

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

**CITY COUNCIL MEETING  
Tuesday, July 21<sup>st</sup>, 2015  
Second Floor – City Hall  
7:00 PM**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. CONSENT AGENDA
  - A. Approve minutes of June 16<sup>th</sup>, 2015 Council Meeting
  - B. Approve minutes of June 30<sup>th</sup>, 2015 Council Meeting
  - C. Approve minutes of June 9<sup>th</sup>, 2015 Planning & Zoning Meeting
  - D. Approve resignation of Jon Eickhoff effective August 22, 2015
- IV. ADMINISTRATION AND LEGAL
  - A. Approve Personnel Policies
  - B. Resolution 15-026 – Reorganizing Administration
  - C. Ordinance 131 Second Series – Amending City Code to Allow Honey Bees with a Permit
  - D. Possible Conduit Debt Financing – Benedictine Health System, Rochester
- V. PLANNING COMMISSION
  - A. Resolution 15-027 – Mark & Sue Bredehoft garage setback variance
- VI. PUBLIC WORKS & ENGINEERING
  - A. 2015 NW Street Project update – Schumacher Excavating – Approve Pay Estimate #3 of \$
  - B. Water & Sewer to Elementary School update – Heselton Construction – Approve Pay Estimate #2 of \$
  - C. Consideration of cost share on 18<sup>th</sup> St/125<sup>th</sup> St shave down of hill by elementary school
  - D. Swimming pool repairs/project update
- VII. PUBLIC INPUT
  - A. Roger & Linda Swee utility charges – Meter testing results
- 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](http://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](http://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  
June 16<sup>th</sup>, 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, Diskerud, Knox, Vettel, Steele

Members Absent: None

Others Present: Jon Eickhoff, Stephanie Pocklington, Bob Vose, Neil Britton, Todd Omberg, Wayne King, Morgan Hansen, Alice Duschaneck-Myers, Todd Robertson, Jay Strande, Jamie Hitchcock, Roger & Linda Swee, Patrick Pike, Ryan Schaefer, Mike Brown, Kyle Dessner, Casey Sather, Wayne King, Wendell Zwart, and Pete Bushman.

Motion from Vettel, with a second from Johnson to approve the Consent Agenda less item B: Personnel Policies tabled until next meeting. Approved 5-0-0

Senator Schmit presented the City of Pine Island with a Legislative update. Steele expressed his concern with the N. Main Street barricades looking uninviting and not assessable to emergency apparatus.

Acceptance of the 2014 City Audit. Motioned by Knox and seconded by Vettel. Approved 5-0-0

Resolution 15-018 Acceptance of Land donation from Wendell Zwart. Vettel made a motion approve Resolution 15-018. Seconded by Knox. Approved 5-0-0

Ordinance 131 Second Series- Amending City Code to Allow Honey Bees with a Permit. Vettel made a motion to table until the July 21<sup>st</sup> meeting so changes can be made to the wording. Seconded by Diskerud. Approved 5-0-0

A Dynamic Engine Brake ordinance was discussed among the Council Members. City is to look into putting up signs to reduce noise. No new ordinance at this time.

Resolution 15-Decertification of TIF 1-2 was motioned by Knox. Seconded by Johnson. Approved 5-0-0

The acceptance of Bids for a reconditioned Jetter-Vac truck. The Contract award was given to the sole bidder, MacQueen Equipment in the amount of One Hundred and Seventy Thousand dollars (\$170,000.) Motion by Diskerud with a second from Johnson. Approved 5-0-0

A discussion on whether to continue publish the Council Minutes in the paper took place. It was decided to continue publishing.

Resolution 15-025- Authorizing Pine Island Fire Relief Association a pension increase. Pat Pike presented the numbers with Kyle Dessner helping to explain what it means for the City and the Relief. A pension increase of Six-Hundred dollars (\$600) a year was granted with a motion from Johnson and a second from Vettel. Approved 5-0-0

The Fire Department requested an increase in run pay. An increase of two dollars (\$2) per run was granted with a motion from Vettel and a second from Diskrud. Approved 5-0-0

The discussion of a Downtown Housing Development. Council consensus was in favor with specific plans to be discussed in the near future.

Approval for PAPA and TELLERS Studio to serve liquor at the Creamery on July 25<sup>th</sup> for a fundraiser was granted with a motion by Vettel, and a second by Johnson. Approved 5-0-0

Resolution 15-022 A garage set back variance for Judy Krause was granted with a motion from Diskrud and a second from Johnson. Approved 5-0-0

2015 NW Street Project Pay Estimate #2 for One Hundred Four Thousand, Nine Hundred and Sixty Three dollars and Twenty cents. (\$104,963.20) Knox made a motion which was seconded by Vettel. Approved 5-0-0

Water and Sewer to Elementary School, Pay Estimate #1 for One Hundred, Seventy-Three Thousand, and Two-Hundred and Ninety-Seven dollars and Twenty cents (\$173,297.20) was approved with a motion from Knox, and a second from Vettel. Approved 5-0-0

Resolution 15-023- Ordering a Feasibility Study for 5<sup>th</sup> Street SW (CSAH 27) was approved with a motion from Vettel, and a second from Knox. Approved 5-0-0

Resolution 15-024- Ordering a Feasibility Study for 2<sup>nd</sup> Street SW was approved with a motion from Knox, and a second from Johnson. Approved 5-0-0

Public Input:

Roger and Linda Swee asked the Council to forgive his water bill due to an unexplained high water usage. Council requested the City staff to send the ERT for testing before making a decision at the July 21<sup>st</sup> Council meeting.

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

Be there no further business, Vettel made the motion, which was seconded by Diskrud, to adjourn the meeting at 9:09 p.m. Approved 5-0-0

Respectfully submitted,

Stephanie Pocklington

City of Pine Island  
507-356-4591

STATE OF MINNESOTA  
GOODHUE/OLMSTED COUNTIES  
CITY OF PINE ISLAND  
SPECIAL COUNCIL MEETING  
June 30<sup>th</sup>, 2015

Pursuant to due call, and notice thereof, Mayor Steele called the Special City Council meeting to order at 6:30 PM, in the council chambers, at City Hall.

Members Present: Johnson, Knox, Vettel, Steele

Members Absent: Diskerud

Others present: Wayne King, Jim Mack, Elizabeth Howard, Nate Carlson, and Stephanie Pocklington and Jon Eickhoff.

Jason Johnson motioned to put a Committee of Business Owners in town together to be present during a City Administrator hiring process. Seconded by Vettel. Approved 4-0-0

Vettel motioned to direct staff to prepare a Resolution to go back to a staffed City Administrator position. Johnson seconded. Approved 4-0-0

Knox asked what this means for City staffing, to which Mayor Rod Steele replied that we will be outsourcing a lot of responsibilities.

There being no further business, Vettel made the motion, which was seconded by Johnson, to adjourn the meeting at 6:40 PM. Approved 4-0-0

Respectfully submitted,

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

City of Pine Island  
Planning and Zoning Commission  
Minutes  
Tuesday, June 9, 2015  
7:00 P.M. – City Hall

Meeting called to order at 7:00 P.M. by Chairman Ken Hames

Present: Ken Hames, Harlan Pahl, Grant Friese, Jason Johnson

Absent: TJ Schutz, Brad Rehling

Also Present: Jon Eickhoff, Vernetta Pahl, Steve Krause

Pledge of Allegiance was recited.

Motion by Friese and second by Pahl to accept the minutes of the May 12, 2015 meeting. Approved 3-0-0.

Public Hearing on Judy Krause variance request was opened by Chairman Hames. Steve Krause was present representing Judy Krause. Mr. Krause reviewed the plans to remove the current garage and build a new garage. Currently the old garage sets within 5 feet of the rear lot line. The new garage would comply with all requirements except the rear 20 foot setback. Mr. Krause said the plan is to place the new garage 10 feet back from the rear property line. This would bring it closer to compliance, allow better sight lines when entering the alley, and improve the look of the property since the old garage is in a poor state of repair. Jon Eickhoff commented that he had only heard comments from the Andrists and they were in favor of the new garage and placement.

Motion by Friese and second by Pahl to close the public hearing. Approved 3-0-0.

Motion by Friese and second by Pahl to recommend City Council grant approval of a rear 10 foot setback variance. Approved 3-0-0.

Motion by Friese and second by Pahl to adjourn at 7:15 P.M. Approved 3-0-0.

Respectively Submitted,

Jon Eickhoff

Jon Eickhoff  
907 DC Court SE  
Pine Island, MN 55963

June 24, 2015

Mayor Rod Steele and City Council  
City of Pine Island  
PO Box 1000  
Pine Island, MN 55963

Honorable Mayor and City Council,

Please note I have accepted a Controller position at POET Biorefining – Preston. I have truly enjoyed my time with the City of Pine Island. The staff and leadership are great to work with. The new position will allow my family to move closer to my relatives and allow me to have more time with Jen and Allison.

This letter serves as my official 60 day notice of resignation per my contract making my last day August 22, 2015. It would be appreciated if Council would consider my last day to be August 8, 2015 as POET would like to get me started as soon as possible.

Thank you,



Jon Eickhoff

# **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.

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## **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 <sup>st</sup>
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 <sup>th</sup>
Labor Day	First Monday in September
Columbus Day (Street Dept)	Second Monday in October
Veteran's Day	November 11 <sup>th</sup>
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 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>
New Year's Eve Day (half day)	December 31 <sup>st</sup>

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 24<sup>th</sup>, and December 31<sup>st</sup>, the official holiday commences at the beginning of the fifth (5<sup>th</sup>) 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

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**CITY OF PINE ISLAND  
RESOLUTION NO. 15-026**

**RESOLUTION REORGANIZING CITY ADMINISTRATION**

WHEREAS, Section 1.02 of the City Code requires the City Council to designate persons, committees, or bodies to fulfill the particular duties or responsibilities of the City Administrator;

WHEREAS, the Mayor, Deputy City Clerk, Finance Director (now City Clerk), personnel committee, department heads, and Councilmember Vettel were acting under Resolution 13-006 to fulfill these duties and responsibilities since February 19, 2013;

WHEREAS, the City Council has reviewed the changes in these duties and responsibilities, and desires to reorganize the administration;

WHEREAS, by this resolution, the City Council intends to designate certain administrative duties and responsibilities.

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

1. Except as more specifically provided in this resolution, the Mayor shall serve as the City's chief administrative officer and shall seek to ensure the proper administration of City affairs provided, however, that this resolution shall not delegate or grant to the Mayor any authority requiring City Council approval.
2. Except as more specifically provided in this resolution, the Mayor may delegate any administrative duty or responsibility identified in the City Code or any other City resolution, regulation or policy to a specified person, committee, or body, provided, however, that the Mayor shall notify the City Council of any such delegation at the next regularly scheduled City Council meeting.
3. The City Administrator shall, in consultation with the Mayor and department heads, prepare an agenda for all Council meetings and provide a Council agenda packet including a copy of all minutes to be considered and copies of all other proposals, communications, or other documents as may deemed necessary or proper for advance consideration by the Council. Special meetings of the City Council may be called as provided in City Code, Section 2.03, by writing filed with the City Administrator. The City Seal shall be kept in the custody of the City Administrator.
4. The Accounting Clerk shall, at regular Council meetings, provide a compiled list of all verified claims for payment for goods or services rendered the City during the preceding month (i.e. a "claim report").
5. The Deputy City Clerk shall serve as staff liason to the planning commission and

shall, in consultation with the city attorney, be responsible for timely processing of any zoning, planning or land use applications or approvals.

This resolution shall take effect upon hiring of a person to occupy the office of City Administrator.

Adopted by the City Council of the City of Pine Island this 21<sup>st</sup> day of July, 2014.

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Mayor

ATTEST:

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City Clerk

**Motion:**

**Second:**

**Aye:**

**Nay:**

**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-swarmling 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.

*Sides of lot abutting lots shall comply with flyway barrier*

~~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.  $\frac{1}{2}$  acre or smaller = 2 colonies
2. more than  $\frac{1}{2}$  acre to  ~~$\frac{3}{4}$~~ <sup>1</sup> acre = 4 colonies
3. ~~more than  $\frac{3}{4}$  acre to 1 acre = 6 colonies~~
4. more than 1 acre to 5 acres = 8 colonies
5. more than 5 acres = ~~no restriction~~ *2 colonies per acre*

**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.





**CITY OF PINE ISLAND  
RESOLUTION NO. 15-027**

**RESOLUTION APPROVING VARIANCE**

WHEREAS, Mark and Sue Bredehoft (“Owners”) own property located at 225 Fourth Street SW, Pine Island (PID# 68-280-0200) (the “Property”);

WHEREAS, Owners submitted a variance application dated June 16, 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 Mark Bredehoft, (“Bredehoft Plans”);

WHEREAS, the property is a corner lot and the applicable setback from the west property line under the City’s zoning code is 20 feet;

WHEREAS, Owners seek a variance to permit construction of the garage 10 feet 4 inches from the west property line;

WHEREAS, the new garage location would increase the west building setback to 10 feet 4 inches from the current 6 feet 4 inches;

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 July 14, 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. The Planning & Zoning Commission suggested that the Owner place the garage 12 feet 7 inches from the west property line to match the current setback of the Owner's home, but did not require the Owner to do so.

WHEREAS, at the public hearing, Mark Bredehoff indicated that the current garage is in a deteriorated state, distance to the street will increase with the new construction, and this property layout will increase safety to drivers on the street.

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 4 inch setback from the west property line subject to the following conditions:

1. The garage shall be constructed in accordance with the Bredehoff Plans.

Adopted by the Pine Island City Council this 21<sup>st</sup> day of July, 2015.

\_\_\_\_\_  
Rod Steele, Mayor

\_\_\_\_\_  
Jonathan Eickhoff, City Clerk

Motion:

Second:

Aye:

Nay:

PETITION FOR VARIANCE

Date 6/16/15

Person(s) applying for variance Mark + Sue Bredehoff

Address 225 4th St SW, Pine Island, MN 55963

Telephone # 507-271-0594

Legal description of property: Lot: pt of Lot 11 Block: \_\_\_\_\_

Plat/Parcel# 68.280.0200 Addition. \_\_\_\_\_

Reason for variance. need new garage and with new code the garage will not be set back far enough. our lot is smaller our garage is in bad shape + needs to be taken down.

Names and addresses of the property owners abutting directly on the property described in this application

Lenny Parker - 221 4th St

Doug Thompson

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 \_\_\_\_\_ No X

Comment \_\_\_\_\_

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 \_\_\_\_\_

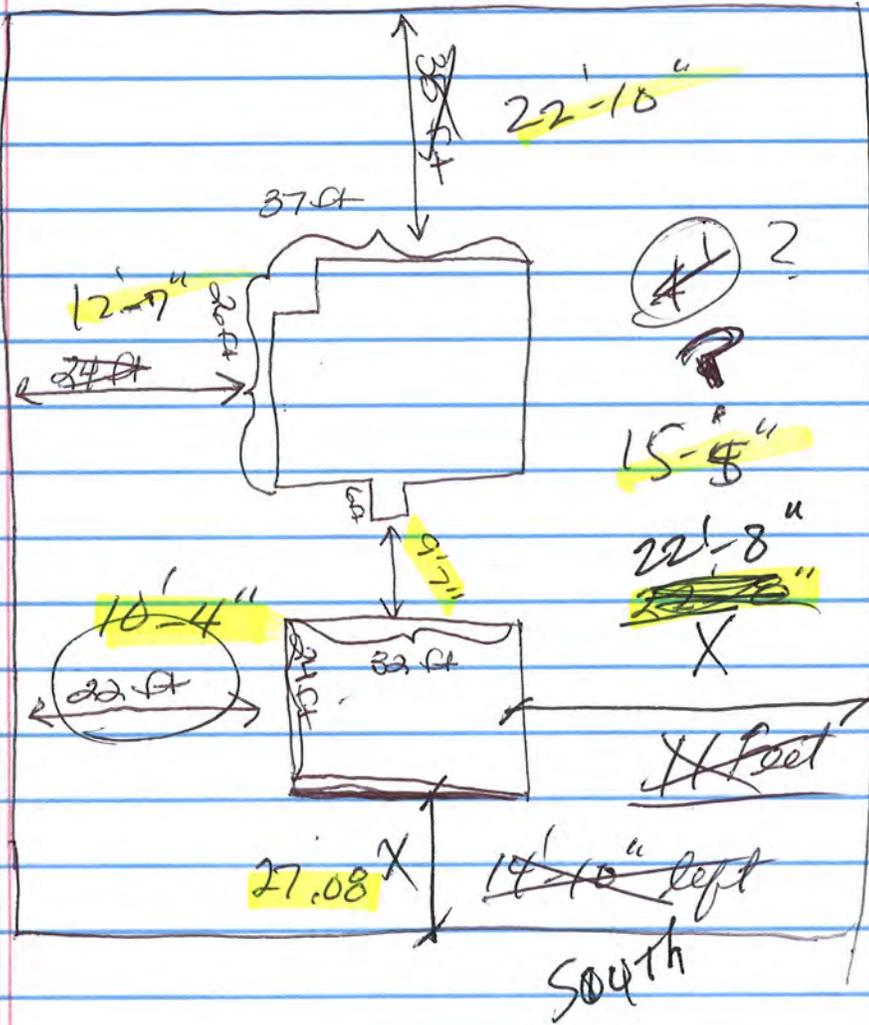
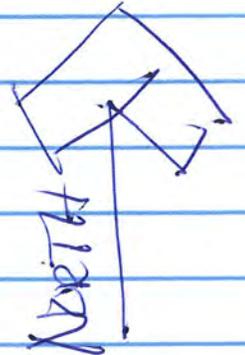




65'

**Now**

4' 8"



115.5'

CASV

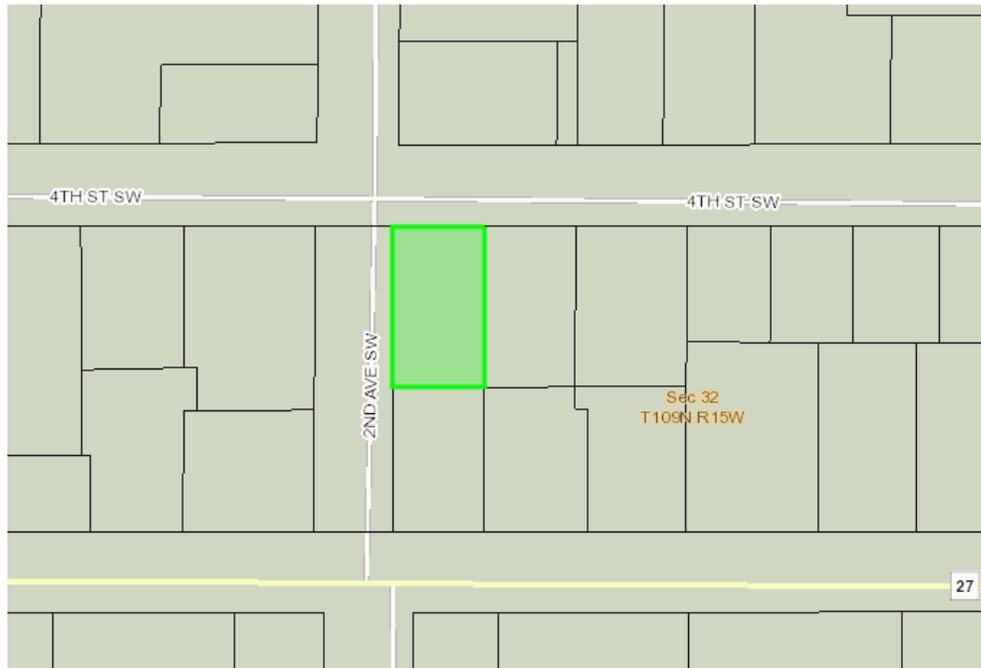
$$\begin{array}{r}
 115.5 \\
 100 - 2'' \\
 \hline
 1410
 \end{array}$$

6  
7' 10T  
size

65' x 115.5'

**CITY OF PINE ISLAND**  
**Planning & Zoning Commission**  
**NOTICE OF PUBLIC HEARING**  
**Tuesday, July 14, 2015**  
**7:00 PM**  
**Second Floor Pine Island City Hall**

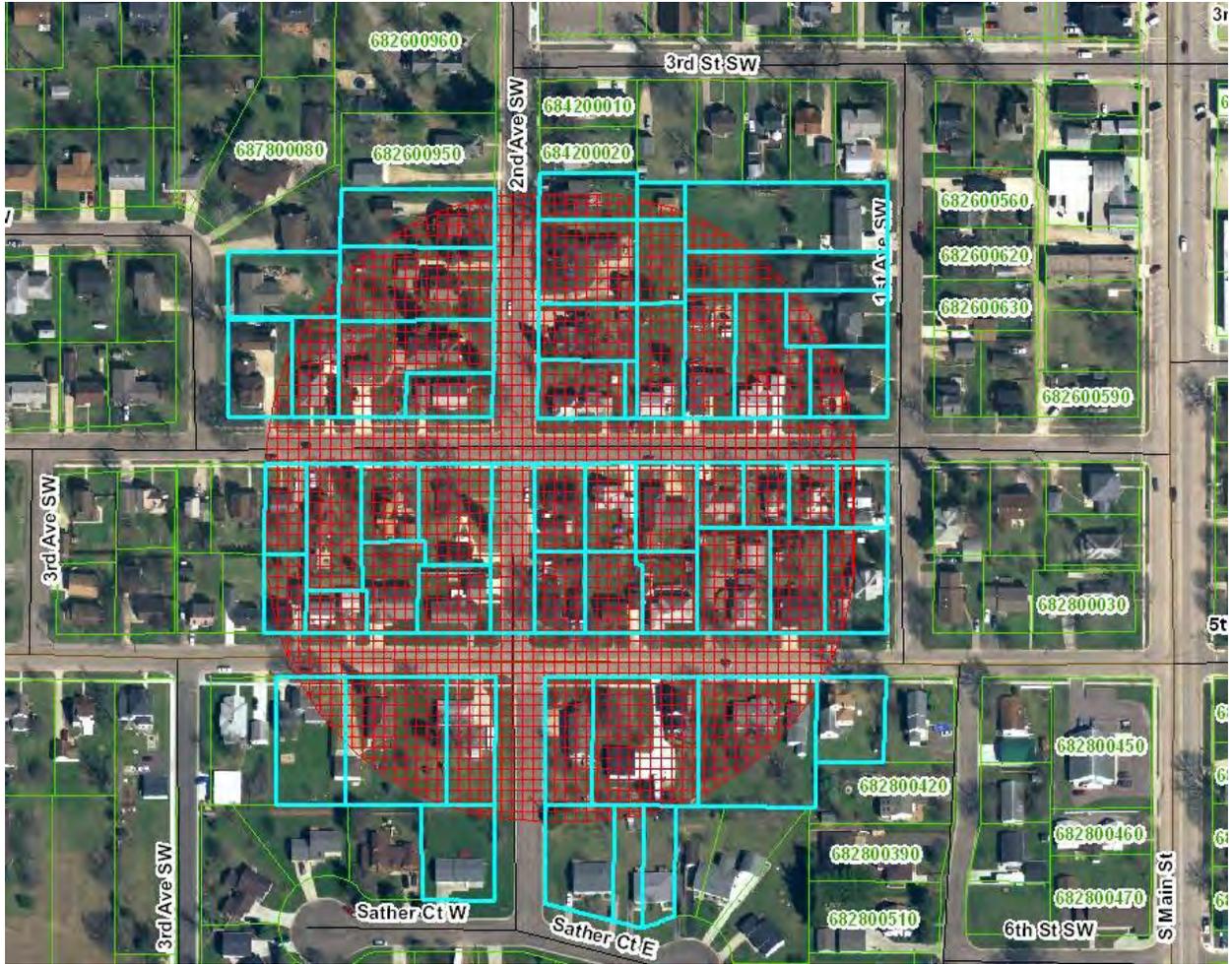
Notice is hereby given that the Planning Commission of the City of Pine Island, MN will hold a public hearing on the above date and time to consider a Variance Application for a garage setback for Mark and Sue Bredehoft proposed at 225 4<sup>th</sup> Street SW in the City of Pine Island. The application was submitted by Mark and Sue Bredehoft.



