

**CITY OF EAGLE LAKE
 FEBRUARY 3, 2025
 CITY COUNCIL MEETING AGENDA
 705 Parkway Avenue
 6:00 P.M.**

Regularly scheduled City Council meetings are held the first Monday of every month at 6 p.m. All meetings are open to the public. If you wish to address the City Council in person, please contact City Hall at 507-257-3218 or email krausch@eaglelakemn.com or jbromeland@eaglelakemn.com. City Council meetings are now live streamed to the City of Eagle Lake’s official YouTube Channel. To view meetings, please visit the City of Eagle Lake website at <https://www.eaglelakemn.com> and click on the “City of Eagle Lake MN City Council Meetings” icon on the home page of the website.

The City Council is provided with background information for agenda items in advance by staff, committees, and boards. Many decisions regarding agenda items are based upon this information, as well as: city policy and practices, input from constituents and a Council Members personal judgment. If you have any comments, questions or information that has not yet been presented or discussed regarding an agenda item, please ask to be recognized by the mayor during the “Open Public Comments” section on the agenda. Please state your name and address for the record. All comments are appreciated.

CALL TO ORDER

OATH OF OFFICE

ROLL CALL

OPEN PUBLIC COMMENTS

Persons may take one opportunity to address the council for **three minutes** on a topic not on the agenda. Persons commenting on consent agenda may use this opportunity to speak. There will be no discussion or action taken at that time. This is merely to inform the City Council of your issue(s) or concern(s) and for City staff to do further research.

APPROVAL OF THE AGENDA

APPROVAL OF MEETING MINUTES

- City Council Meeting Minutes of January 6, 2025 Pg. 3

CONSENT AGENDA

1.	Monthly Bills	Pg.	9	2.	Treasurer’s Report	Pg.	
3.	Public Works Report	Pg.	55	4.	Fire Report	Pg.	56
5.	Gambling Report	Pg.	58	6.	Building and Zoning Permits	Pg.	60
7.	BECSO Report	Pg.		8.	EFT Enrollment for FleetCor	Pg.	61
9.	Res. 2025-10 Appoint Rahe to Fire Dept Reserve Roster	Pg.	64	10.	Election Expense Agreement and Voter Account Amendment	Pg.	65
11.	Res. 2025-11 Accept Donations for Active Adults	Pg.	72	12.	Board and Commission Minutes	Pg.	73

If you have any questions, please feel free to contact City Hall at 507.257.3218 or email at jbromeland@eaglelakemn.com.

13.	Approve Bingo/Raffle Application	Pg.	77	14.		
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PUBLIC HEARING

PRESENTATIONS/SCHEDULED GUESTS

- 1. Utility Billing Late Fee Waiver Request: Trayldon Beveridge, 305 Linda Drive Pg. 81
- 2. Congenital Heart Defect Awareness Week Proclamation: Amanda and Eisen Reuter Pg. 82
- 3. GreenStep Cities Program Overview: Erica Bjelland with MPCA and Jennifer Lindahl with Clean Energy Resources Teams Pg. 85
- 4. Warning and Scene Light Safety Upgrades: Trent Talle, Assistant Fire Department Chief Pg. 90
- 5. SCSC Spotlight Employee Recognition Award Presentation Pg. 94

NEW BUSINESS

- 1. Utility Billing Late Fee Waiver Request from 305 Linda Drive Pg. 96
- 2. Congenital Heart Defect Awareness Week Proclamation Adoption Pg. 98
- 3. Resolution Authorizing Participation in the MN GreenStep Cities Program Pg.100
- 4. Warning and Scene Light Safety Upgrades for Fire Department Vehicles Pg.102
- 5. Year Ending 2024 Audit Engagement Letter Pg.106
- 6. Approval to Increase Amount of EDA Funds Invested with 4M Fund for Higher Yield Pg.118
- 7. Resolution Supporting Grant Application for MN DNR Regional Trail Program Pg.121
- 8. Approval to Accept Credit Card Payments for All City Fees Pg.128
- 9. Amend Fee Schedule for Meal Reimbursement Amounts to Reflect 2025 GSA Per Diem Rates Pg.138

CITY ADMINISTRATOR REPORT

Pg.144

- 1. YTD Expenditures and Revenues
- 2. Full-Time Employee Leave Accrual and Use Summary Report by Pay Period
- 3. Mankato-Mississippi River 345kV Transmission Line Project Correspondence and Opportunity to Submit Input
- 4. Update on Personnel Policy Updates and Next Steps
- 5. InterCity Leadership Visit Planning Committee
- 6. Water Treatment Improvement Projects Funding Request and Contact with Legislators

COUNCIL MEMBER REPORTS

- 1. Recap of Meeting with Mankato Area Public Schools Reps Related to Pre-School and Discussion (Mayor Whittington and Council Member White)

ANNOUNCEMENTS

- Upcoming Regular **City Council** Meeting – March 3, 2025 at 6:00 PM, City Hall – Council Chambers, 705 Parkway Avenue
- Next Regular **EDA** Meeting – February 27, 2025 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Park Board** Meeting – February 13, 2025 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Planning Commission** Meeting – February 24, 2025 at 6:00 PM, City Hall-Council Chambers, 705 Parkway Ave

ADJOURNMENT

**CITY OF EAGLE LAKE
CITY COUNCIL MEETING
JANUARY 6, 2025**

CALL TO ORDER

Mayor Pro Tem Garrett Steinberg called the meeting to order at 6:00 p.m. The Pledge of Allegiance was said.

OATH OF OFFICE

- Administrator Bromeland administered the swearing in of elected officials, John Whittington as Mayor, Beth Rohrich and Anthony White as Council Members.

ROLL CALL

Council Members present: Garrett Steinberg, Beth Rohrich, Anthony White, and Mayor John Whittington.
Staff Present: City Administrator Jennifer Bromeland, Deputy Clerk Kerry Rausch, Fire Chief Vern Simpson, and Public Works Director Andrew Hartman. Blue Earth County Sheriff's Office Liaison Lieutenant Mitch Gahler.

PUBLIC COMMENTS

- None.

APPROVAL OF AGENDA

- **Council Member White moved, seconded by Council Member Steinberg, to approve the agenda. The motion carried with Council Members Steinberg, Rohrich, White, and Mayor Whittington voting in favor.**

APPROVAL OF MEETING MINUTES

- **Council Member White moved, seconded by Council Member Rohrich, to approve the December 2, 2024 City Council minutes as presented. The motion carried with Council Members Steinberg, Rohrich, White, and Mayor Whittington voting in favor.**

CONSENT AGENDA

Monthly Bills	Treasurer's Report
Public Works Report	Fire Report
Gambling Report	Building and Zoning Permit
BECSO Report	Res. 2025-01 Official Depositories
Res. 2025-02 Official Newspaper	Res. 2025-03 2025 Fee Schedule
Res. 2025-04 Designate Bank Signatories/Delegating Authorizing Electronic Fund Transfers	Res. 2025-05 Accept Donations for Active Adults
Res. 2025-06 Accept General Government Donation	Res. 2025-07 Accept Donation for Holiday Open House
Res. 2025-08 Employee 2025 Wages	Minutes from Boards and Commissions

- **Council Member White moved, seconded by Council Member Steinberg, to approve the consent agenda as presented. The motion was carried with Council Members Steinberg, Rohrich, White, and Mayor Whittington voting in favor.**

PUBLIC HEARING

1. Cannabis Ordinance No. 2025-01
 - **Council Member Rohrich moved, seconded by Council Member White, to open the public hearing. Motion carried with Council Members Steinberg, Rohrich, White, and Mayor Whittington voting in favor.**
 - With no comments being offered, the public hearing was closed.
 - **Following the public hearing Council Member Rohrich moved, seconded by Council Member White, to adopt Ordinance 2025-01 An Ordinance Creating Section 13.150 of the Eagle Lake City Code Creating Regulations Regarding Cannabis Businesses. A roll call vote was taken with Council Members Steinberg, Rohrich, White, and Mayor Whittington voting in favor.**

PRESENTATION

1. Sally Comfort with Computer Technology Solutions: Pricing for Needed Computers
 - Sally Comfort explained that Windows 11 will reach end of life support in October 2025 and therefore computer upgrades are needed. She reviewed the quote which includes two desktop computers, monitors, wireless mouse/keyboard, printer, and webcams for public works, one desktop and two laptops for the fire hall, and one desktop for the administrative clerk. The quote is in the amount of \$8,474 and includes full deployment/installation.
 - Ms. Comfort also explained that to reduce the upfront overall cost, the laptop assigned to the Community Development Coordinator position could be repurposed until that spot is filled resulting in one less device needed to be purchased at this time.
 - Administrator Bromeland stated that the 2025 budget was increased to cover this expense.
 - **Council Member White moved, seconded by Council Member Rohrich, to approve the purchase of equipment for Public Works, Fire Hall and the Administrative Clerk. Motion carried with Council Members Steinberg, Rohrich, White, and Mayor Whittington voting in favor.**

NEW BUSINESS

1. Pricing for Computer Replacement
 - See Presentation.
2. Cannabis Ordinance No. 2025-01
 - See Public Hearing.
3. Declare Vacancy of City Council and Discuss Next Steps for Filling Vacancy
 - Administrator Bromeland explained that Council Member John Whittington was elected Mayor during the 2024 general election. This means that upon his accepting the mayoral seat and taking the oath of office, a vacancy automatically occurred. The City Council should declared the vacancy and fill the open seat following the usual process.

- Administrator Bromeland also explained that according to information available from the League of Minnesota Cities, there is no statutory guidance regarding posting a vacancy or advertising for applicants. It is recommended that the council adopt a resolution declaring the vacancy. The city may determine how best to advertise the vacant. Common practice is to post the information in the same locations as the city posts other public notices. Many cities ask for applications or letters of interest for the council to consider. The city is not obligated to offer the vacancy to any losing candidates from the most recent election. The council may appoint any individual who is eligible for election to that office. If the council is tied on a vote to fill the vacancy, the mayor makes the appointment.
- Two letters of interest have been received by the two candidates that ran for city council this past election: Garret Lieffring and Nick Lewis.
- The City Council may wish to open it up to the public and review letters of interest prior to making an appointment. While the statute does not seem to prevent you from filling the opening at tonight's meeting, best practice may be to determine the process to fill it and then make an appointment at the February 3 meeting after giving members of the public an opportunity to submit letters of interest.
- **Council Member Steinberg moved, seconded by Council Member White, to adopt Resolution 2025-09 A Resolution Accepting Resignation and Declaring a Vacancy. The motion carried with Council Members Steinberg, Rohrich, White, and Mayor Whittington voting in favor.**
- Council consensus was that with the recent election they would like to appoint the candidate with the next highest number of vote.
- **Council Member Rohrich moved, seconded by Council Member Steinberg, to appoint Nick Lewis to fill the vacancy on the City Council. The motion carried with Council Members Steinberg, Rohrich, White, and Mayor Whittington voting in favor.**
- Mayor Whittington stated he would like to find a way to utilize Garrett Lieffring within the city government.

4. Out of State Travel Request for Congressional City Conference

- Administrator Bromeland explained that Mayor Whittington and herself are requesting authorization to attend the National League of Cities Congressional City Conference, March 8-12, 2025 in Washington, D.C. with the primary driver being to lobby for federal funding for the Water Treatment Plant Project and to learn important skills that can be carried over to lobbying efforts at the local level for issues important to Eagle Lake. This conference brings together more than 2,000 elected and appointed city leaders for focus on the federal policy issues that are important to local governments. There will be three days of intense policy and program workshops and then one day dedicated to advocating and meeting members of Congress.
- The cost per person is \$3,330 which includes airfare, ground transportation, hotel, meals, and conference fees.
- Council discussion included how beneficial this conference was for the City last year and how this benefits the city on the state level as well.
- **Council Member Rohrich moved, seconded by Council Member White, authorizing Administrator Bromeland and Mayor Whittington to attend the Congressional City Conference in Washington, D.C. The motion carried with Council Members Steinberg, Rohrich, White, and Mayor Whittington voting in favor.**

5. Vending Machine Inquiry for Parks

- Administrator Bromeland explained that the topic of concessions or lack thereof at Lake Eagle Park has arisen in recent years due to increased activity at the park with ball games and gatherings. A council member recently inquired about the possibility of installing a vending machine at the park to help meet a demand without causing a conflict of interest or generating a profit. Anytime there is a contract involving an elected official and the city, a conflict of interest must be considered.
- Administrator Bromeland reviewed a letter received from the City's attorney on this matter. Mr. Kennedy stated in his letter that a public officer who has authority to take part in the making of any sale, lease or contract in their official capacity must not voluntarily have a personal financial interest in the sale, contract or lease or benefit from it personally or financially. The language of the statute would provide that the council member would not be able to take part in the discussion or the vote in any matter in which the council member may have a personal interest.
- Mr. Kennedy's response also stated the first issue before the City Council is whether or not it serves the City's (public's) interest in having vending machines in City parks or on other City property. The Council member would have the appearance of a conflict if not an actual conflict and it would be advisable if they did not participate in this process. If the Council determined that vending machines are appropriate on any city owned property, they need to then discuss next steps. This would include determining whether they want to accept bids to provide that service or if they want city staff to contact a number of providers to see what rent they would be willing to pay to the City for permission to place the vending machines on City property. The council members would be able to participate in this process, but they would not be able to vote.
- Discussion included the possibility of vandalism and looking to see if there are companies that could provide this type of service.
- Administrator Bromeland stated she would like to bring this to the Park Board so that they are aware of this discussion and then bring back to the City Council at either the February or March meeting.

6. Appraisal for Water Treatment Plant Land

- Administrator Bromeland explained that City staff requested proposals for appraisals for ag land that has been identified as possible locations for a new water treatment facility. Since the City is seeking federal funding, the appraiser selected must be familiar with the federal funding process. One of the appraisers contacted has responded that they are unable to submit a proposal due to not having experience completing an appraisal for a project that has federal funding. The other appraiser has not yet submitted a proposal.
- Discussion included the possibility of Council delegating authority to Administrator Bromeland and the land subcommittee to accept a proposal with a specific dollar limit.
- **Council Member Rohrich moved, seconded by Council Member White, to authorize the land subcommittee and Administrator Bromeland to contract with a qualified appraiser with a not-to-exceed limit of \$7,500 for the appraisal. The motion carried with Council Members Steinberg, Rohrich, White and Mayor Whittington voting in favor.**

CITY ADMINISTRATOR REPORT

1. Solid Waste Management Open House Notice from Blue Earth County
 - Blue Earth Council is holding an open house about a Solid Waste Management Plan on Tuesday, January 21 from 4-6 p.m. and virtual open house on January 23 at 2:00 p.m. Administrator Bromeland is planning to attend the virtual open house. Council Members were invited to attend if available.
2. Temporary Agreement for LP Tank at 129 North Agency Street
 - LP tanks are not allowed by City code with the two exceptions of business who do not have access to gas lines. Per the temporary agreement with the property owner of 129 N. Agency Street the temporary LP tank would need to be removed when spring comes, and the City will need to complete an inspection.
3. YTD Revenue and Expenditure Report for December 2024
 - The preliminary year end 2024 revenues exceed what was forecasted in 2024, while expenditures are below what was budgeted for 2024.
4. Audit for Year Ending 2024
 - The City's annual audit is schedule to take place the week of April 14-18.
5. Community Development Coordinator Position Update and Next Steps
 - Applications are still being taken but no applications meeting minimum requirements have been received. Staff continues to work with MN Valley Council of Governments to fill this position and Administrator Bromeland is looking into contracting options for this position.
6. Capital Budget Request for Water Treatment Improvements Project
 - City staff is in the process of updating the capital budget requests for the water treatment improvements project for the upcoming legislative session.
7. BECSO Services
 - The first year of contracted police service has been great and positive feedback from the community has been heard.
8. Elected Officials
 - Administrator Bromeland congratulated the newly elected officials.
9. Officer Matt Bergmann
 - Blue Earth County Deputy Matt Bergmann was welcomed as a Blue Earth County Deputy committed to serving Eagle Lake residents.

COUNCIL REPORTS

1. Eagle Lake Pick Up Basketball
 - Council Member White reported that open gym for basketball begins this week, January 8th and will run through March 19th. Waivers will need to be completed by all participants.

2. Council Member Rohrich stated childcare innovation continues and that the group is doing everything they can to keep childcare in Eagle Lake.
3. Council Member Steinberg stated the Summer Sounds committee will start planning in early spring.
4. Mayor Whittington thanked Council Member Rohrich for much time spent on the Childcare Initiative and thanked Council Member Steinberg for serving as Mayor Pro Tem the past couple of months.

ADJOURNMENT

Council Member White moved, seconded by Council Member Steinberg, to adjourn the meeting. The motion carried with Council Members Steinberg, Rohrich, White, and Mayor Whittington voting in favor.

John Whittington, Mayor

Kerry Rausch, Deputy City Clerk

***Check Summary Register©**

January 2025

Name	Check Date	Check Amt	
46900	UC LABORATORY	1/6/2025	\$308.70 Chemicals
46901	Verizon Wireless	1/6/2025	\$240.06 iPads
46902	METRONET	1/10/2025	\$129.95 Acct 1959251
46903	NORTHLAND TRUST SERVICES	1/10/2025	\$63,915.00 Debt Service Pmt
46904	WELLS FARGO FINANCIAL SRV	1/10/2025	\$357.84 Bobcat Rental
46905	XCEL	1/10/2025	\$6,776.67
46906	CANON FINANCIAL SERVICES IN	1/23/2025	\$217.00 Contract Charge
46907	CENTER POINT ENERGY	1/23/2025	\$13.08 Acct # 13755279-0
46908	DELTA DENTAL OF MN	1/23/2025	\$1,300.52 Jan-Feb Premium
46911	A & M PLUMBING AND HEATING	1/30/2025	\$4,080.54 2024 Gas Piping for Stand By Generator for W
46912	ADP, LLC	1/30/2025	\$440.35
46913	ALPHA WIRELESS	1/30/2025	\$2,554.24 Minitor VI Non Intrinsically Safe
46914	AMERICAN TEST CENTER, INC.	1/30/2025	\$600.00 Truck 44312 Annual Inspection
46915	ASCAP	1/30/2025	\$445.00 License for Summer Sounds
46916	BADGER METER	1/30/2025	\$118.09 January Hosting Service
46917	BAYNON DATA SYSTEMS INC	1/30/2025	\$2,615.00 Support Services
46918	BENCO ELECTRIC	1/30/2025	\$515.25 STREET LIGHTING
46919	BHE COMMUNITY SOLAR LLC	1/30/2025	\$1,150.90 January Statement
46920	BLUE EARTH COUNTY	1/30/2025	\$1,219.50 Qtr 4 Fees
46921	BLUE EARTH COUNTY HIGHWA	1/30/2025	\$2,250.00 Sand Salt Mix
46922	B. E. COUNTY SHERIFFS DEPT	1/30/2025	\$43,309.77 February Fee
46923	BOLTON & MENK INC	1/30/2025	\$30,154.00 2025 Street Utility Final Design & Bidding
46924	C & S SUPPLY CO INC	1/30/2025	\$139.99 Duck Biberall
46925	CENTER POINT ENERGY	1/30/2025	\$1,763.45
46926	CONSOLIDATED COMMUNICATI	1/30/2025	\$263.94 Acct 507-150-0101
46927	CORE & MAIN	1/30/2025	\$635.38 Curb Stop Key
46928	CORNERSTONE STATE BANK	1/30/2025	\$35.00 Safe Deposit Box #7348 Rental Fee
46929	DAVIS COMFORT SYSTEMS	1/30/2025	\$186.98 New Thermostat
46930	ELAN FINANCIAL SERVICES	1/30/2025	\$227.04 January Statement
46931	ESRI	1/30/2025	\$1,247.00 ArcGIS - Lead Service Line Inventory
46932	FEDEX	1/30/2025	\$5.99
46933	FREE PRESS	1/30/2025	\$45.83 Cannabis Ordinance
46934	HAWKINS	1/30/2025	\$3,450.64
46935	LANDS END BUSINESS OUTFITT	1/30/2025	\$29.92
46936	LEAGUE OF MN CITIES	1/30/2025	\$1,120.00 Elected Leader Institute - Lewis
46937	LJP ENTERPRISES	1/30/2025	\$14,106.16 Small=1028 Large=130
46938	LOFFLER COMPANIES INC	1/30/2025	\$176.00 Contracted Base rate
46939	MATHESON TRI GAS INC	1/30/2025	\$265.37
46940	MD SOLUTIONS INC	1/30/2025	\$362.40 OD Round Poster Adaptor
46941	MENARDS	1/30/2025	\$730.08 water, tote, supplies, windspeed Station
46942	METERING & TECHNOLOGY SOL	1/30/2025	\$942.34 1 1/2 Water Meter
46943	MN PUBLIC FACILITIES AUTHOR	1/30/2025	\$1,478.70 Debt Service Payment
46944	MN RURAL WATER ASSOCIATIO	1/30/2025	\$700.00 Conference - Nathan Ruel
46945	MINNESOTA WASTE PROCESSI	1/30/2025	\$8,064.81 December Charges
46946	MYERS, CAROLINE	1/30/2025	\$28.33 Refund Final Utilitiy Bill Overpayment
46947	NORTHLAND SECURITIES	1/30/2025	\$550.00 Agent Fee
46948	PLOOG ELECTRIC	1/30/2025	\$420.00 Hook up generator at well house
46949	RENT-N-SAVE	1/30/2025	\$185.00 December Service
46950	VESTIS	1/30/2025	\$290.66 Mats
46951	XCEL	1/30/2025	\$7,367.84
Total Checks			\$611,679.50

CITY OF EAGLE LAKE

***Check Summary Register©**

January 2025

Name	Check Date	Check Amt	
10110 Park- Assigned			
46909 BEC HISTORICAL SOCIETY	1/28/2025	\$20.00	Active Adults
46910 ELAN FINANCIAL SERVICES	1/30/2025	\$39.00	Active Adults
	Total Checks	\$59.00	

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CITY OF EAGLE LAKE

***Check Summary Register©**

January 2025

	Name	Check Date	Check Amt	
10101	EDA Cash			
492	GREATER MANKATO GROWTH-I	1/6/2025	\$7,997.46	2025 Regional EDA Agreement
493	ELAN FINANCIAL SERVICES	1/30/2025	\$65.93	Holiday Open House
		Total Checks	\$8,063.39	

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Pay Dates 01/02/2025, 01/16/2025, 01/30/2025

Payroll Name	Pay Date	Net Pay
Anderson, Jim	01/02/2025	87.17
Anderson, Jim	01/16/2025	53.36
Anderson, Jim	01/30/2025	28.46
Barta, Jodie L	01/02/2025	1,077.77
Barta, Jodie L	01/16/2025	1,340.09
Barta, Jodie L	01/30/2025	1,347.06
Beckmann, Jacob Donald	01/02/2025	1,298.89
Beckmann, Jacob Donald	01/16/2025	1,353.09
Beckmann, Jacob Donald	01/30/2025	1,367.93
Bromeland, Jennifer J	01/02/2025	3,035.61
Bromeland, Jennifer J	01/16/2025	3,177.64
Bromeland, Jennifer J	01/30/2025	3,213.14
Hartman, Andrew R	01/02/2025	1,356.93
Hartman, Andrew R	01/16/2025	1,467.41
Hartman, Andrew R	01/30/2025	1,615.17
Nicklay, Michael L	01/02/2025	1,466.50
Nicklay, Michael L	01/16/2025	1,634.27
Nicklay, Michael L	01/30/2025	1,727.70
Rausch, Kerry L	01/02/2025	1,497.90
Rausch, Kerry L	01/16/2025	1,624.45
Rausch, Kerry L	01/30/2025	1,636.83
Rohrich, Elizabeth K	01/30/2025	277.05
Ruel, Nathan W	01/02/2025	1,260.56
Ruel, Nathan W	01/16/2025	1,364.83
Ruel, Nathan W	01/30/2025	1,576.18
Simpson, Vern L	01/30/2025	291.75
Steinberg, Garrett R	01/30/2025	277.05
White, Anthony D	01/30/2025	277.05
Whittington, Johnnie L	01/30/2025	369.40

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CITY OF EAGLE LAKE

*Check Summary Register©

January 2025

Name	Check Date	Check Amt	
10100 Cash			
1874e	PITNEY BOWES GLOBAL FINAN	12/18/2024	\$165.00 Jan-April Equipment Rental
1883e	PERA	12/30/2024	\$2,311.07 BW 01-02-25
1884e	WEX HEALTH INC.	12/30/2024	\$159.61 BW 01-02-25
1885e	MN DEPT OF REVENUE	1/2/2025	\$1,976.00 December 2024 Sales Tax
1886e	MN DEPT OF LABOR & INDUSTR	1/2/2025	\$814.27 4th Quarter Bldg Surcharge Pmt
1887e	PSN	1/3/2025	\$719.28 December Fees
1888e	SOUTH CENTRAL SERVICE COO	1/8/2025	\$9,771.40 January Health Ins. Premium
1889e	WEX HEALTH INC.	1/10/2025	\$16.50 December Fees
1890e	PERA	1/13/2025	\$2,501.79 BW 01-16-25
1891e	WEX HEALTH INC.	1/13/2025	\$159.61 BW 01-16-25
1892e	CASEYS BUSINESS MASTERCA	1/15/2025	\$1,552.19 Fuel
1893e	PERA	1/27/2025	\$2,608.12 BW 01-30-25
1894e	WEX HEALTH INC.	1/27/2025	\$159.61 BW 01-30-25
46741	CASEYS BUSINESS MASTERCA	11/20/2024	(\$970.16) Fuel
46831	EMERGENCY APPARATUS	12/31/2024	(\$2,254.65) Discharge Valve Kit
46861	401 PARKWAY LLC	1/3/2025	\$342.49 December Fuel
46862	FRESH START CLEANING AND	1/3/2025	\$100.00 December Service
46863	GOPHER STATE ONE CALL	1/3/2025	\$20.25 December Tickets
46864	LINDE GAS & EQUIPMENT INC	1/3/2025	\$61.00
46865	MENARDS	1/3/2025	\$347.03 Park Supplies
46866	NAPA AUTO PARTS	1/3/2025	\$151.17 Buld, blister pack, mothers renew kit
46867	KERRY RAUSCH	1/3/2025	\$213.73 Mileage Reimbursement 2024
46868	SANCO EQUIPMENT LLC	1/3/2025	\$328.88 Plug and O-Ring
46869	VESTIS	1/3/2025	\$38.55 Clothing
46870	BROMELAND, JENNIFER	1/3/2025	\$1,965.89 2025 NLC Congressional Conference Reimbur
46871	COALITION OF GREATER MN CI	1/3/2025	\$6,427.00 2024-2025 Dues
46872	COMPUTER TECHNOLOGY SOL	1/3/2025	\$3,060.25 VIP Agreement
46873	CORNERSTONE STATE BANK-L	1/3/2025	\$169,697.00 Bond Payment, Series 2021B
46874	DELTA DENTAL OF MN	1/3/2025	\$154.14 January Premium
46875	FIRST INDEPENDENT BANK	1/3/2025	\$47,931.25 GO Bond Water Revenue Note, Series 2023A
46876	LEAGUE OF MN CITIES	1/3/2025	\$4,269.00 2025 Dues
46877	METRONET	1/3/2025	\$703.73 Acct 1959304
46878	MJM MEDICAL DIRECTION CON	1/3/2025	\$500.00 2025 Medical Direction
46879	MN POLLUTION CONTROL AGEN	1/3/2025	\$495.00 2025 Wastewater Treatment Basics-Hartman
46880	MN POLLUTION CONTROL AGEN	1/3/2025	\$55.00 Wastewater Certification Exam-Mike Nicklay
46881	MN POLLUTION CONTROL AGEN	1/3/2025	\$585.00 SC/SD Exam Refresher - Mike Nicklay
46882	MN STATE FIRE CHIEF ASSN.	1/3/2025	\$520.00 2025 Membership Renewal - 8 People
46883	MN STATE FIRE DEPT ASSOC.	1/3/2025	\$225.00 2025 MSFDA Membership
46884	MN VALLEY REGIONAL FIREFIG	1/3/2025	\$100.00 2025 Dues
46885	NLC CONGRESSIONAL CITY CO	1/3/2025	\$645.00 Whittington Registration
46886	NORTHLAND TRUST SERVICES	1/3/2025	\$0.00 Bond Payment
46887	PRINCIPAL FINANCIAL GROUP	1/3/2025	\$140.02 January/February Premium
46888	U.S. BANK	1/3/2025	\$86,800.00 GO Improvement Bonds Series 2021A
46889	ALLIED OVERHEAD DOOR INC	1/6/2025	\$291.00 Remotes for Shop
46890	BARTA, JODIE	1/6/2025	\$38.32 Mileage Reimbursement
46891	BLUE EARTH COUNTY finance	1/6/2025	\$43,309.77 January Contracted Services
46892	CAPITOL HILL ASSOCIATES, INC	1/6/2025	\$10,000.00 State Lobbying Services
46893	CARRIAGE REPAIR INC	1/6/2025	\$1,238.00 2023 Ford F-250-Replace Tires
46894	CHRISTOPHER KENNEDY	1/6/2025	\$72.00 December Fees
46895	GREATER MANKATO GROWTH-I	1/6/2025	\$25.00 Legislative Session - Whittington
46896	ISG	1/6/2025	\$2,710.00 Future Flood Modeling and Vulnerability Asses
46897	LEAGUE OF MN CITIES	1/6/2025	\$30.00 MN Mayors Association - Whittington
46898	MN PUMP WORKS	1/6/2025	\$760.69 Pump Repair
46899	PLUNKETTS PEST CONTROL	1/6/2025	\$108.39 Pest Control

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Andrew Hartman
Public Works Director
90 LeRay Avenue
Eagle Lake, MN, 56024
(507)257-3218
ahartman@eaglelakemn.com

February, 2025

To: Mayor, City Council and City Administrator Jennifer Bromeland

From: Andrew Hartman Public Works Director

Water: We have had a lot of difficulties with internet connection at the water tower and well house. This has created a lot of issues with the reliability of our infrastructure, as we need internet connection to allow the sites to talk to each other. There was a water leak in the well house that had gotten some critical components wet in the well house. We were able to resolve most of the issues that night but are still waiting on one component to be fully back to normal. With this mishap we will be coordinating with the vendors to make sure everything is fully waterproof. We pulled the well to inspect check valves that we believe are failing. This is possibly causing an issue with air in the lines that we have had complaints about. We will keep investigating these issues until we find the root cause.

