

AGENDA

1. **CALL TO ORDER** OF REGULAR MEETING OF THE TRACY CITY COUNCIL AT 6:30 P.M., MONDAY, MARCH 9, 2020
2. **PLEDGE OF ALLEGIANCE**
3. **INVOCATION**
4. **OATH OF OFFICE-ERIK HANSEN**
5. **APPROVAL OF THE MINUTES** FROM FEBRUARY 24, 2020
6. **APPROVAL OF THE AGENDA**
7. **IDENTIFY ANY CONFLICTS OF INTEREST**
8. **PUBLIC COMMENT**
9. **PUBLIC HEARING**
10. **REPORT**
11. **PETITIONS, REQUEST, COMMUNICATION**
 - A. ACCEPT RESIGNATION FROM MAYOR DIMMERS
 1. APPOINT COUNCIL REP TO PLANNING COMMISSION
 2. APPOINT COUNCIL REP TO EDA BOARD
 - B. APPROVAL OF SETUP LICENSE – TRACY LANES
 - C. APPROVAL OF PRIVATE BOTTLE LICENSE-EAGLES CLUB
 - D. SET PUBLIC HEARING FOR JEREMY WHIPPLE VARIANCE
 - E. APPOINT BOARD MEMBERS FOR VARIOUS COMMITTEES
 1. PLANNING COMMISSION – 1 OPENING - APPLICATION RECEIVED FROM: ROSEMARY MARTIN
 3. POLICE COMMISSION-1 OPENING – APPLICATION RECEIVED FROM : ROSEMARY MARTIN, PEGGI PETERSON AND PAUL SKOGLUND
 4. HRA BOARD – 1 OPENING – APPLICATION RECEIVED FROM: JOSEPH BEIERMAN
 5. LIBRARY – 3 OPENINGS – APPLICATIONS RECEIVED FROM: BARBARA KNUDSON, MARLENE HOFFMAN, JOAN ZIEMKE AND PEGGY PETERSON
 6. CHARTER COMMISSION – ONE OPENINGS – APPLICATIONS RECEIVED: ROSEMARY MARTIN AND PEGGI PETERSON
 7. AIRPORT BOARD – THREE OPENING-APPLICATIONS RECEIVED: NEIL DANIELS AND TOM STREIFEL
-APPOINT COUNCIL REPRESENTATIVE
 - F. REQUEST FROM LAKEVIEW SCHOOL DISTRICT FOR DONATION OF AQ CTR PASSES
12. **LEGAL ISSUES**
 - A. CITY ADMINISTRATOR EMPLOYMENT AGREEMENT
13. **RESOLUTIONS**
 - A. RESOLUTION 2020-11-DECLARING MARCH 2020 COLLECTORAL MONTH
 - B. RESOLUTION 2020-12-COMMERCIAL & INDUSTRIAL TAX ABATEMENT POLICY & PROCEDURES
 - C. RESOLUTION 2020-13-AMENDED & RESTATED BUSINESS SUBSIDY POLICY & CRITERIA
 - D. RESOLUTION 2020-14-ACCEPT RESIGNATION FROM MAYOR DIMMERS

14. CONSENT CALENDAR

A. MUNICIPAL ACCOUNTS PAYABLE

1. WITHOUT BREAKTHRU BEVERAGE AND SANFORD HEALTH
2. BREAKTHRU BEVERAGE
3. SANFORD HEALTH

B. PLANNING COMMISSION MINUTES FROM JANUARY 6, 2020

C. LIBRARY MINUTES FROM FEBRUARY 6, 2020

15. UNFINISHED BUSINESS

- A. WAYS OF TRANSITIONING WATER BILLS TO ONE MONTH BEHIND VERSUS TWO

16. NEW BUSINESS

17. MAYOR AND COUNCIL COMMUNICATIONS

18. CLOSED MEETING

19. ADJOURN

FEBRUARY 24, 2020

The regular meeting of the Tracy City Council was called to order at 6:30 p.m., Monday, February 24, 2020 in the Council Chambers of the Municipal Building. The following Council members were present: Pro Tem Mayor Kou Thao, Tony Peterson, Jeri Schons and Dave Tiegs. Also present were Shane Daniels-Public Works Director/Interim Administrator and Diane Campbell-Deputy Clerk/Administrator Assistant. Member absent: Mayor Anthony Dimmers

Pledge of Allegiance was given to the flag.

Mayor Dimmers asked for the approval of the February 10, 2020 and February 13, 2020 minutes. Motion was made by J. Schons, seconded by Peterson to approve the minutes as written. All voted in favor.

Mayor Dimmers asked for the approval of the agenda. Motion was made by Peterson, seconded by Tiegs to approve the agenda as written. All voted in favor.

Mayor Dimmers asked if the Council members had any conflicts of interest that they would like to identify. None were indicated.

Jeff Carpenter, EDA Director addressed the Council with his department head report. He gave an update on the projects at Broad Acres and around town as well as the meetings he has attended. He indicated that the career fair was a big success. SW Initiative Foundation has asked for a donation which they have done in the past. Motion was made by Peterson, seconded by Tiegs to donate \$1,000 to SW Initiative Foundation. All voted in favor.

Jason Lichty, Chief of Police addressed the Council with his department Head report. He indicated that he has several pagers and radios that need to be replaced. The bids that he has received were explained and discussed. These items were a planned expense.

A utility rate update was given. Abdo, Eick & Meyers has sent their suggested changes for the 2020 fee schedule. This is a water rate base charge as well as a usage tiers change. This will go into effect right away but residents won't see it for two months as we bill two months behind. Motion was made by Peterson, seconded by Tiegs to approve Resolution 2020-9. J. Schons voiced concerns with the increase being such a big jump and would like it to be extended a year or two so the increase could be more gradual. The increase and impact to the residents were discussed amongst the Council. Voting in favor of the motion: Pro Tem Mayor Thao, Tiegs and Peterson. Voting against: J. Schons. Motion passed.

The 2020 Aquatic Center wage scale was presented. Motion was made by Tiegs, seconded by Peterson to approve the 2020 Aquatic Center wage scale. All voted in favor.

Approval of Shannon Benson as the 2020 Aquatic Center manager was requested. Motion was made by Tiegs, seconded by Peterson to approve Shannon Benson as the 2020 Aquatic Center manager. All voted in favor.

Motion was made by Peterson, seconded by Tiegs to hold a closed meeting at the end of the regular meeting to negotiate the Administrator Contract. All voted in favor.

Resolution 2020-10-Approving a Gambling Permit for St. Mary's for July 9, 2020 was presented. Motion was made by J. Schons, seconded by Tiegs to approve Resolution 2020-10. All voted in favor.

The Consent Calendar consisted of Municipal Accounts Payable and Municipal Accounts Receivable. Motion was made by Tiegs, seconded by Peterson to approve the Municipal Accounts Payable without Breakthru Beverage and Sanford Health and the Municipal Accounts Receivable. All voted in favor. Motion was made by Peterson, seconded by J. Schons to approve the Breakthru Beverage Accounts Payable. Voting in favor: Mayor Pro Tem Thao, Peterson and J. Schons. Abstaining: Tiegs. Motion was made by Peterson, seconded by Tiegs to approve the Sanford Health Accounts Payable. Voting in favor: Mayor Pro Tem Thao, Peterson and Tiegs. Abstaining: J. Schons.

Motion was made by Peterson, seconded by Tiegs to close the regular meeting and to go into a closed session. All voted in favor.

ATTEST:

City Administrator

Mayor

Tracy MN City Council,

It is with heavy heart I must inform you of my decision to resign the office of Mayor for the City of Tracy Minnesota, as well as all other boards and committees, effective March 16, 2020. I arrive at this decision after much thought and emotional struggle. I will be leaving the area and will no longer be able to carry out the duties and responsibilities of the office.

V/r

Anthony Dimmers

Mayor

City of Tracy MN

pd
3-4-20

DATE: 2-3-2020

NAME: Jeremy Whipple

ADDRESS: Pipestone Minnesota

10 & 20 Pine ST.

Tracy mn.

Amount & Date Paid \$ 35.00 2-3-20

Fees:	
Variance	\$35.00
Special Use	\$60.00
Non-Conforming	\$60.00

INFORMATION REQUIRED FOR THE GRANTING OF A VARIANCE, SPECIAL USE OR NON-CONFORMING PERMIT.

1. List any special circumstances or conditions affecting the land, building or use referred to in the application.

SE corner of Tracy (Broad Acres) is a small block in comparison to most blocks. Most lots are 150' feet deep but these lots are 115' ft. deep.

2. Explain how the granting of this permit is necessary for the preservation and enjoyment of your substantial property rights.

the structure (Twin home) put on this spot will bring a large tax base to Tracy for years to come.

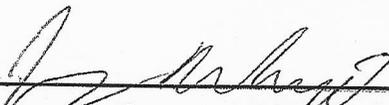
3. Explain how the granting of this permit will not materially affect adversely the health or safety of persons residing or working in the neighborhood of your property and that it will not be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.

This is the same variance that was requested on 30 & 40 Pine Street (this is where a \$600,000 structure already exists).
The structure will be closer to the back side of the lot as opposed to on a normal sized lot. The front (Pine Street) ^{side} will still be within code. There is also a row of trees that will still separate the back side of this lot (SE) & the (NE) open lot.

NOTE: A sketch of your proposed construction is required before your permit will be considered.

**VARIANCE, EASEMENT, ANNEXATION,
ZONING, SPECIAL USE REQUESTS AGREEMENT**

Upon approval of the request the property owner agrees to pay all costs associated with the preparation and processing of the application, including but not limited to the Public Hearing advertising, surrounding property owner notification, drafting and recording of the required documents.



Property Owner Signature

Property Owner Signature

ATTEST:



City Administrator

Untitled Map

Write a description for your map.

Legend

Feature 1



Google Earth

2018 Europa Technologies

2018 Google

City Application Form

Date 2/28/2020

General Information

Name Daniels Neil A.
Last First M.I.

Address

City, State, ZIP

Phone Numbers

Email Address

Committees

If you wish to be considered for more than one committee or function, please order in number of preference.

- | | |
|--|---|
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Police Commission |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Economic Development Authority |
| <input checked="" type="checkbox"/> Airport | <input type="checkbox"/> Housing & Redevelopment Auth. |
| <input type="checkbox"/> Charter Commission | <input type="checkbox"/> City Council |
| <input type="checkbox"/> Liquor Store | |

Special Interests

As the Council prioritizes its goals, it may create additional/new committees or task forces from time to time. If you have other specific areas or topics of interest please indicate those interests and we will retain your application for future openings in those areas as new committees are created.

Other Interests _____

Personal Information

List your work experience.

past representative Minnesota Small Business, Business owner/CEO,
pilot, construction, EMT, Police officer, sales,
Airport commission, Deputy Sheriff, safety coordinator

List any Civic, Professional, and Community Activity involvement.

past representative Minnesota Small Business, Tracy Police officer,
Tracy Ambulance Service - EMT, Airport Commission

Why do you want to be on the City Council, a board or commission?

I am very interested in the Future of Tracy and it's Airport.
As a pilot and through my work experiences and past work
with the Airport Commission, I feel I have a lot to offer in
moving forward with the plans set in place for Tracy's Airport.

What skills, strengths, or abilities do you believe you will add?

With my background as a pilot and owner of a plane, along
with my business experience and safety experience, I feel
I have a lot of knowledge and experience in this area. Along
with being a part of the airport commission for several years.

List any additional comments.

References: OPTIONAL

- | | | |
|-------------------|---|--------------|
| 1. Mark Parenteau | CEO, Premium Plant Services, 1336 E. 31st St., Hibbing MN 55746 | 218-263-4444 |
| Name | Address | Phone No. |
| 2. Bruce Lerohl | Circle Drive, Tracy MN | 507-626-0602 |
| Name | Address | Phone No. |
| 3. K.P.'s Ambuel | City Administrator, St. Joseph MN | 320-360-0924 |
| Name | Address | Phone No. |

Please return this form to:

Attn: Shane Daniels
City of Tracy
336 Morgan Street
Tracy, MN 56175

Phone: (507) 629-5528
Fax: (507) 629-5530
sdaniels@tracymn.org

City Application Form

Date 2/28/20

General Information

Name STREIFEL TOM B

Address
City, State, ZIP
Phone Numbers

Email Address

Committees

If you wish to be considered for more than one committee or function, please order in number of preference.

- | | |
|--|---|
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Police Commission |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Economic Development Authority |
| <input checked="" type="checkbox"/> Airport | <input type="checkbox"/> Housing & Redevelopment Auth. |
| <input type="checkbox"/> Charter Commission | <input type="checkbox"/> City Council |
| <input type="checkbox"/> Liquor Store | |

Special Interests

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Other Interests _____

Personal Information

List your work experience.

<u>Highwater ethanol, LAMBERTON, MN</u>	<u>2009- Present</u>
<u>Blue Flint ethanol, FALLKIRK ND</u>	<u>2005- 2009</u>
<u>AGRI MARK INC, WEST FARGO ND</u>	<u>1987- 2006</u>
<u>MELVIN Lynch, FARGO ND</u>	<u>1981- 1985</u>
_____	_____
_____	_____
_____	_____

List any Civic, Professional, and Community Activity involvement.

Have helped with the AIRPORT Fly in Breakfast PAST 8 YEARS.
- BEEN on Church Boards, Golf Boards, volunteer
for EDA events.

Why do you want to be on the City Council, a board or commission?

Leads my Professional Business Experience to
help A community Enterprise. Interested in seeing
the AIRPORT reach A VIABLE entity in TRACY.

What skills, strengths, or abilities do you believe you will add?

40 years of Business, ANALYST, ADVISOR, consider
MYSELF to have ABOVE AVERAGE knowledge of
Economics.

List any additional comments.

References: OPTIONAL

- | | | |
|--------------------|-----------|--------------|
| 1. Bruce Leisak | TRACY | 507-626-0602 |
| Name | Address | Phone No. |
| 2. Brian Kletscher | LAMBERTON | 507-828-1429 |
| Name | Address | Phone No. |
| 3. | | |
| Name | Address | Phone No. |

Please return this form to:

Attn: Shane Daniels
City of Tracy
336 Morgan Street
Tracy, MN 56175

Phone: (507) 629-5528
Fax: (507) 629-5530
sdaniels@tracymn.org

City Application Form

Date 2-18-2020

General Information

Name PETERSON PEGGI J
Last First M.I.
Address _____
City, State, ZIP _____
Phone Numbers _____
Email Address _____

Committees

If you wish to be considered for more than one committee or function, please order in number of preference.

