CITY OF EYOTA
CITY COUNCIL MINUTES
JANUARY 25, 2018

Members Present: Tyrel Clark, Bryan Cornell, Tony Nelson and Ray Schuchard
Members Absent: Kurt Holst
Staff Present: Community Officer Deputy McFarlen and Marlis Knowlton, Clerk/Treasurer

**Call to Order:** Mayor Clark called the meeting to order at 7:04 p.m. with the Pledge of Allegiance.

**Approve Agenda:** Addition requested under 7. Other Business to add Accounting Clerk hiring recommendation.

Motion was made by Nelson and seconded by Cornell to approve the agenda with the one noted addition. Ayes 4, Nays 0. Motion carried.

**Consent Agenda:** Motion was made by Nelson and seconded by Cornell to approve the consent agenda items 4.A and 4.B as presented. Ayes 4, Nays 0. Motion carried.

A. Minutes of the January 11, 2018 regular Council meeting approved as presented.

B. RESOLUTION #2018-08 RESOLUTION EXPRESSING ACCEPTANCE OF, APPRECIATION FOR AND DESIGNATION OF DONATIONS RECEIVED, $1,320 cash donations accepted and designated to be appropriated to the Fire Department Fund for the purchase of future equipment to be determined.

**REPORTS:**

**Community Officer:** Deputy McFarlen reported on the recent (61) calls through January 17.

**DESCASD Sewer Board:** Schuchard reported the plant is running very well, some changes have been made to improve keeping the equipment cleaner.

**Planning Commission:** Knowlton reported Lief Hughes will be the 2018 Chair and Casey Johnson the Co-Chair.

No Parking on Second Street SW Recommendation: The Planning Commission motioned to recommend and request the Council implement no parking on the north side of Second Street SW, from Madison Avenue SW to Jefferson Avenue SW. This is in reference to the new Little Eagles Childcare Center being built and the current and anticipated future increased traffic. The Council discussed current and potential future traffic movement and parking. The Eyota Manor Apartments do utilize parking on the street in that area.

Motion was made by Cornell and seconded by Schuchard to adopt no parking on the north side of Second Street SW from the east lot line of the daycare (417 2nd ST SW) to Jefferson Avenue SW; to be implemented as soon as no parking signs can go in the ground. Ayes 4, Nays 0. Motion carried.

**Emergency Management:** Emergency Management Director Tony Nelson briefly explained the 2018 updates to the Emergency Management Handbook for Government Officials and recommended adoption.

Motion was made by Schuchard and seconded by Cornell to acknowledge and adopt the revised 2018 Emergency Management Handbook for Government Officials. Ayes 4, Nays 0. Motion carried.

**Economic Development Authority (EDA):** Clark reported on Arbor Gardens census, employment and financial information; and Cornell added information regarding rent adjustments. The EDA had a very general conversation with a residential developer with ideas on locations and needs for single family homes and apartments.

Motion was made by Schuchard and seconded by Nelson to appoint Tom Aleshire to the open seat on the EDA. Discussion: this term expires December 2022. Ayes 4, Nays 0. Motion carried.

Jeff St. Mane shared information regarding continued plans for the construction of a trail from Rochester, through Chester Woods Park and continuing to Eyota. He requested assistance to find people and transportation to go to the Capital in March to solicit bonding funds. The EDA did not have time to finish the conversation.

**Clerks Report:** Knowlton reminded the Council the public informational meeting for property owners included in the 2018 Street and Utility Improvement Project will be Monday, January 29, 7:00 pm, at the Fire Hall.

## REGULAR AGENDA ITEMS:

**City Code of Ordinances:** The Planning Commission met on January 17 and reviewed the final corrections and revisions received from American Legal. The new City Code of Ordinances is now a completed new document of the codified existing ordinances. The Planning Commission recommends the Council approve and implement the new Code of Ordinances. The Council requested more time to review the new document. Approval will be scheduled on the February 22 Council meeting agenda. No further action.

**Employee Payroll Correction:** Due to a payroll system coding error, a portion of one employee's earnings was omitted from the taxable wages. The calculations and corrections have been made to the employee and employer's tax forms. FICA (social security and medicare) tax is owed by the employee and employer for first, second and third quarter of 2016 and 95% of 2017. All corrected reports have been submitted and the total FICA tax has been paid. The employee owes the employer for the employee's portion of the FICA tax.

Motion was made by Nelson and seconded by Cornell to approve reimbursing the employee for future income tax preparation filing fees and any penalty and interest charged on tax owned from this problem. Ayes 4, Nays 0. Motion carried.

Council agreed a payment plan for the employee to repay the FICA taxes owed to the employer is acceptable to be arranged. The plan will allow the employee to repay the tax over the entire year of 2018, at the employee's choice of a payroll deduction or a regularly scheduled payment.

**Second Street Wetlands:** Revised proposed plans to create the Second Street Wetland area have been received. The revised wetland maps show additional land added north of the Eyota Manor Apartments and up to almost the American Legion's horse shoe pits which appears to be conflicting with Sunset Square Park, community gardens and proposed park pavilion plans.

