

CITY OF EAGLE LAKE
August 14, 2017
CITY COUNCIL SPECIAL MEETING AGENDA
Eagle Lake Council Chambers, 705 Parkway Ave **at 6:00 p.m.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

NEW BUSINESS

- 1. Interim Administrator Position**
- 2. 2018 Budget**

ADJOURNMENT

August 7, 2017

I, Brad Potter, submit my resignation as City Administrator for the City of Eagle Lake effective at the end of August 22, 2017. Thank you for the opportunity to work for the City of Eagle Lake.



Brad Potter

RESOLUTION 2017-26
A RESOLUTION ACCEPTING RESIGNATION OF
CITY ADMINISTRATOR BRAD POTTER FROM
CITY OF EAGLE LAKE

WHEREAS, City Administrator Brad Potter has submitted his letter of resignation from the City of Eagle Lake; and

WHEREAS, the City Council recognizes and appreciates the service from Brad Potter in the role of City Administrator; and

KNOW THEREFORE BE IT RESOLVED the City accepts the resignation of Brad Potter from the City of Eagle Lake effective August 22, 2017.

Adopted by the City Council of Eagle Lake, MN this 14th day of August, 2017.

Brianna Anderson, Mayor

ATTEST:

Kerry Rausch, Deputy Clerk

(S E A L)

2018 Budget and City Administrator Position

1. City Administration Position

I have contacted several parties who could serve as Interim City Administrator; I will have two to three parties proposals at the City Council Meeting on the August 14, 2017.

2. 2018 Budget

Enclosed are sheets from Administration and Public Works Departments on what the normal tasks are on a daily, weekly, etc basis and what the department does or does not complete in house.

Administration

Administration	
In House	List of Contracted Services
Accounting	Refuse Hauling
General Ledger and Bookkeeping	Recycling
Planning/Zoning	Building Permit Inspections
Compliance with State Deadlines	TIF State Reporting
Licensing (Dog, Rental, Gambling, Liquor)	Civil Attorney
Utility Billing	IT Services
Newsletter	Tax Abatement
HR/Benefits Payroll	EDA Loans (Blue Earth County)
State Plans – Wellhead Planning	Engineering
	MS4 Stormwater
	GIS

Public Works

See attached sheet

The 2018 Budget that was presented for Administration is continued with Public Works and Police as well.

Under, this program the City would see a cost savings of over \$300,000, as seen in the following Table. Implementing the possible revamped format would result in almost a 50% reduction in cost to our 2017 Tax Levy.

	2018	2018	
	Normal	New Format	Difference
General Government	\$185,907	\$114,500	\$71,407
Administration	\$150,164	\$106,805	\$43,359
Professional	\$82,500	\$82,500	\$0
Street	\$265,992	\$204,006	\$61,986
Police	\$271,277	\$204,000	\$67,277
Fire	\$211,831	\$211,831	\$0
Park Rec	\$101,403	\$83,829	\$17,574
Storm	\$45,420	\$40,219	\$5,201
			\$266,804
Sewer	\$405,681	\$376,380	\$29,301
Water	\$247,391	\$211,185	\$36,206
			\$65,507
Total	Total Difference		\$332,311

The revamped City organization would consist of the following:

Administration – Two people in the office to primarily offer customer service, guide City processes, look to coordinate multiple private parties that are doing other projects. Accounting may be contracted out.

Police – This would be handled by Blue Earth County and a City Community Service Officer.

Fire – The Fire Department was not evaluated under this proposal but will be in the future.

Public Works – One full time position would remain, items such as lawn mowing are being reviewed, but for the time being we are keeping the part time workers.

Moving toward a fully embraced model of contractual services, leads to less work force. We are partially already in this model, and the extension of such services would not be new to the City.

From an Administrative personnel perspective we do the following

Administration	
In House	List of Contracted Services
Accounting	Refuse Hauling
General Ledger and Bookkeeping	Recycling
Planning/Zoning	Building Permit Inspections
Compliance with State Deadlines	TIF State Reporting
	Civil Attorney
	IT Services
	Tax Abatement
	EDA Loans (Blue Earth County)

