

CITY OF EAGLE LAKE
MARCH 2, 2026
CITY COUNCIL MEETING AGENDA-AMENDED
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. Written comments or questions for the City Council can be submitted via USPS, email, or dropped off at City Hall. 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

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 the 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 February 2, 2026

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CONSENT AGENDA

1.	Monthly Bills	Pg.	10	2.	Treasurer’s Report	Pg.	
3.	Public Works Report	Pg.	52	4.	Fire Report	Pg.	53
5.	Gambling Report	Pg.		6.	Building and Zoning Permits	Pg.	54
7.	Board and Commission Minutes	Pg.	55	8.	Tator Days Vendor Setting Up in the Fire Hall Parking Lot	Pg.	59
9.		Pg.				Pg.	

PRESENTATIONS/SCHEDULED GUESTS

1. Al and Brett Anderson – Valley Lane and Alley Concerns

NEW BUSINESS

1. Updates to Fire Department Handbook Pg. 60
2. Pricing for New Lock System at Fire Hall Pg.113
3. Audit Engagement Letter for Year Ended December 31, 2025 Pg.115
4. Request Received to Declare March as Multiple Sclerosis Awareness Month Pg.125
5. Blace Avenue Escrow - Draw Request No. 2 Pg.127
6. Schedule Public Hearing on Proposed Assessment – 2026 Street and Utility Reconstruction Project Pg.131
7. Resolution of Application to MN PFA Drinking Water State Revolving Fund Pg.133
8. Council Packet Financial Information-Cybersecurity and Fraud Considerations Pg.141A

CITY ADMINISTRATOR REPORT

Pg.142

1. Month-End Revenue and Expenditure Report
2. Employee Leave Balances
3. 345kV Transmission Line Project Approved Route
4. Forgivable Childcare Loan Program Updates
5. Update on .gov domain
6. Open Book Meeting Notice
7. Recap of Recent Transportation Alliance Meeting in St. Paul

COUNCIL MEMBER REPORTS

ANNOUNCEMENTS

- Upcoming Regular **City Council** Meeting – April 6, 2026 at 6:00 PM, City Hall – Council Chambers, 705 Parkway Avenue
- Next Regular **EDA** Meeting – March 26, 2026 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Park Board** Meeting – March 12, 2026 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Planning Commission** Meeting – March 16, 2026 at 6:00 PM, City Hall-Council Chambers, 705 Parkway Ave

ADJOURNMENT

**CITY OF EAGLE LAKE
CITY COUNCIL MEETING
FEBRUARY 2, 2026**

CALL TO ORDER

Mayor Whittington called the meeting to order at 6:00 p.m. The Pledge of Allegiance was said.

ROLL CALL

Council Members present: Garrett Steinberg, Beth Rohrich, Anthony White, Nick Lewis, and Mayor John Whittington.

Staff Present: City Administrator Jennifer Bromeland, Deputy Clerk Kerry Rausch, and Public Works Director Andrew Hartman. Blue Earth County Sheriff's Office Liaison Lieutenant Mitch Gahler.

PUBLIC COMMENTS

- None.

APPROVAL OF AGENDA

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

APPROVAL OF MEETING MINUTES

- **Council Member Rohrich moved, seconded by Council Member Lewis, to approve the January 5 and January 22, 2026 City Council minutes as presented. The motion carried with Council Members Steinberg, Rohrich, White, Lewis, 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. 2026-10 Transforming Tomorrow Together
	2040 Regional Plan
Duck Unlimited Gambling Request-Bingo/Raffle March 7 at American Legion	Board and Commission Minutes
Res. 26-12 Appoint Enevold to FD Reserves	

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

PRESENTATION

1. Jill Cusick, United Way Resources and Donor Development Director: Community Partner
 - Jill Cusick provided an overview of United Way programs and initiatives, partner agencies, campaign goals, and the impact United Way continues to have in Eagle Lake. In 2024, more than 1,000 Eagle Lake residents received support through United Way-funded programs, with over \$63,000 invested back into the community.
 - United Way is currently at 87% of its 2026 campaign goal, with \$307,452 remaining. Donations may be made by calling 507-345-4554, visiting mankatounitedway.org/donate, or via Venmo at @GreaterMankatoAreaUnitedWay. The Andreas Family Foundation is matching up to \$50,000 in new and increased gifts.
2. Tom Hunter, Eagle Lake Lutheran Church: Possible Donation for Changing Tables in Restrooms
 - Tom Hunter with Eagle Lake Lutheran Church, which holds Sunday services at City Hall, stated the Church would like to donate two changing tables for the restrooms at City Hall.
 - Public Works Director stated he has contracted JR Murilla Construction who provided an estimate of \$150 to install the changing tables.
 - Eagle Lake Lutheran Church has confirmed they would donate funds to supply the free-standing wall-mounted changing tables and cover the cost of hiring a contractor to complete the installation.
 - **Council Member White moved, seconded by Council Member Lewis, to adopt Resolution 2026-11 accepting the donation to the City. The motion carried with Council Members Steinberg, Rohrich, White, Lewis, and Mayor Whittington voting in favor.**

NEW BUSINESS

1. Congenital Heart Defect Awareness Week February 7-14, 2026 Mayoral Proclamation
 - Administrator Bromeland explained that the City has received a request from Amanda Rueter, Director of the nonprofit organization Lasting Imprint, asking that the City of Eagle Lake declare February 7-14 as Congenital Heart Defect Awareness Week. Lasting Imprint supports families and individuals affected by congenital and acquired heart defects and works to raise awareness of these conditions, which are the leading cause of death among infants with birth defects.
 - Administrator Bromeland stated that Lasting Imprint will be coordinating the installation of an Automated External Defibrillator (AED) at the city park, along with the training of 5-6 city personnel on the property use and maintenance of the equipment.
 - **Council Member Steinberg moved, seconded by Council Member White, to proclaim February 7-14, 2026 as Congenital Heart Defect Awareness Week. The motion carried with Council Members Steinberg, Rohrich, White, Lewis, and Mayor Whittington voting in favor.**
2. Pricing to Replenish Water Meter Inventory
 - Public Works Director Hartman stated he is requesting the authorization to purchase 48 water meters at a cost of \$16,272 from Metering and Technology Solutions. He also explained that the existing water meters in homes are reaching the end of their life expectancy.
 - Director Hartman explained that the residents pay for the original meters when the house is constructed but the City covers the cost of replacement meters.
 - **Council Member Steinberg moved, seconded by Council Member White, to authorize the purchase of 48 water meters at \$16,272. The motion carried with Council Members Steinberg, Rohrich, White, Lewis and Mayor Whittington voting in favor.**

3. NLC Congressional City Conference and Meeting with Federal Legislators for Water Treatment Plant Funding
- Administrator Bromeland explained that authorization is being sought for Mayor John Whittington, Council Member Rohrich, and City Administrator Bromeland to attend the National League of Cities (NLC) Congressional City Conference, March 16-18, 2026 in Washington DC.
 - The purpose of the conference is to bring together over 2,000 city leaders to address federal policy issues impacting local governments. Attendance allows City representatives to meet directly with members of Congress, federal agencies, and national policy leaders, advocate for Eagle Lake's priorities, and gain educational insights on infrastructure, public safety, community resilience, and federal regulations.
 - The estimated cost per attendee is \$2,830, which covers registration, lodging and airfare.
 - **Council Member White moved, seconded by Council Member Steinberg, authorizing Mayor Whittington, Council Member Rohrich and City Administrator Bromeland to attend the NLC in Washington DC. The motion carried with Council Members Steinberg, Rohrich, White, Lewis, and Mayor Whittington voting in favor.**
4. Lobbyist Agreement for State Funding for Water Treatment Plant Funding
- Administrator Bromeland explained that the City of Eagle Lake first engaged a government relations firm in 2024 to assist with State legislative advocacy. In 2025, the City expended \$20,000 for services provided by Capital Hill Associates. To continue engaging a lobbyist for the 2026 legislative session, the proposed cost is \$18,000.
 - The 2025 legislative session resulted in a last-minute bonding bill; however, Eagle Lake's funding request for the Water Treatment Plant was not included. Meetings with State legislators have been scheduled for March 25, when City representative are in St. Paul attending the Coalition of Greater Minnesota Cities conference. Those scheduled to attend the meetings include City staff, Mayor Whittington and Council Member Rohrich.
 - For the 2025 legislative session, the City's state funding request totaled \$7,077,000. Representative Luke Frederick has indicated that funding for Eagle Lake's Water Treatment Plant is his number one priority for inclusion in a bonding bill during the upcoming legislative session, which begins on February 17. The City's focus this session will be meeting with the Senate to gain their support for Eagle Lake's request.
 - **Council Member White moved, seconded by Council Member Steinberg, to approve the agreement with Capitol Hill Associates for the government relations services in 2026. The motion carried with Council Members Steinberg, Rohrich, White, Lewis, and Mayor Whittington voting in favor.**
5. Certify Charges for Collection with Taxes for Leaking Water Service Repair at 108 S 2nd Street
- Administrator Bromeland explained that the legal guardian for the property owner of parcel R121018133011 contacted the City to request that outstanding charges related to this property from Dirt Merchant, Inc (DMI) be certified for collection with the parcel's property taxes.
 - The charges were incurred for repairs to a leaking water service at the shutoff located between the curb and the sidewalk. The repair work was completed by DMI at a total cost of \$4,325.24.
 - Upon Council approval to certify the charges, the City will issue payment to DMI of \$4,325.24. The cost will then be assessed to the parcel and collected with property taxes payable in 2027, plus 4 percent interest, in accordance with City policy and state statute.

- **Council Member White moved, seconded by Council Member Lewis, to authorize the City to pay DMI and to certify the charges to parcel R121018133011 property taxes. The motion carried with Council Members Steinberg, Rohrich, White, Lewis, and Mayor Whittington voting in favor.**

6. Proposals Received for Auditing Services for Years Ending 2025-2027

- Administrator Bromeland explained that Requests for Proposals (RFP) for auditing services was issued. The RFP was sent directly to firms known to provide municipal audit services and was also posted on the League of Minnesota Cities classified ads and the City's website. Three proposals were received. The lowest proposal was received from Creative Planning, with Abdo coming in with the next lowest, and Eide Bailly with the highest proposal.
- The City's audit for year ending 2024 was \$40,189.51 plus an additional amount for bank reconciliation services.
- City staff met with representatives from Abdo and Creative Planning to discuss the City's needs, expectations, and concerns related to auditing services. Based on the proposals received, cost considerations, and discussions with the firms, City staff recommend approval of the proposal submitted by Abdo.
- **Council Member Rohrich moved, seconded by Council Member Lewis, to accept the proposal from Abdo in the amounts of \$35,550 (2025), \$37,500 (2026), and \$39,500 (2027). The motion carried with Council Members Steinberg, Rohrich, White, Lewis, and Mayor Whittington voting in favor.**

7. Verizon Escrow Agreement

- Administrator Bromeland explained that Verizon is undertaking a C-Band installation project involving equipment on the City's water tower. Bolton and Menk will review and approve all drawings, plans, and related documents on the City's behalf. The cost for these reviews is passed directly on to Verizon. Work is scheduled to begin the week of February 9. Public Works Director Hartman will coordinate with the crew on-site on behalf of the City throughout the project.
- Verizon is proposing a \$10,000 escrow and has overnighted payment for this amount. Bolton and Menk has recommended a \$20,000 escrow amount due to the delay in work beginning which has resulted in more meetings and trips.
- Verizon has requested more details from Bolton and Menk.
- **Council Member Rohrich moved, seconded by Council Member White, to authorize staff to sign the escrow agreement upon reaching consensus of the escrow amount. The motion carried with Council Members Steinberg, Rohrich, White, Lewis, and Mayor Whittington voting in favor.**

8. Preventive Maintenance Proposals for City Hall Heating and Cooling Discussion

- Administrator Bromeland stated that following the January City Council meeting staff obtained a preventative maintenance proposal from Skogen Mechanical in the amount of \$950 for two inspections per year. Schwickert's current agreement is \$1,568 for two inspections per year. If Council would like to change providers, the change would occur when the current contract expires on July 27, 2026.
- Council discussion included the proposals are for only at City Hall and wondering if there needs to be agreements for the Public Works shop and Fire Department. Public Works Director stated that they change their filters regularly. Administrator Bromeland will contact the Fire Department to determine their needs.

- **Council Member White moved, seconded by Council Member Lewis, accepting the proposal from Skogen Mechanical for preventative maintenance at City Hall. The motion carried with Council Members Steinberg, Rohrich, White, Lewis, and Mayor Whittington voting in favor.**
9. Childcare Forgivable Loan Program Announcement and Guidelines
- Administrator Bromeland explained that the Economic Development Authority (EDA) reviewed a draft announcement and program guidelines for the Child Care Forgivable Loan Program at its meeting on January 22 and recommends approval.
 - The grant application submitted to the Taylor Family Farms Foundation was approved in the amount of \$10,000, with a required \$10,000 local match from the EDA. The combined funds will be used to establish a forgivable childcare loan program modeled after the Blue Earth County Forgivable Loan Program launched in 2018.
 - Upon Council approval staff will announce the availability of the loan.
 - **Council Member White moved, seconded by Council Member Rohrich, to approve the draft announcement and guidelines. The motion carried with Council Members Steinberg, Rohrich, White, Lewis, and Mayor Whittington voting in favor.**
10. Bills List Included with Council Packets on Website and Fraud Prevention Discussion
- Administrator Bromeland stated that the finance committee, which consists of Councils Members Beth Rohrich and Nick Lewis, Administrator Bromeland, and Deputy Clerk Rausch, met and discussed fraud. Currently the bill listing is listed on the City's website in the Council packet.
 - Stemming from discussion, staff is asking for input from Council as to if the bills listing should remain on the website or if it should be pulled and available for interested parties to view at City Hall since it is public data. A placeholder would be included in the packet to let people know it is available at City Hall. Staff is also working with its banker to protect against fraud.
 - **Council Member Steinberg moved, seconded by Council Member White, authorizing Administrator Bromeland to work with legal counsel to determine appropriate methods to minimize fraud. The motion carried with Council Members Steinberg, Rohrich, White, Lewis and Mayor Whittington voting in favor.**
11. Capital Outlay and Committed Fund Balance for Year Ending 12/31/25
- Administrator Bromeland explained that as of December 31, 2025, the City's pre-audit fund balance for capital outlay is \$2,340,244.39. At the recommendation of the City's auditor, Eide Bailly, the City Council is advised to formally designate this amount as a "committed" fund balance for capital outlay purposes. This action is an important step in the year-end financial process and should be completed prior to the finalization of the City's annual audit.
 - The "Committed" fund balance designation is a key component of governmental financial reporting. It ensures these funds are formally earmarked for capital projects and aligns with the City's long-term capital planning and budgeting practices.
 - **Council Member Rohrich moved, seconded by Council Member Lewis, to designate the Capital Outlay fund balances of \$2,340,244.39 as a committed fund balance for capital outlay purposes as of December 31, 2025. The motion carried with Council Members Steinberg, Rohrich, White, Lewis, and Mayor Whittington voting in favor.**
12. Proposal for Accounting Services
- Administrator Bromeland explained the proposal before Council from Abdo Financial Solutions for accounting services has a term of January 1, 2026 through December 31, 2026. The scope of services would include responding to questions from City staff related to bank reconciliations,



month-end close activities, and journal entries. Services would be provided on an as-needed basis, and the City would be billed only for time incurred. Estimated total fees for the contract are approximately \$7,500; however, the final cost may vary depending on the level of assistance required.

- **Council Member Rohrich moved, seconded by Council Member White, to approve the proposal for accounting services from Abdo Financial Solutions. The motion carried with Council Members Steinberg, Rohrich, White, Lewis, and Mayor Whittington voting in favor.**

CITY ADMINISTRATOR REPORT

1. YTD Revenue and Expenditure Report for December 2025

- The year-end preaudit general fund revenues are higher than the budgeted revenue and the year-end expenditures are lower than budget for 2025. There were some unplanned expenses such as the roof repairs at City Hall and the damage to the Public Works shop. The City will receive reimbursement for shop damages, less the City's deductible.

2. Employee Leave Balances

- The leave balance report is included for Council review.

3. Accounting and Bank Reconciliation Project Update

- Abdo reported that a significant amount of time was spent overhauling cash accounts in Banyon, as several accounts were not originally set up correctly. Abdo has worked to bring the bank reconciliation process back into the system. Abdo is training staff on bank reconciliations with the goal that the City will be able to perform this critical monthly account function independently and accurately. This proposal would allow issues to be addressed promptly as they occur.

4. MS4 Decertification Update and Next Steps

- City staff consulted with ISG regarding next steps in the MS4 decertification process now that the City is no longer designated as an MS4 community. While the City is no longer required to administer the MS4 program, many beneficial stormwater management practices remain in place as a result of the program.
- It was discussed that contractors are still required to comply with state stormwater requirements; however, the City is no longer the enforcement authority for violations.
- ISG recommends that City staff maintain relevant certifications to remain knowledgeable, assist with identifying potential issues, and be prepared should Eagle Lake be brought back into the MS4 program in the future. ISG is also assisting with a review of the City's current application processes, paperwork for new construction, and related code language.

5. Communications from Rep. Finstad and Senators Klobuchar and Smith about Federal WTP Funding

- The City has received communications from Rep. Finstad and Senators Klobuchar and Smith indicating that the City of Eagle Lake has been awarded \$1,050,000 in federal funding. While this funding announcement is exciting, additional funding will still be necessary to fully complete the project, and continued advocacy efforts remain important.

6. Recap of Childcare Provider Appreciation Swag Bags Delivered to Providers

- As part of the RCCIP Core Team's initiatives, showing appreciation to local childcare providers was identified as a priority. Donations were collected to assemble appreciation swag bags, which were recently delivered to Eagle Lake childcare providers.

7. RFP for Garbage and Recycling

- City staff has revisited the timing of releasing a Request for Proposals (RFP) for garbage and recycling services. After reviewing the current contract, proposal review timelines, and the requirement to provide 60 days' notice to terminate the existing agreement, staff recommend releasing the RFP now with an effective date of February 2027. This will allow sufficient time for proposal review and City Council consideration before determining whether to enter into a new five-year agreement or select a different hauler. The current contract is renewed on a one-year basis.

COUNCIL REPORTS

- Council Member Rohrich provided a report from the Community Education and Recreation meeting. The summer Aces program will not be held at the Eagle Lake School this year due to a construction project but stated Aces will return in 2027. It is important for the City work to ensure this returns in 2027.

ADJOURNMENT

Council Member White moved, seconded by Council Member Lewis, to adjourn the meeting at 7:15 p.m. The motion carried with Council Members Steinberg, Rohrich, White, and Mayor Whittington voting in favor.