The Council discussed original wetland creation plans and expectations, what credits could be earned, would credits be sold or kept for future city needs, the intentions of the park, etc. The Council requested the wetlands engineer from WHKS & Co. working on this plan be invited to one of the February Council meetings for further discussion.

**Accounts Payable:** Request was made to add $120 paid to D&A Testing and $60 to MN Department of Agriculture. Motion was made by Nelson and seconded by Schuchard to approve the accounts payable in the amount of $316,762.64 with the noted additions. Ayes 4, Nays 0. Motion carried. See "Exhibit 6.D"

**Other Business:** The personnel committee reviewed thirty one applications and interviewed four candidates to fill the Accounting Clerk position. Recommendation was made to hire Renee Mierau.

Motion was made by Nelson and seconded by Schuchard to hire Renee Mierau at $19.00 an hour and with two weeks of vacation to start. Ayes 4, Nays 0. Motion carried.

**Adjourn**: Motion was made by Cornell and seconded by Schuchard to adjourn the meeting. Ayes 4, Nays 0. Motion carried. The meeting was declared adjourned at 8:00 p.m.

Tyrel Clark
Mayor

Marlis Knowlton
Clerk/Treasurer

# Council Meeting January 25, 2018

UPDATED

Approval of Accounts Payable:

| | | | |
|---|---|---|---|
| To be approved by Council | | $ | 80,261.18 |
| Added by Council 1/25/18 | | $ | 180.00 |
| *Revised Approved Total = $80,441.00* | | | |
| Council approval after checks written | 1/17/2018 | $ | 233,986.97 |
| Council approval after checks written | | $ | - |
| Council approval after checks written | | $ | - |
| | | | |
| Payroll for Council Approval | | | |
| 1/12/2018 Remittance checks | | $ | 1,366.28 |
| 1/12/2018 Taxes paid electronically | | $ | 968.21 |
| Remittance checks | | $ | - |
| Taxes paid electronically | | $ | - |
| Total Accounts Payable: | | $ | 316,762.64 |

| | | |
|---|---|---|
| **Total Accounts Payable** | **$** | **316,762.64** |
| Additional Payable | $ | - |
| Additional Payable | $ | - |
| **Total** | **$** | **316,762.64** |

**FOR YOUR INFORMATION - ONLY**

ARBOR GARDENS OPERATING ACCOUNT CHECKS SIGNED FOR PAYMENT

| | | |
|---|---|---|
| 1/18/2018 | $ | 65,575.53 |
| | $ | - |
| | $ | - |
| TOTAL | $ | 65,575.53 |

101 General Fund
210 Fire Department
220 EDA
221 EDA revolving loans
222 EIF Loans
223 Rochester sales tax
230 Park & Rec
290 Gambling

*Debt Service Funds*
307 Taxable 2007 note
312 PIR – St Rdg Refunded
313 GO 2010 St Imp
314 PIR – 2006 Refunded
315 Debt Service GO 2015
316 Debt Service GO 2016
317 Debt Service GO 2018
322 Senior Housing (2nd)

*Construction Funds*
400 PIR All Projects
410 Reserves
415 GO 2015A St Imp
416 GO 2016A St Imp
417 GO 2018A St Imp

*Enterprise Funds*
601 Water
602 Sanitary Sewer
651 Storm Sewer
655 Arbor Gardens

"Exhibit 6.D"

# Edit List of Invoices - Detail w/GL

Date: 01/26/2018
Time: 7:50 am backup 7:55
Page 1

City of Eyota

| Ref. No. / Vendor No. | Vendor Name / Vendor Address / City / State/Province Zip/Postal / Email Address | Post Date / Pay. Date / Disc. Date / Due Date / Inv. Date | PO Number / Req. No. / Disc. % / Invoice No. | Bank / Hold? / Sep. Ck.? / 1099? | Invoice Description Line 2 / Invoice Description Line 2 / Use Description 1 On Check / Hand Check Number/Date | Gross Amount / Taxes Withheld / Discount / Net Amount |
|---|---|---|---|---|---|---|
| | ART ON THE GO ROCHESTER, LL | 01/10/2018 | | EASTW | event deposit Sum Rec 6/20/18 | 105.00 |
| | 4340 56 ST LN NW | 01/26/2018 | | N | | 0.00 |
| 13763 | ROCHESTER | 01/10/2018 | | N | N | 0.00 |
| ARTGO | MN 55901 | 01/10/2018 | 0.00 | Y | 0 | 105.00 |
| | <Emailing Stub Disabled> | 01/10/2018 | 6-20-18 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 230-45100-431.30 | Contracted Services | 105.00 | 0.00 |
| Distribution Total | | 105.00 | 0.00 |
| | | Vendor Total: | 105.00 |