Prepare bi-weekly payroll for all city employees. Check time cards, enter information, prepare and distribute checks vouchers. Maintain all payroll records and prepare reports to various governmental agencies, quarterly and year-end reports.									
Issue W-2's, overtime and related reports. Calculate and deposit necessary funds to cover payroll.									
Administers <u>city employee health insurance benefits.</u>									
Assist with <u>human resources issues as assigned.</u>									
File worker's compensation claims working with employees, department heads and the city administrator.									
Work with and appeal unemployment claims as appropriate.									
25% - Administration – What else can be added to this section. Seems I do more than this.									
Organizes and archives city's ordinances and resolutions i.e. City Code									
Conduct research projects as requested by City Administrator.									
Assist in the preparation and assemblage of City Council Meeting packets.									
Provide information and assistance either in person or by phone; answer questions, research files and make copies as assigned by the City Administrator.									
Attend City Council, Park Board and EDA meetings and record minutes of such meeting.									
10% - Licensing									
Value: The administration of licenses ensures that state and local laws are met while at the same time providing a service to the public.									
Process, issue, and track rental licenses. Schedule license renewals and inspections. Determine eligibility of new rental applications as set forth in city code.									
Processes necessary city city licensing requirements for gambling and sale of liquor.									
Assist as needed in issues issuing building permits, zoning permits and dog licenses.									
5% - Miscellaneous									
Value: Many of the miscellaneous items are duties which occur periodically but are nonetheless important in meeting federal and state requirements.									
Assists Administer in City city election activities <u>under the direction of the City Administrator</u> and serves as the head <u>election judge.</u>									
Maintain OSHA required documentation.									
Perform other duties when assigned or when necessary.									
Administrative Clerk	Daily	Weekly	Monthly	Quarter	Semi Annual	Annual	As Needed	Subconsultant	
45% - Process and maintain records concerning utility accounts receivable.	X								
Value: Assist the city in maximizing revenue through utility billing collection. Encourage customers to use online bill pay or ach bill pay so that revenue can be collected. Provide customers with good customer service when paying utility bills.	X								
	X								
30% - Greet, direct, and assist customers/vendors.	X								
Value: Providing excellent and professional customer service enhances the image of the city and promotes open dialogues with residents. Customer service serves as a primary opportunity to educate residents in a positive manner.	X								
· Answer phones; greet visitors and the general public.	X								
· Answers inquires or refer customers to appropriate person.	X								
· Issue building and zoning permits, issue dog licenses.	X								
13% - Clerical Duties									
Value: The accurate compilation of documents and the timely filing of documents will assist in great office efficiency.	X								
Attend Planning Commission meetings and take minutes.			X						
Type reports, correspondence, bills, receipts, minutes, public hearing notices, and statistical data.		X							
Filing									
Maintain electronic and paper files and recommend changes in filing systems.		X							
Reproduces multiple copies of work.	X								
Assist in the assemblage of City Council Meeting and City Committee packets.									
5% - Mass Communications									
Value: <u>Encourage customers to participate in the city's email distribution system, thus providing an increased number of residents with timely and informative information to promote government transparency and a sense of community through professional correspondence.</u>		X							
Design and distribute city newsletters							X		
Updating City website and social media sites							X		
Design and distribute city press releases through electronic communications							X		
5% - Documentation							X		
Value: <u>Accurate documentation provides a means to make informed decisions by department heads and city council members. The appropriate and timely disposal of documents in accordance with the city's adopted record retention policy the city's liability will be minimized with data requests.</u>							X		
Maintain the city's record retention program.							X		
Gather information on a variety of subjects and compiles financial, statistical, activity.							X		
2% - Miscellaneous									
Maintain and order office supplies.							X		
Schedule I & I inspections, meter reads, zoning inspections, etc.							X		
Assist city departments with administrative duties							X		
Open and distribute mail .							X		
Serve as a backup for processing payroll and payroll electronic withholding payments.							X		
Perform other duties when assigned or when necessary.							X		
Deputy Clerk does this now. Which position would you like to do this?							X		

8-9-17 Public Works Works List

Water	Daily	Weekly	Monthly	Quarter	Semi Annual	Annual	As Needed	Subcontractor
Wells								
Record Readings	X							
Chlorine and Flouride	X							
Send State Reports			X			X		
Consumer Report						X		
DNR Water Report						X		
Water Tower								
Inspect inside of tower					X			
Check levels	X							
Drain Bottom of Tower			X					
Hydrants								
Flush Mains					X			
Repair Hydrants							X	
Replace Hydrants								Sub
Exercise Valves						X		
Water Meters								
Read Water Meters			X					
Repair non working meters							X	Sub
Deliver Meters							X	
Locate Service Valves							X	
Order Meters							X	
Shutoff Service							X	
Works with Engineer							X	
Gopher One Calls							X	
Wastewater								
Check lift Stations	X							
Pull Pumps and Inspect						X		Sub
Calibrate Meters						X		Sub
Test Generators		X						
I/I	X ?							
Gopher One Calls								
TV and Clean Sewer Mains								Sub
Inspect Force Main		X						
Inspect Manholes and Lines								Sub
Stormwater								
Clean Catch Basins							X	
Flush Storm Sewers							X	
Storm Water Ponds							X	
Inlets and Outlets Clean							X	
Streets								
Prepare quotes							X	Sub
Curb Replacement							X	Sub
Crack Sealing							X	Sub
Seal Coating							X	Sub
Patching							X	Sub
Overlays							X	Sub
Street Sweeping						X	X	Sub
Inspect New Streets							X	
Patch Potholes (Staff)						X		
Street Signs					X			
Fall Leaf Pick up						X		
Snow Removal								
Plow and Sand							X	
Snow Emergencies								Admin Assists
DOT Inspections on Trucks								Sub
Pick up salt/sand					X			
Street lighting locations							X	Admin Assists
Report street light outages							X	PD and Admin
Building Permits								
Setbacks							X	
Inspect Water/Sewer /Storm							X	
Locate Water/Sewer Lines							X	
Driveway and Final							X	
Parks								