<u> </u> Planning Commission	<u> 1 </u> Police Commission
<u> 2 </u> Library Board	<u> </u> Hospital Board
<u> </u> Multi-Purpose Center	<u> </u> Economic Development Authority
<u> </u> Cemetery Commission	<u> </u> Housing & Redevelopment Auth.
<u> 3 </u> Charter Commission	<u> </u> City Council
<u> </u> Aquatic Center Committee	

Special Interests

As the Council prioritizes its goals, it may create additional/new committees or task forces from time to time. If you have other specific areas or topics of interest please indicate those interests and we will retain your application for future openings in those areas as new committees are created.

Other Interests _____

Personal Information

List your work experience.

Direct Support Professional for Mentally Challenged
Individuals for 14 years

List any Civic, Professional, and Community Activity involvement.

Headed fundraising Committee for Tornado Memorial C,
was on library board for purchase and remodel of new
building

Why do you want to be on the City Council, a board or commission?

I want to continue to be involved - term of 9 years
was up on library board so I had to leave. I know
their full but would like to be on waiting list

What skills, strengths, or abilities do you believe you will add?

diversity

List any additional comments.

References: OPTIONAL

1. Valerie Quist		
Name	Address	Phone No.
2. Geri Schons		
Name	Address	Phone No.
3. Kurt Anderson		
Name	Address	Phone No.

Please return this form to:

Attn: Shane Daniels
City of Tracy
336 Morgan Street
Tracy, MN 56175

Phone: (507) 629-5528
Fax: (507) 629-5530
sdaniels@tracymn.org

City Application Form

Date 22 Jan 2010

General Information

Name Martin Rosemary K
Last First M.I.

Address
City, State, ZIP
Phone Numbers
Email Address

Committees

If you wish to be considered for more than one committee or function, please order in number of preference.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Planning Commission | <input checked="" type="checkbox"/> Police Commission |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Economic Development Authority |
| <input type="checkbox"/> Airport | <input type="checkbox"/> Housing & Redevelopment Auth. |
| <input checked="" type="checkbox"/> Charter Commission | <input type="checkbox"/> City Council |
| <input type="checkbox"/> Liquor Store <i>already serve</i> | |

Special Interests

As the Council prioritizes its goals, it may create additional/new committees or task forces from time to time. If you have other specific areas or topics of interest please indicate those interests and we will retain your application for future openings in those areas as new committees are created.

Other Interests _____

Personal Information

List your work experience.

<u>Nursing Assistant</u>	<u>LPN</u>
<u>Deputy Auditor (Murray Co.)</u>	<u>RD</u>
<u>Common laborer</u>	<u>Property owner: mgr</u>
<u>Heavy equipment Operator</u>	
<u>Truck Driver</u>	
<u>early childhood Dev (day administrator)</u>	
<u>Wrangler</u>	

List any Civic, Professional, and Community Activity involvement.

Planning and Zoning since 2012 Past Police Commission
Charter Commission since 2014 Board member AFL-CIO Retirees
Liquor Store Committee since 2015

Why do you want to be on the City Council, a board or commission?

To continue the work I have started

What skills, strengths, or abilities do you believe you will add?

I am a good communicator. I am a critical thinker and have good decision making skills. I believe in the work that is done on the city boards and commissions

List any additional comments.

I have the time as I am retired. I am flexible and adapt easily.

References: OPTIONAL

1. Marilyn Leach	Marshall	507 839 7413
Name	Address	Phone No.
2. Kris Ambuel	Little Falls	320 360 0924
Name	Address	Phone No.
3. Jan Arviso	Tracy	507 828 8029
Name	Address	Phone No.

Please return this form to:

Attn: Shane Daniels
City of Tracy
336 Morgan Street
Tracy, MN 56175

Phone: (507) 629-5528
Fax: (507) 629-5530
sdaniels@tracymn.org

City Application Form

Received
JAN 27 2020
City of Tracy

Date _____

General Information

Name Skoglund Paul A
Last First M.I.
Address _____
City, State, ZIP _____
Phone Numbers _____
Email Address _____

Committees

If you wish to be considered for more than one committee or position, please order in number of preference.

- | | |
|--|---|
| <input type="checkbox"/> Planning Commission | <input checked="" type="checkbox"/> Police Commission |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Economic Development Authority |
| <input type="checkbox"/> Airport | <input type="checkbox"/> Housing & Redevelopment Auth. |
| <input type="checkbox"/> Charter Commission | <input type="checkbox"/> City Council |
| <input type="checkbox"/> Liquor Store | |

Special Interests

As the Council prioritizes its goals, it may create additional/new committees or task forces from time to time. If you have other specific areas or topics of interest please indicate those interests and we will retain your application for future openings in those areas as new committees are created.

Other Interests _____

Personal Information

List your work experience.

30 year teacher at Tracy Area High School
FFA Advisor
Girls Fastpitch Coach
- A Career working with people

List any Civic, Professional, and Community Activity involvement.

Lake Sarah Church
Eagles Club
Tracy FFA Alumni

Why do you want to be on the City Council, a board or commission?

I'm currently a member of the
Police Commission & would like
to continue that role.

What skills, strengths, or abilities do you believe you will add?

A wide range of experiences working
with people.

List any additional comments.

References: OPTIONAL

1. Chief Lichty, Tracy		
Name	Address	Phone No.
2. Supt. Chad Anderson, Tracy,		629-5500
Name	Address	Phone No.
3. Bill Taver, Tracy		629-5500
Name	Address	Phone No.

Please return this form to:

Attn: Shane Daniels
City of Tracy
336 Morgan Street
Tracy, MN 56175

Phone: (507) 629-5528
Fax: (507) 629-5530
sdaniels@tracymn.org

City Application Form

Date 2-19-2020

General Information

Name BEIERMAN JOSEPH C
Last First M I

Address
City, State, ZIP
Phone Numbers
Email Address

Committees

If you wish to be considered for more than one committee or function, please order in number of preference.

- | | |
|--|---|
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Police Commission |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Economic Development Authority |
| <input type="checkbox"/> Airport | <input checked="" type="checkbox"/> Housing & Redevelopment Auth. |
| <input type="checkbox"/> Charter Commission | <input type="checkbox"/> City Council |
| <input type="checkbox"/> Liquor Store | |

Special Interests

As the Council prioritizes its goals, it may create additional/new committees or task forces from time to time. If you have other specific areas or topics of interest please indicate those interests and we will retain your application for future openings in those areas as new committees are created.

Other Interests _____

Personal Information

List your work experience.

LAST 25 YR - CARPENTER

List any Civic, Professional, and Community Activity involvement.

Why do you want to be on the City Council, a board or commission?

I WAS appointed to fill out a term on Twin Circle Board.
I would like to continue.

What skills, strengths, or abilities do you believe you will add?

List any additional comments.

References: OPTIONAL

1.	Name	Address	Phone No.
2.	Name	Address	Phone No.
3.	Name	Address	Phone No.

Please return this form to:

Attn: Shane Daniels
City of Tracy
336 Morgan Street
Tracy, MN 56175

Phone: (507) 629-5528
Fax: (507) 629-5530
sdaniels@tracymn.org

City Application Form

Date 2-6-2000

General Information

Name Knudson Barbara E
Last First M.I.
Address _____
City, State, ZIP _____
Phone Numbers _____
Email Address _____

Committees

If you wish to be considered for more than one committee or function, please order in number of preference.

- | | |
|---|---|
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Police Commission |
| <input checked="" type="checkbox"/> Library Board | <input type="checkbox"/> Economic Development Authority |
| <input type="checkbox"/> Airport | <input type="checkbox"/> Housing & Redevelopment Auth. |
| <input type="checkbox"/> Charter Commission | <input type="checkbox"/> City Council |
| <input type="checkbox"/> Liquor Store | |

Special Interests

As the Council prioritizes its goals, it may create additional/new committees or task forces from time to time. If you have other specific areas or topics of interest please indicate those interests and we will retain your application for future openings in those areas as new committees are created.

Other Interests _____

Personal Information

List your work experience.

Assistant to Financial Planner
Sales Clerk at Hights & Beyond
Retired

List any Civic, Professional, and Community Activity involvement.

Library Board
Several committees on Methodist Church

Why do you want to be on the City Council, a board or commission?

I love books and reading and want to be involved in promoting the library

What skills, strengths, or abilities do you believe you will add?

Work well with people

List any additional comments.

References: OPTIONAL

- 1. _____
Name Address Phone No.
- 2. _____
Name Address Phone No.
- 3. _____
Name Address Phone No.

Please return this form to:

Attn: Shane Daniels
City of Tracy
336 Morgan Street
Tracy, MN 56175

Phone: (507) 629-5528
Fax: (507) 629-5530
sdaniels@tracymn.org

Received
 JAN 27 2020
 City of Tracy City Application Form

Date 1-22-20

General Information

Name HAIFMANA Marlene A.
 Last First M.I.
 Address _____
 City, State, ZIP _____
 Phone Numbers _____
 Email Address _____

Committees

If you wish to be considered for more than one committee or function, please order in number of preference.

- | | |
|---|---|
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Police Commission |
| <input checked="" type="checkbox"/> Library Board | <input type="checkbox"/> Economic Development Authority |
| <input type="checkbox"/> Airport | <input type="checkbox"/> Housing & Redevelopment Auth. |
| <input type="checkbox"/> Charter Commission | <input type="checkbox"/> City Council |
| <input type="checkbox"/> Liquor Store | |

Special Interests

As the Council prioritizes its goals, it may create additional/new committees or task forces from time to time. If you have other specific areas or topics of interest please indicate those interests and we will retain your application for future openings in those areas as new committees are created.

Other Interests _____

Personal Information

List your work experience.

20+ years in grocery store
10 years Welcomes Wagon
10+ years server at Perkins - Marshall
Present - Drive school van taking 55-manip grade 1-6
T= Tracy El + Back
Cher a doctors house weekly in
MARSHALL - 3-4cup s.

List any Civic, Professional, and Community Activity involvement.

Why do you want to be on the City Council, a board or commission?

Have been on his Board for 3 yrs, would do it again

What skills, strengths, or abilities do you believe you will add?

I read alot.

List any additional comments.

References: OPTIONAL

1.	_____	_____	_____
	Name	Address	Phone No.
2.	_____	_____	_____
	Name	Address	Phone No.
3.	_____	_____	_____
	Name	Address	Phone No.

Please return this form to:

Attn: Shane Daniels
City of Tracy
336 Morgan Street
Tracy, MN 56175

Phone: (507) 629-5528
Fax: (507) 629-5530
sdaniels@tracymn.org

City Application Form

Date _____

General Information

Name Ziemke JUAN A
Last First M.I.

Address _____

City, State, ZIP _____

Phone Numbers _____

Email Address _____

Committees

If you wish to be considered for more than one committee or function, please order in number of preference.

- | | |
|---|---|
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Police Commission |
| <input checked="" type="checkbox"/> Library Board | <input type="checkbox"/> Economic Development Authority |
| <input type="checkbox"/> Airport | <input type="checkbox"/> Housing & Redevelopment Auth. |
| <input type="checkbox"/> Charter Commission | <input type="checkbox"/> City Council |
| <input type="checkbox"/> Liquor Store | |

Special Interests

As the Council prioritizes its goals, it may create additional/new committees or task forces from time to time. If you have other specific areas or topics of interest please indicate those interests and we will retain your application for future openings in those areas as new committees are created.

Other Interests _____

Personal Information

List your work experience.

Retired

List any Civic, Professional, and Community Activity involvement.

Why do you want to be on the City Council, a board or commission?

Val was looking for someone and asked if I would be interested. I love the library so I said yes. Learning more how the system works

What skills, strengths, or abilities do you believe you will add?

Don't know if I have many skills but am willing to do whatever it takes to make the library a success

List any additional comments.

Hoping to find new ways to utilize our new basement space

References: OPTIONAL

1.	_____	_____	_____
	Name	Address	Phone No.
2.	_____	_____	_____
	Name	Address	Phone No.
3.	_____	_____	_____
	Name	Address	Phone No.

Please return this form to:

Attn: Shane Daniels
City of Tracy
336 Morgan Street
Tracy, MN 56175

Phone: (507) 629-5528
Fax: (507) 629-5530
sdaniels@tracymn.org

City of Tracy, Minnesota City Administrator Employment Agreement

AGREEMENT made this _____ day of March, 2020, by and between the City of Tracy, a Minnesota municipal corporation ("City"), and Erik Hansen ("Employee"). For purposes of this Agreement, City and Employee are sometimes referred to hereinafter individually as "Party" and together as the "Parties". Any terms not otherwise defined shall have the meaning as set forth in this Agreement.

The parties agree as follows:

1. **POSITION.** City agrees to employ Employee as its City Administrator. Employee shall begin his employment with City on March 9, 2020. Employee agrees to serve as City Administrator in accordance with state statutes, City ordinances, the City Charter, and the Code of Ethics of the International and Minnesota City/County Management Associations, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.
2. **EMPLOYMENT STATUS.** Employee's employment with the City is "at will" which means that employment may be terminated at any time for any reason, except as provided by state and federal law, with or without cause. Employee's "at will" employment status may not be changed unless specifically acknowledged in writing by the City.
3. **TERM.** Employee agrees to serve as City Administrator for the City and fulfill the terms of this Agreement for a minimum of two (2) years from the date of this Agreement. This Agreement shall remain in full force and effect from the date hereof until terminated by the City or Employee as provided in paragraph 17 of this Agreement.
4. **MOVING AND RELOCATION ALLOWANCE.** City shall reimburse Employee an amount not to exceed \$3,000.00 for moving his household goods and for house hunting expenses such as travel expenses, temporary lodging, and meals. Payment shall be made upon receipt by the City of documentation that the expenses have been incurred and deemed reasonable.
5. **PENSION PLAN.** Unless Employee selects an alternate pension plan as authorized by State law, City shall contribute 7.25% of Employee's salary to PERA, on an annual basis.
6. **SALARY.** City shall pay Employee a salary of \$100,000.00 per year starting March 9, 2020. City and Employee agree that initial performance reviews will be conducted on Employee on a quarterly basis in the first year of Employee's employment and annually thereafter. During the first two years of this Agreement, City agrees to increase Employee's salary 2.5% each year as a cost of living adjustment, on the anniversary of the date of this Agreement.