Sewer: We had to call out MN Pump to unclog a pump at the lift station by the shop. We have been keeping up with our regular checks and maintenance that we do on the lift stations.

Streets: Winter equipment is ready to go, it sounds like we may have some snow coming in February, with that we want to remind the public to keep cars in your driveways if possible and to keep garbage cans in the boulevard not in the street.

Parks: We have been cutting and trimming trees around the park. We will continue this throughout the winter. We have been piling the wood and burning it to save time compared to chipping it. We also have installed new nets on the hockey goals.

Storm Sewer: We have been conducting MS4 inspections.

If you have any questions or concerns, please feel free to contact me at ahartman@eaglelakemn.com

Andrew Hartman

ELFD FIRE CHIEF'S LETTER

Hello citizens and fine constituents. In 2024 we saw a slight decline in the number of incidents. I was hoping that pattern would continue. Unfortunately, that does not appear to be the case. January has been unusually busy. I am not sure if it's the hustle and bustle from trying to make up for lost time over the holidays or if there's an increase in the number of large get-togethers with slight disregard for ones' own health. Either way, please take a second to evaluate whatever it is that you are doing in the moment. Make sure your mind is in the game. Don't lose focus on the task at hand and don't get complacent. Whether it's a rapidly evolving event such as driving or as simple as stepping over a stick or cord lying on the ground. Also, if possible, stay home when you are sick. Something as simple as washing your hands can make a big difference in the world of someone with a slightly compromised immune system.

Remember, It takes all of us!

Fire Chief Vern L. Simpson II

EAGLE LAKE FIRE DEPARTMENT 2024 CALL REPORT

TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	% OF TOTAL
Assist Law Enforcement	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Assist Law Enforcement (cancelled)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Explosion (No Fire)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Commercial)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Residential)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Standby)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Vehicle)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Wildland)	1	-	-	-	-	-	-	-	-	-	-	-	1	5.0%
Fire Alarm	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire Assist	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire CO	1	-	-	-	-	-	-	-	-	-	-	-	1	5.0%
Fire False Alarm	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire Mutual Aid	1	-	-	-	-	-	-	-	-	-	-	-	1	5.0%
Gas Leak	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Hazardous (No Fire)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Medical (Cancelled)	1	-	-	-	-	-	-	-	-	-	-	-	1	5.0%
Medical (Response)	13	-	-	-	-	-	-	-	-	-	-	-	13	65.0%
Medical Lift Assist	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Missing Person Search	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Motor Vehicle Accident w/Injury	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Motor Vehicle Accident w/o Injury	1	-	-	-	-	-	-	-	-	-	-	-	1	5.0%
Motor Vehicle Accident (Fatality)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Motor Vehicle Accident (Cancelled)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Odor Investigation	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Power Lines	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Rescue (Entrapment/Machinery)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Rescue (Grain Bin)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Rescue (Water)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Smoke Investigation	1	-	-	-	-	-	-	-	-	-	-	-	1	5.0%
Smoke/CO Alarm Malfunction	1	-	-	-	-	-	-	-	-	-	-	-	1	5.0%
Special Incident	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Weather	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total	20	-	-	-	-	-	-	-	-	-	-	-	20	100%
RESPONSE AREA														
Eagle Lake	14	-	-	-	-	-	-	-	-	-	-	-	14	70.0%
St. Clair	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Good Thunder	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Janesville	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Kasota (Lime Twp)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Le Ray TWP	3	-	-	-	-	-	-	-	-	-	-	-	3	15.0%
Madison Lake(Jamestown Twp)	1	-	-	-	-	-	-	-	-	-	-	-	1	5.0%
Madison Lake (Le Ray Twp)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Mapleton	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Mankato	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Mankato Twp	2	-	-	-	-	-	-	-	-	-	-	-	2	10.0%
Total	20	-	-	-	-	-	-	-	-	-	-	-	20	100%

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Eagle Lake Fire Relief
Gambling Fund Report December 2024

Balance	12/1/24	\$65,745.73
Income:		
Paper Pull Tabs		\$6,116.00
Electronic		\$12,964.00
Interest Income		\$25.74
Total Income		<u>\$19,105.74</u>
Total Funds Available		\$84,851.47
Less Total Disbursements		<u>(\$73,148.63)</u>
Balance	12/31/24	\$11,702.84

2024 Profit / Community Donations

Net Profit:		
	1/24	\$692.41
	2/24	(\$5,052.43)
	3/24	\$10,998.65
	4/24	\$2,008.64
	5/24	(\$419.48)
	6/24	\$7,126.10
	7/24	\$4,036.09
	8/24	\$5,030.67
	9/24	\$11,574.90
	10/24	\$15,148.43
	11/24	(\$1,541.81)
	12/24	\$2,909.23
Total Profit To Date:		\$52,511.40
Community Donations To Date:		\$9,280.00

Eagle Lake Fire Relief
January 14 2025
Items To Be Approved

<u>To</u>	<u>For</u>	<u>Amount</u>
Eagles Nest	Rent	\$3,538.27
Randy Hoffmann	Accounting	\$700.00
Chad Witte	Wages	\$277.05
Triple Crown Gaming	Pull Tabs	\$1,136.70
	Invoice #9331948 #9331952	
	Due 2/1/25	
Pilot Games	E-Bingo Prizes & Fees	\$622.11
Triple Crown Gaming	E-Tabs (No Check)	\$4,123.06
United States Treasury	944 Payroll Tax (No Check)	\$550.80
	EFIPS on line payment	
MN Revenue	State Tax (No Check)	\$4,721.00
Total		\$15,668.99

2025 Building Permits Issued

<u>HOUSE #</u>	<u>STREET</u>	<u>VALUE</u>	<u>Project Description</u>
513	LeSueur Ave	\$ 3,150.00	
305	Linda Dr	\$ 1,000.00	2 egress windows
401	Linda Dr	\$ 8,640.00	Furnace
537	Linda Dr	\$ 2,676.00	2 windows
203	Perry St	\$ 5,000.00	furnace


LD

February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: EFT Enrollment Request

The City of Eagle Lake has charge cards for public works and the fire department so that they can purchase fuel at locations such as Casey's in Eagle Lake. We received notice of a past due invoice despite a check being cut on November 20, 2024. A stop payment for the check has been made and the bank is waiving the stop payment fee, however, the vendor is only willing to waive half of the late fee amount which is \$150. To avoid future similar situations with this vendor, City staff is requesting authorization to make payments using electronic funds transfer (EFT). Attached is a copy of the EFT request form.

A motion is needed to approve enrolling in EFT for Casey's fuel charges.


Jennifer J. Bromeland
City Administrator

Electronic Funds Transfer Enrollment Request

To enroll your fuel card account in electronic funds transfer (EFT) or managed autopay payment service, please provide us, FleetCor Technologies Operating Company LLC ("FleetCor") with the following information and enclose your blank, voided check for the account which FleetCor will withdraw your payments.

Account Information

Application # / Account # / Account Code / BG #

Primary Contact Name

Company Name

Primary Contact Email

Billing Address

Business Phone Number

City / State / ZIP Code

Fleet Card Product

Enrollment Information

Information of Account to be Debited

Account Type: Commercial Checking Commercial Savings Other: _____

Name of Institution: _____

Name on Bank Account: _____

Address on Bank Account: _____

City, State, Zip Code on Bank Account: _____

ABA Routing Number: _____

Account Number: _____

Electronic Fund Transfer Acknowledgement

Please note that your depository account will be set up to be drafted automatically if your account has one of the following payment terms:

- If Weekly - Net 7 days or less
- If Semi-Monthly or Bi-Weekly - Net 14 days or less
- If Monthly - Net 25 days or less

The EFT / autopay service is not eligible for accounts that have payment terms other than those listed above. If at any time the payment terms on your account change to terms that are not eligible for the EFT / autopay service, the EFT / autopay service will be discontinued and you will need to establish other payment arrangements for your account.

You must maintain a current email address on file for electronic invoice delivery and have online user credentials. You are required to add your banking info online to complete the setup process. If your due date falls on a weekend or holiday, the payment will be posted the next business day (and your payment will not be deemed late).

If your bank account has any fraud controls, positive pay, or other restrictions, you must provide authorization to your bank for Company Code: **FLEETCOR – 2201912242** to allow the payment to draft your account. If you have these controls and do not notify your bank, the payment will be returned and your account will be locked.

Terms and Conditions

My signature below indicates my acceptance of these terms and acknowledges that I am authorized to bind the payor Company listed above to provide such approval. FleetCor will debit the above referenced account as I have instructed. If the Depository Institution returns an electronic debit request to FleetCor for any reason, (i) a Service Fee of \$50.00 will be assessed, and (ii) my

cardholder privileges may be temporarily suspended (the account locked to further charges) until such time that the debit entry is honored or other payment arrangements to bring the account to a current payment status are made.

I hereby authorize and request FleetCor Technologies Operating Company LLC ("FleetCor") to electronically withdraw funds from my account based on the payment terms established with FleetCor that are disclosed in the welcome letter, or account statements, invoices, or other disclosures, as may be provided and/or updated by FleetCor from time to time.

I understand the amount to be debited will vary based on the total amount due on my most recent statement less any new payments that may have been posted to the account after invoicing. I hereby waive my right to 10 days' advance notice of the exact amount to be withdrawn. In the event if on the first attempt to withdraw the funds, the payment is returned as insufficient funds, I authorize FleetCor to initiate a second attempt to withdraw the funds within 3 days. In addition, if an adjustment for an entry made in error is required I also provide FleetCor with my authorization to make the adjusting entry. I also represent that the cited account has been set up in the name on the account stated above. This authorization will remain in effect until I revoke my authorization, which I may do so at any time by sending email to EFTrequests@fleetcor.com (preferred), calling Customer Service number on the back of the card, or in writing mailed to FleetCor PO BOX 923928 Norcross, Georgia, 30092, allowing up to 15 days to terminate the arrangement.

Authorized Signature

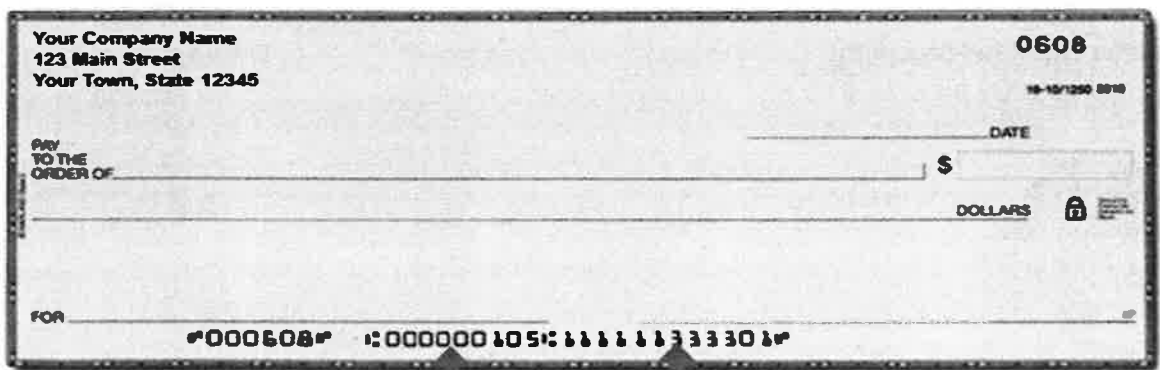
Date

Authorized Signor - Printed

- New Banking Information:** On a regular basis, FleetCor is instructed to withdraw funds based on the standard billing terms for Company's FleetCor Account until other written instructions are received by FleetCor.
- Updated Banking Information:** On a regular basis, FleetCor is instructed to withdraw funds based on the standard billing terms for Company's FleetCor Account until other written instructions are received by FleetCor.

Banking Verification

Please tape your voided check on the copy of this form you are returning to FleetCor. We cannot obtain acceptable banking information from deposit slips. Place your check on the space provided so that the bottom left corners are aligned. This will help you identify the necessary bank information to initiate electronic payments. **Note: If a savings account is being used, you must check with your bank to obtain the correct bank transit routing number and account number for electronic withdraw.**



↑
Place the bottom edge of your check against the left edge of the sample. Tape all four sides to the form.

Return Instructions

Please scan and return both pages of this form to EFTrequests@fleetcor.com or fax to (678) 969-7762

Please allow 15 days for changes to take place.

Once EFT / autopay is turned on in our system, you will receive a confirmation email with instructions to add your banking info to complete the final setup so the autodraft can begin.

For Office Use Only:

**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2025-10**

**A Resolution Accepting Chase Rahe as a Reservist for
the City of Eagle Lake Fire Department**

WHEREAS, the Eagle Lake Fire Department would like to nominate Chase Rahe to the Fire Department as a reservist; and

WHEREAS, the City feels it is in the best interest of the community to have Chase Rahe on the City's Volunteer Fire Department Reserve Roster.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Eagle Lake, Minnesota that the recommendation of Chase Rahe is hereby accepted contingent upon the successful completion of all pre-employment requirements needed to serve on the Fire Department.

Adopted by the City Council of Eagle Lake, Minnesota this 3rd day of February 2025.

John Whittington, Mayor

ATTEST:

Jennifer Bromeland, City Administrator

(S E A L)



705 Parkway Ave, PO Box 159, Eagle Lake, MN 56024
(507) 257-3218 Phone (507) 257-3220 Fax

February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: VOTER Account Agreement and County-Municipality-School Agreement Sharing of Election Expenses Agreement

Attached you will find two (2) agreements from Blue Earth County Elections. Retroactive approval is needed this evening as both were signed and sent back to Blue Earth County Elections to keep the process moving along.

The first is an amendment to the "VOTER" account agreements which were approved in January of 2024. This is only for cities/towns. The legislature increased the amount to share with cities/towns and the amendment is needed to make sure that the full share can be allocated and that the annual amount is variable. The funds are applied to the election expenses that Blue Earth County Elections bills cities/towns for.

The second is a County-Municipality-School Agreement for the sharing of Election Expenses. This is for all cities/towns/schools. Per Blue Earth County, the new agreement will change the billings from every other year for election expenses to every year. This is done so that all agencies can have some consistency and predictability. Blue Earth County will provide cities/towns with an estimate the year before the amount is due so that we can budget for it. The rates/amounts are based on actual election costs over the past several years and then allocated to the type of city/town/school based on the equipment needed and the services required.

A motion is needed to retroactively approve the two above-listed agreements.


Jennifer J. Bromeland
City Administrator

**AMENDMENT NO. 1 TO THE
STATE OF MINNESOTA
VOTING OPERATIONS, TECHNOLOGY & ELECTION RESOURCES (VOTER) ACCOUNT
COUNTY – MUNICIPALITY AGREEMENT**

This amendment, hereinafter referred to as “Amendment 1,” modifies the County-Municipality Agreement, hereinafter referred to as “Agreement” dated on or about December 14, 2023, between Blue Earth County (“County”), and Eagle Lake (“Municipality”).

Recitals

1. Under Minnesota Laws 2023, Chapter 62, Article 4, section 6, the Voting Operations, Technology, and Election Resources (VOTER) Account was established requiring the Office of the Secretary of State, hereinafter the OSS, to distribute funds to each county as prescribed.
2. Total allocation to County may change annually based upon the allocation of statewide VOTER funds provided by the Minnesota Legislature or any changes the Legislature makes to the VOTER fund.
3. Upon receipt of funds, County and Municipality must agree on a distribution plan for allocating funds from the account which must be used for expenditures directly related to election administration.
4. County is responsible for elections within its county, including absentee voting, and Municipality operates polling places within its jurisdiction or has elected to vote by mail balloting provisions in state law.

Agreement

1. The County and Municipality hereby agree that the Agreement dated on or about December 14, 2023, between the parties remains in effect and the terms and conditions of said Agreement apply with the exception of the following changes:
 - 1.1. Recital 2 of the Agreement has been amended and the agreed upon change is incorporated above.
 - 1.2. The Effective Date (section 1.1) of the Agreement shall now be: January 1, 2025, or the date all required signatures have been affixed to the Agreement by County and Municipality, whichever is later.
 - 1.3. The Maximum Available Amount (section 2.3) of the Agreement shall now be: Municipality is allocated no more than their portion of the VOTER account fund allocated to the County, based on the Office of Secretary of State (also referred to as “OSS”) default allocation. The Municipality’s allocation amount may change annually based upon the allocation of statewide VOTER funds provided by the Minnesota Legislature or any changes the Legislature makes to the VOTER fund. The allocation to the Municipality shall be used for qualifying expenditures described in the Agreement and in accordance with all federal and state laws authorizing these expenditures.
 - 1.4. The Municipality Authorization (section 3.1) of the Agreement shall now be: Municipality agrees to authorize County to expend the allocated amount for authorized purposes on behalf of Municipality. As a default, the Municipality’s allocated amount will appear as a credit towards the Municipality’s election costs as determined by a separate agreement with the County.

**(Remainder of page intentionally left blank.)
(Signature page to follow in this Amendment No. 1 to the Agreement.)**

Authorized Representatives

County's Authorized Representative is:

Michael Stalberger
Property and Environmental Resources Director
PO Box 3567, Mankato MN 56002
507-304-4257
michael.stalberger@blueearthcountymn.gov

Municipality's Authorized Representative is:

Name: Jennifer J. Bromeland
Title: City Administrator
Address: 705 Parkway Ave, PO Box 159 Eagle Lake, MN 56024
Phone: 507-257-3218
Email: jbromeland@eaglelakemn.com

If either Authorized Representative changes at any time before the funds provided for in this Agreement are fully expended, parties must notify each other of the change.

Signatures and Certification

County and Municipality certify that the appropriate person(s) have executed the Amendment No. 1 to the Agreement on behalf of County and Municipality as required by applicable resolutions or ordinances.

COUNTY

By: MICHAEL STALBERGER
Signed: MSt
Title: PROP & ENV RES DIRECTOR
Date: NOV 22, 2024

MUNICIPALITY

Jurisdiction: Eagle Lake
By: Jennifer J. Bromeland
Signed: Jennifer J. Bromeland
Title: City Administrator
Date: 1/21/25

**COUNTY – MUNICIPALITY -- SCHOOL AGREEMENT
FOR THE SHARING OF ELECTION EXPENSES**

This County-Municipality-School Agreement for the sharing of election related expenses (hereinafter “Agreement”) is made between Blue Earth County (“County”),
and Eagle Lake (“Local Election Unit of Government” or “LEUG”).

Recitals

1. Under Minnesota Statutes Section 204B.32, County and LEUG are responsible to pay certain election expenses, including all necessary expenses incurred by county auditors, municipal clerks, and school district clerks in connection with elections.
2. Minnesota Statutes Section 204B.32 further requires the secretary of state to develop procedures for the allocation of election expenses among County and LEUG for elections held concurrently, including allocation of expenses related to salaries of election judges; postage for absentee ballots and applications; preparation of polling places; preparation and testing of electronic voting systems; ballot preparation; publication of election notices; transportation of ballots and election supplies; and compensation for administrative expenses of the county auditor, municipal clerk, or school district clerk.
3. The Secretary of State requires its allocation procedures be followed unless County and LEUG have voluntarily entered into an agreement to assume or share election expenses in another manner.
4. County and LEUG have been parties to various agreements to allocate election expenses, including technology and equipment expenses, since at least 2013, however such agreements have been informal, subject to significant budgetary impacts depending on the year, and ad hoc in nature.
5. County desires to establish a more formal and consistent process to allocate election expenses, including technology and equipment expenses, on an annual basis to provide stability and predictability to County and LEUG budget processes.
6. County invited LEUG representatives to discuss the election expense allocation process in 2024, presented a proposal to allocate expenses, and invited feedback from LEUG representatives; the feedback received was generally positive.

Agreement

1. Effectiveness of Agreement

- 1.1. **Effective date.** January 1, 2025, or the date all required signatures have been affixed to this Agreement by County and LEUG, whichever is later.
- 1.2. **Effective date impact on allocation and payment.** The allocation process under this Agreement results in notification to LEUG of an estimated allocated amount each year; the final allocated amount based on that estimate is payable in the subsequent year. Therefore, the first payment under this Agreement shall be due in 2026 based on an estimated allocated amount provided in 2025. Each subsequent year under this Agreement shall follow the same timeline.
- 1.2 **Annual renewal.** This agreement shall remain in effect and renew annually until such time that County or LEUG notifies the other party in writing of its desire to terminate this Agreement. The termination will be effective December 31 of the year of notice to the other party, for the following year’s estimated allocated amount which is the basis for the final allocated amount payable in the subsequent year.

- 1.3 **Effect of termination.** Both parties agree that termination of this Agreement does not eliminate the obligation under state law to allocate election expenses nor will it eliminate the obligation of LEUG to pay certain necessary election expenses.
- 1.4 **Amendment to Agreement.** Any amendment or modification to this Agreement shall be made in writing and signed by both parties.
- 1.5 **Entire agreement.** This Agreement constitutes the entire agreement between the parties concerning the allocation of election expenses. This Agreement supersedes all prior or contemporaneous oral or written agreements, understandings, representations, communications, and negotiations with respect to the allocation of election expenses.
- 1.6 **Good faith effort to resolve disputes.** Both parties agree to cooperate to reasonably resolve all disputes, including appointing a senior representative to meet and engage in good faith negotiations if requested by either party.
- 1.7 **Notices.** All notices required or permitted under this Agreement shall be in writing or via email and sent to the representative listed.
- 1.8 **Survival.** Both parties acknowledge this Agreement to allocate election expenses is developed to apply consistently to each LEUG incurring election expenses in County. LEUG acknowledges this Agreement will survive the termination of this Agreement by other LEUGs.
- 1.9 **Severability.** If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.

2. **Allocation of Election Technology and Equipment Expenses**

- 2.1. **Overall expense amount determination.** County will review annually the per year cost of all election equipment utilized countywide. The equipment and technology includes, without limitation, any central count machines (for example, DS450), precinct-level tabulators (for example, DS200), assistive voting devices (for example, ExpressVote), and electronic rosters (for example, PollPad).
- 2.2. **Allocation amount determination.** County will establish annually the portion of the per year cost of all election equipment utilized countywide, by equipment type, to be allocated to LEUGs. County will provide detail on the determination if requested by LEUG to explain it and consider future adjustments.
- 2.3. **Allocation methodology.** County will apply consistent allocation percentages based on the type of election conducted by LEUG. The types of LEUG elections are: Mail Ballot LEUG, Election Day LEUG, City of Mankato LEUG, and School District LEUG. The allocation percentage applied to each election type will be based on that election type's reliance and need for the technology and equipment, the value the technology/equipment provides to County and LEUG, and other consistently-applied factors. County will provide detail on the methodology and factors if requested by LEUG to explain it and consider future adjustments.

3. **Allocation of Election Operations Expenses**

- 3.1. **Overall expense amount determination.** County will review annually the per year per registered voter cost of the election operations budget area. This budget area includes, without limitation, salary and benefits for election staff time, supplies, postage, services/fees, and maintenance agreements. It does not include any capital costs such as technology and equipment. County will also compare per year per registered voter costs of similar counties and statewide averages when information is available.
- 3.2. **Allocation amount determination.** County will establish annually the portion of the per year per registered voter cost of the election operations budget area to be allocated to LEUGs. County will provide detail on the determination if requested by LEUG to explain it and consider future adjustments.
- 3.3. **Allocation methodology.** County will apply consistent allocation percentages based on the type of election conducted by LEUG. The types of LEUG elections are: Mail Ballot LEUG, Election Day LEUG, and School District LEUG. The allocation percentage applied to each election type will be based on that election type's utilization of services and resources included in the election operations budget area and

other consistently-applied factors. County will provide detail on the methodology and factors if requested by LEUG to explain it and consider future adjustments.

4. Timelines and Payment Schedules

- 4.1. Registered voter counts.** County will utilize the May 1 registered voter counts as prepared for and by the Office of the Secretary of State, when possible, for any allocation calculations utilizing registered voter information.
- 4.2. Estimated allocated election expense amounts.** County will provide an estimated allocated election expense amount to LEUG no later than July 31 annually. The purpose of this estimate is to aid in the budgeting process. The estimate shall include the registered voter count, the estimated rates separately calculated for the election technology and equipment expenses and election operations expenses, plus any estimated deductions to the estimated expense.
- 4.3. Actual allocated election expense amount.** County will provide the final allocated election expense amount to LEUG no later than January 31 annually in the form of an invoice. The final amount is based on the estimate of the previous July 31 and includes similar detail as the estimate. The actual allocated election expense amount is due no later than July 31 annually.
- 4.4. Subsequent years.** Each subsequent year under this agreement shall follow the same timeline, using updated estimates and data as appropriate.
- 4.5. No minimal billing.** In instances where the cost to generate and collect an allocated expense amount is more than the amount due, County may not create an invoice and will notify LEUG.

5. Change in Election Type and Expense Allocation for Other Elections

- 5.1. From Mail Ballot LEUG to Election Day LEUG.** If LEUG changes from Mail Ballot LEUG to Election Day LEUG, LEUG must reimburse County for the purchase of election technology and equipment as required by County at LEUG's cost in addition to the allocated election expense determined by this Agreement. The allocation methodology utilized will then be applied in the following year.
- 5.2. From Election Day LEUG to Mail Ballot LEUG.** If LEUG changes from Election Day LEUG to Mail Ballot LEUG, LEUG will get credit for the difference in the allocated election technology and equipment expense, if already paid by LEUG, in the year of change. The change in the allocated election operations expense rate will be applied to the first year with an actual election once the change is designated. LEUG acknowledges this may result in an amended/supplemental bill in the year the change is designated.
- 5.3. Stand-alone Recurring Election.** LEUGs that conduct recurring stand-alone elections are solely responsible for all County costs to help administer those elections, and County will bill back at actual cost.
- 5.4. Special or Other Election.** The cost of special or other elections beyond the regularly scheduled Statewide Primary or Statewide General election ("Regular Election") may be negotiated as part of a separate agreement for election services between LEUG and County. If the election is not concurrent with a Regular Election and only contains a LEUG contest or question, LEUG is solely responsible for all County costs to help administer that election and County will bill back at actual cost, unless a separate agreement is in place. If the election is not concurrent with a Regular Election and is only for a County contest or question, County will not bill back any additional costs. If the election is not concurrent with a Regular election and is for any other contest or question, additional bill back to LEUG occurs at 50% of that year's election operations expense allocation for LEUG.

6. Use and Maintenance of VOTER Account Funds

- 6.1. LEUG authorization.** If LEUG receives VOTER account funds, LEUG has agreed to authorize County to expend the allocated amount for authorized purposes on behalf of LEUG in accordance with its VOTER Account Fund agreement.
- 6.2. Authorized purposes.** County may use the funds provided under the VOTER Account Fund agreement for expenditures directly related to election administration as defined in state law, including as a direct reduction to the actual allocated expense amount to LEUG under this Agreement.

