

AGENDA
MEETING OF THE MAHNOMEN CITY COUNCIL
Monday, August 6, 2018
6:30 P.M.
CITY HALL
104 W. Madison Avenue
Mahnomen, MN 56557

- 1) Pledge to the Flag
- 2) Call to Order
- 3) Public Comments
- 4) Approval of Agenda
- 5) Consent Agenda
 - a) Approval of Minutes for July 2, 2018 Council workshop
 - b) Approval of Minutes for July 2, 2018 Council meeting
 - c) Review Quarterly Liquor Sales Statement of Operations
 - d) Review Investments Report
 - e) Consideration to approve a PT liquor store clerk/bartender
 - f) Consideration of a Pay request #1 Gordon Construction for Sewer Lagoon Gate Valve
 - g) Consideration of a temporary liquor license to St. Michael's School
 - h) Consideration to add and remove an election judge to Resolution 2018-6-1
 - i) Accept Firefighter resignations
 - j) Accept contract for services with HRDC to administer the SCDP
 - k) Approval of USDA forms for the upcoming CIP water and sewer project
 - l) Approval of checks 56651-56752 and EFT's
- 6) Reading of bills for approval
 - a) July 16, 2018 list of bills
 - b) August 6, 2018 list of bills
- 7) Public Hearings
 - a) Nuisance Complaints
- 8) Old Business
- 9) New Business
 - a) Consideration of 2019 health care premiums
 - b) Discussion on 2019 General Fund Budget and Capital Improvement Plan
 - c) Consideration of off-premise sign permit for a property along TH59 in the Public "P" zone.
 - d) Consideration to purchase a lawn mower attachment
 - e) Consideration of a change order for Soil Borings
 - f) Consideration of Resolution 8-6-2018-1: A Resolution Opposing the Sale of strong Beer, Spirits, and Wine in Grocery Stores
- 10) Police Report
- 11) Council Reports
- 12) Administrator Report
 - a) Discussion on 2019 TAP Application
- 13) Adjournment

MEMO

To: Mayor and City Council

From: Mitchell Berg, City Administrator

RE: Consent Calendar

Date: 8/1/2018

Agenda item

- 5.c. Review Quarterly Liquor Sales Statement of Operations**
Refer to attachment
- 5.d. Review Investments Report**
Refer to attachment
- 5.e. Consideration to approve a PT liquor store clerk/bartender**
The Liquor store manager is recommending hiring Rachel Anderson as a PT liquor store clerk/bartender retroactive to July 25, 2018.
- 5.f. Consideration of Pay Request #1 to Gordon Construction for the Sewer Lagoon Gate Valve.**
Gordon Construction is requesting a partial payment of \$76,369.46 for their work on the sewer lagoon gate valve. What is left is to place the cover over the structure, which needs to be custom built. The city engineer has reviewed the pay request and is recommending approval.
- 5.g. Consideration of a temporary liquor license to St. Michael's School**
St. Michael's is planning on hosting a Wine and Art fundraising event on August 17, 2018. The school is requesting a 1 day temporary on-sale liquor license for the event and the City Administrator recommends approval.

5.h. Consideration to add an election judge to Resolution 2018- 6-18-1: A RESOLUTION APPOINTING THE FOLLOWING ELECTION JUDGES AND HEAD JUDGE

The city received an application from Betty Tosso and Kari Schouveiller to serve as election judges for the City of Mahnomen. The City Administrator is recommending amending the resolution passed on June 18, 2018 and re-amended on July 2, 2018 to add these two as election judges.

5.i. Acceptance of two fire fighter resignations

The fire department has accepted the resignations of Brian Smith and Derrick Cardinal. The Chief is recommending council accept the resignation of Brian Smith retroactive to July 10, 2018 and Derrick Cardinal retroactive to July 11, 2018.

5.j. Accept contract for services with HRDC to administer the SCDP for the City of Mahnomen

The City Administrator is requesting approval from the council to enter into an agreement with Headwaters Regional Development Commission (HRDC). The city has in the past utilized HRDC to administer the city's last SCDP block grant. The agreement is for an amount up to \$46,275, of which the city will be billed for actual costs incurred.

5.k. Acceptance of USDA Forms

Since some time has elapsed since the city submitted the initial USDA loan and grant application for funding of the 2018 CIP project, USDA has asked the city to update the following forms:

- **MN 1900-D Applicant Conflict of Interest Policy Certification and Disclosure**
- **AD1047- Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions**
- RUS 1780-7 Legal Services Agreement
- 400-4 Assurance Agreement
- 1780-22 Water and Waste Eligibility Certificate

RECOMMENDATION

MOTION to approve agenda items 5A-5L on the consent calendar

CITY COUNCIL WORKSHOP MINUTES

Monday, July 2, 2018

Mahnomen City Hall

5:45 P.M.

COUNCIL PRESENT: Durant, Lee, Gieseke, Schouveiller and Wiemer

COUNCIL ABSENT: None

OTHERS PRESENT: Mitchell Berg, Lee Cariveau, Sue Kraft, and Paul Domier.

Call to Order

The meeting was called to order by Mayor Wiemer

Overview of the city's water and sewer fund

Berg updated the council on the condition of the water and sewer fund. He said in 2011 the water fund had an unrestricted fund balance of \$1.2 million in cash and at the end of 2017 fund balance was -\$62,322. He said the sewer fund had approximately \$700,000 and at the end of 2017 the ending balance was \$266,000.

The amount of gallons of water sold has declined over 19% since 2012, meaning that even though the city has been raising rates, those rates were not enough to catch up with the decline in revenue from the amount of water that was being conserved.

Discussion on the financing of the upcoming Water and Sewer Project

Berg said the city therefore will need to increase water and sewer rates to pay for the upcoming water and sewer projects. Though no grants were awarded the city is eligible to fund the first phase of the project with a 1% PFA loan. However, since PFA does not consider the city to be in financial need the city is only eligible for a 20 year loan.

USDA can potentially fund the entire project, but with loans only. The interest rate USDA can offer is approximately 2.375% and can be spread over longer 40 year period. Berg indicated there were pros and cons to spreading out the debt over 40 years. Domier expressed concern that there will be some items that will need to be replaced well before the 40 year span of the loan. Specifically, some of the joints and valves will need to be replaced due to the acidity of the soils.

Berg said that since the city was ineligible for any grants, staff was recommending eliminating Phase IV of the project, which consisted of looping water to Riverland and extending water and sewer lines along the northeast side of TH59.

Berg said by eliminating this phase of the project the city can shave off \$2 to \$3 million from a total project cost of \$15 million. The city does see a need to complete Phase I - III, for an estimate of \$10 million in new debt. Berg did indicate the city may wish to pursue the generators from Phase IV, especially after what happened with the most recent power outage.

While the city was unsuccessful in obtaining any grants to help with the first phase, the city did receive a \$354,000 SCDP grant which could help rental owners pay for their portion of assessments.

<p>Discussion on the water and sewer rates</p> <p>Adjournment</p>	<p>Berg indicated he would be pursuing additional grants to help with the remaining phases of the project.</p> <p>Berg said in order to pay for the debt, the city would need to raise the water and sewer rates within a 3 year time-period. This would consist of a raising the base water rate to \$25 and the base sewer rate to \$19 and eliminating the first 6,000 of gallons from the base rate. The rate per 1,000 gallons would need to go up to \$5.85 for water and \$4.00 for sewer.</p> <p>As an alternative, the city could look at a tiered rate structure. Berg provided handouts of how a tiered rate could be structured and how that would impact some of the city's larger water users. In his justification, he analyzed some of the city's top water users and noted that while they consume 35% of the city's water and 39% of the city's sewage usage, they only pay 30% and 25% toward the operation of the water and sewer departments.</p> <p>Berg recommended using the same base rates as above, with the following tiered water rate of \$5.25/1,000 gallons up to the first 25,000 gallons and \$6.50/1,000 gallons for any water usage over 25,000 gallons; a tiered sewer rate of \$4.00/1,000 for the first 25,000 gallons and \$5.00/1,000 for any sewage usage over 25,000 gallons.</p> <p>After some discussion, there was consensus to move toward a tiered rate structure once the city was able to go to monthly billing.</p> <p>Durant made the motion to adjourn the workshop. The motion was seconded by Gieseke and the meeting was adjourned at 6:26 pm.</p> <p>Mitchell Berg, Administrator</p> <p>Dave Wiemer, Mayor</p>
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CITY COUNCIL MEETING MINUTES

Monday, July 2, 2018

Mahnomen City Hall

6:30 P.M.

COUNCIL PRESENT: Durant, Lee, Gieseke, Schouveiller and Wiemer

COUNCIL ABSENT: None

OTHERS PRESENT: Mitchell Berg, Lee Cariveau, Sue Kraft, Carl Malmstrom, Paul Domier, WEPD Officer Jax, and others.

Call to Order

The meeting was called to order by Mayor Wiemer

Public Comments

David Wilson mentioned he was interested in purchasing the Schmidt Property, 118 Monroe E, from the county but asked if the county/city could obtain a grant to demolish the property.

Approval of Agenda

Lee made the motion to approve the agenda. The motion was seconded by Schouveiller and the motion passed on a 5-0 vote.

Approval of Consent Agenda

Lee made the motion to approve the following items on the consent calendar:

- a) Approval of Minutes for June 18, 2018 Council meeting
- b) Consideration to waive the 1st Quarter Water/Sewer fee for the property owner at 315 W. Washington Avenue
- c) Consideration of amending Resolution 6-18-2018-1 adding and removing an election judge
- d) Consideration of a letter of support for the University of Minnesota Extension's Regional Sustainable Development Partnership (RSDP)

Approval of Bills

The motion was seconded by Schouveiller and the motion passed on a 5-0 vote.

Public Hearings

Wiemer made a motion to approve the July 2, 2018 payment of bills for \$260,825.21. The motion was seconded by Gieseke and the motion passed on a 5-0 vote.

Mayor Wiemer opened the public hearing at 6:34 pm.

Utility Superintendent Domier verified that the property at 324 US Hwy 59 was abated. However, Berg said the property at 101 2nd Street SW had yet to be abated.

Lee made a motion to close the public hearing. The motion was seconded by Schouveiller and the hearing was closed at 6:35 pm on a 5-0 vote.

Gieseke made the motion to declare 101 2nd Street SW, a nuisance for tall weeds, grass, and vegetation in excess of 12 inches in height (refer to section 92.38(a) and to direct staff to abate the nuisance. If the city abates the property the property owner shall be personally liable for the cost of abatement, including administrative costs.

Domier mentioned when the city has to abate these nuisance lawns it puts a lot of wear and tear on the city's equipment. There was a brief discussion on whether the city should pursue purchasing the right equipment or contract out the mowing of nuisance properties. Berg said he would look further into the matter with the Utility

<p>New Business</p>	<p>Superintendent.</p> <p>The motion was seconded by Lee and the motion passed on a 5-0 vote.</p> <p>Berg indicated he made a slight adjustment in the ordinance, based on the conversation at the last council meeting relating to the filling of pools.</p> <p>Lee made the motion to approve Ordinance 5-2018: An Ordinance Amending Chapter 52 of the City's Zoning Ordinance on Water Deficiency, Shut Off, and Water Use Restrictions. The motion was seconded by Gieseke and the motion passed on a 5-0 roll call vote.</p> <p>Berg presented to the council the names of two vendors who could process utility card payments for the city. Berg indicated he preferred going with GovPayNet based on their lower credit and debit card fees and for the fact that there were no out-of-pocket costs to the city. Durant made a motion to enter into a merchant agreement with GovPayNet contingent upon the review and acceptability of the merchant agreement with the City Attorney. The motion was seconded by Lee and the motion passed on a 5-0 vote.</p> <p>Lee made the motion to accept the quote from Braun Intertech to conduct soil borings as part of the upcoming 2019 CIP. The motion was seconded by Schouveiller and the motion passed 5-0.</p> <p>Mayor Wiemer mentioned since there was simply a discussion on the upcoming water, sewer, storm sewer, and street CIP and utility rates at the council workshop, no further action was needed at this time.</p> <p>Berg updated the council on the upcoming 2019 Budget process. He also indicated that YTD 2018 revenues and expenditures were in-line with the budget.</p>
<p>Police Report</p>	<p>Officer Jax was present and asked if there were any questions. Berg indicated that there was a complaint made from a resident living in Valleyview Apartments regarding noise at 3 am in the morning from kids playing basketball at the court across the street.</p>
<p>Council Reports</p>	<p>Mayor Wiemer provided a brief update on a Mahnomon County Transportation meeting that he and council member Durant attended.</p>
<p>Administrator Report</p>	<p>Berg provided an update to the council and highlighted that the city received a \$354,000 grant from the State to assist in fixing up rental occupied units within the city.</p>
<p>Adjournment</p>	<p>After hearing no further items before the council, Lee made the motion to adjourn the meeting. The motion was seconded by Gieseke and the meeting was adjourned at 7:00 pm.</p>
	<p>Mitchell Berg, Administrator</p>
	<p>Dave Wiemer, Vice-Mayor</p>

S.D.

CITY OF MAHNOMEN
INVESTMENT PORTFOLIO

JUNE 30, 2018

NAME	TYPE	ACCT NO.	RATE	MATURITY	AMOUNT	
FIRST NATIONAL BANK MAHNOMEN, MN	C.D. CERT	21157	0.65% 1-Year	7/13/2018	\$	100,000.00
FIRST NATIONAL BANK MAHNOMEN, MN	C.D. CERT	21204	0.65% 1-Year	10/13/2018	\$	100,000.00
4-M FUND 35100-104	MONEY MARKET FUND	35100-104	DAILY	DAILY	\$	-
35100-104	FUND PLUS	35100-104	DAILY	DAILY	\$	159,693.04
FIRST NATIONAL BANK MAHNOMEN, MN	MONEY MARKET	95-855	0.25%		\$	96,007.09
TOTAL LIQUOR STORE FUNDS					\$	455,700.13
FIRST NATIONAL BANK MAHNOMEN, MN	C.D. CERT	21263	0.65% 1-Year	1/11/2019	\$	100,000.00
FIRST NATIONAL BANK MAHNOMEN, MN	C.D. CERT	21264	0.65% 1-Year	1/11/2019	\$	100,000.00
FIRST NATIONAL BANK MAHNOMEN, MN	C.D. CERT	21169	0.65% 1-Year	1/14/2019	\$	100,000.00
FIRST NATIONAL BANK MAHNOMEN, MN	C.D. CERT	20899	0.65% 1-Year	1/24/2019	\$	100,000.00
BMW BANK NORTH AMER RBC DAIN	C.D. CERT	101-15842	1.50% 2-Year	4/22/2019	\$	246,000.00
CAPITAL ONE BANK RBC DAIN	C.D. CERT	101-15842	1.55% 3-Year	5/3/2019	\$	248,000.00
ALLIED BANK RBC DAIN	C.D. CERT	101-15842	2.65% 3-Year	3/8/2021	\$	154,000.00
DISCOVER BANK RBC DAIN	C.D. CERT	101-15842	2.70% 3-Year	3/14/2021	\$	246,000.00
4-M FUND 35100-103	MONEY MARKET FUND	35100-103	DAILY	DAILY	\$	-
35100-103	FUND PLUS	35100-103	DAILY	DAILY	\$	717,614.68
FIRST NATIONAL BANK MAHNOMEN, MN	MONEY MARKET	95-847	0.30%		\$	45,470.87
TOTAL GENERAL					\$	2,057,085.55
4-M FUND 35100-102	MONEY MARKET FUND	35100-102	DAILY	DAILY	\$	-
35100-102	FUND PLUS	35100-102	DAILY	DAILY	\$	25,955.85
TOTAL STREET					\$	25,955.85
TOTAL INVESTED					\$	2,538,741.53

SP.

PAYMENT ESTIMATE NO.1
RECAP OF MONTHLY PAYMENTS
Wastewater Improvements
City of Mahnomen
 WSN Project No. 0594C0021

Contract Amount	\$89,321.00
Approved Change Order Amount	\$0.00
Total Contract	\$89,321.00
Contract Amount Earned	\$80,388.90
Materials on Hand	\$0.00
Change Order Amount Earned	\$0.00
Total Earned This Period	\$80,388.90
Less Retainage per Agreement	\$4,019.45
Less Previous Payments	\$0.00
Amount Due this Period	\$76,369.46

Estimate No.	Date	Estimate Amount	Payment Amount
1	August 6, 2018	\$80,388.90	\$76,369.46
TOTAL PAYMENTS RECOMMENDED TO DATE:			\$76,369.46

Submitted by Contractor: Gordon Construction of Mahnomen, Inc.

Date: 7-25-18 Signature: 

Recommended by Engineer: Widseth Smith Nolting & Associates, Inc.

Date: July 31, 18 Signature: 

Approved by Owner: City of Mahnomen, Minnesota

Date: _____ Signature: _____

Payment Estimate #1
Wastewater Improvements

Contractor:

Gordon Construction of Mahnommen

Date: August 6, 2018

For Work Completed: June 1, 2018 to August 4, 2018

Page 2 of 2

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	Control Structure	Lump Sum	1	\$89,321.00	\$89,321.00
TOTAL =					\$89,321.00

THIS PERIOD QUANTITY	THIS PERIOD AMOUNT
0.90	\$80,388.90
\$80,388.90	

TOTAL QUANTITY	TOTAL AMOUNT
0.90	\$80,388.90
\$80,388.90	

SUMMARY OF MATERIALS ON HAND

DATE	DESCRIPTION	INVOICE NUMBER	INVOICE AMOUNT
TOTAL MATERIALS ON HAND=			\$0.00



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

sg.

**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date organized	Tax exempt number
St. Michael's School	9/1/1930	8356334

Address	City	State	Zip Code
501 1st ST SW	Mahnomen	Minnesota	56557

Name of person making application	Business phone	Home phone
Sarah Chalich	218-935-5222	218-358-1543

Date(s) of event	Type of organization
August 17, 2018	<input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit

Organization officer's name	City	State	Zip Code
Fr. David Super	Mahnomen	Minnesota	56557

Organization officer's name	City	State	Zip Code
		Minnesota	

Organization officer's name	City	State	Zip Code
		Minnesota	

Organization officer's name	City	State	Zip Code
		Minnesota	

Location where permit will be used. If an outdoor area, describe.
 The Permit will be used at 501 1st ST SW for an Art and Wine event.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
 none

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 none

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official _____ Approved Director Alcohol and Gambling Enforcement _____

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
 PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT
 BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

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RESOLUTION

2018-6-18-1

CITY OF MAHNOMEN

A RESOLUTION APPOINTING THE FOLLOWING ELECTION JUDGES AND HEAD JUDGE

WHEREAS, the City of Mahnomen is duly recognized municipality in the State of Minnesota; and

WHEREAS, the City Mahnomen is required by Minnesota State Statute 204B.21 subd. 2. to pass a resolution to appoint Election Judges for the August 14, 2018 Primary Election and November 6, 2018 General Election.

THEREFORE BE IT RESOLVED, the City Council of the City of Mahnomen hereby appoints the following election judges and head judge:

Head Judge

Jean Laroque

Election Judges

Pauline Vizenor
Jane Thompson
Phyllis Jaegar
Sandra Kaster
Ann Ryan
Christine McArthur
Kari Schouveiller
Gayle Gish
Betty Tosso
Mitch Berg
Judy Berger
Lisa Dahl

Adopted by the City of Mahnomen, Minnesota on August 6, 2018

Mayor David Wiemer

ATTEST:

City Administrator Mitchell Berg

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Mahnomen Fire Department,

Due to unforeseen circumstances I will be resigning from the role of Volunteer Fireman.

It has been a true honor to serve and protect this community with each and everyone of you.

Respectfully,

Derrick Cardinal #9

I ~~Brian~~ Brian Smith Resign from
Mahnomen Fire Dept on 7-10-14.

A handwritten signature in black ink, appearing to read "Brian Smith", with a long horizontal stroke extending to the right.

3

CONTRACT FOR SERVICES

Between

HEADWATERS REGIONAL DEVELOPMENT COMMISSION
(hereinafter HRDC)

And

Contracting Agency: City of Mahnomon (hereinafter Contractee)

Contact Person: HRDC: Levi Haar

Contractee: Mitch Berg

Address: City of Mahnomon

PO Box 250

Mahnomon, MN 56557

Project: Small Cities Development Program Grant Administration

Number: _____

I. Description of Services/Products to be Provided

See attached Work Program.

II. Terms of Contract:

This Agreement will become effective on July 20, 2018, when executed in full by authorized representatives of the Contractee and HRDC, and will remain in effect until December 31, 2021, or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever comes first.

III. Compensation and Terms of Payment

A. Cost of Services: Cost not to exceed \$46,275 to be billed on an actual cost basis

B. Terms of Payment: HRDC will bill the City of Mahnomon on a monthly basis for actual costs incurred, not to exceed \$46,275. A fee not to exceed \$2,500 will be invoiced regardless of the level of rehabilitation activity completed with SCDP grant funds.

IV. Other Provisions:

N/A

V. Certification:

In witness whereof the parties have hereunto set their hands and each warrants that he/she is empowered and authorized to execute this AGREEMENT and accept Terms and Conditions A through H of this AGREEMENT.

