

**REGULAR CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
JUNE 27, 2016
6:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. COUNCIL ACTIVITY REPORTS
- IV. DEPARTMENT HEAD REPORT – None
- V. CONSENT AGENDA
 - A. Minutes (page 1) – Public Works Committee (2), Planning Commission, EDAP Board, APMI Variance PH, and City Council (4).
 - B. Vouchers (page 2)
- VI. NEW BUSINESS
 - A. Lake Koronis Decontamination Trailer (page 3)
 - B. Building Official – Specially Adapted Housing (SAH) Program (page 16)
 - C. Fire Department Relief Association 2015 Audit (page 18)
 - D. Variance Request – Casey’s Retail Company (page 59)
 - E. CPR & First Aid Training – Ridgewater College (page 64)
 - F. Sewer Jetting (page 69)
 - G. Special City Council Meeting - Working Session (page 72)
- VII. OLD BUSINESS
 - A. 2016 Street Project (page 73)
 - B. Airport – Crack Sealing Bids (page 74)
 - C. VOC - Water Treatment Plant (page 77)
 - D. 2015 Audit (page 78)
- VIII. INFORMATIONAL
 - A. May Liquor Store Report (page 78A)
 - B. Springsted Credit Rating of AA- (page 83)
 - C. Mediacom – Channel Availability (page 85)
 - D. Master Mark Plastics – 50 Years Celebration Invitation (page 86)
- 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: June 27, 2016

Agenda Section: Consent Agenda

Originating Department: Administration

Item Number: V – A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the following meetings:

Meeting	Emailed
April 11, 2016 Public Works Committee	5-20-16
June 6, 2016 Planning Commission	6-15-16
March 8, 2016 EDAP Board	3-24-16
May 9, 2016 Public Works Committee	5-23-16
March 22, 2016 Special EDAP Board	4-4-16
May 9, 2016 AMPI Variance Public Hearing	6-10-16
February 11, 2016 Special City Council – Working Session	6-13-16
February 22, 2016 Regular City Council	6-22-16
May 23, 2016 Regular City Council	6-22-16
April 25, 2016 Regular City Council	6-23-16

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the following meetings:

April 11, 2016 Public Works Committee	5-20-16
June 6, 2016 Planning Commission	6-15-16
March 8, 2016 EDAP Board	3-24-16
May 9, 2016 Public Works Committee	5-23-16
March 22, 2016 Special EDAP Board	4-4-16
May 9, 2016 AMPI Variance Public Hearing	6-10-16
February 11, 2016 Special City Council – Working Session	6-13-16
February 22, 2016 Regular City Council	6-22-16
May 23, 2016 Regular City Council	6-22-16
April 25, 2016 Regular City Council	6-23-16

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council
Committee/Council Meeting Date: June 27, 2016
Originating Department: Administration
Agenda Section: Consent
Item Number: V-B

ITEM DESCRIPTION: Vouchers

Prepared by: Alice McColley

COMMENTS:

Please review the following vouchers:

06/22/2016	Vouchers	92888-92965	\$160,073.22
06/23/2016	Voided Checks	92692-92819	\$0.00
06/23/2016	Payroll Checks	92820-92883	\$37,738.43
06/23/2016	Payroll Taxes	92884-92887	\$1,304.28
06/23/2016	Payroll - Fed		\$9,030.26
06/23/2016	Payroll - State		\$1,242.90
06/23/2016	Payroll - TASC		\$538.43
06/23/2016	Payroll - PERA		\$6,008.61
06/23/2016	Payroll - SELECT		\$207.70
06/23/2016	Payroll - Blue Cross		\$4,459.97
06/23/2016	Payroll - AFLAC		\$139.41
		TOTAL	\$220,743.21

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the following vouchers:

06/22/2016	Vouchers	92888-92965	\$160,073.22
06/23/2016	Voided Checks	92692-92819	\$0.00
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06/23/2016	Payroll - AFLAC		\$139.41
		TOTAL	\$220,743.21

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REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: June 27, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - A

ITEM DESCRIPTION: Lake Koronis Decontamination Trailer

Prepared by: Staff

COMMENTS:

The City has received a request from Len Gilmore, LAMB Labor Services to allow the parking of a decontamination trailer at the City's Veteran's Park boat access parking lot.

Discussion.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to allow the parking of a decontamination trailer at the City's Veteran's Park boat access parking lot and authorize the Mayor to sign the letter.

City of Paynesville

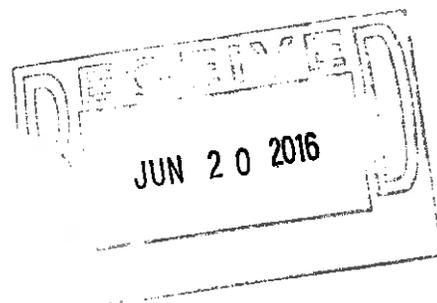
6/15/16

LAMB Labor Services
109 Washburne Avenue
Paynesville, MN 56362
Attn: Len Gilmore

This letter authorizes you and grants you access and use to the Veterans Park boat access parking lot located on Lake Koronis. With this you are permitted to set up and operate a portable thermal decontamination trailer for the purpose of decontaminating boats.

Signed,

Renee Eckerly, City Administrator



Agreement for Watercraft Decontamination Services

PARTIES AND TERMS:

County of Stearns ("County")

Address: Environmental Services Department
Administration Center, RM 343
705 Courthouse Square
St. Cloud, MN 56303-4701

And

Contractor: Lamb Labor Services
109 Washburne Avenue
Paynesville MN 56362

("Contractor_")

Contractor and County Contact Information attached as: ("Exhibit A")

RECITALS:

1. Stearns County (hereinafter referred to as "County") desires to reduce the risk of introducing Aquatic Invasive Species (AIS are nonnative species that cause or may cause economic or environmental harm or harm to human health or threatens or may threaten natural resources or the use of natural resources in the state.
2. Contractor, Lamb Labor Services (hereinafter referred to as "Lamb_"), will provide a service of Watercraft thermal decontamination services pursuant to DNR training techniques and DNR developed AIS decontamination protocols.
3. County desires to enter into this agreement with Lamb for ~~xxx~~ per hour to provide watercraft thermal decontamination services to aid in the prevention of spreading invasive species.
4. The thermal decontamination service provided by Lamb_ is a preventative measure but does not guarantee that AIS will not enter the Lake(s) inspected pursuant to this agreement.

5. Independent Contractor Status. Lamb is an independent contractor and takes full responsibility for hiring, paying and managing its inspectors. Lamb its' agents, representatives, employees and inspectors are not employees of the County. No statement contained in this Agreement shall be construed so as to find Lamb, its inspectors, agents, representatives and employees to be an employee of the County, and none of them shall be entitled to any of the rights, privileges or benefits of the County.

5.1. Government Reporting. Lamb will collect required forms from employees (e.g. W-4) and provide required reports to the government (e.g. W-2).

5.2. Payroll. Lamb will pay inspectors an hourly wage with payments made on either a semi-monthly, bi-weekly or monthly basis at Lambs' discretion.

5.3. Payroll Taxes/Withholding/Workers Comp Unemployment/Other Taxes. Lamb will pay or withhold for FICA, FUTA, State Unemployment, Workers Compensation, and state and federal withholding, as required by law.

6. Mutual Indemnification.

6.1. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Contract.

6.2. It is understood and agreed that the County's liability shall be limited by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law.

COUNTY RESPONSIBILITIES

7. Payments. The total amount of compensation to be paid Lamb by County is estimated to be at 500 hours per year at \$85 per hour for each hour of service pursuant to the payment terms listed below.

7.1. Hourly Rate. Stearns County agrees to pay Lamb, in accordance with section 2.1 at the rate of ~~\$75~~ per hour worked.

7.2. Services Invoiced bi weekly. Lamb . agrees to provide the hours worked each day for the previous two (2) weeks day of the month along with a note highlighting any variation from the budget. Lamb will not exceed the budget as outlined in Section 2.10. An invoice could be less than the budgeted amount due to inclement weather, employee emergencies or other unforeseen circumstances.

7.3. Invoices Due in 30 Days. Lamb shall be paid within thirty (30) days of sending the invoice to the County.

8. Other Terms.

8.1. Term and Termination. This agreement shall commence on the date both parties have signed this agreement and County. Lamb has provided a schedule of hours and dates of thermal decontamination signed by both parties. This agreement shall terminate on December 31, 2016. Either party may terminate upon thirty days prior written notice. Lamb may stop coverage within 15 days of notifying County in writing of non-payment of invoice.

8.2. Notices. All communications, demands, notices, and other communications from any party hereto to the other party shall be in writing and, except as otherwise provided herein, shall be considered to have been duly given, if deposited in the United States mail, certified postage prepaid, return receipt requested, and addressed to the respective party at its address set forth herein or at such other address as such party may hereafter designate by notice to the other party. Email is not an acceptable method of communication for formal notices. However, email can be used for informal communications between parties provided the emailed party sends a response which is more than an automatic receipt.

8.3. Amendment. This Agreement cannot be amended, altered, enlarged, supplemented, abridged, modified, or any provisions waived except by a writing duly signed by both parties hereto.

8.4. Titles, Headings, or Captions. The titles, headings or captions in the paragraphs or sections of this Agreement are inserted for the convenience of reference only and shall not constitute a part of this Agreement.

8.5. Entire Agreement. This Agreement contains the entire understanding of the parties with respect to the relationship contemplated hereby and supersedes all prior agreements and understandings between the parties with respect to such subject matter.

8.6. Severability. Whenever possible, each provision of this Agreement will be interpreted in such a manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be invalid, illegal, or unenforceable under any applicable law or rule in any jurisdiction, such provision will be ineffective only to the extent of such invalidity, illegality, or unenforceability in such jurisdiction, without invalidating the Agreement.

8.7 Records. All data collected, created, received, maintained, or disseminated by Lamb

because of this Agreement is governed by the Minnesota Statutes Chapter 13, of the Minnesota Government Data Practices Act. Pursuant to Minn. Stat. § 16C.05, subd. 5, Lamb agrees to remainder of this Agreement in such jurisdiction or any provision here of in any other jurisdiction.

8.8 Assignment. Either party to this Agreement may assign its interest in this Agreement to a third party upon the express written consent of the other party. An assignment of this Agreement shall not relieve the assignor of its obligations under this Agreement. This Agreement shall be binding on, and shall inure to the benefit of, the parties to this Agreement and their respective heirs, legal representatives, and successors assigns.

8.9. Counterparts. This Agreement may be executed in counterparts and by different parties on different counterparts with the same effect as if the signatures thereto were on the same instrument. This Agreement shall be effective and binding upon all parties hereto at such time as all parties have executed a counterpart of this Agreement.

8.10. State Law and Venue. This Agreement shall be construed and enforced in accordance with the laws of the State of Minnesota. Claims relating to this action shall be venued in Stearns County Minnesota.

8.11. Rights of Third Parties. Nothing in this Agreement, whether express or implied is intended to confer any rights or remedies under this Agreement on any persons other than the parties of this agreement and their respective successors assign. Further, nothing in this Agreement is intended to relieve or discharge the obligations or liabilities of any third persons to any party to this agreement.

8.12. Waiver. The waiver of any of the rights and/or remedies arising under the terms of this Agreement on any one occasion by any party hereto shall not constitute a waiver of any rights and/or remedies in respect to any subsequent breach or default of the terms of this Agreement. The rights and remedies provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive

8.13 Operation. Decontamination unit will be available for a minimum of 500 hours of on-site service per year. Unit will be available from dawn to dusk, seven (7) days a week. Hours of inspection will be determined by the Stearns AIS Committee on a monthly basis with a minimum of 2 weeks' notice. Any emergency scheduling for fishing tournaments, new infestation of AIS, or situations that require immediate attention would require the vendor and the AIS Committee to agree to a resolution.

The physical position at a job site will be determined with the help of the AIS Committee and the local lake association and DNR, if applicable.

Vendor will be diligent to assure traffic flow through the operation.

Vendor must observe state and local regulations for the disposal of any solids or liquids that result from the decontamination.

Vendor is responsible for all maintenance and must have available consumable and most-frequently needed repair parts.

Any out-of-service situations will not count as hours of operation. The vendor will make every effort to put equipment back into operation and any out-of-service situation longer than one day will require immediate notification to Stearns County Environmental Services.

TERMS:

Lamb understands that the authority for the Decontamination Services provided under this Agreement is the authority given to local government units under Minnesota Statute 840.105, Subdivision 2. The authority given under this law is to Stearns County.

Lamb acknowledges and agrees that the services it provides under this Agreement, and the authority it has to conduct the Decontamination Services under Minn. Stat. 840.105, are limited to the terms of this Agreement and subsequent written and signed amendments to this Agreement.

If Lamb is approached by individuals or Lake Associations, either seeking additional hours of service or to be included for Lake Decontamination Services, Lamb agrees to direct those requests to Stearns County Environmental Services, and inform the party seeking such services, that they must be arranged in advance and contracted through Stearns County.

NOW THEREFORE, in consideration of the recitals, terms, and agreements contained herein and other valuable consideration the receipt of which is hereby acknowledged, the parties further agree as follows:

RESPONSIBILITIES:

1. Hire Inspectors. Lamb agrees to provide inspectors to thermally decontaminate watercraft subject to this agreement for the coverage hours as budgeted for in section 2.10 of this Agreement. Lamb agrees that its inspectors will meet the following qualifications.
 - 1.1. Age/Maturity. The operators will be at least 16 years of age unless otherwise agreed.
 - 1.2. Uniforms. The operators will wear official uniforms (t-shirts) provided by Lamb.
2. Services. Lamb will perform the following services.
 - 2.1. Decontamination services per attachment 4

The decontamination process is subject to inspection by the Stearns County AIS Committee members at any time to be sure it is operational and that it is being operated to deliver the critical requirements as defined in Attachment 1.

