

BOVEY CITY COUNCIL MEETING
July 21, 2021
6:00 p.m. Council meeting
Virtual via Zoom or In-Person Club Room

CALL TO ORDER:

ROLL CALL:

APPROVE AGENDA:

GUESTS:

PUBLIC FORUM: (Limit comments to 3 minutes)

CONSENT AGENDA: 1. Minutes from June 16, 2021 council meeting
2. Disbursements for claims and payroll

DEPARTMENT HEADS & COMMITTEES:

1. Police, Chief Sam Hussman
 - a. Approve hire of Nicholas O'Toole with a start date of August 6, 2021
 - b. Cell phones
 - c. Body cameras
 - d. Squad
 - e. Reduce hours from 84 hours per pay period to 80 per pay period
2. Engineer, Joseph Pelawa
 - a. N 4th Ave development options
 - b. RGGGS land offer
 - c. DEED application for Red Rock Business Park
 - d. Stormwater Improvements – Itasca SWCD
3. Public Works, Kevin Odden
 - a. June report
 - b. IT proposal
 - c. Small Cities Assistance Program
 - d. DNR grant acceptance
4. Planning & Zoning
5. Attorney, John Dimich
6. City Council
 - a. Utility report
7. Trout Lake Fire Dept
 - a. July meeting minutes – informational
 - b. Accountant's report for relief association – informational
8. City Clerk, Tara DeGuiseppe
 - a. Sweeper bid

- b. Approve new sick leave savings accounts for Samuel Hussman and Nicholas OToole

**UNFINISHED
BUSINESS:**

NEW BUSINESS:

CORRESPONDENCE:

ADJOURNMENT:

BOVEY CITY COUNCIL MEETING
June 16, 2021
6:00 p.m. Council meeting
Virtual via Zoom or In-Person Club Room

CALL TO ORDER: Mayor Robert Stein called the meeting to order at 6:00 p.m.

ROLL CALL: Members present were Robert Stein, Deborah Trboyevich, Adam Hecimovich, Bryan Johnson, and Nancilyn Meyer-Nail. Attorney John Dimich was also present.

APPROVE AGENDA: Trboyevich/Hecimovich/all in favor

GUESTS:

1. Coleraine Chief of Police, Pete Hussman – department status (not present)
2. Jean Cyronek, Bovey Farmer’s Day – briefed the council on tentative plans Sept 4 – 6.

PUBLIC FORUM: (Limit comments to 3 minutes)

CONSENT AGENDA:

1. Minutes from May 19, 2021 council meeting
2. Disbursements for claims and payroll
3. Treasurer report – May

Johnson/Meyer-Nail/all in favor

DEPARTMENT HEADS & COMMITTEES:

1. Police, Samuel Hussman
 - a. May report – informational
 - b. FTO program through the County – was offered to Bovey and Coleraine at no cost.
 - c. Police department – set meeting with Coleraine to discuss working together. Hussman will work with DeGuisseppi to set hiring process.

2. Public Works, Kevin Odden
 - a. May report – Stein asked about gas leak detector. Fire Dept has one that we can use.
 - b. PW building – quote from Nielsen Builder’s came in at just over \$100,000 for shell with 2 overhead doors. More research will be done on KMDA building. Trboyevich motioned to not continue considering Kovacovich building. 2nd by Meyer-Nail, all in favor. Motion carried.
 - c. Park name – Enstrom-Wilden Park, Hecimovich/Trboyevich/all in favor.

3. Planning & Zoning – nothing to report

4. Attorney, John Dimich – nothing to report

5. City Council
 - a. Fire Board minutes - informational
 - b. Utility report – informational
 - c. Meyer-Nail reminded the council of the Day of Action on Monday.

6. City Clerk, Tara DeGuseppi
 - a. Employment contract – Trboyevich/Hecimovich/all in favor

UNFINISHED

BUSINESS: None

NEW BUSINESS: None

CORRESPONDENCE: None

ADJOURNMENT: Trboyevich/Johnson/all in favor. Meeting adjourned at 6:43 p.m.

Tara DeGuseppi, Clerk

Robert Stein, Mayor

Date approved

Date Range : 6/20/2021 To 7/20/2021

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/15/2021	CITY OF NASHWAUK	SUPPLEMENTAL BACKGROUND CHECK	2796	\$584.97	100-42123-306-	Patrol	\$584.97
07/15/2021	BRIAN MCCARTNEY	CLOTHING REIMBURSEMENT	2797	\$143.99	100-43128-112-	STREETS, SIDEWALKS, CURBS	\$143.99
07/15/2021	RJ'S MARKET & LIQUOR INC	2021 JUNE INVOICES	2798	\$260.92	100-42123-212-	Patrol	\$260.92
07/15/2021	TOTAL CONTROL SYSTEMS, INC	INTERNET SERVICE FEE	2801	\$135.00	601-49440-433-	Water Utilities - Administration and General	\$135.00
07/15/2021	BLOOMERS GARDEN CENTER	TICKET #: 1-273499	2802	\$358.00	100-45010-230-	Culture-Recreation Administration	\$358.00
07/15/2021	Wm J Schwartz & Sons, Inc.	Invoice 39860 - WASHED SAND & PEA ROCK	2803	\$124.00	100-45010-224-	Culture-Recreation Administration	\$124.00
07/18/2021	L & M SUPPLY, INC	2021 JUNE STATEMENT	2806	\$742.56	100-43128-215- 100-43128-112- 100-45010-215- 100-45010-230- 100-41940-201- 100-41940-223- 603-49520-215-	STREETS, SIDEWALKS, CURBS STREETS, SIDEWALKS, CURBS Culture-Recreation Administration Culture-Recreation Administration General Government Buildings and Plant General Government Buildings and Plant Refuse Utilities - Administration and General	\$299.22 \$32.97 \$223.00 \$159.92 \$12.99 \$6.99 \$7.47

Date Range : 6/20/2021 To 7/20/2021

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07/18/2021	RANGE WATER CONDITIONING	ACCT 58172 - WATER COOLER & WATER SOFTENER	2807	\$75.00			
					100-41940-229-	General Government Buildings and Plant	\$40.00
					211-45501-416-	Library Administration	\$35.00
07/18/2021	BUREAU OF CRIMINAL APPREHENSION	CJDN ACCESS FEE	2810	\$150.00			
					100-42123-433-	Patrol	\$150.00
07/18/2021	BEIER'S GREENHOUSE INC	INVOICE 105 - HANGING BASKETS & LINERS	2811	\$1,380.00			
					210-41940-224-4	General Government Buildings and Plant	\$1,380.00
07/18/2021	ROBIN GOODRICH	REIMBURSEMENT FOR LIBRARY PROGRAM SUPPLIES	2812	\$36.56			
					211-45510-217-	LIBRARY PROGRAMS	\$36.56
07/18/2021	BURGGRAF'S ACE HARDWARE	JUNE 2021 STATEMENT	2814	\$640.73			
					100-43128-224-	STREETS, SIDEWALKS, CURBS	\$640.73
07/18/2021	BOLTON & MENK INC	INVOICE 0271251 - CITY PARK INVOICE 0271252 - KMDA LAND TRANSER INVOICE 0271253 - BUSINESS	2816	\$1,000.00			
					100-45010-303-	Culture-Recreation Administration	\$135.00
					100-41940-303-	General Government Buildings and Plant	\$525.00
					100-43128-303-	STREETS, SIDEWALKS, CURBS	\$340.00
07/18/2021	PINE ISLAND BANK	2014A GO WATER REV BOND	2817	\$15,375.00			
					306-47110-601-	Bond Principal	\$15,000.00
					306-47210-611-	Interest - Bonds	\$375.00

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07/18/2021	NORTHLAND TRUST SERVICES INC	2016A INTEREST	2818	\$11,840.00	307-47210-611-	Interest - Bonds	\$11,840.00
07/18/2021	IRON RANGE TIRE SERVICE, INC	TIRES FOR DODGE RAM	2819	\$632.84	100-42123-228-	Patrol	\$632.84
07/18/2021	BOVEY BAIT, INC	INVOICE 1535 & 1549	2820	\$978.54	100-42123-212- 100-43128-212- 100-45010-212- 100-42123-437-	Patrol STREETS, SIDEWALKS, CURBS Culture-Recreation Administration Patrol	\$426.34 \$445.20 \$86.00 \$21.00
07/18/2021	RJ'S MARKET & LIQUOR INC	2021 MAY INVOICES	2821	\$48.49	100-42123-212-	Patrol	\$48.49
07/18/2021	Mackley's Auto Repair	INVOICE 11141 - POLICE VEHICLE	2822	\$62.26	100-42123-228-	Patrol	\$62.26
07/18/2021	JOINT WASTEWATER COMMISSION	INVOICE 181 - REPLACEMENT FUND	2823	\$16,420.13	208-49490-312-	Sewer Utilities - Administration and General	\$16,420.13
07/18/2021	MN RURAL WATER ASSOCIATION	MEMBERSHIP FEE	2824	\$320.00	601-49440-433- 602-49490-433-	Water Utilities - Administration and General Sewer Utilities - Administration and General	\$160.00 \$160.00
07/18/2021	ITASCA GUN CLUB	INVOICE 1006 - 3 LAW ENFORCEMENT MEMBERSHIPS	2825	\$75.00	100-42123-433-	Patrol	\$75.00
07/18/2021	BAKER & TAYLOR	INVOICE 2035981618	2826	\$15.26	211-45502-590-	Circulation	\$15.26

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07/18/2021	ITASCA COUNTY RECORDER	EASEMENT TORRENS - DOC # T000068131	2827	\$66.00	100-41940-300-	General Government Buildings and Plant	\$66.00
07/18/2021	BOB'S COUNTRY MARKET	INVOICE 979209- BLEACH	2828	\$16.74	601-49440-229-	Water Utilities - Administration and General	\$16.74
07/18/2021	NORTHERN DRUG SCREENING	INVOICE 9196	2829	\$55.00	100-43128-306-	STREETS, SIDEWALKS, CURBS	\$55.00
Total For Selected Claims				\$51,536.99			\$51,536.99