7. Authorized Representatives

County's Authorized Representative is:

Michael Stalberger
Property and Environmental Resources Director
PO Box 3567, Mankato MN 56002
507-304-4257
michael.stalberger@blueearthcountymn.gov

LEUG's Authorized Representative is:

Name: Jennifer J. Bromeland
Title: City Administrator
Address: 705 Parkway Ave, Po Box 159, Eagle Lake, MN 56024
Phone: 507-257-3218
Email: jbromeland@eaglelakemn.com

If either Authorized Representative changes at any time before the funds provided for in this Agreement are fully expended, parties must notify each other of the change.

7. Signatures and Certification

County and LEUG certify that the appropriate person(s) have executed this Agreement on behalf of County and LEUG as required by applicable resolutions or ordinances.

COUNTY

By: MICHAEL STALBERGER
Signed: MSt
Title: PROP & ENV RES DIRECTOR
Date: NOV 22, 2024

LOCAL ELECTION UNIT OF GOVERNMENT

LEUG: Eagle Lake
By: Jennifer J. Bromeland
Signed: Jennifer J. Bromeland
Title: City Administrator
Date: 11/21/25

**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2025-11**

A RESOLUTION ACCEPTING A DONATION TO THE CITY

WHEREAS the City of Eagle Lake is generally authorized to accept donations pursuant to Minnesota Statutes for the benefit of its public recreational services.

WHEREAS the following donation(s) has offered to contribute the cash amounts or items set forth below:

<u>Name of Donor</u>	<u>Items/Amount</u>
Unknown	\$60
WOW Zone	20 - \$5 Gift Cards

WHEREAS, the terms or conditions of the donations, if any, are as follows:

To be applied towards refreshments for Active Adults.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF Eagle Lake, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.

Passed by the City Council of Eagle Lake, Minnesota this 3rd day of February 2025.

John Whittington
Mayor

Attested:

Jennifer J. Bromeland
Administrator

ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA
Thursday, January 23, 2025

Call to Order

- The meeting was called to order at 6:45 a.m. by Chair Hughes.

Members Present: Jim Beal, Christine Black-Hughes, Brooke Wach, Anthony White, Brian Hughes, Tony Dickmeyer, and John Whittington

Staff Present: Jennifer Bromeland and Kerry Rausch

Approval of Agenda

- Approval of the agenda carried unanimously.

Treasurer's Report

- The Treasurer's report was presented.
- Discussion included the possibility of moving funds from the bank account into the 4M account.

New Business

1. Child Care

- Rural Child Care Innovation Program (RCCIP) Update
 - Administrator Bromeland explained that John Whittington, Brian Hughes and herself are members of this board which has been a labor-intensive process which started in June 2024. The program started with a six hour on-boarding process to learn of childcare issues. Each member has been assigned to a subcommittee. They have hosted a provider appreciation event in October and a town hall event in November which provided good, vibrant discussion. The group has now entered the implementation stage.
 - It is anticipated the group will continue its work in 2025 and start looking at solutions in 2026.
 - The following goals have been identified: 1)-form a childcare committee that forms connections provides support and shows appreciation, 2)-the core team will explore and compile a hub of resources to help both providers and families, 3)-explore facilities for the purpose of creating more childcare capacity, 4)-identify key items providers need to pay for regularly and find funding solutions for them to help relieve some financial burden, 5)-have at least one funded childcare work study to try to help people interested in a career in childcare by the end of 2026.
- Child Care Shortage in Eagle Lake
 - At the beginning of the process Eagle Lake had eight in-home childcare facilities and two center-based facilities and now has 5 in-home facilities and one center-based facility. One childcare center has closed.
 - Discussion included ways the RCCIP members have looked into addressing facility closures and possible sites for more center based childcare facilities.

- Administrator Bromeland explained that the group is exploring options with Blue Earth County and their childcare forgivable loan program.

2. Schedule Business Visits

- Administrator Bromeland will schedule business visits with three local businesses. EDA members Jim Beal, Christine Black-Hughes, Anthony White, and John Whittington volunteered to attend these visits as their schedules allow.

3. 94th Minnesota Legislative Session

- Issues Important to Eagle Lake
 - Administrator Bromeland stated she will talk to the League of Minnesota Cities and the Coalition of Greater MN Cities regarding legislation and childcare issues.
 - The City's capital budget request has been submitted.
 - The water treatment plant project is still waiting on funding.

4. Other Items

- The Community Development Coordinator position remains vacant. An offer was extended but the candidate declined the offer. Applications are still being received but candidates are not meeting the position requirements.
- Funding to extend the trail on 598th is on the City's list of future projects. The trail on Agency Street, in the area of Thomas Drive, has been funded with funds to be received in 2026-2027.
- The Active Adults group has been well attended and is doing well.

Adjournment

- The Meeting was adjourned.

Respectfully submitted,

Kerry Rausch

CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING MINUTES
January 27, 2025

CALL TO ORDER:

Commissioner Talle called the meeting to order at 6:00 p.m.

MEMBERS PRESENT:

- Ray Beckel, Richard Garvey, Trent Talle, Jan Hughes, Aaron Stubbs and Tom Barna.

MEMBERS ABSENT:

- Michael McCarty and Michael Hughes.

STAFF PRESENT:

- Jennifer Bromeland, City Administrator and Kerry Rausch, Deputy Clerk.

PUBLIC PRESENT:

- None.

APPROVAL OF THE AGENDA:

- Commissioner Beckel moved, seconded by Commissioner Stubbs, to approve the agenda. Motion carried.

APPROVAL OF MINUTES:

- Not available.

NEW BUSINESS:

1. Review of Newly Adopted Cannabis Ordinance.

- City Administrator Bromeland explained that before the Planning Commission is the recently adopted cannabis ordinance which the city's attorney drafted and explained that due to the ending of the moratorium the City Council needed to enact an ordinance. The ordinance limits retail cannabis businesses to two within city limits and they must be greater than 1,000 feet from a school and greater than 500 feet from a childcare business. Information relating to cannabis sales is changing frequently and this ordinance can be changed through an amendment as needed. The League of Minnesota Cities has published FAQs relating to the state's cannabis law. Cannabis retail locations in the Parkway Business District would only be allowed with the issuing of a conditional use permit.
- Discussion ensued. Commissioner Barna asked if City staff could create a map showing where cannabis businesses would be allowed. Commissioner Beckel stated that the definition of residential treatment facility may need to be better defined to understand if group homes are included in the definition, he also stated that the City may want to consider lowering the 25% in Section 2.B.3 to 10% and that the city's attorney should be consulted on this. Commissioner Beckel also stated the city may want to identify who is responsible for compliance checks. Commissioner Stubbs stated that the revenue sharing between the state and cities is proposed to be

eliminated from the state's budget and that the City should consider writing state officials on this matter.

OTHER:

1. Monthly Building and Zoning Permit Activity

- Administrator Bromeland provided an update on building permit activity stating that she has received a permit application for a new home and a new twin home in the Fox Meadows development to be processed. She also stated that Mr. Schrom is considering developing a community building for the use of Fox Meadows development and there may need to be changes may to the plat. If he decides to proceed with this, he will bring his plans to the Planning Commission to determine what if any action is needed to move forward.

2. Trailer Park

- Commissioners asked about the status of Regency and nuisances. Administrator Bromeland stated Lt. Gahler, Kim Stumne, manager of the mobile home park, the park's maintenance person, public works director Andrew Hartman, and herself met to discuss the status of park upkeep and to ensure all have the same understanding of what is needed and expected. It was noted that about 10 units were removed from the park in 2024 that were unsightly and that progress is slowly being made.

ADJOURNMENT:

- A motion was made by Commissioner Beckel, seconded by Commissioner Hughes, to adjourn the meeting at 6:24 p.m. Motion carried.

Submitted by: Kerry Rausch, Deputy City Clerk

Trent Talle
Planning Commission Chair

Kerry Rausch
Deputy City Clerk



705 Parkway Ave, PO Box 159, Eagle Lake MN 56024
507.257.3218 phone 507.257.3220 Fax

February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Kerry Rausch, Deputy City Clerk
Re: Gambling License from Duck Unlimited

Attached you will find an application for Minnesota Lawful Gambling from Ducks Unlimited Chapter 225 Madison Lake. They are requesting to host a bingo and raffle event at the Eagle Lake American Legion Post 617 on March 3, 2025. Per Minnesota Lawful Gambling requirements, the city needs to approve and sign the application prior to the application being sent to the state by the organization filing for the license. Historically the City Council has approved similar requests.


Kerry Rausch
Deputy City Clerk

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Ducks Unlimited Chapter 225 Madison Lake Previous Gambling Permit Number: X- 04884-24-023

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: PO Box 144

City: Madison Lake State: MN Zip: 56063 County: Blue Earth

Name of Chief Executive Officer (CEO): Tim Austad

CEO Daytime Phone: _____ CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Eagle Lake American Legion Post 617

Physical Address (do not use P.O. box): 100 N 3rd St

Check one:

City: Eagle Lake Zip: 56024 County: Blue Earth

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 03/08/2025

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

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LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input checked="" type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>Eagle Lake</u></p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

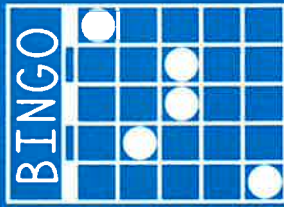
Print Name: Tim Austad

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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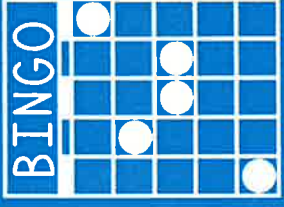
Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

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DUCKS UNLIMITED SPORTSMAN'S BINGO



FOR TICKETS OR INFO: TIM (507)-381-8625

FREE RSVP! SEATING IS LIMITED!

\$60 - 10 ROUNDS OF BINGO
(PURCHASE AT EVENT)



SATURDAY, MARCH 8TH

EAGLE LAKE AMERICAN LEGION

DOORS OPEN @ 5:30 P.M.

FIRST GAME @ 6:30 P.M.

**THIS AIN'T YOUR
GRANDMA'S BINGO!**

**Win "Funs", Cash,
Hunting Gear,
and much more!**

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February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Utility Billing Late Fee Waiver Request

A utility billing late fee waiver request was recently received from the utility customer at 305 Linda Drive. Apparently, there was an issue with how the account was set up in payment service network, the online payment system, and the utility customer was unable to make payment by the 25th and due to the Christmas holiday, was not able to come into City Hall until the 26th to pay in person. The utility customer is requesting that the late fee be waived.

For reference purposes, attached is an excerpt from Chapter 8 of the City Code related to past due accounts and late fee amounts applied.

Discussion should ensue.

If the City Council wishes to waive the late fee, then a motion to that effect is needed.



Jennifer J. Bromeland
City Administrator




February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Proclamation

Amanda Reuter and her son, Eisen, will be at this evening's meeting to help raise awareness about Congenital Heart Defect Awareness Week. Amanda and Eisen are requesting that the Eagle Lake City Council help them reach their goal by making an executive proclamation declaring February 7-14th as "Congenital Heart Defect Awareness Week".

Attached is a proclamation for your review and adoption.


Jennifer J. Bromeland
City Administrator

Dear Honorable Mayor,

Families of children with congenital and acquired heart disease, adults with congenital heart defects, and the professionals who work with them are joining forces to have February 7-14th proclaimed in all states as "Congenital Heart Defect Awareness Week".

I am requesting that you help us reach our goal by making an executive proclamation declaring this special week in February.

I am the parent of a 10 year old son named Eisen who was born with a life threatening heart defect called Hypoplastic Left Heart Syndrome. Before his diagnosis, I had never heard of the words "Congenital Heart Defect". Eisen has been through three open heart surgeries and numerous procedures done at the University of Minnesota Children's Hospital and Children's Minneapolis. He will need numerous surgeries and procedures throughout the rest of his lifetime and eventually a heart transplant. I am the Director for Lasting Imprint which is a statewide non-profit organization dedicated to raising awareness for CHD, as well as supporting families dealing with CHD. Awareness is so important as Congenital Heart Defects are responsible for more childhood deaths than all forms of childhood cancer combined.

I would be extremely proud if your city would participate in making February 7-14th a special week to recognize people born with heart defects, to remember loved ones who lost their battle to CHD, and to honor the dedicated health professionals who work with us. I have included a rough draft of what I imagine a proclamation would look like.

I would be most grateful if you could send the proclamation as soon as possible so that we can display it proudly at an event to recognize Congenital Heart Defect week. Eagle Lake's participation in this event will have a profound impact on thousands of families and individuals. I thank you for your time and consideration.

Respectfully,

Amanda Rueter

507-382-9196

staff@lastingimprint.org

Proclamation

**Congenital Heart Defect Awareness Week
February 7-14th. 2025**

WHEREAS, The health and well-being of our children is of paramount importance; and

WHEREAS, each year in the United States, more than 40,000 babies are born with a congenital heart defect; and

WHEREAS, the medical community has identified congenital heart defects as the leading cause of birth defect-related deaths; and

WHEREAS, it is crucial that parents, pediatricians, and all those in the health profession have greater awareness of the potential for congenital heart defects among newborns and children; and

WHEREAS, Congenital Heart Defect Awareness Week provides the opportunity for families and patients affected by these conditions to share their experiences and knowledge with the public, so that we all may be made more aware of how this defect affects all of our lives.

THEREFORE, I, John Whittington, Mayor of Eagle Lake, do hereby proclaim February 7-14, 2025, CONGENITAL HEART DEFECT AWARENESS WEEK and encourage all Eagle Lake residents to join me in this special observance.

Adopted this 3rd day of February 2025.

John Whittington
Mayor

February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Minnesota GreenStep Cities Program

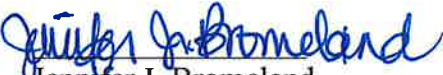
Erica Bjelland with Minnesota Pollution Control Agency (MCPA) and Jennifer Lindahl with Clean Energy Resources Teams (CERTs) will be at the meeting to talk about the Minnesota GreenStep Cities Program of which 140 cities are currently participating. The program was launched in 2010 and created to provide local governments with a pathway to sustainability that is cost-effective, pragmatic, and achievable for all cities, regardless of size. Minnesota GreenStep Cities is a voluntary challenge, assistance, and recognition program to help cities achieve their sustainability and quality of life goals. Cities retain total control and choice and how to implement proven best practices. Step One consists of a resolution being passed to work on implementing the best practices of our own choice and at our own pace.

Former mayor Lisa Norton requested that City staff research how to become a part of the Minnesota GreenStep Cities Program as the League of Minnesota Cities is a program partner and recognizes members each year at its annual conference. Program representatives were invited to attend the meeting this evening to talk about the program and answer questions.

Attached are some informational handouts summarizing the GreenStep Cities Program.

Discussion should ensue.

If there is interest in becoming a program partner, then a resolution to that effect will be needed.



Jennifer J. Bromeland
City Administrator

10 YEARS OF IMPACTS & ACCOMPLISHMENTS with Minnesota GreenStep Cities



Minnesota
GreenStep Cities
CELEBRATING 10 YEARS

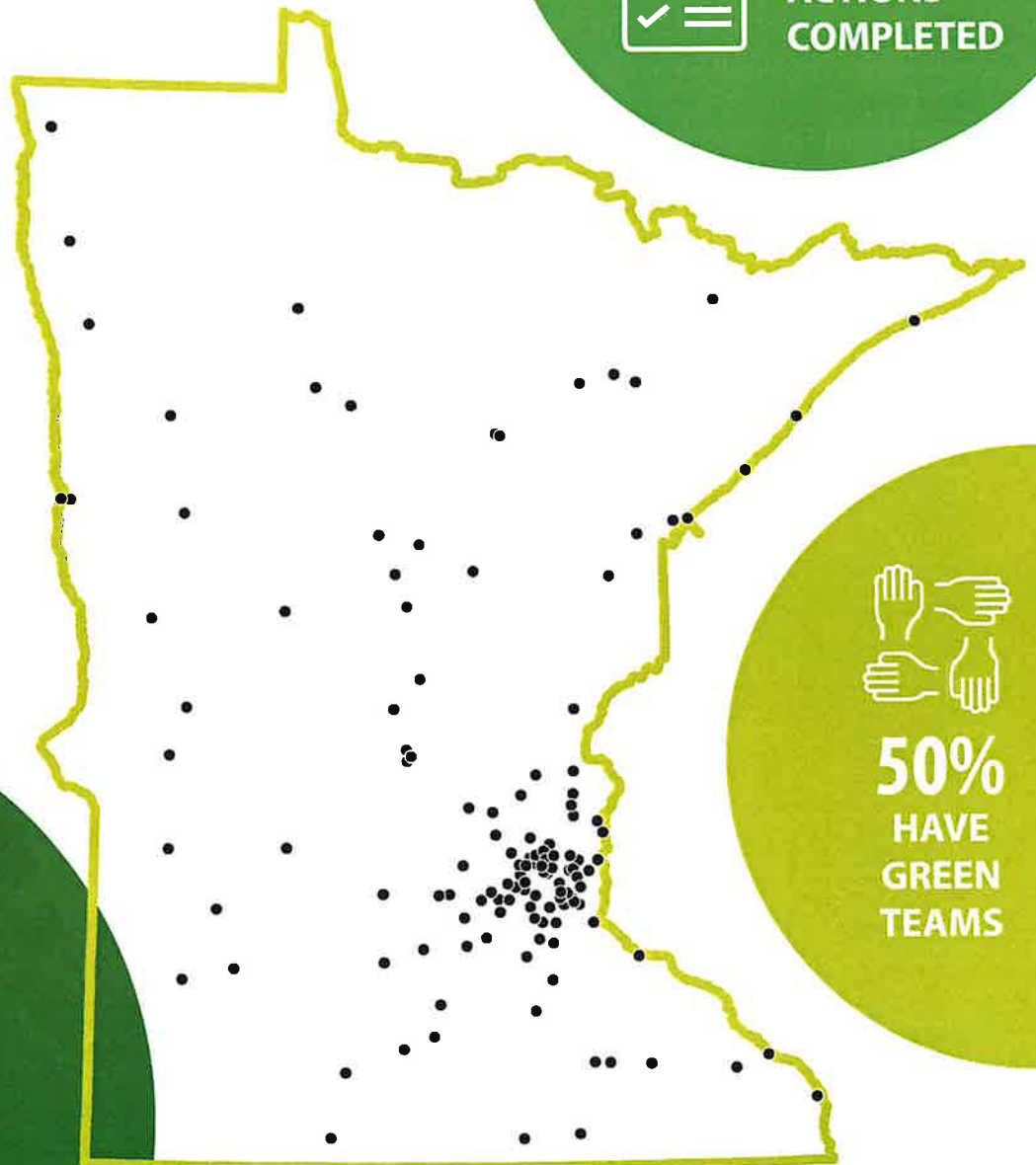
140
PARTICIPANTS

48%
OF MINNESOTA'S
POPULATION

35%
ARE SMALL CITIES OF
5,000 OR FEWER



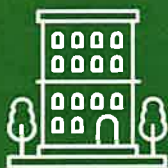
4,210
ACTIONS
COMPLETED



50%
HAVE
GREEN
TEAMS



\$8,370,000
SAVINGS PER YEAR
ON ENERGY COSTS



80%
TRACK
ENERGY USE



90% APPROVAL
RATING

86



Minnesota
GreenStep Cities
CELEBRATING 10 YEARS

25%
CITYWIDE
GREENHOUSE GAS
REDUCTIONS
FROM 35 CITIES, 2007-2017

25
CITIES HAVE
CLIMATE GOALS

LEADING
ON CLIMATE ADAPTATION
PLANNING & RESILIENCE
ACTION STEPS



**GREENSTEP
CITIES WERE 1ST IN
MN TO ACHIEVE ...**



SUSTAINABILITY PLAN PASSAGE



TREE CITY USA



MINNESOTA BIRD CITY



BEE-SAFE CITY



STAR COMMUNITY RATING



BUS RAPID TRANSIT



LED TRAFFIC SIGNALS



100% RENEWABLE GOALS



CITY OPERATIONS 100% SOLAR



SOLAR ON CLOSED LANDFILLS



587+
RENEWABLE
ENERGY SITES

229+
CERTIFIED GREEN
BUILDINGS

130+
EV CHARGING
STATIONS

58%
HAVE LED
STREET LIGHTS

14
BIKE-FRIENDLY
COMMUNITIES

m MINNESOTA POLLUTION CONTROL AGENCY



G GREAT PLAINS INSTITUTE

CERT GREEN BUILDS BETTER PLACES

m MINNESOTA ENVIRONMENTAL QUALITY BOARD

m COMMERCE DEPARTMENT

R RETHOS

U Urban Land Institute Minnesota



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Benefits

What are the benefits of joining the GreenStep program and implementing its best practices?

The answers to this question will be different for different cities, but here are the key points we have heard from GreenStep cities and around which we have designed the program. The GreenStep program:

- **Is a continuous improvement pathway** for cities to "go green," becoming more sustainable and resilient.
- **Will save city staff time** in researching proven, cost-effective actions for cutting energy use, decreasing the city's carbon footprint, and accomplishing other sustainability goals that exceed regulatory requirements. Information on and an Advisor for how to complete 170 actions – in the best practice groups of buildings, land use, transportation, environment, and economic/community development – is continuously updated with Minnesota-specific information.
- **Will save cities money** and deliver a stream of multiple environmental, social and financial benefits; will help cities explore how to spend the same amount of money smarter.
- **Is a home-grown, independent program tailored to Minnesota cities** and provides maximum flexibility and total control and choice by city councils in how to implement a proven best practice.
- **Provides over 4,000 reports** on how Minnesota cities are taking action, making it easy to learn from and contact peer cities so as to jump-start actions in your own city.
- **Opens up special opportunities** for funding and technical assistance, available mostly to GreenStep cities because the GreenStep program focuses on existing GreenStep cities.
- **Positions a city** to more easily apply for competitive grant and assistance programs.

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- **Maps out how to follow-through** on the various commitments cities may have made, such as the U.S. Mayors Climate Protection Agreement, signed by over 40 Minnesota cities, and on the Minnesota Legislature's aggressive Next Generation Energy Act.
- **Provides leadership and action roles for community** members, businesses and institutions so as to stretch limited city funds and strengthen a civic culture of engagement and innovation. We encourage cities to use student interns to help enter best practice action reports on the GreenStep web site, and have an intern manual to make this easier.
- **Continuously prompts** program participants – like an exercise coach would! – to maximize opportunities to accelerate sustainability actions.
- **Provides public recognition** of the good work being done by Minnesota cities.

What recognition is there for a GreenStep City?

- **Annual peer recognition** at the June conference of the League of Minnesota Cities.
- **Annual \$1,000** LMC/GSC Sustainable City Award.
- **Your city's accomplishments will be visible** on the GreenStep web site, the most comprehensive web site in Minnesota devoted to city sustainability.
- **Artwork and recognition materials** (logos, sample press releases).
- **Five steps of recognition:**
 - **Step One:** for cities that have passed a city council resolution to work on implementing best practices of their own choice and at their own pace.
 - **Step Two:** for cities that have implemented any 4, 6 or 8 best practices (depending on city Category/city capacity).
 - **Step Three:** for cities that have implemented an additional 4, 6 or 8 best practices (depending on city Category) and completed a handful of specific high-impact actions – this can take between one and a few years.
 - **Step Four:** for cities that report (by May 1st), for the previous calendar year, between 7 and 10 core city performance metrics and 5, 3, or no (depending on city Category) additional metrics of their choice.
 - **Step Five:** for cities that report improvement in a minimum number of metrics.



705 Parkway Ave, PO Box 159, Eagle Lake, MN 56024
(507) 257-3218 Phone (507) 257-3220 Fax

February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Fire Department Request to Upgrade Warning and Scene Lighting

Assistant Fire Chief Trent Talle and/or Fire Chief Vern Simpson will be at the meeting to review a request to upgrade warning and scene lighting on three (3) Fire Department trucks.

Attached you will find three (3) estimates from Mike's Emergency Vehicle Installations LLC to upgrade warning and scene lights on the Fire Department rescue truck (4301), grass rig (4322), and tanker (4321) totaling \$14,459.41. The new warning lights are important for alerting drivers of the need to yield and provide a clear path for the emergency vehicles, while scene lights are designed to illuminate the area around an incident, enhancing effective scene safety especially in low light conditions at night.

The cost to update warning and scene lights was included in the 2025 Fire Department budget and will be paid for out of line item 101-42300-510.

The Fire Department has used Northern Safety Technology Inc. out of Apple Valley in the past but would like to utilize a local vendor as it eliminates the need to take the trucks out of the area.

A handwritten signature in blue ink that reads "Jennifer J. Bromeland".

Jennifer J. Bromeland
City Administrator

Mike's LLC
 3028 Evergreen Trail Unit A
 Mankato, MN 56001
 mike@mikesinstallations.com
 507-340-3223

Estimate

Date	Unit #
7/11/2024	4301

Name / Address
Eagle Lake Fire Trent Talle

Description	Qty	Rate	Total
EAGLE LAKE FIRE RESCUE TRUCK #4301 UNIT #4301 SHIPPING AND HANDLING WILL BE ADDED TO FINAL INSTALL INVOICE			
PIONEER PLUS DUAL, 115V AC, WITH POLE/PEDESTAL MOUNT ADAPTER AND ON/OFF SWITCH	4	1,751.48	7,005.92
WHELEN PIONEER ADAPTER COLLAR REQUIRED TO MOUNT LIGHTS TO EXISTING POLES	4	24.88	99.52
WHELEN 900 EZ SCENE LIGHT 12 VOLT, INCLUDES CHROME FLANGE KIT	6	481.05	2,886.30
LABOR TO REMOVE OLD SCENE LIGHTING AND INSTALL NEW LED SCENE LIGHTS. (10 LIGHTS TOTAL) ALSO LOOK INTO A COUPLE OF THE CLEARANCE LIGHTS ON THE BACK OF THE TRUCK THAT ARE NOT CURRENTLY WORKING.	8	94.00	752.00
SHOP SUPPLIES	1	20.00	20.00
		Total	\$10,763.74

Mike's LLC
 3028 Evergreen Trail Unit A
 Mankato, MN 56001
 mike@mikesinstallations.com
 507-340-3223

Estimate

Date	Unit #
7/2/2024	4322

Name / Address
Eagle Lake Fire Trent Talle

*GrassKidy
#4322*

Description	Qty	Rate	Total
USED 54" WHELEN LEGACY DUO LIGHT BAR DONATED BY MANKATO PUBLIC SAFETY			
WECAN UNIVERSAL CONTROL POINT	1	167.39	167.39
WHELEN REPLACEMENT ADJUSTABLE FOOT MOUNT KIT FOR 2001 FORD SUPER DUTY	1	168.14	168.14
LABOR TO REMOVE EXISTING LIGHT BAR AND INSTALL 54" LEGACY LIGHT BAR	4	94.00	376.00
SHOP SUPPLIES	1	15.00	15.00
Total			\$726.53

Mike's LLC
 3028 Evergreen Trail Unit A
 Mankato, MN 56001
 mike@mikesinstallations.com
 507-340-3223

Estimate

Date	Unit #
7/11/2024	4321

Name / Address
Eagle Lake Fire Trent Talle

Description	Qty	Rate	Total
EAGLE LAKE FIRE TANKER TRUCK #4321 #4321 SHIPPING AND HANDLING WILL BE ADDED TO FINAL INSTALL INVOICE			
WHELEN 900 EZ SCENE LIGHT 12 VOLT, INCLUDES CHROME FLANGE KIT.	4	481.05	1,924.20
WHELEN 600 FEZ SCENE LIGHT 12 VOLT, INCLUDES CHROME FLANGE KIT	2	277.47	554.94
LABOR TO REMOVE EXISTING SCENE LIGHTING AND INSTALL NEW LED SCENE LIGHTS (6 LIGHTS TOTAL)	5	94.00	470.00
SHOP SUPPLIES	1	20.00	20.00
		Total	\$2,969.14

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February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Employee Recognition Award

The South Central Service Cooperative (SCSC) Employee Recognition Award Program shines the spotlight on great employees. Eagle Lake is a member of SCSC. This quarter, Eagle Lake's Public Works Director Andrew Hartman will be featured as one of the honorees to celebrate.

Andrew was nominated for consistently going above and beyond to find ways to make public works operations more safe, effective, and efficient. He encourages his department to work hard and do the best job possible. Andrew is reliable, skilled in operating equipment, has a strong work ethic, and prioritizes the well-being of the community.

Congratulations, Andrew, and keep up the good work. We appreciate you.

