

**REGULAR CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
MARCH 28, 2016
6:00 P.M.**

AGENDA

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **COUNCIL ACTIVITY REPORTS**
- IV. **DEPARTMENT HEAD REPORT – Bill Ludwig**
- V. **CONSENT AGENDA**
 - A. **Minutes (page 1) – Public Works Committee, Park & Tree Board, Environmental Committee, and Policies & Procedures Committee (3).**
 - B. **Vouchers (page 2)**
 - C. **Refuse & Beer Licenses (page 3)**
- VI. **NEW BUSINESS**
 - A. **Parade Permit – Paynesville FFA Tractor Parade (page 4)**
 - B. **Mortgage Satisfaction – Ruhoff & Heinen (page 6)**
 - C. **Hiring of Part-Time Liquor Store Clerk (page 10)**
 - D. **Hiring Full-Time Police Officer (page 11)**
 - E. **Purchase of Radio Read Water Meters (page 12)**
 - F. **2016 Crack Sealing (page 14)**
 - G. **2016 Street Patching (page 17)**
 - H. **2017 Street Improvement Project (page 20)**
 - I. **Ordinance No. 155, 2nd Series – Compost Site Regulations (page 25)**
 - J. **Compost Site Agreement - River Lakes Hockey (page 28)**
 - K. **Beach – Purchase of Splash Pad Aquatic Float Mat (page 33)**
 - L. **Community Park – Purchase of Playground Equipment & Move Trees For Parking Area (page 35)**
 - M. **Water Bill Dispute – Ralph Orbeck (page 38)**
- VII. **OLD BUSINESS**
 - A. **2016 Street CIP (page 53)**
 - B. **2014 Street Improvement Project – Transfer of Funds (page 56)**
 - C. **2016 Street Improvement Project – Transfer of Funds (page 57)**
 - D. **MPCA – Water Treatment Project Grant – Transfer of Funds (page 58)**
- VIII. **INFORMATIONAL**
 - A. **February Liquor Store Reports (page 59)**
 - B. **March West Central Sanitation Garbage Report (page 66)**
 - C. **Morgan Stanley Investment Report (page 67)**
 - D. **April & May Meeting Schedules (page 69)**
- IX. **ADJOURN**

The agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville City Council. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Paynesville City Council meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall at (320) 243-3714 early so that the necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: Consent Agenda

Originating Department: Administration

Item Number: V – A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the following meetings:

Meeting	Emailed
February 8, 2016 Public Works Committee	2-25-16
February 11, 2016 Special Park & Tree Board	2-23-16
September 23, 2015 Special Environmental Committee	10-14-15
March 14, 2016 Regular City Council	3-24-16
February 8, 2016 Regular City Council	3-24-16
January 14, 2014 Policies & Procedures Committee	1-31-14
September 18, 2015 Policies & Procedures Committee	9-23-15
August 19, 2015 Policies & Procedures Committee	9-4-15

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the following meetings:

February 8, 2016 Public Works Committee	2-25-16
February 11, 2016 Special Park & Tree Board	2-23-16
September 23, 2015 Special Environmental Committee	10-14-15
March 14, 2016 Regular City Council	3-24-16
February 8, 2016 Regular City Council	3-24-16
January 14, 2014 Policies & Procedures Committee	1-31-14
September 18, 2015 Policies & Procedures Committee	9-23-15
August 19, 2015 Policies & Procedures Committee	9-4-15

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council
Committee/Council Meeting Date: March 28, 2016
Originating Department: Administration
Agenda Section: Consent
Item Number: V-B

ITEM DESCRIPTION: Vouchers
Prepared by: Alice McColley

COMMENTS:

Please review the following vouchers:

03/17/2016	Payroll Checks	92170 -92173	\$3,818.71
03/17/2016	Payroll Taxes	92174-92177	\$1,207.41
03/17/2016	Payroll Direct Deposit		\$16,148.22
03/17/2016	Payroll - Fed		\$5,625.82
03/17/2016	Payroll - State		\$1,004.23
03/17/2016	Payroll - TASC		\$538.43
03/17/2016	Payroll - PERA		\$5,222.70
03/17/2016	Payroll - SELECT		\$207.70
03/17/2016	Payroll - Blue Cross		\$4,693.60
03/17/2016	Payroll - AFLAC		\$139.41
03/23/2016	Vouchers	92178-92236	\$139,523.89
		TOTAL	\$178,130.12

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the following vouchers:

03/17/2016	Payroll Checks	92170 -92173	\$3,818.71
03/17/2016	Payroll Taxes	92174-92177	\$1,207.41
03/17/2016	Payroll Direct Deposit		\$16,148.22
03/17/2016	Payroll - Fed		\$5,625.82
03/17/2016	Payroll - State		\$1,004.23
03/17/2016	Payroll - TASC		\$538.43
03/17/2016	Payroll - PERA		\$5,222.70
03/17/2016	Payroll - SELECT		\$207.70
03/17/2016	Payroll - Blue Cross		\$4,693.60
03/17/2016	Payroll - AFLAC		\$139.41
03/23/2016	Vouchers	92178-92236	\$139,523.89
		TOTAL	\$178,130.12

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: Consent

Originating Department: Administration

Item Number: V - C

ITEM DESCRIPTION: Refuse & Beer Licenses

Prepared by: Renee Eckerly, City Administrator

COMMENTS:

The following have made application for a refuse permit from 4/1/16 - 3/31/17 and paid the \$50.00 annual fee:

West Central Sanitation, Inc.
Tom Kramer, Inc.
JME Companies

The following has made application for a 3.2 beer license from 4/1/16 - 3/31/17 and paid the \$100.00 annual fee:

ON SALE
Koronis Lanes - Rick Block
Paynesville Baseball Association

OFF SALE
Shopko Hometown store #567

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the refuse licenses for West Central Sanitation, Inc., Tom Kramer Inc., and JME Companies Service, Inc.; 3.2 on-sale beer license for Koronis Lanes, and Paynesville Baseball Association; 3.2 off-sale beer license for Shopko Hometown Store #567.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - A

ITEM DESCRIPTION: Parade Permit – Paynesville FFA Tractor Parade

Prepared by: Staff

COMMENTS:

The City has received a Parade Permit Application from the Paynesville FFA, Natalie Utsch for a Tractor Parade on April 8, 2016 (in case of inclement weather, April 17 or April 22) from 2:15 – 3:15 p.m. from the Paynesville Area High School to Koronis Manor.

The Chief of Police has reviewed this application and recommends approval with the understanding that Ms. Utsch will need to contact the officer on duty for a parade escort.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the Parade Permit Application for the Paynesville FFA Tractor Parade.

CITY OF PAYNESVILLE ~ PARADE PERMIT APPLICATION
221 Washburne Ave., Paynesville, MN 56362
320-243-3714

THE UNDERSIGNED HEREBY APPLIES FOR A PARADE PERMIT:

Individual/Sponsoring Organization: FFA

Contact Person: Natalie Utsch Telephone Number: 320-237-7964

Mailing Address: 795 Business Hwy 23 Email Address: nutsch@paynesville.k12.mn.us
Paynesville, MN 56362

To present upon the streets/avenues within the City of Paynesville.
Date of Parade: April 8, 2016 in case of inclement weather, back up dates Apr. 17 and 22
Start Time: 2:45 PM Estimated End Time: 3:15 PM

General Composition: Tractors driving to + past Koronis Manor

Beginning Point: Paynesville Area High School Final Destination: Koronis Manor

Route to be used (via streets and avenues) (use additional paper if necessary):
Go out of school by land trans building, cross over Hwy 55, right onto Main St. past churches, left onto Maple St. (1 block), right onto Minnesota St. Right onto Stearns Ave, go 2-3 blocks, take left onto driveway behind Centra Care (parking lot), take a left onto Washburne Ave, right onto First St. Kids will leave from which way they need to get home. If driveway necessary)? Paynesville Area High School Parking Lot will take 1st street

What time will staging start? 2:30 PM What time will staging end? 2:45 PM

Have businesses/individuals along the parade lineup route and/or parade staging area been notified of such and that they are aware that they will have limited to no access to their property during this time? YES

I (WE) HERBY AGREE that in case such permit is granted, I (we) shall comply with Section 7.09 of the City Code (copy attached).

I (WE) HERBY FURTHER AGREE to inform all parade participants that candy is welcomed and appreciated; however for the safety of small children I (we) ask that you hand out candy away from vehicles.

I (WE) HERBY FURTHER AGREE to inform all parade participants that the consumption of alcoholic beverages upon any float or vehicle participating in the parade is prohibited.

I (WE) HERBY CERTIFY that I (we) have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating traffic laws.

Natalie Utsch
Signature of Individual/Authorized Representative of Sponsoring Organization

Date Submitted: 3-17-16

[Signature]
Paynesville Chief of Police

Date Approved: 3-18-16

Comments: Please contact on duty officer for escort for the parade the day of

Jeff Thompson, Mayor City of Paynesville

Date Approved: _____

NOTICE: The permit for this parade shall become null and void if said parade is not held on the date or at the time stated on this application.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - B

ITEM DESCRIPTION: Mortgage Satisfaction – Ruhoff & Heinen

Prepared by: Staff

COMMENTS:

Renee Eckerly will give a verbal report. Please review the attached Mortgage Satisfaction for Jason Ruhoff and Pamela Heinen in the amount of \$2,500.00 for a Tri-CAP loan.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the Mortgage Satisfaction for Jason Ruhoff and Pamela Heinen.

Jennifer Welling

From: Spooner & Glenz <jen@spoonerglenz.com>
Sent: Wednesday, March 23, 2016 10:59 AM
To: Jennifer Welling
Cc: Renee Eckerly; Belinda Ludwig
Subject: Satisfaction of Mortgage - Ruhoff/Heinen
Attachments: MORTGAGE.SATISFACTION.PVILLE.RUHOFF.pdf

Attached for the Council meeting on Monday is a draft of a Mortgage Satisfaction on the above matter.

Belinda delivered me a packet of information regarding this Tri-Cap mortgage which the City had. the mortgage itself wasn't stamped with recording information, but it was accompanied by a Subordination Agreement that recited recording information which I have taken to be accurate.

I would also note that the information delivered to me included letters indicating the amounts that the borrowers needed to pay back in 2002 if they wished to satisfy the lien.

I have no information on whether these borrowers actually sold the property in 2002 or if they remained in the property for 5 years before leaving. You would have to verify the date of the sale in order to know whether or not a release of the lien for no consideration is appropriate in this particular situation.

William Spooner
SPOONER & GLENZ LAW OFFICES, PLLC
113 Washburne Avenue
Paynesville, MN 56362
Office: (320) 243-3748
Email: office@spoonerglenz.com

(Top 3 inches reserved for recording data)

**MORTGAGE SATISFACTION
by Business Entity**

**Minnesota Uniform Conveyancing Blanks
Form 20.5.2 (2011)**

DATE: March 28, 2016
(month/day/year)

THAT CERTAIN MORTGAGE owned by the undersigned, a municipal corporation under the laws
of the State of Minnesota, dated December 17, 1999, executed by Jason M.
(month/day/year)

Ruhoff, a single person, and Pamela C. Heinen, a single person
(insert name of mortgagor)

as mortgagor, to the City of Paynesville
(insert name of mortgagee)

as mortgagee, and recorded on January 4, 2000, as Document Number 928607 (or in Book _____)
(month/day/year)

of _____ Page _____, in the Office of the County Recorder Registrar of Titles of Stearns
(check the applicable boxes)

County, Minnesota, is with the indebtedness thereby secured, fully paid and satisfied.

CITY OF PAYNESVILLE
(name)

By: _____
(signature) Jeff Thompson

Its: Mayor
(type of authority)

By: _____
(signature) Renee Eckerly

Its: City Administrator
(type of authority)

8

State of Minnesota, County of Stearns

This instrument was acknowledged before me on March 28, 2016, by Jeff Thompson
(month/day/year) (name of authorized signer)

as Mayor
(type of authority)

and by Renee Eckelry
(name of authorized signer)

as City Administrator of the City of Paynesville
(type of authority) (name of party on behalf of whom the instrument was executed)

(Stamp)

(signature of notarial officer) Notary Public

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
(insert name and address)

William Spooner
SPOONER & GLENZ LAW OFFICES, PLLC
113 Washburne Avenue
Paynesville, MN 56362
(320) 243-3748
Atty. Regn. No. 0131088

9

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - C

ITEM DESCRIPTION: Hiring of Liquor Store Clerk

Prepared by: Renee Eckerly, City Administrator

COMMENTS:

Bill Ludwig, Liquor Store Manager will give a verbal report. The City received seven applications. Bill Ludwig, Liquor Store Manager and Paul Wegner, Police Chief interviewed three candidates on Wednesday, March 23, 2016.

Josh Mergen, part time Liquor Store Clerk has taken a full time position so he won't be able to work 32 hours any longer.

Bill Ludwig, Liquor Store Manager will present the recommendation for hiring and/or eligibility list at the meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to hire _____ as a Part-Time Liquor Store Clerk effective March 28, 2016 at the part time rate of Grade 1/Step 2 of \$9.05 per hour.

AND/OR

Motion to create an eligibility list and place _____ on the list.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Council Meeting

Committee/Council Meeting Date: March 28, 2016

Agenda Section: New Business

Originating Department: Police Department

Item Number: VI - D

ITEM DESCRIPTION: Hiring Full-Time Police Officer

Prepared by: Chief Paul Wegner

COMMENTS:

Paul Wegner, Police Chief will give a verbal report. The City Received 13 applications for the position and interviewed 9 applicants in the 1st round (1 was a no show); of which 4 were asked back for a second interview. The Policies & Procedures Committee and Paul Wegner, Police Chief conducted the 2nd round of interviews on March 23 & 25, 2016.

A recommendation may be given at the City Council meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to hire _____ as a full-time Police Officer at \$18.94 per hour (Grade 9 Step 1, \$39,385.16 annually) contingent on passing the physical exam, physical test, psychological evaluations and background investigation.

Motion to create an eligibility list and place _____ on the list.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - E

ITEM DESCRIPTION: Purchase of Radio Read Water Meters

Prepared by: Staff

COMMENTS:

Ron Mergen will give a verbal report. The installation of the radio read water meters is still in progress and the Public Works Department is in need of more units. The proposal is for 200 mxu's and 100 meters from HD Supply Waterworks in the amount of \$33,200.00. The Public Works Committee has reviewed this and recommends approval.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the proposal for 200 mxu's and 100 meters from HD Supply Waterworks in the amount of \$33,200.00.