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 July 1, 2015



DEBORAH SWARTHOUT  
322 2<sup>ND</sup> AVE SW  
PINE ISLAND, MN 55963

STEVEN ARCHER  
217 4<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

MAVIS LEROL  
PO BOX 314  
PINE ISLAND, MN 55963

WALTER PARK  
312 5<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

HEATHER GROBY  
313 5<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

JACQUELINE FRIARY  
301 PINECREST CT SW  
PINE ISLAND, MN 55963

KATHIE WENDT  
34 SATHER CT SW  
PINE ISLAND, MN 55963

TAMMY SCHETTL  
309 2<sup>ND</sup> AVE SW  
PINE ISLAND, MN 55963

AARON FLEMKE  
313 2<sup>ND</sup> AVE SW  
PINE ISLAND, MN 55963

MARY PAQUETTE  
319 SW 2<sup>ND</sup> AVE  
PINE ISLAND, MN 55963

KATHLEEN GOHEEN  
32831 712<sup>TH</sup> ST  
LAKE CITY, MN 55041

JEFFREY KUJATH  
304 3<sup>RD</sup> AVE NW  
KASSON, MN 55944

ROBERT SCHULTZ  
2 SATHER CT SW  
PINE ISLAND, MN 55963

TANYA KELLER  
4 SATHER CT SW  
PINE ISLAND, MN 55963

RICHARD REPP  
5 SATHER CT SW  
PINE ISLAND, MN 55963

BAIRD SWANSON  
PO BOX 981  
PINE ISLAND, MN 55963

DUANE SANFORD  
304 FIRST AVE SW  
PINE ISLAND, MN 55963

KEVIN KANN  
312 4<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

TERESA SWAN  
318 SW 2<sup>ND</sup> AVE  
PO BOX 338  
PINE ISLAND, MN 55963

GEORGE THOMFORDE  
308 4<sup>TH</sup> ST SW  
PO BOX 225  
PINE ISLAND, MN 55963

RICHARD KEANE  
314 2<sup>ND</sup> AVE SW  
PO BOX 586  
PINE ISLAND, MN 55963

JAMES HERVEY TRUST  
310 2<sup>ND</sup> AVE SW  
PO BOX 236  
PINE ISLAND, MN 55963

BRUCE PUKAL  
205 4<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

TJ WILLIAMS  
201 4<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

JACOB SCHARPEN  
204 5<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

DONALD COLLINS  
408 1<sup>ST</sup> AVE SW  
PO BOX 446A  
PINE ISLAND, MN 55963

RALPH BURDICK  
767 2<sup>ND</sup> AVE NE  
MAZEPPA, MN 55956

HAROLD MOHLKE  
213 4<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

CHARLES COONS  
208 5<sup>TH</sup> ST SW  
PO BOX 336  
PINE ISLAND, MN 55963

DEANNE KUNDERT  
212 5<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

JANET BAUCH  
216 5<sup>TH</sup> ST SW  
PO BOX 741  
PINE ISLAND, MN 55963

LEONARD PORTER  
221 4<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

DOUGLAS THOMPSON  
220 5<sup>TH</sup> ST SW  
PO BOX 796  
PINE ISLAND, MN 55963

CHERI TENTIS  
11662 COUNTRY RD 31  
ALTURA, MN 55910

TOBIAS MULLENBACH  
311 4<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

MARK BREDEHOFT  
225 4<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

LARRY KUNDERT  
PO BOX 492  
PINE ISLAND, MN 55963

ROBERT WALTER FOX  
1704 NE 3<sup>RD</sup> AVE  
ROCHESTER, MN 55906

BRANDON ARNDT  
315 4<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

CHARLES LENN  
307 5<sup>TH</sup> ST SW  
PO BOX 537  
PINE ISLAND, MN 55963

CODY GULLICKSON  
301 5<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

IRVING MILLER  
8650 85<sup>TH</sup> ST NW  
PINE ISLAND, MN 55963

KENNETH AGGEN  
217 5<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

LAWRENCE STADLER  
209 5<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

KENNY ROGERS  
201 5<sup>TH</sup> ST SW  
PO BOX 214  
PINE ISLAND, MN 55963

NATASHA MATHUS  
314 1<sup>ST</sup> AVE SW  
PINE ISLAND, MN 55963

ROGER HEIMBERG  
214 4<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

ANTHONY VALLEJO  
208 4<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

BRETT BJUGAN  
300 5<sup>TH</sup> ST SW  
PINE ISLAND, MN 55963

RICKY BENESCH  
306 1<sup>ST</sup> AVE SW  
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 7/4/2015

DETERMINATION OF AMOUNT DUE

(See attached statement of quantities)

Estimate No. 3

Date 7/8/2015

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
Change Order #2	\$	2,003.00
Total Contract Amount	\$	1,167,252.95

TOTAL VALUE OF WORK CERTIFIED	LESS DEDUCTIONS OR % RETAINED	LESS PREVIOUS PAYMENTS	NET AMOUNT DUE
\$ 383,497.13	5% \$ 19,174.86	\$ 169,375.88	\$ 194,946.40

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 7/16/2015 Signature [Signature]  
Contractor

I hereby recommend payment of this estimate.

Dated 7/16/15 Signature [Signature]  
Project Supervisor

July 8, 2015

**City of Pine Island  
2015 NW Street Improvement Project  
WSN #1002R0030.000  
Pay Estimate No. 3**

(Insert items from Bid Abstract according to Contract award)

Contract Amount	
	<b>\$ 1,163,699.95</b>

Highlighted cells indicate a formula; do NOT change.			
Previous Payments	This Period	Estimate to Date	
			<b>\$ 383,497.13</b>

BID NO.	ITEM NO.	ITEM	TOTAL QTY	UNIT	UNIT PRICE	TOTAL	QUANTITY	QUANTITY	TOTAL
1	2101.502	Clearing	18	Tree	\$140.00	\$ 2,520.00	1	26	\$ 3,640.00
2	2101.507	Grubbing	18	Tree	\$140.00	\$ 2,520.00	3	17	\$ 2,380.00
3	2103.507	Disconnect Water Main	1	Each	\$900.00	\$ 900.00		0	\$ -
4	2104.501	Remove Curb & Gutter	3,631	Lin Ft	\$2.50	\$ 9,077.50	587	2352	\$ 5,880.00
5	2104.501	Remove Curb & Gutter - Special	518	Lin Ft	\$2.50	\$ 1,295.00		0	\$ -
6	2104.503	Remove Retaining Wall	435	Sq Ft	\$9.50	\$ 4,132.50		435	\$ 4,132.50
7	2104.503	Remove Concrete Sidewalk	9,457	Sq Ft	\$0.50	\$ 4,728.50	2244.7	5445.3	\$ 2,722.65
8	2104.505	Remove Concrete Driveway Pavement	596	Sq Yd	\$6.50	\$ 3,874.00	210.3	434.8	\$ 2,826.20
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		0	\$ -
11	2104.505	Remove Bituminous Pavement	9,190	Sq Yd	\$2.75	\$ 25,272.50	30	8554	\$ 23,523.50
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		1	\$ 300.00
14	2104.509	Remove Manhole (Storm)	4	Each	\$250.00	\$ 1,000.00	1	3	\$ 750.00
15	2104.509	Remove Catch Basin	12	Each	\$200.00	\$ 2,400.00	3	6	\$ 1,200.00
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	1	1	\$ 250.00
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		2	\$ 300.00
20	2105.501	Common Excavation	4,587	Cu Yd	\$8.75	\$ 40,136.25	697.7	2458.7	\$ 21,513.63
21	2105.501	Excavation Special (Exploratory)	4	Hr	\$300.00	\$ 1,200.00	0.5	0.5	\$ 150.00
22	2105.525	Topsoil Borrow (LV)	763	Cu Yd	\$16.00	\$ 12,208.00		0	\$ -
23	2105.604	Geotextile Fabric Type V	10,560	Sq Yd	\$1.25	\$ 13,200.00	2898	4102	\$ 5,127.50
24	2112.604	Subgrade Preparation - Bit. Patching	296	Sq Yd	\$4.00	\$ 1,184.00		0	\$ -
25	2211.501	Aggregate Base Class 5 Modified	8,823	Ton	\$12.90	\$ 113,816.70	2667.02	3463.11	\$ 44,674.12
26	2232.501	Mill Bituminous Surface (1.5")	2,569	S.Y.	\$2.78	\$ 7,141.82		0	\$ -
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		0	\$ -
29	2331.604	Bituminous Pavement Reclamation	3,746	S.Y.	\$4.86	\$ 18,205.56		0	\$ -
30	2356.505	Bituminous Material for Seal Coat	9,277	Gal	\$3.25	\$ 30,150.25		0	\$ -
31	2356.604	Bituminous Seal Coat	37,106	Sq Yd	\$0.79	\$ 29,313.74		0	\$ -
32	2360.501	Type SP 9.5 Wearing Course Mix (3,C)	1,386	Ton	\$74.42	\$ 103,146.12		0	\$ -
33	2360.502	Type SP 12.5 Non Wearing Course Mix (3,C)	1,843	Ton	\$69.74	\$ 128,530.82		0	\$ -
34	2360.505	Type SP 12.5 Bituminous Mixture for Patching	156	Ton	\$107.39	\$ 16,752.84		0	\$ -
35	2411.604	Modular Block Retaining Wall	767	Sq Ft	\$39.00	\$ 29,913.00	1094	1094	\$ 42,666.00
36	2411.607	Concrete Steps	4	Cu Yd	\$320.00	\$ 1,280.00		0	\$ -
37	2451.609	Granular Foundation	317	Ton	\$13.00	\$ 4,121.00		55.78	\$ 725.14
38	2503.541	15" RC Pipe Sewer Design 3006 CL V	381	Lin Ft	\$29.00	\$ 11,049.00	231.5	288.5	\$ 8,366.50

July 8, 2015

**City of Pine Island  
2015 NW Street Improvement Project  
WSN #1002R0030.000  
Pay Estimate No. 3**

(Insert items from Bid Abstract according to Contract award)

Contract Amount	
	\$ 1,163,699.95

Highlighted cells indicate a formula; do NOT change.			
Previous Payments	This Period	Estimate to Date	
			\$ 383,497.13

BID NO.	ITEM NO.	ITEM	TOTAL QTY	UNIT	UNIT PRICE	TOTAL	QUANTITY	QUANTITY	TOTAL
39	2503.541	18" RC Pipe Sewer Design 3006 CL III	1,039	Lin Ft	\$32.00	\$ 33,248.00	377.5	671	\$ 21,472.00
40	2503.601	Maintenance of Sanitary Sewer Service	1	L.S.	\$6,000.00	\$ 6,000.00	0.25	0.75	\$ 4,500.00
41	2503.602	Connect to Existing Sanitary Sewer	2	Each	\$500.00	\$ 1,000.00		1	\$ 500.00
42	2503.602	Connect to Existing Storm Sewer	3	Each	\$350.00	\$ 1,050.00	1	3	\$ 1,050.00
43	2503.602	Sanitary Sewer Service (4" PVC)	20	Each	\$550.00	\$ 11,000.00	6	11	\$ 6,050.00
44	2503.602	Sanitary Sewer Service (4" PVC) - Special	6	Each	\$500.00	\$ 3,000.00	1	2	\$ 1,000.00
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		0	\$ -
47	2503.602	8" x 4" PVC Wye	20	Each	\$100.00	\$ 2,000.00	6	12	\$ 1,200.00
48	2503.602	8" x 6" PVC Wye	7	Each	\$130.00	\$ 910.00		4	\$ 520.00
49	2503.603	Sanitary Sewer Inspection	1,333	Lin Ft	\$1.35	\$ 1,799.55		0	\$ -
50	2503.603	8" PVC Pipe Sewer	1,333	Lin Ft	\$27.00	\$ 35,991.00	336	810	\$ 21,870.00
51	2504.602	Install Water Service System (1")	32	Each	\$950.00	\$ 30,400.00	4	16	\$ 15,200.00
52	2504.602	Install Water Service System (1") - Special	7	Each	\$650.00	\$ 4,550.00	1	1	\$ 650.00
53	2504.602	Connect to Existing Water Main	6	Each	\$350.00	\$ 2,100.00	1	4	\$ 1,400.00
54	2504.602	Hydrant	2	Each	\$3,400.00	\$ 6,800.00	1	1	\$ 3,400.00
55	2504.602	Adjust Valve Box	11	Each	\$100.00	\$ 1,100.00		0	\$ -
56	2504.602	6" Gate Valve & Box	2	Each	\$1,285.00	\$ 2,570.00	1	1	\$ 1,285.00
57	2504.602	8" Gate Valve & Box	12	Each	\$1,725.00	\$ 20,700.00	3	8	\$ 13,800.00
58	2504.603	6" PVC Water Main	42	Lin Ft	\$25.00	\$ 1,050.00	26	26	\$ 650.00
59	2504.603	8" PVC Water Main	2,444	Lin Ft	\$28.00	\$ 68,432.00	476	1355.5	\$ 37,954.00
60	2504.608	Ductile Iron Fittings	1,081	LB	\$7.50	\$ 8,107.50	832	1379	\$ 10,342.50
61	2506.502	Construct Drainage Structure Design Type B	11	Each	\$1,450.00	\$ 15,950.00	5	7	\$ 10,150.00
62	2506.502	Construct Drainage Structure Design 48-4020	4	Each	\$1,900.00	\$ 7,600.00	3	4	\$ 7,600.00
63	2506.502	Construct Drainage Structure Design 60-4020	1	Each	\$2,400.00	\$ 2,400.00		0	\$ -
64	2506.522	Adjust Manhole (Sanitary)	1	Each	\$500.00	\$ 500.00		0	\$ -
65	2506.522	Adjust Frame & Ring Casting	6	Each	\$250.00	\$ 1,500.00		0	\$ -
66	2506.601	Density Testing in Trenches	1	L.S.	\$3,100.00	\$ 3,100.00	0.5	0.75	\$ 2,325.00
67	2506.602	Construct Sanitary Manhole	5	Each	\$2,500.00	\$ 12,500.00		2	\$ 5,000.00
68	2506.603	Construct Sanitary Manholes	7	Lin Ft	\$170.00	\$ 1,190.00		4.5	\$ 765.00
69	2521.501	6" Concrete Walk	1,630	Sq Ft	\$7.00	\$ 11,410.00		0	\$ -
70	2521.511	4" Concrete Walk	11,650	Sq Ft	\$4.65	\$ 54,172.50		0	\$ -
71	2531.501	Curb and Gutter Design B624	4,383	Lin Ft	\$14.00	\$ 61,362.00	1787	1787	\$ 25,018.00
72	2531.501	Curb and Gutter Design B624 - Special	518	Lin Ft	\$24.00	\$ 12,432.00		0	\$ -
73	2531.501	Curb and Gutter Design B624 (Mod.)	178	Lin Ft	\$18.00	\$ 3,204.00	96	96	\$ 1,728.00
74	2531.507	6" Concrete Driveway Pavement	677	Sq Yd	\$38.00	\$ 25,726.00		0	\$ -
75	2531.507	8" Concrete Driveway Pavement	111	Sq Yd	\$45.00	\$ 4,995.00		0	\$ -

July 8, 2015

City of Pine Island  
 2015 NW Street Improvement Project  
 WSN #1002R0030.000  
 Pay Estimate No. 3

(Insert items from Bid Abstract according to Contract award)

Contract Amount	
	\$ 1,163,699.95

Highlighted cells indicate a formula; do NOT change.			
Previous Payments	This Period	Estimate to Date	
			\$ 383,497.13

BID NO.	ITEM NO.	ITEM	TOTAL QTY	UNIT	UNIT PRICE	TOTAL
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
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
80	2573.55	Erosion Control Supervisor	1	L.S.	\$4,000.00	\$ 4,000.00
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

	QUANTITY	QUANTITY	TOTAL
\$ -		0	\$ -
\$ 1,320.00	0.33	0.66	\$ 2,640.00
\$ -		0	\$ -
\$ 2,400.00		32	\$ 2,400.00
\$ 2,000.00	0.25	0.75	\$ 3,000.00
\$ -		0	\$ -
\$ -		0	\$ -
\$ 174,707.40			\$ 379,914.13

**Change Order #1**

1	2101.511	Clearing	1	Lump Sum	\$1,580.00	\$ 1,580.00	\$ 1,580.00		1	\$ 1,580.00
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**Change Order #2**

84	2504.602	Install Water Service System (1 1/2")	1	Each	\$2,003.00	\$ 2,003.00	\$ 2,003.00		1	\$ 2,003.00
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**TOTAL**

\$ 1,167,282.95

\$ 178,290.40

\$ 383,497.13



Rochester  
 6301 Bandel Road N  
 Suite 301  
 Rochester, MN 55901-8718  
 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

Partial X  
 Semi-Final  
 Final

For Pine Island School Utility Loop  
 Pine Island MN

WSN # 1002R0031.000

Award Date 3/17/2015  
 Work Started 5/18/2015  
 Spec Comp Date  
 Bid Alt A 5/15/2015  
 Base Bid 6/30/2015

Contract Amount \$ 1,169,905.55  
 Change Order #1  
 Change Order #2  
 Change Order #3  
 Total Contract Amount \$ 1,169,905.55

DETERMINATION OF AMOUNT DUE

Pay Estimate	Estimated Quantities to Date	Total Value of Work Certified	Less Deductions/ % Retained	Net Amount of Work Certified	Total Due Pay Estimate
1	6/9/2015	\$ 182,418.10	5% \$ 9,120.91	\$ 173,297.20	
2	7/15/2015	\$ 731,085.80	5% \$ 36,554.29	\$ 694,531.51	\$ 521,234.32

(See attached statement of quantities)

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 7/15/2015

Signature Michael H  
 Contractor

I hereby recommend payment of this estimate:

Dated 7/15/2015

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		Estimate #1		Estimate #2	
					UNIT PRICE	TOTAL	QUANTITY TO DATE	TOTAL	QUANTITY TO DATE	TOTAL
					\$ 917,000.40		\$ 180,038.10		\$ 731,085.80	
<b>Sanitary Sewer</b>										
1		Connect to Existing Sanitary Sewer (Existing 15" & School Service 6")	2	Each	\$ 1,100.00	\$ 2,200.00		\$ -	1	\$ 1,100.00
2		F&I Standard Manhole (Type 3) (48"Dia.) (Including Castings)	293.22	L.F.	\$ 250.00	\$ 73,305.00		\$ -	167.48	\$ 41,870.00
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		\$ -	1324	\$ 65,538.00
5		F&I 12" Alternate Sanitary Sewer Pipe	4,523	L.F.	\$ 33.50	\$ 151,520.50		\$ -	2226	\$ 74,571.00
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		\$ -	7	\$ 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	780	\$ 31,200.00
12		Trench Rock Blasting (10-15' depth)	150	L.F.	\$ 40.00	\$ 6,000.00	156	\$ 6,240.00		\$ -
<b>Watermain</b>										
13		Connect into Existing Watermain (Existing 12" & School Service 12")	2	Each	\$ 1,300.00	\$ 2,600.00		\$ -	2	\$ 2,600.00
14		Salvage & Reinstall Existing Flushing Hydrant & Reducers	1	Each	\$ 1,425.00	\$ 1,425.00		\$ -	1	\$ 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	5391	\$ 212,944.50
16		F&I 6 inch C900-07 DR 18 Hydrant Lead	113	L.F.	\$ 26.00	\$ 2,938.00	37	\$ 962.00	113	\$ 2,938.00
17		F&I 6 inch Hydrant	6	Each	\$ 3,585.00	\$ 21,510.00	2	\$ 7,170.00	6	\$ 21,510.00
18		F&I 6 inch Gate Valve & Box	6	Each	\$ 1,265.00	\$ 7,590.00	2	\$ 2,530.00	6	\$ 7,590.00
19		F&I 12 inch Gate Valve & Box	17	Each	\$ 4,050.00	\$ 68,850.00	4	\$ 16,200.00	17	\$ 68,850.00
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.J. Compact Mechanical Joint Fittings	4414	LBS.	\$ 5.00	\$ 22,070.00	1238	\$ 6,190.00	4858	\$ 24,290.00
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		\$ -
<b>Grading &amp; Miscellaneous</b>										
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 Silt 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		\$ -	1400	\$ 8,960.00
34		Common Excavation (Channel Realignment)	7,500	C.Y.	\$ 5.45	\$ 40,875.00		\$ -	7500	\$ 40,875.00
<b>Base Bid</b>					\$ 917,000.40		\$ 180,038.10		\$ 609,761.50	
<b>Alternate Bid A</b>										
<b>Watermain</b>										
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		\$ -	2327	\$ 78,536.25
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	\$ 32,000.00
8		F&I D.J. Compact Mechanical Joint Fittings	1,736	LBS.	\$ 4.65	\$ 8,072.40		\$ -	917	\$ 4,264.05
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	233	\$ 6,524.00
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		\$ -		\$ -
<b>Alternate A</b>					\$ 252,905.15		\$ 2,380.00		\$ 121,324.30	



## CLAIMS

JUN 12, 2015 THROUGH JUL 17, 2015

<b>PAYROLL (3 )</b>	\$	75,663.97
<b>EFT SALES &amp; PAYROLL TAXES</b>	\$	45,197.83
<b>BILLS</b>	\$	295,426.37
<b>TOTAL OPERATING EXPENSES</b>	\$	416,288.17
<b>INVESTMENTS</b>	\$	-
<b>DEBT PRINCIPAL</b>		
<b>STERLING STATE BANK</b>	\$	75,663.97
<b>INTEREST ON DEBT</b>	\$	90,481.88
<b>TIF, ANNEX TAX, NOTES</b>		
<b>CAPITAL OUTLAY</b>	\$	171,981.80
<b>PROJECT EXPENSES</b>	\$	329,023.66
<b>TOTAL CLAIMS</b>	\$	962,577.68

## \*Check Summary Register©

June 2015 to July 2015

Name	Check Date	Check Amt
<b>10100 Pine Island Bank</b>		
Paid Chk# 000233E PUBLIC EMPLOYEES RETIREMENT	6/16/2015	\$3,548.48
Paid Chk# 000234E INTERNAL REVENUE SERVICE	6/16/2015	\$8,452.55 PR
Paid Chk# 000235E MINNESOTA DEPT OF REVENUE	6/16/2015	\$1,326.86 PR
Paid Chk# 000236E DELTA DENTAL	6/18/2015	\$450.06 PR2015-11&12
Paid Chk# 000237E HEALTH EQUITY	6/18/2015	\$1,924.19 PR2015-11&12
Paid Chk# 000238E INTERNAL REVENUE SERVICE	6/18/2015	\$238.80 PR
Paid Chk# 000239E MINNESOTA DEPT OF REVENUE	6/18/2015	\$23.92 PR
Paid Chk# 000240E INTERNAL REVENUE SERVICE	7/1/2015	\$8,948.82 PR
Paid Chk# 000241E MINNESOTA DEPT OF REVENUE	7/1/2015	\$1,404.15 PR
Paid Chk# 000242E PUBLIC EMPLOYEES RETIREMENT	7/1/2015	\$3,556.97 PR
Paid Chk# 000243E MN DEPT OF REVENUE - SALES	7/2/2015	\$1,800.00 2ND QTR SALES TAX
Paid Chk# 000244E PUBLIC EMPLOYEES RETIREMENT	7/16/2015	\$256.52 PR
Paid Chk# 000245E PUBLIC EMPLOYEES RETIREMENT	7/16/2015	\$3,511.02 PR
Paid Chk# 000246E INTERNAL REVENUE SERVICE	7/16/2015	\$8,424.57 PR2015-14 & 14.1
Paid Chk# 000247E MINNESOTA DEPT OF REVENUE	7/16/2015	\$1,330.92 PR
<b>Total Checks</b>		<b>\$45,197.83</b>
<b>10100 Pine Island Bank</b>		
Paid Chk# 140070 MANKATO BREWERY	6/12/2015	\$183.00 REIMBURSEMENT FOR GLASSES OF B
Paid Chk# 140071 CANNON RIVER WINERY	6/12/2015	\$195.00 REIMBURSEMENT FOR GLASSES OF W
Paid Chk# 140072 SAM'S CLUB	6/12/2015	\$816.05 CANDY
Paid Chk# 140073 STERLING STATE BANK-	6/16/2015	\$24,387.76 PAYROLL TRANSFER
Paid Chk# 140074 U.S. POSTMASTER	6/17/2015	\$245.48 W/S BILLING 5/12/15 TO 6/11/15
Paid Chk# 140075 AT&T	6/18/2015	\$122.32 SERVICE MAY TO JUN 2015
Paid Chk# 140076 HEALTHPARTNERS	6/18/2015	\$6,754.18 PR2015-11&12
Paid Chk# 140077 AXA EQUITABLE	6/18/2015	\$50.00 EE INVEST
Paid Chk# 140078 AMERICAN FAMILY LIFE	6/18/2015	\$438.88 PR2015-11&12
Paid Chk# 140079 STERLING STATE BANK-	6/18/2015	\$1,070.52
Paid Chk# 140080 POCKLINGTON, STEPHANIE	6/19/2015	\$115.86 LAMINATING POOL SIGNS
Paid Chk# 140081 U.S. POSTMASTER	6/19/2015	\$8.65 WS BILLS
Paid Chk# 140082 PINE ISLAND ECONOMIC	6/23/2015	\$10,000.00 TRANSFER TO EDA CKG ACCT
Paid Chk# 140083 SPRINT	6/23/2015	\$195.17 SERVICE MAY 8 TO JUN 7, 2015
Paid Chk# 140084 5 STAR LIFE INSURANCE	6/23/2015	\$8.67 TYLER LEJCHER
Paid Chk# 140085 SCHUMACHER EXCAVATING	6/30/2015	\$104,963.20 PAY EST 2
Paid Chk# 140086 HASSELTON CONSTRUCTION	6/30/2015	\$173,297.20 PAY EST 1 - SCHOOL UTILITY LOO
Paid Chk# 140087 ARMBRUST, JODY	6/30/2015	\$65.02 RETURN OVERPAYMENT
Paid Chk# 140088 BLUETARP FINANCIAL, INC	6/30/2015	\$435.83 IMPACT WRENCH, RECIP SAW, HAMM
Paid Chk# 140089 CALLAHAN, DONALD	6/30/2015	\$63.85 RETURN SECURITY DEPOSIT
Paid Chk# 140090 CITY OF PINE ISLAND	6/30/2015	\$6,431.39 SERVICE 5-12-15 TO 6-11-15
Paid Chk# 140091 CONNELLY INDUSTRIAL	6/30/2015	\$759.30 WELL #3 BLOWING CONTROL FUSES,
Paid Chk# 140092 CUSTOM ALARM/CUSTOM	6/30/2015	\$195.00 SERVICE 7-1-15 to 9-30-15
Paid Chk# 140093 DICKSON, RANADA	6/30/2015	\$8.37 RETURN SECURITY DEPOSIT
Paid Chk# 140094 EARL F. ANDERSEN, INC.	6/30/2015	\$261.50 COLLINS PARK SIGN
Paid Chk# 140095 EICKHOF COLUMBARIA INC	6/30/2015	\$159.00 LETTERING ON COLUMBIAM
Paid Chk# 140096 GOODHUE ENVIRONMENTAL	6/30/2015	\$912.00 MAY SERVICE
Paid Chk# 140097 GTS	6/30/2015	\$135.00 BASICS OF PLANNING & ZONING 9-
Paid Chk# 140098 HARTL, JUDY	6/30/2015	\$49.12 RED VOLUNTEER T-SHIRTS, SUPPLI
Paid Chk# 140099 HAWKINS, INC.	6/30/2015	\$713.34 CHLORINE
Paid Chk# 140100 JOEL'S GREENHOUSE	6/30/2015	\$626.55 PETUNIA, IRON, FERTILIZER
Paid Chk# 140101 KIEFER SWIM PRODUCTS	6/30/2015	\$296.37 FANNY PACK, CPR MASK
Paid Chk# 140102 LANNERS, JOYCE	6/30/2015	\$100.40 GALA SUPPLIES-NAPKINS & TABLE
Paid Chk# 140103 LAWSON PRODUCTS INC	6/30/2015	\$420.27 ESP UD LENS GENESIS GLASSES
Paid Chk# 140104 M & M LAWN & LEISURE 2	6/30/2015	\$263.57 COVER POLE SAW
Paid Chk# 140105 MC CONNELL, HEATHER &	6/30/2015	\$39.74 RETURN SECURITY DEPOSIT
Paid Chk# 140106 MC FADDEN	6/30/2015	\$60.21 RETURN SECURITY DEPOSIT
Paid Chk# 140107 MN ENERGY RESOURCES CORP	6/30/2015	\$1,921.95 SERVICE 5-14-15 TO 6-11-15
Paid Chk# 140108 NEVILLE, FARON	6/30/2015	\$99.24 RETURN SECURITY DEPOSIT
Paid Chk# 140109 NORTH CENTRAL LABORATORIES	6/30/2015	\$238.55 SODIUM HYDRPXODE
Paid Chk# 140110 OFFICE OF MN.IT SERVICES	6/30/2015	\$23.72 PERIOD END 5/31/15
Paid Chk# 140111 RANFRANZ & VINE FUNERAL	6/30/2015	\$245.00 REFUND CEMETERY BURIAL OVERPAI
Paid Chk# 140112 ROBERTSON, TODD	6/30/2015	\$38.14 SAFETY CLASS-PIZZA
Paid Chk# 140113 ROBIDEAU, DAVID	6/30/2015	\$75.57 RETURN SECURITY DEPOSIT
Paid Chk# 140114 SCHRANTZ, DONNA	6/30/2015	\$96.05 HIGH TOP TABLES
Paid Chk# 140115 SCHUMACHER EXCAVATING	6/30/2015	\$1,007.50 FENCE REPAIR - POLICE CHASE DA
Paid Chk# 140116 SKJEVELAND ENTERPRISES	6/30/2015	\$307.13 ROLL OFF FOR CHEESEFESEST
Paid Chk# 140117 SLAYTON, KELLY	6/30/2015	\$61.82 RETURN SECURITY DEPOSIT
Paid Chk# 140118 ST JOSEPH EQUIPMENT, INC	6/30/2015	\$785.66 BLADE
Paid Chk# 140119 STODDARD ENTERPRISES, INC.	6/30/2015	\$151.82 WEB HOSTING 1 YR
Paid Chk# 140120 SWARTHOUT & SONS	6/30/2015	\$399.01 BALL VALVE, COUPLING, PIPE, LA
Paid Chk# 140121 THATCHER POOLS AND SPAS,	6/30/2015	\$147.63 FLOATING THERMOMETER