Jennifer J. Bromeland
City Administrator

SOUTH CENTRAL SERVICE COOPERATIVE

SPOTLIGHT

EMPLOYEE RECOGNITION AWARD

Andrew consistently goes above and beyond to find ways to make public works operations more safe, effective, and efficient. He encourages his department to work hard and do the best job possible. Andrew is reliable, skilled in operating equipment, has a strong work ethic, and prioritizes the well-being of the community.

RECOGNIZED BY:
JENNIFER BROMELAND



Andrew Hartman

Public Works Director
City of Eagle Lake



February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Utility Billing Late Fee Waiver Request

A utility billing late fee waiver request was recently received from the utility customer at 305 Linda Drive. Apparently, there was an issue with how the account was set up in payment service network (the online payment system) and the utility customer was unable to make payment by the 25th and due to the Christmas holiday, was not able to come into City Hall until the 26th to pay in person. The utility customer is requesting that the \$5.00 late fee be waived.

If the City Council wishes to waive the \$5.00 late fee, then a motion to that effect is needed.



Jennifer J. Bromeland
City Administrator

Section 8.050 Unpaid Utility Bills

Subd. 1. Past Due. Any consumer who has an unpaid utility bill at the end of the business day on the 25th of each month shall be considered past due. All past due accounts shall have applied the late fee amount that is set by resolution by the City Council from time to time.



February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Proclamation

Attached is a proclamation declaring February 7-14, 2025 as Congenital Heart Defect Awareness Week.

A motion is needed to adopt the proclamation.


Jennifer J. Bromeland
City Administrator

Proclamation

**Congenital Heart Defect Awareness Week
February 7-14, 2025**

WHEREAS, The health and well-being of our children is of paramount importance; and

WHEREAS, each year in the United States, more than 40,000 babies are born with a congenital heart defect; and

WHEREAS, the medical community has identified congenital heart defects as the leading cause of birth defect-related deaths; and

WHEREAS, it is crucial that parents, pediatricians, and all those in the health profession have greater awareness of the potential for congenital heart defects among newborns and children; and

WHEREAS, Congenital Heart Defect Awareness Week provides the opportunity for families and patients affected by these conditions to share their experiences and knowledge with the public, so that we all may be made more aware of how this defect affects all of our lives.

THEREFORE, I, John Whittington, Mayor of Eagle Lake, do hereby proclaim February 7-14, 2025, CONGENITAL HEART DEFECT AWARENESS WEEK and encourage all Eagle Lake residents to join me in this special observance.

Adopted this 3rd day of February 2025.

John Whittington
Mayor

February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Minnesota GreenStep Cities Program – Resolution 2025-12

The GreenStep Cities program aims to provide Minnesota cities with a clear pathway to greater sustainability and resiliency based upon implementing best practices specific to Minnesota cities of differing sizes and capabilities.

To join the GreenStep Cities program as a Step One city, cities adopt a GreenStep participation resolution that names a contact person to be the City's GreenStep coordinator.

Attached is a draft GreenStep participation resolution.

Discussion should ensue.

If there is interest in becoming a program partner, then a motion is needed to adopt Resolution 2025-12.



Jennifer J. Bromeland
City Administrator

RESOLUTION 2025-12
CITY OF EAGLE LAKE
COUNTY OF BLUE EARTH
STATE OF MINNESOTA

A RESOLUTION AUTHORIZING THE CITY OF EAGLE LAKE
TO PARTICIPATE IN THE MINNESOTA GREENSTEP CITIES PROGRAM

NOW, THEREFORE, be it resolved that the City Council of the City of Eagle Lake does hereby authorize the City of Eagle Lake (the City) to participate in the Minnesota GreenStep Cities program that offers a free, voluntary continuous improvement framework. Passage of this participation resolution allows the City to be recognized as a Step One GreenStep City by the League of Minnesota Cities. Be it further resolved that the City:

1. Appoints the City Administrator to serve as the City's GreenStep coordinator for best practice documentation/implementation and utilize the climate impact coordinator to enter data on behalf of the City; and
2. Will facilitate the involvement of community members and other units of government as appropriate in the planning, promoting and/or implementing of GreenStep Cities best practices; and
3. Will provide feedback once a year on how well the GreenStep program is serving the City and on City needs from the program; and
4. Will claim credit for having implemented and will work at its own pace toward implementing any GreenStep best practices that will result in energy use reduction, economic savings, quality of life improvement, reduction in the City's greenhouse gas footprint, and recognition by the League of Minnesota Cities as a Step Two GreenStep City. An on-going summary of the City's implementation of best practices will be posted by the City on the Minnesota GreenStep Cities website.

By: _____
John Whittington, Mayor

ATTEST:

Jennifer J. Bromeland, City Administrator

Date: _____



705 Parkway Ave, PO Box 159, Eagle Lake, MN 56024
(507) 257-3218 Phone (507) 257-3220 Fax

February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Warning and Scene Light Upgrades

Attached you will find three (3) estimates from Mike's Emergency Vehicle Installations LLC to upgrade warning and scene lights on the Fire Department rescue truck (4301), grass rig (4322), and tanker (4321) totaling \$14,459.41. The new warning lights are important for alerting drivers of the need to yield and provide a clear path for the emergency vehicles, while scene lights are designed to illuminate the area around an incident, enhancing effective scene safety especially in low light conditions at night.

The cost to update warning and scene lights was included in the 2025 Fire Department budget and will be paid for out of line item 101-42300-510.

The Fire Department has used Northern Safety Technology Inc. out of Apple Valley in the past but would like to utilize a local vendor as it eliminates the need to take the trucks out of the area.

A motion is needed to approve the warning and scene light upgrades as described above from Mike's Emergency Vehicle Installations LLC totaling \$14,459.41.


Jennifer J. Bromeland
City Administrator

Mike's LLC
 3028 Evergreen Trail Unit A
 Mankato, MN 56001
 mike@mikesinstallations.com
 507-340-3223

Estimate

Date	Unit #
7/11/2024	4301

Name / Address
Eagle Lake Fire Trent Talle

Description	Qty	Rate	Total
EAGLE LAKE FIRE RESCUE TRUCK # 4301 UNIT #4301 SHIPPING AND HANDLING WILL BE ADDED TO FINAL INSTALL INVOICE			
PIONEER PLUS DUAL, 115V AC, WITH POLE/PEDESTAL MOUNT ADAPTER AND ON/OFF SWITCH	4	1,751.48	7,005.92
WHELEN PIONEER ADAPTER COLLAR REQUIRED TO MOUNT LIGHTS TO EXISTING POLES	4	24.88	99.52
WHELEN 900 EZ SCENE LIGHT 12 VOLT, INCLUDES CHROME FLANGE KIT	6	481.05	2,886.30
LABOR TO REMOVE OLD SCENE LIGHTING AND INSTALL NEW LED SCENE LIGHTS. (10 LIGHTS TOTAL) ALSO LOOK INTO A COUPLE OF THE CLEARANCE LIGHTS ON THE BACK OF THE TRUCK THAT ARE NOT CURRENTLY WORKING.	8	94.00	752.00
SHOP SUPPLIES	1	20.00	20.00
		Total	\$10,763.74

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Mike's LLC
 3028 Evergreen Trail Unit A
 Mankato, MN 56001
 mike@mikesinstallations.com
 507-340-3223

Estimate

Date	Unit #
7/2/2024	4322

Name / Address
Eagle Lake Fire Trent Talle

*GrassKig
#4322*

Description	Qty	Rate	Total
USED 54" WHELEN LEGACY DUO LIGHT BAR DONATED BY MANKATO PUBLIC SAFETY			
WECAN UNIVERSAL CONTROL POINT	1	167.39	167.39
WHELEN REPLACEMENT ADJUSTABLE FOOT MOUNT KIT FOR 2001 FORD SUPER DUTY	1	168.14	168.14
LABOR TO REMOVE EXISTING LIGHT BAR AND INSTALL 54" LEGACY LIGHT BAR	4	94.00	376.00
SHOP SUPPLIES	1	15.00	15.00
		Total	\$726.53

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Mike's LLC
 3028 Evergreen Trail Unit A
 Mankato, MN 56001
 mike@mikesinstallations.com
 507-340-3223

Estimate

Date	Unit #
7/11/2024	4321

Name / Address
Eagle Lake Fire Trent Talle

Description	Qty	Rate	Total
EAGLE LAKE FIRE TANKER TRUCK #4321 #4321 SHIPPING AND HANDLING WILL BE ADDED TO FINAL INSTALL INVOICE			
WHELEN 900 EZ SCENE LIGHT 12 VOLT, INCLUDES CHROME FLANGE KIT.	4	481.05	1,924.20
WHELEN 600 FEZ SCENE LIGHT 12 VOLT, INCLUDES CHROME FLANGE KIT	2	277.47	554.94
LABOR TO REMOVE EXISTING SCENE LIGHTING AND INSTALL NEW LED SCENE LIGHTS (6 LIGHTS TOTAL)	5	94.00	470.00
SHOP SUPPLIES	1	20.00	20.00
		Total	\$2,969.14

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705 Parkway Ave, PO Box 159, Eagle Lake, MN 56024
(507) 257-3218 Phone (507) 257-3220 Fax

February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Audit Engagement Letter

Attached is an engagement letter from Eide Bailly which represents their understanding of the auditing services to be provided to the City of Eagle Lake for the year ending 2024. The fee for the audit is estimated to be \$31,000. As a comparison, the total cost for last year's audit was \$30,324.

Included in the 2025 budget for auditing services is \$35,000 (see line item 101-41600-301). The audit is scheduled for April.

New last year was the requirement for the auditors to supply a Governance Planning Letter, a copy of which is attached. According to the auditors, this requirement means that they must list any areas where potential risk might exist. This does not mean that they've seen any issues in these areas, but they are looked at to help guide audit procedures and are consistent across government clients.

A motion is necessary to authorize Mayor Whittington to sign the Audit Engagement Letter from Eide Bailly.

Jennifer J. Bromeland
City Administrator



September 6, 2024

To the Mayor and City Council
City of Eagle Lake
705 Parkway Ave
Eagle Lake, Minnesota 56024

The following represents our understanding of the services we will provide to the City of Eagle Lake ("the City").

You have requested that we audit the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of December 31, 2024, and for the year then ended, and the related notes, which collectively comprise the City's basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and the Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. §6.65 will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that certain information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Schedule of Employer's Share of Net Pension Liability (PERA)
2. Schedule of Employer's Contributions (PERA)

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Supplementary information other than RSI will accompany the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

1. Combining Balance Sheet – Nonmajor Governmental Funds
2. Combining Schedule of Revenues, Expenditures and Changes in Fund Balances – Non major Governmental Funds

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

1. Listing of Officials

Auditor Responsibilities

We will conduct our audit in accordance with GAAS the Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. §6.65. As part of an audit in accordance with GAAS and in accordance with the Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. §6.65 we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.
- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and, in accordance the Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. §6.65.

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Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit;
 - iii. Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence.
- d. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- e. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- f. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- g. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Nonattest Services

With respect to any nonattest services we perform, we agree to perform the following:

- Prepare or assist with preparing financial statements based on information provided by you.
- Propose certain cash to accrual conversion entries and fund to government wide entries to be reviewed and approved by management.
- Maintain depreciation schedules.
- Prepare and submit the Office of the State Auditor annual financial reporting form.

We will not assume management responsibilities on behalf of the City. The City's management understands and agrees that any advice or recommendation we may provide in connection with our audit engagement are solely to assist management in performing its responsibilities.

The City's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitor the system of internal control.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities.

Reporting

We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the governing body of the City. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your website or elsewhere, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we will only provide confidential engagement documentation to you via Eide Bailly's secure portal or other secure methods, and request that you use the same or similar tools in providing information to us. Should you choose not to utilize secure communication applications, you acknowledge that such communication contains a risk of the information being made available to unintended third parties. Similarly, we may communicate with you or your personnel via e-mail or other electronic methods, and you acknowledge that communication in those mediums contains a risk of misdirected or intercepted communications.

Should you provide us with remote access to your information technology environment, including but not limited to your financial reporting system, you agree to (1) assign unique usernames and passwords for use by our personnel in accessing the system and to provide this information in a secure manner; (2) limit access to "read only" to prevent any unintentional deletion or alteration of your data; (3) limit access to the areas of your technology environment necessary to perform the procedures agreed upon; and (4) disable all usernames and passwords provided to us upon the completion of procedures for which access was provided. We agree to only access your technology environment to the extent necessary to perform the identified procedures.

Jamie Fay is the engagement partner for the audit services specified in this letter. The engagement partner's responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses, administrative charges and a technology fee. Invoices are payable upon presentation. We estimate that our fee for the audit will not exceed the following:

Audit of the Financial Statements	\$31,000
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As noted above actual out-of-pocket expenses will be billed if onsite services are requested, plus the travel time of the professional(s) coming onsite at 50% of their standard hourly rates.

If the City has significant capital projects, new long-term debt issuances, or refunding bond transactions that cause additional audit testing requirements or preparation time, we will bill the added time at the hourly rates of the professionals performing the work. Changes at the City such as software conversions, software updates, and/or staffing transitions that cause additional audit time will also be billed at the hourly rates of the professionals being impacted by the extra work.

If the City's federal expenditures exceed \$750,000 and an audit over those funds is required, the fee will be assuming one major program to be tested. If additional programs are required to be tested, it will be an additional per program.

Other circumstances may arise under which Eide Bailly must perform additional audit work and may require additional billings for these services. Examples of such circumstances include, but are not limited to:

- Work caused due to the identification of, and management's correction of, inappropriate application of accounting pronouncements
- Erroneous or incomplete accounting records
- New or unusual transaction
- Failure of County staff to prepare and provide information in a timely manner
- Lack of availability of appropriate personnel during the audit fieldwork
- Significant capital projects
- New long-term debt issuances
- Refunding bond transactions
- Changes at the City such as software conversions, software updates, and/or staffing transitions

The ability to perform and complete our engagement consistent with the estimated fee included above depends upon the quality of your underlying accounting records and the timeliness of your personnel in providing information and responding to our requests. To assist with this process, we will provide you with an itemized request list that identifies the information you will need to prepare and provide in preparation for our engagement, as well as the requested delivery date for those items. A lack of preparation, including not providing this information in an accurate and timely manner, unanticipated audit adjustments, and/or untimely assistance by your personnel may result in an increase in our fees and/or a delay in the completion of our engagement.

We may be requested to make certain audit documentation available to outside parties, including regulators, pursuant to authority provided by law or regulation or applicable professional standards. If requested, access to such audit documentation will be provided under the supervision of Eide Bailly LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the outside party, who may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in making such audit documentation available or in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our audit procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, "service providers") in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider. You acknowledge that your information may be disclosed to such service providers, including those outside the United States.

Neither of us may use or disclose the other's confidential information for any purpose except as permitted under this engagement letter or as otherwise necessary for Eide Bailly to provide the services. Your confidential information is defined as any information you provide to us that is not available to the public. Eide Bailly's confidential information includes our audit documentation for this engagement. Our audit documentation shall at all times remain the property of Eide Bailly LLP. The confidentiality obligations described in this paragraph shall supersede and replace any and all prior confidentiality and/or nondisclosure agreements (NDAs) between us.

You agree to share all facts that may affect your financial statements, even if you first become aware of those facts after the date of the auditor's report but before the date your financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least eight years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the City Council the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Government Auditing Standards require that we provide, upon request, a copy of our most recent external peer review report and any subsequent review reports to the party contracting for the audit. Accordingly, we will provide a copy of our most recent peer review report at your request.

Eide Bailly LLP is a member of HLB International, a worldwide organization of accounting firms and business advisors, ("HLB"). Each member firm of HLB, including Eide Bailly LLP is a separate and independent legal entity and is not owned or controlled by any other member of HLB. Each member firm of HLB is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of HLB or any other member firm of HLB and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of HLB.

Eide Bailly LLP formed The Eide Bailly Alliance Network, a network for small to mid-sized CPA firms across the nation. Each member firm of The Eide Bailly Alliance, including Eide Bailly LLP, is a separate and independent legal entity and is not owned or controlled by any other member of The Eide Bailly Alliance. Each member firm of The Eide Bailly Alliance is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of The Eide Bailly Alliance or any other member firm of The Eide Bailly Alliance and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of The Eide Bailly Alliance.

MEDIATION

Any disagreement, controversy or claim arising out of or related to any aspect of our services or relationship with you (hereafter a "Dispute") shall, as a precondition to litigation in court, first be submitted to mediation. In mediation, the parties attempt to reach an amicable resolution of the Dispute with the aid of an impartial mediator. Mediation shall begin by service of a written demand. The mediator will be selected by mutual agreement. If we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA"). Mediation shall be conducted with the parties in person in Mankato, Minnesota. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. Neither party may commence a lawsuit until the mediator declares an impasse.

LIMITED INDEMNITY

Eide Bailly LLP and its partners, affiliates, officers and employees (collectively "Eide Bailly") shall not be responsible for any misstatements in your financial statements that we may fail to detect as a result of misrepresentations or concealment of information by any of your owners, directors, officers or employees. You shall indemnify and hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees arising from any such misstatement or concealment of information.

If through no fault of Eide Bailly we are named as a party to a dispute between you and a third party, you shall indemnify and hold Eide Bailly harmless against any losses, damages, settlements, judgments, awards, and the costs of litigation (including attorneys' fees) we incur in connection with the dispute.

Eide Bailly shall not be entitled to indemnification under this agreement unless the services were performed in accordance with professional standards in all material respects.

LIMITATION OF LIABILITY

The exclusive remedy available to you for any alleged loss or damages arising from or related to Eide Bailly's services or relationship with you shall be the right to pursue claims for actual damages that are directly caused by Eide Bailly's breach of this agreement or Eide Bailly's violation of applicable professional standards. In no event shall Eide Bailly's aggregate liability to you exceed two times fees paid under this agreement, nor shall Eide Bailly ever be liable to you for incidental, consequential, punitive or exemplary damages, or attorneys' fees.

TIME LIMITATION

You may not bring any legal proceeding against Eide Bailly unless it is commenced within twenty-four (24) months ("Limitation Period") after the date when we delivered our report, return, or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the audit. The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of a possible Dispute.

GOVERNING LAW AND VENUE

Any Dispute between us, including any Dispute related to the engagement contemplated by this agreement, shall be governed by Minnesota law. Any unresolved Dispute shall be submitted to a federal or state court located in Minneapolis, Minnesota.

ASSIGNMENTS PROHIBITED

You shall not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly to any person.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.

Respectfully,


Jamie Fay, CPA
Partner

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the City of Eagle Lake, Minnesota by:

Name: _____

Title: _____

Date: _____



Re: Governance
Planning
Letter

January 8, 2025

To the Mayor and City Council
City of Eagle Lake
Eagle Lake, Minnesota

This letter is provided in connection with our engagement to audit the financial statements of City of Eagle Lake as of and for the year ended December 31, 2024. Professional standards require that we communicate with you certain items including our responsibilities with regard to the financial statement audit and the planned scope and timing of our audit, including significant risks we have identified.

Our Responsibilities

As stated in our engagement letter dated January 8, 2025, we are responsible for conducting our audit in accordance with auditing standards generally accepted in the United States of America and in accordance with Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. § 6.65 for the purpose of forming and expressing an opinion about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit does not relieve you or management of your respective responsibilities.

Our responsibility relating to other information, whether financial or nonfinancial information (other than financial statements and the auditor's report thereon), included in the entity's annual report includes only the information identified in our report. We have no responsibility for determining whether Listing of Officials is properly stated. We require that we receive the final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report, or if that is not possible, as soon as practicable and, in any case, prior to the entity's issuance of such information.

Planned Scope of the Audit

Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our audit is designed to provide reasonable, but not absolute, assurance about whether the financial statements as a whole are free of material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations. Because of this concept of reasonable assurance and because we will not examine all transactions, there is a risk that material misstatements may exist and not be detected by us.

Our audit will include obtaining an understanding of the entity and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and as a basis for designing the nature, timing, and extent of further audit procedures, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. However, we will communicate to you at the conclusion of our audit, any material weaknesses or significant deficiencies identified. We will also communicate to you:

- Any violation of laws or regulations that come to our attention;
- Our views relating to qualitative aspects of the entity's significant accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Significant difficulties, if any, encountered during the audit;
- Disagreements with management, if any, encountered during the audit;
- Significant unusual transactions, if any;
- The potential effects of uncorrected misstatements on future-period financial statements; and
- Other significant matters that are relevant to your responsibilities in overseeing the financial reporting process.

Professional standards require us to design our audit to provide reasonable assurance that the financial statements are free of material misstatement whether caused by fraud or error. In designing our audit procedures, professional standards require us to evaluate the financial statements and assess the risk that a material misstatement could occur. Areas that are potentially more susceptible to misstatements, and thereby require special audit considerations, are designated as "significant risks." Although we are currently in the planning stage of our audit, we have preliminarily identified the following significant risks that require special audit consideration.

Management Override of Controls - Professional standards require auditors to address the possibility of management overriding controls. Accordingly, we identified as a significant risk that management of the organization may have the ability to override controls that the organization has implemented. Management may override the organization's controls in order to modify the financial records with the intent of manipulating the financial statements to overstate the organization's financial performance or with the intent of concealing fraudulent transactions.

Lack of Segregation of Duties - lack of segregation of duties in certain control areas.

Revenue Recognition - We identified revenue recognition as a significant risk due to financial and operational incentives for the organization to overstate revenues.

Improper Capitalization - Risk that capital assets exist and that the list is complete.

Valuation of Net Pension Liability - The net pension liability is based on a significant estimate.

Compensated Absences - We identified the valuation of the compensated absences as a significant risk due to the reliance of estimates in determining the liability under a new GASB Standard.

We expect to begin our audit in April 2025, and issue our report as soon as approved by management.

This information is intended solely for the information and use of Mayor and City Council, and management and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

Eide Bailly LLP
Mankato, Minnesota



705 Parkway Ave, PO Box 159, Eagle Lake, MN 56024
(507) 257-3218 Phone (507) 257-3220 Fax

February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Transfer Additional EDA Funds to 4M Fund

The Economic Development Authority (EDA) currently invests a portion of its funds with the Minnesota Municipal Money Market Fund (the 4M Fund) to obtain a higher yield. The 4M Fund is a customized cash management and investment program for Minnesota public funds. Sponsored and governed by the League of Minnesota Cities, the 4M Fund is managed in accordance with Minnesota Statutes and customized specifically for public entities, providing safety, liquidity, and highly competitive yields.

For purposes of providing background, in 2022, the EDA was tasked with considering investing funds in a certificate of deposit or money market until the money was needed for an economic development related project. The EDA decided at that time to move \$200,000 of its funds (the fund balance at 9/22 was \$246,540.94) to the 4M Fund. This money market fund is fluid and there are no penalties for withdrawing funds as needed. See attached for excerpt from the October 3, 2022 City Council minutes in which approval was obtained to invest EDA funds in the 4M Fund.

At the present time, the 4M Fund balance is \$222,820 earning 4.356% interest, while the remaining balance (\$136,679.16) is in an account at CornerStone State Bank earning an interest rate of .60%. Discussion took place at the most recent EDA meeting about staff moving more funds to the 4M Fund to obtain a more competitive yield. Looking back at the approval that was granted in 2022, a specific dollar amount was included in the motion authorizing staff to move \$200,000 into the 4M Fund. Another motion is needed to authorize staff to move funds as appropriate with the goal being to obtain the most competitive yield and grow the EDA fund balance.

A motion is necessary to authorize City staff to move additional EDA funds to the 4M Fund to obtain a more competitive yield.


Jennifer J. Bromeland
City Administrator

- Council Rohrich moved, seconded by Council Member Whittington, to begin advertising for this position. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.
9. 4M Investment Fund for EDA Funds
- Administrator Bromeland explained that as the EDA fund continues to grow, the EDA was asked to consider investing funds in a certificate of deposit or money market until the money is needed for an economic development related project. Discussion took place at the recent EDA meeting about investing \$200,000 of its funds with the League of Minnesota Cities 4M Funds. The 4M fund is fluid and there are no penalties for withdrawing funds as needed. The EDA recommends that \$200,000 of their \$246,540.94 be invested in the LMC 4M Fund.
 - Council Member Steinberg moved, seconded by Council Member White, authorizing the invest of \$200,000 of the EDA's funds in the 4M Fund. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.
10. KJ Walk Supplemental Agreement
- Brian Sarff with Bolton and Menk provided an update on the KJ Walk Supplemental Agreement stating there has been onsite digging with the pond to build the pond to full capacity, grading has been done, but it has not been seeded. On the To Do list is the final lift of bituminous and restoration work. A schedule for the remaining items has been requested several times and responses have been vague. Per the agreement, work was to be completed by September 30, 2022. Mr. Sarff also stated the agreement is clear that restoration work must include 6 inches of clean top soil and Bolton and Menk is watching this.
 - Discussion included to make sure the City does not formally accept the project until all work has been completed. City road snow removal services were discussed since the project has not yet been accepted. Discussion included the need to charge for this service, in an amount greater than last year since the roads will not need to be plowed curb to curb in a timely manner since people are living in the development.
11. Amend Check Signing Policy
- Administrator Bromeland explained that Mayor Auringer asked to review the City's check signing policy as it relates to processing and signing checks mid-month in between meetings. The City's Deputy City Clerk recommends that we designate one day a week (e.g. Wednesday) to sign checks for invoices that arrive after a council meeting with a due date that occurs before the next meeting. City staff recommends that the check signing policy be amended to include the ability to process and sign checks mid-month that come in after a council meeting and that are due before the next meeting to avoid incurring late fees. Paying invoices electronically is another option. All checks and electronic payments processed mid-month are included in the council packet bills list for retroactive approval as has been the practice for many years.
 - Deputy Clerk Kerry Rausch explained that she ran a listing of all vendors paid between council meetings this year and contacted the most frequently paid, asking if due dates could be changed. All responded by saying their dates are set and cannot be changed. Ms. Rausch stated she contacted the City's auditors to see if they had any recommendation. The auditors addressed MN Statute 471.4725, subd. 4 which stated that any late payments must include a 1.5% interest rate. She also explained that she is now going online to print invoices that are cut between meetings to get them electronically where possible.
 - Council Member Rohrich stated they have this same issue with their business and that vendors are set in their due dates.
 - Mayor Auringer asked if checks could be cut twice a month, once for the council meeting approval and a second between council meetings. Deputy Clerk Rausch indicated this should work but mentioned issues could arise such as when Council meetings are delayed due to holidays.
 - Council Member Rohrich moved, seconded by Whittington, to include in the check signing policy the authorization to issue checks twice a month. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.

ECONOMIC DEVELOPMENT AUTHORITY
WEDNESDAY, AUGUST 25, 2022

Call to Order: The meeting was called to order by Chair Hughes at 6:45 a.m.

Members Present: Brooke Wach, Tony Dickmeyer, Christine Black-Hughes, Brian Hughes, and John Whittington

Staff Present: Jennifer Bromeland and Kerry Rausch

Approval of Agenda

Treasurer's Report

- The treasurer's report was presented.
- Administrator Bromeland stated that with the sale of Parkway Avenue properties and levying about \$50,000 each year to grow EDA funds, the EDA may want to consider looking at investing in a short-term CD or the 4M investment fund. Staff is looking for permission to invest now and to consider rates at both 6 month and longer. The EDA was asked to consider how they would like to utilize these funds.

New Business

1. Strategic Economic Development Planning Process with Region 9
 - a. Update and Next Steps
 - Alejandra Bejarano with Region 9 spoke with local business owners and Administrator Bromeland reached out to harder to reach business owners. Alejandra held four small group sessions, both in person and virtually, with 3-4 people in attendance at each one. Region 9 is currently working on drafting recommendations; the final report will be presented at the September 22nd EDA meeting and then will be brought to the City Council.
 - All entries for the drawing contest have been submitted to Region 9. The EDA has been asked to select a winner for each category.
2. Letter of Support for Main Street Economic Revitalization Program Grant Application from Freedom Security (Future Eagle Lake Business)
 - Administrator Bromeland reported that she and a couple of members of the EDA met with Mike Bales regarding the Main Street Economic Revitalization Program grant and explained the competitiveness of this grant process.
 - Also explained was the importance of growing Eagle Lake's business presence and how more businesses will increase the City's net tax base.
 - Mike Bales, Present and CEO of Freedom Security and Surveillance, was present and stated he currently has seven (7) full-time employees and expects this to increase to 12-14. Of these 50%-75% will report to the office daily.
 - If this grant is awarded, Mr. Bales indicated that the outside finishes would improve and the interior footprint may change. Originally the exterior of the office section was planned to be efface, but Mr. Bales is looking at faux brick, stone, and concrete as options. Ideally there would be a covered entry way on the store front and would include



February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Resolution Supporting Grant Application

Attached is a resolution supporting a grant application made to the Minnesota Department of Natural Resources (DNR) for the Regional Trail Program. The application is to construct approximately 5,000 feet of paved trail for the Eagle Lake sidewalk and trail network.