ADAM M HECIMOVICH

City Council/Town Board

Date

BRYAN D JOHNSON

City Council/Town Board

Date

DEBORAH LEE TRBOYEVICH

City Council/Town Board

Date

NANCILYN MEYER

City Council/Town Board

Date

ROBERT M STEIN

City Council/Town Board, Mayor

Date

Fund Name: All Funds

Date Range: 06/18/2021 To 07/20/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
06/25/2021	Payroll Period Ending 06/04/2021	67044	RETRO PAY	N	Clerk	100-41425-103-	\$ 1,941.96
		67044			Library Administration	211-45501-103-	\$ 1,000.41
	Total For Check	67044					\$ 2,942.37
06/25/2021	Payroll Period Ending 06/18/2021	67046	06/05/2021 - 06/18/2021	N	Mayor	100-41310-103-	\$ 207.77
	Total For Check	67046					\$ 207.77
06/25/2021	Payroll Period Ending 06/18/2021	67047	06/05/2021 - 06/18/2021	N	General Government Buildings and Plant	100-41940-101-	\$ 87.98
		67047			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 1,058.32
		67047			Culture-Recreation Administration	100-45010-101-	\$ 7.65
		67047			Water Utilities - Administration and General	601-49440-101-	\$ 80.33
		67047			Sewer Utilities - Administration and General	602-49490-101-	\$ 30.60
		67047			Refuse Utilities - Administration and General	603-49520-101-	\$ 10.20
	Total For Check	67047					\$ 1,275.08
06/25/2021	Payroll Period Ending 06/18/2021	67048	06/05/2021 - 06/18/2021	N	Patrol	100-42123-103-	\$ 1,536.06
	Total For Check	67048					\$ 1,536.06
06/25/2021	Payroll Period Ending 06/18/2021	67049	06/05/2021 - 06/18/2021	N	Council/Town Board	100-41110-103-	\$ 233.87
	Total For Check	67049					\$ 233.87
06/25/2021	Payroll Period Ending 06/18/2021	67050	06/05/2021 - 06/18/2021	N	General Government Buildings and Plant	100-41940-101-	\$ 115.86
		67050			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 834.19
		67050			Culture-Recreation Administration	100-45010-101-	\$ 168.38
		67050			Water Utilities - Administration and General	601-49440-101-	\$ 325.95
		67050			Sewer Utilities - Administration and General	602-49490-101-	\$ 16.99
		67050			Refuse Utilities - Administration and General	603-49520-101-	\$ 83.42
	Total For Check	67050					\$ 1,544.79
06/25/2021	Payroll Period Ending 06/18/2021	67051	06/05/2021 - 06/18/2021	N	Council/Town Board	100-41110-103-	\$ 233.87
	Total For Check	67051					\$ 233.87

Fund Name: All Funds

Date Range: 06/18/2021 To 07/20/2021

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06/25/2021	Payroll Period Ending 06/18/2021	67052	06/05/2021 - 06/18/2021	N	Patrol	100-42123-101-	\$ 1,673.12
	Total For Check	67052					\$ 1,673.12
06/25/2021	Payroll Period Ending 06/18/2021	67053	06/05/2021 - 06/18/2021	N	Refuse Utilities - Administration and General	603-49520-103-	\$ 110.82
	Total For Check	67053					\$ 110.82
06/25/2021	Payroll Period Ending 06/18/2021	67054	06/05/2021 - 06/18/2021	N	STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 690.26
		67054			Water Utilities - Administration and General	601-49440-101-	\$ 51.96
		67054			Refuse Utilities - Administration and General	603-49520-101-	\$ 185.55
	Total For Check	67054					\$ 927.77
06/25/2021	Payroll Period Ending 06/18/2021	67055	06/05/2021 - 06/18/2021	N	Patrol	100-42123-101-	\$ 1,523.52
	Total For Check	67055					\$ 1,523.52
06/25/2021	Payroll Period Ending 06/18/2021	67056	06/05/2021 - 06/18/2021	N	Council/Town Board	100-41110-103-	\$ 233.87
	Total For Check	67056					\$ 233.87
06/25/2021	Payroll Period Ending 06/18/2021	67057	06/05/2021 - 06/18/2021	N	Library Administration	211-45501-103-	\$ 338.79
	Total For Check	67057					\$ 338.79
06/25/2021	Payroll Period Ending 06/18/2021	67058	06/05/2021 - 06/18/2021	N	Clerk	100-41425-103-	\$ 646.27
		67058			Library Administration	211-45501-103-	\$ 332.93
	Total For Check	67058					\$ 979.20
06/29/2021	Internal Revenue Service	210628IRS	Federal taxes pay date 06/25/2021	N	Council/Town Board	100-41110-103-	\$ 135.89
		210628IRS				100-41110-122-	\$ 15.50
		210628IRS				100-41110-125-	\$ 14.52
		210628IRS			Mayor	100-41310-103-	\$ 57.59
		210628IRS				100-41310-122-	\$ 18.60
		210628IRS				100-41310-125-	\$ 4.35
		210628IRS			Clerk	100-41425-103-	\$ 1,118.27
		210628IRS				100-41425-122-	\$ 269.00
		210628IRS				100-41425-135-	\$ 62.91
		210628IRS			General Government Buildings and Plant	100-41940-101-	\$ 34.07
		210628IRS				100-41940-122-	\$ 17.92
		210628IRS				100-41940-135-	\$ 4.19
		210628IRS			Patrol	100-42123-101-	\$ 418.73

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		210628IRS				100-42123-103-	\$ 223.44
		210628IRS				100-42123-122-	\$ 111.88
		210628IRS				100-42123-125-	\$ 26.17
		210628IRS				100-42123-135-	\$ 72.82
		210628IRS			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 548.95
		210628IRS				100-43128-122-	\$ 247.47
		210628IRS				100-43128-135-	\$ 57.88
		210628IRS			Culture-Recreation Administration	100-45010-101-	\$ 20.89
		210628IRS				100-45010-122-	\$ 13.59
		210628IRS				100-45010-135-	\$ 3.18
		210628IRS			Library Administration	211-45501-103-	\$ 606.37
		210628IRS				211-45501-122-	\$ 163.05
		210628IRS				211-45501-135-	\$ 38.13
		210628IRS			Water Utilities - Administration and General	601-49440-101-	\$ 71.31
		210628IRS				601-49440-122-	\$ 38.71
		210628IRS				601-49440-135-	\$ 9.06
		210628IRS			Sewer Utilities - Administration and General	602-49490-101-	\$ 9.20
		210628IRS				602-49490-122-	\$ 4.46
		210628IRS				602-49490-135-	\$ 1.04
		210628IRS			Refuse Utilities - Administration and General	603-49520-101-	\$ 66.33
		210628IRS				603-49520-103-	\$ 9.18
		210628IRS				603-49520-122-	\$ 7.44
		210628IRS				603-49520-122-	\$ 27.42
		210628IRS				603-49520-125-	\$ 1.65
		210628IRS				603-49520-135-	\$ 6.41
		Total For Check	210628IRS				\$ 4,557.57
07/01/2021	AFLAC	2106AFLAC	2021 JUNE - INVOICE 106208	N	Clerk	100-41425-131-	\$ 86.28
		2106AFLAC			Patrol	100-42123-101-	\$ 140.88
		2106AFLAC			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 59.28
		Total For Check	2106AFLAC				\$ 286.44
07/01/2021	NORTHEAST SERVICE COOPERATIVE	2107DENTAL	2021 JULY PREMIUMS - INVOICE 637	N	Clerk	100-41425-132-	\$ 42.00
		2107DENTAL			General Government Buildings and Plant	100-41940-132-	\$ 32.06
		2107DENTAL			Patrol	100-42123-132-	\$ 262.00
		2107DENTAL			STREETS, SIDEWALKS, CURBS	100-43128-132-	\$ 155.16
		2107DENTAL			Culture-Recreation Administration	100-45010-132-	\$ 17.82

Fund Name: All Funds

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		2107DENTAL			Water Utilities - Administration and General	601-49440-132-	\$ 24.52
		2107DENTAL			Sewer Utilities - Administration and General	602-49490-132-	\$ 8.54
		2107DENTAL			Refuse Utilities - Administration and General	603-49520-132-	\$ 23.90
		Total For Check	2107DENTAL				\$ 566.00
07/01/2021	FURTHER	2107HSA	HSA CONTRIBUTION	N	Clerk	100-41425-131-	\$ 6,000.00
		2107HSA			Patrol	100-42123-131-	\$ 6,000.00
		Total For Check	2107HSA				\$ 12,000.00
07/01/2021	Payroll Period Ending 07/01/2021	67060	2021 HSA VETERAN PAYOUT	N	Patrol	100-42123-101-	\$ 2,019.54
		Total For Check	67060				\$ 2,019.54
07/07/2021	MSRS	210611HCSP	PAY DATE 06/11/21 - HCSP	N	Patrol	100-42123-101-	\$ 138.94
		Total For Check	210611HCSP				\$ 138.94
07/07/2021	MN DEPT OF HUMAN SERVICES	210611MNCH	PAY DATE 6/11/2021	N	General Government Buildings and Plant	100-41940-101-	\$ 0.85
		210611MNCH			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 53.20
		210611MNCH			Culture-Recreation Administration	100-45010-101-	\$ 36.27
		210611MNCH			Water Utilities - Administration and General	601-49440-101-	\$ 5.44
		210611MNCH			Sewer Utilities - Administration and General	602-49490-101-	\$ 0.60
		210611MNCH			Refuse Utilities - Administration and General	603-49520-101-	\$ 24.54
		Total For Check	210611MNCH				\$ 120.90
07/07/2021	MSRS	210611MSRS	PAY DATE 06/11/21 - DEFERRED COMP	N	Clerk	100-41425-103-	\$ 33.00
		210611MSRS				100-41425-125-	\$ 33.00
		210611MSRS			General Government Buildings and Plant	100-41940-101-	\$ 27.95
		210611MSRS				100-41940-125-	\$ 9.55
		210611MSRS			Patrol	100-42123-101-	\$ 375.00
		210611MSRS				100-42123-125-	\$ 100.00
		210611MSRS			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 216.70
		210611MSRS				100-43128-125-	\$ 86.90
		210611MSRS			Culture-Recreation Administration	100-45010-101-	\$ 21.00
		210611MSRS				100-45010-125-	\$ 17.00