| Ref. No. / Vendor No. | Vendor Name / Vendor Address / City / State/Province Zip/Postal / Email Address | Post Date / Pay. Date / Disc. Date / Due Date / Inv. Date | PO Number / Req. No. / Disc. % / Invoice No. | Bank / Hold? / Sep. Ck.? / 1099? | Invoice Description Line 2 / Invoice Description Line 2 / Use Description 1 On Check / Hand Check Number/Date | Gross Amount / Taxes Withheld / Discount / Net Amount |
|---|---|---|---|---|---|---|
| | BERGERSON-CASWELL, INC. | 01/18/2018 | | EASTW | VFD replaced on Well #1 | 5,535.00 |
| | 5115 INDUSTRIAL STREET | 01/26/2018 | | N | | 0.00 |
| 13762 | MAPLE PLAIN | 01/18/2018 | | N | N | 0.00 |
| BERGERSON | MN 55359 | 01/18/2018 | 0.00 | N | 0 | 5,535.00 |
| | <Emailing Stub Disabled> | 01/18/2018 | 25020 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 601-49400-458.00 | Capital Outlay Other Equip | 5,535.00 | 0.00 |
| Distribution Total | | 5,535.00 | 0.00 |
| | | Vendor Total: | 5,535.00 |

| Ref. No. / Vendor No. | Vendor Name / Vendor Address / City / State/Province Zip/Postal / Email Address | Post Date / Pay. Date / Disc. Date / Due Date / Inv. Date | PO Number / Req. No. / Disc. % / Invoice No. | Bank / Hold? / Sep. Ck.? / 1099? | Invoice Description Line 2 / Invoice Description Line 2 / Use Description 1 On Check / Hand Check Number/Date | Gross Amount / Taxes Withheld / Discount / Net Amount |
|---|---|---|---|---|---|---|
| | BREMER BANK | 01/16/2018 | | EASTW | Feb 2018 Princ/Int bond paymen | 39,250.00 |
| | 27 2ND ST SW | 01/26/2018 | | N | paid per schedule, not invoice | 0.00 |
| 13759 | EYOTA | 01/16/2018 | | N | N | 0.00 |
| BREMER BAN | MN 55934 | 01/16/2018 | 0.00 | N | 0 | 39,250.00 |
| | <Emailing Stub Disabled> | 01/16/2018 | Feb2018 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 314-47000-460.10 | Bond Principal | 37,000.00 | 0.00 |
| 314-47000-461.10 | Bond Interest | 2,250.00 | 0.00 |
| Distribution Total | | 39,250.00 | 0.00 |
| | | Vendor Total: | 39,250.00 |

| Ref. No. / Vendor No. | Vendor Name / Vendor Address / City / State/Province Zip/Postal / Email Address | Post Date / Pay. Date / Disc. Date / Due Date / Inv. Date | PO Number / Req. No. / Disc. % / Invoice No. | Bank / Hold? / Sep. Ck.? / 1099? | Invoice Description Line 2 / Invoice Description Line 2 / Use Description 1 On Check / Hand Check Number/Date | Gross Amount / Taxes Withheld / Discount / Net Amount |
|---|---|---|---|---|---|---|
| | CENTURY LINK | 01/11/2018 | | EASTW | Well House phone | 28.65 |
| | PO BOX 2961 | 01/26/2018 | | N | | 0.00 |
| 13745 | PHOENIX | 01/11/2018 | | N | N | 0.00 |
| CENLINK | AZ 85062-2961 | 01/11/2018 | 0.00 | N | 0 | 28.65 |
| | <Emailing Stub Disabled> | 01/11/2018 | Jan 2018 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 601-49400-432.10 | Telephone | 28.65 | 0.00 |
| Distribution Total | | 28.65 | 0.00 |
| | | Vendor Total: | 28.65 |

| Ref. No. / Vendor No. | Vendor Name / Vendor Address / City / State/Province Zip/Postal / Email Address | Post Date / Pay. Date / Disc. Date / Due Date / Inv. Date | PO Number / Req. No. / Disc. % / Invoice No. | Bank / Hold? / Sep. Ck.? / 1099? | Invoice Description Line 2 / Invoice Description Line 2 / Use Description 1 On Check / Hand Check Number/Date | Gross Amount / Taxes Withheld / Discount / Net Amount |
|---|---|---|---|---|---|---|
| | CORE & MAIN, LP | 01/18/2018 | | EASTW | Saw Blades & Watermeter Gasket | 430.40 |
| | PO BOX 249 | 01/26/2018 | | N | | 0.00 |
| 13764 | FARMINGTON | 01/18/2018 | | N | N | 0.00 |
| COREMAIN | MN 55024 | 01/18/2018 | 0.00 | N | 0 | 430.40 |
| | <Emailing Stub Disabled> | 01/18/2018 | 394174 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 101-43100-424.00 | Small Tools/Minor Equipment | 422.00 | 0.00 |
| 601-49400-459.10 | Capital Outlay Meters | 8.40 | 0.00 |