Pick up garbage daily	X							
Open and Clean Bathrooms	X							
Clean Pavillion							X	
Weed Control							X	
Mosquito Control								Sub
Batting Cage							X	
Check Playground Equipment							X	
Cleaning Supplies							X	
Trim Trees							X	
General Maintainence							X	
Ice Rink								
Flood and maintain	X							
<i>Summer</i>								
Clean Court							X	
Trim and Mow	X							
Pond Area								
Install Aerators							X	Sub
DNR Fishing							X	
Add Chemicals							X	
BallFields								MAYBA
Drag and Rake								
Add Lime								
Mow and Weed		X						
Chalk both Fields		x						MAYBA
Clean Dugouts							X	
Buiding Maintainence							X	
Carpentry							X	
Plumbing							X	
Electrical							X	
Cleaning							X	
Vehicle & Equipment Maintainence								
Change Oil and Fluids							X	
Tire Repair and Rotation							X	
Replace Brakes							X	
General Maintainence							X	
Welding							X	

2017 Proposed 8-6-16

Acct #		2017 Adopted	2018 with WI	2018 Proposed	Comments (WI - Means Wage Increase)
	GENERAL FUND (101)				
	Revenue				
31000	PROPERTY TAX REVENUE	\$457,677	\$457,677	\$200,000	Keep the same tax levy and possibly or reduce property taxes with reductions
32100	BUSINESS LICENSES	\$300	\$300	\$300	
32210	BUILDING PERMITS	\$30,000	\$30,000	\$25,000	
32211	STATE SURCHARGE-FLAT FEE	\$600	\$600	\$600	
32212	STATE SURCHARGE-VALUE	\$800	\$800	\$800	
32213	STATE SURCHARGE-PLUMBING	\$70	\$70	\$70	
32214	STATE SURCHARGE-MECHANICAL	\$60	\$60	\$60	
32215	STATE SURCHARGE-OTHER	\$10	\$10	\$10	
32220	ZONING PERMITS	\$300	\$300	\$300	
32221	RENTAL INSPECTIONS	\$2,000	\$2,000	\$1,500	
32240	DOG LICENSES	\$1,000	\$1,000	\$500	3 year licenses will decur rental
32260	REFUNDS & REIMBURSEMENTS	\$8,000	\$8,000	\$6,000	
33400	STATE GRANTS AND AIDS	\$0	\$0	\$0	
33401	LOCAL GOVERNMENT AID (LGA)	\$616,216	\$616,216	\$631,403	LGA is certified for 2018
33405	PERA RATE AID	\$0	\$0	\$0	
33418	MN POLICE RELIEF PAYMENT	\$13,000	\$13,000	\$13,000	
33419	MN FIRE RELIEF PAYMENT	\$16,175	\$16,175	\$15,000	
33428	PAYMENT IN LEAU OF TAXES	\$0	\$0	\$0	
34107	ADMINSTRATIVE SERVICE FEES	\$2,000	\$2,000	\$2,000	
34110	PLANNING/ZONING FEES	\$200	\$200	\$200	
35000	FINES AND FEES	\$7,000	\$7,000	\$6,000	
36100	SPECIAL ASSESSMENT REVENUE	\$0	\$0	\$0	Need to verify this
36101	INDUSTRIAL PARK-N. LIFT STATION	\$2,000	\$2,000	\$0	Need to verify this
36102	GREENFIELD ASSESSMENT	\$0	\$0	\$0	
36104	LAKEVIEW DR. ASSESSMENT REVENUE	\$0	\$0	\$0	Need to verify this
36200	MISCELLANEOUS REVENUES	\$50	\$50	\$50	
36210	INTEREST REVENUE	\$16,000	\$16,000	\$25,000	\$2,500,000 at 1%, may lower with possible prepay debt, Debt prepay is 2019 gauge market factors
36230	CONTRIBUTIONS-GENERAL	\$0	\$0	\$0	
36231	CONTRIBUTIONS-PARK	\$200	\$200	\$0	
36232	CONTRIBUTIONS-FD	\$15,000	\$15,000	\$15,000	
36233	POLICE-SEIZURES	\$0	\$0	\$0	
36240	FIRE CALL REVENUE	\$0	\$0	\$0	
36241	FIRE CONTRACT PAYMENTS	\$60,000	\$60,000	\$60,000	Contract Prices may continue to decreases as the City annexes, call loads, etc.
38020	RENTAL REVENUE	\$400	\$400	\$400	
38021	WIRELESS INTERNET RENTAL FEE	\$16,000	\$16,000	\$17,000	Typical Price Escalators
38050	CABLE TV FRANCHISE FEES	\$21,000	\$21,000	\$21,000	
38051	ELECTRIC FRANCHISE FEES	\$7,000	\$7,000	\$7,000	
38052	GAS FRANCHISE FEES	\$6,000	\$6,000	\$6,000	
38200	PARK LAND DEDICATION	\$0	\$0	\$0	
39101	SALE OF EQUIPMENT-MATERIALS	\$0	\$0	\$0	
39203	TRANSFER IN	\$0	\$0	\$0	
38053	SOLAR CREDIT	\$2,500	\$2,500	\$2,500	
	Total General Fund Revenues	\$1,569,898	\$1,572,105	\$1,327,741	
	Total General Fund Expenditures	\$1,526,524	\$1,602,526	\$1,337,523	
	Loss/Gain	\$43,374	-\$30,421	-\$9,781	
Expendit		\$1,483,150	\$1,632,947	\$1,347,304	