Paid Chk#	140122	THOMAS THOMPSON	6/30/2015	\$6,178.66	2ND QTR PERMIT FEES
Paid Chk#	140123	UNITED LABORATORIES	6/30/2015	\$472.02	HEPACIDE
Paid Chk#	140124	U.S. POSTMASTER	6/30/2015	\$50.00	BOX 489 YEARLY RENT
Paid Chk#	140125	USA BLUE BOOK	6/30/2015	\$87.35	UNIVERSAL CHART PENS
Paid Chk#	140126	VETTEL, TRINA	6/30/2015	\$10.42	GALA EXP-PLASTIC CUPS
Paid Chk#	140127	WEILAND, PAIGE	6/30/2015	\$72.35	REFUND SECURITY DEPOSIT
Paid Chk#	140128	XCEL ENERGY	6/30/2015	\$578.22	SERVICE 5-19-15 - 6-18-15
Paid Chk#	140129	ZILLER, STEVE	6/30/2015	\$30.00	REFUND LESSON
Paid Chk#	140130	U.S. POSTMASTER	7/1/2015	\$337.00	50 CERTIFIED LETTERS
Paid Chk#	140131	STERLING STATE BANK-	7/1/2015	\$26,064.89	PR2015-13
Paid Chk#	140132	GOODHUE COUNTY	7/6/2015	\$237.00	SERVICE 4/30/15 TO 6/2/15
Paid Chk#	140133	MINNESOTA ENERGY	7/8/2015	\$146.85	SERVICE 5-14-15 TO 6-11-15
Paid Chk#	140134	VERIZON WIRELESS	7/8/2015	\$1,688.98	SERVICE MAY 24 - JUN 23, 2015
Paid Chk#	140135	CITY OF WABASHA	7/9/2015	\$50.00	SEMLM MEETING
Paid Chk#	140136	LIFELINE, INCORPORATED	7/9/2015	\$2,029.15	AED PLUS
Paid Chk#	140137	AMERICAN RED CROSS	7/14/2015	\$300.00	2015 LTS FACILITY FEE
Paid Chk#	140138	SCHAEFER, RYAN	7/14/2015	\$107.61	REIMBURSE FOR PRESSURER WASHER
Paid Chk#	140139	BEVCOMM	7/14/2015	\$2,532.56	JULY SERVICE
Paid Chk#	140140	CHS INC	7/14/2015	\$3,062.25	FUEL, OIL
Paid Chk#	140141	CENTURYLINK	7/14/2015	\$18.00	LD SERVICE
Paid Chk#	140142	PITNEY BOWES INC	7/15/2015	\$33.14	DOUBLE TAPE SHEETS
Paid Chk#	140143	STERLING STATE BANK-	7/16/2015	\$24,140.80	PR2015-14 & PR2015-14.1
Paid Chk#	140144	CITY OF KASSON	7/16/2015	\$27.00	REGION MEETING 7-23-15
Paid Chk#	140145	ABDO, EICK & MEYERS, LLP	7/17/2015	\$630.00	REVIEW OF TRANSACTION PREPARE
Paid Chk#	140146	ACTIVE911 INC	7/17/2015	\$41.40	DEVICE UPGRADE
Paid Chk#	140147	ADRIAN'S PARTS CITY	7/17/2015	\$227.82	6 ROUND TO 4 FLAT
Paid Chk#	140148	AMAZON	7/17/2015	\$674.24	DVD'S
Paid Chk#	140149	ARCHER, LLOYD	7/17/2015	\$38.52	REPLACE URN BROKEN BY MOWER
Paid Chk#	140150	ARNOLDS SUPPLY	7/17/2015	\$335.30	WHITE MULTIFOLD TOWELS, DISINF
Paid Chk#	140151	AT CONFERENCE	7/17/2015	\$15.50	PHONE CONFERENCE 6-10-15
Paid Chk#	140152	AT&T	7/17/2015	\$141.31	JUN SERVICE
Paid Chk#	140153	BAHR ELECTRIC, INC	7/17/2015	\$12,977.40	REPAIR POOL LIGHTS
Paid Chk#	140154	BAKER & TAYLOR	7/17/2015	\$1,307.56	BOOKS
Paid Chk#	140155	BECK'S AUTO REPAIR	7/17/2015	\$377.51	MULE TIRES
Paid Chk#	140156	BECKLEYS OFFICE PRODUCTS	7/17/2015	\$35.00	SHREADING
Paid Chk#	140157	BRKW APPRAISALS INC	7/17/2015	\$16,000.00	APPRAISAL 17.28 ACRES FORWARD
Paid Chk#	140158	CITTERMAN, SHERRI	7/17/2015	\$90.03	REFUND SEC DEP
Paid Chk#	140159	CITY OF KASSON	7/17/2015	\$833.33	ARC GIS SERVER MAINTENANCE
Paid Chk#	140160	CLAREY'S SAFETY EQUIPMENT	7/17/2015	\$1,795.00	CUSTOMIZED HEALTH & SAFETY MAN
Paid Chk#	140161	CONNELLY INDUSTRIAL	7/17/2015	\$913.93	BAR SCREEN
Paid Chk#	140162	FORT DEARBORN LIFE INS CO	7/17/2015	\$77.00	LIFE
Paid Chk#	140163	DEMCO, INC.	7/17/2015	\$44.25	LIBRARY SUPPLIES
Paid Chk#	140164	DMC PLUMBING & HEATING, INC	7/17/2015	\$91.07	PVC PIPE
Paid Chk#	140165	E.O. JOHNSON CO INC	7/17/2015	\$71.00	COPY MACHINE LEASE
Paid Chk#	140166	EARL F. ANDERSEN, INC.	7/17/2015	\$583.58	EXPANDABLE CONE BAR
Paid Chk#	140167	FAMILY CIRCLE	7/17/2015	\$19.98	2 YEAR SUBSCRIPTION
Paid Chk#	140168	FIRE SAFETY USA, INC	7/17/2015	\$644.00	BOOT
Paid Chk#	140169	FREEBORN COUNTY COOP OIL	7/17/2015	\$3,075.57	CLORIDE
Paid Chk#	140170	G & K SERVICES	7/17/2015	\$160.46	RUG CLEANING
Paid Chk#	140171	GOODHUE CO TREASURER	7/17/2015	\$24,264.25	POLICING CONTRACT
Paid Chk#	140172	GOODHUE COUNTY ATTORNEY	7/17/2015	\$965.81	PROSECUTIONS
Paid Chk#	140173	GOODHUE COUNTY SHERIFFS	7/17/2015	\$1,080.00	JUN 5TH & JUN 6TH MOUNTED POSS
Paid Chk#	140174	GORMAN'S MEAT MARKET	7/17/2015	\$44.98	MEAT & CHEESE TRAY
Paid Chk#	140175	GREENS ANTIQUES	7/17/2015	\$100.00	STRIP DOOR
Paid Chk#	140176	GRIMSRUD PUBLISHING, INC	7/17/2015	\$323.01	CEMETERY NOTICE
Paid Chk#	140177	HARDWARE HANK	7/17/2015	\$1,366.67	GORILLA TAPE
Paid Chk#	140178	HAWKINS, INC.	7/17/2015	\$2,229.21	CHLORINE
Paid Chk#	140179	HEIMAN FIRE EQUIPMENT	7/17/2015	\$909.85	RUBBER HOSE
Paid Chk#	140180	HEMANN GROVER & CO LTD	7/17/2015	\$3,100.00	AUDIT OF FIN STMTS RELIEF
Paid Chk#	140181	INNOVATIVE PRECISION AG INC	7/17/2015	\$41.25	1/4 HEX
Paid Chk#	140182	INSTY-PRINTS INSTANT PRINTING	7/17/2015	\$60.98	BIZ CARD NATE CARLSON
Paid Chk#	140183	ISLAND MARKET	7/17/2015	\$131.42	SAFETY MEETING
Paid Chk#	140184	KEN KRAMER ENTERPRISES LLC	7/17/2015	\$1,030.00	MOWING -ELK RUN SIGN
Paid Chk#	140185	KENNEDY & GRAVEN	7/17/2015	\$4,126.73	SCHOOL PROPERTY ANNEXATION
Paid Chk#	140186	KIEFER SWIM PRODUCTS	7/17/2015	\$34.08	LANYARD
Paid Chk#	140187	LAWSON PRODUCTS INC	7/17/2015	\$165.84	PTO PIN
Paid Chk#	140188	M & M LAWN & LEISURE 2	7/17/2015	\$68.80	SPRING
Paid Chk#	140189	MAC QUEEN EQUIPMENT INC	7/17/2015	\$170,000.00	2005 2115 VACTOR
Paid Chk#	140190	MDRA	7/17/2015	\$30.00	ANNUAL MEETING 9-18-15
Paid Chk#	140191	MINNESOTA MONTHLY	7/17/2015	\$19.95	1 YR SUB MAGAZINES
Paid Chk#	140192	MISSISSIPPI WELDERS SUPPLY	7/17/2015	\$266.74	SAFETY HARNESS
Paid Chk#	140193	MN DEPT OF EMP & ECON	7/17/2015	\$1,281.22	DAVID ENGEL
Paid Chk#	140194	MN DEPT OF LABOR & INDUSTRY	7/17/2015	\$173.05	2ND QTR BUILDING PERMIT SURCHA
Paid Chk#	140195	NORTHLAND TRUST SERVICE,	7/17/2015	\$37,403.75	IMPR BOND 2012B
Paid Chk#	140196	NORTHLAND TRUST SERVICE,	7/17/2015	\$39,598.13	ST RECON 2014A
Paid Chk#	140197	OFFICE OF MN.IT SERVICES	7/17/2015	\$23.77	JUN 2015 SERVICE
Paid Chk#	140198	OLSON MOTOR REPAIR	7/17/2015	\$179.50	POWER CORD
Paid Chk#	140199	1 SOURCE	7/17/2015	\$281.89	LABEL, MARKER
Paid Chk#	140200	PAGE'S WELDING	7/17/2015	\$42.00	RECT TUBE
Paid Chk#	140201	ROBERT C VOGEL	7/17/2015	\$242.90	HERITAGE FORUM 6-29-15
Paid Chk#	140202	PINE ISLAND SENIOR CITIZENS	7/17/2015	\$200.00	USE OF SENIOR CENTER
Paid Chk#	140203	PINE HAVEN	7/17/2015	\$3,742.83	MGMT CONTRACT

Paid Chk#	140204	PINE ISLAND LUMBER	7/17/2015	\$3,326.85	PINE SHIM
Paid Chk#	140205	PINNACLE REAL ESTATE	7/17/2015	\$90.00	RENTAL TO 9-20-15
Paid Chk#	140206	PITNEY BOWES INC	7/17/2015	\$127.68	RENTAL 4/1/15 TO 6/30/15
Paid Chk#	140207	POLY PAK PLASTICS	7/17/2015	\$194.62	CLEAR POLY TUBING
Paid Chk#	140208	POPULAR SCIENCE	7/17/2015	\$29.97	2YR SUB MAGAZINE
Paid Chk#	140209	PRAXAIR DISTRIBUTION INC	7/17/2015	\$430.30	CYLINDER RENTAL/MIG GUN
Paid Chk#	140210	PULVER MOTOR SERVICE	7/17/2015	\$726.69	TOW - 17495 511TH ST
Paid Chk#	140211	QUALITY FLOW SYSTEMS, INC	7/17/2015	\$7,454.50	ONSITE LIFT STATION
Paid Chk#	140212	QUILL CORPORATION	7/17/2015	\$68.42	OFFICE SUPPLIES
Paid Chk#	140213	ROCHESTER SAND & GRAVEL,	7/17/2015	\$412.50	UPM MIX
Paid Chk#	140214	SAM'S CLUB	7/17/2015	\$805.44	CANDY AT POOL
Paid Chk#	140215	SCHUMACHER ELEVATOR CO	7/17/2015	\$441.78	MONTHLY SERVICE
Paid Chk#	140216	SCHUMACHER EXCAVATING	7/17/2015	\$225.46	WASHED ROCK, CRUSHED ROCK
Paid Chk#	140217	SE MN EMS	7/17/2015	\$50.00	FR RUN REPORTS
Paid Chk#	140218	THATCHER POOLS AND SPAS,	7/17/2015	\$128.78	TITRATING REAGENT, PH INDICATO
Paid Chk#	140219	THE PRINTERS	7/17/2015	\$143.10	PRINTED ENVELOPES
Paid Chk#	140220	TOTAL ELECTRIC OF	7/17/2015	\$920.58	NEW SIREN AT CITY SHOP
Paid Chk#	140221	TRI-STATE BUSINESS MACHINES	7/17/2015	\$213.74	COPIER MAINT
Paid Chk#	140222	UC LABORATORY	7/17/2015	\$2,083.00	SAMPLE DATES 5-19,26,28; 6-2,4
Paid Chk#	140223	UNITED LABORATORIES	7/17/2015	\$471.44	DISINFECTANT CLEANER
Paid Chk#	140224	US BANK	7/17/2015	\$450.00	AGENT FEES
Paid Chk#	140225	US BANK	7/17/2015	\$450.00	GO IMP BOND 2010A
Paid Chk#	140226	US BANK	7/17/2015	\$12,022.50	BOND SERIES 2003B
Paid Chk#	140227	US BANK	7/17/2015	\$14,470.00	BOND SERIES 2010A
Paid Chk#	140228	VAN PAPER COMPANY	7/17/2015	\$130.65	TP & ROLL TOWEL
Paid Chk#	140229	JOHN VETTEL	7/17/2015	\$26.01	CLOCK WINDING
Paid Chk#	140230	VRIEZC, BRYAN & DAWN	7/17/2015	\$1,350.00	OPEN/CLOSE EVERT, SHARKEY,
Paid Chk#	140231	WASTE MANAGEMENT	7/17/2015	\$2,016.40	
Paid Chk#	140232	WIDSETH SMITH NOLTING &	7/17/2015	\$35,021.78	2015 NW ST RECON
Paid Chk#	140233	XCEL ENERGY	7/17/2015	\$14,003.51	SERVICE 5-19-15 to 6/18/15
<b>Total Checks</b>				<b>\$841,715.88</b>	

#### 10102 Sterling State Bank

Paid Chk#	505707	KEANE, RICHARD D.	6/17/2015	\$249.34
Paid Chk#	505708	EICKHOFF, JONATHAN A	6/17/2015	\$1,985.61
Paid Chk#	505709	KRUEGER, CAROL S	6/17/2015	\$1,316.30
Paid Chk#	505710	POCKLINGTON, STEPHANIE J.	6/17/2015	\$1,048.09
Paid Chk#	505711	ROWE, KRISTA ANN	6/17/2015	\$864.47
Paid Chk#	505712	ZODROW, SHERRY M.	6/17/2015	\$104.39
Paid Chk#	505713	HANSON, TUCKER	6/17/2015	\$316.77
Paid Chk#	505714	HITCHCOCK, JAMES L	6/17/2015	\$1,498.96
Paid Chk#	505715	KING, WAYNE R.	6/17/2015	\$1,505.91
Paid Chk#	505716	KRUSE, GERALD E.	6/17/2015	\$264.93
Paid Chk#	505717	MAXSON, KRAIG C.	6/17/2015	\$1,225.97
Paid Chk#	505718	NELSON, SCOTT A	6/17/2015	\$296.10
Paid Chk#	505719	OMBERG, TODD R.	6/17/2015	\$170.67
Paid Chk#	505720	ROBERTSON, TODD Q	6/17/2015	\$1,469.42
Paid Chk#	505721	SATHER, CASEY	6/17/2015	\$1,143.99
Paid Chk#	505722	SELLNOW, MIKE D.	6/17/2015	\$124.67
Paid Chk#	505723	SWARTHOUT, MARK O.	6/17/2015	\$1,368.97
Paid Chk#	505724	BLANKENSHIP, CAROLYN ANN	6/17/2015	\$301.30
Paid Chk#	505725	COLLINS, REBECCA A.	6/17/2015	\$110.68
Paid Chk#	505726	DUNNE, ELSIE	6/17/2015	\$201.75
Paid Chk#	505727	HANSEN, MORGAN K	6/17/2015	\$1,167.83
Paid Chk#	505728	SAND, JOAN ELIZABETH	6/17/2015	\$663.82
Paid Chk#	505729	SORUM, COLLEEN M.	6/17/2015	\$232.62
Paid Chk#	505730	BRONK, ALYSSA N.	6/17/2015	\$434.25
Paid Chk#	505731	BRONK, KAITLIN MARIE	6/17/2015	\$648.42
Paid Chk#	505732	BRONK, SARAH	6/17/2015	\$489.05
Paid Chk#	505733	CARLSON, TERESA ANN	6/17/2015	\$912.71
Paid Chk#	505734	DICK, KAITLIN CHRISTINE	6/17/2015	\$157.81
Paid Chk#	505735	KOSMICKI, HANNAH GRACE	6/17/2015	\$392.95
Paid Chk#	505736	POLISZUK, ADAM	6/17/2015	\$385.43
Paid Chk#	505737	POLISZUK, KEVIN XAVIER	6/17/2015	\$803.38
Paid Chk#	505738	TORGESON, LAURA MAY	6/17/2015	\$316.07
Paid Chk#	505739	UHDE, CANDACE LEE	6/17/2015	\$534.02
Paid Chk#	505740	KENNEDY, ANDREW J	6/17/2015	\$219.34
Paid Chk#	505741	LEJCHER, TYLER T	6/17/2015	\$68.57
Paid Chk#	505742	SHANKS, RYLEE	6/17/2015	\$115.44
Paid Chk#	505743	DOLL, KAREN K.	6/17/2015	\$1,165.63
Paid Chk#	505744	BATES, GARRETT	6/17/2015	\$112.13
Paid Chk#	505745	BRONK, PATRICIA A.	6/19/2015	\$649.22
Paid Chk#	505746	PIKE, SYDNEY	6/19/2015	\$421.30
Paid Chk#	505747	KEANE, RICHARD D.	7/1/2015	\$233.77
Paid Chk#	505748	EICKHOFF, JONATHAN A	7/1/2015	\$1,985.61
Paid Chk#	505749	KRUEGER, CAROL S	7/1/2015	\$1,316.30
Paid Chk#	505750	POCKLINGTON, STEPHANIE J.	7/1/2015	\$1,048.09
Paid Chk#	505751	ROWE, KRISTA ANN	7/1/2015	\$864.47
Paid Chk#	505752	ZODROW, SHERRY M.	7/1/2015	\$97.03
Paid Chk#	505753	HANSON, TUCKER	7/1/2015	\$321.11
Paid Chk#	505754	HITCHCOCK, JAMES L	7/1/2015	\$1,287.03
Paid Chk#	505755	KING, WAYNE R.	7/1/2015	\$2,078.57

Paid Chk#	505756	KRUSE, GERALD E.	7/1/2015	\$187.00
Paid Chk#	505757	MAXSON, KRAIG C.	7/1/2015	\$1,042.08
Paid Chk#	505758	NELSON, SCOTT A	7/1/2015	\$228.57
Paid Chk#	505759	ROBERTSON, TODD Q	7/1/2015	\$1,372.76
Paid Chk#	505760	SATHER, CASEY	7/1/2015	\$934.98
Paid Chk#	505761	SELLNOW, MIKE D.	7/1/2015	\$264.93
Paid Chk#	505762	SWARTHOUT, MARK O.	7/1/2015	\$1,185.17
Paid Chk#	505763	BLANKENSHIP, CAROLYN ANN	7/1/2015	\$225.30
Paid Chk#	505764	COLLINS, REBECCA A.	7/1/2015	\$129.35
Paid Chk#	505765	DUNNE, ELSIE	7/1/2015	\$252.75
Paid Chk#	505766	HANSEN, MORGAN K	7/1/2015	\$1,167.83
Paid Chk#	505767	SAND, JOAN ELIZABETH	7/1/2015	\$538.20
Paid Chk#	505768	SORUM, COLLEEN M.	7/1/2015	\$281.08
Paid Chk#	505769	BRONK, ALYSSA N.	7/1/2015	\$356.50
Paid Chk#	505770	BRONK, KAITLIN MARIE	7/1/2015	\$663.88
Paid Chk#	505771	BRONK, PATRICIA A.	7/1/2015	\$191.64
Paid Chk#	505772	BRONK, SARAH	7/1/2015	\$391.80
Paid Chk#	505773	CARLSON, TERESA ANN	7/1/2015	\$1,340.72
Paid Chk#	505774	DICK, KAITLIN CHRISTINE	7/1/2015	\$343.00
Paid Chk#	505775	KOSMICKI, HANNAH GRACE	7/1/2015	\$578.75
Paid Chk#	505776	PIKE, SYDNEY	7/1/2015	\$559.00
Paid Chk#	505777	POLISZUK, ADAM	7/1/2015	\$293.60
Paid Chk#	505778	POLISZUK, KEVIN XAVIER	7/1/2015	\$478.63
Paid Chk#	505779	TORGESON, LAURA MAY	7/1/2015	\$232.78
Paid Chk#	505780	UHDE, CANDACE LEE	7/1/2015	\$415.57
Paid Chk#	505781	WARNEKE, ELIZA G.	7/1/2015	\$302.90
Paid Chk#	505782	DISKERUD, ERIK WARREN	7/1/2015	\$180.08
Paid Chk#	505783	JOHNSON, JASON T.	7/1/2015	\$180.08
Paid Chk#	505784	KNOX, JOEL F	7/1/2015	\$180.08
Paid Chk#	505785	VETTEL, GERALD MICHEAL	7/1/2015	\$180.08
Paid Chk#	505786	KENNEDY, ANDREW J	7/1/2015	\$200.87
Paid Chk#	505787	LEJCHER, TYLER T	7/1/2015	\$11.54
Paid Chk#	505788	SHANKS, RYLEE	7/1/2015	\$87.73
Paid Chk#	505789	CARLSON, NATHANIEL D.	7/1/2015	\$516.82
Paid Chk#	505790	DOLL, KAREN K.	7/1/2015	\$1,165.63
Paid Chk#	505791	BATES, GARRETT	7/1/2015	\$59.10
Paid Chk#	505792	LEIBOLD, KATELYNN	7/1/2015	\$112.13
Paid Chk#	505793	KEANE, RICHARD D.	7/15/2015	\$238.96
Paid Chk#	505794	EICKHOFF, JONATHAN A	7/15/2015	\$1,985.61
Paid Chk#	505795	KRUEGER, CAROL S	7/15/2015	\$1,316.30
Paid Chk#	505796	POCKLINGTON, STEPHANIE J.	7/15/2015	\$1,048.09
Paid Chk#	505797	ROWE, KRISTA ANN	7/15/2015	\$864.47
Paid Chk#	505798	ZODROW, SHERRY M.	7/15/2015	\$82.31
Paid Chk#	505799	HANSON, TUCKER	7/15/2015	\$316.77
Paid Chk#	505800	HITCHCOCK, JAMES L	7/15/2015	\$1,350.69
Paid Chk#	505801	KING, WAYNE R.	7/15/2015	\$1,193.20
Paid Chk#	505802	KRUSE, GERALD E.	7/15/2015	\$98.70
Paid Chk#	505803	MAXSON, KRAIG C.	7/15/2015	\$1,022.26
Paid Chk#	505804	NELSON, SCOTT A	7/15/2015	\$150.65
Paid Chk#	505805	ROBERTSON, TODD Q	7/15/2015	\$1,417.87
Paid Chk#	505806	SATHER, CASEY	7/15/2015	\$934.98
Paid Chk#	505807	SELLNOW, MIKE D.	7/15/2015	\$166.23
Paid Chk#	505808	SWARTHOUT, MARK O.	7/15/2015	\$1,464.01
Paid Chk#	505809	BLANKENSHIP, CAROLYN ANN	7/15/2015	\$221.30
Paid Chk#	505810	COLLINS, REBECCA A.	7/15/2015	\$49.27
Paid Chk#	505811	DUNNE, ELSIE	7/15/2015	\$210.62
Paid Chk#	505812	HANSEN, MORGAN K	7/15/2015	\$1,167.83
Paid Chk#	505813	SAND, JOAN ELIZABETH	7/15/2015	\$538.20
Paid Chk#	505814	SORUM, COLLEEN M.	7/15/2015	\$271.39
Paid Chk#	505815	BRONK, ALYSSA N.	7/15/2015	\$126.19
Paid Chk#	505816	BRONK, KAITLIN MARIE	7/15/2015	\$418.86
Paid Chk#	505817	BRONK, PATRICIA A.	7/15/2015	\$17.08
Paid Chk#	505818	BRONK, SARAH	7/15/2015	\$108.92
Paid Chk#	505819	CARLSON, TERESA ANN	7/15/2015	\$596.79
Paid Chk#	505820	DICK, KAITLIN CHRISTINE	7/15/2015	\$220.13
Paid Chk#	505821	KOSMICKI, HANNAH GRACE	7/15/2015	\$491.19
Paid Chk#	505822	PIKE, SYDNEY	7/15/2015	\$145.25
Paid Chk#	505823	PLETZ, SHELBY P.	7/15/2015	\$706.24
Paid Chk#	505824	POLISZUK, ADAM	7/15/2015	\$284.94
Paid Chk#	505825	POLISZUK, KEVIN XAVIER	7/15/2015	\$216.58
Paid Chk#	505826	UHDE, CANDACE LEE	7/15/2015	\$479.99
Paid Chk#	505827	WARNEKE, ELIZA G.	7/15/2015	\$334.08
Paid Chk#	505828	STEELE, CHARLES RODNEY	7/15/2015	\$214.22
Paid Chk#	505829	LOHRENZ, GALEN HARVEY	7/15/2015	\$73.88
Paid Chk#	505830	CARLSON, NATHANIEL D.	7/15/2015	\$965.70
Paid Chk#	505831	DOLL, KAREN K.	7/15/2015	\$1,165.63
Paid Chk#	505832	BATES, GARRETT	7/15/2015	\$210.71
Paid Chk#	505833	KING, WAYNE R.	7/16/2015	\$1,254.71