For purposes of providing background, the City was awarded \$475,982 in federal Transportation Alternatives (TA) funds for this project. To help offset the local share portion, additional grant funding is being sought. This will be the second application made to the DNR for the Regional Trail Program as the first application was not awarded funding. This program is highly competitive.

A motion is needed to approve Resolution No. 2025-13: A Resolution Supporting a Grant Application.

Jennifer J. Bromeland
City Administrator

RESOLUTION 2025-13

RESOLUTION SUPPORTING GRANT APPLICATION

WHEREAS the City of Eagle Lake supports the grant application made to the Minnesota Department of Natural Resources for the Regional Trail Program. The application is to construct approximately five-thousand (5,000) feet of paved trail for the Eagle Lake sidewalk and trail network. The sidewalk and trail network are located within the corporate limits of Eagle Lake, and

WHEREAS the City of Eagle Lake recognizes that it has secured \$475,982 in federal Transportation Alternatives (TA) funds for this project.

NOW, THEREFORE, BE IT RESOLVED, if the City of Eagle Lake is awarded a grant by the Minnesota Department of Natural resources, the City of Eagle Lake agrees to accept the grant award and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Eagle Lake will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Regional Trail Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

BE IT FURTHER RESOLVED, the City Council of the City of Eagle Lake names the fiscal agent for the City of Eagle Lake for this project as:

Jennifer J. Bromeland
City Administrator
City of Eagle Lake
705 Parkway Avenue, PO Box 159
Eagle Lake, MN 56024
jbromeland@eaglelakemn.com
507-257-3218

BE IT FURTHER RESOLVED, the City of Eagle Lake hereby assures the proposed trail connection will be maintained for a period of no less than 20 years.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF EAGLE LAKE THIS 3RD DAY OF FEBRUARY 2025.

John Whittington, Mayor

ATTEST:

Jennifer J. Bromeland, City Administrator

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April 3, 2023

Jennifer J Bromeland
City Administrator
PO Box 159
Eagle Lake, MN 56024

RE: Eagle Lake Trail & Sidewalk

Dear Ms. Bromeland,

I am pleased to inform you that your Transportation Alternatives project was selected for funding through the Minnesota Department of Transportation District 7 Area Transportation Partnership 2027 solicitation.

The Transportation Alternatives (TA) program has set aside \$475,982 in federal funds towards the construction cost of your infrastructure project (SP 007-090-006) in FY 26. Since all of the funds currently available in the TA program are being allocated, consider this amount as the maximum federal TA funding allowed for this project.

Below is an initial breakdown of the funding on your project.

Federal Funds (80% maximum):	\$ 475,982
<u>Local Funds (20% minimum):</u>	<u>\$ 441,996</u>
Estimated Total Construction Cost:	\$ 917,978

Your project will be programmed into the 2024-2027 State Transportation Improvement Program (STIP) which includes the state's next four-years of planned transportation projects.

The next steps for your agency will be to complete the project environmental documentation and get Federal Highway Authorization on the project by following the procedures outlined in the Delegated Contract Process (DCP) for Local Agency Federal Aid Projects.

The MnDOT State Aid Office will help provide your agency with guidance on the environmental documentation and DCP process for project authorization, construction and reimbursement. Feel free to contact Lisa Bigham (507-381-2563) or Debra Yates (507-327-0204) for assistance.

Sincerely,

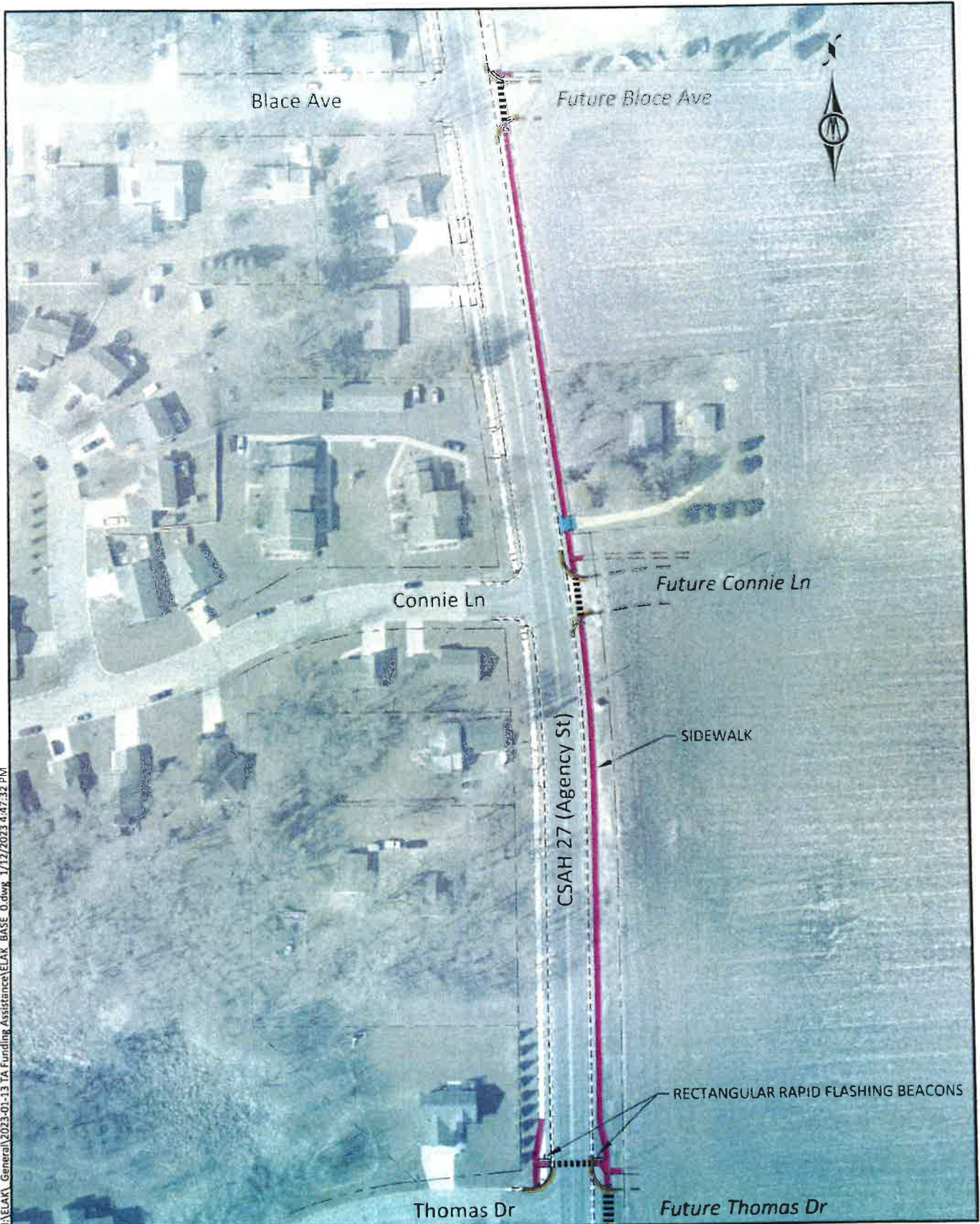
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Lisa Bigham
Assistant District Engineer – State Aid



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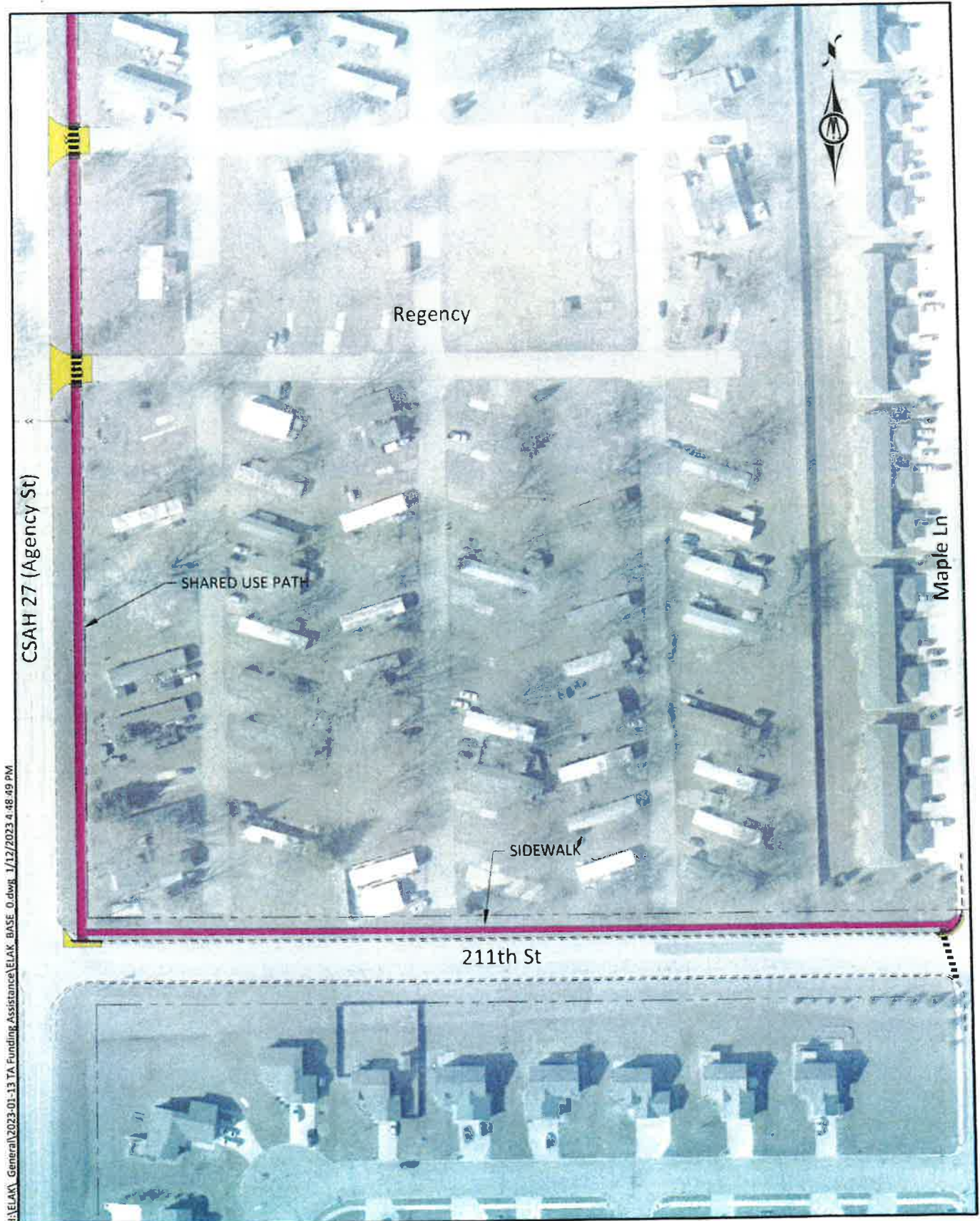
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705 Parkway Ave, PO Box 159, Eagle Lake, MN 56024
(507) 257-3218 Phone (507) 257-3220 Fax

February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Approval to Accept Credit Card Payments for All City Services

At the present time, the City of Eagle Lake accepts credit card payments for utility bills only through Payment Services Network (PSN). Convenience fees are absorbed 100% by the city. All other services and fees (e.g., dog licenses, building permits, meeting room rental, etc.) must be paid for by cash or check. Due to the inconvenience that many customers experience with not having cash or checks, multiple trips to City Hall are often necessary to pay for a service or fee.

To increase customer convenience and satisfaction when making payments for services and fees other than utility bill payments, City staff would like to recommend that credit card payments be accepted for all services and fees with the caveat that all convenience fees for non-utility bill payments be passed onto the customer. After speaking with a representative from GovCard and someone from PSN about card payment options, it is recommended that PSN be utilized as the platform by which to accept credit card payments and absorb costs associated with a card reader and terminal.

Attached you will find information from both GovCard and PSN.

Discussion should ensue.

A motion is needed to approve allowing non-utility bill payments via PSN with convenience fees passed onto the customer.


Jennifer J. Bromeland
City Administrator

New requirements for cities accepting payments by credit card

Cities have authority to accept a payment by credit card and to charge “convenience fees” or “service charges” when a customer elects to use the credit card. State statute limits these fees on credit card payments to 5% of the purchase price.

There are new notice requirements that cities should be aware of when accepting credit card payments and adding a surcharge, including:

- When the customer is paying in person, the city staff must inform the customer of the surcharge both verbally at the time of the sale and by a sign noticeably posted at the point of sale.
- When the customer is paying by computer or mobile device, the city must inform the customer of the surcharge by clearly posting a surcharge notice during the sale, at the point of sale, on the customer order summary, or on the checkout page of the website or mobile application.
- When the customer is paying over the phone, the city staff must inform the customer of the surcharge verbally.

The merchant services agreement the city has with the credit card service provider may prohibit surcharges altogether. Cities should review their agreement with the credit card servicer because such an agreement may not allow convenience fees or service charges.

Learn more in the LMC information memo, Procedures for Paying City Claims (lmc.org/payingclaims) and the Office of the State Auditors Statement of Position (bit.ly/OSACreditcards).

Lexi Wentworth is a staff attorney with the League of Minnesota Cities. Contact: lwentworth@lmc.org.

- Kerry's Notes -

Questions for PSN and PSN's Responses

Question	Response
1 Can you utility bill payment fees be absorbed by the city and other types of payment fees passed onto the customer?	Yes. You can have different fee models per RT account
2 What would be the fee to the customer be?	3.25% plus 50 cents if the amount is under \$100. If an eCheck the fee would be \$1.50. If the amount is over \$100 the fee would be 3.25% only for credit cards and \$1.50 for ACH pmt
3 Would there be any additional cost to the City for this?	Possible access fee
4 Follow Up to #3. If there would be an access fee what is that amount and how is it determined if an access fee is needed?	This would be the gateway fee. Your current gateway is \$89.95 and that will remain as it is. No additional gateway.
5 How would we pull the new types of services payments into our financial software which is Fund Balance with Banyon?	Need to initiate discussion with IST, this would be at no additional cost
6 How would we initiate IST discussions	You will not need too.
7 Different Option to take payments?	The solutions you don't offer that we have are Bank Bill Pay and a Terminal (swipe card) and retail cash locations.
8 Is there different costs for swiping versus manual entry?	No
9 Is there a cost to the equipment needed to be able to swipe a card?	Yes, sent terminal information for our review. There would be integrated voice system, computer prompts customer to make payment an additional \$0.95 charge. If they speak to a live agent an additional \$2.95 to the credit card or ACH fees.
10 Follow up to #9. Would it be possible to only allow in-person payments for the payments where fees are passed on to the customer?	No

11	<p>We need to provide City Council will a complete understanding of costs to set this up. Please list and potential costs, what it would be for and the amount. (Less the terminal information which you already sent)</p>	<p>There is not cost to make the change to charging the customer a convenience fee instead of the city absorbing the cost.</p>
12		
13		
14		
15		

PAX A80 & PAX 920 Pro Features and Benefits



PAX A80

Save counter space: A payment terminal, PIN pad, and printer all-in-one, the A80's compact (L x W x H: 7.12" x 3.3" x 3.19") design lets you make room for the more important stuff. Use as a countertop PIN pad or accept payments around the store with the optional backup rechargeable battery (720mAh, 7.4V).

Full connectivity: With PAX A80, you have the option to go fully wireless (WiFi, 4G, and Bluetooth compatible) or connect via Ethernet or Dial, ensuring that you can always stay connected and keep your payments moving.

Ultra-safe security: Know your transactions are secure with PCI PTS 5.x, EMV L1 & L2, and EMV CTL L1 security certifications. The PAX A80 is also NFC Contactless Certified and supports RSA, AES, and 3DES.

More ways to get paid: Accept card payments with built-in magstripe, chip card, and contactless card reader capabilities. The A80's 0.3MP front-facing camera also allows you to accept mobile and QR code payments, offering your customers more ways to pay.



PAX 920 PRO

Faster processing & larger display

Powered by the fastest processor in the portfolio to simultaneously run the most complex applications under the highest levels of inbuilt payment security. The ultimate viewing experience is delivered on the A920 Pro's brilliant 5.5-inch touchscreen, enabling you to better showcase logos, adverts, and video clips, creating multiple customer engagement opportunities.

Challenge the impossible

Thanks to its fast processor and double memory, it is the ideal solution to run multiple applications. All perfectly integrated to accept any payment method.

Professional Excellence & Performance

An upgraded version of the A920, the Pro version has an auto-focus camera, a professional infrared barcode scanner and quick scan side button in the same elegant design. These features allow a QR code to be read quickly & efficiently, helping a merchant to accept more in-store payment options than ever before.

Professional scanner

To speed up the handling of alternative digital payments, and capture barcodes of pre-marked bills, vouchers, travel tickets faster.

Quick scan button

For faster and smoother transactions

Key features:

- Powered by Android 8.1 or 10
- Cortex A53 processor
- 5.5" capacitive touchscreen
- 4G + WiFi + Bluetooth
- Contactless + chip & PIN + magstripe
- PIN on glass technology
- 5MP front + 8MP rear camera
- Professional scanner
- 5150mAh / 3.7V long-lasting battery
- Fast-speed printer
- PCI PTS 5.x (Android 8.1) or 6.x (Android 10) SRED

Rental Pricing

Model	Monthly Rental Fee	Credit Card Transacti
PAX A80	\$40 per device	See below
PAX A920 Pro	\$50 per device	See below

Rental Price includes: P2PE (Point-to-Point Encryption); PSN handles device access and support for the application; no additional cost for device replace to existing transaction cost structure

Purchase Pricing

Model	Purchase Price	Monthly fee	Credit Card
PAX A80	\$465 per device	\$15* per device	See below
PAX A920 Pro	\$575 per device	\$15* per device	See below

Purchase Price includes: P2PE (Point-to-Point Encryption); shipping and tax existing transaction cost structure

*** Monthly Fee:** Access, support application

Thank you

Brenda Grayson-Porchetta

Manager of Service Account Managers

BGrayson@invoicecloud.com

TF 866.917.7368

V 608.442.5077



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Kerry Rausch

From: Ann Marx <amarx@invoicecloud.com>
Sent: Thursday, January 23, 2025 11:37 AM
To: Kerry Rausch
Subject: RE: PSN Questions completed

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Kerry you can get payment reports from PSN. If it is on the utility it will say utility payment. if it is on another RT account that you have multiple items being paid we can break that out for the customer to select from in a drop down.

Ann Marx

Senior Service Account Manager
Amarx@invoicecloud.com
Direct 608.442.5035



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From: Kerry Rausch <krausch@eaglelakemn.com>
Sent: Tuesday, January 21, 2025 2:16 PM
To: Ann Marx <amarx@invoicecloud.com>
Subject: RE: PSN Questions completed

[EXTERNAL E-MAIL]: This email originated from outside of the organization. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Ann,

One more question as I slowly get the information I need from other sources. Can PSN provide us with a report telling the amount of payment and also what the payment is for?

Thank you for your time.

Kerry

Kerry Rausch

Deputy Clerk
City of Eagle Lake
705 Parkway Avenue

Jennifer Bromeland

From: Whitney Johnson <wjohnson@poweredbyevolv.com>
Sent: Friday, December 6, 2024 9:50 AM
To: Jennifer Bromeland
Subject: GovCrad
Attachments: GovCard Reduce Payment Costs.pdf; GovCard Slick.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Jennifer,

It was a pleasure speaking with you and Carrie today! I am excited about how GovCard can benefit Eagle Lake. I am including some flyers about our no-cost payment processing solution.

Pricing is as follows for payment processing:

- Set up (one time): \$199
- Processing: FREE

Hardware (optional):

- USB card reader: \$199
- Ethernet terminal: \$495

Service Fees:

- Visa, Mastercard, Discover under \$60: \$1.75
- Visa, Mastercard, Discover over \$60: 3%
- All American Express: \$1.75 + 3%
- All ACH/e-check: \$1.75

Payments Feature Outline:

- Online payments
- Phone payments
- Recurring payments
- In-person payments
- Real-time reports
- Free website integration

Here are just a few other folks in MN who currently utilize GovCard:

City of Deer River
City of Maynard
City of Rose Creek
City of Tower
Hoodoo Point Campground

Please let me know if you have any further questions! I will touch base with you closer to the time of the board meeting unless I hear from you first.

Best,
Whitney



GovCard

Powered by  **evolv**

Reduce Payment Acceptance Costs

Great for Non-Profits, Schools, Municipalities, HOAs, and Rental Properties

Allows the business to accept debit cards, credit cards and electronic checks from their customers. There are many features within the system to accelerate receivables.

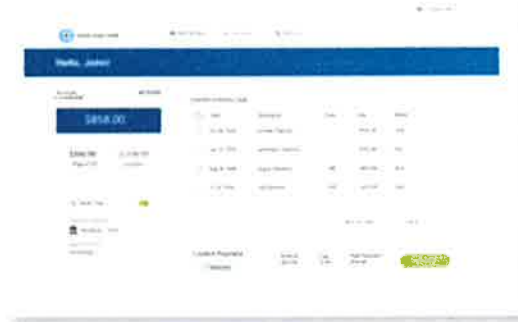
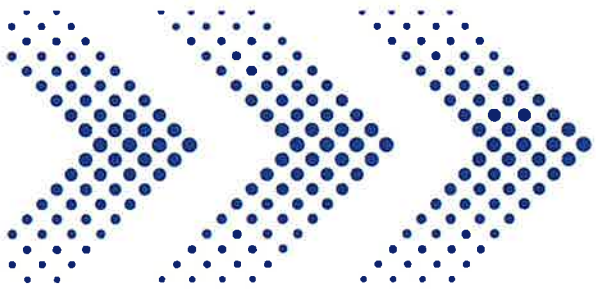
- ▶ Accept payments over the phone
- ▶ Accept payments in person with a terminal or a Bluetooth reader connected to a mobile device
- ▶ Payment Plans – Recurring payment schedules
- ▶ Pay through a website with a Pay Now Button
- ▶ Dashboard and reporting tool



How does it work?

All processing fees are passed along to the person who is paying, making this program very affordable for the business. You will receive next day funding into your bank account.

govcard.org



Low Cost Payment Acceptance

- ✓ **Eliminate Checks**
- ✓ **Convenient Online Bill-Pay**
- ✓ **Accept Credit, Debt, ACH, and Recurring**
- ✓ **Easy-to-Use Payment & Reporting Portal**

govcard.org

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Evolv, Inc. is a registered ISO of Wells Fargo Bank, N.A., Concord, CA. & Fifth Third Bank, N.A., Cincinnati, OH.

February 3, 2025

To: Honorable Mayor Whittington and City Council
 From: Jennifer J. Bromeland, City Administrator
 Re: Meal Reimbursement Amounts When Traveling and Training

The current meal reimbursement amounts for City officials (both appointed and elected) are listed below.

Breakfast	\$8.00
Lunch	\$14.00
Dinner	\$20.00

When inflation rises, meal reimbursement should typically be adjusted upwards to reflect the increased cost of food. Looking back, it appears that meal reimbursement amounts have been unchanged for approximately 10 years.

Listed below is an excerpt from the Personnel Policy related to Travel and Meal Allowance:

Travel and Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the City will not reimburse employees for meals connected with the training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting. Employees will be reimbursed for meals, including tax and reasonable gratuity. Gratuity reimbursement is limited to 15%. Employees will be reimbursed for meals in connection with conferences and meetings only when the meals are not included in the conference registration fee and when the employee turns in receipts verifying meal expenses. Meal expenses for individuals other than the employee will not be reimbursed.

Employees who find it necessary to use their private automobiles for City travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS mileage rate. The adopted rate will remain in effect until a change in rate is approved.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expense reimbursement rates shall be set by resolution of the City Council.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

To compare Eagle Lake's meal reimbursement amounts to other area cities, City staff surveyed the following cities: Le Center, Lake Crystal, Madison Lake, Mankato, and New Ulm. Below you will find the survey findings.


City	Breakfast	Lunch	Dinner
Eagle Lake	\$8.00	\$14.00	\$20.00
Le Center	\$17.00	\$19.00	\$27.00
Lake Crystal	\$8.00	\$12.00	\$23.00
Madison Lake	\$6.00	\$8.00	\$14.00
Mankato	Reimburse as per the per diem rates found on the US General Services Administration page		
New Ulm	Reimburse as per the per diem rates found on the US General Services Administration page		

City staff recommends expenses for meals, including sales tax and gratuity, be reimbursed according to the per diem rates found on the U.S. General Services Administration (GSA) page: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Attached for reference purposes are some printouts from GSA showing rates based upon city/state selected.

Discussion should ensue.

A motion is needed to amend the fee schedule to reflect the GSA per diem rates. (The Personnel Policy is currently under review so any changes to policy language can be made at the March meeting when an updated policy is presented for your review and consideration.)


 Jennifer J. Bromeland
 City Administrator



An official website of the United States government



U.S. General Services Administration

Per diem rates

GSA establishes the rates that federal agencies use to reimburse their employees for lodging and meals and incidental expenses incurred while on official travel within the continental United States (CONUS). A standard rate applies to most of CONUS. Individual rates apply to about 300 non-standard areas (NSAs). Most NSAs are a key city/primary destination and the surrounding county. Rates for the coming federal government fiscal year are typically announced in mid-August. Search the rates below or refer to the [flat files](#), [API](#), or [trip calculator](#).

Search by city, state, or ZIP code

Required fields are marked with an asterisk (*).

For fiscal year: *

State

City

OR

ZIP

Find rates

Search by state

For fiscal year:

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U.S. General Services Administration

FY 2025 per diem rates for Mankato, Minnesota

Change fiscal year: or

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110

Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00

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U.S. General Services Administration

FY 2025 per diem rates for St. Paul, Minnesota

Change fiscal year: or

[New search](#)

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Minneapolis / St. Paul	Hennepin / Ramsey	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148

Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Minneapolis / St. Paul	Hennepin / Ramsey	\$92	\$23	\$26	\$38	\$5	\$69.00

[Additional per diem topics](#)

[Need more information?](#)

[Related topics](#)

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705 Parkway Ave, PO Box 159, Eagle Lake, MN 56024
(507) 257-3218 Phone (507) 257-3220 Fax

February 3, 2025

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: City Administrator Report

1. YTD Revenue and Expenditures Report for January 2025. Attached is a year-to-date expenditure and revenue report for 2025. Please let me know if you would like more detail for any of the line items.
2. Full-Time Employee Leave Accrual and Use Summary Report. Attached is a summary report by pay period.
3. Mankato-Mississippi River 345kV Transmission Line Project Correspondence and Opportunity to Submit Input. The City recently received notice from the Minnesota Department of Commerce informing that the Mankato-Mississippi River 345kV Transmission Project that has been proposed by Xcel Energy could potentially encroach on Eagle Lake city limits. Xcel applied to the Public Utilities Commission for a certificate of need and a route permit to construct and operate the project. As part of the certificate of need and route permitting processes for the project, the Commission must complete an Environmental Impact Statement (EIS) to identify potential impacts of the proposed project and any alternatives that are brought forward for consideration. Segments 1 and 2 of the routes originally proposed by Xcel Energy travel west to east, close to Highway 60, and north of Eagle Lake. During a public information and scoping meeting, an alternative route was proposed for the project to follow the U.S. Highway 14 corridor, rather than originally proposed routes by Xcel Energy. The U.S. Highway 14 alternative was one of several alternatives carried forward for further consideration and has been included in the EIS Scoping Decision for the proposed project. This means that Eagle Lake could potentially be impacted. The draft EIS is scheduled to be completed and released on May 5, 2025, and will be available for public review. There will be public hearings scheduled in May and a public comment period open. City staff will work to draft a comment to document concerns about any route potentially encroaching into City limits or along Highway 14 that could restrict future modifications to make the roadway abutting Eagle Lake safer. City staff has requested a meeting with a representative from the Minnesota Department of Commerce to better understand potential impacts and opportunities for input and comments to be submitted on record. Please see attached for more information.
4. Update on Personnel Policy Updates and Next Steps. City staff is currently working with Minnesota Valley Council of Governments (MVCOG) staff on a review of the Personnel Policy. We have a meeting set up to review next week and following that meeting, a

meeting with the City's Personnel Committee will be scheduled to review before being brought to the City Council in March.