Authorized Contractee Representative

Authorized HRDC Representative

Mayor _____
Title Date

Executive Director _____
Title Date

WORK PLAN
CITY OF Mahnomen
Small Cities Development Program Grant Administration

The Headwaters Regional Development Commission (HRDC) will provide direct administrative services to the City of Mahnomen to implement the City's Small Cities Development Program grant award for the rehabilitation of tenant-occupied housing units. The grant administration will be undertaken in compliance with the City's Grant Agreement and under the direction of the City Administrator. HRDC staff will be designated as the Project Director, will be the primary contact with DEED staff, and will be responsible for the day-to-day management of the program, including management of the housing rehabilitation process and management of the record keeping system for the project. This responsibility will include submitting annual reports (with assistance from other entities), and maintaining subsidiary books documenting expenditure of funds by activity.

HRDC staff will create a forms package for the housing rehabilitation activity, market the availability of resources, manage the pre-application and application process, ensure completion of inspections and work write-ups, solicit bids from qualified contractors, manage required notifications to tenants, facilitate execution of contracts between building owners and contractors, monitor ongoing construction activity and successfully close-out rehabilitation projects. HRDC reserves the right to subcontract with a qualified organization for the completion of inspections and work write-ups.

HRDC staff will be designated as the Environmental Coordinator and will complete the required Environmental Review. An Environmental Review Record will be compiled and filed. HRDC staff will prepare all environmental documents necessary for publication by the City, including the Finding of No Significant Impact and the Notice of Intent to Request Release of Funds. The City of Mahnomen will be responsible for publishing legal notices as required.

HRDC staff will attend the Implementation Workshop hosted by the Department of Employment and Economic Development, and will be responsible for all general grant compliance areas. HRDC staff will ensure that all general requirements and special conditions of the grant award are completed in a satisfactory manner.

HRDC staff will be designated as the Fair Housing/Equal Employment Opportunity Officer (FH/EEO). This designation indicates a willingness of HRDC to implement the City's Fair Housing Plan and to promote opportunities for minority and women owned business and Section 3 businesses in all contract activity.

The City Administrator will be designated as the Financial Officer, and will be responsible for submitting draw down requests, issuing checks as required, and maintaining the general ledger for the program. HRDC staff will support the City Administrator as requested.

TERMS AND CONDITIONS

- A. **QUALIFICATIONS.** HRDC represents that it is qualified and willing to perform the services set forth herein.
- B. **AMENDMENTS.** Any alterations, variations, modifications or waivers of terms of this Agreement shall be binding upon the Contractor and HRDC only upon being reduced to writing signed by a duly authorized representative of the Contractor and of HRDC.
- C. **ASSIGNMENT.** HRDC represents that it will utilize only its personnel in the performance of the services set forth herein; and further agrees that it will neither assign, transfer, or subcontract any rights or obligations under this Agreement without prior written consent of the Contractor.
- D. **DATA AND COPYRIGHT.**
1. The Contractor agrees that it will make available all pertinent information, data, and records under its control for HRDC to use in the performance of this Agreement, or to assist HRDC wherever possible to obtain such records, data, and information.
 2. All reports, data, information, and documentation, and material given to or prepared by HRDC pursuant to this Agreement will be confidential and will not be released by HRDC during the Contract period without prior authorization from the Contractor.
 3. No reports, maps, data, commentaries, or other documentation produced in whole or in part under this Agreement will be the subject of an application for copyright by or on behalf of HRDC or HRDC's agents or employees.
- E. **COMPLIANCES.** HRDC agrees to abide by and assures that no person in the United States shall on the grounds of sex, age, race, or religion be excluded from participating in, be denied the benefits of, or be otherwise subject to discrimination in connection with the operations of this Contract.
- F. **FINANCIAL RECORDS.** HRDC agrees that it will establish and keep for a period of six (6) years following the receipt of payment from the final invoice for services performed hereunder such financial records as will fully disclose the amount and disposition of the funds received pursuant to this Contract.
- G. **TERMINATION.**
1. If either party shall fail to fulfill its obligations hereunder, or shall violate any terms of this Contract, the other party shall have the right to terminate this Contract by giving written notice to the defaulting party at least sixty (60) days prior to termination. Such written notice shall specify the nature of the default.
 2. In the event of the termination of this Contract prior to normal completion, all finished or unfinished documents, data, studies, surveys, drawings, maps, photographs, and reports prepared by HRDC in carrying out the work tasks hereunder shall become the property of the Contractor. HRDC shall be entitled to receive from Contractor the reasonable value of such materials. In addition, Contractor shall pay HRDC for the services actually and satisfactorily performed by HRDC hereunder up to the time of termination, less any payments previously made to HRDC under this Contract.
- H. **INFORMATION.** Contractor agrees that all information provided to HRDC will be true and correct to the best of Contractor's knowledge. HRDC is not liable for its use or dissemination of false or erroneous information, data or other materials provided by the Contractor.

5/2

Applicant Conflict of Interest Policy Certification and Disclosure

Applicant Certification: This is to certify that City of Mahanomen currently has an up to date written policy on conflict of interest. At a minimum, the policy will include a requirement for those with a conflict or potential conflict to disclose the conflict/potential conflict. In addition, the policy will include a provision of prohibition of interested members of the applicant's governing body from voting on any matter in which there is a conflict and also contains a specific process defining how the governing body will manage identified or potential conflicts. A sample conflict of interest policy can be found in Appendix A, Page 25 at <http://www.irs.gov/pub/irs-pdf/i1023.pdf> or the League of MN Cities (www.lmc.org) has guidance and templates for use. A copy of the applicant's conflict of interest policy is to be provided as part of the applicant's certification.

Applicant Disclosure: To assure the high standards of honesty, integrity and impartiality are maintained on Federally Funded Projects, we ask you to identify any potential or planned transactions which may constitute or present the appearance of personal or organizational conflict of interest, which also includes any conflict of interest with an USDA Rural Development employees. If at any time there is change in a potential or planned transactions related to the use of Federal Funds that may constitute or present the appearance of a personal or organizational conflict of interest for this project the applicant will provide written disclosure to USDA Rural Development and identify these transactions for USDA Rural Development's concurrence.

(Complete one of the following)

1. Potential or planned transactions related to the use of Federal Funds that may constitute or present the appearance of personal or organizational conflict of interest for this project include:
One or more council members either reside or own properties within the targeted area. The city is applying for grants which may benefit them, by reducing the amount of the special assessments they may owe. As a result, those council members that may benefit will recuse themselves from voting on any matter in which there is a conflict.
2. There are no conflicts of interest either personal or organizational anticipated for the project.

Date _____ Signature: _____
(Mayor, Board President, Chairman)

Printed Name: David Wiemer

Title: Mayor

For USDA Rural Development use of applicant certification and disclosure:

Specialist Comments: _____

Specialist Recommendation for Concurrence _____ Date S/O or A/D Concurrence _____ Date



United States Department of Agriculture

AD-1047

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552(a), as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. § 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 0.25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud privacy, and other statutes may be applicable to the information provided.

(Read Instructions On Page Two Before Completing Certification)

- A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - 1. Are not presently debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - 2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A.2.) of this certification; and
 - 4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- B. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME
City of Mahanomen

PR/AWARD NUMBER OR PROJECT NAME

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)
David Wiemer, Mayor

SIGNATURE(S)

DATE

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Utilities Service

LEGAL SERVICES AGREEMENT

This agreement made this _____ day of _____,
_____ between _____

(sponsors) (organizing committee) (Name of organization)

hereinafter referred to as "Owners," and _____,

attorney at law, of _____, hereinafter referred
to as "Attorney":

WHEREAS, Owners are intending to ____ (have formed) _____ ("public water supply
district,"

"public service district," "not for profit corporation," or

_____, a _____
other official designation) ("body politic," "municipal

corporation," "nonprofit corporation," or other organization)

in _____ County _____

under the provisions of _____
(Cite statute(s) under which applicant will be

_____; and
organized)

WHEREAS, the Attorney agrees to perform all legal services necessary to organize and
incorporate said _____

_____ under the provisions of

said statutes and to perform all other customary legal services necessary to the organization, financing, construction, and initial operation of a _____ system;

WITNESSETH:

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

SECTION A - LEGAL SERVICES

That the Attorney will perform such services as are necessary to accomplish the above recited objectives including, but not limited to, the following:

1. Preparation and filing of petition for incorporation and supervision and assistance in the taking of such other actions as may be necessary or incidental to cause the Owners to become duly organized and incorporated and to be authorized to undertake the proposed system.
2. Furnish advice and assistance to the governing body of the duly incorporated association in connection with (a) the notice for and conduct of meetings; (b) the preparation of minutes of meetings; (c) the preparation and enactment of such resolutions as may be necessary in connection with the authorization, financing, construction, and initial operation of the system; (d) the preparation of such affidavits, publication notices, ballots, reports, certifications, and other instruments and advice as may be needed in the conduct of such bond elections as may be necessary; (e) the preparation and completion of such bonds or other obligations as may be necessary to finance the system; (f) the completion and execution of documents for obtaining a loan made or insured or a grant made by the United States of America, acting through the Rural Utilities Service, U. S. Department of Agriculture; (g) entering into construction contracts; (h) preparation and adoption of By-Laws, Rules and Regulations, and rate schedules; (i) such other corporate action as may be necessary in connection with the financing, construction, and initial operation of the system.

3. Review of construction contracts, bid-letting procedure, and surety and contractual bonds in connection therewith.
4. Preparation, negotiation, or review of contract with a city or other source of water supply when necessary.
5. Preparation, where necessary, and review of deeds, easements and other rights-of-way documents, and other instruments for sites for source of water supply, pumping stations, treatment plants, and other facilities necessary to the system and to provide continuous rights-of-way therefor; rendering title opinions with reference thereto; and providing for the recordation thereof.
6. Obtain necessary permits and certificates from county and municipal bodies, from State regulatory agencies, and from other public or private sources with respect to the approval of the system, the construction and operation thereof, pipeline crossings, and the like.
7. Cooperate with the engineer employed by Owners in connection with preparation of tract sheets, easements, and other necessary title documents, construction contracts, water supply contracts, health permits, crossing permits, and other instruments.
8. When applicable, secure assistance of and cooperate with recognized bond counsel in the preparation of the documents necessary for the financing aspects of the system. The attorney shall pay all bond counsel in perfecting the financing aspects, e.g., assessment procedures and completion of documents. Where bond counsel is retained, the Attorney will not be responsible for the preparation and approval of those documents pertaining to the issuance of the Owner's obligations.

SECTION B - COMPENSATION

1. Owners will pay to the Attorney for professional services rendered in accordance herewith, fees as follows:

Said fees to be payable in the following manner and at the following times:

SECTION C - OTHER PROVISIONS

1. That upon organization and incorporation the association shall by appropriate resolution adopt and ratify this Agreement, that the association shall be substituted for the individual Owners as a party to this Agreement, and that the Owners as individuals shall thereupon be relieved of all personal liability existing or arising from this Agreement.

2. That upon organization and incorporation should the association fail or refuse to adopt and ratify this Agreement by appropriate resolution within _____ days from the date of the commencement of its legal existence, this Agreement shall terminate and Owners shall be liable to the Attorney for payment of \$_____, which sum represents payment in full for the organization and incorporation of the association and for all other legal services rendered to Owners under the terms of this Agreement to the date of said termination.

Attorney:

X

Owners:

X

Title:

Attest: X

Title:

RD: X

oOo

Position 3

USDA
Form RD 400-4
(Rev. 11-17)

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED
OMB No. 0575-0018
OMB No. 0570-0062

The City of Mahnomen

(name of recipient)

PO BOX 250, 104 Madison Avenue W. Mahnomen, MN 56557

(address)

As a condition of receipt of Federal financial assistance, you acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits you from discriminating on the basis of race, color, or national origin (42 U.S.C. 2000d et seq.), and 7 CFR Part 15, 7 CFR 1901, Subpart E.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [in accordance with USDA RD LEP Guidance for RD Funded (Assisted) Programs]. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>:

2. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];
3. The Age Discrimination Act of 1975, as amended, which prohibits you from discriminating on the basis of age (42 U.S.C. 6101 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];
4. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits you from discriminating on the basis of disability (29 U.S.C. 794) [as implemented by 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E];
5. Title VIII of the Civil Rights Act, which prohibits you from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units, i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) be designed and constructed with certain accessible features, see 24 CFR Part 100.201; and
6. Titles II and III of the Americans with Disabilities Act, which prohibit you from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0018. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions governing USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to records, accounts, documents, information, facilities, and staff:

1. You must cooperate with any compliance review or complaint investigation conducted by USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).
2. You must give USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by Title VI, Title IX, Age, and Section 504 implementing regulations and other applicable laws or program guidance.
3. You must keep such records and submit to the responsible Department official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to ascertain whether you have complied or are complying with relevant obligations.
4. You must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Rural Development or the U.S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
6. If, during the past three years, you (the recipient) have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, you must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements.
7. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against you, or you settle a case or matter alleging such discrimination, you must forward a copy of the complaint and findings to USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), Office of Civil Rights.

The United States has the right to seek judicial enforcement of these obligations.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of program-specific nondiscrimination policy requirements found at CFR Part 15, 7 CFR Part 15 b, 12 CFR Part 202, 7 CFR 1901, Subpart E., DR4300-003, DR4330-0300, DR4330-005.

Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with federal assistance extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), this assurance obligates the Recipient for the period during which federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which federal assistance is extended. If any personal property is so provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Recipient for the period during which the federal assistance is extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).

Employment Practices

Where a primary objective of the federal assistance is to provide employment or where the Recipient's employment practices affect the delivery of services in programs or activities resulting from federal assistance extended by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), the Recipient agrees not to discriminate on the grounds of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

Data Collection

The Recipient agrees to compile and maintain information pertaining to programs or activities developed as a result of the Recipient's receipt of federal assistance from Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service). Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) to be relevant to the obligation to assure compliance by recipients with laws cited in this assurance agreement.

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations as herein described, that the information submitted in conjunction with this Document is accurate and complete, and that the recipient is in compliance with the nondiscrimination requirements set out above.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, _____ on this
(name of recipient)
date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(S E A L)

Recipient

Date

Attest:

City Administrator

Title

Mayor

Title

**WATER AND WASTE
ELIGIBILITY CERTIFICATION**

Certification for commercial credit and outstanding judgments

The undersigned certifies, to the best of their knowledge and belief, that:

1. The organization is unable to finance the proposed project from its own resources or through commercial credit at reasonable rates and terms.
2. No outstanding judgment has been obtained and recorded by the United States of America in a Federal Court (other than in the United States Tax Court).

Name of Organization

Name of Authorized Official

Signature

Date

SL.

CITY OF MAHNOMEN

*Check Detail Register©

June 2018

Check Amt Invoice Comment

10100 City Checking Account

Paid Chk# 000668E 6/1/2018 WILD RICE ELECTRIC

E 101-42260-600	Debt Srv Principal (GENERAL)	\$833.33	JUNE 2018
Total WILD RICE ELECTRIC		\$833.33	

Paid Chk# 000669E 6/1/2018 HEALTH PARTNERS

E 601-49400-130	Employer Paid Ins (GENERAL)	\$2,117.62	JUNE
E 602-49450-130	Employer Paid Ins (GENERAL)	\$1,458.91	
E 101-41000-130	Employer Paid Ins (GENERAL)	\$957.65	
E 608-49750-130	Employer Paid Ins (GENERAL)	\$508.74	
E 609-49750-130	Employer Paid Ins (GENERAL)	\$884.61	
E 101-43000-130	Employer Paid Ins (GENERAL)	\$386.94	
G 101-21706	Hospitalization/Medical Ins	\$450.22	
Total HEALTH PARTNERS		\$6,764.69	

Paid Chk# 000670E 6/8/2018 MN DEPT OF REVENUE

E 608-49750-160	SALES TAX	\$3,650.00	MAY SALES TAX
E 609-49750-160	SALES TAX	\$1,834.00	
Total MN DEPT OF REVENUE		\$5,484.00	

Paid Chk# 000671E 6/18/2018 EFTPS

G 101-21701	Federal Withholding	\$3,835.48	W/H JUNE 15
G 101-21701	Federal Withholding	\$544.95	LUCKY
G 101-21701	Federal Withholding	\$482.77	WRL
Total EFTPS		\$4,863.20	

Paid Chk# 000672E 6/18/2018 MN DEPT OF REVENUE

G 101-21702	State Withholding	\$536.01	CITY JUNE 15
G 101-21702	State Withholding	\$104.54	L 7
G 101-21702	State Withholding	\$83.00	WRL
Total MN DEPT OF REVENUE		\$723.55	

Paid Chk# 000673E 6/18/2018 JOHN HANCOCK CONTRIBUTION

G 101-21705	Other Retirement	\$105.00	JUNE 15
Total JOHN HANCOCK CONTRIBUTION		\$105.00	

Paid Chk# 000674E 6/19/2018 PERA

G 101-21704	PERA	\$1,802.33	JUNE 15
G 101-21704	PERA	\$314.08	LUCKY
G 101-21704	PERA	\$282.27	WRL
Total PERA		\$2,398.68	

Paid Chk# 000675E 6/30/2018 EFTPS

G 101-21701	Federal Withholding	\$2,683.82	JUNE 30
G 101-21701	Federal Withholding	\$774.38	LUCKY
G 101-21701	Federal Withholding	\$1,086.36	WRL
Total EFTPS		\$4,544.56	

Paid Chk# 000676E 6/30/2018 MN DEPT OF REVENUE

G 101-21702	State Withholding	\$502.66	JUNE 30
G 101-21702	State Withholding	\$115.48	LUCKY
G 101-21702	State Withholding	\$182.74	WRL

CITY OF MAHNOMEN

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June 2018

			Check Amt	Invoice	Comment
Total MN DEPT OF REVENUE			\$800.88		
Paid Chk#	000677E	6/30/2018	AFLAC		
G 101-21708	Aflac		\$546.80		CITY
G 101-21708	Aflac		\$84.84		WRL
Total AFLAC			\$631.64		
Paid Chk#	000678E	6/30/2018	JOHN HANCOCK CONTRIBUTION		
G 101-21705	Other Retirement		\$105.00		JUNE 30
Total JOHN HANCOCK CONTRIBUTION			\$105.00		
Paid Chk#	000679E	6/30/2018	PERA		
G 101-21704	PERA		\$1,705.29		JUNE 30
G 101-21704	PERA		\$297.46		LUCKY
G 101-21704	PERA		\$296.06		WRL
Total PERA			\$2,298.81		
Paid Chk#	000680E	6/30/2018	PERA		
G 101-21704	PERA		\$220.17		MONTHLY JUNE
G 101-21704	PERA		\$374.79		WRL
Total PERA			\$594.96		
Paid Chk#	000681E	6/30/2018	FIRST NAT		
E 608-49750-430	Miscellaneous (GENERAL)		\$40.00		GIFT CERT
E 608-49750-430	Miscellaneous (GENERAL)		\$595.57		CREDIT CARD FEES
Total FIRST NAT			\$635.57		
Paid Chk#	000682E	6/30/2018	FIRST NAT		
E 609-49750-430	Miscellaneous (GENERAL)		\$152.74		CR CARD FEES
Total FIRST NAT			\$152.74		
Paid Chk#	000683E	6/30/2018	FIRST NAT		
E 601-49400-430	Miscellaneous (GENERAL)		\$100.00		NSF CHECK
E 601-49400-430	Miscellaneous (GENERAL)		\$5.00		NSF FEE
Total FIRST NAT			\$105.00		
Paid Chk#	056651	6/1/2018	ULTIMA BANK		
E 101-41000-130	Employer Paid Ins (GENERAL)		\$370.00		JUNE 2018
E 601-49400-130	Employer Paid Ins (GENERAL)		\$398.34		
E 602-49450-130	Employer Paid Ins (GENERAL)		\$398.34		
E 608-49750-130	Employer Paid Ins (GENERAL)		\$83.35		
E 609-49750-130	Employer Paid Ins (GENERAL)		\$250.00		
E 101-43000-130	Employer Paid Ins (GENERAL)		\$166.67		
G 101-21706	Hospitalization/Medical Ins		\$166.67		
Total ULTIMA BANK			\$1,833.37		
Paid Chk#	056652	6/5/2018	ADVANCED BUSINESS METHODS		
E 101-42260-200	Office Supplies (GENERAL)		\$373.52	1173735	
Total ADVANCED BUSINESS METHODS			\$373.52		
Paid Chk#	056653	6/5/2018	ARTISAN BEER COMPANY		
E 608-49750-251	Liquor For Resale		\$47.00	3265811	
Total ARTISAN BEER COMPANY			\$47.00		