**Total Checks**

**\$75,663.97**

CITY OF PINE ISLAND

Council Check List - Monthly

Period: 7

Act Type	Act Code	Last Dim Descr	Search Name	CHECK #	Amount	Comments	Batch Name
<b>Fund 101 GENERAL FUND</b>							
<b>Dept</b>							
G	101-21705	Medicare Payable			-\$703.68	Labor Distribution	PR2015-13
G	101-21701	Federal Withholding Payable			-\$244.42	Labor Distribution	PR2015-14.1
G	101-21708	Cancer Insurance			-\$69.33	Labor Distribution	PR2015-12
G	101-21709	Life Insurance Payable			-\$24.02	Labor Distribution	PR2015-12
G	101-21712	Equitable Annuities Payable			-\$21.14	Labor Distribution	PR2015-12
G	101-21713	Dental Insurance			-\$114.28	Labor Distribution	PR2015-12
G	101-21714	Hospital Indemnity-AFLAC			-\$13.24	Labor Distribution	PR2015-12
G	101-21715	Accident Ins - AFLAC			-\$35.88	Labor Distribution	PR2015-12
G	101-21716	Short-term Disabil-AFLAC			-\$73.10	Labor Distribution	PR2015-12
G	101-21717	Life Insurance (PERAC)			-\$7.95	Labor Distribution	PR2015-12
G	101-10102	Cash - Sterling State			-\$17,851.33	Labor Distribution	PR2015-13
G	101-21705	Medicare Payable			-\$648.08	Labor Distribution	PR2015-12
G	101-21704	PERA Withholding Payable			-\$2,046.88	Labor Distribution	PR2015-13
G	101-21704	PERA Withholding Payable			-\$2,077.97	Labor Distribution	PR2015-12
G	101-21706	Medical Ins Premium Payable			-\$1,974.65	Labor Distribution	PR2015-13
G	101-21708	Cancer Insurance			-\$77.20	Labor Distribution	PR2015-13
G	101-21709	Life Insurance Payable			-\$23.68	Labor Distribution	PR2015-13
G	101-21712	Equitable Annuities Payable			-\$25.00	Labor Distribution	PR2015-13
G	101-21713	Dental Insurance			-\$114.60	Labor Distribution	PR2015-13
G	101-21714	Hospital Indemnity-AFLAC			-\$15.65	Labor Distribution	PR2015-13
G	101-21715	Accident Ins - AFLAC			-\$37.64	Labor Distribution	PR2015-13
G	101-21716	Short-term Disabil-AFLAC			-\$76.35	Labor Distribution	PR2015-13
G	101-21717	Life Insurance (PERAC)			-\$9.40	Labor Distribution	PR2015-13
G	101-21720	Health Savings Account			-\$882.35	Labor Distribution	PR2015-13
G	101-10102	Cash - Sterling State			-\$1,254.71	Labor Distribution	PR2015-14.1
G	101-21702	State Withholding Payable			-\$974.84	Labor Distribution	PR2015-13
G	101-21708	Cancer Insurance			-\$66.47	Labor Distribution	PR2015-14
G	101-10102	Cash - Sterling State			-\$1,070.52	Labor Distribution	PR2015-12.1
G	101-21701	Federal Withholding Payable			-\$49.32	Labor Distribution	PR2015-12.1
G	101-21702	State Withholding Payable			-\$23.92	Labor Distribution	PR2015-12.1
G	101-21703	FICA Tax Payable			-\$153.58	Labor Distribution	PR2015-12.1
G	101-21705	Medicare Payable			-\$35.90	Labor Distribution	PR2015-12.1
G	101-10102	Cash - Sterling State			-\$14,188.36	Labor Distribution	PR2015-14
G	101-21701	Federal Withholding Payable			-\$1,980.38	Labor Distribution	PR2015-14
G	101-21702	State Withholding Payable			-\$766.19	Labor Distribution	PR2015-14
G	101-21703	FICA Tax Payable			-\$2,397.04	Labor Distribution	PR2015-14
G	101-21704	PERA Withholding Payable			-\$1,865.82	Labor Distribution	PR2015-14
G	101-21706	Medical Ins Premium Payable			-\$1,915.66	Labor Distribution	PR2015-12
G	101-21706	Medical Ins Premium Payable			-\$1,875.58	Labor Distribution	PR2015-14
G	101-21703	FICA Tax Payable			-\$3,008.44	Labor Distribution	PR2015-13
G	101-21709	Life Insurance Payable			-\$23.16	Labor Distribution	PR2015-14

G	101-21712	Equitable Annuities Payable				-\$21.56	Labor Distribution	PR2015-14
G	101-21713	Dental Insurance				-\$109.34	Labor Distribution	PR2015-14
G	101-21714	Hospital Indemnity-AFLAC				-\$13.50	Labor Distribution	PR2015-14
G	101-21715	Accident Ins - AFLAC				-\$36.07	Labor Distribution	PR2015-14
G	101-21716	Short-term Disabil-AFLAC				-\$73.46	Labor Distribution	PR2015-14
G	101-21717	Life Insurance (PERAC)				-\$8.11	Labor Distribution	PR2015-14
G	101-10102	Cash - Sterling State				-\$16,453.88	Labor Distribution	PR2015-12
G	101-21701	Federal Withholding Payable				-\$2,386.84	Labor Distribution	PR2015-12
G	101-21702	State Withholding Payable				-\$892.65	Labor Distribution	PR2015-12
G	101-21703	FICA Tax Payable				-\$2,770.84	Labor Distribution	PR2015-12
G	101-21705	Medicare Payable				-\$560.68	Labor Distribution	PR2015-14
G	101-21703	FICA Tax Payable				-\$227.22	Labor Distribution	PR2015-14.1
G	101-21702	State Withholding Payable				-\$73.96	Labor Distribution	PR2015-14.1
G	101-21704	PERA Withholding Payable				-\$256.52	Labor Distribution	PR2015-14.1
G	101-21705	Medicare Payable				-\$53.14	Labor Distribution	PR2015-14.1
G	101-21701	Federal Withholding Payable				-\$2,552.89	Labor Distribution	PR2015-13
G	101-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000233	\$2,077.97	PR		AP6-30-15
G	101-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000234	\$2,770.84	PR		AP6-30-15
G	101-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000234	\$2,386.84	PR		AP6-30-15
G	101-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000234	\$648.08	PR		AP6-30-15
G	101-21702	State Withholding Payable	MN DEPT OF REVENUE	000235	\$892.65	PR		AP6-30-15
G	101-21720	Health Savings Account	HEALTHQUITY	000237	\$1,811.24	PR2015-11&12		AP6-30-15
G	101-21720	Health Savings Account	HEALTHQUITY	000237	-\$1,604.24	PR2015-11&12		AP6-30-15
G	101-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000238	\$153.58	PR		AP6-30-15
G	101-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000238	\$49.32	PR		AP6-30-15
G	101-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000238	\$35.90	PR		AP6-30-15
G	101-21702	State Withholding Payable	MN DEPT OF REVENUE	000239	\$23.92	PR		AP6-30-15
G	101-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000240	\$3,008.44	PR		AP7-16-15
G	101-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000240	\$703.68	PR		AP7-16-15
G	101-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000240	\$2,552.89	PR		AP7-16-15
G	101-21702	State Withholding Payable	MN DEPT OF REVENUE	000241	\$974.84	PR		AP7-16-15
G	101-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000242	\$2,046.88	PR		AP7-16-15
R	101-34101	City Hall Rent	MN DEPT OF REVENUE - SALES TAX	000243	\$57.00	2ND QTR SALES TAX		AP7-16-15
R	101-34109	Copies/Fax	MN DEPT OF REVENUE - SALES TAX	000243	\$3.00	2ND QTR SALES TAX		AP7-16-15
R	101-36220	Rent	MN DEPT OF REVENUE - SALES TAX	000243	\$19.00	2ND QTR SALES TAX		AP7-16-15
G	101-21400	Sales Tax Payable	MN DEPT OF REVENUE - SALES TAX	000243	\$1,116.00	2ND QTR SALES TAX		AP7-16-15
G	101-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000244	\$256.52	PR		AP7-16-15
G	101-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000245	\$1,865.82	PR		AP7-16-15
G	101-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000246	\$613.82	PR2015-14 & 14.1		AP7-16-15
G	101-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000246	\$2,624.26	PR2015-14 & 14.1		AP7-16-15
G	101-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000246	\$2,224.80	PR2015-14 & 14.1		AP7-16-15
G	101-21702	State Withholding Payable	MN DEPT OF REVENUE	000247	\$840.15	PR		AP7-16-15
G	101-10102	Cash - Sterling State	STERLING STATE BANK	140073	\$16,453.95	PAYROLL TRANSFER		AP6-30-15
G	101-21706	Medical Ins Premium Payable	HEALTHPARTNERS	140076	\$3,903.43	PR2015-11&12		AP6-30-15
G	101-21712	Equitable Annuities Payable	AXA - EQUITABLE	140077	\$46.14	EE INVEST		AP6-30-15
G	101-21714	Hospital Indemnity-AFLAC	AFLAC	140078	\$28.89	PR2015-11&12		AP6-30-15
G	101-21708	Cancer Insurance	AFLAC	140078	\$142.99	PR2015-11&12		AP6-30-15
G	101-21715	Accident Ins - AFLAC	AFLAC	140078	\$73.52	PR2015-11&12		AP6-30-15
G	101-21716	Short-term Disabil-AFLAC	AFLAC	140078	\$149.45	PR2015-11&12		AP6-30-15
G	101-21717	Life Insurance (PERAC)	AFLAC	140078	\$17.35	PR2015-11&12		AP6-30-15
R	101-34720	Swimming Lessons	ZILLER, STEVE	140129	\$30.00	REFUND LESSON		AP6-30-15
G	101-10102	Cash - Sterling State	STERLING STATE BANK	140143	\$15,443.05	PR2015-14 & PR2015-14.1		AP7-16-15
<b>Dept</b>						<b>-\$20,866.40</b>		
<b>Dept 41110 Council</b>								
E	101-41110-101	Full-Time Wages			\$780.00	Labor Distribution		PR2015-13

E	101-41110-122	FICA			\$14.88	Labor Distribution	PR2015-14
E	101-41110-101	Full-Time Wages			\$240.00	Labor Distribution	PR2015-14
E	101-41110-125	Medicare Contributions			\$3.48	Labor Distribution	PR2015-14
E	101-41110-122	FICA			\$48.36	Labor Distribution	PR2015-13
E	101-41110-125	Medicare Contributions			\$11.32	Labor Distribution	PR2015-13
<b>Dept 41110 Council</b>					\$1,098.04		
<b>Dept 41940 General Govt Operations</b>							
E	101-41940-103	Custodial Wages			\$108.38	Labor Distribution	PR2015-13
E	101-41940-121	PERA			\$511.24	Labor Distribution	PR2015-13
E	101-41940-122	FICA			\$426.55	Labor Distribution	PR2015-13
E	101-41940-121	PERA			\$743.50	Labor Distribution	PR2015-12
E	101-41940-101	Full-Time Wages			\$6,816.36	Labor Distribution	PR2015-13
E	101-41940-125	Medicare Contributions			\$99.75	Labor Distribution	PR2015-13
E	101-41940-131	Employer Paid Health			\$1,359.43	Labor Distribution	PR2015-13
E	101-41940-101	Full-Time Wages			\$6,648.90	Labor Distribution	PR2015-14
E	101-41940-131	Employer Paid Health			\$1,413.69	Labor Distribution	PR2015-12
E	101-41940-103	Custodial Wages			\$89.25	Labor Distribution	PR2015-14
E	101-41940-122	FICA			\$414.96	Labor Distribution	PR2015-14
E	101-41940-125	Medicare Contributions			\$146.25	Labor Distribution	PR2015-12
E	101-41940-125	Medicare Contributions			\$97.05	Labor Distribution	PR2015-14
E	101-41940-122	FICA			\$625.25	Labor Distribution	PR2015-12
E	101-41940-103	Custodial Wages			\$117.94	Labor Distribution	PR2015-12
E	101-41940-131	Employer Paid Health			\$895.39	Labor Distribution	PR2015-14
E	101-41940-121	PERA			\$498.66	Labor Distribution	PR2015-14
E	101-41940-101	Full-Time Wages			\$10,048.25	Labor Distribution	PR2015-12
E	101-41940-131	Employer Paid Health	HEALTHQUITY	000237	\$32.45	PR2015-11&12	AP6-30-15
E	101-41940-433	Dues and Subscriptions	SAM S CLUB	140072	\$45.00	MEMBERSHIP DUES	AP6-30-15
E	101-41940-433	Dues and Subscriptions	SAM S CLUB	140072	\$45.00	MEMBERSHIP DUES	AP6-30-15
E	101-41940-382	Water/Sewer Utilities	CITY OF PINE ISLAND	140090	\$49.20	SERVICE 5-12-15 TO 6-11-15	AP6-30-15
E	101-41940-401	Repairs/Maint Buildings	CUSTOM ALARM	140092	\$76.50	SERVICE 7-1-15 to 9-30-15	AP6-30-15
E	101-41940-439	Seminar Registration	GTS	140097	\$135.00	BASICS OF PLANNING &	AP6-30-15
E	101-41940-321	Telephone	OFFICE OF MN.IT SERVICES	140110	\$12.88	PERIOD END 5/31/15	AP6-30-15
E	101-41940-165	Cheese Fest	SKJEVELAND ENTERPRISES	140116	\$307.13	ROLL OFF FOR CHEESEFEST	AP6-30-15
E	101-41940-383	Gas Utilities	MINNESOTA ENERGY	140133	\$16.93	SERVICE 5-14-15 TO 6-11-15	AP7-16-15
E	101-41940-321	Telephone	VERIZON WIRELESS	140134	\$50.49	SERVICE MAY 24 - JUN 23,	AP7-16-15
E	101-41940-331	Travel Expenses	CITY OF WABASHA	140135	\$25.00	SEMLM MEETING	AP7-16-15
E	101-41940-321	Telephone	BEVCOMM	140139	\$718.68	july service	AP7-16-15
E	101-41940-201	Office Supplies	PITNEY BOWES INC	140142	\$11.05	DOUBLE TAPE SHEETS	AP7-16-15
E	101-41940-439	Seminar Registration	CITY OF KASSON	140144	\$27.00	REGION MEETING 7-23-15	AP7-16-15
E	101-41940-301	Auditing and Acct g Services	ABDO, EICK & MEYERS, LLP	140145	\$630.00	REVIEW OF TRANSACTION	AP7-16-15
E	101-41940-165	Cheese Fest	BAHR ELECTRIC, INC	140153	\$11,375.00	FAIR RECEPTACLES	AP7-16-15
E	101-41940-201	Office Supplies	BECKLEYS OFFICE PRODUCTS	140156	\$35.00	SHREADING	AP7-16-15
E	101-41940-404	Repairs/Maint Machinery/Equip	G & K SERVICES	140170	\$80.23	RUG CLEANING	AP7-16-15
E	101-41940-404	Repairs/Maint Machinery/Equip	G & K SERVICES	140170	\$80.23	RUG CLEANING	AP7-16-15
E	101-41940-304	Legal Fees	GOODHUE COUNTY ATTORNEY	140172	\$965.81	PROSECUTIONS	AP7-16-15
E	101-41940-165	Cheese Fest	GOODHUE COUNTY SHERIFFS DEPT	140173	\$1,080.00	JUN 5TH & JUN 6TH	AP7-16-15
E	101-41940-401	Repairs/Maint Buildings	GREENS ANTIQUES	140175	\$100.00	STRIP DOOR	AP7-16-15
E	101-41940-351	Legal Notices Publishing	GRIMSRUD PUBLISHING,INC	140176	\$210.01	ORDINANCE, MINUTES	AP7-16-15
E	101-41940-435	Miscellaneous	GRIMSRUD PUBLISHING,INC	140176	\$33.60	VOLUNTEERS-PAINT THE	AP7-16-15
E	101-41940-433	Dues and Subscriptions	GRIMSRUD PUBLISHING,INC	140176	\$29.00	1 YR SUBSCRIPTIONS	AP7-16-15
E	101-41940-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$27.54	MULCH	AP7-16-15
E	101-41940-201	Office Supplies	HARDWARE HANK	140177	\$16.95	SHELF BRKT	AP7-16-15
E	101-41940-201	Office Supplies	HARDWARE HANK	140177	-\$10.76	RETURN BRACKET	AP7-16-15
E	101-41940-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$11.98	MURPHY OIL, TRASH BAG	AP7-16-15
E	101-41940-304	Legal Fees	KENNEDY & GRAVEN	140185	\$93.00	SCHOOL PROPERTY	AP7-16-15

E	101-41940-304	Legal Fees	KENNEDY & GRAVEN	140185	\$2,750.00	GENERAL - COUNCIL MTGS	AP7-16-15
E	101-41940-321	Telephone	OFFICE OF MN.IT SERVICES	140197	\$10.47	JUN 2015 SERVICE	AP7-16-15
E	101-41940-201	Office Supplies	ONE SOURCE	140199	\$61.52	PAPER, NOTE, STAMP	AP7-16-15
E	101-41940-201	Office Supplies	ONE SOURCE	140199	\$20.59	LABEL, MARKER	AP7-16-15
E	101-41940-201	Office Supplies	ONE SOURCE	140199	\$103.98	CHAIRMATS	AP7-16-15
E	101-41940-201	Office Supplies	PINE ISLAND LUMBER	140204	\$48.85	SHELVING	AP7-16-15
E	101-41940-322	Postage	PITNEY BOWES INC	140206	\$47.88	RENTAL 4/1/15 TO 6/30/15	AP7-16-15
E	101-41940-404	Repairs/Maint Machinery/Equip	SCHUMACHER ELEVATOR CO	140215	\$111.53	MONTHLY SERVICE	AP7-16-15
E	101-41940-201	Office Supplies	THE PRINTERS	140219	\$143.10	PRINTED ENVELOPES	AP7-16-15
E	101-41940-408	Copy Machine Maintenance	TRI-STATE BUSINESS MACHINES	140221	\$96.17	COPIER MAINT	AP7-16-15
E	101-41940-404	Repairs/Maint Machinery/Equip	VETTEL, JOHN	140229	\$26.01	CLOCK WINDING	AP7-16-15
E	101-41940-165	Cheese Fest	WASTE MANAGEMEN, INC	140231	\$1,111.50	CHEESEFEEST	AP7-16-15
E	101-41940-303	Engineering Fees	WIDSETH SMITH NOLTING & ASSOC	140232	\$165.00	CITY ENGINEERING	AP7-16-15
E	101-41940-381	Electric Utilities	XCEL ENERGY	140233	\$182.62	SERVICE 5-19-15 to 6/18/15	AP7-16-15
<b>Dept 41940 General Govt Operations</b>						\$52,249.92	
<b>Dept 42100 Police Administration</b>							
E	101-42100-321	Telephone	AT&T	140075	\$122.32	SERVICE MAY TO JUN 2015	AP6-30-15
E	101-42100-321	Telephone	AT&T	140152	\$141.31	JUN SERVICE	AP7-16-15
E	101-42100-311	Police	GOODHUE CO TREASURER	140171	\$24,264.25	POLICING CONTRACT	AP7-16-15
<b>Dept 42100 Police Administration</b>						\$24,527.88	
<b>Dept 42220 City Fire Fighting</b>							
E	101-42220-321	Telephone	SPRINT	140083	\$97.59	SERVICE MAY 8 TO JUN 7,	AP6-30-15
E	101-42220-382	Water/Sewer Utilities	CITY OF PINE ISLAND	140090	\$32.79	SERVICE 5-12-15 TO 6-11-15	AP6-30-15
E	101-42220-322	Postage	US POSTMASTER	140124	\$25.00	BOX 489 YEARLY RENT	AP6-30-15
E	101-42220-383	Gas Utilities	MINNESOTA ENERGY	140133	-\$21.41	SERVICE 5-14-15 TO 6-11-15	AP7-16-15
E	101-42220-323	Radio Units	VERIZON WIRELESS	140134	\$597.48	TABLET	AP7-16-15
E	101-42220-321	Telephone	VERIZON WIRELESS	140134	\$93.57	SERVICE MAY 24 - JUN 23,	AP7-16-15
E	101-42220-404	Repairs/Maint Machinery/Equip	SCHAEFER, RYAN	140138	\$53.81	REIMBURSE FOR PRESSURER	AP7-16-15
E	101-42220-321	Telephone	BEVCOMM	140139	\$62.43	JULY SERVICE	AP7-16-15
E	101-42220-212	Motor Fuels	CHS INC	140140	\$300.91	FUEL	AP7-16-15
E	101-42220-321	Telephone	CENTURYLINK	140141	\$2.56	LD SERVICE	AP7-16-15
E	101-42220-404	Repairs/Maint Machinery/Equip	ACTIVE911 INC	140146	\$20.70	DEVICE UPGRADE	AP7-16-15
E	101-42220-417	Uniform	FIRE SAFETY USA, INC	140168	\$134.50	BOOT	AP7-16-15
E	101-42220-417	Uniform	FIRE SAFETY USA, INC	140168	\$187.50	HANGING TAIL, LEATHER	AP7-16-15
E	101-42220-417	Uniform	FIRE SAFETY USA, INC	140168	\$134.50	BOOT	AP7-16-15
E	101-42220-215	Shop/Operating Supplies	GORMAN S MEAT MARKET	140174	\$22.49	MEAT & CHEESE TRAY	AP7-16-15
E	101-42220-215	Shop/Operating Supplies	HARDWARE HANK	140177	\$17.08	F/C JUN, MAY, APR MAR	AP7-16-15
E	101-42220-211	Cleaning Supplies	HARDWARE HANK	140177	\$26.72	TIRE FOAM, BRUSH, WOOD	AP7-16-15
E	101-42220-221	Small Equipment	HARDWARE HANK	140177	\$10.24	AIRHORN	AP7-16-15
E	101-42220-211	Cleaning Supplies	HARDWARE HANK	140177	\$24.44	SPONGE, CLEANER, POLISH	AP7-16-15
E	101-42220-215	Shop/Operating Supplies	HARDWARE HANK	140177	\$5.75	CABLE TIES	AP7-16-15
E	101-42220-215	Shop/Operating Supplies	HARDWARE HANK	140177	\$9.24	CONTACT CEMENT,	AP7-16-15
E	101-42220-215	Shop/Operating Supplies	HEIMAN FIRE EQUIPMENT	140179	\$454.93	RUBBER HOSE	AP7-16-15
E	101-42220-301	Auditing and Acct g Services	HEMANN GROVER & COPLLP	140180	\$1,550.00	AUDIT OF FIN STMTS RELIEF	AP7-16-15
E	101-42220-433	Dues and Subscriptions	MN DEPT OF EMP & ECON DEVELOP	140193	\$30.14	DAVID ENGEL	AP7-16-15
E	101-42220-215	Shop/Operating Supplies	PRAXAIR DISTRIBUTION INC	140209	\$18.29	CYLINDER RENTAL	AP7-16-15
E	101-42220-415	Contracted Services	PULVER MOTOR SERVICE	140210	\$188.35	TOW - 17495 511TH ST	AP7-16-15
E	101-42220-415	Contracted Services	PULVER MOTOR SERVICE	140210	\$175.00	TOW - 25076 542ND ST	AP7-16-15
E	101-42220-219	Medical Supplies	SE MN EMS	140217	\$25.00	FR RUN REPORTS	AP7-16-15
E	101-42220-201	Office Supplies	TRI-STATE BUSINESS MACHINES	140221	\$11.76	COPIER MAINT	AP7-16-15
E	101-42220-381	Electric Utilities	XCEL ENERGY	140233	\$226.15	SERVICE 5-19-15 to 6/18/15	AP7-16-15
<b>Dept 42220 City Fire Fighting</b>						\$4,517.51	

