

AGENDA

1. CALL TO ORDER OF REGULAR MEETING OF THE TRACY CITY COUNCIL AT 6:30 P.M., MONDAY, DECEMBER 12, 2016
2. PLEDGE OF ALLEGIANCE
3. INVOCATION
4. APPROVAL OF THE MINUTES FROM NOVEMBER 28, 2016
5. APPROVAL OF THE AGENDA
6. PUBLIC COMMENT
7. PUBLIC HEARING
 - A. TRUTH IN TAXATION HEARING
8. REPORT
9. PETITIONS, REQUEST, COMMUNICATIONS
 - A. APPROVAL OF LIQUOR LICENSE, CIGARETTE LICENCE, PLUMBER LICENSE
 1. CIGARETTE LICENSE-TRACY FOOD PRIDE, TRACY LIQUOR STORE, CASEY'S GENERAL STORE, DOLLAR GENERAL, FAMILY DOLLAR
 2. SPLIT LIQUOR/SUNDAY-THE CABOOSE, BONNIE AND CLYDE'S, TRACY EAGLES
 3. PLUMBERS LICENSE – MSDI PLUMBING, SAHLSTROMS HEATING AND PLUMBING, GH PLUMBING, WILKS PLUMBING
 4. DANCE LICENSE – THE CABOSSE
 - B. PLUM CREEK LIBRARY SYSTEM AGENCY AGREEMENT
 - C. DEFERRED ASSESSMENTS
 - D. MOTOR VEHICLE, DRIVER LICENSE & DNR APPOINTMENT - 2016
 - E. 173 NORTH STREET-EXTEND COMPLIANCE ORDER FROM 12/31/2016 TO 9/1/2017
 - F. ISG-AMENDMENT TO OWNER-ENGINEER AGREEMENT-ADD'L SERVICE AND CORRESPONDING COMPENSATION
 - G. BID AUTHORIZATION LETTER-WATER AND WASTE WASTER INFRASTRUCTURE IMPR PROJECT
 - H. SNOW HAULING CONTRACT
10. LEGAL ISSUES
11. RESOLUTIONS
 - A. RESOLUTION 2016-41 - GRANTING CHARTER COMMUNICATIONS, INC. A FRANCHISE EXTENSION THROUGH JANUARY 31, 2017
 - B. RESOLUTION 2016-42- RESOLUTION APPROVING THE 2016 TAX LEVY COLLECTIBLE IN 2017
 - C. RESOLUTION 2016-43-RESOLUTION APPROVING YEAR END TRANSFERS
 - D. RESOLUTION 2016-44 -RESOLUTION APPROVING THE 2017 BUDGET
 - E. RESOLUTION 2016-45-RESOLUTION OF APPLICANT

12. CONSENT CALENDAR

A. MUNICIPAL ACCOUNTS PAYABLE AND RECEIVABLE

B. APPROVAL OF PLANNING COMMISSION MINUTES-NOVEMBER 7, 2016

13. UNFINISHED BUSINESS

14. NEW BUSINESS

15. MAYOR AND COUNCIL COMMUNICATIONS

16. CLOSED SESSION

17. ADJOURN

November 28, 2016

The regular meeting of the Tracy City Council was called to order at 6:30 p.m., Monday, November 28, 2016 in the Council Chambers of the Municipal Building. The following Council members were present: Mayor Ferrazzano, Tam Schons, Kurt Enderson and Pam Cooreman was present by Skype as she is in Florida. Also present were Shane Daniels, Acting Clerk, Madonna Peterson, Acting Deputy Clerk, Diane Campbell, Administrative Assistant. Absent: Dale Johnson, Jr.

Pledge of Allegiance was given to the flag.

Invocation was given by Peter Cha.

Motion made by Schons, seconded by Enderson to approve the minutes for the meeting on November 14, 2016. All voted in favor of the motion.

Mayor Ferrazzano asked for approval of the Agenda and if there are any additions. Daniels indicated that he had two memos that he had handed out. The first is from GovOffice regarding the update to the website. The second is a multi-purpose memo regarding the Kitchen License. Motion made by Enderson, seconded by Schons to approve the agenda with two additions. All voted in favor.

Peterson gave an update on the Tightrope equipment. She indicated that tightrope is made up of several components. The main operation is called Front Door. Within front door is where Carousel and Cablecast can be found. Carousel is the software for the scrolling information which appears on the public access channel and Cablecast is the software that will be used to broadcast the Council meetings. The training of these systems have been completed. Campbell and Adam Hansen are allocating time to build the contents of the scrolling information on Carousel. We are also working on a marketing plan on how to best use the public access channel. We would be open to any idea's regarding this whether it be the council or the public. We have been holding weekly meetings on Monday morning which consist of Daniels, Peterson, Campbell and Hansen and will continue until we understand the entire system. The committee has reached out to the City of Marshall and have found that there are lots of legalities as far as what can and cannot be ran and what type of information can be displayed. When I refer to marketing, one of the things I feel should be done, being it does take time to set these things up to appear on the scroll, is that there needs to be a fee schedule. Peterson feels that there should be some sort of setup fee as well as a maintenance fee if it is something that will run again in the future. The second part is cablecast which is the broadcast portion of it. This will consist of any shows that we want to broadcast such as Council meetings, church services, parades and possibly sporting events etc. This is the part, from my understanding, was the main focus for the purchase of this equipment. With the new system it will allow the public to better see what is happening at the meetings. What this system will do is tape the event and allow us to play it

back at a later time. This is also a piece of the marketing plan in the sense that the council will have to determine what types of things they want to be allowed to air. Peterson still feels that we will meet our goal of implementing the equipment by mid-December. The company we went thru is just waiting for us to “flip the switch” and go live with the system. We will not have all the information we want on the scrolling channel right away but atleast the council meetings will go live so they can be recorded. That will also give us some time to create policies as to what will be need to be done as far as what type of content we will want displayed. Currently we have one church that comes in and puts a DVD into the player, the current equipment converts it over and plays the service on the access channel. Our system is not protected by anti-virus software so the system is not capable of receiving certain types of information so it will no longer be as simple as someone coming in and putting a DVD in. We will have to receive a digital file in a certain format which will have to be scanned for viruses and ensure that the content is appropriate etc. With that being said Peterson feels this will all have to be part of a policy that the City will need to put in place. Peterson’s belief is that the main reason for the updated system was to do the live broadcasting and that is what she hopes to have up and running by mid-December so the first meeting in January we can utilize the new equipment. As far as getting it on the website, we would like to set up a YouTube account for the City of Tracy. There will hopefully be a link that can be clicked on the website that would bring you directly to our YouTube account which would allow the public to watch the meetings on-line at their convenience. It was discussed that the primary reason for the new equipment was due to a number of years of the equipment not working properly.

Cooreman was finally able to connect via skype as the skype program was not connecting at the start of the meeting.

The idea of doing the meeting on YouTube would be easier as then we would not have to store them on our server. We currently only have 2 GB of space on our website however, the main reason for us not putting it on the website would be the cost factor. Mayor Ferrazano thanked Peterson for her and her staffs efforts in getting this up and running.

There was discussion regarding VAST and those customers not being able to watch the Council meetings on our current access channel. The Council suggested that those VAST customers contact VAST directly.

Delinquent items to be certified to the tax rolls for special assessments were presented. Mayor Ferrazzano indicated that these would be for snow removal, fire call, utility bills and mowing. The city has the ability to specially assess these unpaid bills to the County to be placed on the tax rolls to be collected along with their real estate taxes. Ferrazzano questioned if these bills were all over a year old. Peterson indicated that they are anywhere from October 2015 to October 2016. Motion to approve the delinquent list to be assessed to the tax rolls was made by Enderson, seconded by Schons. All voted in favor.

The Multi-Purpose Center kitchen use was discussed. Peterson gave a highlight of what the issue is.

As Shane told you in an email, some activities occurring at the center are not permissible by the MN Department of Health or by the city. I have not found any documentation that the city was aware of this activity. The LSS worker was conducting a food business from the MPC. It seems the LSS worker was serving breakfast to a group of men who were paying her for the breakfast in addition to her preparing it. The worker is also selling food services to the Lions Club during their evening events as well. The LSS worker told us the MPC board, the former administrator and LSS were aware of the activity and had given her permission to do this.

Upon contacting the MN Department of Health (MDH) to see if this activity was permissible, we were told it is not. The information received from the MDH also indicated that the pancake breakfast that has been served at the MPC on Wednesday mornings is not permissible either, nor is the serving of afternoon lunch by the MPC employee. Upon further research, both the MN Department of Agriculture (MDA) and the MDH work together on food regulations and food safety standards.

If the city were to explore allowing a food establishment beyond that of the license in which LSS operates under, there will be several steps to take. The city would need to have a food establishment license as well as a certified food manager (CFM) to prepare or oversee the preparation of the food. If food preparation is not taking place but selling of prepackaged food is being sold, then a food handler's license is necessary as well as the food establishment license. I would suspect the city would pass inspection with the MDH because of the current LSS license. My research suggest the city would qualify for the limited license, which would entail being able to serve prepackaged, non-perishable food.

There will be some cost to the city to allow the afternoon "lunches" by the MPC employee but I believe it to be minimal. This could be implemented immediately providing the MPC employee is willing to perform the necessities.

Another thing that we are working on determining is the definition of Senior Dining here in Tracy. Our belief is that Senior Dining was created as a group to promote, fundraise and assist with different senior citizen nutrition activity. The MN Department on Aging regulates the companies like LSS for senior citizen nutrition. I know Senior Dining buys things used at the MPC. There are several items I have listed that have been bought like coffee pots, freezers, chairs, telephones, mixers, refrigerators, etc. Senior Dining also pays for meals to those who cannot. They also pay for transportation to bring a senior citizen to the place of the meal site. I have been told the money received for the rolls, coffee, and pancake breakfast fund a "Senior Dining checking account". I know the bought items are housed at the MPC but I do not know who has ownership of these items.

The MPC board, Senior Dining, members of the public, and users of the MPC would like to be able to research what can be done to the offerings at the MPC. It is up to the council to invest more money into the MPC if it so chooses. Personally, I do not believe the city needs to get into

the business being a food establishment because that is what businesses are for. I understand the fundraising for senior nutrition; however, the city needs to protect its liability. I would suggest contracting with Senior Dining to conduct the activity under a license in which they obtain with their own food handler if the city wishes to pursue the activity. Perhaps some sort of arrangement can be made with the items they are purchasing for use at the MPC as the fee for the city allowing them to conduct the business in a building owned by the city similar to the LSS contract.

