

**REGULAR CITY COUNCIL MEETING  
CITY HALL COUNCIL CHAMBERS  
APRIL 25, 2016  
6:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. COUNCIL ACTIVITY REPORTS
- IV. DEPARTMENT HEAD REPORT – Paul
- V. CONSENT AGENDA
  - A. Minutes (page 1) – Public Works Committee, Environmental Committee, Budget & Finance Committee (5) and Safety Committee.
  - B. Vouchers (page 2)
- VI. NEW BUSINESS
  - A. Web Page Policy (page 3)
  - B. Operating Rules For Paynesville Public Access Channel 8 & 3 (page 5)
  - C. Valley Daze Parade Invitation (page 9)
  - D. Liquor Store –Purchase of LED Cooler Lights (page 12)
  - E. Maintenance Worker Position Hiring Process (page 14)
  - F. Town & Country Days (page 18)
  - G. Gambling Permit – Chamber of Commerce (page 30)
  - H. Finance Technician Position Job Description & Hiring Process (page 33)
- VII. OLD BUSINESS
  - A. Airport – Crack Seal Project (page 37)
  - B. VOC - Water Treatment Plant (page 40)
- VIII. INFORMATIONAL
  - A. Stearns County - SCORE Funds Grant Request Letter (page 42)
  - B. West Central Sanitation April Garbage Rates (page 43)
  - C. Stearns County – Notice Of Moratorium On Solar Farms (page 44)
  - D. March Liquor Store Report (page 50)
  - E. Mediacom Letter Regarding The Moving Of Hallmark & Mystery Movies (page 54)
  - F. Crow River Trail Guard Fundraiser (page 55)
  - G. Spring Clean Up & Household Hazardous Waste Collection (page 56)
- 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: April 25, 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:

<b>Meeting</b>	<b>Emailed</b>
March 14, 2016 Public Works Committee	3-23-16
March 10, 2016 Environmental Committee	4-18-16
August 4, 2015 Budget & Finance Committee	2-25-16
August 18, 2015 Special Safety Committee	9-16-15
June 2, 2015 Budget & Finance Committee	6-25-15
April 7, 2015 Budget & Finance Committee	4-1-16
February 9, 2016 Special Budget & Finance Committee	4-1-16
February 19, 2013 Special Budget & Finance Committee	2-25-16

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the minutes from the following meetings:

March 14, 2016 Public Works Committee	3-23-16
March 10, 2016 Environmental Committee	4-18-16
August 4, 2015 Budget & Finance Committee	2-25-16
August 18, 2015 Special Safety Committee	9-16-15
June 2, 2015 Budget & Finance Committee	6-25-15
April 7, 2015 Budget & Finance Committee	4-1-16
February 9, 2016 Special Budget & Finance Committee	4-1-16
February 19, 2013 Special Budget & Finance Committee	2-25-16

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME:** City Council

Committee/Council Meeting Date: April 25, 2016

Originating Department: Administration

Agenda Section: Consent

Item Number: V-B

**ITEM DESCRIPTION:** Vouchers

Prepared by: Alice McColley

### COMMENTS:

Please review the following vouchers:

04/12/2016	Voucher	92363	\$21,000.00
04/14/2016	Payroll Checks	92364-92369	\$4,212.28
04/14/2016	Payroll Taxes	92370-92373	\$1,274.59
04/14/2016	Payroll Direct Deposit		\$16,617.20
04/14/2016	Payroll - Fed		\$5,854.58
04/14/2016	Payroll - State		\$1,050.86
04/14/2016	Payroll - TASC		\$538.43
04/14/2016	Payroll - PERA		\$5,437.85
04/14/2016	Payroll - SELECT		\$207.70
04/14/2016	Payroll - Blue Cross		\$4,693.66
04/14/2016	Payroll - AFLAC		\$139.41
04/19/2016	Vouchers	92374-92427	\$159,178.88
		<b>TOTAL</b>	<b>\$220,205.44</b>

### ADMINISTRATOR COMMENTS:

### COMMITTEE/COUNCIL ACTION:

Motion to approve the following vouchers:

04/12/2016	Voucher	92363	\$21,000.00
04/14/2016	Payroll Checks	92364-92369	\$4,212.28
04/14/2016	Payroll Taxes	92370-92373	\$1,274.59
04/14/2016	Payroll Direct Deposit		\$16,617.20
04/14/2016	Payroll - Fed		\$5,854.58
04/14/2016	Payroll - State		\$1,050.86
04/14/2016	Payroll - TASC		\$538.43
04/14/2016	Payroll - PERA		\$5,437.85
04/14/2016	Payroll - SELECT		\$207.70
04/14/2016	Payroll - Blue Cross		\$4,693.66
04/14/2016	Payroll - AFLAC		\$139.41
04/19/2016	Vouchers	92374-92427	\$159,178.88
		<b>TOTAL</b>	<b>\$220,205.44</b>

2

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME:** City Council

Committee/Council Meeting Date: April 25, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - A

**ITEM DESCRIPTION:** Web Page Policy

Prepared by: Staff

**COMMENTS:**

Renee Eckerly will give a verbal report. Please review the attached City of Paynesville's Web Page Policy. This is a new proposed policy. The Cable Committee has reviewed this and recommends approval.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the City of Paynesville's Web Page Policy.

## City of Paynesville's Web Page Policy

As a service to the residents of the City of Paynesville, the City has a "Community Information" section on the City's web page. That information includes, but is not necessarily limited to Community Services (churches, youth activities, senior services, library, etc.), DMV information, dog & cat licensing information, recycling information, utility information (electric, water, telephone, television, etc.) and yard waste. It also includes area maps, community services, a local business directory, area history, voter information, and links to other web sites of local interest as well as City services.

The amount of space available on the City's web site is limited and the City does not want to overwhelm visitors to the City web site with superfluous information. Accordingly and pursuant to Subdivision 6 of Minnesota Statute 10.60, the City's policy for listing a business, organization or other entity on the City of Paynesville's web site includes the following criteria:

The business, organization or entity shall:

1. Have a physical presence within the City of Paynesville of the immediate area, and/or
2. Already provide a service to a significant portion of the Paynesville area, and/or
3. Be licensed or franchised by the City of Paynesville, and/or
4. Be a service organization with a significant number of Paynesville area residents as members, and/or
5. Be a governmental or quasi-governmental entity that serves Paynesville or the greater Paynesville area.

The City reserves the right to make exceptions to the five criteria noted above and also reserves the right to remove a listing from the City's web site for any or no reason.

Approved April 25, 2016.

---

Jeff Thompson, Mayor

---

Renee Eckerly, City Administrator

A

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME:** City Council

Committee/Council Meeting Date: April 25, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - B

**ITEM DESCRIPTION:** Operating Rules For Paynesville Public Access Channel 8 & 3

Prepared by: Staff

### **COMMENTS:**

Renee Eckerly will give a verbal report. Please review the attached Operating Rules For Paynesville Public Access Channel 8 & 3. The Cable Committee has reviewed this and recommends approval with the removal of No. 5 Letter J "To schedule a program it is essential to provide a total exact, accurate run time to ensure that programs begin and end on time. This effects the credibility of the channel." This is now outdated due to the new equipment.

### **ADMINISTRATOR COMMENTS:**

### **COMMITTEE/COUNCIL ACTION:**

Motion to approve the Operating Rules For Paynesville Public Access Channel 8 & 3.

**OPERATING RULES FOR  
PAYNESVILLE PUBLIC ACCESS CHANNEL 8 & 3**

**1. PUBLIC ACCESS**

- A. Public access channel space shall be available at no charge to any person, group, organization, or other entity on a first come, nondiscriminatory basis upon request and consistent with the availability of the access channel at the time and for the duration requested.
- B. No program, production, or presentation shall be cablecast which involves any advertising material designed to promote the sale of commercial products or services (including advertising by or on behalf of candidates for public office), lottery information, or obscene or indecent matter.
- C. In order to permit diversity of use among public access cablecasters, the City of Paynesville may limit the use of cablecasting facilities by any one applicant to two hours during any calendar week.

**2. EDUCATIONAL ACCESS**

- A. Educational access channel space shall be available at no charge to the Paynesville Public School District consistent with the availability of the access channel at the time and for the duration requested.
- B. No program, production, or presentation shall be cable cast which involves any advertising material designed to promote the sale of commercial products or services (including advertising by or on behalf of candidates for public office), lottery information, or obscene or indecent matter.
- C. In order to permit diversity of use among public access cablecasters, the City of Paynesville may limit the use of cablecasting facilities by any one applicant to two hours during any calendar week.

**3. GOVERNMENT ACCESS**

- A. Governmental access channel space shall be available at no charge to the City of Paynesville and Paynesville Township and their departments consistent with the availability of the access channel at the time and for the duration requested.
- B. No program, production, or presentation shall be cablecast which involves any advertising material designed to promote the sale of commercial products or services (including advertising by or on behalf of candidates for public office), lottery information, or obscene, or indecent matter.
- C. In order to permit diversity of use among public access cablecasters, the City of Paynesville may limit the use of cablecasting facilities by any one applicant to two hours during any calendar week.

4. **WAIVER**

- A. The City of Paynesville may, in its discretion, waive any of the above requirements in circumstances for which the nature of the cablecast warrants such a waiver.

5. **CABLECASTING**

- A. A prerecorded DVD may be supplied to the City for showing on the access channel. Whoever is requesting the airing of the DVD or public message will need to indicate the start and stop dates.
- B. The City reserves the right to review the content of all DVD's submitted for cablecasting to ensure compliance with FCC rules, and all other federal, state, and local standards. DVD's produced by community residents are not expected to meet broadcast television standards; however, those DVD's, which do not maintain a stable video signal, will not be cablecast.
- C. The City assumes no responsibility for damages to DVD's furnished by the user. Furthermore, the City will not edit or alter the DVD's.
- D. No charge shall be made for the use of the access channel.
- E. Users are responsible for securing permission or clearance to use all copyrighted materials included in their program, and are solely held liable for any damages or charges resulting from such use of material in their program.
- F. In keeping with the access rules, the City will not cablecast programs which involve advertising, lottery, obscene or indecent matter or do not maintain a stable video signal and audio signal to ensure compliance with FCC rules, and all other federal, state, and local standards. The City reserves the right to review scheduled DVD's.
- G. There will be no paid commercial spots contained on any program cablecast on the access channel. Sponsorship of a program is limited to logo display at beginning and end of the program with name of sponsor only. No phone numbers, company services, products, etc., of for-profit sponsors can be mentioned in the sponsorship display or within the contents of the program. Non-profit service organizations, such as the American Heart Association are not considered as for-profit sponsors.
- H. Timely programs (governmental meetings, athletic events, etc.) must be cablecast as soon as possible after recording and every effort will be made to do so. The City reserves the right to preempt previously scheduled programs where there is a time limit, such as an election date, to cablecast programs, which must be cablecast before deadline date.
- I. Time slots will be allocated at the discretion of the program coordinator, provided that ample time remains for spontaneous and locally produced programming.

7

6. **ELIGIBILITY**

- A. Eligible access users include residents of the City of Paynesville and Paynesville Township and members of employees or organizations, which serve the community. Any community resident may request channel time for the presentation of a program.
- B. Eligible users under 18 year of age must have a parent or legal guardian sign the user responsibility form acknowledging the adult accepts full responsibility for content.