**Dept 42221 Rural Fire Fighting**

E	101-42221-321	Telephone	SPRINT	140083	\$97.58	SERVICE MAY 8 TO JUN 7,	AP6-30-15
E	101-42221-382	Water/Sewer Utilities	CITY OF PINE ISLAND	140090	\$32.78	SERVICE 5-12-15 TO 6-11-15	AP6-30-15
E	101-42221-322	Postage	US POSTMASTER	140124	\$25.00	BOX 489 YEARLY RENT	AP6-30-15
E	101-42221-383	Gas Utilities	MINNESOTA ENERGY	140133	-\$21.41	SERVICE 5-14-15 TO 6-11-15	AP7-16-15
E	101-42221-321	Telephone	VERIZON WIRELESS	140134	\$93.58	SERVICE MAY 24 - JUN 23,	AP7-16-15
E	101-42221-323	Radio Units	VERIZON WIRELESS	140134	\$597.48	TABLET	AP7-16-15
E	101-42221-404	Repairs/Maint Machinery/Equip	SCHAEFER, RYAN	140138	\$53.80	REIMBURSE FOR PRESSURER	AP7-16-15
E	101-42221-321	Telephone	BEVCOMM	140139	\$62.44	JULY SERVICE	AP7-16-15
E	101-42221-212	Motor Fuels	CHS INC	140140	\$300.91	FUEL	AP7-16-15
E	101-42221-321	Telephone	CENTURYLINK	140141	\$2.55	LD SERVICE	AP7-16-15
E	101-42221-404	Repairs/Maint Machinery/Equip	ACTIVE911 INC	140146	\$20.70	DEVICE UPGRADE	AP7-16-15
E	101-42221-417	Uniform	FIRE SAFETY USA, INC	140168	\$187.50	HANGING TAIL, LEATHER	AP7-16-15
E	101-42221-215	Shop/Operating Supplies	GORMAN S MEAT MARKET	140174	\$22.49	MEAT & CHEESE TRAY	AP7-16-15
E	101-42221-211	Cleaning Supplies	HARDWARE HANK	140177	\$24.43	SPONGE, CLEANER, POLISH	AP7-16-15
E	101-42221-211	Cleaning Supplies	HARDWARE HANK	140177	\$26.72	TIRE FOAM, BRUSH, WOOD	AP7-16-15
E	101-42221-215	Shop/Operating Supplies	HARDWARE HANK	140177	\$17.08	F/C JUN, MAY, APR MAR	AP7-16-15
E	101-42221-215	Shop/Operating Supplies	HARDWARE HANK	140177	\$9.23	CONTACT CEMENT,	AP7-16-15
E	101-42221-215	Shop/Operating Supplies	HARDWARE HANK	140177	\$5.74	CABLE TIES	AP7-16-15
E	101-42221-221	Small Equipment	HARDWARE HANK	140177	\$10.24	AIRHORM	AP7-16-15
E	101-42221-215	Shop/Operating Supplies	HEIMAN FIRE EQUIPMENT	140179	\$454.92	RUBBER HOSE	AP7-16-15
E	101-42221-301	Auditing and Acct g Services	HEMANN GROVER & COPLLP	140180	\$1,550.00	AUDIT OF FIN STMTS RELIEF	AP7-16-15
E	101-42221-433	Dues and Subscriptions	MN DEPT OF EMP & ECON DEVELOP	140193	\$30.14	DAVID ENGEL	AP7-16-15
E	101-42221-215	Shop/Operating Supplies	PRAXAIR DISTRIBUTION INC	140209	\$18.29	CYLINDER RENTAL	AP7-16-15
E	101-42221-415	Contracted Services	PULVER MOTOR SERVICE	140210	\$175.00	TOW - 25076 542ND ST	AP7-16-15
E	101-42221-415	Contracted Services	PULVER MOTOR SERVICE	140210	\$188.34	TOW - 17495 511TH ST	AP7-16-15
E	101-42221-219	Medical Supplies	SE MN EMS	140217	\$25.00	FR RUN REPORTS	AP7-16-15
E	101-42221-201	Office Supplies	TRI-STATE BUSINESS MACHINES	140221	\$11.76	COPIER MAINT	AP7-16-15
E	101-42221-381	Electric Utilities	XCEL ENERGY	140233	\$226.14	SERVICE 5-19-15 to 6/18/15	AP7-16-15

**Dept 42221 Rural Fire Fighting**

\$4,248.43

**Dept 42222 Fire-Federal Grant Expenditure**

E	101-42222-134	Employer Paid Life	5 STAR LIFE INSURANCE COMPANY	140084	\$8.67	TYLER LEJCHER	AP6-30-15
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**Dept 42222 Fire-Federal Grant Expenditure**

\$8.67

**Dept 42400 Planning and Zoning**

E	101-42400-412	Building Inspection	THOMPSON, THOMAS	140122	\$1,735.54	2ND QTR PLAN REVIEW	AP6-30-15
E	101-42400-412	Building Inspection	THOMPSON, THOMAS	140122	-\$720.00	1ST QTR CANCEL FEE	AP6-30-15
E	101-42400-412	Building Inspection	THOMPSON, THOMAS	140122	\$5,163.12	2ND QTR PERMIT FEES	AP6-30-15
E	101-42400-351	Legal Notices Publishing	US POSTMASTER	140130	\$337.00	50 CERTIFIED LETTERS	AP7-16-15
E	101-42400-304	Legal Fees	KENNEDY & GRAVEN	140185	\$52.50	ZONING BLDG ENFORCEMENT	AP7-16-15
E	101-42400-412	Building Inspection	MN DEPT OF LABOR & INDUSTRY	140194	\$173.05	2ND QTR BUILDING PERMIT	AP7-16-15

**Dept 42400 Planning and Zoning**

\$6,741.21

**Dept 42500 Civil Defense**

E	101-42500-122	FICA			\$113.61	Labor Distribution	PR2015-14.1
E	101-42500-131	Employer Paid Health			\$163.53	Labor Distribution	PR2015-13
E	101-42500-101	Full-Time Wages			\$1,167.63	Labor Distribution	PR2015-13
E	101-42500-121	PERA			\$87.58	Labor Distribution	PR2015-13
E	101-42500-113	Civil Defense Director			\$1,832.37	Labor Distribution	PR2015-14.1
E	101-42500-122	FICA			\$72.39	Labor Distribution	PR2015-13
E	101-42500-121	PERA			\$137.42	Labor Distribution	PR2015-14.1
E	101-42500-125	Medicare Contributions			\$26.57	Labor Distribution	PR2015-14.1
E	101-42500-125	Medicare Contributions			\$16.93	Labor Distribution	PR2015-13
E	101-42500-381	Electric Utilities	XCEL ENERGY	140128	\$0.18	SERVICE 5-19-15 - 6-18-15	AP6-30-15
E	101-42500-400	Repairs & Maint Cont (GENERAL)	BAHR ELECTRIC, INC	140153	\$406.00	REMOVE OLD WARNING	AP7-16-15
E	101-42500-210	Operating Supplies	TOTAL ELECTRIC OF ROCHESTER IN	140220	\$920.58	NEW SIREN AT CITY SHOP	AP7-16-15

**Dept 42500 Civil Defense**

\$4,944.79

**Dept 43121 Streets & Alleys**

E	101-43121-331	Travel Expenses		\$46.00	Labor Distribution	PR2015-12
E	101-43121-121	PERA		\$383.30	Labor Distribution	PR2015-13
E	101-43121-104	Shop Wages		\$1,910.59	Labor Distribution	PR2015-13
E	101-43121-121	PERA		\$312.66	Labor Distribution	PR2015-12
E	101-43121-121	PERA		\$420.40	Labor Distribution	PR2015-14
E	101-43121-122	FICA		\$331.14	Labor Distribution	PR2015-13
E	101-43121-109	Street - Vac/Sick/Holiday		\$271.42	Labor Distribution	PR2015-12
E	101-43121-125	Medicare Contributions		\$77.48	Labor Distribution	PR2015-13
E	101-43121-122	FICA		\$255.63	Labor Distribution	PR2015-12
E	101-43121-109	Street - Vac/Sick/Holiday		\$785.70	Labor Distribution	PR2015-13
E	101-43121-101	Full-Time Wages		\$2,645.11	Labor Distribution	PR2015-12
E	101-43121-122	FICA		\$345.05	Labor Distribution	PR2015-14
E	101-43121-109	Street - Vac/Sick/Holiday		\$1,129.52	Labor Distribution	PR2015-14
E	101-43121-125	Medicare Contributions		\$59.78	Labor Distribution	PR2015-12
E	101-43121-101	Full-Time Wages		\$2,297.95	Labor Distribution	PR2015-14
E	101-43121-101	Full-Time Wages		\$2,723.61	Labor Distribution	PR2015-13
E	101-43121-125	Medicare Contributions		\$80.70	Labor Distribution	PR2015-14
E	101-43121-131	Employer Paid Health		\$503.98	Labor Distribution	PR2015-12
E	101-43121-131	Employer Paid Health		\$1,049.88	Labor Distribution	PR2015-13
E	101-43121-104	Shop Wages		\$2,211.83	Labor Distribution	PR2015-14
E	101-43121-131	Employer Paid Health		\$904.55	Labor Distribution	PR2015-14
E	101-43121-104	Shop Wages		\$1,251.98	Labor Distribution	PR2015-12
E	101-43121-433	Dues and Subscriptions	SAM S CLUB 140072	\$45.00	MEMBERSHIP DUES	AP6-30-15
E	101-43121-215	Shop/Operating Supplies	BLUETARP FINANCIAL, INC 140088	\$435.83	IMPACT WRENCH, RECIP SAW,	AP6-30-15
E	101-43121-382	Water/Sewer Utilities	CITY OF PINE ISLAND 140090	\$270.30	SERVICE 5-12-15 TO 6-11-15	AP6-30-15
E	101-43121-215	Shop/Operating Supplies	LAWSON PRODUCTS INC 140103	\$49.25	ESP UD LENS GENESIS	AP6-30-15
E	101-43121-215	Shop/Operating Supplies	LAWSON PRODUCTS INC 140103	\$318.06	LOCK NUT, WASHERS, HEX	AP6-30-15
E	101-43121-215	Shop/Operating Supplies	LAWSON PRODUCTS INC 140103	\$52.96	100 CORDED MAX LITE	AP6-30-15
E	101-43121-215	Shop/Operating Supplies	M & M LAWN & LEISURE 2 140104	\$4.95	COVER POLE SAW	AP6-30-15
E	101-43121-404	Repairs/Maint Machinery/Equip	M & M LAWN & LEISURE 2 140104	\$63.75	RECOIL STARTER ASSEMBLY	AP6-30-15
E	101-43121-321	Telephone	OFFICE OF MN.IT SERVICES 140110	\$0.74	PERIOD END 5/31/15	AP6-30-15
E	101-43121-439	Seminar Registration	ROBERTSON, TODD 140112	\$38.14	SAFETY CLASS-PIZZA	AP6-30-15
E	101-43121-406	Street Repairs	SCHUMACHER EXCAVATING INC. 140115	\$1,007.50	FENCE REPAIR - POLICE	AP6-30-15
E	101-43121-404	Repairs/Maint Machinery/Equip	SWARTHOUT & SONS 140120	\$150.00	6' STEELE BACK DRAG	AP6-30-15
E	101-43121-383	Gas Utilities	MINNESOTA ENERGY 140133	\$1.72	SERVICE 5-14-15 TO 6-11-15	AP7-16-15
E	101-43121-321	Telephone	VERIZON WIRELESS 140134	\$159.96	SERVICE MAY 24 - JUN 23,	AP7-16-15
E	101-43121-321	Telephone	BEVCOMM 140139	\$83.96	JULY SERVICE	AP7-16-15
E	101-43121-212	Motor Fuels	CHS INC 140140	\$2,169.86	FUEL	AP7-16-15
E	101-43121-404	Repairs/Maint Machinery/Equip	ADRIANS PARTS CITY 140147	\$129.59	POLARIS 4 WHEEL	AP7-16-15
E	101-43121-404	Repairs/Maint Machinery/Equip	ADRIANS PARTS CITY 140147	\$12.30	6 ROUND TO 4 FLAT	AP7-16-15
E	101-43121-404	Repairs/Maint Machinery/Equip	ADRIANS PARTS CITY 140147	\$42.79	WHEEL BE	AP7-16-15
E	101-43121-222	Tires	BECK S AUTO REPAIR 140155	\$377.51	MULE TIRES	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	CLAREY S SAFETY EQUIPMENT INC 140160	\$448.75	CUSTOMIZED HEALTH &	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	DMC PLUMBING & HEATING, INC 140164	\$91.07	PVC PIPE	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	EARL F ANDERSEN, INC. 140166	\$126.68	EXPANDABLE CONE BAR	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	EARL F ANDERSEN, INC. 140166	\$264.00	TRAFFIC CONE	AP7-16-15
E	101-43121-216	Chemicals/Chem Product	FREEBORN COUNTY COOP OIL 140169	\$3,075.57	CLORIDE	AP7-16-15
E	101-43121-340	Advertising	GRIMSRUD PUBLISHING,INC 140176	\$33.60	JETTER BIDS	AP7-16-15
E	101-43121-404	Repairs/Maint Machinery/Equip	HARDWARE HANK 140177	\$5.49	PAINT	AP7-16-15
E	101-43121-226	Sign Repair Materials	HARDWARE HANK 140177	\$32.94	GARDEN SIGN	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	HARDWARE HANK 140177	\$18.98	OIL ABSORBANT	AP7-16-15
E	101-43121-404	Repairs/Maint Machinery/Equip	HARDWARE HANK 140177	\$27.48	CEMENT MIXER, COUPLES,	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	HARDWARE HANK 140177	\$2.94	EAR PLUGS	AP7-16-15

E	101-43121-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$56.66	PAINT, GRDG PLUG, GAS CAN	AP7-16-15
E	101-43121-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$24.68	PAINT	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	HARDWARE HANK	140177	\$7.77	KEY	AP7-16-15
E	101-43121-226	Sign Repair Materials	HARDWARE HANK	140177	\$8.97	MARKERS, BRUSH, STENCIL	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	HARDWARE HANK	140177	\$20.98	CABLE TIE'S	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	HARDWARE HANK	140177	\$2.98	NIPPLES	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	HARDWARE HANK	140177	\$5.78	FASTENERS	AP7-16-15
E	101-43121-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$290.26	PAINT, TAPE, THINNER	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	HARDWARE HANK	140177	\$50.95	KEY TAG, MINERAL SPIRITS	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	HARDWARE HANK	140177	\$14.47	RECEPTICAL BOX, TAPE	AP7-16-15
E	101-43121-404	Repairs/Maint Machinery/Equip	INNOVATIVE PRECISION AG INC	140181	\$40.00	COUPLER, REDUCER NIPPLE	AP7-16-15
E	101-43121-404	Repairs/Maint Machinery/Equip	INNOVATIVE PRECISION AG INC	140181	\$1.25	1/4 HEX	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	ISLAND MARKET	140183	\$19.95	WATER	AP7-16-15
E	101-43121-439	Seminar Registration	ISLAND MARKET	140183	\$94.42	SAFETY MEETING	AP7-16-15
E	101-43121-415	Contracted Services	KEN KRAMER ENTERPRISES LLC	140184	\$275.00	MOWING-KISPERT LORRAINE	AP7-16-15
E	101-43121-415	Contracted Services	KEN KRAMER ENTERPRISES LLC	140184	\$225.00	MOWING-RAYGORSCHMIDT	AP7-16-15
E	101-43121-415	Contracted Services	KEN KRAMER ENTERPRISES LLC	140184	\$225.00	MOWING LOT BY CJ'S	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	LAWSON PRODUCTS INC	140187	\$62.78	BEARKAT GLASSES GRINDING	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	LAWSON PRODUCTS INC	140187	\$43.47	KLONDIKE GLASSES	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	LAWSON PRODUCTS INC	140187	\$59.59	PTO PIN	AP7-16-15
E	101-43121-531	Streets Capital Outlay	MAC QUEEN EQUIPMENT INC	140189	\$170,000.00	2005 2115 VACTOR	AP7-16-15
E	101-43121-163	Unemployment Claim	MN DEPT OF EMP & ECON DEVELOP	140193	\$1,220.94	TERESA CARLsoon	AP7-16-15
E	101-43121-201	Office Supplies	ONE SOURCE	140199	\$53.99	INK	AP7-16-15
E	101-43121-406	Street Repairs	PINE ISLAND LUMBER	140204	\$1.23	NAIL	AP7-16-15
E	101-43121-406	Street Repairs	PINE ISLAND LUMBER	140204	\$15.00	CEMENT	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	PINE ISLAND LUMBER	140204	\$25.76	4X4 TREATED	AP7-16-15
E	101-43121-406	Street Repairs	PINE ISLAND LUMBER	140204	\$45.00	CEMENT	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	PINE ISLAND LUMBER	140204	\$5.63	FASTENMASTER	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	PINE ISLAND LUMBER	140204	\$25.99	CUTTING BLADE	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	PINE ISLAND LUMBER	140204	\$13.62	SPRAY FOAM	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	PRAXAIR DISTRIBUTION INC	140209	\$393.72	CYLINDER RENTAL/MIG GUN	AP7-16-15
E	101-43121-406	Street Repairs	ROCHESTER SAND & GRAVEL, INC.	140213	\$412.50	UPM MIX	AP7-16-15
E	101-43121-406	Street Repairs	SCHUMACHER EXCAVATING INC.	140216	\$225.46	WASHED ROCK, CRUSHED	AP7-16-15
E	101-43121-201	Office Supplies	TRI-STATE BUSINESS MACHINES	140221	\$19.16	COPIER MAINT	AP7-16-15
E	101-43121-215	Shop/Operating Supplies	VAN PAPER COMPANY	140228	\$130.65	TP & ROLL TOWEL	AP7-16-15
E	101-43121-381	Electric Utilities	XCEL ENERGY	140233	\$215.94	SERVICE 5-19-15 to 6/18/15	AP7-16-15

**Dept 43121 Streets & Alleys**

\$203,874.48

**Dept 43160 Street Lighting**

E	101-43160-381	Electric Utilities	XCEL ENERGY	140128	\$240.51	SERVICE 5-18-15 - 6-17-15	AP6-30-15
E	101-43160-381	Electric Utilities	XCEL ENERGY	140128	\$60.46	SERVICE 5-18-15 - 6-17-15	AP6-30-15
E	101-43160-381	Electric Utilities	GOODHUE CO CO-OP ELECTRIC	140132	\$54.00	SERVICE 4/30/15 TO 6/2/15	AP7-16-15
E	101-43160-381	Electric Utilities	XCEL ENERGY	140233	\$3,960.43	SERVICE 5-19-15 to 6/18/15	AP7-16-15

**Dept 43160 Street Lighting**

\$4,315.40

**Dept 43170 Storm Sewer**

E	101-43170-122	FICA			\$5.48	Labor Distribution	PR2015-14
E	101-43170-101	Full-Time Wages			\$90.72	Labor Distribution	PR2015-14
E	101-43170-131	Employer Paid Health			\$153.75	Labor Distribution	PR2015-13
E	101-43170-125	Medicare Contributions			\$6.26	Labor Distribution	PR2015-13
E	101-43170-121	PERA			\$6.81	Labor Distribution	PR2015-14
E	101-43170-125	Medicare Contributions			\$1.28	Labor Distribution	PR2015-14
E	101-43170-122	FICA			\$26.77	Labor Distribution	PR2015-13
E	101-43170-121	PERA			\$33.41	Labor Distribution	PR2015-13
E	101-43170-101	Full-Time Wages			\$445.50	Labor Distribution	PR2015-13
E	101-43170-131	Employer Paid Health			\$20.02	Labor Distribution	PR2015-14

**Dept 43170 Storm Sewer**

\$790.00

**Dept 43260 Weed Control**

E	101-43260-101	Full-Time Wages		\$21.17	Labor Distribution	PR2015-12
E	101-43260-131	Employer Paid Health		\$2.94	Labor Distribution	PR2015-12
E	101-43260-122	FICA		\$1.31	Labor Distribution	PR2015-12
E	101-43260-125	Medicare Contributions		\$0.61	Labor Distribution	PR2015-13
E	101-43260-121	PERA		\$1.59	Labor Distribution	PR2015-12
E	101-43260-125	Medicare Contributions		\$0.31	Labor Distribution	PR2015-12
E	101-43260-101	Full-Time Wages		\$42.34	Labor Distribution	PR2015-13
E	101-43260-121	PERA		\$3.17	Labor Distribution	PR2015-13
E	101-43260-122	FICA		\$2.63	Labor Distribution	PR2015-13
E	101-43260-131	Employer Paid Health		\$5.93	Labor Distribution	PR2015-13

**Dept 43260 Weed Control**

\$82.00

**Dept 45124 Swimming Pools**

E	101-45124-331	Travel Expenses		\$34.50	Labor Distribution	PR2015-13	
E	101-45124-101	Full-Time Wages		\$7,814.15	Labor Distribution	PR2015-13	
E	101-45124-121	PERA		\$30.58	Labor Distribution	PR2015-13	
E	101-45124-125	Medicare Contributions		\$113.31	Labor Distribution	PR2015-13	
E	101-45124-101	Full-Time Wages		\$6,250.40	Labor Distribution	PR2015-12	
E	101-45124-131	Employer Paid Health		\$109.25	Labor Distribution	PR2015-13	
E	101-45124-439	Seminar Registration		\$70.00	Labor Distribution	PR2015-12	
E	101-45124-331	Travel Expenses		\$48.30	Labor Distribution	PR2015-12	
E	101-45124-131	Employer Paid Health		\$65.09	Labor Distribution	PR2015-12	
E	101-45124-125	Medicare Contributions		\$90.61	Labor Distribution	PR2015-12	
E	101-45124-122	FICA		\$387.44	Labor Distribution	PR2015-12	
E	101-45124-121	PERA		\$30.25	Labor Distribution	PR2015-12	
E	101-45124-122	FICA		\$484.49	Labor Distribution	PR2015-13	
E	101-45124-122	FICA		\$76.79	Labor Distribution	PR2015-12.1	
E	101-45124-101	Full-Time Wages		\$1,238.50	Labor Distribution	PR2015-12.1	
E	101-45124-125	Medicare Contributions		\$17.95	Labor Distribution	PR2015-12.1	
E	101-45124-331	Travel Expenses		\$51.75	Labor Distribution	PR2015-14	
E	101-45124-131	Employer Paid Health		\$43.69	Labor Distribution	PR2015-14	
E	101-45124-125	Medicare Contributions		\$73.51	Labor Distribution	PR2015-14	
E	101-45124-122	FICA		\$314.23	Labor Distribution	PR2015-14	
E	101-45124-121	PERA		\$23.20	Labor Distribution	PR2015-14	
E	101-45124-101	Full-Time Wages		\$5,068.21	Labor Distribution	PR2015-14	
E	101-45124-255	Confections	SAM S CLUB	140072	\$156.48	CANDY	AP6-30-15
E	101-45124-255	Confections	SAM S CLUB	140072	\$392.41	CANDY	AP6-30-15
E	101-45124-218	Pool Supplies / Guard Uniforms	SAM S CLUB	140072	\$42.16	W/P PANT, GV SLIDER	AP6-30-15
E	101-45124-433	Dues and Subscriptions	SAM S CLUB	140072	\$45.00	MEMBERSHIP DUES	AP6-30-15
E	101-45124-331	Travel Expenses	POCKLINGTON, STEPHANIE	140080	\$16.10	LAMINATING POOL SIGNS	AP6-30-15
E	101-45124-218	Pool Supplies / Guard Uniforms	POCKLINGTON, STEPHANIE	140080	\$99.76	LAMINATING POOL SIGNS	AP6-30-15
E	101-45124-382	Water/Sewer Utilities	CITY OF PINE ISLAND	140090	\$1,170.78	SERVICE 5-12-15 TO 6-11-15	AP6-30-15
E	101-45124-382	Water/Sewer Utilities	CITY OF PINE ISLAND	140090	\$67.96	SERVICE 5-12-15 TO 6-11-15	AP6-30-15
E	101-45124-218	Pool Supplies / Guard Uniforms	KIEFER SWIM PRODUCTS	140101	\$67.60	FANNY PACK, CPR MASK	AP6-30-15
E	101-45124-218	Pool Supplies / Guard Uniforms	KIEFER SWIM PRODUCTS	140101	\$69.44	UMBRELLA	AP6-30-15
E	101-45124-218	Pool Supplies / Guard Uniforms	KIEFER SWIM PRODUCTS	140101	\$159.33	RING BUOY, WHISTLE,	AP6-30-15
E	101-45124-404	Repairs/Maint Machinery/Equip	M & M LAWN & LEISURE 2	140104	\$4.10	SPARK PLUG	AP6-30-15
E	101-45124-383	Gas Utilities	MN ENERGY RESOURCES	140107	\$19.72	SERVICE 5-14-15 TO 6-11-15	AP6-30-15
E	101-45124-383	Gas Utilities	MN ENERGY RESOURCES	140107	\$741.13	SERVICE 5-14-15 TO 6-11-15	AP6-30-15
E	101-45124-404	Repairs/Maint Machinery/Equip	SWARTHOUT & SONS	140120	\$243.42	BALL VALVE, COUPLING, PIPE,	AP6-30-15
E	101-45124-404	Repairs/Maint Machinery/Equip	SWARTHOUT & SONS	140120	\$5.59	PIPE, NIPPLES	AP6-30-15
E	101-45124-218	Pool Supplies / Guard Uniforms	THATCHER POOLS AND SPAS	140121	\$10.95	FLOATING THERMOMETER	AP6-30-15
E	101-45124-216	Chemicals/Chem Product	THATCHER POOLS AND SPAS	140121	\$100.33	CHLORINE KIT	AP6-30-15