Fund Name: All Funds

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		210611MSRS			Library Administration	211-45501-103-	\$ 17.00
		210611MSRS				211-45501-125-	\$ 17.00
		210611MSRS			Water Utilities - Administration and General	601-49440-101-	\$ 52.35
		210611MSRS				601-49440-125-	\$ 18.95
		210611MSRS			Sewer Utilities - Administration and General	602-49490-101-	\$ 14.95
		210611MSRS				602-49490-125-	\$ 5.15
		210611MSRS			Refuse Utilities - Administration and General	603-49520-101-	\$ 17.05
		210611MSRS				603-49520-125-	\$ 12.45
		Total For Check	210611MSRS				\$ 1,075.00
07/07/2021	WILLIAM HOLLOW	210611REIM	PAY DATE 6/11/2021 - INSURANCE PREMIUM REIMBURSEMENT	N	Patrol	100-42123-101-	\$ 125.00
		Total For Check	210611REIM				\$ 125.00
07/07/2021	MSRS	210625HCSP	PAY DATE 06/25/21 - HCSP	N	Patrol	100-42123-101-	\$ 206.52
		Total For Check	210625HCSP				\$ 206.52
07/07/2021	MN DEPT OF HUMAN SERVICES	210625MNCH	PAY DATE 6/25/2021	N	STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 89.95
		210625MNCH			Water Utilities - Administration and General	601-49440-101-	\$ 6.77
		210625MNCH			Refuse Utilities - Administration and General	603-49520-101-	\$ 24.18
		Total For Check	210625MNCH				\$ 120.90
07/07/2021	MN REVENUE	210625MNREV	pay date 6/11/2021 AND 6/25/21	N	Council/Town Board	100-41110-103-	\$ 125.00
		210625MNREV			Mayor	100-41310-103-	\$ 34.64
		210625MNREV			Clerk	100-41425-103-	\$ 390.22
		210625MNREV			General Government Buildings and Plant	100-41940-101-	\$ 10.18
		210625MNREV			Patrol	100-42123-101-	\$ 285.62
		210625MNREV				100-42123-103-	\$ 45.00
		210625MNREV			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 176.21
		210625MNREV			Culture-Recreation Administration	100-45010-101-	\$ 26.80
		210625MNREV			Library Administration	211-45501-103-	\$ 201.04
		210625MNREV			Water Utilities - Administration and General	601-49440-101-	\$ 22.55

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		210625MNREV			Sewer Utilities - Administration and General	602-49490-101-	\$ 4.08
		210625MNREV			Refuse Utilities - Administration and General	603-49520-101-	\$ 34.37
		Total For Check	210625MNREV				\$ 1,355.71
07/07/2021	MSRS	210625MSRS	PAY DATE 06/25/21 - DEFERRED COMP	N	Clerk	100-41425-103-	\$ 33.00
		210625MSRS				100-41425-125-	\$ 33.00
		210625MSRS			General Government Buildings and Plant	100-41940-101-	\$ 20.70
		210625MSRS				100-41940-125-	\$ 6.90
		210625MSRS			Patrol	100-42123-101-	\$ 375.00
		210625MSRS				100-42123-125-	\$ 100.00
		210625MSRS			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 286.20
		210625MSRS				100-43128-125-	\$ 120.20
		210625MSRS			Culture-Recreation Administration	100-45010-101-	\$ 1.80
		210625MSRS				100-45010-125-	\$ 0.60
		210625MSRS			Library Administration	211-45501-103-	\$ 17.00
		210625MSRS				211-45501-125-	\$ 17.00
		210625MSRS			Water Utilities - Administration and General	601-49440-101-	\$ 21.70
		210625MSRS				601-49440-125-	\$ 9.10
		210625MSRS			Sewer Utilities - Administration and General	602-49490-101-	\$ 7.20
		210625MSRS				602-49490-125-	\$ 2.40
		210625MSRS			Refuse Utilities - Administration and General	603-49520-101-	\$ 12.40
		210625MSRS				603-49520-125-	\$ 10.80
		Total For Check	210625MSRS				\$ 1,075.00
07/07/2021	WILLIAM HOLLOW	210625REIM	PAY DATE 6/25/2021 - INSURANCE PREMIUM REIMBURSEMENT	N	Patrol	100-42123-101-	\$ 125.00
		Total For Check	210625REIM				\$ 125.00
07/07/2021	MN REVENUE - SALES TAX	2106MNSALES	2021 JUNE SALES TAX	N	Water Utilities - Administration and General	601-49440-153-	\$ 93.00
		2106MNSALES			Refuse Utilities - Administration and General	603-49520-153-	\$ 613.00
		Total For Check	2106MNSALES				\$ 706.00

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07/07/2021	Internal Revenue Service	210701IRS	Federal taxes pay date 07/01/2021	N	Patrol	100-42123-101-	\$ 338.32
		210701IRS				100-42123-135-	\$ 42.41
	Total For Check	210701IRS					\$ 380.73
07/07/2021	MN REVENUE	210701MNREV	pay date 7/01/2021	N	Patrol	100-42123-101-	\$ 149.64
	Total For Check	210701MNREV					\$ 149.64
07/07/2021	PERA	210701PERA	PAY DATE 06/11/2021 - 07/01/2021	N	Council/Town Board	100-41110-103-	\$ 37.50
		210701PERA				100-41110-121-	\$ 37.50
		210701PERA			Clerk	100-41425-103-	\$ 354.89
		210701PERA				100-41425-121-	\$ 409.49
		210701PERA			General Government Buildings and Plant	100-41940-101-	\$ 41.38
		210701PERA				100-41940-121-	\$ 57.75
		210701PERA			Patrol	100-42123-101-	\$ 1,630.55
		210701PERA				100-42123-121-	\$ 2,445.83
		210701PERA			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 502.16
		210701PERA				100-43128-121-	\$ 579.41
		210701PERA			Culture-Recreation Administration	100-45010-101-	\$ 64.97
		210701PERA				100-45010-121-	\$ 74.97
		210701PERA			Library Administration	211-45501-103-	\$ 231.23
		210701PERA				211-45501-121-	\$ 266.81
		210701PERA			Water Utilities - Administration and General	601-49440-101-	\$ 79.72
		210701PERA				601-49440-121-	\$ 91.98
		210701PERA			Sewer Utilities - Administration and General	602-49490-101-	\$ 13.40
		210701PERA				602-49490-121-	\$ 15.45
		210701PERA			Refuse Utilities - Administration and General	603-49520-101-	\$ 74.53
		210701PERA				603-49520-121-	\$ 85.99
	Total For Check	210701PERA					\$ 7,095.51
07/09/2021	Payroll Period Ending 07/02/2021	67061	06/19/2021 - 07/02/2021	N	General Government Buildings and Plant	100-41940-101-	\$ 175.40
		67061			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 864.29
		67061			Culture-Recreation Administration	100-45010-101-	\$ 7.63
		67061			Water Utilities - Administration and General	601-49440-101-	\$ 151.25

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		67061			Sewer Utilities - Administration and General	602-49490-101-	\$ 69.91
		67061			Refuse Utilities - Administration and General	603-49520-101-	\$ 2.54
		Total For Check	67061				\$ 1,271.02
07/09/2021	Payroll Period Ending 07/02/2021	67062	06/19/2021 - 07/02/2021	N	Patrol	100-42123-103-	\$ 398.96
		Total For Check	67062				\$ 398.96
07/09/2021	Payroll Period Ending 07/02/2021	67063	06/19/2021 - 07/02/2021	N	General Government Buildings and Plant	100-41940-101-	\$ 58.43
		67063			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 730.33
		67063			Culture-Recreation Administration	100-45010-101-	\$ 415.13
		67063			Water Utilities - Administration and General	601-49440-101-	\$ 138.38
		67063			Sewer Utilities - Administration and General	602-49490-101-	\$ 4.61
		67063			Refuse Utilities - Administration and General	603-49520-101-	\$ 190.65
		Total For Check	67063				\$ 1,537.53
07/09/2021	Payroll Period Ending 07/02/2021	67064	06/19/2021 - 07/02/2021	N	Patrol	100-42123-101-	\$ 1,973.04
		Total For Check	67064				\$ 1,973.04
07/09/2021	Payroll Period Ending 07/02/2021	67065	06/19/2021 - 07/02/2021	N	STREETS, SIDEWALKS, CURBS	100-43128-103-	\$ 13.85
		67065			Refuse Utilities - Administration and General	603-49520-103-	\$ 96.97
		Total For Check	67065				\$ 110.82
07/09/2021	Payroll Period Ending 07/02/2021	67066	06/19/2021 - 07/02/2021	N	General Government Buildings and Plant	100-41940-101-	\$ 5.55
		67066			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 554.22
		67066			Culture-Recreation Administration	100-45010-101-	\$ 197.08
		67066			Water Utilities - Administration and General	601-49440-101-	\$ 12.03
		67066			Sewer Utilities - Administration and General	602-49490-101-	\$ 5.55
		67066			Refuse Utilities - Administration and General	603-49520-101-	\$ 150.82
		Total For Check	67066				\$ 925.25
07/09/2021	Payroll Period Ending 07/02/2021	67067	06/19/2021 - 07/02/2021	N	Patrol	100-42123-101-	\$ 28.31