Approved: April 25, 2016

\_\_\_\_\_  
Jeff Thompson, Mayor

\_\_\_\_\_  
Renee Eckerly, City Administrator

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME: City Council**

Committee/Council Meeting Date: April 25, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - C

**ITEM DESCRIPTION: Valley Daze Parade Invitation**

Prepared by: Staff

**COMMENTS:**

Please find enclosed a Valley Daze Parade invitation for the Paynesville City Council.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to \_\_\_\_\_.

APR 11 2015

**2016 Valley Daze  
June 23-26  
Parade Saturday June 25 5:00pm  
Line-up 4:00 at Elementary School**

The Eden Valley Chamber would like to invite you to our annual Valley Daze Parade.

Organization.....

Contact person.....

Address.....

City.....State.....Zip.....

Phone.....email.....

Number of units.....

Space needed for line-up.....

Other information.....

Cost  
Eden Valley Chamber members.....free  
Non Chamber members.....\$30  
Non-profits.....free

Please return to;  
Valley Daze  
P.O. Box 63  
Eden Valley, MN 55329

Any question contact  
Donna Garvey (320)420-2475  
Or email me [jdgarvey@meltel.net](mailto:jdgarvey@meltel.net)



**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME:** City Council

Committee/Council Meeting Date: April 25, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - D

**ITEM DESCRIPTION:** Liquor Store – Purchase of LED Cooler Lights

Prepared by: Staff

**COMMENTS:**

Bill Ludwig will give a verbal report. Please review the attached estimate in the amount of \$1,509.00 for LED cooler lights from Haines Electric. The replacement of these lights will provide a brighter cooler. Furthermore, will also have an estimated annual cost savings of \$375.84. In addition Xcel Energy provides a \$100.00 per door rebate totaling \$500.00 for 5 doors.

The Liquor Board has reviewed this and recommends approval.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the purchase of LED cooler lights in the amount of \$1,509.00 from Haines Electric.

**HAINES ELECTRIC  
ESTIMATE**

DATE 3-31-16

TO Paynesville Liquor Store

Cooler Door Lights

Replace 7 Cooler Door Bulbs with 7 LED style  
Cooler Door Lights.

OLD Lights TOTAL 513 WATTS

NEW Lights TOTAL 78 WATTS

Estimated Annual Savings @  $\$.10$  per Kwh \$375.84

\$1509.00

XCEL Energy ALSO offers a \$100.00 per Door Rebate

5 Doors x \$100.00 = \$500.00 Rebate

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME:** City Council

Committee/Council Meeting Date: April 25, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - E

**ITEM DESCRIPTION:** Maintenance Worker Position Hiring Process

Prepared by: Staff

### **COMMENTS:**

In the 2016 Budget, there is \$17,526.33 or \$16.85 per hour for a part time (1040 hour) Maintenance Worker Senior.

Ron Mergen, Public Works Director/Airport Manager would like to propose to hire a full time Maintenance Worker (Grade 4/Step 1) at \$29,430.88 or \$14.15 per hour. Historically, the City has hired at the Maintenance Worker position and then allowed the employees to go to school to get their Water & Wastewater Licenses, which will move them to higher pay grades (Grade 6 & 7). The recommendation could be to advertise for an eligibility list and hire by June 1, 2016 which would keep the wages (\$14,716.00) in budget for 2016. The job description is included for your review.

### **ADMINISTRATOR COMMENTS:**

### **COMMITTEE/COUNCIL ACTION:**

Motion to start the hiring process and creation of an eligibility list for a full time Maintenance Worker at \$14.15 per hour (Grade 4 /Step1).

**POSITION:** Maintenance Worker

August, 2008

**DEPARTMENT:** Public Works

---

DESCRIPTION OF WORK:

**General Statement of Duties:** Water and wastewater treatment plant operator and also performs routine to skilled maintenance work with municipal buildings, grounds, streets, parks, airport and equipment; and performs related duties as required.

**Supervision Received:** Works under the general and technical supervision of the Public Works Director.

**Supervision Exercised:** Assist in providing some technical direction to lower level maintenance workers.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

\*Operation of Water Treatment Plant - which includes, but it not limited to, filter backwash, pump, motor and well inspections, trouble shooting and repairs. Working with, testing, adjusting and sampling hazardous chemicals; chlorine, fluoride, and potassium permanganate.

\*Operation of Collection/Distribution System - which includes but not limited to the operation, maintenance and repair of meters, valves, hydrants, sewer jet, camera systems, lift stations, pumps, & locating equipment. Will be required to enter into confined spaces. Repair water/sewer main breaks. May have to make repairs in emergency situations.

\*Operation of Wastewater Treatment Facility - which includes, but is not limited to the operation, trouble shooting, maintenance and repair of the equipment at the main lift station, preaeration pond, stabilization ponds, irrigation pump station, and center pivots.

\*Streets - which includes the operation, maintenance, and repair of street sweeper, dump truck with plow and sander; patching streets, blading alleys, and painting and sign repairs as necessary.

\*Parks, Beach, Airport Municipal Building, Trees and Compost – Inspect and repair of equipment, buildings, and grounds and tree inspection and removal as needed.

\*Miscellaneous - perform minor welding, carpentry, and janitorial duties as needed.

### KNOWLEDGE, SKILLS AND ABILITIES

#### \* Considerable ability and skills

- to read, understand, and follow all safety policies and procedures.
- to lift, carry, and move heavy objects weighing up to 80 pounds.
- to deal courteously with the public.
- operate tractors, street sweepers, and plows.
- to follow oral and written instructions and to read and follow technical manuals and guides.
- to read, repair, or replace meters and gauges, be able to detect when problems are occurring, and respond appropriately.

#### \* Working knowledge

- of building and equipment maintenance.
- of the operation of tractors, street sweepers, plows, mowers and attachments.
- of water treatment (i.e. Iron and Manganese removal process).
- of wastewater treatment process and land application of wastewater.
- of street and water/sewer main and service line repair.
- of street repair, painting, and building and equipment maintenance

### MINIMUM QUALIFICATIONS

Minnesota Class B Driver's License or equivalent out-of-state driver's license. One year of experience maintaining buildings and equipment. Must be able to obtain CPR certification.

### TOOLS AND EQUIPMENT USED

Dissolved Oxygen Meter, PH Meter, Water Analysis Kit, hand tools, locators, skid loader, dump truck with plow and sander, tractor with blower, program dialers, meters and general lawn care equipment.

### PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately quiet.

---

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

\*Job duties with an \*(asterisk) are essential duties necessary to fulfill the job requirements.

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME:** City Council

Committee/Council Meeting Date: April 25, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - F

**ITEM DESCRIPTION:** Town & Country Days

Prepared by: Staff

**COMMENTS:**

The Chamber of Commerce has submitted the following applications:

- **Parade Permit Application – Grand Parade, Wednesday, June 8, 2016, 6-10 p.m.**  
Route will be the same as last year and will include the following streets: Railroad St., Washburne Ave., Main St., Stearns Ave., Minnesota St., Maple St., and to finish at the Catholic Church. Parade line up will be on Garfield Ave., Railroad St., Lake Ave., Pomeroy Ave., and James St.
- **Temporary Street Closing Application – Grand Parade, Wednesday, June 8, 2016 from 6 – 10 p.m. (with the same parade route as last year Washburne Ave, to Main St., to Stearns Ave., to Minnesota St., to Maple St.; ending at the Catholic Church)**
- **Temporary Street Closing Application - Parade Staging Area – Wednesday, June 8, 2016 from 5:00 - 10:00 p.m.** Parade line up will be on Garfield Ave., Railroad St., Lake Ave., Pomeroy Ave., and James St.
- **Temporary Street Closing Application – Carnival, Monday, June 6, 2016, 10 p.m. through Thursday, June 9, 2016 at 6 a.m. and to close the following streets:** James St. from Stearns Ave. to Washburne Ave.; Augusta Ave. from Business 23 to the Augusta St. alley; and Augusta Ave. from James St. to the AMPI closure.
- **Temporary Street Closing Application – Tractor Pull – Kiddie Pedal Pull, Thursday, June 9, 2016 from 5:30 – 10 p.m. and to close James St. from Washburne Ave. to Lake Ave.**
- **Temporary Street Closing Application – Kiddie Parade, Thursday, June 9, 2016 from 5 p.m. – 9:00 p.m. to close Railroad St. from the alley to Lake Ave. , Lake Ave. From Railroad St. to James St. and James St. ending at Perennial Bank.**
- ***Parade Permit Application – Kiddie Parade – This document(s) has been requested, but was not received at the time the agenda was published.***
- **Temporary Waiver Request – To temporary waive the Ordinance on RV's (overnight camping) in the C2 – Highway Commercial District at 605 Lake Ave. owned by the City of Paynesville for the Magel Carnival from Monday, June 6, 2016 through Friday, June 10, 2016.**

The Chief of Police and Fire Chief will be reviewing the applications prior to the City Council meeting. The Chamber of Commerce will need to work with the Public Works Department on signage and barricades; some must be posted in the a.m. and need a police escort. No damage to sidewalks and/or streets; no spikes.

### **ADMINISTRATOR COMMENTS:**

There is a need for the Chamber to communicate with the residents/property owners on the parade and parade line up route regarding the restricted access to their property prior to and during the parade.

Parade Permit Application – Kiddie Parade – This document(s) has been requested, but was not received at the time the agenda was published.

### **COMMITTEE/COUNCIL ACTION:**

Motion to approve the Temporary Street Closures, Parade Permits, and waiver of ordinance regarding RV's in the downtown area for the 2016 Town & Country Days activities.

**CITY OF PAYNESVILLE  
PARADE PERMIT APPLICATION**

THE UNDERSIGNED HEREBY APPLIES FOR A PARADE PERMIT:

Individual/Sponsoring Organization: Paynesville Area Chamber of Commerce

Contact Person: Jolene Zachman Telephone Number: 320-262-4550 cell

Address: 220 Washburne Ave Paynesville MN 56362 320-243-3233

To present upon the streets/avenues within the City of Paynesville.

Date of Parade: Wed. June 8 2016

Start Time: 6:00 pm

Estimated End Time: 10:00 pm

General Composition: Grand Parade

Beginning Point: Washburne Ave

Final Destination: Maple Street

Route to be used (via streets and avenues):

Railroad street - Washburne Ave, Main Street, Stearns Ave  
Minnesota Street Maple Street finishing at Catholic Church

Line Up - Garfield Rail Road, Lake Ave Pomeroy ~~St~~ - James

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) HEREBY 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) HEREBY 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) HEREBY 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.