# Edit List of Invoices - Detail w/GL

Date: 01/26/2018
Time: 7:50 am


City of Eyota

| Ref. No. / Vendor No. | Vendor Name / Vendor Address / City / State/Province Zip/Postal / Email Address | Post Date / Pay. Date / Disc. Date / Due Date / Inv. Date | PO Number / Req. No. / Disc. % / Invoice No. | Bank / Hold? / Sep. Ck.? / 1099? | Invoice Description Line 2 / Invoice Description Line 2 / Use Description 1 On Check / Hand Check Number/Date | Gross Amount / Taxes Withheld / Discount / Net Amount |
|---|---|---|---|---|---|---|
| | | | | | | 430.40 / 0.00 |
| Distribution Total | | | | | | Vendor Total: 430.40 |
| 13767 D&ATEST | D&A TESTING SERVICES<br>829 3RD AVENUE SE, SUITE #265<br>ROCHESTER<br>MN 55904<br><Emailing Stub Disabled> | 01/05/2018<br>01/26/2018<br>01/05/2018<br>01/05/2018<br>01/05/2018 | 0.00<br>18560 | EASTW<br>N<br>N<br>N | DOT Annual Fee 2018<br><br>N<br>0 | 120.00<br>0.00<br>0.00<br>120.00 |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 101-43100-430.50 | Medical and Dental Fees | 120.00 | 0.00 |
| Distribution Total | | 120.00 | 0.00 |
| | | Vendor Total: | 120.00 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 13743 DELTA DENT | DELTA DENTAL<br>NW5772<br>MINNEAPOLIS<br>MN 55485-5772<br><Emailing Stub Disabled> | 01/15/2018<br>01/26/2018<br>01/15/2018<br>01/15/2018<br>01/15/2018 | 0.00<br>Feb2018 | EASTW<br>N<br>N<br>N | Feb 2018 Dental<br><br>N<br>0 | 356.70<br>0.00<br>0.00<br>356.70 |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 101-00000-217.06 | Health/Dental Insur Pay | 356.70 | 0.00 |
| Distribution Total | | 356.70 | 0.00 |
| | | Vendor Total: | 356.70 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 13749 DES | DOVER, EYOTA, ST.CHARLES AS<br>P.O. BOX 396<br>ST. CHARLES<br>MN 55972-0396<br><Emailing Stub Disabled> | 12/28/2017<br>01/26/2018<br>12/28/2017<br>12/28/2017<br>12/28/2017 | 0.00<br>Dec2017 | EASTW<br>N<br>N<br>N | 12-2017 Sewer Flow<br>2,690,000 gallons<br>N<br>0 | 16,594.30<br>0.00<br>0.00<br>16,594.30 |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 602-49450-438.51 | Sewer Utilities-DES Fee | 16,594.30 | 0.00 |
| Distribution Total | | 16,594.30 | 0.00 |
| | | Vendor Total: | 16,594.30 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 13755 EO JOHNSON | EO JOHNSON<br>PO BOX 629<br>WAUSAU<br>WI 54401<br><Emailing Stub Disabled> | 01/08/2018<br>01/26/2018<br>01/08/2018<br>01/08/2018<br>01/08/2018 | 0.00<br>258999 | EASTW<br>N<br>N<br>N | 2018 Support - Square 9<br><br>N<br>0 | 1,440.00<br>0.00<br>0.00<br>1,440.00 |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 101-41900-430.90 | Computer/Software Expense | 1,440.00 | 0.00 |
| Distribution Total | | 1,440.00 | 0.00 |
| | | Vendor Total: | 1,440.00 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 13757 G&K | G & K SERVICES<br>7813 SOLUTIONS CENTER<br>CHICAGO<br>IL 60677-7008<br><Emailing Stub Disabled> | 12/31/2017<br>01/26/2018<br>12/31/2017<br>12/31/2017<br>12/31/2017 | 0.00<br>Dec2017 | EASTW<br>N<br>N<br>N | Dec Uniforms & Mats<br><br>N<br>0 | 414.90<br>0.00<br>0.00<br>414.90 |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|

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Date: 01/26/2018
Time: 7:50 am


City of Eyota

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|---|---|---|---|---|---|---|
| 101-41900-422.30 | Repairs/Maintenance Buildings | | | | | 174.10 / 0.00 |
| 101-43100-441.70 | Uniforms | | | | | 108.36 / 0.00 |
| 601-49400-441.70 | Uniforms | | | | | 72.24 / 0.00 |
| 602-49450-441.70 | Uniforms | | | | | 36.12 / 0.00 |
| 230-45200-441.70 | Uniforms | | | | | 24.08 / 0.00 |
| Distribution Total | | | | | | 414.90 / 0.00 |
| | | | | | Vendor Total: | 414.90 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | GOPHER STATE ONE-CALL | 01/19/2018 | | EASTW | 2018 Annual Fee | 50.00 |
| | | 01/26/2018 | | N | | 0.00 |
| 13747 | HANOVER | 01/19/2018 | | N | N | 0.00 |
| GOPHER | MD 21076-1317 | 01/19/2018 | 0.00 | N | 0 | 50.00 |
| | <Emailing Stub Disabled> | 01/19/2018 | 8000366 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 101-43100-431.30 | Contracted Services | 50.00 | 0.00 |
| Distribution Total | | 50.00 | 0.00 |
| | | Vendor Total: | 50.00 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | MARLIS K. KNOWLTON | 12/29/2017 | | EASTW | mileage | 14.50 |
| | 2343 110TH AVENUE S.E. | 01/26/2018 | | N | | 0.00 |
| 13752 | EYOTA | 12/29/2017 | | N | N | 0.00 |
| KNOWLTONM | MN 55934 | 12/29/2017 | 0.00 | N | 0 | 14.50 |
| | <Emailing Stub Disabled> | 12/29/2017 | Nov2017 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 101-41400-433.10 | Travel/Training/Instruction | 14.50 | 0.00 |
| Distribution Total | | 14.50 | 0.00 |
| | | Vendor Total: | 14.50 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | MENARDS - ROCHESTER SOUTH | 01/11/2018 | | EASTW | Bathfan, sewer oakum,cleaner | 79.87 |
| | 3000 S. BROADWAY | 01/26/2018 | | N | | 0.00 |
| 13748 | ROCHESTER | 01/11/2018 | | N | N | 0.00 |
| MENARDS | MN 55904-5598 | 01/11/2018 | 0.00 | N | 0 | 79.87 |
| | <Emailing Stub Disabled> | 01/11/2018 | 65989 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 101-41900-422.30 | Repairs/Maintenance Buildings | 64.99 | 0.00 |
| 602-49450-421.80 | General Operating Supplies | 10.96 | 0.00 |
| 101-41900-422.30 | Repairs/Maintenance Buildings | 3.92 | 0.00 |
| Distribution Total | | 79.87 | 0.00 |
| | | Vendor Total: | 79.87 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | METRO SALES INC | 01/08/2018 | | EASTW | 1stQtr Contract & color copies | 208.92 |
| | ATTN: ACCOUNTS RECEIVABLE | 01/26/2018 | | N | | 0.00 |
| 13750 | MINNEAPOLIS | 01/08/2018 | | N | N | 0.00 |
| METRO | MN 55423-4637 | 01/08/2018 | 0.00 | N | 0 | 208.92 |
| | <Emailing Stub Disabled> | 01/08/2018 | 977932 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 101-41900-420.00 | Office Supplies | 105.00 | 0.00 |
| 101-41900-420.00 | Office Supplies | 103.92 | 0.00 |
| Distribution Total | | 208.92 | 0.00 |
| | | Vendor Total: | 208.92 |