2017 Proposed 8-6-16

Acct #		2017 Adopted	2018 with WI	2018 Proposed	Comments (WI - Means Wage Increase)
41000	General Government	2017 Adopted	2018 with WI	2018 Proposed	
122	FICA CONTRIBUTION	\$0			
123	MEDICARE CONTRIBUTION	\$0			
131	HEALTH	\$53,979	\$59,377	\$18,000	10% annual increase in expenses Future of Health Insurance is concerning to say the least
132	HEALTH SAVINGS ACCOUNT	\$27,300	\$30,030	\$0	0
133	DENTAL	\$0			
151	WORKERS COMP INSURANCE	\$0		\$0	
362	PROPERTY & CAUSUALTY INSURANCE	\$15,000	\$16,000	\$16,000	
400	CD Purchases	\$0	\$0	\$0	
430	MISCELLANEOUS	\$2,000	\$2,000	\$2,000	
438	MEETING & EDUCATION	\$1,500	\$1,500	\$1,500	
510	CAPITAL OUTLAY-actual expense				Sidewalk Funds shifted to Streets What is the future of sidewalks??
550	CAPITAL OUTLAY ASSIGNED-setaside	\$5,000	\$5,000	\$5,000	
721	TRANSFER OUT Possible EDA Projects	\$40,000	\$40,000	\$40,000	
443	SCHROM TOWNSHOMES Tax Abatement	\$30,000	\$32,000	\$32,000	Tax Abatement of 10 years starting in 2015 ends in 2025
	Total	\$174,779	\$185,907	\$114,500	
41100	City Council	2017 Adopted	2018 with WI	2018 Forecast	
100	WAGES	\$12,500	\$12,500	\$12,500	Increase Pay with New System
121	PERA CONTRIBUTION	\$625	\$625	\$625	
122	FICA CONTRIBUTION	\$775	\$775	\$775	
123	MEDICARE CONTRIBUTION	\$181	\$181	\$181	
438	MEETING & EDUCATION	\$500	\$500	\$500	
	Total	\$14,581	\$14,581	\$14,581	
41200	Mayor	2017 Adopted	2018 with WI	2018 Forecast	
100	WAGES	\$4,500	\$4,500	\$4,500	Increase Pay with New System
121	PERA CONTRIBUTION	\$225	\$225	\$225	
122	FICA CONTRIBUTION	\$279	\$279	\$279	
123	MEDICARE CONTRIBUTION	\$65	\$65	\$65	
438	MEETING & EDUCATION	\$1,000	\$1,000	\$1,000	
	Total	\$6,069	\$6,069	\$6,069	
41400	Elections	2017 Adopted	2018 with WI	2018 Forecast	
100	WAGES	\$0	\$0	\$1,300	
122	FICA CONTRIBUTION				
123	MEDICARE CONTRIBUTION				
430	MISCELLANEOUS	\$500	\$500	\$1,000	
	Total	\$500	\$500	\$2,300	
41500	Administrative	2017 Adopted	2018 with WI	2018 Forecast	
100	WAGES	\$101,926	\$110,025	\$46,379	Adm Clerk and Deputy Clerk
121	PERA CONTRIBUTION	\$7,644	\$8,252	\$3,478	PERA contribution same for 2018 as 2017, the
122	FICA CONTRIBUTION	\$6,319	\$6,822	\$2,875	
123	MEDICARE CONTRIBUTION	\$1,478	\$1,595	\$672	
210	OPERATING SUPPLIES	\$8,500	\$8,500	\$9,000	
320	COMMUNICATIONS	\$2,070	\$2,070	\$2,200	
321	TELEPHONE	\$3,600	\$3,600	\$3,600	
352	PUBLICATIONS	\$1,000	\$1,000	\$1,000	
430	MISCELLANEOUS	\$200	\$200	\$200	
433	DUES & SUBSCRIPTIONS	\$5,000	\$5,000	\$5,000	
438	MEETING & EDUCATION	\$2,100	\$2,100	\$2,000	