Jolene Zachman  
Signature of Individual or Authorized  
Representative of Sponsoring Organization

Date Submitted: \_\_\_\_\_

\_\_\_\_\_  
Paynesville Chief of Police

Date Approved: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Jeff Thompson, Mayor City of Paynesville

Date Approved: \_\_\_\_\_

CITY OF PAYNESVILLE  
TEMPORARY STREET CLOSING APPLICATION

1 of 2

Date 4-11-2016 Applicant's Name Paynesville Chamber of Commerce

Address 220 Washburne Ave Telephone No. 320-262-4550 cell

Paynesville MN 56362 Email jolene.paynesvillearea@chamberofcommerce.com

Event Town & Country Days Grand Parade

Date(s) Street(s) To Be Closed  
Wednesday 6/8/2016

Time(s) Street(s) To Be Closed  
6:00 pm

Street To Be Closed Washburne Ave  
From (what location/intersection) RAILROAD ST To (what location/intersection) EAST MAIN

Street To Be Closed Main Street  
From (what location/intersection) LAKE AVE SO To (what location/intersection) Stearns Ave

Street To Be Closed Stearns Ave  
From (what location/intersection) WEST MAIN To (what location/intersection) Minnesota St

Have all businesses and/or property owners been notified of the proposed street closure? YES NO  
Their feedback: business owners & property owners will be notified by letter or in person 1wk prior to event.

Explanation of proposed street closure (use additional paper if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Drawing of proposed street closure (use additional paper if necessary): Attached  
\_\_\_\_\_  
\_\_\_\_\_

Approved By:  
\_\_\_\_\_  
Chief of Police \_\_\_\_\_ Date \_\_\_\_\_  
Comments \_\_\_\_\_

\_\_\_\_\_  
Fire Chief \_\_\_\_\_ Date \_\_\_\_\_  
Comments \_\_\_\_\_

\_\_\_\_\_  
Mayor \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Applicants will need to make arrangements with the Public Works Department for signage and barricades, please contact Ron Mergen at 320-243-3714 Ext. 230. All alleys will need to remain clear for emergency vehicles and personnel. No poles/stakes are allowed into the cement/asphalt/bituminous of the street/curb/sidewalk.\*\*\*

For Office Use Only:  
Date Received: 4-8-16 Date To Chief of Police: \_\_\_\_\_ Date to Fire Chief: \_\_\_\_\_

20

CITY OF PAYNESVILLE  
TEMPORARY STREET CLOSING APPLICATION

1 of 2

Date 4-11-2016 Applicant's Name Paynesville Chamber of Commerce

Address 220 Washburne Ave  
Paynesville MN 56362

Telephone No. 320-262-4550  
Email jolene.paynesvillearea.chamber@gmail.com

Event Town & Ctry Days Grand Parade

Date(s) Street(s) To Be Closed  
Wednesday June 8 2016

Time(s) Street(s) To Be Closed  
6:00 pm

Street To Be Closed Minnesota St.  
From (what location/intersection) Stearns Ave

To (what location/intersection) Maple Street

Street To Be Closed Maple Street  
From (what location/intersection) ~~Stearns Ave~~  
Minnesota St

To (what location/intersection) West Main St

Street To Be Closed \_\_\_\_\_  
From (what location/intersection) \_\_\_\_\_

Parade Ending @ Catholic Church -  
To (what location/intersection) Lutheran Church

Have all businesses and/or property owners been notified of the proposed street closure? YES NO  
Their feedback: Businesses & property owners will be notified by letter lwr  
or in person prior to event

Explanation of proposed street closure (use additional paper if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Drawing of proposed street closure (use additional paper if necessary): Attached  
\_\_\_\_\_  
\_\_\_\_\_

Approved By: \_\_\_\_\_  
Chief of Police \_\_\_\_\_ Date \_\_\_\_\_  
Comments \_\_\_\_\_

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_  
Comments \_\_\_\_\_

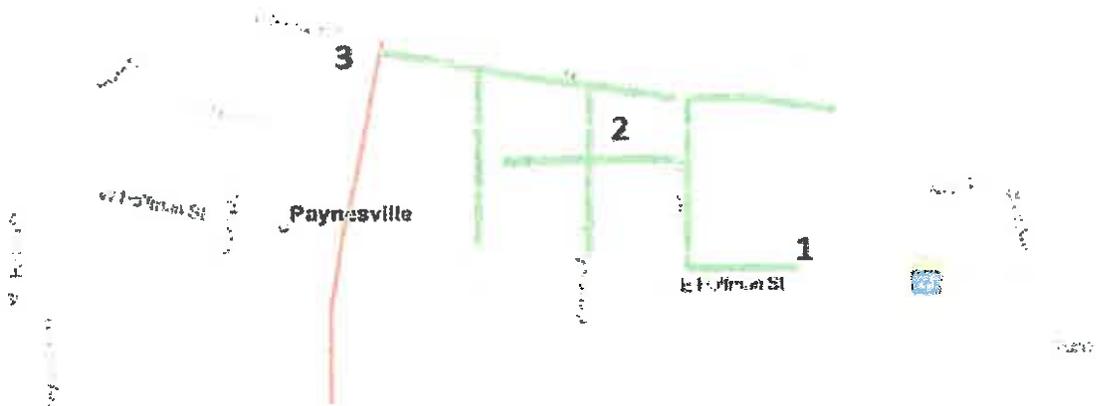
Mayor \_\_\_\_\_ Date \_\_\_\_\_

\*\*\* Applicants will need to make arrangements with the Public Works Department for signage and barricades, please contact Ron Mergen at 320-243-3714 Ext. 230. All alleys will need to remain clear for emergency vehicles and personnel. No poles/stakes are allowed into the cement/asphalt/bituminous of the street/curb/sidewalk.\*\*\*

For Office Use Only: Date Received: \_\_\_\_\_ Date To Chief of Police: \_\_\_\_\_ Date to Fire Chief: \_\_\_\_\_

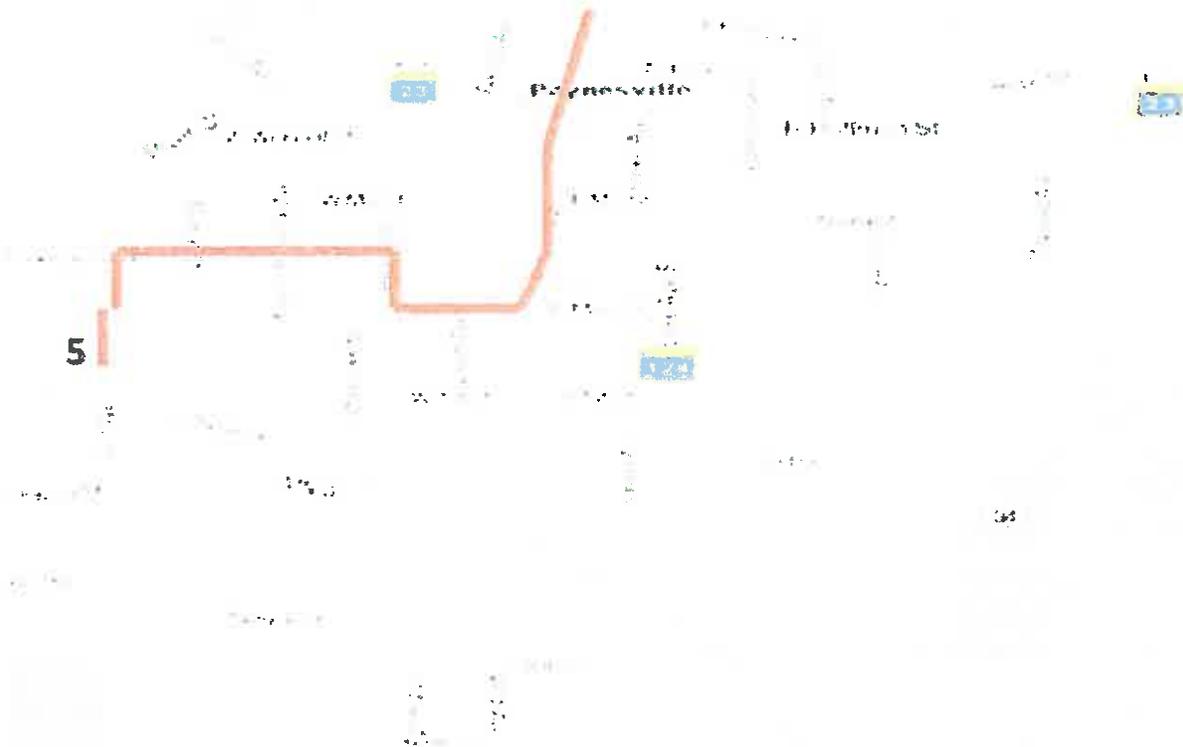
21

## Parade Staging Area



1. Entrance for parade staging area.
2. Staging Area 
3. Parade Start Point
4. Parade Route 

## Parade Route



4. Parade Route 
5. Finish point

**CITY OF PAYNESVILLE  
TEMPORARY STREET CLOSING APPLICATION**

Date 4-11-2016 Applicant's Name PAC of Commerce

Address 220 Washburne Ave Telephone No. 320-262-4550 cell

Paynesville MN Email \_\_\_\_\_

Event Parade Staging Area

Date(s) Street(s) To Be Closed WED 6/8/2016 Time(s) Street(s) To Be Closed 5:00

Street To Be Closed Garfield  
From (what location/intersection) E Hoffman St To (what location/intersection) R-R Street

Street To Be Closed Pomeroy  
From (what location/intersection) E Hoffman St To (what location/intersection) E RR Street

Street To Be Closed Lake Ave So.  
From (what location/intersection) E Hoffman St To (what location/intersection) E RR Street

↳ RR Rail Road STREET CLOSED from Washburne Ave TO END

Have all businesses and/or property owners been notified of the proposed street closure? YES NO  
Their feedback:

Explanation of proposed street closure (use additional paper if necessary):

Drawing of proposed street closure (use additional paper if necessary):

ATTACHED

Approved By: \_\_\_\_\_

Chief of Police \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Mayor \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*Applicants will need to make arrangements with the Public Works Department for signage and barricades, please contact Ron Mergen at 320-243-3714 Ext. 230. All alleys will need to remain clear for emergency vehicles and personnel. No poles/stakes are allowed into the cement/asphalt/bituminous of the street/curb/sidewalk.\*\*\***

For Office Use Only:  
Date Received: 4.18.16 Date To Chief of Police: \_\_\_\_\_ Date to Fire Chief: \_\_\_\_\_

23



**CITY OF PAYNESVILLE  
TEMPORARY STREET CLOSING APPLICATION**

Date 4-11-2016 Applicant's Name PAC of Commerce

Address 220 Washburne Ave Telephone No. 320-262-4550  
Paynesville MN Email 320-243-3233

Event Town & Country Days Carnival

Date(s) Street(s) To Be Closed 6/6/2016 10pm Thru 6/10/2016 6am. Time(s) Street(s) To Be Closed

Street To Be Closed James Street  
From (what location/intersection) Stearns To (what location/intersection) Washburne

Street To Be Closed Augusta ST  
From (what location/intersection) Business 23 To (what location/intersection) Augusta Alley

Street To Be Closed Augusta ST  
From (what location/intersection) James ST To (what location/intersection) AMPI-closure

Have all businesses and/or property owners been notified of the proposed street closure?  YES  NO  
Their feedback: Letters & Emailed will be sent

Explanation of proposed street closure (use additional paper if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Drawing of proposed street closure (use additional paper if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Approved By:  
\_\_\_\_\_  
Chief of Police \_\_\_\_\_ Date \_\_\_\_\_  
Comments \_\_\_\_\_