CITY OF MAHNOMEN

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June 2018

			Check Amt	Invoice	Comment
Paid Chk#	056654	6/5/2018			ARVIG
E 601-49400-321	Telephone		\$78.29		
E 602-49450-321	Telephone		\$108.08		
E 101-42260-321	Telephone		\$68.29		
E 101-43000-321	Telephone		\$94.98		
E 101-41000-321	Telephone		\$177.09		
E 101-41000-321	Telephone		\$21.32		
E 608-49750-321	Telephone		\$133.83		
E 609-49750-321	Telephone		\$76.28		
	Total ARVIG		\$758.16		
Paid Chk#	056655	6/5/2018			AUTO
E 101-43000-220	Repair/Maint Supply (GENERAL)		\$17.95		CUST NO 4104600
	Total AUTO		\$17.95		
Paid Chk#	056656	6/5/2018			BREAKTHRU
E 608-49750-251	Liquor For Resale		\$897.42		ACCT 2086
E 608-49750-333	Freight and Express		\$14.80		ACCT 2086
E 609-49750-251	Liquor For Resale		\$935.81		ACCT 2055
E 609-49750-333	Freight and Express		\$9.86		ACCT 2055
	Total BREAKTHRU		\$1,857.89		
Paid Chk#	056657	6/5/2018			BRUGGEMANS
E 101-41000-200	Office Supplies (GENERAL)		\$50.64		ACCT 9352573
E 101-42260-200	Office Supplies (GENERAL)		\$105.28		ACCT 9355381
E 609-49750-254	Soft Drinks/Mix For Resale		\$120.56		ACCT 9352572
E 609-49750-210	Operating Supplies (GENERAL)		\$16.37		ACCT 9352572
	Total BRUGGEMANS		\$292.85		
Paid Chk#	056658	6/5/2018			CULLIGAN
E 101-41000-386	Other Utilities		\$65.50		ACCT 1028682
E 609-49750-210	Operating Supplies (GENERAL)		\$38.00		ACCT 1029292
	Total CULLIGAN		\$103.50		
Paid Chk#	056659	6/5/2018			DANS TIRE AND AUTO REPAIR
E 101-41000-220	Repair/Maint Supply (GENERAL)		\$45.20	2944	VAN OIL CHANGE
	Total DANS TIRE AND AUTO REPAIR		\$45.20		
Paid Chk#	056660	6/5/2018			DEPT OF HEALTH
E 601-49400-227	Meters and Connections		\$868.00		2ND QTR 2018
	Total DEPT OF HEALTH		\$868.00		
Paid Chk#	056661	6/5/2018			GOPHER
E 601-49400-228	Testing & Locates		\$33.75	8050545	MAY LOCATES
	Total GOPHER		\$33.75		
Paid Chk#	056662	6/5/2018			GRAND FORKS FIRE
E 101-42260-400	Repairs & Maint Cont (GENERAL)		\$51.70	22802	
	Total GRAND FORKS FIRE		\$51.70		
Paid Chk#	056663	6/5/2018			JOHNSON
E 608-49750-251	Liquor For Resale		\$1,384.63	1019150	
E 608-49750-333	Freight and Express		\$41.61	1019150	

CITY OF MAHNOMEN

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June 2018

			Check Amt	Invoice	Comment
E 608-49750-251	Liquor For Resale		(\$54.79)	1019150	
E 609-49750-251	Liquor For Resale		\$474.87	1019299	
E 609-49750-333	Freight and Express		\$10.95	1019299	
Total JOHNSON			\$1,857.27		
Paid Chk# 056664	6/5/2018	LEAGUE			
E 101-41000-208	Training and Instruction		\$25.00	272799	BERG PRE CONFERENCE
Total LEAGUE			\$25.00		
Paid Chk# 056665	6/5/2018	MAH CO AUDITOR			
E 101-44000-602	Other Long-Term Oblig Princ al		\$731.42		JUNE 2018 ECPN
Total MAH CO AUDITOR			\$731.42		
Paid Chk# 056666	6/5/2018	MAHN CO HWY			
E 101-43000-224	Street Maint Materials		\$210.20		SAND/SALT 3/1 - 4/30
Total MAHN CO HWY			\$210.20		
Paid Chk# 056667	6/5/2018	MAHNOMEN PIONEER			
E 101-41130-351	Legal Notices Publishing		\$155.93		CITY MAY ACCOUNT
Total MAHNOMEN PIONEER			\$155.93		
Paid Chk# 056668	6/5/2018	MARSHMALLOW FOUNDATION			
E 101-42700-300	Professional Srvs (GENERAL)		\$250.00	2647	
Total MARSHMALLOW FOUNDATION			\$250.00		
Paid Chk# 056669	6/5/2018	MWCG			
E 101-41000-208	Training and Instruction		\$15.00		BERG REGISTRATION
Total MWCG			\$15.00		
Paid Chk# 056670	6/5/2018	NAPA			
E 101-43000-210	Operating Supplies (GENERAL)		\$54.46		ACCT 6290
Total NAPA			\$54.46		
Paid Chk# 056671	6/5/2018	OFFICE SUPPLIES PLUS			
E 101-41000-200	Office Supplies (GENERAL)		\$74.83		CITY
E 608-49750-200	Office Supplies (GENERAL)		\$45.22	18078	LUCKY 7
E 609-49750-200	Office Supplies (GENERAL)		\$45.22	18078	LUCKY 7
Total OFFICE SUPPLIES PLUS			\$165.27		
Paid Chk# 056672	6/5/2018	OLSONS OUTDOOR SPORTS			
E 101-42260-200	Office Supplies (GENERAL)		\$23.66	5210	
Total OLSONS OUTDOOR SPORTS			\$23.66		
Paid Chk# 056673	6/5/2018	OTTERTAIL			
E 601-49400-381	Electric Utilities		\$335.32		ACCT 000369
E 602-49450-381	Electric Utilities		\$514.14		ACCT 000369
E 101-43160-381	Electric Utilities		\$3,214.77		ACCT 000369
E 101-42260-381	Electric Utilities		\$351.75		ACCT 000369
E 101-43000-381	Electric Utilities		\$290.98		ACCT 000369
E 101-41000-381	Electric Utilities		\$909.89		ACCT 000369
E 609-49750-381	Electric Utilities		\$561.15		ACCT 000369
E 601-49400-381	Electric Utilities		\$966.68		ACCT 11-056804
E 101-43160-381	Electric Utilities		\$18.98		ACCT 11-085316
E 101-43160-381	Electric Utilities		\$25.53		ACCT 11-085317

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		Check Amt	Invoice	Comment
E 101-43160-381	Electric Utilities	\$27.49		ACCT 11-085319
E 101-43160-381	Electric Utilities	\$30.67		ACCT 11-085320
Total OTTERTAIL		\$7,247.35		
<hr/>				
Paid Chk# 056674	6/5/2018	PHILLIPS		
E 608-49750-251	Liquor For Resale	\$1,546.94	2364542	
E 608-49750-333	Freight and Express	\$35.39	2364542	
E 609-49750-251	Liquor For Resale	\$627.00	2364656	
E 609-49750-254	Soft Drinks/Mix For Resale	\$22.00	2364656	
E 609-49750-333	Freight and Express	\$10.95	2364656	
Total PHILLIPS		\$2,242.28		
<hr/>				
Paid Chk# 056675	6/5/2018	RMB		
E 602-49450-228	Testing & Locates	\$76.00	388971	
E 602-49450-228	Testing & Locates	\$76.00	388972	
E 602-49450-228	Testing & Locates	\$206.00	389786	
E 602-49450-228	Testing & Locates	\$345.00	389807	
E 602-49450-228	Testing & Locates	\$76.00	390398	
E 602-49450-228	Testing & Locates	\$12.00	390399	
E 601-49400-228	Testing & Locates	\$15.00	390400	
E 602-49450-228	Testing & Locates	\$345.00	390411	
E 602-49450-228	Testing & Locates	\$150.00	390412	
E 602-49450-228	Testing & Locates	\$206.00	390516	
E 602-49450-228	Testing & Locates	\$345.00	390519	
E 602-49450-228	Testing & Locates	\$76.00	390613	
E 602-49450-228	Testing & Locates	\$345.00	390644	
E 602-49450-228	Testing & Locates	\$150.00	390645	
E 601-49400-228	Testing & Locates	\$15.00	393616	
Total RMB		\$2,438.00		
<hr/>				
Paid Chk# 056676	6/5/2018	TEAM LAB		
E 101-43000-224	Street Maint Materials	\$9,640.00	11254	CRACK FILLER
E 101-43000-224	Street Maint Materials	(\$94.40)	11254	DISCOUNT
Total TEAM LAB		\$9,545.60		
<hr/>				
Paid Chk# 056677	6/5/2018	TRUE VALUE		
E 608-49750-400	Repairs & Maint Cont (GENERAL)	\$29.91		ACCT 2290
E 601-49400-220	Repair/Maint Supply (GENERAL)	\$98.73		ACCT 2170
E 101-42260-400	Repairs & Maint Cont (GENERAL)	\$101.51		ACCT 2170
E 101-45200-220	Repair/Maint Supply (GENERAL)	\$19.97		ACCT 2170
E 101-43000-220	Repair/Maint Supply (GENERAL)	\$110.69		ACCT 2170
E 609-49750-400	Repairs & Maint Cont (GENERAL)	\$59.37		ACCT 2290
Total TRUE VALUE		\$420.18		
<hr/>				
Paid Chk# 056678	6/5/2018	U S POST		
E 101-41000-433	Dues and Subscriptions	\$116.00		ANNUAL PO BOX
Total U S POST		\$116.00		
<hr/>				
Paid Chk# 056679	6/5/2018	VICTOR		
E 101-41000-200	Office Supplies (GENERAL)	\$705.55	429642	CHECKS
Total VICTOR		\$705.55		
<hr/>				
Paid Chk# 056680	6/8/2018	DACOTAH		

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			Check Amt	Invoice	Comment
E 608-49750-210	Operating Supplies (GENERAL)		\$46.97	30942	ACCT 125157
	Total DACOTAH		\$46.97		
Paid Chk# 056681	6/8/2018	DIRECTV			
E 609-49750-210	Operating Supplies (GENERAL)		\$279.45	34337674215	
	Total DIRECTV		\$279.45		
Paid Chk# 056682	6/8/2018	SHOOTING STAR CASINO			
E 609-49750-260	Slots		\$5,251.76		ACCT 4848
E 609-49750-261	Tabs bingo		\$1,734.00		ACCT 4673
	Total SHOOTING STAR CASINO		\$6,985.76		
Paid Chk# 056683	6/8/2018	SOUTHERN			
E 609-49750-251	Liquor For Resale		\$246.34		
E 609-49750-333	Freight and Express		\$6.15		
E 608-49750-333	Freight and Express		\$2.05		
E 608-49750-251	Liquor For Resale		\$396.51	1691065	ACCT 9007
	Total SOUTHERN		\$651.05		
Paid Chk# 056684	6/8/2018	STEVE LUCKOW			
E 609-49750-210	Operating Supplies (GENERAL)		\$33.84		
	Total STEVE LUCKOW		\$33.84		
Paid Chk# 056701	6/19/2018	BREAKTHRU			
E 608-49750-333	Freight and Express		\$9.87		
E 609-49750-251	Liquor For Resale		\$254.76		
E 609-49750-333	Freight and Express		\$3.70		
E 608-49750-251	Liquor For Resale		\$462.64	1080814609	
	Total BREAKTHRU		\$730.97		
Paid Chk# 056702	6/19/2018	JOHNSON			
E 608-49750-251	Liquor For Resale		\$1,023.14	1032906	
E 608-49750-333	Freight and Express		\$26.28	1032906	
E 608-49750-251	Liquor For Resale		\$45.98	1032907	
E 609-49750-251	Liquor For Resale		\$491.00	1033013	
E 609-49750-333	Freight and Express		\$15.33	1033013	
	Total JOHNSON		\$1,601.73		
Paid Chk# 056703	6/19/2018	PHILLIPS			
E 608-49750-251	Liquor For Resale		\$889.00	2373693	
E 608-49750-333	Freight and Express		\$15.70	2373693	
E 609-49750-251	Liquor For Resale		\$279.49	2373770	
E 609-49750-254	Soft Drinks/Mix For Resale		\$71.00	2373770	
E 609-49750-333	Freight and Express		\$4.38	2373770	
	Total PHILLIPS		\$1,259.57		
Paid Chk# 056704	6/19/2018	SHEARERS SNACKS			
E 101-41000-430	Miscellaneous (GENERAL)		\$109.80		OPIOID PICNIC
	Total SHEARERS SNACKS		\$109.80		
Paid Chk# 056705	6/19/2018	AHMANN CONSTR			
E 608-49750-401	Repairs/Maint Buildings		\$2,676.68		12/22/2017 CLAIM
	Total AHMANN CONSTR		\$2,676.68		

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			Check Amt	Invoice	Comment
Paid Chk# 056706 6/19/2018 ARVIG					
E 609-49750-500	Capital Outlay (GENERAL)		\$8,625.00	278615	
E 609-49750-500	Capital Outlay (GENERAL)		\$3,550.00	278616	LIQUOR STORE ACCESS SYSTEM
Total ARVIG			\$12,175.00		
Paid Chk# 056707 6/19/2018 CINTAS					
E 601-49400-417	Uniform Rentals		\$110.00		
E 602-49450-417	Uniform Rentals		\$110.00		
E 101-45200-417	Uniform Rentals		\$110.00		
E 101-43000-417	Uniform Rentals		\$110.00		
E 101-43000-210	Operating Supplies (GENERAL)		\$229.32		
Total CINTAS			\$669.32		
Paid Chk# 056708 6/19/2018 COMMUNITY COOP					
E 601-49400-383	Heat Utililities		\$123.98		ACCT 545190
E 101-43000-383	Heat Utililities		\$20.00		ACCT 545190
E 101-43000-212	Motor Fuels		\$418.65		ACCT 545190
E 101-45200-212	Motor Fuels		\$101.37		ACCT 545190
E 101-42260-383	Heat Utililities		\$22.92		ACCT 540605
E 101-42260-212	Motor Fuels		\$139.94		ACCT 540605
E 609-49750-383	Heat Utililities		\$21.08		ACCT 540939
Total COMMUNITY COOP			\$847.94		
Paid Chk# 056709 6/19/2018 FEDERAL SAFETY COMPLIANCE					
E 101-43000-433	Dues and Subscriptions		\$298.50	D5468	OSHA KIT UPDATES
Total FEDERAL SAFETY COMPLIANCE			\$298.50		
Paid Chk# 056710 6/19/2018 G & K					
E 601-49400-417	Uniform Rentals		\$27.50		
E 602-49450-417	Uniform Rentals		\$27.50		
E 101-43000-417	Uniform Rentals		\$27.50		
E 101-45200-417	Uniform Rentals		\$27.50		
E 101-43000-210	Operating Supplies (GENERAL)		\$57.29		
Total G & K			\$167.29		
Paid Chk# 056711 6/19/2018 GARDEN					
E 101-41000-321	Telephone		\$60.25	100853158	
Total GARDEN			\$60.25		
Paid Chk# 056712 6/19/2018 JOHN DEERE					
E 101-45200-400	Repairs & Maint Cont (GENERAL)		\$56.26		
Total JOHN DEERE			\$56.26		
Paid Chk# 056713 6/19/2018 MAH COUNTY AG					
E 101-41000-200	Office Supplies (GENERAL)		\$102.00	100	
Total MAH COUNTY AG			\$102.00		
Paid Chk# 056714 6/19/2018 MMCDC					
E 101-46500-701	Passthrough to other entity		\$5,131.85		LOAN 1050001706
Total MMCDC			\$5,131.85		
Paid Chk# 056715 6/19/2018 OTTERTAIL					
E 101-43160-381	Electric Utilities		\$29.63		ACCT 11-088212

CITY OF MAHNOMEN

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			Check Amt	Invoice	Comment
E 101-43160-381	Electric Utilities		\$36.90		ACCT 11-088213
E 608-49750-381	Electric Utilities		\$786.24		ACCT 11-072197
	Total OTTERTAIL		\$852.77		
Paid Chk# 056716	6/19/2018	RED APPLE			
E 101-41000-384	Refuse/Garbage Disposal		\$58.04	57642	MEALS FOR CLEAN UP EVENT
	Total RED APPLE		\$58.04		
Paid Chk# 056717	6/19/2018	SANFORD HEALTH			
E 101-42260-306	Personal Testing		\$90.00		
E 101-42260-306	Personal Testing		\$183.00	301892824	ACCT 30010286
	Total SANFORD HEALTH		\$273.00		
Paid Chk# 056718	6/19/2018	SCOTT ZORTMAN			
E 101-41000-400	Repairs & Maint Cont (GENERAL		\$120.00		JUNE CLEANING
	Total SCOTT ZORTMAN		\$120.00		
Paid Chk# 056719	6/19/2018	SESAC INC			
E 609-49750-308	Entertainment Fees		(\$27.90)		5% DISCOUNT
E 609-49750-308	Entertainment Fees		\$558.00	666072	ACCT 39506
	Total SESAC INC		\$530.10		
Paid Chk# 056720	6/19/2018	THORWALDSEN			
E 101-41600-300	Professional Srvs (GENERAL)		\$1,137.50		ACCT 27111-093M NO 99
E 101-41600-300	Professional Srvs (GENERAL)		\$130.00		ACCT 50006-002M NO 1
E 101-41600-304	Legal Fees		\$8,931.06		ACCT 50008-000M NO 13
	Total THORWALDSEN		\$10,198.56		
Paid Chk# 056721	6/19/2018	WM G HAAS JR			
E 601-49400-300	Professional Srvs (GENERAL)		\$1,000.00		LOBBY FEE MAY
E 602-49450-300	Professional Srvs (GENERAL)		\$1,000.00		
	Total WM G HAAS JR		\$2,000.00		
Paid Chk# 056722	6/27/2018	SHOOTING STAR CASINO			
E 609-49750-260	Slots		\$6,927.62		ACCT 4848
	Total SHOOTING STAR CASINO		\$6,927.62		
Paid Chk# 056723	6/27/2018	SOUTHERN			
E 608-49750-333	Freight and Express		\$12.30		
E 609-49750-251	Liquor For Resale		\$171.66		
E 609-49750-333	Freight and Express		\$4.10		
E 608-49750-333	Freight and Express		\$1.02	1696832	ACCT 9007
E 608-49750-251	Liquor For Resale		\$366.23	1696833	ACCT 9007
	Total SOUTHERN		\$555.31		
Paid Chk# 056724	6/27/2018	VERIZON			
E 101-43000-321	Telephone		\$53.85	9808826300	
	Total VERIZON		\$53.85		
Paid Chk# 056725	6/29/2018	U S POST			
E 601-49400-322	Postage		\$227.50		2ND QTR 2018
	Total U S POST		\$227.50		
Paid Chk# 056740	6/29/2018	NCPERS			

CITY OF MAHNOMEN

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			Check Amt	Invoice	Comment
G 101-21710	Other Deductions		\$64.00		UNIT NO 604600
G 101-21710	Other Deductions		\$16.00		LUCKY
Total NCPERS			\$80.00		
<hr/>					
Paid Chk#	056741	6/30/2018	AMERICAN BOT		
E 608-49750-259	Other For Resale		(\$112.04)	3019103393	ACCT 11231855
E 608-49750-259	Other For Resale		\$97.98	3019103394	ACCT 11231855
E 608-49750-259	Other For Resale		\$95.80	3019104269	ACCT 11231855
E 609-49750-254	Soft Drinks/Mix For Resale		\$55.39	3019104273	ACCT 11231738
E 609-49750-259	Other For Resale		\$36.93	3019104273	ACCT 11231738
Total AMERICAN BOT			\$174.06		
<hr/>					
Paid Chk#	056742	6/30/2018	BERGSETH		
E 608-49750-252	Beer For Resale		\$234.58		ACCT 35520
E 609-49750-252	Beer For Resale		\$1,037.92		
Total BERGSETH			\$1,272.50		
<hr/>					
Paid Chk#	056743	6/30/2018	BREAKTHRU		
E 609-49750-251	Liquor For Resale		\$305.44	1080821641	ACCT 2055
E 609-49750-333	Freight and Express		\$4.63	1080821641	
E 608-49750-251	Liquor For Resale		\$525.47	1080821754	ACCT 2086
E 608-49750-333	Freight and Express		\$7.40	1080821754	
E 609-49750-251	Liquor For Resale		\$82.92	1080821754	ACCT 2086
E 609-49750-333	Freight and Express		\$1.85	1080821754	
Total BREAKTHRU			\$927.71		
<hr/>					
Paid Chk#	056744	6/30/2018	DACOTAH		
E 608-49750-570	Office Equip and Furnishings		\$277.64		ACCT 125157
E 609-49750-210	Operating Supplies (GENERAL)		\$255.96		ACCT 125161
E 609-49750-220	Repair/Maint Supply (GENERAL)		\$102.91		ACCT 125161
Total DACOTAH			\$636.51		
<hr/>					
Paid Chk#	056745	6/30/2018	D-S BEVERAGES		
E 608-49750-252	Beer For Resale		\$12,593.30		ACCT 73068
E 608-49750-259	Other For Resale		\$85.20		ACCT 73068
E 609-49750-252	Beer For Resale		\$1,931.05		ACCT 73040
E 609-49750-254	Soft Drinks/Mix For Resale		\$134.00		ACCT 73040
E 609-49750-259	Other For Resale		\$57.50		ACCT 73040
Total D-S BEVERAGES			\$14,801.05		
<hr/>					
Paid Chk#	056746	6/30/2018	GREAT NORTH PIZZA COMPANY		
E 609-49750-255	Food for Resale		\$67.25	10659	
E 609-49750-255	Food for Resale		\$67.50	10760	
Total GREAT NORTH PIZZA COMPANY			\$134.75		
<hr/>					
Paid Chk#	056747	6/30/2018	HEGGIES		
E 609-49750-255	Food for Resale		\$81.00	151659599	
E 609-49750-255	Food for Resale		\$219.35	359246886	
Total HEGGIES			\$300.35		
<hr/>					
Paid Chk#	056748	6/30/2018	HENRYS FOOD		
E 608-49750-256	Tobacco Products For Resale		\$606.06		ACCT 642686
E 608-49750-259	Other For Resale		\$68.03		