2017 Proposed 8-6-16

Acct #		2017 Adopted	2018 with WI	2018 Proposed	Comments (WI - Means Wage Increase)
510	CAPITAL OUTLAY-actual expense				
550	CAPITAL OUTLAY ASSIGNED-Setaside	\$1,000	\$1,000	\$1,000	
	ACCOUNTING SERVICES	\$ -	\$ -	\$14,400	\$1,200 per month for accounting services
	CONSULTANT/PROFESSIONAL SERVICES	\$ -	\$ -	\$15,000	
	Total	\$140,838	\$150,164	\$106,805	
41600	Professional Services	2017 Adopted	2018 with WI	2018 Forecast	
300	PROFESSIONAL SERVICES	\$10,000	\$11,000	\$11,000	
301	YEAR END AUDIT	\$19,500	\$22,000	\$22,000	Confirmed with Auditor reduced from \$22 to \$19,500 for 2017
303	ENGINEERING FEES	\$13,000	\$14,000	\$14,000	
304	LEGAL FEES	\$5,000	\$5,000	\$5,000	
310	COMPUTER TECHNICAL SUPPORT	\$12,000	\$14,000	\$14,000	
311	BUILDING INSPECTOR FEES	\$12,000	\$10,000	\$10,000	
313	STATE SURCHARGE FEE	\$1,405	\$1,500	\$1,500	
314	CITY HISTORY	\$2,000	\$0	\$0	Document City History, possibly
433	DUES & SUBSCRIPTIONS	\$5,000	\$5,000	\$5,000	
	Total	\$79,905	\$82,500	\$82,500	
41800	Planning & Zoning	2017 Adopted	2018 with WI	2018 Forecast	
351	PUBLIC HEARING FEES	\$200	\$200	\$200	
430	MISCELLANEOUS	\$100	\$100	\$100	
	Total	\$300	\$300	\$300	
41900	City Hall	2017 Adopted	2018 with WI	2018 Forecast	
210	OPERATING SUPPLIES	\$1,500	\$2,000	\$2,000	
220	REPAIRS & MAINT.	\$4,000	\$4,000	\$4,000	
381	ELECTRIC UTILITIES	\$11,000	\$12,000	\$12,000	
510	CAPITAL OUTLAY-actual expenses				
	CAPITAL OUTLAY ASSIGNED-setaside fund	\$5,000	\$5,000	\$5,000	
	Total	\$21,500	\$23,000	\$23,000	
42100	Street Department	2017 Adopted	2018 with WI	2018 Forecast	
100	WAGES	\$48,422	\$51,101	\$16,535	One Position
121	PERA CONTRIBUTION	\$3,632	\$3,833	\$3,759	
122	FICA CONTRIBUTION	\$3,002	\$3,168	\$3,107	
123	MEDICARE CONTRIBUTION	\$702	\$741	\$727	
131	EMPLOYER PAID HEALTH				
132	Employer Paid Health Savings				
133	EMPLOYER PAID DENTAL				
151	WORK COMP PREMIUM				
210	OPERATING SUPPLIES & MAINTENANCE	\$7,600	\$7,600	\$3,234	33% of Budget
212	FUEL	\$6,600	\$6,600	\$2,244	33% of Budget
220	REPAIRS & MAINT.	\$0	\$0	\$0	
224	STREET REPAIR-GEN. MAINTENANCE	\$88,000	\$88,000	\$80,000	\$88,000 for Budget
320	COMMUNICATIONS	\$600	\$600	\$650	
324	TELEPHONE	\$0	\$0	\$0	
381	ELECTRIC UTILITIES	\$2,100	\$2,100	\$2,200	
383	GAS UTILITIES	\$900	\$900	\$950	
430	MISCELLANEOUS	\$0	\$0	\$0	
437	CLOTHING ALLOWANCE	\$600	\$600	\$600	
510	CAPITAL OUTLAY-actual expense				

2017 Proposed 8-6-16

Acct #		2017 Adopted	2018 with WI	2018 Proposed	Comments (WI - Means Wage Increase)
550	CAPITAL OUTLAY ASSIGNED-setaside	\$50,750	\$50,750	\$10,000	Reduce Outlay for Minimal Equipment
560	CAPITAL OUTLAY - SIDEWALKS	\$50,000	\$50,000	\$50,000	Do we want to do this \$50,000 in Budget what will this be good for \$30 per foot about \$1,600
	CONSULTANT/PROFESSIONAL SERVICES			\$30,000	Contractual Work such as Snowplowing
	Total	\$262,908	\$265,992	\$204,006	
42110	Street Lighting	2017 Adopted	2018 with WI	2018 Forecast	
381	UTILITIES	\$40,000	\$41,000	\$41,000	
	Total	\$40,000	\$41,000	\$41,000	
42200	Police Department	2017 Adopted	2018 with WI	2018 Forecast	
100	WAGES	\$100,131	\$119,131	\$0	10% increase in Salaries
102	OVERTIME WAGES	\$5,600	\$5,600	\$0	
103	PART-TIME OFFICER WAGES	\$43,805	\$43,805	\$17,000	Community Service Officer
107	ON-CALL PAY	\$5,903	\$5,903	\$0	
121	PERA CONTRIBUTION	\$25,181	\$28,259	\$0	
123	MEDICARE CONTRIBUTION	\$2,254	\$2,529	\$0	
151	LIABILITY/WORKERS COMP				
210	OPERATING SUPPLIES & MAINTENANCE	\$10,350	\$10,350	\$2,000	Fuel for Community Service Officer
212	FUEL	\$13,000	\$13,000	\$2,000	Fuel for Community Service Officer
220	REPAIRS & MAINT.	\$0	\$0	\$0	
300	PROFESSIONAL SERVICES	\$4,200	\$4,200	\$1,000	
306	PHYSICALS				
312	NEW OFFICER HIRING	\$850	\$850	\$0	
320	COMMUNICATIONS	\$3,400	\$3,400	\$0	
321	TELEPHONE	\$0	\$0	\$0	
430	MISCELLANEOUS	\$0	\$0	\$0	
433	DUES & SUBSCRIPTIONS	\$2,100	\$2,100	\$0	
437	CLOTHING ALLOWANCE	\$4,150	\$4,150	\$0	
438	MEETING & EDUCATION	\$4,000	\$4,000	\$0	
439	REFUNDS & REIMBURSEMENTS				
510	CAPITAL OUTLAY-actual expense			\$0	Replacement of Squad at end of 2017 not noted paid for by existing funds
540	CAPITAL OUTLAY-SEIZURES				
550	CAPITAL OUTLAY ASSIGNED-setaside	\$24,000	\$24,000	\$0	
	CONSULTANT/PROFESSIONAL SERVICES			\$182,000	\$50 hour for County Coverage 3,640 hours or around 10 hours per day
	Total	\$248,924	\$271,277	\$204,000	
42300	Fire Department	2017 Adopted	2018 with WI	2018 Forecast	To be Studied Further
100	WAGES	\$4,800	\$5,000	\$5,000	
104	DAY TIME RESCUE	\$14,500	\$15,000	\$15,000	\$10,500 calls/\$2,400 monthly drills \$500 FF1 \$10 FR \$200 EMT
122	FICA CONTRIBUTION	\$1,197	\$1,240	\$1,240	
123	MEDICARE CONTRIBUTION	\$280	\$290	\$290	
124	FIRE RELIEF PAYMENT	\$42,000	\$42,000	\$42,000	
210	OPERATING SUPPLIES & MAINTENANCE	\$18,000	\$20,000	\$20,000	
212	FUEL	\$2,000	\$2,000	\$2,000	
220	REPAIRS & MAINT.	\$0	\$0	\$0	
300	PROFESSIONAL SERVICES	\$5,000	\$5,000	\$5,000	Hose Testing, Ladder Testing, Flowtesting Packs
306	PHYSICALS	\$3,500	\$3,500	\$3,500	
320	COMMUNICATIONS	\$3,000	\$3,000	\$3,000	
321	TELEPHONE	\$0	\$0	\$0	
381	ELECTRIC UTILITIES	\$2,000	\$2,000	\$2,000	
383	GAS UTILITIES	\$3,200	\$3,200	\$3,200	