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	Total For Check	67067					\$ 28.31
07/09/2021	Payroll Period Ending 07/02/2021	67068	06/19/2021 - 07/02/2021	N	Library Administration	211-45501-103-	\$ 431.69
	Total For Check	67068					\$ 431.69
07/09/2021	Payroll Period Ending 07/02/2021	67069	06/19/2021 - 07/02/2021	N	Clerk	100-41425-103-	\$ 559.69
		67069			Library Administration	211-45501-103-	\$ 288.32
	Total For Check	67069					\$ 848.01
07/13/2021	HCSP	210709HCSP	PAY DATE 07/09/2021	N	Patrol	100-42123-101-	\$ 62.33
	Total For Check	210709HCSP					\$ 62.33
07/13/2021	Internal Revenue Service	210709IRS	Federal taxes pay date 07/09/2021	N	Clerk	100-41425-103-	\$ 226.33
		210709IRS				100-41425-122-	\$ 60.06
		210709IRS				100-41425-135-	\$ 14.04
		210709IRS			General Government Buildings and Plant	100-41940-101-	\$ 49.84
		210709IRS				100-41940-122-	\$ 23.18
		210709IRS				100-41940-135-	\$ 5.42
		210709IRS			Patrol	100-42123-101-	\$ 35.24
		210709IRS				100-42123-103-	\$ 33.04
		210709IRS				100-42123-122-	\$ 26.78
		210709IRS				100-42123-135-	\$ 6.26
		210709IRS				100-42123-135-	\$ 35.24
		210709IRS			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 450.13
		210709IRS				100-43128-103-	\$ 1.15
		210709IRS				100-43128-122-	\$ 0.93
		210709IRS				100-43128-122-	\$ 204.73
		210709IRS				100-43128-135-	\$ 47.87
		210709IRS				100-43128-135-	\$ 0.22
		210709IRS			Culture-Recreation Administration	100-45010-101-	\$ 106.46
		210709IRS				100-45010-122-	\$ 53.61
		210709IRS				100-45010-135-	\$ 12.54
		210709IRS			Library Administration	211-45501-103-	\$ 155.07
		210709IRS				211-45501-122-	\$ 62.12
		210709IRS				211-45501-135-	\$ 14.53
		210709IRS			Water Utilities - Administration and General	601-49440-101-	\$ 55.02
		210709IRS				601-49440-122-	\$ 27.46
		210709IRS				601-49440-135-	\$ 6.42

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		210709IRS			Sewer Utilities - Administration and General	602-49490-101-	\$ 18.74
		210709IRS				602-49490-122-	\$ 8.18
		210709IRS				602-49490-135-	\$ 1.91
		210709IRS			Refuse Utilities - Administration and General	603-49520-101-	\$ 66.37
		210709IRS				603-49520-103-	\$ 8.03
		210709IRS				603-49520-122-	\$ 6.51
		210709IRS				603-49520-122-	\$ 31.03
		210709IRS				603-49520-135-	\$ 7.26
		210709IRS				603-49520-135-	\$ 1.52
		Total For Check	210709IRS				\$ 1,863.24
07/13/2021	MN DEPT OF HUMAN SERVICES	210709MNCH	PAY DATE 7/09/2021	N	General Government Buildings and Plant	100-41940-101-	\$ 0.73
		210709MNCH			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 72.42
		210709MNCH			Culture-Recreation Administration	100-45010-101-	\$ 25.75
		210709MNCH			Water Utilities - Administration and General	601-49440-101-	\$ 1.57
		210709MNCH			Sewer Utilities - Administration and General	602-49490-101-	\$ 0.73
		210709MNCH			Refuse Utilities - Administration and General	603-49520-101-	\$ 19.70
		Total For Check	210709MNCH				\$ 120.90
07/13/2021	MN REVENUE	210709MNREV	pay date 7/09/2021	N	Clerk	100-41425-103-	\$ 74.92
		210709MNREV			General Government Buildings and Plant	100-41940-101-	\$ 7.49
		210709MNREV			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 83.26
		210709MNREV			Culture-Recreation Administration	100-45010-101-	\$ 20.10
		210709MNREV			Library Administration	211-45501-103-	\$ 38.59
		210709MNREV			Water Utilities - Administration and General	601-49440-101-	\$ 7.92
		210709MNREV			Sewer Utilities - Administration and General	602-49490-101-	\$ 3.07
		210709MNREV			Refuse Utilities - Administration and General	603-49520-101-	\$ 14.00
		Total For Check	210709MNREV				\$ 249.35
07/13/2021	MSRS	210709MSRS	PAY DATE 07/09/21 - DEFERRED COMP	N	Clerk	100-41425-103-	\$ 33.00
		210709MSRS				100-41425-125-	\$ 33.00

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		210709MSRS			General Government Buildings and Plant	100-41940-101-	\$ 41.70
		210709MSRS				100-41940-125-	\$ 14.10
		210709MSRS			Patrol	100-42123-101-	\$ 100.00
		210709MSRS			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 233.95
		210709MSRS				100-43128-125-	\$ 97.95
		210709MSRS			Culture-Recreation Administration	100-45010-101-	\$ 12.45
		210709MSRS				100-45010-125-	\$ 11.25
		210709MSRS			Library Administration	211-45501-103-	\$ 17.00
		210709MSRS				211-45501-125-	\$ 17.00
		210709MSRS			Water Utilities - Administration and General	601-49440-101-	\$ 36.35
		210709MSRS				601-49440-125-	\$ 12.55
		210709MSRS			Sewer Utilities - Administration and General	602-49490-101-	\$ 16.80
		210709MSRS				602-49490-125-	\$ 5.80
		210709MSRS			Refuse Utilities - Administration and General	603-49520-101-	\$ 8.75
		210709MSRS				603-49520-125-	\$ 8.35
		Total For Check	210709MSRS				\$ 700.00
07/13/2021	PERA	210709PERA	PAY DATE 07/09/2021	N	Clerk	100-41425-103-	\$ 74.73
		210709PERA				100-41425-121-	\$ 86.23
		210709PERA			General Government Buildings and Plant	100-41940-101-	\$ 26.00
		210709PERA				100-41940-121-	\$ 30.00
		210709PERA			Patrol	100-42123-101-	\$ 294.18
		210709PERA				100-42123-121-	\$ 441.28
		210709PERA			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 228.02
		210709PERA				100-43128-121-	\$ 263.10
		210709PERA			Culture-Recreation Administration	100-45010-101-	\$ 59.69
		210709PERA				100-45010-121-	\$ 68.87
		210709PERA			Library Administration	211-45501-103-	\$ 71.18
		210709PERA				211-45501-121-	\$ 82.13
		210709PERA			Water Utilities - Administration and General	601-49440-101-	\$ 30.82
		210709PERA				601-49440-121-	\$ 35.57
		210709PERA			Sewer Utilities - Administration and General	602-49490-101-	\$ 9.15
		210709PERA				602-49490-121-	\$ 10.56
		210709PERA			Refuse Utilities - Administration and General	603-49520-101-	\$ 34.38

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		210709PERA				603-49520-121-	\$ 39.69
	Total For Check	210709PERA					\$ 1,885.58
07/15/2021	CITY OF BOVEY - Sick Leave	Feb-Jun Sick	Feb 2021 - June 2021 also year 2020 for Clerk	N	Clerk	100-41425-106-	\$ 3,074.40
		Feb-Jun Sick			Patrol	100-42123-106-	\$ 1,343.20
		Feb-Jun Sick			STREETS, SIDEWALKS, CURBS	100-43128-106-	\$ 2,985.20
	Total For Check	Feb-Jun Sick					\$ 7,402.80
07/15/2021	General Fund	Feb-Jun21 Used	Reimbursement of Sick Leave Used Feb-Jun 2021	N	STREETS, SIDEWALKS, CURBS	805-43128-101-	\$ 1,345.69
		Feb-Jun21 Used				807-43128-101-	\$ 125.47
	Total For Check	Feb-Jun21 Used					\$ 1,471.16
07/15/2021	General Fund	July2021	Reimbursement for July health, dental, life and balance of outstanding health	N	REFUNDS & REIMBURSEMENTS	801-47125-810-	\$ 4,144.69
	Total For Check	July2021					\$ 4,144.69
07/20/2021	AFSCME COUNCIL 65	67070	PAYROLL ENDING 06/04/2021 PAY DATE 6/11/2021	N	General Government Buildings and Plant	100-41940-101-	\$ 4.05
		67070			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 45.99
		67070			Culture-Recreation Administration	100-45010-101-	\$ 11.37
		67070			Water Utilities - Administration and General	601-49440-101-	\$ 7.06
		67070			Sewer Utilities - Administration and General	602-49490-101-	\$ 1.56
		67070			Refuse Utilities - Administration and General	603-49520-101-	\$ 9.86
	Total For Check	67070					\$ 79.89
07/20/2021	AFSCME PEOPLE	67071	payroll ending 6/4/21 \$4.20 Contribution - Justin Hoshal	N	General Government Buildings and Plant	100-41940-101-	\$ 0.03
		67071			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 1.85
		67071			Culture-Recreation Administration	100-45010-101-	\$ 1.26
		67071			Water Utilities - Administration and General	601-49440-101-	\$ 0.19
		67071			Sewer Utilities - Administration and General	602-49490-101-	\$ 0.02
		67071			Refuse Utilities - Administration and General	603-49520-101-	\$ 0.85

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		Total For Check	67071				\$ 4.20
07/20/2021	AFSCME COUNCIL 65	67072	PAYROLL ENDING 06/18/2021 PAY DATE 6/25/2021	N	General Government Buildings and Plant	100-41940-101-	\$ 3.84
		67072			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 56.29
		67072			Culture-Recreation Administration	100-45010-101-	\$ 3.06
		67072			Water Utilities - Administration and General	601-49440-101-	\$ 8.79
		67072			Sewer Utilities - Administration and General	602-49490-101-	\$ 6.98
		67072			Refuse Utilities - Administration and General	603-49520-101-	\$ 0.93
		Total For Check	67072				\$ 79.89
07/20/2021	AFSCME PEOPLE	67073	payroll ending 6/18/21 \$4.20 Contribution - Justin Hoshal	N	STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 3.12
		67073			Water Utilities - Administration and General	601-49440-101-	\$ 0.24
		67073			Refuse Utilities - Administration and General	603-49520-101-	\$ 0.84
		Total For Check	67073				\$ 4.20
07/20/2021	AFSCME COUNCIL 65	67074	PAYROLL ENDING 07/2/2021 PAY DATE 7/9/2021	N	General Government Buildings and Plant	100-41940-101-	\$ 4.84
		67074			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 46.71
		67074			Culture-Recreation Administration	100-45010-101-	\$ 13.02
		67074			Water Utilities - Administration and General	601-49440-101-	\$ 5.92
		67074			Sewer Utilities - Administration and General	602-49490-101-	\$ 7.70
		67074			Refuse Utilities - Administration and General	603-49520-101-	\$ 1.70
		Total For Check	67074				\$ 79.89
07/20/2021	AFSCME PEOPLE	67075	payroll ending 7/2/21 \$4.20 Contribution - Justin Hoshal	N	General Government Buildings and Plant	100-41940-101-	\$ 0.03
		67075			STREETS, SIDEWALKS, CURBS	100-43128-101-	\$ 2.52
		67075			Culture-Recreation Administration	100-45010-101-	\$ 0.89
		67075			Water Utilities - Administration and General	601-49440-101-	\$ 0.05