Ferrazzano questioned if these concerns were brought to light during the MPC meeting? Peterson indicated that they had. Cooreman questioned how this could have been taking place for the last 15 years with no issues. Peterson indicated if you go out to the MN Dept of Health website there are things that change regularly similar to us changing an ordinance. Changes occur all the time and who's responsibility it is to keep up with these changes was brought to question. Peterson indicated that her research is indicating that the City would be liable for any activity going on outside of the meals on wheels and the senior nutrition programs that is occurring thru LSS and licensed thru LSS. Peterson indicated that she can not change what has happened in the past, she is just trying to protect the city going forward and making the council aware of the situation. It was questioned if fund raisers would be exempt from these restrictions or if they would fall under the same regulations. Peterson indicated that the items for the pancake breakfast are prepared food – not packaged food and the MPC kitchen is being used to prepare these items. The kitchen can have a license for multiple users, however that is not the case as of right now. Kalas indicated that Senior Dining is willing to obtain the license to do the pancakes and breakfast if the council approves them to do that. She assured the council that the kitchen will pass inspection as there was just one done in July for LSS License. She indicated that she is a certified food manager so if it is approved that part will be taken care of. She also indicated that if something needs to be bought at the MPC, Senior Dining purchases it. Ferrazzano questioned if that is all we need is a License for the kitchen? Peterson indicated that when you sub-contract with people you make them provide liability insurance to you – this will cost Senior Dining money. One other thing that Peterson pointed out was that according to the MN Department of Revenue Fact Sheet 102D there should be sales tax on prepared food. It was indicated that currently there is not sales tax being collected on the pancakes or breakfasts. Schons questioned if sales tax could be included in the price and just file the appropriate reporting. Peterson again indicated that if you are going to contract with people to provide these services that would be their liability. The reasons these issues are being brought up is to make sure someone is following the laws to remove the liability from the city. Ferrazzano again questioned if sales tax needs to be collected as they are non-profit. It was agreed that all these issues need to be looked into. Kalas and Peterson were directed to work together to get the license obtained. The council was in agreement that they would like to see the pancake breakfasts continue and would like to do what is necessary to make that happen. It was brought to attention that the meals provided to the Lion's should be included in LSS contract to ensure

that the liability would not fall on the City. Peterson indicated that the biggest issues is that there are a variety of activities that are being conducted and would like those activities to be acknowledged to the Council. Kalas questioned what the difference would be for them to make pancakes in comparison to Pettit baking a cake unsupervised. Peterson asked if she should move forward and have Matt Gross draw a contract up as well as getting an inventory of items that are being purchase at the center in an effort to identify who owns the various equipment. Ferrazzano question who we assume owns the equipment right now. It was indicated that it is the assumption right now that Senior Dining owns the equipment. It was again questioned if the pancakes could continue under LSS License until the Senior Dining license is obtained. Peterson indicated that she did not think that LSS would want that liability being their contract does not cover it. Council indicated that they should wait with the pancake breakfast until it is legal. Kalas will contact Senior Dining to look into getting the appropriate license thru Senior Dining.

Claire Hannasch addressed the Council regarding the pancake breakfast. He indicated that he has had multiple inquiries as to the statues of this. He indicated that it is a great community get together – people come in and stay for hours just visiting and drinking coffee. Hannasch questioned if there were any way that they could continue it for the coming Wednesday or as soon as possible as he hates to discontinue it even for a brief period of time. The council thanked Hannasch for his comments and indicated that they will make every effort to allow it as soon as possible.

Peterson presented the quote from GovOffice for the re-design of the City’s website. Currently the breakdown of services and expenses are:

\$600.00 – Annual Service Package/Hosting/Support
\$500.00 – Annual fee for 10 e-mail accounts, client receives 2 free e-mail accounts
Total \$1,100.00

There has been discussion for several months about getting website re-designed. During the tightrope meetings on Monday morning we have also done webinars regarding this. The agreement renewal difference in cost is that instead of \$600 per year it would be \$1,410 per year. What this will allow us is another GB of information that can be stored as well as allowing us to give our website an updated look to it. This would include a background picture so it does not look so narrow as well as five rotating pictures. Along with the \$1,410 it would allow us to obtain service credits which would allow us to re-design again in three or four years. Daniels indicated that the current website would not support the live view of the council meetings so this would have to take place in order for that to happen. Peterson indicated that she has directed Adam Hansen to look into e-mail accounts and different ways that the City could handle that. One option would be to get the e-mail accounts thru google. The tracymn.org domain is currently owned by the City, however GovOffice uses their server to filter our e-mails for viruses etc. Google would not do that. Hansen is to check with Lyon County to see how they handle it. Motion was made by Enderson, seconded by Cooreman to enter into an agreement with GovOffice for the website re-design. All voted in favor.

Resolution 2016-39-EDA/PC&B Properties was presented. The purpose of this is in regards to the conflict of interest policy. Schons questioned if this resolution included a maintenance agreement. It was indicated that it does. Motion made by Schons seconded by Enderson to approve the Resolution. All voted in favor.

Resolution 2016-40-Resolution Allowing Part Time Police Officers for the City of Tracy to be Accepted as Members of the Public Employees Police and Fire Plan. It was explained that this is a requirement of PERA to have a resolution passed in order to enroll them in the Police and Fire Fund. Motion made by Enderson, seconded by Schons to approve the resolution. All voted in favor.

Val Quist, Librarian addressed the council with her department heard report. She indicated that John and a volunteer have been going thru all the donated books. There will be a sale sometime in January. They have some other excess items that will have to be declared surplus at some point as well. Many of these were actually left from the previous owners of the building. Santa was at the library last Saturday which drew in about 150 kids. Greg Devereaux was on site to take pictures. Each child received a free photo which was donated by Kiwanis so please thank the members if you see one. It was co-sponsored by Friends of the Library Group as well as Minnwest Bank. The Library Board has invited the Library Boards and staff from other libraries in the County for a informal gathering on Sunday. It is the hope that this can be an annual event for them to get together and discuss how they can work together in the future. The Plum Creek Library System Agency Agreement was not on the Agenda, however Quist did hand out copies of them. The purpose of the agreement is for the different entities such as the Counties, Library Board and Municipalities to extend and improve public libraries services. Quist went thru the different sections of the agreement. The section that would apply to the Council was Section 5 which addresses the rights and responsibilities of Municipalities. This indicates that each municipality agrees to provide at least the minimum level of support certified annually by the MN Department of Education. The Council is already above that so it is not a concern. Quist indicated that the Council can review it and it will come before the Council in December for approval.

Sandy Lau, Liquor Store Manager addressed the Council. She indicated they have been painting in off-sale, organizing the inventory as well as organizing things from the basement in the bar area. We have went around to 6 different Municipal liquor stores in the area to compare prices. Tracy was pretty comparable with the exception of Marshall. Lau also indicated that she did an ad on the radio for advertising the sales for Thanksgiving all last week. Schons asked if some of the liquor store employees would be losing their positions or if hours were being cut. Lau indicated that they have cut back on the hours. Lau indicated that she would also like to advertise specials for Christmas. The Council indicated that she should. She also indicated that sales were good over Thanksgiving. Schons questioned why sales were down so drastically from last year. Lau indicated that she feels it is because people are upset about the On-Sale closing. Ferrazzano indicated that he feels there is a misconception that everything is shut down which is not the case.

Lichty, Chief of Police gave a department update. He indicated that the new squad car is complete and parked out front if the council would like to see it. The Police Commission has



PLUM CREEK LIBRARY SYSTEM AGENCY AGREEMENT

This contract is made and entered into by and among the counties of Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, and Rock pursuant to Minn. Stat. 471.59 and 134.20 and by those municipalities within these counties having a public library and those libraries, whose names appear as signatories to this document.

The members have agreed that the extension and improvement of public library services within these jurisdictions can be accomplished as authorized and described within this agreement.

I. PURPOSE

The signatory members have come together under Minnesota Statutes to extend and improve library services for citizens who live in their jurisdictions. As such, the members recognize the advantages of this collaborative effort, which include:

- Shared materials and resources for wider access;
- Collective purchasing of digital and other materials and resources, particularly those that would be financially difficult for members to purchase individually;
- A stronger voice in advocating to regional, state and national funders and organizations;
- A forum to create new collaborations for programming and shared collections, as well as learn from each other's experiments, pilots, and explorations of new services, ideas, and processes.

All member libraries are required to participate in these collaborative efforts:

- The shared integrated library system (ILS) and public catalog of materials
- A delivery system to move materials among the members

In addition, members are encouraged to participate in other collaborative efforts which may include, but are not limited to:

- Specialized collections that rotate among member libraries
- Shared programming
- Technology support

II. BOARD OF TRUSTEES

A. Membership

The Board of Trustees of the Plum Creek Library System shall consist of two representatives from each signatory county. One of these representatives shall be appointed by the County Commissioners from among their members. The second of these representatives shall be chosen from among the boards of the participating libraries in that county. In counties with a population of greater than 15,000 residents, an additional representative will be selected from the member library boards.

Representatives from library boards shall be selected at a joint meeting of the library boards in that county.

B. Term of Office

Members appointed by County Commissioners shall be appointed for a term of one year and members selected from library boards shall be appointed for a term of three years. The membership shall be such approximately an equal number of terms shall expire each year. No Governing Board member shall serve for more than nine consecutive years. Any member who has served a full nine years may return to the board after at least one full year on non-membership. In the event a representative of a library board shall cease to be a member of that board, the member shall resign and a replacement shall be selected for the remainder of the term. Any trustee who is unable to attend more than two consecutive Governing Board meetings shall notify the appropriate appointing authority, which shall appoint either an alternate or a replacement as it may deem appropriate.

C. Duties of Trustees

1. Meetings

The board of trustees shall be the Governing Board of the Plum Creek Library System (hereafter referred to as the Governing Board) and shall hold no fewer than 6 regular meetings per year at such time and place as the board may determine. These meetings shall be open to the public and the approved minutes shall be made available to the public on request. The chairman of the board or any 5 trustees may call a special meeting by giving at least 2 weeks' notice to all members; and the board may hold special meetings at any time by unanimous consent, with due public notification as outlined in Minn. Stat. 13D.01.

2. Annual Meeting

The Governing Board shall hold an annual meeting at such time and place as the board may determine. The purpose of this meeting shall be to discuss the status of the Plum Creek Library System.

3. At its final meeting each year, the Governing Board shall elect a chair, vice-chair/chair elect, secretary, and treasurer. These officers and the immediate past chair, meeting together, shall compromise the Executive Committee.

4. Executive Committee

The purpose of the Executive Committee shall be to advise the director. The Executive Committee shall have the authority to act on behalf of the Governing Board in cases of emergency in which a meeting of the Governing Board is impossible. All actions taken by the Executive Committee shall be approved by the Governing Board at its next meeting. All meetings of the Executive Committee shall be posted and open to the public.