\_\_\_\_\_  
Fire Chief \_\_\_\_\_ Date \_\_\_\_\_  
Comments \_\_\_\_\_

\_\_\_\_\_  
Mayor \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Applicants will need to make arrangements with the Public Works Department for signage and barricades, please contact Ron Mergen at 320-243-3714 Ext. 230. All alleys will need to remain clear for emergency vehicles and personnel. No poles/stakes are allowed into the cement/asphalt/bituminous of the street/curb/sidewalk.\*\*\*\*

For Office Use Only:  
Date Received: \_\_\_\_\_ Date To Chief of Police: \_\_\_\_\_ Date to Fire Chief: \_\_\_\_\_

25

**CITY OF PAYNESVILLE  
TEMPORARY STREET CLOSING APPLICATION**

Date 4-11-2016 Applicant's Name PAC of Commerce

Address 220 Washburne Ave Telephone No. 320-262-4550

Paynesville MN Email jakene.paynesvilleareaclub@gmail.com

Event TRACTOR Pull - Kiddie Pedal Pull

Date(s) Street(s) To Be Closed Thurs. 6/9/2016 Time(s) Street(s) To Be Closed 5:30 - :00

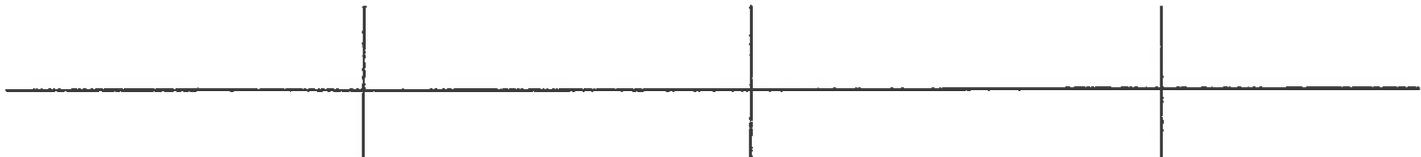
Street To Be Closed James Street  
From (what location/intersection) Washburne Ave To (what location/intersection) Lake Street

Street To Be Closed \_\_\_\_\_  
From (what location/intersection) \_\_\_\_\_ To (what location/intersection) \_\_\_\_\_

Street To Be Closed \_\_\_\_\_  
From (what location/intersection) \_\_\_\_\_ To (what location/intersection) \_\_\_\_\_

Have all businesses and/or property owners been notified of the proposed street closure? YES  NO   
Their feedback: Letter is being sent out

Explanation of proposed street closure (use additional paper if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Drawing of proposed street closure (use additional paper if necessary):  


Approved By:  
Chief of Police \_\_\_\_\_ Date \_\_\_\_\_  
Comments \_\_\_\_\_

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_  
Comments \_\_\_\_\_

Mayor \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Applicants will need to make arrangements with the Public Works Department for signage and barricades, please contact Ron Mergen at 320-243-3714 Ext. 230. All alleys will need to remain clear for emergency vehicles and personnel. No poles/stakes are allowed into the cement/asphalt/bituminous of the street/curb/sidewalk.\*\*\*

For Office Use Only:  
Date Received: \_\_\_\_\_ Date To Chief of Police: \_\_\_\_\_ Date to Fire Chief: \_\_\_\_\_

26

**CITY OF PAYNESVILLE  
TEMPORARY STREET CLOSING APPLICATION**

Date 4-11-2016 Applicant's Name PAC of Commerce  
Address 220 Washburne Ave Telephone No. 320-262-4550  
Paynesville MN 56362 Email jolene.paynesvillearea chamber@gmail.com  
Event Kiddie Parade

Date(s) Street(s) To Be Closed Thur. 6/9/2016 Time(s) Street(s) To Be Closed 5:00 - 9:00

Street To Be Closed E Railroad  
From (what location/intersection) Alley To (what location/intersection) Lake

Street To Be Closed Lake Ave S  
From (what location/intersection) E RRd To (what location/intersection) E James ST

Street To Be Closed East James  
From (what location/intersection) \_\_\_\_\_ To (what location/intersection) ENDE FM Bank

Have all businesses and/or property owners been notified of the proposed street closure? YES  NO   
Their feedback: Letter is being sent out

Explanation of proposed street closure (use additional paper if necessary):  
Line up. by Alley off E RRd ST parade to continue down E RRd ST  
Left onto LAKE AVE S  
Right @ E James - end near perennial bank = tractor pull / held a few

Drawing of proposed street closure (use additional paper if necessary): Attached

--	--	--	--

Approved By: \_\_\_\_\_  
Chief of Police \_\_\_\_\_ Date \_\_\_\_\_  
Comments \_\_\_\_\_

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_  
Comments \_\_\_\_\_

Mayor \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Applicants will need to make arrangements with the Public Works Department for signage and barricades, please contact Ron Mergen at 320-243-3714 Ext. 230. All alleys will need to remain clear for emergency vehicles and personnel. No poles/stakes are allowed into the cement/asphalt/bituminous of the street/curb/sidewalk.\*\*\*\*

For Office Use Only:  
Date Received: \_\_\_\_\_ Date To Chief of Police: \_\_\_\_\_ Date to Fire Chief: \_\_\_\_\_



Paynesville Area Chamber of Commerce  
220 Washburne Avenue  
Paynesville, MN 56362

April 19, 2016

City of Paynesville  
221 Washburne Avenue  
Paynesville, MN 56362

To Whom it May Concern:

We, the Paynesville Area Chamber of Commerce, are asking the Council to allow 12 carnival trailers to park towards the front of the City property of 605 Lake Avenue. We would appreciate a temporary waiver on the ordinance of RV's in the downtown area (Zone C2). The lots will be used by Magel Carnival from Monday, June 6, 2016 and ending Friday, June, 2016.

If you have any further questions you may contact me at 320-262-4550.

Thank you.

Jolene Zachman  
Chamber President

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME:** City Council

Committee/Council Meeting Date: April 25, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - G

**ITEM DESCRIPTION:** Gambling Permit – Chamber of Commerce

Prepared by: Staff

**COMMENTS:**

Please review the attached MN Lawful Gambling LG220 Application For Exempt Permit from the Paynesville Area Chamber of Commerce to conduct a raffle on July 26, 2016 at 220 Washburne Ave, Paynesville, MN.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the MN Lawful Gambling LG220 Application For Exempt Permit from the Paynesville Area Chamber of Commerce to conduct a raffle on July 26, 2016.

MINNESOTA LAWFUL GAMBLING  
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: PAYNESVILLE AREA CHAMBER OF COMMERCE Previous Gambling Permit Number: \_\_\_\_\_

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: 220 WASHBURNE AVENUE

City: PAYNESVILLE State: MN Zip: 56362 County: STEARNS

Name of Chief Executive Officer (CEO): JOLENE ZACHMAN

Daytime Phone: 320-262-4550 Email: JOLENE.PAYNESVILLEAREACHAMBER@GMAIL.COM

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

- Fraternal     Religious     Veterans     Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division    Secretary of State website, phone numbers:  
60 Empire Drive, Suite 100    [www.sos.state.mn.us](http://www.sos.state.mn.us)  
St. Paul, MN 55103    651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Paynesville High School Auditorium

Address (do not use P.O. box): 795 Business 23 West

City or Township: Paynesville Zip: 56362 County: Stearns

Date(s) of activity (for raffles, indicate the date of the drawing): JUNE 11, 2016

Check each type of gambling activity that your organization will conduct:

Bingo\*     Paddlewheels\*     Pull-Tabs\*     Tipboards\*

Raffle (total value of raffle prizes awarded for the calendar year: \$ 4,500)

\* Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on Distributors under List of Licensees, or call 651-539-1900.

31

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**  
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature must be CEO's signature; designee may not sign)*

Print Name: \_\_\_\_\_

**REQUIREMENTS**

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

Mail application with:

- \_\_\_\_\_ a copy of your proof of nonprofit status, and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**  
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

**Data privacy notice:** The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

32

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME:** City Council

Committee/Council Meeting Date: April 25, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - H

**ITEM DESCRIPTION:** Finance Technician Position Job Description & Hiring Process

Prepared by: Staff

### **COMMENTS:**

Renee Eckerly will give a verbal report. In the 2016 Budget, there is \$30,341.11 or \$14.59 per hour for Payroll Specialist position (Grade 4/Step 2).

Renee Eckerly, City Administrator would like to propose to hire a full time Finance Technician (Grade 4 /Step 1) at \$29,430.88 or \$14.15 per hour. This would be a new position and job description replacing the Payroll Specialist position. The recommendation would be to advertise for an eligibility list. The new job description is attached.

The Policies & Procedures Committee will be reviewing this prior to the Council meeting.

### **ADMINISTRATOR COMMENTS:**

### **COMMITTEE/COUNCIL ACTION:**

Motion to approve the Job Description for the Finance Technician position.

Motion to start the hiring process and creation of an eligibility list for a full time Finance Technician at \$14.15 per hour (Grade 4 /Step1).

**POSITION:** Finance Technician

DRAFT April 2016

**DEPARTMENT:** Administration

---

**Description of Work**

**General Statement of Duties:** Performs skilled accounting/clerical work documenting and maintaining work task manuals for each Administration position, being the backup for each Administration position, processing payroll, sales tax reporting, processing daily deposits, assisting the public with various transactions and assisting the City Administrator with all elections.

**Supervision Received:** Works under the general and technical supervision of the City Administrator.

**Supervision Exercised:** None.

**Duties and Responsibilities**

- \* Backup duties to all administrative position (Administrative Assistant/Zoning Specialist, Motor Vehicle Specialist, Finance Specialist, Customer Service Specialist, Social Media Specialist) to perform their job duties in their absences.
- \* Balance daily liquor store receipts for accuracy and records receipts in RITE software; completes State sales tax report and makes payments to State.
- \* Process, create and track Compost Site permits including an annual report.
- \* Answering telephones and providing customer service to the city counter, Driver's License, Motor Vehicle and DNR customers.
- \* Provides clerical support to the Public Works Director/Airport Manager.
- \* Prepares, reviews and process timecards for payment, verifies addition, verifies all information is complete, print checks and compiles overtime reports.
- \* Maintains payroll information on all employees including accrual of benefits.
- \* May completes federal, state, FICA, Medicare withholding, PERA and MSRS deferred compensation plan reports.
- \* Prepares estimated payroll, fringe benefit and workman's compensation projections for annual budget.
- \* Prepares and maintains all city license and permit including insurance verifications and reports to state agencies on city licenses issued.
- \* Verify and process all types of zoning and building permits.
- \* Assist the City Administrator for primary, general and special elections.
- \* Acts as a notary public.
- \* Responds to complaints and/or refers as appropriate.
- \* Other duties as assigned or apparent

**Essential Knowledge, Skills and Abilities**

***Communications:*** Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Be able to read and understand correspondence, memoranda, and directives.

***Decision Making:*** Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must have knowledge of the utilization of appropriate resources and the willingness to initiate use of available resources.

***Interpersonal Relationships:*** Must be consistent in dealing with people; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude.

***Professional Attitude:*** Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence. Must represent the organization to other agencies and citizens with a courteous, helpful, accurate and professional attitude.