Lamb acknowledges and agrees that the services it provides under this Agreement, and the authority it has to conduct the Decontamination Services under Minn. Stat. 840.1 05, are limited to the terms of this Agreement and subsequent written and signed amendments to this Agreement.

Lamb will manage the hours to meet and not exceed the budgeted hours identified above unless modified by a signed amendment to this Agreement.

3. Reporting. Lamb engages in a number of different data collection and reporting activities.

3.1. Hours Worked Report. Lamb will provide County a report of hours covered each day at the end of the month. Lamb will provide the report to the County by the 10th day following the end of the month.

3.2.. Report. Lamb will provide the County a report at the end of the summer summarizing and totaling the hours worked.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the day and year set forth below.

COUNTY OF STEARNS

LAMB LABOR SERVICES


SIGNATURE


SIGNATURE

5/5/16
DATE

5 May 16
DATE

SPECIAL USE PERMIT

DNR CONTACT: Tim Edgeton, Area Supervisor	DIVISION: Parks and Trails	DATE: June 21, 2016
PHONE NUMBER: 320-223-7861	DNR UNIT NAME: Approved Public Water Access Sites	Permit Number 3A-16-015
FAX NUMBER: 320-255-3999		

PERMITTEE NAME: Stearns County (AIS Committee)
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AUTHORIZED AGENT Susan McGulre, Environmental Services	TELEPHONE NUMBER (Include Area Code) 320-656-3813; 1-800-450-0852
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ADDRESS (No. & Street, RFD, Box No., City, State, Zip Code) Stearns County Environmental Services 705 Courthouse Square St. Cloud, MN 56303

FACILITIES OR LOCATIONS COVERED BY USE PERMIT: # Public Water Access sites: 14 All located on lakes in Stearns County Sites include: Blackpool - Clearwater Lake; Bob's Bay - Clearwater Lake; Cedar Island Lake; Grand Lake; Horseshoe Lake; Lake Koronis (Hwy. 55); Pearl Lake; Pleasant Lake; Rice Lake South; Sauk Lake (Hwy. 71 Narrows); Two River Lake; Upper Spunk Lake; Big Fish Lake; and Big Watab Lake (all DNR administered PWA sites).

PERMIT DATES AND TIMES:	FROM: June 21, 2016 Specific dates and times will be scheduled by The County.	TO: November 15, 2016
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DESCRIPTION OF PERMITTED USE: Stearns County can provide Aquatic Invasive Species Prevention activities at the 14 DNR administered public water access sites listed above. All employees must be trained by the DNR Invasive Species Program staff to perform watercraft inspections and decontamination of boats. All employees will be authorized as level 1 and 2 inspectors and will be able to require inspection, deny launch, require decontamination, and perform decontamination, in accordance with MN Department Natural Resources protocols.
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TERMS AND CONDITIONS:

1. The County must abide by all federal, state, and local laws and rules.
2. The County's liability shall be governed by Minnesota Statutes Sections 466.01-466.15, and other applicable law. The State's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, and

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other applicable law. Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by the law and shall not be responsible for the acts of the other party and the results thereof.

3. The County and participants waive all claims against the state of Minnesota and its officers or employees for injury or damage to person or property arising from the exercise of the privileges granted by this permit. The County must indemnify and hold harmless the State and its officers or employees from all claims arising from the exercise of the privileges granted by this permit whether such claims are asserted by civil action or otherwise.
4. The County must take reasonable precautions to avoid damage to state property used hereunder, including but not limited to, the facility and the natural resources, and hereby agrees to pay for any damage that it does not otherwise repair to the State's satisfaction.
5. The County is responsible for the proper handling of all water in accordance with Pollution Control Agency (PCA) Stormwater guidelines. Reclamation mats will be used to collect (and recycle) water from decontamination activities. Water from the decontamination unit tanks will be not be drained at or applied to any pervious or impervious service at the access site. Water cannot drain directly to the lake or be pulled from the lake.
6. The County must place all debris removed from filters into the trash. A separate permit would be required to transport aquatic invasive plants and animals.
7. The County can place all aquatic plants and animals removed from watercraft and water related equipment in the compost bin as provided or spread on site in an inconspicuous area.
8. The watercraft inspections and decontaminations covered by this Permit must be run in a safe and effective manner for employees and the public. Ingress and egress to and from the boat ramp, parking spaces, and road must not be hindered or blocked.
9. The County must properly post and sign the watercraft inspection and decontamination area to notify the public that an event is occurring. Signs must be approved by the DNR and/or follow the sign protocol.
10. The County must remove from the site all signs, equipment, and other materials after each day of watercraft inspections/decontaminations unless specific authorization is given to store the equipment at the site. The DNR is not responsible for loss of or damage to equipment when left onsite.
11. The County is responsible for cleaning up all litter and debris and arranging for its lawful disposal after each day of watercraft inspections/decontaminations.

Exhibit A: MN DNR, AIS Watercraft Inspection Manual, 2016

Exhibit B: MN DNR, AIS Watercraft Decontamination Handbook, April 2015

Exhibit C: Map of each access site authorized by this permit showing the designated area for the inspections, decontamination unit and decontamination activities

THE COUNTY

Name: Chelle Benson

Signature: Chelle Benson

Title: Director, Environmental Services

Date: 6-21-16

Name: SUSAN MCGUIRE

Signature: Susan McGuire

Title: Stearns County Environmental Specialist

Date: 6/21/2016

DEPARTMENT OF NATURAL RESOURCES

DIVISION OF PARKS AND TRAILS

Name: Tim Edgeton

Signature: Tim Edgeton

Title: PAT Area Supervisor

Date: 6/21/16

DIVISION OF ECOLOGICAL AND WATER RESOURCES

Name: _____

Signature: _____

Title: _____

Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/25/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

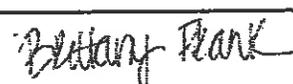
PRODUCER Central Minnesota Insurance Agency PO Box 206 Paynesville MN 56362 Phone: 320-243-7403 Fax: 320-243-4947	CONTACT NAME: BRITTANY FRANK	
	PHONE (A/C No. Ext): 320.243.7403 FAX (A/C, No): 320.243.4947 E-MAIL ADDRESS: BRITTANY@CMNIA.COM	
INSURED Leonard Gilmore Amy Gilmore 203 Pomeroy Ave S Paynesville MN 56362	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: PROGRESSIVE COMMERCIAL	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PROP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			02947717-0	03/25/2016	03/25/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER HORMEL FOODS CORPORATION 1 HORMEL PLACE AUSTIN MN 55912-3680	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: June 27, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - B

ITEM DESCRIPTION: Building Official – Specialty Adapted Housing (SAH) Program

Prepared by: Staff

COMMENTS:

Brad Mehlhop will be in attendance to request the City Council's approval on him pursuing the Specialty Adapted Housing (SAH) Program through the Department of Veterans Affairs on his own time, outside of his City work schedule.

Discussion.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to _____.

6/21/2016

• • •

Brad Mehlhop
Building Official

City Council

Dear City Council

I would like to thank you for the opportunity you have given to me to become the City's Building Official. The education and work experience has been a valuable asset on this journey.

I recently attended a weeklong class administered by the Minnesota Department of Labor and Industry. While there, I met Ryan Nelson. He works for the Department of Veterans Affairs and administers the Specially Adapted Housing (SAH) program.

The SAH program provides grants to veterans that were wounded while enlisted. The Veterans are able to use the grant to make adjustments to their homes so that they are able to continue living there. The compliance inspectors' job is to ensure that the work is being done to the VA's standards. While many of the inspections will resemble a building code inspection, the SAH compliance inspectors are only concerned with the policies set forth by the VA and the SAH program.

Ryan is looking for compliance inspectors for outstate Minnesota, and has asked me to apply. This would be an after-hours commitment and would not involve the City directly. However, I cannot say for sure that it would not cross paths with my work with the City. The VA requires that there be no conflict between my current employment and the VA.

I want to be very clear that I am not pursuing other employment. Ryan approached me at the class with this opportunity. It is my desire to support our Veterans when I can. I cannot think of a better way to use my training than to be sure that they can be safe and comfortable in their own homes.

I am asking for your blessing to pursue this further. I feel, that not only is this a great way to serve our wounded Veterans, but it can also be an excellent opportunity to sharpen my skills and gain valuable experience in the inspection field.

Respectfully,



Brad Mehlhop
Building Official

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: June 27, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - C

ITEM DESCRIPTION: Fire Department Relief Association 2015 Audit

Prepared by: Staff

COMMENTS:

Representative(s) from the Fire Department Relief Association will be in attendance to present the 2015 Audit. Please review the attached draft audit.

Discussion.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the 2015 Fire Department Relief Association 2015 Audit.

**PAYNESVILLE FIRE DEPARTMENT
RELIEF ASSOCIATION**

FINANCIAL STATEMENTS

Years Ended December 31, 2015 and 2014

**CHRISTIANSON & ASSOCIATES, PLLP
Certified Public Accountants and Consultants
Willmar, Minnesota**

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Paynesville Fire Department Relief Association
Paynesville, Minnesota

We have audited the accompanying financial statements of **Paynesville Fire Department Relief Association** which comprise the statement of net assets – general fund as of December 31, 2015 and 2014, and the related statements of activities – general fund, fiduciary net assets – special pension trust fund and changes in fiduciary net assets – special pension trust fund for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of **Paynesville Fire Department Relief Association** as of December 31, 2015, and the changes in its net assets for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audits were conducted for the purpose of forming an opinion on the basic financial statements as a whole. The supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audits of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

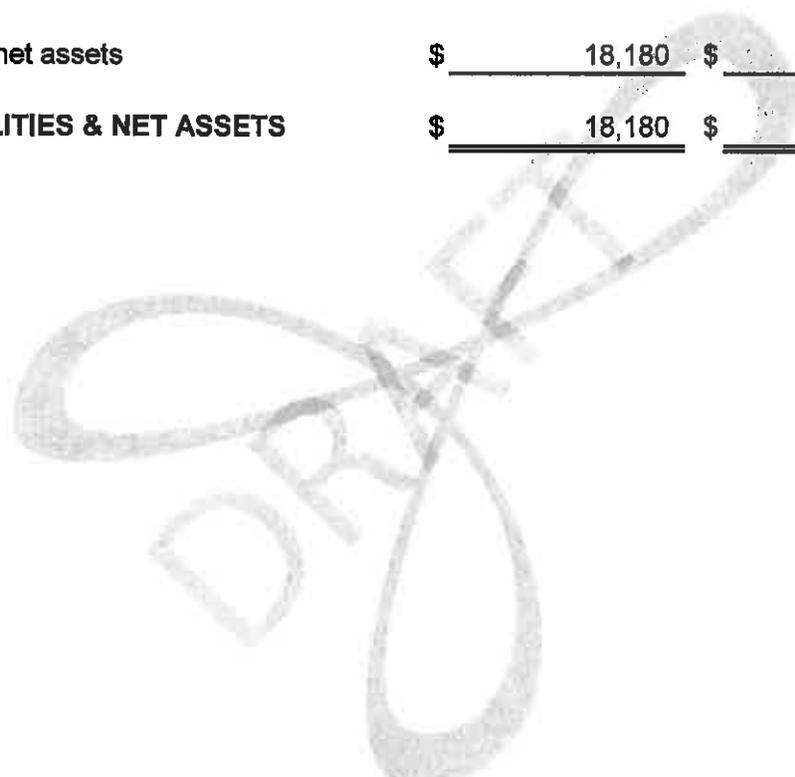
The financial statements of **Paynesville Fire Department Relief Association** for the year ended December 31, 2014, were audited by another auditor who expressed an unmodified opinion on those statements on June 19, 2015.

CHRISTIANSON & ASSOCIATES, PLLP
Certified Public Accountants and Consultants

June 20, 2016

**PAYNESVILLE FIRE DEPARTMENT RELIEF ASSOCIATION
STATEMENT OF NET ASSETS – GENERAL FUND
December 31, 2015 and 2014**

	2015	2014
CURRENT ASSETS		
Cash and cash equivalents	\$ 16,569	\$ 16,039
Investments - certificate of deposit	1,611	1,609
TOTAL CURRENT ASSETS	\$ 18,180	\$ 17,648
 LIABILITIES AND NET ASSETS		
 NET ASSETS		
Unrestricted net assets	\$ 18,180	\$ 17,648
TOTAL LIABILITIES & NET ASSETS	\$ 18,180	\$ 17,648



See notes to financial statements.

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**PAYNESVILLE FIRE DEPARTMENT RELIEF ASSOCIATION
STATEMENT OF ACTIVITIES – GENERAL FUND
Years Ended December 31, 2015 and 2014**

	<u>2015</u>	<u>2014</u>
REVENUES		
Fundraising	\$ 13,541	\$ 11,817
Interest and dividends	4	4
Other	<u>1,680</u>	<u>1,390</u>
TOTAL REVENUES	15,225	13,211
EXPENDITURES		
Fundraising	8,496	6,148
Meeting	-	869
Dues	-	145
Equipment	5,796	1,368
Supplies	401	235
Other	<u>-</u>	<u>340</u>
TOTAL EXPENDITURES	<u>14,693</u>	<u>9,105</u>
EXCESS OF REVENUES OVER EXPENDITURES	532	4,106
FUND BALANCE - BEGINNING	<u>17,648</u>	<u>13,542</u>
FUND BALANCE - ENDING	<u>\$ 18,180</u>	<u>\$ 17,648</u>

See notes to financial statements.

**PAYNESVILLE FIRE DEPARTMENT RELIEF ASSOCIATION
STATEMENT OF FIDUCIARY NET ASSETS – SPECIAL FUND
December 31, 2015 and 2014**

ASSETS

	2015	2014
CURRENT ASSETS		
Cash and cash equivalents	\$ 57,996	\$ 39,516
Investments - certificate of deposit	62,083	61,650
TOTAL CURRENT ASSETS	120,079	101,166
OTHER ASSETS		
Investments - mutual funds	524,033	568,179
TOTAL ASSETS	\$ 644,112	\$ 669,345

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Federal withholding payable	\$ 5,772	\$ -
TOTAL CURRENT LIABILITIES	5,772	-
NET ASSETS		
Net assets - temporarily restricted	638,340	669,345
TOTAL LIABILITIES & NET ASSETS	\$ 644,112	\$ 669,345

See notes to financial statements.