D. Specific Authority of the Board

The Governing Board shall have the authority to carry on and transact all business on behalf of the Plum Creek Library System, including the following:

1. Accepting Funds

The Governing Board shall have the authority to accept any county, local, state, or federal funds made available to the Plum Creek Library System and any funds paid to it

by participating libraries, to disburse such funds for the benefit of library service in the region according to such rules and regulations as may cover the use of county, local, state, and federal funds, and are adopted by the Governing Board. The Governing Board shall also have the authority to accept funds from foundations and other grant sources and donations from individuals and groups.

2. Hiring Personnel

The Governing Board shall hire a qualified director, who shall hire any additional staff the Board deems necessary to carry out the service programs of Plum Creek Library System. The Governing Board shall have no authority over the staff of any participating library.

3. Advisory Council

The Board shall create an Advisory Council consisting of the head librarian/director (or a designated alternate) of each participating library. It shall be the function of the Advisory Council to assist the Board in identifying necessary services, supervising the management of the programs of the Plum Creek Library System, and providing a forum for idea sharing among the member libraries. The Advisory Council shall elect one of its members to serve as a liaison to the Board of Trustees and attend its meetings.

4. By-Laws

The Governing Board shall maintain a set of by-laws governing its operation. Such by-laws shall be established, amended, or repealed by a majority vote of the Governing Board.

5. Contractual Agreements

The Governing Board shall have the authority to enter into contractual agreements with other entities. Any agreement having a direct financial impact upon member libraries shall be discussed and voted upon by the Advisory Council before action may be taken by the Governing Board.

6. Review of Agreement

This agreement shall be reviewed for possible revision as deemed necessary by the Governing Board or a majority of its signatories, but not less frequently than every 10 years.

III. RIGHTS AND RESPONSIBILITIES OF MEMBER LIBRARIES

A. Each member agrees to the use of its library materials in reciprocal borrowing and interlibrary loans according to the policies established by the Governing Board in consultation with the Advisory Council or by state law and regulation. The lending period of such loans shall be the same as that of the borrowing library.

B. Each member agrees to do the following in order to remain a member in good standing:

1. Remain open to the public an average of 20 hours per week.
2. Use the barcode prefix assigned to it by MINITEX and accept the library cards of other system members.

3. Abide by ILS policies approved by the Advisory Council and adopted by the Governing Board.
 4. Maintain and train staff to use the technology necessary for the ILS.
 5. Employ a paid library director to work a minimum average of 20 hours per week.
- C. Each member agrees to charge a non-resident fee to any patron who does not live or own property in an area which either participates in or which has a reciprocal agreement with the Plum Creek Library System. The amount of such fee shall be fixed from time-to-time by the Board of Trustees in consultation with the Advisory Council.

IV. RIGHTS AND RESPONSIBILITIES OF COUNTIES

Each county agrees to provide at least the minimum level of support certified annually by the Minnesota Department of Education's State Library Services. Those counties providing County Aid to Public Libraries (Cottonwood, Lincoln, Murray, Pipestone, and Redwood) shall pay these funds to the local library in May and November of each year according to a formula determined by that county. Upon request, Plum Creek Library System shall assist in determining the amount to be distributed to each library.

V. RIGHTS AND RESPONSIBILITIES OF MUNICIPALITIES

- A. Each municipality agrees that it will provide at least the minimum level of support certified annually by the Minnesota Department of Education under Minn. Stat 134.34 as modified by Minn. Stat. 275.761 or any successor statutes. The amount contributed by the county in the form of County Aid to Public Libraries shall not be considered a part of the contribution by the municipality.
- B. Should any member not meet the requirements of this section, such member and the library it established may not be eligible to participate in the system and its services until the problem is resolved. Resolution shall take place within 6 months of the time the municipality and library are notified they do not meet the requirements. The Governing Board shall determine which, if any, services shall be withheld during this period. A member that fails to meet the requirements within 6 months shall be considered to have voluntarily withdrawn from the system [see section VI. Withdrawal].
- C. Notwithstanding any other provisions of this contract, it is understood that in order to be eligible for grants the Plum Creek Library System must abide by the rules and regulations of the Department of Education's State Library Services and it is agreed that the system and its members will be subject to such rules and regulations now existing or hereafter established.
- D. A school district which has jointly established a public library with a municipality shall have the same rights and responsibilities as other municipalities within this section.

VI. NEW MEMBERS

Public libraries in a participating county may enter into this contract and benefit from its services upon adoption of a resolution to abide by its terms. The resolution shall be adopted by the library's board of trustees and the governing body of the municipality that established the library.

VII. WITHDRAWAL

A member library may withdraw from the system by providing written notice to the Governing Board; however, no member may withdraw prior to at least three years' participation as a member.

The withdrawal process may begin no sooner than three months after notice has been given. During this time, the Chair of the Governing Board and the PCLS Director shall meet with the board of trustees of the library and the library director in order to identify the reasons for the decision to withdraw and attempt to identify a mutually acceptable resolution to these concerns.

If these meetings fail to identify a mutually acceptable resolution, the State Librarian shall be asked to meet with the Chair of the Governing Board, the PCLS Director, the board of trustees of the library, and the county or municipal governing body that established the library in order to attempt to identify a mutually acceptable resolution.

If within three months, no mutually acceptable resolution has been achieved the withdrawal process shall begin. The withdrawal process shall follow a policy reviewed by the Advisory Council and approved by the Governing Board. This policy shall not be amended while a library is withdrawing from the system.

The withdrawal shall be complete within six months of the time the process began. The withdrawing library shall be responsible for all expenses incurred during the withdrawal process and identified within the withdrawal policy.

VIII. DISSOLUTION

A. This contract may be dissolved by mutual consent of the parties under one of the following provisions:

1. By creating and/or designating a successor regional library under the provision of Minnesota law and turning the functions and assets of the Board of Trustees over to the successor organization.
2. Upon written notification to the Minnesota Department of Education, which administers state aid to public libraries, no later than December 31 of the year prior to the end of the state fiscal year for which the system has received aid funds provided by said office; and by providing said office with a plan for disposition of assets acquired with aid funds. Disposition of assets shall be consistent with *Minnesota Rules Chapter 3530.0200, Subp. 4(C)*.

Revised 10/20/2016

MEMBER LIBRARIES:

Edgerton Public Library
Fulda Public Library
Ivanhoe Public Library
Jackson County Library
Lake Benton Public Library
Lamberton Public Library
Marshall-Lyon County Library
Meinders Community Library, Pipestone
Minneota Public Library
Morgan Public Library
Mountain Lake Public Library
Nobles County Library
Redwood Falls Public Library
Rock County Community Library, Luverne
Siverson Public Library, Hendricks
Slayton Public Library
Tracy Public Library
Tyler Public Library
Wabasso Public Library
Westbrook Public Library
Windom Public Library

MEMBER COUNTIES:

Cottonwood
Jackson
Lincoln
Lyon
Murray
Nobles
Pipestone
Redwood
Rock

MEMBER MUNICIPALITIES:

City of Edgerton
City of Fulda
City of Hendricks
City of Ivanhoe
City of Lake Benton
City of Lamberton
City of Marshall
City of Minneota
City of Morgan
City of Mountain Lake
City of Pipestone
City of Redwood Falls
City of Slayton
City of Tracy
City of Tyler
City of Wabasso
City of Westbrook
City of Windom
School District of Pipestone

**IN TESTIMONY WHEREOF, the parties have executed this
contract the day and year above written:**

LIBRARIES

Library board president signs

Tracy Public Library

Date

**IN TESTIMONY WHEREOF, the parties have executed this
contract the day and year above written:**

MUNICIPALITIES

Mayor or Council President signs

City of Tracy

Date



To: Mayor and City Council
From: Madonna Peterson, Diane Campbell
Date: 11-30-2016
RE: Deferred Special Assessments

In the process of certifying Special Assessments to the County it was discovered that there are several properties with deferred assessments attached to them. The first one was for the Eastview Groundwater Interceptor Improvement Project. This project was certified in 2007 to be assessed on the 2008 tax rolls. On this project there were 6 parcels that were deferred on the "undeveloped" basis. They included: (NOTE: These are names that are currently on the tax rolls-not the names of record at the time the deferrals were done)

13-024002-0	David Daniels	\$18,012.19
31-173008-0	Sanford Health	\$ 2,573.17
31-173009-0	Sanford Health	\$ 2,573.17
31-173010-0	Sanford Health	\$ 2,573.17
31-173019-0	Michael Munson	\$ 2,573.17

In researching this it was discovered that the council minutes did reflect the deferral authorization on undeveloped property UNTIL the property becomes developed. As of right now the only parcel that has NOT been developed is the parcel owned by Daniels. Upon further research in an effort to get these assessments placed on the parcels it was discovered that the deferral was not recorded with the Lyon County Recorder. Per MN State Statute any assessments that are to be deferred are REQUIRED to be recorded. The Lyon County Auditor/Treasurer, E.J. Moberg indicated that after consulting with the Lyon County Attorney being the deferrals were not recorded he legally would not be able to place the assessments on the tax rolls.

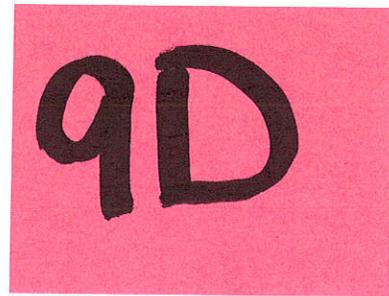
Upon further review it was also discovered that there are also deferrals on the 5TH Street Project that also were not recorded. They are as follows:

31-100127-0	Richard Kelley	\$1,641.08
31-100144-0	Wilfredo Apostal	\$1,641.08

Also on A Street Project as follows:

31-104279-0	Rose & Darold Goettig	\$5,690.71
-------------	-----------------------	------------

Upon legal council with Matt Gross as well as the Lyon County Auditor/Treasurer and Lyon County Attorney it was determined that because of the fact that the deferrals were not recorded they would not be allowed to be assessed on the tax rolls. The Lyon County Auditor/Treasurer had sent out an e-mail to all the Cities last February informing them that it had been brought to his attention that multiple cities within Lyon County had reported deferred special assessments on various parcels but had NOT recorded such deferral. He also indicated that the responsibility to record them lied with the city and if they had not been recorded that Lyon County could not allow the deferrals to be assessed. Because of this the city will have to have the deferrals removed and will have to assume the cost of the assessments.



To: Mayor and Council

From: Madonna Peterson

Date: December 12, 2016

Re: Motor Vehicle, Driver License and Department of Natural Resource Appointment

The state agencies listed above are requiring an application, background check and board meeting minutes to update the Deputy Registrar Appointee. I suggest you appoint me, Madonna Peterson.