CITY OF MAHNOMEN

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			Check Amt	Invoice	Comment
E 609-49750-254	Soft Drinks/Mix For Resale		\$156.25		
E 609-49750-259	Other For Resale		\$140.51		
E 609-49750-256	Tobacco Products For Resale		\$1,558.44		
E 609-49750-210	Operating Supplies (GENERAL)		\$153.77		
Total HENRYS FOOD			\$2,683.06		
<hr/>					
Paid Chk# 056749	6/30/2018	JOHNSON			
E 608-49750-251	Liquor For Resale		\$1,868.05	1044053	
E 608-49750-333	Freight and Express		\$46.17	1044053	
E 608-49750-251	Liquor For Resale		\$22.99	1044054	
E 609-49750-251	Liquor For Resale		\$895.96	1044165	
E 609-49750-333	Freight and Express		\$16.77	1044165	
Total JOHNSON			\$2,849.94		
<hr/>					
Paid Chk# 056750	6/30/2018	MCKINNON			
E 608-49750-259	Other For Resale		\$34.90		ACCT 64048
E 609-49750-252	Beer For Resale		\$793.45		ACCT 63400
E 608-49750-252	Beer For Resale		\$5,419.55		ACCT 64048
Total MCKINNON			\$6,247.90		
<hr/>					
Paid Chk# 056751	6/30/2018	PHILLIPS			
E 608-49750-251	Liquor For Resale		\$5,050.60	2381421	
E 608-49750-259	Other For Resale		\$57.00	2381421	
E 608-49750-333	Freight and Express		\$101.83	2381421	
E 609-49750-251	Liquor For Resale		\$1,275.55	2381508	
E 609-49750-254	Soft Drinks/Mix For Resale		\$71.00	2381508	
E 609-49750-333	Freight and Express		\$11.50	2381508	
Total PHILLIPS			\$6,567.48		
<hr/>					
Paid Chk# 056752	6/30/2018	VIKING			
E 609-49750-259	Other For Resale		\$142.43		ACCT 1101296
E 609-49750-254	Soft Drinks/Mix For Resale		\$374.42		ACCT 1101296
E 608-49750-259	Other For Resale		\$151.14		ACCT 1101374
Total VIKING			\$667.99		
10100 City Checking Accoun			\$156,551.95		

Fund Summary

<u>10100 City Checking Accoun</u>	
101 GENERAL FUND	\$56,352.24
601 WATER FUND	\$6,520.71
602 SEWER FUND	\$6,024.97
608 LUCKY 7	\$42,991.88
609 WILD RICE LOUNGE	\$44,662.15
	\$156,551.95

**CITY OF MAHNOMEN
LIST OF BILLS
AUGUST 6, 2018**

ADVANCED BUSINESS METHODS	COPIER AGREEMENT 3RD QTR	\$ 383.80
ARVIG	LUCKY 7 SECURITY SYSTEM REPAIR	\$ 135.29
AUTO VALUE	PARTS	\$ 188.52
COMPUTER TECHNOLOGIES	SOFTWARE SUPPORT	\$ 80.00
GOPHER STATE ONE CALL	LOCATES	\$ 63.45
LAKE AGASSIZ REGIONAL LIBRARY	3RD QTR AGREEMENT	\$ 5,032.50
LOCATORS & SUPPLIES	STRIPER AND PAINT	\$ 98.39
MN PFA	BOND PAYMENT	\$ 64,328.42
MAHNOMEN COUNTY AUDITOR	AUGUST ECPN	\$ 731.42
MAHNOMEN PIONEER	NOTICES	\$ 44.00
OFFICE SUPPLIES PLUS	SUPPLIES	\$ 22.55
OTTERTAIL POWER	ELECTRIC	\$ 6,984.22
RMB LABORATORIES	WATER & SEWER TESTING	\$ 841.00
WIDSETH SMITH NOLTING	ENGINEERING	\$ 5,458.00
TOTAL BILLS FOR AUGUST 6, 2018		\$ 84,391.56

CITY OF MAHNOMEN

LIST OF BILLS

July 16, 2018

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AHMANN CONSTRUCTION	FIRE HALL BUILDING REPAIRS	\$ 3,084.00
BRUGGEMAN'S	LQUOR STORE & FIRE SUPPLIES	\$ 317.16
CINTAS	STREET UNIFORMS AND SUPPLIES	\$ 680.35
COMMUNITY COOP	STREET & FIRE FUEL	\$ 826.53
COMPUTER TECHNOLOGIES	JULY - SEPT SERVICES	\$ 120.00
DAN'S TIRE	BUCKET TRUCK TIRES	\$ 621.08
GOPHER STATE ONE CALL	LOCATES	\$ 24.30
GORDON CONSTRUCTION	STORM SEWER REPAIR & CULVERT	\$ 2,825.00
HAWKINS	CHEMICALS	\$ 600.90
JOHN DEERE FINANCIAL	PARTS/REPAIR	\$ 611.25
LARSON PARTS	PARTS	\$ 351.47
LINDFORS AGENCY	RENEWAL SURETY BOND	\$ 100.00
MN MUNICIPAL BEVERAGE ASSN	ANNUAL DUES	\$ 800.00
MAHNOMEN COUNTY ABSTRACT	ABSTRACT SERVICES	\$ 525.00
MYRON KOCHMANN	WATER DEPOSIT RETURN	\$ 100.00
NAPA	PARTS	\$ 136.79
NORTHERN FIRE EQUIPMENT	EXTINGUISHER SERVICES	\$ 474.80
OTTERTAIL POWER	ELECTRIC	\$ 814.82
SHOPKO	COMMUNITY PICNIC & SUPPLIES	\$ 236.55
STEVE LUCKOW	REIMBURSE LUCKY 7 SUPPLIES	\$ 235.10
THORWALDSEN & MALMSTROM	PROSECUTION	\$ 7,745.83
TRUE VALUE	PARTS & SUPPLIES	\$ 272.54
TOTAL BILLS FOR JULY 16, 2018		\$ 21,503.47

CITY OF MAHNOMEN
PO BOX 250
MAHNOMEN, MN 56557
218-935-2573
Email: Mahncity@arvig.net

To: The Property Owner or occupant of 409 NW 4th Street

From: Mitchell Berg, City Administrator

RE: Alleged violation of Chapter 92 of the City of Mahnomen Code of Ordinances, relating to Health and Safety Nuisances

Date: June 28, 2018

I hereby allege that on March 27, 2018 you violated:

- Section 92.19(B)(3)(b) The outside parking and storage of vehicles on residential properties in the rear or –side yard. Such vehicles must be stored within a building, or be fully screened as not to be visible from adjoining properties.

The City Council has by resolution established an administrative penalty in the amount of \$300 for this violation.

Payment of this administrative penalty is due within 10 days from the date of this letter. Payment is also voluntary, but if you do not pay it the city may initiate criminal proceedings for this alleged violation.

As an alternative to the payment of this administrative penalty, if the situation that gave rise to this alleged violation is corrected by July 18, 2018 then the payment of the administrative penalty will be waived and the city will not initiate criminal proceedings for this alleged violation.

Even if the administrative penalty is paid, the city reserves the right to institute appropriate proceedings at law or at equity to restrain, correct or abate the violation. If the city abates the nuisance violation you will be held liable for the cost of the abatement, including any

storage, disposal, labor, and administrative costs. Failure to pay the cost of the abatement will result in the charges being assessed onto your property taxes and/or include further civil and/or criminal penalties.

Before the due date, you may request to appear before the city Council to contest the request for payment of the penalty. A hearing is scheduled for July 16, 2018 at 6:30 p.m. at the Mahanomen City Hall, 104 W. Madison Avenue, at which time the city may also declare that a nuisance violation has occurred and direct city staff to abate or correct the nuisance. After the hearing the city council may also determine to withdraw the request for payment or to renew the request for payment. Because the payment of the administrative penalty is voluntary, there shall be no appeal from the decision of the council.

Payment of the administrative penalty may be made by check, cash or money order to the City of Mahanomen.

Mitchell Berg, City Administrator



CITY OF MAHNOMEN
PO BOX 250
MAHNOMEN, MN 56557
218-935-2573
Email: Mahncity@arvig.net

To: The Property Owner or occupant of 113 N. Main Street

From: Mitchell Berg, City Administrator

RE: Alleged violation of the City of Mahnomen Code of Ordinances, relating to Health and Safety Nuisances

Date: 6/27/2018

I hereby allege that on June 25, 2018 you are in violation of:

- Section 93.03, subd. a. in relation to encumbering the sidewalk with items so as to interfere with the free and unobstructed use of the sidewalk

The City Council has by resolution established an administrative penalty in the amount of \$100 for this violation.

Payment of this administrative penalty is due within 20 days from the date of this letter. Payment is also voluntary, but if you do not pay it the city may initiate criminal proceedings for this alleged violation.

As an alternative to the payment of this administrative penalty, if the situation that gave rise to this alleged violation is corrected by July 18, 2018 then the payment of the administrative penalty will be waived and the city will not initiate criminal proceedings for this alleged violation.

You may also request to appear before the City Council to contest this alleged nuisance. A hearing is scheduled for July 16, 2018 at 6:30 p.m. at the Mahnomen City Hall, 104 W. Madison Avenue, at which time the city may also declare that a nuisance violation has occurred and direct the city attorney to begin the process of declaring the dwelling unit, as well as to begin the legal procedure of condemnation.

Furthermore, in the act of the inspection if the building and health inspector finds any other violation of city code, nothing shall prohibit the inspector from issuing any additional notice of an alleged violation.

Mitchell Berg, City Administrator



MEMO

To: Mayor and City Council
From: Mitchell Berg, City Administrator
RE: 2019 Health Insurance Premiums
Date: August 1, 2018

Background

With the city changing its health insurance renewal period from January 1 – December 31, 2018 to December 1 to November 30 the city is able to get a better understanding on how the next year's health insurance premiums will impact the budget.

In the last few recent years the city has seen health insurance premiums increase by less than 11%.

Analysis

Although, the city will see health insurance premiums increase by 15%, because of changes within the group the net increase in the city's health insurance premiums will remain at less than 11% (10.56%).

RECOMMENDATION

MOTION to approve the 2018-2019 health care premium renewal, but to also direct staff to form an employee group to make recommendations on how to lessen the cost of health care premiums.

MEMO

To: Mayor and City Council

From: Mitchell Berg, City Administrator

RE: 2019 Health Insurance Premiums

Date: August 1, 2018

Background

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Although, the city will see health insurance premiums increase by 15%, because of changes within the group the net increase in the city's health insurance premiums will remain at less than 11% (10.56%).

RECOMMENDATION

MOTION to approve the 2018-2019 health care premium renewal, but to also direct staff to form an employee group to make recommendations on how to lessen the cost of health care premiums.

MEMO

To: Mayor and City Council
From: Mitchell Berg, City Administrator
RE: 2019 General Fund Budget
Date: August 1, 2018

Background

As part of the 2019 budget process the City Administrator presented to the council a YTD update on the 2018 budget at the July 2, 2018 council meeting.

In addition, the City Administrator met with all of the Department Heads to discuss what capital expenditures they would need, as well as any operational requests for 2019.

The City Administrator then prepared a draft budget for the department heads for additional input.

Analysis

The attached draft budget is the outcome of these discussions with the department heads.

Revenues

For revenues in the general fund staff is recommending a minor \$10,879 increase in the property tax levy. This represents a 5% increase in the levy and will ensure the city stays ahead of the cost of inflation.

Overall, General Fund revenues for the city are anticipated to increase by 3.9% from budget year 2018.

Expenditures

The city is anticipating a 5.4% increase in expenditures from 2018. The following changes are reflected below:

- *General Government (administration, council, assessing, auditing, legal, and planning and zoning)*
Day-to-day operating costs are anticipate to stay relatively flat (-.0007%) from 2019 revenues. However, the city is anticipating capital expenditures of \$70,000 to assist in the repair and renovation of the city hall and for new office equipment

and office and council furniture. The city is anticipating to apply for grants to help match those funds on a 1:4 ratio.

The city is anticipated to expend \$150,000 of the \$354,775 grant the city received as part of the city's SCDP project.

- *Police*
The city is anticipated to see a 3.77% increase in the police services contract with the WEPD from 2018 to 2019.
- *Fire Department*
The Fire Department is expected to see a 5.7% increase in overall day-to-day operational expenditures, primarily as a result of a request to increase the hourly fire call rate from \$9 to \$10 an hour and to provide a raise in the officer salaries of the fire chief, assistant chief, and treasurer. All together the city has not increased the fire call rate or the officer's stipends in over the past 5+ years.

For capital expenditures the city is budgeting \$15,000 to help in the purchase of new 800 mghz radios. The city is also looking at grant funds to assist the city with the purchase of the new radios.

- *Public Works*
The city is looking at a 2.28% increase in the day-to-day operations of the public works department. For capital purchases the city is looking to expend \$30,000 to continue the city's efforts for better streetscaping in the downtown.
- *Parks and Recreation*
The city is looking at a -3.89% decrease in the day-to-day operation of the parks and recreation department. For capital purchases the city is looking to expend \$50,000 for new park equipment in the mini-park.
- *Libraries and Economic Development*
The day-to-day operation of the library and EDA is anticipated to see no change in expenditures.

RECOMMENDATION

No council action is required at this time.

General Fund Budget	Budget 2016	Budget 2017	Actual 2017	Budget 2018	YTD 2018	Budget 2019
R 101-41000-31000 General Property Taxes	\$ 119,723.12	\$ 130,000.00	\$ 134,619.32	\$ 217,570.00	\$ 140,203.91	\$ 228,449.00
R 101-41000-32100 Business Licenses/Permits	\$ 5,100.00	\$ 2,425.00	\$ 1,920.00	\$ 1,800.00	\$ -	\$ 2,200.00
R 101-41000-32180 Other Licenses/Permits	\$ 100.00	\$ 100.00	\$ 50.00	\$ 100.00	\$ 200.00	\$ 100.00
R 101-41000-32210 Building Permits	\$ 1,250.00	\$ 1,000.00	\$ 1,977.00	\$ 1,000.00	\$ 1,050.00	\$ 1,000.00
R 101-41000-32240 Animal Licenses	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-41000-33100 Federal Grants and Aids	\$ 334,980.58	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 150,000.00
R 101-41000-33150 Volunteer Stipend Aid	\$ 15,500.00	\$ -	\$ 19,500.00	\$ -	\$ -	\$ -
R 101-41000-33400 State Grants and Aids	\$ 1,880.20	\$ 1,535.00	\$ 1,974.78	\$ 1,535.00	\$ 917.50	\$ 1,535.00
R 101-41000-33401 Local Government Aid	\$ 636,454.00	\$ 636,936.00	\$ 636,935.00	\$ 643,572.00	\$ 321,786.50	\$ 644,045.00
R 101-41000-33419 State Aid Roads	\$ -	\$ -	\$ 12,737.00	\$ 12,737.00	\$ 6,249.00	\$ 12,498.00
R 101-41000-36200 Miscellaneous Revenues	\$ 14,681.64	\$ 8,825.00	\$ 102,877.19	\$ 1,000.00	\$ 3,300.27	\$ 1,000.00
R 101-41000-36210 Interest Earnings	\$ 32,944.99	\$ 14,500.00	\$ 17,406.91	\$ 14,500.00	\$ 14,848.66	\$ 15,000.00
R 101-41000-36220 Other Rents and Royalties	\$ 39,934.26	\$ 40,738.00	\$ 38,447.76	\$ 37,975.80	\$ 24,082.36	\$ 39,085.80
R 101-41000-36230 Contributions and Donations	\$ 70,500.00	\$ 70,000.00	\$ 71,500.00	\$ 70,000.00	\$ 70,500.00	\$ 70,000.00
R 101-41000-39000 Other Financing Sources	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00
R 101-41000-39001 Grants	\$ 9,050.00	\$ 167,594.40	\$ -	\$ 15,000.00	\$ 23,700.00	\$ -
R 101-41000-39200 Interfund Operating Transfers	\$ -	\$ 29,435.09	\$ -	\$ 38,199.00	\$ -	\$ 38,199.00
R 101-41000-39202 Contribution-Enterprise Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-41000-39203 Transfer from Other Fund	\$ 466,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-41000-39320 Premiums on Bonds Sold	\$ -	\$ 359,462.59	\$ -	\$ 76,433.00	\$ -	\$ -
R 101-42000-35100 Court Fines	\$ 11,680.99	\$ 11,000.00	\$ 14,127.22	\$ 11,000.00	\$ 13,962.71	\$ 11,000.00
R 101-42260-33100 Federal Grants and Aids	\$ 18,954.00	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-42260-33400 State Grants and Aids	\$ 17,533.30	\$ 16,500.00	\$ 2,420.00	\$ 16,500.00	\$ 18,490.12	\$ 16,500.00
R 101-42260-34200 Fire Calls	\$ 13,368.00	\$ 5,000.00	\$ 7,000.00	\$ 5,000.00	\$ 7,500.00	\$ 5,000.00
R 101-42260-34202 Special Fire Protection Svcs	\$ 33,587.06	\$ 30,000.00	\$ 34,811.32	\$ 35,000.00	\$ 31,797.18	\$ 32,751.10
R 101-42260-36200 Miscellaneous Revenues	\$ -	\$ -	\$ 217.00	\$ -	\$ 4,640.44	\$ -
R 101-42260-39001 Grants	\$ 100,800.00	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-42260-39315 Proceeds-Equipment Funds	\$ -	\$ 7,000.00	\$ 107,553.68	\$ 7,500.00	\$ 7,553.69	\$ 7,500.00
R 101-42700-32240 Animal Licenses	\$ 25.00	\$ 100.00	\$ 95.00	\$ 100.00	\$ 40.00	\$ 100.00
R 101-42700-34950 Other Revenues	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -
R 101-43000-33000 Intergovernmental Revenues	\$ 7,424.17	\$ 9,520.00	\$ 9,520.00	\$ 9,520.00	\$ 9,520.00	\$ 9,750.00
R 101-43000-36200 Miscellaneous Revenues	\$ -	\$ -	\$ 6,166.67	\$ 5,000.00	\$ 2,435.67	\$ -
R 101-43000-39330 Inception-Capital Lease Agmt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-43160-36200 Miscellaneous Revenues	\$ 3,276.00	\$ -	\$ 478.81	\$ -	\$ -	\$ -
R 101-44000-34950 Other Revenues	\$ 9,854.38	\$ -	\$ -	\$ 6,000.00	\$ 4,168.72	\$ -
R 101-45200-36230 Contributions and Donations	\$ 3,000.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -
R 101-46500-34950 Other Revenues	\$ 200.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -
R 101-46500-39000 Other Financing Sources	\$ -	\$ 61,582.00	\$ 66,862.50	\$ 62,300.00	\$ 41,543.76	\$ 62,300.00
R 101-46500-39001 Grants	\$ 60,306.00	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -
Total	\$ 2,188,117.69	\$ 1,863,253.08	\$ 1,457,697.16	\$ 1,450,341.80	\$ 908,790.49	\$ 1,508,012.90