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		67075			Sewer Utilities - Administration and General	602-49490-101-	\$ 0.03
		67075			Refuse Utilities - Administration and General	603-49520-101-	\$ 0.68
		Total For Check	67075				\$ 4.20
07/20/2021	WASTE MANAGEMENT OF WI-MN	67076	INVOICE 0201725-0412-6	N	Refuse Utilities - Administration and General	603-49520-384-	\$ 3,913.36
		Total For Check	67076				\$ 3,913.36
07/20/2021	MINNESOTA ENERGY	67077	JUNE 2021	N	STREETS, SIDEWALKS, CURBS	100-43128-383-	\$ 18.00
		67077			Water Utilities - Administration and General	601-49440-383-	\$ 18.00
		Total For Check	67077				\$ 36.00
07/20/2021	PARK STATE BANK	67078	DEGUISEPPi ACCT - JUNE 2021	N	Library Administration	211-45501-217-	\$ 38.27
		Total For Check	67078				\$ 38.27
07/20/2021	PARK STATE BANK	67079	ODDEN ACCT - JUNE 2021	N	Patrol	100-42123-437-	\$ 728.85
		67079			STREETS, SIDEWALKS, CURBS	100-43128-215-	\$ 31.20
		67079				100-43128-224-	\$ 348.39
		67079				100-43128-240-	\$ 100.91
		67079				100-43128-433-	\$ 192.25
		67079			Culture-Recreation Administration	100-45010-215-	\$ 420.62
		67079			Library Administration	211-45501-201-	\$ 84.99
		Total For Check	67079				\$ 1,907.21
07/20/2021	MEDICO LIFE AND HEALTH INSURANCE CO	67080	GROUP 7746704 - 2021 AUGUST PREMIUM	N	Clerk	100-41425-133-	\$ 5.70
		67080			Patrol	100-42123-133-	\$ 16.50
		67080			STREETS, SIDEWALKS, CURBS	100-43128-133-	\$ 25.35
		Total For Check	67080				\$ 47.55
07/20/2021	SCI BROADBAND	67081	JULY 2021	N	General Government Buildings and Plant	100-41940-321-	\$ 22.99
		67081			Library Administration	211-45501-321-	\$ 22.99
		Total For Check	67081				\$ 45.98
07/20/2021	LAW ENFORCEMENT LABOR SERVICES	67082	JULY 2021 MEMBERSHIP DUES - HUSSMAN, SAMUEL	N	Patrol	100-42123-101-	\$ 63.50
		Total For Check	67082				\$ 63.50

Fund Name: All Funds

Date Range: 06/18/2021 To 07/20/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/20/2021	MINNESOTA POWER	67083	2021 JUNE	N	General Government Buildings and Plant	100-41940-381-	\$ 227.55
		67083				100-41940-490-	\$ 14.29
		67083			STREETS, SIDEWALKS, CURBS	100-43128-381-	\$ 72.00
		67083			Street Lighting	100-43160-381-	\$ 1,896.90
		67083			Water Utilities - Administration and General	601-49440-381-	\$ 735.00
		67083			Sewer Utilities - Administration and General	602-49490-381-	\$ 33.00
		Total For Check	67083				\$ 2,978.74
Total For Selected Checks							\$ 80,572.86



City of Bovey

City of Bovey

**Proposed New
1 Acre Parcel**

**Aaron Moren
1.1 Acres**

North 2nd Ave

North 2nd Ave

North 4th Ave

North 2nd Ave

North 2nd St

North 2nd St

North 4th Ave

AP

7-8-2021

RGGS

Tax Forfeit

City of Bovey



400'

650'

1

2

3

4

5

6

7

4

3

2

1

5

6

7

8

North 2nd Ave

North 4th Ave

North 4th Ave

North 2nd Ave

1360

1360

1360

1360

1360

Funding

Projects and Practices - Clean Water Fund Competitive Grants Program - FY2022

Protect or restore water quality in lakes, rivers, or streams, or will protect groundwater or drinking water.

Agency: Minnesota Board of Water & Soil Resources (BWSR)

Amount Available: Up to \$12,000,000 total.

Matching Requirement: Minimum 25% with non-state dollars.

Program Website: <https://bwsr.state.mn.us/apply>

Application Due: 08/17/21

Funding Source: State

Type: Grant

Eligibility

Eligible Applicants: SWCD, Watershed Districts, Water Management Organizations, Counties, and Municipalities.

Eligible Project Types: Stream Bank Stabilization; Stream Restoration; Lake Management Activities, Livestock Waste Management Activities, Subsurface Sewage Treatment System (SSTS) Upgrades.

Prerequisites: Approved and adopted local water management plan, SWCD Comprehensive Plan, adopted Comprehensive Watershed Management Plan. Counties in the 7-County Metro Area must have an adopted groundwater or approved comprehensive plan.

Overview

This grant invests in projects and practices that will protect or restore water quality in Minnesota's lakes, rivers, and streams or will protect groundwater and drinking water. Up to 20% of the total amount available may be awarded to Drinking Water Project and Practices applications.

The following state priorities have been established for Clean Water Fund nonpoint implementation:

1. Restore waters that are closest to meeting state water quality standards,
2. Protect high-quality unimpaired waters at the greatest risk of becoming impaired, and
3. Restore and protect water resources for public use and public health, including drinking water.

Ineligible Activities

- Water Quality Monitoring and Studies,
- Education and/or outreach activities,
- Maintenance, Expansion, or compliance with regulatory requirements,
- Drinking-Water or Wastewater Treatment (except for SSTS Upgrades),
- Stormwater Conveyance, or
- SSTS Upgrades are subject to income threshold and volume requirements.

Application Process

August 17, 2021	Application Deadline.
December 2021	BWSR Board authorizes grant awards.
February 2022	BWSR grant agreements sent to recipients.

Additional Resources

Bolton & Menk, Inc. Internal Expert: Timothy J. Olson, PE (MN, IA, ND, WI), CFM
Teresa J. Burgess, PE, (MN, IA, SD, TN), CPESC

Link to FY2022 CWF Competitive Grants RFP:

https://bwsr.state.mn.us/sites/default/files/2021-06/FY22_CWF_RFP_FINAL.pdf

CITY OF BOVEY
PUBLIC WORKS DEPARTMENT
MONTHLY REPORT

JUNE 2021

Streets

- 1 6 Gopher One locates.
- 2 Brush and bag runs as needed.
- 3 Cleaned storm grates as needed.
- 4 Replaced several broken banner poles. 2 banners disappeared but 1 was later turned in. Rebuilt all the banner poles that have been broken.
- 5 Weed whipped and put down weed killer.
- 6 Flags up and down for Flag Day.
- 7 Drove around town with Mike Plackner and marked trees that need trimming and removal.
- 8 Spent a good amount of time preparing for the Day of Action. Most projects were completed. Spent the day after picking up and cleaning up, returned borrowed items to Coleraine.
- 9 Dressed Class V patch on 7th Ave. and contacted Jim Ohman for asphalt installation. This spot is from the sewer line repair from last Fall. Need to pour new curb/gutter before laying asphalt.
- 10 Pulled all the weeds at the tennis courts.
- 11 Put down some Class V and leveled the road at the dump site.
- 12 Met with IRRRB and KMDA concerning the Red Rock Business Park.
- 13 Met with Parsons Electric for the street light that was knocked over. Responsible party has not been located. We straightened out the bent bolts and parts are on order. We have a spare pole section so all that is needed are the upper parts of the pole.
- 14 While preparing for the Day of Action, we found many of the screws used to mount the Bovey sign panels to the wood frame members have rusted and broken. Replaced them as needed. Picked up supplies to repair the center emblem that is peeling away from the metal backing plate.
- 15 Put another coat of stain on the wood at the playground.
- 16 Discuss RGGGS land acquisition and draft letter from Bolton-Menk.
- 17 The City has been awarded the DNR Outdoor Grant. Need approval to move forward on Phase 1 of the park project. See attached phase 1 budget.
- 18 Mn DOT Small Cities Assistance Program. I'm requesting the amount received over the last 6 years be placed in a separate fund for street projects. See attached.

Water

- 1 Replaced broken valve box upper assembly next to water tower.
- 2 Dredged the backwash ditch behind the pump house and hauled spoils to dump site.
- 3 Sealed a leak on top of the filter bed. An area has rusted away on the top of the metal wall where it meets the ceiling.
- 4 Have been going around marking curb stop locations and finding depth to the cap. Have been documenting this information and will raise the caps once the inventory has been completed.
- 5 Close discharge on backwash pond. Need to submit report to MPCA in July.

Sewer

- 1 Performed weekly and monthly maintenance for Trailview lift station.
- 2 Completed the MPCA Wastewater Infrastructure Needs Survey and submitted.

Garbage

- 1 Garbage hauled for June- 35.10 tons. Weekly average- 7.23 tons.

Vehicles/Equipment

- 1 2004 Chev 1 Ton- greased tailgate release mechanism.

Buildings

- 1 City Hall- cleaned as needed.
- 2 City Hall assessment grant has not been completed. ARI architect firm has stated they have put more than double the work than what was quoted and they will not continue. The Historic Society is very strict and states more work needs to be done. A roof evaluation is part of what remains and ARI states they are not qualified to perform that. They suggest contracting with another firm that can evaluate the roof. The grant needs to be completed by August 1st and I don't foresee this happening in time.
- 3 Replaced caution signs for snow and falling ice at City Hall.
- 4 Contacted Aspire for mini-split installation. Scheduled for the 2nd week in August.
- 5 City Hall network/computer IT proposal from FusionTech LLC.

Respectfully submitted,

Kevin D Odden

Kevin Odden
Public Works Supervisor

July 12, 2021

Terry Villa
RGGGS Land & Minerals, LTD., L.P.
P.O. Box 1266
209 East 8th Street South
Virginia, MN 55792

RE: RGGGS Land Update – North side of Hwy 169
Within the City of Bovey, Itasca County, MN.