I have been informed this is an updated process that requires an annual appointment; therefore, we will need the appointment for the remainder of 2016 and then annually with all other appointments.

Thank you for your consideration.

QE

Dec. 2 - 2016

City of Tracy

I am requesting an extension on a compliance order to be completed by 12/31/16. I had someone lined up to do it but cancelled out due to another job. One half of the project is done except for the roof. If you could extend the order till 9-1-2017 I will have the job done. Thank you.

Johna Graf
173 North St
Tracy.
ph. 629-4294



This is **EXHIBIT K**, consisting of [2] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **December 28, 2015**.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 01**

The Effective Date of this Amendment is: December 12, 2016.

Background Data

Effective Date of Owner-Engineer Agreement: 12/18/15

Owner: City of Tracy

Engineer: ISG

Project: City of Tracy Wastewater Treatment Facility

Nature of Amendment:

- Additional Services to be performed by Engineer
- Modifications of payment to Engineer

Description of Modifications:

As a result of a review of the discharge permit, the MPCA notified us that an EAW would be required based on the size of the proposed system. They acknowledged the fact that they should have notified us during the original environmental assessment in 2012, when they were originally solicited for comments.

	\$4,000 Lump Sum
Environmental Services	\$2,848 Hourly (Estimated)

Add the following Other Task to A1.03.A.9:

Prepare Environmental Assessment Worksheet Lump Sum Fee \$4,000
 Assemble, and update as necessary, information originally prepared for the USDA Environmental Assessment into an EAW format and prepare maps and supporting documentation related to this project and submit draft. An EAW assesses the projects potential to negatively impact natural resources nearby including but not limited to (surface water (wetlands, lakes, streams, etc.), groundwater, soils, geology, archaeological, historical or architectural resources, designated public parks, recreation areas or trails, endangered or threatened species, rare plant communities or other sensitive ecological resources, air/odor emissions, and traffic).

Add the following Additional Service as A2.01.A.30.g:

Coordinate with the Responsible Governmental Unit Hourly Rate Fee: \$1,268
 Coordinate with the Responsible Government Unit (RGU)/MPCA to address issues related to this project and formulate the EAW into the final document accepted by the RGU. Attend public meetings if necessary. Distribute final copies to the required government agencies. Estimate listed above based on a rate of \$89/hr.

Add the following Additional Services as A2.01.A.30.h:

Address Concerns after Comment Period

Hourly Rate Fee: \$1,580

Address government agency and public concerns resulting from the EAW comment period and attend public meetings if needed. Estimate based on a rate of \$89/hr.

Agreement Summary:

Original agreement amount:	\$480,573.00
Net change for prior amendments:	\$0.00
This amendment amount:	\$6,848.00
Adjusted Agreement amount:	\$487,421.00

Change in time for services (days or date, as applicable): None

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

City of Tracy

I+S Group, Inc.

By: _____

By: 

Print

Print

name: Stephen Ferrazzano

name: Christopher J Larson

Title: Mayor

Title: Associate Principal, Civil Engineer

Date Signed: 12/12/16

Date Signed: 12/07/16



United States Department of Agriculture

December 8, 2010

Rural Development

1005 High Ave
Willmar, MN 56201

Voice 320.235.3540
Fax 855.823.7654

The Honorable Mayor Ferrazzano
City of Tracy
336 Morgan St.
Tracy, MN 56175

RE: BID AUTHORIZATION LETTER

Dear Mayor Ferrazzano:

Rural Utilities Service has obligated funding for the first phase of the Water and Waste Water Infrastructure Improvement project and has received regional attorney's loan closing instructions. Therefore we authorize bidding of this project.

The final cost estimates provided to USDA showed a project total of \$3,067,097.00, which is \$427,796.00 higher than the original PER estimates. Based on my previous conversations with the city, at this time we are going to wait to see where the bids actually come in at before we decide if we need to look at proceeding forward with a subsequent loan/grant for the city.

Affirmative steps need to be taken for the solicitation of small, minority and women contractors, supplies and services, as part of the solicitation process. Please take these steps and return the enclosed certification (MN 1780, Guide 5) with the bidding material.

The following material is to be submitted to our office:

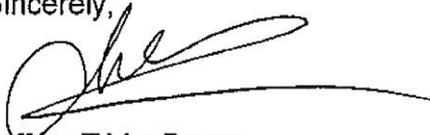
1. Bid tabulation
3. Low Bidder's bid
2. Low Bidder's bid bond
4. Low Bidder's Compliance Statements (400-6, AD 1048, 1940 Q - Exhibit. A-1, SF LLL - Disclosure of Lobbying Activities)
5. Your Project Engineer's recommendation on bid acceptance

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 680-7442 or email at program.intake@usda.gov.

If you have any questions, please contact us at 320-235-3540 x126.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffrey T VanBuren', with a long horizontal flourish extending to the right.

Jeffrey T VanBuren
Rural Utilities/Community Facilities Specialist

cc: Project Engineer
USDA Rural Development Construction Inspector
USDA Rural Development State Office

City of Tracy

Snow Hauling Equipment Rental Agreement/Ra



The undersigned agrees to furnish the following equipment at the current rate specified below and according to the following provisions:

1. The rental rate shall include a competent operator and all supplies necessary to operate the equipment and maintain it in proper working order.
2. The owner shall carry and maintain a Public Liability and Property Damage insurance to cover specified hauling equipment.
3. The owner shall furnish a certificate of insurance evidencing Public Liability and Property Damage coverage. Payment will not be made for equipment rental until certificate has been furnished.
4. All hours are computed from time of arrival to time of departure. Any break downs, repairs, or other leave during rental time will not be paid with the exception of re-fueling within reason.
5. **ALL OPERATORS SHALL OBEY ALL TRAFFIC LAWS AND DRIVE ACCORDING TO CONDITIONS.**

Equipment Description(s)

TYPE	MAKE/MODEL	SIZE (L,W,H)	RATE/HR.	REMARKS

*******PLEASE SUBMIT MONTHLY INVOICE IF SERVICES RENDERED*******

Snow Hauling Truck Pay Rates: 2016-2017 Season
Straight Truck \$3.60/ CU YD of capacity per hour.
Side-Dump/Tractor \$100.00/hour for 20yd trailer.

Owner:	Signature:
Address:	Insurance Carrier/Contact:
Phone: H: C:	Date:

City Use:

City Administrator:	Public Works Director:
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RESOLUTION NO. 2016-41

**GRANTING CHARTER COMMUNICATIONS, INC.
A FRANCHISE EXTENSION THROUGH DECEMBER 31, 2016**

WHEREAS, on or about March 22, 2005, the City of Tracy, Minnesota ("City") granted a Cable Television Franchise ("Franchise") to CC VIII Operating, LLC d/b/a Charter Communications, Inc. ("Charter"); and

WHEREAS, the initial term of the Franchise expired on December 31, 2014; and

WHEREAS, the City adopted Resolution No. 2014-34 on November 17, 2014 extending the term of the Franchise until June 30, 2015; and

WHEREAS, Charter executed said Resolution No. 2014-34 and agreed to continue complying with the Franchise, as amended by the Resolution; and **WHEREAS**, the City adopted Resolution No. 2015-7 on April 27, 2015 extending the term of the Franchise until December 31, 2015; and

WHEREAS, Charter executed said Resolution No. 2015-7 and agreed to continue complying with the Franchise, as amended by the Resolution; and **WHEREAS**, the City adopted Resolution No. 2016-2 on January 11, 2016 extending the term of the Franchise until June 30, 2016; and

WHEREAS, Charter executed said Resolution No. 2016-2 and agreed to continue complying with the Franchise, as amended by the Resolution; and

WHEREAS, the City adopted Resolution No. 2016-16 on June 20, 2016 extending the term of the Franchise until July 31, 2016; and

WHEREAS, the City adopted Resolution No. 2016-19 on July 25, 2016 extending the term of the Franchise until August 31, 2016; and

WHEREAS, the City adopted Resolution No. 2016-21 on August 22, 2016 extending the

term of the Franchise until September 30, 2016; and

WHEREAS, the City adopted Resolution No. 2016-24 on September 26, 2016 extending the term of the Franchise until October 31, 2016

WHEREAS, the City adopted Resolution No. 2016-34 on November 14, 2016 extending the term of the Franchise until November 30, 2016

WHEREAS, the City adopted Resolution No 2016-34 on November 14, 2016 extending the term of the Franchise until December 31, 2016

WHEREAS, the City adopted Resolution No 2016-41 on December 12, 2016 extending the term of the Franchise until January 31, 2016

WHEREAS, both the City and Charter desire to extend the term of the Franchise to facilitate renewal negotiations under state and federal law.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Tracy, Minnesota hereby resolves as follows:

1. The Franchise is hereby amended by extending the term of the Franchise from December 31, 2016 through and including January 31, 2017.
2. Except as specifically modified hereby, the Franchise shall remain in full force and effect.
3. The City and Charter hereby agree that neither waives any rights either may have under the Franchise or applicable law.
4. This Resolution shall become effective upon the occurrence of both of the following conditions: (1) The Resolution being passed and adopted by the Tracy City Council and (2) Charter's acceptance of this Resolution.

Adopted by the City Council of Tracy, Minnesota this 12th day of December, 2016.

CITY OF TRACY, MINNESOTA

Mayor

ATTEST:

City Administrator

ACCEPTANCE

CC VIII Operating, LLC hereby acknowledges the City of Tracy Resolution No. ____
_____ and hereby accepts the terms, provisions and recitals of the Resolution and
agrees to be bound by the Franchise to the extent consistent with applicable laws.

CC VIII OPERATING, LLC

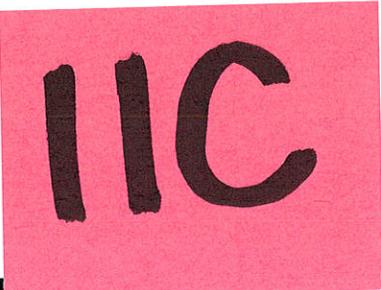
By: _____

Its: _____

Sworn to before me this _____

day of _____, 2016.

Notary Public



RESOLUTION 2016-43

A RESOLUTION APPROVING YEAR END TRANSFERS

BE IT RESOLVED BY THE TRACY CITY COUNCIL to approve the following transfers:

AMOUNT	FROM	TO
\$ 5,000	Utility-Water	General
\$82,290	General-AQ Center	Aquatic Center Operations
\$ 1,000	Utility-Sewer	General
\$ 5,000	Refuse Collection	General
\$ 7,492	Licensing	General
\$ 7,642	O'Brien Court	5 th Street Apartments
\$25,000	O'Brien Court	Orchard Lane Apartments
\$23,322	General-Cemetery	Cemetery Operating
\$ 500	Cemetery Reserve	Cemetery Operating
\$10,000	General-Police	Equipment Reserve-Police
\$40,000	General-Street	Equipment Reserve
\$30,000	General-Fire	Fire Equipment Replacement
\$ 8,500	General-Bldg Inspection	Code Enforcement
\$25,581	General-Other Financial Use	Multi-Purpose Center
\$76,565	Utility Surcharge	General
\$ 5,000	EDA Reserve	General
	TOTAL TRANSFER	\$352,892

BE IT FURTHER RESOLVED that the above listed transfers are hereby authorized and permanently made.