2017 Proposed 8-6-16

Acct #		2017 Adopted	2018 with WI	2018 Proposed	Comments (WI - Means Wage Increase)
433	DUES & SUBSCRIPTIONS	\$1,500	\$1,500	\$1,500	
438	TRAINING & EDUCATION	\$10,000	\$11,000	\$11,000	
510	CAPITAL OUTLAY-actual expense				
520	F.D. EQUIPMENT - GAMBLING				
530	CAPITAL OUTLAY ASSIGNED-setaside	\$94,272	\$97,101	\$97,101	
550	CAPITAL OUTLAY-EQUIPMENT		\$0	\$0	2018 4311 #1 Truckl \$450,000 removed to truly reflect budget and 2019 Packs and Turnout Gear
	Total	\$205,249	\$211,831	\$211,831	
42400	School Patrol	2017 Adopted	2018 with WI	2018 Forecast	
100	WAGES	\$ -		\$ -	
122	FICA CONTRIBUTION	\$ -		\$ -	
123	MEDICARE CONTRIBUTION	\$ -		\$ -	
430	MISCELLANEOUS	\$ -		\$ -	
	Total	\$0	\$0	\$0	
42410	Animal Control	2017 Adopted	2018 with WI	2018 Forecast	
210	OPERATING SUPPLIES	\$125	\$125	\$125	
300	PROFESSIONAL SERVICES	\$100	\$100	\$100	
	Total	\$225	\$225	\$225	
42430	Civil Defense	2017 Adopted	2018 with WI	2018 Forecast	
220	REPAIRS & MAINT.	\$1,200	\$1,300	\$1,300	Adjusted from \$1,500 to \$1,000
381	ELECTRIC UTILITIES	\$500	\$550	\$550	
510	CAPITAL OUTLAY	\$1,000	\$16,000	\$16,000	Replace siren at Fire Hall
	Total	\$2,700	\$17,850	\$17,850	
42500	Parks & Recreation	2017 Adopted	2018 with WI	2018 Forecast	
100	WAGES	\$43,266	\$44,531	\$23,560	Keep part time help the same
121	PERA CONTRIBUTION	\$3,245	\$3,340	\$1,767	
122	FICA CONTRIBUTION	\$2,682	\$2,761	\$1,461	
123	MEDICARE CONTRIBUTION	\$627	\$646	\$342	
131	Employer Paid Health				
132	Employer Paid Health Savings				
133	Employer Paid Dental				
151	Work				
210	OPERATING SUPPLIES & MAINTENANCE	\$13,500	\$13,500	\$10,000	includes pond treatment-\$3000 and 9 mosquito treatments-\$5805 5% price
212	FUEL	\$4,000	\$4,000	\$2,000	
220	REPAIRS & MAINT.	\$0	\$0	\$0	
300	PROFESSIONAL SERVICES	\$3,000	\$3,000	\$3,500	
320	COMMUNICATIONS	\$600	\$600	\$650	
321	TELEPHONE	\$0	\$0	\$0	
381	ELECTRIC UTILITIES	\$3,000	\$3,000	\$3,500	
383	GAS UTILITIES	\$925	\$925	\$950	
430	MISCELLANEOUS	\$0	\$0	\$0	
437	CLOTHING ALLOWANCE	\$600	\$600	\$600	
438	MEETING & EDUCATION	\$500	\$500	\$500	
510	CAPITAL OUTLAY-planned purchsae	\$0	\$0	\$0	
550	CAPITAL OUTLAY ASSIGNED setaside	\$4,000	\$4,000	\$0	
570	CAPITAL OUTLAY-PARK BOARD PROJECTS	\$20,000	\$20,000	\$20,000	
	CONSULTANT/PROFESSIONAL SERVICES			\$15,000	
	Total	\$99,946	\$101,403	\$83,829	