John Whittington, Mayor

Kerry Rausch, Deputy City Clerk

CITY OF EAGLE LAKE

*Check Summary Register©

February 2026

	Name	Check Date	Check Amt	
10100	1-NOW Account			
2188e	PRINCIPAL FINANCIAL GROUP	02/02/26	\$149.86	Feb-March Ins. Premium
2189e	SOUTH CENTRAL SERVICE COOPERATIVE	02/02/26	\$10,967.84	February Premium
2191e	MN DNR-OMB	02/04/26	\$397.74	Water Permits Permit Number 1979-4363
2192e	Harbor Freight	02/04/26	\$280.94	Rubber Coat Blast Gloves abrasive blaster kit, glass bead, per
2193e	PSN	02/04/26	\$847.20	January Charges
2194e	METRONET	02/04/26	\$53.98	Acct 2222518
2195e	METRONET	02/04/26	\$169.72	Acct 1959251
2196e	METRONET	02/04/26	\$724.47	Acct 1959304
2197e	PERA	02/10/26	\$2,755.49	BW 02-12-26
2198e	WEX HEALTH INC.	02/10/26	\$163.48	BW 02-12-26
2199e	ELAN FINANCIAL SERVICES	02/10/26	\$2,354.19	Jan 29-Feb 5 Charges
2200e	MN DEPT OF REVENUE	02/10/26	\$2,030.00	January Sales Tax
2201e	ADP, LLC	02/10/26	\$417.90	
2202e	Abdo LLP	02/10/26	\$7,854.30	2026 Bank Recon
2203e	CORNERSTONE STATE BANK-LESUEUR	02/10/26	\$172,789.50	GO Refunding Bonts, Series 2021B
2204e	Verizon Wireless	02/10/26	\$240.06	January Service
2205e	WEX HEALTH INC.	02/10/26	\$16.50	January Fees
2206e	MN PUBLIC FACILITIES AUTHORITY	02/10/26	\$1,240.47	Bond Payment
2207e	American Parks Company	02/10/26	\$6,672.00	ADA Accessible Fido & Me Fountain - Park Board
2210e	ADP, LLC	02/19/26	\$284.66	
2211e	CANON FINANCIAL SERVICES INC	02/19/26	\$217.00	Contract Charge
2212e	CASEYS BUSINESS MASTERCARD	02/19/26	\$364.95	Fuel
2213e	CENTER POINT ENERGY	02/19/26	\$18.79	Generator at City Hall
2214e	DELTA DENTAL OF MN	02/19/26	\$676.29	March Premium
2217e	ADP, LLC	02/20/26	\$0.00	Employer Medicare Tax
2219e	Abdo LLP	02/26/26	\$8,875.00	Audit Services for YE 2025
2220e	BENCO ELECTRIC	02/26/26	\$554.86	February Bill
2221e	LINDE GAS & EQUIPMENT INC	02/26/26	\$78.77	December Rental
2222e	PERA	02/26/26	\$30.00	MO 02-26
2223e	PERA	02/26/26	\$2,686.32	BW 02-26-26
2224e	WEX HEALTH INC.	02/26/26	\$163.48	BW 02-26-26
2225e	XCEL ENERGY	02/26/26	\$7,172.05	Feb Bill
2227e	ADP, LLC	02/26/26	\$17,812.37	Employer Medicare Tax <i>Bw 2-26-26 Payroll</i>
2229e	ADP, LLC	02/26/26	\$2,254.94	Employer Medicare Tax <i>Council Payroll</i>
2230e	ADP, LLC	02/27/26	\$18,314.66	BW 02-12-26
47855	BLUE EARTH COUNTY	02/02/26	\$339.39	TNT Notices
47856	BOLTON & MENK INC	02/02/26	\$14,928.50	Pedestrian Connectivity Improvement
47857	CENTER POINT ENERGY	02/02/26	\$1,963.30	January Statement
47858	CHRISTOPHER KENNEDY	02/02/26	\$189.00	January Charges
47859	COMPUTER TECHNOLOGY SOLUTIONS	02/02/26	\$4,252.60	Atral Security Agreement
47860	FREEDOM SECURITY	02/02/26	\$96.00	Monitoring Service Febrfuary - April
47861	LANARS, CHRISTOPHER	02/02/26	\$531.61	Refund Utility Bill Overpayment
47862	NAPA AUTO PARTS	02/02/26	\$122.49	Air Filter-Gold
47863	UTILITY CONSULTANTS INC	02/02/26	\$340.77	Chemicals
47864	401 PARKWAY LLC	02/05/26	\$287.81	January Fuel
47865	BROMELAND, JENNIFER	02/05/26	\$1,470.03	Reimbursement Flights for NLC Conference
47866	CAPITOL HILL ASSOCIATES, INC	02/05/26	\$9,000.00	Lobbying Services
47867	DIRT MERCHANT INC	02/05/26	\$4,325.24	Work at 108 S 2nd St
47868	Beckmann, Jacob	02/05/26	\$90.96	Waste Water Training
47869	KOLLES, SPENCER	02/05/26	\$240.38	Shredder and supplies
47870	NORTH CENTRAL INTERNATIONAL	02/05/26	\$56,005.94	2014 International Repair
47871	RUEL, NATHAN	02/05/26	\$795.30	Waste Water Training Reimbursement
47872	SOUTH CENTRAL COLLEGE	02/05/26	\$897.80	2025 EMR Refresher-Kolles, McCarty, McDonough, Rueter
47873	BADGER METER	02/27/26	\$120.12	February Hosting Service

CITY OF EAGLE LAKE

*Check Summary Register©

February 2026

Name	Check Date	Check Amt	
47874	BHE COMMUNITY SOLAR LLC	02/27/26	\$1,153.43 SOLAR GARDEN
47875	BLUE EARTH COUNTY CHIEF ASSOC.	02/27/26	\$120.00 2026 Chief Assoc dues and 2026 Air Truck Maintenance Dues
47876	Blue Earth County Elections	02/27/26	\$1,476.85 Election Services
47877	BLUE EARTH COUNTY HIGHWAY DEPT	02/27/26	\$1,206.00 Salt and Sand
47878	B. E. COUNTY SHERIFFS DEPT	02/27/26	\$44,825.61 February Charges
47879	BOLTON & MENK INC	02/27/26	\$13,318.00 Verizon C-Band
47880	BOUND TREE MEDICAL LLC	02/27/26	\$549.14 Medical Supplies
47881	BROMELAND, JENNIFER	02/27/26	\$57.28 Reimburse Mileage
47882	CITY BUILDING INSPECTION SRVCS	02/27/26	\$1,004.48 Inspection Services
47883	COALITION OF GREATER MN CITIES	02/27/26	\$6,330.00 20 Members Dues
47884	COMPUTER TECHNOLOGY SOLUTIONS	02/27/26	\$15.50 VGA Video Cable
47885	CORE & MAIN	02/27/26	\$1,231.95 Nut combo set, valve sear, brossarm and valve washer
47886	Dinges Fire Company	02/27/26	\$60.75 Bolt Cutter
47887	FREEDOM SECURITY	02/27/26	\$125.00 Standard Labor for no network issue
47888	FRESH START CLEANING AND	02/27/26	\$425.00 January Service
47889	GOPHER STATE ONE CALL	02/27/26	\$55.40 January Tickets
47890	HAWKINS	02/27/26	\$20.00 Chemicals
47891	ISG	02/27/26	\$1,252.50 MS4 Decertification and Next Steps
47892	LEAGUE OF MN CITIES	02/27/26	\$1,911.00 MMUA Regional Safety Graoups Training
47893	LJP ENTERPRISES	02/27/26	\$14,946.31 Small=1059 Large=136
47894	LOFFLER COMPANIES INC	02/27/26	\$176.00 Contract base charge
47895	MACQUEEN EMERGENCY	02/27/26	\$71.00 Cairns Leather Front
47896	CITY OF MANKATO	02/27/26	\$3,000.00 FF1/FF2 Haz. Mat Exam-Hernandez and Duitsman
47897	MATHESON TRI GAS INC	02/27/26	\$385.04 Gas Cylinders
47898	MENARDS	02/27/26	\$55.16 Siffer Wetjeft and solution, Sleaner and trash bags
47899	METERING & TECHNOLOGY SOLUTION	02/27/26	\$16,529.26 48 Water Meters
47900	MINNESOTA WASTE PROCESSING CO	02/27/26	\$10,099.87 January Fees
47901	PLUNKETTS PEST CONTROL	02/27/26	\$56.36 February Charges
47902	RENT-N-SAVE	02/27/26	\$185.00 January Charge - Ice Rink Location
47903	ROHRICH, BETH	02/27/26	\$127.60 Reimburse Mileage Tranportation Day at Capital
47904	SKOGEN MECHANICAL LLC	02/27/26	\$3,000.00 Replace Compressor
47905	MN Transportation Alliance	02/27/26	\$325.00 Annual Membership
47906	VESTIS	02/27/26	\$178.60 Clothing
Total Checks			\$489,900.11
10105 Community Bank			
336e	CORNERSTONE STATE BANK	02/20/26	\$21,624.35 February ACH
Total Checks			\$21,624.35
10400 Pioneer Bank			
10e	CORNERSTONE STATE BANK	02/03/26	\$350,000.00 Wire from ICS to Now Acct
Total Checks			\$350,000.00

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CITY OF EAGLE LAKE

***Check Summary Register©**

February 2026

<u>Name</u>	<u>Check Date</u>	<u>Check Amt</u>
<u>10100 1-NOW Account</u>		
101 GENERAL		\$211,215.59
201 STORM WATER DRAINAGE		\$3,683.61
202 RECYCLING UTILITY		\$6,285.79
203 REFUSE UTILITY		\$18,760.39
326 PFA		\$1,240.47
332 FACILITIES 2021B		\$172,789.50
410 2026 STREET RECONSTRUCTION		\$785.00
413 Pedestrian Connectivity Improv		\$24,646.50
601 WATER FUND		\$33,680.05
602 SEWER FUND		\$16,813.21
		<hr/>
		\$489,900.11
<u>10105 Community Bank</u>		
101 GENERAL		\$328.78
201 STORM WATER DRAINAGE		\$1,216.51
202 RECYCLING UTILITY		\$994.52
203 REFUSE UTILITY		\$3,277.56
601 WATER FUND		\$7,335.99
602 SEWER FUND		\$8,470.99
		<hr/>
		\$21,624.35
<u>10400 Pioneer Bank</u>		
101 GENERAL		\$350,000.00
		<hr/>
		\$350,000.00

11A
11A

Pay Dates 02/12/2026, 02/26/2026

Payroll Name	Pay Date	Net Pay
Anderson, Jim	02/12/2026	165.16
Anderson, Jim	02/26/2026	97.58
Barta, Jodie L	02/12/2026	1,460.35
Barta, Jodie L	02/26/2026	1,460.33
Beckmann, Jacob Donald	02/12/2026	1,488.57
Beckmann, Jacob Donald	02/26/2026	1,584.51
Bromeland, Jennifer J	02/12/2026	3,366.52
Bromeland, Jennifer J	02/26/2026	3,366.52
Hartman, Andrew R	02/12/2026	1,740.29
Hartman, Andrew R	02/26/2026	1,546.32
Kolles, Spencer D	02/26/2026	453.76
Lewis, Nicholas W	02/26/2026	260.73
Nicklay, Michael L	02/12/2026	1,693.06
Nicklay, Michael L	02/26/2026	1,624.21
Rausch, Kerry L	02/12/2026	1,695.40
Rausch, Kerry L	02/26/2026	1,651.58
Rohrich, Elizabeth K	02/26/2026	275.73
Ruel, Nathan W	02/12/2026	1,509.32
Ruel, Nathan W	02/26/2026	1,463.33
Steinberg, Garrett R	02/26/2026	275.73
White, Anthony D	02/26/2026	275.74
Whittington, Johnnie L	02/26/2026	367.64

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Wire Transfers Made in 2026

<u>Date</u>	<u>Amount</u>	<u>Description</u>	<u>Initiated by</u>
2/3/2026	\$ 350,000.00	Wire from ICS to NOW Acct	Kerry



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

March 2026

To: Mayor, City Council and City Administrator Jennifer Bromeland

From: Andrew Hartman Public Works Director

Water:

Verizon is on site working on their equipment upgrade project. This is projected to be done in the first week of March. They will have to come back this spring to do paint touch up, which will include draining the tower and paint touch up inside the tank as well. We are starting to work on our Lead and Copper test site plan that will be sent to the state for approval once we have it finalized. This new process will take some time and coordination to ensure that the sites we choose will have cooperation with the residents.

Sewer:

We have received the new panel for the lift station behind the shop. I will coordinate installation of this early spring. We had Calibrations and Controls out in February to do our bi-annual flow testing on the main lift station and Regency meter for the wastewater system.

Streets:

We have been busy keeping the streets clean during snowfall. We got our 2014 international plow truck back from having the engine replaced. We have been rinsing and cleaning equipment after snow events to prolong the life and keep them in good condition. We met with the personnel committee to discuss snowplow operations and give them information as to how and why we do what we do during snow events.

Parks:

We have been keeping the trails clean after snowfall and drifting snow. We will be out when weather permits to clean up some trees and brush in Lake Eagle Park.

Storm Sewer:

We have been cleaning snow out of catch basins when we have the warm weather to allow the water to flow to them.

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

Andrew Hartman



Eagle Lake Fire Department

February 2026 Chiefs Report

Eagle Lake City Council Members and Mayor Whittington,

During the month of February, the officer group worked closely together to ensure we have the necessary equipment and gear to keep not only our firefighters safe, but also the community we proudly serve. We also focused on reorganizing the station and proactively planning for the year ahead.

Our Training Officer and Assistant Training Officer have completed planning for all training exercises for the upcoming year to ensure our department remains prepared and ready to respond when called upon.

In February, we welcomed a new reservist to the department, **Nate Enevold**. Nate participated in our monthly training and is eager to continue his journey with the department. We are excited to have him on board.

February training included a two-hour forcible entry session conducted by instructors from Riverland Community College. Members practiced breaching doors and operating saws, cutting through various materials to build proficiency and confidence in real-world scenarios.

Additionally, our six department EMTs completed their EMT refresher course over the course of a weekend, ensuring they remain certified and ready to provide critical medical care to our residents.

We also continued supporting the community by assisting the Eagle Lake American Legion with their steak fry, providing staff to cook and serve meals. We will be volunteering again in March. The time donated goes toward covering the rent for our annual banquet and Christmas party.

We remain committed to preparedness, professionalism, and community involvement.

Calls for February 2026:

1 – Lift Assist

7 – Medicals

2 – Fire Alarm

1 – Motor Vehicle Accident

Respectfully,

Spencer Kolles

Fire Chief

Eagle Lake Fire Department

2026 Bulding Permits

<u>HOUSE #</u>	<u>STREET</u>	<u>VALUE</u>	<u>Project Description</u>
241	Joan Ln	\$ 9,403.00	windows (3)
232	Linda Dr	\$ 8,744.00	windows (9)
311	Falcon Run	\$ 20,000.00	Garage - add door, insulation, outlets

**CITY OF EAGLE LAKE
PARK BOARD MEETING
THURSDAY, FEBRUARY 12, 2026**

Call to Order

- Members Present: Joan Back, Beth Rohrich, Don Wesely, and Anthony White,
- Staff Present: Administrator Bromeland, Deputy Clerk Rausch, and Public Works Director Hartman

Treasurer's Report

- The treasurer's report was presented.

New Business

1. 2026 Goals

- Future planning for Frazee Park took place with Anthony White explaining that the equipment ideas sent to the Park Board are for smaller equipment such as castles and a rope course and that he went away from the ninja warrior concept due to pricing. Park Board members showed interest in the castle concept and the rope course concept. The castle concept has a smaller footprint and may be a good fit for the space. The approximate cost of the equipment with installation is \$92,000. This may be something we could order at the end of 2026 for a 2027 installation.
- City Administrator Bromeland and Public Works Director Hartman have contacted the vendor of the Fido and Me water fountain to get information from them as well.
- Preliminary discussion of location for new equipment and the possibility of a small shelter took place. The need to revamp the parking for this park was discussed and this will need to be kept in mind when determining the location of new equipment. Director Hartman stated that if the equipment could be installed to the east of the restrooms it would allow for a concrete sidewalk to be installed to make access to the playground ADA compliant. Base materials for a new playground area were discussed with it being noted that the rubber bases are hazardous waste and very expensive to dispose of.
- Methods to pay for new equipment were discussed which included exploring grants, budgeted funds, and fundraising. Park Land funds can be used to purchase parkland or used to upgrade or develop existing parks. Administrator Bromeland shared that she and Council Member Beth Rohrich recently listened to a DNR outdoor recreation grant webinar to see if there are any programs that would help with a playground grant.
- Director Hartman stated that he expects 2026 Park Board expenses from a maintenance standpoint to be about \$20,000 which would include the installation of wood chips in Eagle Heights Park, the installation of gutters on the pavilion, and repairs of park equipment which will be inspected in the spring.
- Potential vendors should be given an aerial view of the park so they can assist in the layout of equipment, keeping in mind the desire to revamp the parking lot and construct a veteran's memorial. They should be asked to draw something up that we can use for a flyer to be reviewed at the next Park Board meeting. They should be asked if there are grants available through the company.
- Beth Rohrich will gather a list of who were contacted in the past for donations and who made donations for the next meeting. Discussion included that businesses should be contacted before

reaching out to the public for donations. The Eagle Lake Community Foundation may be a source to run the funds through.

2. Pavilion Landscaping Trip Hazard Update

- Pricing is still being obtained.

3. T-Ball

- Discussion included the desire to keep the minimum age to 4 years for safety purposes.
- Don Wesely will contact last year's planning team before next meeting. He will also talk to MAYBA or East for the Jamboree.

4. Active Adults

- The adults who are attending are enjoying it. Good speakers are being brought in.

5. Other Items

- Price estimates to reside the warming house should be sought for future planning as well as pricing for the concrete which is deteriorating.
- Don Wesely asked if a couple of Frisby golf stations could be installed in each of the parks to give youth a feel for the game.
- The basketball court in Fraze was discussed stating it is in bad condition and never used.

Respectfully Submitted,
Kerry Rausch, Deputy City Clerk

**CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING MINUTES
FEBRUARY 23, 2026**

CALL TO ORDER

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

MEMBERS PRESENT

- Trent Talle, Ray Beckel, Tom Barna, and Aaron Stubs.

MEMBERS ABSENT

- Michael Hughes, Michael McCarty, Jan Hughes, and Richard Garvey.

STAFF PRESENT

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

APPROVAL OF THE AGENDA

- **Commissioner Barna moved, seconded by Commissioner Beckel, to approve the agenda. The motion carried unanimously.**

APPROVAL OF MINUTES

- **Commissioner Barna moved, seconded by Commissioner Stubs, to approve the October 25, 2025 minutes. The motion carried unanimously.**

OTHER BUSINESS

1. Orderly Annexation Agreement with Mankato Township Update
 - Administrator Bromeland explained that the draft agreement and the appropriate attachments have been sent to Mankato Township and are currently under review by the Township Board and their attorney. The City is awaiting feedback and are tentatively planning to meet with the Township in April.
 - Discussion included that this annexation agreement is to address the land along County Road 17 west of Eagle Lake up to 594th Avenue.
2. 345vK Transmission Line Route Update
 - Administrator Bromeland explained that following an inquiry to Xcel Energy it was learned that the 345vK line will not be installed along Highway 14. A map with the approved route was provided to the Commissioners in the packet.
3. Land Use Plan Update – Grant Application
 - Administrator Bromeland stated that City staff have submitted a grant application to the Southern Minnesota Initiative Foundation to support a land use plan update; however, the application was not approved. Staff will continue to explore funding opportunities and potential consultants. The update of the Land Use Plan is a goal for 2026.
4. Digital Sign Language – Chapter Six of City Code
 - Administrator Bromeland asked the Planning Commission for a couple of members to volunteer to serve on a subcommittee to draft language for future consideration. She will email the Commission members with some ideas and asked them to contact her if they are interested in serving.

5. Development Activity

- Administrator Bromeland provided a high lever overview letting Commission members know that there is interest in developing in and around Eagle Lake. Staff have been working with two prospective developers. Pre-application conversations with prospective developers are typically confidential. If formal applications are submitted, project details will be shared with the Planning Commission when appropriate.

6. Monthly Building and Zoning Permit Activity

- The building and zoning permit activity was reviewed with questions being answered.

ADJOURNMENT:

- **A motion was made by Commissioner Beckel, seconded by Commissioner Stubbs, to adjourn the meeting. Motion carried.**

Submitted by: Kerry Rausch, Deputy City Clerk



March 2, 2026

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Coffee Truck at Fire Department for Tator Days Pancake Breakfast

The Fire Department would like to have a Reve coffee truck available to serve coffee beverages for purchase during the pancake breakfast on the Saturday morning of Tator Days. The coffee truck would be parked in the Fire Hall parking lot, and a certificate of insurance has been requested from the vendor.

The Tator Days Committee has been notified of the Fire Department's plan to host the coffee truck.


Jennifer J. Bromeland
City Administrator



March 2, 2026

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Updated Fire Department Policy and Procedures Handbook

The Fire Department has completed an update to its Policy and Procedure Handbook with guidance from the City's personnel committee and the Minnesota Valley Council of Governments (MVCOG) staff. The handbook has been thoroughly reviewed to ensure current practices, safety protocols, and personnel guidelines are reflected.

Please note that the handbook does not include the list of job descriptions at this time. MVCOG advises that the handbook can be approved now, with the job descriptions reviewed and approved at the April City Council meeting. The job descriptions are listed as an appendix in the handbook so that, once approved, the handbook and job descriptions will be housed together in a single document.

Representatives from the Fire Department will be present at the meeting to review the updates and answer any questions.

A motion is needed to approve the updates to the Fire Department Policy and Procedure Handbook.


Jennifer J. Bromeland
City Administrator

Jennifer Bromeland

From: Huber, Sheila <shuber@mankatomn.gov>
Sent: Wednesday, February 25, 2026 9:55 AM
To: elfdchief; Hunter Bleess
Cc: Jennifer Bromeland; Potts, Victoria
Subject: Firefighter JD
Attachments: Volunteer Firefighter Eagle Lake.docx

Spencer and Hunter,

I am attaching a draft JD for you to review. The appointed positions need work but I created place holders for them. We need to understand what the specific responsibilities for each of the elected positions to include for their additional responsibilities. My only other question is what is the response time, 7 minutes?

I understand the policy handbook is going to be on next weeks council agenda for approval. Minus the JD's. Once the JD's are finalized these can go to council for final approval and then can be attached to the approved handbook in the appendix of the handbook. Will either of you be in attendance to the Council meeting for any questions of the council? Jennifer asked if Victoria or I were going to be in attendance, however it makes more sense for either one of you to be vs us.