PASSED AND ADOPTED by the Tracy City Council this 12th day of December, 2016

ATTEST

City Administrator

Mayor

RESOLUTION 2016-45

RESOLUTION OF APPLICANT



BE IT RESOLVED that the City of Tracy, Minnesota act as the legal sponsor for project(s) contained in the Demolition Loan Program to be submitted by February, 1st, 2017 and that Tara Onken, Economic Development Coordinator for the Economic Development Authority of Tracy is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Tracy.

BE IT FURTHER RESOLVED that the City of Tracy, Minnesota has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the loan repayment and security identified in the application are committed to the project identified and the City of Tracy has the authority to incur debt by resolution of the board or council authorizing issuance of a bond, payable to DEED to repay and secure the loan.

BE IT FURTHER RESOLVED that the City of Tracy, Minnesota has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the City of Tracy, Minnesota may enter into an agreement with the State of Minnesota for the above referenced project(s), and that the City of Tracy, Minnesota certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT FINALLY RESOLVED that the Mayor and the Clerk are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was passed and adopted pursuant to the City Charter of the City of Tracy by the City Council of the City of Tracy on _____, 20__.

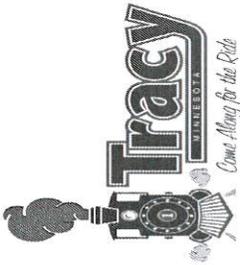
SIGNED:

WITNESSED:

Stephen Ferrazano

(Mayor) (Date)

(Title) (Date)



CITY OF TRACY

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Page 1

NOVEMBER 2016 to DECEMBER 2016

	Check Amt	Invoice	Comment
10100 MINNWEST CHECKING			
Paid Chk# 069217	11/23/2016	DL AND MV-MN DEPT PUB SAFETY	
E 605-495-301	LICENSES & TAXES	\$2,907.25	Motor Vehicle #101
Total	DL AND MV-MN DEPT PUB SAFETY	\$2,907.25	
Paid Chk# 069218	11/23/2016	DL AND MV-MN DEPT PUB SAFETY	
E 605-495-301	LICENSES & TAXES	\$159.75	Drivers Licence #101
Total	DL AND MV-MN DEPT PUB SAFETY	\$159.75	
Paid Chk# 069219	11/28/2016	DL AND MV-MN DEPT PUB SAFETY	
E 605-495-301	LICENSES & TAXES	\$4,023.25	MOTOR VEHICLE #102
Total	DL AND MV-MN DEPT PUB SAFETY	\$4,023.25	
Paid Chk# 069220	11/28/2016	DL AND MV-MN DEPT PUB SAFETY	
E 605-495-301	LICENSES & TAXES	\$122.25	DRIVERS LICENSE #102
Total	DL AND MV-MN DEPT PUB SAFETY	\$122.25	
Paid Chk# 069221	11/29/2016	TRACY POST OFFICE	
E 604-494-201	OFFICE SUPPLIES	\$248.33	WATERBILL POSTAGE
Total	TRACY POST OFFICE	\$248.33	
Paid Chk# 069222	11/29/2016	SOUTHWEST SANITATION, INC.	
E 604-494-321	OTHER CONTRACTUAL SERVICE	\$9,566.02	MONTHLY REFUSE CONTRACT
Total	SOUTHWEST SANITATION, INC.	\$9,566.02	
Paid Chk# 069223	11/29/2016	DL AND MV-MN DEPT PUB SAFETY	
E 605-495-301	LICENSES & TAXES	\$45.00	DRIVERS LICENSE 103
Total	DL AND MV-MN DEPT PUB SAFETY	\$45.00	
Paid Chk# 069224	11/29/2016	DL AND MV-MN DEPT PUB SAFETY	
E 605-495-301	LICENSES & TAXES	\$2,739.25	MOTOR VEHICLE 103
Total	DL AND MV-MN DEPT PUB SAFETY	\$2,739.25	
Paid Chk# 069225	11/30/2016	AVENET LLC	
E 101-463-321	OTHER CONTRACTUAL SERVICE	\$1,410.00	WEBSITE DESIGN
Total	AVENET LLC	\$1,410.00	

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CITY OF TRACY

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NOVEMBER 2016 to DECEMBER 2016

Check Amt	Invoice	Comment
Paid Chk# 069226 11/30/2016 LYON COUNTY RECORDER		
E 413-485-321	OTHER CONTRACTUAL SERVICE	\$46.00
Total LYON COUNTY RECORDER		\$46.00
Paid Chk# 069227 11/30/2016 DL AND MV-MN DEPT PUB SAFETY		
E 605-495-301	LICENSES & TAXES	\$4,828.50
Total DL AND MV-MN DEPT PUB SAFETY		\$4,828.50
Paid Chk# 069228 11/30/2016 DL AND MV-MN DEPT PUB SAFETY		
E 605-495-301	LICENSES & TAXES	\$97.50
Total DL AND MV-MN DEPT PUB SAFETY		\$97.50
Paid Chk# 069229 12/1/2016 DL AND MV-MN DEPT PUB SAFETY		
E 605-495-301	LICENSES & TAXES	\$161.50
Total DL AND MV-MN DEPT PUB SAFETY		\$161.50
Paid Chk# 069230 12/1/2016 DL AND MV-MN DEPT PUB SAFETY		
E 605-495-301	LICENSES & TAXES	\$5,857.61
Total DL AND MV-MN DEPT PUB SAFETY		\$5,857.61
Paid Chk# 069231 12/2/2016 LYON COUNTY RECORDER		
E 413-485-321	OTHER CONTRACTUAL SERVICE	\$46.00
E 413-485-321	OTHER CONTRACTUAL SERVICE	\$46.00
E 413-485-321	OTHER CONTRACTUAL SERVICE	\$46.00
Total LYON COUNTY RECORDER		\$138.00
Paid Chk# 069232 12/2/2016 BANYON DATA SYSTEMS, INC.		
E 101-413-321	OTHER CONTRACTUAL SERVICE	\$380.00
E 101-425-321	OTHER CONTRACTUAL SERVICE	\$485.00
E 602-492-321	OTHER CONTRACTUAL SERVICE	\$485.00
Total BANYON DATA SYSTEMS, INC.		\$1,350.00
Paid Chk# 069233 12/2/2016 BEVERAGE WHOLESALERS, INC.		
E 601-491-903	BEER PURCHASES	\$1,267.10
Total BEVERAGE WHOLESALERS, INC.		\$1,267.10
Paid Chk# 069234 12/2/2016 BOLLIG INC		



CITY OF TRACY

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NOVEMBER 2016 to DECEMBER 2016

Check Amt	Invoice	Comment
E 410-462-321	OTHER CONTRACTUAL SERVICE	\$2,125.00 3628 MASTER PLAN SCOPING- AIRPORT IMPROVEMENT PROJECT
Total BOLLIG INC		\$2,125.00
Paid Chk# 069235	12/2/2016 BREAKTHRU BEVERAGE MN WINE	
E 601-491-902	LIQUOR PURCHASES	\$705.65 1080558189 LQ STORE LIQUOR
E 601-491-901	FREIGHT ON LIQUOR & BEER	\$9.25 1080558189 LQ STORE FREIGHT
Total BREAKTHRU BEVERAGE MN WINE		\$714.90
Paid Chk# 069236	12/2/2016 CENTURYLINK	
E 101-462-231	COMMUNICATIONS-TELEPHONE	\$31.06 507 629-8290 AIRPORT COMMUNICATIONS
Total CENTURYLINK		\$31.06
Paid Chk# 069237	12/2/2016 DAN S SHOP INC	
E 101-431-221	MAINTENANCE & REPAIR-EQUIP	\$28.66 76305 OIL FILTERS
Total DAN S SHOP INC		\$28.66
Paid Chk# 069238	12/2/2016 DOLL DISTRIBUTING, LLC	
E 601-491-904	MIX PURCHASES	\$45.00 120794 LQ STORE MIX
E 601-491-903	BEER PURCHASES	\$884.60 120794 LQ STORE BEER
E 601-491-903	BEER PURCHASES	(\$19.50) 120795 LQ STORE BEER CREDIT
Total DOLL DISTRIBUTING, LLC		\$910.10
Paid Chk# 069239	12/2/2016 G. H. PLUMBING & HEATING	
E 101-418-222	MAINTENANCE & REPAIR-BUILD	\$118.60 45 VMC BOILER REPAIR
Total G. H. PLUMBING & HEATING		\$118.60
Paid Chk# 069240	12/2/2016 HEBIG S ELECTRIC	
E 101-441-222	MAINTENANCE & REPAIR-BUILD	\$87.24 7137 LIBRARY BALLAST REPAIR
Total HEBIG S ELECTRIC		\$87.24
Paid Chk# 069241	12/2/2016 JEFFERS DRAY LINE INC	
E 603-493-321	OTHER CONTRACTUAL SERVICE	\$1,275.00 12408 COMMUNITY LINE SEPERATION
Total JEFFERS DRAY LINE INC		\$1,275.00
Paid Chk# 069242	12/2/2016 JOHN DEERE FINANCIAL	
E 203-461-221	MAINTENANCE & REPAIR-EQUIP	\$46.81 2171690 CEMETERY MOWER REPAIR



CITY OF TRACY

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NOVEMBER 2016 to DECEMBER 2016