7. **SICK LEAVE.** Employee shall accrue sick leave at the rate of eight (8) hours per month during the term of his employment. Employee shall not be credited with any accrued sick upon commencement of his employment.
8. **VACATIONS.** Effective upon Employee's first day of employment, Employee shall be credited with seven (7) days of accrued paid vacation leave. Thereafter, Employee shall accrue vacation leave in accordance with the City's personnel policies, up to a total of twenty-one (21) days of paid vacation leave per year.
9. **HOLIDAYS.** Employer shall provide Employee the same holidays as enjoyed by other non-union employees.
10. **GENERAL INSURANCE.** City shall provide and pay the premiums for group hospital, medical, dental, and life insurance benefits for Employee and his dependents, up to \$17,720.00 per year.
11. **DUES AND SUBSCRIPTIONS.** City shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement.
12. **PROFESSIONAL DEVELOPMENT.** City shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in his/her outside activities so he will not neglect his primary duties to the City.
13. **CIVIC CLUB MEMBERSHIP.** City recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and City; and at Employer's expense.
14. **GENERAL EXPENSES.** City shall reimburse Employee reasonable miscellaneous job related expenses which it is anticipated Employee will incur from time to time when provided appropriate documentation.
15. **HOURS OF WORK.** It is understood the position of City Administrator requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that Employee may absent himself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings at other than normal working hours.
16. **TERMINATION BENEFITS.** In the event Employee is terminated by City during such time that Employee is willing and able to perform the duties of City Administrator, then

in that event, City agrees to pay Employee at the time of receipt of his last paycheck, a lump sum cash payment equal to one month's salary for every four months of employment, which is not to exceed six (6) months of Employee's aggregate salary, and to continue to provide and pay for the benefits set forth in paragraph 10 for a period of four (4) months following termination. However, in the event Employee is terminated because of his malfeasance in office, gross misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then City shall have no obligation to pay the termination benefits. Upon Employee's termination, Employee shall immediately return any City property in his possession to the City.

If City at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than across-the-board reduction for all non-union employees, or if City refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee or Employee resigns following a formal suggestion by City that he resign, then Employee may, at his option, be deemed to be "terminated" on the effective date of Employee's resignation and the Employee shall also be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns his position with City, Employee agrees to give the City thirty (30) days advance notice. If Employee voluntarily resigns his position with City, there shall be no termination pay due to Employee.

Notwithstanding the termination benefits set forth above, upon termination of Employee's employment, City shall pay Employee all applicable unused vacation and sick leave pursuant to the City's personnel policy.

17. **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of City to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with City, subject only to the provisions of this Agreement.
18. **INDEMNIFICATION.** City shall defend and indemnify Employee pursuant to Minnesota Statutes, Chapter 466.07 and Chapter 465.76. In addition, City shall defend, hold harmless, and indemnify Employee from all torts; civil damages, penalties, and fines; violations of statutes, laws, rules and ordinances, provided the Employee was acting in good faith in the performance of the duties of the position. Nothing in this paragraph shall be deemed to be a waiver by the City of any limitations on liability set forth in Minnesota Statutes, Chapter 466.
19. **MINNESOTA LAW.** This Agreement shall be governed by the laws of the State of Minnesota. Any action arising out of this Agreement shall be venued in District Court in Lyon County.

20. **CONSTRUCTION OR INTERPRETATION.** None of the Parties hereto shall be considered to be the drafter of this Agreement or any provision hereof for the purpose of any statute, case law, or rule of interpretation or construction that would or might cause any provision to be construed against the drafter hereof.

21. **INVALIDITY.** If for any reason any term or provision of this Agreement shall be declared void and unenforceable by any court of law or equity it shall only affect such particular term or provision of this Agreement and the balance of this Agreement shall remain in full force and effect and shall be binding upon the parties hereto.

22. **EFFECT OF AGREEMENT.** This Agreement sets forth the entire understanding of the parties. It shall not be changed or terminated orally. All the terms and provisions of this Agreement shall be binding upon and inure to the benefit of and be enforceable by the successors and assigns of the Parties.

23. **INDEPENDENT ATTORNEY REVIEW.** The Parties have been afforded the right to have an independent attorney review this Agreement before signing it. By executing this Agreement, the Parties acknowledge and agree that they have been given a reasonable opportunity to have an independent attorney review this document and have executed this document only after having done so, or, only after reviewing the Agreement carefully and then intentionally waiving their right to do so.

**THIS IS A LEGALLY BINDING CONTRACT BETWEEN THE PARTIES SIGNING IT.
IF YOU DO NOT UNDERSTAND THIS FORM, OBTAIN ADVICE FROM AN
APPROPRIATE PROFESSIONAL BEFORE SIGNING.**

IN WITNESS WHEREOF, City has caused this Agreement to be signed and executed on its behalf by its Mayor and Interim City Administrator/Clerk, and Employee has signed this Agreement, in duplicate, the day and year first written above.

CITY:
CITY OF TRACY

EMPLOYEE:

BY: _____
Anthony Dimmers, Its Mayor

Erik Hansen

AND

Shane Daniels, Interim City
Administrator/Clerk

RESOLUTION 2020-11
DECLARING MARCH 2020 COLORECTAL CANCER AWARENESS MONTH

WHEREAS Colorectal cancer is the second-leading cause of cancer deaths in the U.S. among men and women combined but there is currently no cure;

WHEREAS colorectal cancer is one of the few cancers that can be prevented with timely screening;

WHEREAS incidence rates of colorectal cancer among young and middle-aged adults are continuing to rise, including people under the age of 50;

WHEREAS it is estimated that over 140,000 people were diagnosed with colorectal cancer and over 50,000 people died of colorectal cancer in 2019;

WHEREAS an estimated 2,320 Minnesotans will be diagnosed with colorectal cancer and 790 Minnesotans may die from this disease in 2020;

WHEREAS the national goal established by the National Colorectal Cancer Roundtable is to strive to increase timely colorectal cancer screening rates to 80 percent in every community for all Americans eligible for screening;

WHEREAS the screening rate in Minnesota for the eligible population sits at 71%;

WHEREAS it is critical that all people, of all ages, know the signs and symptoms of the disease; and;

WHEREAS observing a Colorectal Cancer Awareness Month during the month of March would provide a special opportunity to offer education on the importance of early detection and screening.

NOW THEREFORE, I, ANTHONY DIMMERS, MAYOR OF THE CITY OF TRACY, do hereby proclaim March 2020 as:

COLORECTAL CANCER AWARENESS MONTH.

Dated this 9th day of March, 2020

ATTEST:

City Administrator

Mayor

RESOLUTION 2020-12

CITY OF Tracy Commercial and Industrial Tax Abatement Program Policy and Procedures

INTRODUCTION

Public entities are authorized pursuant to Minnesota Statutes 469.812 through 469.815 to provide tax abatements for economic development purposes. The City of Tracy ("City") implements this policy in determining whether or not to utilize tax abatement for commercial or industrial economic development.

ABATEMENT ELIGIBILITY

1. Benefit to the City must be greater than the cost of the abatement.
2. Public interest must be served in one of the following ways:
 - a. Increase or preserve the tax base
 - b. Provide employment opportunities within the City
 - c. Provide or help acquire or construct public facilities
 - d. Help develop or renew blighted areas
 - e. Help provide access to services for City residents
3. The following criteria can be used to determine whether to grant a tax abatement (but not limited to):
 - a. The extent to which the proposal adds to the net commercial or industrial tax base
 - b. The extent to which the proposal results in an increase in new employment opportunities or retain current opportunities, which provide good wages and benefits for employees
 - c. Whether the proposal provides services not already provided to the City or which are needed
 - d. Whether or not the project will generate significant environmental problems or alleviate such problems
 - e. The extent that the use of tax abatements would create an unfair and significant competitive financial advantage over an existing project in the area
 - f. The extent to which the project increases costs for road construction, traffic control, law enforcement, or other budgetary items
 - g. The extent to which other public assistance or funding is provided or available for the project
 - h. Equal consideration will be given to both existing business expansion and new businesses locating to the City
 - i. The project must be consistent with the City Comprehensive Plan, the Land Use Plan, and the City Code of Ordinances
 - j. The extent that the abatement of taxes result in development of sites which would not otherwise be developed.

ECONOMIC DEVELOPMENT ABATEMENT PROCEDURE

1. Abatements will be considered on a case by case basis.

2. For an abatement request to be considered, an application must be submitted to the Tracy Economic Development Authority.
3. Each application will be reviewed by the members of the Tracy Economic Development Authority and Planning/Zoning Commission.
4. The Tracy Economic Development Authority, with input from the Planning/Zoning Commission, will ascertain from the information contained in the application whether the abatement request meets the statutory and policy criteria.
5. If the Tracy Economic Development Authority votes to deny the abatement request, the property owner or representative will be notified in writing within four weeks of the denial.
6. If the Tracy Economic Development Authority votes to approve the abatement request, it will be forwarded to the City Council of the City of Tracy.
7. In any year, the total amount of property taxes abated by the City of Tracy under Minnesota Statute section 469.1813 may not exceed ten (10) percent of the net tax capacity of the City of Tracy for the taxes payable year to which the abatement applies, or \$200,000, whichever is greater. This limit does not apply to an uncollected abatement from a prior year that is added to the abatement levy.
8. The City Council will develop a proposed resolution which specifies:
 - a. The nature and extent of the public benefit resulting from the abatement.
 - b. The terms of the abatement
9. The City Council may approve an abatement under sections 469.1812 to 469.1815 only after holding a public hearing on the abatement.
10. The City must add to its levy amount for the current year under Minnesota Statute sections 275.065 and 275.07 the total estimated amount of all current year abatements granted.
11. The City will pay the abatement to the property owner, lessee or a representative of bondholders as provided in the abatement resolution.
12. The abatements will not be transferable to another party, in the event of a change in property ownership.
13. Buildings vacated in order to occupy a building utilizing an abatement, will not in turn, be eligible for an abatement.

APPLICATION REQUIREMENTS

The City/EDA requires that a development agreement be completed for each Tax Abatement Project. While each agreement will be customized to each project, and recommendations of the City/EDA will be the basis of the agreement, each agreement will contain specific language regarding the following:

1. A base application fee of \$50.00 to cover the administrative fees of processing the application
2. The developer must provide adequate financial guarantees to ensure completion of the projects such as, assessment agreements, letters of credit, personal guaranties, financing commitments, etc.
3. The tax abatement will not be transferable to another party without EDA or City approval
4. Events of default

5. Reporting Requirements

Dated this 9th day of March, 2020

ATTEST:

City Administrator

Mayor

TAX ABATEMENT FINANCING APPLICATION

General Information

Business Name:

Address:

Phone Fax Email:

Business Form (Corporation, Partnership, Sole Proprietorship):

State of Incorporation:

Description of Business

Proposed Project Site

Location:

Present Ownership:

Please attach a layout of the proposed site (if available):

Estimated Project Costs

Land Acquisition: \$

Site Development: \$

Building Cost: \$

Equipment: \$

Legal Fees: \$

Architectural Fees: \$

Financing Costs: \$

Broker Costs: \$

Contingencies: \$

Other (please specify): \$

Total Project Cost: \$

Estimated current market value of project area: \$ _____

Total Estimated market value at completion: \$ _____

Description of proposed project: square footage, size of property, building and material description, etc. (attach extra sheets if necessary):

Sources of Financing:

a. Equity \$ _____

b. Bank Loan \$ _____

c. Tax Abatement \$ _____

d. Other public financing (RLF) \$ _____

e. Other (please specify) \$ _____

TOTAL \$ _____

Requested County taxes to be abated: \$ _____ per year

Requested tax abatement duration _____ years

Has tax abatement been submitted to the school district or county? If yes please provide details:

Please provide a description of the expected financial benefit for the City:

Project construction schedule:

a. Construction start Date: _____

b. Construction completion Date _____

Current and projected employment:

Include Number of Existing or Anticipated Jobs and Wage:

Professional/Managerial

___ FT

___ PT

\$ ___ / _____

Technical/Skilled

___ FT

___ PT

\$ ___ / _____

Unskilled/Semi-Skilled

___ FT

___ PT

\$ ___ / _____

Statement of necessity for the use of tax abatement financing for this project:

Signatures:

I declare that any statement in this application or information provided herein is true and complete in substance and in fact. I also authorize this information to be released to the appropriate agencies that may be able to assist in this request.

Name of
Business

By: _____ Title: _____ Date: _____

Preliminary: For Discussion Purposes ONLY

RESOLUTION 2020-13

AMENDED AND RESTATED BUSINESS SUBSIDY POLICY AND CRITERIA



CITY OF TRACY
COUNTY OF LYON
STATE OF MINNESOTA

Original Public Hearing: June 4, 2004
Originally Adopted: June 4, 2004
Amended Public Hearing: _____
Amended Adopted: _____



EHLERS
& ASSOCIATES INC

Prepared by: EHLERS & ASSOCIATES, INC.
3060 Centre Pointe Drive, Roseville, Minnesota 55113-1105
651-697-8500 fax: 651-697-8555 www.ehlers-inc.com

BUSINESS SUBSIDY POLICY AND CRITERIA

1. PURPOSE

- 1.01 The purpose of this policy and criteria is to establish the **City of Tracy, Minnesota's** (the "City") position as it relates to business subsidies under the general **Business Subsidy Act** pursuant to *Minnesota Statutes, Sections 116J.993 through 116J.995* (the "Act"). This policy and criteria shall be used as a guide in processing and reviewing applications requesting business assistance. A copy of this policy shall be submitted to the Minnesota Department of Employment and Economic Development or a successor entity ("DEED") along with the first annual report.
- 1.02 The City shall have the option of amending or waiving sections of this policy and criteria when determined necessary or appropriate. The Act allows the City to deviate from its criteria by documenting in writing the reason for the deviation and attaching a copy of the document to its next annual report to DEED.
- 1.03 Meeting all or a majority of the criteria, however, does not mean that the business subsidy will be awarded or denied by the City. The City maintains its ability to approve or reject a business subsidy at its discretion, based on the merits of the project and the overall benefit to the community, using the criteria as a means of measuring overall benefit.

2. STATUTORY LIMITATIONS

- 2.01 In accordance with the **City's Business Subsidy Policy and Criteria**, assistance requests must comply with applicable laws of the State of Minnesota.
- 2.02 Any amendments or modifications to the Act shall amend or modify the terms and definitions of this policy and criteria without any further actions of the City.