If we need to meet to discuss the additional responsibilities, please let me know when would be a good time.

Sheila Huber

Director of Human Resources | Executive Director

City of Mankato | Minnesota Valley Council of Governments

Intergovernmental Center | 10 Civic Center Plaza | Mankato, MN 56001

Office: (507) 387-8676 | **Mobile:** (507) 560-0286 | **Fax:** (507) 387-8488



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Eagle Lake Fire Department

Established 1951



Policy and Procedure Manual

Revised August 2025

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Introduction

This document establishes standard fire department specific policies. These policies are meant to provide guidance when dealing with fire department-specific issues and situations and to help ensure department activities are consistent, effective, efficient, and safe. The Department shall provide for the safety, health, and wellness of department members by establishing a fire-department-specific policy manual and accompanying procedures. All fire department personnel shall understand and follow these policies and procedures to the best of their ability. Officers of the department are responsible for ensuring the members understand and follow these policies and procedures. Officers will document and report deviations to the Fire Chief, or his/her designee, for review.

This policy can neither anticipate every situation nor answer every question about membership. Membership in the Eagle Lake Volunteer Fire Department is at-will, meaning either the member or the City of Eagle Lake may end the membership at any time, with or without cause or notice. All activities and operations of the Department shall be carried out in compliance with State Law and City Codes, and in the event of conflict, State Law and City Code shall govern.

Any previously adopted by-laws/personnel policies are hereby specifically revoked and rescinded, and the provisions therein are no longer of any force or effect. Membership or continued membership following the adoption of this policy by the City Council shall be subject to the provisions of this manual. The policies and procedures of the City of Eagle Lake, along with those outlined in this Fire Department policies and procedures manual, serve as the sole and exclusive sources of information regarding membership—except where applicable membership benefit documents or City personnel policies apply.

Mission Statement

The mission of the Eagle Lake Fire Department is to minimize loss of life, property and the environment resulting from fires, natural disasters, and life-threatening situations, and to assist other emergency agencies.

Equal Opportunity Employment

The city of Eagle Lake is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The city of Eagle Lake will not discriminate against any employee or job applicant on the basis of race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists) color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

Policy Enforcement

All Fire Department policies shall be enforced by the designated supervisor(s) in accordance with the established chain of command. Supervisors are responsible for ensuring compliance and addressing violations consistently and appropriately within their scope of authority.

Relief Association

Each active firefighter will be a member of the Relief Association. Daytime rescue members are not members of the Relief Association. Refer to Eagle Lake Fire Department Relief Association Bylaws.

Chain of Command

Chief, Assistant Chief 1, Assistant Chief 2, Captain 1, Captain 2, Medical Officer, Training Officer, Assistant Training Officer, Senior Fire Fighter (experienced based).

Chief Authority:

~~The Fire Chief holds ultimate responsibility for overseeing all decisions made by any position within the Fire Department. While officers and members may exercise authority appropriate to their role, the Fire Chief retains the authority to review, modify, or overturn such decisions as necessary. The Fire Chief has the sole authority to make final decisions on behalf of the Fire Department. Final decisions by the chief will include consultation with all officers.~~

Positions within the Fire Department

All of the following positions must be able to perform the essential duties of a firefighter as listed above. Full job description of each of the following positions and assignments are located in Appendix B.

Overall Positions

- Firefighter
- Entry Level Firefighter
- Daytime Rescue

Elected Positions by the Department

- Chief
- President
- Vice President
- Trustee
- Secretary

Chief Appointed Positions

- Assistant Chief
- Captain
- Medical Officer
- Training officer
- Assistant Training Officer

Incident Command Appointed Position

- Safety Officer
- Accountability Officer

How to hold an office

Members interested in holding an elected position on the Eagle Lake Fire Department will express their interest to the Trustees in order to be nominated prior to the October business meeting. Elections are held in December each year. Elected positions include: Chief, President, Vice President, Trustee and Secretary.

Any appointed position listed above is made at the discretion of the Fire Chief. The Chief may reach out to qualified individuals who have expressed interest in serving or who are identified as strong candidates based on their skills, experience, and work history. In addition, the Chief may consult with current officers who will be retaining their positions to gather input on potential candidates for vacant roles or to evaluate whether changes in officer assignments are appropriate. This process ensures that appointments are made thoughtfully, with consideration of both individual qualifications and the overall needs of the department.

As an elected or appointed official of the Eagle Lake Fire Department, one is held to higher standard and expected to fulfil the job descriptions above. Any member that is not in good standing with the Eagle Lake Fire Department will not have any voting rights. Good standing is defined as being an active member of the Eagle Lake Fire Department who is meeting or exceeding their obligations to the fire department and to this policy and is not on probation or subject to any disciplinary action.

Special Election

A special election may be needed to elect a new officer that may have departed. When this occurs a special election may occur at any time with a 2/3rds of the department voting in favor of holding a special election.

Hiring/Application process

The Eagle Lake Volunteer Fire Department requires the following commitment:

- Complete and submit an application to the city (electronic or hard copy);
- Complete the interview process and pass a background check; applicant must possess a valid

- MN driver's license and be at least 18 years of age;
- Pass pre-employment physical examination and drug test;
- Pass physical work performance test which may include the following:
 - SCBA Use - Familiarize with self-contained breathing apparatus
 - Victim rescue - Carry or drag 100-pound rescue dummy 100 feet
 - Stairway climb - Carry a 50-foot section of 3-inch hose to the top floor of Fire Station and return same to the starting point
 - Ladder - Climb up and down a 35-foot ladder
 - Hose Operation - Advance a charged 1 3/4" line 150 feet and operate nozzle in full turn-out gear
 - Must complete the physical portion of the assessment within the first 6 months or prior to becoming active.
- Approved by the city council

Probationary period

All new members of the Fire Department are considered reserve members until a minimum of six (6) Eagle Lake Fire Dept. sanctioned training events are completed or with discretion of the officer group, trustees and mentor. At this time the reserve member will be considered for the entry level fire fighter position.

Each Reserve member:

Encouraged to attend meetings and participate in truck checks

Each Entry Level Firefighter will be required:

- Successfully complete the Entry Level Firefighter courses. (NFPA1001 and EMR or EMT)
- Attend monthly meetings (Second Tuesday of each month)
- Attend monthly drills (Fourth Tuesday of each month)
- Will not be allowed to have beards. Neatly trimmed mustaches and goatees will be allowed, providing the facial hair does not interfere with the mask seal AND does not extend beyond the edge of the jaw line.
- Attend functions of the Fire Department
- Additional training is required after becoming an active member of the Fire Department.

All Firefighters will be required to:

- Start NFPA Basic (Essentials) course within first two (2) years and complete within two (2) years from starting date of class. Entry Level Firefighters are excused from meeting and training requirements during this period. (Tuition paid by Fire Department)
- Complete Emergency Medical Responder (EMR) or Emergency Medical Technician (EMT) training within two years
- Attend Hazardous Material training
- Attend Regional Schools
- Attend training as recommended by the Fire Department or its officers.

- Complete annual physical and fitness testing

Being a firefighter is an emotionally and physically challenging job and provides individuals with self-respect and self-satisfaction. Firefighting requires training and demands team effort, collaboration, and respect from each member of the department.

Firefighter Mentorship Program

Purpose:

The purpose of the Mentor/Mentee Program is to ensure that all new firefighters are provided with consistent support, guidance, and training during their initial onboarding and certification process. The program is designed to promote professional development, safety, team integration, and department readiness by pairing new recruits with experienced firefighters who will serve as mentors.

Scope:

This policy applies to all new volunteer firefighters within the Eagle Lake Fire Department who are in the process of completing the required training and certification (e.g., Firefighter I, Emergency Medical Responder, EMT).

Policy Statement:

The Fire Department is committed to preparing new members for success through a structured mentorship program. Mentors will assist new firefighters in developing the skills, knowledge, and confidence needed to meet performance standards, integrate into the department culture, and transition into fully active members of the department.

Program Overview:

1. Assignment of Mentors:

- Each new firefighter will be assigned a mentor upon City Council approval as a new firefighter.
- Mentors will be selected by the Fire Chief or their designee based on experience, leadership ability, and willingness to serve in a mentorship role.
- Mentor assignments will remain in effect for a minimum of one year or until all required certifications are achieved, unless otherwise determined by the Training Officer or Fire Chief.

2. Mentor Responsibilities:

- Serve as a positive role model and source of support.

- Guide the mentee through departmental policies, procedures, safety practices, and operational protocols.
- Assist in the development of practical firefighting skills through observation, hands-on practice, and feedback.
- Encourage participation in drills, trainings, and department meetings.
- Monitor and report progress to the Training Officer or designated supervisor.
- Address any concerns, questions, or barriers to learning and performance.

3. Mentee Responsibilities:

- Actively participate in training, drills, and learning opportunities.
- Maintain open and respectful communication with their assigned mentor.
- Seek clarification and feedback on skills, knowledge, and performance.
- Adhere to department policies, procedures, and expectations.
- Complete required certifications in a timely manner.

4. Program Duration and Completion:

- The mentor/mentee relationship will remain active until the mentee successfully completes their initial training and certification requirements and receives recommendation from the mentor and Training Officer for program completion.
- A final evaluation and feedback meeting will be conducted to assess progress and provide closure to the formal mentorship.

5. Evaluation and Documentation:

- Mentors will provide periodic updates on mentee progress using a standard evaluation form.
- Any issues or concerns regarding performance or conduct should be documented and brought to the attention of the Training Officer.
- Feedback will be used to adjust training plans and improve the effectiveness of the mentorship program.

Program Oversight:

- The Training Officer or designee will oversee the mentorship program, including mentor selection, progress tracking, and program evaluation.
- Mentors will receive orientation and support in their role, including clear expectations and available resources.

Policy Review and Updates:

This policy will be reviewed annually by the Fire Department.

Training Requirements

Training is the single most important element for a safe, professional, and effective fire department, and includes training in the incident command system. It is imperative all members are properly trained on all aspects of firefighting to help safeguard their own lives, the lives of other firefighters and the lives of those we serve.

- Prepares a firefighter to perform firefighting duties safely.
- Prepares a firefighter for any change in a procedure or technology or for any new hazard identified in the work environment.
- Prepares a new firefighter to perform emergency operations.
- Prepares firefighter for structural firefighting, wildland suppression and automotive firefighting consistent with established fire ground operating procedures.
- Prepares a firefighter for special hazards exposure which may occur during fires and other emergencies.
- Includes procedures for firefighters engaged in fire ground operations to make a safe exit from a dangerous area if equipment fails or fire conditions change suddenly.

Any training of firefighters that includes live firefighting exercises will be conducted in compliance with NFPA 1001- Standard for Fire Fighter Professional Qualifications and NFPA 1403- Standard on Live Fire Training Evolutions.

Training-General

To maintain operational readiness and ensure safety, all members are required to meet the following annual training requirements:

Minimum Annual Training Attendance

- **Total Events Required:** 9 training events per calendar year.
- **In-House Training Requirement:** At least 6 of the 9 events must be in-house.
 - **Definition of In-House Training:**
 - Training held on the Department's regularly scheduled monthly training night, **OR**
 - A special event attended by multiple members representing the Department (e.g., house burn, RIT class, medical refresher).
 - **In-house status is determined by the Training Officer.**
- **Quarterly Drill Requirement:** Must attend one (1) ELFD scheduled monthly drill per quarter, totaling four (4) drills per year.

Annual Mandatory Trainings (All Members Must Complete)

- Fit testing
- Right to know
- Blood borne pathogens (*Note: Does not count toward medical training requirement*)
- Drug variance (*Note: Does not count toward medical training requirement*)

- Annual physical

If a member is absent, they must reschedule and complete these trainings in a timely manner, in communication with the Training Officer.

Medical Training Requirement

- Must attend at least two (2) medical training events each calendar year.
 - Qualifying topics include: medical issues, patient care, treatment, or use of medical equipment.
 - Can be in-house, special training, or extra drills, if approved by the Department.
 - Blood borne pathogen or drug variance trainings do NOT qualify toward this requirement.

SCBA Training Requirement

- Must attend at least one (1) SCBA-focused training each calendar year.
 - Qualifying topics include: SCBA use/inspection, interior search and rescue, RIT training, firefighter safety, or live fire training.
 - Can be in-house, special training, or extra drill, if approved by the Department.

Regional Training Requirement

- Members are encouraged to attend one regional training event every two years (biannually).
- ~~If not met, member will be placed on training probation and must complete two (2) regional trainings over the following two years.~~

Training Credit Example

- A **12-hour Firefighter Rescue course**, attended with other Department members:
 - **Qualifies as:**
 - One (1) in-house training event, and
 - Three (3) total training events toward the 9-event requirement.

Training Probation

Members will be placed on training probation the following calendar year for failure to meet any of the below:

- Fewer than **9 total training events**
- Fewer than **6 in-house training events**
- Fewer than **2 medical training events**
- Failure to attend **one SCBA training**
- ~~Failure to attend one regional training within two years~~

Training-Advanced Medical

- All members must complete either the EMT or EMR (First Responder) initial certification course within two (2) years of being placed on the active roster, unless already certified at the time of appointment.
- Members must maintain current certification status by attending all required refresher courses as needed.
- Members who fail to complete or maintain their certification will be placed on training probation for the following calendar year.
- *Note: CPR certification alone is not sufficient for active membership.*
- *While enrolled in class for Advanced Medical Training, you are exempt from Meeting and Training attendance requirements.*

Training- Advanced Fire

- All members must begin and complete a Department-approved Firefighter I course within two (2) years of being placed on the active roster.
- Members who fail to complete this requirement will be placed on training probation for the following calendar year.
- Ongoing skill development is encouraged; members are urged to attend training schools and workshops throughout the region.
- *While enrolled in class for Advanced Medical Training, you are exempt from Meeting and Training attendance requirements.*

Training Exemptions

- **New Members (Less than 10 Months of Active Service):**
 - Exempt from the full 9-event annual training requirement and the 6 in-house training minimum.
 - Must attend at least 50% of the monthly training events held during their active period.
 - If active for an odd number of months, round down to the nearest whole number.
- **Members in Initial Certification Programs:**
 - Members actively enrolled in Firefighter I, initial EMT, or initial EMR (First Responder) courses will be exempt from the annual training attendance requirements for that year.
- **Approved Leaves of Absence:**
 - Members on an approved formal leave of absence exceeding three (3) months will have their annual training requirement prorated.
 - Refer to the Leave of Absence policy for details.
- **Exceptions to Policy:**
 - Exceptions to any training requirement should only be made for clear safety or operational reasons.
 - Exceptions must be approved by the City Council upon recommendation from the City Administrator and Fire Chief.

Failure to meet training requirements:

- Members failing to meet any training requirement will receive verbal and written notice from the Chief, President, and/or Training Officer.
- If moved to probationary status, members will receive written notice and will be required to attend a meeting with the Chief, President, Training Officer, and Trustees to discuss corrective actions.

Training Probation

- **Definition:** Training probation is a one-year corrective period during which members remain active but must fulfill additional training obligations to restore full standing.
- **Purpose:** Ensures members are adequately trained to respond to emergency situations.

Probation Guidelines (Based on Missed Requirements):

- **Total Training Events (9 Required):**
 - Member must make up the shortfall plus one additional event in the next calendar year.
Example: Attended 8 trainings → Must complete 10 the following year.
- **In-House Trainings (6 Required):**
 - Member must make up the shortfall plus one additional in-house training in the next calendar year.
Example: Attended 5 in-house → Must complete 7 in-house the following year.
- **Medical Training (2 Required):**
 - Member must attend one additional training event the following year.
This event does not need to be medical-related as long as the required two medical trainings are completed during that year.
- **SCBA Training (1 Required):**
 - Member must attend one additional training the following year.
This event does not need to be SCBA-related as long as the required SCBA training is completed during that year.
- **Advanced Medical Certification:**
 - Member must enroll in and complete the next available local EMT or EMR course.
 - Member will be prohibited from responding to medical calls until certification is obtained.
- **Advanced Fire Certification:**
 - Member must enroll in and complete the next available local Firefighter I course.

Completion of Probation

Once all required training has been completed, the member will receive written notice from the Department officially removing probationary status.

Training Calendar

- The Training Officer is responsible for planning, coordinating, and updating the Department's training calendar for the upcoming year.
- While the calendar is subject to change, it will be made available quarterly so all members can plan ahead.
- The calendar will specify the type of training scheduled each month (e.g., medical, SCBA, fire operations), allowing members to track and meet annual training requirements.

Training Attendance

- Training attendance will be reviewed monthly by the Training Officer and/or Assistant Training Officer.
- Members who do not meet training requirements will be notified directly by the Training Officer.
- Attendance records will be published and accessible to all members for review.
- Members are expected to:
 - Make a good faith effort to attend scheduled trainings.
 - Remain engaged and present for the entire session.
 - Sign out at the end of each training event to ensure attendance is properly recorded.

~~Late Arrival or Early Departure~~

- ~~• If a member expects to be late or leave early, they must notify the Chief or Training Officer before the scheduled start time.~~
- ~~• Failure to do so will be considered non-compliance with this policy.~~

Policy Enforcement

- Any member who does not comply with training attendance expectations may be considered in violation of this policy and subject to follow-up action per the Department's training or disciplinary procedures.

Meeting Requirements

To ensure all active members remain engaged, informed, and ready to serve, participation in regularly scheduled department meetings is required. Regular attendance is a key indicator of a member's commitment to maintaining operational readiness and competency.

Attendance Expectations

- **Annual Requirement:**
 - Members must attend a minimum of six (6) regularly scheduled department meetings each calendar year.
- **Consecutive Absence Limit:**
 - Members may not have more than two (2) consecutive unexcused absences at any time.
- **Meeting Conduct:**

- Members must make a good faith effort to attend meetings on time and remain actively engaged throughout, including participation in truck checks.
- If a member expects to be late or leave early, they must notify the Chief, President, or Secretary in writing (email or text is acceptable) prior to the scheduled start time.

Failure to Meet Attendance Requirements

Failure to meet minimum attendance requirements or to comply with absence notification procedures is considered a violation of department policy and may result in disciplinary action, as outlined below.

Consequences for Unexcused Absences

- **Second Consecutive Unexcused Absence:**
 - The member will receive a verbal warning from the Chief, President, or City Administrator.
 - The warning will be documented in the member's personnel file.
- **Third Consecutive Unexcused Absence:**
 - The member will receive a written notice from the Chief, with a copy forwarded to the City Administrator for inclusion in the personnel file.
 - The Chief and City Administrator will determine disciplinary action, which may include:
 - Mandatory leave of absence, and/or
 - Removal from the active roster.
 - The member must submit a written explanation to the Chief and City Administrator in response to the notice.

Unexcused Leave of Absence and Reinstatement

- A third consecutive unexcused absence will result in an automatic unexcused leave of absence and removal from the active roster, retroactive to the date of the second missed meeting.
- To seek reinstatement, the member must:
 - Submit a written request for reinstatement, including a clear explanation for the absences.
 - Send this request to the City Administrator, who will forward it to the Chief and President.
 - Upon approval, the member will be reinstated to the active roster, effective at the next scheduled meeting.
- The unexcused leave of absence period may last for no more than six (6) months.

- If the member does not submit a written request for reinstatement within six months of the first missed meeting, they will be permanently separated from the department.

Excused Absences

Members may accrue up to **six (6)** excused absences per calendar year.

To qualify as excused, the member must:

- Request approval in advance, when possible.
- Provide any required documentation
 - Medical – doctors note including restrictions if any
 - Military – Provide military orders or training schedule
 - Bereavement notice

As a general rule, exceptions to policies and procedures should not be made unless there is a clear business or safety reason for doing so, such as an urgent and compelling circumstance that makes the exception necessary. The Fire Department always should strive to apply policies in a uniform manner. Exceptions may be approved by the City Council upon recommendation of the City Administrator and the Fire Chief as being clearly in the best interest of the City and the Fire Department.

Online/virtual meeting policy

While virtual attendance is permitted under limited circumstances, all members are still expected to remain actively involved in the truck check process as part of their responsibilities.

Truck Assignments

- Truck assignments will be made annually so that each firefighter knows their designated truck responsibilities.
- If a member will be absent from a scheduled meeting, they must contact the officer in charge of their assigned truck for that month.
- Even when absent, the member is still responsible for completing their portion of the truck check.
- Truck check must be completed within the same week as the regularly scheduled meeting.
- Members must print and sign their name on the monthly truck check sheet located in the binder.