Check Amt	Invoice	Comment
Total JOHN DEERE FINANCIAL		
\$46.81		
12/2/2016 MAILFINANCE		
\$283.20	H6250584	LEASE PAYMENT FOR POSTAGE MACHINE 12-20-16 THRU 3-19-17
Total MAILFINANCE		
\$283.20		
12/2/2016 MIDWEST SUPPLY CO.		
\$54.91	233931	FIRE DEPT SUPPLIES
\$12.99	235031	SHOP DISPENSER
\$22.99	235290	SNOW SHOVEL
\$8.50	235312	SHOP MARKERS
\$2.99	235350	GORILLA GLUE FOR CHRISTMAS LIGHTS
\$6.99	235363	MARKING PAINT
\$43.98	235363	S. DANIELS U. ALLOWANCE
\$19.35	235364	C.CARON U. ALLOWANCE
\$29.98	235392	CHRISTMAS TIES
\$19.95	235421	CHRISTMAS LIGHTS
\$12.99	235432	HOSPICE OUTDOOR TIMER
\$12.98	235438	LIGHT BULB
\$10.98	235444	AIR COMPRESSOR FILTER
\$7.99	235521	PIPE FOR CLEANING OUT VALVE BOXES
\$21.43	235604	SHOP SUPPLY
\$2.49	235609	MIRROR BRACKETS
\$3.98	235619	ADMIN OFFICE KEYS
\$0.80	235623	SWEEPER BOLTS
Total MIDWEST SUPPLY CO.		
\$296.27		
12/2/2016 MINNESOTA CHIEFS OF POLICE ASN		
\$59.90	1436	PERMITS TO ACQUIRE A HANDGUN
Total MINNESOTA CHIEFS OF POLICE ASN		
\$59.90		
12/2/2016 MINNVEST BANK		
\$147.17		EASTVIEW LOAN PRINCIPAL
\$2,005.18		EASTVIEW LOAN PRINCIPAL
Total MINNVEST BANK		
\$2,152.35		



CITY OF TRACY

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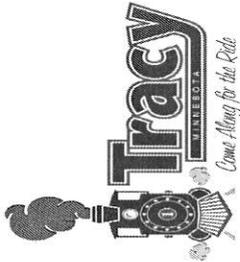
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NOVEMBER 2016 to DECEMBER 2016

	Check Amt	Invoice	Comment
Paid Chk# 069247	12/2/2016	MN DEPT HEALTH	
E 602-492-301	LICENSES & TAXES	\$1,467.00	WATER SUPPLY SERVICE CONNECTION FEE- QUARTLY FEE
Total	MN DEPT HEALTH	\$1,467.00	
Paid Chk# 069248	12/2/2016	MOREY SMALL ENGINE SPECIALTY	
E 101-424-221	MAINTENANCE & REPAIR-EQUIP	\$125.00	FIRE DEPT RANGER BATTERY
Total	MOREY SMALL ENGINE SPECIALTY	\$125.00	
Paid Chk# 069249	12/2/2016	NORTHERN LIGHTS DISPLAY LLC	
E 101-431-223	MAINTENANCE & REPAIR-OTHER	\$138.50	CHRISTMAS BULBS
Total	NORTHERN LIGHTS DISPLAY LLC	\$138.50	
Paid Chk# 069250	12/2/2016	PEOPLE MAGAZINE	
E 101-441-291	SUBS, MEMBRSHPS & CONTRBT	\$116.07	LIBRARY MAGAZINE SUBSCRIPTION
Total	PEOPLE MAGAZINE	\$116.07	
Paid Chk# 069251	12/2/2016	RITEWAY	
E 605-495-201	OFFICE SUPPLIES	\$78.41	DEPOSIT TICKETS
Total	RITEWAY	\$78.41	
Paid Chk# 069252	12/2/2016	TRACY AUTO VALUE	
E 101-431-221	MAINTENANCE & REPAIR-EQUIP	\$6.52	1987 L-8000 REPAIR
E 101-431-221	MAINTENANCE & REPAIR-EQUIP	(\$6.52)	1987 L-8000 REPAIR
E 101-424-221	MAINTENANCE & REPAIR-EQUIP	(\$3.99)	FIRE DEPT SKID UNIT BULBS
E 101-424-221	MAINTENANCE & REPAIR-EQUIP	\$3.99	FIRE DEPT SKID UNIT BULBS
E 101-424-221	MAINTENANCE & REPAIR-EQUIP	\$3.99	1120 GRASS RIG LIGHT
E 101-424-221	MAINTENANCE & REPAIR-EQUIP	\$3.99	1120 GRASS RIG LIGHT
E 101-424-221	MAINTENANCE & REPAIR-EQUIP	(\$3.99)	UTILITY TRUCK REPAIR
E 608-498-221	MAINTENANCE & REPAIR-EQUIP	(\$42.40)	UTILITY TRUCK REPAIR
E 608-498-221	MAINTENANCE & REPAIR-EQUIP	\$42.40	UTILITY TRUCK REPAIR
E 602-492-221	MAINTENANCE & REPAIR-EQUIP	\$42.41	UTILITY TRUCK REPAIR
E 602-492-221	MAINTENANCE & REPAIR-EQUIP	(\$42.41)	UTILITY TRUCK REPAIR
E 602-492-221	MAINTENANCE & REPAIR-EQUIP	(\$15.98)	UTILITY TRUCK OIL FILTERS
E 608-498-221	MAINTENANCE & REPAIR-EQUIP	(\$15.97)	UTILITY TRUCK OIL FILTERS
E 608-498-221	MAINTENANCE & REPAIR-EQUIP	\$15.97	UTILITY TRUCK OIL FILTERS
E 602-492-221	MAINTENANCE & REPAIR-EQUIP	\$15.98	UTILITY TRUCK OIL FILTERS
E 101-431-223	MAINTENANCE & REPAIR-OTHER	(\$9.98)	CHRISTMAS LIGHTS

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Check Amt	Invoice	Comment
\$9.98	B11868	CHRISTMAS LIGHTS
(\$9.98)	B11869	CHRISTMAS LIGHTS
\$9.98	B11869	CHRISTMAS LIGHTS
(\$8.44)	B11942	CONCRETE FOR SHARED LINE
\$8.44	B11942	CONCRETE FOR SHARED LINE
(\$3.99)	B11943	CONCRETE FORMS
\$3.99	B11943	CONCRETE FORMS
(\$142.52)	B11946	CONCRETE FOR SHARED LINE
\$142.52	B11946	CONCRETE FOR SHARED LINE
\$0.00		
Total TRACY AUTO VALUE		
Paid Chk# 069253 12/2/2016 TRACY FOOD PRIDE		
\$54.48		MULTIPURPOSE CENTER FOOD FOR RESALE
\$54.48		
Total TRACY FOOD PRIDE		
Paid Chk# 069254 12/2/2016 AFLAC		
\$41.71		EMPLOYEE CHECK WITHHOLDING
\$70.93		EMPLOYEE CHECK WITHHOLDING
\$112.64		
Total AFLAC		
Paid Chk# 069255 12/2/2016 AFSCME		
\$286.22		EMPLOYEE UNION DUES
\$286.22		
Total AFSCME		
Paid Chk# 069256 12/2/2016 BLUE CROSS BLUE SHIELD OF MN		
\$82.00		EMPLOYEE CHECK WITHHOLDING
\$82.00		
Total BLUE CROSS BLUE SHIELD OF MN		
Paid Chk# 069257 12/2/2016 LELS		
\$58.95		POLICE UNION DUES
\$58.95		
Total LELS		
Paid Chk# 069258 12/2/2016 NCPERS		
\$88.00		EMPLOYEE CHECK WITHHOLDING
\$88.00		
Total NCPERS		
Paid Chk# 069259 12/2/2016 USABEL LIFE		



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Check Amt	Invoice	Comment
\$1.30		SCHULTZ, ALLEN JEFFERY
\$7.20		LICHTY, APRIL LEIGH
\$8.35		HINZ, LUANN JOAN
\$7.53		LAU, SANDRA R.
\$2.49		FASTENAU, ROCHELLE, M
\$3.15		BURCH, KIMBERLY JO
Total	USABEL LIFE	\$30.02
Paid Chk# 069260 12/2/2016 DL AND MV-MN DEPT PUB SAFETY		
E 605-495-301	LICENSES & TAXES	\$117.00
Total	DL AND MV-MN DEPT PUB SAFETY	\$117.00
Paid Chk# 069261 12/2/2016 DL AND MV-MN DEPT PUB SAFETY		
E 605-495-301	LICENSES & TAXES	\$5,653.00
Total	DL AND MV-MN DEPT PUB SAFETY	\$5,653.00
Paid Chk# 069262 12/5/2016 TRACY AUTO VALUE		
E 101-431-221	MAINTENANCE & REPAIR-EQUIP	(\$6.52) 35070299
E 101-431-221	MAINTENANCE & REPAIR-EQUIP	\$6.52 35070299
E 101-424-221	MAINTENANCE & REPAIR-EQUIP	(\$3.99) 35070422
E 101-424-221	MAINTENANCE & REPAIR-EQUIP	\$3.99 35070422
E 101-424-221	MAINTENANCE & REPAIR-EQUIP	(\$3.99) 35070428
E 101-424-221	MAINTENANCE & REPAIR-EQUIP	\$3.99 35070428
E 602-492-221	MAINTENANCE & REPAIR-EQUIP	\$42.21 35070490
E 608-498-221	MAINTENANCE & REPAIR-EQUIP	(\$42.20) 35070490
E 602-492-221	MAINTENANCE & REPAIR-EQUIP	(\$42.21) 35070490
E 608-498-221	MAINTENANCE & REPAIR-EQUIP	\$42.20 35070490
E 608-498-221	MAINTENANCE & REPAIR-EQUIP	(\$15.98) 35070504
E 608-498-221	MAINTENANCE & REPAIR-EQUIP	\$15.98 35070504
E 602-492-221	MAINTENANCE & REPAIR-EQUIP	(\$15.97) 35070504
E 602-492-221	MAINTENANCE & REPAIR-EQUIP	\$15.97 35070504
Total	TRACY AUTO VALUE	\$0.00
Paid Chk# 069263 12/5/2016 TRACY ACE HOME CENTER		
E 101-431-223	MAINTENANCE & REPAIR-OTHER	\$9.98 B11868
E 101-431-223	MAINTENANCE & REPAIR-OTHER	\$9.98 B11869
E 603-493-223	MAINTENANCE & REPAIR-OTHER	\$8.44 B11942



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Check Amt	Invoice	Comment
\$3.99	B11943	CONCRETE FORMS
\$142.52	B11946	CONCRETE-SHARED CURBSTOP LINE
\$174.91		Total TRACY ACE HOME CENTER
TRACY AUTO VALUE		
\$6.52	35070299	1987 L-8000 AIRLINE REPAIR
\$3.99	35070422	FIRE DEPT SKID UNIT BULBS
\$3.99	35070428	1120 DODGE GRASS RIG REPAIR
\$42.40	35070490	2008 H2500 TRUCK REPAIR
\$42.41	35070490	2008 H2500 TRUCK REPAIR
\$15.98	35070504	2008 H2500 TRUCK REPAIR
\$15.97	35070504	2008 H2500 TRUCK REPAIR
\$131.26		Total TRACY AUTO VALUE
DL AND MV-MN DEPT PUB SAFETY		
\$2,208.50		Motor Vehicle #107
\$2,208.50		Total DL AND MV-MN DEPT PUB SAFETY
DL AND MV-MN DEPT PUB SAFETY		
\$41.25		Drivers License #107
\$41.25		Total DL AND MV-MN DEPT PUB SAFETY
EDWARDS, DOUG		
\$150.00		EASTVIEW MOWING/SNOW CONTRACT NOV 16
\$375.00		ORCHARD LANE MOWING/SNOW CONTRACT NOV 16
\$125.00		5TH ST MOWING/SNOW CONTRACT NOV 16
\$650.00		Total EDWARDS, DOUG
EDWARDS, JOHN		
\$150.00		EASTVIEW MOWING/SNOW CONTRACT NOV 16
\$125.00		5TH ST MOWING/SNOW CONTRACT NOV 16
\$375.00		ORCHARD LANE MOWING/SNOW CONTRACT NOV 16
\$650.00		Total EDWARDS, JOHN
DL AND MV-MN DEPT PUB SAFETY		
\$1,300.00		Total DL AND MV-MN DEPT PUB SAFETY