E	101-45124-216	Chemicals/Chem Product	UNITED LABORATORIES	140123	\$472.02	HEPACIDE	AP6-30-15
E	101-45124-433	Dues and Subscriptions	AMERICAN RED CROSS	140137	\$300.00	2015 LTS FACILITY FEE	AP7-16-15
E	101-45124-321	Telephone	BEVCOMM	140139	\$204.37	JULY SERVICE	AP7-16-15
E	101-45124-404	Repairs/Maint Machinery/Equip	BAHR ELECTRIC, INC	140153	\$269.33	REPAIR POOL LIGHTS	AP7-16-15
E	101-45124-218	Pool Supplies / Guard Uniforms	HARDWARE HANK	140177	\$4.49	HOSE HANGER	AP7-16-15
E	101-45124-211	Cleaning Supplies	HARDWARE HANK	140177	\$3.99	CONE WASHER	AP7-16-15
E	101-45124-201	Office Supplies	HARDWARE HANK	140177	\$12.99	GORILLA TAPE	AP7-16-15
E	101-45124-201	Office Supplies	HARDWARE HANK	140177	\$11.98	WALL CLOCK, PAINT TRAY	AP7-16-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$7.29	SPRING EXTENSION	AP7-16-15
E	101-45124-218	Pool Supplies / Guard Uniforms	HARDWARE HANK	140177	\$2.60	FASTENERS	AP7-16-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$11.94	CLAMPS	AP7-16-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$11.48	GROUNDING PLUG	AP7-16-15
E	101-45124-201	Office Supplies	HARDWARE HANK	140177	\$27.47	MASKING TAPE, CHALK,	AP7-16-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$169.99	SUMP PUMP	AP7-16-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$3.18	ELBOW HOSE BARB	AP7-16-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$12.99	ANTI SIEZE COMPOUNT	AP7-16-15
E	101-45124-201	Office Supplies	HARDWARE HANK	140177	\$18.99	CLOCK, PAPER TOWELS	AP7-16-15
E	101-45124-216	Chemicals/Chem Product	HARDWARE HANK	140177	\$3.99	ACETONE	AP7-16-15
E	101-45124-218	Pool Supplies / Guard Uniforms	HARDWARE HANK	140177	\$12.48	TRASH BAGS	AP7-16-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$14.99	FUSE	AP7-16-15
E	101-45124-201	Office Supplies	HARDWARE HANK	140177	\$6.99	SCISSOR'S	AP7-16-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$6.99	CAULK STRIP	AP7-16-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$8.45	TOOL HOOK	AP7-16-15
E	101-45124-218	Pool Supplies / Guard Uniforms	HARDWARE HANK	140177	\$7.97	CLIP BOARD, HOOK	AP7-16-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$25.11	FASTENERS, BUSHING, FLX	AP7-16-15
E	101-45124-216	Chemicals/Chem Product	HAWKINS, INC	140178	\$1,437.21	CHLORINE, CLEARITAS	AP7-16-15
E	101-45124-211	Cleaning Supplies	ISLAND MARKET	140183	\$11.76	BLEACH, WATER, CUPS, ICE	AP7-16-15
E	101-45124-218	Pool Supplies / Guard Uniforms	KIEFER SWIM PRODUCTS	140186	\$22.18	LANYARD	AP7-16-15
E	101-45124-218	Pool Supplies / Guard Uniforms	KIEFER SWIM PRODUCTS	140186	\$11.90	T SHIRTS	AP7-16-15
E	101-45124-201	Office Supplies	ONE SOURCE	140199	\$24.22	PAPER	AP7-16-15
E	101-45124-255	Confections	SAM S CLUB	140214	\$805.44	CANDY AT POOL	AP7-16-15
E	101-45124-216	Chemicals/Chem Product	THATCHER POOLS AND SPAS	140218	\$54.76	TITRATING REAGENT	AP7-16-15
E	101-45124-218	Pool Supplies / Guard Uniforms	THATCHER POOLS AND SPAS	140218	\$37.49	LEAF RAKE	AP7-16-15
E	101-45124-216	Chemicals/Chem Product	THATCHER POOLS AND SPAS	140218	\$36.53	TITRATING REAGENT, PH	AP7-16-15
E	101-45124-201	Office Supplies	TRI-STATE BUSINESS MACHINES	140221	\$9.62	COPIER MAINT	AP7-16-15
E	101-45124-216	Chemicals/Chem Product	UNITED LABORATORIES	140223	\$471.44	DISINFECTANT CLEANER	AP7-16-15
E	101-45124-381	Electric Utilities	XCEL ENERGY	140233	\$521.98	SERVICE 5-19-15 to 6/18/15	AP7-16-15

**Dept 45124 Swimming Pools**

\$30,925.06

**Dept 45202 Park Areas**

E	101-45202-131	Employer Paid Health			\$139.00	Labor Distribution	PR2015-13
E	101-45202-125	Medicare Contributions			\$23.39	Labor Distribution	PR2015-13
E	101-45202-122	FICA			\$107.85	Labor Distribution	PR2015-12
E	101-45202-122	FICA			\$99.98	Labor Distribution	PR2015-13
E	101-45202-121	PERA			\$47.27	Labor Distribution	PR2015-13
E	101-45202-101	Full-Time Wages			\$1,620.44	Labor Distribution	PR2015-13
E	101-45202-101	Full-Time Wages			\$1,426.64	Labor Distribution	PR2015-14
E	101-45202-121	PERA			\$50.47	Labor Distribution	PR2015-14
E	101-45202-122	FICA			\$88.05	Labor Distribution	PR2015-14
E	101-45202-101	Full-Time Wages			\$1,742.38	Labor Distribution	PR2015-12
E	101-45202-121	PERA			\$25.19	Labor Distribution	PR2015-12
E	101-45202-125	Medicare Contributions			\$20.61	Labor Distribution	PR2015-14
E	101-45202-125	Medicare Contributions			\$25.23	Labor Distribution	PR2015-12
E	101-45202-131	Employer Paid Health			\$55.56	Labor Distribution	PR2015-12
E	101-45202-131	Employer Paid Health			\$132.90	Labor Distribution	PR2015-14
E	101-45202-215	Shop/Operating Supplies	EARL F ANDERSEN, INC.	140094	\$261.50	COLLINS PARK SIGN	AP6-30-15

E	101-45202-225	Landscaping Materials	JOEL S GREENHOUSE	140100	\$249.95	5 HANGING BASKETS	AP6-30-15
E	101-45202-225	Landscaping Materials	JOEL S GREENHOUSE	140100	\$301.63	PETUNIA, IRON, FERTILIZER	AP6-30-15
E	101-45202-404	Repairs/Maint Machinery/Equip	ST JOSEPH EQUIPMENT, INC	140118	\$96.00	BLADE	AP6-30-15
E	101-45202-404	Repairs/Maint Machinery/Equip	ST JOSEPH EQUIPMENT, INC	140118	\$48.00	BLADE	AP6-30-15
E	101-45202-404	Repairs/Maint Machinery/Equip	ST JOSEPH EQUIPMENT, INC	140118	\$66.70	DUST COVER, SPRING PLATE	AP6-30-15
E	101-45202-404	Repairs/Maint Machinery/Equip	ST JOSEPH EQUIPMENT, INC	140118	\$222.04	PTO YOKE	AP6-30-15
E	101-45202-404	Repairs/Maint Machinery/Equip	ST JOSEPH EQUIPMENT, INC	140118	\$301.52	KUBOTA-BELT, BLADE,	AP6-30-15
E	101-45202-404	Repairs/Maint Machinery/Equip	ST JOSEPH EQUIPMENT, INC	140118	\$51.40	SPRING, PLATE, BLADE BOLT	AP6-30-15
E	101-45202-381	Electric Utilities	XCEL ENERGY	140128	\$254.94	SERVICE 5-19-15 - 6-18-15	AP6-30-15
E	101-45202-415	Contracted Services	KEN KRAMER ENTERPRISES LLC	140184	\$90.00	MOWING -ELK RUN SIGN	AP7-16-15
E	101-45202-415	Contracted Services	KEN KRAMER ENTERPRISES LLC	140184	\$90.00	MOWING -ELK RUN SIGN	AP7-16-15
E	101-45202-415	Contracted Services	KEN KRAMER ENTERPRISES LLC	140184	\$35.00	MOWING-WHITE PINES	AP7-16-15
E	101-45202-415	Contracted Services	KEN KRAMER ENTERPRISES LLC	140184	\$90.00	MOWING -ELK RUN SIGN	AP7-16-15
E	101-45202-404	Repairs/Maint Machinery/Equip	PINE ISLAND LUMBER	140204	\$1.24	PINE SHIM	AP7-16-15
E	101-45202-201	Office Supplies	TRI-STATE BUSINESS MACHINES	140221	\$7.50	COPIER MAINT	AP7-16-15
E	101-45202-381	Electric Utilities	XCEL ENERGY	140233	\$169.19	SERVICE 5-19-15 to 6/18/15	AP7-16-15
E	101-45202-381	Electric Utilities	XCEL ENERGY	140233	\$31.48	SERVICE 5-19-15 to 6/18/15	AP7-16-15

**Dept 45202 Park Areas**

\$7,973.05

**Dept 46630 Community Action Programs**

E	101-46630-125	Medicare Contributions			\$1.86	Labor Distribution	PR2015-12
E	101-46630-122	FICA			\$7.94	Labor Distribution	PR2015-12
E	101-46630-102	Part-time Wages			\$128.00	Labor Distribution	PR2015-12
E	101-46630-102	Part-time Wages			\$192.00	Labor Distribution	PR2015-13
E	101-46630-102	Part-time Wages			\$256.00	Labor Distribution	PR2015-14
E	101-46630-122	FICA			\$11.91	Labor Distribution	PR2015-13
E	101-46630-122	FICA			\$15.87	Labor Distribution	PR2015-14
E	101-46630-125	Medicare Contributions			\$3.71	Labor Distribution	PR2015-14
E	101-46630-125	Medicare Contributions			\$2.79	Labor Distribution	PR2015-13
E	101-46630-210	Operating Supplies	MANKATO BREWERY	140070	\$183.00	REIMBURSEMENT FOR	AP6-30-15
E	101-46630-210	Operating Supplies	CANNON RIVER WINERY	140071	\$195.00	REIMBURSEMENT FOR	AP6-30-15
E	101-46630-210	Operating Supplies	HARTL, JUDY	140098	\$49.12	RED VOLUNTEER T-SHIRTS,	AP6-30-15
E	101-46630-210	Operating Supplies	LANNERS, JOYCE	140102	\$100.40	GALA SUPPLIES-NAPKINS &	AP6-30-15
E	101-46630-210	Operating Supplies	SCHRANTZ, DONNA	140114	\$9.95	ICE	AP6-30-15
E	101-46630-210	Operating Supplies	SCHRANTZ, DONNA	140114	\$86.10	HIGH TOP TABLES	AP6-30-15
E	101-46630-210	Operating Supplies	VETTEL, TRINA	140126	\$10.42	GALA EXP-PLASTIC CUPS	AP6-30-15

**Dept 46630 Community Action Programs**

\$1,254.07

**Fund 101 GENERAL FUND**

\$326,684.11

**Fund 205 HERITAGE PRESERVATION FUND**

**Dept 41000 General Government (GENERAL)**

E	205-41000-308	Consultant Fees	PATHFINDER CRM.LLC	140201	\$242.90	HERITAGE FORUM 6-29-15	AP7-16-15
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**Dept 41000 General Government (GENERAL)**

\$242.90

**Fund 205 HERITAGE PRESERVATION FUND**

\$242.90

**Fund 211 LIBRARY**

**Dept**

G	211-21703	FICA Tax Payable			-\$417.48	Labor Distribution	PR2015-14
G	211-21702	State Withholding Payable			-\$124.87	Labor Distribution	PR2015-14
G	211-10102	Cash - Sterling State			-\$2,594.51	Labor Distribution	PR2015-13
G	211-21701	Federal Withholding Payable			-\$296.01	Labor Distribution	PR2015-14
G	211-21705	Medicare Payable			-\$97.62	Labor Distribution	PR2015-14
G	211-21704	PERA Withholding Payable			-\$463.96	Labor Distribution	PR2015-14
G	211-10102	Cash - Sterling State			-\$2,472.97	Labor Distribution	PR2015-14
G	211-21705	Medicare Payable			-\$106.20	Labor Distribution	PR2015-12

G	211-21706	Medical Ins Premium Payable			-\$196.01	Labor Distribution	PR2015-13
G	211-21713	Dental Insurance			-\$14.80	Labor Distribution	PR2015-13
G	211-21705	Medicare Payable			-\$101.70	Labor Distribution	PR2015-13
G	211-21720	Health Savings Account			-\$145.84	Labor Distribution	PR2015-13
G	211-21704	PERA Withholding Payable			-\$469.96	Labor Distribution	PR2015-13
G	211-21703	FICA Tax Payable			-\$434.90	Labor Distribution	PR2015-13
G	211-10102	Cash - Sterling State			-\$2,678.00	Labor Distribution	PR2015-12
G	211-21701	Federal Withholding Payable			-\$333.08	Labor Distribution	PR2015-12
G	211-21702	State Withholding Payable			-\$140.56	Labor Distribution	PR2015-12
G	211-21708	Cancer Insurance			-\$0.42	Labor Distribution	PR2015-14
G	211-21704	PERA Withholding Payable			-\$494.95	Labor Distribution	PR2015-12
G	211-21709	Life Insurance Payable			-\$3.50	Labor Distribution	PR2015-13
G	211-21706	Medical Ins Premium Payable			-\$196.00	Labor Distribution	PR2015-12
G	211-21709	Life Insurance Payable			-\$3.50	Labor Distribution	PR2015-12
G	211-21713	Dental Insurance			-\$14.79	Labor Distribution	PR2015-12
G	211-21713	Dental Insurance			-\$15.09	Labor Distribution	PR2015-14
G	211-21709	Life Insurance Payable			-\$3.53	Labor Distribution	PR2015-14
G	211-21702	State Withholding Payable			-\$127.15	Labor Distribution	PR2015-13
G	211-21701	Federal Withholding Payable			-\$299.21	Labor Distribution	PR2015-13
G	211-21706	Medical Ins Premium Payable			-\$200.83	Labor Distribution	PR2015-14
G	211-21703	FICA Tax Payable			-\$454.02	Labor Distribution	PR2015-12
G	211-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000233	\$494.95	PR	AP6-30-15
G	211-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000234	\$454.02	PR	AP6-30-15
G	211-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000234	\$106.20	PR	AP6-30-15
G	211-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000234	\$333.08	PR	AP6-30-15
G	211-21702	State Withholding Payable	MN DEPT OF REVENUE	000235	\$140.56	PR	AP6-30-15
G	211-21720	Health Savings Account	HEALTH EQUITY	000237	\$291.68	PR2015-11&12	AP6-30-15
G	211-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000238	\$0.00	PR	AP6-30-15
G	211-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000238	\$0.00	PR	AP6-30-15
G	211-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000238	\$0.00	PR	AP6-30-15
G	211-21702	State Withholding Payable	MN DEPT OF REVENUE	000239	\$0.00	PR	AP6-30-15
G	211-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000240	\$101.70	PR	AP7-16-15
G	211-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000240	\$299.21	PR	AP7-16-15
G	211-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000240	\$434.90	PR	AP7-16-15
G	211-21702	State Withholding Payable	MN DEPT OF REVENUE	000241	\$127.15	PR	AP7-16-15
G	211-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000242	\$469.96	PR	AP7-16-15
G	211-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000245	\$463.96	PR	AP7-16-15
G	211-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000246	\$417.48	PR2015-14 & 14.1	AP7-16-15
G	211-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000246	\$296.01	PR2015-14 & 14.1	AP7-16-15
G	211-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000246	\$97.62	PR2015-14 & 14.1	AP7-16-15
G	211-21702	State Withholding Payable	MN DEPT OF REVENUE	000247	\$124.87	PR	AP7-16-15
G	211-10102	Cash - Sterling State	STERLING STATE BANK	140073	\$2,678.00	PAYROLL TRANSFER	AP6-30-15
G	211-21706	Medical Ins Premium Payable	HEALTHPARTNERS	140076	\$392.01	PR2015-11&12	AP6-30-15
G	211-10102	Cash - Sterling State	STERLING STATE BANK	140143	\$2,472.96	PR2015-14 & PR2015-14.1	AP7-16-15
					-\$2,705.14		
<b>Dept</b>							
<b>Dept 45501 Library Admin - Levy Exp</b>							
E	211-45501-131	Employer Paid Health			\$219.30	Labor Distribution	PR2015-14
E	211-45501-102	Part-time Wages			\$1,787.18	Labor Distribution	PR2015-13
E	211-45501-125	Medicare Contributions			\$48.81	Labor Distribution	PR2015-14
E	211-45501-122	FICA			\$217.45	Labor Distribution	PR2015-13
E	211-45501-121	PERA			\$251.76	Labor Distribution	PR2015-13
E	211-45501-125	Medicare Contributions			\$50.85	Labor Distribution	PR2015-13
E	211-45501-101	Full-Time Wages			\$1,720.19	Labor Distribution	PR2015-13
E	211-45501-122	FICA			\$208.74	Labor Distribution	PR2015-14
E	211-45501-131	Employer Paid Health			\$360.15	Labor Distribution	PR2015-13

E	211-45501-101	Full-Time Wages			\$1,720.19	Labor Distribution	PR2015-12
E	211-45501-121	PERA			\$265.15	Labor Distribution	PR2015-12
E	211-45501-122	FICA			\$227.01	Labor Distribution	PR2015-12
E	211-45501-125	Medicare Contributions			\$53.10	Labor Distribution	PR2015-12
E	211-45501-131	Employer Paid Health			\$214.29	Labor Distribution	PR2015-12
E	211-45501-102	Part-time Wages			\$1,941.36	Labor Distribution	PR2015-12
E	211-45501-121	PERA			\$248.55	Labor Distribution	PR2015-14
E	211-45501-104	Shop Wages			\$22.68	Labor Distribution	PR2015-14
E	211-45501-102	Part-time Wages			\$1,624.51	Labor Distribution	PR2015-14
E	211-45501-101	Full-Time Wages			\$1,720.19	Labor Distribution	PR2015-14
E	211-45501-382	Water/Sewer Utilities	CITY OF PINE ISLAND	140090	\$33.12	SERVICE 5-12-15 TO 6-11-15	AP6-30-15
E	211-45501-321	Telephone	OFFICE OF MN.IT SERVICES	140110	\$0.31	PERIOD END 5/31/15	AP6-30-15
E	211-45501-383	Gas Utilities	MINNESOTA ENERGY	140133	\$0.52	SERVICE 5-14-15 TO 6-11-15	AP7-16-15
E	211-45501-321	Telephone	BEVCOMM	140139	\$131.71	JULY SERVICE	AP7-16-15
E	211-45501-321	Telephone	CENTURYLINK	140141	\$7.33	LD SERVICE	AP7-16-15
E	211-45501-321	Telephone	OFFICE OF MN.IT SERVICES	140197	\$0.21	JUN 2015 SERVICE	AP7-16-15
E	211-45501-401	Repairs/Maint Buildings	PINNACLE REAL ESTATE SERVICES	140205	\$90.00	RENTAL TO 9-20-15	AP7-16-15
E	211-45501-401	Repairs/Maint Buildings	SCHUMACHER ELEVATOR CO	140215	\$111.53	MONTHLY SERVICE	AP7-16-15
E	211-45501-381	Electric Utilities	XCEL ENERGY	140233	\$172.93	SERVICE 5-19-15 to 6/18/15	AP7-16-15
<b>Dept 45501 Library Admin - Levy Exp</b>							
					\$13,449.12		

**Dept 45502 Circulation - County**

E	211-45502-433	Dues and Subscriptions	SAM S CLUB	140072	\$45.00	MEMBERSHIP DUES	AP6-30-15
E	211-45502-580	Records / Cassettes	AMAZON	140148	-\$1.03	DVD'S	AP7-16-15
E	211-45502-580	Records / Cassettes	AMAZON	140148	-\$0.01	DVD'S	AP7-16-15
E	211-45502-580	Records / Cassettes	AMAZON	140148	\$281.75	DVD'S	AP7-16-15
E	211-45502-580	Records / Cassettes	AMAZON	140148	\$15.22	DVD'S	AP7-16-15
E	211-45502-580	Records / Cassettes	AMAZON	140148	\$188.91	DVD'S	AP7-16-15
E	211-45502-580	Records / Cassettes	AMAZON	140148	\$19.23	DVD'S	AP7-16-15
E	211-45502-580	Records / Cassettes	AMAZON	140148	\$51.69	DVD'S	AP7-16-15
E	211-45502-580	Records / Cassettes	AMAZON	140148	\$42.73	DVD'S	AP7-16-15
E	211-45502-580	Records / Cassettes	AMAZON	140148	\$77.89	DVD'S	AP7-16-15
E	211-45502-580	Records / Cassettes	AMAZON	140148	-\$1.06	DVD'S	AP7-16-15
E	211-45502-580	Records / Cassettes	AMAZON	140148	-\$1.07	DVD'S	AP7-16-15
E	211-45502-580	Records / Cassettes	AMAZON	140148	-\$0.01	DVD'S	AP7-16-15
E	211-45502-590	Books	BAKER & TAYLOR	140154	\$319.44	BOOKS	AP7-16-15
E	211-45502-590	Books	BAKER & TAYLOR	140154	\$174.30	BOOKS	AP7-16-15
E	211-45502-591	Childrens Books	BAKER & TAYLOR	140154	\$425.02	BOOKS	AP7-16-15
E	211-45502-591	Childrens Books	BAKER & TAYLOR	140154	\$388.80	BOOKS	AP7-16-15
E	211-45502-201	Office Supplies	DEMCO, INC.	140163	\$44.25	LIBRARY SUPPLIES	AP7-16-15
E	211-45502-413	Office Equipment Rental	E.O. JOHNSON CO INC	140165	\$71.00	COPY MACHINE LEASE	AP7-16-15
E	211-45502-208	Magazines	FAMILY CIRCLE	140167	\$19.98	2 YEAR SUBSCRIPTION	AP7-16-15
E	211-45502-208	Magazines	MINNESOTA MONTHLY	140191	\$19.95	1 YR SUB MAGAZINES	AP7-16-15
E	211-45502-434	Educational Programs	PI SENIOR CITIZENS	140202	\$200.00	USE OF SENIOR CENTER	AP7-16-15
E	211-45502-208	Magazines	POPULAR SCIENCE	140208	\$29.97	2YR SUB MAGAZINE	AP7-16-15
E	211-45502-201	Office Supplies	QUILL CORPORATION	140212	\$5.49	OFFICE SUPPLIES	AP7-16-15
E	211-45502-201	Office Supplies	QUILL CORPORATION	140212	\$62.93	OFFICE SUPPLIES	AP7-16-15
<b>Dept 45502 Circulation - County</b>						\$2,480.37	
<b>Fund 211 LIBRARY</b>						\$13,224.35	

**Fund 221 FIRE FUND**

**Dept 42220 City Fire Fighting**

E	221-42220-221	Small Equipment	LIFELINE, INCORPORATED	140136	\$2,029.15	AED PLUS	AP7-16-15
<b>Dept 42220 City Fire Fighting</b>						\$2,029.15	
<b>Fund 221 FIRE FUND</b>						\$2,029.15	

**Fund 246 RIVER FLOOD MONITOR**

**Dept 41000 General Government (GENERAL)**

E 246-41000-321 Telephone

BEVCOMM

140139

\$350.00 JULY SERVICE

AP7-16-15

**Dept 41000 General Government (GENERAL)**

\$350.00

**Fund 246 RIVER FLOOD MONITOR**

\$350.00

**Fund 250 CAPITAL EQUIPMENT FUND**

**Dept 41000 General Government (GENERAL)**

E 250-41000-536 Parks - Cap Outlay

KENNEDY & GRAVEN

140185

\$1,020.75 ZWART EASEMENT MATTER

AP7-16-15

**Dept 41000 General Government (GENERAL)**

\$1,020.75

**Fund 250 CAPITAL EQUIPMENT FUND**

\$1,020.75

**Fund 255 ECONOMIC DEV. AUTHORITY**

**Dept**

G	255-21702	State Withholding Payable			-\$85.93	Labor Distribution	PR2015-12
G	255-21705	Medicare Payable			-\$87.10	Labor Distribution	PR2015-14
G	255-21702	State Withholding Payable			-\$141.19	Labor Distribution	PR2015-14
G	255-21703	FICA Tax Payable			-\$372.38	Labor Distribution	PR2015-14
G	255-21704	PERA Withholding Payable			-\$440.55	Labor Distribution	PR2015-14
G	255-21701	Federal Withholding Payable			-\$280.60	Labor Distribution	PR2015-14
G	255-21703	FICA Tax Payable			-\$288.92	Labor Distribution	PR2015-13
G	255-21703	FICA Tax Payable			-\$205.46	Labor Distribution	PR2015-12
G	255-21704	PERA Withholding Payable			-\$252.09	Labor Distribution	PR2015-12
G	255-21705	Medicare Payable			-\$48.06	Labor Distribution	PR2015-12
G	255-21706	Medical Ins Premium Payable			-\$492.20	Labor Distribution	PR2015-12
G	255-21709	Life Insurance Payable			-\$3.50	Labor Distribution	PR2015-12
G	255-21713	Dental Insurance			-\$30.48	Labor Distribution	PR2015-12
G	255-10102	Cash - Sterling State			-\$1,682.45	Labor Distribution	PR2015-13
G	255-21720	Health Savings Account			-\$143.75	Labor Distribution	PR2015-12
G	255-21702	State Withholding Payable			-\$106.64	Labor Distribution	PR2015-13
G	255-21706	Medical Ins Premium Payable			-\$677.14	Labor Distribution	PR2015-14
G	255-21704	PERA Withholding Payable			-\$346.32	Labor Distribution	PR2015-13
G	255-10102	Cash - Sterling State			-\$1,165.63	Labor Distribution	PR2015-12
G	255-21709	Life Insurance Payable			-\$7.00	Labor Distribution	PR2015-14
G	255-21701	Federal Withholding Payable			-\$186.20	Labor Distribution	PR2015-13
G	255-21720	Health Savings Account			-\$143.75	Labor Distribution	PR2015-14
G	255-21705	Medicare Payable			-\$67.58	Labor Distribution	PR2015-13
G	255-21701	Federal Withholding Payable			-\$145.89	Labor Distribution	PR2015-12
G	255-21720	Health Savings Account			-\$435.43	Labor Distribution	PR2015-13
G	255-10102	Cash - Sterling State			-\$2,131.33	Labor Distribution	PR2015-14
G	255-21713	Dental Insurance			-\$45.29	Labor Distribution	PR2015-13
G	255-21709	Life Insurance Payable			-\$7.00	Labor Distribution	PR2015-13
G	255-21706	Medical Ins Premium Payable			-\$677.15	Labor Distribution	PR2015-13
G	255-21713	Dental Insurance			-\$45.27	Labor Distribution	PR2015-14
G	255-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000234	\$48.06	PR	AP6-30-15
G	255-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000234	\$205.46	PR	AP6-30-15
G	255-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000234	\$145.89	PR	AP6-30-15
G	255-21702	State Withholding Payable	MN DEPT OF REVENUE	000235	\$85.93	PR	AP6-30-15
G	255-21720	Health Savings Account	HEALTH EQUITY	000237	\$579.18	PR2015-11&12	AP6-30-15
G	255-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000238	\$0.00	PR	AP6-30-15
G	255-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000238	\$0.00	PR	AP6-30-15
G	255-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000238	\$0.00	PR	AP6-30-15
G	255-21702	State Withholding Payable	MN DEPT OF REVENUE	000239	\$0.00	PR	AP6-30-15
G	255-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000240	\$288.92	PR	AP7-16-15