Virtual Meeting Access

- The Eagle Lake Fire Department will provide an online meeting platform for department meetings.
- The fire station meeting room is equipped with a camera, speakers, and microphones to facilitate virtual participation.

Virtual Attendance Guidelines

When attending virtually, members must:

- **Turn on their camera** for the duration of the meeting.
- Mute their microphone when not speaking.
- Attend from a distraction-free environment that allows for full engagement.
 - Members may not attend while operating a vehicle, machinery, or performing any other tasks.
 - Dial-in audio-only participation is not permitted.

Limits on Virtual Attendance

- Virtual attendance may count toward official attendance no more than two (2) times per calendar year.
- Beyond this limit, virtual attendance will not count toward the minimum attendance requirement.
- In the case that national, state or local restrictions are put in place for emergency situations, the department will elect the option of online meetings as the standard until deemed not necessary.

Leave of Absence

Purpose: The purpose of this guideline is to provide a uniform understanding to the requirements of fire department personnel requesting a leave of absence for any purpose.

Definitions:

Personal Leave of Absence - A requested leave of absence by a fire department member for personal reasons.

Medical Leave of Absence - A requested leave of absence due to the inability to perform required firefighter duties because of a medical condition.

Military Leave of Absence - A requested leave of absence for the purpose of serving in a branch of the military for on-duty training or deployment.

General Provisions:

- Leaves of absence may be approved for a reasonable period of time not to exceed one (1) year, unless an extenuating circumstance applies, then a leave of absence may be granted for a longer period of time.
- All leave of absence requests must be made in writing and submitted to the Chief.
- All absence requests must include the following:
 - Information detailing the reason for the leave.
 - Approximate duration and includes an end date.

- All leave of absence requests must be approved by the Fire Chief and the City Administrator. The City Administrator will be maintained in the personnel File.
- Upon notice, all access to the Fire Department and equipment must be turned in. This includes but is not limited to pager, keys, radio, and access to Active911.
- Access to the Fire Station, Fire Trucks and Equipment is strictly prohibited.
- Members on leave of absence will be placed on the inactive roster while on an approved leave of absence.
- Inactive members are ineligible to participate in any training, City events, meetings, respond to calls for service.
- If the original leave request duration has been exhausted, a new request will be required.
- The new request will include the need for a continued leave of absence and include the new anticipated return date.
- A notation of the leave of absence request will be made in the department's record management system.
- All leaves of absence along with the associated documentation shall be recorded in the department's record management system under the department member's personnel record.
- Fire Department Officers will be advised when fire department members are granted an approved leave of absence request via e-mail at the time of approval. No personal private information (ex: medical) will be shared.
- A copy of the leave of absence request will be provided to the Training Officer and Secretary for use when compiling the monthly fire department statistics.
- Fire department members who are on a leave of absence during the time period of the annual training sessions must coordinate with the Training Officer and/or the Assistant Training Officer to complete the required annual training before returning to active status.
- Fire department members who are returning from a leave of absence shall be placed on probation until all of the following annual training requirements have been met.
 - Annual FIT testing
 - Right to know
 - Blood Borne Pathogens
 - Annual physical
 - EMR and EMT certificates must be up to date
- After the training requirements are met, the Chief shall inform all officers via e-mail or during a monthly officer meeting that the member has completed all training requirements and will be placed in the active roster.
- Return from a leave of absence request must be made in writing and submitted to the Chief before department personnel may return to active status. A meeting will be setup with the member, Chief and President to lay out the requirements to return to active duty.

Limitations:

Personal Leaves of Absence: Fire department personnel requesting a personal leave of absence are relieved of attendance or participation requirements until such time a written return to active-duty request has been received and approved by the Fire Chief.

Medical Leaves of Absence:

- Fire department personnel requesting a medical leave must provide written documentation of any duty restrictions imposed from their physician.
- A medical leave of absence relieves the fire department member from all participation requirements until such time as written documentation is received from their physician stating they are able to return to duty without restrictions.
- The Fire Department reserves the right to require a fitness evaluation before returning to duty. Please refer to the Fitness for Duty section of this policy.
- Fire department members who are on medical leave of absence shall provide written documentation of all visits to their attending physician where a change in their condition is determined.
- A medical leave of absence request may only be terminated with a statement from a physician indicating the member may return to full duty without restrictions.

Military Leaves of Absence:

- Fire department members requesting a military leave of absence are relieved of any participation requirements during the time of their leave.
- Members will be placed on the inactive roster and upon returning from the military leave will be placed on the active roster, effective on the next scheduled meeting.
- Members will need to discuss with the Chief and Training Officer a scheduled plan for meeting training requirements.

Response Time

Members must have primary residence within seven (7) minutes of the Eagle Lake Fire Station OR work full time within seven (7) minutes of the Eagle Lake Fire Station. The response time will be determined by common mapping software or application.

Confidentiality and HIPAA Compliance Policy

Purpose

The purpose of this policy is to ensure that all members of the Eagle Lake Fire Department safeguard confidential information obtained in the course of their duties, including compliance with the Health Insurance Portability and Accountability Act (HIPAA) and related state and federal laws.

Policy Statement

All members of the Fire Department are required to protect the confidentiality of information obtained through emergency response, patient care, or other work-related activities. Patient information, medical records, and personally identifiable information must be handled in a manner that ensures privacy, security, and compliance with HIPAA regulations.

Scope

This policy applies to all Fire Department personnel.

Confidential Information Defined

Confidential information includes, but is not limited to:

- Patient names, addresses, phone numbers, or other personal identifiers.
- Medical history, treatment provided, or information related to a patient's health status.
- Incident reports, or medical records.
- Any other information considered confidential by law, policy, or professional standards.

Responsibilities

1. Fire Department Personnel

- Maintain the confidentiality of all patient and departmental information.
- Discuss patient information only with authorized individuals directly involved in the patient's care or administrative processing.
- Secure all written and electronic records according to department procedures.
- Refrain from discussing patient or incident details in public areas, on social media, or outside of work responsibilities.

2. Supervisors

- Ensure staff are trained in confidentiality and HIPAA requirements.
- Monitor compliance and address violations promptly.

Prohibited Actions

- Sharing patient information with unauthorized persons.
- Accessing patient information without a legitimate business or care-related purpose.
- Disclosing confidential information through electronic communications, social media, or public discussions.

Training

All Fire Department personnel will receive training on HIPAA and confidentiality upon hire and annually thereafter.

Disciplinary Action

Violation of this policy may result in disciplinary action, up to and including termination of employment or volunteer status. Civil or criminal penalties may also apply for violations of HIPAA.

Social Media Policy

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information that is distributed via social networking must be accurate, consistent, and timely and

meet the information needs of the city's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the City of Eagle Lake's social media sites by its representatives.

The City of Eagle Lake wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the city's social media resources in an efficient, effective, ethical, and lawful manner pursuant to all existing city and departmental policies. This policy also provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues and all other followers.

Policy

The City of Eagle Lake will determine, at its discretion, how its web-based social media resources will be designed, implemented, and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the city at any time and without notice, as described in this document.

City of Eagle Lake social media accounts are considered a city asset, and administrator access to these accounts must be securely administered in accordance with the city's Computer Use policy. The city reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Eagle Lake, including a link to the city's official web site.

Scope

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of Eagle Lake. This policy also covers the private use of the city's social media accounts by all city representatives, including its employees and agents, council members, appointed board or commission members and all public safety volunteers to the extent they affect the city. Questions regarding the scope of this policy should be directed to the City Administrator.

Definition

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites, such as Facebook, LinkedIn, Twitter, Nextdoor, and online dating services/mobile apps;
- Blogs;

- Social news sites, such as Reddit and BuzzFeed;
- Video and photo sharing sites, such as YouTube, Instagram, SnapChat, and Flickr;
- Wikis, or shared encyclopedias, such as Wikipedia;
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above.

As used in this policy, “employees and agents” means all City representatives, including its employees and other agents of the City, such as independent contractors or Council members.

Rules of Use

City employees and agents with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Administrator in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of Eagle Lake site and will be linked with the official city website (www.eaglelakemn.com). No one may establish social media accounts or websites on behalf of the city unless authorized in accordance with this policy.

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee’s performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political, or policy issues or to express personal views or concerns pertaining to city employment relations matters.

No social media website may be used by the city or any city employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact the City Administrator.

When using social media sites as a representative of the city, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all city personnel and Computer Use policies
- Use only appropriate language
- Proofread all information before posting to avoid misspellings and other grammatical errors

Be aware that content will reflect not only on the writer but also on the City of Eagle Lake as a whole, including elected officials and other city employees and agents. Make sure information is accurate and free of grammatical errors.

- Not providing private or confidential information, including names, or using such material as part of any content added to a site.

- Not negatively commenting on community partners or their services or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the city.

Where moderation of comments is an available option, comments from the public will be moderated by city staff, with administrative rights, before posting. Where moderation prior to posting is not an option, sites will be regularly monitored by city staff during normal working hours. Non-exempt employees are not authorized to be posting or commenting on behalf of the city during non-working hours. A disclaimer should be posted that staff may not respond to every comment or question posted on the city's social media sites. Any responses to comments will be posted within office hours and within the varying parameters of staff availability.

City of Eagle Lake's staff with administrative rights will not edit any posted comments. However, comments posted by members of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by city staff before or shortly after being published:

- Potentially libelous comments;
- Obscene or racist comments;
- Personal attacks, insults, or threatening language;
- Plagiarized material;
- Private, personal information published without consent;
- Comments totally unrelated to the topic of the forum;
- Commercial promotions or spam;
- Hyperlinks to material that is not directly related to the discussion.

Personal Social Media Use

The City of Eagle Lake respects employees' and agents' rights to post and maintain personal websites, blogs, and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Eagle Lake, its personnel, its operation, or its property. Employees, agents, and others affiliated with the city may not use a City of Eagle Lake logo on their personal sites, nor post information that purports to be the position of the city without prior authorization.

City employees and agents are discouraged from identifying themselves as city employees or agents when responding to or commenting on blogs with personal opinions or views. **If an employee or agent chooses to identify themselves as a City of Eagle Lake employee or agent, and posts a statement on a matter related to city business, a disclaimer like the following must be used:**

“These are my own opinions and do not represent those of the city.”

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the city’s Computer Use policy and the city’s Respectful Workplace policy. Employees and agents should also review the Data Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee’s own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Cyber-bullying, stalking or harassment;
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact the City Administrator.
- Unlawful activities;
- Misuse of City-owned social media;
- Inappropriate use of the city’s name, logo or the employee’s position or title;
- Using city-owned equipment or city-time for extensive personal social media use.

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with the City Administrator.

Data Ownership

All social media communications or messages composed, sent, or received on city equipment in an official capacity are the property of the city and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of Eagle Lake also maintains the sole property rights to any image, video or audio captured while a city employee is representing the city in any capacity.

The city retains the right to monitor employee’s social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

Policy Violations

Violations of the policy will subject the employee to disciplinary action up to and including discharge from employment.

Work Related Injury or Illness

Reporting and Notification:

- Any employee who sustains a work-related injury or illness must immediately report it to their supervisor or City Administrator.

- Supervisors or City Administrator/or designee must promptly inform the League of Minnesota Cities Insurance Trust and initiate the claims process.

Medical Evaluation and Treatment:

- Injured employees should seek prompt medical attention from a healthcare provider. If immediate medical attention is not sought, it is crucial to schedule a follow-up appointment within 48 hours of the initial injury for necessary evaluation and treatment.
- The employer will follow up with employee after an injury occurs to check in and encourage medical treatment, if not already done so.
- Employees must cooperate fully with medical professionals and follow their treatment plans to facilitate a speedy recovery.

Temporary Work Restrictions:

- If an employee receives temporary work restrictions from their treating physician, the employer will make reasonable efforts to accommodate these restrictions.

Interactive Process:

- The City will engage in an interactive process with the injured employee, their healthcare provider, and the League of Minnesota Cities Insurance Trust to determine appropriate accommodations and facilitate a safe return-to-work.
- Accommodations may include temporary job modifications or other reasonable measures to facilitate the employee's recovery and return to productive work.

Documentation and Compliance:

- All necessary workers' compensation forms, medical records, and other relevant documentation must be completed accurately and submitted in a timely manner.
- The City will comply with all applicable laws and regulations regarding workers' compensation, including reporting requirements, privacy, and non-discrimination provisions.

Non-Retaliation:

- The City prohibits any form of retaliation against employees who exercise their rights or participate in the workers' compensation process.
- Retaliation complaints will be promptly investigated, and appropriate disciplinary action will be taken against individuals found to have engaged in retaliatory behavior.

Communication and Review:

- The City will maintain open lines of communication with injured employees, the claim examiner, and any 3rd parties involved, providing updates on the return-to-work process.
- This program will be periodically reviewed and updated as necessary to ensure its effectiveness and compliance with evolving laws and best practices.

Drug and Alcohol Policy

Drug and Alcohol Testing and Drug-Free Workplace Act Policy for Non-Commercial Drivers (Non-DOT)

Purpose and Objectives

The City of Eagle Lake ("City") has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs alcohol, and/or cannabinoid products with any level of THC jeopardize the safety and health of other workers as well as themselves. Employees are expected and required to report to work on time and in appropriate mental and physical condition. The City of Eagle Lake does not intend to intrude into the private lives of its employees, but strongly believes that a drug-free, Cannabis-free, and alcohol-free workplace is in the best interest of employees and the public alike. Alcohol, drug, and cannabis abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of city property. The city of Eagle Lake's Drug and Alcohol Testing Non-DOT policy has been established for the purpose of providing a safe workplace for all.

City employees and applicants required to hold a commercial driver's license by the United States Department of Transportation ("DOT") for their job will be tested under the City's Policy on Controlled Substance and Alcohol Testing for Commercial Drivers (the "DOT Policy"). All other employees and job applicants offered employment with the City must undergo testing as described by this policy.

To ensure the policy is clearly communicated to all employees and applicants to whom offers of employment have been made, and to comply with state law, employees and applicants are required to review this policy and sign the "policy acknowledgement." A job applicant will also acknowledge in this form that they understand that passing the drug test is a requirement of the job.

Definitions

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, such as ethyl, methyl, or isopropyl alcohol, contained in any beverage, mixture, mouthwash, candy, food, or medication. The term includes but is not limited to beer, wine, spirits,

and medications such as cough syrup that contain alcohol.

Alcohol use or usage: Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Applicant: Means a person applying for a job with the City.

Cannabis Flower: Means the harvested flower, bud, leaves, and stems of a cannabis plant. Cannabis flower includes adult-use cannabis flower and medical cannabis flower. Cannabis flower does not include cannabis seed, hemp plant parts or hemp-derived consumer products.

Cannabis Product: Means any of the following:

- (1) cannabis concentrate.
- (2) A product infused with cannabinoids, including but not limited to tetrahydrocannabinol, extracted or derived from cannabis plants or cannabis flower; or
- (3) Any other product that contains cannabis concentrate.
- (4) Cannabis product includes adult-use cannabis products, including but not limited to edible cannabis products and medical cannabinoid products.

Cannabis Testing: Means the analysis of a body component sample according to the standards established under one of the programs listed in section 181.953, subdivision 1, for the purpose of measuring the presence or absence of cannabis flower, cannabis products, lower-potency hemp edibles, hemp-derived consumer products, or cannabis metabolites in the sample tested.

Cannabinoid: Means any of the chemical constituents of hemp plants or cannabis plants that are naturally occurring, biologically active, and act on the cannabinoid receptors of the brain. Cannabinoid includes but is not limited to tetrahydrocannabinol and cannabidiol.

Cannabinoid product: Means a cannabis product, a hemp-derived consumer product, or a lower-potency hemp edible.

City: Means the City of Eagle Lake.

City premises: Means, but is not limited to, all City job sites and work areas. For the purposes of this policy, City premises also includes any other locations or modes of transportation to and from those locations while in the course and scope of employment of the City.

City vehicle: Means any vehicle which employees are authorized to use solely for City business when used at any time; or any vehicle owned or leased by the City when used for City business.

Collection site: Means a place designated by the City where job applicants and employees present themselves for the purpose of providing a specimen of their breath, urine, and/or blood to be analyzed for the presence of drugs and alcohol.

Confirmatory test: Means a drug, alcohol or cannabis test on a sample to substantiate the results of a prior drug, alcohol test or cannabis on the same sample, and that uses a method of analysis

allowed under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Drug: Includes any “controlled substance” as defined in Minn. Stat. § 152.01, subd. 4, and also includes all cannabinoids, including those that are lawfully available for public consumption that do not otherwise qualify as being a “controlled substance” as defined in Minn. Stat. § 152.01, subd. 4. Cannabis and its metabolites are considered a “drug” for positions in the following categories, regardless of the kind of testing involved: safety sensitive positions; peace officer positions; firefighter positions; positions requiring face-to-face care, training, education, supervision, counseling or medical assistance to children, vulnerable adults or patients receiving treatment, examination or emergency care for a medical, psychiatric or mental condition; positions requiring a commercial driver’s license or requiring the employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing; positions funded by a federal grant; or other positions for which state or federal law requires testing of a job applicant or employee.

Drug and/or alcohol testing, and drug and/or alcohol test: Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.

Drug paraphernalia: Has the meaning set forth in Minn. Stat. § 152.01, subd. 18.

Employee: Means a person who performs services for compensation for the City and includes independent contractors except where specifically noted in this policy.

Hemp-derived consumer product: Means a product intended for human or animal consumption, does not contain cannabis flower or cannabis concentrate, and:

- 1) contains or consists of hemp plant parts; or
- 2) contains hemp concentrate or artificially derived cannabinoids in combination with other ingredients.

(b) Hemp-derived consumer products do not include artificially derived cannabinoids, lower-potency hemp edibles, hemp-derived topical products, hemp fiber products, or hemp grain.

Initial screening test: Means a drug, alcohol or cannabis test that uses a method of analysis under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Job applicant: Means a person who applies to become an employee of the City and includes a person who has received a job offer made contingent on the person passing drug testing.

Lower-potency hemp edible: Means any product that:

- 1) is intended to be eaten or consumed as a beverage by humans;
- 2) contains hemp concentrate or an artificially derived cannabinoid, in combination with food ingredients;
- 3) is not a drug;

- 4) consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol, 25 milligrams of cannabidiol, 25 milligrams of cannabigerol, or any combination of those cannabinoids that does not exceed the identified amounts;
- 5) does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving;
- 6) does not contain an artificially derived cannabinoid other than delta-9 tetrahydrocannabinol;
- 7) does not contain a cannabinoid derived from cannabis plants or cannabis flower; and
- 8) is a type of product approved for sale by the office or is substantially similar to a product approved by the office, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods.

Positive test result: Means a finding of the presence of alcohol, drugs, cannabis or their metabolites that exceeds the cutoff levels established by the city. Minimum threshold detection levels are subject to change as determined in the city's sole discretion.

Random selection basis: Means a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and (2) does not give an employer discretion to waive the selection of any employee selected under the mechanism.

Reasonable suspicion: Means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

Safety-sensitive position: Means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, and/or cannabis usage would threaten the health or safety of any person.

Tetrahydrocannabinols (THC): the psychoactive ingredient occurring in the Cannabis sativa plant, whether derived naturally or synthetically,

Under the influence: Means (1) the employee tests positive for alcohol or drugs, or (2) the employee's actions, appearance, speech, and/or bodily odors reasonably cause the City to conclude that the employee is impaired because of illegal drug use or alcohol use.

Prohibition against Drugs and Alcohol

Use and Possession of Alcohol or Drug(s):

Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, cannabis flower, cannabis products, lower-potency hemp edibles or hemp-derived consumer products, drugs, or drug paraphernalia while on duty; is on city premises; while operating any city vehicle, machinery, or equipment; or when performing any city business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter drugs used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing cannabinoids, or pills) on the worksite by a person working as an employee at the city or while "on call" and subject to return to work.

Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabinoids may be lawfully purchased and consumed in some circumstances does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use in certain circumstances. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates our equipment or vehicles or who is on one of our worksites. Applicants and employees are still subject to being tested under our drug and alcohol testing policy.

While Impaired of Alcohol, Drugs, or Cannabis:

Employees are prohibited from being under the influence of alcohol, cannabis flower, cannabis products, lower-potency hemp edibles, hemp-derived consumer products or drugs or having a detectable amount of an illegal drug in the blood or urine when reporting for work; while on duty; is on the city's premises; while operating any city vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter drug used as intended by the manufacturer.

Employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

Driving While Impaired:

A conviction of driving while impaired in a City-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting City business, may result in discipline, up to and including discharge.