Bid Proposal for Meter & MXU Quote-Paynesville

CITY OF PAYNESVILLE
Job Location: Paynesville , MN
Bid Date: 03/07/2016 03:30 p.m.
HD Supply Bid #: 62391

HD Supply Waterworks
15800 W 79th St
Eden Prairie, MN 55344
Phone: 952-937-9666
Fax: 952-937-8065

Seq#	Qty	Description	Units	Price	Ext Price
10		METER & MXU'S			
30	200	510M S/POINT M2 TC SP W/HR&LD	EA	105.00	21,000.00
50	100	3/4S IPERL 1000G 3-TRM SCRW SM	EA	122.00	12,200.00
70		PRICES DO NOT INCLUDE TAX			
80		OR FREIGHT TO PAYNESVILLE, MN			
				Tax	0.00
				Total	33,200.00

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - F

ITEM DESCRIPTION: 2016 Crack Sealing

Prepared by: Staff

COMMENTS:

Ron Mergen will give a verbal report. Please review the attached quotes from:

Midwest Asphalt Maintenance, LLC	Belgrade, MN	\$1.55 per pound
Astech	St. Cloud, MN	\$1.95 per pound

The Public Works Committee has reviewed this and recommends approval.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to accept the quote from Midwest Asphalt Maintenance, LLC in the amount of \$1.55 per pound or \$9,300.00 for crack sealing.

Proposal from:

Midwest Asphalt Maintenance, L.L.C.

Box 723

Belgrade, MN 56312

1-800-880-1499 or 320-254-3484

Fax 320-254-1097

PROPOSAL SUBMITTED TO			
Name	City of Paynesville		
Address	_____		
City	Paynesville	St. MN	Zip
Name	Attn. Ron Mergen		
Phone	320-250-6349		

DESCRIPTION OF JOB			
Job	Cracksealing city streets		
Name	_____		
Address	_____		
City	Paynesville	St MN	Zip
Name	_____	Date	02/20/16

WE HEREBY PROPOSE TO DO THE FOLLOWING:

- _____
- _____
- Rout and Seal cracks using following procedure.
- Rout all new cracks 3/4" wide by 3/4" deep
- Blow cracks clean with dry compressed air
- Routed reservoir will be filled with Crafcoc 535 cracksealer and squeegeed to provide a 2 1/2" overband
- Product will be applied to Manufactures specifications
- Previously fill cracks showing failure will be blown clean and refilled
- Work will be completed prior to June 15th

Total costs for labor and materials to apply 6,000lbs of Crafcoc 535 @ \$1.55 per lb ----- \$9,300.00

Please call me with any questions 320-249-0488 Thanks Chad Torgerson

WE HEREBY PROPOSE TO FURNISH LABOR AND MATERIALS COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS, FOR THE SUM OF \$ as stated above WITH PAYMENT TO BE MADE AS FOLLOWS: Upon Completion

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK IS TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAY BEYOND OUR CONTROL.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS

AUTHORIZED SIGNATURE _____
Jeff Walsh

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

DATE ACCEPTED _____ SIGNATURE _____

THANK YOU FOR THE OPPORTUNITY TO QUOTE!

15



Asphalt Surface Technologies Corporation
 P.O. Box 1025
 St Cloud, MN 56302
 Phone: 320-363-8500
 Fax 320-363-8700
 AN EQUAL OPPORTUNITY EMPLOYER

TO: CITY OF PAYNESVILLE	PHONE: (320)243-3714	DATE: 2/22/16
STREET: 221 WASHBURNE AVE.	JOB NAME: CRACK FILLING	JOB #: K16-015
CITY: PAYNESVILLE, MN 56362	JOB LOCATION: TOWNSHIP ROADS	
ATT: RON MERGEN	FAX: (320)243-3713	CELL: (320)250-6349

We hereby submit specifications and estimates for: **CRACK FILLING APPROXIMATELY 6000 LBS**

Cracks are to be blown clean by means of compressed air.

Cracks are to be filled with hot pour rubberized crackfiller. (MN DOT 3723)

Traffic will not be allowed on sealed area until material has cured properly.

Cracks will be covered with DETACH to prevent tracking.

New, untreated cracks will be routed $\frac{3}{4}$ " X $\frac{3}{4}$ " to 1"X1" as needed.

*Cracks greater than 1.5" wide should not be treated with this process.

*Allgatored areas should not be treated with this process.

Price includes all labor, equipment, materials, and cleanup.

We Propose herby to furnish materials and labor to complete in accordance with above specifications, for the sum of:

\$ 1.95 PER POUND

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreement contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature: _____

DOUG WELK

Proposal may be withdrawn if not accepted within 30 days.

Date of Acceptance:

Signature:

16

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - G

ITEM DESCRIPTION: 2016 Street Patching

Prepared by: Staff

COMMENTS:

Ron Mergen will give a verbal report. Please review the attached quotes from:

Midwest Asphalt Maintenance, LLC	air patch	full day (8 hours)	\$1,995.00
	air patch	½ day (4 hours)	\$1,295.00
Pavement Resources	spray inject	full day (10 hours)	\$3,250.00

The Public Works Committee has reviewed this and recommends approval.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the quote from Midwest Asphalt Maintenance, LLC in the amount of \$1,995.00 for full day (8 hours) for street patching.

Midwest Asphalt Maintenance, L.L.C.

Box 723 Belgrade, Mn 56312

Phone: 1-800-880-1449 or 320-254-3484

Fax 320-254-1097

City of Paynesville, Air Injection Patch quote 2016

Contact. Ron Mergen ph. 320-250-6349

Air Patch Quote

Air Patch Full Day Quote \$1995 Per Day

Includes up to two people when necessary.

Up to 8 Working Hours or until out of Oil (250 gallons) or Granite chips (6 ton).

Material will be billed additional as used.

\$3.10 per gallon of Oil (\$775 maximum)

\$54 per ton of granite chips (\$324 maximum)

Air Patch Half Day Quote \$1295 Per Half Day (4 working hours)

Includes up to two people when necessary.

Up to 4 Working Hours or until out of Oil (250 gallons) or Granite chips (6 ton).

Material will be billed additional as listed above.

Bid price is good for 30 days from March 7,2016.

Payment will be made upon completion of said project for the total sum.

Certificates of Insurance will be supplied as necessary prior to the start of work.

Acceptance of Proposed bid: (Please fax for confirmation to 320-254-1097).

Date Accepted: _____ (City of Paynesville)

Accepted by (Signature): _____

Title: _____

Please indicate number of days requested: _____

Please feel free to call me if you have any questions or to schedule the work.

Cordially,

Jeff Walsh, Sales and Estimating

Cell Phone: 320-212-3627

Office Phone: 320-254-3484

13535 Johnson St NE
Ham Lake, MN 55304
(763)434-2828
info@pavementresources.com
http://pavementresources.com



ADDRESS
City of Paynesville
Ron Mergen
316 Railroad St
Paynesville, MN

PROPOSAL # 2838
DATE 02/12/2016
EXPIRATION DATE 04/01/2016

SALES REP
Jeff

DATE	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
02/12/2016	Service:Pavement Repair-Spray Inject Patching Repair potholes, cracks wider than 1", alligator-cracked areas, and delaminated areas marked on pavement using the Spray Inject Method. The Spray Inject Method cleans the area, applies a tack coat, sprays the emulsion and aggregate mix into the pothole with sufficient force to compact the material as it is applied, and then follows with dry aggregate to prevent tracking. Each day consists of 10 hours on site or one load of materials, whichever comes first.	1	3,250.00	3,250.00

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - H

ITEM DESCRIPTION: 2017 Street Improvement Project

Prepared by: Staff

COMMENTS:

Chuck DeWolf will give a verbal report. Please review the attached proposal letter from Bolton & Menk, Inc. to complete the Preliminary Engineering Report in the amount of \$9,800.00. The Public Works Committee has reviewed this and recommends approval. Resolution 2016 – 08 Ordering Preparation of Report On Improvement is being presented for consideration.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the proposal from Bolton & Menk, Inc. in the amount of \$9,800.00 to complete the Preliminary Engineering Report for the 2017 Street Improvement Project.

Motion to approve Resolution 2016 – 08 Ordering Preparation of Report On Improvement.



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2040 Hwy 12 East • Willmar, MN 56201-5818

Phone (320) 231-3956 • Fax (320) 231-9710

www.bolton-menk.com

February 2, 2016

Mr. Ron Mergen, Public Works Director
City of Paynesville
221 Washburne Ave
Paynesville, MN 56362

RE: 2017 Improvement Project
City of Paynesville, Minnesota

Dear Ron:

As you requested, I have prepared a budget for engineering services associated with the pre-design portion of the 2017 Improvement Project. The streets that are proposed to be included in this project are as follows:

Reconstruction Areas:

- Lake Avenue: Crow River Bridge to TH 23 Bypass

Mill and Overlay Areas:

- Diekmann Drive
- Main Street – Hwy 23 Bypass to Business 23
- Minnesota Street – Hwy 55 to Stearns Avenue
- Genessee Street – Mill Street to Wendell Street
- Oak Park Avenue – Crow River to Business 23
- Wendell Street – Business 23 to Stearns Avenue
- Hudson Street – Wendell Street to Business 23
- Stearns Avenue – Business 23 to James Street
- Augusta Avenue – Mill Street to Business 23
- Main Street – Stearns Avenue to Lake Avenue
- Washburne Avenue – First Street to Mill Street

The scope of services would include the following:

1. Conduct a field review of the streets involved in the project and take the necessary measurements to formulate a preliminary cost estimate for the project.
2. Prepare a Preliminary Engineering Report for the proposed project.
3. Prepare a Preliminary Assessment Roll for all properties included in the project.
4. Conduct an Open House meeting to present the project to property owners on a one-on-one basis.
5. Conduct the formal Improvement Hearing for the project.

The objective of the pre-design portion of the project would be to investigate the feasibility of the proposed improvements, as well as receive public input for the project. The engineering budget for completing these services is \$9,800.00.



February 2, 2016
Mr. Ron Mergen, Public Works Director
Page 2

If you have any questions or need any other additional information, please feel free to contact me at any time.

Sincerely,

BOLTON & MENK, INC.

A handwritten signature in black ink, appearing to read "Chuck DeWolf".

Chuck DeWolf, P.E.
City Engineer

CWD/kg

22

RESOLUTION 2016-08
ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to improve the following:

1) Lake Avenue from the Crow River Bridge to the Highway 23 Bypass by the installation of sanitary sewer, water mains and storm sewer, the reconstruction of the street with curb and gutter and sidewalks or a paved walking trail; and

2) All of Diekmann Drive; Main Street from the Minnesota Highway 23 Bypass to Business 23; Minnesota Street from Highway 55 to Stearns Avenue; Genessee Street from Mill Street to Wendell Street; Oak Park Avenue from the Crow Driver to Business 23; Wendell Street from Business 23 to Stearns Avenue; Hudson Street from Wendell Street to Business 23; Stearns Avenue from Business 23 to James Street; Augusta Avenue from Mill Street to Business 23; Main Street from Stearns Avenue to Lake Avenue; and Washburne Avenue from First Street to Mill Street, all by milling and overlay of the street surface;

and to assess the benefited property for all or a portion of the costs of the improvement, pursuant to Minnesota Statutes, Chapter 429.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PAYNESVILLE, MINNESOTA:

1) That the proposed improvement to hereafter be referred to as the 2017 Street Improvement Project, be referred to Bolton & Menk, City

Engineers for the City of Paynesville, for study, and that Bolton & Menk is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it would best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels, specifically including a reasonable estimate of the assessment amount for individual parcels.

Adopted by the Council this 28th day of March, 2016.

Jeff Thompson, Mayor

ATTEST:

Renee Eckerly, City Administrator

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - I

ITEM DESCRIPTION: Ordinance No. 155, 2nd Series – Compost Site Regulations

Prepared by: Staff

COMMENTS:

Ron Mergen will give a verbal report. Please review the attached Ordinance No. 155, 2nd Series – Compost Site Regulations. The Environmental Committee has reviewed this and recommends approval.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve Ordinance No. 155, 2nd Series – Compost Site Regulations.

ORDINANCE NO. 155, 2ND SERIES

AN ORDINANCE OF THE CITY OF PAYNESVILLE, MINNESOTA, AMENDING CITY CODE CHAPTER 10 ENTITLED "PUBLIC PROTECTION, CRIMES & OFFENSES", BY ADDING A NEW SECTION 10.19 ENTITLED "COMPOST SITE REGULATION"; AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 10.99, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF PAYNESVILLE, MINNESOTA ORDAINS THAT EFFECTIVE UPON ITS PASSAGE AND PUBLICATION:

Section 1. City Code, Chapter 10, is amended to add a new Section 10.19 as follows:

SECTION 10.19. COMPOST SITE REGULATIONS.

Subd. 1. Purpose. The purpose of this Ordinance is to regulate the materials dropped off by the members of the public and businesses making use of the City of Paynesville compost site to ensure that the site is receiving materials which can be used for the intended purpose of compost, and that non-acceptable materials are not left at the compost site.

Subd. 2. Acceptable Materials. Materials acceptable for being deposited or left at the compost site are leaves, grass trimmings, garden vegetation, tree prunings of branches less than 4" in diameter, lake weeds, pine cones, acorns, mulch, corn stalks, and sunflower stalks.

Subd. 3. Materials that Are Not Acceptable. Any materials which do not fit the definition of acceptable materials are not acceptable for deposit at the compost site. Materials that are not acceptable for deposit at the compost site specifically include garbage, plastic bags, construction materials and debris, tree stumps, shrub roots, tree branches or other parts of trees 4" in diameter or greater, and rocks.

Subd. 4. Division of Materials. Every member of the public or business using the compost site is responsible to divide their materials as follows:

a) Grass trimmings, leaves and garden vegetation are to be placed on the mulch pile.

b) All other acceptable materials are to be placed on the brush pile. If acceptable materials include a mixture of items which would otherwise be appropriate in part for the mulch pile and in part for the brush pile, the entire mixture shall be deposited on the brush pile.