Dear Mr. Villa,

The City of Bovey has discussed the potential land purchase from RGGGS. For the 21-acre portion of parcels adjacent to and laying north of Highway 169 as identified with Parcel Identification Numbers (PIN) 86-032-1301 and 86-032-1401 within the City of Bovey, Itasca County, Minnesota.

Summary of the RGGGS lands in consideration per Itasca County GIS Mapping

- PIN 86-032-1301 total includes 16 Acres split by Hwy 169.
 - 14 Acres lay North of Hwy 169
- PIN 86-032-1401 includes 14 Acres split by Hwy 169.
 - 7 Acres lay North of Hwy 169

In evaluation the 21 acres adjacent to Highway 169, the city would offer an official purchase proposal to RGGGS in the amount of \$42,000.00, which equates \$2,000.00 per acre.

I would like to set up a coordination meeting to discuss our proposal, please call me at 218-256-1555 or email me at publicworks@cityofbovey.org

Sincerely,

Kevin Odden
Public Works Supervisor
City of Bovey

cc: Tara DeGuisseppi, City Clerk
Bob Stein, Mayor
Joseph Pelawa, Engineer

ENSTROM-WILDEN PARK PHASE 1 BUDGET

Phase	Item	Engineer Est	Prop Cost	Actuals
1	Playground			
	Border		\$5,000.00	
	Surface		\$10,000.00	
	Playground Equipment		\$100,000.00	
	Shipping		\$1,000.00	
	Building Site Supervisor		\$4,000.00	
	Community Installation (vol time \$value) EXTRA		\$0.00	
	Total		\$120,000.00	
1	Pavillion			
	Pavillion 18X26		\$25,000.00	
	Community Build		\$0.00	
	Materials for Benches and Picnic Tables		\$4,000.00	
	Labor for Benches and Picnic Tables		\$0.00	
	Electric		\$10,000.00	
	Total		\$39,000.00	
1	Trails			
	1,000 Feet of Aggregate Trails		\$10,200.00	
	980 Feet of Asphalt Trail		\$55,500.00	
	Total		\$65,700.00	
1	Site Prep			
	aggregates, seeding, Concrete Slab and Apron for		\$131,538.80	
	Total		\$131,538.80	
	Other			
	Historical/Interpretive Signage		\$5,000.00	
	Native Plants, Shrubs, Trees		\$12,500.00	
	Engineering and design		\$18,107.00	
	Total		\$35,607.00	
	Grand Total Phase 1		\$391,845.80	
	City of Bovey (secured)	20,000	\$371,845.80	
	Volunteer Time (no actual cost value)	8,120	\$363,725.80	
	Itasca County TED Grant (secured)	15,000	\$348,725.80	
	Grand Rapids Area Community Foundation	700	\$348,025.80	
	Contribution from Schwartz Excavating	20,000	\$328,025.80	
	Private Donations (secured)	6,000	\$322,025.80	
	Minnesota Power Foundation (secured)	25,000	\$297,025.80	
	MNDNR Outdoor Recreation Grant (secured)	150,000	\$147,025.80	
	Greenway Area Community Fund- secured	5,000	\$142,025.80	
	IRRR – Culture and Tourism- secured	20,000	\$122,025.80	
	IRRR – Mineland Rec and Culture&Tourism-	132,645	-\$10,619.20	
	Lake Country Power- denied	2,500		
	Total potential funds	404,965		
	- vol time	8120		
	- Lake Country Power	2500		
	Total committed funding for phase 1	394,345		
	Total estimated cost for phase 1	\$391,845.80		
	Funds remaining for playground and emerg.	2,499		

Small Cities Assistance Program

Program Overview

The Small Cities Assistance Program was created in 2015 to provide funding for construction and maintenance of roadways in cities with a population less than 5,000. Minnesota Statute 162.145 provides details on the program. The program is administered by MnDOT's State Aid for Local Transportation Division with the funding distributed by the Minnesota Department of Revenue.



Program Guidance and Criteria

Guidance

Eligible local agencies include cities that do not receive municipal state aid under Statutes 162.09 to 162.14. This primarily includes all cities that have a population of 5,000 or less.

The Commissioner of Revenue distributes the funds to cities in the same manner as local government aid under chapter 477A. Generally, cities will receive 50% of the payment in July and 50% of the payment in December.

Criteria

The preliminary aid to each city is calculated as follows:

- 5% equally allocated to all cities
- 35% allocated based on each city's share of lane miles of municipal streets compared to the total municipal lane miles of all eligible cities
- 35% allocated based on each city's share of population compared to the total population of all eligible cities
- 25% allocated based on each city's share of the state aid adjustment factor compared to the sum of the state aid adjustment factor for all eligible cities
 - The state aid adjustment factor is the greater of zero or:
 - 0.005 minus
 - The number of lane miles of county state aid highway in a city compared to the total lane miles of county state aid highways in eligible cities

The final aid to each city is the lesser of:

- The preliminary aid or
- The maximum aid, which equals 3.5 multiplied by the unweighted average amount of assistance to a city in a year.

Use of Funds

The funding is for the construction and maintenance of roads located within the city and can include land acquisition, environmental analysis, design, engineering, construction, reconstruction and maintenance.

Timeline for Use of Funds

There is no specified timeline by when the cities need to use these funds. However, it is recommended that they be used within two years of receiving the initial payment.

Accounting of Funds

The cities are not required to submit a report on how the funds were expended. Each city is required to follow appropriate accounting practices to clearly show that the funds they received have been used on the eligible items listed above and in the statute. One recommendation is to establish a separate account for these funds and then reduce that account as eligible expenditures are incurred.

Funding Summary

Calendar Year	2015	2016	2017	2018	2019	2020	2021
Amount Appropriated	\$12.5 M	\$12.5 M	\$8.0 M	\$8.0 M	\$0	\$0	\$18 M
Number of Eligible Cities	704	705	705	705	N/A	N/A	705

For More Information

Contact Chris Kufner, MnDOT Deputy State Aid Engineer, at chris.kufner@state.mn.us or 651-366-3804.

Revised: 07/2021

Hello there, my name is Justin Whirley. I am one of the owners of FUSIONTech LLC. My partner Joshua Nelson and I provide managed IT services to local government agencies. We are FBI/CJIS level 4 certified vendors, PHI and HIPAA compliant as well as IRS 1075. We provide support for the City of Coleraine, the City of Marble and NEMOJT and are checking to see if the City of Bovey is interested in onboarding. Josh and I are employed by Itasca County during the regular day, I am the Senior Systems Engineer and he is the Senior Network Engineer. We have over 20 years of Government IT experience. Please feel free to reach out if you are interested in discussing a support agreement. Thanks so much.

Our services and rates are simple:

\$150/hr regular work hours, if it's after hours it's \$300/hr. We have a one hour minimum. Our hours are M-T 11am-10pm and Fridays 4:30pm-10pm.

We have no monthly fee and you only pay when services are rendered. There is a small cost for the agent we deploy to the computers at \$10/m per agent. This is a yearly commitment.

Looking forward to hearing from you and the council.

Hello there, my name is Justin Whirley. I am one of the owners of FUSIONTech LLC. My partner Joshua Nelson and I provide managed IT services to local government agencies. We are FBI/CJIS level 4 certified vendors, PHI and HIPAA compliant as well as IRS 1075. We provide support for the City of Coleraine, the City of Marble and NEMOJT and are checking to see if the City of Bovey is interested in onboarding. Josh and I are employed by Itasca County during the regular day, I am the Senior Systems Engineer and he is the Senior Network Engineer. We have over 20 years of Government IT experience. Please feel free to reach out if you are interested in discussing a support agreement. Thanks so much.

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AGED BALANCES

CITY OF BOVEY

DATE: 07/06/2021 AUTHOR: BOVT33

CRITERIA: ACCT#: 0 - 999999999 NAME: 0 - Z ZIP: 0 - 0 * includes unbilled transactions