3. DEFINITIONS

- 3.01 **Business Subsidy Generally.** A Business Subsidy, as further defined herein and in the Act shall include, but not be limited to one of the following types of subsidies provided by the City:

- A. Loan,
- B. Grant,
- C. Tax abatement,
- D. TIF or other tax reduction or deferral,
- E. Guarantee of payment,
- F. Contribution of property or infrastructure,
- G. Preferential use of governmental facilities,
- H. Land contribution, or
- I. Other specified subsidy.

A Business Subsidy does not include assistance of less than \$150,000, business loans or loan guarantees of less than \$150,000, assistance generally available to all businesses, housing assistance, or any other type of assistance specifically excluded in the Business Subsidy Act.

- 3.02 **Further Definitions.** The following defined terms apply equally to all business subsidies. Any terms not defined herein shall have the meanings set forth in the Act.

"Benefit Date" the later of either the date on which the Business Subsidy Agreement is executed or the date on which any amount of Business Subsidy is first provided to the Business Subsidy Recipient.

"Business Subsidy" means a state or local government agency grant, contribution of personal property, real property, infrastructure, the principal amount of a loan at rates below those commercially available to the recipient, any reduction or deferral of any tax or any fee, any guarantee of any payment under any loan, lease, or other obligation, or any preferential use of government facilities given to a business, and as defined by the Act.

"Business Subsidy Agreement" means the agreement between the Recipient as defined herein and the City entered into pursuant to the Act describing the subsidy, specific tangible goals (i.e., create number of jobs, establish minimum wage rates and time periods in which goals will be achieved) and providing remedy for failure to achieve goals and providing for reporting to the State of Minnesota.

"Business Subsidy Recipient" means any business entity that receives a business subsidy as defined by the Act and that has signed a Business Subsidy Agreement with the City.

"Business Subsidy Report" means the annual reports submitted by the City each year for each business receiving a Business Subsidy in the City in order to comply with the Act.

4. ELIGIBLE USES FOR THE RECEIPT OF BUSINESS ASSISTANCE

4.01 As a matter of adopted policy, the City will consider using a business assistance tool to assist private developments only in those circumstances in which the proposed private projects meet one or more of the following uses:

- A. To redevelop blighted or under-utilized areas of the community.
- B. To meet the following housing-related uses:
 - 1. To provide a diversity of housing not currently provided by the private market.
 - 2. To provide a variety of housing ownership alternatives and housing choices.
 - 3. To promote affordable housing for low or moderate-income individuals.
 - 4. To promote community stabilization and revitalization by the removal of blight and the upgrading in existing housing stock in residential areas.
- C. To remove blight and encourage redevelopment in the commercial and industrial areas of the City in order to encourage high levels of property maintenance and private reinvestment in those areas.
- D. To enhance economic growth by increasing the tax base of the City in order to ensure the long-term ability of the City to provide adequate services for its residents while lessening the reliance on residential property tax.
- E. To retain high quality local jobs, create high quality local job growth, and provide diversity in that job base.

- F. To increase the local business and industrial market potential of the City.
- G. To encourage additional unsubsidized private development in the area, either directly, or through secondary "spin-off" development.
- H. To offset increased costs of redevelopment, over and above those costs that a business would incur in normal development.
- I. To accelerate the development process and to achieve development on sites which would not be developed without this assistance.
- J. In an effort to attract newly constructed owner-occupied single family homes in the City, the City through its Economic Development Authority (the "EDA") will offer financial assistance to the first residents in the form of tax abatement of the City's share of the increase in property taxes caused by development of the new homes for a maximum period of five (5) years, at 100% in the first year, 100% in the second year, 100% in the third year, 100% in the fourth year, and 100% in the fifth year.

The EDA will reimburse the homeowner when the homeowner has provided the City with evidence of land acquisition, demolition, construction costs, and site improvements totaling no more than the estimated abatement amount calculated at the time of purchase. There will be a maximum of \$20,000 of financial assistance from the City for each property. The property must not be located in a tax increment financing district.

If the homeowner does not occupy the property during the term of the abatement, the financial assistance will be cancelled and the abatement amount received by the homeowner, plus interest, will be repaid to the EDA.

5. BUSINESS ASSISTANCE PROJECT APPROVAL CRITERIA

- 5.01 All new projects approved by the City should meet the following mandatory minimum approval criteria. However, it should not be presumed that a project meeting these criteria would automatically be approved. Meeting these criteria creates no contractual rights on the part of any potential developer.
 - A. The assistance shall be provided within applicable state legislative restrictions, State Auditor interpretation, debt limit guidelines, and other appropriate financial requirements and policies.
 - B. The project should meet one or more of the uses identified in Section 4, Eligible Uses for the Receipt of Business Assistance.
 - C. The project must be in accordance with the City's comprehensive plan and zoning ordinances, or required changes to the City's comprehensive plan and zoning ordinances must be under active consideration by the City at the time of approval.
 - D. The assistance may not be provided to projects that have the financial feasibility to proceed without the benefit of the assistance. Assistance will not be provided solely to broaden a businesses' profit margins on a project. Prior to consideration of a business assistance request, the City may undertake an independent underwriting of the project to help ensure that the

request for assistance is valid with underwriting costs to be reimbursed by the business in all instances which shall be in addition to the application fee described herein.

- E. Prior to approval of business assistance, the business shall provide any required market and financial feasibility studies, appraisals, soil boring, information provided to private lenders for the project, and other information or data that the City or its financial consultants may require in order to proceed with an independent underwriting.
- F. Any business requesting business assistance should be able to demonstrate past successful general development capability as well as specific capability in the type and size of development proposed.
- G. The business must continue operations of the project for at least five years after the Benefit Date in order to stabilize its occupancy, to establish the project management, and to initiate repayment of the business assistance.
- H. The level of business assistance funding should be reduced to the lowest possible level and least amount of time by maximizing the use of private debt and equity financing first, and then using other funding sources or income producing vehicles that can be structured into the project financing, prior to using additional business assistance funding.

6. BUSINESS ASSISTANCE PROJECT EVALUATION CRITERIA

- 6.01 All projects may be evaluated by the City Council (the "Council") on the following criteria for comparison with other proposed business assistance projects reviewed by the City, and for comparison with other subsidy standards (where appropriate). It is realized that changes in local markets, costs of construction, and interest rates may cause changes in the amounts of business assistance subsidies that a given project may require at any given time.
- 6.02 Some criteria, by their very nature, must remain subjective. However, wherever possible "benchmark" criteria have been established for review purposes. The fact that a given proposal meets one or more "benchmark" criteria does not mean that it is entitled to funding under this policy, but rather that the City is in a position to proceed with evaluations of (and comparisons between) various business assistance proposals, using uniform standards whenever possible.
- 6.03 Following are the evaluation criteria that may be used by the City:
 - A. All proposals should, in the opinion of the City Council, optimize the private development potential of a site.
 - B. All proposals should, in the opinion of the City Council, create the highest feasible number of jobs on the site.
 - C. Business assistance should not be approved to give a significant competitive financial advantage when compared to similar private development project(s) in the City that do not use business assistance.
 - D. All proposals should, in the opinion of the City Council, create the highest possible ratio of property taxes paid before and after redevelopment. Given the different assessment circumstances in the City, this ratio will vary widely.

- E. Proposals should usually not be used to support speculative industrial, commercial, and office projects.
- F. Assistance will usually not be used in a project that involves an excessive land and/or property price.
- G. All business assistance projects should meet the "but for" test. Assistance should not be used unless the need for the City's economic participation is sufficient that, without that assistance the project could not proceed in the manner as proposed.
- H. Business assistance will not be used when the business's credentials, in the sole judgment of the City, are inadequate due to past track record relating to: completion of projects, general business reputation and/or bankruptcy, or other problems or issues considered relevant by the City.
- I. Business assistance will not normally be used for projects that would generate significant environmental problems in the opinion of the local, state, or federal governments.
- J. Business assistance funding should not be provided to those projects that fail to meet good public policy criteria as determined by the City Council, including: poor project quality; projects that are not in accord with the comprehensive plan, zoning, redevelopment plans, and City policies; projects that provide no significant improvement to surrounding land uses, the neighborhood, and/or the City; projects that do not have significant new, or retained, employment; projects that do not meet financial feasibility criteria established by the City; and projects that do not provide the highest and best use for the property.
- K. Except where job creation or job retention is not a goal, all projects receiving business assistance must create a minimum of one new full-time equivalent job in the community which provides employer paid basic health insurance with a minimum wage and health benefits that total at least the rate per hour of 110% of the current poverty level for a family of four within two years from the Benefit Date.
- L. The City may deviate from wage and job criteria in 6.03 K by documenting the reason in writing for the deviation and attaching a copy of this reason to the next annual Business Subsidy Report submitted to DEED.
- M. The City shall have an overall goal that City residents hold a significant number of new jobs created under this policy. It is expected that all qualified businesses or recipients shall have a quantified target for the number of residents to be hired.
- N. In the case where job creation or job retention is not a goal, the business must meet at least one of the following minimum requirements:
 - 1. The Business Subsidy accomplishes the removal, rehabilitation or redevelopment of, or prevention of development or spread of, a blighted area as defined by Minnesota Statutes, Section 469.002, Subdivision 11, or constitutes a cost of correcting conditions that permits designation of a redevelopment district or renewal and renovation district under Minnesota Statutes, Section 469.174 to 469.179; or
 - 2. The Business Subsidy improves public infrastructure or public facilities, including without limitation streets, sewers, storm sewers, streets, parks, recreational facilities, and other City facilities; or

3. The Business Subsidy removes physical impediments to development of land, including without limitation poor soils, bedrock conditions, steep slopes, or similar geotechnical problems.

The above requirements must be expressed as specific, measurable and tangible goals in each Business Subsidy Agreement. The job and wage goals that would otherwise be required may be set at zero.

- O. Any Business Subsidy Recipient must pay back assistance received if the job and wage goals or other specified goals are not met within two (2) years of the Benefit Date or such time as permitted by the Act as it may be amended. For all Business Subsidies, assistance provided by the City must be paid back, with interest as determined in the Act, to the City, or at the City's request, to the account created under the Act. Any repayment may be prorated by the City to reflect partial fulfillment of goals. The City may, after a public hearing, extend the period for meeting job and wage goals for up to one year and may pursuant to the procedure in the Act, extend the period for meeting other goals for any period specified by the City.

6.04 Following are the procedures that may be used by the City:

- A. Meet with appropriate City staff to discuss the scope of the project, public participation being requested, and other information as may be necessary.
- B. Completion of Pre-Application Business Assistance Financing form. This form shall be submitted to the City Council.
- C. The City Council shall review the request on a preliminary basis as to the feasibility of the project.
- D. The application shall be placed on the City Council agenda for concept review. The applicant may make a formal presentation of the project. The City staff and/or their consultants shall present their findings.
- E. If the City Council's preliminary concept review is positive, the applicant may elect to file a formal application accompanied by an administrative fee as well as annual fees for monitoring and reporting as required by statute. The amount of these fees will be determined based upon the complexity of the project and corresponding requirements for administrative services.
- F. Following the necessary financial analysis and preparation of detailed plans, the City Council shall take action on the project. If approved, the staff will be directed to undertake the following steps:
 - Prepare a Business Subsidy Agreement based upon the terms approved
 - Prepare a development plan and tax increment financing plan if required
- G. The City may require the business to provide additional security, such as a letter of credit, a security bond, or a guaranty from an affiliate or third party.

CITY OF TRACY
PRE-APPLICATION
BUSINESS ASSISTANCE FINANCING

Legal name of applicant: _____

Address: _____

Telephone number: _____

Name of contact person: _____

REQUESTED INFORMATION

Addendum shall be attached hereto addressing in detail the following:

1. A map showing the exact boundaries of proposed development.
2. Give a general description of the project including size and location of building(s); business type or use; traffic information including parking, projected vehicle counts and traffic flow; timing of the project; estimated market value following completion.
3. The existing comprehensive land use designation and zoning of the property. Include a statement as to how the proposed development will conform to the land use designation and how the property shall be zoned or petitioned to be rezoned.
4. A statement identifying how the business assistance will be used and why it is necessary to undertake the project.
5. A statement identifying the public benefits of the proposal including estimated increase in property valuation, new jobs to be created, hourly wages and other community assets.
6. A written description of the developer's business, principals, history and past projects.

I understand that the application fee will be used for City staff and consultant costs and may be partially refundable if the request for assistance is withdrawn. Refunds will be made at the discretion of the City Council and be based on the costs incurred by the prior to the withdrawal of the request for assistance. If the initial application fee is insufficient, I will be responsible for additional deposits.

SIGNATURE

Applicant's signature: _____

Date: _____

CITY OF TRACY
APPLICATION FOR BUSINESS ASSISTANCE FINANCING

GENERAL INFORMATION:

Business Name: _____ Date: _____

Address: _____

Type (Partnership, etc.): _____

Authorized Representative: _____ Phone: _____

Description of Business: _____

Legal Counsel: _____

Address: _____ Phone: _____

FINANCIAL BACKGROUND:

1. Have you ever filed for bankruptcy? _____

2. Have you ever defaulted on any loan commitment? _____

3. Have you applied for conventional financing for the project? _____

4. List financial references:

a. _____

b. _____

c. _____

5. Have you ever-used business assistance financing before? _____

If yes, what, where and when? _____

PROJECT INFORMATION:

1. Location of Proposed Project: _____

2. Amount of Business Assistance requested? _____
3. Need for Business Assistance: _____
4. Present ownership of site: _____
5. Number of permanent jobs created as a result of project? _____
6. Estimated annual sales: Present: _____ Future: _____
7. Market value of project following completion: _____

8. Anticipated start date: _____ Completion Date: _____

FINANCIAL INFORMATION:

1. Estimated project related costs:
 - a. Land acquisition \$ _____
 - b. Site development _____
 - c. Building cost _____
 - d. Equipment _____
 - e. Architectural/engineering fee _____
 - f. Legal fees _____
 - g. Off-site development costs _____
2. Source of financing:
 - a. Private financing institution \$ _____
 - b. Business assistance funds _____
 - c. Other public funds _____
 - d. Developer equity _____

PLEASE INCLUDE:

1. Preliminary financial commitment from bank.
2. Plans and drawing of project.
3. Background material of company.
4. Pro Forma analysis.
5. Financial statements.
6. Statement of property ownership or control.
7. Payment of application fee.