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**PAYNESVILLE FIRE DEPARTMENT RELIEF ASSOCIATION
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS – SPECIAL FUND
Years Ended December 31, 2015 and 2014**

	2015		2014	
	Unrestricted	Temporarily Restricted	Unrestricted	Temporarily Restricted
ADDITIONS				
CONTRIBUTIONS				
State of Minnesota	\$ -	\$ 39,489	\$ -	\$ 36,938
Dues	-	145	-	145
City of Paynesville	-	5,000	-	6,143
Other	-	167	-	-
TOTAL CONTRIBUTIONS	-	44,801	-	43,226
INVESTMENTS				
Net appreciation (depreciation) in fair value of investments	-	(64,326)	-	(16,775)
Interest and dividends	-	26,405	-	30,212
TOTAL INVESTMENTS	-	(37,921)	-	13,437
ASSETS RELEASED FROM RESTRICTIONS	37,885	(37,885)	91,352	(91,352)
TOTAL ADDITIONS	37,885	(31,005)	91,352	(34,689)
DEDUCTIONS				
Benefits	28,860	-	82,205	-
Investment expense	5,575	-	5,793	-
Administrative expense	3,450	-	3,354	-
TOTAL DEDUCTIONS	37,885	-	91,352	-
NET DECREASE IN FIDUCIARY NET ASSETS	-	(31,005)	-	(34,689)
NET ASSETS - BEGINNING	-	669,345	-	704,034
NET ASSETS - ENDING	\$ -	\$ 638,340	\$ -	\$ 669,345

See notes to financial statements.

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PAYNESVILLE FIRE DEPARTMENT RELIEF ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
December 31, 2015 and 2014

NOTE A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

FUND ACCOUNTING – The resources of the Paynesville Fire Department Relief Association (the "Association") are accounted for in two funds:

Special Fund – This Fund is a pension trust fund for the accumulation of resources to be used for retirement, dependency and disability payments of appropriate amounts and at appropriate times in the future. Resources are contributed by the City of Paynesville at amounts determined by law (taxes), the 2% fire aid, and amortization aid from the State of Minnesota.

General Fund – This Fund accounts for the resources not accounted for in the Special Fund. It is used for the good and benefit of the Association as determined by Association bylaws. Its resources consist of membership dues, fundraiser proceeds, investment earnings and miscellaneous sources.

FINANCIAL STATEMENT PRESENTATION – The Association reports information regarding its financial position and activities according to three classes of net assets (unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets) based upon the existence or absence of donor or agency-imposed restrictions. The classes of net assets consist of the following:

Unrestricted Net Assets – Net assets that are not subject to donor or agency-imposed stipulations.

Temporarily Restricted Net Assets – Net assets subject to donor or agency-imposed stipulations as to how the assets are to be used.

Permanently Restricted Net Assets – Net assets subject to donor or agency-imposed stipulations that they be maintained permanently by the Association. As of December 31, 2015 and 2014, there were no permanently restricted net assets.

MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION – The General and Special fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the time of related cash flows.

COMPARATIVE DATA – Comparative data for the prior year has been presented in the accompanying financial statements to provide an understanding of changes in the Association's financial position and operations.

PAYNESVILLE FIRE DEPARTMENT RELIEF ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
December 31, 2015 and 2014

NOTE A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

CASH AND INVESTMENTS – The Association's cash and cash equivalents are considered to be cash on hand, deposits and highly liquid instruments purchase with original maturities of three months or less from the date of acquisition.

Minnesota Statutes requires all deposits be protected by federal deposit insurance, corporate surety bonds or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by Federal Deposit Insurance Corporation (FDIC) insurance or corporate insurance bonds.

The Association has adopted a policy to address custodial credit risk for deposits requiring deposits to be made in conformance with state statutes.

The Association's special fund investments are classified as trading securities and are carried at fair value, which includes the closing price reported on the active market on which the individual securities are traded. Unrealized gains and losses on trading securities are based on the difference between book value and fair value and are recorded in temporarily restricted net assets. Realized gains and losses are determined using the specific identification method and are recorded in temporarily restricted net assets. There were no investments in, loans to or leases with, parties related to the pension plan.

Minnesota Statutes authorizes the Association to invest in obligations of the U.S. Treasury, agencies and instrumentalities, shares of investment companies whose only investments are in the aforementioned securities, obligations of the State of Minnesota or its municipalities, bankers' acceptances, future contracts, repurchase and reverse repurchase agreements and commercial paper of the highest quality with a maturity of no longer than 270 days and in the Minnesota Municipal Investment pool.

The Association's investment policy includes verbiage that discourages investment in highly volatile and low quality rated securities in order to reduce its interest and credit risks. It also specifies a target percentage for its mix of investments, which pertains to the Association's concentration risk. The investment categories include equities, fixed income and short-term investments. The policy addresses custodial credit risk again by stating that investments are to be made in conformance with state statutes.

FAIR VALUE OF FINANCIAL INSTRUMENTS – Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date in the principal or most advantageous market.

**PAYNESVILLE FIRE DEPARTMENT RELIEF ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
December 31, 2015 and 2014**

NOTE A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

FAIR VALUE OF FINANCIAL INSTRUMENTS (continued)

The fair value hierarchy contains three levels of inputs, both observable and unobservable, and required the utilization of the lowest possible level of input to determine fair value. Level 1 inputs include quoted market prices in an active market for identical assets or liabilities. Level 2 inputs are market data, other than Level 1, that are observable either directly or indirectly. Level 2 inputs include quoted market prices for similar assets or liabilities, quoted market prices in an inactive market, and other observable information that can be corroborated by market data. Level 3 inputs are unobservable and are corroborated by little or no market data.

NOTE B: DEPOSITS AND INVESTMENTS

In accordance with applicable *Minnesota Statutes*, the Association maintains deposits at depository banks authorized by the Association's Board.

Custodial Credit Risk: As of December 31, 2015, the Association's bank balance of \$77,225 was not exposed to custodial credit risk because it was fully insured through FDIC insurance. The book balance as of December 31, 2015 was \$74,565.

As of December 31, 2015, the Association had deposits and investments as follows:

Checking and savings	\$	74,565
Investments		587,727
		<hr/>
Total Deposits and Investments	\$	<u>662,292</u>

Deposits and investments are classified on the December 31, 2015 Balance Sheet as follows:

Statement of Net Assets - General Fund		
Cash and cash equivalents	\$	16,569
Investments - certificate of deposit		1,611
Statement of Fiduciary Net Assets - Special Fund		
Cash and cash equivalents		57,996
Investments - certificate of deposit		62,083
Investments - mutual funds		524,033
		<hr/>
Total Deposits and Investments	\$	<u>662,292</u>

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**PAYNESVILLE FIRE DEPARTMENT RELIEF ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
December 31, 2015 and 2014**

NOTE B: DEPOSITS AND INVESTMENTS (continued)

As of December 31, 2015, the Association had the following investments:

	Investments at Fair Value	Concentration	Maturity Date
Certificates of Deposit			
Central MN Federal Credit Union	\$ 62,083	10.56%	3/29/2016
Bank of the West	1,611	0.27%	8/4/2016
Mutual Funds			
American FD Capital World Growth & Income	81,692	13.90%	N/A
Dodge & Cos International	72,887	12.40%	N/A
Fidelity Advisor Leveraged Co	47,807	8.13%	N/A
IVY Science and Technology Fund	31,357	5.34%	N/A
ING Mid-Cap Opportunities Fund	51,240	8.72%	N/A
ING Global Real Estate Fund A	28,074	4.78%	N/A
Jennison Natural Resources	22,763	3.87%	N/A
Jennison Utility Fund Z	30,130	5.13%	N/A
Oppenheimer Intl Bond A	50,664	8.62%	N/A
Royce Value Plus Service Class	24,202	4.12%	N/A
Royce Total Return Fund	24,039	4.09%	N/A
Templeton Global Bond Fund A	55,352	9.42%	N/A
Prudential Common Stock	3,826	0.65%	N/A
Total Investments	\$ 587,727	100%	

Concentration of Credit Risk: As of December 31, 2015, investments consisting of one certificate of deposit and eight different mutual funds with a fair market value of \$483,212 were exposed to concentration of credit risk as they exceeded 5% of the Association's total investments as noted in the previous table. The American Funds Capital World Growth & Income Fund comprises the largest portfolio value at 13.90%. The strategy of the Association is to purchase quality grade investments with a "buy and hold" emphasis.

Custodial Credit Risk: The investments of the Association were not exposed to custodial credit risk as the stock was insured, registered and held by the counterparty's trust department in the name of the Association. The mutual funds are open-ended, thus custodial credit risk does not apply.

PAYNESVILLE FIRE DEPARTMENT RELIEF ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
December 31, 2015 and 2014

NOTE C: FAIR VALUE OF FINANCIAL INSTRUMENTS

The Association values its fixed income securities and equity securities at the closing price reported on the active market on which the individual securities are traded. There have been no changes in methodologies during the years ended December 31, 2015 and 2014.

The following tables provide information on those investments measured at fair value on a recurring basis as of December 31, 2015 and 2014:

		2015				
		Carrying Amount as of December 31	Fair Value as of December 31	Fair Value Level 1	Measurement Level 2	Using Level 3
Investments						
	Equity securities	\$ 524,033	\$ 524,033	\$ 524,033	\$ -	\$ -
	Total investments	<u>\$ 524,033</u>	<u>\$ 524,033</u>	<u>\$ 524,033</u>	<u>\$ -</u>	<u>\$ -</u>
		2014				
		Carrying Amount as of December 31	Fair Value as of December 31	Fair Value Level 1	Measurement Level 2	Using Level 3
Investments						
	Equity securities	\$ 568,178	\$ 568,178	\$ 568,178	\$ -	\$ -
	Total investments	<u>\$ 568,178</u>	<u>\$ 568,178</u>	<u>\$ 568,178</u>	<u>\$ -</u>	<u>\$ -</u>

NOTE D: PLAN DESCRIPTION

GENERAL INFORMATION – Firefighters of the City of Paynesville are members of the Paynesville Fire Department Relief Association and Rescue Squad. The Association is the administrator of a single-employer defined benefit pension plan available to firefighters that operates under the provisions of *Minnesota Statutes Ch 424A*. It is governed by a board of six members elected by the members of the Association for a three year term. The City's Mayor, City Clerk and Fire Chief are ex officio, voting members of the Board of Trustees.

The Plan is funded by contributions from the City of Paynesville and 2% fire aid from the State of Minnesota.

For financial reporting purposes, the Association's financial statements are not included with the City of Paynesville's financial statements because the Association is not a component unit of the City.

**PAYNESVILLE FIRE DEPARTMENT RELIEF ASSOCIATION
 NOTES TO FINANCIAL STATEMENTS
 December 31, 2015 and 2014**

NOTE D: PLAN DESCRIPTION (continued)

CURRENT MEMBERSHIP – As of December 31, 2015, membership data related to the Association was:

Retirees entitled to benefits but not yet receiving them	3
Active participants:	
Fully vested	8
Partial and nonvested	18
	18
Total	29

BENEFITS PROVISIONS – Each member who is at least 50 years of age, has retired from the fire department, has served at least 20 years of active service with such department before retirement and has been a member of the Association in good standing at least 20 years prior to such retirement shall be entitled to a lump sum service pension in the amount of \$2,000 for each year of active service but not exceeding the maximum amount per year of service allowed by law for the minimum average amount of available financing per firefighter as prescribed by law.

If a member of the Association shall become permanently or totally disabled, the Association shall pay the sum of \$2,000 for each year the member was an active member of the Paynesville Fire Department. If a member who received a disability pension subsequently recovers and returns to active duty, the disability pension is deducted from the service pension.

The payment amount will be calculated by using the amount payable per year of service in effect at the time of such early retirement, multiplied by the number of cumulative years of service, multiplied by the appropriate percentage as defined below.

During the time a member is on early vested pension, they will not be eligible for disability benefits.

These benefit programs may be amended by a favorable vote of two-thirds of members present and voting, provided a quorum exists at any regular or special meeting. This benefit amendment must also be ratified by the City Council.

**PAYNESVILLE FIRE DEPARTMENT RELIEF ASSOCIATION
 NOTES TO FINANCIAL STATEMENTS
 December 31, 2015 and 2014**

NOTE D: PLAN DESCRIPTION (continued)

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

NOTE E: CONTRIBUTIONS AND RESERVES

Contributions by the City of Paynesville are determined in accordance with *Minnesota Statutes* as follows:

- Normal Cost for Next Year (Increase in Pension Benefit Obligation)
- Plus Estimated Expenses for Next Year and 10% of Any Deficits
- Less Anticipated Income Next Year and 10% of Any Surplus

The State of Minnesota contributes amortization aid, or 2% fire aid, in accordance with state statute requirements. Plan members are not required to contribute to the Plan. The state legislature may amend the contribution requirements of the City and State. Municipal contributions are determined by the preparation of Schedules I and II, which must be certified to the City of Paynesville by August 1 of the preceding calendar year.

The State of Minnesota, in accordance with the state statute requirements, made contributions totaling \$37,489 and \$35,938 for the years ended December 31, 2015 and 2014, respectively.