Subd. 5. Prohibited Dumping of Materials. It shall be a violation of this Ordinance for any member of the public or business to deposit materials that are not acceptable at the compost site. Anyone depositing materials at the compost site shall be responsible for knowing what is included in the materials that they are depositing, for ensuring that it includes no materials that are not acceptable and for depositing the materials at the appropriate location.

Subd. 6. Violations. a) **Notice.** Upon discovery of a violation the alleged violator may be issued, either personally or by mail, an administrative citation setting forth the

alleged violation, and which shall inform the alleged violator of his or her right to be heard on the accusation of the dumping of unacceptable materials at the compost site.

b) Hearing. If a person accused of violating this Ordinance so requests, a hearing shall be scheduled, the time and place of which shall be published and provided to the accused violator.

c) Hearing Officer. The City Council shall serve as the hearing officer.

d) Decision. If the hearing officer determines that a violation of this Ordinance did occur, that decision, along with the hearing officer's reasons for finding a violation and the penalty to be imposed under Subd. 6 of this Ordinance, shall be recorded in writing, and a copy shall be provided to the accused violator. Likewise, if the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, such finding shall be recorded and a copy provided to the accused violator.

e) Appeals. Appeals of any decision made by the hearing officer shall be filed in District Court in Stearns County, Minnesota.

f) Misdemeanor Prosecution. Nothing in this Section shall prohibit the City from seeking prosecution of a violation of this Ordinance as a misdemeanor. If the City elects to seek misdemeanor prosecution, no administrative penalty shall be imposed.

g) Denial of Access to Compost Site. In addition to any monetary penalty imposed, a person or business committing a second or subsequent violation may be subject to being denied future access to the compost site for a time to be set by the City Council.

Subd. 7. Fines. Any member of the public or business found to have violated the provisions of this Ordinance shall be subject to an administrative fine of \$250.00 for a first violation and \$500.00 for a second or subsequent violation within 24 months of a first violation.

Section 2. City Code Chapter 1 entitled "General Provisions and Definitions Applicable to the Entire City Code, Including Penalty Provision for Violation" and Section 10.99 entitled "Violation a Misdemeanor", are hereby adopted in their entirety by reference as though repeated verbatim herein.

Adopted by the City Council of the City of Paynesville this 28th day of March, 2015.

Jeff Thompson, Mayor

ATTEST:

Renee Eckerly, City Administrator

Published in the Paynesville Press on April 6, 2016.

27

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - J

ITEM DESCRIPTION: Compost Site Agreement – River Lakes Hockey

Prepared by: Staff

COMMENTS:

Ron Mergen will give a verbal report. Please review the attached Compost Site Agreement between the City of Paynesville and River Lakes Hockey. The Environmental Committee has reviewed this and recommends approval.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the Compost Site Agreement between the City of Paynesville and River Lakes Hockey.

**AGREEMENT FOR CONTRIBUTION
TO THE ADMINISTRATIVE EXPENSE AT THE TOWNSHIP ICE ARENA,
FOR COMPENSATION OF THE HOCKEY ASSOCIATION FOR
SERVICES AT THE COMPOST SITE, FOR THE
PROVIDING OF SERVICES TO THE CITY OF PAYNESVILLE AND
FOR OPEN ICE TIME**

This Agreement is entered into by and between the City of Paynesville, hereinafter referred to as the "City", and Paynesville Township, hereinafter referred to as the "Township", and River Lakes, hereinafter referred to as "River Lakes".

WHEREAS, the City and the Township are municipal corporations under the laws of the State of Minnesota, and River Lakes is a 501(c)(3) non-profit corporation; and

WHEREAS, the City maintains a compost site which is used on a fee basis by residents of both the City and the Township; and

WHEREAS, River Lakes is willing to provide workers at the compost site in connection with the normal operation of the compost site, through July 31, 2016, and those workers will manage the site, record user fees collected, and collect those user fees and turn the proceeds of such user fees over to the City;

NOW, THEREFORE, it is agreed by and between the parties hereto as follows:

1) The user fees collected from the compost site paid by residential and commercial users through July 30, 2016, will be paid by the City to River Lakes in exchange for services which they provide at the compost site.

2) In exchange for such fees River Lakes agrees to provide the City with reliable workers for the compost site who shall perform all of the functions related to the operation of the compost site as outlined on Exhibit A, and in addition thereto, will collect the compost fees from users and turn over accurate records of such payments, together with the funds collected to the City of Paynesville.

3) The City will pay to the Township as and for a contribution to the administrative expense of operating the ice arena the sum of Five Thousand Five Hundred Dollars (\$5,500.00) for the 2016-2017 ice skating season.

4) The Township and River Lakes will provide the City with 52 hours of ice skating time on weekends from October 16, 2016, through February 19, 2017.

5) The Township and River Lakes will be responsible to flood and maintain the ice on the outdoor rink.

6) This Agreement shall remain in effect through the end of the 2016-2017 ice skating season.

DATED: _____

CITY OF PAYNESVILLE

By: _____

Its:

By: _____

Its:

DATED: _____

PAYNESVILLE TOWNSHIP

By: _____

Its:

By: _____

Its:

DATED: _____

RIVER LAKES

By: _____

Its:

By: _____

Its:

ATTACHMENT "A"

- River Lakes must assign the City one contact person for the compost site; that person will also serve on the Environmental Committee and attend the Committee meetings.
- Compost Site will be manned for the following dates and times:
 - Compost Site Opens Saturday, April 9, 2016 and remains open each Monday (for the months of May & June), Wednesday (for the months of April, May, June, & July) from 6 p.m. to 8 p.m. or dusk whichever is first and every Saturday thereafter from 9:00 a.m. to 1:00 p.m.
 - Compost Site will be closed Wednesday, June 8, 2016 for Town & Country Days and Monday, May 30, 2016 for Memorial Day.
- All fees collected at the compost site will be turned into the Liquor Store after each shift along with the binder and bin.
- All fees and numbers issued must balance. Any short fall in fees collected will be the responsibility of River Lakes.
- All checks are to be made to the City of Paynesville.
- Any person using the site, but has not paid will sign a register stating that he/she received a notice of the \$10.00 fee to be paid at the next visit.
- All users will be issued a new permit number once paid and any old permit numbers are no longer valid.
- Advertising of the permit fee will be the responsibility of the City.
- Reminder flyers/handouts of the \$10.00 fee to be distributed at the site will be the responsibility of City.
- River Lakes will make every effort to inspect each load of material that arrives at the site for garbage and non compostable materials.
- River Lakes will make every effort to assist senior citizens with their compost.
- River Lakes is responsible for inspecting the site before and after each shift for garbage. If garbage is found it needs to be picked up and put in the appropriate receptacles.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI – K

ITEM DESCRIPTION: Beach – Purchase of Splash Pad Aquatic Float Mat

Prepared by: Staff

COMMENTS:

Ron Mergen will give a verbal report. Please review the attached mat information including the price of \$390.00 plus shipping. The mat is approximately 1.5" thick, 6' width, and 18' long. The unit would need to be rolled up each night and put out each day as lifeguards come on and off duty. The Park & Tree Board has approved this and recommends approval.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the purchase of a Splash Pad Aquatic Float Mat in the amount of \$390.00 plus shipping from Huisman Global Ventures, Inc.



Splash Pad

Aquatic Float Mats

www.huismanglobal.com/splashpad/

Only **\$390.00**



- 6'W x 18'L x 1.3"T
- Graphic-Free Mat
- Comes with 2 Velcro Straps and a Mooring Device
- Float with a distributed weight of 1400lbs
- Virtually maintenance free
- 1 year manufacturer warranty



Contact: 712.707.9324

Order: www.huismanglobal.com/splashpad/

NICK

34

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI – L

ITEM DESCRIPTION: Community Park – Purchase of Playground Equipment & Move Trees For Parking Area

Prepared by: Staff

COMMENTS:

Ron Mergen will give a verbal report. Please review the attached playground equipment from Miracle including:

Ten Spin	\$ 2,480.00
2 Bay Arch Swing with 4 belts	\$ 1,750.00
Installation	\$ 2,500.00
TOTAL	\$ 6,730.00

The Park & Tree Board has reviewed this and recommends approval.

In addition, the Park & Tree Board would like to move some trees to increase the parking area at the cost of \$500.00.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the Community Park playground equipment totaling \$6,730.00 from Miracle.

Motion to approve the moving of trees to increase the parking area at the Community Park in the amount of \$500.00.



Miracle

878 E Highway 60
Monett, MO, 65708

Phone: 888-458-2752
International: +1-417-235-6917
Miracle-Recreation.com



SALE PRICE \$8,500

VIPER

LIST PRICE: \$10,195
MODEL#: 2015J
FOR KIDS AGES: 5 TO 12
PROTECTIVE AREA: 57' X 23'
SHIPPING WEIGHT: 1,450 LBS



SALE PRICE \$2,480

TEN SPIN

LIST PRICE: \$2,810
MODEL#: 304J
FOR KIDS AGES: 2 TO 12
PROTECTIVE AREA: 20' X 20'
SHIPPING WEIGHT: 1,000 LBS



SALE PRICE \$2,300

MAYPOLE

LIST PRICE: \$2,815
MODEL#: 753J
FOR KIDS AGES: 5 TO 12
SHIPPING WEIGHT: 275 LBS

Conditions of Sale: To qualify for the discount, orders must be received by May 31, 2016 and shipped by June 30, 2016. All prices are shown in US Dollars and do not include taxes, installation costs, or safety surfacing costs. Free shipping is available in the contiguous 48 states only, for orders over \$5,000. Must not be combined with any other offer.

36

SALE PRICE \$4,999

ACCELERATOR SWING
LIST PRICE: \$6,915
MODEL#: 2014J
FOR KIDS AGES: 5 TO 12
PROTECTIVE AREA: 26' X 29'
SHIPPING WEIGHT: 320 LBS



SALE PRICE \$1,780

2-BAY ARCH SWING W/4 BELTS
LIST PRICE: \$2,024
MODEL#: 718-852-48J
FOR KIDS AGES: 2 TO 12
PROTECTIVE AREA: 32' X 36'
SHIPPING WEIGHT: 360 LBS



SALE PRICE \$355

6' PORTABLE PUNCHED STEEL BENCH
LIST PRICE: \$402
MODEL#: 1266-1J
SHIPPING WEIGHT: 140 LBS



SALE PRICE \$720

6' PORTABLE PUNCHED STEEL TABLE
LIST PRICE: \$774
MODEL#: 1116J
SHIPPING WEIGHT: 225 LBS



REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - M

ITEM DESCRIPTION: Water Bill Dispute - Ralph Orbeck

Prepared by: Belinda

COMMENTS:

Jeff Thompson/Renee Eckerly/Ron Mergen will give a verbal report. Please see attached documents giving history to date as well as Ralph's written letter disputing his current water bill:

\$45.00 initial 4th qtr 2015 bill
\$ 4.10 late fee
\$70.00 cutoff fee
\$45.39 meter test charge
\$24.74 final bill
\$189.23 total due

Belinda Ludwig, Finance Specialist will also be in attendance to answer any questions.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to _____.

Regarding: Ralph Orbeck, 622 Ponderosa St.

3/2010: Ralph's wife Dawn lived at the house at that time. His water was shut off 2/22/2010 for nonpayment. At the time Ralph was very upset and had sent a letter to council. He felt that we should contact everyone who is late and verbally tell them they are late. He stated he never received the bill and late notice at that time but he refused to give us his Wisconsin address. The bills were sent to Dawn at 622 Ponderosa and she was to send them to Ralph. On this particular instance she did send them to him but late enough that by the time he paid the bill the water had been shut off. The council at that time did not take action, but left stand as it was. He had to pay the full bill including late fee and cutoff fee before getting water turned back on. I have attached the action sheet and letter he wrote from this instance.

7/2014: Ralph called complaining about the high use during 1st and 2nd quarter of 2014. This is the time frame that we sent postcards out telling people to please run their water to prevent freezing of pipes as it was a very cold winter. We did ask that when people started running water, they call and let us know they were. So when Ralph called I asked him if he had been running water and just hadn't called me to let me know he was. He said absolutely not! Ralph said the water was shut off in the basement so he couldn't run water and he didn't need to since it was shut off. Ron went over there and a neighbor that had a key let Ron in and went in with him. When Ron went in the basement, the valve was not completely shut off and there was a sink leaking. Ron was able to get it a little further off. The neighbor confirmed all of this. Ralph did not believe Ron that this was the case. He did agree to sign a shut off notice and send \$35.00 shut off fee to prevent anything in the future from leaking. He never did send this to us so water had been left on.

7/2015: Ralph was still complaining that there was use at the house and there shouldn't be any use at all as no one lives there. Ron and Lee went over there to change out the meter and the gate valve was still not closing all the way. They were able to shut it off all the way on 7/17/15 so there was still approximately 3-4 weeks in this quarter prior to them getting it shut all the way. For this quarter Ralph had 550 gallons of use. We also gave him a sewer break of \$5.13 taking his sewer down to 550 gallons.

8/2015: He was still upset and said there shouldn't be any use for 3rd qtr 2015. On August 10th he contacted Jeff Thompson via email complaining about use. Renee sent him an email giving him the option of: A. turning the water off for \$35.00 and not having a bill at all. Or B: we could send in the meter to have it checked by a third party for a cost up to \$200 with the understanding that if there was anything wrong with the meter we would do an adjustment for all the use or if there was nothing wrong with the meter Ralph would pay the fee to have it tested. Ralph agreed to this and fully understood the agreement. The meter came back clean and we billed Ralph for the testing which he has not paid. When we sent the first bill to him on 10/29/15 we included a copy of the results. By 2/22/16 it had not been paid so we included it with his water bill. I have included the emails and test results.

12/15: Ralph's 4th qtr water bill of \$45.00 was due 2/1/16. It was not paid so he was charged \$4.10 on 2/2/16. 2/22/16 was cut off and it still was not paid so he was charged a cutoff fee of \$70.00. This bill is for use through 12/15 so when the bill did not get paid we went out and did a final read on 2/26/16 and he was charged a prorated bill from 12/31/15 to 2/26/16 equaling \$24.74.