Dated this 9th day of March, 2020

ATTEST:

City Administrator

Mayor

CITY OF TRACY

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FEBRUARY 2020 to MARCH 2020

		Check Amt	Invoice	Comment
10100 MINNWEST CHECKING				
Paid Chk#	077481	2/20/2020	WINE MERCHANTS	
E 601-491-902	LIQUOR PURCHASES	\$72.00	7273314	LQ STORE LIQUOR PURCHASE
E 601-491-901	FREIGHT ON LIQUOR & BEER	\$1.69	7273314	LQ STORE FREIGHT
Total WINE MERCHANTS		\$73.69		
<hr/>				
Paid Chk#	077482	2/21/2020	DELTA DENTAL OF MN	
E 101-431-126	HEALTH INSURANCE	\$112.56	MBR00000875	MARCH 2020 EMPLOYEE PEDIATRIC DENTAL INSURANCE
E 101-421-126	HEALTH INSURANCE	\$67.00	MBR00000875	MARCH 2020 EMPLOYEE PEDIATRIC DENTAL INSURANCE
E 101-441-126	HEALTH INSURANCE	\$33.50	MBR00000875	MARCH 2020 EMPLOYEE PEDIATRIC DENTAL INSURANCE
E 101-425-126	HEALTH INSURANCE	\$25.13	MBR00000875	MARCH 2020 EMPLOYEE PEDIATRIC DENTAL INSURANCE
E 602-492-126	HEALTH INSURANCE	\$30.15	MBR00000875	MARCH 2020 EMPLOYEE PEDIATRIC DENTAL INSURANCE
E 608-498-126	HEALTH INSURANCE	\$27.14	MBR00000875	MARCH 2020 EMPLOYEE PEDIATRIC DENTAL INSURANCE
E 607-451-126	HEALTH INSURANCE	\$5.03	MBR00000875	MARCH 2020 EMPLOYEE PEDIATRIC DENTAL INSURANCE
E 203-461-126	HEALTH INSURANCE	\$1.01	MBR00000875	MARCH 2020 EMPLOYEE PEDIATRIC DENTAL INSURANCE
E 605-495-126	HEALTH INSURANCE	\$100.48	MBR00000875	MARCH 2020 EMPLOYEE PEDIATRIC DENTAL INSURANCE
Total DELTA DENTAL OF MN		\$402.00		
<hr/>				
Paid Chk#	077483	2/21/2020	USABEL LIFE	
E 605-495-126	HEALTH INSURANCE	\$15.05		MARCH 2020 EMPLOYEE LIFE, STD AND ADD INSURANCE
E 101-425-126	HEALTH INSURANCE	\$4.72		MARCH 2020 EMPLOYEE LIFE, STD AND ADD INSURANCE
E 101-413-126	HEALTH INSURANCE	\$23.62		MARCH 2020 EMPLOYEE LIFE, STD AND ADD INSURANCE
E 101-431-126	HEALTH INSURANCE	\$61.16		MARCH 2020 EMPLOYEE LIFE, STD AND ADD INSURANCE
E 607-451-126	HEALTH INSURANCE	\$2.89		MARCH 2020 EMPLOYEE LIFE, STD AND ADD INSURANCE
E 101-421-126	HEALTH INSURANCE	\$47.96		MARCH 2020 EMPLOYEE LIFE, STD AND ADD INSURANCE
E 101-441-126	HEALTH INSURANCE	\$14.64		MARCH 2020 EMPLOYEE LIFE, STD AND ADD INSURANCE
E 601-491-126	HEALTH INSURANCE	\$23.35		MARCH 2020 EMPLOYEE LIFE, STD AND ADD INSURANCE
E 602-492-126	HEALTH INSURANCE	\$37.25		MARCH 2020 EMPLOYEE LIFE, STD AND ADD INSURANCE
E 608-498-126	HEALTH INSURANCE	\$11.53		MARCH 2020 EMPLOYEE LIFE, STD AND ADD INSURANCE
E 203-461-126	HEALTH INSURANCE	\$3.98		MARCH 2020 EMPLOYEE LIFE, STD AND ADD INSURANCE
E 201-471-126	HEALTH INSURANCE	\$3.07		MARCH 2020 EMPLOYEE LIFE, STD AND ADD INSURANCE
E 101-417-126	HEALTH INSURANCE	\$20.55		MARCH 2020 EMPLOYEE LIFE, STD AND ADD INSURANCE
E 101-418-126	HEALTH INSURANCE	\$28.03		MARCH 2020 EMPLOYEE LIFE, STD AND ADD INSURANCE

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FEBRUARY 2020 to MARCH 2020

			Check Amt	Invoice	Comment
Total USABEL LIFE			\$297.80		
Paid Chk#	077484	2/21/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$89.50		MOTOR VEHICLE #161
Total DL AND MV-MN DEPT PUB SAFETY			\$89.50		
Paid Chk#	077485	2/21/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$4,063.31		MOTOR VEHICLE #161
Total DL AND MV-MN DEPT PUB SAFETY			\$4,063.31		
Paid Chk#	077486	2/24/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$96.00		DRIVERS LICENSE #162
Total DL AND MV-MN DEPT PUB SAFETY			\$96.00		
Paid Chk#	077487	2/24/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$7,401.75		MOTOR VEHICLE #162
Total DL AND MV-MN DEPT PUB SAFETY			\$7,401.75		
Paid Chk#	077488	2/25/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$12,084.25		MOTOR VEHICLE #163
Total DL AND MV-MN DEPT PUB SAFETY			\$12,084.25		
Paid Chk#	077489	2/25/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$308.00		DRIVERS LICENSE #163
Total DL AND MV-MN DEPT PUB SAFETY			\$308.00		
Paid Chk#	077490	2/26/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$184.00		DRIVERS LICENSE #164
Total DL AND MV-MN DEPT PUB SAFETY			\$184.00		
Paid Chk#	077491	2/26/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$6,989.00		MOTOR VEHICLE #164
Total DL AND MV-MN DEPT PUB SAFETY			\$6,989.00		
Paid Chk#	077492	2/27/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$6,506.25		MOTOR VEHICLE #165
Total DL AND MV-MN DEPT PUB SAFETY			\$6,506.25		
Paid Chk#	077493	2/27/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$96.00		DRIVERS LICENSE #165
Total DL AND MV-MN DEPT PUB SAFETY			\$96.00		
Paid Chk#	077494	2/27/2020	SOUTHWEST SANITATION		
E	604-494-321	OTHER CONTRACTUAL SERVICE	\$9,708.00		MONTHLY REFUSE CONTRACT
Total SOUTHWEST SANITATION			\$9,708.00		
Paid Chk#	077495	2/28/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$260.00		DRIVERS LICENSE #166
Total DL AND MV-MN DEPT PUB SAFETY			\$260.00		
Paid Chk#	077496	2/28/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$5,465.75		MOTOR VEHICLE #166
Total DL AND MV-MN DEPT PUB SAFETY			\$5,465.75		

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			Check Amt	Invoice	Comment
Paid Chk# 077497	3/2/2020	DL AND MV-MN DEPT PUB SAFETY			
E 605-495-301	LICENSES & TAXES		\$15,371.00		MOTOR VEHICLE #167
Total DL AND MV-MN DEPT PUB SAFETY			\$15,371.00		
Paid Chk# 077498	2/26/2020	VANDEWIELE, VICTORIA			
G 602-22600	DEPOSITS		\$22.15		WATER BILL CREDIT
Total VANDEWIELE, VICTORIA			\$22.15		
Paid Chk# 077499	12/27/2020	BAKER & TAYLOR BOOKS			
E 101-441-435	BOOKS		\$89.95	2035115837	LIBRARY BOOKS
Total BAKER & TAYLOR BOOKS			\$89.95		
Paid Chk# 077500	12/27/2020	BREAKTHRU BEVERAGE MN WINE			
E 601-491-902	LIQUOR PURCHASES		\$203.50	1081103271	LQ STORE LIQUOR PURCHASE
E 601-491-901	FREIGHT ON LIQUOR & BEER		\$3.70	1081103271	LQ STORE FREIGHT
Total BREAKTHRU BEVERAGE MN WINE			\$207.20		
Paid Chk# 077501	12/27/2020	CNA SURETY			
E 602-492-261	INSURANCE & BONDS		\$100.00		MN HWY ENCROACHMENT BOND #68334519
Total CNA SURETY			\$100.00		
Paid Chk# 077502	12/27/2020	DOLL DISTRIBUTING, LLC			
E 601-491-903	BEER PURCHASES		\$6,326.36	270565	LQ STORE BEER PURCHASE
Total DOLL DISTRIBUTING, LLC			\$6,326.36		
Paid Chk# 077503	12/27/2020	ECOLAB, INC.			
E 201-471-321	OTHER CONTRACTUAL SERVICE		\$133.35	8605924	MPC PEST CONTROL
Total ECOLAB, INC.			\$133.35		
Paid Chk# 077504	12/27/2020	GALE			
E 101-441-435	BOOKS		\$50.38	69977779	LIBRARY BOOKS
Total GALE			\$50.38		
Paid Chk# 077505	12/27/2020	HOPE DAC			
E 201-471-321	OTHER CONTRACTUAL SERVICE		\$137.83		MPC CLEANING SERVICE
Total HOPE DAC			\$137.83		
Paid Chk# 077506	12/27/2020	JOHN DEERE FINANCIAL			
E 101-431-202	MOTOR FUELS & LUBRICANTS		\$25.22	10619103	OIL 6130 TRACTOR
E 101-431-221	MAINTENANCE & REPAIR-EQUIP		\$421.79	10621161	SIDEWALK BLOWER REPAIR
E 101-431-202	MOTOR FUELS & LUBRICANTS		\$112.33	10623949	6130 OIL CHANGE
Total JOHN DEERE FINANCIAL			\$559.34		
Paid Chk# 077507	12/27/2020	JOHNSON BROTHERS LIQUOR CO.			
E 601-491-902	LIQUOR PURCHASES		\$156.48	1504937	LQ STORE LIQUOR PURCHASE
E 601-491-901	FREIGHT ON LIQUOR & BEER		\$3.38	1504937	LQ STORE FREIGHT
E 601-491-902	LIQUOR PURCHASES		\$155.52	1504990	LQ STORE LIQUOR PURCHASE
E 601-491-901	FREIGHT ON LIQUOR & BEER		\$3.38	1504990	LQ STORE FREIGHT
E 601-491-902	LIQUOR PURCHASES		\$668.20	1508792	LQ STORE LIQUOR PURCHASE
E 601-491-901	FREIGHT ON LIQUOR & BEER		\$10.14	1508792	LQ STORE FREIGHT
Total JOHNSON BROTHERS LIQUOR CO.			\$997.10		
Paid Chk# 077508	12/27/2020	LEAGUE OF MN CITIES			

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			Check Amt	Invoice	Comment
E 101-413-241	TRAVEL CONFERENCES & SCHO		\$20.00	317621	A LICHTY 2020 SAFETY & LOSS CONTROL WORKSHOP
Total LEAGUE OF MN CITIES			\$20.00		
<hr/>					
Paid Chk# 077509	12/27/2020	MARCO DALLAS			
E 101-413-201	OFFICE SUPPLIES		\$50.32	26490000	ADMIN COPIER LEASE
E 101-424-201	OFFICE SUPPLIES		\$50.34	26490000	FIRE DEPT COPIER LEASE
E 101-421-201	OFFICE SUPPLIES		\$50.34	26490000	POLICE DEPT COPIER LEASE
E 601-491-201	OFFICE SUPPLIES		\$50.34	26490000	LQ STORE COPIER LEASE
E 101-441-201	OFFICE SUPPLIES		\$50.34	26490000	LIBRARY COPIER LEASE
Total MARCO DALLAS			\$251.68		
<hr/>					
Paid Chk# 077510	12/27/2020	M-B COMPANIES INC OF WI			
E 101-431-221	MAINTENANCE & REPAIR-EQUIP		\$399.68	245139	STREET DEPT-BROOM REFILL
Total M-B COMPANIES INC OF WI			\$399.68		
<hr/>					
Paid Chk# 077511	12/27/2020	PHILLIPS WINE & SPIRITS			
E 601-491-902	LIQUOR PURCHASES		\$2,533.00	6003039	LQ STORE LIQUOR PURCHASE
E 601-491-901	FREIGHT ON LIQUOR & BEER		\$38.87	6003039	LQ STORE FREIGHT
Total PHILLIPS WINE & SPIRITS			\$2,571.87		
<hr/>					
Paid Chk# 077512	12/27/2020	REDWOOD ELECTRIC COOPERATIVE			
E 608-498-271	UTILITIES		\$39.00		SEWER UTILITIES
Total REDWOOD ELECTRIC COOPERATIVE			\$39.00		
<hr/>					
Paid Chk# 077513	12/27/2020	SOUTHERN GLAZERS OF MN			
E 601-491-902	LIQUOR PURCHASES		\$551.06	1921557	LQ STORE LIQUOR PURCHASE
E 601-491-901	FREIGHT ON LIQUOR & BEER		\$7.63	1921557	LQ STORE FREIGHT
Total SOUTHERN GLAZERS OF MN			\$558.69		
<hr/>					
Paid Chk# 077514	12/27/2020	TRACY ACE HOME CENTER			
E 101-431-223	MAINTENANCE & REPAIR-OTHER		\$11.50	B33232	STREET DEPT-OSB BOARDS
Total TRACY ACE HOME CENTER			\$11.50		
<hr/>					
Paid Chk# 077515	12/27/2020	TRACY FOOD PRIDE			
E 201-471-905	RESALE PURCHASES		\$51.74	5529-51	MPC FOOD FOR RESALE
Total TRACY FOOD PRIDE			\$51.74		
<hr/>					
Paid Chk# 077516	12/27/2020	VERIZON WIRELESS			
E 101-421-231	COMMUNICATIONS-TELEPHONE		\$35.01		PD COMMUNICATIONS
E 101-421-231	COMMUNICATIONS-TELEPHONE		\$35.01		PD COMMUNICATIONS
E 101-425-231	COMMUNICATIONS-TELEPHONE		\$8.35		BLDG INSPECTORS COMMUNICATIONS
E 602-492-231	COMMUNICATIONS-TELEPHONE		\$8.35		BLDG INSPECTORS COMMUNICATIONS
E 608-498-231	COMMUNICATIONS-TELEPHONE		\$8.35		BLDG INSPECTORS COMMUNICATIONS
E 101-431-231	COMMUNICATIONS-TELEPHONE		\$8.33		BLDG INSPECTORS COMMUNICATIONS
E 203-461-231	COMMUNICATIONS-TELEPHONE		\$22.40		CEMETERY COMMUNICATION
E 602-492-231	COMMUNICATIONS-TELEPHONE		\$29.20		WATER DEPT COMMUNICATIONS
E 101-431-231	COMMUNICATIONS-TELEPHONE		\$33.43		STREET DEPT COMMUNICATIONS
E 101-421-231	COMMUNICATIONS-TELEPHONE		\$59.89		PD COMMUNICATIONS
Total VERIZON WIRELESS			\$248.32		
<hr/>					
Paid Chk# 077517	12/27/2020	VUE,PETER			
E 101-421-202	MOTOR FUELS & LUBRICANTS		\$207.06		REIMBURSEMENT FOR FUEL FOR TRAINING