Gen	2016	2017	2017 actual	2018	2018 YTD	2019
Government	\$ 91,246	\$ 90,753	\$ 89,462	\$ 93,066	\$ 44,986	\$ 98,241
Fund	\$ 6,843	\$ 6,500	\$ 6,668	\$ 6,980	\$ 3,374	\$ 7,368
E 101-41000-121 PIRA	\$ 6,439	\$ 7,392	\$ 6,262	\$ 7,120	\$ 3,224	\$ 7,515
E 101-41000-122 FICA	\$ -	\$ 24,961	\$ 17,294	\$ 22,994	\$ 8,336	\$ 27,122
E 101-41000-130 Employer Paid Ins (GENERAL)	\$ -	\$ -	\$ 1,511	\$ -	\$ 392	\$ -
E 101-41000-131 Employer Paid Cobra	\$ 260	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41000-140 Unemployment Comp (GENERAL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41000-150 Workers Comp (GENERAL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41000-170 Property Tax	\$ 4,625	\$ 2,622	\$ 3,824	\$ 2,232	\$ 3,259	\$ 3,500
E 101-41000-200 Office Supplies (GENERAL)	\$ 2,339	\$ 2,700	\$ 1,981	\$ 2,700	\$ 1,374	\$ 3,000
E 101-41000-208 Training and Instruction	\$ 4,126	\$ 6,000	\$ 2,320	\$ 5,000	\$ 3,363	\$ 5,000
E 101-41000-210 Operating Supplies (GENERAL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41000-212 Motor Fuels	\$ 375	\$ 1,000	\$ 509	\$ 500	\$ 689	\$ 850
E 101-41000-220 Repair/Maint Supply (GENERAL)	\$ 798	\$ 2,000	\$ 613	\$ 1,500	\$ 1,127	\$ 1,500
E 101-41000-226 Signage & Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41000-300 Professional Svcs (GENERAL)	\$ 343,758	\$ 368,986	\$ 61,954	\$ 25,000	\$ (38,901)	\$ 185,000
E 101-41000-301 Auditing and Acct g Services	\$ 21,120	\$ 18,664	\$ 19,500	\$ 20,000	\$ 17,750	\$ 22,500
E 101-41000-303 Engineering Fees	\$ 15,098	\$ 5,000	\$ 47,185	\$ 5,000	\$ 5,161	\$ 5,000
E 101-41000-304 Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41000-307 Management Fees/Dues	\$ 75	\$ 15,400	\$ 6,403	\$ 29,500	\$ -	\$ -
E 101-41000-321 Telephone	\$ 2,953	\$ 3,000	\$ 3,040	\$ 3,000	\$ 1,694	\$ 3,000
E 101-41000-322 Postage	\$ 993	\$ 2,000	\$ 840	\$ 2,000	\$ 433	\$ 2,000
E 101-41000-331 Travel Expenses	\$ 606	\$ 1,000	\$ 1,048	\$ 1,000	\$ 733	\$ 1,000
E 101-41000-360 Insurance (GENERAL)	\$ 35,552	\$ 72,997	\$ 34,198	\$ 77,377	\$ 53,201	\$ 82,019
E 101-41000-381 Electric Utilities	\$ 7,954	\$ 10,500	\$ 8,731	\$ 11,130	\$ 8,062	\$ 12,000
E 101-41000-382 Water Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41000-383 Heat Utilities	\$ 140	\$ 500	\$ -	\$ 500	\$ -	\$ -
E 101-41000-384 Refuse/Garbage Disposal	\$ 3,560	\$ 4,000	\$ 6,259	\$ 6,000	\$ 8,326	\$ 7,000
E 101-41000-386 Other Utilities	\$ 338	\$ 550	\$ 581	\$ 550	\$ 345	\$ 600
E 101-41000-400 Repairs & Maint Cont (GENERAL)	\$ 2,649	\$ 3,500	\$ 1,890	\$ 3,000	\$ 927	\$ 3,000
E 101-41000-405 Depreciation (GENERAL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41000-413 Office Equipment Rental	\$ 603	\$ 2,000	\$ 947	\$ 1,000	\$ 358	\$ 1,000
E 101-41000-430 Miscellaneous (GENERAL)	\$ 4,993	\$ -	\$ 630	\$ -	\$ 1,887	\$ -
E 101-41000-433 Dues and Subscriptions	\$ 8,101	\$ 6,000	\$ 6,770	\$ 4,750	\$ 2,356	\$ 5,000
E 101-41000-490 Donations to civic	\$ -	\$ -	\$ 150	\$ -	\$ 377	\$ -
E 101-41000-500 Capital Outlay (GENERAL)	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 50,000
E 101-41000-530 Improvements Other Than Bldgs	\$ -	\$ 1,000	\$ 372	\$ -	\$ -	\$ -
E 101-41000-560 Furniture and Fixtures	\$ 1,468	\$ 1,500	\$ 1,796	\$ 1,000	\$ -	\$ 20,000
E 101-41000-570 Office Equip and Furnishings	\$ 6,712	\$ -	\$ -	\$ 500	\$ 90	\$ 3,000
E 101-41000-600 Debt Srv Principal (GENERAL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41000-602 Other Long-Term Oblig Princ al	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41000-610 Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41000-620 Fiscal Agent s Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 101-41000-720 Operating Transfers	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -

City Council	E 101-41110-100 Wages and Salaries (GENERAL)	\$	13,000	\$	13,000	\$	13,000	\$	13,000	\$	6,500	\$	13,000
	E 101-41110-121 PERA	\$	-	\$	-	\$	-	\$	-	\$	-	\$	650
	E 101-41110-122 FICA	\$	995	\$	1,000	\$	995	\$	995	\$	497	\$	995
	E 101-41110-130 Employer Paid Ins (GENERAL)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-41110-150 Worker s Comp (GENERAL)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-41110-208 Training and Instruction	\$	-	\$	1,000	\$	-	\$	1,000	\$	-	\$	-
	E 101-41110-331 Travel Expenses	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,000
	E 101-41130-351 Legal Notices Publishing	\$	2,584	\$	3,000	\$	-	\$	250	\$	286	\$	250
	E 101-41400-130 Employer Paid Ins (GENERAL)	\$	5,406	\$	-	\$	3,296	\$	3,000	\$	2,124	\$	3,000
	E 101-41410-100 Wages and Salaries (GENERAL)	\$	1,891	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-41410-120 Employer Contrib Ret (GENERAL)	\$	-	\$	-	\$	-	\$	2,000	\$	-	\$	-
	E 101-41410-430 Miscellaneous (GENERAL)	\$	569	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-41510-130 Employer Paid Ins (GENERAL)	\$	11,521	\$	-	\$	-	\$	500	\$	-	\$	-
Assessor	E 101-41550-300 Professional Svcs (GENERAL)	\$	-	\$	6,500	\$	4,504	\$	6,825	\$	4,465	\$	7,000
Legal	E 101-41600-300 Professional Svcs (GENERAL)	\$	10,556	\$	10,000	\$	12,055	\$	12,500	\$	3,635	\$	10,000
	E 101-41600-304 Legal Fees	\$	89,401	\$	82,500	\$	86,251	\$	90,000	\$	58,555	\$	90,000
Planning	E 101-41910-300 Professional Svcs (GENERAL)	\$	774	\$	1,000	\$	558	\$	1,000	\$	812	\$	1,000
	E 101-41910-310 Other Professional Services	\$	137	\$	750	\$	1,418	\$	-	\$	-	\$	-
Police	E 101-42000-300 Professional Svcs (GENERAL)	\$	196,842	\$	217,054	\$	211,586	\$	247,621	\$	105,793	\$	256,950
	E 101-42000-100 Wages and Salaries	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42000-121 PERA	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42000-122 FICA	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-

Fire	E 101-42260-100 Wages and Salaries (GENERAL)	\$	37,295	\$	20,000	\$	33,423	\$	20,000	\$	-	\$	25,000
	E 101-42260-121 PERA	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42260-122 FICA	\$	2,835	\$	1,530	\$	2,538	\$	1,530	\$	-	\$	1,913
	E 101-42260-124 Fire Pension Contributions	\$	18,333	\$	17,300	\$	-	\$	17,300	\$	19,290	\$	17,300
	E 101-42260-200 Office Supplies (GENERAL)	\$	138	\$	2,500	\$	1,360	\$	3,000	\$	901	\$	2,500
	E 101-42260-208 Training and Instruction	\$	2,455	\$	6,000	\$	4,497	\$	3,000	\$	610	\$	3,000
	E 101-42260-210 Operating Supplies (GENERAL)	\$	2,890	\$	2,500	\$	1,759	\$	2,500	\$	324	\$	2,500
	E 101-42260-212 Motor Fuels	\$	1,657	\$	4,500	\$	2,409	\$	4,500	\$	1,384	\$	4,500
	E 101-42260-240 Small Tools and Minor Equip	\$	583	\$	2,000	\$	1,318	\$	2,000	\$	1,309	\$	2,000
	E 101-42260-300 Professional Svcs (GENERAL)	\$	-	\$	500	\$	1,507	\$	500	\$	394	\$	500
	E 101-42260-301 Auditing and Acct g Services	\$	3,350	\$	2,300	\$	4,573	\$	2,300	\$	3,280	\$	2,300
	E 101-42260-304 Legal Fees	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42260-306 Personal Testing	\$	90	\$	250	\$	-	\$	250	\$	1,078	\$	1,000
	E 101-42260-307 Management Fees/Dues	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42260-321 Telephone	\$	895	\$	1,200	\$	902	\$	1,200	\$	438	\$	1,200
	E 101-42260-323 Radio Units	\$	3,273	\$	-	\$	-	\$	2,000	\$	462	\$	500
	E 101-42260-331 Travel Expenses	\$	927	\$	2,000	\$	150	\$	2,000	\$	-	\$	2,000
	E 101-42260-340 Advertising	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42260-351 Legal Notices Publishing	\$	122	\$	200	\$	395	\$	200	\$	92	\$	200
	E 101-42260-381 Electric Utilities	\$	8,302	\$	8,100	\$	7,331	\$	8,100	\$	4,367	\$	8,500
	E 101-42260-382 Water Utilities	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42260-383 Heat Utilities	\$	604	\$	7,000	\$	1,031	\$	7,000	\$	1,627	\$	7,000
	E 101-42260-384 Refuse/Garbage Disposal	\$	45	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42260-400 Repairs & Maint Cont (GENERAL)	\$	1,737	\$	5,000	\$	10,069	\$	8,000	\$	3,475	\$	8,000
	E 101-42260-401 Repairs/Maint Buildings	\$	1,909	\$	8,275	\$	1,111	\$	2,000	\$	4,466	\$	2,000
	E 101-42260-404 Repairs/Maint Machinery/Equip	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42260-417 Uniform Rentals	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42260-433 Dues and Subscriptions	\$	880	\$	800	\$	524	\$	800	\$	394	\$	800
	E 101-42260-435 Uniforms and Gear	\$	1,407	\$	1,750	\$	2,753	\$	1,750	\$	970	\$	3,000
	E 101-42260-500 Capital Outlay (GENERAL)	\$	-	\$	242,030	\$	243,014	\$	-	\$	17,764	\$	15,000
	E 101-42260-550 Motor Vehicles	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42260-580 Other Equipment	\$	11,416	\$	3,000	\$	1,565	\$	3,000	\$	3,441	\$	3,000
	E 101-42260-600 Debt Strv Principal (GENERAL)	\$	-	\$	-	\$	833	\$	10,000	\$	5,000	\$	10,000
Building Inspe	E 101-42260-610 Interest	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42400-100 Wages and Salaries	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42400-121 PERA	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42400-122 FICA	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Animal Contrc	E 101-42400-300 Professional Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42700-100 Wages and Salaries	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42700-121 PERA	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42700-122 FICA	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-42700-300 Professional Svcs (GENERAL)	\$	182	\$	5,000	\$	53	\$	1,000	\$	775	\$	1,000
	E 101-42700-430 Miscellaneous (GENERAL)	\$	11	\$	-	\$	-	\$	-	\$	11	\$	-

Public Works	E 101-43000-100 Wages and Salaries (GENERAL)	\$	38,215	\$	32,457	\$	32,982	\$	33,207	\$	16,916	\$	35,542
	E 101-43000-104 Temporary Employees Regular	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-43000-121 PERA	\$	2,366	\$	2,200	\$	2,300	\$	2,491	\$	1,269	\$	2,666
	E 101-43000-122 FICA	\$	2,894	\$	2,500	\$	2,520	\$	2,540	\$	1,294	\$	2,719
	E 101-43000-130 Employer Paid Ins (GENERAL)	\$	6,512	\$	7,165	\$	5,543	\$	6,662	\$	3,488	\$	7,722
	E 101-43000-140 Unemployment Comp (GENERAL)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-43000-150 Workers Comp (GENERAL)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-43000-200 Office Supplies (GENERAL)	\$	38	\$	-	\$	-	\$	-	\$	65	\$	-
	E 101-43000-208 Training and Instruction	\$	206	\$	1,000	\$	20	\$	1,000	\$	125	\$	500
	E 101-43000-210 Operating Supplies (GENERAL)	\$	4,626	\$	4,000	\$	3,096	\$	4,000	\$	2,162	\$	4,000
	E 101-43000-212 Motor Fuels	\$	7,511	\$	16,000	\$	8,529	\$	16,000	\$	4,407	\$	16,000
	E 101-43000-220 Repair/Maint Supply (GENERAL)	\$	6,789	\$	20,000	\$	9,740	\$	20,000	\$	4,941	\$	20,000
	E 101-43000-221 Equipment Parts	\$	3,067	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-43000-224 Street Maint Materials	\$	11,869	\$	17,500	\$	11,713	\$	17,500	\$	13,540	\$	17,500
	E 101-43000-225 Landscaping Materials	\$	7,581	\$	14,000	\$	6,007	\$	14,000	\$	447	\$	14,000
	E 101-43000-226 Signage & Materials	\$	11,562	\$	1,000	\$	1,440	\$	1,000	\$	40	\$	1,000
	E 101-43000-240 Small Tools and Minor Equip	\$	1,222	\$	2,000	\$	1,620	\$	2,000	\$	492	\$	2,000
	E 101-43000-300 Professional Svcs (GENERAL)	\$	105	\$	-	\$	-	\$	240	\$	-	\$	240
	E 101-43000-307 Management Fees/Dues	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-43000-321 Telephone	\$	1,376	\$	1,500	\$	1,406	\$	1,500	\$	836	\$	1,500
	E 101-43000-331 Travel Expenses	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-43000-360 Insurance (GENERAL)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-43000-381 Electric Utilities	\$	4,731	\$	5,000	\$	5,013	\$	5,000	\$	3,533	\$	5,000
	E 101-43000-382 Water Utilities	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-43000-383 Heat Utilities	\$	1,210	\$	1,500	\$	753	\$	1,500	\$	664	\$	1,500
	E 101-43000-384 Refuse/Garbage Disposal	\$	512	\$	700	\$	495	\$	700	\$	315	\$	700
	E 101-43000-386 Other Utilities	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-43000-401 Repairs/Maint Buildings	\$	123	\$	6,000	\$	2,001	\$	6,000	\$	484	\$	6,000
	E 101-43000-403 Improvements Other Than Bldgs	\$	10,500	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-43000-405 Depreciation (GENERAL)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-43000-410 Rentals (GENERAL)	\$	343	\$	500	\$	241	\$	500	\$	57	\$	500
	E 101-43000-417 Uniform Rentals	\$	1,559	\$	2,500	\$	1,308	\$	2,500	\$	810	\$	2,500
	E 101-43000-430 Miscellaneous (GENERAL)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-43000-433 Dues and Subscriptions	\$	790	\$	1,000	\$	315	\$	1,000	\$	1,009	\$	1,000
	E 101-43000-500 Capital Outlay (GENERAL)	\$	61,704	\$	83,654	\$	310,706	\$	140,575	\$	65,906	\$	-
	E 101-43000-530 Improvements Other Than Bldgs	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-43000-540 Heavy Machinery	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-43000-550 Motor Vehicles	\$	-	\$	36,000	\$	250	\$	-	\$	-	\$	-
	E 101-43000-560 Furniture and Fixtures	\$	-	\$	500	\$	1,000	\$	-	\$	-	\$	-
	E 101-43000-600 Debt Srv Principal (GENERAL)	\$	-	\$	-	\$	10,575	\$	-	\$	-	\$	-
	E 101-43000-610 Interest	\$	-	\$	-	\$	4,425	\$	-	\$	-	\$	-
	E 101-43124-500 Capital Outlay	\$	-	\$	-	\$	-	\$	30,000	\$	-	\$	30,000
	E 101-43160-220 Repair/Maint Supply (GENERAL)	\$	(2,424)	\$	500	\$	50	\$	-	\$	83	\$	500
	E 101-43160-381 Electric Utilities	\$	35,165	\$	43,000	\$	39,378	\$	48,760	\$	24,892	\$	50,000
	E 101-44000-530 Improvements Other Than Bldgs	\$	22,000	\$	-	\$	1,650	\$	-	\$	-	\$	-
	E 101-44000-600 Debt Srv Principal (GENERAL)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-44000-602 Other Long-Term Oblig Princ al	\$	-	\$	-	\$	4,169	\$	-	\$	5,120	\$	-
	E 101-44000-610 Interest	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	E 101-44000-701 Passthrough to other entity	\$	6,000	\$	-	\$	7,500	\$	-	\$	-	\$	-

Parks and Rec	E 101-45200-102 Full-Time Employees Overtime	\$ -	\$ -	\$ 10,700	\$ 10,723	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	E 101-45200-103 Part-Time Employees	\$ -	\$ -	\$ 700	\$ 804	\$ 10,980	\$ 5,774	\$ 10,980	\$ 823	\$ 433	\$ 11,586	\$ 869	\$ 883
	E 101-45200-121 PERA	\$ -	\$ -	\$ 820	\$ 820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	E 101-45200-122 FICA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	E 101-45200-130 Employer Paid Ins (GENERAL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	E 101-45200-140 Unemployment Comp (GENERAL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	E 101-45200-150 Workers Comp (GENERAL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	E 101-45200-208 Training and Instruction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	E 101-45200-210 Operating Supplies (GENERAL)	\$ -	\$ -	\$ 500	\$ 55	\$ 500	\$ 20	\$ 500	\$ 500	\$ 20	\$ 100	\$ 100	\$ 100
	E 101-45200-212 Motor Fuels	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	E 101-45200-220 Repair/Maint Supply (GENERAL)	\$ -	\$ -	\$ 5,000	\$ 673	\$ 5,000	\$ 815	\$ 5,000	\$ 5,000	\$ 815	\$ 2,000	\$ 2,000	\$ 5,000
	E 101-45200-225 Landscaping Materials	\$ -	\$ 365	\$ 1,000	\$ 196	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000
	E 101-45200-310 Other Professional Services	\$ -	\$ 456	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	E 101-45200-400 Repairs & Maint Cont (GENERAL)	\$ -	\$ 532	\$ 1,300	\$ 313	\$ 1,300	\$ 1,008	\$ 1,300	\$ 1,300	\$ 1,008	\$ 1,500	\$ 1,500	\$ 1,500
	E 101-45200-417 Uniform Rentals	\$ -	\$ -	\$ 1,500	\$ 1,225	\$ 1,500	\$ 825	\$ 1,500	\$ 1,500	\$ 825	\$ 1,500	\$ 1,500	\$ 1,500
	E 101-45200-490 Donations to Civic Org s	\$ -	\$ 1,000	\$ 2,500	\$ 2,099	\$ 2,500	\$ 1,500	\$ 2,500	\$ 2,500	\$ 1,500	\$ 2,500	\$ 2,500	\$ 2,500
	E 101-45200-500 Capital Outlay (GENERAL)	\$ -	\$ 3,011	\$ -	\$ -	\$ -	\$ 31,822	\$ 35,000	\$ 35,000	\$ 31,822	\$ 50,000	\$ 50,000	\$ 50,000
	E 101-45200-580 Other Equipment	\$ -	\$ -	\$ -	\$ 999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Libraries	E 101-45500-300 Professional Svcs (GENERAL)	\$ -	\$ 19,140	\$ 19,665	\$ 19,665	\$ 20,130	\$ 10,065	\$ 20,130	\$ 20,130	\$ 10,065	\$ 20,600	\$ 20,600	\$ 20,600
EDA	E 101-46500-300 Professional Svcs (GENERAL)	\$ -	\$ 74,559	\$ 25,000	\$ 29,972	\$ 25,000	\$ 6,399	\$ 25,000	\$ 25,000	\$ 6,399	\$ 25,000	\$ 25,000	\$ 25,000
	E 101-46500-304 Legal Fees	\$ -	\$ -	\$ -	\$ 2,519	\$ 160	\$ 48	\$ 160	\$ 160	\$ 48	\$ 150	\$ 150	\$ 150
	E 101-46500-307 Management Fees/Dues	\$ -	\$ 100	\$ -	\$ 250	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100	\$ 100	\$ 100
	E 101-46500-340 Advertising	\$ -	\$ 100	\$ -	\$ 250	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100	\$ 100	\$ 100
	E 101-46500-384 Refuse/Garbage Disposal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	E 101-46500-500 Capital Outlay (GENERAL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	E 101-46500-510 Land	\$ -	\$ 7,600	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
	E 101-46500-701 Passthrough to other entity	\$ -	\$ -	\$ 61,582	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL GENERAL FUND	\$ -	\$ 1,663,752	\$ 1,777,507	\$ 1,539,210	\$ 1,397,447	\$ 635,851	\$ 1,397,447	\$ 1,397,447	\$ 635,851	\$ 1,472,949	\$ 1,472,949	\$ 1,472,949

9 c.

MEMO

To: Mayor and City Council

From: Mitchell Berg, City Administrator

RE: Application for a sign permit located at PID # 18-002-2901

Date: August 1, 2018

Background

On July 15, 2018 the Zoning Administrator for the city issued a code violation letter for an off-premise sign located on the property without having first obtained a proper sign permit.

The property owner, upon receiving the letter promptly removed the off-premise sign and then applied for a sign permit.

Analysis

A sign permit is required, since the sign is both an off-premise sign and it is located on land that is zoned in the Public "P" zoning district. Regardless, if the sign is an on or off-premise sign, all signs within the "P" shall require a sign permit. Additionally, all signs "shall be submitted to the Planning and Zoning Commission for approval. Signs shall be consistent with the type of use and take into consideration the surrounding land uses and zoning districts."

Since the adjacent land uses to the north, west, and south of the property is zoned Highway Business "C-2" and the uses are commercial in nature, the sign, even though it is located in a "P" District and is an off premise sign, does fit in with the "surrounding land uses and zoning districts."

RECOMMENDATION

MOTION to approve a 4x8 off-premise sign, as specified in the sign application dated July 23, 2018, within the one property located at PID # 18-002-2901.