\$45.00 initial 4th qtr 2015 bill
\$4.10 late fee
\$70.00 cutoff fee
\$45.39 meter test charge
\$24.74 final bill
\$189.23 total due

2/29/16: Out of the blue Ralph called and wanted to know when his water bill was due. I told him it was shut off for nonpayment and total due was \$189.23. He was upset and asked where I mailed the bill. I told him to the Wisconsin address and he said he moved to Sartell and hadn't received the bill. I told him he needed to let me know of any moves so I would know to send bill somewhere else. He claims he hadn't received any bills. He still feels that having the meter tested proves it was a bad meter because he hasn't had any use since 3rd qtr 2015 read. The reason he hasn't is because Ron was able to get his valve completely shut off in basement at that time. He did not want to talk to Ron, only Jeff or Renee. I told him they were both gone and I would leave Renee a message. On 3/1/16 he called back and talked to Jennifer basically stating the same thing and wanted to talk to Jeff. Jeff was out of town at the time. He again did not want Ron. Renee also ended up out of office all week due to illness. Jennifer suggested he write a letter to the council. When Jeff got back, Ralph did get ahold of him. Jeff told him to write a letter to the council also. That letter is attached. In this letter he states that he ran water 1st qtr of 2014 which he had adamantly denied when asked at that time as water was shut off in basement. He also states he does not believe meter was okay as use stopped which in reality is due to Ron getting the valve all the way off. I have also included notes on his account, history of the bills, and consumption history.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 10, 2010

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - D

ITEM DESCRIPTION: Water Bill Letter - Ralph Orbeck

Prepared by: Staff

COMMENTS:

Please review the attached letter from Ralph Orbeck regarding his water bill. The Public Works Committee will be reviewing this prior to the City Council meeting.

ADMINISTRATOR COMMENTS:

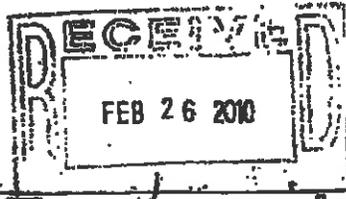
COMMITTEE/COUNCIL ACTION:

Motion to _____

*No action
let stand*

*Dawn present
Dawn stated that notices are
getting to Dawn but delay
getting to Ralph.*

*Reconstruct 2012
tree roots
go in into the
streets
a pipe inside of
pipe*



To Whom it May Concern

My name is RALPH ORBECK and I have Resided in Painesville since 1969 and have had a dwelling since 1973. I have Pd my water Bill on Time Ever Since I have an on line banking for the last year and a half and fine that is a very nice way of banking. I have not lived in the area for the past two years and still make payments. I did not see a disconnect notice in the 1st of Feb but I quit at the Bill and Pd. 45.00 on line on the 18th of Feb. I called your office on Feb 22nd and they disconnected the water when my wife was there so she went down and paid part of the bill the same day. I asked 3 different people in your office and they said they do not baby sit people on their bills. I think this is a sad way of doing business. I hope you do not leave the Elderly people with out water or sewer because you do not want to list your fingers to help them. With 37 years of paying my bills to the city of time I do think me and all of the people of Painesville should be called before you shut anything off.

The sewer pipe in our street is not by all means done the wrong way. I had to paye the sewer rate back just 3 months ago which cost me \$175.00. I think being the city of the sewer should remember this or fix the problem not more then 5 or 6 years ago. It cost

IN The basement and made a big mess.
All I have to say is

Please Help.

Ralph Orbert

P.S. Check to see if you got
paid and they said you did at
10:20 AM on 2-23-2009

Belinda Ludwig

From: Belinda Ludwig
Sent: Wednesday, October 7, 2015 4:19 PM
To: cbranger1@yahoo.com
Cc: Renee Eckerly; Ron Mergen
Subject: FW: Water meter

Ralph, I am writing in response to your phone call today questioning the gallons on your water meter. On August 19th the City Administrator sent you an email spelling out the options you could take if you were concerned about use on the water meter at your residence. I have attached that email below and will refer you to look at the choices given to you. If you decide to go with one of the choices below please let me know.

Belinda Ludwig
Finance Specialist
City of Paynesville
320-243-3714 Ext 228
Belinda@paynesvillemn.com

From: Renee Eckerly
Sent: Wednesday, August 19, 2015 7:59 AM
To: Renee Eckerly <Renee@paynesvillemn.com>
Cc: Ron Mergen <Ron@paynesvillemn.com>; Belinda Ludwig <Belinda@paynesvillemn.com>; Jeff Thompson <paynesvillemayor@yahoo.com>
Subject: RE: Water meter

Ralph,
I have discussed your situation with Ron Mergen, Public Works Director and Belinda Ludwig, Finance Specialist and they informed me that they had already discussed this issue with you over the telephone and had given you a sewer adjustment of \$5.13 on August 7, 2015.

We do have two options for you:

1. The City will send in your meter that was removed from your house to a 3rd party to test. If the meter comes back with a report of nothing wrong with it, you will pay the invoice for having the meter tested. If the meter comes back having a problem the City will adjust your water bill. The estimated cost is approximately \$200.00.
2. You could have the water turned off for \$35.00 and have the meter removed and then at the time you need water you would have to pay the \$35.00 to turn the water back on. But in this option you would not get any bills.

Please get back to me if you would like to proceed with either of the above options.

Sincerely,

Renee Eckerly
City Administrator – Economic Development Director
221 Washburne Avenue
Paynesville MN 56362
(320) 243-3714 ext. 227

From: Renee Eckerly
Sent: Monday, August 10, 2015 12:59:PM
To: 'Ralph Orbeck'
Subject: RE: Water meter

Ralph,
Please pay the current bill of \$62.06 before August 24, 2015. In the notes on your account dated 7/14/2015 it states that the meter was changed out to new meter and the gate valve is not closing all the way. Lee and Ron both saw this. There is also an adjustment on your account for \$5.13 on August 7, 2015. So I will visit with Ron Mergen on Monday, August 17th regarding this situation, but it looks like you already received an adjustment.

Renee Eckerly
City Administrator – Economic Development Director
221 Washburne Avenue
Paynesville MN 56362
(320) 243-3714 ext. 227

From: Ralph Orbeck [<mailto:cbranger1@yahoo.com>]
Sent: Monday, August 10, 2015 11:54 AM
To: Renee Eckerly
Subject: Re: Water meter

DO YOU WANT ME TO PAY THE CURRENT WATER BILL AND HOW MUCH IS IT

On Monday, August 10, 2015 11:49 AM, Renee Eckerly <Renee@paynesvillemn.com> wrote:

Ralph,
Mayor Thompson did information me of your conversation. I will look into the matter and get back to you. Ron Mergen, Public Works Director is out of the office this week so it may take me until next Monday to get all the information. I appreciate you contacting me and I will get back to you as soon as possible.

Renee Eckerly
City Administrator – Economic Development Director
221 Washburne Avenue
Paynesville MN 56362
(320) 243-3714 ext. 227

From: Ralph Orbeck [<mailto:cbranger1@yahoo.com>]
Sent: Monday, August 10, 2015 10:50 AM
To: Renee Eckerly
Subject:

THIS IS RALPH ORBECK I JUST TALKED TO JEFF T ABOUT MY WATER BILL AND HE SAID TO E-MAIL YOU AND LET YOU KNOW THAT THE WATER METER WAS BAD AND THAT HE WOULD TALK TO YOU ABOUT THE LAST 1 1/2 YEARS THAT I HAVE BEEN PAYING THAT IT HAS BEEN OFF BY BIG MARGINS. HE SAID HE WOULD TALK TO YOU TODAY ABOUT IT. YOUR HELP WOULD BE VARY APPRECIATE.

Midwest Testing LLC.
 2091 Sorensens Rd.
 Mora, MN 55051

Invoice

Due Date	Date	Invoice #
10/22/2015	10/22/2015	3663

Bill To

Balance Due	\$45.39
--------------------	----------------

City of Paynesville
 221 Washburne Avenue
 Paynesville MN. 56362-3714

Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

P.O. No.	Terms
49189	Due on receipt

Description	Serial #	Location	Qty	Rate	Amount
3/4" Neptune PD water meter test	42261686	Dispute Meter Test	1	30.00	30.00
shipping cost			1	15.39	15.39
Sales Tax				6.875%	0.00

PAID

Vendor # 3020
 Vendor Name Midwest Testing
 Check Amt. 45.39 Check # 9140
 Approved [Signature] Date 10-23-15
 Process Date _____
 Payment Date 11-10-15
 Payment Code _____ \$ _____
710 4874 2400

Phone #	Fax #	E-mail	Total	\$45.39
952-826-9178		midwest_testing@hotmail.com	Payments/Credits	\$0.00
			Balance Due	\$45.39

There will be a \$25 charge for all returned checks, 10% interest will be assessed on all unpaid balances after 30 days. For inquiries: 952-826-9178

46

Water Meter Test Results

Midwest Testing LLC
2091 Sorensens Rd.
Mora, MN 55051
Telephone (952) 826-9178

Date Tested 10-19-2015

Customer: Paynesville, MN

Location: Dispute Water Meter Test

Serial Number # 42261686

Manufacturer : Neptune / PD

Size : 3/4"

Meter Reading

Before: **0675250**

After : **0675300**

Meter Test Results

<u>Flow Rate</u>	<u>As Is</u>	<u>After</u>
<u>25 GPM</u>	<u>98.1 %</u>	<u>98.1 %</u>
<u>2 GPM</u>	<u>99.4 %</u>	<u>99.4 %</u>
<u>15 GPM</u>	<u>99.9 %</u>	<u>99.9 %</u>

Notes:

This device meets or exceeds test standards YES X NO _____

45

To Jeff Thomson

My name is RALPH ORBECK AND I AM writing about my water problem.

That has been going on since I built my house in 1975. The water has been freezing up since then and not only that it froze one time in the street where it backed up in the basement where I had to replace everything. I have to let the water run each winter and all the neighbors been doing it in the winters too. I shut the water and drain the pipes in the winter because we are not around that much, I worked out of state and do not want that problem in the winters. Since I have been doing this for 6 Quarter or more my water has been going extremely high and Ron Mergen says the faucets are leaking. I bring people with me to check on it and find nothing leaking. So finally I got them to change to water meter and the water usage went to 0. I was told if we send the meter in to be tested it would cost \$200.00 and if it was OK I would have to pay for it. I do not know why you fix the problem and it shows that the problem was so clear to see that you guys can not fix the billing problem and the meter problem for all the things I have been billed for. Please check into this problem.

Address 418 Bechtold Dr
270828 1002 Oatfield NW, 51577 - Ralph Orbeck

NAME SERVICE ADDRESS

RALPH ORBECK 622 PONDEROSA ST

7/14/2015 11:33 AM belindal CHANGED OUT TO NEW METER. GATE VALVE IS NOT CLOSING ALL THE WAY. LEE AND RON BOTH SAW THIS

11/18/2014 09:47 AM belindal I RECEIVED RALPH'S LATE NOTICE FOR 3RD QTR WATER READ BACK FROM POST OFFICE AS UNDELIVERABLE SO I CALLED HIM TO GET HIS NEW ADDRESS AND TOLD HIM THE AMOUNT DUE WAS 12.78 AND NEEDED TO BE PAID BY MONDAY 11/24 TO AVOID SHUT OFF AND A 70.00 CUTOFF FEE. HE COMPLAINED THAT THERE IS SOMETHING WRONG WITH THE METER AGAIN AND ASKED WHAT WOULD HAPPEN IF HE DIDN'T PAY BILL. I TOLD HIM WE WOULD CHARGE HIM AN ADD'L 70.00 AND SHUT OFF AT CURB AND IF THAT WASN'T PAID IT WOULD GO ON HIS TAXES.

7/17/2014 08:19 AM belindal 2ND QTR 2014 RALPH WAS VERY UPSET WITH HIS USE. 1ST QTR HE HAD A LOT OF USE. I ASKED HIM IF HE WAS RUNNING WATER TO PREVENT FREEZING PIPES AS WE HAD SUGGESTED AND HE SAID ABSOLUTELY NOT. RON MET HIS NEIGHBOR THERE AND THE VALVE WAS LEAKING. HE DOES NOT BELIEVE RON THAT THE VALVE IS LEAKING AND IS VERY UPSET. RON WENT BACK OVER THERE IN JULY 14 AND CONFIRMED THAT THE VALVE IS STILL LEAKING AND CANNOT BE SHUT OFF COMPLETELY AS WELL AS A SINK IN THE BASEMENT BATHROOM. NEIGHBOR VERIFIED. RENEE, RON AND I CALLED RALPH AND AGAIN TOLD HIM. HE STILL DOESN'T BELIEVE IT BUT AGREED TO SIGN AND SHUT OFF FORM AND SEND 35.00 TO HAVE SHUT OFF AT CURB. 7/17/14 I EMAILED HIM THE FORM TO SIGN AND SEND BACK.

11/14/2013 04:20 PM belindal \$71.34 CERTIFIED TO TAXES IN 2013 FOR REFUSE.

4/18/2013 04:27 PM belindal CALLED RALPH AND HE TOLD ME TO MAIL BILLS TO THE WI ADDRESS. HE WILL KEEP WATER ON AT THIS TIME AND WILL SEND A PMT FOR APPROX A YEARS WORTH OF WATER BILL

3/29/2013 02:16 PM belindal EMPTY, MAIL RETURNED AS UNDELIVERABLE

3/15/2010 belindal DAWN'S HOME PHONE: 320-243-4578, CELL: 320-980-0104

3/09/2010 belindal On 2/22/10 this acct was on the cutoff list. Guys went to shut off and Dawn came out. She came down and didn't realize it hadn't been paid. She lives here and Ralph (husband) lives in WI. He normally pays the bills. She said she doesn't get the bills. We charged 70.00 for shut off. She didn't have enough money so she signed a pmt agreement and pd 10.00 on acct. Total with shut off fee is 106.58 of which 10.00 was pd. Ralph called and yelled at Chris for shutting off water. I then took the call and he wouldn't quit talking to listen to me. He felt we should call him if he is late on his bill. I explained that normally we have 150 lates or more and I can't possibly call everyone. He didn't care about anyone else but felt he should be called. I told him I couldn't remove the 70.00 fee without council action and he could either come meet with the council or send a letter. He said he never received the bill or either late notice but later admitted he did get the bill and a late notice but only recently. They go to the Pville address and wife gets them to him. He said he did a bank check on Feb. 17th and I told him that they physically cut a check and mail it to us and he should allow at least 7 days for us to get it. We received that check on Feb. 23rd for 45.00. Renee called his bank and was told they need to allow at least 7 days. I also told him that his wife signed a pmt agreement to pay the rest (51.58) after her 10.00 pmt and his 45.00 pmt and they had until 3/8/10 at 1:00 pm to pay that. Renee also received a couple phone calls from him in which he stated he never received the bill although he told me he received both the bill and late notice. On 3/8/10 it had not been paid. Renee tried calling his office and was told he was not in. She then tried to find a phone # for Dawn on the internet and it came up as unlisted. The guys could not get the water off until 3/9/10 at about 9:30 am. At this point water is off and I have not heard from anyone.