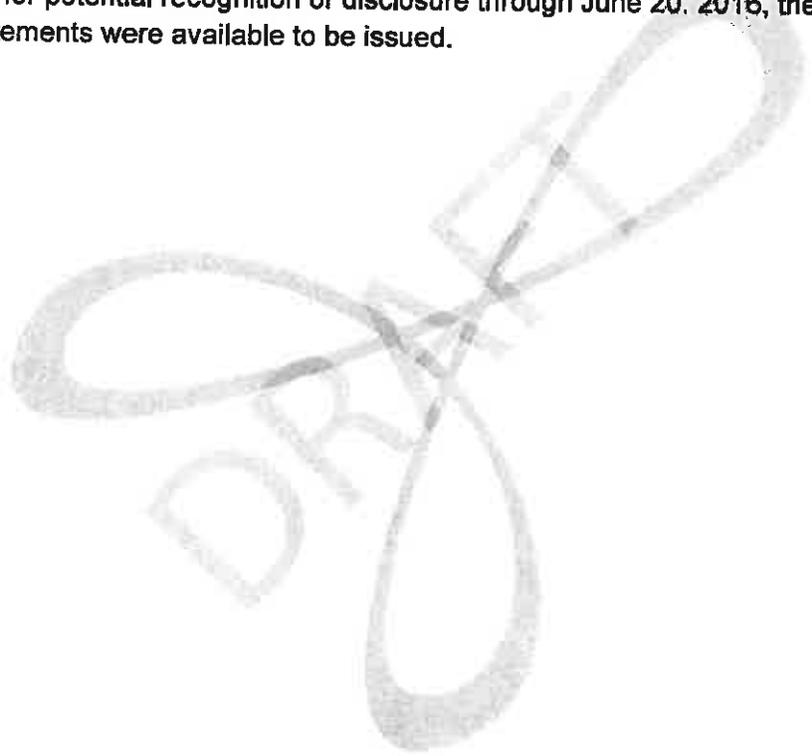
PAYNESVILLE FIRE DEPARTMENT RELIEF ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
December 31, 2015 and 2014

NOTE F: RISK MANAGEMENT

The Association is exposed to various risks of loss related to torts; left of, damage to, and destruction of assets; errors; and omissions. The Association manages its risk of loss by obtaining commercial insurance. There were no significant reductions in insurance coverage from previous years, nor have there been settlements in excess of insurance coverage for any of the past three fiscal years.

NOTE G: SUBSEQUENT EVENTS

In preparing these financial statements, the Association has evaluated events and transactions for potential recognition or disclosure through June 20, 2016, the date the financial statements were available to be issued.





SUPPLEMENTARY INFORMATION

**PAYNESVILLE FIRE DEPARTMENT RELIEF ASSOCIATION
SCHEDULE OF FUNDING PROGRESS – SPECIAL PENSION TRUST FUND
December 31, 2015**

Valuation Date	Statutory Value of Assets	Statutory Accrued Liability (SAL)	(Overfunded) Unfunded SAL	Funded Ratio	Covered Payroll	USAL as a % of Covered Payroll
12/31/15	\$ 638,340	\$ 662,381	\$ 24,041	96.37%	N/A	N/A
12/31/14	669,345	650,441	(18,904)	102.91%	N/A	N/A
12/31/13	704,034	679,180	(24,854)	103.66%	N/A	N/A
12/31/12	649,727	694,614	44,887	93.54%	N/A	N/A
12/31/11	562,316	642,331	80,015	87.54%	N/A	N/A
12/31/10	568,139	605,414	37,275	93.84%	N/A	N/A
12/31/09	550,748	612,254	61,506	89.95%	N/A	N/A
12/31/08	415,704	584,846	169,142	71.08%	N/A	N/A
12/31/07	598,099	515,741	(82,358)	115.97%	N/A	N/A
12/31/06	492,683	373,023	(119,660)	132.08%	N/A	N/A
12/31/05	404,032	347,236	(56,796)	116.36%	N/A	N/A
12/31/04	310,022	314,352	4,330	98.62%	N/A	N/A
12/31/03	298,010	314,352	16,342	94.80%	N/A	N/A
12/31/02	265,432	313,440	48,008	84.68%	N/A	N/A
12/31/01	299,771	310,872	11,101	96.43%	N/A	N/A

ACRONYMS

SAL Statutory Accrued Liability
USAL Unfunded Statutory Accrued Liability

The Paynesville Fire Department Relief Association is comprised of volunteers; therefore, there are no payroll expenditures (i.e., there are no covered payroll percentage calculations).

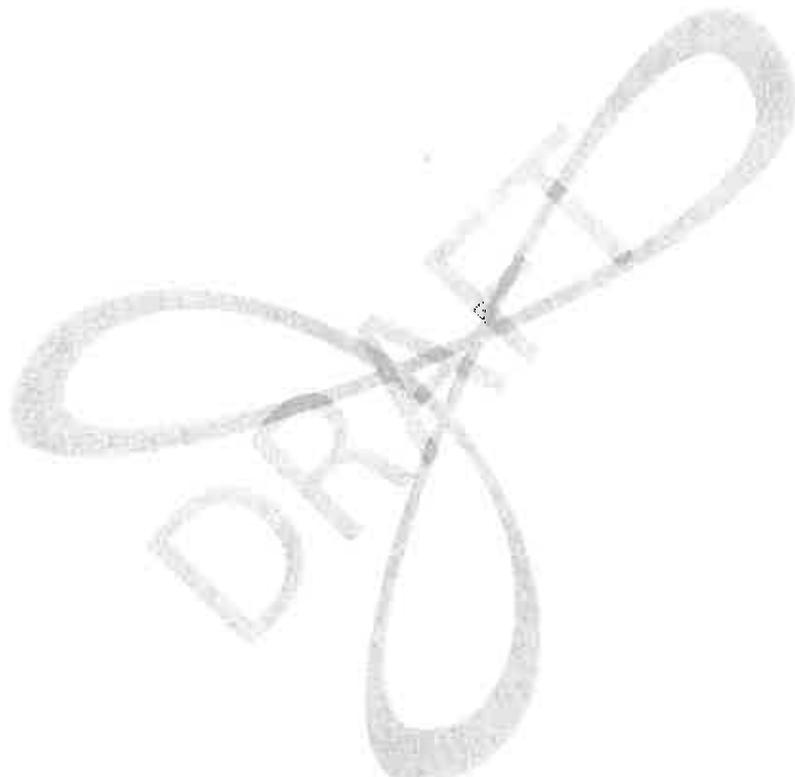
**PAYNESVILLE FIRE DEPARTMENT RELIEF ASSOCIATION
NOTE TO SUPPLEMENTARY INFORMATION
December 31, 2015**

Additional information regarding statutory assumptions and valuation methods are outline below:

Schedules I and II Valuation Date August 1, 2015

Statutory Assumptions:

Administrative Expense Increase	3.5%
Investment Rate of Return	5.0%
2015 State Aid Contribution	100.0%
Amortization of Pension Benefit Surplis (Deficit)	10.0%



Business Record Details

Minnesota Business Name
Paynesville Fire Department Relief Association

Business Type
Nonprofit Corporation (Domestic)

MN Statute
317A

File Number
3701-NPA

Home Jurisdiction
Minnesota

Filing Date
07/30/1907

Status
Active / In Good Standing

Renewal Due Date
12/31/2017

Registered Office Address
221 Washburn Ave
Paynesville, MN 56362
USA

Number of Shares
NONE

Registered Agent(s)
(Optional) None provided

President
Ken Reiman
16021 Co Rd 124
Paynesville, MN 56362
usa

Comments
Fire Fighter

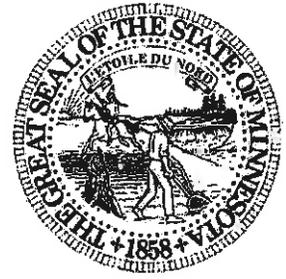
Filing History

Filing History

Select the item(s) you would like to order: Order Delivered Copies

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	07/30/1907	Original Filing - Nonprofit Corporation (Domestic)	

Office of the Minnesota Secretary of State
Minnesota Nonprofit Corporation/Annual Renewal
Minnesota Statutes, Section 5.34



Annual Renewal Year: 2016

Annual Renewal Filing Date: 6/16/2016

Nonprofit Corporation Name: Paynesville Fire Department Relief Association

Original Filing Number: 3701-NPA

Home Jurisdiction: Minnesota

Filing Party Information:

Party Type:	Name:	Address:
Registered Office Address		221 Washbure Ave Paynesville MN 56362
President	Ken Reiman	16021 Co Rd 124 Paynesville MN 56362

3a



Work Item 892382500026
Original File Number 3701-NPA

STATE OF MINNESOTA
OFFICE OF THE SECRETARY OF STATE
FILED
06/16/2016 11:59 PM

Steve Simon

Steve Simon
Secretary of State

OFFICE OF THE STATE AUDITOR

Plan Information

Fire Department Affiliation & Member Counts

The Fire Relief Association is associated with:

 A municipality which has a fire department.

Enter the appropriate number:

26	Active members in the Relief Association	1	Lump sum service distributions
3	Inactive members who are deferred		Lump sum survivor distributions
	Other inactive members (medical and other leave)		Lump sum disability distributions
29	Total Active + Inactive with Relief Association		Monthly benefit recipients (retired, disabled and survivor)

Plan Type & Benefit Information

Plan Type: Defined Benefit Lump Sum Benefit payable for each year of service \$ 2,000

Vesting & Ancillary Benefits (must be stated in bylaws)

Years required for full vesting in:	Partial Vesting in Bylaws?	Years required for partial vesting in:
<u>20</u> Fire Department	<u>Yes</u>	<u>5</u> Fire Department
<u>5</u> Relief Association		<u>5</u> Relief Association
<u>50</u> Minimum age to receive retirement benefits		

	Amount	Per
Short-term Disability		
Long-term Disability	2,000.00	year of service
Survivor Benefit	2,000.00	year of service

Bonding, Bylaws & Resolutions

Yes	Is the Treasurer bonded for at least 10% of assets? (Amount of bond need not exceed \$500,000)
	\$ <u>500,000</u> Amount
No	Is the Secretary bonded?
No	Did you amend your bylaws for 2015?
No	Did you modify your benefits for 2015?
Yes	Has your association completed its Annual Renewal as a Nonprofit Corporation with the Secretary of State?

OFFICE OF THE STATE AUDITOR

Plan Information

Investment Forms & Information

Has the Relief Association collected and retained the following information:
 (Please retain and be able to submit individual account or portfolio data to the Office of the State Auditor on request.)

Yes	Signed Broker Certification form(s) (BC-1)?
Yes	Signed Statements of Economic Interest?
Yes	Signed Investment Business Recipient Disclosure Form?
Yes	The market value of each investment account and investment portfolio at the beginning of the calendar year and for each quarter pursuant to Minn. Stat. § 356.219, subd. 3(g)?
Yes	The date and amount of each injection and withdrawal to each investment account and investment portfolio pursuant to Minn. Stat. §356.219, subd. 3(g)?
No	Did the Relief Associations amend its investment policy statement in 2015?

OFFICE OF THE STATE AUDITOR

Investments

	Special Fund	General Fund	Special Fund Accrued Interest
Cash (including all non-interest bearing accounts at banks, credit unions or thrift institutions)			
Certificates of Deposit (time deposits)	62,083	1,611	
Other interest bearing accounts (at banks, credit unions or thrifts, including Money Market Accounts)	57,996	16,569	
Treasury Bills			
Treasury Bonds & Notes			
Domestic Stock	3,827		
International Stock			
Corporate Bonds (domestic)			
Government Bonds (domestic)			
Corporate and Government Bonds (international)			
Venture Capital, Resource or Real Estate Limited Partnerships			
State Board of Investment (SBI) - Bond Fund			
State Board of Investment (SBI) - U.S. Stock Index Fund			
State Board of Investment (SBI) - U.S. Stock Actively Managed Fund			
State Board of Investment (SBI) - Balanced Fund			
State Board of Investment (SBI) - Broad International Stock Fund			
State Board of Investment (SBI) - Money Market Fund			
Mutual Funds and Exchange Traded Funds: List mutual funds (including Money Market mutual funds) and exchange traded funds held at 12/31/2015 in the next tab.	520,207	0	0
Description			
Other			
Total Investments at 12/31/2015	644,113	18,180	0

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List mutual funds and exchange traded funds below

Amount as of 12/31/2015

Ticker Symbol	Fund/Account Name	Special Fund	General Fund	Special Fund Accrued Interest
CWGFY	American Funds Capital World Gr&Inc F1	81,692		
DODFX	Dodge & Cox International Stock	72,887		
FLVIX	Fidelity Advisor® Leveraged Co StkInstl	47,807		
ISTIX	Ivy Science and Technology Fund	31,357		
OIBAX	Oppenheimer International Bond A	50,664		
PNRZX	Prudential Jennison Natural Resources Z	22,763		
PRUZX	Prudential Jennison Utility Z	30,130		
RYVPX	Royce Value Plus Sve	24,202		
RYTRX	Royce Total Return Invmt	24,039		
TPINX	Templeton Global Bond A	55,352		
NMCAX	Voya MidCap Opportunities A	51,240		
IGLAX	Voya Global Real Estate A	28,074		

OFFICE OF THE STATE AUDITOR

Financial Information

	Special Fund	General Fund
A. Total Net Assets as of December 31, 2014	669,345	17,648

Revenues - 2015

Fire State Aid (regular fire state aid and supplemental state aid)	37,489	
State 10% Supplemental Reimbursement	2,000	
Municipal/Independent Fire Department Contributions	5,000	
Member Contributions/Dues	145	1,680
Interest & Dividends	26,405	4
Appreciation/(Depreciation) in Fair Market Value (Realized or Unrealized)	(64,326)	
LESS: Investment Management Fees	(5,575)	
Fundraising Revenue		13,541
Outside Donations	0	0
Other Income	167	0

B. Total Revenues	1,305	15,225
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Benefit Expenditures - 2015

Service Pensions - Retirees	28,860	
Service Pensions - Monthly (including monthly survivor and disability benefits)		
Service Pensions - Survivors		
Service Pensions - Disabled		
Illness or Short-term Disability		

1. Total Benefit Expenditures	28,860	
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Administrative Expenditures - 2015

Salary	799	
Conventions & Meetings		3
Dues		
Training		
Professional Fees (Actuarial, Audit and Legal)	2,635	
Bond		
Investment Performance Evaluation		
Fundraising Expenses		8,496
Other Expenditures	15	6,194