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			Check Amt	Invoice	Comment
Total VUE,PETER			\$207.06		
Paid Chk#	077518	3/2/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$371.75		DRIVERS LICENSE #167
Total DL AND MV-MN DEPT PUB SAFETY			\$371.75		
Paid Chk#	077519	3/3/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$170.00		DRIVERS LICENSE #168
Total DL AND MV-MN DEPT PUB SAFETY			\$170.00		
Paid Chk#	077520	3/3/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$7,231.25		MOTOR VEHICLE #168
Total DL AND MV-MN DEPT PUB SAFETY			\$7,231.25		
Paid Chk#	077521	3/3/2020	LYON COUNTY RECORDER		
E	101-416-321	OTHER CONTRACTUAL SERVICE	\$46.00		PARK - MPFA-WIFR-G-037-FY20
Total LYON COUNTY RECORDER			\$46.00		
Paid Chk#	077522	3/4/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$4,501.00		MOTOR VEHICLE #169
Total DL AND MV-MN DEPT PUB SAFETY			\$4,501.00		
Paid Chk#	077523	3/4/2020	DL AND MV-MN DEPT PUB SAFETY		
E	605-495-301	LICENSES & TAXES	\$248.25		DRIVERS LICENSE #169
Total DL AND MV-MN DEPT PUB SAFETY			\$248.25		
Paid Chk#	077524	3/4/2020	AFLAC		
G	101-21712	AFLAC CANCER WITHHOLDING	\$257.26		EMPLOYEE CHECK WITHHOLDING
G	101-21713	AFLAC ACCIDENT WITHHOLDING	\$132.64		EMPLOYEE CHECK WITHHOLDING
G	101-21715	AFLAC STD WITHHOLDING	\$99.52		EMPLOYEE CHECK WITHHOLDING
G	101-21730	AFLAC LIFE WITHHOLDING	\$9.70		EMPLOYEE CHECK WITHHOLDING
Total AFLAC			\$499.12		
Paid Chk#	077525	3/4/2020	AFSCME		
G	101-21723	AFSCME UNION WITHHOLDING	\$357.95		EMPLOYEE UNION DUES
Total AFSCME			\$357.95		
Paid Chk#	077526	3/4/2020	COLONIAL LIFE & ACCIDENT		
G	101-21732	COLONIAL LIFE ACCIDENT	\$12.86		EMPLOYEE CHECK WITHHOLDINGS
G	101-21733	COLONIAL LIFE CANCER	\$16.30		EMPLOYEE CHECK WITHHOLDINGS
Total COLONIAL LIFE & ACCIDENT			\$29.16		
Paid Chk#	077527	3/4/2020	GURSTEL LAW FIRM PC		
G	101-21735	LEVY-ALL PAY PERIODS	\$67.56		EMPLOYEE CHECK WITHHOLDING
Total GURSTEL LAW FIRM PC			\$67.56		
Paid Chk#	077528	3/4/2020	LELS		
G	101-21724	LELS UNION WITHHOLDING	\$77.86		POLICE UNION DUES
Total LELS			\$77.86		
Paid Chk#	077529	3/4/2020	MN PEIP		
G	101-25300	FUND BALANCE	\$15.85		EMPLOYEE CHECK WITHHOLDING
Total MN PEIP			\$15.85		

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FEBRUARY 2020 to MARCH 2020

			Check Amt	Invoice	Comment
Paid Chk# 077530 3/4/2020 NCPERS					
G 101-21711	NCPERS WITHHOLDING		\$56.00		EMPLOYEE CHECK WITHHOLDING
	Total NCPERS		\$56.00		
Paid Chk# 077531 3/4/2020 USABEL LIFE					
G 101-21716	LIFE INS PRETAX WITHHOLDING		\$11.70		LICHTY, APRIL LEIGH
G 101-21716	LIFE INS PRETAX WITHHOLDING		\$2.80		VUE, PETER CHEE MENG
G 101-21716	LIFE INS PRETAX WITHHOLDING		\$2.93		SCHULTZ, ALLEN J
	Total USABEL LIFE		\$17.43		
Paid Chk# 077532 3/4/2020 VSP					
G 101-21731	AFLAC VISION WITH HOLDING		\$125.35		EMPLOYEE CHECK WITHHOLDING
	Total VSP		\$125.35		
Paid Chk# 077535 3/5/2020 A&B BUSINESS SOLUTIONS					
E 101-413-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 806-417-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 303-417-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 411-417-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 101-421-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 101-424-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 101-425-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 101-431-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 101-441-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 607-451-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 203-461-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 101-462-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 201-471-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 601-491-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 602-492-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 608-498-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 605-495-210	OPERATING SUPPLIES		\$6.48	in706870	COPIER LEASE
E 604-494-210	OPERATING SUPPLIES		\$6.49	in706870	COPIER LEASE
	Total A&B BUSINESS SOLUTIONS		\$116.65		
Paid Chk# 077536 3/5/2020 ARTISAN BEER COMPANY					
E 601-491-902	LIQUOR PURCHASES		\$36.90	3407902	LQ STORE LIQUOR
	Total ARTISAN BEER COMPANY		\$36.90		
Paid Chk# 077537 3/5/2020 BAKER & TAYLOR BOOKS					
E 101-441-435	BOOKS		\$110.55	2035135489	LIBRARY BOOKS
	Total BAKER & TAYLOR BOOKS		\$110.55		
Paid Chk# 077538 3/5/2020 BEVERAGE WHOLESALERS, INC.					
E 601-491-903	BEER PURCHASES		\$5,227.21	104188	LQ STORE BEER
E 601-491-903	BEER PURCHASES		\$694.35	105210	LQ STORE BEER
	Total BEVERAGE WHOLESALERS, INC.		\$5,921.56		
Paid Chk# 077539 3/5/2020 BHE RENEWABLES					
E 101-441-271	UTILITIES		\$142.11		UTILITIES-189 3RD ST
E 101-418-271	UTILITIES		\$240.46		UTILITIES-336 MORGAN ST
E 101-431-271	UTILITIES		\$24.05		UTILITIES-1650 CENTER ST
E 101-424-271	UTILITIES		\$203.01		UTILITIES-231 2ND ST

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		Check Amt	Invoice	Comment
E 602-492-271	UTILITIES	\$872.25		UTILITIES-1156 CRAIG AVE
E 201-471-271	UTILITIES	\$286.15		UTILITIES-200 3RD ST
E 101-424-271	UTILITIES	\$160.92		UTILITIES-360 MORGAN ST
E 602-492-271	UTILITIES	\$48.09		UTILITIES-110 6TH ST
E 608-498-271	UTILITIES	\$72.14		UTILITIES-517 UNION ST
E 101-431-271	UTILITIES	\$72.14		UTILITIES-124 ROWLAND ST
E 101-418-271	UTILITIES	\$10.15		UTILITIES-336 SOUTH ST
E 101-462-271	UTILITIES	\$121.81		UTILITIES-1640 CENTER ST
E 602-492-271	UTILITIES	\$401.00		UTILITIES-1500 330TH AVE
E 602-492-271	UTILITIES	\$444.91		UTILITIES-321 ELM ST
E 101-432-271	UTILITIES	\$132.25		UTILITIES-421 SOUTH ST
E 101-432-271	UTILITIES	\$144.28		UTILITIES-299 SOUTH ST
Total BHE RENEWABLES		\$3,375.72		
<hr/>				
Paid Chk# 077540	3/5/2020	BOLLIG INC		
E 410-462-321	OTHER CONTRACTUAL SERVICE	\$2,445.50	5011	AIRPORT MASTER PLAN
Total BOLLIG INC		\$2,445.50		
<hr/>				
Paid Chk# 077541	3/5/2020	CAMPBELL,DIANE		
E 101-412-241	TRAVEL CONFERENCES & SCHO	\$34.50		REIMBURSE MILES TO PICK UP/DROP OFF ELECTION SUPPLIES/RESEARCH IN RECORDERS OFFICE
E 101-412-241	TRAVEL CONFERENCES & SCHO	\$34.50		REIMBURSE MILES TO PICK UP/DROP OFF ELECTION SUPPLIES/RESEARCH IN RECORDERS OFFICE
Total CAMPBELL,DIANE		\$69.00		
<hr/>				
Paid Chk# 077542	3/5/2020	CARPENTER,JEFFREY P		
E 806-417-241	TRAVEL CONFERENCES & SCHO	\$74.18		REIMBURSE MILEAGE FOR EDA MEETINGS
Total CARPENTER,JEFFREY P		\$74.18		
<hr/>				
Paid Chk# 077543	3/5/2020	CENTURYLINK		
E 101-462-231	COMMUNICATIONS-TELEPHONE	\$33.76	2-19-20	AIRPORT COMMUNICATIONS
Total CENTURYLINK		\$33.76		
<hr/>				
Paid Chk# 077544	3/5/2020	COMPUTERS & BEYOND		
E 101-413-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 806-417-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 303-417-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 411-417-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 101-421-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 101-424-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 101-425-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 101-431-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 101-441-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 607-451-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 203-461-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 101-462-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 201-471-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 601-491-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 602-492-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 608-498-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 605-495-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP
E 604-494-210	OPERATING SUPPLIES	\$5.56	3209	OFF-SITE BACKUP

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			Check Amt	Invoice	Comment
E 101-413-210	OPERATING SUPPLIES		\$5.33	3209	MICROSOFT OFFICE 365 EXCHANGE
E 806-417-210	OPERATING SUPPLIES		\$5.33	3209	MICROSOFT OFFICE 365 EXCHANGE
E 303-417-210	OPERATING SUPPLIES		\$5.33	3209	MICROSOFT OFFICE 365 EXCHANGE
E 411-417-210	OPERATING SUPPLIES		\$5.33	3209	MICROSOFT OFFICE 365 EXCHANGE
E 101-421-210	OPERATING SUPPLIES		\$5.33	3209	MICROSOFT OFFICE 365 EXCHANGE
E 101-424-210	OPERATING SUPPLIES		\$5.33	3209	MICROSOFT OFFICE 365 EXCHANGE
E 101-425-210	OPERATING SUPPLIES		\$5.33	3209	MICROSOFT OFFICE 365 EXCHANGE
E 101-431-210	OPERATING SUPPLIES		\$5.33	3209	MICROSOFT OFFICE 365 EXCHANGE
E 101-441-210	OPERATING SUPPLIES		\$5.33	3209	MICROSOFT OFFICE 365 EXCHANGE
E 607-451-210	OPERATING SUPPLIES		\$5.33	3209	MICROSOFT OFFICE 365 EXCHANGE
E 203-461-210	OPERATING SUPPLIES		\$5.33	3209	MICROSOFT OFFICE 365 EXCHANGE
E 101-462-210	OPERATING SUPPLIES		\$5.33	3209	MICROSOFT OFFICE 365 EXCHANGE
E 201-471-210	OPERATING SUPPLIES		\$5.33	3209	MICROSOFT OFFICE 365 EXCHANGE
E 601-491-210	OPERATING SUPPLIES		\$5.33	3209	MICROSOFT OFFICE 365 EXCHANGE
E 602-492-210	OPERATING SUPPLIES		\$5.33	3209	MICROSOFT OFFICE 365 EXCHANGE
E 608-498-210	OPERATING SUPPLIES		\$5.32	3209	MICROSOFT OFFICE 365 EXCHANGE
E 605-495-210	OPERATING SUPPLIES		\$5.32	3209	MICROSOFT OFFICE 365 EXCHANGE
E 604-494-210	OPERATING SUPPLIES		\$5.32	3209	MICROSOFT OFFICE 365 EXCHANGE
E 101-413-201	OFFICE SUPPLIES		\$24.99	3282	DISPLAY ADAPTER
E 101-431-201	OFFICE SUPPLIES		\$17.99	3282	SD CARD READER
Total COMPUTERS & BEYOND			\$238.97		
<hr/>					
Paid Chk#	077545	3/5/2020	CULLIGAN WATER CONDITIONING		
E 601-491-271	UTILITIES		\$16.00		LQ STORE UTILITIES
E 201-471-271	UTILITIES		\$36.01		MPC AQUA CLEER RENTAL/ SALT
E 602-492-271	UTILITIES		\$22.00		WATER DEPT COOLER RENT/WATER
E 101-418-271	UTILITIES		\$6.00		ADMIN WATER
Total CULLIGAN WATER CONDITIONING			\$80.01		
<hr/>					
Paid Chk#	077546	3/5/2020	DESMITH,MARK		
E 101-431-125	UNIFORM ALLOWANCE		\$60.98		M DESMITH UNIFORM ALLOWANCE-RUNNINGS
E 101-431-223	MAINTENANCE & REPAIR-OTHER		\$36.66		REIMBURSE FOR SANDING BLOCK-OREILLY AUTO PARTS
Total DESMITH,MARK			\$97.64		
<hr/>					
Paid Chk#	077547	3/5/2020	DOLL DISTRIBUTING, LLC		
E 601-491-903	BEER PURCHASES		\$1,495.60	275460	LQ STORE BEER PURCHASE
E 601-491-903	BEER PURCHASES		\$871.52	911457	LQ STORE BEER PURCHASE
Total DOLL DISTRIBUTING, LLC			\$2,367.12		
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Paid Chk#	077548	3/5/2020	DOLLAR GENERAL		
E 601-491-904	MIX PURCHASES		\$12.50	1000941347	LQ STORE POP PURCHASE
E 601-491-904	MIX PURCHASES		\$7.60	1000945870	LQ STORE POP PURCHASE
E 601-491-904	MIX PURCHASES		\$7.20	1000948241	LQ STORE POP PURCHASE
E 601-491-904	MIX PURCHASES		\$26.75	1000948526	LQ STORE POP PURCHASE
Total DOLLAR GENERAL			\$54.05		
<hr/>					
Paid Chk#	077549	3/5/2020	FREDERICKS, RHONDA		
E 101-412-103	TEMPORARY & PART-TIME WAG		\$139.93		2020 ELECTION JUDGE 14.5 HOURS @9.65
Total FREDERICKS, RHONDA			\$139.93		
<hr/>					
Paid Chk#	077550	3/5/2020	GOPHER STATE ONE CALL		
E 602-492-321	OTHER CONTRACTUAL SERVICE		\$16.20	0020781	GOPHER ON CALLS