Criminal Drug Convictions:

Any employee convicted of any criminal drug statute must notify his or her supervisor [and the City Administrator] in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a drug-related conviction, the City will take appropriate personnel action against the employee up to and including discharge or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be

subject to disciplinary action, including dismissal from employment. In accordance with the Federal Drug-Free Workplace Act of 1988, if the City is receiving federal grants or contracts of over \$25,000, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

Failure to Disclose Lawful Drugs:

Employees taking a lawful drug, including prescription and over-the-counter drugs, or consuming a lawful cannabis product, cannabis flower, lower-potency hemp edible or hemp-derived consumer product which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee's responsibility to seek out written information from their physician or pharmacist regarding medication and any job performance impairment and relay that information to their supervisor.

In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

Persons Subject to Testing and When Testing May Be Required

Under this policy, the City may test any applicant to whom an offer of employment has been made and may test any employee for alcohol, cannabis product, cannabis flower, lower-potency hemp edible or hemp-derived consumer product, and/or drugs under any of the following circumstances with a properly accredited or licensed testing laboratory, in accordance with Minn. Stat. § 181.953, subd. 1.

(1) Pre-Employment Testing

Every job applicant offered employment with the city receives the offer conditioned upon successful completion of drug test, and/or an alcohol or cannabis test, if applicable, among other conditions. The city will not request or require a job applicant to undergo cannabis testing related to "lawful consumable products" pursuant to Minn. Stat. § 181.938, including alcohol, cannabis, lower-potency hemp edibles, and hemp-derived consumer products, except with respect to the categories of positions listed below in the definition of "Drug" or if otherwise required by state or federal law. If the job offer is withdrawn based drug test results, the city will inform the applicant of the reasons for the withdrawal. A failure of the drug or other applicable test, a refusal to take the test, or failure to meet other conditions of the offer will result in a withdrawal of the offer of employment even if the applicant's provisional employment has begun. A negative or positive dilute test result (following a second collection), which has been confirmed, will also result in immediate withdrawal of an offer of employment to an applicant.

Temporary and seasonal employees are not subject to this policy except for those designated by the hiring department as safety-sensitive positions.

(2) Reasonable Suspicion Testing:

Consistent with Minn. Stat. § 181.951, subd. 5, employees may be subject to cannabis testing, alcohol and/or drug testing when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol, cannabis product, cannabis flower, lower-potency hemp edible or hemp-derived consumer product or a drug; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs, cannabis products, cannabis flowers, lower-potency hemp edibles or hemp-derived consumer products or alcohol while working, while on City property, or while operating City vehicles, machinery, or any other type of equipment; or
- Has sustained a personal injury as defined in Minn. Stat. § 176.011, subd. 16 or has caused another employee to sustain an injury or;
- Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol, cannabis product, cannabis flower, lower-potency hemp edible or hemp-derived consumer product or drugs or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the City's policies concerning alcohol, cannabis product, cannabis flower, lower-potency hemp edible or hemp-derived consumer product or drugs may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or a designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee. The medical facility or on-site collection service will take the urine or blood sample and will forward the sample to an approved laboratory for testing.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all City employees, as a condition of continued employment, will agree to abide by the terms of this policy and must notify the city administrator of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. If required by law or government contract, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

(3) Treatment Program Testing:

In accordance with Minn. Stat. § 181.951, subd. 6., the City may request or require an employee to undergo drug and alcohol testing or cannabis testing if the employee has been referred by the City for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan. In such a case, the employee may be requested or required to undergo drug or alcohol testing or cannabis testing without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment

program.

(4) Routine Physical Examination Testing:

The City may request or require an employee to undergo drug and/or cannabis and/or alcohol testing as part of a routine physical examination. The City, in accordance with Minn. Stat. § 181.951, subd. 3, will request or require this type of testing no more than once annually, and the employee will be provided with at least two weeks' written notice that the test will be required as part of the physical examination.

(5) Random Testing:

In accordance with Minn. Stat. § 181.951, subd. 4, the City may require an employee to submit to random drug, alcohol, and cannabis testing if the employee is in a safety-sensitive position.

A. Right of Refusal:

Employees and job applicants have the right to refuse to submit to an alcohol, drug, or cannabis test under this policy. However, such a refusal may subject an employee to immediate termination. If an applicant refuses to submit to applicant testing, any conditional offer of employment will be withdrawn.

Any intentional act or omission by the employee or applicant that prevents the completion of the testing process constitutes a refusal to test.

An applicant or employee who substitutes, or attempts to substitute, or alters, or attempts to alter a testing sample is considered to have refused to take a drug, cannabis and/or alcohol test. In such a case, the employee is subject to immediate termination of employment, and in the case of an applicant, the job offer will be immediately withdrawn.

B. Refusal on Religious Grounds:

An employee or job applicant who, on religious grounds, refuses to undergo a drug, cannabis and/or alcohol testing of a blood sample will not be considered to have refused testing, unless the employee or job applicant also refuses to undergo drug, cannabis and/or alcohol testing of a urine sample.

C. Cost of Require Testing:

The City will pay for the cost of all drugs, cannabis and/or alcohol testing requested or required of all job applicants, employees, except for confirmatory retests. Job applicants and employees are responsible for paying for all costs associated with any requested confirmatory retests.

Review and Notification of Test Results

Notification of Negative Test Results:

In the case of job applicants and in accordance with Minn. Stat. § 181.953, City will notify a job applicant of a negative drug result within three days of receipt of result by the City, and the hiring process will resume. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the city within three working days of the confirmatory test result. A "Negative Test Results Notification" form will be sent to the job applicant, and the job applicant may request a copy of the test result report from City.

In the case of current employees and in accordance with Minn. Stat. § 181.953, City will notify the employee of a negative drug, cannabis and/or alcohol result within three days of receipt of result by the City. Employees may request a copy of the test result report from the City administrator.

Notification of Positive Test Results:

In the event of a confirmed positive blood or urine alcohol and/or drug/cannabis test result, the City will notify the employee of a positive drug/cannabis and/or alcohol result within three days of receipt of the result. The employee or job applicant may contact City Administrator to request a copy of the test result report if desired. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the city within three working days of the confirmatory test result.

Right to Provide Information after Receiving Test Results

Within three working days after notice of a positive drug or alcohol test results on a confirmatory test, the employee or job applicant may submit information to the city to explain the positive result. In accordance with Minn. Stat. § 181.953, subd. 10, an employee will have access to information contained in his or her personnel file relating to positive test results and to the testing process, including all information gathered as part of that process. If an employee submits information either before a test or within three working days after a positive test result that explains the positive test result, (such medications the employee is taking), the city will not take an adverse employment action based on that information unless the employee has already been under an affirmative duty to provide the information before, upon, or after hire.

Right to Confirmatory Retest.

A job applicant or employee may request a confirmatory retest of the original sample at the job applicant's or employee's own expense after notice of a positive test result on a confirmatory test. Within five working days after notice of the confirmatory test result, the job applicant or employee must notify the City in writing of the job applicant's or employee's intention to obtain a confirmatory retest. Within three working days after receipt of the notice, the City will notify the original testing laboratory that the job applicant or employee has requested the laboratory to conduct the confirmatory retest or transfer the sample to another qualified laboratory licensed to conduct the confirmatory retest. The original testing laboratory will ensure the control and custody procedures are followed during transfer of the sample to the other laboratory. In accordance with Minn. Stat. § 181.953, subd. 3, the laboratory is required to maintain all samples testing positive for a period of six months. The confirmatory retest will use the same drug, cannabis and/or alcohol threshold detection levels as used in the original confirmatory test.

In the case of job applicants, if the confirmatory retest does not confirm the original positive test

result, the City's job offer will be reinstated, and the City will reimburse the job applicant for the actual cost of the confirmatory retest. In the case of employees, if the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test will be taken against the employee, the employee will be reinstated with any lost wages or salary for time lost pending the outcome of the confirmatory retest result, and the City will reimburse the employee for the actual cost of the confirmatory retest.

Access to Reports:

In accordance with Minn. Stat. § 181.953, subd. 10, an employee will have access to information contained in his or her personnel file relating to positive test results and to the testing process, including all information gathered as part of that process.

Dilute Specimens

A negative or positive dilute test result (following a second collection) which has been confirmed will subject an employee to immediate termination.

Consequences for Employees Engaging in Prohibited Conduct

Job Applicants:

Any applicable conditional offer of employment will be withdrawn from a job applicant or employee seeking a transfer who refuses to be tested or tests positive for controlled substance pursuant to this policy.

Employees.

Each situation will be reviewed on a case-by-case basis evaluating the severity and circumstances involved. An employee violating this policy may be referred to treatment in accordance with Minnesota Statutes 181.950-957 and/or subject to disciplinary action up to and including discharge.

- No Adverse Action without Confirmatory Test. The city will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee based on a positive test result from an initial screening test that has not been verified by a confirmatory test.
- Suspension Pending Test Result. The city may temporarily suspend a tested employee with or without pay or transfer that employee to another position at the same rate of pay pending the outcome of the requested confirmatory retest, provided the city believes that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public.

The employee will be asked to return home and will be provided appropriate arrangements for return transportation to his or her residence. In accordance with Minn. Stat. § 181.953, subd. 10, an employee who has been suspended without pay will be reinstated with back pay if the outcome of the requested confirmatory retest is negative.

Discipline and Discharge:

Confirmatory Positive Test Result:

- The city will not discharge an employee for a first confirmatory positive test unless the following conditions have been met:
- The city has first given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the city after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. Participation by the employee in any recommended substance abuse treatment program will be at the employee's own expense or pursuant to the coverage under an employee benefit plan. The certified chemical use counselor or physician trained in the diagnoses and treatment of chemical dependency will determine if the employee has followed the rehabilitation program as prescribed; and
- The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a refusal to test or positive test result on a confirmatory test after completion of the program.

Other Misconduct:

Nothing in this policy limits the right of the City to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other City personnel policies.

Off Duty Response/Emergency Back to Work Provisions

The purpose of this policy is to provide guidance to employees and volunteers of the City of Eagle Lake on off-duty response when they have consumed drugs, cannabis products, cannabis flowers, lower-potency hemp edibles or hemp-derived consumer products or alcohol. The policy applies to all employees and volunteers of the City who are subject to or are occasionally summoned for duty when off-duty.

Off-duty employees shall refrain from consuming alcoholic beverages or using cannabis products, cannabis flowers, lower-potency hemp edibles or hemp-derived consumer products to the extent that it results in behavior which discredits them as an employee of the City or brings discredit to the City, or renders the employee unfit for their regular tour of duty.

It is the policy of the City that no employee or volunteer will perform their official duties when they are under the influence of alcohol, cannabis products, cannabis flowers, lower-potency hemp edibles or hemp-derived consumer products or drugs. This policy applies whether the employee/volunteer is on-duty or off-duty. For the purpose of this policy, "fit for duty" shall be defined as:

"A determination that the employee or volunteer is capable of performing ALL essential job functions."

There may be times when an employee or volunteer has consumed alcoholic beverages or cannabis

products, cannabis flowers, lower-potency hemp edibles or hemp-derived consumer products and is summoned (paged or called) for duty. The member shall do the following when summoned for duty after they have consumed alcoholic beverages or cannabis products, cannabis flowers, lower-potency hemp edibles or hemp-derived consumer products:

- A. When notified of an immediate call to duty or placement on standby status, if applicable, an employee who has consumed an amount of an alcoholic beverage within five hours, or taken any drug, or product containing any amounts of THC that would tend to adversely affect the employee's senses or judgment, the employee shall inform their supervisor, or the call-in supervisor, of the consumption.

The supervisor and the employee will make an assessment, before the employee reports for duty, whether they are "fit for duty" based on the quantity of alcoholic beverages consumed, or drugs or cannabis products, cannabis flowers, lower-potency hemp edibles or hemp-derived consumer products consumed and the time since the consumption.

NOTE: Alcohol is eliminated from the human body at a rate equal to .015% per hour. Therefore, an employee or volunteer with a blood alcohol concentration of .05% (two beers for a 150-pound person) would have to wait over three (3) hours before knowing for certain the alcohol consumed was out of their system. THC, even below the .3% concentration level, can stay in a person's system from hours to about a month and depends on how much a person takes and how they take it.

- B. If the employee/volunteer or supervisor does not feel they are "fit for duty," they shall not respond to the call for duty. If there is a doubt on their fitness for duty, the employee/volunteer shall not respond. If the summoning is done by "group page," there is no need for an individual response. If the employee or volunteer is summoned individually, they shall advise their supervisor or the supervisor making the request for the off-duty of the fact the employee/volunteer will not be responding in keeping with this policy.
- C. If the employee/volunteer and supervisor is satisfied that they are "fit for duty," then they may respond to the request for an off-duty response. Immediately upon arriving at the work location, the employee/volunteer shall report to a supervisor. The supervisor will make a "in-person confirmation" assessment and either clear the employee/volunteer for duty or ask them to leave the work location.

Employees or volunteers who are taking prescription or over the counter drugs or consuming cannabinoid products for medical purposes shall abide by the restrictions for the drug(s) being taken. If the restrictions preclude the employee/volunteer from operating equipment or working when taking the drug(s), the employee/volunteer shall not respond to call(s) for off-duty responses.

A decision of a supervisor, after making an evaluation, that the employee/volunteer is "unfit for duty" shall be binding on the employee/volunteer.

If an employee/volunteer is judged to be "unfit for duty" and not capable of returning home, the supervisor shall ensure the employee/volunteer is provided transportation to their home. Employees/volunteers who respond in an obvious state of intoxication are subject to enforcement

action. If the employee/volunteer is eligible for remuneration for the off-duty response, no remuneration or credit will be granted if the employee/volunteer is judged unfit for duty.

Supervisors are responsible for ensuring that this and all policies of the City are followed.

Non-Discrimination

The City of Eagle Lake policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., Ch. 363, disability does not include conditions resulting from alcohol, consumption of cannabinoid product or other drug abuse which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property of the safety of individuals.

Furthermore, the City will not retaliate against any employee for asserting his or her rights under this policy.

Policy Contact for Additional Information

If you have any questions about this policy or the city's drug and alcohol testing procedures, you may contact your immediate supervisor, Deputy City Clerk, or the City Administrator to obtain additional information.

By this policy, the City of Eagle Lake has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace and its policy of maintaining a drug-free workplace. Each city employee will receive a copy of this policy and will be required to read it.

Firearm Policy

The City of Eagle Lake hereby establishes a policy prohibiting all employees, from carrying or possessing firearms while acting in the course and scope of employment for the city. The possession or carrying of a firearm by employees is prohibited while working on city property or while working in any location on behalf of the city. This includes but is not limited to:

- Driving on city business;
- Riding as a passenger in a car or any type of mass transit on city business;
- Working at city hall or any other city-owned work site;
- Working off-site on behalf of the city;
- Performing emergency or on-call work after normal business hours and on weekends;
- Working at private residences and at businesses on behalf of the city;
- Attending training or conferences on behalf of the city.

When responding to on-call work from home after regular work hours, an employee is prohibited from bringing a firearm in their private vehicle unless the vehicle remains in a parking lot and is not needed in order to respond to the call.

This policy applies to all employees, including volunteer fire department members. Elected officials

are not considered employees, and, therefore, this policy does not apply to them.

Violations of this policy are subject to disciplinary action in accordance with the city's disciplinary procedures policy.

Discipline

In all cases where a member fails to meet requirements, the Eagle Lake Fire Department will communicate the situation with the City Administrator and follow the City of Eagle Lake discipline policy.

Meeting attendance:

- Any member acquiring three (3) consecutive unexcused absences in any time period shall be required to provide the department a letter of explanation outlining reasons for the missed meetings. A letter also will be forwarded to the City Administrator, and the employee will be placed into a leave of absence.
- Any member failing to attend six (6) business meetings each calendar year shall be required to provide the department a letter of explanation outlining reasons for the missed meetings. A letter also will be forwarded to the City Administrator, and the employee will be placed into a leave of absence.
- Any member in violation of meeting requirements in consecutive years automatically will be dropped from the active roster.
- Any member acquiring three (3) meeting requirement violations in five (5) years automatically will be dropped from the active roster.
- Any member acquiring five (5) meeting requirement violations during their time of service automatically will be dropped from the active roster.

Training requirements:

- Any member failing to complete training probation shall be dropped from the active roster.

Supervisors are responsible for maintaining compliance with city standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Eagle Lake. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures. Refer to the section title "Chain of Command" to determine who to contact regarding a grievance. The supervisor and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Process

The city may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any city employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file held with the city with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the City Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive, or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean they agree with the reprimand. Written reprimands will be placed in the employee's personnel file held by the city.

Suspension With or Without Pay

The City Administrator may suspend an employee without pay for disciplinary reasons. Suspension

without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension, either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file held by the city.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the city's personnel file on the employee, and the employee will receive all compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed, and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which the/she is being demoted or transferred. The City Council must approve this action.

Dismissal

The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with city standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided, and all rights will be afforded to the veteran in accordance with Minnesota law.

Driving Policy

EMERGENCY VEHICLE RESPONSE OPERATING GUIDELINES

Purpose

Responding to any emergency call, the Eagle Lake Volunteer Fire Department places a great deal of responsibility on the drivers of its emergency vehicles. Not only must emergency vehicle drivers provide prompt delivery of the apparatus, equipment, and personnel with which to provide service to those in need, but as importantly, must accomplish this task in the safest and most prudent manner possible. Emergency vehicle drivers have in their care, custody, and control most of the major assets possessed by this organization (the vehicle, portable equipment, personnel). Emergency vehicle drivers also have a higher standard of care to provide to the general motoring public and must make every attempt possible to provide due regard for the safety of others. Drivers must constantly monitor and reduce the amount of risk and exposure to potential losses during every response. **Safe arrival at the emergency scene shall be, and must always remain, the first priority of all emergency vehicle drivers.** In order to accomplish this enormous task, all

emergency vehicle drivers shall become familiar with, and constantly abide by the following guidelines:

Guidelines

Qualifications for Drivers:

1. All personnel, as a condition of driving, are required to understand and obey all local, state, and federal laws and regulations as they pertain to driving.
2. All personnel who drive a Fire Department vehicle shall possess a valid driver's license from the State of Minnesota classed for the particular type of vehicle to be driven. Personnel shall comply with all requirements established by State of Minnesota for the appropriate class of license.
3. Any active member who receives a DWI/DUI will lose the privilege of driving for an ELFD function until their driving record is clean.
4. All personnel who drive a Fire Department vehicle shall be a member in good standing of the Eagle Lake Fire Department for at least one year.
5. Personnel shall comply with all requirements established by the Fire Department for the safe operation of motor vehicles regardless of vehicle ownership and/or insurance coverage.
6. All personnel who drive a pumper truck must attend and pass a department approved basic pump operations class.
7. All personnel who drive an aerial truck must attend and pass a department approved aerial operations class.
8. All drivers shall successfully complete the following requirements for each apparatus:
 - a) Road test with an officer in which the firefighter demonstrates awareness of the truck's features and their ability to drive the truck.
 - b) Operations test with an officer in which the firefighter demonstrates his/her ability to run all the truck's components.
 - c) Upon completion of the road test, a signed letter will be placed in the member's file indicating authorization to drive each apparatus.

General Driving Rules:

1. Vehicle drivers shall operate apparatus in such a manner as not to discredit themselves or the Eagle Lake Fire Department.
2. Drivers shall not attempt to drive any Fire Department vehicle while under the influence of any alcoholic beverage or after taking any medicine, drug, or compound which may impair their senses or interfere with their ability to operate such vehicle.
3. The department requires all people riding on fire apparatus to be seated in approved riding positions and be secured to the vehicle by seat belts whenever the vehicle is in motion. The emergency vehicle driver and/or the person riding in the officer position shall verify that all personnel are properly seated and in seat belts before the vehicle is moved. The department prohibits riding on tail steps, sidesteps, running boards, or any other exposed position.
4. Apparatus shall not be placed in such a position as to endanger either personnel or apparatus. The apparatus may be placed in a hazardous manner in order to protect personnel. Apparatus taken off the road shall be maneuvered with extreme caution and discretion.

Drivers shall carefully check the ground conditions prior to going off road and shall do so only when necessary. Should safe passage be questionable, an alternate route shall be sought.

5. Apparatus drivers shall back their vehicles safely and only after the unit officer-in-charge has dismounted and proceeded to the rear of the apparatus to provide backing directions. The unit officer-in-charge must maintain visual contact with the driver. All other personnel shall remain on the apparatus until directed by the unit officer-in-charge to dismount. In the event the driver is alone, the firefighter should obtain backing assistance. If no assistance is available, the vehicle can be backed, exercising extreme caution. Prior to backing, the driver must dismount the vehicle and check around the entire vehicle to ensure that the vehicle can be backed in a safe manner.
6. Apparatus drivers shall place a wheel chock in the proper position immediately after stopping and dismounting from the cab of the vehicle, other than when in quarters. Hand or foot brakes, spring parking brakes, and "PARK" position on automatic transmissions shall not be the sole means for holding vehicles stationary.
7. Vehicles and apparatus equipped with engine, transmission or driveline retarders or jake brakes shall operate with the retarder in the "on" position. Due to the slippery nature of wet, snow- or ice-covered roads, the retarder or brake is to be placed in the "off" position when encountering these conditions.