2. Total Administrative Expenditures	3,449	14,693
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C. Total Expenditures (1 + 2)	32,309	14,693
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D. Transfers (Can be made from General Fund to Special Fund only)		
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E. Total Net Assets at December 31, 2015 (A + B - C +/- D)	638,341	18,180
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OFFICE OF THE STATE AUDITOR

Financial Information

F. Selected Assets and Liabilities

	Special Fund	General Fund
Accounts Receivable (Other than interest income receivable)		
Other Assets		
Accounts Payable or Other Liabilities	5,772	
Accrued Liability - 2015		

Other Items Type	Description	Special Fund	General Fund
Other Expenditures	FIRE FIGHTING EQUIPMENT		5,796
Other Expenditures	OFFICE SUPPLIES		398
Other Expenditures	SAFE DEPOSIT BOX	15	
Other Income	PENSION OVERPAYMENT REIMBURSEMENT	167	

Return to Service Member?	Calculation Notes
No	

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OFFICE OF THE STATE AUDITOR

Total market value of Special Fund assets at the SBI (12/31/15)	0
Cash equivalent assets not invested through the SBI (12/31/15)	120,079
Expected expenses for first six months of 2016:	
Administrative	1,000
Benefits	0
Total expected expenses for first six months of 2016	1,000

Are Market Values and Cash Flows required to be completed? Yes

Market Values:

First Quarter <i>Beginning</i> Value	669,345	(December 31, 2014/January 1, 2015)
First Quarter <i>Ending</i> Value	685,140	(March 31, 2015)
Second Quarter Ending Value	680,801	(June 30, 2015)
Third Quarter Ending Value	623,445	(September 30, 2015)
Fourth Quarter Ending Value	644,113	(December 31, 2015)

Cash Flows:

Type	Description, if needed.	Date	Amount
Other Cash Flow In (Describe)	DUES	1/27/2015	145
Salary (Out)		2/9/2015	599
Municipal Contribution (In)		2/24/2015	5,000
Salary (Out)		3/9/2015	200
Administrative Expense (Out)	SAFE DEPOSIT BOX	3/15/2015	15
Supplemental Reimbursement (In)		5/5/2015	2,000
Other Cash Flow In (Describe)	REIMBURSEMENT OF PRIC	9/4/2015	167
State Aid (In)		10/13/2015	37,489
Benefit Payment (Out)		12/31/2015	23,088
Administrative Expense (Out)	AUDIT FEES	12/31/2015	2,635
Investment Fees (Out)	QUARTERLY THROUGHOUT	12/31/2015	5,575

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NOTIFICATION TO BROKER AND CERTIFICATION

Paynesville Fire Department RELIEF ASSOCIATION (Fill in relief association name)

This section of the form is to be completed by a Relief Association Officer

I. Broker Information

- 1. Name of Firm: Voya Financial Advisors
- 2. Address: (Local) 203 Washburne Ave. Paynesville, MN 56362
(National) 909 Locust Street Des Moines, IA 50309
- 3. Telephone Number: Local (320) 243-3100 National (800) 356-2906
- 4. Primary Representative/Manager/Partner in charge:
Jeremy Willner/Clint Athmann (320) 243-3100
Name and Title Telephone Number
jwillner@magwealth.com / cathmann@magwealth.com
Email Address

II. Statement of Investment Restrictions

To: Voya Financial Advisors (Name of Broker)

The Paynesville Fire Department Relief Association is authorized to invest only in those investments complying with the requirements of Minn. Stat §§ 356A.06, 356.64 and 424A.095.

Signature of Relief Association Officer _____ Date _____

III. Statement Of Additional Investment Restrictions

The Paynesville Fire Department Relief Association further restricts its investments as provided in the attached investment policy. The Relief Association will provide to the broker copies of any amendments or changes to the investment policy.

Signature of Relief Association Officer _____ Date _____

This section of the form is to be completed by the Broker

IV. Security Broker Insurance Coverage (Check applicable box)

I certify that we have obtained sufficient SIPC insurance and excess SIPC insurance to cover assets held by our Firm for the Relief Association.

OR

None of the relief association's assets are in custody with our firm, or the assets are in a commingled investment vehicle.

[Signature] 1-13-15
Signature of Authorized Representative of Broker Date

V. Certification

We acknowledge receipt of the statement of investment restrictions and agree to conduct your investment transactions in accordance with Minn. Stat. §§ 356A.06, 356.64 and 424A.095 and the provisions of any additional restrictions set forth in Section III above.

[Signature] 1-13-15
Signature of Authorized Representative of Broker Date

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This form is required to be completed by a public pension plan official annually under Minn. Stat. § 356A.06, subd. 8b. The Office of the State Auditor (OSA) developed this form to assist volunteer fire relief associations that must inform their brokers of their investment restrictions, and obtain from their brokers a certification that investment transactions will be conducted in accordance with those restrictions. To complete this form, follow these steps:

1. Fill in the information requested in Section I that is known to you.
2. Fill in Sections II and III (if applicable) and attach copies of your investment policy and any governing board resolutions that restrict your investments.
3. Mail the form to your broker with instructions to fill in any blanks in Section I, sign Sections IV and V, and return the completed form to you.
4. Keep a copy of the completed BC-1 Form in your files and submit a copy to the Office of the State Auditor.

For purposes of this form, a "broker" means a broker, broker-dealer, investment advisor, investment manager, or third party agent who transfers, purchases, sells, or obtains investment securities for, or on behalf of, a covered pension plan.

Note: If you change your investment policy or your Board of Trustees adopts any resolutions affecting future investments, your broker should be notified of the change. To avoid confusion, your broker should receive written notification and copies of that correspondence should be kept on file with this form.

Key Reporting Requirements

For the 2016 Calendar Year

Date *	Form	Send To	Required For	Website Links
*Due on or before				
January				
1/15/2016	Statement of Economic Interest	Retain for Public Inspection	All Plans - Must be completed annually by each relief association board member (including municipal trustees) and the chief administrative officer.	http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_economicinterest_statement.pdf
1/15/2016	Certified Listing of Individuals Who Filed a Statement of Economic Interest	Campaign Finance & Public Disclosure Board	All Plans - The certification lists all individuals who have filed Statements of Economic Interest with the relief association during the preceding 12 months, and the address of the office where the Statements are available for public inspection.	http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_economicinterest_certification.pdf
February				
2/15/2016	Supplemental Benefit Reimbursement	Department of Revenue	All Plans - Application for reimbursement of Supplemental Benefits paid (if applicable).	http://www.revenue.state.mn.us/local_gov/proptax_admin/Pages/sbr.aspx
March				
3/15/2016	FA-1, Fire Equipment Certification	Department of Revenue	All Plans - Survey of fire equipment.	http://www.revenue.state.mn.us/local_gov/proptax_admin/Pages/fsa.aspx
3/31/2016	Investment Business Recipient Disclosure Form	Legislative Commission on Pensions & Retirement	All Plans - List all recipients of investment business.	http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_recipientDisc_form.pdf

Date	Form	Send To	Required For	Website Links
March				
3/31/2016	FIRE-15, Financial and Investment Reporting Entry Form	State Auditor	All Plans with assets <i>less than \$500,000</i> and liabilities <i>less than \$500,000</i> .	https://www.auditor.state.mn.us/safes/
3/31/2016	Agreed-Upon Procedures Engagement Report	State Auditor	All Plans with assets <i>less than \$500,000</i> and liabilities <i>less than \$500,000</i> .	https://www.auditor.state.mn.us/safes/
3/31/2016	SC-15, Schedule Form	State Auditor	Lump-Sum Plans with assets <i>less than \$500,000</i> and liabilities <i>less than \$500,000</i> . (If not already submitted.)	https://www.auditor.state.mn.us/safes/
3/31/2016	MBW-15, Maximum Benefit Worksheet	State Auditor	Lump-Sum Plans with assets <i>less than \$500,000</i> and liabilities <i>less than \$500,000</i> . (If not already submitted.)	https://www.auditor.state.mn.us/safes/
June				
6/30/2016	FIRE-15, Financial and Investment Reporting Entry Form	State Auditor	All Plans with assets or liabilities of <i>at least \$500,000</i> .	https://www.auditor.state.mn.us/safes/
6/30/2016	Audit Report	State Auditor	All Plans with assets or liabilities of <i>at least \$500,000</i> .	https://www.auditor.state.mn.us/safes/
6/30/2016	SC-15, Schedule Form	State Auditor	Lump-Sum Plans with assets or liabilities of <i>at least \$500,000</i> . (If not already submitted.)	https://www.auditor.state.mn.us/safes/
6/30/2016	MBW-15, Maximum Benefit Worksheet	State Auditor	Lump-Sum Plans with with assets or liabilities of <i>at least \$500,000</i> . (If not already submitted.)	https://www.auditor.state.mn.us/safes/

Date	Form	Send To	Required For	Website Links
July				
7/1/2016	Actuarial Valuation	Municipality & State Auditor	All Monthly & Combination Plans - an actuarial valuation is required every other year or sooner if benefits change.	
August				
8/1/2016	SC-16, Schedule Form	Municipality & State Auditor	All Lump-Sum Plans - must certify the 2016 Schedule Form showing the minimum required contribution for 2017 and maximum allowable benefit level for 2016 to the affiliated municipality or independent nonprofit firefighting corporation. A copy of the form may be submitted to the Office of the State Auditor once it has been certified.	https://www.auditor.state.mn.us/safes/
8/1/2016	Reminder	Municipality	All Monthly & Combination Plans - must certify the minimum required contribution for 2017 to the affiliated municipality or independent nonprofit firefighting corporation. Retain a copy of the certification.	
September				
9/15/2016	Reminder		All Plans - first certification deadline for 2016 fire state aid and supplemental state aid. To be certified as eligible for the first round of state aid payments, all required 2015 reporting information must be submitted to the Office of the State Auditor, review of the information must be completed, and any identified issues must be resolved by this date.	

Date	Form	Send To	Required For	Website Links
October				
10/1/2016	Reminder		All Plans - fire state aid and supplemental state aid is paid for those relief associations certified as eligible on the first certification deadline.	
November				
11/30/2016	Reminder		All Plans - final submission deadline to submit 2015 reporting information to avoid forfeiture of 2016 fire state aid and supplemental state aid.	
December				
12/1/2016	Reminder		All Plans - second certification deadline for 2016 fire state aid and supplemental state aid. To be certified as eligible for the second round of state aid payments, all required 2015 reporting information must be submitted to the Office of the State Auditor, review of the information must be completed, and any identified issues must be resolved by this date.	
12/15/2016	Reminder		All Plans - fire state aid and supplemental state aid is paid for those relief associations certified as eligible on the second certification deadline.	

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Date	Form	Send To	Required For	Website Links
Annual Filings				
Annually	Annual Corporate Renewal	Secretary of State	All Plans must complete the annual corporate renewal with the Office of the Secretary of State to avoid dissolution of the corporation.	http://mbportal.sos.state.mn.us/
Annually	BC-1, Broker Certification Form	State Auditor	All Plans retaining the services of an investment broker or advisor must provide a statement of investment restrictions to the broker or advisor, and a BC-1 Form must be completed before entering into a business arrangement with the broker or advisor and annually thereafter. A copy of the completed form must be retained for public inspection.	http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionf_brokercert_volunteer.pdf

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: June 27, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - D

ITEM DESCRIPTION: Variance Request - Casey's Retail Company

Prepared by: Staff

COMMENTS:

The City of Paynesville received a Variance Application from Casey's Retail Company to allow the construction of a 16 foot x 36 foot building addition to expand the existing structure, which structure requires a Variance from the rear yard setback requirement of Chapter 11, Section 11.41, Subd. 5, which requires a rear yard setback of 20 feet. The proposed addition to the structure would match the existing setback being two (2) feet from the rear property line, thereby requiring a Variance of 18 feet from the strict requirements of Chapter 11, Section 11.41, Subd. 5A.

1. The property in question is located at 222 Business 23 E., Paynesville, MN 56362.
2. The property in question is currently zoned "C-2" – Highway Commercial District
3. The property in question is Tax Parcel Nos. 70.38851.0000 and 70.38937.0000, which parcels are legally described as follows, to-wit:
Lots Eleven (11) and Twelve (12) in Block Two (2) of Gilbert's New Addition to Paynesville, according to the plat and survey thereof now on file and of record in the Office of the County Recorder, in and for Stearns County, Minnesota.
4. The owner of the property described above is Casey's Retail Company.
5. An appropriate Variance application has been filed and the required fee has been paid.

The structure shall, in all other respects, comply with the requirements of Chapter 11 of the City Code, and specifically the requirements of Chapter 11, Section 11.10, Subd. 4d, requiring that commercial and industrial districts adjacent to residential districts and not divided by streets, there must be a screening fence not to exceed eight (8) feet in height and not to be less than six (6) feet in height, screening 80% of the area from the adjacent residential district.

The Planning Commission has reviewed this and recommends approval.

ADMINISTRATOR COMMENTS:

Staff has viewed the site and believes Casey's has built over the lot lines and recommends that Casey's combine the lots. Casey's is working on combining the lots.

COMMITTEE/COUNCIL ACTION:

Motion to set the Casey's Variance Public Hearing for Monday, July 25, 2016 at 6:30 p.m.

CITY OF PAYNESVILLE ~ VARIANCE APPLICATION

221 Washburne Ave. ~ Paynesville, MN 56362

Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: Casey's Retail Company
Contact Person: Ryan Stevens Email Address: ryan.stevens@caseys.com
Mailing Address: 222 Business 23E, Paynesville, MN 56362
Telephone No.: 320-243-3152 Parcel No.:
Property Address: 222 Business 23E, Paynesville, MN 56362
Legal Description: Lot: 11 + 12 Block: 2 Addition: Gilhorts New Addition to Paynesville

ZONE: G-1 Highway Comm.

Application Fee: \$250.00 (non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.