5. InterCity Leadership Visit Planning Committee. The InterCity Leadership Visit (ICLV) is an initiative organized by Greater Mankato Growth that brings together leaders to promote the collective betterment of the Greater Mankato region. The visit serves as a platform for fostering collaboration among leaders from government, business, and nonprofit sectors to address and tackle important local issues. Every couple of years, a delegation is assembled. The last delegation traveled to Arkansas in 2018, of which Eagle Lake's former mayor participated. Per a recent planning committee meeting which staff attended, Wichita, Kansas is currently being studied as a potential city that shares similar objectives and priorities. It is anticipated that the trip will take place in October or November. Depending on the cost of travel, City staff would like to recommend that the Mayor and City Administrator attend. More information to follow. See attached for background information.

6. Water Treatment Improvement Project Funding Request and Contact with Legislators. An updated capital budget request was submitted to both the house and senate capital investment committee contacts for the water treatment improvement project. The City's lobbyist has been engaging legislators and will be scheduling meetings for staff and elected officials to attend in St. Paul. Updates will be provided throughout the session.


Jennifer J. Bromeland
City Administrator

Note: there are some 2024 expenses we received in 2025 that will be reflected in 2025 audit. *JS*

CITY OF EAGLE LAKE
2025 Expenditure Budget Worksheet

Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	2025 YTD Balance	%YTD Budget	Budget	UnderLine
101 GENERAL							
41000 General Government (GENERAL)							
E 101-41000-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41000-123 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41000-131 Employer Paid Health	\$64,998.02	\$75,060.00	\$4,983.71	\$70,076.29	6.64%	\$0.00	
E 101-41000-132 Employer Paid Health Saving	\$26,243.75	\$35,150.00	\$0.00	\$35,150.00	0.00%	\$0.00	
E 101-41000-133 Employer Paid Dental	\$3,869.52	\$7,124.00	\$727.33	\$6,396.67	10.21%	\$0.00	
E 101-41000-151 Work Comp Premium	\$16,069.00	\$27,893.00	\$0.00	\$27,893.00	0.00%	\$0.00	
E 101-41000-300 Professional Svcs (GENERAL)	\$209.00	\$2,500.00	\$16.50	\$2,483.50	0.66%	\$0.00	
E 101-41000-362 Property & Liability Ins	\$18,235.00	\$28,000.00	\$0.00	\$28,000.00	0.00%	\$0.00	
E 101-41000-400 CD purchase	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41000-430 Miscellaneous (GENERAL)	\$4,687.59	\$20,000.00	\$0.00	\$20,000.00	0.00%	\$0.00	
E 101-41000-433 Dues and Subscriptions	\$12,264.08	\$17,000.00	\$6,427.00	\$10,573.00	37.81%	\$0.00	
E 101-41000-438 Meeting & Education	\$125.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41000-445 Summer Sounds	\$12,464.53	\$15,000.00	\$445.00	\$14,555.00	2.97%	\$0.00	
E 101-41000-510 Capital Outlay-Actual Expens	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41000-550 Capital Outlay - Set Aside	\$0.00	\$2,500.00	\$0.00	\$2,500.00	0.00%	\$0.00	
E 101-41000-721 Transfer Out	\$9.96	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41000-740 ESCROW FUNDS RETURNED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
41000 General Government (GENERAL)	\$159,175.45	\$230,227.00	\$12,599.54	\$217,627.46		\$0.00	
41100 City Council							
E 101-41100-100 Wages and Salaries (GENER	\$14,350.00	\$16,400.00	\$900.00	\$15,500.00	5.49%	\$0.00	
E 101-41100-108 Video Intern Wages	\$80.00	\$500.00	\$0.00	\$500.00	0.00%	\$0.00	
E 101-41100-121 PERA	\$0.00	\$1,230.00	\$0.00	\$1,230.00	0.00%	\$0.00	
E 101-41100-122 FICA	\$894.66	\$1,020.00	\$55.80	\$964.20	5.47%	\$0.00	
E 101-41100-123 Medicare	\$209.24	\$240.00	\$13.05	\$226.95	5.44%	\$0.00	
E 101-41100-438 Meeting & Education	\$836.75	\$5,000.00	\$350.00	\$4,650.00	7.00%	\$0.00	
41100 City Council	\$16,370.65	\$24,390.00	\$1,318.85	\$23,071.15		\$0.00	
41200 Mayor							
E 101-41200-100 Wages and Salaries (GENER	\$3,750.00	\$5,300.00	\$400.00	\$4,900.00	7.55%	\$0.00	
E 101-41200-121 PERA	\$0.00	\$400.00	\$0.00	\$400.00	0.00%	\$0.00	
E 101-41200-122 FICA	\$232.50	\$330.00	\$24.80	\$305.20	7.52%	\$0.00	
E 101-41200-123 Medicare	\$54.39	\$77.00	\$5.80	\$71.20	7.53%	\$0.00	
E 101-41200-438 Meeting & Education	\$2,389.24	\$5,000.00	\$2,015.59	\$2,984.41	40.31%	\$0.00	
41200 Mayor	\$6,426.13	\$11,107.00	\$2,446.19	\$8,660.81		\$0.00	
41400 Elections							
E 101-41400-100 Wages and Salaries (GENER	\$1,923.17	\$600.00	\$0.00	\$600.00	0.00%	\$0.00	

Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	2025 YTD Balance	% YTD Budget	2026 Budget	UnderLine
E 101-41400-122 FICA	\$119.23	\$38.00	\$0.00	\$38.00	0.00%	\$0.00	
E 101-41400-123 Medicare	\$27.89	\$8.00	\$0.00	\$8.00	0.00%	\$0.00	
E 101-41400-430 Miscellaneous (GENERAL)	\$972.94	\$2,000.00	\$0.00	\$2,000.00	0.00%	\$0.00	
E 101-41400-510 Capital Outlay-Actual Expns	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
41400 Elections	\$3,043.23	\$2,646.00	\$0.00	\$2,646.00		\$0.00	
41500 Administration							
E 101-41500-100 Wages and Salaries (GENERAL)	\$93,600.05	\$104,117.00	\$11,505.88	\$92,611.12	11.05%	\$0.00	
E 101-41500-121 PERA	\$6,995.82	\$7,808.00	\$862.94	\$6,945.06	11.05%	\$0.00	
E 101-41500-122 FICA	\$4,957.02	\$6,456.00	\$649.47	\$5,806.53	10.06%	\$0.00	
E 101-41500-123 Medicare	\$1,159.29	\$1,510.00	\$151.89	\$1,358.11	10.06%	\$0.00	
E 101-41500-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-151 Work Comp Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-210 Operating Supplies (GENERAL)	\$9,168.79	\$9,500.00	\$590.33	\$8,909.67	6.21%	\$0.00	
E 101-41500-320 Communications (GENERAL)	\$5,541.89	\$6,000.00	\$288.51	\$5,711.49	4.81%	\$0.00	
E 101-41500-351 Legal Notices-Public Hearing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-352 Publications	\$453.89	\$1,000.00	\$45.83	\$954.17	4.58%	\$0.00	
E 101-41500-362 Property & Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-390 Operating Agreement-ASA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-430 Miscellaneous (GENERAL)	\$511.01	\$0.00	\$29.92	-\$29.92	0.00%	\$0.00	
E 101-41500-433 Dues and Subscriptions	\$50.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-438 Meeting & Education	\$6,062.57	\$8,000.00	\$902.35	\$7,097.65	11.28%	\$0.00	
E 101-41500-510 Capital Outlay-Actual Expns	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-550 Capital Outlay - Set Aside	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-602 Capital Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-605 Capital Lease Issued	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-612 Capital Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
41500 Administration	\$128,500.33	\$144,391.00	\$15,027.12	\$129,363.88		\$0.00	
41600 Professional							
E 101-41600-300 Professional Svcs (GENERAL)	\$28,112.30	\$30,000.00	\$10,344.85	\$19,655.15	34.48%	\$0.00	
E 101-41600-301 Auditing and Acct g Services	\$31,724.00	\$35,000.00	\$0.00	\$35,000.00	0.00%	\$0.00	
E 101-41600-303 Engineering Fees	\$45,900.58	\$7,500.00	\$30,154.00	-\$22,654.00	402.05%	\$0.00	
E 101-41600-304 Legal Fees	\$9,913.50	\$25,000.00	\$1,291.50	\$23,708.50	5.17%	\$0.00	
E 101-41600-310 Computer Technical Support	\$38,375.25	\$45,000.00	\$5,675.25	\$39,324.75	12.61%	\$0.00	
E 101-41600-311 Building Inspector Fees	\$72,081.16	\$40,000.00	\$0.00	\$40,000.00	0.00%	\$0.00	
E 101-41600-313 State Surcharge Fee	\$3,024.36	\$1,750.00	\$814.27	\$935.73	46.53%	\$0.00	
E 101-41600-314 Service Agreements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41600-315 City History	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41600-316 Payroll Processing	\$5,146.51	\$6,500.00	\$440.35	\$6,059.65	6.77%	\$0.00	

2025 Street Project
Will be recoded
to Project
expense
later on

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Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2026 Budget	UnderLine
E 101-41600-433 Dues and Subscriptions	\$2,423.00	\$1,500.00	\$4,269.00	-\$2,769.00	284.60%	\$0.00	
41600 Professional	\$236,700.66	\$192,250.00	\$52,989.22	\$139,260.78		\$0.00	
41800 Planning & Zoning Comm. Devel.							
E 101-41800-100 Wages and Salaries (GENERAL)	\$33,289.63	\$57,262.00	\$0.00	\$57,262.00	0.00%	\$0.00	
E 101-41800-102 Overtime	\$0.00	\$500.00	\$0.00	\$500.00	0.00%	\$0.00	
E 101-41800-121 PERA	\$0.00	\$4,326.00	\$0.00	\$4,326.00	0.00%	\$0.00	
E 101-41800-122 FICA	\$2,008.68	\$3,576.00	\$0.00	\$3,576.00	0.00%	\$0.00	
E 101-41800-123 Medicare	\$469.77	\$836.00	\$0.00	\$836.00	0.00%	\$0.00	
E 101-41800-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41800-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41800-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41800-210 Operating Supplies (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41800-351 Legal Notices-Public Hearing	\$144.51	\$500.00	\$0.00	\$500.00	0.00%	\$0.00	
E 101-41800-430 Miscellaneous (GENERAL)	\$194.59	\$500.00	\$0.00	\$500.00	0.00%	\$0.00	
E 101-41800-438 Meeting & Education	\$921.79	\$2,500.00	\$0.00	\$2,500.00	0.00%	\$0.00	
E 101-41800-439 Refund & Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
41800 Planning & Zoning Comm. Devel.	\$37,028.97	\$70,000.00	\$0.00	\$70,000.00		\$0.00	
41900 City Hall							
E 101-41900-210 Operating Supplies (GENERAL)	\$671.48	\$1,500.00	\$0.00	\$1,500.00	0.00%	\$0.00	
E 101-41900-220 Repair/Maint (GENERAL)	\$4,988.33	\$6,500.00	\$0.00	\$6,500.00	0.00%	\$0.00	
E 101-41900-381 Electric Utilities	\$10,261.91	\$12,500.00	\$1,336.32	\$11,163.68	10.69%	\$0.00	
E 101-41900-383 Gas Utility	\$0.00	\$0.00	\$13.08	-\$13.08	0.00%	\$0.00	
E 101-41900-510 Capital Outlay-Actual Expens	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41900-550 Capital Outlay - Set Aside	\$0.00	\$5,000.00	\$0.00	\$5,000.00	0.00%	\$0.00	
41900 City Hall	\$15,921.72	\$25,500.00	\$1,349.40	\$24,150.60		\$0.00	
42100 Streets							
E 101-42100-100 Wages and Salaries (GENERAL)	\$42,025.99	\$47,730.00	\$4,940.33	\$42,789.67	10.35%	\$0.00	
E 101-42100-121 PERA	\$3,152.05	\$3,580.00	\$370.50	\$3,209.50	10.35%	\$0.00	
E 101-42100-122 FICA	\$2,482.80	\$2,959.00	\$282.61	\$2,676.39	9.55%	\$0.00	
E 101-42100-123 Medicare	\$580.65	\$822.00	\$66.10	\$755.90	8.04%	\$0.00	
E 101-42100-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42100-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42100-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42100-151 Work Comp Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42100-210 Operating Supplies (GENERAL)	\$6,657.28	\$6,500.00	\$115.75	\$6,384.25	1.78%	\$0.00	
E 101-42100-212 Fuel	\$5,585.63	\$11,000.00	\$740.66	\$10,259.34	6.73%	\$0.00	
E 101-42100-220 Repair/Maint (GENERAL)	\$18,905.23	\$8,500.00	\$323.18	\$8,176.82	3.80%	\$0.00	
E 101-42100-224 Street Repair-General Mainte	\$79,947.03	\$120,000.00	\$2,612.40	\$117,387.60	2.18%	\$0.00	
E 101-42100-300 Professional Svcs (GENERAL)	\$1,927.50	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$0.00	

Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2026 Budget	UnderLine
E 101-42100-320 Communications (GENERAL)	\$808.11	\$1,500.00	\$71.87	\$1,428.13	4.79%	\$0.00	
E 101-42100-362 Property & Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42100-381 Electric Utilities	\$3,688.29	\$1,800.00	\$240.38	\$1,559.62	13.35%	\$0.00	
E 101-42100-383 Gas Utility	\$1,071.42	\$1,300.00	\$255.85	\$1,044.15	19.68%	\$0.00	
E 101-42100-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42100-437 Clothing Allowance	\$850.77	\$800.00	\$38.55	\$761.45	4.82%	\$0.00	
E 101-42100-438 Meeting & Education	\$0.00	\$2,500.00	\$0.00	\$2,500.00	0.00%	\$0.00	
E 101-42100-510 Capital Outlay-Actual Expens	\$175,711.60	\$66,829.00	\$0.00	\$66,829.00	0.00%	\$0.00	
E 101-42100-550 Capital Outlay - Set Aside	\$0.00	\$112,366.00	\$0.00	\$112,366.00	0.00%	\$0.00	
E 101-42100-560 Capital Outlay - Sidewalks	\$0.00	\$30,000.00	\$0.00	\$30,000.00	0.00%	\$0.00	
42100 Streets	\$343,394.35	\$428,186.00	\$10,058.18	\$418,127.82		\$0.00	
42110 Street Lighting							
E 101-42110-381 Electric Utilities	\$31,604.02	\$54,000.00	\$12,318.32	\$41,681.68	22.81%	\$0.00	
42110 Street Lighting	\$31,604.02	\$54,000.00	\$12,318.32	\$41,681.68		\$0.00	
42120 Refuse & Recycling							
E 101-42120-384 Refuse Collection Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42120-386 Recycling Collection Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42120-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42120-721 Transfer Out	\$0.01	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
42120 Refuse & Recycling	\$0.01	\$0.00	\$0.00	\$0.00		\$0.00	
42200 Police Department							
E 101-42200-100 Wages and Salaries (GENER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-102 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-103 Part-Time Police Wages	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-106 TZD Wages	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-107 On Call Police Wages	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-109 Blue Earth County	\$511,187.51	\$519,718.00	\$86,619.54	\$433,098.46	16.67%	\$0.00	
E 101-42200-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-123 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-151 Work Comp Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-210 Operating Supplies (GENERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-212 Fuel	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-220 Repair/Maint (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-312 New Officer Hiring/Physicals	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2026 Budget	UnderLine
E 101-42200-320 Communications (GENERAL)	-\$64.98	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-362 Property & Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-433 Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-437 Clothing Allowance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-438 Meeting & Education	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-439 Refund & Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-510 Capital Outlay-Actual Expens	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-540 Capital Outlay - Seizure	\$1,035.99	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-550 Capital Outlay - Set Aside	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
42200 Police Department	\$512,158.52	\$519,718.00	\$86,619.54	\$433,098.46		\$0.00	
42300 Fire Department							
E 101-42300-100 Wages and Salaries (GENER	\$39,176.26	\$10,000.00	\$500.00	\$9,500.00	5.00%	\$0.00	
E 101-42300-104 Calls & Training Wages	\$0.00	\$30,000.00	\$0.00	\$30,000.00	0.00%	\$0.00	
E 101-42300-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42300-122 FICA	\$2,391.65	\$2,480.00	\$31.00	\$2,449.00	1.25%	\$0.00	
E 101-42300-123 Medicare	\$559.34	\$580.00	\$7.25	\$572.75	1.25%	\$0.00	
E 101-42300-124 Fire Relief Payment	\$70,850.95	\$60,000.00	\$0.00	\$60,000.00	0.00%	\$0.00	
E 101-42300-151 Work Comp Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42300-210 Operating Supplies (GENERA	\$15,477.58	\$25,000.00	\$391.08	\$24,608.92	1.56%	\$0.00	
E 101-42300-212 Fuel	\$2,692.29	\$3,500.00	\$45.61	\$3,454.39	1.30%	\$0.00	
E 101-42300-220 Repair/Maint (GENERAL)	\$57,046.86	\$38,750.00	-\$2,254.65	\$41,004.65	-5.82%	\$0.00	See attached note
E 101-42300-222 Building Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42300-300 Professional Svcs (GENERAL)	\$6,172.60	\$7,200.00	\$786.98	\$6,413.02	10.93%	\$0.00	
E 101-42300-306 Physicals	\$6,557.36	\$6,500.00	\$0.00	\$6,500.00	0.00%	\$0.00	
E 101-42300-320 Communications (GENERAL)	\$5,847.95	\$7,200.00	\$2,874.23	\$4,325.77	39.92%	\$0.00	
E 101-42300-362 Property & Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42300-381 Electric Utilities	\$2,154.17	\$2,750.00	\$25.56	\$2,724.44	0.93%	\$0.00	
E 101-42300-383 Gas Utility	\$2,043.11	\$4,400.00	\$544.92	\$3,855.08	12.38%	\$0.00	
E 101-42300-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42300-433 Dues and Subscriptions	\$1,880.00	\$2,400.00	\$1,345.00	\$1,055.00	56.04%	\$0.00	
E 101-42300-437 Clothing Allowance	\$0.00	\$5,000.00	\$0.00	\$5,000.00	0.00%	\$0.00	
E 101-42300-438 Meeting & Education	\$19,893.11	\$18,000.00	\$0.00	\$18,000.00	0.00%	\$0.00	
E 101-42300-510 Capital Outlay-Actual Expens	\$14,072.28	\$146,723.00	\$0.00	\$146,723.00	0.00%	\$0.00	
E 101-42300-520 Fire Dept Equipment-Gambli	\$8,725.29	\$30,000.00	\$0.00	\$30,000.00	0.00%	\$0.00	
E 101-42300-530 Capital Outlay - Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42300-535 Capital Outlay-Facilities	\$1,250.00	\$25,000.00	\$0.00	\$25,000.00	0.00%	\$0.00	
E 101-42300-550 Capital Outlay - Set Aside	\$13,686.75	\$145,841.00	\$0.00	\$145,841.00	0.00%	\$0.00	
42300 Fire Department	\$270,477.55	\$571,324.00	\$4,296.98	\$567,027.02		\$0.00	
42400 School Patrol							

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Revenue/Expenditure
Audit Detail Brief

Audit 2025 January

Fund 101 GENERAL

Expenditure

E 101-42300-220 Repair/Maint (GENERAL)			Budget	Total	Balance
			\$38,750.00	-2254.65	\$41,004.65
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name/Comments
2025-01	Pay	VoidCheck Rec/Ck#046831*12/31/2024	\$0.00	\$2,254.65	EMERGENCY APPARATUS MAINTENAN Discharge Valve Kit
Total	E 101-42300-220 (GENERAL)	Repair/Maint	\$0.00	\$2,254.65	<i>In Balance</i>
Total	Expenditure		\$0.00	\$2,254.65	= (\$2,254.65)
Fund	101		\$0.00	\$2,254.65	= (\$2,254.65)

Note:
This credit will be reflected
in 2024 following the completion
of the audit. *AB*

Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2026 Budget	UnderLine
E 101-42400-100 Wages and Salaries (GENER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42400-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42400-123 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42400-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
42400 School Patrol	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
42410 Animal Patrol							
E 101-42410-210 Operating Supplies (GENERA	\$32.44	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42410-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
42410 Animal Patrol	\$32.44	\$0.00	\$0.00	\$0.00		\$0.00	
42430 Civil Patrol							
E 101-42430-220 Repair/Maint (GENERAL)	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00%	\$0.00	
E 101-42430-381 Electric Utilities	\$601.60	\$1,000.00	\$50.21	\$949.79	5.02%	\$0.00	
E 101-42430-510 Capital Outlay-Actual Expens	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
42430 Civil Patrol	\$601.60	\$3,000.00	\$50.21	\$2,949.79		\$0.00	
42500 Park & Recreation							
E 101-42500-100 Wages and Salaries (GENER	\$44,367.21	\$50,381.00	\$5,214.16	\$45,166.84	10.35%	\$0.00	
E 101-42500-121 PERA	\$3,327.60	\$3,778.00	\$391.06	\$3,386.94	10.35%	\$0.00	
E 101-42500-122 FICA	\$2,621.17	\$3,123.00	\$298.27	\$2,824.73	9.55%	\$0.00	
E 101-42500-123 Medicare	\$613.00	\$730.00	\$69.77	\$660.23	9.56%	\$0.00	
E 101-42500-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-151 Work Comp Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-210 Operating Supplies (GENERA	\$11,722.71	\$15,000.00	\$972.70	\$14,027.30	6.48%	\$0.00	
E 101-42500-212 Fuel	\$4,363.87	\$6,000.00	\$0.00	\$6,000.00	0.00%	\$0.00	
E 101-42500-220 Repair/Maint (GENERAL)	\$9,557.71	\$15,000.00	\$348.27	\$14,651.73	2.32%	\$0.00	
E 101-42500-300 Professional Svcs (GENERAL)	\$28,742.03	\$65,000.00	\$185.00	\$64,815.00	0.28%	\$0.00	
E 101-42500-320 Communications (GENERAL)	\$1,199.78	\$1,500.00	\$127.53	\$1,372.47	8.50%	\$0.00	
E 101-42500-362 Property & Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-381 Electric Utilities	\$6,719.63	\$6,000.00	\$81.33	\$5,918.67	1.36%	\$0.00	
E 101-42500-383 Gas Utility	\$1,071.41	\$1,500.00	\$255.85	\$1,244.15	17.06%	\$0.00	
E 101-42500-390 Operating Agreement-ASA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-430 Miscellaneous (GENERAL)	\$0.00	\$1,500.00	\$0.00	\$1,500.00	0.00%	\$0.00	
E 101-42500-437 Clothing Allowance	\$850.79	\$0.00	\$38.55	-\$38.55	0.00%	\$0.00	
E 101-42500-438 Meeting & Education	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-510 Capital Outlay-Actual Expens	\$17,720.01	\$0.00	\$357.84	-\$357.84	0.00%	\$0.00	
E 101-42500-550 Capital Outlay - Set Aside	\$0.00	\$0.00	\$0.00	\$14,441.00	0.00%	\$0.00	
E 101-42500-570 Capital Outlay - Park Board	\$190,531.82	\$50,000.00	\$59.00	\$49,941.00	0.12%	\$0.00	
E 101-42500-572 Active Community	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

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Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	2025 YTD Balance	% YTD Budget	2026 Budget	UnderLine
42500 Park & Recreation	\$323,408.74	\$233,953.00	\$8,399.33	\$225,553.67		\$0.00	
101 GENERAL	\$2,084,844.37	\$2,510,692.00	\$207,472.88	\$2,303,219.12		\$0.00	
201 STORM WATER DRAINAGE							
00000 No Department							
E 201-00000-100 Wages and Salaries (GENER	\$22,087.68	\$24,827.00	\$2,650.92	\$22,176.08	10.68%	\$0.00	
E 201-00000-121 PERA	\$1,653.94	\$1,864.00	\$198.84	\$1,665.16	10.67%	\$0.00	
E 201-00000-122 FICA	\$1,241.24	\$1,539.00	\$150.68	\$1,388.32	9.79%	\$0.00	
E 201-00000-123 Medicare	\$290.29	\$360.00	\$35.23	\$324.77	9.79%	\$0.00	
E 201-00000-131 Employer Paid Health	\$0.00	\$6,460.00	\$0.00	\$6,460.00	0.00%	\$0.00	
E 201-00000-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 201-00000-133 Employer Paid Dental	\$0.00	\$438.00	\$0.00	\$438.00	0.00%	\$0.00	
E 201-00000-210 Operating Supplies (GENERA	\$971.82	\$2,000.00	\$115.75	\$1,884.25	5.79%	\$0.00	
E 201-00000-212 Fuel	\$1,832.51	\$2,500.00	\$0.00	\$2,500.00	0.00%	\$0.00	
E 201-00000-220 Repair/Maint (GENERAL)	\$7,268.68	\$10,000.00	\$247.60	\$9,752.40	2.48%	\$0.00	
E 201-00000-300 Professional Svcs (GENERAL)	\$51,200.02	\$68,680.00	\$3,480.00	\$65,200.00	5.07%	\$0.00	
E 201-00000-320 Communications (GENERAL)	\$994.56	\$800.00	\$52.34	\$747.66	6.54%	\$0.00	
E 201-00000-430 Miscellaneous (GENERAL)	\$0.00	\$500.00	\$0.00	\$500.00	0.00%	\$0.00	
E 201-00000-437 Clothing Allowance	\$850.81	\$800.00	\$38.55	\$761.45	4.82%	\$0.00	
E 201-00000-438 Meeting & Education	\$20.00	\$2,500.00	\$0.00	\$2,500.00	0.00%	\$0.00	
E 201-00000-510 Capital Outlay-Actual Expens	\$153.00	\$11,000.00	\$0.00	\$11,000.00	0.00%	\$0.00	
E 201-00000-550 Capital Outlay - Set Aside	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$0.00	
E 201-00000-721 Transfer Out	\$0.00	\$9,336.00	\$0.00	\$9,336.00	0.00%	\$0.00	
00000 No Department	\$88,564.55	\$153,604.00	\$6,969.91	\$146,634.09		\$0.00	
201 STORM WATER DRAINAGE	\$88,564.55	\$153,604.00	\$6,969.91	\$146,634.09		\$0.00	
202 RECYCLING UTILITY							
00000 No Department							
E 202-00000-386 Recycling Collection Expense	\$67,076.00	\$60,503.00	\$5,926.96	\$54,576.04	9.80%	\$0.00	
E 202-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$67,076.00	\$60,503.00	\$5,926.96	\$54,576.04		\$0.00	
202 RECYCLING UTILITY	\$67,076.00	\$60,503.00	\$5,926.96	\$54,576.04		\$0.00	
203 REFUSE UTILITY							
00000 No Department							
E 203-00000-105 Board & Commission Wages	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 203-00000-384 Refuse Collection Expense	\$217,667.26	\$167,310.00	\$16,244.01	\$151,065.99	9.71%	\$0.00	
E 203-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$217,667.26	\$167,310.00	\$16,244.01	\$151,065.99		\$0.00	

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Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2026 Budget	UnderLine
203 REFUSE UTILITY	\$217,667.26	\$167,310.00	\$16,244.01	\$151,065.99		\$0.00	
206 ECONOMIC DEVELOPMENT AUTHORITY							
00000 No Department							
E 206-00000-300 Professional Svcs (GENERAL)	\$0.00	\$15,000.00	\$7,997.46	\$7,002.54	53.32%	\$0.00	
E 206-00000-430 Miscellaneous (GENERAL)	\$380.29	\$500.00	\$65.93	\$434.07	13.19%	\$0.00	
E 206-00000-433 Dues and Subscriptions	\$8,051.58	\$9,127.00	\$0.00	\$9,127.00	0.00%	\$0.00	
E 206-00000-438 Meeting & Education	\$188.06	\$250.00	\$0.00	\$250.00	0.00%	\$0.00	
E 206-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$8,619.93	\$24,877.00	\$8,063.39	\$16,813.61		\$0.00	
206 ECONOMIC DEVELOPMENT AUTHORITY	\$8,619.93	\$24,877.00	\$8,063.39	\$16,813.61		\$0.00	
207 EDA REVOLVING LOAN FUND							
00000 No Department							
E 207-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 207-00000-450 Loan Forgiveness	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 207-00000-497 EDA Loan Issuance	\$10,294.69	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 207-00000-498 Loan Payment to Blue Earth	\$1,182.78	\$1,206.00	\$0.00	\$1,206.00	0.00%	\$0.00	
E 207-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$11,477.47	\$1,206.00	\$0.00	\$1,206.00		\$0.00	
207 EDA REVOLVING LOAN FUND	\$11,477.47	\$1,206.00	\$0.00	\$1,206.00		\$0.00	
208 ACCOUNT TO CLOSE FOR PARKWAY							
00000 No Department							
E 208-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
208 ACCOUNT TO CLOSE FOR PARKWAY	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
221 TAX INCREMENT DIST. 1-2 CEDAR							
00000 No Department							
E 221-00000-300 Professional Svcs (GENERAL)	\$868.81	\$1,054.00	\$0.00	\$1,054.00	0.00%	\$0.00	
E 221-00000-352 Publications	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 221-00000-442 Tax Increment Payment	\$106,906.77	\$94,592.00	\$0.00	\$94,592.00	0.00%	\$0.00	
E 221-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$107,775.58	\$95,646.00	\$0.00	\$95,646.00		\$0.00	
221 TAX INCREMENT DIST. 1-2 CEDAR	\$107,775.58	\$95,646.00	\$0.00	\$95,646.00		\$0.00	
222 TAX ABATEMENT-AUTUMN WIND							
00000 No Department							
E 222-00000-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