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Acct #		2017 Adopted	2018 with WI	2018 Proposed	Comments (WI - Means Wage Increase)
Storm Drainage Utility (201)					
		2017 Adopted	2018 with WI	2018 Forecast	
Revenue					
36200	MISCELLANEOUS REVENUE				
37100	STORM WATER DRAINAGE REVENUE	\$50,160	\$50,160	\$50,662	Should the fees stay consistent what will increases be for inflationary increases
	Total	\$50,160	\$50,160	\$50,662	
Expendit					
100	WAGES	\$11,063	\$11,063	\$4,919	Base Wages
121	PERA CONTRIBUTION	\$830	\$830	\$859	
122	FICA CONTRIBUTION	\$686	\$686	\$710	
123	MEDICARE CONTRIBUTION	\$160	\$160	\$166	
131	Employer Paid Health				
132	Employer Paid Health Savings				
133	Employer Paid Dental				
210	OPERATING SUPPLIES & Maintenance	\$8,600	\$8,600	\$9,460	
212	FUEL	\$1,300	\$1,300	\$1,325	
220	REPAIR & MAINTENANCE	\$0	\$0	\$0	
300	PROFESSIONAL SERVICES	\$10,000	\$10,000	\$12,000	MS4 Requirements
320	COMMUNICATIONS (telephone)	\$180	\$180	\$180	
430	MISCELLANEOUS REVENUE	\$0	\$0	\$0	
437	CLOTHING	\$600	\$600	\$600	
550	CAPITAL OUTLAY ASSIGNED-actual expens	\$12,000	\$12,000		
510	CAPITAL OUTLAY-set aside				
721	Transfer out	\$0	\$0	\$0	
	CONSULTANT/PROFESSIONAL SERVICES			\$10,000	Additional services that may be needed.
	Total	\$45,420	\$45,420	\$40,219	
	(201) Net Change	\$4,740	\$4,740	\$10,443	
Recycling Utility (202)					
		2017 Adopted	2018 with WI	2018 Forecast	
Revenue					
34404	Recycling Revenue	\$52,800	\$53,328	\$53,328	\$4.40
	Total	\$52,800	\$53,328	\$53,328	
Expendit					
386	Recycle Collection Expense	\$47,957	\$48,436	\$48,436	\$3.79 to \$3.88 increased 3% price increase
721	Transfer Out				
	Total	\$47,957	\$48,436	\$48,436	
	(202) Net Change	\$4,843	\$4,892	\$4,892	
Refuse Utility (203)					
		2017 Adopted	2018 with WI	2018 Forecast	Need to look at annual increases in fees of service
Revenue					
34403	Refuse Revenue	\$167,880	\$169,559	\$169,559	\$13.99
	Total	\$167,880	\$169,559	\$169,559	
Expendit					
384	Refuse Collection Expense	\$134,724	\$136,071	\$136,071	
721	Transfer Out				
	Total	\$134,724	\$136,071	\$136,071	

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Acct #		2017 Adopted	2018 with WI	2018 Proposed	Comments (WI - Means Wage Increase)
	(202) Net Change	\$33,156	\$33,488	\$33,488	
	601-Water Fund	2017 Adopted	2018 with WI	2018 Forecast	
Revenue					
31300	SALES TAX REVENUE-STATE	\$900	\$925	\$925	
31301	SALES TAX REVENUE-COUNTY	\$30	\$35	\$35	
33405	PERA RATE AID	\$0	\$0	\$0	
34407	AREA CHARGES	\$0	\$0	\$0	
36200	MISCELLANEOUS REVENUE				
37100	SALES OR SERVICE-WATER SALES	\$280,000	\$289,800	\$289,800	
37110	WATER METER SALES	\$10,000	\$10,350	\$10,350	
37170	HOOK UP FEE	\$6,000	\$6,000	\$6,000	
39101	SALE OF EQUIPMENT-MATERIALS	\$8,000	\$8,280	\$8,280	
	INTEREST REVENUE				
	TRANSFER IN				
	REFUNDS & REIMBURSEMENTS				
	INDUSTRIAL PARK-N LIFT STATION				
	Total	\$304,930	\$315,390	\$315,390	
Expenditures		2017 Adopted	2018 with WI	2018 Forecast	
100	WAGES	\$55,195	\$59,340	\$36,741	Public Works Worker and Admin
121	PERA CONTRIBUTION	\$4,140	\$4,451	\$2,756	
122	FICA CONTRIBUTION	\$3,422	\$3,679	\$2,278	
123	MEDICARE CONTRIBUTION	\$800	\$860	\$0	
131	HEALTH	\$22,000	\$22,000	\$18,000	
132	HEALTH SAVINGS ACCOUNT			\$0	
133	DENTAL INSURANCE	\$1,151	\$1,151	\$0	Dental Insurance Goes Away
151	WORKERS COMP.	\$4,500	\$4,500		
210	OPERATING SUPPLIES & MAINTENANCE	\$35,000	\$35,250	\$35,250	
212	FUEL	\$600	\$625	\$625	
220	REPAIRS & MAINTENANCE	\$0	\$0	\$0	
300	PROFESSIONAL SERVICES	\$25,000	\$25,250	\$25,250	
320	COMMUNICATIONS	\$2,500	\$2,550	\$2,550	
321	TELEPHONE	\$0	\$0	\$0	
362	PROPERTY & CAUSULTY INSURANCE	\$7,800			
381	ELECTRIC UTILITIES	\$15,000	\$16,000	\$16,000	
383	GAS UTILITIES	\$2,500	\$2,525	\$2,525	
430	MISCELLANEOUS-	\$0	\$0	\$0	
433	DUES & SUBSCRIPTIONS	\$500	\$500	\$500	
437	CLOTHING ALLOWANCE	\$600	\$0	\$0	
438	MEETING & EDUCATION	\$1,300	\$1,300	\$1,300	
439	REFUNDS & REIMBURSEMENTS	\$0	\$0	\$0	
441	STATE SALES TAX	\$1,000	\$1,100	\$1,100	
442	COUNTY SALES TAX	\$50	\$60	\$60	
510	CAPITAL OUTLAY-actual expense	\$8,000	\$8,250	\$8,250	
550	CAPITAL OUTLAY ASSIGNED-setaside	\$3,000	\$3,000	\$3,000	
601	PRINCIPAL PAYMENT	\$0	\$0	\$0	
611	INTEREST PAYMENT	\$0	\$0	\$0	
	DEPRECIATION	\$0	\$0	\$0	