***Quality of Work:*** Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to prioritize and perform multiple tasks simultaneously. Must be able to utilize work time properly and productively. Must be able to coordinate and follow through on projects to completion. Must be able to work independently on a wide variety of projects and assignments.

***Physical Abilities:*** Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at the same work station during the work period with appropriate breaks within that time frame. Must have the ability to type accurately on a computer keyboard. Must have ability to record names and numbers accurately (e.g., not transpose numbers and/or letters). Must have ability to hear while answering telephone and receiving visitors at counter. Must have ability to bend to file items regularly. The employee must occasionally lift and/or move up to 50 pounds.

**Desirable Training and Experience**

- Experience documenting and creating training material.
- Experience in bookkeeping or working with numbers.
- Experience with payroll practices and procedures.
- Experience with the operation of a computer, credit card machine, computerized cash register, and 10-key adding machine.
- Experience in dealing with the public.
- Experience with Microsoft Office Professional or Tyler Incode applications.

**Minimum Qualifications**

Minimum job requirements include an Associates degree or two years of bookkeeping or accounting experience including public contact or equivalent.

Key job characteristics include ability to be extremely detail and organizational skills, accuracy with number/calculations; spreadsheets, and database skills; customer service skills; payroll and tax filing, ability to keyboard at least 40 wpm; ability to multi- task and prioritize work; ability to work effectively with others; and good grammar skills.

---

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME:** City Council

Committee/Council Meeting Date: April 25, 2016

Agenda Section: Old Business

Originating Department: Administration

Item Number: VII - A

**ITEM DESCRIPTION:** Airport Crack Seal Project

Prepared by: Staff

### **COMMENTS:**

Ron Mergen and Chuck DeWolf will give a verbal report. Please review the attached Memo from Bolton & Menk, Inc. regarding the 2016 Projects including the Crack Seal Project. If the Council wishes to move forward with the Crack Seal project, Bolton & Menk, Inc. would prepare the plans and specifications and secure the bids. The engineering budget for the design, bidding, construction and grant administration for the proposed project is \$17,500.00.

The Airport Commission will be reviewing this prior to the City Council meeting.

### **ADMINISTRATOR COMMENTS:**

### **COMMITTEE/COUNCIL ACTION:**

Motion to authorize Bolton & Menk to proceed with the Crack Sealing Project in the amount of \$17,500.00 and to draft the plans and specifications and advertise for bids for such.



# 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

### MEMORANDUM

**Date:** April 5, 2016

**To:** Honorable Mayor Thompson & Members of the City Council  
City of Paynesville

**From:** Chuck DeWolf, P.E., City Engineer

**Subject:** 2016 Land Acquisition Project & Runway Crack Seal Project  
Paynesville Municipal Airport  
City of Paynesville, MN

As requested, the hangar area layout has been revised to eliminate the need to acquire private property west of the existing airport driveway for additional hangar development. The future hangar expansion area is now depicted north of the existing hangars as shown on the attached layout.

The revised layout requires 1.22 acres of property owned by the City of Paynesville to be purchased for airport property. The FAA is supportive of the hangar area change. To move forward with land acquisition, the FAA requires the following items to be completed:

- To use federal dollars in the purchasing of the City property for airport use, the FAA requires the property acquisition process follow federal standards.
- Preparation of a legal description for the new airport property.
- An Exhibit A property map will need to be completed for the existing airport property including the area to be acquired. We understand that the City will complete all of the data collection for this effort.
- The Categorical Exclusion completed for the property west of the hangar area will need to be updated and submitted to FAA for the new property to be acquired.
- The hangar area plan will need to be updated in the Airport Layout Plan. This will be a one sheet update showing the revised hangar area.

The engineering budget associated with completing the above tasks for the land acquisition is \$12,000.

In addition to the land acquisition, the Airport CIP also has a crack seal project planned for 2016. If the Council wishes to move forward with the project, we would prepare plans and specifications for the project and secure bids for the project. The engineering budget for the design, bidding, construction and grant administration associated with this project is \$17,500.

Both the land acquisition and the crack seal projects above can be completed utilizing federal dollars to cover 90% of the project costs (land costs, appraisal costs, legal costs, engineering costs, construction costs, etc.). The 2016 grant applications with purchase agreement and bids are due by July 1, 2016.

Please feel free to contact me at any time if you have any questions.

cc: Renee Eckerly, City Administrator  
Ron Mergen, Public Works Director

38



**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME:** City Council

Committee/Council Meeting Date: April 25, 2016

Agenda Section: Old Business

Originating Department: Administration

Item Number: VII - B

**ITEM DESCRIPTION:** VOC - Water Treatment Plant

Prepared by: Staff

**COMMENTS:**

Chuck DeWolf will give a verbal report. Please review the attached memo from Bolton & Menk, Inc. regarding the System Design Criteria, Volatile Organic Compost Removal, and Water Treatment Facility. The MN Department of Health has requested the City to acknowledge the design criteria and treatment goals.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**



# BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2040 Highway 12 East • Willmar, MN 56201-5818

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

www.bolton-menk.com

## MEMORANDUM

**Date:** April 19, 2016

**To:** Honorable Mayor Thompson & Council Members  
City of Paynesville

**From:** Chuck DeWolf, P.E., City Engineer  
Paul Saffert, P.E., Environmental Engineer

**Subject:** System Design Criteria  
Volatile Organic Compound Removal  
Water Treatment Facility

---

### INTRODUCTION:

The City of Paynesville received a grant for the construction of a Volatile Organic Compound Removal system due to the potential for contamination from a known plume up gradient from the City Wells. The Minnesota Department of Health has requested for the City to acknowledge design criteria and treatment goals. Since contamination of the current drinking water sources has yet to occur, this is to set expectations of all the stakeholders.

### BACKGROUND:

The former Midtown Station is located near the intersection of Lake Avenue and Mill Street in Paynesville, Minnesota. The MPCA has been monitoring the benzene levels in a groundwater plume due to a leaking storage tank that was present on the site. The highest concentration of benzene found in any of the drinking water wells for the duration of the Terracon study of the site is 20 parts per billion (or micrograms per liter). Therefore, based on the review of the data, the concentration of 20 parts per billion of benzene represents the most likely "worst case".

### DESIGN CRITERIA:

Raw water rate: 1,000 gpm  
Raw water benzene concentration: 20 parts per billion  
Maximum Contaminant Level: 5 parts per billion  
Effluent benzene treatment goal: Zero

The system will be designed to have 20 parts of benzene in the raw water. Operational procedures, including source blending to a lower raw water concentration of benzene, will be utilized to achieve distribution of zero parts per billion of benzene from the treatment system.

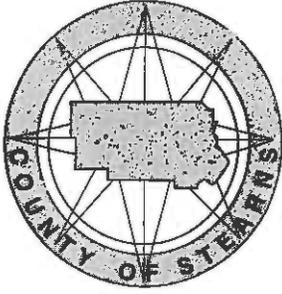
If you have any questions, please feel free to contact me at any time.

Cc: Renee Eckerly, City Administrator  
Ron Mergen, Public Works Director

DESIGNING FOR A BETTER TOMORROW  
Bolton & Menk is an equal opportunity employer

41

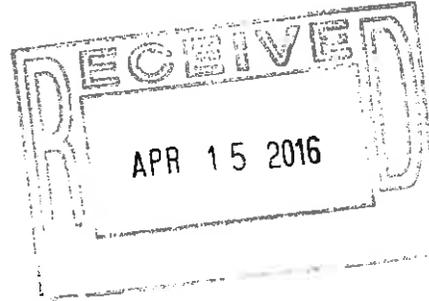
**INFORMATIONAL**



# COUNTY OF STEARNS

## *Environmental Services Department*

Administration Center Rm 343 • 705 Courthouse Square • St. Cloud, MN 56303  
320-656-3613 • Fax 320-656-6484 • 1-800-450-0852



April 13, 2016

Renee Eckerly  
City Administrator  
City of Paynesville  
221 Washburne Avenue  
Paynesville, MN 56362

Dear Ms. Eckerly:

Stearns County Environmental Services is in receipt of your SCORE grant request for capital improvements to the City's compost site.

Your request has brought to light the need for Stearns County to establish a grant review process in order to make the grant reviews & awards an open and fair process for all that wish to apply for available funding from the county.

Our hope is to have a review & award process approved and in place by mid to late June.

Unless otherwise directed by you, we will hold your grant request and review it once our process is established.

Thank you for the your commitment to offer SCORE related services to your residents.

Sincerely

Troy Freihammer  
Environmental Specialist – Solid Waste

cc: Ron Mergan, Director, Public Works, City of Paynesville  
Chelle Benson, Director, Stearns County Environmental Services  
Hank Schreifels, Supervisor, Stearns County Environmental Services

42

# WEST CENTRAL SANITATION

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

April 11, 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 April.

35-gallon cart	once per month	55
35-gallon cart	every-other-week	118
35-gallon cart	once per week	289
64-gallon cart	once per week	220
95-gallon cart	once per week	69

Enclosed is payment of \$461.00 for surcharges and vacancies.

Sincerely,



Carol Williamson

Enclosure



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

43

## Jennifer Welling

---

**From:** Renee Eckerly  
**Sent:** Friday, April 08, 2016 4:42 PM  
**To:** Jennifer Welling  
**Subject:** FW: Hearing to consider a moratorium on solar farms  
**Attachments:** Ord 532Notice of Intent- interim ord solar moratorium.doc

Next Council meeting

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

**From:** Berg, Angie [mailto:Angie.Berg@co.stearns.mn.us]  
**Sent:** Thursday, April 07, 2016 3:56 PM  
**To:** (shaunna.johnson@ci.waitepark.mn.us); abr1960@q.com; Judy Weyrens (jweyrens@cityofstjoseph.com); mary@sartellmn.com; (lesauktownship@gmail.com); Jeff Meyer; (ssaupe@csbsju.edu); (donpietsch@yahoo.com); Renee Eckerly; pestaconnie@gmail.com; cris@drais.com  
**Cc:** Benson, Chelle; Winskowski, Heidi; Buckentine, Jennifer  
**Subject:** Hearing to consider a moratorium on solar farms

Good Afternoon-The purpose of this email is to inform Cities and Townships that have entered into a Joint Planning Agreement/Orderly Annexation Agreement that the County Board of Commissioners is holding a public hearing on May 3<sup>rd</sup> to consider enacting a moratorium on solar farms. If enacted, this Ordinance would not cover properties located in Orderly Annexation Areas. The Joint Planning Board would need to hold their own hearing if they intend on considering enacting a moratorium in the OAA.

Formal written notice and a copy of the Ordinance will be mailed to City Clerks/Administrators and Township Clerks and Chairs in next 7-10 days.

Sincerely-

**Angie Berg** |Land Use Division Supervisor|[angie.berg@co.stearns.mn.us](mailto:angie.berg@co.stearns.mn.us)  
Stearns County|[www.co.stearns.mn.us](http://www.co.stearns.mn.us)|320-656-3613  
705 Courthouse Square, Rm 343|St. Cloud, MN 56303

**Notice of Public Hearing  
And  
Notice of Intent to Enact an Ordinance**

Pursuant to Minnesota Statutes, Chapter 394.34 and Chapter 375, notice is hereby given that the Stearns County Board of Commissioners shall conduct a public hearing on Tuesday, May 3, 2016 at 10:10 a.m. in the County Board Room, Stearns County Administration Center, 705 Courthouse Square, St Cloud, Minnesota to consider the enactment of Stearns County Ordinance Number 532.