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	Check Amt	Invoice	Comment
E 605-495-301 LICENSES & TAXES	\$2,499.75		Motor Vehicle #108
Total DL AND MV-MN DEPT PUB SAFETY	\$2,499.75		
Paid Chk# 069270 12/7/2016 DL AND MV-MN DEPT PUB SAFETY			
E 605-495-301 LICENSES & TAXES	\$3,918.02		Motor Vehicle #109
Total DL AND MV-MN DEPT PUB SAFETY	\$3,918.02		
Paid Chk# 069271 12/7/2016 DL AND MV-MN DEPT PUB SAFETY			
E 605-495-301 LICENSES & TAXES	\$70.50		Drivers License #109
Total DL AND MV-MN DEPT PUB SAFETY	\$70.50		
Paid Chk# 069272 12/8/2016 CITY OF TRACY-MAIN			
E 601-491-301 LICENSES & TAXES	\$125.00		LQ STORE CIGARETTE LICENSE
Total CITY OF TRACY-MAIN	\$125.00		
Paid Chk# 069273 12/8/2016 ARCTIC GLACIER			
E 601-491-904 MIX PURCHASES	\$66.22	1949634009	LQ STORE ICE
E 601-491-901 FREIGHT ON LIQUOR & BEER	\$1.00	1949634009	LQ STORE FREIGHT
Total ARCTIC GLACIER	\$67.22		
Paid Chk# 069274 12/8/2016 ASPAAS,KAY			
G 602-22600 DEPOSITS	\$26.69		WATER DEPOSIT REFUND
Total ASPAAS,KAY	\$26.69		
Paid Chk# 069275 12/8/2016 BAKER & TAYLOR BOOKS			
E 101-441-435 BOOKS	\$30.47	2032467979	LIBRARY BOOKS
E 101-441-435 BOOKS	\$185.13	2032469577	LIBRARY BOOKS
Total BAKER & TAYLOR BOOKS	\$215.60		
Paid Chk# 069276 12/8/2016 BEVERAGE WHOLESALERS, INC.			
E 601-491-903 BEER PURCHASES	\$3,116.55	630041	LQ STORE BEER
Total BEVERAGE WHOLESALERS, INC.	\$3,116.55		
Paid Chk# 069277 12/8/2016 BREAKTHRU BEVERAGE MN WINE			
E 601-491-901 FREIGHT ON LIQUOR & BEER	\$24.36	1080562365	LQ STORE FREIGHT
E 601-491-902 LIQUOR PURCHASES	\$1,206.21	1080562365	LQ STORE LIQUOR
Total BREAKTHRU BEVERAGE MN WINE	\$1,230.57		



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Check Amt	Invoice	Comment
Paid Chk# 069278	12/8/2016	BUFFALO RIDGE CONCRETE, INC.
E 603-493-221		MAINTENANCE & REPAIR-EQUIP \$238.25
Total		BUFFALO RIDGE CONCRETE, INC. \$238.25
Paid Chk# 069279	12/8/2016	CULLIGAN WATER CONDITIONING
E 602-492-271		UTILITIES \$46.00
E 201-471-271		UTILITIES \$8.01
E 101-418-271		UTILITIES \$6.00
E 101-418-271		UTILITIES \$22.00
Total		CULLIGAN WATER CONDITIONING \$82.01
Paid Chk# 069280	12/8/2016	DOLL DISTRIBUTING, LLC
E 601-491-903		BEER PURCHASES \$1,796.35 124989
E 601-491-903		BEER PURCHASES (\$312.00) 124990
E 601-491-903		BEER PURCHASES (\$85.20) 124991
Total		DOLL DISTRIBUTING, LLC \$1,399.15
Paid Chk# 069281	12/8/2016	ENVIRO MASTER, INC.
E 601-491-321		OTHER CONTRACTUAL SERVICE \$19.24 534404
Total		ENVIRO MASTER, INC. \$19.24
Paid Chk# 069282	12/8/2016	FASTENAL COMPANY
E 101-431-223		MAINTENANCE & REPAIR-OTHER \$38.84 MNMAR82911 STREET DEPT-WORK LIGHT
Total		FASTENAL COMPANY \$38.84
Paid Chk# 069283	12/8/2016	GALL S INC.
E 101-421-125		UNIFORM ALLOWANCE \$159.96 006492116 N GEHRKE UNIFORM ALLOWANCE
Total		GALL S INC. \$159.96
Paid Chk# 069284	12/8/2016	GOPHER STATE ONE CALL
E 608-498-321		OTHER CONTRACTUAL SERVICE \$15.52 6110758 GOPHER ONE CALLS
E 602-492-321		OTHER CONTRACTUAL SERVICE \$15.53 6110758 GOPHER ONE CALLS
Total		GOPHER STATE ONE CALL \$31.05
Paid Chk# 069285	12/8/2016	HAWKINS WATER TREATMENT
E 602-492-224		MAINTENANCE-CHEMICALS \$50.00 3986674 RI WATER PLANT CHLORINE

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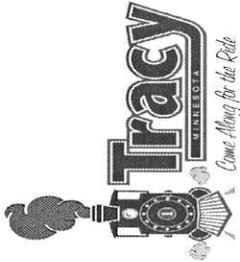


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Check Amt	Invoice	Comment
Total HAWKINS WATER TREATMENT		
\$50.00		
Paid Chk# 069286 12/8/2016 JOHNSON BROTHERS LIQUOR CO.		
\$1,727.99	5600093	LQ STORE LIQUOR
\$34.98	5600093	LQ STORE FREIGHT
Total		JOHNSON BROTHERS LIQUOR CO. \$1,762.97
Paid Chk# 069287 12/8/2016 LYON COUNTY AUDITOR		
\$1,682.24		LICENSES & TAXES
Total		LYON COUNTY AUDITOR \$1,682.24
Paid Chk# 069288 12/8/2016 MARCO DALLAS		
\$79.73	19762908	OFFICE SUPPLIES
Total		MARCO DALLAS \$79.73
Paid Chk# 069289 12/8/2016 MARSHALL AREA CHAMBER		
\$4,000.00	17046	OTHER CONTRACTUAL SERVICE
Total		MARSHALL AREA CHAMBER \$4,000.00
Paid Chk# 069290 12/8/2016 MIDWEST SUPPLY CO.		
\$59.48	235626	MAINTENANCE & REPAIR-BUILD
\$53.98	235663	MAINTENANCE & REPAIR-BUILD
\$14.98	235682	MAINTENANCE & REPAIR-BUILD
\$14.98	235682	MAINTENANCE & REPAIR-BUILD
\$14.98	235682	MAINTENANCE & REPAIR-BUILD
\$14.98	235682	MAINTENANCE & REPAIR-BUILD
\$74.07	235682	MAINTENANCE & REPAIR-BUILD
\$57.21	235684	MAINTENANCE & REPAIR-BUILD
\$3.49	235779	MAINTENANCE & REPAIR-OTHER
\$11.50	235786	MAINTENANCE & REPAIR-EQUIP
\$14.98	235826	MAINTENANCE & REPAIR-BUILD
Total		MIDWEST SUPPLY CO. \$334.63
Paid Chk# 069291 12/8/2016 MINNESOTA ENERGY		
\$196.93		UTILITIES
\$268.48		UTILITIES
\$636.18		UTILITIES
		LIBRARY UTILITIES
		MPC UTILITIES
		VMC UTILITIES
		STREET DEPT COPIER LEASE
		EDA SERVICE CONTRACT
		LQ STORE PAINT
		LQ STORE LIGHT BULBS
		MPC ICE MELT
		LQ STORE ICE MELT
		LIBRARY ICE MELT
		VMC ICE MELT
		VMC CLEANING SUPPLIES
		VMC PAINT/PADS
		SHOP CLEANER
		SHOP GLASS CLEANER
		VMC SUPPLIES

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	Check Amt	Invoice	Comment
E 601-491-271 UTILITIES	\$249.56		LQ STORE UTILITIES
E 101-424-271 UTILITIES	\$160.87		FIRE DEPT UTILITIES
E 101-424-271 UTILITIES	\$76.70		FIRE DEPT UTILITIES
E 602-492-271 UTILITIES	\$295.64		1056 HWY 14 UTILITIES
E 607-451-271 UTILITIES	\$54.48		321 ELM STREET UTILITIES
E 101-431-271 UTILITIES	\$67.98		HWY 14 UTILITIES
E 101-418-271 UTILITIES	\$729.86		VMC UTILITIES
Total MINNESOTA ENERGY	\$2,736.68		
Paid Chk# 069292 12/8/2016 PAUSTIS WINE COMPANY			
E 601-491-902 LIQUOR PURCHASES	\$965.01	8571852-IN	LQ STORE LIQUOR
E 601-491-901 FREIGHT ON LIQUOR & BEER	\$12.50	8571852-IN	LQ STORE FREIGHT
Total PAUSTIS WINE COMPANY	\$977.51		
Paid Chk# 069293 12/8/2016 PC & B PROPERTIES			
E 405-417-321 OTHER CONTRACTUAL SERVICE	\$400.00		MONTHLY MAINTENANCE CONTRACT AGREEMENT
E 411-417-321 OTHER CONTRACTUAL SERVICE	\$400.00		MONTHLY MAINTENANCE CONTRACT AGREEMENT
E 407-417-321 OTHER CONTRACTUAL SERVICE	\$400.00		MONTHLY MAINTENANCE CONTRACT AGREEMENT
Total PC & B PROPERTIES	\$1,200.00		
Paid Chk# 069294 12/8/2016 PHILLIPS WINE & SPIRITS			
E 601-491-901 FREIGHT ON LIQUOR & BEER	\$34.98	2082999	LQ STORE LIQUOR
E 601-491-902 LIQUOR PURCHASES	\$2,107.10	2082999	LQ STORE LIQUOR
Total PHILLIPS WINE & SPIRITS	\$2,142.08		
Paid Chk# 069295 12/8/2016 QUARNSTROM & DOERING, P.A			
E 413-485-321 OTHER CONTRACTUAL SERVICE	\$862.50	64361	PHASE 2 WASTEWATER PROJECT LEGAL FEES
E 412-482-321 OTHER CONTRACTUAL SERVICE	\$3,315.60	64361	4TH & MORGAN LEGAL FEES
E 101-416-321 OTHER CONTRACTUAL SERVICE	\$1,050.00	64361	LEGAL FEES
E 806-417-321 OTHER CONTRACTUAL SERVICE	\$912.00	64362	EDA LEGAL FEES
Total QUARNSTROM & DOERING, P.A	\$6,140.10		
Paid Chk# 069296 12/8/2016 SIOUX VALLEY ENVIRONMENTAL			
E 602-492-221 MAINTENANCE & REPAIR-EQUIP	\$6,673.20	9877	FILTER # 2 SAND REPAIR
Total SIOUX VALLEY ENVIRONMENTAL	\$6,673.20		
Paid Chk# 069297 12/8/2016 SOUTHWEST SANITATION, INC.			