49

Account Number - 01-079200-00 ORBECK, RALPH Service Address: 622 PONDEROSA ST

Date	Packet	Type	Receipt #	Reference	Debits	Credits	Balance
02/26/2016	004780	Bill		12/31- 2/22 FINAL	24.74		189.23
02/22/2016	004776	Adjustment		METER TEST CHG	45.39		164.49
02/22/2016	004775	Adjustment		CUTOFF FEE	70.00		119.10
02/02/2016	004752	Late Charge			4.10		49.10
12/31/2015	004719	Bill		9/30-12/31 02/01	45.00		45.00
10/19/2015	004637	Payment	42601	2398361170		45.01	0.00
10/19/2015	000000	Memo	42601	Ex CUT-PMT 45.01CR			45.01
10/01/2015	004621	Bill		6/30- 9/30 11/02	45.00		45.01
08/17/2015	004578	Payment	41882	2392361318		62.05	0.01
08/07/2015	004567	Adjustment		SEWER ADJUSTMENT		5.13	62.06
08/04/2015	004554	Late Charge			5.16		67.19
07/02/2015	004518	Bill		3/31- 6/30 08/03	62.03		62.03
04/17/2015	004454	Payment	39855	2380823767		55.12	0.00
03/31/2015	004431	Bill		12/29- 3/31 05/01	55.12		55.12
01/15/2015	004384	Payment	38474	2371902106		69.29	0.00
12/31/2014	004344	Bill		9/30-12/29 02/02	56.51		69.29
11/04/2014	004290	Late Charge			1.09		12.78
10/01/2014	004248	Adjustment		APPLY CREDITS			11.69
10/01/2014	004248	Bill		6/30- 9/30 11/03	47.77		11.69
07/28/2014	004187	Payment	35951	2355222282		50.00	36.08CR
07/02/2014	004142	Adjustment		APPLY CREDITS			13.92
07/02/2014	004142	Bill		3/31- 6/30 08/04	68.18		13.92
04/29/2014	004069	Payment	34454	2348384539		100.00	54.26CR
04/29/2014	004065	Adjustment		WATER ADJUSTMENT		26.50	45.74
04/11/2014	004029	Adjustment		APPLY CREDITS			72.24
04/11/2014	004029	Bill		12/31- 3/31 05/12	131.78		72.24
12/31/2013	003954	Adjustment		APPLY CREDITS			59.54CR
12/31/2013	003954	Bill		9/30-12/31 02/03	50.97		59.54CR
11/01/2013	003894	Payment	32057	2328022382		100.00	110.51CR
10/02/2013	003851	Adjustment		APPLY CREDITS			10.51CR
10/02/2013	003851	Bill		6/30- 9/30 11/04	43.00		10.51CR
07/09/2013	003716	Adjustment		APPLY CREDITS			53.51CR
07/09/2013	003716	Bill		3/31- 6/30 08/08	49.36		53.51CR
05/03/2013	003650	Payment	29386	2307313432		100.00	102.87CR
04/02/2013	003611	Adjustment		APPLY CREDITS			2.87CR
04/02/2013	003611	Bill		12/31- 3/31 05/02	43.00		2.87CR
01/08/2013	003534	Adjustment		APPLY CREDITS			45.87CR
01/08/2013	003534	Bill		9/30-12/31 02/08	43.00		45.87CR
10/15/2012	003458	Payment	26301	2284246100		100.00	88.87CR
09/27/2012	003427	Adjustment		APPLY CREDITS			11.13
09/27/2012	003427	Bill		6/29- 9/30 11/01	43.00		11.13
07/08/2012	003340	Adjustment		APPLY CREDITS			31.87CR
07/08/2012	003340	Bill		3/31- 6/29 08/08	49.36		31.87CR
04/03/2012	003251	Adjustment		APPLY CREDITS			81.23CR
04/03/2012	003251	Bill		12/21- 3/31 05/07	43.00		81.23CR
01/27/2012	003192	Payment	22371	2253177468		100.00	124.23CR
12/30/2011	003155	Adjustment		APPLY CREDITS			24.23CR
12/30/2011	003155	Bill		9/22-12/21 02/01	40.04		24.23CR
10/17/2011	003081	Payment	20782	2241470771		100.00	64.27CR
09/30/2011	003061	Adjustment		APPLY CREDITS			35.73
09/30/2011	003061	Bill		6/24- 9/22 11/01	40.04		35.73
07/15/2011	002983	Payment	19261	2230783506		50.00	4.31CR
07/08/2011	002967	Adjustment		APPLY CREDITS			45.69
07/08/2011	002967	Bill		3/26- 6/24 08/08	50.14		45.69
04/05/2011	002857	Adjustment		APPLY CREDITS			4.45CR
04/05/2011	002857	Bill		12/26- 3/26 05/05	42.15		4.45CR
01/10/2011	002787	Payment	16114	2209379011		40.00	46.60CR
01/05/2011	002782	Adjustment		APPLY CREDITS			6.60CR

Account Number - 01-079200-00 ORBECK, RALPH Service Address: 622 PONDEROSA ST

Date	Packet	Type	Receipt #	Reference	Debits	Credits	Balance
01/05/2011	002782	Bill		9/27-12/26 02/07	38.77		6.60CR
10/20/2010	002708	Payment	15222	2200374184		50.00	45.37CR
09/30/2010	002687	Adjustment		APPLY CREDITS			4.63
09/30/2010	002687	Bill		6/29- 9/27 11/01	38.12		4.63
07/06/2010	002598	Adjustment		APPLY CREDITS			33.49CR
07/06/2010	002598	Bill		3/31- 6/29 08/06	46.87		33.49CR
04/21/2010	002528	Payment	12244	2181051043		80.00	80.36CR
04/08/2010	002508	Adjustment		WATER OFF CHARGE		35.00	0.36CR
04/01/2010	002497	Adjustment		APPLY CREDITS			34.64
04/01/2010	002497	Bill		12/31- 3/31 05/03	74.64		34.64
03/19/2010	002491	Payment	11462	2177483337		40.00	40.00CR
03/10/2010	002484	Payment	11397			51.58	0.00
02/23/2010	002467	Payment	11319	2174633415		45.00	51.58
02/22/2010	002466	Payment	11305			10.00	96.58
02/22/2010	002464	Cutoff		Disconnect Fee	70.00		106.58
02/02/2010	002442	Late Charge			3.16		36.58

51

Account Number - 01-079200-00 ORBECK, RALPH Service Address: 622 PONDEROSA ST

Service: 100 R11 WA -RESIDENTIAL Meter: 78351664

Month	Date	Read		Total Consumption	Demand		Reading		Occupant
		Previous	Current		Read	Consumption	Flag	Source	
Year 2016 Total 1									
Mar	02/22/2016	0	0	0			Regular	Service Order	00
Year 2015 Total 4									
Dec	12/29/2015	0	0	0			Regular	Hand Held	00
Sep	09/30/2015	0	0	550			Regular	Hand Held	00
Jun	08/30/2015	670700	674700	4000			Regular	Meter Reading Input	00
Mar	03/31/2015	666900	670700	3800			Regular	Meter Reading Input	00
Year 2014 Total 4									
Dec	12/29/2014	662400	666900	4500			Regular	Meter Reading Input	00
Sep	09/30/2014	658600	662400	3800			Regular	Meter Reading Input	00
Jun	06/30/2014	649500	658600	9100			Regular	Meter Reading Input	00
Mar	03/31/2014	614000	649500	35500			Regular	Meter Reading Input	00
Year 2013 Total 4									
Dec	12/31/2013	608800	614000	5100			Regular	Meter Reading Input	00
Sep	09/30/2013	608800	608900	100			Regular	Meter Reading Input	00
Jun	06/29/2013	608700	608800	100			Regular	Meter Reading Input	00
Mar	03/31/2013	608700	608700	0			Regular	Meter Reading Input	00
Year 2012 Total 4									
Dec	12/31/2012	608200	608700	500			Regular	Meter Reading Input	00
Sep	09/30/2012	606300	608200	1900			Regular	Meter Reading Input	00
Jun	06/29/2012	606000	606300	300			Regular	Meter Reading Input	00
Mar	03/20/2012	605700	606000	300			Regular	Meter Reading Input	00
Year 2011 Total 4									
Dec	12/21/2011	605100	605700	600			Regular	Meter Reading Input	00
Sep	09/21/2011	603200	605100	1900			Regular	Meter Reading Input	00
Jun	06/29/2011	599600	603200	3600			Regular	Meter Reading Input	00
Mar	03/22/2011	596700	599600	2900			Regular	Meter Reading Input	00
Year 2010 Total 4									
Dec	12/21/2010	593800	596700	2900			Regular	Meter Reading Input	00
Sep	09/22/2010	591200	593800	2600			Regular	Meter Reading Input	00
Jun	06/29/2010	587500	591200	3700			Regular	Meter Reading Input	00
Mar	03/17/2010	584200	587500	3300			Regular	Meter Reading Input	00
				Avg 3642					

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: Old Business

Originating Department: Administration

Item Number: VII – A

ITEM DESCRIPTION: 2016 Street CIP

Prepared by: Staff

COMMENTS:

Chuck DeWolf and Ron Mergen will give a verbal report. Please review the attached 2016 Capital Improvement Plan Update. The Public Works Committee has reviewed this and recommends approval.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the 2016 Street CIP.

2016 CAPITAL IMPROVEMENT PLAN UPDATE CITY OF PAYNESVILLE

January 5, 2016
PROJECT BREAKDOWN

YEAR	STREET	DATE OF LAST IMPROVEMENT	LENGTH	COST PER FOOT	ESTIMATED AMOUNT
2016	LAKE AVE - REALIGNMENT FROM WASHBURNE AVE RR XING TO CROW RIVER BRIDGE	1993, 1985	940		\$499,600.00
	MINNIE STREET - LAKE AVE. TO INDUSTRIAL LOOP W.	1991	1620		\$719,900.00
	NORTH REGIONAL STORM WATER TREATMENT IMPROVEMENTS				\$272,580.00
	MAIN STREET - HWY 23 TO HWY 55	1995	480	\$52.34	\$25,124.41
	FIRST STREET - ALLDON PARK DRIVE TO LAKE AVENUE (WMN FROM STEARNS TO WASHBURNE BUILT IN 1971)	1985	1470	\$52.34	\$76,943.50
	STEARNS AVENUE - FIRST STREET TO HOFFMAN STREET (BUSINESS 23)	1994	2290	\$52.34	\$119,864.37
	MILL STREET - MAPLE STREET TO STEARNS AVENUE	1984	1260	\$52.34	\$65,951.57
	MILL STREET - STEARNS AVENUE TO LAKE AVENUE	2000	1270	\$68.50	\$87,000.00
	TOTAL				\$1,866,943.85
	2017	* LAKE AVE - CROW RIVER BRIDGE TO HWY 23 BYPASS		1640	
DIEKMANN DRIVE		1993, 1996	1960	\$53.91	\$105,669.07
MAIN STREET - HWY 23 BYPASS TO BRIDGE STREET (BUSINESS 23)		1996	1040	\$53.91	\$56,069.30
MINNESOTA STREET - HWY 55 TO STEARNS AVENUE		1996	2840	\$53.91	\$153,112.33
GENESSEE STREET - MILL STREET TO WENDELL STREET		1994	450	\$53.91	\$24,260.76
OAK PARK AVENUE - CROW RIVER TO RIVER STREET (BUSINESS 23)		1994	630	\$53.91	\$33,985.06
WENDELL STREET - RIVER STREET (BUSINESS 23) TO STEARNS AVENUE		1998	920	\$53.91	\$49,599.77
HUDSON STREET - WENDELL STREET TO HOFFMAN STREET (BUSINESS 23)		1998	320	\$53.91	\$17,252.09
STEARNS AVENUE - HOFFMAN STREET (BUSINESS 23) TO JAMES STREET		1998	320	\$53.91	\$17,252.09
AUGUSTA AVENUE - MILL STREET TO HOFFMAN STREET (BUSINESS 23)		1998	730	\$53.91	\$39,356.34
MAIN STREET - STEARNS AVENUE TO LAKE AVENUE		1998	1290	\$53.91	\$69,547.50
WASHBURNE AVENUE - FIRST STREET TO MILL STREET		1998	1470	\$53.91	\$79,251.81
TOTAL					\$1,422,136.13
2019	BURR STREET - HWY 55 TO SPRUCE STREET	1974, 1979	1260	\$539.86	\$680,221.24
	CIRCLE PINES COURT - EAST OF BURR STREET	1974	390	\$539.86	\$210,544.87
	PONDEROSA STREET - BURR STREET TO MAPLE STREET	1974	640	\$539.86	\$345,509.20
	MAPLE STREET - HWY 55 TO SPRUCE STREET	1974, 1979	900	\$539.86	\$485,872.32
	* SERVICE ROAD - BURR STREET TO THE EAST	1991	475	\$368.55	\$175,063.34
	* HUDSON STREET - SECOND STREET TO HUDSON DRIVE	1984	950	\$539.86	\$512,865.22
	* BELMONT STREET - BUSINESS 23 TO ONE BLOCK NORTH	VERIFY	440	\$539.86	\$237,537.58
TOTAL				\$2,647,613.58	
2021	STEARNS AVENUE - TH 55 TO 1ST STREET W	1987	580	\$572.74	\$332,186.58
	MORNINGSIDE AVENUE - SOUTH OF SOUTH STREET	1991	670	\$121.87	\$81,653.02
	WASHBURNE DRIVE	1995	570	\$572.74	\$326,459.23
	BURR STREET - SPRUCE STREET TO SOUTH OF ELM STREET	1979, 1992	990	\$121.87	\$120,651.48
	ELM STREET - BURR STREET TO MAPLE STREET	1992	640	\$121.87	\$77,996.92
	EVERGREEN COURT	1992	420	\$121.87	\$51,185.48
	SPRUCE STREET - BURR STREET TO MAPLE STREET	1979	640	\$121.87	\$77,996.92
	SPRUCE STREET - MAPLE STREET TO COAKLEY STREET	1976, 1991	700	\$121.87	\$85,309.13
	SPRUCE STREET - COAKLEY STREET TO STEARNS AVENUE	1991	910	\$121.87	\$110,901.87
	MAPLE STREET - SPRUCE STREET TO SOUTH OF EVERGREEN COURT	1976, 1979, 1991	1000	\$121.87	\$121,870.19
	FLANDERS DRIVE	1976	330	\$121.87	\$40,217.16
	WASHBURNE AVENUE - WASHBURNE DRIVE TO FIRST STREET	1995	790	\$60.68	\$47,936.67
	SPRUCE STREET - STEARNS AVENUE TO C.R. 181	2000	1250	\$60.68	\$75,849.15
	STEARNS AVENUE - SOUTH OF SPRUCE STREET	2000	380	\$60.68	\$23,058.14
	CARROLL COURT	2000	200	\$60.68	\$12,135.86
	KORONIS AVENUE - MAIN STREET TO MILL STREET	2000	770	\$60.68	\$46,723.08
	JAMES STREET - LAKE AVENUE TO GARFIELD AVENUE	2000	720	\$60.68	\$43,689.11
POMEROY AVENUE - HOFFMAN STREET (BUSINESS 23) TO RAILROAD STREET	2000	680	\$60.68	\$41,261.94	
GARFIELD AVENUE - HOFFMAN STREET (BUSINESS 23) TO RAILROAD STREET	2000	650	\$60.68	\$39,441.56	
TOTAL				\$1,756,523.51	
2023	RIVER STREET - HOFFMAN STREET (BUSINESS 23) TO RAILROAD STREET	1991	1020	\$394.88	\$402,777.09
	RAILROAD STREET - RIVER STREET TO WASHBURNE AVENUE	1991, 2000	620	\$394.88	\$244,825.29
	JAMES STREET - RIVER STREET TO LAKE AVENUE	1991	1360	\$394.88	\$537,036.12
	AUGUSTA AVENUE - HOFFMAN STREET (BUSINESS 23) TO RAILROAD STREET	1991, 2000	700	\$394.88	\$276,415.65
	WASHBURNE AVENUE - HOFFMAN STREET (BUSINESS 23) TO RR XING	1991, 1993	1300	\$394.88	\$513,343.35
	LAKE AVENUE - HOFFMAN STREET (BUSINESS 23) TO JAMES STREET	1994	370	\$394.88	\$146,105.42
TOTAL				\$2,120,502.92	