Date 7/23/2018

USE PERMIT AND CERTIFICATE OF COMPLIANCE

Owner Dave Wilson Address 105 South Railway

Authorized Agent Todd Thompson Address 105 South Railway

Location of Property Hwy 59 Next to John Deere
(Legal Description) 105 Railway

Zoning District Public / CL Existing Use Public / CL

Proposed Use _____

Treatment of Property: disc mg tobacco pipes @ gmail.com

- | | |
|--|--|
| <input type="checkbox"/> 1. New Construction | <input type="checkbox"/> 6. Lot Width |
| <input type="checkbox"/> 2. Alteration of Structure | <input type="checkbox"/> 7. Front Yard Setback |
| <input type="checkbox"/> 3. New Use <u>- SIGN (see back)</u> | <input type="checkbox"/> 8. Rear Yard Setback |
| <input type="checkbox"/> 4. Lot Area | <input type="checkbox"/> 9. Side Yards |
| <input type="checkbox"/> 5. Building Coverage | <input type="checkbox"/> 10. Off-Street Parking and/or Loading |

Signature of Applicant Todd Thompson Date 7/23/18

Fee of \$ 50 Paid in Full. Date 7/23/2018 Auditor [Signature]

Application approved/denied. Date _____ Zoning Officer _____

Reason for Denial _____

Having inspected the premises above to determine that construction and/or use of land has been undertaken in compliance with the above application and conformity with the zoning ordinance and other pertinent ordinances, permit authorizing use of the property or the purpose listed above is hereby granted.

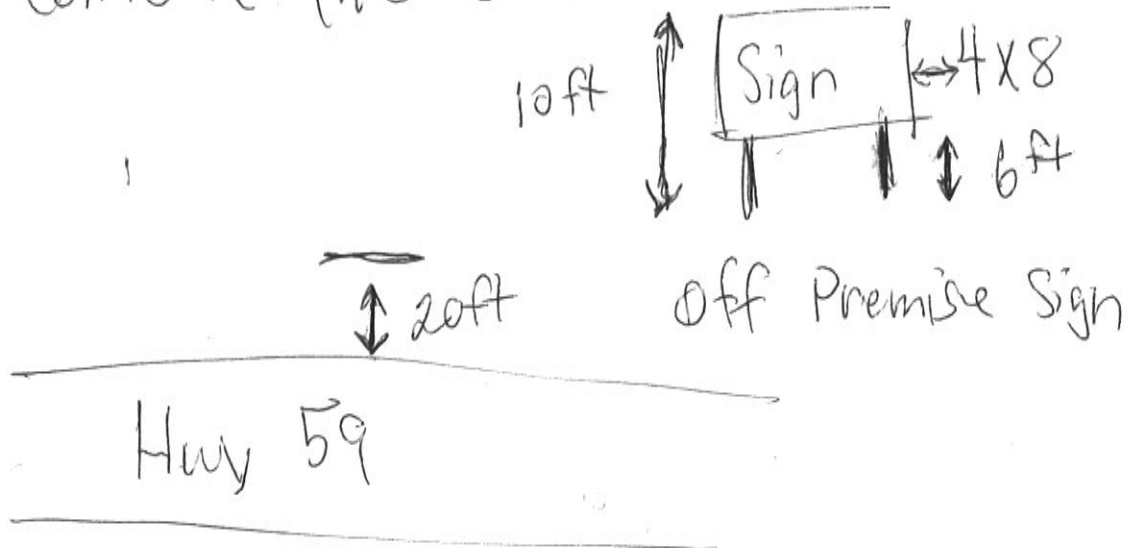
Date _____

Zoning Officer _____

Over 

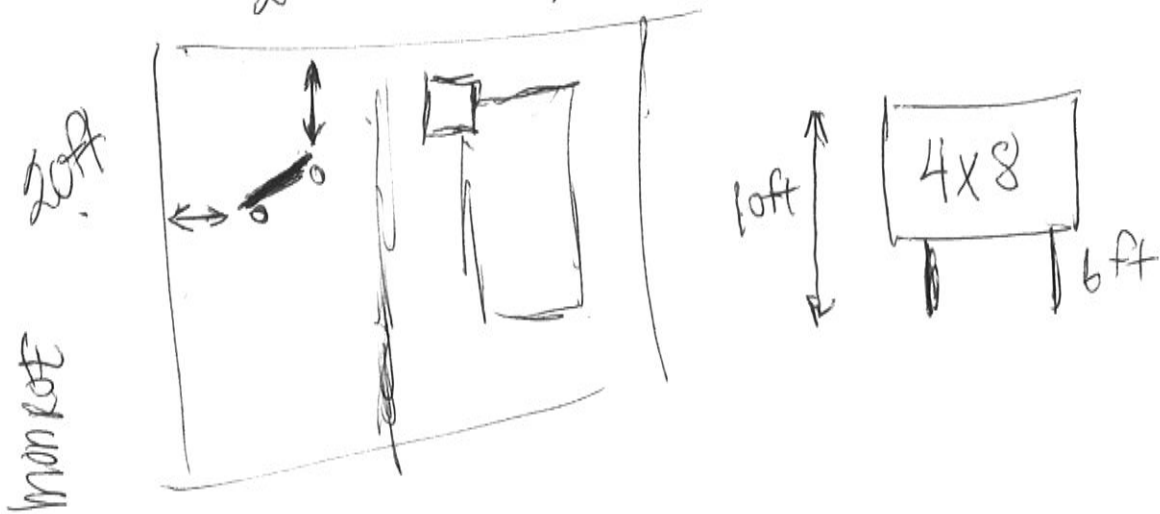
Hwy Sign \approx Off Premise Sign

Combine the both



LI on Premise Sign

20ft Railway



CITY OF MAHNOMEN
PO BOX 250
MAHNOMEN, MN 56557
218-935-2573
Email: Mahncity@arvig.net

To: Property Owner

Re: Alleged Code Violation - 151(IV)(sub 28)(i)
XXX US Hwy 59

Date: July 15, 2018

I hereby allege that on July 15, 2018 you violated Chapter 151, Section 4, Subd. 28, Section I – Signs Permitted in the Public (P) District. The off-site sign that is located on your property did not get a sign permit nor was it submitted to the Planning and Zoning Commission for approval. As a result, the sign must be removed.

The City Council has by resolution established an administrative penalty in the amount of \$100 for this violation.

Payment of this administrative penalty is due within 30 days from the date of this letter. Payment is also voluntary, but if you do not pay it the city may initiate criminal proceedings for this alleged violation.

As an alternative to the payment of this administrative penalty, if the situation that gave rise to this alleged violation is corrected by August 14, 2018 then the payment of the administrative penalty will be waived and the city will not initiate criminal proceedings for this alleged violation.

Even if the administrative penalty is paid, the city reserves the right to institute appropriate proceedings at law or at equity to restrain, correct, or abate the violation. If the city abates the nuisance violation you will be held liable for the cost of the abatement, including any storage, disposal, labor, and administrative costs. Failure to pay the cost of the abatement will result in the charges being assessed onto your property taxes and/or include further civil and/or criminal penalties.

Before the due date, you may request to appear before the city Council to contest the request for payment of the penalty. A hearing is scheduled for August 6, 2018 at 6:30 p.m. at the Mahnomen City Hall, 104 W. Madison Avenue, at which time the city may also declare that a

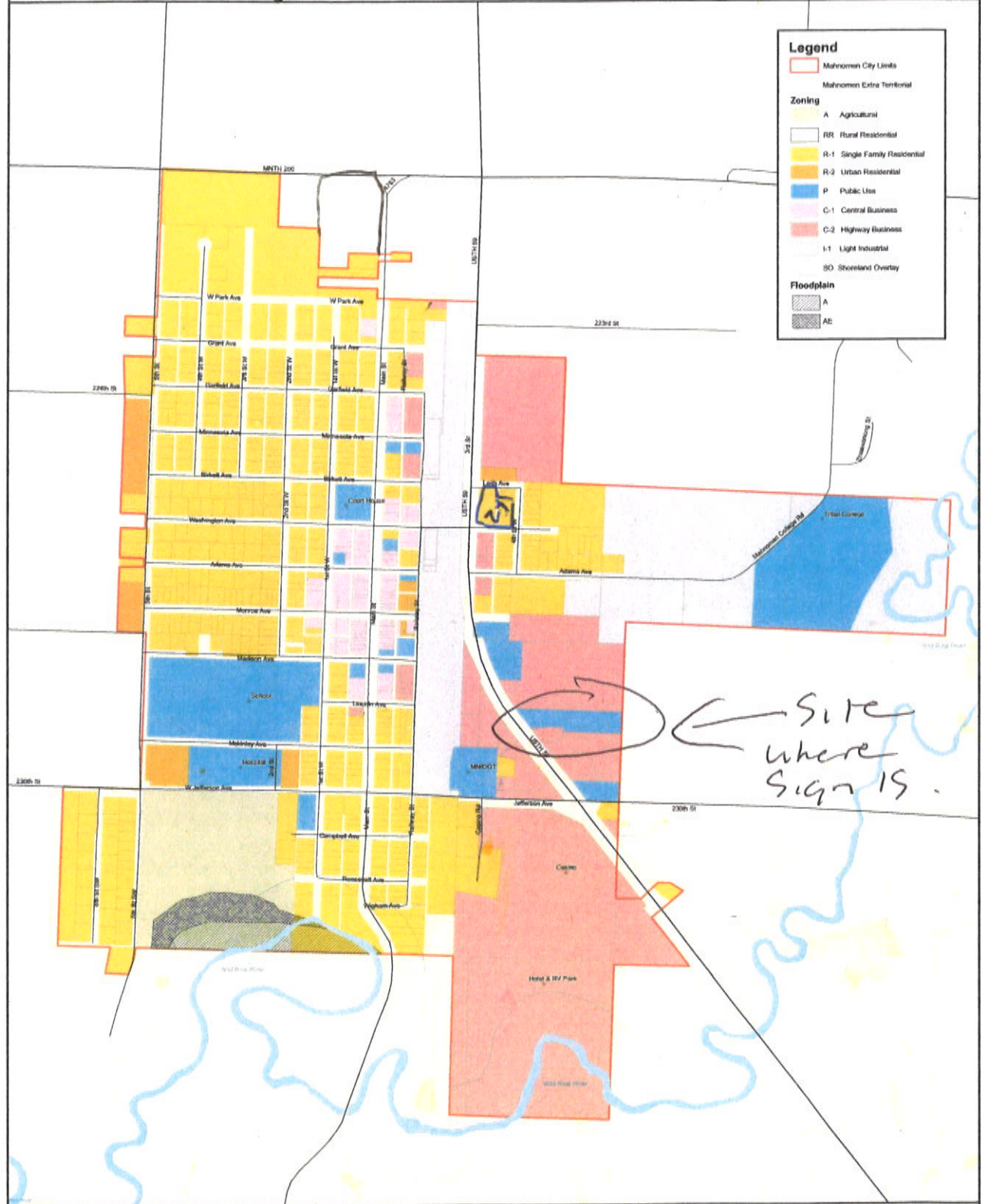
nuisance violation has occurred and direct city staff to abate or correct the nuisance. After the hearing the city council may also determine to withdraw the request for payment or to renew the request for payment. Because the payment of the administrative penalty is voluntary, there shall be no appeal from the decision of the council.

Payment of the administrative penalty may be made by check, cash or money order to the City of Mahanomen.

Mitchell Berg, City Administrator



City of Mahanomen Zoning



size per street frontage and it may be illuminated. One wall sign of twenty-four (24) square feet is also allowed per street frontage. This also applies to legal, nonconforming uses in residential districts.

6. Home occupations – four (4) sq. ft. in lieu of other identification (nameplate) sign and may be illuminated in accordance with the ordinance.
7. All allowed freestanding signs shall have a maximum height limit of five (5) feet and shall have a setback of five (5) feet from any public right-of-way.

I. *Signs Permitted in the Public Use (P) District:*

Sign permits for signs in the Public Use District shall be submitted to the Planning and Zoning Commission for approval and shall be consistent with the type of use and take into consideration the surrounding land uses and zoning districts.

J. *Signs Permitted in Central Business (C1) District:*

The ~~total surface area~~ of all signs on a lot shall not exceed two sq. ft. per lineal foot of lot frontage or ten percent of the building frontage area, or seventy-five (75) sq. ft. in area, whichever is greater. Signs may be illuminated. **Maximum size for any one sign shall not exceed 64 sq. ft.** (For corner lots, the "frontage" used to determine allowable sign area shall be the least dimensions along a street, but an equivalent sign area shall be allowed facing the intersecting street.)

The following signs are allowed with a sign permit in the Central Business (C1) district:

1. All signs as permitted in G. *Signs Not Requiring Permits.*
2. On-premise signs:
 - a. Free standing
 - 1) One per street front, size is included in total square footage allowed. May not be located in or over right-of-way.
 - 2) Maximum height is thirty-two (32) feet above grade.
 - 3) Side setback of ten feet from property lines. On corner lots, the clear view zone must be established and adhered to.
 - 4) Front yard setbacks are ten feet for low profile signs, or monument signs and free standing signs with setback measured at ten feet to the support. The sign may project from the support into the setback area five feet and free standing signs must be a minimum of eight feet above grade.
 - 5) Maximum height – six feet for monument or low profile signs and thirty-two (32) feet for freestanding signs.
 - b. Banners - two banners per building face with a maximum of 5 allowed.
 - c. Roof signs - shall be constructed to conceal supports so that the structure appears as a blade or a ground sign, the height shall not exceed twenty (20) percent of the total height of the building to which it is attached and is included in total square footage allowed per building face.
 - d. Projecting signs - not more than ten (10) feet from the wall of the building and not within two feet of the curb line and must be a minimum of 8' above grade. Counts in total square footage allowed.
 - e. Under-canopy signs - not to exceed 8 sq. ft. and must have minimum clearance of 8' to grade. Counts in total square footage allowed.
 - f. Wall signs – included in total square footage as allowed per lot. Signs painted on a building shall be maintained in good condition and shall be repainted, removed or painted out when, they are not maintained or the business is no longer located in said building.
 - g. Illuminated signs – the source of light shall not be visible from the public right-of-way and such light shall be directed away from any Residential

9 e.



MEMO

Date: August 1, 2018
To: City Administrator Berg
From: Lee Cariveau
Cc: Mahnomen City Council
Project Name: Phase I - Sewer and Water Improvements
Project No.: 594C0009.008
Subject: Soil Borings

Crookston
216 South Main Street
PO Box 458
Crookston, MN 56716-0458
218.281.6522
218.281.6545
Crookston@wsn.us.com
WidsethSmithNolting.com

Background:

Administrator Berg,

In the interest of saving cost Braun Intertec was requested to submit an addendum to their quote for an additional 5 or 10 soil borings. These borings would be utilized as part of the larger sewer and water project. By completing 5 or 10 more boring throughout town we can eliminate a second trip charge, reduce report writing, reduce lab analysis, and other overhead items. The borings would also allow WSN to complete more detailed design for the other project areas this winter.

<u>Firm</u>	<u>5 - Boring Quote</u>	<u>10 - Boring Quote</u>
Braun Intertec	\$1,850.00	\$3,700.00

Recommendation:

Amend contract with Braun Intertec for an additional 10 soil borings.

Enclosures:

Contractor Quote

Lee Cariveau

From: McKinnon, Jennifer <JMckinnon@braunintertec.com>
Sent: Tuesday, July 10, 2018 10:51 AM
To: Lee Cariveau
Cc: Ballinger, Ezra
Subject: RE: Additional Borings and Testing for the CP Rail HDD Mahnomen Projects

Thank you, Lee!

I tentatively have the project on our drill schedule to be drilled the week of August 13th, but will wait to hear from you.

Have a great week!

Jen

-----Original Message-----

From: Lee Cariveau [mailto:Lee.Cariveau@wsn.us.com]
Sent: Tuesday, July 10, 2018 9:58 AM
To: McKinnon, Jennifer <JMckinnon@braunintertec.com>
Cc: Ballinger, Ezra <EBallinger@braunintertec.com>
Subject: RE: Additional Borings and Testing for the CP Rail HDD Mahnomen Projects

Thanks Jennifer and Ezra.

I will forward this to the city. If it has to go thru council for approval I will not know anything until August 7th.

Lee Cariveau, PE (MN, ND)
Civil Engineer
218-277-7413
Lee.Cariveau@wsn.us.com

Widseth Smith Nolting
216 South Main Street | Crookston, MN 56716-0458

WidsethSmithNolting.com

Engineering | Architecture | Surveying | Environmental -----Original Message-----

From: McKinnon, Jennifer [mailto:JMckinnon@braunintertec.com]
Sent: Tuesday, July 10, 2018 9:55 AM
To: Lee Cariveau <Lee.Cariveau@wsn.us.com>
Cc: Ballinger, Ezra <EBallinger@braunintertec.com>
Subject: Additional Borings and Testing for the CP Rail HDD Mahnomen Projects

Good Morning, Lee!

For 5 additional 10-foot borings, the additional cost on top of our original budget would be \$1850. For 10 additional 10-foot borings, the additional cost would be \$3700. These amounts include costs for additional drilling, laboratory testing and engineering.

Please let me know if you need anymore information or clarification and if we should add these to our scope of services.

Thank you, Lee!
Jen

MEMO

To: Mayor and City Council

From: Mitchell Berg, City Administrator

RE: Mower Unit Purchase

Date: August 1, 2018

Background

At the July 2, 2018 City Council meeting Utility Superintendent Domier mentioned that there is a lot of wear and tear on the city's public works equipment when it comes to abating those nuisance properties, when the grass and weeds become taller than 12 inches in height.

As a result, there was considerable discussion on hiring someone outside to mow the city's nuisance properties or to purchase the equipment. The City Administrator suggested he would look to see if the city could hire someone to mow those properties.

Analysis

The city sent out an advertisement for proposal, but in the meantime the utility department suggested that the city could purchase a mowing unit for no more than \$2,039.

Since no one responded to the city's proposal, the City Administrator felt it would be appropriate to ask the council for the approval to purchase the mower.

RECOMMENDATION

MOTION to authorize the Utility Superintendent to purchase the mowing unit for a cost not to exceed \$2,039, excluding any delivery charge if applicable.

HONDA
Lawn & Garden

HONDA 160CC SELF-PROPELLED 21" MOWER WITH AUTO CHOKE™ SYSTEM

This HRR series lawn mower offers dependable performance and outstanding features, like a powerful, easy-to-start Honda GVC 160cc engine with Auto Choke™, variable-speed Smart Drive® and MicroCut System™ twin blade, 16-gauge, 21" steel mowing deck. 3-in-1 capability lets you mulch, bag (with 2.4-bushel grass bag) or discharge without additional tools or attachments. Flywheel brake system stops engine when lever is released. Multi-position wheel height adjustment. 5-position mowing height adjustment between 1½" and 4". Large rear ball bearing wheels. 2-position folding handles. 3-year limited warranty. Made in U.S.A. Ship Wt. 80 lbs.

Item# 170728-2851 Discount Price **\$399⁰⁰**

For optimum performance and safety, we recommend you read the owner's manual before operating your Honda power equipment. ©2017 American Honda Motor Co., Inc.



TROY-BILT
MOWER EQUIPMENT

FREE SHIPPING
IN CONTINENTAL U.S.



TROY-BILT RIDING MOWER WITH 30" DECK

This riding mower features a 30" cutting deck, a comfortable medium-back seat, and 6-speed transmission, allowing you to mow at your own pace. With a smaller frame and 18" turning radius, this mower combines the benefits of a standard riding mower with the size of a wide-cut walk-behind mower. Powerful and reliable overhead valve engine gives you better fuel economy and runs with less vibration. Operator Control Reverse lets you mow in reverse. Large 1.3-gallon fuel tank with fuel-sight window for easy storage. Optional Troy-Bilt Riding Mower Bagger for 30" Decks (Item# 59293) sold separately.

- 382cc Troy-Bilt Powermore premium OHV engine with auto choke
- 30" cutting width, 14-ga. stamped steel deck
- Super tight 18" turning radius
- 1 blade
- 13" x 5" front tires, 16" x 6.5" rear tires
- 5 adjustable settings
- OCR operator-controlled reverse system
- 2-year limited warranty
- Truck ship

• **Factory shipped; see order form**
Ship Wt. 840 lbs. **FREE SHIPPING!**

Item# 57332-2851 Discount Price **\$999⁰⁰**

OHIO
ZERO-TURN MOWER LIFT

Use this heavy-duty lift to make servicing and cleaning your zero-turn mower easier than ever. A heavy-duty steel brace enables mower to stay upright while you change and service belts and blades, and telescoping lift bars provide extra height when needed. Black powder-coat steel means strength and durability. Features 2-ply 17" pneumatic tires. Fold-up design for compact storage. **Standard Ship.** Ship Wt. 55 lbs.

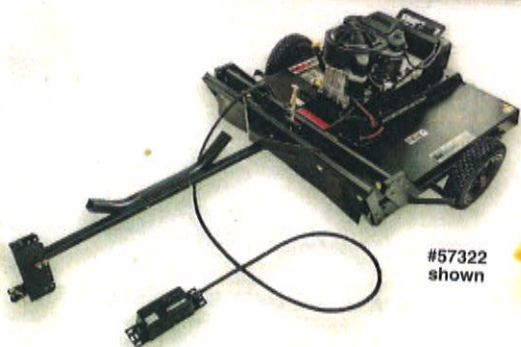
Item# 174885-2851



POWER BUY WAS **\$199⁰⁰** NOW **\$159⁹⁹**

SWISHER
SWISHER® 14½ HP ROUGH CUT TOW-BEHIND TRAILCUTTERS WITH ELECTRIC START

14½ HP, 603cc Kawasaki 12V engine with electric start. Breakaway swinging blades cut stems up to 3" dia. Universal articulating pin hitch adjusts left to right. Heavy-duty stump jumper reduces damage from obstacles. Clear away brush, cut a trail through woods, or turn an overgrown area into a manicured landscape. The 11-ga. steel tow-behind cutting deck with rear discharge quickly dispatches grass, weeds and brush. 2 remotely controlled blades can be engaged from a safe distance. A universal articulating hitch allows you to mow under low-hanging trees and mow ditches up to a 15° slope. 2½-gal. fuel tank capacity. Electric start requires a standard lawn and garden battery (not included.) Made in U.S.A.