Emergency Response

The following provision under this guideline shall not relieve any driver of an emergency vehicle from exercising extreme due caution for the safety of all people. These provisions will not protect the driver from the consequences of any reckless disregard for the safety of others. Drivers shall use prudence when operating any emergency vehicle. Drivers that choose to disregard provisions in this section may be held personally liable for their actions.

Warning Devices and True Emergencies

When responding to a true emergency¹, all audible and visual warning devices will be operated at all times regardless of time of day and/or traffic conditions. All emergency vehicle drivers must understand that warning devices are not always effective in making other vehicle operators aware of your presence. Warning devices only request the right-of-way, they do not insure the right-of-way.

¹ The definition of a true emergency is a situation in which there is a high probability of death or serious injury to an individual or significant property loss, and actions by an emergency vehicle driver may reduce the seriousness of the situation.

There are three response codes that are utilized when driving an emergency apparatus. Code 1 is no lights and no sirens. Code 2 is lights with no sirens (not recommended), and Code 3 is lights and sirens.

Best practice would be to use air horns and alternate siren tones at major intersections and roundabouts.

Vehicle Control and Right-of-Way

All drivers shall attempt to maintain control of the vehicle they are operating in such a manner as

to provide the maximum level of safety for both their passengers and the public. Emergency vehicle drivers should be aware civilian vehicle operators may not react in the manner in which is expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you. When operating the apparatus in an emergency situation, the driver will follow traditional rules of the road.

Response Speeds

When responding to a true emergency only, drivers shall maintain a speed that is safe under the prevailing conditions. Emergency vehicle drivers must exercise extreme due caution and the safety of all persons and property are not endangered. Examples of conditions requiring slower response speeds include but are not limited to:

- slippery road conditions, inclement weather,
- poor visibility,
- heavy or congested traffic conditions, sharp curves.

Intersection Practices

Emergency vehicle drivers shall reduce the speed of the vehicle sufficiently at all intersections to negotiate a full stop when the intersection cannot be safely entered. All emergency vehicle drivers shall yield the right-of-way to any vehicle that is already in an intersection and shall not enter an intersection until all oncoming traffic has yielded the right-of-way and the intersection can be negotiated safely. Upon entering the intersection, the vehicle shall be under complete control and driven at such a speed that it can be safely stopped to avoid a collision should another vehicle enter the intersection. Emergency vehicle drivers shall realize the "right-of-way" must be granted by the other driver.

Drivers shall use caution and ensure it is safe to proceed prior to crossing any railroad tracks. Apparatus shall not drive around crossing gates that have been lowered or proceed through a crossing with activated signals (non-gated). The only exceptions shall be:

- When it has been confirmed by railroad personnel the gates or signal are activated due to a malfunction or maintenance.
- When there appears to be an obvious malfunction, and the company officer has left the vehicle and has visually confirmed the absence of any approaching trains in either direction.

Multiple Apparatus Response

When emergency vehicle drivers who are responding behind another responding emergency vehicle, they shall use extreme caution. The driver shall reduce the speed of the vehicle and/or regulate the travel distance between the two vehicles to negotiate a full stop and avoid a collision if the vehicle in front stops abruptly. The vehicle driver shall be prepared to negotiate a full stop and avoid a collision if other vehicles pull into the path after yielding the right of way to the first vehicle.

School Buses

Emergency vehicle drivers shall stop for all school buses displaying flashing lights and shall proceed only after the driver of the school bus signals it is safe to do so and all flashing lights are turned off.

Response in Privately Owned Vehicles

When any member responds to the station in a private vehicle, each member must strictly adhere to all applicable motor vehicle laws. Privately owned vehicles are not provided with the same exemptions that are provided to emergency vehicles. No member of the organization will be permitted to violate any motor vehicle laws, including but not limited to:

- Speed limits,
- Going through traffic control devices,
- Passing in an unsafe manner.

While it is recognized timeliness in response to an emergency is important, it is imperative all drivers understand their **private vehicles are not emergency vehicles, and, therefore, are not afforded any exemptions or special privileges under state law**. Any driver observed breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action.

Driver Only Emergency Response Discouraged

Driver only emergency response should be minimized to the extent possible. The risk factors are greatly increased due to the level of excitement and the urgency of the call. In addition, members of the public are often distracted and can become panicked when they hear sirens and see lights. Having multiple firefighters onboard actively watching the response is essential to help ensure safe arrival at the emergency scene.

The driver is responsible for making sure the apparatus is placed back into service and ready for the next emergency call.

Personal use:

Any personal use of ELFD Fire Apparatus or Emergency Equipment is strictly prohibited. Using Fire Apparatus or Emergency Equipment for personal use takes that item out of service (even if it is for a very short amount of time) and prevents it from responding to an emergency immediately (direct conflict with the ELFD Mission). Non-emergency equipment, such as tables and chairs, are available for ELFD members' use as long as it is outside of the time when ELFD needs it. Third party loans are not permitted (ELFD members only). If a member needs to borrow a piece of non-emergency equipment, get the approval of the Chief or an Officer and leave a note as to the date(s) the item will be needed. Do not take any non-emergency equipment without the approval of the Chief or an Officer. Return all items in the condition you found them. If you damage or lose an item, it is your responsibility to buy a replacement of equal quality immediately. Equipment is never to be removed from any Fire Apparatus for personal use.

Appendix A: Member Compensation

All members are paid annually in December of each year. All calls & trainings attended from December 1 – November 30 for each firefighter are submitted to payroll by December 1 of each year to be processed by the end of the year.

The following is the pay schedule for calls responded to and meetings & training attended:

Pay for calls includes active roster firefighters and daytime rescue:

Percentage of Calls Attended:	Pay per Call
0% - 9%	\$0
10% - 19%	\$10.00
20% - 29%	\$15.00
30% or more	\$20.00

Meetings and drills include only active roster firefighters

\$10 per meeting/drill attended

Drills: 4 hours of training = 1 drill

8 hours of training = 2 drills

12 hours of training = 3 drills

EMT refresher = 20 hours = 5 drills

EMR refresher = 16 hours = 4 drills

Reservists

Not paid for calls, meetings or drills

Begin receiving pay when City Council approves them moving to the active roster

Officer's Pay

Fire Chief = \$6,000 annually, \$500/monthly, paid monthly

Assistant Fire Chief = \$2,000 per assistant chief, paid annually in December

President = \$1,000 paid annually in December

Training Officer = \$1,000 paid annually in December

Assistant Training officer = \$500 paid annually in December

Appendix B: Job Descriptions

Full Job Descriptions of each position within the Department are attached as follows:

Firefighter Code of Ethics/Handbook Acknowledgment:

I understand I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following:

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles, and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect, and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those, I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors, or gifts that may create a conflict of interest, or the appearance thereof.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition, or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.

Acknowledgement

By signing this form, I acknowledge I have received and reviewed the Eagle Lake Fire Department Personnel Policy. This includes the Drug and Alcohol Policy and Driving Policy.

Some of the policies included in may require and annual review and signature from all fire department members.

I understand I am responsible for reading these documents and familiarizing myself with their contents. I also understand the policies contained in these documents apply to me, and it is my responsibility to comply with the policies and any revisions made to them.

I understand the Eagle Lake Fire Department Personnel Policy adopted supersedes all prior

handbooks or personnel policies on the subjects contained in it, and the Eagle Lake Fire Department and City of Eagle Lake have the right to change, modify, add to, substitute, or eliminate, and to interpret and apply, the policies and rules described therein.

Print Name: _____

Signature Name: _____ Date: _____



March 2, 2026

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Fire Department Request to Purchase New Fire Hall Lock System

The Fire Department is requesting approval to utilize funds set aside in line item 101-42300-535 to purchase a new lock system for the Fire Hall. The Department was asked to obtain pricing from Freedom Security. According to the Fire Chief, they requested pricing but did not hear back.

Attached is a proposal that the Fire Department obtained from WW Communications and Security Specialists of Mankato, totaling \$8,997.90. Representatives from the Fire Department will be on hand at the meeting to provide additional information, including the current state of the existing lock system, how department members will access the building with the new system (keypad, fob, or both), and other relevant details.

The current keyless system was installed in 2016 for \$1,646.

A motion is needed to approve the Fire Department's recommendation to proceed with the proposed system.


Jennifer J. Bromeland
City Administrator



53936 208th Lane
Mankato, MN 56001

Proposal

Phone # 507.388.3999
Fax # 507.388.3540
E-mail info@ww-communications.com

Date	Proposal #
6/27/2025	1644
Terms	

Name / Address

Job Site Address:

Job & Location	Description	Qty	Rate	Total
** Option 2 Paxton **				
	Paxton Net2 Control Board with Plastic Enclosure	3	628.50	1,885.50
	Paxton Net2 KP50 Proximity Keypad	3	280.95	842.85
	HES9600 Electric Strike	3	435.00	1,305.00
	Paxton Net2 Desktop Enrollment Reader	1	117.25	117.25
	Paxton Net2 Keyfobs (Pack of 10)	1	50.00	50.00
	Altronix AL600ULX 6 Amp Power Supply	1	359.80	359.80
	Mini PC for Net2 Software	1	357.50	357.50
	Cable and Materials		350.00	350.00
	Labor includes demo of existing BEST Mechanical Locks. Installation, programming, testing, and training of Paxton Net2 Access Control System		3,730.00	3,730.00
	Sales Tax - Purchases		6.875%	0.00
Thank you for the opportunity to bid your project. Any questions, please call 507.381.8667 - Nick			Total	\$8,997.90

This proposal is good for 60 days. Acceptance past 60 days may result in a price change. Please sign and return this proposal if you would like WW Communications to complete the work as described above. Upon approval of this proposal, 50% down payment is required to proceed

Proposal approved by WW Comm _____ Date _____

Accepted by _____ Date _____
Half down is required at time of approval, before work will start. Finance charges will be assessed after 5 days following completion of work, at a rate of 1.5% monthly or 18% per annum. By signing this acceptance, you agree to these credit requirements. Should collection efforts be necessary for the outstanding balance, customer is responsible for reimbursement of all costs of collection, to include attorney fees. Verbal authorization or commitment of funds as outlined on this proposal is assumed and considered binding.

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March 2, 2026

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

At the February City Council meeting, proposals for auditing services were reviewed. Following the discussion, Abdo was selected to provide auditing services for the fiscal years ending December 31, 2025, 2026, and 2027.

The audit engagement letter for the year ended December 31, 2025, formalizes the understanding between the City and the auditor regarding the scope of services, responsibilities, and related terms of the engagement. As noted on page 4 of the letter, Abdo anticipates beginning audit fieldwork in May 2026 and issuing the final audit reports no later than June 2026.

Abdo has offered the City a \$500 fee reduction if the Council elects to receive a pre-recorded audit presentation in lieu of a live (virtual or in-person) presentation at a City Council meeting. The Council should discuss its preference for a pre-recorded audit presentation, which would result in a \$500 cost savings, or a live presentation.

To keep the audit process on schedule, City staff signed the engagement letter at the auditors' request. Formal retroactive approval by the City Council is requested this evening to ratify that action.

The requested action is for Council to retroactively approve the 2025 audit engagement letter with Abdo and to provide direction regarding the preferred format of the audit presentation.


Jennifer J. Bromeland
City Administrator



February 20, 2026

Management, Honorable Mayor and City Council
City of Eagle Lake
Eagle Lake, Minnesota

We are pleased to confirm our understanding of the services we are to provide the City of Eagle Lake (the City) for the year ended December , 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City as of and for the year ended December , 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the City’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board 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 City’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- Management’s Discussion and Analysis
- Schedule of Funding Progress and Employer’s Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the City’s financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor’s report on the financial statements:

- Combining and Individual Fund Financial Statements and Schedules
- Summary Financial Report - Revenues and Expenditures for General Operations - Governmental Funds

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- Introductory Section

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. 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 GAAS 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 of a reasonable user made based on the financial statements.

Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952 835 9090

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507 625 2727

Scottsdale Office

14500 N Northsight Blvd, Ste 233
Scottsdale, AZ 85260
P 480 864 5579

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also 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.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of certain assets, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures-Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. 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, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the 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.



Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America, with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related party relationships and transactions, and other matters (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the 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 latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations and for informing us of any events encountered subsequent to the period under audit that may require adjustment to or disclosure in the financial statements.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Abdo, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, 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.



Other Services

We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. As part of the audit, we will assist with preparation of your financial statements of the City in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also use the financial statements to complete the Office of the State Auditor's Reporting Forms.

We will also enter the current year capital asset transactions into our software based on information you provide. We will also assist with preparation of various workpapers/reconciliations and journal entries including, but not limited to, entries to convert from the modified accrual basis of accounting to the full accrual basis of accounting for long-term assets, long-term liabilities, and related deferred inflows of resources, deferred outflows of resources, revenues and expenses from information provided by management. You will be required to acknowledge in the written representation letter our assistance with the preparation of various workpapers/reconciliations and journal entries and that you have reviewed and approved the workpapers/reconciliations and journal entries prior to report issuance and have accepted responsibility for them. We will also assist with year end accrual entries from information provided by management.

We will perform the above services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

We may advise management about appropriate accounting principles and their application, and we may assist you in the assembly of your financial statements. However, management has the final responsibility for the selection and application of accounting policies and the fair presentation of financial statements that reflect the nature and operations of the City.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Abdo and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any Regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abdo personnel. Furthermore, upon request, we may provide copies of selected audit documentation to any Regulator or its designee. The Regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Thomas J. Olinger, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in May 2026 and to issue our reports no later than June . .

Our fee for these services will be as follows:

Audit	\$35,500.00
2025 Office of the State Auditor's Reporting Form	<u>\$1,100.00</u>
Total	<u><u>\$36,600.00</u></u>

Our invoices for these fees will be rendered as follows: 25% at fiscal year-end, 50% once fieldwork is complete, and 25% at report delivery.

Abdo is offering a discount of \$500 should the City elect to have a pre-recorded audit presentation sent to them in replacement of a live virtual or in-person presentation at a city council meeting.

There have been several new accounting standards issued in recent years which will begin taking effect in the current and following years. These new standards may require substantial changes to your financial statements. We will review with you during the planning stage and if the changes are substantial and you would like our firm to complete this work we will agree at that time to a separate fee and engagement to complete that work.



To assist with the post-implementation accounting for GASB statement numbers 87 - Leases and 96 - Subscription Based Information Technology Agreements (SBITA's), Abdo has partnered with an accounting software known as Crunchafai (formerly known as LeaseCrunch) to ensure you are in compliance with the standards. The cost of this service is a discounted price of \$81.90 per lease/SBITA that is in the Crunchafai system and is billed directly to Abdo from Crunchafai on an annual basis. Abdo will bill you the same amount charged from Crunchafai based on the number of leases/SBITA's in your account. Abdo plans to utilize this software as part of our procedures and Abdo can either enter information into the system for you to review or we can give you access to the system to input your own data for which we will review and ensure it is correct. We will discuss this with you as part of our planning procedures.

In an effort to reduce environmental impact, you will receive printable, downloadable PDFs of your report. To receive one (1) paper report, you will be charged \$150 for a set-up fee. Additional paper copies will be charged at the rate of \$50 per report.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

You may also be billed for travel and other out-of-pocket costs such as report production, typing, postage, etc. if not included in the fee listed above. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of .66 percent per month (8 percent per year). If for any reason the account is turned over to collections, additional fees will be added to cover collections cost. In accordance with our Firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

Except in the event of your failure to make a payment when due, in the event of a dispute related in any way to our services, our Firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identify for purposes of the award of attorneys' fees. In the event you fail to make a payment for services or to reimburse for costs advanced by the Firm on your behalf, the Firm reserves the right to take all legally permissible action, including commencement of litigation in lieu of mediation, and shall have the right to collect its costs, including reasonable attorney's fees, incurred in any such collection or litigation activities.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.



We will utilize a portal which is a collaborative, virtual workspace in a protected, online environment. The portal permits real-time collaboration across geographic boundaries and time zones and allows us and you to share data, engagement information, knowledge, and deliverables in a protected environment. In order to use the portal, you may be required by the provider of the portal to execute a client portal agreement and agree to be bound by the terms, conditions, and limitations of such agreement. You agree that we have no responsibility for the activities of the portal and agree to indemnify and hold us harmless with respect to any and all claims arising from your misuse of the portal.

We are not a host for any of your information. You are responsible for maintaining your own copy of this information. We do not provide back-up services for any of your data or records, including information we provide to you. Portals are utilized solely as a method of transferring data and are not intended for the storage of your information. Information on a portal may be deleted by us.

If you decide to transmit your confidential information to us in a manner other than a secure portal, you accept responsibility for any and all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than a secure portal, you agree that we are not responsible for any liability, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any damages arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.

State, federal and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to peer review, an ethics investigation, the sale of your organization, or the sale of our accounting practice. If requested, access to such workpapers will be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.

If we receive a request for copies of selected workpapers, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such request as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

We have the right to withdraw from this engagement, at our discretion, if you do not provide us with any information we request in a timely manner; refuse to cooperate with our reasonable requests or misrepresent any facts; we have reason to believe you may have engaged, or may be planning to engage, in conduct that is unethical and/or unlawful; you engage in conduct directed toward or affecting firm personnel that is disrespectful, inappropriate, and/or potentially unlawful; or we determine that continuing the engagement is not in the best interests of the firm or threatens legal or reputational harm to the firm. In the event of withdrawal under any of these circumstances, such withdrawal will release us from any obligation to complete your report and will constitute completion of our engagement.

Abdo, LLP and its subsidiary companies are committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis "protected class" including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.

Reporting

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the Council of the City. We cannot provide assurance that an unmodified opinion will be rendered. 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 a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions 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 withdraw from this engagement. You agree to include our audit report in any document containing financial statements that indicate that such financial statements have been audited by us and, prior to inclusion of our audit report, to ask our permission to do so.



We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please electronically sign this letter.

Sincerely,



Abdo



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RESPONSE:

This letter correctly sets forth the understanding of the City of Eagle Lake.

Signature and Title: Jennifer J. Bromeland



Abdo Engagement Letter

Final Audit Report

February 20, 2026

Created:	February 20, 2026
By:	Abdo Engagements(engagements@abdosolutions.com)
Status:	ESigned
Transaction ID:	V7WRZJZW16AMEARMUV7EQ3MWU0
Documents:	100497_2024A_130_2239.pdf

"Abdo Engagement Letter" History

- 👁 Document emailed to (jbromeland@eaglelakemn.com) for signature
2/20/2026 08:58:39 AM Central Standard Time
- 👁 Document viewed by (jbromeland@eaglelakemn.com)
2/20/2026 09:36:59 AM Central Standard Time - IP address: 152.117.91.201
- ✍ Document e-signed by (jbromeland@eaglelakemn.com)
Signature Date: 2/20/2026 09:49:10 AM Central Standard Time - IP address: 152.117.91.201
- ✅ Document Signed
2/20/2026 09:49:10 AM Central Standard Time



March 2, 2026

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Request to Declare March as Multiple Sclerosis Awareness Month

The City has received a request from Ryan Vesey asking that the City of Eagle Lake adopt a resolution recognizing March as Multiple Sclerosis Awareness Month.

Mr. Vesey shared that his father has multiple sclerosis and that he serves on the Board of Trustees for the National Multiple Sclerosis Society. He is requesting the City's support in raising awareness of multiple sclerosis (MS), a chronic disease that affects the central nervous system.

Multiple Sclerosis Awareness Month is observed nationally during the month of March, with MS Awareness Week recognized March 8–14. Adoption of a resolution would formally declare March as Multiple Sclerosis Awareness Month in the City of Eagle Lake and demonstrate the City's support for individuals and families affected by MS.

A motion is needed to adopt a resolution declaring March as Multiple Sclerosis Awareness Month.