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|---|---|---|---|---|---|---|
| | MN DEPT OF AGRICULTURE | 01/11/2018 | | EASTW | 2018 MN Grown | 60.00 |
| | ATTN: CASHIER | 01/26/2018 | | N | Label License & Directory | 0.00 |
| 13768 | ST PAUL | 01/11/2018 | | N | N | 0.00 |
| MNDEPTAGR | MN 55155-2538 | 01/11/2018 | 0.00 | N | 0 | 60.00 |
| | <Emailing Stub Disabled> | 01/11/2018 | 2018 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 220-46600-443.30 | Dues & Subscriptions | 20.00 | 0.00 |
| 220-46600-443.30 | Dues & Subscriptions | 40.00 | 0.00 |
| Distribution Total | | 60.00 | 0.00 |
| | | Vendor Total: | 60.00 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | MN DNR ECOLOGICAL & WATER I | 01/17/2018 | | EASTW | 2017 Water Use fee & surcharge | 146.39 |
| | MINNESOTA DNR - OMB | 01/26/2018 | | N | | 0.00 |
| 13746 | ST PAUL | 01/17/2018 | | N | N | 0.00 |
| MN DNR-OME | MN 55155-4010 | 01/17/2018 | 0.00 | N | 0 | 146.39 |
| | <Emailing Stub Disabled> | 01/17/2018 | 2017use | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 601-49400-443.00 | Other Miscellaneous | 146.39 | 0.00 |
| Distribution Total | | 146.39 | 0.00 |
| | | Vendor Total: | 146.39 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | MN FARMERS MARKET ASSOC | 01/12/2018 | | EASTW | 2018 MFMA Membership | 70.00 |
| | C/O JESSE DAVIS | 01/26/2018 | | N | | 0.00 |
| 13753 | BOVEY | 01/12/2018 | | N | N | 0.00 |
| MFMA | MN 55709 | 01/12/2018 | 0.00 | N | 0 | 70.00 |
| | <Emailing Stub Disabled> | 01/12/2018 | | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 220-46600-443.00 | Other Miscellaneous | 70.00 | 0.00 |
| Distribution Total | | 70.00 | 0.00 |
| | | Vendor Total: | 70.00 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | MN MUNICPAL UTILITIES ASSOC. | 01/02/2018 | | EASTW | 2018 Dues | 302.00 |
| | 3025 HARBOR LANE N, SUITE 40( | 01/26/2018 | | N | | 0.00 |
| 13758 | PLYMOUTH | 01/02/2018 | | N | N | 0.00 |
| MMUA | MN 55447-5142 | 01/02/2018 | 0.00 | N | 0 | 302.00 |
| | <Emailing Stub Disabled> | 01/02/2018 | 50500 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 210-42200-443.30 | Dues & Subscriptions | 30.20 | 0.00 |
| 210-42200-443.39 | township portion of 443.30 | 30.20 | 0.00 |
| 101-41900-443.30 | Dues & Subscriptions | 60.40 | 0.00 |
| 230-45200-443.00 | Other Miscellaneous | 60.40 | 0.00 |
| 601-49400-443.30 | Dues & Subscriptions | 60.40 | 0.00 |
| 602-49450-443.30 | Dues & Subscriptions | 60.40 | 0.00 |
| Distribution Total | | 302.00 | 0.00 |
| | | Vendor Total: | 302.00 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | MOTOROLA | 12/28/2017 | | EASTW | Radios - 2017 ordered 3 | 9,221.85 |
| | 13108 COLLECTIONS CENTER DF | 01/26/2018 | 8159 | N | | 0.00 |
| 13742 | CHICAGO | 12/28/2017 | | N | N | 0.00 |
| MOTOROLA | IL 60693 | 12/28/2017 | 0.00 | N | 0 | 9,221.85 |
| | <Emailing Stub Disabled> | 12/28/2017 | 13197784 | | | |