#57322 shown



SWISHER
SWISHER® 44", 11½ HP ROUGH CUT TRAILCUTTER™

This rough and rugged trailcutter clears the densest undergrowth with ease, cutting most tree stems up to 3" in diameter. Great for clearing brush, cutting trails through the woods and reclaiming your property. Rear-discharge design. Stump jumper spindle prevents snags. Universal articulating hitch for a tight turning radius in each direction. Remotely controlled blades can be engaged from a safe distance. 10-ft. control cable for added versatility. Truck ship. Made in U.S.A.

- 11½ HP Briggs & Stratton Powerbuilt OHV engine
- 44"W, 11-ga. steel deck with two breakaway swinging blades
- Single-point cutting height adjustment with 4" range
- 16" dia. tires with sealant guarded by steel bumpers

Ship Wt. 527 lbs.
Item# 41955-2851 Discount Price **\$1599⁰⁰**

Item#	Description	Capacity	Size	Ship Wt.	Discount Price
17322-2851±	44"W cutting deck	3"-7" single point height adjustment	(2) 8" tires with sealant	610 lbs.	\$2039⁰⁰
17323-2851±	52"W cutting deck	4", 5½" or 7", 3-point height adjustment	(4) 13" x 5" hollowmatic tires	820 lbs.	\$2969⁰⁰

• **Factory shipped; see order form.** ♦ Truck ship

1-800-556-7885 **NORTHERNTOOL.COM**

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MEMO

To: Mayor and City Council

From: Mitchell Berg, City Administrator

RE: Resolution Opposing the Sale of strong Beer, Spirits, and Wine in Grocery Stores

Date: 8/1/2018

Background

With the last legislative session approving Sunday liquor sales, there is now a push by the alcohol beverage lobbyists to allow the sale of strong liquor, beer, and wine (greater than 3.2) in grocery, dollar, and convenience stores.

Analysis

The Minnesota Municipal Beverage Association (MMBA) is an entity that is against the expansion of strong liquor, beer, and wine (greater than 3.2) in grocery, dollar, and convenience stores.

Therefore, the MMBA has been asking other municipal liquor stores to have their council pass a resolution against any push towards this expansion.

The attached resolution is a sample copy of a resolution passed by the City of Thief River Falls. The Liquor Store Manager and City Administrator is requesting council approve a similar resolution

RECOMMENDATION

MOTION to approve Resolution 8-6-1: A Resolution Opposing the Sale of Strong Beer, Spirits, and Wine in Grocery Stores.

CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION

#8.01

RESOLUTION NO. : RESOLUTION OPPOSING THE SALE OF STRONG BEER, SPIRITS, AND WINE IN GROCERY STORES

A Request for Council Action was reviewed. Following discussion, Councilmember _____ introduced Resolution No. , being seconded by Councilmember _____, that:

WHEREAS, the sale of strong beer, spirits, and wine has long been regulated to preserve public health and minimize public safety concerns, and

WHEREAS, to promote public safety and public health, cities have an interest in preventing youth from obtaining alcohol, and

WHEREAS, increased alcohol availability is associated with increased alcohol related problems in both youth and the general public, and

WHEREAS, the public supports existing regulations controlling the sale of alcohol to minimize the risks associated with youth access to alcohol, and

WHEREAS, allowing the sale of beer, spirits, and wine in grocery stores would increase the public health risk of youth access to alcohol (*see Potential Health Effects of Expanding Liquor Licenses to Grocery and Convenience Stores, Kansas Health Impact Assessment Project, Kansas Health Institute KHI.ORG May, 2014*), and

WHEREAS, allowing the sale of beer, spirits, and wine in grocery stores would increase the public health risk of alcohol-related motor vehicle accidents among youth (*see Potential Health Effects of Expanding Liquor Licenses to Grocery and Convenience Stores, Kansas Health Impact Assessment Project, Kansas Health Institute KHI.ORG May, 2014*), and

WHEREAS, the public health risks of increasing youth access to alcohol and increased alcohol-related motor vehicle accidents among youth caused by the sale of strong beer, spirits, and wine in grocery stores are preventable, and

WHEREAS, the public health risks created by increasing youth access to alcohol and increased alcohol-related motor vehicle accidents among youth outweigh any convenience to the public of relaxing present regulations and allowing sale of strong beer, spirits, and wine in grocery stores.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Thief River Falls, Minnesota, hereby opposes the sale of strong beer, spirits, and wine in grocery stores.

Presented at the June 19, 2018 Council Meeting

Introduced by: _____



WHITE EARTH POLICE DEPARTMENT

P.O. BOX 269
35500 EAGLE VIEW ROAD
WHITE EARTH, MINNESOTA 56591
PHONE: (218) 983-3205 FAX: (218) 983-3711



WEPD.COM.08.17.2017

Printed on August 2, 2018

[CFS Date/Time] is between '2018-07-01 00:00' and '2018-07-31 23:59' and
[Corporate Limits] contains 'MAHNOMEN'

CFS #	Primary Units	CFS Date/Time	#	Street Name
: Total: 5				
CFS1827018		07/16/18 21:07	47.319048	47.319048, -95.967636
CFS1826328	817	07/12/18 10:43		
CFS1828896	830	07/29/18 19:30		MONROE AVE
CFS1827997	805	07/23/18 13:06		
CFS1826439		07/13/18 00:21	777	CASINO RD

911H : 911 Hang Up Total: 4

CFS1827318		07/19/18 01:57	47.31907	47.319070, -95.967443
CFS1824651		07/03/18 16:43		
CFS1827103		07/17/18 11:11	47.319048	47.319048, -95.967636
CFS1827995		07/23/18 12:56	47.31907	47.319070, -95.967443

ALARM : Alarm Total: 4

CFS1825129	907, 826	07/06/18 08:04	216	MAIN ST
CFS1826568	823, 910	07/13/18 20:37	216	NE MAIN ST
CFS1826302	904, 823	07/12/18 02:27		
CFS1824539	825	07/02/18 23:13	102	NE MAIN ST

ANIMAL : Animal Related Total: 6

CFS1827782	825	07/21/18 22:51	512	NW 4TH ST
CFS1828970	826	07/30/18 12:05	402	W MONROE AVE
CFS1826997	825	07/16/18 18:56	123	SW 1ST ST
CFS1824515	828	07/02/18 19:56		E MADISON AVE
CFS1827227	817	07/18/18 09:38	423	2nd st nw
CFS1828032	805	07/23/18 16:34	624	1ST ST

ASSAULT : Assault Total: 2

CFS1828134	907	07/24/18 11:32		
CFS1825232	805	07/06/18 17:43	777	CASINO RD

ASSIST : ASSIST Total: 4

CFS1826380	829	07/12/18 16:19	777	CASINO RD
CFS1829113	827	07/31/18 10:06		RAILWAY ST
CFS1827320		07/19/18 02:01	414	W JEFFERSON AVE
CFS1826218	817	07/11/18 12:56	123	E JEFFERSON AVE

ASSIST : Assist Other Agency Total: 3

CFS1825673	805	07/08/18 22:08	415	W MINNESOTA AVE
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CFS #	Primary Units	CFS Date/Time	#	Street Name
CFS1826167	819	07/10/18 22:58	123	E JEFFERSON AVE
CFS1828138	941	07/24/18 11:56	311	N MAIN ST

BURG : Burglary Total: 1

CFS1827957	805	07/23/18 09:15	203	SW MAIN ST
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COV : Court Order Violation Total: 1

CFS1826952	830	07/16/18 14:36	311	NORTH MAIN STREET
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DISORD : Disorderly Total: 3

CFS1825095	816	07/06/18 00:06	777	CASINO RD
CFS1826705	829	07/14/18 20:21	119	E ADAMS AVE
CFS1826605	920, 823, 951	07/14/18 03:09		W MONROE AVE

DIST : Disturbance Total: 13

CFS1827487	805	07/20/18 10:04	207	SW MAIN ST
CFS1828568	827	07/27/18 15:56	311	S MAIN ST
CFS1825869	806	07/10/18 00:54		SE MAIN ST
CFS1825616	906, 805	07/08/18 16:26	723	4TH ST
CFS1826979	825	07/16/18 16:59	402	W MONROE AVE
CFS1824607	830	07/03/18 12:59		
CFS1827813	825	07/22/18 03:59	777	CASINO RD
CFS1827793	904	07/22/18 00:03	522	STATE HWY 59
CFS1827316	829	07/19/18 01:27	501	SW 1ST ST
CFS1827794	904, MSP306,	07/22/18 00:17	424	1ST ST
CFS1826231	829	07/11/18 14:12	124	5TH ST
CFS1828745	830	07/28/18 18:46	311	SW MAIN ST
CFS1827644	825	07/20/18 23:27		

DOM : Domestic Total: 3

CFS1824300	920, 886	07/01/18 16:16	517	S RAILWAY STREET
CFS1828444	830	07/26/18 19:37	521	5TH ST NW
CFS1826438	829, 951, 904	07/13/18 00:20	777	CASINO RD

DRUG : Drug Related Total: 8

CFS1825325	819	07/07/18 01:26	412	SW SECOND STREET
CFS1828091	825	07/24/18 05:31		
CFS1827806	828	07/22/18 01:40	777	CASINO RD
CFS1826526	829	07/13/18 15:12	108	SE MAIN ST
CFS1827311	829	07/19/18 00:13		
CFS1825123	907, 826	07/06/18 07:09	777	CASINO RD
CFS1826865	816	07/15/18 22:36	777	CASINO ROAD
CFS1825321	805	07/07/18 01:03	777	CASINO RD

FIREWRKS : Fireworks Total: 6

CFS1824883	830, 904, 970	07/04/18 21:22	777	CASINO ROAD
CFS1824912	901	07/04/18 23:28		
CFS1824926	816	07/05/18 00:28	205	NW 1ST ST
CFS1827045	910	07/17/18 04:10	511	NW MAIN ST

CFS #	Primary Units	CFS Date/Time	#	Street Name
CFS1824245	829	07/01/18 04:21	523	4TH ST NW
CFS1826712	829	07/14/18 21:24	616	NE MAIN ST

FRAUD : Fraud Total: 1

CFS1824230	829	07/01/18 00:23	777	CASINO RD
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HARR : Harassment Total: 1

CFS1825099	904	07/06/18 01:32	2323	US HIGHWAY 59
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INFO : Information Only Total: 2

CFS1827315		07/19/18 01:21	47.319091	47.319091, -95.967507
CFS1828415	827	07/26/18 16:17		RAILWAY ST

JUV : Juvenile Misc Total: 3

CFS1825412	824	07/07/18 14:57	777	CASINO RD
CFS1827317	829	07/19/18 01:49	777	CASINO RD
CFS1827025	825	07/16/18 22:13	523	MAIN STREET

MED : Medical Total: 20

CFS1828921	951	07/29/18 23:10	414	W JEFFERSON AVE
CFS1826856	951	07/15/18 21:42	47.315851	47.315851, -95.967207
CFS1825859	951, 819	07/09/18 23:00	412	2ND ST SW
CFS1825876	916, 951, 828	07/10/18 03:10	777	CASINO ROAD
CFS1825082	951	07/05/18 23:02	777	CASINO RD
CFS1825223	951	07/06/18 17:21	777	CASINO RD
CFS1828454	952, 904, 830	07/26/18 20:34	616	N 2ND ST
CFS1827290	951	07/18/18 18:34	777	CASINO ROAD
CFS1825630	805, 951, 906	07/08/18 17:18	216	MAIN ST
CFS1825901	901	07/10/18 09:51	414	W JEFFERSON AVE
CFS1827336	952	07/19/18 08:28	412	SW SECOND STREET
CFS1827897	951	07/22/18 18:25	416	S US HWY 59
CFS1824295	951	07/01/18 16:00	777	CASINO RD
CFS1826556	951	07/13/18 18:54	414	W JEFFERSON AVE
CFS1826882	951	07/16/18 07:07	308	S MAIN ST
CFS1825098	951	07/06/18 01:14	414	W JEFFERSON AVE
CFS1826867	951	07/15/18 23:15	414	W JEFFERSON AVE
CFS1827925	951	07/22/18 23:01	47.319456	47.319456, -95.975618
CFS1828060	951	07/23/18 19:30	777	CASINO RD
CFS1826603		07/14/18 02:33	47.306817	47.306817, -95.961821

MINOR : Minor Consume Total: 7

CFS1825337	916	07/07/18 03:08	777	CASINO RD
CFS1824904	816	07/04/18 22:52	777	CASINO RD
CFS1825611	805	07/08/18 15:49	785	US HWY 59
CFS1826450	823, 904	07/13/18 03:38	777	CASINO RD
CFS1828490	830	07/27/18 02:19	2323	US HWY 59
CFS1828783	830	07/29/18 00:51	777	CASINO RD
CFS1825686	830	07/08/18 23:49	777	CASINO RD

CFS #	Primary Units	CFS Date/Time	#	Street Name
MISS : Missing/Lost Person Total: 1				
CFS1828517	905	07/27/18 08:44	215	W ADAMS AVE
MVC : Motor Vehicle Crash Total: 4				
CFS1824677	825	07/03/18 18:56	777	CASINO RD
CFS1825806	828	07/09/18 17:35	777	CASINO ROAD
CFS1826444	823	07/13/18 01:03	777	CASINO RD
CFS1828280	901	07/25/18 13:56	414	W JEFFERSON AVE
MVTHEFT : Motor Vehicle Theft Total: 1				
CFS1825638	805	07/08/18 18:14	777	CASINO RD
NOISE : Noise Complaint Total: 3				
CFS1826726	829	07/14/18 23:21	115	E JEFFERSON AVE
CFS1826593	816	07/14/18 00:38		MAHNOMEN CITY PARK
CFS1828665	830	07/28/18 05:05	107	SE RAILWAY ST
OFF : Officer Detail Total: 16				
CFS1827778	825	07/21/18 22:37		W MONROE AVE
CFS1828969	826	07/30/18 11:54	403	NW 5TH ST
CFS1827617	825	07/20/18 21:36		W MONROE AVE
CFS1824916	816	07/04/18 23:52		MINI PARK
CFS1827467	908, 951, 805	07/20/18 07:56	777	CASINO ROAD
CFS1827923	825	07/22/18 22:41		W MONROE AVE
CFS1828089	825	07/24/18 04:24		W MONROE AVE
CFS1826401	829	07/12/18 19:00	216	MAIN STREET
CFS1824506	807	07/02/18 18:33	2309	HWY 59
CFS1828350	830	07/26/18 05:58		W MONROE AVE
CFS1825055	816	07/05/18 20:37	220	1ST STREET
CFS1825069	816	07/05/18 21:50		
CFS1828218	825	07/25/18 00:35		W MONROE AVE
CFS1824568	830	07/03/18 06:59		W MONROE AVE
CFS1824706	825	07/03/18 21:45		W MONROE AVE
CFS1826399	829	07/12/18 18:43	777	CASINO RD
PARKING : Parking Complaint Total: 1				
CFS1825997	806	07/10/18 18:29	215	W MONROE AVE
POR : Predatory Offender Registration Total: 1				
CFS1829131	906	07/31/18 11:29	311	N MAIN STREET
PROPDAM : Property Damage Total: 3				
CFS1826918	826	07/16/18 11:17	207	SW MAIN ST
CFS1825664	805, 916	07/08/18 21:23	460	EAST 3RD ST
CFS1828858	817	07/29/18 13:39	777	CASINO RD
PROP : Lost/Found Property Total: 2				
CFS1826529	829	07/13/18 15:21		W JEFFERSON AVE
CFS1824261	886	07/01/18 11:15	423	E JEFFERSON AVE

CFS #	Primary Units	CFS Date/Time	#	Street Name
SHLIFTING : SHOPLIFTING Total: 1				
CFS1826327	817	07/12/18 10:38	115	W MONROE AVE
SUICIDE : Suicide Related Total: 4				
CFS1826490	822	07/13/18 10:51	777	CASINO RD
CFS1825296	805	07/06/18 22:33	207	SW MAIN ST
CFS1828801	830	07/29/18 04:48	47.319048	47.319048, -95.967636
CFS1828657	830, 920	07/28/18 01:35	409	4TH ST NW
SUSPACT : Suspicious Activity Total: 9				
CFS1825872	806	07/10/18 01:59		SW 2ND ST
CFS1828488	830	07/27/18 01:46	412	2ND ST SW
CFS1829204	829	07/31/18 21:46	777	CASINO RD
CFS1827428	829	07/19/18 18:36		
CFS1824553	916, 825	07/03/18 02:33	505	W MONROE AVE
CFS1826864	829	07/15/18 22:23	519	W MONROE AVE
CFS1828173	805	07/24/18 16:05	412	SW 2ND ST
CFS1827443	829	07/19/18 22:45	209	1ST ST NW
CFS1828991	906	07/30/18 13:35		
THEFT : THEFT Total: 14				
CFS1824249	886	07/01/18 06:34	777	CASINO ROAD
CFS1828862	817	07/29/18 14:29	114	E MADISON AVE
CFS1829040	819	07/30/18 18:32	785	US HWY 59
CFS1826753	822	07/15/18 05:21	777	CASINO RD
CFS1824615	901	07/03/18 13:42	311	N MAIN ST
CFS1825757	826	07/09/18 12:54	785	US HWY 59
CFS1825260	805	07/06/18 19:29		
CFS1825103	816	07/06/18 02:11	777	CASINO RD
CFS1826262	829, 922	07/11/18 17:11	777	CASINO RD
CFS1828673	816	07/28/18 07:46	785	US HWY 59
CFS1827366	817	07/19/18 13:01	785	US HWY 59
CFS1825891	805	07/10/18 08:33	777	CASINO RD
CFS1827858	805	07/22/18 14:07	785	US HWY 59
CFS1828627	830	07/27/18 21:38	785	US HWY 59
THREATS : Threats Total: 2				
CFS1824645	830	07/03/18 15:56	216	E MAIN ST
CFS1828183	806, 921	07/24/18 17:40	509	SE RAILWAY ST
TRANSCIV : Transport (Welfare/Civil) Total: 2				
CFS1826046	806	07/10/18 21:56	124	E MADISON AVE
CFS1824368	816	07/02/18 00:12	107	N RAILWAY STREET
TRANS : Transport Total: 1				
CFS1825928	BCJ1	07/10/18 12:25	311	N MAIN STREET
TRESPASS : Trespass Total: 11				
CFS1828088	825	07/24/18 03:03	777	CASINO RD

CFS #	Primary Units	CFS Date/Time	#	Street Name
CFS1828796	829	07/29/18 02:40	777	CASINO RD
CFS1826009	806	07/10/18 19:29	523	SW MAIN ST
CFS1824557	825	07/03/18 03:23	777	CASINO RD
CFS1824421	830	07/02/18 11:47	777	CASINO ROAD
CFS1825732	826	07/09/18 10:26	777	CASINO RD
CFS1827021	825	07/16/18 21:24	207	SW MAIN STREET
CFS1825855	819	07/09/18 22:32		W WASHINGTON AVE
CFS1824379	830	07/02/18 06:42	777	CASINO ROAD
CFS1827973	805	07/23/18 10:51	777	CASINO RD
CFS1827039	825	07/17/18 01:35	777	CASINO ROAD

TRFCOMP : Traffic Complaint Total: 3

CFS1826702	829	07/14/18 20:15	777	CASINO ROAD
CFS1827747	825	07/21/18 19:34		JEFFERSON AVE
CFS1825826	828	07/09/18 19:25		WASHINTON AVE

TSTOP : Traffic Stop Total: 27

CFS1827312	807	07/19/18 00:15		N US HWY 59
CFS1826561	829	07/13/18 19:27		SE RAILWAY ST
CFS1826574	829	07/13/18 21:31	785	US HWY 59
CFS1826578	829	07/13/18 21:46		E ADAMS AVE
CFS1826692	829	07/14/18 19:10		JEFFERSON AVE
CFS1826941	907	07/16/18 13:34		E ADAMS AVE
CFS1825694	830	07/09/18 03:06		E JEFFERSON AVE
CFS1825678	820	07/08/18 22:51	47.31456	47.314560, -95.965150
CFS1825546	830	07/08/18 01:46		
CFS1827198	828	07/18/18 02:18		CORD 25
CFS1827266	817	07/18/18 14:04	2325	US HWY 59
CFS1825059	816	07/05/18 20:49		E ADAMS AVE
CFS1827592	807	07/20/18 19:01		SW 1ST ST
CFS1827597	807	07/20/18 19:24		W BIRKETT AVE
CFS1827606	807	07/20/18 20:04	529	W JEFFERSON AVE
CFS1827653	825	07/21/18 00:13		CORD 5
CFS1824716	825	07/03/18 22:23	314	W JEFFERSON AVE
CFS1824683	814	07/03/18 19:51		SW MAIN ST
CFS1824679	814	07/03/18 19:35		SW MAIN ST
CFS1827815	825	07/22/18 05:02		CORD 5
CFS1824574	830	07/03/18 07:42		W MCKINLEY AVE
CFS1828076	825	07/23/18 22:09		CORD 5
CFS1824535	807	07/02/18 22:33		SE MAIN ST
CFS1828466	830	07/26/18 22:09	777	E JEFFERSON AVE
CFS1828644	830	07/27/18 23:50		SE RAILWAY ST
CFS1824354	816	07/01/18 21:59		JEFFERSON AVE
CFS1828892	830	07/29/18 18:57		SW 1ST ST