Jennifer J. Bromeland
City Administrator

**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2026-13**

A Resolution Recognizing March as Multiple Sclerosis Awareness Month

WHEREAS, Multiple Sclerosis (MS) is a neurological disease of the central nervous system, affecting 2.8 million people worldwide, including one million people in the United States, which is double the original estimate; and

WHEREAS, the National Multiple Sclerosis Society reports that more than 15,000 Minnesotans live with MS, and that the disease generally strikes people in the prime of life, between ages 20 through 50, and the cause and course of the often-debilitating symptoms of MS remain unknown and no cure currently exists; and

WHEREAS, the National Multiple Sclerosis Society has been committed for 80 years to a world free of MS, heightening public knowledge about and insight into the disease; and

WHEREAS, since 1946, the National Multiple Sclerosis Society has been a driving force of MS research, relentlessly pursuing prevention, treatments, and a cure, and has invested more than \$1 billion in groundbreaking research; and

WHEREAS, funds raised through the National Multiple Sclerosis Society fuel over \$30 million in annual investments for more than 200 new and ongoing MS research projects at the best medical centers, universities, and other institutions throughout the U.S. and abroad, leading to many breakthroughs in the treatment of MS; and

WHEREAS, stopping MS in its tracks, restoring what has been lost, and ending MS forever is the mission of the National Multiple Sclerosis Society and one that all Americans and Minnesotans should support; and

WHEREAS, the City of Eagle Lake recognizes the importance of finding the cause and cure of MS and expresses its appreciation for the dedication that the National Multiple Sclerosis Society has shown toward creating a world free of MS;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Eagle Lake:

That the Mayor and City Council do hereby recognize March 2026 as Multiple Sclerosis Awareness Month in the City of Eagle Lake.

Adopted by the City Council of Eagle Lake, Minnesota, this 2nd day of March 2026.

John Whittington, Mayor

ATTEST:

Jennifer Bromeland, City Administrator
(S E A L)



March 2, 2026

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Draw Request No. 2 – Schrom Construction/Blace Extension Escrow

The City has received Draw Request No. 2 from Schrom Construction for work completed to date on the Blace Extension project.

The City's contract engineer, Brian Sarff with Bolton & Menk, Inc., has reviewed the request for release of escrow funds. Based on the work completed and verified, Mr. Sarff recommends the release of \$23,504.

If approved, this disbursement would result in a remaining Blace Extension escrow balance of \$47,877. The remaining escrow funds will account for unfinished construction items, including seeding and erosion control.

A motion is needed to approve Draw Request No. 2 and authorize the release of \$23,504 from the Blace Extension Escrow.


Jennifer J. Bromeland
City Administrator

Jennifer Bromeland

From: Jennifer Bromeland
Sent: Friday, February 20, 2026 10:29 AM
To: Accounting; Troy Schrom
Subject: FW: Draw Request #2

Good morning,

Please see the response below from Brian Sarff. After reviewing his calculation of the remaining construction balance and contingency, it appears appropriate to recommend that the City Council approve the release of \$23,504.

I will plan to place this item on the March 2 City Council agenda for consideration and approval unless I hear back from you with concerns about Brian's calculation of escrow to release at this time.

Thanks, and have a good weekend.

Jennifer J. Bromeland

City Administrator
City of Eagle Lake
705 Parkway Avenue
PO Box 159
Eagle Lake, MN 56024
P: (507) 257-3218

From: Brian Sarff <Brian.Sarff@bolton-menk.com>
Sent: Thursday, February 19, 2026 4:26 PM
To: Jennifer Bromeland <jbromeland@eaglelakemn.com>
Subject: RE: Draw Request #2

Jennifer,

There are a couple minor items not accounted for (since we've been on site this fall):

- ~15 tons of Non Wear Bituminous \$1,162.50
- Gravel Turnaround at dead end \$9,085.50
- ~70 feet of concrete cross gutter \$2,397.50

That would bring the estimated remaining construction to \$43,525 (including seeding/erosion control). 10% contingency would be \$4,352.

$\$71,381 - \$43,525 - \$4,352 = \underline{\$23,504}$



Brian Sarff, PE (MN)
 Municipal Project Manager | Principal
Bolton & Menk, Inc.

☎ [\(507\) 327-2825](tel:(507)327-2825)

□
From: Jennifer Bromeland <jbromeland@eaglelakemn.com>
Sent: Tuesday, February 10, 2026 12:04 PM
To: Brian Sarff <Brian.Sarff@bolton-menk.com>
Subject: FW: Draw Request #2

***** WARNING: This email is from outside the company. Proceed with Caution*****

Hi Brian,

When you have time, could you review Draw Request #2 from Schrom Construction for the Blace Avenue Extension?

Thank you.

Jennifer J. Bromeland
 City Administrator
 City of Eagle Lake
 705 Parkway Avenue
 PO Box 159
 Eagle Lake, MN 56024
 P: (507) 257-3218

From: Accounting <accounting@schromconstruction.com>
Sent: Tuesday, February 10, 2026 11:38 AM
To: Troy Schrom <troymschrom@gmail.com>; Jennifer Bromeland <jbromeland@eaglelakemn.com>
Subject: RE: Draw Request #2

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

Jennifer,
 Here is a breakdown of what Schrom Construction is requesting.

WW Blacktop Remaining Work

4" CONCRETE SIDEWALK	\$ 15,990.00	
1.5" TYPE SPWEA340C WEAR COURSE MIXTURE	<u>\$ 11,890.00</u>	
	\$ 27,880.00	Remaining WW To Pay
	\$ 2,788.00	10% Contingency Hold Back
	\$ 3,000.00	Erosion Control

\$ 33,668.00

\$ 71,381.46 Escrow Balance

\$ (33,668.00)

\$ 37,713.46 **Schrom Draw Request**

We are showing that WW Blacktop has balance remaining to pay of \$27,880. We are requesting to leave that amount plus 10% contingency and the \$3,000 Erosion Control in the escrow account until completion. Our draw request is for the \$37,713.46 that is the difference between what is currently in the escrow account and what is needing to be paid out upon completion.

Let us know if there are any issues or if anything further is needed from us.

Thanks,

Nathan Roberts

Controller
Schrom Construction
1116 N Riverfront Dr.
Mankato, MN 56001
507-257-5102

From: Troy Schrom <troymschrom@gmail.com>
Sent: Monday, February 9, 2026 4:13 PM
To: Accounting <accounting@schromconstruction.com>
Subject: Fwd: Draw Request #2

----- Forwarded message -----

From: Jennifer Bromeland <jbromeland@eagtelakemn.com>
Date: Mon, Feb 9, 2026 at 3:01 PM
Subject: Draw Request #2
To: Troy Schrom <troymschrom@gmail.com>

Hi Troy,

Thanks for your time earlier this afternoon. Here is the balance of the escrow account: \$71,806.65. When you have time, could you resend the draw request and detail?

Thanks again.



March 2, 2026

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Scheduling Public Hearing – 2026 Street and Utility Improvement Project Assessment

Action is needed this evening to schedule a public hearing regarding the proposed assessment roll for the 2026 Street and Utility Improvement Project. The project was bid in 2025 and awarded to DMI. The contractor had the option to complete a portion of the work in 2025 or the entire project in 2026, and they elected to complete the project in its entirety in 2026.

A postcard was recently mailed to affected property owners notifying them of a neighborhood meeting scheduled for Tuesday, March 10, 2026, from 6:00–7:00 p.m. at City Hall. The meeting will include a short presentation and a brief Q&A session.

The proposed assessment has been completed and is available for public inspection. The assessment covers improvements to Le Sueur Avenue, Maywood Avenue, Diane Drive, Plainview Street, Third Street, and Second Street within the project area.

During the hearing, property owners will have the opportunity to provide input on the proposed assessment. Notice of the hearing will be published in the official newspaper and mailed to affected property owners at least two weeks before the hearing. Property owners may pay their assessment in full before certification to the County Auditor, with specific provisions for interest if paid within 30 days or afterward.

The public hearing will allow the Council and affected property owners to review and discuss the proposed assessment before it is finalized.

A motion is needed to schedule a public hearing for April 6, 2026, at 6:00 p.m. at City Hall.


Jennifer J. Bromeland
City Administrator

**Resolution for Hearing on Proposed Assessment
Resolution No. 2026-14**

WHEREAS, by a resolution passed by the council on May 5, 2025, the city clerk with the assistance of the city's engineer was directed to prepare a proposed assessment of the cost of proposed street and utility improvements, the improvement of Le Sueur Ave. between Linda Dr. and Agency St., Maywood Avenue between Diane Dr. and Agency St., Diane Dr. between Maywood Ave. and Le Sueur Ave., Plainview St. between Le Sueur Ave. and Parkway Ave., Third St. between Maywood Ave. and Parkway Ave. and Second St. between Maywood Ave. and Parkway Ave., and

WHEREAS, the clerk has notified the council that such proposed assessment has been completed and filed in his/her office for public inspection,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAGLE LAKE, MINNESOTA:

1. A hearing shall be held at 6:00 p.m. on April 6, 2026 in the city hall located at 705 Parkway Avenue, Eagle Lake, Minnesota, to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he/she shall state in the notice the total cost of the improvement. He/She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Eagle Lake, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the City of Eagle Lake, the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Adopted by the council, this 2nd day of March, 2026.

John Whittington, Mayor

Jennifer J. Bromeland, City Clerk



March 2, 2026

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Resolution of Application to the Minnesota Public Facilities Authority – Drinking Water Revolving Loan Fund

Attached for your consideration is a Resolution of Application to the Minnesota Public Facilities Authority (MPFA) for financing through the Drinking Water Revolving Loan Fund. This program provides low-interest loan financing, and in some cases grant funding, to assist communities with public drinking water infrastructure improvements. The proposed resolution is required to formally certify that the City of Eagle Lake has the legal authority to apply for the loan and possesses the financial, technical, and managerial capacity necessary to repay the loan and to properly construct, operate, and maintain the project for its useful life.

The MPFA requires this certification to be submitted annually for a city to remain eligible and prepared to access funding. This process serves as a proactive measure to ensure the City remains positioned to utilize available loan and potential grant funds when they become available. The City submitted this documentation last year and will continue to do so on an annual basis until financing is secured and the project moves forward.

Approval of this resolution does not obligate the City to accept a loan at this time, but it does ensure that the City maintains eligibility, remains competitive for available funding opportunities, and demonstrates readiness to proceed when financing becomes available.

A motion is needed to approve the above-described resolution to maintain the City's eligibility and funding readiness through PFA.


Jennifer J. Bromeland
City Administrator

Minnesota Public Facilities Authority

Drinking Water State Revolving Fund Programs-Application Forms

RESOLUTION OF APPLICATION

BE IT RESOLVED that the City Of Eagle Lake is hereby applying to the Minnesota Public Facilities Authority for a loan from the Drinking Revolving Fund for improvements to its municipal drinking water system as described in the loan application.

BE IT FURTHER RESOLVED that the City of Eagle Lake estimates the loan amount to be \$14,135,000 or the as-bid cost of the project.

BE IT FURTHER RESOLVED that the City of Eagle Lake has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its designed life.

BE IT FURTHER RESOLVED that the City Of Eagle Lake hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority

I CERTIFY THAT the above resolution was adopted by the City Council on March 2nd, 2026.

Signed: _____

Name: _____

Title: _____

Mayor

Witnessed: _____

Name: _____

Title: _____

City Administrator

Cert 01 Compliance Certification as to General Federal and State Laws, Rules, and Regulations

As a condition of receiving funding, recipients must comply with certain federal and state laws, rules and regulations, including but not limited to those identified in this certification which will be invoked as a condition of the MPFA loan in both the Bond Purchase and Project Loan Agreement and the General Obligation bond to be executed by the recipient.

Important: By signing this certification, applicant acknowledges that the MPFA Contract Guidance Packet, applicable State of Minnesota Prevailing Wages and Federal Davis Bacon Prevailing Wages, Build America, Buy America (BABA)* and American Iron and Steel contract language will be physically included in bid solicitations and incorporated into the contract(s) between the MPFA applicant and selected contractor(s).

*** Note on BABA: this is only required of SRF "Equivalency" projects. Contact your MPFA loan officer to ensure correct identification for each project as equivalency or not.**

Review the compliances and have the applicant's authorized representative sign and date this certification form.

- (1) Title VI of the Federal Water Pollution Control Act, more commonly known as the Clean Water Act, as amended (Clean Water Revolving Fund applicants).
- (2) Safe Drinking Water Act (P.L. 93-523) (Drinking Water Revolving Fund applicants).
- (3) National Environmental Policy Act (P.L. 91-190 (1970)); National Historic Preservation Act (P.L. 89-665 as amended, 80 Stat. 917 (1966)); Archeological and Historic Preservation Act (P.L. 93-291(1974)); Protection of Wetlands, Executive Order No. 11990 (1977), as amended by Executive Order No. 12608 (1997); Flood Plain Management, Executive Order No 11988 (1977), as amended by Executive Order No. 12148 (1979); Farmland Protection Policy Act (P.L. No 97-98 (1981)); Coastal Zone Management Act (P.L. 92-583 (1972), as amended); Coastal Barriers Resources Act (P.L. 97-378, 96 Stat 1653 (1982)); Wild and Scenic Rivers Act (P.L. 90-542, 82 Stat. 913 (1968)); Endangered Species Act (P.L. 93-205 (1973), as amended); Essential Fish Habitat Consultation Process under the Magnuson-Stevens Fishery Conservation and Management Act (P.L. 94-265 (1976), as amended) and; Clean Air Act Conformity (P.L. 95-95 (1977), as amended).
- (4) Title VI of the Civil Rights Act of 1964 (P.L 88-352), Section 13 of the Federal Water Pollution Control Act Amendments of 1972 (33 U.S.C. Sec. 1251), Section 504 of the Rehabilitation Act of 1973 (P.L. 93-1123, 87 Stat. 355, 29 U.S.C. Sec. 794), The Age Discrimination Act of 1975 (P.L. 94-135 Sec. 303, 89 Stat. 713, 728, 42 U.S.C. Sec. 6102), and subsequent regulations, ensures access to facilities or programs regardless of race, color, national origin, sex, age or
- (5) Federal Executive Order 11246, as amended by Executive Orders 11375 and 12086 and subsequent regulations. Prohibits employment discrimination on the basis of race, color, religion, sex or national origin. Inclusion of the seven clauses in Section 202 of E. O. 11246 as amended by E. O. 11375 and 12086 are required in all project related contracts and subcontracts over \$10,000.
- (6) Federal Executive Orders 11625, 12138 and 12432; 40 CFR part 33 Participation by Disadvantaged Business Enterprises in Procurement under Environmental Protection Agency (EPA) Financial Assistance Agreements; Section 129 of P. L. 100-590 Small Businesses Reauthorization & Amendment Act of 1988; Public Law 102-389 (42 U.S.C. 437d); a 1993 appropriations act ; Public Law 101-549, Title X of the Clean Air Acts. See changes from Federal Executive Orders 14151 and 14173.

Cert 01 Compliance Certification as to General Federal and State Laws, Rules, and Regulations

- (7) Amendments of 1990 (42 U.S.C. 7601 note). Encourages recipients to award construction, supply and professional service contracts to minority, women's business enterprises (MBE/WBE's) and small businesses and requires recipients to utilize affirmative steps in procurement.
- (8) Federal Executive Orders 12549 and 12689, Subpart C of 2 CFR Part 180 and 2 CFR Part 1532 entitled "Responsibilities of Participants Regarding Transactions (Doing Business with Other Persons)." Prohibits entering into contracts or sub-contracts with individuals or businesses that are debarred or suspended. Borrowers are required to check and keep a record of the status of all contractors (construction and professional services) and must require contractors to check and keep a record of the status of subcontractors for contracts expected to be equal to or over \$25,000 via this internet address below (or search the internet for System for Award Management):
SAM.gov | Home
- (9) Minnesota Statutes, Section 16C.285, responsible contractor requirement defined; subdivision 3 (6):
MPFA recipients must verify that contractors are not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor. See the website linked below:
[Suspended/Debarred Vendors / Minnesota Office of State Procurement \(mn.gov\)](http://Suspended/Debarred Vendors / Minnesota Office of State Procurement (mn.gov))
- (10) 2 CFR part 200, Subpart F, which establishes audit requirements for state and local units of governments receiving federal funds.
- (11) 2 CFR part 200.216 which prohibits the use of certain telecommunications and video surveillances services or equipment.
- (12) Section 602 (b)(9) of the Clean Water Act, as amended, and 40 CFR Part 35, Subpart L, Section 35.3550(i) require Borrowers to maintain project accounts in accordance with generally accepted government accounting standards (GAAP), and to issue annual financial statements that include the reporting of infrastructure assets in accordance with GASB 34.
- (13) Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), Minn. Statutes 1990, Chapter 363 Minnesota Human Rights Act. Requires that all public spaces and programs be designed and constructed to be accessible to the physically handicapped.
- (14) Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended and subsequent regulations found at 49 CFR Part 24. Identifies procedures for the acquisition of property and the relocation of persons and businesses.
- (15) Section 602(b)(6) of the Clean Water Act, as amended and section 1450(e) of the Safe Drinking Water Act (42 U.S.C. 300j-9(e)). Requires that all laborers and mechanics employed by contractors or subcontractors be paid wages at rates not less than those prevailing for the same type of work as determined by the U. S. Secretary of Labor in accordance with the federal Davis-Bacon Act (46 Stat. 1494; 40 U.S.C., sec. 276a through 276a-5). Reorganization Plan Numbered 14 of 1950 (15 F.R. 3176) and section 2 of the Davis-Bacon Act of June 13, 1934, as amended (48 Stat. 948; 40 U.S.C. 276c).

Cert 01 Compliance Certification as to General Federal and State Laws, Rules, and Regulations

- (16) Minnesota Statutes, Section 181.59, Discrimination on account of race, creed, or color prohibited in contract.
- (17) Section 608 of the Federal Clean Water Act, as amended and the Safe Drinking Water Act, as amended by America's Water Infrastructure Act of 2018 that requires all of the iron and steel products used in the CWSRF and DWSRF Projects are to be produced in the United States ("Use of American Iron and Steel Requirement"), unless (i) the Borrower has requested and obtained a waiver from the Environmental Protection Agency pertaining to the Project or (ii) the MPFA has otherwise advised the Borrower in writing that the American Iron and Steel Requirement is not applicable to the project.
- (18) Federal Build America, Buy America (BABA): The Recipient is subject to the Buy America Sourcing requirements under the Build America, Buy America provisions of the *Infrastructure Investment and Jobs Act* (IIJA) (P.L. 117-58 §§70911-70917) unless the Project is granted a waiver from the EPA.
- Note on BABA: this is only required of SRF "Equivalency" projects. Contact your MPFA loan officer to ensure correct identification for each project as equivalency or not.**
- (19) Minnesota Statutes, Section 471.345, Uniform Municipal Contracting Law.
- (20) Minnesota Statutes, Section 16C.285, Responsible Contractor Requirements. Solicitation documents must include the specified language for all contracts advertised after January 1, 2015.
- (21) Minnesota Statutes, Section 574.26 to 574.32, the Public Contractors' Performance and Payment Bond Act, as applicable.
- (22) Minnesota Statutes sections 176.181 – 176.182. Requires recipients and subcontractors to have worker's compensation insurance coverage.
- (23) Minnesota Statutes, sections 177.41 – 177.43 (prevailing wage rate law). Requires that contractors pay laborers and mechanics prevailing wages established by the Minnesota Department of Labor and Industry for public works projects. Contractors or subcontractors failing to comply may face civil or criminal penalties.
- (24) Minnesota Statutes 290.9705. Requires that 8 percent of payments made to out-of-state contractors be withheld once cumulative payments made to the contractor for work done in Minnesota exceed \$50,000 in a calendar year, unless an exemption is granted by the Department of Revenue.
- (25) Minnesota Statutes, Chapter 13, the Minnesota Government Data Practices Act.
- (26) Minnesota Statutes Chapter 363A, the Minnesota Human Rights Act.
- (27) Minnesota Statutes Sec. 363A.36 Subd. 1a, Minnesota Department of Human Rights' (MDHR) affirmative action plan. MPFA Recipients are encouraged to prepare and implement an affirmative action plan for the employment of people with disabilities, people of color, and women, and submit the plan to the commissioner of Human Rights.
- (28) Minnesota Statutes Sec. 363A.36, Minnesota Department of Human Rights' (MDHR) affirmative action plan requirements for contracts exceeding \$250,000. An affirmative action plan and a workforce certificate for affected contractors is required prior to bidding.

Cert 01 Compliance Certification as to General Federal and State Laws, Rules, and Regulations

- (29) Minnesota Statutes Section 363.44, Equal Pay Certificate. Requirement for all contracts entered into by municipal governments for all contracts exceeding \$1,000,000.
- (30) The Recipient will post a physical sign at the project site during the construction phase to inform the public that the project funding was made available by the State of Minnesota and the federal *Infrastructure Investment and Jobs Act*.

CERTIFICATION:

The applicant certifies that it has or will comply with the above requirements. Additionally, the applicant will include the MPFA Contract Guidance Packet and applicable Davis-Bacon and Minnesota prevailing wages in bid solicitations and incorporate the MPFA Contract Guidance Packet into all construction contracts.