54

2016 CAPITAL IMPROVEMENT PLAN UPDATE

CITY OF PAYNESVILLE

January 5, 2016
PROJECT BREAKDOWN

YEAR	STREET	DATE OF LAST IMPROVEMENT	LENGTH	COST PER FOOT	ESTIMATED AMOUNT	
2025	SOUTH STREET - 160' EAST OF MORNINGSIDE AVENUE TO MAYWOOD AVENUE	2002	320	\$137.17	\$43,893.11	
	MAYWOOD AVENUE - SOUTH STREET TO HOFFMAN STREET (BUSINESS 23)	2002	660	\$137.17	\$90,529.54	
	MEADOWVIEW COURT	2004	180	\$137.17	\$24,889.87	
	SUNRISE AVENUE - SOUTH OF C.R. 34	2004	330	\$137.17	\$45,284.77	
	COAKLEY STREET	2004	940	\$137.17	\$128,938.01	
	RAILROAD STREET - WASHBURNE AVENUE TO GARFIELD AVENUE	2004	1130	\$137.17	\$154,997.54	
	LAKE AVENUE - JAMES STREET TO RAILROAD STREET	2004	320	\$137.17	\$43,893.11	
	BELMONT DRIVE - MAPLE STREET TO BELMONT AVENUE	2004	380	\$137.17	\$49,379.75	
	BELMONT STREET - BELMONT DRIVE TO WENDELL STREET	2004	1340	\$137.17	\$183,802.40	
	HUDSON STREET - HUDSON DRIVE TO WENDELL STREET	2004	1200	\$137.17	\$164,599.16	
	TH 55 SERVICE ROAD - SOUTH SIDE HWY 55, WEST OF STEARNS AVENUE	2004	550	\$137.17	\$75,441.28	
	MAYWOOD AVENUE - SOUTH OF SOUTH STREET (AMPE 4TH)	2005	650	\$137.17	\$89,157.88	
	MINNIE STREET - INDUSTRIAL LOOP W TO INDUSTRIAL LOOP EAST	1979	840	\$137.17	\$115,219.41	
	INDUSTRIAL LOOP W - MINNIE STREET TO INDUSTRIAL LOOP E	1979	1540	\$137.17	\$211,235.59	
	INDUSTRIAL LOOP E - MINNIE STREET TO INDUSTRIAL LOOP W	1979	1500	\$137.17	\$205,748.95	
	AMPE DRIVE - HOFFMAN STREET (BUSINESS 23) TO DEAD END	1979	1040	\$137.17	\$142,852.61	
	CLAIRE AVENUE - HOFFMAN STREET (BUSINESS 23) TO AMPE DRIVE	1979	310	\$137.17	\$42,521.45	
	TOTAL					\$1,811,962.44
	2027	SOUTH STREET - MAYWOOD AVENUE TO CITY LIMITS	2006	1300	\$72.45	\$94,190.57
		KIRA LANE - SOUTH STREET TO CITY LIMITS	2006	1060	\$72.45	\$76,801.54
KIRA COURT		2006	450	\$72.45	\$32,604.43	
WASHBURNE AVENUE - MILL STREET TO HOFFMAN STREET (BUSINESS 23)		2006	660	\$72.45	\$47,810.83	
KORONIS AVENUE - MILL STREET TO HOFFMAN STREET (BUSINESS 23)		2006	600	\$72.45	\$43,472.57	
SOUTH STREET - LAKE AVENUE TO 160' EAST OF MORNINGSIDE AVENUE		2006	1440	\$72.45	\$104,384.17	
POMEROY AVENUE - SOUTH STREET TO HOFFMAN STREET (BUSINESS 23)		2006	840	\$72.45	\$60,870.74	
CENTRAL AVENUE - RIVER STREET (BUSINESS 23) TO CROW RIVER		2006	540	\$72.45	\$39,125.31	
MAIN STREET - HWY 55 TO MAPLE STREET		2008	1180	\$72.45	\$85,220.60	
MAPLE STREET - BELMONT DRIVE TO HWY 55		2008	470	\$72.45	\$34,053.51	
AUGUSTA AVENUE - 1ST STREET TO MAIN STREET		2008	820	\$72.45	\$59,421.66	
KORONIS AVENUE - WASHBURNE DRIVE TO MAIN STREET		2008	1710	\$72.45	\$123,866.83	
KORONIS COURT		2008	910	\$72.45	\$65,933.40	
2ND STREET - KORONIS AVENUE TO LAKE AVENUE		2008	140	\$72.45	\$10,143.60	
AMBULANCE ROAD AND PARKING LOT		2008	780	\$72.45	\$56,538.99	
CEDAR STREET - MINNESOTA STREET TO MILL STREET (BUSINESS 23)		2010	350	\$72.45	\$25,358.00	
PINE STREET - MAIN STREET TO MILL STREET (BUSINESS 23)		2010	700	\$72.45	\$50,718.00	
BURR STREET - HWY 55 TO NATURE PARK		2010	1460	\$72.45	\$105,783.28	
RICHMOND STREET - MINNESOTA STREET TO MILL STREET (BUSINESS 23)		2010	350	\$72.45	\$25,359.00	
SUNRISE AVENUE - SOUTH STREET TO 670' SOUTH		2010	670	\$72.45	\$48,544.37	
MINNIE STREET - INDUSTRIAL LOOP EAST TO BUSINESS 23		2010	1170	\$72.45	\$84,771.51	
* MAPLE STREET - BELMONT DRIVE TO MILL STREET (SAN & WMN NOT REPLACED IN 1995)		1995	1000	\$683.88	\$683,876.13	
TOTAL						\$1,931,538.93

55

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: Old Business

Originating Department: Administration

Item Number: VII – B

ITEM DESCRIPTION: 2014 Street Improvement Project – Transfer of Funds

Prepared by: Belinda Ludwig, Finance Specialist

COMMENTS:

There is a negative balance in Fund 521, 2014 Street Construction. Staff is requesting a permanent transfer of \$31,147.49 plus un-accrued interest from January and February 2016 from Fund 120 Street Capital Improvement to Fund 521, 2014 Street Construction for the expense of the alley from Augusta Ave. to River St.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to transfer \$31,147.49 plus un-accrued interest from January and February 2016 from Fund 120 Street Capital Improvement to Fund 521, 2014 Street Construction to cover the expense of the alley from Augusta Ave. to River St.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: Old Business

Originating Department: Administration

Item Number: VII – C

ITEM DESCRIPTION: 2016 Street improvement Project – Transfer of Funds

Prepared by: Belinda

COMMENTS:

Ron Mergen is requesting a permanent transfer of \$50,000 from 113 Water Capital Improvement Fund and \$50,000 from 118 Sewer Capital Improvement Fund for a total of \$100,000 to 518, 2016 Street Construction Fund. This will allow for a buy down of the bond by \$145,000.00.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to make a permanent transfer of \$50,000 from 113 Water Capital Improvement Fund and \$50,000 from 118 Sewer Capital Improvement Fund for a total of \$100,000 to 518, 2016 Street Construction Fund.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: March 28, 2016

Agenda Section: Old Business

Originating Department: Administration

Item Number: VII – D

ITEM DESCRIPTION: MPCA – Water Treatment Project Grant – Transfer of Funds

Prepared by: Belinda

COMMENTS:

There will soon be expenditures for the VOC Water Treatment System Construction Fund causing a negative balance. Staff is requesting a loan of \$50,000 from 113 Water Capital Improvement Fund to 526, VOC Water Treatment System Fund to cover the negative balance. This will be paid back when the City receives MPCA Water Treatment Grant money.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to loan \$50,000 from 113 Water Capital Improvement Fund to 526, VOC Water Treatment System Fund until the City receives grant money from the MPCA Water Treatment Grant.

INFORMATIONAL

Consolidated Z Report

For batches closed between 2/1/2016 and 3/1/2016

Number of Registers 2
Number of Batches 62

All Regs Closed? TRUE
EDC Closed? TRUE

*Entire
Month
Feb 201*

Cash In

Opening Total	\$40,000.00
Sales	\$84,346.65
Neg. Transactions	(\$529.61)
Tax	\$7,410.50
Shipping	\$0.00
Debit Surcharge	\$0.00
Cash Back Fee	\$0.00
Paid on Layaway	\$0.00
Paid to Account	\$0.00
Deposit Made	\$0.00
Total	\$131,227.54

Misc.

Total Sales	\$83,817.04	
Total Tended	\$105,942.74	
Total Change	(\$14,715.20)	
Over / Short	(\$2.12)	(0.0025%)
Cost of Goods	\$65,529.33	77.80 %
Profit	\$18,287.71	22.20 %
Commission	\$0.00	
Discounts	\$3,170.83	3.65 %
Discount Quantity	1282	15.76 %
Product Count	8132	
Not Scanned	0	0.00 %
Transaction Count	4168	
Avg. Transaction	\$20.21	
Largest Transaction	\$199.97	
No Sales	167	4.01 %
Cancel Transaction	25	0.60 %
Item Corrections	66	0.81 %
Returns (6)	\$105.95	0.13 %
Post Voids (8)	\$188.87	0.22 %
Neg. Dollar Items	(\$551.00)	0.65 %
Manual Inventory Adjustments	\$90.78	
Unique Customers	0	
Trans w/ Customer	0	0.00 %

Department Sales

Department Name	Cost	Sales	% of Sales
Beer	\$32,121.38	\$40,876.57	48.77 %
Club	\$0.00	\$379.00	0.45 %
Deposits	\$0.00	\$0.00	0.00 %
Energy Drinks	\$75.01	\$113.94	0.14 %
Gift Card Sales	\$0.00	\$10.00	0.01 %
Ice and Water	\$66.11	\$127.30	0.15 %
Liquor	\$17,780.12	\$23,275.10	27.77 %
Lott Scr Payout	\$0.00	(\$512.00)	-0.61 %
Lottery Scratch Tickets	\$747.50	\$791.00	0.94 %
Misc	\$1,278.17	\$1,695.08	2.02 %
Online Lotto	\$398.79	\$422.00	0.50 %
Online Lotto Payout	(\$37.05)	(\$39.00)	-0.05 %
Pop	\$331.01	\$445.29	0.53 %
Tobacco	\$4,950.43	\$5,561.30	6.64 %
Wine	\$7,817.86	\$10,671.46	12.73 %

Cash Out

Paid Out	\$0.00
Dropped	\$0.00
Layaway Closed	\$0.00
Paid on Account	\$0.00
Deposit Redeemed	\$0.00
Closing Total	\$131,225.42
Total	\$131,225.42

Tender Information

Tender Type	Open	Shift	Close	Over/Short
Cash	\$40,000.00	\$36,599.30	\$76,593.18	(\$6.12)
Check	\$0.00	\$3,874.81	\$3,878.81	\$4.00
Credit Cards	\$0.00	\$50,663.93	\$50,663.93	\$0.00
Gift Cards	\$0.00	\$50.69	\$50.69	\$0.00
Offline Credit Card	\$0.00	\$38.81	\$38.81	\$0.00
Totals	\$40,000.00	\$91,227.54	\$131,225.42	(\$2.12)