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Total SOUTHWEST SANITATION, INC.		
\$6.00		VMC RECYCLING CONTAINER
\$9.36		MPC CONTAINER
\$14.04		STREET DEPT CONTAINER
\$9.36		COMPOST CONTAINER
\$9.36		FIRE DEPT CONTAINER
\$9.36		LIBRARY CONTAINER
\$6.00		LIBRARY RECYCLING CONTAINER
\$14.04		LQ STORE CONTAINER
\$77.52		
Paid Chk# 069298 12/8/2016 STREICHER S		
\$15.98	11237317	D DEMUTH UNIFORM ALLOWANCE
\$23.97	11237318	J LICHTY UNIFORM ALLOWANCE
\$39.95		Total STREICHER S
Paid Chk# 069299 12/8/2016 SW HEALTH AND HUMAN SERVICES		
\$56.00		E 607-451-301 LICENSES & TAXES
\$56.00		Total SW HEALTH AND HUMAN SERVICES
Paid Chk# 069300 12/8/2016 TRACY ACE HOME CENTER		
\$1.50	B11976	MPC- LIGHTER FOR STOVE
\$79.95	B12066	SHOP- SAW BLADES
\$81.45		Total TRACY ACE HOME CENTER
Paid Chk# 069301 12/8/2016 TRACY AUTO VALUE		
\$28.42	35070723	SNOW BLOWER PARTS
\$14.04	35070731	CEMETERY TRUCK REPAIR
\$20.35	35070749	DEERE SKID STEER REPAIR
\$19.35	35070749	SHOP SUPPLIES
\$82.16		Total TRACY AUTO VALUE
Paid Chk# 069302 12/8/2016 TRACY FOOD PRIDE		
\$8.78	5529/136	MPC FOOD FOR RESALE
\$25.30	5529/83	MPC FOOD FOR RESALE
\$34.08		Total TRACY FOOD PRIDE
Paid Chk# 069303 12/8/2016 TRACY PUBLISHING CO.		

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	Check Amt	Invoice	Comment
E 601-491-201	\$22.10	92429	LQ STORE SUPPLIES
E 601-491-201	\$2.65	92493	LQ STORE INK
E 101-413-251	\$106.40	97161	PROPERTY TAX AD
Total	\$131.15		
Paid Chk# 069304 12/8/2016 UTILITY CONSULTANTS, INC			
E 608-498-321	\$623.50	93609	WASTEWATER SAMPLES
Total	\$623.50		
Paid Chk# 069305 12/8/2016 VARIETY FOODS LLC			
E 601-491-901	\$3.00	1248725	LQ STORE FREIGHT
E 601-491-906	\$481.38	1248725	LQ STORE CIGARETTES
E 601-491-907	\$28.59	1248725	LQ STORE SUPPLIES
Total	\$512.97		
Paid Chk# 069306 12/8/2016 WOW BUSINESS SERVICES LLC			
E 101-413-231	\$100.00	INV-3072-4028	RECOVER CLOUD GRID BASED BACKUP
Total	\$100.00		
Paid Chk# 069307 12/8/2016 XCEL ENERGY			
E 101-418-271	\$269.73		VMC UTILITIES
E 806-417-271	\$18.57		150 3RD ST UTILITIES
E 601-491-271	\$607.50		LQ STORE UTILITIES
E 602-492-271	\$193.59		110 6TH ST UTILITIES
E 608-498-271	\$21.25		SEWAGE METERING STATN UTILITIES
E 101-432-271	\$197.76		299 SOUTH ST UTILITIES
E 201-471-271	\$476.27		MPC UTILITIES
E 101-431-271	\$14.80		VELTA PARK UTILITIES
E 101-424-271	\$442.34		FIRE DEPT UTILITIES
E 101-431-271	\$36.06		SWIFT LAKE UTILITIES
E 101-431-271	\$9.83		365 E CRAIG AVE UTILITIES
E 201-471-271	\$13.68		SR CENTER UPSTAIRS UTILITIES
E 101-431-271	\$11.75		3298 US HWY 14 UTILITIES
E 608-498-271	\$13.11		508 CIRCLE DRIVE UTILITIES
E 101-418-271	\$23.50		MTR BY CITY HALL UTILITIES
E 101-431-271	\$88.69		BAND SHELL UTILITIES
E 608-498-271	\$101.25		SEWER LIFT UTILITIES



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E 101-431-271 UTILITIES	\$56.85		306 E CRAIG AVE UTILITIES
E 101-462-271 UTILITIES	\$14.92	526296834	AIRPORT UTILITIES
Total XCEL ENERGY	\$2,611.45		
10100 MINNWEST CHECKING	\$100,727.38		

Fund Summary

10100 MINNWEST CHECKING	
101 GENERAL	\$13,474.94
201 MULTI PURPOSE CENTER OP	\$880.84
203 CEMETERY OPRPNG FUND	\$60.85
405 EASTVIEW APARTMENTS	\$2,852.35
407 5TH STREET APARTMENTS	\$650.00
410 AIRPORT IMPROVEMENT FUND	\$2,125.00
411 ORCHARD LANE & 2016A HOUSING	\$1,150.00
412 2014 CONSTRUCTION FUND (4TH&M)	\$3,315.60
413 WASTERWATER/POND CONST FUND	\$1,046.50
601 LIQUOR STORE OPRPNG	\$15,269.65
602 UTILITY-WATER	\$9,338.50
603 UTILITY SURCHARGE	\$1,664.21
604 REFUSE COLLECTION	\$9,814.35
605 LICENSING	\$35,528.29
607 AQ CENTER OPERATIONS	\$110.48
608 UTILITY-SEWER	\$833.01
806 ECONOMIC DEV RESERVE	\$2,612.81
	\$100,727.38

PLANNING COMMISSION

November 7, 2016



The regular meeting of the Tracy Planning Commission was called to order on Monday, November 7, 2016 at 6:00 p.m. in the hallway of the Municipal Building. The following Commission members were present: Tony Peterson, Rosemary Martin, Bill Chukuske, Rhonda Fredericks and Sarah Willhite. Also present were Shane Daniels, Acting Administrator and Diane Campbell, Administrator Assistant. Members absent: Chelsea Self and Pam Cooreman.

Peterson called the meeting to order.

Motion by Martin, seconded by Willhite to approve the minutes from October 3, 2016 as written. All voted in favor of the motion.

Motion by Chukuske, seconded by Martin to approve the agenda. All voted in favor of the motion.

Discussion regarding lot size regulations in the City of Tracy. The purpose of this is an attempt to keep the size of any new structures similar in size to the existing ones. It was stated the last conversation regarding this was that Frank Nielson was to put together some bullet points for the Commission to review but was never received. The consensus was that if a building was torn down or removed and a new structure would be built to replace it, it would have to be similar in size and meet the setbacks. These would mainly be 25 foot lots. It was discussed that once the setbacks are factored in on a 25 foot lot it would only leave enough room for a trailer. It was also discussed that a garage could be put on those lots as long as it is built by an adjoining landowner. Martin moved, seconded by Willhite that the Commission recommend to the Council that building on existing lots be allowed with the provision that it is a similar size structure as existing houses and that it would need to meet the setback requirements. Chukuske stated his understanding is that if someone came in and wanted to build a small house – the same size as the original structure with the appropriate setbacks – that that would be allowed and asked to clarify if that was the commissions understanding as well. All agreed with this clarification and that it could not be used for any other use unless zoned otherwise. All voted in favor of the motion.

Discussion regarding putting together a policy on assessments being waived on empty lots owned by the city in order to allow gardens to be planted to save on mowing costs. This policy would require the person placing the gardens to return the lot to its original state if the garden is removed. A draft ordinance that Mike Votca had drafted was presented to the Commission. Chukuske questioned how the City would go about getting those lots back if the requirements laid out are not met. Ultimately the owner would let the property go back to the County and the city would have no way of reinstating the assessments that were waived. Peterson indicated that the policy would not be selling the lots but just authorizing the use of them for the sole purpose

of planting a garden. It was questioned that if the stipulations specified to have the special assessments waived were not met, could the assessments be re-assessed. The Council had previously addressed this and had instructed the City Attorney to research this. Peterson indicated he did not feel that the City had any recourse regarding the assessments that have already been waived. Chukuske suggested having these stipulations in any future Ordinances to address these situations if the policy is adopted. This ordinance would allow gardens to be placed on undeveloped lots as currently this is not allowed. Martin indicated that there should be a specific process in place for these situations. The term “undeveloped” in the draft was discussed and thought it should read “vacant” as there would be the capability of water hookup etc so technically would not be undeveloped. Chuskuske stated that his understanding is that the person interested in planting the garden would have to get council approval, plant it, maintain it and return it to its original state, including re-seeding when the garden is removed or property is sold. The commission was in agreement of this. The intent is to present this to the City Council with a policy to put in place regarding this issue. It was indicated that an ordinance may be a better option as policies are hard to enforce. The Council minutes regarding the approval of planting gardens were obtain and reviewed. The motion in the minutes were to waive the assessments on 224th South Street with no conditions. Peterson indicated if the deed had been recorded the City is out of luck in regards to the assessments. Whether or not that has happened was unclear. The minutes also indicated that if it went well on the 224th S Street lot that they could come back in a year and if the other two lots had not been sold the City would consider giving them those lots for the same purpose. It was decided that the Commission would put some thought into it and continue the discussion at the next meeting with the possibility of putting a policy together to present to the Council. The Commission felt a policy would be easier to withdraw if things are not going well than an ordinance would be. The policy would contain all the stipulations they feel would be the most beneficial.

Motion made by Chukuske and seconded by Martin to adjourn the meetings. All voted in favor.

City Administrator