# Edit List of Invoices - Detail w/GL



City of Eyota

| Ref. No. / Vendor No. | Vendor Name / Vendor Address / City / State/Province Zip/Postal / Email Address | Post Date / Pay. Date / Disc. Date / Due Date / Inv. Date | PO Number / Req. No. / Disc. % / Invoice No. | Bank / Hold? / Sep. Ck.? / 1099? | Invoice Description Line 2 / Invoice Description Line 2 / Use Description 1 On Check / Hand Check Number/Date | Gross Amount / Taxes Withheld / Discount / Net Amount |
|---|---|---|---|---|---|---|

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 210-42200-458.00 | Capital Outlay Other Equip | 9,221.85 | 0.00 |
| Distribution Total | | 9,221.85 | 0.00 |
| | | Vendor Total: | 9,221.85 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | ON SITE SANITATION | 01/08/2018 | | EASTW | Westside Skating Rink | 70.58 |
| | 95 WOODLYNN AVENUE | 01/26/2018 | | N | | 0.00 |
| 13751 | ST.PAUL | 01/08/2018 | | N | N | 0.00 |
| ONSITESANI | MN 55117 | 01/08/2018 | 0.00 | N | 0 | 70.58 |
| | <Emailing Stub Disabled> | 01/08/2018 | 537792 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 230-45200-441.80 | Toilet Rentals | 70.58 | 0.00 |
| Distribution Total | | 70.58 | 0.00 |
| | | Vendor Total: | 70.58 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | PETTY CASH - CITY OF EYOTA | 12/29/2017 | | EASTW | Replenish Petty Cash 2017 exp | 11.27 |
| | | 01/26/2018 | | N | | 0.00 |
| 13765 | | 12/29/2017 | | N | N | 0.00 |
| PETTYCASH | | 12/29/2017 | 0.00 | N | 0 | 11.27 |
| | <Emailing Stub Disabled> | 12/29/2017 | | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 220-46600-443.00 | Other Miscellaneous | 1.61 | 0.00 |
| 601-49400-432.20 | Postage | 3.64 | 0.00 |
| 101-41900-432.20 | Postage | 6.02 | 0.00 |
| Distribution Total | | 11.27 | 0.00 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | PETTY CASH - CITY OF EYOTA | 01/18/2018 | | EASTW | Replenish Petty Cash 2018 exp | 166.11 |
| | | 01/26/2018 | | N | | 0.00 |
| 13766 | | 01/18/2018 | | N | N | 0.00 |
| PETTYCASH | | 01/18/2018 | 0.00 | N | 0 | 166.11 |
| | <Emailing Stub Disabled> | 01/18/2018 | | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 601-49400-432.20 | Postage | 7.08 | 0.00 |
| 101-41900-432.20 | Postage | 55.69 | 0.00 |
| 101-41900-430.80 | Safety Training & Equipment | 91.38 | 0.00 |
| 101-41900-420.00 | Office Supplies | 5.37 | 0.00 |
| 101-41910-431.50 | Zoning Expenses | 6.59 | 0.00 |
| Distribution Total | | 166.11 | 0.00 |
| | | Vendor Total: | 177.38 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | READY-MIX CONCRETE COMPAN | 01/05/2018 | | EASTW | Concrete Blocks 32 for compost | 1,600.00 |
| | 4010 19TH ST NW | 01/26/2018 | | N | | 0.00 |
| 13754 | ROCHESTER | 01/05/2018 | | N | N | 0.00 |
| READY-MIX | MN 55901 | 01/05/2018 | 0.00 | N | 0 | 1,600.00 |
| | <Emailing Stub Disabled> | 01/05/2018 | 265972 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 101-43100-431.30 | Contracted Services | 1,600.00 | 0.00 |
| Distribution Total | | 1,600.00 | 0.00 |
| | | Vendor Total: | 1,600.00 |