The general purpose and subject matter of Ordinance Number 532 is as follows: Ordinance 532 is an interim ordinance placing a moratorium on solar farms and solar gardens.

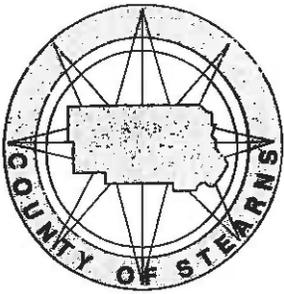
Copies of the proposed ordinance is on file at the Stearns County Environmental Services Office, Stearns County Administration Center, Room 343, 705 Courthouse Square, St Cloud, Minnesota.

All interested persons are invited to attend said hearing or submit written testimony prior to the hearing date. Written testimony should be submitted to Angie Berg, Land Use Division Director, Stearns County Environmental Services Department, Stearns County Administration Center, Room 343, 705 Courthouse Square, St Cloud, Minnesota 56303 or at [angie.berg@co.stearns.mn.us](mailto:angie.berg@co.stearns.mn.us).

Chelle Benson, Director  
Environmental Services Department

Barrier Free Status: This meeting will be accessible to the handicapped. Attempts will be made to accommodate any other individual need for special service. Please call Jeanne Ahmann at (320) 656-3613 early so that arrangements can be made.

Publish:

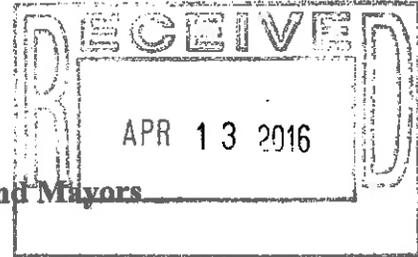


# COUNTY OF STEARNS

## *Environmental Services Department*

Administration Center Rm 343 • 705 Courthouse Square • St. Cloud, MN 56303  
320-656-3613 • Fax 320-656-6484 • 1-800-450-0852

### MEMO



**TO:** Township Officials, City Clerks/Administrators, and Mayors  
**FROM:** Angie Berg, Land Use Division Supervisor  
**DATE:** April 11, 2016  
**RE:** Public Hearing to consider a moratorium on solar gardens and solar farms

### NOTICE OF PUBLIC HEARING AND NOTICE OF INTENT TO ENACT AN ORDINANCE

Pursuant to Minnesota Statutes, Chapter 394.34 and Chapter 375, notice is hereby given that the Stearns County Board of Commissioners shall conduct a public hearing on Tuesday, May 3, 2016 at 10:10 a.m. in the County Board Room, Stearns County Administration Center, 705 Courthouse Square, St. Cloud, Minnesota to consider the enactment of Stearns County Ordinance Number 532.

The general purpose and subject matter of Ordinance Number 532 is as follows: Ordinance 532 is an interim ordinance placing a moratorium on solar farms.

A copy of the proposed ordinance is enclosed. All interested persons are invited to attend said public hearing or submit written testimony prior to the hearing date. Written testimony should be submitted to Angie Berg at the Stearns County Environmental Services Department, Administration Center, Room 343, 705 Courthouse Square, St. Cloud MN 56303 or via email at [angie.berg@co.stearns.mn.us](mailto:angie.berg@co.stearns.mn.us).

Encl

**STEARNS COUNTY INTERIM ORDINANCE NUMBER 532  
IMPOSING A MORATORIUM ON SOLAR FARMS**

**THE COUNTY BOARD OF STEARNS COUNTY ORDAINS:**

**Section 1.0 Statement of Public Purpose and Findings**

The Stearns County Board of Commissioners finds that in order to site solar farms in an orderly manner compatible with varying land uses, sustainable development and the changing energy goals of the State of Minnesota, it is necessary to appoint a work group to review existing and proposed regulations and study potential ordinance changes that may better achieve these goals.

The Stearns County Board of Commissioners further finds that the public health, safety and welfare will best be served if the status quo, with respect to solar farms, is preserved until review and study of the regulations pertinent to these projects can be completed.

**Section 2.0 Appointment of Working Group**

In conjunction with adopting this interim ordinance, the Stearns County Board of Commissioners hereby appoints a working group to study and evaluate the County's existing policies and regulations regarding solar farms. This working group is comprised of two County Commissioners, three Planning Commission members, one member representing the solar development industry, one at-large County residents and Environmental Services Department staff.

**Section 3.0 Solar Farms and Solar Gardens Defined**

For purposes of this interim ordinance, solar farms shall be defined as set forth in Stearns County Land Use and Zoning Ordinance #439: *A solar array composed of multiple solar panels on ground-mounted rack or poles which is not directly connected to or designed to serve the energy needs of the primary use but rather for the primary purpose of wholesale sales of generated electricity. Solar farms include but are not limited to community solar gardens which are defined as a solar-electric (photovoltaic) array that provides retail electric power (or a financial proxy for retail power) to multiple community members or businesses residing or located off-site from the location of the solar energy system, consistent with Minn. Statutes 216B.1641 or successor statute. A community solar system may be either an accessory or a principal use.*

**Section 4.0 Scope of Moratorium**

The Stearns County Board of Commissioners hereby imposes a development moratorium temporarily prohibiting solar farms. No solar farms shall be established within the County during the term of this moratorium. This moratorium applies to [TO BE DETERMINED BY THE BOARD].

**Section 5.0 Relation to the 60 day rule; Minnesota Statutes, section 15.99**

The Stearns County Board of Commissioners hereby deny all requests for solar farms during the term of this development moratorium. As per Section 4.2.1 of Stearns County Ordinance Number 209; or successor ordinance, the Environmental Services Department Director is charged with interpretation, administration and application of this interim ordinance. Any request for County action which has the potential for initiating or establishing a solar farm shall be forwarded to the Environmental Services Department Director for a determination as to whether or not such request falls within the scope of this development moratorium. Upon determination by the Director that a request or application has the actual or practical effect of initiating or establishing a solar farm, the Director shall promptly give written notice to the requesting party that such request has been denied by the Stearns County Board of Commissioners pursuant to this interim ordinance. The written notice shall state that this interim ordinance imposing a development moratorium is the reason for the denial. Such written notice is intended and shall be deemed to be a denial by the "agency" within the meaning of Minnesota Statutes, section 15.99.

**Section 6.0 Appeal from Denial**

Any party whose request has been denied pursuant to this interim ordinance may appeal the Director's decision to the Stearns County Board of Adjustment by serving notice to the Director pursuant to Section 7 of Stearns County Ordinance Number 208; or successor ordinance. The Director shall schedule a hearing before the Board of Adjustment at the earliest available date. The Board of Adjustment may consider all information and testimony it deems useful in making its determination.

**Section 7.0 Term**

This development moratorium shall remain in effect until [TO BE DETERMINED BY THE BOARD], unless sooner terminated by action of the Stearns County Board of Commissioners.

**Section 8.0 Authority and Enforcement**

This interim ordinance is adopted pursuant to the authority granted by Minnesota Statutes, section 394.34. The provisions of this interim ordinance may be enforced by all legal or equitable remedies available to the County, including those articulated in Minnesota Statutes, section 394.37.

**PASSED BY THE STEARNS COUNTY BOARD OF COMMISSIONERS THIS  
3rd DAY OF May 2016.**

**APPROVED:**

\_\_\_\_\_  
\_\_\_\_\_, Chair  
Stearns County Board of Commissioners

**ATTEST:**

\_\_\_\_\_  
Randy R. Schreifels  
Stearns County Auditor-Treasurer  
Clerk  
Stearns County Board of Commissioners

# Consolidated Z Report

For batches closed between 3/1/2016 and 4/1/2016

Number of Registers 2  
Number of Batches 65

All Regs Closed? FALSE  
EDC Closed? TRUE

*Printed  
Month  
of  
March  
2016*

<b>Cash In</b>		<b>Misc.</b>		<b>Department Sales</b>				
Opening Total	\$43,200.00	Total Sales	\$93,764.97	<u>Department Name</u>	<u>Cost</u>	<u>Sales</u>	<u>% of Sales</u>	
Sales	\$95,160.14	Total Tended	\$119,748.67	Beer	\$36,065.73	\$45,855.38	48.90 %	
Neg. Transactions	(\$1,395.17)	Total Change	(\$17,735.15)	Club	\$0.00	\$405.00	0.43 %	
Tax	\$8,248.55	Over / Short	\$8.52	0.0090%	Energy Drinks	\$37.72	\$56.07	0.06 %
Shipping	\$0.00	Cost of Goods	\$73,978.86	77.89 %	Gift Card Sales	\$0.00	\$20.00	0.02 %
Debit Surcharge	\$0.00	Profit	\$19,786.11	22.11 %	Ice and Water	\$162.10	\$304.24	0.32 %
Cash Back Fee	\$0.00	Commission	\$0.00		Liquor	\$19,850.80	\$25,631.01	27.34 %
Paid on Layaway	\$0.00	Discounts	\$4,319.53	4.40 %	Lott Scr Payout	\$0.00	(\$944.00)	-1.01 %
Paid to Account	\$0.00	Discount Quantity	1320	13.87 %	Lottery Scratch Tickets	\$1,533.74	\$1,623.00	1.73 %
Deposit Made	\$0.00	Product Count	9520		Misc	\$1,410.65	\$1,857.59	1.98 %
<b>Total</b>	<b>\$145,213.52</b>	Not Scanned	0	0.00 %	Online Lotto	\$329.81	\$349.00	0.37 %
		Transaction Count	4607		Online Lotto Payout	(\$74.10)	(\$78.00)	-0.08 %
		Avg. Transaction	\$20.62		Pop	\$387.64	\$511.54	0.55 %
		Largest Transaction	\$554.73		Tobacco	\$5,595.86	\$6,306.47	6.73 %
		No Sales	195	4.23 %	Wine	\$8,678.91	\$11,867.67	12.66 %
		Cancel Transaction	29	0.63 %				
		Item Corrections	73	0.77 %				
		Returns (7)	\$114.19	0.12 %				
		Post Voids (11)	\$663.18	0.70 %				
		Neg. Dollar Items	(\$1,022.00)	1.08 %				
		Manual Inventory Adjustments	\$0.00					
		Unique Customers	0					
		Trans w/ Customer	0	0.00 %				

<b>Tender Information</b>				
<u>Tender Type</u>	<u>Open</u>	<u>Shift</u>	<u>Close</u>	<u>Over/Short</u>
Cash	\$43,200.00	\$39,341.60	\$82,422.41	(\$119.19)
Check	\$0.00	\$4,746.65	\$4,873.82	\$127.17
Credit Cards	\$0.00	\$50,764.22	\$50,764.22	\$0.00
Gift Cards	\$0.00	\$89.63	\$89.63	\$0.00
Offline Credit Card	\$0.00	\$7,071.42	\$7,071.96	\$0.54
<b>Totals</b>	<b>\$43,200.00</b>	<b>\$102,013.52</b>	<b>\$145,222.04</b>	<b>\$8.52</b>