STATUS KEY: N=NORMAL W=NEW C=CUTOFF O=CHARGEOFF I=INACTIVE F=FINAL D=DISABLED R=RENTER L=LANDLORD

Acct#	Stat	Customer	Current	Over 30	Over 60	Over 90	Balance
4103	N	ALLEN, KEYS	\$174.07	\$0.00	\$0.00	\$0.00	\$174.07
8390137	N	ANDERSON, TAMMY	\$116.80	\$38.77	\$0.00	\$0.00	\$155.57
8390149	N	ANTHONY INGMAN,	\$144.17	\$137.30	\$140.29	\$23.11	\$444.87
16101	N	BENTOW, ARIC	\$128.94	\$122.80	\$0.00	\$0.00	\$251.74
8390188	N	BETH WILSON	\$96.93	\$92.31	\$10.23	\$0.00	\$199.47
30102	N	BOORMAN, DUANE	\$135.04	\$118.15	\$0.00	\$0.00	\$253.19
29101	N	BRAY, JOSEPHINE	\$128.63	\$116.66	\$0.00	\$0.00	\$245.29
8390175	N	BYMARK, AMBER	\$128.94	\$122.80	\$0.00	\$0.00	\$251.74
126101	N	CARD, DARIN	\$129.00	\$0.00	\$0.00	\$0.00	\$129.00
8389938	N	CARNER, LACY	\$122.64	\$116.80	\$0.00	\$0.00	\$239.44
40101	N	CASEY, ROBERT	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80
41101	N	CASEY, THOMAS	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80
46101	N	CLOUTIER, BOB	\$122.05	\$105.03	\$0.00	\$0.00	\$227.08
285101	N	DEGUISEPPI, TARA	\$2.00	\$0.00	\$0.00	\$0.00	\$2.00
8389972	N	DEGUISEPPI, TARA	\$10.33	\$0.00	\$0.00	\$0.00	\$10.33
8390144	N	DEGUISEPPI, TARA	\$2.00	\$0.00	\$0.00	\$0.00	\$2.00
8389965	N	DONALD SNOW, JR	\$109.20	\$104.00	\$0.00	\$0.00	\$213.20
70101	N	ERICKSON, ALAN	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80
8390011	N	ERICKSON, ALAN &	\$37.50	\$0.00	\$0.00	\$0.00	\$37.50
8390204	N	FINCKBONE, BRANDON	\$122.80	\$0.00	\$0.00	\$0.00	\$122.80
8390038	N	GO GREEN TSB, LLC	\$301.08	\$0.00	\$0.00	\$0.00	\$301.08
169101	N	GOGGLEEYE, ROCKY	\$62.88	\$59.89	\$57.04	\$390.74	\$570.55
89101	N	GRIFE, KELLY	\$128.94	\$122.74	\$0.00	\$0.00	\$251.68
8390162	N	GUNNER HELLER	\$167.06*	\$61.26	\$0.00	\$0.00	\$228.32
155101	N	HOOPMAN, ETHAN	\$50.17	\$0.00	\$0.00	\$0.00	\$50.17
8389978	N	HOWARD, KATRINA	\$61.33	\$58.41	\$55.63	\$362.61	\$537.98
8389926	N	HURLBUT, JORDAN	\$77.85	\$0.00	\$0.00	\$0.00	\$77.85
8390035	N	J WALLACE, KRISTY	\$166.80*	\$116.80	\$116.80	\$202.20	\$602.60
8390197	N	KEMPPAINEN, PAIGE	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80
8389936	N	KENT BRAINARD	\$18.21	\$0.00	\$0.00	\$0.00	\$18.21
164101	N	LANE, MELLISSA	\$103.38	\$0.00	\$0.00	\$0.00	\$103.38
8389949	N	LAUDENBACH, MARK	\$121.85	\$101.04	\$0.00	\$0.00	\$222.89
10101	N	LEIFERMANN	\$66.50	\$0.00	\$0.00	\$0.00	\$66.50
8390206	W	LIVINGSTON, JOSEPH	\$105.11*	\$0.00	\$0.00	\$0.00	\$105.11
146101	N	MAKI, RON	\$112.74	\$107.37	\$67.42	\$0.00	\$287.53
149101	N	MALLUM, JASON	\$129.59	\$135.74	\$0.00	\$0.00	\$265.33
152101	N	MCCARTNEY, BRIAN	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80
8390151	N	MICHAEL ALTON	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80
23101	N	MILLER, KATRINA	\$128.77	\$89.44	\$0.00	\$0.00	\$218.21
162101	N	MILLER, TAMMY	\$1.26	\$0.00	\$0.00	\$0.00	\$1.26
8390033	N	MOORE, KAYLA	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80

AGED BALANCES

CITY OF BOVEY

DATE: 07/06/2021 AUTHOR: BOVT33

CRITERIA: ACCT#: 0 - 999999999 NAME: 0 - Z ZIP: 0 - 0 * includes unbilled transactions

STATUS KEY: N=NORMAL W=NEW C=CUTOFF O=CHARGEOFF I=INACTIVE F=FINAL D=DISABLED R=RENTER L=LANDLORD

Acct#	Stat	Customer	Current	Over 30	Over 60	Over 90	Balance
299101	N	MORAND, RYAN	\$107.36	\$67.20	\$0.00	\$0.00	\$174.56
172101	N	NETTESTAD, GARRET	\$104.00	\$0.00	\$0.00	\$0.00	\$104.00
8390154	N	NICK HALLMAN	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80
175101	N	NOBLE, AMANDA	\$128.21	\$108.25	\$0.00	\$0.00	\$236.46
34101	N	OOHOUDT, NYCOLE	\$131.35	\$49.96	\$0.00	\$0.00	\$181.31
8389961	N	PAMELA OLSON	\$157.30	\$149.81	\$142.68	\$97.56	\$547.35
8389953	N	PAPE, SHANNON	\$122.64	\$116.80	\$0.00	\$0.00	\$239.44
8389928	I	PELUSO, MARC	\$18.66	\$17.77	\$16.93	\$338.51	\$391.87
8389927	N	PELUSO, MARC	\$58.41	\$0.00	\$0.00	\$0.00	\$58.41
8390014	N	PROPERTIES LLC,	\$6.14	\$0.00	\$0.00	\$0.00	\$6.14
8390159	N	SENOGLES, IRIS	\$6.44	\$0.00	\$0.00	\$0.00	\$6.44
222101	N	SKYBERG, RITA	\$122.80	\$0.00	\$0.00	\$0.00	\$122.80
8390034	N	SLAUBAUGH,	\$5.84	\$0.00	\$0.00	\$0.00	\$5.84
224101	N	SMITH, TOM	\$116.80	\$0.00	\$0.00	\$0.00	\$116.80
8389998	N	STROM, CARL	\$122.80	\$0.00	\$0.00	\$0.00	\$122.80
8390158	N	TAVERN ON THE	\$635.29	\$605.04	\$0.00	\$0.00	\$1240.33
233101	N	THOENNES, ROSE	\$63.27	\$0.00	\$0.00	\$0.00	\$63.27
8390136	N	TOBECK, BRANDI	\$3.33	\$0.00	\$0.00	\$0.00	\$3.33
239101	N	TRBOYEVICH, CORY	\$152.58	\$152.46	\$145.20	\$382.23	\$832.47
245101	N	TREST, WESLEY	\$128.70	\$132.10	\$105.97	\$0.00	\$366.77
263101	N	WEED, KRISTEN	\$141.65	\$76.91	\$0.00	\$0.00	\$218.56
7892967	N	WILLIAMS, OZZEY &	\$107.75	\$0.00	\$0.00	\$0.00	\$107.75
270101	N	WITTSTRUCK,	\$37.50	\$37.50	\$37.50	\$152.00	\$264.50
273101	N	YOST, ANGEL	\$128.94	\$122.80	\$0.00	\$0.00	\$251.74
8390199	N	YOURCHUCK, JOANNE	\$109.20	\$98.80	\$0.00	\$0.00	\$208.00
10102	N	ZAKOBE LLC	\$51.08	\$0.00	\$0.00	\$0.00	\$51.08
275101	N	ZILBERT, JOHN	\$125.64	\$56.72	\$0.00	\$0.00	\$182.36
Totals(68):			\$7,342.64	\$3,719.43	\$895.69	\$1,948.96	\$13,906.72

TROUT LAKE FIRE
July 14, 2021
5:00 P.M. ZOOM MEETING

1. Call to order – Ken Decoster called the meeting to order at 5:03 p.m. Members present were Deborah Trboyevich, Andy Sertich, Tom Nielsen, Jordan Schaefer, Mary Roy, and Tara DeGuseppi.
2. Minutes – June minutes – Trboyevich/Sertich/all in favor
3. Treasurer’s reports
 - a. Approve claims
 - b. June financials
Sertich/Nielsen/all in favor
4. Fire Relief, Jordan Schaefer - A. Relief Treasurer, Jordan Schaefer, presented and took questions on the Relief Association’s Schedule 21 document that will be submitted to the Office of the State Auditor by August 1st, 2021. Jordan requested that the Fire Board accept the SC21.
Sertich made a motion to accept the SC21 as presented. Trboyevich seconded. Motion Carried

B. Relief Treasurer, Jordan Schaefer, requested clarification for the Relief Association raise from \$1800/year of service to \$2000/year of service that was voted on and approved by the Fire Board at the November 2020 meeting. He asked that the Fire Board confirm the intent at that time was for the raise to take effect January 1, 2021.
Sertich made a motion to confirm the raise took effect on January 1, 2021. Nielsen seconded. Motion Carried.
5. Old Business – Decoster discussed proposed pay tier. He continues to work on the schedule, and it will be presented soon. Call volume is up across the area.
6. New Business – Mary Roy is retiring and a replacement for fire financials is needed. Trboyevich motioned for Tara DeGuseppi to take over financials. Sertich seconded. Discussion included the fact that Coleraine Deputy Clerk position will not be filled at the time of Mary Roy’s last day. Briana will be too busy to learn a new program. DeGuseppi has experience and is the one that trained Mary Roy on the financials. All in favor.

Decoster reported that the fire department is experiencing staffing turnover.

American Rescue Plan Act – turnout gear and tarring may be covered under revenue loss category. Decoster would need to apply through the county. Trboyevich/Sertich/all in favor
7. Adjourn – Trboyevich/Sertich/all in favor. Meeting adjourned 5:32 p.m.

Minutes taken by:
Tara DeGuseppi, Clerk



**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To the Members
Of the Board of Trustees of
Trout Lake Fire Relief Association
Coleraine, MN

Office of the State Auditor
Saint Paul, Minnesota

We have performed the procedures enumerated in the Financial Accounts section below, which were agreed to and specified by the Office of the State Auditor and were agreed to by the Trout Lake Fire Relief Association, solely to assist you with respect to the financial accounts of the Trout Lake Fire Relief Association as of December 31, 2020. The Association's management is responsible for the financial accounts of the relief association. We have also performed the procedures enumerated in the Compliance section below, which were agreed to and specified by the Office of the State Auditor and were agreed to by the Association's management, solely to assist the specified parties in evaluating the Association's compliance with applicable sections of the *Minnesota Legal Compliance Audit Guide for Relief Associations* and other matters during the year ended December 31, 2020. Management is responsible for the Association's compliance with those requirements.

The sufficiency of the procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Financial Accounts

Our procedures and findings regarding financial matters are as follows:

- 1. We obtained and read the minutes of the meetings of the board of trustees (Board) for the year ended December 31, 2020, and through the date of this report to determine if the minutes are adequately prepared and signed by the preparer and approved and signed by the Trout Lake Fire Relief Association Board by the subsequent monthly meeting. We also identified any board actions that could impact other procedures.**

Minutes were provided through the end of the year for our review. The Association did not provide copies of minutes from January 1 through the date of this report. We received copies of 12 monthly meetings held January through December of 2020. We noted that at each meeting the minutes were listed as being provided to the members via email. A motion to approve was documented at the subsequently held meeting for all 12 months of minutes provided.

At each monthly meeting (with the exception of the April 18, 2020 meeting), the treasurer's report provided activity in the special and general fund checking accounts as well as the beginning and ending values of the investment portfolio. The membership approved these reports with a motion. For the April 18th meeting, only the investment portfolio information was provided.