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Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2026 Budget	UnderLine
E 222-00000-443 Tax Abatement Payment	\$35,904.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$35,904.00	\$0.00	\$0.00	\$0.00		\$0.00	
222 TAX ABATEMENT-AUTUMN WIND	\$35,904.00	\$0.00	\$0.00	\$0.00		\$0.00	
223 TIF 3-1 704-708 PARKWAY AVE							
00000 No Department							
E 223-00000-430 Miscellaneous (GENERAL)	\$868.81	\$1,054.00	\$0.00	\$1,054.00	0.00%	\$0.00	
E 223-00000-721 Transfer Out	\$44,560.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$45,428.81	\$1,054.00	\$0.00	\$1,054.00		\$0.00	
223 TIF 3-1 704-708 PARKWAY AVE	\$45,428.81	\$1,054.00	\$0.00	\$1,054.00		\$0.00	
224 TIF 3-2 FOX MEADOWS							
00000 No Department							
E 224-00000-300 Professional Svcs (GENERAL)	\$868.81	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 224-00000-442 Tax Increment Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$868.81	\$0.00	\$0.00	\$0.00		\$0.00	
224 TIF 3-2 FOX MEADOWS	\$868.81	\$0.00	\$0.00	\$0.00		\$0.00	
250 AMERICA RESCUE PLAN							
00000 No Department							
E 250-00000-210 Operating Supplies (GENERA	\$82,854.33	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 250-00000-510 Capital Outlay-Actual Expens	\$1,496.96	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 250-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$84,351.29	\$0.00	\$0.00	\$0.00		\$0.00	
250 AMERICA RESCUE PLAN	\$84,351.29	\$0.00	\$0.00	\$0.00		\$0.00	
255 PUBLIC SAETY AID							
00000 No Department							
E 255-00000-210 Operating Supplies (GENERA	\$118,381.58	\$0.00	\$4,500.54	-\$4,500.54	0.00%	\$0.00	
00000 No Department	\$118,381.58	\$0.00	\$4,500.54	-\$4,500.54		\$0.00	
255 PUBLIC SAETY AID	\$118,381.58	\$0.00	\$4,500.54	-\$4,500.54		\$0.00	
326 PFA							
00000 No Department							
E 326-00000-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 326-00000-601 Debt Srv Bond Principal	\$28,000.00	\$28,000.00	\$0.00	\$28,000.00	0.00%	\$0.00	
E 326-00000-611 Bond Interest	\$3,417.44	\$3,418.00	\$1,478.70	\$1,939.30	43.26%	\$0.00	
E 326-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$31,417.44	\$31,418.00	\$1,478.70	\$29,939.30		\$0.00	

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Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	2025 YTD Balance	% YTD Budget	2026 Budget	UnderLine
326 PFA	\$31,417.44	\$31,418.00	\$1,478.70	\$29,939.30		\$0.00	
330 2ND, LINDA, STORM 2017A CROSSO							
00000 No Department							
E 330-00000-300 Professional Svcs (GENERAL)	\$1,045.00	\$435.00	\$550.00	-\$115.00	126.44%	\$0.00	
E 330-00000-430 Miscellaneous (GENERAL)	\$300.00	\$495.00	\$495.00	\$0.00	100.00%	\$0.00	
E 330-00000-601 Debt Srv Bond Principal	\$60,000.00	\$60,000.00	\$60,000.00	\$0.00	100.00%	\$0.00	
E 330-00000-611 Bond Interest	\$7,485.00	\$8,130.00	\$3,420.00	\$4,710.00	42.07%	\$0.00	
E 330-00000-730 Cost of Issuance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$68,830.00	\$69,060.00	\$64,465.00	\$4,595.00		\$0.00	
330 2ND, LINDA, STORM 2017A CROSSO	\$68,830.00	\$69,060.00	\$64,465.00	\$4,595.00		\$0.00	
331 CSAH 27/AGENCY ST 2021A							
00000 No Department							
E 331-00000-300 Professional Svcs (GENERAL)	\$500.00	\$750.00	\$0.00	\$750.00	0.00%	\$0.00	
E 331-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 331-00000-601 Debt Srv Bond Principal	\$80,000.00	\$80,000.00	\$80,000.00	\$0.00	100.00%	\$0.00	
E 331-00000-611 Bond Interest	\$13,760.00	\$18,390.00	\$6,800.00	\$11,590.00	36.98%	\$0.00	
00000 No Department	\$94,260.00	\$99,140.00	\$86,800.00	\$12,340.00		\$0.00	
331 CSAH 27/AGENCY ST 2021A	\$94,260.00	\$99,140.00	\$86,800.00	\$12,340.00		\$0.00	
332 FACILITIES 2021B							
00000 No Department							
E 332-00000-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 332-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 332-00000-601 Debt Srv Bond Principal	\$162,000.00	\$162,000.00	\$165,000.00	-\$3,000.00	101.85%	\$0.00	
E 332-00000-611 Bond Interest	\$10,285.00	\$10,285.00	\$4,697.00	\$5,588.00	45.67%	\$0.00	
00000 No Department	\$172,285.00	\$172,285.00	\$169,697.00	\$2,588.00		\$0.00	
332 FACILITIES 2021B	\$172,285.00	\$172,285.00	\$169,697.00	\$2,588.00		\$0.00	
335 WATER TOWER REHAB 2023							
00000 No Department							
E 335-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 335-00000-601 Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 335-00000-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
335 WATER TOWER REHAB 2023	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
431 AGENCY RECONSTRUCTION-CSAH 27							
00000 No Department							

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Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2026 Budget	UnderLine
E 431-00000-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 431-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 431-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 431-00000-730 Cost of Issuance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
431 AGENCY RECONSTRUCTION-CSAH 27	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
435 WATER TOWER REHAB							
00000 No Department							
E 435-00000-300 Professional Svcs (GENERAL)	\$168,742.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 435-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$168,742.00	\$0.00	\$0.00	\$0.00		\$0.00	
435 WATER TOWER REHAB	\$168,742.00	\$0.00	\$0.00	\$0.00		\$0.00	
601 WATER FUND							
00000 No Department							
E 601-00000-100 Wages and Salaries (GENERAL)	\$119,679.48	\$134,381.00	\$14,348.46	\$120,032.54	10.68%	\$0.00	
E 601-00000-121 PERA	\$8,962.55	\$10,105.00	\$1,076.13	\$9,028.87	10.65%	\$0.00	
E 601-00000-122 FICA	\$6,752.28	\$8,354.00	\$815.96	\$7,538.04	9.77%	\$0.00	
E 601-00000-123 Medicare	\$1,579.14	\$1,953.00	\$190.84	\$1,762.16	9.77%	\$0.00	
E 601-00000-131 Employer Paid Health	\$16,208.14	\$25,843.00	\$1,242.42	\$24,600.58	4.81%	\$0.00	
E 601-00000-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-133 Employer Paid Dental	\$967.42	\$1,755.00	\$181.83	\$1,573.17	10.36%	\$0.00	
E 601-00000-142 Unemployment Benefit Paym	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-151 Work Comp Premium	\$8,034.50	\$13,703.00	\$0.00	\$13,703.00	0.00%	\$0.00	
E 601-00000-190 Pension Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-210 Operating Supplies (GENERAL)	\$40,837.58	\$57,000.00	\$4,633.54	\$52,366.46	8.13%	\$0.00	
E 601-00000-212 Fuel	\$407.32	\$1,000.00	\$138.25	\$861.75	13.83%	\$0.00	
E 601-00000-220 Repair/Maint (GENERAL)	\$22,892.77	\$22,000.00	\$557.65	\$21,442.35	2.53%	\$0.00	
E 601-00000-300 Professional Svcs (GENERAL)	\$341,250.09	\$32,000.00	\$1,694.04	\$30,305.96	5.29%	\$0.00	
E 601-00000-320 Communications (GENERAL)	\$10,646.78	\$7,500.00	\$724.54	\$6,775.46	9.66%	\$0.00	
E 601-00000-362 Property & Liability Ins	\$9,117.50	\$13,860.00	\$0.00	\$13,860.00	0.00%	\$0.00	
E 601-00000-381 Electric Utilities	\$18,680.77	\$25,300.00	\$1,330.92	\$23,969.08	5.26%	\$0.00	
E 601-00000-383 Gas Utility	\$1,553.71	\$2,750.00	\$450.97	\$2,299.03	16.40%	\$0.00	
E 601-00000-420 Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-430 Miscellaneous (GENERAL)	\$110.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-433 Dues and Subscriptions	\$420.00	\$500.00	\$0.00	\$500.00	0.00%	\$0.00	
E 601-00000-437 Clothing Allowance	\$850.83	\$800.00	\$38.55	\$761.45	4.82%	\$0.00	
E 601-00000-438 Meeting & Education	\$1,437.96	\$2,500.00	\$700.00	\$1,800.00	28.00%	\$0.00	
E 601-00000-439 Refund & Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2026 Budget	UnderLine
E 601-00000-441 State Sales Tax	\$2,791.00	\$2,500.00	\$54.00	\$2,446.00	2.16%	\$0.00	
E 601-00000-444 County Sales Tax	\$296.00	\$500.00	\$10.00	\$490.00	2.00%	\$0.00	
E 601-00000-499 Amortization Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-510 Capital Outlay-Actual Expens	\$23,174.95	\$11,000.00	\$942.34	\$10,057.66	8.57%	\$0.00	
E 601-00000-550 Capital Outlay - Set Aside	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$0.00	
E 601-00000-601 Debt Srv Bond Principal	\$39,000.00	\$0.00	\$40,000.00	-\$40,000.00	0.00%	\$0.00	
E 601-00000-611 Bond Interest	\$16,593.75	\$0.00	\$7,931.25	-\$7,931.25	0.00%	\$0.00	
E 601-00000-721 Transfer Out	-\$0.01	\$178,293.00	\$0.00	\$178,293.00	0.00%	\$0.00	
00000 No Department	\$692,244.51	\$563,597.00	\$77,061.69	\$486,535.31		\$0.00	
601 WATER FUND	\$692,244.51	\$563,597.00	\$77,061.69	\$486,535.31		\$0.00	
602 SEWER FUND							
00000 No Department							
E 602-00000-100 Wages and Salaries (GENER	\$119,672.55	\$134,381.00	\$14,347.90	\$120,033.10	10.68%	\$0.00	
E 602-00000-121 PERA	\$8,961.85	\$10,105.00	\$1,076.11	\$9,028.89	10.65%	\$0.00	
E 602-00000-122 FICA	\$6,751.95	\$8,354.00	\$815.91	\$7,538.09	9.77%	\$0.00	
E 602-00000-123 Medicare	\$1,579.08	\$1,953.00	\$190.83	\$1,762.17	9.77%	\$0.00	
E 602-00000-131 Employer Paid Health	\$16,208.09	\$25,843.00	\$1,242.44	\$24,600.56	4.81%	\$0.00	
E 602-00000-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-133 Employer Paid Dental	\$967.31	\$1,755.00	\$181.83	\$1,573.17	10.36%	\$0.00	
E 602-00000-151 Work Comp Premium	\$8,034.50	\$13,703.00	\$0.00	\$13,703.00	0.00%	\$0.00	
E 602-00000-190 Pension Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-210 Operating Supplies (GENERA	\$6,238.51	\$7,500.00	\$475.40	\$7,024.60	6.34%	\$0.00	
E 602-00000-212 Fuel	\$105.94	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00	
E 602-00000-220 Repair/Maint (GENERAL)	\$4,905.34	\$18,000.00	\$1,008.29	\$16,991.71	5.60%	\$0.00	
E 602-00000-300 Professional Svcs (GENERAL)	\$30,984.31	\$39,000.00	\$0.00	\$39,000.00	0.00%	\$0.00	
E 602-00000-320 Communications (GENERAL)	\$4,072.21	\$4,000.00	\$155.65	\$3,844.35	3.89%	\$0.00	
E 602-00000-362 Property & Liability Ins	\$9,117.50	\$13,860.00	\$0.00	\$13,860.00	0.00%	\$0.00	
E 602-00000-381 Electric Utilities	\$10,319.96	\$13,200.00	\$427.62	\$12,772.38	3.24%	\$0.00	
E 602-00000-383 Gas Utility	\$1,071.46	\$2,200.00	\$255.86	\$1,944.14	11.63%	\$0.00	
E 602-00000-385 Mankato User Charge Fee	\$247,081.37	\$218,324.00	\$0.00	\$218,324.00	0.00%	\$0.00	
E 602-00000-420 Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-433 Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-437 Clothing Allowance	\$850.83	\$800.00	\$38.55	\$761.45	4.82%	\$0.00	
E 602-00000-438 Meeting & Education	\$0.00	\$2,500.00	\$1,135.00	\$1,365.00	45.40%	\$0.00	
E 602-00000-439 Refund & Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-510 Capital Outlay-Actual Expens	\$31,581.73	\$11,000.00	\$0.00	\$11,000.00	0.00%	\$0.00	
E 602-00000-550 Capital Outlay - Set Aside	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$0.00	
E 602-00000-721 Transfer Out	\$0.11	\$50,000.00	\$0.00	\$50,000.00	0.00%	\$0.00	

Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	2025 YTD Balance	%YTD Budget	2026 Budget	UnderLine
00000 No Department	\$508,504.60	\$587,478.00	\$21,351.39	\$566,126.61		\$0.00	
602 SEWER FUND	\$508,504.60	\$587,478.00	\$21,351.39	\$566,126.61		\$0.00	
	\$4,607,243.20	\$4,537,870.00	\$670,031.47	\$3,867,838.53		\$0.00	

CITY OF EAGLE LAKE

2025 Revenue Budget Worksheet

Account Descr	2024 Amt	2025 Budget	YTD Amt	2025 YTD Balance	2025 % of Budget	2026 Budget	UnderLine
101 GENERAL							
R 101-31000 Property Taxes	\$940,037.99	\$1,130,646.00	\$10,418.93	\$1,120,227.07	0.92%	\$0.00	
R 101-32100 Business Licenses	\$7,725.00	\$3,500.00	\$0.00	\$3,500.00	0.00%	\$0.00	
R 101-32210 Building Permits	\$74,713.40	\$75,000.00	\$130.00	\$74,870.00	0.17%	\$0.00	
R 101-32211 Surcharge - Flat Fee	\$130.00	\$100.00	\$2.00	\$98.00	2.00%	\$0.00	
R 101-32212 Surcharge - Value	\$2,910.50	\$1,500.00	\$0.00	\$1,500.00	0.00%	\$0.00	
R 101-32213 Surcharge - Plumbing	\$11.00	\$75.00	\$0.00	\$75.00	0.00%	\$0.00	
R 101-32214 Surcharge - Mechanical	\$12.00	\$75.00	\$0.00	\$75.00	0.00%	\$0.00	
R 101-32215 Surcharge - Other	\$3.00	\$10.00	\$0.00	\$10.00	0.00%	\$0.00	
R 101-32220 Zoning Permit	\$1,640.00	\$1,200.00	\$0.00	\$1,200.00	0.00%	\$0.00	
R 101-32221 Rental Inspection	\$1,950.02	\$1,500.00	\$0.00	\$1,500.00	0.00%	\$0.00	
R 101-32240 Animal Permits & Licenses	\$1,589.00	\$1,500.00	\$65.00	\$1,435.00	4.33%	\$0.00	
R 101-32260 Refunds and Reimbursements	\$42,724.20	\$35,000.00	\$4,072.58	\$30,927.42	11.64%	\$0.00	
R 101-33000 Intergovernmental Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-33100 Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-33400 State Grants and Aids	\$8,038.07	\$25,000.00	\$0.00	\$25,000.00	0.00%	\$0.00	
R 101-33401 Local Government Aid	\$788,509.00	\$750,114.00	\$0.00	\$750,114.00	0.00%	\$0.00	
R 101-33405 PERA Rate Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-33418 MN Police Relief Payment	\$20,019.72	\$28,353.00	\$0.00	\$28,353.00	0.00%	\$0.00	
R 101-33419 MN Fire Relief Payment	\$68,619.95	\$33,075.00	\$0.00	\$33,075.00	0.00%	\$0.00	
R 101-33428 Payment in Leau of Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-34107 Adminstrative Service Fee	\$4,280.25	\$4,000.00	\$114.00	\$3,886.00	2.85%	\$0.00	
R 101-34110 Planning & Zoning Fees	\$614.00	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00	
R 101-34403 Refuse Collection Charges	\$105.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-34404 Recycling Collection Charge	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-35000 Fines and Fees	\$1,815.22	\$3,500.00	\$526.61	\$2,973.39	15.05%	\$0.00	
R 101-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-36101 Indust. Park - N. Lift Station	\$0.00	\$1,926.00	\$0.00	\$1,926.00	0.00%	\$0.00	
R 101-36102 Greenfld Assessment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-36103 Joan Lane Special Assessment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-36104 Lakeview Watermain 13 Sp. A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-36106 Sparrowhawk Sp. Assmt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-36200 Miscellaneous Revenues	\$1,660.00	\$500.00	\$0.00	\$500.00	0.00%	\$0.00	
R 101-36210 Interest Earnings	\$223,132.63	\$125,000.00	\$78.69	\$124,921.31	0.06%	\$0.00	
R 101-36230 Contributions - General	\$4,390.25	\$7,500.00	\$0.00	\$7,500.00	0.00%	\$0.00	
R 101-36231 Contributions - Park	\$23,643.44	\$15,000.00	\$33.00	\$14,967.00	0.22%	\$0.00	
R 101-36232 Contributions - Fire Departme	\$51,000.00	\$30,000.00	\$0.00	\$30,000.00	0.00%	\$0.00	
R 101-36233 Police - Seizure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

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Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	2025 YTD Balance	2025 % of Budget	2026 Budget	UnderLine
R 101-36240 Fire Call Revenue	\$4,130.00	\$2,000.00	\$1,000.00	\$1,000.00	50.00%	\$0.00	
R 101-36241 Fire Contract Payment	\$62,661.24	\$67,662.00	\$0.00	\$67,662.00	0.00%	\$0.00	
R 101-38020 Rental Revenue	\$905.00	\$500.00	\$125.00	\$375.00	25.00%	\$0.00	
R 101-38021 Wireless Internet Rental Fee	\$21,808.72	\$19,000.00	\$0.00	\$19,000.00	0.00%	\$0.00	
R 101-38022 Contract For Deed	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-38050 Cable TV Franchise Fee	\$16,123.83	\$12,000.00	\$0.00	\$12,000.00	0.00%	\$0.00	
R 101-38051 Electric Franchise Fee	\$8,310.65	\$9,500.00	\$115.95	\$9,384.05	1.22%	\$0.00	
R 101-38052 Gas Franchise Fee	\$7,765.10	\$9,300.00	\$349.00	\$8,951.00	3.75%	\$0.00	
R 101-38053 Solar Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-38054 Small Cities Street Money	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-38200 Park Dedication	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-38201 Eagle Heights Trail Dedication	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-38400 Internal Service Fund Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-39101 Sale of Equipment-Material	\$6,522.50	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-39102 Issuance of Capital Lease	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-39203 Transfer from Other Fund	\$44,569.96	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-39400 Escrow Funds Received	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
101 GENERAL	\$2,442,070.64	\$2,395,036.00	\$17,030.76	\$2,378,005.24		\$0.00	
201 STORM WATER DRAINAGE							
R 201-32219 SWPPP Review	\$1,200.00	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00	
R 201-32260 Refunds and Reimbursements	\$0.00	\$48,680.00	\$0.00	\$48,680.00	0.00%	\$0.00	
R 201-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 201-37100 Sales for Services	\$78,288.14	\$64,803.00	\$6,839.39	\$57,963.61	10.55%	\$0.00	
R 201-39101 Sale of Equipment-Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 201-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
201 STORM WATER DRAINAGE	\$79,488.14	\$114,483.00	\$6,839.39	\$107,643.61		\$0.00	
202 RECYCLING UTILITY							
R 202-34404 Recycling Collection Charge	\$66,230.91	\$63,000.00	\$5,714.82	\$57,285.18	9.07%	\$0.00	
202 RECYCLING UTILITY	\$66,230.91	\$63,000.00	\$5,714.82	\$57,285.18		\$0.00	
203 REFUSE UTILITY							
R 203-34403 Refuse Collection Charges	\$217,539.61	\$181,000.00	\$18,767.35	\$162,232.65	10.37%	\$0.00	
203 REFUSE UTILITY	\$217,539.61	\$181,000.00	\$18,767.35	\$162,232.65		\$0.00	
206 ECONOMIC DEVELOPMENT AUTHORITY							
R 206-31000 Property Taxes	\$54,831.17	\$15,000.00	\$546.20	\$14,453.80	3.64%	\$0.00	
R 206-36200 Miscellaneous Revenues	\$200.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 206-36210 Interest Earnings	\$11,635.92	\$5,000.00	\$0.00	\$5,000.00	0.00%	\$0.00	
R 206-39101 Sale of Equipment-Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 206-39201 Transfer from General Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

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Account Descr	2024 Amt	2025 Budget	YTD Amt	YTD Balance	2025 % of Budget	2026 Budget	UnderLine
R 206-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
206 ECONOMIC DEVELOPMENT AUTHORITY	\$66,667.09	\$20,000.00	\$546.20	\$19,453.80		\$0.00	\$0.00
207 EDA REVOLVING LOAN FUND							
R 207-34900 Fromm EDA Loan 2013 Princip	\$1,785.77	\$1,028.00	\$153.70	\$874.30	14.95%	\$0.00	
R 207-34901 Fromm EDA Loan 2013 Intere	\$1,716.97	\$981.00	\$39.63	\$941.37	4.04%	\$0.00	
R 207-34902 Loan Repayment-Miller	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 207-34920 Blue Earth County Loan to City	\$0.00	\$586.00	\$0.00	\$586.00	0.00%	\$0.00	
R 207-36210 Interest Earnings	\$1,007.27	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 207-36211 EDA Loan Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 207-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
207 EDA REVOLVING LOAN FUND	\$4,510.01	\$2,595.00	\$193.33	\$2,401.67		\$0.00	\$0.00
208 ACCOUNT TO CLOSE FOR PARKWAY							
R 208-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
208 ACCOUNT TO CLOSE FOR PARKWAY	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
210 SMALL CITIES GRANT FUND							
R 210-32260 Refunds and Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 210-36210 Interest Earnings	\$92.40	\$50.00	\$0.00	\$50.00	0.00%	\$0.00	
210 SMALL CITIES GRANT FUND	\$92.40	\$50.00	\$0.00	\$50.00		\$0.00	\$0.00
221 TAX INCREMENT DIST. 1-2 CEDAR							
R 221-31050 Tax Increments	\$112,533.45	\$95,427.00	\$0.00	\$95,427.00	0.00%	\$0.00	
221 TAX INCREMENT DIST. 1-2 CEDAR	\$112,533.45	\$95,427.00	\$0.00	\$95,427.00		\$0.00	\$0.00
222 TAX ABATEMENT-AUTUMN WIND							
R 222-31051 Property Tax - Tax Abatement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
222 TAX ABATEMENT-AUTUMN WIND	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
223 TIF 3-1 704-708 PARKWAY AVE							
R 223-31050 Tax Increments	\$12,730.38	\$11,787.00	\$0.00	\$11,787.00	0.00%	\$0.00	
R 223-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 223-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
223 TIF 3-1 704-708 PARKWAY AVE	\$12,730.38	\$11,787.00	\$0.00	\$11,787.00		\$0.00	\$0.00
224 TIF 3-2 FOX MEADOWS							
R 224-31050 Tax Increments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
224 TIF 3-2 FOX MEADOWS	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
250 AMERICA RESCUE PLAN							
R 250-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

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Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	YTD Balance	2025 % of Budget	2026 Budget	UnderLine
250 AMERICA RESCUE PLAN	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
255 PUBLIC SAETY AID							
R 255-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
255 PUBLIC SAETY AID	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
310 RETIRED-CATE STREET							
R 310-31000 Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 310-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
310 RETIRED-CATE STREET	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
311 RETIRED-CITY FACILITIES							
R 311-31000 Property Taxes	\$47,997.62	\$0.00	\$1,070.91	-\$1,070.91	0.00%	\$0.00	
R 311-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
311 RETIRED-CITY FACILITIES	\$47,997.62	\$0.00	\$1,070.91	-\$1,070.91		\$0.00	
326 PFA							
R 326-31000 Property Taxes	\$537.33	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 326-36100 Special Assessments	\$12,884.56	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 326-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 326-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
326 PFA	\$13,421.89	\$0.00	\$0.00	\$0.00		\$0.00	
328 RETIRED STORM SEWER IMPROV2010							
R 328-31000 Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
328 RETIRED STORM SEWER IMPROV2010	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
329 RETIRED-JOAN LANE REFUND 2021B							
R 329-31000 Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
329 RETIRED-JOAN LANE REFUND 2021B	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
330 2ND, LINDA, STORM 2017A CROSSO							
R 330-31000 Property Taxes	\$57,249.29	\$50,599.00	\$0.00	\$50,599.00	0.00%	\$0.00	
R 330-36100 Special Assessments	\$3,336.84	\$17,531.00	\$0.00	\$17,531.00	0.00%	\$0.00	
R 330-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 330-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
330 2ND, LINDA, STORM 2017A CROSSO	\$60,586.13	\$68,130.00	\$0.00	\$68,130.00		\$0.00	
331 CSAH 27/AGENCY ST 2021A							
R 331-31000 Property Taxes	\$10,503.08	\$9,283.00	\$0.00	\$9,283.00	0.00%	\$0.00	
R 331-36100 Special Assessments	\$74,260.46	\$39,706.00	\$0.00	\$39,706.00	0.00%	\$0.00	
R 331-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 331-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

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Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	2025 YTD Balance	2025 % of Budget	2026 Budget	UnderLine
331 CSAH 27/AGENCY ST 2021A	\$84,763.54	\$48,989.00	\$0.00	\$48,989.00		\$0.00	
332 FACILITIES 2021B							
R 332-31000 Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 332-36100 Special Assessments	\$16,023.38	\$0.00	\$353.55	-\$353.55	0.00%	\$0.00	
R 332-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 332-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
332 FACILITIES 2021B	\$16,023.38	\$0.00	\$353.55	-\$353.55		\$0.00	
335 WATER TOWER REHAB 2023							
R 335-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
335 WATER TOWER REHAB 2023	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
431 AGENCY RECONSTRUCTION-CSAH 27							
R 431-39201 Transfer from General Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 431-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 431-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
431 AGENCY RECONSTRUCTION-CSAH 27	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
435 WATER TOWER REHAB							
R 435-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 435-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
435 WATER TOWER REHAB	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
601 WATER FUND							
R 601-31300 State Sales and Use Tax	\$968.63	\$550.00	\$2.09	\$547.91	0.38%	\$0.00	
R 601-31301 County Sales and Use Tax	\$70.43	\$40.00	\$0.00	\$40.00	0.00%	\$0.00	
R 601-33405 PERA Rate Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 601-34407 Area Charges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 601-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 601-36200 Miscellaneous Revenues	\$913.20	\$500.00	\$0.00	\$500.00	0.00%	\$0.00	
R 601-37100 Sales for Services	\$459,875.87	\$491,360.00	\$37,654.58	\$453,705.42	7.66%	\$0.00	
R 601-37110 Water Meter Sales	\$13,354.50	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$0.00	
R 601-37170 Hook Up Fee	\$8,000.00	\$7,079.00	\$0.00	\$7,079.00	0.00%	\$0.00	
R 601-39101 Sale of Equipment-Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 601-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 601-39310 Bond Proceeds	\$1,237,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
601 WATER FUND	\$1,720,182.63	\$509,529.00	\$37,656.67	\$471,872.33		\$0.00	
602 SEWER FUND							
R 602-32260 Refunds and Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 602-33405 PERA Rate Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

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Account Descr	2024 Amt	2025 Budget	2025 YTD Amt	2025 YTD Balance	2025 % of Budget	2026 Budget	UnderLine
R 602-34407 Area Charges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 602-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 602-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 602-37100 Sales for Services	\$527,748.86	\$557,024.00	\$47,161.33	\$509,862.67	8.47%	\$0.00	
R 602-37170 Hook Up Fee	\$6,400.00	\$5,408.00	\$0.00	\$5,408.00	0.00%	\$0.00	
R 602-37255 I & I Penalty	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 602-37260 Late Fees	\$10,405.48	\$8,653.00	\$1,179.20	\$7,473.80	13.63%	\$0.00	
R 602-39101 Sale of Equipment-Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
602 SEWER FUND	\$544,554.34	\$571,085.00	\$48,340.53	\$522,744.47		\$0.00	
	\$5,489,392.16	\$4,081,111.00	\$136,513.51	\$3,944,597.49		\$0.00	

165

Leave Accrual and use Summary
By Pay Period

Start Date 01/01/2025
 End Date 01/30/2025
 Employment Profile - Effective Date
 Time Off Transaction Summary - Effective Date
 Time Off Transaction Details - Effective Date

Payroll Name	Position ID	COMP TIME Earned	COMP TIME Taken	Comp Time Balance	SICK Earned	SICK Taken	SICK Balance	VACATION Earned	VACATION Taken	Vacation Balance	ESST Earned	ESST Taken	ESST Balance	Total Time Off
Anderson, Jim	JGP000205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Barca, Jodie L	JGP000213	0.00	0.00	0.00	7.38	(16.00)	7.68	6.15	0.00	23.04	4.22	(8.50)	4.28	(16.00)
Beckmann, Jacob Donald	JGP000204	0.00	0.00	27.13	7.38	(4.50)	89.06	6.15	0.00	15.66	4.45	(4.50)	6.08	(7.25)
Bromeland, Jennifer J	JGP000144	0.00	0.00	0.00	7.38	(8.00)	643.82	13.23	(6.50)	284.68	5.28	0.00	36.78	(14.50)
Hartman, Andrew R	JGP000148	0.00	0.00	19.76	7.38	(7.25)	8.94	9.23	0.00	42.91	4.69	0.00	2.34	(7.25)
Nicklav, Michael L	JGP000170	0.00	0.00	39.05	7.38	(14.00)	68.65	6.15	0.00	55.43	4.59	(7.75)	2.49	(14.00)
Rausch, Kerry L	JGP000105	0.00	0.00	0.00	7.38	0.00	760.61	17.23	(30.00)	185.68	3.83	0.00	21.82	(30.00)
Ruel, Nathan W	JGP000203	0.00	0.00	38.95	7.38	(16.00)	89.14	6.15	0.00	52.65	4.39	(1.75)	2.13	(16.00)
Total		0.00	(2.75)	124.89	51.66	(65.75)	1,667.90	64.31	(36.50)	660.05	31.48	(23.50)	75.93	

Jennifer Bromeland

From: Davis, Richard (COMM) <richard.davis@state.mn.us>
Sent: Wednesday, January 22, 2025 11:52 AM
To: Jennifer Bromeland; Kerry Rausch
Cc: Sarah L. Johnson; Vinson A. Williams; Anna Kadrie
Subject: RE: Request for City of Eagle Lake zoning data, DOC Mankato to Mississippi River Project EIS
Attachments: Map 2-1 Segment 1 Alternatives 1 and 2.pdf; Map 4 Segment 17 Hwy 14 Alternative.pdf; Map 4-1 Segment 17 Hwy 14 Alternative.pdf; Map 4-2 Segment 17 Hwy 14 Alternative.pdf; Map 2 Segment 1 Alternatives.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Jennifer,

The project as originally proposed by Xcel Energy did not encroach on Eagle Lake city limits. However, two alternatives were proposed during the EIS scoping process that are likely of interest to the city.