# Edit List of Invoices - Detail w/GL

Date: 01/26/2018
Time: 7:50 am


City of Eyota

| Ref. No. / Vendor No. | Vendor Name / Vendor Address / City / State/Province Zip/Postal / Email Address | Post Date / Pay. Date / Disc. Date / Due Date / Inv. Date | PO Number / Req. No. / Disc. % / Invoice No. | Bank / Hold? / Sep. Ck.? / 1099? | Invoice Description Line 2 / Invoice Description Line 2 / Use Description 1 On Check / Hand Check Number/Date | Gross Amount / Taxes Withheld / Discount / Net Amount |
|---|---|---|---|---|---|---|
| 13756 SCHOSSOW I | MICHELLE SCHOSSOW | 01/10/2018 | | EASTW | Batteries for office | 9.13 |
| | | 01/26/2018 | | N | | 0.00 |
| | | 01/10/2018 | | N | N | 0.00 |
| | | 01/10/2018 | 0.00 | N | 0 | 9.13 |
| | <Emailing Stub Disabled> | 01/10/2018 | DollarGeneral | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 101-41900-420.00 | Office Supplies | 9.13 | 0.00 |
| Distribution Total | | 9.13 | 0.00 |
| | | Vendor Total: | 9.13 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 13741 THOMP&WAF | THOMPSON & WARD ELECTRIC I | 01/09/2018 | | EASTW | Shop Air Compressor & VFD wire | 497.50 |
| | 5810 GLENBROOK CT SE | 01/26/2018 | | N | | 0.00 |
| | ROCHESTER | 01/09/2018 | | N | N | 0.00 |
| | MN 55904 | 01/09/2018 | 0.00 | N | 0 | 497.50 |
| | <Emailing Stub Disabled> | 01/09/2018 | 2845 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 101-43100-458.10 | Capital Outlay Other | 385.00 | 0.00 |
| 601-49400-458.00 | Capital Outlay Other Equip | 112.50 | 0.00 |
| Distribution Total | | 497.50 | 0.00 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 13760 THOMP&WAF | THOMPSON & WARD ELECTRIC I | 12/31/2017 | | EASTW | Shop Security & Fire Flag Pole lights replaced with LED | 1,455.00 |
| | 5810 GLENBROOK CT SE | 01/26/2018 | | N | | 0.00 |
| | ROCHESTER | 12/31/2017 | | N | N | 0.00 |
| | MN 55904 | 12/31/2017 | 0.00 | N | 0 | 1,455.00 |
| | <Emailing Stub Disabled> | 12/31/2017 | 2848 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 101-43160-422.10 | Repairs/Maintenance Equipment | 1,455.00 | 0.00 |
| Distribution Total | | 1,455.00 | 0.00 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 13761 THOMP&WAF | THOMPSON & WARD ELECTRIC I | 12/31/2017 | | EASTW | Ice Rink light/timer replaced replaced with LED | 2,089.00 |
| | 5810 GLENBROOK CT SE | 01/26/2018 | | N | | 0.00 |
| | ROCHESTER | 12/31/2017 | | N | N | 0.00 |
| | MN 55904 | 12/31/2017 | 0.00 | N | 0 | 2,089.00 |
| | <Emailing Stub Disabled> | 12/31/2017 | 2849 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 101-43160-422.80 | Light Poles & Lighting Equip. | 2,089.00 | 0.00 |
| Distribution Total | | 2,089.00 | 0.00 |
| | | Vendor Total: | 4,041.50 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 13744 VERIZON | VERIZON | 01/08/2018 | | EASTW | Cell Charges thru 1-8-18 | 114.11 |
| | P.O. BOX 25505 | 01/26/2018 | | N | | 0.00 |
| | LEHIGH VALLEY | 01/08/2018 | | N | N | 0.00 |
| | PA 18002-5505 | 01/08/2018 | 0.00 | N | 0 | 114.11 |
| | <Emailing Stub Disabled> | 01/08/2018 | 9799511740 | | | |

| GL Number | Account Name | Pay Amount | Relieve Amount |
|---|---|---|---|
| 101-41900-432.10 | Telephone | 37.98 | 0.00 |
| 101-43100-432.10 | Telephone | 38.07 | 0.00 |
| 601-49400-432.10 | Telephone | 19.03 | 0.00 |
| 602-49450-432.10 | Telephone | 19.03 | 0.00 |
| Distribution Total | | 114.11 | 0.00 |

# Edit List of Invoices - Detail w/GL



City of Eyota

| | | | | | | |
|---|---|---|---|---|---|---|
| | Vendor Name | Post Date | | Bank | Invoice Description Line 2 | |
| | Vendor Address | Pay. Date | PO Number | Hold? | Invoice Description Line 2 | Gross Amount |
| Ref. No. | City | Disc. Date | Req. No. | Sep. Ck.? | Use Description 1 On Check | Taxes Withheld |
| Vendor No. | State/Province Zip/Postal | Due Date | Disc. % | 1099? | Hand Check Number/Date | Discount |
| | Email Address | Inv. Date | Invoice No. | | | Net Amount |

Vendor Total: 114.11

| | |
|---|---|
| Grand Total: | 80,441.18 |
| Less Credit Memos: | 0.00 |
| Net Total: | 80,441.18 |
| Less Hand Check Total: | 0.00 |
| Outstanding Invoice Total: | 80,441.18 |