The minutes listed approval of the retirement benefit payment, approval of administrative cost disbursements, as well as membership changes.

The minutes were neatly typed. The minutes did not have manual signatures of the preparer or the secretary.

2. We obtained and read the current bylaws and any additional pertinent information of the Association to gain an understanding of how the Association is intended to operate.

The Association provided copies of the bylaws dated August 11, 2020. The bylaws were updated to replace the reference of the annual benefit level to instead state "the currently approved benefit level." The bylaws indicate the following:

- A year of active service will be defined as 12 months of active service with benefits being allowed to be prorated monthly for fractional years of service.
- The Board of Trustees is made up of 9 members.
- The treasurer is required to have an adequate bond.
- The Board of Trustees will meet at least four times per year.
- Both a special and general fund are established and allowed.
- All checks must be signed by the treasurer and president.
- No claim shall be issued until approved by the Board of Trustees.
- Allows for partial vesting at 10 years with full vesting at 20 years.
- Provides sick and disability at the current service benefit levels per year.
- Investments must follow state statutes.
- Initially the benefit level was established at \$1,400 but subsequently was increased to the current level of \$1,800 as approved by the Fire Board at the August 12, 2020 fire board meeting.

- 3. We inquired of the Association's management about whether they have assessed whether internal controls are adequate to prevent or detect errors or fraud or that internal controls are in place to mitigate the risk. We inspected the provided documentation of that risk assessment.**

Based on inquiries of the Association's trustees, no formal assessment by the Association has been done. However, the Association has implemented measures to review the bank statements and investment reports at each meeting and the activity is printed and incorporated into the minutes. The reports are made available at the monthly meetings and provided to the membership to review and discuss.

- 4. We inquired about procedures and observed the records used to account for the Association's receipts and disbursements.**

The Association utilizes the bank statements, investment reports, and the check registers as the core accounting records to account for the Association's receipts and disbursements activities. Monthly financial recaps of the activities are included in the minutes and serve as the financial reports. Bank statements and investment reports are kept in file folders and labeled accordingly. Invoices are filed by check number and the receipt documentation is included with the bank statement records.

- 5. We obtained the bank account reconciliations for the year to determine that they are being performed within 15 days after the bank statement end date and that all bank and investment statements for the fiscal year are complete and on-hand. We inspected a haphazardly selected sample of 3 monthly bank reconciliations for 2020 to determine whether they had been reviewed and signed off on by a Board member.**

No formal bank reconciliations are being done due to the limited activity – therefore we were unable to perform this procedure. The bank statement activity is presented at each meeting as part of the financial reports. We were able to trace the activity noted in the minutes back to the bank statements for all receipts and disbursements for the special fund. All 12 months of investment reports were provided as part of this engagement. The beginning and ending investment balances are provided at each meeting and we were able to agree those to the investment reports.

The statements are not signed off by a board member although the balances are reported and were approved in 11 out of the 12 of the monthly meeting minutes. The April 18, 2020 meeting reported the investment balances only.

- 6. We mathematically recomputed two bank reconciliations and agreed the resultant cash balances per the bank to the respective general ledger account balances.**

As noted under procedure 5, the Association does not perform formal bank reconciliations. However, we selected two months (September 2020 and November 2020) to trace the bank statement balances to the monthly financial reports approved in the minutes without exception.

- 7. We randomly selected a sample of 10 disbursements to trace the source document to the disbursements in the general ledger. We determined that the source or payee, amount, reference number, purpose or description, date, and account code agree to the source documents and records.**

Due to the limited number of disbursements, we selected all transactions (6 for the special fund and 4 in the general fund) to trace to the source documents to determine that the payee, amount, reference number, purpose or description, date and nature agreed with the Association's bank statements/check registers. No exceptions noted.

The special funds disbursements related to:

- 1 check to a retiree for a direct benefit payment
- 1 electronic transfer to the IRS for 20% withholding remittance on the benefit payment
- 1 administrative payment for a safety box rental fee
- 1 administrative payment for bond insurance
- 2 administrative payments for accounting services

The general fund disbursements related to:

- 1 administrative payment for postage
- 3 payments for community support for a flag pole project and community benches

- 8. We inquired of management of how receipts are tracked to determine if the receipts journal is complete. We agreed total collections reflected in the receipts journal to cash deposits shown on the bank statement for the month of August.**

The Association tracks the receipts through the minutes and the check register. The copies of all remittances are maintained along with copies of the deposit tickets kept with the bank statements.

Due to the limited amount of activity, we selected all the receipts for the year (outside of investment earnings) and traced to the bank statements for all 12 months without exception.

Receipts were as follows in the special fund:

- a transfer from the investment portfolio of \$7,500 to fund the payout of the retirement benefit
- 2020 supplemental benefit reimbursement for the 2019 retiree payments remitted to the Association for \$2,180.60
- 2020 state aid remitted by the City for \$24,634.59

The transfer of \$7,500 into the special checking agreed to the transfer from investment portfolio without exception. The supplemental and the state aid receipts agreed to the State Auditor's schedule of released payments without exception.

Receipts in the general fund consisted of monthly interest earned on the account that amounted to 1.44 cents for the year and agreed to the monthly bank statements. Other deposits made into the general fund were from community donations and a fundraiser done during the year for a total of \$8,600 that was used to donate back to the community for a flag pole and community benches.

The Association inadvertently deposited the 2020 supplemental benefit reimbursement of \$2,180.60 in the general fund on April 7, 2020. It was discovered immediately and a correction was done that same day to correctly deposit it into the required special fund.

9. We confirmed all checking, savings accounts, certificates of deposits, and investment accounts as of December 31, 2020 with financial institutions.

The Association's records agreed with the confirmations received from the bank and the investment advisor without exception.

10. We compared the Association's receipts and disbursements records to the financial reporting form for accuracy and to determine if any revisions or adjustments are required.

We assisted the Association with the preparation of the FIRE-20 form as a separate non-attest engagement. The reporting form agrees with the Association's receipts and disbursement records.

- 11. We obtained lists of accounts receivable and payable and compared the lists to receipts and disbursement records of the subsequent year for accuracy and completeness. We also compared the current lists to the prior year's list looking for any significant variances.**

We determined that the Association's receivables should be \$573.80 to reflect an outstanding supplemental benefit reimbursement from the State of Minnesota for the payment made to a retiree in 2020.

In the prior year agreed upon procedures engagement, we also determined that the Association had one outstanding liability to the Internal Revenue Service in the amount of \$2,071.32 for federal tax withholding on two direct pension payouts during the year. These were remitted on January 23, 2020 accordingly. However, we noted that the Association failed to make these timely resulting in potential late payment penalties. We sighted a letter received by the Relief Association dated January 4, 2021 abating the assessed penalty of \$971.13 for late filing. As such no additional payables are required for these transactions.

- 12. We agreed that the amount of fire state aid, supplemental state aid, and supplemental benefit reimbursements distributed to the Association for the year ended December 31, 2020 matched amounts reported by the Office of the State Auditor or the Minnesota Department of Revenue.**

The state fire aid, supplemental state aid, and supplemental benefit reimbursements were traced and agreed to the Association's records.

- 13. We determined that the Association had non-routine journal entries, such as adjustments or reclassifications, posted to the general ledger.**

The Association does not utilize a formal general ledger system. No journal entries were prepared by the Association.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively on the information. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Agreed Upon Procedures over Compliance:

- 1. We confirmed that the Association was current with filing its annual reporting forms to the Office of the State Auditor and that the amounts reported reflect the amounts recorded in the Association's records.**

The Association has completed the FIRE forms and the amounts agreed to the Association's records. (We assisted the Association in the preparation of these forms as part of a non-attest engagement.) The Association did not timely file the reports by the established due date of March 31, 2021.

In addition, the Association did not timely file the economic interest statements and the certified listing of those completing the reports by the established due date.

- 2. We inspected and recalculated the bond of the Association's treasurer to assess compliance with MN Statute 424A.014.**

The Association's treasurer (and secretary) were both bonded for sufficient amounts as required by Minnesota statutes.

- 3. We traced the amount contributed by the municipality or independent nonprofit firefighting corporation, as applicable, to ensure it was of an amount at least equal to the minimum municipal obligation.**

According to the SC-19, no minimum contribution was required for 2020. We confirmed this with the City.

- 4. We inquired of management whether the Association amended its bylaws during the year and determine whether municipal or independent nonprofit firefighting corporation ratification of the amendment was received if so required because bylaw amendment would affect the amount of, the manner of payment of, or the conditions of qualification for service pensions or ancillary benefits or disbursements other than allowable administrative expenses.**

During 2019, the Association also requested ratification for an increase in the annual benefit level from \$1,550 to \$1,700 effective January 1, 2020. The Association also received approved to increase the benefit level during 2020 from \$1,700 to \$1,800 based on the August 12, 2020 Trout Lake Fire minutes. We received copies of the respective approvals.

- 5. We obtained a list of the Association's special fund assets and inspected that list to determine whether they were invested in compliance with investments allowed by Minn. Stat 424A.095.**

The Association invested its special fund assets solely in investments authorized by statutes.

- 6. We selected a haphazardly selected sample of 8 of the Association's special fund administrative expenses to determine whether they are the type of administrative expenses allowed by MN Statute 424A.05, subd.3.**

Due to the limited number of transactions, we selected all of the administrative expenses in the special fund for the year. There was a total of four administrative disbursements – two for accounting services, one for a safety deposit box rental, and one for the insurance bond premium. All of which are allowable expenses under Minnesota statutes.

- 7. We inquired of the Association of any instances (regardless of materiality) indicating any fraud, illegal acts, or noncompliance, and whether they have been reported to the OSA.**

The Association indicated they were not aware of any fraud, illegal acts, or noncompliance during the year. The Association did acknowledge the required FIRE forms and this AUP engagement were filed outside of the respective due date of March 31.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively on the information. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Association and the Office of the State Auditor and is not intended to be, and should not be, used by anyone other than these specified parties.

Sterle & Co, Ltd

July 12, 2021

City of
street sweeper
\$4001⁰⁰ Bid

Jestro Co 7/12/21
218-289-9955

⇒ Nielsen Trumbly
sent to Brey Jr

Appraisal -
re: Hayes all.

ACCOUNTS

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