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Acct #		2017 Adopted	2018 with WI	2018 Proposed	Comments (WI - Means Wage Increase)
721	TRANSFER OUT	\$50,000	\$50,000	\$50,000	
	CONSULTANT/PROFESSIONAL SERVICES		\$5,000	\$5,000	Many Consultant/Professional Services are already budgeted for
	Total	\$244,059	\$247,391	\$211,185	
	Net Change 601	\$60,871	\$67,999	\$104,205	
	602 Sewer Fund	2017 Adopted	2018 with WI	2018 Forecast	
Revenue					
31000	SPECIAL ASSESSMENT REVENUE				
32260	REFUNDS & REIMBURSEMENTS				
34407	AREA CHARGES				
37100	SEWER SALES	\$450,000	\$450,000	\$463,500	3% cost variation
37170	HOOK UP FEE	\$4,800	\$4,800	\$5,000	
37255	I & I PENALTY	\$0	\$0		
37260	LATE FEES	\$5,000	\$5,000	\$5,000	
39101	SALE OF EQUIPMENT-MATERIALS	\$0	\$0		
	Total	\$459,800	\$459,800	\$473,500	
Expendit					
100	WAGES	\$54,942	\$59,340	\$36,901	Public Works Worker and Admin
121	PERA CONTRIBUTION	\$4,121	\$4,451	\$2,768	
122	FICA CONTRIBUTION	\$3,406	\$3,679	\$2,288	
123	MEDICARE CONTRIBUTION	\$797	\$860	\$825	
131	HEALTH-DENT. STD LIFE INSURANCE	\$22,000	\$22,000	\$18,000	
132	HEALTH SAVINGS ACCOUNT			\$0	
133	DENTAL INSURANCE	\$1,151	\$1,151	\$1,192	
151	WORKERS COMP.	\$4,500	\$4,500	\$4,658	
210	OPERATING SUPPLIES & MAINTENANCE	\$1,400	\$1,400		
212	FUEL	\$800	\$800		
220	REPAIRS & MAINTENANCE	\$0	\$0	\$0	
300	PROFESSIONAL SERVICES	\$20,000	\$20,000	\$20,000	
320	COMMUNICATIONS	\$2,800	\$2,800	\$2,850	
321	TELEPHONE	\$0	\$0	\$0	
362	PROPERTY & CAUSULTY INSURANCE	\$7,800	\$7,800	\$0	
381	ELECTRIC UTILITIES	\$1,300	\$1,300	\$1,300	
383	GAS UTILITIES	\$1,000	\$1,000	\$1,000	
385	MANKATO USER CHARGE PAYMENT	\$195,000	\$220,000	\$220,000	
433	DUES & SUBSCRIPTIONS	\$100	\$100	\$100	
437	CLOTHING ALLOWANCE	\$600	\$600	\$600	
438	MEETING & EDUCATION	\$900	\$900	\$900	
510	CAPITAL OUTLAY-actual expense	\$0	\$0	\$0	
550	CAPITAL OUTLAY ASSIGNED-setaside	\$3,000	\$3,000	\$3,000	
721	TRANSFER OUT	\$50,000	\$50,000	\$50,000	
430	MISCELLANEOUS-	\$0	\$0	\$0	
	DEPRECIATION				
	LOSS ON SALE OF ASSET				
	CONSULTANT/PROFESSIONAL SERVICES			\$10,000	
	Total	\$375,617	\$405,681	\$376,380	
	Net Change 603	\$84,183	\$54,119	\$97,120	