<b>Credit Card Detail</b>		
<u>Card Name</u>	<u>Count</u>	<u>Amount</u>
Total		

*50*

**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>
MMBA promo	1	\$8.00	0.01 %	MN Liquor Tax	\$7,828.19
15% Coupon	4	\$20.00	0.02 %	MN Sales Tax	\$420.36
15% Discount Craft Beer	8	\$26.40	0.03 %	Total	\$8,248.55
2-6 pk for 12 pk Price	2	\$3.99	0.00 %		
Coded Beer	63	\$464.00	0.49 %		
Daily's 4 pk Disc	34	\$17.42	0.02 %		
Discontinued Item	201	\$1,399.56	1.47 %		
Quantity Discount	206	\$752.13	0.79 %		
Quantity Discounts	21	\$40.25	0.04 %		
Rex Goliath Discount	7	\$13.96	0.01 %		
Sale Price	398	\$906.60	0.95 %		
Senior Wednesday Discount	90	\$126.89	0.13 %		
Wine Bags 4 Bottles	37	\$37.35	0.04 %		
Wine Club	36	\$75.42	0.08 %		
Wine sale	113	\$313.36	0.33 %		
Wine Tuesday Discount	99	\$114.20	0.12 %		
<b>Total</b>	<b>1320</b>	<b>\$4,319.53</b>			

**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	\$83,503.31
					MN Sales Tax	\$6,113.65
					Non Taxable	\$4,116.03
					Tax Exempt	\$31.98

**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	Millner Heritage Little Iza	(1)	(\$15.99)	398425	2	03/21/2016 4:30:21 PM
Ethan Brown	Stella Rosa	(1)	(\$13.99)	397835	2	03/17/2016 5:53:42 PM
Ethan Brown	GPC Silver Box 100's	(1)	(\$8.89)	398005	1	03/18/2016 4:54:11 PM
Ethan Brown	GPC Silver Box 100's	(1)	(\$8.89)	398005	1	03/18/2016 4:54:11 PM
Josh Mergen	Svedka Vodka Ltr	(1)	(\$12.99)	395804	2	03/04/2016 1:12:19 PM
Josh Mergen	Svedka Vodka Ltr	(1)	(\$12.99)	395804	2	03/04/2016 1:12:19 PM
Josh Mergen	Ice 5 lbs Bag	(1)	(\$1.69)	397155	2	03/12/2016 2:35:37 PM
William Ludwig	Mich Golden Light 12 pk btl	(1)	(\$10.79)	395509	2	03/02/2016 11:27:56 AM
William Ludwig	Mich Golden Light 12 pk btl	(1)	(\$11.99)	395509	2	03/02/2016 11:27:56 AM
William Ludwig	Smokin' G Platinum Blend	(1)	(\$11.99)	399720	2	03/30/2016 2:34:19 PM
William Ludwig	Top Gold King Size Tubes	(1)	(\$3.99)	399720	2	03/30/2016 2:34:19 PM
<b>Total</b>		<b>(11)</b>	<b>(\$114.19)</b>			

51

### Post Voids Detail

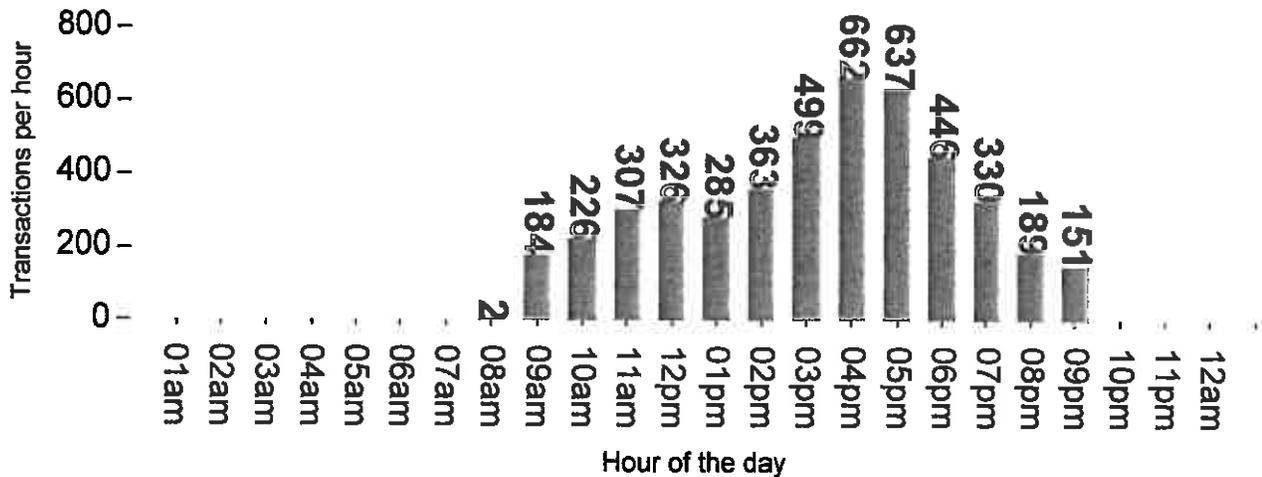
<u>Cashier</u>	<u>Product description</u>	<u>Qty</u>	<u>Sold price</u>	<u>T #</u>	<u>Reg #</u>	<u>Date/Time</u>
Trevor Thompson	Blue Moon-6 pk bt	(1)	(\$8.99)	395906	2	03/04/2016 5:41:03 PM
Trevor Thompson	Windsor Ltr	(1)	(\$12.99)	395906	2	03/04/2016 5:41:03 PM
Trevor Thompson	Coke 2 ltr.	(1)	(\$1.99)	395906	2	03/04/2016 5:41:03 PM
Trevor Thompson	Wild Root Ginger Beer	(1)	(\$10.99)	395906	2	03/04/2016 5:41:03 PM
Trevor Thompson	Wild Root Ginger Beer	(1)	(\$10.99)	395906	2	03/04/2016 5:41:03 PM
Trevor Thompson	Coors Light 24 pk cn	(1)	(\$19.99)	395925	2	03/04/2016 6:18:51 PM
Trevor Thompson	Busch Lt 24 pk cn	(1)	(\$17.99)	396355	2	03/07/2016 5:22:34 PM
Trevor Thompson	Mich Golden Light 24 pk cn	(1)	(\$17.99)	397081	1	03/12/2016 11:33:29 AM
Trevor Thompson	Shock Top 12pk Btls	(1)	(\$13.99)	397544	2	03/15/2016 7:04:03 PM
Trevor Thompson	Sam Adams Double IPA 6pk	(1)	(\$9.49)	398562	2	03/22/2016 5:58:42 PM
William Ludwig	Bud Light 12 pk btl	(1)	(\$10.99)	396689	2	03/10/2016 5:17:16 PM
William Ludwig	Bud Light Platinum 6 pk btl	(1)	(\$7.99)	396689	2	03/10/2016 5:17:16 PM
William Ludwig	Mogan David Blackberry 750 ml	(1)	(\$6.49)	397571	2	03/16/2016 11:07:16 AM
William Ludwig	Starling Castle Riesling 750ml	(2)	(\$19.98)	397578	2	03/16/2016 11:44:08 AM
William Ludwig	Yukon Jack Ltr	(11)	(\$162.69)	398750	2	03/24/2016 12:08:44 PM
William Ludwig	Men a Trois Red 750ml	(24)	(\$167.76)	398942	2	03/25/2016 12:13:55 PM
William Ludwig	Chateau St Mich Cab Sauv 750ml	(6)	(\$79.74)	398942	2	03/25/2016 12:13:55 PM
William Ludwig	Joel Gott Cabernet 750ml	(6)	(\$82.14)	398942	2	03/25/2016 12:13:55 PM
<b>Total</b>		<b>(62)</b>	<b>(\$663.18)</b>			

### 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>
April Mathies	Online Lotto Payout	1.00	(\$1.00)	395661	2	03/03/2016 3:46:31 PM
April Mathies	Online Lotto Payout	3.00	(\$3.00)	395664	2	03/03/2016 3:53:08 PM
April Mathies	Scratch Off Payout	7.00	(\$7.00)	395664	2	03/03/2016 3:53:08 PM
April Mathies	Scratch Off Payout	50.00	(\$50.00)	396164	1	03/05/2016 4:16:21 PM
April Mathies	Scratch Off Payout	1.00	(\$1.00)	396216	1	03/05/2016 6:21:41 PM
Ethan Brown	Online Lotto Payout	1.00	(\$1.00)	396194	2	03/05/2016 5:28:33 PM
Ethan Brown	Scratch Off Payout	1.00	(\$1.00)	399419	2	03/26/2016 7:06:51 PM
Ethan Brown	Scratch Off Payout	35.00	(\$35.00)	399650	2	03/29/2016 5:46:25 PM
Ethan Brown	Scratch Off Payout	4.00	(\$4.00)	399661	2	03/29/2016 6:36:23 PM
Ethan Brown	Scratch Off Payout	20.00	(\$20.00)	399663	2	03/29/2016 6:39:15 PM
Josh Mergen	Scratch Off Payout	50.00	(\$50.00)	396040	2	03/05/2016 11:30:02 AM
Josh Mergen	Scratch Off Payout	3.00	(\$3.00)	398116	2	03/19/2016 9:12:51 AM
Josh Mergen	Scratch Off Payout	65.00	(\$65.00)	398139	2	03/19/2016 11:15:32 AM
Josh Mergen	Scratch Off Payout	2.00	(\$2.00)	398502	2	03/22/2016 2:43:12 PM
Josh Mergen	Scratch Off Payout	30.00	(\$30.00)	398980	1	03/25/2016 2:08:51 PM
Josh Mergen	Online Lotto Payout	6.00	(\$6.00)	399238	1	03/26/2016 12:06:55 PM
Trevor Thompson	Scratch Off Payout	12.00	(\$12.00)	398238	2	03/19/2016 4:01:02 PM
Trevor Thompson	Scratch Off Payout	5.00	(\$5.00)	398557	2	03/22/2016 5:53:49 PM
Whitney Muetzel	Scratch Off Payout	6.00	(\$6.00)	396065	1	03/05/2016 12:48:19 PM
Whitney Muetzel	Scratch Off Payout	12.00	(\$12.00)	396086	1	03/05/2016 1:35:30 PM
Whitney Muetzel	Scratch Off Payout	10.00	(\$10.00)	396711	2	03/10/2016 5:52:45 PM
Whitney Muetzel	Scratch Off Payout	50.00	(\$50.00)	397680	2	03/16/2016 6:46:18 PM
Whitney Muetzel	Scratch Off Payout	20.00	(\$20.00)	397685	2	03/16/2016 7:48:39 PM
Whitney Muetzel	Scratch Off Payout	25.00	(\$25.00)	397687	2	03/16/2016 7:50:13 PM
Whitney Muetzel	Scratch Off Payout	100.00	(\$100.00)	397693	2	03/16/2016 7:55:33 PM
Whitney Muetzel	Scratch Off Payout	20.00	(\$20.00)	397697	2	03/16/2016 7:58:27 PM
Whitney Muetzel	Scratch Off Payout	20.00	(\$20.00)	397702	2	03/16/2016 8:01:37 PM