G	255-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000240	\$186.20	PR	AP7-16-15
G	255-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000240	\$67.58	PR	AP7-16-15
G	255-21702	State Withholding Payable	MN DEPT OF REVENUE	000241	\$106.64	PR	AP7-16-15
G	255-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000242	\$346.32	PR	AP7-16-15
G	255-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000245	\$440.55	PR	AP7-16-15
G	255-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000246	\$372.38	PR2015-14 & 14.1	AP7-16-15
G	255-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000246	\$280.60	PR2015-14 & 14.1	AP7-16-15
G	255-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000246	\$87.10	PR2015-14 & 14.1	AP7-16-15
G	255-21702	State Withholding Payable	MN DEPT OF REVENUE	000247	\$141.19	PR	AP7-16-15
G	255-10102	Cash - Sterling State	STERLING STATE BANK	140073	\$1,165.63	PAYROLL TRANSFER	AP6-30-15
G	255-21706	Medical Ins Premium Payable	HEALTHPARTNERS	140076	\$984.40	PR2015-11&12	AP6-30-15
G	255-10100	Cash - Pine Island Bank	PI ECONOMIC DEVELOPMENT AUTH	140082	\$10,000.00	TRANSFER TO EDA CKG ACCT	AP6-30-15
G	255-10102	Cash - Sterling State	STERLING STATE BANK	140143	\$2,131.33	PR2015-14 & PR2015-14.1	AP7-16-15
<b>Dept</b>							
<b>Dept 41590 Economic Development</b>							
E	255-41590-101	Full-Time Wages			\$3,146.84	Labor Distribution	PR2015-14
E	255-41590-122	FICA			\$102.73	Labor Distribution	PR2015-12
E	255-41590-121	PERA			\$236.01	Labor Distribution	PR2015-14
E	255-41590-101	Full-Time Wages			\$1,800.69	Labor Distribution	PR2015-12
E	255-41590-121	PERA			\$185.53	Labor Distribution	PR2015-13
E	255-41590-122	FICA			\$144.46	Labor Distribution	PR2015-13
E	255-41590-125	Medicare Contributions			\$33.79	Labor Distribution	PR2015-13
E	255-41590-131	Employer Paid Health			\$1,005.43	Labor Distribution	PR2015-13
E	255-41590-121	PERA			\$135.05	Labor Distribution	PR2015-12
E	255-41590-122	FICA			\$186.19	Labor Distribution	PR2015-14
E	255-41590-125	Medicare Contributions			\$43.55	Labor Distribution	PR2015-14
E	255-41590-131	Employer Paid Health			\$713.72	Labor Distribution	PR2015-14
E	255-41590-125	Medicare Contributions			\$24.03	Labor Distribution	PR2015-12
E	255-41590-131	Employer Paid Health			\$510.49	Labor Distribution	PR2015-12
E	255-41590-101	Full-Time Wages			\$2,473.77	Labor Distribution	PR2015-13
E	255-41590-260	Bank Service Charges	PINE ISLAND BANK	000023	\$7.00	SERVICE CHARGE	EDAJUN2015
E	255-41590-300	Professional Svcs (GENERAL)	HALLER, DAWN	004559	\$150.00	JUNE 2015 SERVICE	EDA 6-30-15
E	255-41590-321	Telephone	BEVCOMM	004560	\$115.18	JUNE 2015 SERVICE	EDA 6-30-15
E	255-41590-352	General Notices and Pub Info	GRIMSRUD PUBLISHING,INC	004561	\$25.20	MAY PUBLICATIONS	EDA 6-30-15
E	255-41590-322	Postage	US POSTMASTER	004562	\$34.00	BOX #727 RENTAL FEE	EDA 6-30-15
E	255-41590-343	Promotions	HARDWARE HANK	004563	\$7.98	POTTING SOIL	EDA 6-30-15
E	255-41590-343	Promotions	HARDWARE HANK	004563	\$82.12	FERTILIZER, ANNUAL GREEN	EDA 6-30-15
E	255-41590-255	Confections	ISLAND MARKET	004564	\$26.53	POP, CHIPS, DIPS, CHEESE	EDA 6-30-15
E	255-41590-290	Cleaning Services	MEISTER, MISSY	004565	\$100.00	CLEANING 5-3, 17, 31; 6-10	EDA 6-30-15
E	255-41590-201	Office Supplies	DOLL, KAREN	004566	\$534.70	JAN - JUN 19, 2015 EXPENSE	EDA 6-30-15
E	255-41590-439	Seminar Registration	DOLL, KAREN	004566	\$315.00	JAN - JUN 19, 2015 EXPENSE	EDA 6-30-15
E	255-41590-255	Confections	DOLL, KAREN	004566	\$336.65	JAN - JUN 19, 2015 EXPENSE	EDA 6-30-15
E	255-41590-331	Travel Expenses	DOLL, KAREN	004566	\$40.00	JAN - JUN 19, 2015 EXPENSE	EDA 6-30-15
E	255-41590-331	Travel Expenses	DOLL, KAREN	004566	\$1,148.85	JAN - JUN 19, 2015 EXPENSE	EDA 6-30-15
E	255-41590-321	Telephone	DOLL, KAREN	004566	\$450.00	JAN - JUN 19, 2015 EXPENSE	EDA 6-30-15
E	255-41590-340	Advertising	DOLL, KAREN	004566	\$354.32	JAN - JUN 19, 2015 EXPENSE	EDA 6-30-15
E	255-41590-352	General Notices and Pub Info	GRIMSRUD PUBLISHING,INC	004567	\$25.20	JUNE PUBLISHING	EDA 6-30-15
E	255-41590-321	Telephone	OFFICE OF MN.IT SERVICES	140110	\$7.35	PERIOD END 5/31/15	AP6-30-15
E	255-41590-331	Travel Expenses	CITY OF WABASHA	140135	\$25.00	SEMLM MEETING	AP7-16-15
E	255-41590-321	Telephone	AT CONFERENCE	140151	\$15.50	PHONE CONFERENCE 6-10-15	AP7-16-15
E	255-41590-201	Office Supplies	INSTY-PRINTS INSTANT PRINTING	140182	\$60.98	BIZ CARD NATE CARLSON	AP7-16-15
E	255-41590-321	Telephone	OFFICE OF MN.IT SERVICES	140197	\$11.37	JUN 2015 SERVICE	AP7-16-15
E	255-41590-201	Office Supplies	ONE SOURCE	140199	\$17.59	EDA NAME PLATE - CARLSON	AP7-16-15
<b>Dept 41590 Economic Development</b>							
<b>Fund 255 ECONOMIC DEV. AUTHORITY</b>						\$14,632.80	
						\$21,553.88	

**Fund 319 2010 PROJECT BOND**

**Dept 41000 General Government (GENERAL)**

E	319-41000-620	Fiscal Agent s Fees	US BANK	140224	\$450.00	AGENT FEES	AP7-16-15
E	319-41000-620	Fiscal Agent s Fees	US BANK	140225	\$450.00	GO IMP BOND 2010A	AP7-16-15
E	319-41000-611	Bond Interest	US BANK	140227	\$14,470.00	BOND SERIES 2010A	AP7-16-15

**Dept 41000 General Government (GENERAL)**

\$15,370.00							
\$15,370.00							

**Fund 319 2010 PROJECT BOND**

**Fund 321 2012B PROJECT & REFUNDING BOND**

**Dept 47000 Debt Service (GENERAL)**

E	321-47000-611	Bond Interest	NORTHLAND TRUST SERVICE, INC	140195	\$36,908.75	IMPR BOND 2012B	AP7-16-15
E	321-47000-620	Fiscal Agent s Fees	NORTHLAND TRUST SERVICE, INC	140195	\$495.00	IMPR BOND 2012B	AP7-16-15

**Dept 47000 Debt Service (GENERAL)**

\$37,403.75							
\$37,403.75							

**Fund 321 2012B PROJECT & REFUNDING BOND**

**Fund 322 2014 WHITE PINES FRONTAGE RD P**

**Dept 47000 Debt Service (GENERAL)**

E	322-47000-611	Bond Interest	NORTHLAND TRUST SERVICE, INC	140196	\$39,103.13	ST RECON 2014A	AP7-16-15
E	322-47000-620	Fiscal Agent s Fees	NORTHLAND TRUST SERVICE, INC	140196	\$495.00	ST RECON 2014A	AP7-16-15

**Dept 47000 Debt Service (GENERAL)**

\$39,598.13							
\$39,598.13							

**Fund 322 2014 WHITE PINES FRONTAGE RD P**

**Fund 431 17TH AVE- FRONTAGE RD PROJECT**

**Dept 41000 General Government (GENERAL)**

E	431-41000-304	Legal Fees	BRKW APPRAISALS INC	140157	\$8,000.00	APPRAISAL 17.28 ACRES	AP7-16-15
E	431-41000-304	Legal Fees	BRKW APPRAISALS INC	140157	\$8,000.00	APPRAISAL 13.07 ACRES DCL	AP7-16-15
E	431-41000-304	Legal Fees	KENNEDY & GRAVEN	140185	\$210.48	FORWARD ALMA SPECIAL	AP7-16-15
E	431-41000-303	Engineering Fees	WIDSETH SMITH NOLTING & ASSOC	140232	\$2,789.50	EAST FRONTAGE ROAD	AP7-16-15

**Dept 41000 General Government (GENERAL)**

\$18,999.98							
\$18,999.98							

**Fund 431 17TH AVE- FRONTAGE RD PROJECT**

**Fund 433 2015 FIRST AVE NW STREET PROJ**

**Dept 41000 General Government (GENERAL)**

E	433-41000-505	Site Improvements	SCHUMACHER EXCAVATING INC.	140085	\$104,963.20	PAY EST 2	AP6-30-15
E	433-41000-303	Engineering Fees	WIDSETH SMITH NOLTING & ASSOC	140232	\$16,975.18	2015 NW ST RECON	AP7-16-15

**Dept 41000 General Government (GENERAL)**

\$121,938.38							
\$121,938.38							

**Fund 433 2015 FIRST AVE NW STREET PROJ**

**Fund 434 UTILITIES TO ELEM SCHOOL**

**Dept 41000 General Government (GENERAL)**

E	434-41000-505	Site Improvements	HASSELTON CONSTRUCTION	140086	\$173,297.20	PAY EST 1 - SCHOOL UTILITY	AP6-30-15
E	434-41000-303	Engineering Fees	WIDSETH SMITH NOLTING & ASSOC	140232	\$14,788.10	S/W EXTENSION TO SCHOOL	AP7-16-15

**Dept 41000 General Government (GENERAL)**

\$188,085.30							
\$188,085.30							

**Fund 434 UTILITIES TO ELEM SCHOOL**

**Fund 601 WATER FUND**

**Dept**

G	601-21713	Dental Insurance			-\$11.49	Labor Distribution	PR2015-14
G	601-21702	State Withholding Payable			-\$36.32	Labor Distribution	PR2015-13
G	601-21701	Federal Withholding Payable			-\$91.77	Labor Distribution	PR2015-13
G	601-10102	Cash - Sterling State			-\$574.00	Labor Distribution	PR2015-13
G	601-21717	Life Insurance (PERAC)			-\$0.47	Labor Distribution	PR2015-14

G	601-21703	FICA Tax Payable				-\$166.92	Labor Distribution	PR2015-14
G	601-21716	Short-term Disabil-AFLAC				-\$1.05	Labor Distribution	PR2015-14
G	601-21704	PERA Withholding Payable				-\$171.90	Labor Distribution	PR2015-14
G	601-21705	Medicare Payable				-\$39.02	Labor Distribution	PR2015-14
G	601-21706	Medical Ins Premium Payable				-\$160.58	Labor Distribution	PR2015-14
G	601-21714	Hospital Indemnity-AFLAC				-\$0.78	Labor Distribution	PR2015-14
G	601-21703	FICA Tax Payable				-\$100.60	Labor Distribution	PR2015-13
G	601-21712	Equitable Annuities Payable				-\$1.25	Labor Distribution	PR2015-14
G	601-21709	Life Insurance Payable				-\$2.51	Labor Distribution	PR2015-14
G	601-21708	Cancer Insurance				-\$3.25	Labor Distribution	PR2015-14
G	601-21713	Dental Insurance				-\$7.05	Labor Distribution	PR2015-13
G	601-21715	Accident Ins - AFLAC				-\$0.57	Labor Distribution	PR2015-14
G	601-21702	State Withholding Payable				-\$31.82	Labor Distribution	PR2015-12
G	601-21706	Medical Ins Premium Payable				-\$106.17	Labor Distribution	PR2015-12
G	601-21708	Cancer Insurance				-\$2.95	Labor Distribution	PR2015-12
G	601-21709	Life Insurance Payable				-\$1.32	Labor Distribution	PR2015-12
G	601-21713	Dental Insurance				-\$6.64	Labor Distribution	PR2015-12
G	601-21708	Cancer Insurance				-\$2.68	Labor Distribution	PR2015-13
G	601-21704	PERA Withholding Payable				-\$101.48	Labor Distribution	PR2015-13
G	601-21704	PERA Withholding Payable				-\$100.42	Labor Distribution	PR2015-12
G	601-21705	Medicare Payable				-\$20.68	Labor Distribution	PR2015-12
G	601-21703	FICA Tax Payable				-\$88.46	Labor Distribution	PR2015-12
G	601-21701	Federal Withholding Payable				-\$81.56	Labor Distribution	PR2015-12
G	601-21720	Health Savings Account				-\$48.51	Labor Distribution	PR2015-13
G	601-10102	Cash - Sterling State				-\$498.67	Labor Distribution	PR2015-12
G	601-21709	Life Insurance Payable				-\$1.42	Labor Distribution	PR2015-13
G	601-21706	Medical Ins Premium Payable				-\$97.02	Labor Distribution	PR2015-13
G	601-10102	Cash - Sterling State				-\$949.21	Labor Distribution	PR2015-14
G	601-21701	Federal Withholding Payable				-\$151.85	Labor Distribution	PR2015-14
G	601-21702	State Withholding Payable				-\$59.53	Labor Distribution	PR2015-14
G	601-21705	Medicare Payable				-\$23.50	Labor Distribution	PR2015-13
G	601-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000233		\$100.42	PR	AP6-30-15
G	601-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000234		\$88.46	PR	AP6-30-15
G	601-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000234		\$20.68	PR	AP6-30-15
G	601-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000234		\$81.56	PR	AP6-30-15
G	601-21702	State Withholding Payable	MN DEPT OF REVENUE	000235		\$31.82	PR	AP6-30-15
G	601-21720	Health Savings Account	HEALTHQUITY	000237		\$170.34	PR2015-11&12	AP6-30-15
G	601-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000238		\$0.00	PR	AP6-30-15
G	601-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000238		\$0.00	PR	AP6-30-15
G	601-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000238		\$0.00	PR	AP6-30-15
G	601-21702	State Withholding Payable	MN DEPT OF REVENUE	000239		\$0.00	PR	AP6-30-15
G	601-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000240		\$23.50	PR	AP7-16-15
G	601-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000240		\$91.77	PR	AP7-16-15
G	601-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000240		\$100.60	PR	AP7-16-15
G	601-21702	State Withholding Payable	MN DEPT OF REVENUE	000241		\$36.32	PR	AP7-16-15
G	601-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000242		\$101.48	PR	AP7-16-15
G	601-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000245		\$171.90	PR	AP7-16-15
G	601-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000246		\$166.92	PR2015-14 & 14.1	AP7-16-15
G	601-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000246		\$151.85	PR2015-14 & 14.1	AP7-16-15
G	601-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000246		\$39.02	PR2015-14 & 14.1	AP7-16-15
G	601-21702	State Withholding Payable	MN DEPT OF REVENUE	000247		\$59.53	PR	AP7-16-15
G	601-10102	Cash - Sterling State	STERLING STATE BANK	140073		\$498.68	PAYROLL TRANSFER	AP6-30-15
G	601-21706	Medical Ins Premium Payable	HEALTHPARTNERS	140076		\$270.72	PR2015-11&12	AP6-30-15
G	601-21708	Cancer Insurance	AFLAC	140078		\$6.33	PR2015-11&12	AP6-30-15
R	601-37110	Residential - Water	ARMBRUST, JODY	140087		\$32.51	RETURN OVERPAYMENT	AP6-30-15

R	601-37110	Residential - Water	CALLAHAN, DONALD	140089	\$63.85	RETURN SECURITY DEPOSIT	AP6-30-15
R	601-37110	Residential - Water	DICKSON, RANADA	140093	\$8.37	RETURN SECURITY DEPOSIT	AP6-30-15
R	601-37110	Residential - Water	MC CONNELL, HEATHER & ANTHONY	140105	\$39.74	RETURN SECURITY DEPOSIT	AP6-30-15
R	601-37110	Residential - Water	MC FADDEN, JUSTIN	140106	\$60.21	RETURN SECURITY DEPOSIT	AP6-30-15
R	601-37110	Residential - Water	NEVILLE, FARON	140108	\$99.24	RETURN SECURITY DEPOSIT	AP6-30-15
R	601-37110	Residential - Water	ROBIDEAU, DAVID	140113	\$75.57	RETURN SECURITY DEPOSIT	AP6-30-15
R	601-37110	Residential - Water	SLAYTON, KELLY	140117	\$61.82	RETURN SECURITY DEPOSIT	AP6-30-15
R	601-37110	Residential - Water	WEILAND, PAIGE	140127	\$72.35	REFUND SECURITY DEPOSIT	AP6-30-15
G	601-10102	Cash - Sterling State	STERLING STATE BANK	140143	\$949.21	PR2015-14 & PR2015-14.1	AP7-16-15
R	601-37110	Residential - Water	CITTERMAN, SHERRI	140158	\$90.03	REFUND SEC DEP	AP7-16-15
<b>Dept</b>					\$21.38		

**Dept 41000 General Government (GENERAL)**

E	601-41000-122	FICA			\$83.46	Labor Distribution	PR2015-14
E	601-41000-101	Full-Time Wages			\$814.92	Labor Distribution	PR2015-13
E	601-41000-131	Employer Paid Health			\$113.05	Labor Distribution	PR2015-12
E	601-41000-125	Medicare Contributions			\$10.34	Labor Distribution	PR2015-12
E	601-41000-122	FICA			\$44.23	Labor Distribution	PR2015-12
E	601-41000-121	PERA			\$53.80	Labor Distribution	PR2015-12
E	601-41000-101	Full-Time Wages			\$717.27	Labor Distribution	PR2015-12
E	601-41000-122	FICA			\$50.30	Labor Distribution	PR2015-13
E	601-41000-101	Full-Time Wages			\$1,351.59	Labor Distribution	PR2015-14
E	601-41000-125	Medicare Contributions			\$19.51	Labor Distribution	PR2015-14
E	601-41000-121	PERA			\$54.36	Labor Distribution	PR2015-13
E	601-41000-125	Medicare Contributions			\$11.75	Labor Distribution	PR2015-13
E	601-41000-131	Employer Paid Health			\$153.02	Labor Distribution	PR2015-13
E	601-41000-121	PERA			\$92.09	Labor Distribution	PR2015-14
E	601-41000-131	Employer Paid Health			\$173.73	Labor Distribution	PR2015-14
E	601-41000-437	Sales Tax	MN DEPT OF REVENUE - SALES TAX	000243	\$605.00	2ND QTR SALES TAX	AP7-16-15
E	601-41000-322	Postage	US POSTMASTER	140074	\$122.74	W/S BILLING 5/12/15 TO	AP6-30-15
E	601-41000-322	Postage	US POSTMASTER	140081	\$4.33	WS BILLS	AP6-30-15
E	601-41000-216	Chemicals/Chem Product	HAWKINS, INC	140099	\$713.34	CHLORINE	AP6-30-15
E	601-41000-216	Chemicals/Chem Product	THATCHER POOLS AND SPAS	140121	\$36.35	TITRATING REAGENT	AP6-30-15
E	601-41000-383	Gas Utilities	MINNESOTA ENERGY	140133	\$8.42	SERVICE 5-14-15 TO 6-11-15	AP7-16-15
E	601-41000-321	Telephone	VERIZON WIRELESS	140134	\$48.21	SERVICE MAY 24 - JUN 23,	AP7-16-15
E	601-41000-321	Telephone	BEVCOMM	140139	\$153.90	JULY SERVICE	AP7-16-15
E	601-41000-201	Office Supplies	PITNEY BOWES INC	140142	\$11.05	DOUBLE TAPE SHEETS	AP7-16-15
E	601-41000-404	Repairs/Maint Machinery/Equip	CITY OF KASSON	140159	\$416.67	ARC GIS SERVER	AP7-16-15
E	601-41000-210	Operating Supplies	CLAREY S SAFETY EQUIPMENT INC	140160	\$448.75	CUSTOMIZED HEALTH &	AP7-16-15
E	601-41000-210	Operating Supplies	EARL F ANDERSEN, INC.	140166	\$96.45	CONE	AP7-16-15
E	601-41000-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$42.72	WATER SHUTS OFFS	AP7-16-15
E	601-41000-322	Postage	PITNEY BOWES INC	140206	\$31.92	RENTAL 4/1/15 TO 6/30/15	AP7-16-15
E	601-41000-201	Office Supplies	TRI-STATE BUSINESS MACHINES	140221	\$11.40	COPIER MAINT	AP7-16-15
E	601-41000-303	Engineering Fees	WIDSETH SMITH NOLTING & ASSOC	140232	\$140.00	CITY ENGINEERING	AP7-16-15
E	601-41000-381	Electric Utilities	XCEL ENERGY	140233	\$1,174.80	SERVICE 5-19-15 to 6/18/15	AP7-16-15
E	601-41000-381	Electric Utilities	XCEL ENERGY	140233	\$107.85	SERVICE 5-19-15 to 6/18/15	AP7-16-15
E	601-41000-381	Electric Utilities	XCEL ENERGY	140233	\$1,444.80	SERVICE 5-19-15 to 6/18/15	AP7-16-15
<b>Dept 41000 General Government (GENERAL)</b>					\$9,362.12		
<b>Fund 601 WATER FUND</b>					\$9,383.50		
<b>Fund 602 SEWER FUND</b>							
<b>Dept</b>							
G	602-21708	Cancer Insurance			-\$10.25	Labor Distribution	PR2015-14
G	602-21704	PERA Withholding Payable			-\$411.65	Labor Distribution	PR2015-14
G	602-21706	Medical Ins Premium Payable			-\$448.78	Labor Distribution	PR2015-12

G	602-21705	Medicare Payable				-\$96.10	Labor Distribution	PR2015-12
G	602-21704	PERA Withholding Payable				-\$465.91	Labor Distribution	PR2015-12
G	602-21703	FICA Tax Payable				-\$410.92	Labor Distribution	PR2015-12
G	602-21702	State Withholding Payable				-\$146.54	Labor Distribution	PR2015-12
G	602-21712	Equitable Annuities Payable				-\$2.19	Labor Distribution	PR2015-14
G	602-21709	Life Insurance Payable				-\$5.80	Labor Distribution	PR2015-14
G	602-21709	Life Insurance Payable				-\$6.16	Labor Distribution	PR2015-12
G	602-21705	Medicare Payable				-\$90.12	Labor Distribution	PR2015-13
G	602-21712	Equitable Annuities Payable				-\$3.86	Labor Distribution	PR2015-12
G	602-21706	Medical Ins Premium Payable				-\$429.62	Labor Distribution	PR2015-14
G	602-21704	PERA Withholding Payable				-\$435.19	Labor Distribution	PR2015-13
G	602-21705	Medicare Payable				-\$90.36	Labor Distribution	PR2015-14
G	602-10102	Cash - Sterling State				-\$2,205.87	Labor Distribution	PR2015-14
G	602-21701	Federal Withholding Payable				-\$339.62	Labor Distribution	PR2015-14
G	602-21702	State Withholding Payable				-\$135.82	Labor Distribution	PR2015-14
G	602-10102	Cash - Sterling State				-\$2,323.76	Labor Distribution	PR2015-12
G	602-21703	FICA Tax Payable				-\$386.36	Labor Distribution	PR2015-14
G	602-10102	Cash - Sterling State				-\$2,197.99	Labor Distribution	PR2015-13
G	602-21708	Cancer Insurance				-\$0.54	Labor Distribution	PR2015-13
G	602-21701	Federal Withholding Payable				-\$340.10	Labor Distribution	PR2015-13
G	602-21702	State Withholding Payable				-\$129.84	Labor Distribution	PR2015-13
G	602-21720	Health Savings Account				-\$235.86	Labor Distribution	PR2015-13
G	602-21703	FICA Tax Payable				-\$385.36	Labor Distribution	PR2015-13
G	602-21713	Dental Insurance				-\$27.24	Labor Distribution	PR2015-13
G	602-21717	Life Insurance (PERAC)				-\$0.82	Labor Distribution	PR2015-14
G	602-21708	Cancer Insurance				-\$8.11	Labor Distribution	PR2015-12
G	602-21709	Life Insurance Payable				-\$6.40	Labor Distribution	PR2015-13
G	602-21701	Federal Withholding Payable				-\$365.43	Labor Distribution	PR2015-12
G	602-21715	Accident Ins - AFLAC				-\$0.99	Labor Distribution	PR2015-14
G	602-21714	Hospital Indemnity-AFLAC				-\$1.37	Labor Distribution	PR2015-14
G	602-21713	Dental Insurance				-\$27.67	Labor Distribution	PR2015-14
G	602-21717	Life Insurance (PERAC)				-\$1.45	Labor Distribution	PR2015-12
G	602-21716	Short-term Disabil-AFLAC				-\$3.25	Labor Distribution	PR2015-12
G	602-21706	Medical Ins Premium Payable				-\$398.99	Labor Distribution	PR2015-13
G	602-21715	Accident Ins - AFLAC				-\$1.75	Labor Distribution	PR2015-12
G	602-21714	Hospital Indemnity-AFLAC				-\$2.41	Labor Distribution	PR2015-12
G	602-21713	Dental Insurance				-\$27.88	Labor Distribution	PR2015-12
G	602-21716	Short-term Disabil-AFLAC				-\$1.84	Labor Distribution	PR2015-14
G	602-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000233		\$465.91	PR	AP6-30-15
G	602-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000234		\$96.10	PR	AP6-30-15
G	602-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000234		\$365.43	PR	AP6-30-15
G	602-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000234		\$410.92	PR	AP6-30-15
G	602-21702	State Withholding Payable	MN DEPT OF REVENUE	000235		\$146.54	PR	AP6-30-15
G	602-21720	Health Savings Account	HEALTHQUITY	000237		\$351.86	PR2015-11&12	AP6-30-15
G	602-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000238		\$0.00	PR	AP6-30-15
G	602-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000238		\$0.00	PR	AP6-30-15
G	602-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000238		\$0.00	PR	AP6-30-15
G	602-21702	State Withholding Payable	MN DEPT OF REVENUE	000239		\$0.00	PR	AP6-30-15
G	602-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000240		\$90.12	PR	AP7-16-15
G	602-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000240		\$385.36	PR	AP7-16-15
G	602-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000240		\$340.10	PR	AP7-16-15
G	602-21702	State Withholding Payable	MN DEPT OF REVENUE	000241		\$129.84	PR	AP7-16-15
G	602-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000242		\$435.19	PR	AP7-16-15
G	602-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000245		\$411.65	PR	AP7-16-15
G	602-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000246		\$386.36	PR2015-14 & 14.1	AP7-16-15