Route Segment 1 is currently being analyzed in the EIS, and that is located just west of Eagle Lake city limits, if selected this route segment would turn and travel north between Radio Mankato (KATO) and Ferrellgas along the county blacktop (See Attached Map 2 and Map 2-1).

Route Segment 17 (Hwy 14 Option) is an alternative also being analyzed in the EIS. If this segment was selected it would travel west to east within and/or parallel the U.S. Highway 14 right of way, going between the City of Eagle Lake and Eagle Lake itself (See Attached Map 4, Map 4-1, and Map 4-2). I would like to note that the current alignment for Route Segment 17 is proposed to be on the north side of Highway 14, where it goes by the City of Eagle Lake, but as indicated on the map, our analysis area includes a route width that could put the transmission line on the south side of Highway 14 closer to residents and businesses on the north side of the city.

Because the alternatives listed above were not in the original project application, and they were incorporated during the EIS Scoping process, we mailed notices out to newly affected landowners around December 11, 2024. Additionally, I had sent you an email regarding the project and EIS Scope on January 7, 2025, I hope that didn't end up in your spam folder.

Under the current schedule the Draft EIS will be completed on May 5, 2025, and following that, there will be a comment period and public hearings are slated for the last week of May 2025. There is additional information in the email I sent you on January 7th if you are able to find that, if not let me know and I can resend it to you.

Thank you,
Rich

Richard Davis
 Environmental Review Manager
 Energy Environmental Review and Analysis
 Office: 651-539-1846
 Cell : 507-380-6859
mn.gov/commerce
 Minnesota Department of Commerce
 85 7th Place East, Suite 280 | Saint Paul, MN 55101

Jennifer Bromeland

From: Davis, Richard (COMM) <richard.davis@state.mn.us>
Sent: Tuesday, January 7, 2025 10:44 AM
To: Davis, Richard (COMM)
Cc: Davis, Richard (COMM)
Subject: Mankato - Mississippi River 345 kV Transmission Line Project
Attachments: 1.MMRT - EIS Scoping Decision Notice 12-10-24.pdf; 2.MMRT - NewLandownersFullPacket EERA12-10-24.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Mayors, City Administrators, and City Managers,

I am reaching out to inform you of the Mankato – Mississippi River 345 kV Transmission Line Project that has been proposed by Xcel Energy. Xcel has submitted an application to the Public Utilities Commission (Commission) for a certificate of need and a route permit to construct and operate the project. As part of the certificate of need and route permitting processes for this project, the Commission has to complete an Environmental Impact Statement (EIS) to identify potential impacts of the proposed project and any alternatives that are brought forward for consideration. Segments 1 and 2 of the routes originally proposed by Xcel Energy travel west to east, generally close to Highway 60, and north of your respective cities. During public information and scoping meeting we held in cities along the proposed route in July 2024, an alternative route was proposed for the project to follow the U.S. Highway 14 corridor, rather than the originally proposed routes by Xcel Energy. The U.S. Highway 14 alternative was one of several alternatives carried forward for further consideration, and has been included in the EIS Scoping Decision for the proposed project.

In December 2024 our office sent out Notice of the EIS Scoping Decision (attached) and a letter to newly affected landowners (attached) to landowners that may be impacted by the proposed U.S. Highway 14 alternative. Some of the potentially impacted landowners may be residents of your cities, and I wanted to reach out and make you aware of the proposed project and the proposed U.S. Highway 14 alternative as your residents may come to you with questions and concerns about the proposed project. The two attached documents provide additional information on the proposed project and how to find more information on the State's permitting and environmental review process. The Draft EIS is scheduled to be completed and released on May 5, 2025, and will be available for review by the public. Additionally, there will be public hearings held (tentatively scheduled for May 27-30, 2025), and a public comment period open to provide comments on the proposed project, proposed alternatives being considered, and the Draft EIS.

Please review the attached documents and if you have any questions regarding the proposed project, the permitting process, and/or the environmental review process feel free to reach out to me directly via email or on my cell phone (number below). Additionally, if your residents have questions about the information they have received from my office, please don't hesitate to have them contact me directly as well.

Thank you,
Rich Davis

Richard Davis
Environmental Review Manager
Energy Environmental Review and Analysis
Office: 651-539-1846
Cell : 507-380-6859
mn.gov/commerce



**NOTICE OF ENVIRONMENTAL IMPACT STATEMENT
SCOPING DECISION**

**In the Matter of the Certificate of Need and Route Permit Applications for the
Mankato – Mississippi River 345 kV Transmission Line Project in Southeast Minnesota**

Docket No. E-002/CN-22-532

Docket No. E-002/TL-23-157

Issued: December 10, 2024

PLEASE TAKE NOTICE that the Minnesota Department of Commerce (Department) has issued the scoping decision for the environmental impact statement (EIS) that will be prepared for the proposed Mankato – Mississippi River 345 kV Transmission Line Project.

The EIS will be prepared by the Department’s Energy Environmental Review and Analysis (EERA) staff and will address the potential human and environmental impacts of the project. The scoping decision identifies those issues that will be studied, as well as those that will not be addressed.

The scoping decision and other relevant documents are available:

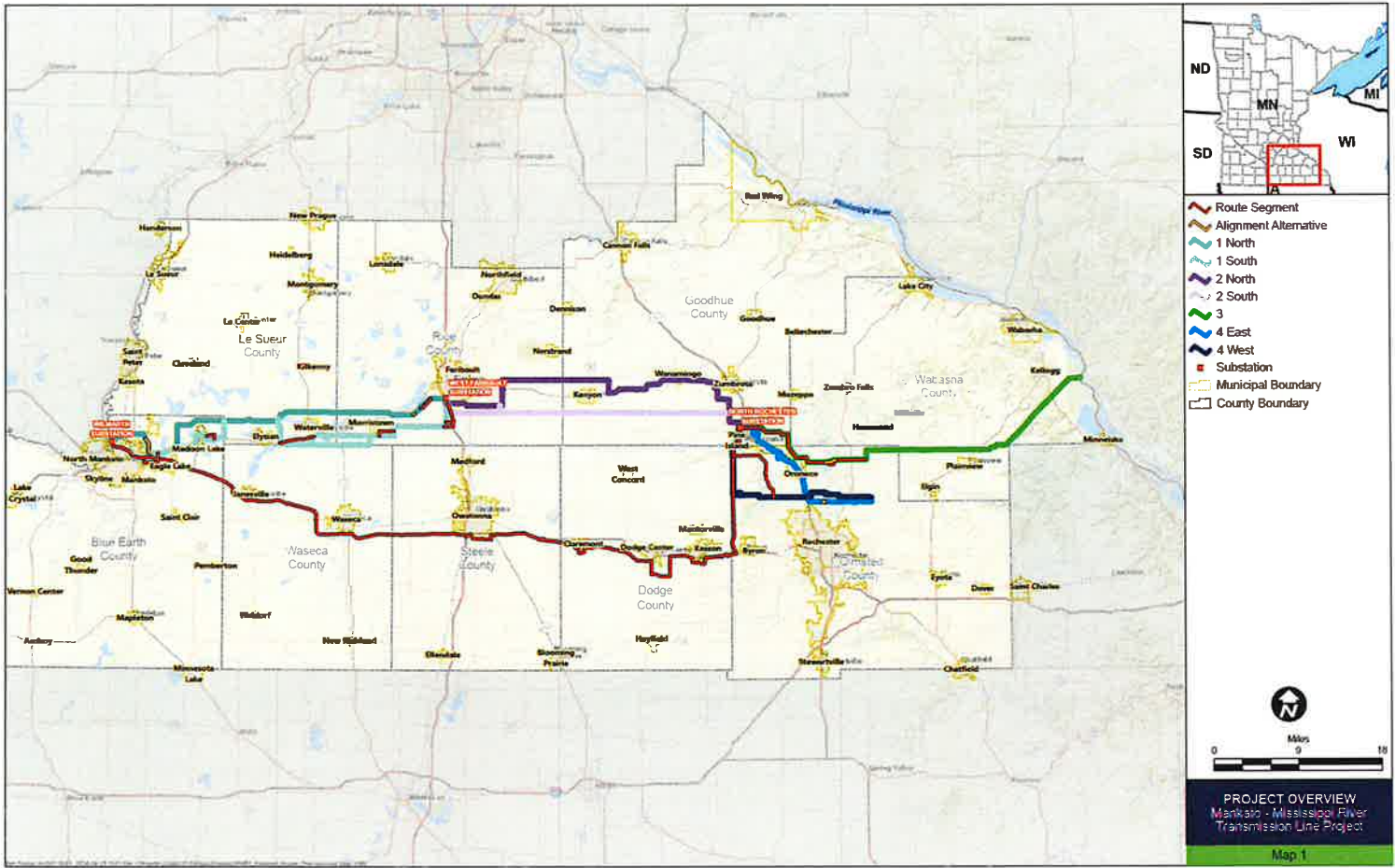
- On the Department’s website: <https://apps.commerce.state.mn.us/web/project/15507>.
- On the State of Minnesota’s eDockets system: <https://www.edockets.state.mn.us/documents> (enter Docket #22-532 for the certificate of need and Docket #23-157 for the route permit).

A draft EIS is scheduled to be completed in June 2025. Public hearings will be held in the project area after the draft EIS is complete and available for public review. These hearings will be noticed separately.

If you have questions or would like more information, please contact the EERA environmental review manager Richard Davis (651-539-1846, richard.davis@state.mn.us) or the Minnesota Public Utilities Commission’s public advisor Trevor Culbertson (651-201-2195, trevor.culbertson@state.mn.us).

To place your name on the project mailing list, email docketing.puc@state.mn.us or call Leesa Norton at 651-201-2246 with the docket number (22-532 and/or 23-157), your name, email address, and mailing address. Please indicate how you would like to receive notices—by email or U.S. mail. Placing your name on the project mailing list ensures that you receive the most up-to-date information about the project.

This notice and the scoping decision can be made available in alternative formats, that is, large print or audio, by calling 651-539-1530 (voice). Persons with a hearing or speech impairment may call using their preferred Telecommunications Relay Service.



December 10, 2024

Greetings,

You are receiving this letter because your property might be affected by a transmission line route alternative for Xcel Energy's proposed Mankato – Mississippi River 345 kV Transmission Project (project). The alternatives are being evaluated in an environmental impact statement (EIS) that is being prepared by the Minnesota Department of Commerce (Department).

This letter provides you with information about the transmission line project, the route permitting process, and future opportunities to participate in the process. I encourage you to familiarize yourself with the project, participate in the permitting process, and sign up for the project mailing list. Information about how to sign up for the project mailing list is provided below.

Proposed Project

The proposed project consists of three major components: (1) approximately 130 miles of new 345 kilovolt (kV) high voltage transmission line (HVTL), (2) approximately 20 miles of new 161 kV HVTL, and (3) upgrades to existing substations.

Proposed HVTL work consists of four segments:

- Segment 1: a new 48 to 54 mile 345 kV transmission line between the Wilmarth substation and a point near the West Faribault Substation.
- Segment 2: a new 34 to 42 mile 345 kV transmission line from a point near the existing West Faribault Substation to the existing North Rochester Substation.
- Segment 3: conversion of 27 miles of existing, double-circuit 161/345 kV transmission line to 345/345 kV operation and installation of a new 16-mile long 345 kV circuit on the existing 345/345 kV double circuit capable structures between the existing North Rochester Substation and the Mississippi River.
- Segment 4: a new 20 to 24 mile 161 kV transmission line between the existing North Rochester Substation and the existing 161 kV Chester Line northeast of Rochester.

Proposed Substation work involves:

- modifications to the existing Wilmarth Substation
- modifications to the existing North Rochester Substation
- possible modifications to the existing Eastwood Substation depending on the route selected

Xcel Energy (applicant) has indicated this project, along with other Long Range Transmission Planning (LRTP) projects that were studied and approved by the Midcontinent Independent System Operator

(MISO) are needed to provide reliable, resilient, and cost-effective delivery of energy as the generation resource mix continues to evolve from aging coal-fired generation plants to renewable energy sources.

The current 345 kV transmission system experiences congestion and overloading in southern Minnesota, while renewable energy generation facilities in southwest Minnesota and northwest Iowa are producing high outputs. The project will strengthen existing outlets for renewable energy generation and provide additional transmission capacity toward Wisconsin and areas to the south. The project will help to reduce transmission congestion, reduce thermal loading, and improve transfer voltage stability.

Permitting Process

The project requires two approvals from the Public Utilities Commission (Commission)—a certificate of need and route permit. The applicant applied for these approvals on April 2, 2024. Under Minnesota law, environmental review must occur prior to the Commission's decisions on these approvals.

Accordingly, Department staff is conducting environmental review on behalf of the Commission consistent with Minnesota Rules 7850. Department staff will prepare an EIS that will inform the Commission's decisions on the applicant's certificate of need and route permit applications. The EIS preparation process broadly includes scoping for the EIS, preparation of a draft EIS, public comment on the draft EIS, preparation of a final EIS, and a determination of adequacy.

Scoping is the first step in the environmental review process. The scoping process has two primary purposes: (1) to gather public input as to the impacts and mitigation measures to study in the EIS and (2) to focus the EIS on those impacts and mitigation measures that will aid in the Commission's decisions on the certificate of need and route permit applications. Department staff uses the information gathered during scoping to inform the content of the EIS.

Seven public scoping meetings were held in July 2024, and an associated comment period ended on August 1, 2024. Five of the meetings were in-person; two meetings were virtual. In-person meetings were held in Mankato, Waterville, Faribault, Pine Island, and Kellogg. Approximately 195 people attended the public meetings. Thirty-three (33) individuals provided verbal comments during these meetings. During the comment period, 63 written comments were received from members of the public, citizen groups and organizations, local units of government, state agencies and businesses.

As part of the scoping process, system alternatives and transmission line route and alignment alternatives—beyond those proposed by Xcel Energy—were identified for study in the EIS. Property records indicate that you own property along or adjacent to one or more of these system, route, or alignment alternatives.

The EIS will evaluate the potential human and environmental impacts for the routes proposed by Xcel Energy and the alternative routes identified in the scoping decision. The EIS is currently being prepared and will be issued as a draft in early June 2025.

Public hearings will be held in the project area after issuance of the draft EIS and are anticipated to occur in late June 2025. An administrative law judge (ALJ) from the Minnesota Office of Administrative Hearings will preside over the hearings, and individuals of the public can provide comments on the proposed project, identified alternatives, and the draft EIS during these hearings and the associated written comment period. A final EIS will be completed based on comments received during the public hearings and the associated comment period. The ALJ will then submit a report with recommendations

for the Commission's consideration in evaluating the project's certificate of need and route permit application. Commission decisions on the applications are expected in December 2025, or early January 2026.

How to Participate

Once the draft EIS is published a public comment period will open. You can provide comments on the draft EIS during this comment period. Additionally, public hearings will occur. Notice of these hearings will be published in local newspapers and mailed to persons who sign-up for the project mailing list. At the hearings you can advocate for what you think the Commission should decide about the project. You can also ask questions about information in the EIS, submit documents into the record, and provide a different interpretation of the facts.

To place your name on the project mailing list, contact docketing.puc@state.mn.us or 651-201-2246 and provide the docket number (22-532 or 23-157), your name, email address, and mailing address. Please indicate how you would like to receive notices—by email or U.S. mail.

Additional Information

All route alternatives being studied in the EIS are described in the scoping decision. The scoping decision, along with maps showing the location of the different route alternatives, is available on the Department's website: <https://apps.commerce.state.mn.us/web/project/15507>. The complete project record is on the State of Minnesota's eDockets system by searching Docket #22-532(certificate of need) or Docket #23-157 (route permit) at: <https://www.edockets.state.mn.us/documents>.

If you have questions or would like more information about the environmental review process, please contact me (651-539-1846; richard.davis@state.mn.us). If you have questions about the permitting process generally or of the Minnesota Public Utilities Commission, contact Cezar Panait (651-201-2207; cezar.panait@state.mn.us).

Sincerely,



Richard Davis
Environmental Review Manager
Energy Environmental Review and Analysis
Minnesota Department of Commerce

Enclosures:

Project Overview Map

Notice of Environmental Impact State Scoping Decision

Jennifer Bromeland

City Administrator Report #5

From: Beth Smith <bsmith@greatermankato.com> on behalf of Della Schmidt <dschmidt@greatermankato.com>
Sent: Thursday, January 9, 2025 3:30 PM
To: Jennifer Bromeland
Subject: InterCity Leadership Visit Planning Committee
Attachments: GM2040-Pillar1-Summary.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Jennifer,

The InterCity Leadership Visit (ICLV) is an initiative organized by Greater Mankato Growth that brings together influential leaders to promote the collective betterment of the Greater Mankato region. The visit serves as a platform for fostering collaboration among leaders from government, business, and nonprofit sectors to address and tackle important local issues. Every few years, a delegation is assembled, comprising top leaders who are dedicated to shaping the region's future. This year, the ICLV trip will be especially important as the first trip designed to guide the work of the region's *Transforming Tomorrow Together* plan. This plan highlights the key needs and aspirations for the Greater Mankato region, guiding the region's growth and development.

As part of the ongoing ICLV planning process, GMG is forming a Planning Committee that will work to guide and support the development of this important project. We are inviting leaders from key cities and counties, as well as relevant stakeholders, to join this committee to provide meaningful insights. The committee will be tasked with focusing the trip around the pillar "Creating the Region as a Human Talent Hub" (attached). We are hopeful that you will be able to contribute your expertise. The first committee meeting is scheduled for **January 23** from **9:00-10:30am** at Shared Spaces – Confer Community Room, 127 S. Second Street, Mankato.

The delegation will travel to a U.S. community that shares similar objectives and priorities. The goal is to learn from this community's experiences, focusing on best practices and successful initiatives that could be adapted to benefit the Greater Mankato region. These learning experiences help guide future decisions, strategies, and collaborations, helping to advance its growth, sustainability, and overall well-being.

Thank you for your time and consideration. We look forward to your response; calendar invites will be coming soon.

Best regards,
Della

Della D. Schmidt, IOM/President & CEO
Greater Mankato Growth, Inc.

D: 507-385-6645
O: 507-385-6640
C: 507-313-3384

PILLAR 1: CREATING THE REGION AS A 'HUMAN TALENT HUB'



This Strategic Pillar summary report lays out the outcomes and direction for this pillar topic, as determined in the engagement sessions, with over 1,000 people contributing ideas and perspectives. This process has produced lots of ideas and strategic vision, which have been condensed into this Strategic Pillar summary.



CREATING THE REGION AS A 'HUMAN TALENT HUB'

STRATEGIC OBJECTIVES:

- Create the region as a renowned 'human talent-hub'
- Create the region as an entrepreneurial magnet

The concept of creating the region as a 'human talent hub' was strongly supported by stakeholders during focus group sessions.

IMPORTANCE OF A 'HUMAN TALENT HUB'

Throughout the stakeholder engagement process, the concept of the region being a 'human talent hub' has gathered significant support. The focus group discussions identified this pillar as a key part of the future strategic positioning of the region. Across the United States, and around the world, there is currently a significant competition for talent, especially in the skill areas associated with emerging technologies and biosciences, including health and medicine. For the Greater Mankato region to achieve its vision, it will be important to be at the forefront of talent creation, attraction and retention. This requires a holistic approach to skills development, local livability, career opportunities and lifestyle choices.



Regional Value

- The ability to develop, attract and retain talent will be a key differentiator for the region's future success. It is also a fantastic approach to build the region as a specialized location with a unique proposition, which is a skilled and ready workforce.
- There are significant advantages in cultivating a reputation as being a place where talent thrives. It makes attraction easier and helps build pride in calling the region home.
- The talent hub concept also can help spur innovation and entrepreneurship in the region, with the potential for creating spin off businesses and ventures.



PILLAR 1:
CREATING THE
REGION AS A
'HUMAN TALENT
HUB'

PROPOSED STRATEGIC ACTION AREAS

The Greater Mankato region already has a strong and effective talent development system, from K-12 schools through to College and University. This Strategic Pillar aims to build on that strong foundation.

Proposed strategic action areas to support this pillar include:



CONTINUE TO FOSTER DEEP COLLABORATION BETWEEN EDUCATIONAL ENTITIES

The region already hosts an enviable range of quality educational institutions that are working in a coordinated manner. This collaboration should be further deepened, to continue to create a seamless regional skills and talent development system.



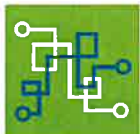
CONNECT STUDENTS TO LOCAL OPPORTUNITIES

A key opportunity is to retain the talent in the region. Currently there is considerable turnover, especially in University students, who attend courses in the region but then leave for careers. This includes a sizable cohort of talented international students. Student focus groups highlighted the opportunity to create connections with the local business ecosystem, that may better present local career options and choices.



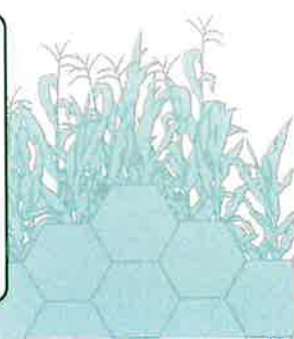
BUILD COMMUNITY CULTURE THAT ENCOURAGES TALENT EXCELLENCE

A thriving talent hub will require a pervasive culture that recognizes, appreciates and celebrates talent. This will also need to translate to fostering and encouraging entrepreneurial thinking and mindset. This is a message that will need to be cultivated by many regional leaders, to help nurture this cultural focus.



FutureInsight

- Minneapolis / St Paul is emerging as one of the key US metropolises that is attracting younger people and talent. The Greater Mankato region can leverage this trend and offer a more intimate smaller regional center experience.
- Many stakeholders noted that the region is currently orientated to families and family-based experiences. This focus will need to broaden, with more amenities to attract emerging and younger generations who have different social desires and aspirations.



IDEAS FROM STAKEHOLDERS

PILLAR 1: CREATING THE REGION AS A 'HUMAN TALENT HUB'

"There are good career opportunities here compared to other cities in the region, along with more options in general. As the city grows, I think more people will want to move here and I can see it being important to Minnesota."
- Survey #1 Respondent

- Need more higher paying jobs.
- Retain students as they graduate.
- Develop infrastructure that supports an intergenerational model.

Continue to strengthen and connect health care, education and job opportunities in the more rural areas of the region.

The 'old guard' needs to make way for new people, new ways of thinking and doing.

Attract people to the region with jobs in technology, healthcare and bioscience.

Increase collaboration between business and higher ed to recruit and retain talent in the area.

"The region has opportunity for programs to be continued to be developed and implemented in training qualified workers for manufacturing and to address regional and national short falls for rural mental health counselors."
- Survey #1 Respondent

- Attract production workforce/ support services.
- Upskill and backfill.
- Reinvent education; make education more adaptable.
- Recruit people back to the region; attract youth.

"As long as we continue to grow and offer things that entrepreneurs, families, college students, etc are looking for and needing, I believe that we have great potential of becoming even more of a hub or "hot spot" in Minnesota and potentially the surrounding states."
- Survey #1 Respondent

- Create social fabric to attract new workforce.
- Embrace social changes; see as an enhancement to our community.
- Provide non-traditional options to attract and retain talent.

Provide flexible k-12/higher Ed opportunities (future-ready workforce & mental/health wellness).

Align skillset training to industry needs.

Need to build the reputation of the region, as a place where young people get a chance to succeed.

Build closer connections between the education system and the employers, to build two-way awareness and interest.

Create more internships between local students and the larger local firms, to open career pathways.

Work with faculty to make sure they understand the bigger vision for the region, so they can be sharing that with students to create pride and excitement about the regional future.



Promote the strength of the region in terms of the mix of experiences, from unique downtown, to access to natural resources for outdoor recreation.

Need to break down cultural barriers in the community, for example between international students and the community.

Build a strong physical connection between MSU and downtown Mankato, to create a more vibrant urban core, that offers more cultural experiences, spaces and activities.

Need to enhance the entrance corridors into Mankato and the region, to reflect the vision and reflect vitality.

Source of Stakeholder Idea:

- Community Survey
- Think-Tank Workshop
- Focus Groups

MORE INFORMATION

PILLAR 1:
CREATING THE
REGION AS A
'HUMAN TALENT
HUB'

The Greater Mankato Growth, Inc organization (GMG) has agreed to take the leadership role in helping develop the implementation plan, and will be convening other regional stakeholders to work on the Strategic Pillars and potential action areas. This work will progress through 2024.

For more information about **Transforming Tomorrow Together - Greater Mankato 2040**, please contact:



PRESIDENT & CEO

Greater Mankato Growth
507-385-6645

info@greatermankato.com

'Transforming Tomorrow Together - Greater Mankato 2040' is a planning and visioning project exploring the future of the Greater Mankato region. This regional planning process has been supported by a wide range of stakeholders and institutions in the Greater Mankato region. This project is about coming together as a region and building a vision and roadmap for 2040.

More details about the initiative and the associated data analysis are available on the project portal:

lab2.future-iq.com/greater-mankato-2040/