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E 608-498-321	OTHER CONTRACTUAL SERVICE		\$16.20	0020781	GOPHER ON CALLS
	Total GOPHER STATE ONE CALL		\$32.40		
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Paid Chk# 077551	3/5/2020	HOFFMAN FILTER SERVICE, LLC			
E 602-492-321	OTHER CONTRACTUAL SERVICE		\$18.33	82503	OIL FILTER DISPOSAL
E 101-431-321	OTHER CONTRACTUAL SERVICE		\$18.33	82503	OIL FILTER DISPOSAL
E 608-498-321	OTHER CONTRACTUAL SERVICE		\$18.34	82503	OIL FILTER DISPOSAL
	Total HOFFMAN FILTER SERVICE, LLC		\$55.00		
<hr/>					
Paid Chk# 077552	3/5/2020	HOPE DAC			
E 101-413-321	OTHER CONTRACTUAL SERVICE		\$272.00		CITY HALL PAPER SHREDDING
	Total HOPE DAC		\$272.00		
<hr/>					
Paid Chk# 077553	3/5/2020	JOHNSON BROTHERS LIQUOR CO.			
E 601-491-902	LIQUOR PURCHASES		\$1,522.94	1514237	LQ STORE LIQUOR PURCHASE
E 601-491-901	FREIGHT ON LIQUOR & BEER		\$19.65	1514237	LQ STORE FREIGHT
	Total JOHNSON BROTHERS LIQUOR CO.		\$1,542.59		
<hr/>					
Paid Chk# 077554	3/5/2020	KRUSE FORD-LINCOLN INC			
E 101-418-221	MAINTENANCE & REPAIR-EQUIP		\$226.90	42432	2013 FORD CITY VEHICLE REPAIR
	Total KRUSE FORD-LINCOLN INC		\$226.90		
<hr/>					
Paid Chk# 077555	3/5/2020	LYON COUNTY AUDITOR			
E 806-417-321	OTHER CONTRACTUAL SERVICE		\$316.80		EDA-WARRANTY DEED FOR DALE JOHNSON III CONSTRUCTION LLC
	Total LYON COUNTY AUDITOR		\$316.80		
<hr/>					
Paid Chk# 077556	3/5/2020	MARKEGARD, JORDAN			
E 101-421-241	TRAVEL CONFERENCES & SCHO		\$227.92		REIMBURSEMENT FOR HOTEL AND FOOD WHILE AT TRAINING
	Total MARKEGARD, JORDAN		\$227.92		
<hr/>					
Paid Chk# 077557	3/5/2020	MARSHALL TRUCK SALVAGE INC			
E 101-424-221	MAINTENANCE & REPAIR-EQUIP		\$9.21	70120	1117 PRESSURE SWITCH
	Total MARSHALL TRUCK SALVAGE INC		\$9.21		
<hr/>					
Paid Chk# 077558	3/5/2020	MIDWEST SUPPLY CO.			
E 101-431-222	MAINTENANCE & REPAIR-BUILD		\$16.98	276565	SHOP OFFICE DESK WOOD FILLTER
E 101-431-222	MAINTENANCE & REPAIR-BUILD		\$12.99	276602	SHOP GAS CAN
E 101-431-125	UNIFORM ALLOWANCE		\$9.99	276610	B MEYER UNIFORM ALLOWANCE
E 101-431-222	MAINTENANCE & REPAIR-BUILD		\$16.98	276611	SHOP OFFICE DESK PAINT
E 101-431-125	UNIFORM ALLOWANCE		\$34.99	276634	B MEYER UNIFORM ALLOWANCE
E 101-431-222	MAINTENANCE & REPAIR-BUILD		\$37.46	276656	OFFICE DESK HARDWARE
E 101-431-125	UNIFORM ALLOWANCE		\$31.00	276667	B MEYER UNIFORM ALLOWANCE
E 101-431-223	MAINTENANCE & REPAIR-OTHER		\$4.55	276680	SOCKET SET
E 602-492-222	MAINTENANCE & REPAIR-BUILD		\$6.99	276708	WATER PLANT OFFICE CLEANER
E 101-431-221	MAINTENANCE & REPAIR-EQUIP		\$9.98	276730	07 TRUCK REPAIR
E 101-431-223	MAINTENANCE & REPAIR-OTHER		\$42.99	276753	AIR HOSE
E 201-471-222	MAINTENANCE & REPAIR-BUILD		\$6.28	276764	MPC CLEANER
E 101-418-222	MAINTENANCE & REPAIR-BUILD		\$16.21	276764	VMC CLEANER, BOLTS, SWITCH PLATE, TOILET PAPER
	Total MIDWEST SUPPLY CO.		\$247.39		
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Paid Chk# 077559	3/5/2020	MN ENERGY RESOURCES CORP			

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E 411-417-271	UTILITIES		\$42.00		UTILITIES-420 ORCHARD LN
E 411-417-271	UTILITIES		\$42.00		UTILITIES-430 ORCHARD LN
E 411-417-271	UTILITIES		\$42.00		UTILITIES-440 ORCHARD LN
E 411-417-271	UTILITIES		\$42.00		UTILITIES-421 ORCHARD LN
E 411-417-271	UTILITIES		\$42.00		UTILITIES-431 ORCHARD LN
E 411-417-271	UTILITIES		\$42.00		UTILITIES-441 ORCHARD LN
E 411-417-271	UTILITIES		\$42.00		UTILITIES-411 ORCHARD LN
E 601-491-271	UTILITIES		\$325.01		LQ STORE UTILITIES
E 607-451-271	UTILITIES		\$110.76		321 ELM STREET UTILITIES
E 602-492-271	UTILITIES		\$585.75		1056 HWY 14 UTILITIES
E 101-431-271	UTILITIES		\$193.65		HWY 14 UTILITIES
E 101-441-271	UTILITIES		\$196.23		LIBRARY UTILITIES
E 101-418-271	UTILITIES		\$852.05		VMC UTILITIES
E 101-418-271	UTILITIES		\$884.95		372 MORGAN STREET UTILITIES
E 201-471-271	UTILITIES		\$354.90		200 3RD STREET UTILITIES
Total	MN ENERGY RESOURCES CORP		\$3,797.30		
<hr/>					
Paid Chk#	077560	3/5/2020	MN POLLUTION CONTROL AGENCY		
E 608-498-301	LICENSES & TAXES		\$1,450.00	1000093926	ANNUAL POND PERMIT
Total	MN POLLUTION CONTROL AGENCY		\$1,450.00		
<hr/>					
Paid Chk#	077561	3/5/2020	PHILLIPS WINE & SPIRITS		
E 601-491-902	LIQUOR PURCHASES		\$1,044.30	6006733	LQ STORE LIQUOR PURCHASE
E 601-491-901	FREIGHT ON LIQUOR & BEER		\$21.12	6006733	LQ STORE FREIGHT
Total	PHILLIPS WINE & SPIRITS		\$1,065.42		
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Paid Chk#	077562	3/5/2020	PLUM CREEK LIBRARY SYSTEM		
E 101-441-321	OTHER CONTRACTUAL SERVICE		\$157.19	IV25359	LIBRARY SUPPLIES
Total	PLUM CREEK LIBRARY SYSTEM		\$157.19		
<hr/>					
Paid Chk#	077563	3/5/2020	RYKHUS, LINDA		
E 101-411-103	TEMPORARY & PART-TIME WAG		\$154.40		2020 ELECTION JUDGE-16 HOURS @9.65
E 101-412-241	TRAVEL CONFERENCES & SCHO		\$29.90		2020 ELECTION JUDGE MILEAGE-52 miles @ 57.5
Total	RYKHUS, LINDA		\$184.30		
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Paid Chk#	077564	3/5/2020	SCHMIDT, LOIS		
E 101-412-103	TEMPORARY & PART-TIME WAG		\$82.03		2020 ELECTION JUDGE 8.5 HOURS @ 9.65
Total	SCHMIDT, LOIS		\$82.03		
<hr/>					
Paid Chk#	077565	3/5/2020	SOUTHERN GLAZERS OF MN		
E 601-491-902	LIQUOR PURCHASES		\$1,007.28	1929386	LQ STORE LIQUOR PURCHASE
E 601-491-901	FREIGHT ON LIQUOR & BEER		\$7.40	1929386	LQ STORE FREIGHT
E 601-491-902	LIQUOR PURCHASES		\$700.17	1929387	LQ STORE LIQUOR PURCHASE
E 601-491-901	FREIGHT ON LIQUOR & BEER		\$25.74	1929387	LQ STORE FREIGHT
Total	SOUTHERN GLAZERS OF MN		\$1,740.59		
<hr/>					
Paid Chk#	077566	3/5/2020	STREICHER S		
E 101-421-125	UNIFORM ALLOWANCE		\$69.99	I1415396	A HANSEN UNIFORM ALLOWANCE
E 101-421-125	UNIFORM ALLOWANCE		\$262.97	I1416293	A HANSEN UNIFORM ALLOWANCE
Total	STREICHER S		\$332.96		
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Paid Chk#	077567	3/5/2020	SW HEALTH AND HUMAN SERVICES		
E 602-492-321	OTHER CONTRACTUAL SERVICE		\$40.00		WATER TESTING-TEST #T2002

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Total SW HEALTH AND HUMAN SERVICES		\$40.00		
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Paid Chk#	077568	3/5/2020	SW INITIATIVE FOUNDATION	
E 101-413-321	OTHER CONTRACTUAL SERVICE	\$1,000.00	022620	2020 CITY OF TRACY APPROPRIATION TO SWIF
Total SW INITIATIVE FOUNDATION		\$1,000.00		
<hr/>				
Paid Chk#	077569	3/5/2020	SW MN CHAPTER OF ICC	
E 101-425-291	SUBS, MEMBRSHPS & CONTRBT	\$75.00		S DANIELS MEMBERSHIP DUES
E 101-425-291	SUBS, MEMBRSHPS & CONTRBT	\$40.00		C CARON MEMBERSHIP DUES
Total SW MN CHAPTER OF ICC		\$115.00		
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Paid Chk#	077570	3/5/2020	TRACY ACE HOME CENTER	
E 411-417-222	MAINTENANCE & REPAIR-BUILD	\$24.58	B33297	EDA SUPPLIES
E 601-491-222	MAINTENANCE & REPAIR-BUILD	\$8.03	B33349	LQ STORE STAKES
E 601-491-222	MAINTENANCE & REPAIR-BUILD	\$4.85	B33360	LQ STORE FRAMING MATERIAL
Total TRACY ACE HOME CENTER		\$37.46		
<hr/>				
Paid Chk#	077571	3/5/2020	TRACY AUTO VALUE	
E 101-431-221	MAINTENANCE & REPAIR-EQUIP	\$27.99	35115366	07 TRUCK BOX REPAIR
E 101-431-221	MAINTENANCE & REPAIR-EQUIP	\$16.70	35115383	07 TRUCK BOX SANDING DISCS
E 101-431-221	MAINTENANCE & REPAIR-EQUIP	\$60.95	35115469	07 TRUCK BOX REPAIR
E 101-431-223	MAINTENANCE & REPAIR-OTHER	\$135.00	35115577	PNEUMATIC SANDER
E 101-431-223	MAINTENANCE & REPAIR-OTHER	\$17.88	35115579	SANDPAPER
Total TRACY AUTO VALUE		\$258.52		
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Paid Chk#	077572	3/5/2020	TRACY FOOD PRIDE	
E 201-471-905	RESALE PURCHASES	\$63.87	109-5529	MPC FOOD FOR RESALE
E 201-471-905	RESALE PURCHASES	\$56.18	137-5529	MPC FOOD FOR RESALE
E 201-471-905	RESALE PURCHASES	\$15.62	3-5529	MPC FOOD FOR RESALE
Total TRACY FOOD PRIDE		\$135.67		
<hr/>				
Paid Chk#	077573	3/5/2020	XCEL ENERGY	
E 101-431-271	UTILITIES	\$67.81	674429711	306 E CRAIG AVE UTILITIES
E 101-431-271	UTILITIES	\$11.32	674429711	355 E CRAIG AVE UTILITIES
Total XCEL ENERGY		\$79.13		
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Paid Chk#	077574	3/5/2020	ZIEGLER INC	
E 602-492-221	MAINTENANCE & REPAIR-EQUIP	\$22.33	PC040342274	924 H LOADER
E 101-431-221	MAINTENANCE & REPAIR-EQUIP	\$66.98	PC040342274	924 H LOADER
E 602-492-221	MAINTENANCE & REPAIR-EQUIP	\$1.20	PC040342354	924H PARTS
E 101-431-221	MAINTENANCE & REPAIR-EQUIP	\$3.59	PC040342354	924 H PARTS
E 602-492-221	MAINTENANCE & REPAIR-EQUIP	(\$0.33)	PR040030228	924H LOADER CREDIT
E 101-431-221	MAINTENANCE & REPAIR-EQUIP	(\$0.97)	PR040030228	924H LOADER CREDIT
Total ZIEGLER INC		\$92.80		
10100 MINNWEST CHECKING		\$124,854.15		