Credit Card Detail

Card Name	Count	Amount
Total		

59

Discounts By Reason Code

Tax Collected

<u>Reason code</u>	<u>Qty</u>	<u>Total</u>	<u>% Sales</u>	<u>Tax Name</u>	<u>Amount</u>
15% Coupon	13	\$41.64	0.05 %	MN Liquor Tax	\$7,028.09
15% Discount Craft Beer	6	\$12.90	0.02 %	MN Sales Tax	\$382.41
Coded Beer	31	\$221.50	0.26 %	Total	\$7,410.50
Daily's 4 pk Disc	16	\$4.52	0.01 %		
Discontinued Item	90	\$607.50	0.72 %		
Quantity Discount	255	\$582.74	0.69 %		
Quantity Discounts	19	\$32.05	0.04 %		
Rex Goliath Discount	27	\$49.87	0.06 %		
Sale Price	417	\$984.00	1.17 %		
Senior Wednesday Discount	51	\$74.50	0.09 %		
Wine Bags 4 Bottles	28	\$22.20	0.03 %		
Wine Club	92	\$171.10	0.20 %		
Wine sale	60	\$133.19	0.16 %		
Wine Tuesday Discount	177	\$233.12	0.28 %		
Total	1282	\$3,170.83			

Payout & Drop Detail

Taxable Sales

<u>Cashier</u>	<u>Payment To</u>	<u>Comment</u>	<u>Amount</u>	<u>Date/Time</u>	<u>Description</u>	<u>Amount</u>
					MN Liquor Tax	\$74,961.93
					MN Sales Tax	\$5,560.22
					Non Taxable	\$3,294.89
					Tax Exempt	\$0.00

Return Detail

<u>Cashier</u>	<u>Product description</u>	<u>Qty</u>	<u>Sold price</u>	<u>T #</u>	<u>Reg #</u>	<u>Date/Time</u>
April Mathies	Malibu Coconut Rum 1.75Ltr	(1)	(\$22.99)	393117	1	02/13/2016 1:24:27 PM
April Mathies	Keg Deposit	(1)	(\$30.00)	393886	1	02/19/2016 4:16:39 PM
Ethan Brown	Angry Orchard Variety 12bt	(1)	(\$14.99)	392064	2	02/06/2016 3:27:21 PM
Josh Mergen	Keystone Light 24 pk cn	(1)	(\$14.99)	391661	2	02/04/2016 5:51:21 PM
Josh Mergen	Miller Lite 12 pk bt	(1)	(\$11.49)	392049	1	02/06/2016 3:10:20 PM
Josh Mergen	Miller Lite 12 pk bt	(1)	(\$11.49)	392051	1	02/06/2016 3:11:46 PM
Total		(6)	(\$105.95)			

Post Voids Detail

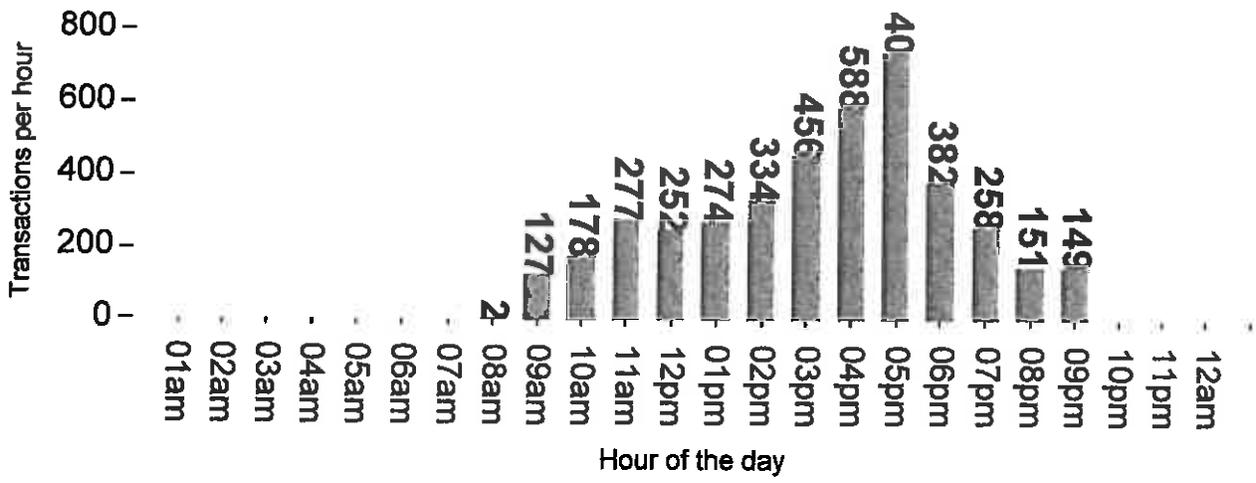
<u>Cashier</u>	<u>Product description</u>	<u>Qty</u>	<u>Sold price</u>	<u>T #</u>	<u>Reg #</u>	<u>Date/Time</u>
Ethan Brown	Shock Top 12pk Btls	(1)	(\$11.99)	391561	2	02/03/2016 7:03:09 PM
Ethan Brown	Leine Summer Shandy 6 pk bt	(1)	(\$8.99)	391561	2	02/03/2016 7:03:09 PM
Trevor Thompson	Franzia Chardonnay 5 Ltr	(1)	(\$18.99)	392662	2	02/10/2016 7:05:12 PM
Trevor Thompson	Windsor 1.75 Ltr	(1)	(\$18.99)	392662	2	02/10/2016 7:05:12 PM
Trevor Thompson	New Belg Folly Pack 12 pk bt	(1)	(\$15.99)	395186	2	02/27/2016 5:31:34 PM
Whitney Muetzel	Redd's Wicked Cherry 12pk can	(1)	(\$13.99)	394124	2	02/20/2016 3:56:38 PM
Whitney Muetzel	Coors Light 12 pk bt	(1)	(\$11.49)	394124	2	02/20/2016 3:56:38 PM
William Ludwig	Coors Light 12 pk cn	(1)	(\$11.49)	391371	2	02/02/2016 1:19:46 PM
William Ludwig	Jagermeister 750 ml	(1)	(\$17.99)	391371	2	02/02/2016 1:19:46 PM
William Ludwig	Red Bull 4 pack	(1)	(\$7.49)	391371	2	02/02/2016 1:19:46 PM
William Ludwig	Franzia White Gren 5 Ltr	(1)	(\$18.49)	392231	2	02/08/2016 10:52:01 AM
William Ludwig	Bud 16oz 24 pk	(1)	(\$21.99)	393697	2	02/18/2016 3:51:55 PM
William Ludwig	E&J Brandy 750 ml	(1)	(\$10.99)	394551	2	02/24/2016 4:00:52 PM
Total		(13)	(\$188.87)			

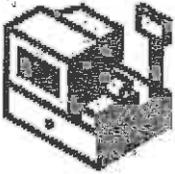
60

Negative Item Detail

<u>Cashier</u>	<u>Product description</u>	<u>Qty</u>	<u>Sold price</u>	<u>T #</u>	<u>Reg #</u>	<u>Date/Time</u>
_Ann Wendlandt	Online Lotto Payout	8.00	(\$8.00)	393487	2	02/16/2016 6:06:19 PM
_Ann Wendlandt	Scratch Off Payout	39.00	(\$39.00)	393487	2	02/16/2016 6:06:19 PM
_Ann Wendlandt	Scratch Off Payout	3.00	(\$3.00)	395122	1	02/27/2016 3:25:18 PM
_Ann Wendlandt	Scratch Off Payout	3.00	(\$3.00)	395150	1	02/27/2016 4:28:49 PM
_Ann Wendlandt	Scratch Off Payout	50.00	(\$50.00)	395214	1	02/27/2016 6:19:06 PM
_Ann Wendlandt	Scratch Off Payout	10.00	(\$10.00)	395238	1	02/27/2016 7:28:08 PM
April Mathies	Scratch Off Payout	7.00	(\$7.00)	391597	2	02/04/2016 1:02:03 PM
April Mathies	Scratch Off Payout	20.00	(\$20.00)	391618	2	02/04/2016 3:36:47 PM
April Mathies	Online Lotto Payout	4.00	(\$4.00)	394061	1	02/20/2016 12:44:08 PM
April Mathies	Online Lotto Payout	3.00	(\$3.00)	394630	2	02/25/2016 10:44:24 AM
Ethan Brown	Scratch Off Payout	5.00	(\$5.00)	391524	2	02/03/2016 5:06:31 PM
Ethan Brown	Scratch Off Payout	2.00	(\$2.00)	392061	2	02/06/2016 3:26:06 PM
Ethan Brown	Scratch Off Payout	25.00	(\$25.00)	392205	2	02/06/2016 9:20:21 PM
Ethan Brown	Scratch Off Payout	6.00	(\$6.00)	394154	1	02/20/2016 4:51:05 PM
Josh Mergen	Online Lotto Payout	3.00	(\$3.00)	391625	2	02/04/2016 4:07:28 PM
Josh Mergen	Scratch Off Payout	5.00	(\$5.00)	393845	2	02/19/2016 2:23:53 PM
Josh Mergen	Online Lotto Payout	6.00	(\$6.00)	394045	2	02/20/2016 11:54:05 AM
Josh Mergen	Scratch Off Payout	5.00	(\$5.00)	394053	2	02/20/2016 12:31:31 PM
Josh Mergen	Scratch Off Payout	50.00	(\$50.00)	394946	1	02/26/2016 7:26:29 PM
Trevor Thompson	Scratch Off Payout	14.00	(\$14.00)	393209	1	02/13/2016 5:10:58 PM
Whitney Muetzel	Scratch Off Payout	10.00	(\$10.00)	391955	2	02/06/2016 11:35:13 AM
Whitney Muetzel	Scratch Off Payout	2.00	(\$2.00)	394130	2	02/20/2016 4:01:16 PM
Whitney Muetzel	Scratch Off Payout	5.00	(\$5.00)	394132	2	02/20/2016 4:02:46 PM
William Ludwig	Online Lotto Payout	1.00	(\$1.00)	391265	2	02/01/2016 3:45:41 PM
William Ludwig	Scratch Off Payout	5.00	(\$5.00)	392852	2	02/12/2016 1:59:34 PM
William Ludwig	Scratch Off Payout	14.00	(\$14.00)	393534	2	02/17/2016 1:12:00 PM
William Ludwig	Scratch Off Payout	5.00	(\$5.00)	393577	2	02/17/2016 4:14:51 PM
William Ludwig	Online Lotto Payout	4.00	(\$4.00)	393699	2	02/18/2016 4:01:28 PM
William Ludwig	Scratch Off Payout	15.00	(\$15.00)	394373	2	02/23/2016 11:15:26 AM
William Ludwig	Scratch Off Payout	11.00	(\$11.00)	394386	2	02/23/2016 12:30:24 PM
William Ludwig	Scratch Off Payout	10.00	(\$10.00)	394429	2	02/23/2016 4:13:03 PM
William Ludwig	Scratch Off Payout	100.00	(\$100.00)	394446	2	02/23/2016 4:47:52 PM
William Ludwig	Scratch Off Payout	20.00	(\$20.00)	394470	2	02/23/2016 5:42:54 PM
William Ludwig	Scratch Off Payout	50.00	(\$50.00)	394571	2	02/24/2016 4:57:36 PM
William Ludwig	Scratch Off Payout	21.00	(\$21.00)	394771	2	02/26/2016 11:30:22 AM
William Ludwig	Online Lotto Payout	10.00	(\$10.00)	395289	2	02/29/2016 2:38:48 PM
Total		551.00	(\$551.00)			

61





Paynesville Municipal Liquor

Current Sales & Margins

Generated On 3/8/2016

Sold Between 1/1/2016 AND 2/29/2016) AND (Profit Margin > -90) AND (Profit < 600000) AND (NOT Department = Store Consumable)

Department	Description	Qty Sold	Total Sales	Profit	Profit Margin
Overall		17360.00	\$170,136.22	\$37,060.81	22.52%
Beer		6129.00	\$83,068.44	\$17,018.62	20.60%
Club		74.00	\$538.00	\$442.00	100.00%
Deposits		-1.00	(\$75.00)	\$0.00	0.00%
Energy Drinks		40.00	\$222.90	\$83.46	35.95%
Gift Card Sales		4.00	\$55.00	\$55.00	100.00%
Ice and Water		209.00	\$363.71	\$112.84	34.39%
Liquor		3394.00	\$46,952.98	\$11,024.44	26.00%
Lott Scr Payout		1281.00	(\$1,281.00)	(\$61.00)	100.00%
Lottery Scratch Tic...		461.00	\$1,715.00	\$81.51	5.50%
Misc		1012.00	\$3,731.97	\$936.65	22.78%
Online Lotto		1187.00	\$1,941.00	\$38.57	5.58%
Online Lotto Payout		188.00	(\$188.00)	(\$2.00)	5.00%
Pop		333.00	\$815.87	\$212.08	26.39%
Tobacco		1017.00	\$11,702.04	\$1,234.09	10.20%
Wine		2032.00	\$20,573.31	\$5,884.56	29.35%

Sales up

\$ 13,940

8.2%

Profit up

\$ 3321

8.9%



Paynesville Municipal Liquor

Current Sales & Margins

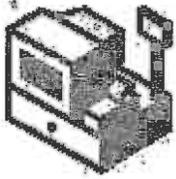
Generated On 3/8/2016

Sold Between 1/1/2015 AND 2/28/2015) AND (Profit Margin > -90) AND (Profit < 600000) AND (NOT Department = Store Consumable)

Department	Description	Qty Sold	Total Sales	Profit	Profit Margin
Overall		16736.00	\$156,196.45	\$33,739.02	23.47%
Beer		5864.00	\$76,274.80	\$14,757.72	20.85%
Club		105.00	\$585.00	\$545.00	100.00%
Deposits		-3.00	(\$160.00)	\$27.86	9.79%
Energy Drinks		17.00	\$68.33	\$24.30	36.31%
Gift Card Sales		1.00	\$20.00	\$20.00	100.00%
Ice and Water		156.00	\$261.96	\$133.79	52.46%
Liquor		3327.00	\$44,352.91	\$10,540.50	26.72%
Lott Scr Payout		1149.00	(\$1,149.00)	(\$63.00)	100.00%
Lottery Scratch Tic...		507.00	\$1,770.00	\$81.24	5.50%
Misc		946.00	\$3,297.24	\$730.06	21.39%
Online Lotto		900.00	\$1,223.00	\$28.05	5.50%
Online Lotto Payout		644.00	(\$644.00)	(\$1.35)	5.00%
Pop		392.00	\$983.98	\$256.25	27.42%
Tobacco		825.00	\$9,756.74	\$1,255.95	12.58%
Wine		1906.00	\$19,555.49	\$5,402.67	29.37%