EXISTING USE OF PROPERTY: existing convenience store

IS THE VARIANCE NEEDED TO REPLACE AN EXISTING STRUCTURE OR ADD AN ADDITIONAL STRUCTURE? 16' x 36' Building addition

IF REPLACING, IS THE EXISTING STRUCTURE NON-CONFORMING? n/a

DESCRIPTION OF REQUEST: (use separate sheet if needed) This proposed addition to the exiting Casey's General Store will match the existing building non-compliant setback of 2'-0" from the property line. This application is to request an 18' variance for the proposed 16' addition to the existing Casey's General Store due to the required 20'-0" setback requirement at the south property line. The 6'-0" privacy fence that runs along the south property line will remain and be extended to the north along the east property line utilizing a fence that provides at least 80% privacy. The new fence at the east property line will be 1'-2" from the property line.

DRAWING OF PROPOSED VARIANCE: (use separate sheet)

Application must include:

- A site plan showing existing lot lines and dimensions as well as lot area, all easements, all public streets, and private right of ways bordering and adjacent to the site, the use and location of all adjacent property.
The specific feature or features of the proposed use, construction, or development that requires a variance.
Specific provisions of Ordinance from which a variance is sought and the precise variance there from being sought.
Statement of characteristics of the property that prevent compliance with the provisions of the Ordinance.
Legal description from abstract.
Any written or graphic data required by the City Administrator.

Ryan Stevens Agent
All Property Owners Must Sign This Application

05/23/2016
Date

For office use only: Application Fee: \$250.00 (non-refundable)
For office use only: Cash

Check No. 2777170 Date Paid 6/13/16

Present To Planning Commission Date: 6/20/16 6pm
Board of Adjustment Public Hearing Date: 7-28-16 6:30pm

Board of Adjustment Set Public Hearing Date: 6-29-16 6pm
Board of Adjustment Makes Determination Date: 7-28-16

PLANNING COMMISSION ACTION: Recommended to Board of Adjustment Approved Denied Date:
BOARD OF ADJUSTMENT ACTION: Approved Denied Date:

Date Received In Office: (Stamp) JUN 13 2016

W

CITY OF PAYNESVILLE

RECH: 00046131 6/13/2016 10:05-AM
OPER: FRONT TERM: 001
REF#: 2777170

TRAN: 10.0100 VARIANCE FEE
casey's variance
VARIANCE FEES 250.00CR

TENDERED:	250.00	CHECK
APPLIED:	250.00-	
CHANGE:	<hr/>	0.00

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REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: June 27, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - E

ITEM DESCRIPTION: CPR & First Aid Training – Ridgewater College

Prepared by: Staff

COMMENTS:

Please review the attached Contract between the City of Paynesville and Ridgewater College in the amount of \$535.50 for employee CPR and First Aid training to be held on Monday, October 10, 2016.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the Contract between the City of Paynesville and Ridgewater College in the amount of \$535.50 for employee CPR and First Aid training to be held on Monday, October 10, 2016.



RIDGEWATER COLLEGE

creating opportunities. changing lives.

Tuesday, June 14, 2016

Alice McColley
City of Paynesville
221 Washburn Ave
Paynesville, MN 56362

Re: Our Contract No. 6387, CPR and overview of First Aid Coordinator: Deb Rodelius

Enclosed is our contract for the above-referenced services to be conducted for City of Paynesville.

Please sign the contract and return it in the enclosed self-addressed envelope. The State of Minnesota requires that we have a signed contract in our files BEFORE a class can be conducted.

Should you have any questions, please feel free to contact me. We look forward to a continuing partnership.

Sincerely,

Deb Rodelius

cts-db
Enclosures

WILLMAR CAMPUS
Box 1097 | 2101 15th Ave NW
Willmar, MN 56201
320-222-5200 | 1-800-722-1151 V/TTY
FAX 320-222-5212

HUTCHINSON CAMPUS
2 Century Ave SE
Hutchinson, MN 55350
320-234-8500 | 1-800-722-1151 V/TTY
FAX 320-234-8512

www.ridgewater.edu⁶⁵

A member of the Minnesota State Colleges and Universities System
Ridgewater College is an affirmative action, equal opportunity employer and educator.
This information is available in alternative format to individuals with disabilities upon request.

F.Y.:	Cost Center: 524230	Obj. Code:	Amount: \$535.50	Vendor #:	P.O.#:
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Minnesota
STATE COLLEGES
& UNIVERSITIES

**STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
CUSTOMIZED TRAINING INCOME CONTRACT**

**Ridgewater College
2101 15th Ave NW
Willmar, MN 56201
320-222-5200**

The above-named College (hereafter State), by virtue of its delegated authority from the Board of Trustees of the Minnesota State Colleges and Universities, and City of Paynesville (hereafter Purchaser) agree as follows:

I. DUTIES OF THE STATE.

The State agrees to provide the following:

Title of Instruction/Activity/Service: CPR and overview of First Aid

Dates of Instruction/Activity/Service: Monday, October 10, 2016; 12:30 - 4:00 pm

Instructor/Trainer/Consultant:

Location: 417 Washburne Ave., Paynesville, MN

Other Provisions: N/A

II. DUTIES OF THE PURCHASER.

The Purchaser agrees to provide:

N/A

III. SITE OF INSTRUCTION/ACTIVITY/SERVICE.

College shall make all of the arrangements, including any payment, for the location to be used for the Instruction/Activity/Service.

IV. CONSIDERATION AND TERMS OF PAYMENT.

A. Cost

Cost of Instruction/Activity/Service: \$507.50 for \$535.50
class plus \$28
for mileage

Other fees: N/A

Notwithstanding the thirty (30) day notice period established in paragraph VII, in the event that the Purchaser desires to cancel or reschedule the Instruction/Activity/Service due to low enrollment, Purchaser shall give at least 3 days notice in writing to the State's authorized agent to cancel or reschedule. If the Instruction/Activity/Service is canceled as provided herein, the State shall be entitled to payment calculated according to paragraph VII. If the Instruction/Activity/Service is rescheduled as provided herein, payment shall be according to this paragraph IV.

B. Terms of Payment

The State will send an invoice for the Instruction/Activity/Service performed. The Purchaser will pay within 30 days of receiving the invoice. Please send payment to:

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V. AUTHORIZED AGENTS FOR THE PURPOSES OF THIS CONTRACT.

A. Purchaser's authorized agent: Alice McColley

B. State's authorized agent: Sam Bowen/Deb Rodelius

VI. TERM OF THE CONTRACT

A. Effective date: Monday, October 10, 2016

B. End date: Monday, October 10, 2016

or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.

VII. CANCELLATION. This contract may be canceled by the Purchaser or the State at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the State shall be entitled to payment, determined on a pro rata basis, for work or Instruction/Activity/Service satisfactorily performed.

VIII. ASSIGNMENT. Neither the Purchaser nor the State shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.

IX. LIABILITY. The Purchaser shall indemnify, save, and hold the State, its representatives and employees harmless from any and all claims or causes of action, including all attorney's fees incurred by the State, arising from the performance of this contract by the Purchaser or Purchaser's agents or employees. This clause shall not be construed to bar any legal remedies the Purchaser may have for the State's failure to fulfill its obligations pursuant to this contract.

X. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. The Purchaser agrees that in fulfilling the duties of this contract, the Purchaser is responsible for complying with the applicable provisions of the Americans with Disabilities Act, 42 U.S.C. Section 12101, et seq. and regulations promulgated pursuant to it. The State IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

XI. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or the successors in office.

XII. GOVERNMENT DATA PRACTICES ACT. The Purchaser must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the Purchaser in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the Purchaser or the State.

In the event the Purchaser receives a request to release the data referred to in this Article, the Purchaser must immediately notify the State. The State will give the Purchaser instructions concerning the release of the data to the requesting party before the data is released.

XIII. RIGHTS IN ORIGINAL MATERIALS. The College shall own all rights, including all intellectual property rights, in all original materials, including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically or magnetically recorded materials, and other work in whatever form, developed by the College/University and its employees individually or jointly with others or any subPurchaser in the performance of its obligations under this contract. This provision shall not apply to the following materials:

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N/A

XIV. JURISDICTION AND VENUE. This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

XV. OTHER PROVISIONS. (Attach additional page(s) if necessary):

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.
APPROVED:

1. PURCHASER

PURCHASER certifies that the appropriate person(s) have executed the contract on behalf of PURCHASER as required by applicable articles, by-laws, resolutions or ordinances.

By (Authorized signature only)
Title
Date

By (Authorized signature only)
Title
Date

**2. MINNESOTA STATE COLLEGES
AND UNIVERSITIES
RIDGEWATER COLLEGE**

By
Sam Bowen Dean, Center for Customized and Continuing Education
Date

MnSCU003
07/07/03

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REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: June 27, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - F

ITEM DESCRIPTION: Sewer Jetting

Prepared by: Staff

COMMENTS:

Ron Mergen will give a verbal report. Please review that attached quotes for sewer jetting:

Johnson Jet-Line	\$8,550.00
Visu – Sewer	\$9,490.00

The Public Works Committee has reviewed this and recommends approval.

Excerpt from the Public Works Committee meeting: Two quotes were reviewed with the low from Johnson Jet –Line in the amount of \$8,550.00 and the other quote was from Visu sewer in the amount of \$9,490.00. Members reviewed the annual cleaning map noting the cleaning rotation of all mains once every five years with the problem areas cleaned each year. Problem areas are mainly older clay tile with root problems. Sub-contracting was also noted as the best option for several reasons: contractors have vacator machines with their units which vacuum up the debris whereas the City would have to crawl down the manhole and remove the debris manually; thus, what the contractors can do in a day what will take the City staff weeks.

Motion was made by Herzberg to approve the quote from Johnson Jet in the amount of \$8,550.00 and recommend such to the City Council. Seconded by Quade and unanimously carried.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the quote from Johnson Jet-Line in the amount of \$8,550.00 for sewer jetting and recommend such to the City Council.



Price Quote for: City of Paynesville, MN

(Quote Date: May 17th, 2016)

Project: 2016 Sanitary Sewer Cleaning
City of Paynesville, MN

<u>Jetting/Vacuum-</u>	8" VCP Sanitary Sewer 2,000 ft. @ \$0.65/ft.	= \$1,300.00
<u>Jetting/Vacuum-</u>	8" PVC Sanitary Sewer 4,000 ft. @\$0.65/ft.	= \$2,600.00
<u>Jetting/Vacuum-</u>	10" PVC Sanitary Sewer 3,000 ft. @\$0.65/ft.	= \$1,950.00
<u>Jetting/Vacuum-</u>	24" PVC Sanitary Sewer 3,000 ft. @\$0.80/ft.	= \$2,400.00
<u>Mobilization-</u>	(Lump Sum)	= \$300.00

Note: Camera operator is NASSCO PACP Certified and will inspect the entire project by NASSCO guidelines. Same segment price will be used if the Owner decides to add on additional lines. Additional services we can provide are: LETS (lateral evaluation television system) camera to launch from mainline into the service lateral up to 160 feet, 2 ft. & 4 ft. CIPP spot repairs, 3D panorama mainline/manhole inspections, & maintenance programs.

Heavy Cleaning: If the jetting takes over 4 full passes, heavy cleaning will be charged at the same unit price per foot (up to 4 more passes) until complete or Directed by the Owner.

Owner Obligations: Provide solid access, locate, & expose manholes. Provide water, dump site, bond if needed, & sewer bypass pumping if necessary.

Johnson Jet-Line, Inc. We will furnish cleaning & televising reports (color with still pictures). Also, the televising video will be in a DVD, VHS, or USB flash drive format of your choice. Prices are only good for 30 days.

If using our Quote, Please SIGN & FAX back: **320-965-2309**

SIGN: _____ **DATE:** _____

Cell. 320.290.5764 Office. 320.965.2374 Fax. 320.965.2309
16275 State Hwy 27 W | Kensington, MN 56343
www.JohnsonJet-Line.com

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Ron Mergen

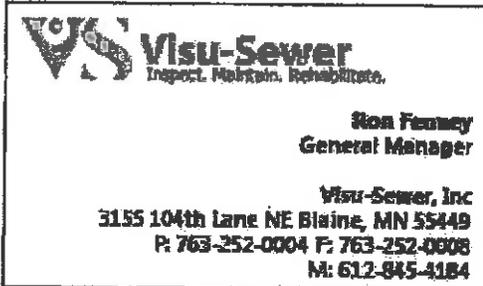
From: Fenney, Ron <Ron@visu-sewer.com>
Sent: Friday, May 20, 2016 1:31 PM
To: Ron Mergen
Subject: RE:
Attachments: Ron Fenney.vcf

Ron,

Cost to do the cleaning as requested:

8"-10"	9,000 LF	\$ 0.69 per LF	\$ 6,210.00
24"	3,000 LF	\$ 205.00 per hour	\$
3,280.00			
	(est. 16)		
		Total	\$ 9,490.00

Cost is based on access, water, and dump site provided.
Rootcutting and tap removal will be at the hourly price and pre-approved by the city.
Any questions please let me know
Ron



From: Ron Mergen [mailto:Ron@paynesvillermn.com]
Sent: Monday, May 16, 2016 3:28 PM
To: Fenney, Ron <Ron@visu-sewer.com>
Subject:

Ron

Can you give me a quote on the following sewer cleaning and vac.
4000 ft of 8" pvc
2000 ft of 8" Clay tile
3000 ft of 10" pvc
3000 ft of 24" pvc

Thanks Ron

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: June 27, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - G

ITEM DESCRIPTION: Special City Council Meeting Working Session

Prepared by: Staff

COMMENTS:

It has been suggested to set a Special City Council Meeting - Working Session. The following dates have been suggested:

Wednesday, June 29, 2016	6:00 p.m.
Thursday, June 30, 2016	6:00 p.m.
Tuesday, July 5, 2016	6:00 p.m.
Tuesday, July 12, 2016	6:00 p.m.

Agenda will include the 2017 Street Project – Lake Ave. Please contact City Hall with any other agenda items.