52

Whitney Muetzel	Scratch Off Payout	50.00	(\$50.00)	397700	2	03/16/2016 8:55:36 PM
Whitney Muetzel	Online Lotto Payout	1.00	(\$1.00)	399188	2	03/26/2016 10:26:46 AM
William Ludwig	Scratch Off Payout	5.00	(\$5.00)	395383	2	03/01/2016 12:09:39 PM
William Ludwig	Scratch Off Payout	9.00	(\$9.00)	396623	2	03/10/2016 1:51:02 PM
William Ludwig	Scratch Off Payout	34.00	(\$34.00)	396795	2	03/11/2016 12:57:39 PM
William Ludwig	Online Lotto Payout	30.00	(\$30.00)	397338	2	03/14/2016 12:01:25 PM
William Ludwig	Scratch Off Payout	3.00	(\$3.00)	397374	2	03/14/2016 12:52:50 PM
William Ludwig	Online Lotto Payout	15.00	(\$15.00)	397461	2	03/15/2016 10:59:48 AM
William Ludwig	Scratch Off Payout	20.00	(\$20.00)	397728	2	03/17/2016 10:35:26 AM
William Ludwig	Scratch Off Payout	50.00	(\$50.00)	397730	2	03/17/2016 10:37:31 AM
William Ludwig	Scratch Off Payout	10.00	(\$10.00)	397737	2	03/17/2016 10:46:21 AM
William Ludwig	Scratch Off Payout	50.00	(\$50.00)	397739	2	03/17/2016 10:48:49 AM
William Ludwig	Scratch Off Payout	2.00	(\$2.00)	397885	2	03/18/2016 10:54:20 AM
William Ludwig	Online Lotto Payout	12.00	(\$12.00)	397885	2	03/18/2016 10:54:20 AM
William Ludwig	Scratch Off Payout	2.00	(\$2.00)	397965	2	03/18/2016 3:43:55 PM
William Ludwig	Scratch Off Payout	1.00	(\$1.00)	397967	2	03/18/2016 3:45:23 PM
William Ludwig	Scratch Off Payout	40.00	(\$40.00)	398392	2	03/21/2016 1:39:11 PM
William Ludwig	Scratch Off Payout	10.00	(\$10.00)	398403	2	03/21/2016 3:10:54 PM
William Ludwig	Scratch Off Payout	5.00	(\$5.00)	398629	2	03/23/2016 12:40:14 PM
William Ludwig	Online Lotto Payout	1.00	(\$1.00)	398822	2	03/24/2016 4:58:51 PM
William Ludwig	Scratch Off Payout	25.00	(\$25.00)	399489	2	03/28/2016 2:22:11 PM
William Ludwig	Online Lotto Payout	4.00	(\$4.00)	399493	2	03/28/2016 2:59:34 PM
William Ludwig	Online Lotto Payout	4.00	(\$4.00)	399571	2	03/29/2016 9:11:16 AM
William Ludwig	Scratch Off Payout	100.00	(\$100.00)	399893	2	03/31/2016 4:43:26 PM
Total		1,022.00	(\$1,022.00)			



53



Theresa Sunde  
Government Relations Manager

*Sent via mail*

April 11, 2015

Dear Community Official:

On or around April 30, 2016, Mediacom will be moving the Hallmark Movies & Mysteries from the Movies and Music tier package to Digital Family TV tier.

\*Hallmark Movies & Mysteries High Definition requires a Mediacom HD converter, HD Digital adapter or cable card with a subscriber-owned HD device. Channel 785.

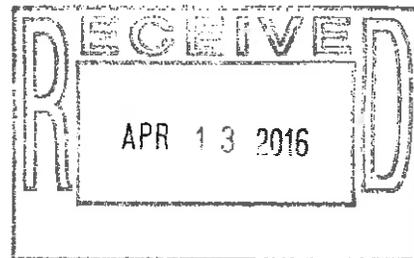
\*Hallmark Movies & Mysteries Standard Definition requires a Mediacom digital converter, digital adapter or cable card with a subscriber-owned device. Channel 292.

Questions or concerns regarding this change can be directed to my email at [tsunde@mediacomcc.com](mailto:tsunde@mediacomcc.com).

Thank you!

*Theresa Sunde*

Saint Peter Master Headend



54

Please join us for a fun evening  
featuring music by  
**Kevin Torbenson & Friends**  
Benefiting  
**Crow River Trail Guards**

Silent Auction & Social Hour at 6:30pm

Music beginning at 7:30pm

Sat. May 7<sup>th</sup> at Bugbee Hive Resort



Kevin, a singer/songwriter from Mankato, is a '71 graduate of PHS

Tickets available in advance or at the door  
\$15/ea. OR 2/\$20

Advance tickets available in Paynesville at CM Credit Union, Perennial Bank  
Bank of the West, & Teal's Market

Tom Koshiol  
Crow River Trail Guards  
"Connecting Kids to the Outdoors"  
Paynesville, MN 56362  
[www.trailguards.org](http://www.trailguards.org)  
320-250-0464

55

# What do you do with hazardous chemicals in your home?



Take advantage of the household hazardous waste collection!

Senior Citizens and handicapped residents may contact the R.O.S.E. Center at 320-243-5144 for assistance.

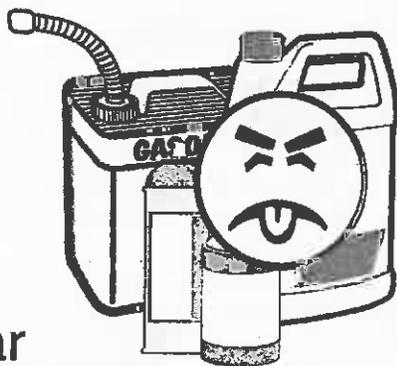
## Saturday, April 30, 2016

### Items accepted include:

### 8 a.m. - 11 a.m.

Paynesville Area High School

- ☺ Paints
- ☺ Automotive Chemicals
- ☺ Garden Chemicals
- ☺ Adhesives
- ☺ Cleaners
- ☺ Sealers
- ☺ Aerosols
- ☺ Poisons
- ☺ Solvents
- ☺ Roofing Tar
- ☺ Rechargeable Batteries
- ☺ Pool Chemicals
- ☺ Mothballs
- ☺ Fuels
- ☺ Fluorescent Bulbs (Household, no 8ft.)
- ☺ Mercury
- ☺ Button Batteries



### Items NOT accepted include:

- ☒ Business Waste
- ☒ Agricultural Waste
- ☒ Household Garbage
- ☒ Unknowns
- ☒ Explosives
- ☒ Pharmaceutical Waste
- ☒ Medical Waste
- ☒ Car Batteries
- ☒ Appliances
- ☒ Furniture
- ☒ Tires



\*Used oil (FREE) Used Oil Filters (50¢)  
Antifreeze (\$1/gallon) May be taken to the Oil Recycling Facility located at the Paynesville Township Hall parking lot.

**COMPUTERS & TVs:**  
COMPLETE SYSTEM (Monitor, Tower, Keyboard, Mouse) \$30 ea.  
MONITORS \$25 ea. • TOWERS \$5 ea. • KEYBOARDS \$2 ea.  
PRINTERS \$10 ea. • TVs \$25 ea. • CONSOLE TVs \$30 ea.

Sponsored by Paynesville Township and the City of Paynesville: 320-243-3714  
and Stearns County Environmental Services: 1-800-450-0852

- SEE SPRING CLEANUP ON REVERSE SIDE! -

56

# GET RID OF YOUR JUNK

## at the Paynesville Area Spring Clean-Up!



### TIRES

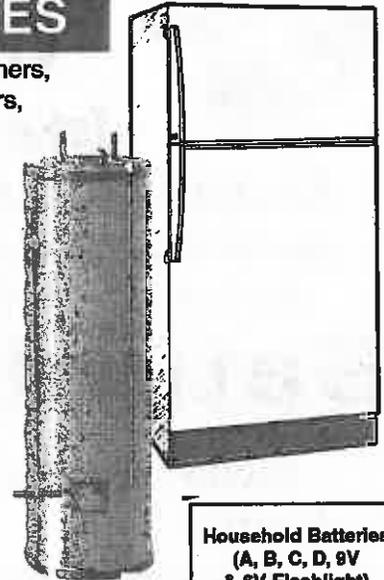
Car \$4 [with rim \$9]  
 Light Truck \$5 [with rim \$10]  
 Truck \$15 [with rim \$20]  
 Tractor \$57

**\*Used oil (FREE)**  
 Used Oil Filters (50¢)  
 Antifreeze (\$1/gallon)  
 May be taken to the  
 Oil Recycling Facility  
 located at the Paynesville  
 Township Hall parking lot.

*Acceptable Items  
 include Appliances,  
 Computers, Tires,  
 Basic Trash,  
 and Recyclables*

### APPLIANCES

Washers, Dryers, Dishwashers,  
 Air Conditioners, Freezers,  
 Refrigerators, Ranges,  
 Dehumidifiers, Water  
 Heaters, Water Softeners,  
 Microwaves  
**\$10.00 per appliance**



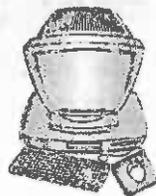
**Saturday,  
 April 30, 2016  
 8 - 11 a.m.  
 Paynesville Area  
 High School**

**Household Batteries  
 (A, B, C, D, 9V  
 & 6V Flashlight)  
 Manufactured after  
 1991 are disposable  
 in your regular  
 garbage collection.  
 Button Batteries  
 are Household  
 Hazardous Waste**

**Senior Citizens and handicapped residents may contact  
 the R.O.S.E. Center at 320-243-5144 for assistance.**

### COMPUTERS & TVs

(COMPLETE SYSTEM) \$30 each  
 Includes Monitor, Tower, Keyboard, Mouse  
 MONITORS \$25 each  
 TOWERS \$5 each  
 KEYBOARDS \$2 each  
 PRINTERS \$10 each  
 TVs \$25 each  
 CONSOLE TVs \$30 each  
 ELECTRONICS \$10 each  
 Includes VCR's, Stereo's ETC



### BASIC TRASH

If it is nonrecyclable,  
 nonhazardous, and is NOT  
 an appliance. Items that may  
 be too large for regular garbage  
 container. **6¢ per pound**  
 Mattress and box spring  
**\$5 each**



### WEST CENTRAL Shredding

Shredding available at the  
 Paynesville Area High School  
 8 a.m. - 11 a.m.



### BANK OF THE WEST

### CARDBOARD:

We accept flattened  
 corrugated boxes, packing,  
 and brown grocery bags.  
 Large quantities should be  
 delivered to the recycling center.



### Batteries:

ATV, car, and  
 truck batteries

### RECYCLABLES



### SCRAP IRON:

All types of scrap steel.  
 Lawn mowers must be  
 drained of oil and gas.  
 Bicycles must have  
 tires removed.

### NEWSPAPER, MAGAZINES, & OFFICE PAPER:

Newspaper includes all paper  
 delivered with the paper. Must be  
 contained (bagged, boxed, tied).  
 Magazines, phone books,  
 newspapers, comic books, plastic,  
 and cellophane.

Sponsored by Paynesville Township and the City of Paynesville: 320-243-3714

- SEE HAZARDOUS WASTE COLLECTION ON REVERSE SIDE! -

5