VANDAL : Vandalism Total: 1

CFS1827998	805	07/23/18 13:11	207	N MAIN STREET
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CFS #	Primary Units	CFS Date/Time	#	Street Name
VEHLOCK : Vehicle Lock Out Total: 11				
CFS1827149	825	07/17/18 16:18	302	SW 1ST ST
CFS1824807	886	07/04/18 14:12	416	S US HIGHWAY 59
CFS1827493	815	07/20/18 10:37	777	CASINO ROAD
CFS1826278	904	07/11/18 19:00	341	US HWY 59
CFS1824998	886	07/05/18 13:24	302	1ST ST SW
CFS1828717	905	07/28/18 15:04	602	SW 6TH ST
CFS1825279	805	07/06/18 21:09	701	SE RAILWAY ST
CFS1825792	907	07/09/18 16:07		
CFS1824291	886	07/01/18 15:47	416	S US HIGHWAY 59
CFS1826798	905	07/15/18 14:47	302	1ST ST SW
CFS1826723	916, 829	07/14/18 22:59	216	SE MAIN ST

WARRANTNEW : Warrant (New) Total: 1

CFS1825006	886	07/05/18 14:21	104	NW MAIN STREET
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WARRANT : Warrant Arrest Total: 13

CFS1826269	829	07/11/18 17:49		
CFS1828953	808, 907	07/30/18 09:55	516	W MINNESOTA AVE
CFS1824385	804	07/02/18 07:45	311	NORTH MAIN STREET
CFS1829104	908	07/31/18 09:40	311	N MAIN STREET
CFS1828496	830	07/27/18 04:59	2323	US HWY 59
CFS1828546	827	07/27/18 12:08	104	NE MAIN STREET
CFS1824855	829	07/04/18 19:08	107	N RAILWAY STREET
CFS1825929	805	07/10/18 12:26	527	NW 5TH ST
CFS1824943	816	07/05/18 04:07		US HWY 59
CFS1829126	901	07/31/18 11:19	311	NORTH MAIN STREET
CFS1825729	826, 903	07/09/18 10:11	104	MAIN ST
CFS1824425	922	07/02/18 12:14	104	MAIN STREET
CFS1828082	825, 910	07/23/18 23:19	777	CASINO ROAD

WELFARE : Welfare Check Total: 7

CFS1829133	906	07/31/18 11:33	47.319091	47.319091, -95.967507
CFS1827231	913	07/18/18 10:03	624	1st St NW
CFS1824233	829	07/01/18 00:56	407	W MADISON AVE
CFS1826396	829	07/12/18 18:13		
CFS1827988	805	07/23/18 12:26	710	SE RAILWAY ST
CFS1826503	822	07/13/18 12:28	724	NW 4TH ST
CFS1826402	829	07/12/18 19:17		W MCKINLEY AVE

Total Records: 236

MEMO

To: Mayor and Council

From: Mitchell Berg, City Administrator

Date: August 2, 2018

RE: 2019 TAP application

Background

The City Administrator submitted a TAP grant in 2018, for funding in 2018, which would have provided up to \$350,000 in federal funding to assist the city in replacing existing sidewalk, along Jefferson and 1st Street, and to install a new sidewalk and trail which would connect to the TH59 trail, along Jefferson Avenue.

The city was informed that it was not eligible for funding as there were over 11 applications and only two were funded. However, given the city scored enough to get 2nd or 3rd place (it tied with one other application) staff was encouraged to apply for the next round of funding.

Therefore, the City Administrator conducted a walk-through of the initial route. Representatives from MNDOT, the White Earth Nation, HRDC, Mahnommen County, and the city all participated.

After the walk through it was decided to make several adjustments to the route. As a result, the new proposal consists of:

- A 10 foot wide multi-use trail along Jefferson Avenue from TH59 to Railway Street.
- Pedestrian safety improvements across the CP railroad set of tracks.
- Replacement of the existing sidewalks along the north and south side of Jefferson Avenue to 1st Street.
- A new 5 foot wide sidewalk or trail along the north side of Jefferson Avenue from 1st Street to connect to the Assisted Living facility and Mahnommen Health Center.
- Replacement of the existing 5 foot wide sidewalk along both the west and east side of 1st Street, between Jefferson and Madison Avenue.
- Replacement and the addition of a 5 to 10 foot wide section of sidewalk along both the north and south side of Madison Avenue from 1st Street to Main Street.
- Addition or replacement of all non-ADA pedestrian ramps with new ADA compliant pedestrian ramps.

The purpose of modifying the TAP application is to:

- Create a more appealing and welcoming pedestrian experience for visitors to get to and from the Casino and into the downtown.

- Utilize grants to reduce the cost of having to replace the city's existing sidewalks, along 1st Street, Madison Avenue, and Jefferson Avenue to both the city and property owners.
- Filling in the "gaps" to the existing sidewalk and trail network – by creating a continuous network of trails and sidewalks to the hospital and new TH59 trail.
- Seek improvements to the Jefferson railroad crossing, by making a safer pedestrian crossing.
- Improve access to the existing sidewalks by making all of them ADA compliant, increasing mobility and improving safety and access.

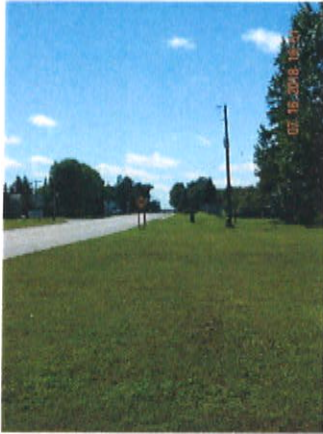
RECOMMENDATION

While there is no council action required at this time. The City Administrator is seeking council input on the new sidewalk/trail route alignment.

The City Administrator also is encouraging the council to walk the proposed route so that he can get some additional feedback, as the City Administrator is looking to move forward with some predesign and preliminary engineering approval at the August 16, 2018 council meeting.

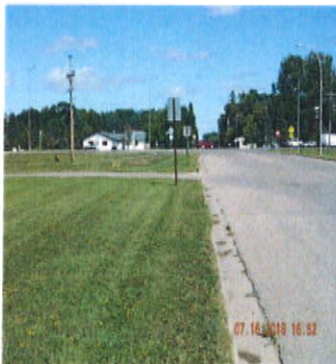
1. Jefferson Avenue (TH59) to Railroad Crossing (North side of Jefferson – heading west)

-Connections TH59 trail to casino and downtown



2. Jefferson Avenue (TH59) to Railroad Crossing (North side of Jefferson – heading east)

-Connections TH59 trail to casino and downtown



3. Jefferson Avenue (TH59) to Railroad Crossing (North side of Jefferson – heading east existing sidewalk condition)

-Connections TH59 trail to casino and downtown














2023 TAP

Sidewalks and trails



Legend

-  Great North Investors Land Co
-  Mahnomen
-  Mahnomen
-  NAPA Auto Parts - Mahnomen Auto Parts
-  St Michael's Church
-  Starkey's Photography
-  SUBWAY® Restaurants
-  Untitled Path
-  Untitled Path
-  Untitled Path
-  Write Earth Tribal and Community College

Google Earth

© 2018 Google

900 ft



4. Lack of ADA accessibility to casino
-Connections TH59 trail to casino and downtown



5. Railway crossing at Jefferson Avenue (north side)
-Connections TH59 trail to casino and downtown

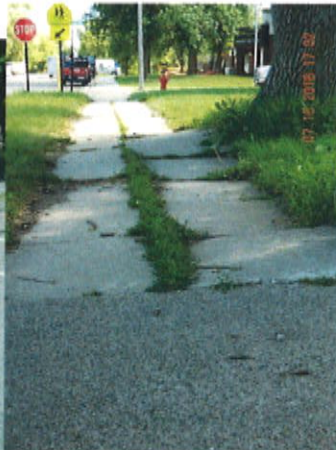


6. Condition of sidewalk along Jefferson between Railroad Street and 1st Street
-Connections, downtown, st. michael's school, and casino



7. Condition of sidewalks and lack of ADA accessibility along 1st Street from Jefferson to Washington (both sides)

- Connections downtown, Mahnomon Public k-12, Mahube Head Start, and St. Michaels School



8. Condition of sidewalks and lack of ADA accessibility along Madison Avenue from 1st Street to Main Street (both sides)

- Connections Boys and Girls Club, Mahube (Headstart), Mahnomen Public Schools, downtown, White Earth Tribal and Community College (WETCC), Food Shelf, Fire Station, City Hall, and Mahnomen Public Library



MEMO

To: Mayor and Council

From: Mitchell Berg, City Administrator

Date: August 2, 2018

RE: City Administrator's Report

Here is a list of the activities staff has been working on since the last council meeting:

- The Fire Department has been busy with helping out with several community events including, but not limited to; host the Mahnomen County Fair, the Shooting Star 4th of July Fireworks event, and the upcoming National Night Out (NNO) event August 7, 2018.
- The city has been preparing for the August 14, 2018 Primary election. There is a lot of activity behind the scenes including conducting the election judge training, conducting absentee voting at the nursing home and assisted living facility, and preparing for the overall election day, as well as for the upcoming November 6, 2018 General Election.
- The city helped to put on a bike rodeo and safety event. While the event itself had 4-5 kids participate it was deemed a success, as there was a great effort and a first time collaboration between the White Earth Police Department, the Mahnomen faith community, city, Shooting Star Casino, Mahube, and Mahnomen 4H.
- The City of Mahnomen had set up a booth in the commercial building during the entire three days of the fair. The city was able to promote both the community and display some public safety materials.
- On July 20, 2018 the city sent out a total of 13 graffiti abatement letters, in which 7 of the property owners were prompt at spraying over the graffiti. The city therefore sent out 6 follow up letters. Those property owners have an additional 30 days to abate their nuisance otherwise, the city may take corrective action against the property owner.
- Mayor Wiemer, Councilmember Durant, and the City Administrator attended the August 1, 2018 White Earth Inauguration event.
- At the request of CHS the Mahnomen Fire Department, Mahnomen Sheriff, and White Earth Emergency Management and Police Department conducted a grain entrapment training and live demonstration exercise.
- The City's auditor's updated the city's TIF reports and submitted them to the Minnesota Office of the State Auditor. A summary of the TIF reports is to appear in the August 9, 2018 editions of the Mahnomen Pioneer.
- The City engineer went out to the South Park and the Golf Course to meet with representatives of the Minnesota DNR, BWSR, Mahnomen Soil and Water Conservation, and Wild Rice Watershed on the issue of erosion at both the south park and golf course. All of the parties agreed there was erosion at both the south park, along the south and

north bank, as well as at the golf course. A follow up visit is required though, as both rivers were too high. In addition, the city engineer will be meeting with MNDOT and CP officials on August 8, 2018 to discuss how the concrete piers of the CP railway bridge is contributing to the erosion along the north and south bank of the river in the South Park. The DNR hydrologist was optimistic that there could be some grants to assist the city in finding a solution.

- The City of Mahanomen has been in communication with the University of Minnesota Crookston office as it was notified it was awarded a \$3,650 in-kind grant to assist the city in becoming a Green Steps I and II community.
- The Liquor store manager has filed not one but two claims for damaged glass at the Wild Rice Lounge. The first claim dealt with an individual who caused damage to the front window pane, cracking the glass. The city filed a police report on the incident and the individual who caused the damage is working with the city to pay for the damages. The second claim dealt with a screw that was applying too much pressure to one of the glass door plates, causing it to crack and spread. Both glass window panes have been repaired.
- The City Administrator invited both tribal and county officials to meet with the MN Secretary of State. The SOS was touting a new economic development report that his office was compiling which would report out the number, size, and type of new businesses that had filed with his office. The report he felt could be useful for local economic development groups, including chamber of commerce organizations. The City Administrator also pressed the SOS for matters dealing with election reform.
- The HRDC and staff issued a \$7,259 RLF to Janice Bedford for working capital for her antique business. By issuing this loan the city was successfully able to close out the USDA RBEG grant of \$94,370, which the city had applied for back in 2013.
- City staff is looking to remove the suspended caution light above the intersection at Jefferson and Main Street, due to the fact that the lights haven't been functioning for quite some time while the city is paying Ottertail Power to provide power to the light.
- The city department heads conducted a quarterly safety committee meeting and reported no reports of injuries for 2nd quarter of 2018.
- The Assistant City Administrator has been working with GovPayNet to get everything ready for receiving credit/debit cards for the 3rd Quarter billing cycle. The city will be sending out media releases and mailings to our water and sewer customers over the course of the next few months to educate them on how to pay by credit/debit cards.
- The City Administrator sent out a solicitation for bids for parties interested in leasing out the 35 acres in the city's lagoon. The farm lease will run for the farming season beginning on April 2019 – November 2021. Interested parties are encouraged to submit a sealed bid price per/acre no later than August 15, 2018.
- The city has contracted with Mark's Electric to install the one street light that was taken down after a car ran into the light on the corner of Washington and Main over the winter of 2016-2017.
- The City Administrator has been meeting with HRDC on a regional EPA brownfield grant that could benefit the city. This grant could be used to help the city identify locations for future economic development growth both within and outside of the city limits.

- The City Administrator had reported earlier about a property which had a major water leak. The leak resulted in a water bill for 1st and 2nd quarter of over \$15,000. The city was successful in recovering the full amount.
- City staff has been busy dealing with complaints. On the positive several property owners have been self-abating their properties. However, the city is still dealing with two nuisance properties that have generated over time a number of repetitive complaints. As a result, the City Administrator wants to get a different set of fresh eyes to help him to see if there are other tools in the tool box to help him to address these nuisance complaints. Therefore, staff has reached out to the city of Detroit Lakes and Moorhead to talk with their code enforcement officers to help him look at these nuisance properties.

Here are items to update the council on:

- Since the city will have two open city council and a mayor seat open, filing for local candidates began on July 31 and will run through 5 pm on August 14, 2018. Interested candidates must submit an election application, along with a \$2 filing fee before the August 14, 2018 deadline.
- The city is negotiating with Ottertail Power for them to take ownership of the 6 city owned street lights along Jefferson Avenue. The city is looking to transfer those lights to Ottertail Power at no cost, but in exchange Ottertail Power would retrofit those lights to LED at no cost to the city. The city is also negotiating to be able to attach and affix banners, cameras, decorations, and other items onto the lights.
- Public comment is being accepted on the city's NPDES permit through the EPA for 2017-2021. The City Administrator has been getting calls on the permit, as it relates to the phosphorus requirements. The City Administrator has tasked the city engineer to review the 42 draft permit, prior to the conclusion of the comment period. The results of the review with the results being shared with our neighboring communities, the CGMC, and our state legislators. The deadline for the comment period is August 30, 2018.
- The City Administrator mentioned that Verizon has asked the city to renegotiate a new lease. The City Administrator informed Verizon that it would not be interested in renegotiating a lease based on the lease payments and other recommended language that they were proposing. However, after reviewing the lease with the LMC, MRWA, and City of Detroit Lakes, the City Administrator mentioned that he would be open to a lesser lease rent if the city was successful in negotiating into the lease agreement a provision that the lessor would remove, at their own costs, any equipment from the tower in the event that the city needs to conduct any maintenance on the tower. The city feels that adding the language would better protect the interests of the city, as the tower is aging and will eventually need to be cleaned and/or repainted.
- One of the strategic goals of the council was to improve intergovernmental cooperation with the tribe. Throughout Minnesota several cities and counties have requested to fly their tribal nation's flag in their county or city hall to show this commitment. The City Administrator is asking if there would be support among the council for a White Earth flag to be placed inside the city council chambers.
- The city's health inspector had the opportunity to meet with the one property owner who had a nuisance complaint filed against them on Railway Street. The property owner indicated also that they ran up a \$5,000 water and sewer bill as a result of a water leak that occurred in their property in the first and partial second quarter of 2018. The

property owner has been making progress to abate the nuisance. The city is therefore monitoring the abatement process and has been offering assistance, when it can.

Here are some important dates for the council to consider:

- The Mahnomens Tribal Community Council is hosting National Night Out on August 7, 2018 from 5:30 – 8:30 pm at the Fairgrounds.
- The next regular city council meeting is August 20, 2018 at 6:30 pm.
- The deadline for candidates interested in running for Mayor or the two open council seats is August 14, 2018 at 5 pm.



June 26, 2018

City Of Mahnomen
Attn: Mitchell Berg
104 W Madison Ave
Mahnomen, MN 56557

Site Name: Mahnomen **Site ID: 46530**

Dear Landlord,

As discussed during our telephone conversation, Md7, LLC is working with Verizon Wireless to facilitate certain modifications to the cell site lease ("Lease") on your property. These modifications will allow Verizon Wireless to meet current business requirements and enhance your site's value to the overall network.

Changes in the Wireless Industry

Recent industry developments are changing how wireless telecommunications carriers operate. In the past, carriers primarily focused on rapidly building out their networks to provide the best coverage. Today, while consumers are enjoying greater services and better coverage, operating costs continue to escalate.

Eliminating Risk and Increasing Value

Due to this shift, Verizon Wireless is re-evaluating its network. Network engineers are reviewing which communications facilities will remain active in the network to reduce expenses and streamline operations.

Criteria for Cellular Site Retention/Rent Guarantee Period

Verizon Wireless would like to include this site in its long-term portfolio under the following terms:

- **New Rent Amount: \$2,264.87 per month, commencing on September 1, 2018**
- **New Rent Escalator: Seven Point Five Percent (7.5%) every 5 years (next increase on September 1, 2023)**
- **Additional Renewal Terms: Two (2) additional five (5) year renewal terms**

Verizon Wireless will modify its termination rights under the Lease to guarantee your rental income at an amount of \$135,892 for the next 60 months.

Note: To maintain its long-term flexibility, Verizon Wireless will also require the addition of language, substantially in the form of the following, to the Lease:

Use. Notwithstanding anything contained in the Lease to the contrary, all improvements, equipment, antennas and conduits shall be at LESSEE's expense and their installation shall be at the discretion and option of LESSEE. LESSEE shall have the right to replace, repair, add or otherwise modify its utilities, equipment, antennas and/or conduits or any portion thereof and the frequencies over which the equipment operates ("LESSEE Modifications"), whether the equipment, antennas, conduits or frequencies are specified or not on any exhibit attached to the Lease.

LESSOR acknowledges and agrees that any provision in the Lease that provides for (i) LESSEE to obtain LESSOR's consent for LESSEE Modifications, (ii) an increase in rent as consideration for LESSEE Modifications, (iii) LESSEE to submit engineering designs, including, but not limited to, a structural analysis, to LESSOR for approval prior to making LESSEE Modifications and (iv) an amendment to memorialize LESSEE Modifications, are hereby deleted.

The foregoing proposal does not constitute a binding offer to amend the Lease. No legal obligation is created by this letter or any other written or oral communications until an Amendment to the Lease is signed by both Landlord and Verizon Wireless. Verizon Wireless values its affiliation with you and hopes that you choose to secure your site(s) to continue a long and mutually profitable relationship in the years to come. After having reviewed these options, please contact me prior to **7/3/18**.

Sincerely,



David Wathen
Lease Consultant
Authorized Agent of Verizon Wireless
d: 858.952.0284
f: 858.724-1476
e: dwathen@md7.com

**Mahnomen Firefighters' Fundraiser
Motorcycle Ride August 18th 2018**

**Registration from 9:30am to 11:00am at
Mahnomen fire hall**

Kick stands up at 11:30am

**Cost is \$25 for a single bike or \$35 for a
couple**

Meal to follow ride



PRESS RELEASE

Mahnomen County EDA Business Retention and Expansion Effort

Based on recommendations from an exploratory committee, Mahnomen County adopted an enabling resolution establishing a Countywide Economic Development Authority (EDA) in December 2017. The mission of the EDA is to drive economic development at the county level and undertake projects that encourage job creation and business development within Mahnomen County. As part of this effort the EDA in partnership with the Headwaters Regional Development Commission, is happy to announce our new Business Retention and Expansion Program.

The Mahnomen County EDA is committed to supporting local businesses. One of the most important aspects of supporting our local existing businesses is listening to their needs and concerns. In order to better understand and address the needs of local businesses, Economic Development Director Ryan Zemek will be reaching out to area businesses to schedule a face to face interview to discuss the current business challenges and opportunities. The information collected will remain confidential and will help Mahnomen County EDA better serve the needs our local businesses.

The goal of this program is to help our existing businesses grow. To do this we are reaching out to as broad a representation of businesses in our community as possible. Through these visits we hope to:

- (1) Develop a clearer picture of the business environment in our community;
- (2) Gauge the workforce needs of our local businesses;
- (3) Identify companies that qualify for certain business incentives and assistance programs;
- (4) Anticipate and recognize any challenges that are threatening our local businesses; and
- (5) Create an open dialogue between our businesses and the EDA.

If you would like more information on this program or additional business services that are available free of charge, please call Ryan Zemek 218) 333-6541.