Please check your personal calendars.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to set the Special City Council Meeting – Working Session on _____ at 6:00 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: June 27, 2016

Agenda Section: Old Business

Originating Department: Administration

Item Number: VII – A

ITEM DESCRIPTION: 2016 Street Project

Prepared by: Staff

COMMENTS:

Chuck DeWolf will give a verbal report on the project.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: June 27, 2016

Agenda Section: Old Business

Originating Department: Administration

Item Number: VII - B

ITEM DESCRIPTION: Airport – Crack Sealing Bids

Prepared by: Staff

COMMENTS:

Chuck DeWolf will give a verbal report. The City received four bids for the airport crack sealing project with the apparent low bid from All Things Asphalt in the amount of \$80,000.00. Please see that attached bids and letter from Bolton & Menk, Inc. outlining if the City wishes to proceed with the project the City would be using Federal Entitlement Funds to help fund the project at 90% with the State at 5% and the City's share at \$4,000.00.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to award the airport pavement crack repair improvements to All Things Asphalt in the amount of \$80,000.00; contingent upon receiving the Federal grant.

BID TABULATION

PROJECT: RUNWAY 11-29, TAXIWAY, & APRON CRACK REPAIR
CITY OF PAYNESVILLE, MN

DATE: June 15, 2016
TIME: 10:00 a.m.

PROJECT NO. T51.111098
AIP 3-27-0152-09-16 / SP No. A7302-21

BIDDERS	TOTAL AMOUNT BID
1. Allied Blacktop Company Maple Grove, MN	
2. All Things Asphalt (ATA) Sauk Centre, MN	\$80,000.00
3. Asphalt Surface Technologies Corp. St. Cloud, MN	\$145,000.00
4. Fahrner Asphalt Sealers, LLC Eau Claire, WI	\$95,670.00
5. Northwest Asphalt & Maintenance Thief River Falls, MN	\$90,260.00
6. Struck & Irwin Paving, Inc. DeForest, WI	
7.	
8.	
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17.	
18.	



Bolton & Menk, Inc.
CONSULTING ENGINEERS & SURVEYORS
 Mankato – Fairmont – Sleepy Eye – Burnsville – Willmar
 Chaska – Ramsey – Maplewood – Baxter – Rochester, MN; Fargo, ND
 Spencer – Jefferson – Ames – Des Moines, IA

75



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

June 20, 2016

Honorable Mayor Thompson &
Members of the City Council
City of Paynesville
221 Washburne Avenue
Paynesville, MN 56362

RE: Airport Pavement Crack Repair Improvements
Paynesville Municipal Airport
City of Paynesville, Minnesota

Dear Mayor and Council Members:

On June 15, 2016, we received four bids for the Airport Pavement Crack Repair Improvements for the Paynesville Municipal Airport. The bids ranged from \$80,000.00 to \$145,000.00. The low bid was submitted by All Things Asphalt of Sauk Centre, Minnesota. The Engineer's Estimate for the project was approximately \$85,000.00.

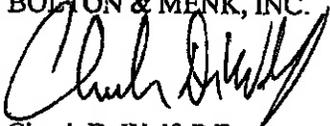
If the City decides to proceed with this project, we will be utilizing Federal Entitlement Funds (grants) to help fund the project. The Federal grant would cover 90% of the project costs. In addition, the State will contribute 5% of the cost of the project. Based on low bid received and the above grant percentages, the City's local share of the construction cost would amount to \$4,000.00.

All Things Asphalt has been in business for several years and has completed many projects similar in nature to this project. Overall, they are qualified to complete the crack repair improvements at the airport.

Based on the above information, we recommend that the City Council award the Airport Pavement Crack Repair Improvements to All Things Asphalt in the amount of \$80,000.00. However, the award should be contingent upon receiving the Federal grant for the project.

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

Sincerely,
BOLTON & MENK, INC.


Chuck DeWolf, P.E.
City Engineer

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

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: June 27, 2016

Agenda Section: Old Business

Originating Department: Administration

Item Number: VII – C

ITEM DESCRIPTION: VOC – Water Treatment Plant

Prepared by: Staff

COMMENTS:

Chuck DeWolf will give a verbal report.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: June 27, 2016

Agenda Section: Old Business

Originating Department: Administration

Item Number: VII – D

ITEM DESCRIPTION: 2015 Audit

Prepared by: Staff

COMMENTS:

The 2015 Audit was presented to the City Council on April 25, 2016; however, following the audit presentation the audit was never approved. It has been suggested to approve the audit by motion.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the 2015 Audit.

INFORMATIONAL

Consolidated Z Report

For batches closed between 5/2/2016 and 6/3/2016

Number of Registers 2 All Regs Closed? FALSE
 Number of Batches 73 EDC Closed? TRUE

Entire month of May 2016

Cash In	
Opening Total	\$41,600.00
Sales	\$132,203.99
Neg. Transactions	(\$624.06)
Tax	\$11,590.97
Shipping	\$0.00
Debit Surcharge	\$0.00
Cash Back Fee	\$0.00
Paid on Layaway	\$0.00
Paid to Account	\$0.00
Deposit Made	\$0.00
Total	\$184,770.90

Misc.	
Total Sales	\$131,579.93
Total Tendered	\$164,285.21
Total Change	(\$21,114.31)
Over / Short	\$23.06
Cost of Goods	\$102,352.66
Profit	\$29,227.27
Commission	\$0.00
Discounts	\$5,675.76
Discount Quantity	2919
Product Count	12467
Not Scanned	0
Transaction Count	6142
Avg. Transaction	\$21.47
Largest Transaction	\$442.06
No Sales	247
Cancel Transaction	31
Item Corrections	107
Returns (15)	\$327.97
Post Voids (16)	\$339.53
Neg. Dollar Items	(\$446.00)
Manual Inventory Adjustments	\$172.16
Unique Customers	0
Trans w/ Customer	0

Department Sales			
Department Name	Cost	Sales	% of Sales
Beer	\$55,631.44	\$70,140.83	53.31 %
Club	\$0.00	\$211.00	0.16 %
Deposits	\$30.13	\$25.00	0.02 %
Energy Drinks	\$111.21	\$149.57	0.11 %
Gift Card Sales	\$0.00	\$570.00	0.43 %
Ice and Water	\$618.26	\$1,186.77	0.90 %
Liquor	\$26,613.87	\$34,375.16	26.12 %
Lott Scr Payout	\$0.00	(\$406.00)	-0.31 %
Lottery Scratch Tickets	\$748.44	\$792.00	0.60 %
Misc	\$1,857.93	\$2,467.77	1.88 %
Online Lotto	\$635.04	\$672.00	0.51 %
Online Lotto Payout	(\$38.00)	(\$40.00)	-0.03 %
Pop	\$539.15	\$683.71	0.52 %
Tobacco	\$6,139.60	\$7,138.93	5.43 %
Wine	\$9,465.59	\$13,613.19	10.35 %

Cash Out	
Paid Out	\$0.00
Dropped	\$0.00
Layaway Closed	\$0.00
Paid on Account	\$0.00
Deposit Redeemed	\$0.00
Closing Total	\$184,793.96
Total	\$184,793.96

Tender Information

Tender Type	Open	Shift	Close	Over/Short
Cash	\$41,600.00	\$51,026.11	\$92,668.26	\$42.15
Check	\$0.00	\$5,318.71	\$5,299.62	(\$19.09)
Credit Cards	\$0.00	\$86,731.08	\$86,731.08	\$0.00
Gift Cards	\$0.00	\$95.00	\$95.00	\$0.00
Offline Credit Card	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$41,600.00	\$143,170.90	\$184,793.96	\$23.06

Credit Card Detail

Card Name	Count	Amount
Total		

78A

Discounts By Reason Code

Tax Collected

<u>Reason code</u>	<u>Qty</u>	<u>Total</u>	<u>% Sales</u>	<u>Tax Name</u>	<u>Amount</u>
15% Coupon	4	\$14.58	0.01 %	MN Liquor Tax	\$11,090.03
15% Discount Craft Beer	39	\$91.17	0.07 %	MN Sales Tax	\$500.94
2-6 pk for 12 pk Price	6	\$10.97	0.01 %	Total	\$11,590.97
Coded Beer	42	\$251.45	0.19 %		
Daily's 4 pk Disc	46	\$11.04	0.01 %		
Discontinued Item	92	\$527.97	0.40 %		
Quantity Discount	1037	\$1,546.33	1.17 %		
Quantity Discounts	32	\$53.12	0.04 %		
Rex Goliath Discount	24	\$41.80	0.03 %		
Sale Price	934	\$2,101.00	1.59 %		
Senior Wednesday Discount	110	\$167.49	0.13 %		
Wine Bags 4 Bottles	31	\$29.51	0.02 %		
Wine Club	223	\$469.25	0.35 %		
Wine sale	150	\$185.80	0.14 %		
Wine Tuesday Discount	149	\$174.28	0.13 %		
Total	2919	\$5,675.76			

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	\$118,287.79
					MN Sales Tax	\$7,285.39
					Non Taxable	\$5,984.77
					Tax Exempt	\$21.98

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>
Ethan Brown	Keg Deposit	(1)	(\$30.00)	407481	1	05/13/2016 7:05:53 PM
Ethan Brown	Schweppes Diet Tonic 1 Ltr	(1)	(\$1.79)	407947	2	05/16/2016 6:40:54 PM
Ethan Brown	Rum Chata 750ml	(1)	(\$19.99)	410839	2	05/28/2016 7:38:43 PM
Ethan Brown	Leine Variety 12 pk btl	(1)	(\$6.99)	411020	1	05/30/2016 4:22:58 PM
Josh Mergen	MD 20/20 Red Grape 750ml	(1)	(\$3.99)	405088	2	05/02/2016 1:09:52 PM
Josh Mergen	Not Your Fathers Rootbeer	(1)	(\$10.19)	405117	2	05/02/2016 3:30:31 PM
Josh Mergen	Not Your Fathers Rootbeer	(1)	(\$10.19)	405117	2	05/02/2016 3:30:31 PM
Josh Mergen	Not Your Fathers Rootbeer	(1)	(\$10.19)	405117	2	05/02/2016 3:30:31 PM
Josh Mergen	Not Your Fathers Rootbeer	(1)	(\$10.19)	405117	2	05/02/2016 3:30:31 PM
Josh Mergen	Online Lotto Sale	(4)	(\$4.00)	406377	2	05/09/2016 10:17:27 AM
Josh Mergen	Gambler Gold King Size Tubes	(1)	(\$2.49)	408106	2	05/17/2016 5:57:04 PM
Josh Mergen	Gambler Gold King Size Tubes	(1)	(\$2.49)	408106	2	05/17/2016 5:57:04 PM
Trevor Thompson	4 Loka Watermelon	(1)	(\$2.49)	409676	2	05/25/2016 9:09:08 PM
Trevor Thompson	1919 Deposit Keg & Pump Dep	(1)	(\$75.00)	411144	2	05/31/2016 5:42:17 PM
Whitney Muetzel	Tapper Deposit	(1)	(\$50.00)	410454	1	05/28/2016 11:40:30 AM
Whitney Muetzel	Keg Deposits	(1)	(\$30.00)	410455	1	05/28/2016 11:40:58 AM
William Ludwig	Online Lotto Sale 2	(2)	(\$4.00)	405424	2	05/04/2016 4:58:30 PM
William Ludwig	Barefoot Sweet Red 1.5 L	(1)	(\$11.99)	407605	2	05/14/2016 12:25:43 PM
William Ludwig	Barefoot Sweet Red 1.5 L	(1)	(\$11.99)	407605	2	05/14/2016 12:25:43 PM
William Ludwig	Keg Deposit	(1)	(\$30.00)	409754	2	05/26/2016 3:03:35 PM
Total		(24)	(\$327.97)			