E	602-41000-210	Operating Supplies	EARL F ANDERSEN, INC.	140166	\$96.45	CONE	AP7-16-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140177	\$0.59	FASTENERS	AP7-16-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140177	\$22.97	COMB WRENCH'S	AP7-16-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140177	\$7.48	MOUNTING TAPE	AP7-16-15
E	602-41000-201	Office Supplies	HARDWARE HANK	140177	\$12.98	PAPER	AP7-16-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140177	\$12.48	1/4 nipple, air chuck	AP7-16-15
E	602-41000-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$8.19	FUSE	AP7-16-15
E	602-41000-216	Chemicals/Chem Product	HAWKINS, INC	140178	\$147.50	SODIUM HYDROXIDE	AP7-16-15
E	602-41000-216	Chemicals/Chem Product	HAWKINS, INC	140178	\$644.50	CHLORINE	AP7-16-15
E	602-41000-210	Operating Supplies	ISLAND MARKET	140183	\$5.29	PAPER TOWELS	AP7-16-15
E	602-41000-210	Operating Supplies	MISSISSIPPI WELDERS SUPPLY CO.	140192	\$266.74	SAFETY HARNESS	AP7-16-15
E	602-41000-404	Repairs/Maint Machinery/Equip	OLSON MOTOR REPAIR	140198	\$79.50	BEARING, SEAL	AP7-16-15
E	602-41000-404	Repairs/Maint Machinery/Equip	OLSON MOTOR REPAIR	140198	\$100.00	POWER CORD	AP7-16-15
E	602-41000-404	Repairs/Maint Machinery/Equip	PAGE S WELDING	140200	\$42.00	RECT TUBE	AP7-16-15
E	602-41000-220	Repair/Maint Supply (GENERAL)	PINE ISLAND LUMBER	140204	\$16.36	QUIKRETE	AP7-16-15
E	602-41000-220	Repair/Maint Supply (GENERAL)	PINE ISLAND LUMBER	140204	\$8.18	QUIKRETE	AP7-16-15
E	602-41000-322	Postage	PITNEY BOWES INC	140206	\$31.92	RENTAL 4/1/15 TO 6/30/15	AP7-16-15
E	602-41000-210	Operating Supplies	POLY PAK PLASTICS	140207	\$194.62	CLEAR POLY TUBING	AP7-16-15
E	602-41000-415	Contracted Services	QUALITY FLOW SYSTEMS, INC	140211	\$7,454.50	ONSITE LIFT STATION	AP7-16-15
E	602-41000-201	Office Supplies	TRI-STATE BUSINESS MACHINES	140221	\$10.92	COPIER MAINT	AP7-16-15
E	602-41000-415	Contracted Services	UC LABORATORY	140222	\$2,083.00	SAMPLE DATES 5-19,26,28; 6-	AP7-16-15
E	602-41000-303	Engineering Fees	WIDSETH SMITH NOLTING & ASSOC	140232	\$164.00	CITY ENGINEERING	AP7-16-15
E	602-41000-381	Electric Utilities	XCEL ENERGY	140233	\$43.57	SERVICE 5-19-15 to 6/18/15	AP7-16-15
E	602-41000-381	Electric Utilities	XCEL ENERGY	140233	\$3,742.90	SERVICE 5-19-15 to 6/18/15	AP7-16-15
E	602-41000-381	Electric Utilities	XCEL ENERGY	140233	\$49.01	SERVICE 5-19-15 to 6/18/15	AP7-16-15

**Dept 41000 General Government (GENERAL)**

\$39,447.06

**Fund 602 SEWER FUND**

\$36,771.49

**Fund 603 EVERGREEN PLACE**

<b>Dept</b>							
G	603-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000238	\$0.00	PR	AP6-30-15
G	603-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000238	\$0.00	PR	AP6-30-15
G	603-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000238	\$0.00	PR	AP6-30-15
G	603-21702	State Withholding Payable	MN DEPT OF REVENUE	000239	\$0.00	PR	AP6-30-15
G	603-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000240	\$0.00	PR	AP7-16-15
G	603-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000240	\$40.30	PR	AP7-16-15
G	603-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000240	\$0.00	PR	AP7-16-15
G	603-21702	State Withholding Payable	MN DEPT OF REVENUE	000241	\$0.00	PR	AP7-16-15
G	603-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000246	\$0.00	PR2015-14 & 14.1	AP7-16-15
G	603-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000246	\$0.00	PR2015-14 & 14.1	AP7-16-15
G	603-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000246	\$0.00	PR2015-14 & 14.1	AP7-16-15
G	603-21702	State Withholding Payable	MN DEPT OF REVENUE	000247	\$0.00	PR	AP7-16-15
G	603-10102	Cash - Sterling State	STERLING STATE BANK	140143	\$0.00	PR2015-14 & PR2015-14.1	AP7-16-15
R	603-32801	Assisted Living Apartments	PINE HAVEN	140203	\$172.00	MGMT CONTRACT	AP7-16-15

**Dept**

\$212.30

**Dept 41000 General Government (GENERAL)**

E	603-41000-422	Management	PINE HAVEN	140203	\$3,570.83	MGMT CONTRACT	AP7-16-15
E	603-41000-611	Bond Interest	US BANK	140226	\$12,022.50	BOND SERIES 2003B	AP7-16-15

**Dept 41000 General Government (GENERAL)**

\$15,593.33

**Dept 48040 Maintenance**

E	603-48040-382	Water/Sewer Utilities	CITY OF PINE ISLAND	140090	\$148.48	SERVICE 5-12-15 TO 6-11-15	AP6-30-15
E	603-48040-841	Maintenance/Service Contract	CUSTOM ALARM	140092	\$118.50	SERVICE 7-1-15 to 9-30-15	AP6-30-15
E	603-48040-321	Telephone	OFFICE OF MN.IT SERVICES	140110	\$0.59	PERIOD END 5/31/15	AP6-30-15
E	603-48040-383	Gas Utilities	MINNESOTA ENERGY	140133	\$156.44	SERVICE 5-14-15 TO 6-11-15	AP7-16-15

E	603-48040-321	Telephone	BEVCOMM	140139	\$263.63	JULY SERVICE	AP7-16-15
E	603-48040-851	Cable	BEVCOMM	140139	\$365.75	JULY SERVICE	AP7-16-15
E	603-48040-210	Operating Supplies	ARNOLDS SUPPLY	140150	\$134.40	CLEANER, LINERS, DETERGENT	AP7-16-15
E	603-48040-210	Operating Supplies	ARNOLDS SUPPLY	140150	\$200.90	WHITE MULTIFOLD TOWELS,	AP7-16-15
E	603-48040-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140177	\$65.00	ALUMINUM SCREEN	AP7-16-15
E	603-48040-321	Telephone	OFFICE OF MN.IT SERVICES	140197	\$1.63	JUN 2015 SERVICE	AP7-16-15
E	603-48040-841	Maintenance/Service Contract	SCHUMACHER ELEVATOR CO	140215	\$218.72	MONTHLY SERVICE	AP7-16-15
E	603-48040-210	Operating Supplies	TRI-STATE BUSINESS MACHINES	140221	\$12.50	COPIER MAINT	AP7-16-15
E	603-48040-381	Electric Utilities	XCEL ENERGY	140233	\$1,672.84	SERVICE 5-19-15 to 6/18/15	AP7-16-15
<b>Dept 48040 Maintenance</b>					\$3,359.38		
<b>Fund 603 EVERGREEN PLACE</b>					\$19,165.01		

**Fund 604 CEMETERY**

**Dept**

G	604-21705	Medicare Payable			-\$9.42	Labor Distribution	PR2015-13
G	604-21705	Medicare Payable			-\$12.66	Labor Distribution	PR2015-12
G	604-10102	Cash - Sterling State			-\$300.14	Labor Distribution	PR2015-13
G	604-21703	FICA Tax Payable			-\$9.92	Labor Distribution	PR2015-14
G	604-21703	FICA Tax Payable			-\$40.30	Labor Distribution	PR2015-13
G	604-10102	Cash - Sterling State			-\$73.88	Labor Distribution	PR2015-14
G	604-10102	Cash - Sterling State			-\$403.35	Labor Distribution	PR2015-12
G	604-21705	Medicare Payable			-\$2.32	Labor Distribution	PR2015-14
G	604-21703	FICA Tax Payable			-\$54.14	Labor Distribution	PR2015-12
G	604-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000234	\$54.14	PR	AP6-30-15
G	604-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000234	\$12.66	PR	AP6-30-15
G	604-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000238	\$0.00	PR	AP6-30-15
G	604-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000238	\$0.00	PR	AP6-30-15
G	604-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000238	\$0.00	PR	AP6-30-15
G	604-21702	State Withholding Payable	MN DEPT OF REVENUE	000239	\$0.00	PR	AP6-30-15
G	604-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000240	\$0.00	PR	AP7-16-15
G	604-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000240	\$0.00	PR	AP7-16-15
G	604-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000240	\$9.42	PR	AP7-16-15
G	604-21702	State Withholding Payable	MN DEPT OF REVENUE	000241	\$0.00	PR	AP7-16-15
G	604-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000246	\$0.00	PR2015-14 & 14.1	AP7-16-15
G	604-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000246	\$2.32	PR2015-14 & 14.1	AP7-16-15
G	604-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000246	\$9.92	PR2015-14 & 14.1	AP7-16-15
G	604-21702	State Withholding Payable	MN DEPT OF REVENUE	000247	\$0.00	PR	AP7-16-15
G	604-10102	Cash - Sterling State	STERLING STATE BANK	140073	\$403.35	PAYROLL TRANSFER	AP6-30-15
R	604-37001	Burial Fees	RANFRANZ & VINE FUNERAL HOME	140111	\$245.00	REFUND CEMETERY BURIAL	AP6-30-15
G	604-10102	Cash - Sterling State	STERLING STATE BANK	140143	\$73.88	PR2015-14 & PR2015-14.1	AP7-16-15
<b>Dept</b>					-\$95.44		

**Dept 41000 General Government (GENERAL)**

E	604-41000-122	FICA			\$20.15	Labor Distribution	PR2015-13
E	604-41000-122	FICA			\$27.07	Labor Distribution	PR2015-12
E	604-41000-125	Medicare Contributions			\$6.33	Labor Distribution	PR2015-12
E	604-41000-104	Shop Wages			\$325.00	Labor Distribution	PR2015-13
E	604-41000-125	Medicare Contributions			\$4.71	Labor Distribution	PR2015-13
E	604-41000-104	Shop Wages			\$436.75	Labor Distribution	PR2015-12
E	604-41000-102	Part-time Wages			\$80.00	Labor Distribution	PR2015-14
E	604-41000-122	FICA			\$4.96	Labor Distribution	PR2015-14
E	604-41000-125	Medicare Contributions			\$1.16	Labor Distribution	PR2015-14
E	604-41000-382	Water/Sewer Utilities	CITY OF PINE ISLAND	140090	\$12.44	SERVICE 5-12-15 TO 6-11-15	AP6-30-15
E	604-41000-415	Contracted Services	EICKHOF COLUMBARIA INC	140095	\$159.00	LETTERING ON COLUMBIAM	AP6-30-15
E	604-41000-225	Landscaping Materials	JOEL S GREENHOUSE	140100	\$74.97	MONDALE URNS	AP6-30-15
E	604-41000-201	Office Supplies	STODDARD ENTERPRISES, INC.	140119	\$151.82	WEB HOSTING 1 YR	AP6-30-15

E	604-41000-212	Motor Fuels	CHS INC	140140	\$290.57	FUEL, OIL	AP7-16-15
E	604-41000-215	Shop/Operating Supplies	ADRIANS PARTS CITY	140147	\$43.14	OIL FILTER, BRIGGS &	AP7-16-15
E	604-41000-225	Landscaping Materials	ARCHER, LLOYD	140149	\$38.52	REPLACE URN BROKEN BY	AP7-16-15
E	604-41000-340	Advertising	GRIMSRUD PUBLISHING,INC	140176	\$16.80	CEMETERY NOTICE	AP7-16-15
E	604-41000-215	Shop/Operating Supplies	HARDWARE HANK	140177	\$3.96	PVC PIPE	AP7-16-15
E	604-41000-215	Shop/Operating Supplies	M & M LAWN & LEISURE 2	140188	\$26.05	FUEL FILTER	AP7-16-15
E	604-41000-215	Shop/Operating Supplies	M & M LAWN & LEISURE 2	140188	\$26.60	SPRING	AP7-16-15
E	604-41000-215	Shop/Operating Supplies	M & M LAWN & LEISURE 2	140188	\$16.15	TITANIUM LINE	AP7-16-15
E	604-41000-215	Shop/Operating Supplies	PINE ISLAND LUMBER	140204	\$3,119.99	MATERIAL FOR STORAGE SHED	AP7-16-15
E	604-41000-705	Burial Openings	VRIEZC, BRYAN & DAWN	140230	\$1,350.00	OPEN/CLOSE EVERT, SHARKEY,	AP7-16-15
<b>Dept 41000 General Government (GENERAL)</b>							
<b>Fund 604 CEMETERY</b>						\$6,236.14	
						\$6,140.70	

**Fund 871 DEPUTY REGISTRAR FUND**

Dept							
G	871-21713	Dental Insurance			-\$30.90	Labor Distribution	PR2015-14
G	871-21709	Life Insurance Payable			-\$3.50	Labor Distribution	PR2015-14
G	871-21713	Dental Insurance			-\$30.91	Labor Distribution	PR2015-13
G	871-21720	Health Savings Account			-\$145.84	Labor Distribution	PR2015-13
G	871-21713	Dental Insurance			-\$30.90	Labor Distribution	PR2015-12
G	871-21705	Medicare Payable			-\$32.08	Labor Distribution	PR2015-12
G	871-21709	Life Insurance Payable			-\$3.50	Labor Distribution	PR2015-12
G	871-21703	FICA Tax Payable			-\$137.18	Labor Distribution	PR2015-12
G	871-21702	State Withholding Payable			-\$29.36	Labor Distribution	PR2015-12
G	871-21709	Life Insurance Payable			-\$3.50	Labor Distribution	PR2015-13
G	871-10102	Cash - Sterling State			-\$864.47	Labor Distribution	PR2015-12
G	871-21706	Medical Ins Premium Payable			-\$218.25	Labor Distribution	PR2015-12
G	871-21706	Medical Ins Premium Payable			-\$218.25	Labor Distribution	PR2015-14
G	871-21705	Medicare Payable			-\$32.08	Labor Distribution	PR2015-14
G	871-21704	PERA Withholding Payable			-\$157.14	Labor Distribution	PR2015-14
G	871-21703	FICA Tax Payable			-\$137.18	Labor Distribution	PR2015-14
G	871-21702	State Withholding Payable			-\$29.36	Labor Distribution	PR2015-14
G	871-21701	Federal Withholding Payable			-\$54.87	Labor Distribution	PR2015-14
G	871-10102	Cash - Sterling State			-\$864.47	Labor Distribution	PR2015-14
G	871-21701	Federal Withholding Payable			-\$54.87	Labor Distribution	PR2015-12
G	871-21702	State Withholding Payable			-\$29.36	Labor Distribution	PR2015-13
G	871-10102	Cash - Sterling State			-\$864.47	Labor Distribution	PR2015-13
G	871-21701	Federal Withholding Payable			-\$54.87	Labor Distribution	PR2015-13
G	871-21706	Medical Ins Premium Payable			-\$218.25	Labor Distribution	PR2015-13
G	871-21704	PERA Withholding Payable			-\$157.14	Labor Distribution	PR2015-12
G	871-21703	FICA Tax Payable			-\$137.18	Labor Distribution	PR2015-13
G	871-21704	PERA Withholding Payable			-\$157.14	Labor Distribution	PR2015-13
G	871-21705	Medicare Payable			-\$32.08	Labor Distribution	PR2015-13
G	871-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000233	\$157.14	PR	AP6-30-15
G	871-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000234	\$137.18	PR	AP6-30-15
G	871-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000234	\$32.08	PR	AP6-30-15
G	871-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000234	\$54.87	PR	AP6-30-15
G	871-21702	State Withholding Payable	MN DEPT OF REVENUE	000235	\$29.36	PR	AP6-30-15
G	871-21720	Health Savings Account	HEALTHQUITY	000237	\$291.68	PR2015-11&12	AP6-30-15
G	871-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000238	\$0.00	PR	AP6-30-15
G	871-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000238	\$0.00	PR	AP6-30-15
G	871-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000238	\$0.00	PR	AP6-30-15
G	871-21702	State Withholding Payable	MN DEPT OF REVENUE	000239	\$0.00	PR	AP6-30-15
G	871-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000240	\$32.08	PR	AP7-16-15
G	871-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000240	\$54.87	PR	AP7-16-15



# Van Horn Public Library

115 3<sup>rd</sup> St SE, Pine Island, MN 55963  
Phone: 507-356-8558 email: mkhansen@selco.info

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## June - July News

- June and July Summer Reading Program Highlights:
  - Storytime began on June 10, and will run every Wednesday at 10 am through July 22. So far, 68 children have attended storytime.
  - We have 291 kids in Preschool-8<sup>th</sup> grade registered for the summer reading program, with 74 children completing their summer reading goals and an additional 45 children getting halfway toward reaching their summer reading goals.
- On June 23, a group of library directors attended the SELCO/SELS Board of Directors Exec Committee to share our concern about the increases in automation fees. As a result of our discussions, Pine Island's automation fees for 2016 were decreased by \$215 (still an \$850 increase from 2015). The Exec Committee also agreed to continue this conversation by increasing the library directors' involvement in SELCO/SELS budgeting process going forward.
- The individual who had 40+ items checked out and 6 months overdue has now returned all the items. I have notified the Goodhue County Sherriff's Office that all items have been returned so that they can close the case/report.

## June Statistics

### **Revenue**

\$20 in greeting card sales, \$33.30 in booksale, \$28 in fax use fees, \$30.20 in photocopies, and \$600.82 in fines

### **Circulation**

6,672 items were checked out at Van Horn in June 2015  
(2% increase from June 2014)  
PI City Borrowers: 48%  
Olmsted County: 28%  
Goodhue County: 12%  
Dodge County: 6%

### **E-Book & E-Audiobook Download Stats**

Total Downloads = 287  
(10% increase from May 2015)  
Other E-books = 187  
Kindle E-books = 76  
E-Audiobooks = 24

### **Interlibrary Loans – ILL/Reserves**

Borrowed 415 items & loaned out 491 items to other libraries in the region & state

# PUBLIC WORKS UPDATE

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## STORM SEWER:

Catch basin on 2<sup>nd</sup> st. and 2<sup>nd</sup> ave completed. Getting complaints on waterways that are in the utility easements, they are building up with debris from the streets and are not able to drain properly. The fix is to dig them out and clean the lines, we have the machine now to clean the lines but will have to hire out the digging.

## WATER:

I did talk to Neil about having their electrical engineer look at well #3 electrical panel for updating the circuits and breakers. We decided to hold off until the electrical engineer was making a trip down for other items for WSN.

## STREETS:

Still fielding complaints on potholes the crew has been out many times to try and address these complaints. still have some street painting to do (curb returns, hydrant areas, and handicap logos) hope to have this done before you receive this document. Still waiting on the contractors to start this year's maintenance job, WSN has been trying to push them to get going.

## SEWER:

The vacator truck was delivered June 26<sup>th</sup>, training took place on the 7<sup>th</sup> of July all of public works were there for the training Kraig Maxon will most likely be the lead operator for this truck. The truck was taken back to Macqueen Equipment for some minor issue that popped up during training, which will be at their cost. Lift station #5 is now fully functional, this lift station will serve the new K-4 school and the future development of that area.

## PARKS:

July 3<sup>rd</sup> I shut the baby pool down because we were pumping sand through the recirculating lines, and had two complaints of kids getting a rash. We believe this was caused by the kids rubbing against the sand that was on the bottom of the baby pool and then being exposed to the chlorine that was in the system. Daily tests are run for PH and chlorine these readings during this time were in a safe limit for the baby pool. We will be addressing this as soon as possible. We did receive some complaints on playground equipment, plus adding of more wood chips in these areas. It is being taken care of, we were waiting on the wood chips to get here.

Any questions please call me anytime 259-5301

Todd Robertson  
Public Works Director 7/21/15

# EDA Monthly Report

Prepared for:

Pine Island City Council

July 17, 2015



## Business Retention, Support, & Updates:

- The EDA has assisted businesses in June and July 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
  - 3 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:

- Prepared and delivered and RFP for a downtown community/residential project
- Providing support for current and future Main Street businesses
- Coordinated meetings for client with prospective land owner and lenders
- Provided support for Pine Island-Oronoco Joint Wastewater Task Force
- Coordinating and facilitated meetings to discuss a the future project with University of MN regarding future "healthy" residential development
- Continue working with Great River Energy to gather data that would qualify city for specific industry development projects
- Represented Pine Island at Journey to Growth (J2G) governance meetings and quarterly meetings
- Provided support to group collaborating on community space/transit project
- 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 Nate Carlson with questions or suggestions concerning the above at (507) 356-8103 or [pieda@bevcomm.net](mailto:pieda@bevcomm.net).

*\* Due to a need for client confidentiality, the identity of companies and clients has been omitted.*

## Pine Island Fire Department

### Fire department Meeting July 2 2015

-Chief Jay Strande calls meeting to order

-Roll call used from relief meeting, minutes read from prior meeting, no additions or corrections.

**-Correspondence-**None

**-Training-**

-Fire- July 13 Mayo One, July 27 crew led 6PM

-EMS- July 16 In house 7PM, reports need to be better for non medical runs

**Old Business-** Blue dress shirts, revisit in Dec

- Red shirts for August picture
- Run Increase from \$10 to \$12 effective in 2016, rural to approve yet.
- July 14<sup>th</sup> Q&A at library

**New Business-** Spec for possible new engine, discussion

-Rural meeting July 9<sup>th</sup> 7pm

-Officers and drivers must be replaced by equal members for on call

-Make sure your names are getting marked on run sheets

-Jon Eickhoff will be leaving in August, Kubal possibly as well, unsure on Klennert

**Incident Review-** For Oak In calls, take 582, too narrow. Elevator is putting in new diesel tanks

**Adjournment-** Motion Friese, 2nd Mathison

**Pine Island Fire Department**

**Relief Meeting July 2 2015**

- Treasurer Kyle Dessner calls meeting to order- Roll Call taken
  - Secretary Ben Hermann reads minutes from previous meeting, no additions.
  - Bills**- Island Market-\$303.61 Casey Sather- \$75.92. Motion Strande 2<sup>nd</sup> Lockwood
  - Treasurers Report**-Pension down slightly, General \$11,000, up from last year \$2k
  - Gambling**-
  - Liquor store-11 games \$2816, 24 tipboards \$360 profit.
  - Pool & Pins- 0 games \$-205 profit. Motion Brown 2nd Mathison
  - Pre-approval- Payroll \$1650, Taxes \$1500, Games \$1500, Rent \$2500, Meat trays \$500, Payroll tax \$800 Taxes \$1500, Unemployment tax \$150 Motion Schaefer 2nd Peck
  - Correspondence**- None
  - Old Business**-none
  - New Business**- Pension- approved from \$3900 up from \$3300.
    - Review of audit by Hemann
    - Spaghetti dinner in Sept/Oct
    - Pancake profit of \$1200 from Cheese Fest.
- Adjournment Mathison 2<sup>nd</sup> Brown

## July 2015 Pine Island Cemetery Board Meeting

The July 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 – Ken DeBoer, Audrey Ostlund, Doug Andrist, Jim Mertesdorf, Galen Lohrenz, Jerry Kruse, Erik Diskerud

Motion by Jerry, 2<sup>nd</sup> by Audrey to approve the June meeting minutes. Motion carried.

There was no financial report available.

Old business – Motion by Jerry, 2<sup>nd</sup> by Jim to approve the quote of \$3650 to move the Bushman garage and the quote from Randy Krause of \$4610 for the cement work for the garage. Motion carried.

Randy Struckman has put plants in the stand in the area in front of the flag poles. Work on the retaining wall will be tabled until next year.

A decision on a monument by the baby graves will be left until next year.

A sample was shown of possible medallions for Veterans on the columbarium. This will be looked into further to determine the appropriate size of the medallions.

The Wegman's plant stand has been repaired.

New Business – We received a check for \$25.00 from Betty Fisher and \$75 from the Snow family for plant stand work.

Motion by Jim, 2<sup>nd</sup> by Audrey to try to get the color for the garage as close to the color of the Bushman garage as possible. Motion carried.

Motion by Audrey, 2<sup>nd</sup> by Jim to set the date for the appreciation dinner for August 19 at the Pine Island Legion with Kathy and Rick providing the food. 6:00 eat and 5:00 social hour. Motion carried.

We had a discussion relative to a leash law for dogs in the cemetery. It was felt that all dogs in the cemetery should be on a leash. No action was taken.

Motion by Ken, 2<sup>nd</sup> by Audrey to adjourn. Motion carried.

Next meeting will be Monday August 10, 2015 at 10:00 A.M.

# Civil Defense

## Monthly report – July 2015

Due to conflicts in scheduling, the Flood Control Committee did not hold a June meeting. The committee has conveyed their thoughts towards budgeting ideas for 2016 projects. Some of which are cleaning up the river along the Zwart property, dredging near the bus garage while utilizing the fill, and purchasing sand bagging equipment. I am working with WSN on yardages for dredging. The Flood Control Committee and the Park Board have both expressed interest in clearing a small spot off of CR 3 into the Zwart land for parking. This area would only hold a few cars and would give access to residents for walking the trails.

The sirens have all been operating properly now. I have priced a new siren for the 2016 budget, which would be installed near the new school. I looked into using one of the old sirens as a temporary siren but they are 3 phase and will not be compatible with the controller.

Timing with STS and Public Works has not worked out to do any river cleanup as of yet. This will probably be a fall project when bugs and foliage are gone. We are also looking at clearing the trees from the river bank east of the Main street bridge.

The National Weather Service has “permanently” loaned Pine Island a newer server to operate our river monitor system. I delivered it to Corey at the Phone Co. where we house the system. He is currently working with High Sierra on reprogramming the system and getting it back on line.

Thank you for your attention.

Wayne King

Civil Defense Director / Emergency Manager