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Fund Summary

10100 MINNWEST CHECKING

101 GENERAL	\$10,717.14		
201 MULTI PURPOSE CENTER OP	\$1,162.37		
203 CEMETERY OPRNG FUND	\$44.76		
303 O BRIEN COURT	\$17.37		
410 AIRPORT IMPROVEMENT FUND	\$2,445.50		
411 ORCHARD LANE & 2016A HOUSING	\$335.95		
601 LIQUOR STORE OPRNG	\$23,908.09		
602 UTILITY-WATER	\$2,723.19		
604 REFUSE COLLECTION	\$9,725.37		
605 LICENSING	\$71,569.95		
607 AQ CENTER OPERATIONS	\$136.05		
608 UTILITY-SEWER	\$1,660.06		
806 ECONOMIC DEV RESERVE	\$408.35		
	<hr/>		
	\$124,854.15		

TRACY CHECK REGISTER-FOR CITY COUNCIL

Pay Group	Pay Period	Check #	Employee #	Employee Name	Check Date	Check Amount	Check Gross
01	4	516393	000000002	ZWACH, PEGGY JO	02/21/20	\$1,626.02	\$2,423.63
01	4	516417	000000050	HEMISH, JANELL LEA	02/21/20	\$976.15	\$1,391.61
01	4	516419	000000053	SEABERG, KARLA J	02/21/20	\$139.68	\$151.25
01	4	516400	000000068	TORKELSON, SHAWN LEE	02/21/20	\$1,602.80	\$2,117.60
01	4	516403	000000042	HANSEN, ADAM L.	02/21/20	\$1,422.37	\$2,471.45
01	4	516404	000000044	LICHTY, JASON	02/21/20	\$1,882.96	\$2,843.20
01	4	516408	000000114	ANDREWS, LAURA GRACE	02/21/20	\$228.26	\$267.31
01	4	516406	000000048	VUE, PETER CHEE MENG	02/21/20	\$600.48	\$837.72
01	4	516405	000000045	MARKEGARD, JORDAN LEE	02/21/20	\$1,381.86	\$2,011.16
01	4	516401	000000070	DANIELS, SHANE CHARLES	02/21/20	\$2,846.71	\$4,345.85
01	4	516399	000000067	DESMITH, MARK AUGUST	02/21/20	\$811.70	\$1,317.40
01	4	516397	000000060	CARON, CLAY MERLYN	02/21/20	\$1,670.99	\$2,357.48
01	4	516412	000000131	DANIELS, KRISTINA LYNN	02/21/20	\$115.76	\$134.84
01	4	516394	000000007	LICHTY, APRIL LEIGH	02/21/20	\$1,305.50	\$1,894.97
01	4	516413	000000010	CARPENTER, JEFFREY PAUL	02/21/20	\$1,592.77	\$2,316.00
01	5	516431	000000056	SCHULTZ, ALLEN J	03/06/20	\$1,452.30	\$2,420.15
01	4	516415	000000073	FOX, LAURINNE KAY	02/21/20	\$244.25	\$264.48
01	4	516409	000000120	STIMPERT SCHONS, TAMMAR	02/21/20	\$1,299.62	\$1,872.36
01	4	516410	000000121	ARVIZU, JANET OTTO	02/21/20	\$319.35	\$406.93
01	4	EFT	000000041	HANSEN, ADAM	02/21/20	\$0.00	\$0.00
01	4	516418	000000052	THOMAS, LINDA DIANE	02/21/20	\$384.95	\$448.40
01	4	516420	000000009	VANDENDRIESSCHE, CHRIST	02/21/20	\$1,099.51	\$1,752.00
01	4	516395	000000008	CAMPBELL, DIANE MARIE	02/21/20	\$1,394.56	\$1,963.31
01	4	516407	000000031	SIK, LYDELL E	02/21/20	\$1,148.14	\$1,602.41
01	4	516396	000000058	MEYER, BARTON JOSEPH	02/21/20	\$1,187.30	\$1,793.08
01	4	516416	000000077	RAYMOND, DIANNE L.	02/21/20	\$393.56	\$458.43
01	4	516414	000000072	QUIST, VALERIE D	02/21/20	\$1,056.01	\$1,530.24
01	4	516398	000000062	PETERSON, DAVID P.	02/21/20	\$1,518.89	\$2,188.66
01	4	516411	000000130	EKNESS, CHERYL E	02/21/20	\$220.46	\$285.93
01	5	516445	000000073	FOX, LAURINNE KAY	03/06/20	\$264.61	\$286.52
01	5	516449	000000053	SEABERG, KARLA J	03/06/20	\$251.42	\$272.25
01	5	516429	000000068	TORKELSON, SHAWN LEE	03/06/20	\$1,590.76	\$2,117.60
01	5	516432	000000042	HANSEN, ADAM L.	03/06/20	\$1,833.13	\$3,141.00
01	5	516433	000000044	LICHTY, JASON	03/06/20	\$1,882.96	\$2,843.20
01	5	516438	000000114	ANDREWS, LAURA GRACE	03/06/20	\$348.53	\$423.50
01	5	516435	000000048	VUE, PETER CHEE MENG	03/06/20	\$751.73	\$1,049.42
01	5	516434	000000045	MARKEGARD, JORDAN LEE	03/06/20	\$1,715.49	\$2,555.00
01	5	516430	000000070	DANIELS, SHANE CHARLES	03/06/20	\$2,112.03	\$3,214.72
01	5	516428	000000067	DESMITH, MARK AUGUST	03/06/20	\$830.00	\$1,340.24
01	5	516426	000000060	CARON, CLAY MERLYN	03/06/20	\$1,560.20	\$2,201.53
01	5	516442	000000131	DANIELS, KRISTINA LYNN	03/06/20	\$84.98	\$99.00
01	5	516441	000000130	EKNESS, CHERYL E	03/06/20	\$241.77	\$310.75
01	4	516402	000000056	SCHULTZ, ALLEN J	02/21/20	\$1,540.56	\$2,519.96
01	5	516421	000000002	ZWACH, PEGGY JO	03/06/20	\$1,547.12	\$2,304.20
01	5	516447	000000050	HEMISH, JANELL LEA	03/06/20	\$958.01	\$1,364.04
01	5	516439	000000120	STIMPERT SCHONS, TAMMAR	03/06/20	\$1,314.34	\$1,894.65
01	5	516440	000000121	ARVIZU, JANET OTTO	03/06/20	\$335.93	\$426.25
01	5	516424	000000041	HANSEN, ADAM	03/06/20	\$22.37	\$26.06
01	5	516448	000000052	THOMAS, LINDA DIANE	03/06/20	\$384.95	\$448.40
01	5	516450	000000009	VANDENDRIESSCHE, CHRIST	03/06/20	\$834.25	\$1,458.33
01	5	516423	000000008	CAMPBELL, DIANE MARIE	03/06/20	\$1,375.86	\$1,911.50
01	5	516436	000000031	SIK, LYDELL E	03/06/20	\$1,148.13	\$1,602.40
01	5	516425	000000058	MEYER, BARTON JOSEPH	03/06/20	\$1,024.38	\$1,559.20
01	5	516446	000000077	RAYMOND, DIANNE L.	03/06/20	\$304.72	\$433.65

Pay Group	Pay Period	Check #	Employee #	Employee Name	Check Date	Check Amount	Check Gross
01	5	516444	000000072	QUIST, VALERIE D	03/06/20	\$1,056.01	\$1,530.24
01	5	516427	000000062	PETERSON, DAVID P.	03/06/20	\$1,373.68	\$1,989.19
01	5	516422	000000007	LICHTY, APRIL LEIGH	03/06/20	\$1,540.22	\$2,268.90
01	5	516437	000000111	MUNSON, JAMES C	03/06/20	\$40.63	\$44.00
01	5	516443	000000010	CARPENTER, JEFFREY PAUL	03/06/20	\$1,592.76	\$2,316.00
						<hr/>	<hr/>
						\$59,784.44	\$87,819.55

PLANNING COMMISSION

January 6, 2020

The regular meeting of the Tracy Planning Commission was called to order on Monday, January 6, 2020 at 6:00 p.m. in the Council Chambers of the City Hall. The following Commission members were present: Chairman Rosemary Martin, Matt Knakmuhs, Rhonda Fredericks, Mark Seager, Mayor Dimmers and Dustin Demuth. Also present was Shane Daniels-City Administrator/Public Works Director and Diane Campbell-Deputy Clerk/Administrative Asst. Members absent: James Green.

Chairman Martin asked for the approval of the December 2, 2019 minutes. A typo was pointed out for correction. Motion was made by Fredericks, seconded by Mayor Dimmers to approve the minutes as amended. All voted in favor.

Chairman Martin asked for the approval of the Agenda. Motion was made by Mayor Dimmers, seconded by Knakmuhs to approve the Agenda as written. All voted in favor.

Chairman Martin asked for any conflicts of interest that any Commission members would like to identify. None were indicated.

The ordinance regarding sign permits and the fees were discussed. Daniels stated that the current ordinance and fee schedule conflict each other. The ordinance stated that the only time that a sign permit is required is if it is rotating, flashing or intermittently lighted signs will require a permit subject to the City Council. It does not mention a fee for it and usually falls under a building permit. The fee schedule indicates that all free standing or building mounted signs need to pay a fee and file for a permit. After much discussion a motion was made by Demuth, seconded by Knakmuhs to recommend to the council to remove the sign fee and permit requirement from the fee schedule. All voted in favor.

Discussion as to when the Chairman and Co-Chairman should be voted on. It is historically done in April after members are approved by Council in March.

Motion was made by Demuth, seconded by Knakmuhs to adjourn. All voted in favor.

ATTEST:

City Administrator

Tracy Public Library Board Meeting
February 6, 2020

President Trudy Williams called the meeting to order 4:04 PM.

Members present: Marlene Halfmann, Barb Knudson, Colleen Schiller, Sandy Stobb, Vicki Streifel, Trudy Williams, and Joan Ziemke

Also present: Library Director Val Quist

Approval of the minutes from October 3, 2019 meeting. Motion by Barb to approve, second by Joan. Motion carried.

Approval of the agenda for February 6, 2020 meeting. Motion by Colleen to approve, second by Joan. Motion carried.

Opportunity for Public Comment: None

Library Board terms:

Val informed board members that the three Library Board positions held by Marlene, Barb, and Joan are expiring in the new year, and she encouraged them to reapply for new 3-year terms. All three stated they are willing to continue serving on the board and have already submitted or will be submitting their applications. Appointments will be made in March 2020.

Meeting Room Policy:

Board members reviewed a copy of the new Meeting Room Policy for the Tracy Public Library. The policy will be in place to address the use of the new community room and conference room in the basement. Members had a few questions/suggestions which Val will research. Members agreed to table the policy until next month for additional review.

Governing Board appointee:

Val stated a member from our local Library Board needs to be appointed to serve as an alternate on the Plum Creek Governing Board for the coming year. The position is a 3-year term. Sandy has been serving in that capacity but as she is starting her 9th (and final year) on the local board both she and Val thought it might be helpful to select someone new to represent Tracy. Sandy and Val shared information about the responsibilities of the PC Governing Board and urged local members to consider serving on the board. For the time being, Sandy will continue to serve as the alternate but will be willing to help with the transition if someone else chooses to do so.

Reports:

A. Plum Creek Library System update:

- 1) Val reported that Michele Leininger from Marshall-Lyon County will be serving as Interim Director for the Plum Creek Library System. Advertising is expected to begin soon for a Manager who will take on the day-to-day operations of PCLS and also work toward an MLIS degree in order to eventually be named Director.
- 2) PCLS is working on renegotiating the contract with Overdrive for ebooks. Val stated it looks like they will be able to get a better deal on the platform fee (which is currently at \$14,000) so that money can be used for purchasing new books.
- 3) The Advisory Council meetings have been moved to the 2nd Wednesday of each month from the 1st due to scheduling conflicts at the Murray County Courthouse which is where they meet. Val stated the Advisory Council will be meeting in Tracy in November.

B. Director's Report:

- 1) Val stated the final report has been submitted to the state and the matching funds for the Library Construction Grant have been received. She also submitted a report to the Carl and Verna Schmidt Foundation on how the \$10,000 grant for furnishings was used. In all, Tracy received more than \$76,000 in grants for the project.
- 2) Val had hoped to get a family movie night started this winter, but the library's old laptop is too slow to play movies. Val talked to Rob, who still operates the Woody's Library Computers charity. He is going to get the library a new laptop and a Blu-Ray player to use with the new projector.
- 3) The Winter Reading program is underway with 37 patrons signed up. The program runs through the month of March.
- 4) Val has been working on the annual report to State Library Services and plans to have it completed for review by the board at the March meeting. The report needs to be submitted by April 1.
- 5) Thanks to a \$700 donation from Minnwest Bank Val will be able to change up the Summer Reading Program this year. She has purchased three prizes worth about \$50 each (magnetic tiles, a Harry Potter Lego set, and a Kindle Fire) that the kids will have a chance to win. The library will also be giving out cloth bags with pencils and bookmarks in them (100 bags for about \$65) to everyone who signs up.
- 6) Val attended a webinar on the 2020 Census on February 5th. She felt she learned a lot and will be putting together information to share with the staff. On February 7th she will be attending three one-hour webinars on customer service, specifically focusing on disabled, elderly, and international patrons.

Board members briefly discussed the appearance and condition of the main floor bathrooms. It was noted that they could use a "sprucing up" with a quick coat of paint and a more thorough cleanup of the sinks. Val stated the bathrooms are included in the 5-year building maintenance plan, but she would be glad to discuss with the maintenance staff any work that could be done in the meantime.

Motion by Marlene to adjourn the meeting, second by Vicki. Motion carried.

Meeting was adjourned at 5:07 PM.

Sandy Stobb
Secretary

SUGGESTIONS TO TRANSITION WATER BILLS TO ONE MONTH BEHIND

The suggestion would be to bring the billing up to the prior month. IE: We just billed December 2019 – due 02/15/2020.

The example would be the reading collected March 1st would be used to bring the billing from 01/01/2020 to 02/29/2020.

Ø Readings collected 1-5th of the month

Ø Billing occur by the 10th of the month

Ø Billing due 30th of the month which will allow penalties to be enforced after the makeup period within the same month of the charges.

In reviewing it, the amount of penalties that the City would forgo would be \$6,682.14, however, in real numbers, that would be \$4,201.37 as four of these meters are not actually paying anything and have been charged \$50 for the meter and penalty.

This equates to \$1400/month of possible penalties that would not be billed in a 90 day period.

Keep in mind, if we would move forward to billing prior month, catching up the 2nd month, we'd want to protect the Cities interest while also providing the customer time to pay the double bill.

Ø No payment within any of the months would still accrue a penalty.

Ø No payment with two months past due would still result in being shut off