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Post Voids Detail

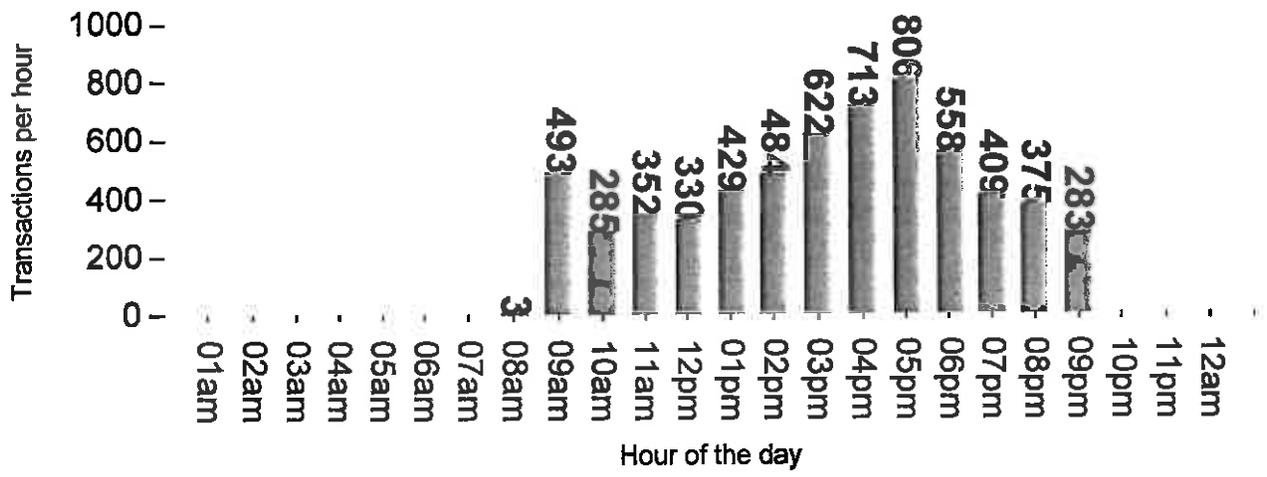
<u>Cashier</u>	<u>Product description</u>	<u>Qty</u>	<u>Sold price</u>	<u>T #</u>	<u>Reg #</u>	<u>Date/Time</u>
Josh Mergen	Busch Lt 24 pk cn	(1)	(\$14.99)	405853	1	05/06/2016 5:02:38 PM
Josh Mergen	Ice 5 lbs Bag	(1)	(\$1.79)	405853	1	05/06/2016 5:02:38 PM
Josh Mergen	Ice 5 lbs Bag	(1)	(\$1.79)	405853	1	05/06/2016 5:02:38 PM
Josh Mergen	Bud Light 24 pk Can	(1)	(\$19.99)	405964	1	05/06/2016 8:02:57 PM
Josh Mergen	Online Lotto Sale 2	(1)	(\$2.00)	405964	1	05/06/2016 8:02:57 PM
Kristin Desm	Bacardi Superi Rum 1.75	(1)	(\$21.59)	410310	2	05/27/2016 7:13:31 PM
Kristin Desm	Bacardi Superi Rum 1.75	(1)	(\$21.59)	410310	2	05/27/2016 7:13:31 PM
Trevor Thompson	Franzla Chillable Red 5 Ltr	(1)	(\$13.04)	406583	2	05/10/2016 5:21:19 PM
Trevor Thompson	Sam Adams Summer Valety 12pk	(1)	(\$14.99)	411141	2	05/31/2016 5:32:57 PM
Whitney Muetzel	Andre Spum 750 ml	(1)	(\$5.99)	405638	2	05/05/2016 8:01:58 PM
Whitney Muetzel	Andre Spum 750 ml	(1)	(\$5.39)	405638	2	05/05/2016 8:01:58 PM
Whitney Muetzel	Andre Spum 750 ml	(1)	(\$5.39)	405638	2	05/05/2016 8:01:58 PM
Whitney Muetzel	Andre Spum 750 ml	(1)	(\$5.39)	405638	2	05/05/2016 8:01:58 PM
Whitney Muetzel	Redd's Wicked Ale 12pk can	(1)	(\$5.99)	407545	1	05/14/2016 10:17:59 AM
William Ludwig	Mr & Mrs T Marg Mix Ltr	(1)	(\$3.99)	405682	2	05/06/2016 11:19:39 AM
William Ludwig	Miller Lite 24 pk cn	(1)	(\$17.99)	405682	2	05/06/2016 11:19:39 AM
William Ludwig	Leine Honey Weiss 12 pk btl	(1)	(\$13.99)	405682	2	05/06/2016 11:19:39 AM
William Ludwig	Phillips Pep 60 1.75L	(1)	(\$16.64)	405684	2	05/06/2016 11:20:38 AM
William Ludwig	Leroux Blk/Bry Ltr	(1)	(\$11.69)	405684	2	05/06/2016 11:20:38 AM
William Ludwig	Natural Lt 24 pk cn	(1)	(\$13.49)	405684	2	05/06/2016 11:20:38 AM
William Ludwig	Milwaukees Best 24 pk cn	(1)	(\$12.59)	405684	2	05/06/2016 11:20:38 AM
William Ludwig	Hamms 30 pk cn	(1)	(\$14.99)	405717	2	05/06/2016 1:24:03 PM
William Ludwig	Mich Golden Light 24 pk Bottle	(1)	(\$21.99)	408149	2	05/18/2016 11:12:18 AM
William Ludwig	Vantage Cigarettes	(1)	(\$9.99)	408149	2	05/18/2016 11:12:18 AM
William Ludwig	Vantage Cigarettes	(1)	(\$9.99)	408149	2	05/18/2016 11:12:18 AM
William Ludwig	Phillips Vodka 1.75 Ltr	(1)	(\$13.99)	408185	2	05/18/2016 2:10:59 PM
William Ludwig	Busch Lt 24 pk cn	(1)	(\$14.99)	408329	2	05/19/2016 9:39:02 AM
William Ludwig	\$1.00 Lottery Scratch Ticket	(1)	(\$1.00)	408530	2	05/20/2016 11:02:17 AM
William Ludwig	Online Lotto Sale	(2)	(\$2.00)	408530	2	05/20/2016 11:02:17 AM
William Ludwig	Kandiyohi Water 16.9 oz single	(1)	(\$0.50)	409341	2	05/24/2016 8:00:36 AM
William Ludwig	Bud Light 24 pk Bottle	(1)	(\$19.79)	409561	2	05/25/2016 3:50:56 PM
Total		(32)	(\$339.53)			

Negative Item Detail

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<u>NAME</u>	<u>FRUITFUL DESCRIPTION</u>	<u>AMT</u>	<u>SUMMARY</u>	<u>LOT</u>	<u>REG #</u>	<u>DATE/TIME</u>
April Mathies	Scratch Off Payout	10.00	(\$10.00)	406449	2	05/09/2016 4:27:03 PM
April Mathies	Scratch Off Payout	1.00	(\$1.00)	406471	2	05/09/2016 5:30:13 PM
April Mathies	Scratch Off Payout	4.00	(\$4.00)	406652	2	05/11/2016 11:52:04 AM
April Mathies	Scratch Off Payout	13.00	(\$13.00)	406689	2	05/11/2016 3:35:31 PM
April Mathies	Scratch Off Payout	1.00	(\$1.00)	409233	2	05/23/2016 1:26:13 PM
April Mathies	Scratch Off Payout	20.00	(\$20.00)	409258	2	05/23/2016 3:28:51 PM
April Mathies	Online Lotto Payout	10.00	(\$10.00)	409260	2	05/23/2016 3:34:02 PM
April Mathies	Scratch Off Payout	7.00	(\$7.00)	409990	1	05/27/2016 12:53:49 PM
Ethan Brown	Scratch Off Payout	15.00	(\$15.00)	406301	2	05/07/2016 7:20:33 PM
Ethan Brown	Scratch Off Payout	7.00	(\$7.00)	409314	2	05/23/2016 6:51:47 PM
Josh Mergen	Scratch Off Payout	1.00	(\$1.00)	405102	2	05/02/2016 2:35:08 PM
Josh Mergen	Scratch Off Payout	40.00	(\$40.00)	405292	2	05/03/2016 5:33:39 PM
Josh Mergen	Scratch Off Payout	13.00	(\$13.00)	405858	1	05/06/2016 5:05:01 PM
Josh Mergen	Online Lotto Payout	3.00	(\$3.00)	406382	2	05/09/2016 10:55:30 AM
Josh Mergen	Scratch Off Payout	3.00	(\$3.00)	406427	2	05/09/2016 3:27:30 PM
Josh Mergen	Scratch Off Payout	3.00	(\$3.00)	406434	2	05/09/2016 3:48:22 PM
Josh Mergen	Online Lotto Payout	4.00	(\$4.00)	408035	2	05/17/2016 3:23:17 PM
Josh Mergen	Scratch Off Payout	20.00	(\$20.00)	410998	2	05/30/2016 2:26:20 PM
Kristin Desm	Scratch Off Payout	20.00	(\$20.00)	405879	2	05/06/2016 5:32:02 PM
Kristin Desm	Scratch Off Payout	5.00	(\$5.00)	406317	1	05/07/2016 7:48:46 PM
Kristin Desm	Online Lotto Payout	4.00	(\$4.00)	406331	1	05/07/2016 8:03:20 PM
Kristin Desm	Scratch Off Payout	5.00	(\$5.00)	408893	2	05/21/2016 12:40:25 PM
Trevor Thompson	Scratch Off Payout	26.00	(\$26.00)	405452	2	05/04/2016 6:47:25 PM
Trevor Thompson	Online Lotto Payout	5.00	(\$5.00)	406609	2	05/10/2016 7:10:19 PM
Trevor Thompson	Online Lotto Payout	3.00	(\$3.00)	409056	2	05/21/2016 5:06:26 PM
Trevor Thompson	Scratch Off Payout	5.00	(\$5.00)	409084	2	05/21/2016 5:50:36 PM
Whitney Muetzel	Scratch Off Payout	1.00	(\$1.00)	405611	2	05/05/2016 6:18:45 PM
Whitney Muetzel	Scratch Off Payout	10.00	(\$10.00)	407231	2	05/12/2016 8:42:20 PM
Whitney Muetzel	Scratch Off Payout	13.00	(\$13.00)	407559	1	05/14/2016 10:37:04 AM
Whitney Muetzel	Online Lotto Payout	1.00	(\$1.00)	410421	1	05/28/2016 10:45:10 AM
Whitney Muetzel	Online Lotto Payout	4.00	(\$4.00)	410465	1	05/28/2016 11:50:21 AM
William Ludwig	Scratch Off Payout	5.00	(\$5.00)	405425	2	05/04/2016 5:01:34 PM
William Ludwig	Scratch Off Payout	30.00	(\$30.00)	405595	2	05/05/2016 5:46:05 PM
William Ludwig	Online Lotto Payout	1.00	(\$1.00)	406546	2	05/10/2016 3:45:56 PM
William Ludwig	Online Lotto Payout	1.00	(\$1.00)	407095	2	05/12/2016 10:54:06 AM
William Ludwig	Scratch Off Payout	3.00	(\$3.00)	407280	2	05/13/2016 12:28:30 PM
William Ludwig	Scratch Off Payout	5.00	(\$5.00)	408444	2	05/19/2016 5:53:21 PM
William Ludwig	Scratch Off Payout	22.00	(\$22.00)	409554	2	05/25/2016 3:38:20 PM
William Ludwig	Scratch Off Payout	2.00	(\$2.00)	409556	2	05/25/2016 3:40:44 PM
William Ludwig	Scratch Off Payout	1.00	(\$1.00)	409566	2	05/25/2016 3:53:56 PM
William Ludwig	Scratch Off Payout	1.00	(\$1.00)	409695	2	05/26/2016 10:20:47 AM
William Ludwig	Online Lotto Payout	2.00	(\$2.00)	409759	2	05/26/2016 3:18:04 PM
William Ludwig	Scratch Off Payout	5.00	(\$5.00)	409776	2	05/26/2016 4:14:23 PM
William Ludwig	Scratch Off Payout	10.00	(\$10.00)	409793	2	05/26/2016 4:42:33 PM
William Ludwig	Scratch Off Payout	4.00	(\$4.00)	409944	2	05/27/2016 10:48:12 AM
William Ludwig	Scratch Off Payout	15.00	(\$15.00)	410141	2	05/27/2016 4:10:51 PM
William Ludwig	Scratch Off Payout	50.00	(\$50.00)	410185	2	05/27/2016 4:53:54 PM
William Ludwig	Online Lotto Payout	2.00	(\$2.00)	411046	2	05/31/2016 10:05:48 AM
William Ludwig	Scratch Off Payout	10.00	(\$10.00)	411095	2	05/31/2016 3:39:40 PM
Total		446.00	(\$446.00)			

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Jennifer Welling

From: Renee Eckerly
Sent: Tuesday, June 21, 2016 8:54 AM
To: Jennifer Welling
Cc: Belinda Ludwig
Subject: FW: Credit Rating Affirmed at AA- (Stable)

Please put under Informational that the cities credit rating was affirmed at AA- (stable) which is the same as it currently is.

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

From: Doug Green [mailto:dgreen@springsted.com]
Sent: Tuesday, June 21, 2016 5:58 AM
To: Renee Eckerly; Belinda Ludwig
Subject: RE: Credit Rating Affirmed at AA- (Stable)

It is the same.

Doug Green, CIPMA
Vice President

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From: Renee Eckerly [mailto:Renee@paynesvillemn.com]
Sent: Monday, June 20, 2016 10:25 PM
To: Doug Green; Belinda Ludwig
Subject: RE: Credit Rating Affirmed at AA- (Stable)

Is this the same as it was or is this a change?
Renee Eckerly
City of Paynesville

Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

From: Doug Green <dgreen@springsted.com>

Date: 6/20/2016 2:52 PM (GMT-06:00)

To: Renee Eckerly <Renee@paynesvillemn.com>, Belinda Ludwig <Belinda@paynesvillemn.com>

Subject: Credit Rating Affirmed at AA- (Stable)

Renee and Belinda:

Taylor just called to notify me that the City's credit rating was affirmed at AA- (Stable), which is all very good! He is still planning to send the report for us to review on Wednesday afternoon. He will probably call that morning and let us know when to expect it. We only have a two hour window to review it.

Thanks,

Doug

Doug Green, CIPMA

Vice President

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Theresa Sunde
Government Relations Manager

June 17, 2016

Dear County Official:

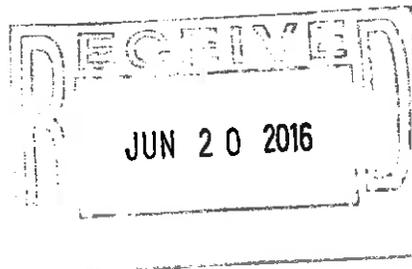
Mediacom Communications is making these channels available to our customers on or around July 20th for \$9.99 each.

Channel Name	Location	Type	Description
RTL International	961	German	Soaps and Series
TV5 Monde	963	French	Saturday night movies
RAI International	966	Italian	News, Italian movies and soap operas
Russian TV Network	968	Russian	Nightly newscast
Channel One	969	Russian	Movies, news, game shows, children's programs, comedy, and talk shows
The Filipino Channel	972	Filipino	New films from Sky Cinema
tvk1	975	Korean	News, dramas, movies, sports, business, health, music, children's, game shows,
Saigon Broadcasting SBTN	976	Vietnamese	24 hour primarily Vietnamese programming
Star India Plus	978	South-Asian	Films and Music
Star India Gold	979	South-Asian	Popular drama series
Life OK	980	South-Asian	News in 3 languages

Mediacom customers may call 866-609-6180 for more information. Should you have any questions please feel free to contact me at 507-837-4878 or email me at tsunde@mediacomcc.com.

Sincerely,

Theresa Sunde



Mediacom Communications Corporation
1504 2nd Street SE, Waseca, Minnesota 56093

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Friday, July 15, 2016
11:00 a.m. - 2:00 p.m.
210 Ampe Drive, Paynesville, MN

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