Total Invoices: 28

# Check Register Report

Date: 01/17/2018
Time: 10:11 am
Page: 1

City of Eyota

BANK: EASTWOOD BANK

| Check Number | Check Date | Status | Void/Stop Date | Vendor Number | Vendor Name | Check Description | Amount |
|---|---|---|---|---|---|---|---|
| **EASTWOOD BANK Checks** | | | | | | | |
| 23485 | 01/17/2018 | Printed | | BREMER BAN | BREMER BANK | 2017 INTEREST BALANCE | 2,737.00 |
| 23486 | 01/17/2018 | Printed | | VISA- BRAD | CARDMEMBER SERVICE | GAS; EOY TAX FORMS; PROPANE | 689.69 |
| 23487 | 01/17/2018 | Printed | | MNENERGY | MINNESOTA ENERGY RESOURCES | DEC 2017 BILLINGS | 742.76 |
| 23488 | 01/17/2018 | Printed | | PEOPLESCO( | PEOPLES ENERGY COOPERATIVE | DEC ELECTRIC | 2,451.76 |
| 23489 | 01/17/2018 | Printed | | SUNLIFE | SUN LIFE FINANCIAL | FEB COVERAGE - LESS K.HALL PRE | 434.51 |
| 23490 | 01/17/2018 | Printed | | U.S.BANK | US BANK | 2008A GO DISP SYST IMP BOND | 226,931.25 |
| | | | | **Total Checks: 6** | | **Checks Total (excluding void checks):** | **233,986.97** |
| | | | | **Total Payments: 6** | | **Bank Total (excluding void checks):** | **233,986.97** |
| | | | | **Total Payments: 6** | | **Grand Total (excluding void checks):** | **233,986.97** |

# Check Register Report

Payroll Remittance Checks

Emp. Code Desc.:
City Of Eyota

Date: 1/10/2018
Time: 10:09:58

| Check No. | Check Date | Recon.Date | Status | Employee ID | Pay To | Check Description | Amount |
|---|---|---|---|---|---|---|---|
| 23455 | 01/12/2018 | | P | PER | PERA | Remittance Check | $650.28 |
| 23456 | 01/12/2018 | | P | EDC | AXA Equitable Equi-Vest | Remittance Check | $700.00 |
| 23457 | 01/12/2018 | | P | NCP | NCPERS Minnesota-45620 | Remittance Check | $16.00 |

**Total Checks:** 3

| | |
|---|---|
| **Sub-Total:** | **$1,366.28** |
| **Total Void/Stop Payment:** | **$0.00** |
| **Grand Total:** | **$1,366.28** |

Electronically Paid Taxes

$ 968.21

01 Master
COMPUTER CHECK REGISTER
Payables Management



Batch ID: SK-501CHECK RUN
Batch Comment: ARBOR GARDENS OF EYOTA CHECK RUN

Audit Trail Code: PMCHK00006818
Posting Date: 1/18/2018

Checkbook ID: 501EYOTA

* Voided Checks

| Check Number | Date | Payment Number | Vendor ID | Check Name | Amount |
|---|---|---|---|---|---|
| 009456 | 1/18/2018 | 00000000000179589 | 15877 | ADVANCED DISPOSAL SERVICES SOL | $438.46 |
| 009457 | 1/18/2018 | 00000000000179591 | 17607 | BLUFF COUNTRY NEWSPAPER GROUP | $50.00 |
| 009458 | 1/18/2018 | 00000000000179579 | 11422 | CITY OF EYOTA | $17,541.31 |
| 009459 | 1/18/2018 | 00000000000179572 | 10035 | ELDERMARK ASSISTED LIVING SOFT | $185.00 |
| 009460 | 1/18/2018 | 00000000000179580 | 11493 | EYOTA MARKET | $676.50 |
| 009461 | 1/18/2018 | 00000000000179583 | 12581 | G & K SERVICES | $66.92 |
| 009462 | 1/18/2018 | 00000000000179588 | 15641 | HIAWATHA BROADBAND COMMUNICATI | $272.33 |
| 009463 | 1/18/2018 | 00000000000179592 | 18309 | IN HOME REPAIRS | $153.55 |
| 009464 | 1/18/2018 | 00000000000179596 | 800013 | MARTIN BROS. DIST. CO., INC | $5,966.60 |
| 009465 | 1/18/2018 | 00000000000179587 | 14392 | MARV'S SALES & SERVICE | $1,470.00 |
| 009466 | 1/18/2018 | 00000000000179595 | 800006 | MCKESSON MED.-SURGICAL MN | $267.21 |
| 009467 | 1/18/2018 | 00000000000179578 | 10748 | MINNESOTA ENERGY RESOURCES | $1,698.36 |
| 009468 | 1/18/2018 | 00000000000179582 | 12411 | OLMSTED COUNTY PUBLIC HEALTH S | $1,028.00 |
| 009469 | 1/18/2018 | 00000000000179581 | 11663 | PEOPLES COOPERATIVE SERVICES | $1,702.76 |
| 009470 | 1/18/2018 | 00000000000179584 | 12954 | PEPSI-COLA OF ROCHESTER, MN | $20.00 |
| 009471 | 1/18/2018 | 00000000000179573 | 10093 | Plunketts Pest Control | $92.24 |
| 009472 | 1/18/2018 | 00000000000179575 | 10170 | SIMPLEXGRINNELL | $808.67 |
| 009473 | 1/18/2018 | 00000000000179585 | 13123 | ST. CHARLES PRESS | $322.80 |
| 009474 | 1/18/2018 | 00000000000179577 | 10674 | TEALWOOD CARE CENTERS, INC. | $7,325.56 |
| 009475 | 1/18/2018 | 00000000000179574 | 10120 | TEALWOOD MANAGEMENT | $25,094.26 |
| 009476 | 1/18/2018 | 00000000000179590 | 16269 | WIGHAM TRUCKING & EXCAVATING | $395.00 |

Total Checks: 21

Checks Total: $65,575.53