Customer Count 2015 2016
 8341 8872 up 531
 Average Transaction \$ 20.23 20.57 up 34¢

63



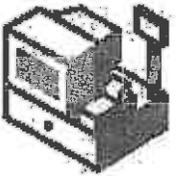
Paynesville Municipal Liquor

Current Sales & Margins

Generated On 3/9/2016

Sold Between 2/1/2016 AND 2/29/2016) AND (Profit Margin > -90) AND (Profit < 600000) AND (NOT Department = Store Consumable)

Department	Description	Qty Sold	Total Sale	Profit	Profit Margin
<input type="checkbox"/> Overall		8132.00	\$83,817.04	\$18,551.40	22.92%
<input checked="" type="checkbox"/> Beer		3011.00	\$40,876.57	\$8,692.04	21.10%
<input checked="" type="checkbox"/> Club		46.00	\$379.00	\$288.00	100.00%
<input checked="" type="checkbox"/> Deposits		0.00	\$0.00	\$0.00	0.00%
<input checked="" type="checkbox"/> Energy Drinks		16.00	\$113.94	\$42.47	33.12%
<input checked="" type="checkbox"/> Gift Card Sales		1.00	\$10.00	\$10.00	100.00%
<input checked="" type="checkbox"/> Ice and Water		62.00	\$127.30	\$62.86	49.58%
<input checked="" type="checkbox"/> Liquor		1664.00	\$23,275.10	\$5,540.90	26.37%
<input checked="" type="checkbox"/> Lott Scr Payout		512.00	(\$512.00)	(\$28.00)	100.00%
<input checked="" type="checkbox"/> Lottery Scratch Tic...		221.00	\$791.00	\$36.80	5.50%
<input checked="" type="checkbox"/> Misc		478.00	\$1,695.08	\$411.52	23.30%
<input checked="" type="checkbox"/> Online Lotto		323.00	\$422.00	\$8.86	5.50%
<input checked="" type="checkbox"/> Online Lotto Payout		39.00	(\$39.00)	(\$0.40)	5.00%
<input checked="" type="checkbox"/> Pop		171.00	\$445.29	\$117.28	26.24%
<input checked="" type="checkbox"/> Tobacco		483.00	\$5,561.30	\$599.55	10.18%
<input checked="" type="checkbox"/> Wine		1105.00	\$10,671.46	\$2,769.53	26.55%



Paynesville Municipal Liquor

Current Sales & Margins

Generated On 3/9/2016

Sold Between 2/1/2015 AND 2/28/2015) AND (Profit Margin > -90) AND (Profit < 600000) AND (NOT Department = Store Consumable)

Department	Description	Qty Sold	Total Sale	Profit	Profit Margin
<input type="checkbox"/> Overall		7778.00	\$72,300.07	\$15,782.18	23.95%
<input checked="" type="checkbox"/> Beer		2659.00	\$34,803.40	\$6,879.25	21.81%
<input checked="" type="checkbox"/> Club		42.00	\$232.00	\$227.00	100.00%
<input checked="" type="checkbox"/> Deposits		0.00	\$0.00	\$18.57	11.43%
<input checked="" type="checkbox"/> Energy Drinks		7.00	\$34.73	\$13.23	37.76%
<input checked="" type="checkbox"/> Gift Card Sales		1.00	\$20.00	\$20.00	100.00%
<input checked="" type="checkbox"/> Ice and Water		62.00	\$96.52	\$49.06	52.61%
<input checked="" type="checkbox"/> Liquor		1594.00	\$21,310.54	\$5,079.61	27.18%
<input checked="" type="checkbox"/> Lott Scr Payout		847.00	(\$847.00)	(\$30.00)	100.00%
<input checked="" type="checkbox"/> Lottery Scratch Tic...		232.00	\$767.00	\$35.04	5.50%
<input checked="" type="checkbox"/> Misc		430.00	\$1,560.64	\$358.54	21.69%
<input checked="" type="checkbox"/> Online Lotto		389.00	\$537.00	\$11.77	5.50%
<input checked="" type="checkbox"/> Online Lotto Payout		55.00	(\$55.00)	(\$0.80)	5.00%
<input checked="" type="checkbox"/> Pop		179.00	\$479.61	\$126.67	27.22%
<input checked="" type="checkbox"/> Tobacco		401.00	\$4,579.98	\$599.71	12.64%
<input checked="" type="checkbox"/> Wine		880.00	\$8,780.65	\$2,394.53	29.27%

64

2016 Liquor Store Events

Wine Club	Number of Customers	Bottles Sold	Tickets Sold	Food Misc. Expense	Bottles We Provided	Incode Balance	Product Sold	Product Profit	Net Profit
January	44	94	\$ 159.00	\$ 32.11	\$ 72.40	\$ 54.49	\$ 672.38	\$ 333.70	\$ 388.19
February	64	90	\$ 379.00	\$ 39.34	\$ 258.60	\$ 81.06	\$ 817.25	\$ 133.18	\$ 214.24
March						\$ -			\$ -
April						\$ -			\$ -
May						\$ -			\$ -
June						\$ -			\$ -
July						\$ -			\$ -
August						\$ -			\$ -
September						\$ -			\$ -
October						\$ -			\$ -
November						\$ -			\$ -
December						\$ -			\$ -
TOTAL	108	184	\$ 538.00	\$ 71.45	\$ 331.00	\$ 135.55	\$ 1,489.63	\$ 466.88	\$ 602.43
Ron & judy's						\$ -			\$ -
Jun Beer Camp						\$ -			\$ -
Oct Rum Night						\$ -			\$ -
						\$ -			\$ -
TOTAL	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	108	184	\$ 538.00	\$ 71.45	\$ 331.00	\$ 135.55	\$ 1,489.63	\$ 466.88	\$ 602.43

62

**WEST CENTRAL
SANITATION**

4089 ABBOTT DRIVE ■ P.O. BOX 796 ■ WILLMAR, MINNESOTA 56201 ■ (320) 235-7630 ■ FAX (320) 235-5715

March 16, 2016

Ms. Renee Eckerly
City of Paynesville
221 Washburne Avenue
Paynesville, MN 56362

Dear Renee:

This is the number of households on each of the separate garbage rates for the month of March.

35-gallon cart	once per month	55
35-gallon cart	every-other-week	113
35-gallon cart	once per week	282
64-gallon cart	once per week	219
95-gallon cart	once per week	69

Enclosed is payment of \$490.00 for surcharges and vacancies.

Sincerely,



Carol Williamson

Enclosure



We help keep America beautiful.
With *your* help.





Account Summary

Basic Securities Account
364-109931-089

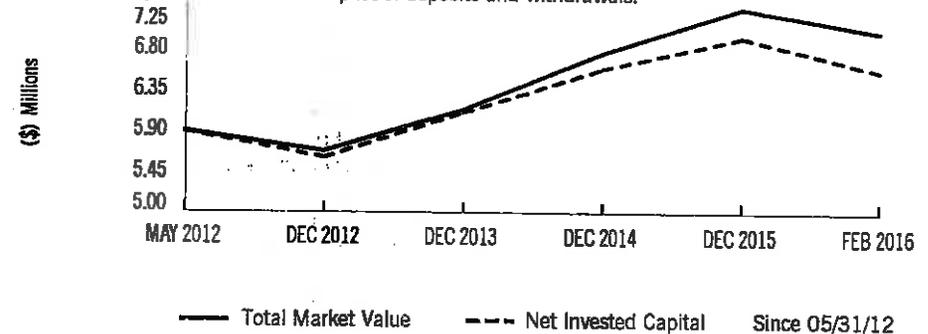
CITY OF PAYNESVILLE
ATTN: RENEE ECKERLY

CHANGE IN VALUE OF YOUR ACCOUNTS (includes accrued interest)

	This Period (2/1/16-2/29/16)	This Year (1/1/16-2/29/16)
TOTAL BEGINNING VALUE	\$7,265,101.20	\$7,208,697.48
Credits	2,419.72	2,419.72
Debits	(359,415.25)	(369,655.89)
Security Transfers	—	—
Net Credits/Debits/Transfers	\$(356,995.53)	\$(367,236.17)
Change in Value	41,843.27	108,487.63
TOTAL ENDING VALUE	\$6,949,948.94	\$6,949,948.94

CHANGE IN VALUE OVER TIME

The display of market value (total account value) and net invested capital (total amount invested minus total withdrawn), demonstrates the impact of deposits and withdrawals.

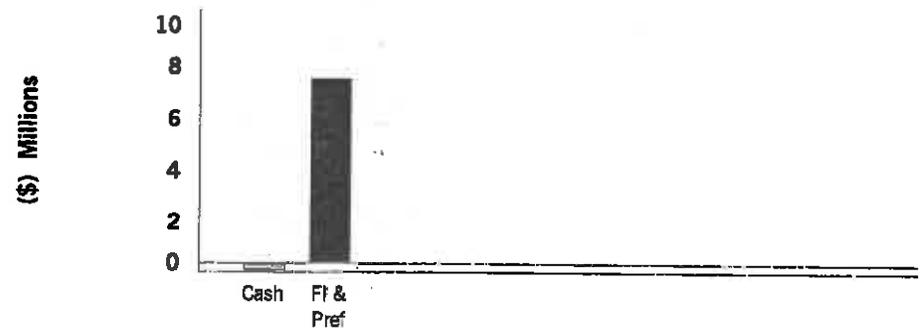


This graph does not reflect corrections to Net Invested Capital or Market Value made subsequent to the dates depicted. It may exclude transactions in Annuities or positions where we are not the custodian, which could delay the reporting of Market Value or affect the Net Invested Capital.

ASSET ALLOCATION (includes accrued interest)

	Market Value	Percentage
Cash	\$(242,011.35)	(3.48)
Fixed Income & Preferreds	7,191,960.29	103.48
TOTAL VALUE	\$6,949,948.94	100.00%

FDIC rules apply and Bank Deposits are eligible for FDIC insurance but are not covered by SIPC. Cash and securities (including MMFs) are eligible for SIPC coverage. See Expanded Disclosures. Values may include assets externally held, which are provided to you as a courtesy, and may not be covered by SIPC. For additional information, refer to the corresponding section of this statement.



This asset allocation represents holdings on a trade date basis, and projected settled Cash/ BDP and MMF balances. These classifications do not constitute a recommendation and may differ from the classification of instruments for regulatory or tax purposes.

63

Account Summary

Basic Securities Account
364-109931-089

CITY OF PAYNESVILLE
ATTN: RENEE ECKERLY

BALANCE SHEET (^ includes accrued interest)

	Last Period (as of 1/31/16)	This Period (as of 2/29/16)
Cash, BDP, MMFs	\$5,314.88	\$152,988.65
Government Securities ^	649,287.07	551,819.91
Certificates of Deposit ^	6,610,499.25	6,640,140.38
Net Unsettled Purchases/Sales	—	(395,000.00)
Total Assets	\$7,265,101.20	\$6,949,948.94
Total Liabilities (outstanding balance)	—	—
TOTAL VALUE	\$7,265,101.20	\$6,949,948.94

INCOME AND DISTRIBUTION SUMMARY

	This Period (2/1/16-2/29/16)	This Year (1/1/16-2/29/16)
Interest	\$9,669.30	\$25,224.82
Total Taxable Income And Distributions	\$9,669.30	\$25,224.82
Total Tax-Exempt Income	—	—
TOTAL INCOME AND DISTRIBUTIONS	\$9,669.30	\$25,224.82

Taxable and tax exempt income classifications are based on the characteristics of the underlying securities and not the taxable status of the account.

CASH FLOW

	This Period (2/1/16-2/29/16)	This Year (1/1/16-2/29/16)
OPENING CASH, BDP, MMFs	\$5,314.88	—
Purchases	(395,000.00)	(395,000.00)
Sales and Redemptions	495,000.00	495,000.00
Net Unsettled Purch/Sales	395,000.00	395,000.00
Income and Distributions	9,669.30	25,224.82
Total Investment Related Activity	\$504,669.30	\$520,224.82
Checks Deposited	2,419.72	2,419.72
Electronic Transfers-Debits	(359,415.25)	(369,655.89)
Total Cash Related Activity	\$(356,995.53)	\$(367,236.17)
CLOSING CASH, BDP, MMFs	\$152,988.65	\$152,988.65

GAIN/(LOSS) SUMMARY

	Realized This Period (2/1/16-2/29/16)	Realized This Year (1/1/16-2/29/16)	Unrealized Inception to Date (as of 2/29/16)
Short-Term Gain	—	—	\$10,623.20
Long-Term Gain	—	—	49,584.97
Long-Term (Loss)	—	—	(1,572.36)
Total Long-Term	—	—	\$48,012.61
TOTAL GAIN/(LOSS)	—	—	\$58,635.81

The Gain/(Loss) Summary, which may change due to basis adjustments, is provided for informational purposes and should not be used for tax preparation. Refer to Gain/(Loss) in the Expanded Disclosures.

6f

April 2016 City Meeting Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Planning – 6 pm	5 Budget – 4:45 pm Liquor – 6:15 pm	6 Cable – 6 pm	7 Park & Tree – Noon Environmental – 6 pm	8	9 Compost Site opens for the season 9 – 1 pm
10	11 Public Works – 5 pm Council – 6 pm	12	13	14	15	16
17	18 Safety – 4 pm	19 EDAP – 7 am	20 Compost Site Open 6 – 8 pm	21	22	23
24	25 Airport – 5 pm Council – 6 pm	26	27	28 Liquor Store Community Worth Splash Pad Fundraiser Event – 6:30 - 8:30 pm	29	30 Spring Clean Up & HHW Collection 8-11- am

69

May 2016 City Meeting Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Planning – 6 pm	3 Budget – 4:45 pm Liquor – 6:15 pm	4	5 Board of Appeal & Equalization – 6 pm	6	7
8 Mother's Day	9 Council – 6 pm	10	11	12	13	14
15	16 Planning – 6 pm	17 EDAP – 7 am	18	19 Wine Club – 7 pm	20	21
22	23 Council – 6 pm	24	25	26	27	28
29	30 Memorial Day Holiday City Hall Closed	31				

70