Applicant name and project ID:

Signer Name:

Signer Title:

Signed by authorized official:

loan officer email:

Cert 02 Compliance Cert: Disadvantaged Business Enterprise, Required Procurement, Contract Conditions

As a condition of receiving funding, Recipients must comply with federal requirements concerning DBEs (i.e. Minority and Women's Business Enterprises (M/WBE) and Small Businesses in Rural Areas (SBRA)) with respect to procurement activities and contracts. The required contract conditions (see the Contract Guidance Packet) must be physically included in all bidding and contract documents. Additional information is in the Contract Guidance Packet.

GOOD FAITH EFFORTS:

MPFA recipients and their prime contractors must follow, document, and maintain documentation of their good faith efforts as listed below to ensure that Disadvantage Business Enterprises (DBEs) have the opportunity to participate in the project by increasing DBE awareness of procurement efforts and outreach. This applies to procurement for construction, equipment, supplies and services.

- (1) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities; including placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (2) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitation for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- (3) Consider in the contracting process whether firms competing for large contracts could be subcontracted with DBEs. This will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- (4) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- (5) Use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the U. S. Department of Commerce.
- (6) If the prime contractor awards subcontracts, require the prime contractor to take the steps in numbers 1 through 5 above.

see next page/or the Certification

Cert 02 Compliance Cert: Disadvantaged Business Enterprise, Required Procurement, Contract Conditions

CERTIFICATION:

The applicant certifies that it has or will comply with the above requirements. Additionally, the applicant will include the MPFA Contract Guidance Packet and applicable Davis-Bacon and Minnesota prevailing wages in bid solicitations and incorporate the MPFA Contract Guidance Packet into all construction contracts.

Applicant name and project ID:	
Signer Name:	
Signer Title:	
Signed by authorized official:	

loan officer email:

Cert 03 Compliance Certification as to No Conviction of Felony Financial Crime by a Principal

As a condition of receiving funding, Applicants must certify to the statement below.

Minnesota Statutes Section 16B.981 Subd. 2 (6) requires that no current principals of a recipient have been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this financial assistance opportunity or to determine how those funds are used.

CERTIFICATION:

The applicant certifies that no current principals have been convicted of a felony financial crime in the last 10 years. I have attached a list or chart of all principals.

Applicant name and project ID:

Signer Name:

Signer Title:

Signed by authorized official:

loan officer email:



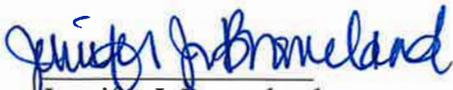
March 2, 2026

To: Honorable Mayor Whittington and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Council Packet Financial Information – Cybersecurity and Fraud Considerations

Following the discussion at the last council meeting regarding whether certain financial information should be included in the council packet due to cybersecurity and fraud concerns, the League of Minnesota Cities (LMC) was contacted for guidance. The LMC advised that check numbers on claims should be removed from packets, as their inclusion can pose a security risk, and that detailed payroll entries, including employee names and payment patterns, are not required in the packet. A summarized payroll format—e.g., “Payroll and timecards for March 3, 2026 and March 17, 2026 regular payrolls in the amount of \$1,234.56”—is sufficient, with supporting detail available at the meeting or upon request.

The City Attorney has reviewed this guidance and agrees that payroll should be summarized and certain information removed from the packet, while noting that all financial information remains public and available if requested. This approach balances transparency, compliance with Minn. Stat. 412.271, and mitigation of cybersecurity risks.

Discussion should ensue and direction given to staff on how financial information will be included in future council packets to balance transparency while mitigating cybersecurity risks.


Jennifer J. Bromeland
City Administrator

Jennifer Bromeland

From: Stack, John <JStack@lmc.org>
Sent: Friday, February 6, 2026 8:15 PM
To: Jennifer Bromeland
Subject: Research Inquiry Response

141B You don't often get email from jstack@lmc.org. [Learn why this is important](#)

Dear Jennifer,

Thank you again for contacting the League of Minnesota Cities.

It is a good instinct to want to remove certain financial information from public materials. One thing you can do to mitigate this harm is to remove check numbers on public agendas. Having those present is a very dangerous practice that has harmed cities in the past. I know of no law or rule that required for any kind of disclosure of this information. Additionally, payroll entries on the agenda do not need to be so detailed.

There is not a requirement for cities to post council packets online. Many do so, posting online allows ease for searching but also opens opportunities for data mining by people that do not have good intent. Maintaining a balance can be challenging.

State statute [Minn. Stat. 412.271](#) describes DISBURSEMENTS: except for wages paid on an hourly or daily basis, a written claim containing an itemized list of goods and services must be brought to the council for its approval. Below I list the payments in two categories: Claims and Payroll.

Claims. Procedurally speaking, a “claim” is only a claim for payment. Since the payment hasn’t been approved yet, it is not expected that check numbers be included in the packet. In terms of cybersecurity, consider providing a finance report for the council packet that does not contain check numbering. Some cities remove it entirely, others list it as “unposted” since it’s only a claim. In terms of cybersecurity this is relatively low risk.

Payroll. In the statute noted above, it outlines an exception for wages. Payroll detail is not required and can be summarized. In terms of cybersecurity, it would be helpful to not have employee full names and the pattern of payment listed out. One suggestion is:

- The consent agenda item in packet appears something like this:

“Payroll and timecards for March 3, 2026 and March 17, 2026 regular payrolls in the amount of \$1234.56.”

- The timecards/payroll is available at the meeting for backup/basis but it’s not required to be included in the published council packet.

Here is an LMC memo for Procedures for Paying City Claims that further outlines the statute and requirements: <https://www.lmc.org/resources/procedures-for-paying-claims/>.

I recommend passing any procedure change past the city attorney for legal compliance before adoption.

I also recommend reaching out to the League's assistant finance director, Lisa Sova, at (651) 281-1208 or lsova@lmc.org or the League's IT member consultant, Matt Nelles 651-281-1264 or MNelles@lmc.org for more best practices in terms of financial or cyber security.

I hope this information is helpful, please let me know if you have any questions or if I can provide further assistance. Thank you and have a great day.

John Stack | Staff Attorney

Phone: (651) 281-1271

jstack@lmc.org

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103

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This response is intended to convey general information and should not be taken as legal advice or as a substitute for competent legal guidance. Consult your city attorney for advice regarding specific situations.



March 2, 2026

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

Revenue and Expenditure Report

Attached is a year to date revenue and expenditure report.

Employee Leave Balances Report

Attached is a recent employee leave balances report.

345kV Transmission Line Project

Following an inquiry to Xcel Energy, the purple route on the attached map represents the approved route. Previously, alternate routes were identified during the scoping process, including a route adjacent to Eagle Lake along Highway 14.

Forgivable Childcare Loan Program Updates

KEYC recently contacted the City about doing a clip on the forgivable childcare loan program. Since the airing of the clip, three additional providers have expressed interest in bringing the total number of providers wanting to apply for funding to six. Letters of interest are due by March 2.

Update on .gov Domain Request

City staff has gone through the authorization process to obtain a .gov domain, and Eagle Lake has been approved for eaglelakemn.gov. The change will take effect shortly.

Open Book Meeting Notice

See attached notice. This has been posted at City Hall and will also be published in the City's official newspaper, the Mankato Free Press.

Recap of Recent Transportation Alliance Meeting in St. Paul

Mayor Whittington, Council Member Rohrich, and I attended a recent transportation alliance meeting in St. Paul. We will provide a more detailed recap of the day at tonight's meeting.


Jennifer J. Bromeland
City Administrator

CITY OF EAGLE LAKE 2026 Expenditure Budget Worksheet

Account Descr	2025 Amt	2026 Budget	2026 YTD Amt	2026 YTD Balance	%YTD Budget	2027 Budget	UnderLine
101 GENERAL							
41000 General Government (GENERAL)							
E 101-41000-131 Employer Paid Health	\$59,804.50	\$84,500.00	\$11,184.53	\$73,315.47	13.24%	\$0.00	
E 101-41000-132 Employer Paid Health Saving	\$23,400.00	\$35,150.00	\$0.00	\$35,150.00	0.00%	\$0.00	
E 101-41000-133 Employer Paid Dental	\$4,108.73	\$7,500.00	\$1,014.42	\$6,485.58	13.53%	\$0.00	
E 101-41000-151 Work Comp Premium	\$16,788.50	\$20,000.00	\$0.00	\$20,000.00	0.00%	\$0.00	
E 101-41000-300 Professional Svcs (GENERAL)	\$198.00	\$2,500.00	\$33.00	\$2,467.00	1.32%	\$0.00	
E 101-41000-362 Property & Liability Ins	\$30,056.50	\$32,000.00	\$0.00	\$32,000.00	0.00%	\$0.00	
E 101-41000-430 Miscellaneous (GENERAL)	\$91,428.51	\$20,000.00	\$4,325.24	\$15,674.76	21.63%	\$0.00	
E 101-41000-433 Dues and Subscriptions	\$12,157.08	\$17,000.00	\$345.00	\$16,655.00	2.03%	\$0.00	
E 101-41000-445 Summer Sounds	\$18,266.04	\$15,000.00	\$458.00	\$14,542.00	3.05%	\$0.00	
E 101-41000-510 Capital Outlay-Actual Expens	\$104,067.65	\$0.00	\$20,293.17	-\$20,293.17	0.00%	\$0.00	
E 101-41000-550 Capital Outlay - Set Aside	\$0.00	\$5,000.00	\$0.00	\$5,000.00	0.00%	\$0.00	
E 101-41000-721 Transfer Out	\$2,663,995.04	\$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)	\$3,024,270.55	\$238,650.00	\$37,653.36	\$200,996.64	0.00%	\$0.00	
41100 City Council							
E 101-41100-100 Wages and Salaries (GENER	\$15,500.00	\$16,400.00	\$2,550.00	\$13,850.00	15.55%	\$0.00	
E 101-41100-108 Video Intern Wages	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41100-121 PERA	\$167.50	\$1,230.00	\$32.50	\$1,197.50	2.64%	\$0.00	
E 101-41100-122 FICA	\$961.00	\$1,020.00	\$158.10	\$861.90	15.50%	\$0.00	
E 101-41100-123 Medicare	\$224.75	\$240.00	\$36.98	\$203.02	15.41%	\$0.00	
E 101-41100-134 Employer MN Paid Family Me	\$0.00	\$0.00	\$11.27	-\$11.27	0.00%	\$0.00	
E 101-41100-438 Meeting & Education	\$2,446.85	\$5,500.00	\$1,241.76	\$4,258.24	22.58%	\$0.00	
41100 City Council	\$19,300.10	\$24,390.00	\$4,030.61	\$20,359.39		\$0.00	
41200 Mayor							
E 101-41200-100 Wages and Salaries (GENER	\$5,150.00	\$5,300.00	\$800.00	\$4,500.00	15.09%	\$0.00	
E 101-41200-121 PERA	-\$167.50	\$400.00	-\$32.50	\$432.50	-8.13%	\$0.00	
E 101-41200-122 FICA	\$319.30	\$330.00	\$49.60	\$280.40	15.03%	\$0.00	
E 101-41200-123 Medicare	\$74.70	\$77.00	\$11.60	\$65.40	15.06%	\$0.00	
E 101-41200-134 Employer MN Paid Family Me	\$0.00	\$0.00	\$3.52	-\$3.52	0.00%	\$0.00	
E 101-41200-438 Meeting & Education	\$5,945.39	\$7,500.00	\$1,538.51	\$5,961.49	20.51%	\$0.00	
41200 Mayor	\$11,321.89	\$13,607.00	\$2,370.73	\$11,236.27		\$0.00	
41400 Elections							
E 101-41400-100 Wages and Salaries (GENER	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00%	\$0.00	
E 101-41400-122 FICA	\$0.00	\$125.00	\$0.00	\$125.00	0.00%	\$0.00	
E 101-41400-123 Medicare	\$0.00	\$29.00	\$0.00	\$29.00	0.00%	\$0.00	

IFU

Account Descr	2025 Amt	2026 Budget	2026 YTD Amt	2026 Balance	%YTD Budget	2027 Budget	UnderLine
E 101-41400-430 Miscellaneous (GENERAL)	\$500.00	\$2,000.00	\$0.00	\$2,000.00	0.00%	\$0.00	
E 101-41400-510 Capital Outlay-Actual Expens	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
41400 Elections	\$500.00	\$4,154.00	\$0.00	\$4,154.00		\$0.00	
41500 Administration							
E 101-41500-100 Wages and Salaries (GENERAL)	\$103,937.87	\$111,124.00	\$21,010.18	\$90,113.82	18.91%	\$0.00	
E 101-41500-121 PERA	\$7,795.43	\$8,334.00	\$1,575.78	\$6,758.22	18.91%	\$0.00	
E 101-41500-122 FICA	\$5,911.69	\$6,890.00	\$1,185.31	\$5,704.69	17.20%	\$0.00	
E 101-41500-123 Medicare	\$1,382.59	\$1,612.00	\$277.22	\$1,334.78	17.20%	\$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 101-41500-134 Employer MN Paid Family Me	\$0.00	\$0.00	\$92.48	-\$92.48	0.00%	\$0.00	
E 101-41500-135 HCSP	\$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)	\$10,939.71	\$10,000.00	\$919.91	\$9,080.09	9.20%	\$0.00	
E 101-41500-320 Communications (GENERAL)	\$5,040.16	\$6,000.00	\$515.64	\$5,484.36	8.59%	\$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	\$817.68	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$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)	\$464.48	\$750.00	\$90.58	\$659.42	12.08%	\$0.00	
E 101-41500-433 Dues and Subscriptions	\$0.00	\$0.00	\$75.00	-\$75.00	0.00%	\$0.00	
E 101-41500-438 Meeting & Education	\$6,276.03	\$8,500.00	\$1,744.09	\$6,755.91	20.52%	\$0.00	
E 101-41500-510 Capital Outlay-Actual Expens	\$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	\$142,565.64	\$154,210.00	\$27,486.19	\$126,723.81		\$0.00	
41600 Professional							
E 101-41600-300 Professional Svcs (GENERAL)	\$52,702.61	\$50,000.00	\$25,020.65	\$24,979.35	50.04%	\$0.00	
E 101-41600-301 Auditing and Acct g Services	\$40,189.51	\$45,000.00	\$8,875.00	\$36,125.00	19.72%	\$0.00	
E 101-41600-303 Engineering Fees	\$28,109.00	\$7,500.00	\$1,742.50	\$5,757.50	23.23%	\$0.00	
E 101-41600-304 Legal Fees	\$8,789.50	\$20,000.00	\$1,975.50	\$18,024.50	9.88%	\$0.00	
E 101-41600-310 Computer Technical Support	\$54,987.78	\$70,000.00	\$13,529.20	\$56,470.80	19.33%	\$0.00	
E 101-41600-311 Building Inspector Fees	\$58,961.80	\$50,000.00	\$1,542.50	\$48,457.50	3.09%	\$0.00	
E 101-41600-313 State Surcharge Fee	\$3,048.93	\$1,750.00	\$289.75	\$1,460.25	16.56%	\$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	\$5,279.73	\$6,500.00	\$1,200.26	\$5,299.74	18.47%	\$0.00	

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Account Descr	2025 Amt	2026 Budget	2026 YTD Amt	2026 YTD Balance	%YTD Budget	2027 Budget	UnderLine
E 101-41600-433 Dues and Subscriptions	\$4,269.00	\$4,675.00	\$5,587.00	-\$912.00	119.51%	\$0.00	
41600 Professional	\$256,337.86	\$255,425.00	\$59,762.36	\$195,662.64		\$0.00	
41800 Planning & Zoning Comm. Devel.							
E 101-41800-100 Wages and Salaries (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41800-102 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41800-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41800-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41800-123 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	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 101-41800-300 Professional Svcs (GENERAL)	\$0.00	\$40,000.00	\$0.00	\$40,000.00	0.00%	\$0.00	
E 101-41800-351 Legal Notices-Public Hearing	\$32.16	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41800-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41800-438 Meeting & Education	\$0.00	\$0.00	\$0.00	\$0.00	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.	\$32.16	\$40,000.00	\$0.00	\$40,000.00		\$0.00	
41900 City Hall							
E 101-41900-210 Operating Supplies (GENERAL)	\$889.41	\$1,500.00	\$107.41	\$1,392.59	7.16%	\$0.00	
E 101-41900-220 Repair/Maint (GENERAL)	\$13,746.51	\$10,000.00	\$130.00	\$9,870.00	1.30%	\$0.00	
E 101-41900-381 Electric Utilities	\$11,612.54	\$12,500.00	\$2,083.62	\$10,416.38	16.67%	\$0.00	
E 101-41900-383 Gas Utility	\$262.96	\$500.00	\$40.16	\$459.84	8.03%	\$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	\$26,511.42	\$29,500.00	\$2,361.19	\$27,138.81		\$0.00	
42100 Streets							
E 101-42100-100 Wages and Salaries (GENERAL)	\$44,054.23	\$49,763.00	\$9,187.38	\$40,575.62	18.46%	\$0.00	
E 101-42100-107 On Call Stipend	\$459.00	\$702.00	\$135.00	\$567.00	19.23%	\$0.00	
E 101-42100-121 PERA	\$3,489.31	\$3,732.00	\$699.20	\$3,032.80	18.74%	\$0.00	
E 101-42100-122 FICA	\$2,562.42	\$3,085.00	\$534.20	\$2,550.80	17.32%	\$0.00	
E 101-42100-123 Medicare	\$599.27	\$722.00	\$124.94	\$597.06	17.30%	\$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 101-42100-134 Employer MN Paid Family Me	\$0.00	\$0.00	\$41.04	-\$41.04	0.00%	\$0.00	
E 101-42100-135 HCSP	\$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)	\$11,738.04	\$7,000.00	\$949.23	\$6,050.77	13.56%	\$0.00	

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Account Descr	2025 Amt	2026 Budget	2026 YTD Amt	2026 Balance	%YTD Budget	2027 Budget	UnderLine
E 101-42100-212 Fuel	\$7,635.40	\$11,000.00	\$2,217.95	\$8,782.05	20.16%	\$0.00	
E 101-42100-220 Repair/Maint (GENERAL)	\$16,118.62	\$9,000.00	\$1,319.57	\$7,680.43	14.66%	\$0.00	
E 101-42100-224 Street Repair-General Mainte	\$101,342.58	\$120,000.00	\$3,300.00	\$116,700.00	2.75%	\$0.00	
E 101-42100-300 Professional Svcs (GENERAL)	\$3,946.65	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$0.00	
E 101-42100-320 Communications (GENERAL)	\$762.76	\$1,000.00	\$133.78	\$866.22	13.38%	\$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	\$5,331.14	\$1,800.00	\$208.81	\$1,591.19	11.60%	\$0.00	
E 101-42100-383 Gas Utility	\$1,188.03	\$1,500.00	\$306.80	\$1,193.20	20.45%	\$0.00	
E 101-42100-430 Miscellaneous (GENERAL)	\$338.92	\$0.00	\$608.33	-\$608.33	0.00%	\$0.00	
E 101-42100-437 Clothing Allowance	\$541.92	\$850.00	\$32.37	\$817.63	3.81%	\$0.00	
E 101-42100-438 Meeting & Education	\$921.75	\$2,500.00	\$0.00	\$2,500.00	0.00%	\$0.00	
E 101-42100-510 Capital Outlay-Actual Expens	\$58,566.56	\$79,818.00	\$97,723.60	-\$17,905.60	122.43%	\$0.00	
E 101-42100-550 Capital Outlay - Set Aside	\$34,000.00	\$123,866.00	\$0.00	\$123,866.00	0.00%	\$0.00	
E 101-42100-560 Capital Outlay - Sidewalks	\$33,425.00	\$20,000.00	\$0.00	\$20,000.00	0.00%	\$0.00	
42100 Streets	\$327,021.60	\$446,338.00	\$117,522.20	\$328,815.80		\$0.00	
42110 Street Lighting							
E 101-42110-381 Electric Utilities	\$45,449.13	\$54,000.00	\$8,321.71	\$45,678.29	15.41%	\$0.00	
42110 Street Lighting	\$45,449.13	\$54,000.00	\$8,321.71	\$45,678.29		\$0.00	
42120 Refuse & Recycling							
E 101-42120-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
42120 Refuse & Recycling	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
42200 Police Department							
E 101-42200-109 Blue Earth County	\$519,717.24	\$537,908.00	\$44,825.61	\$493,082.39	8.33%	\$0.00	
E 101-42200-540 Capital Outlay - Seizure	\$697.50	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
42200 Police Department	\$520,414.74	\$537,908.00	\$44,825.61	\$493,082.39		\$0.00	
42300 Fire Department							
E 101-42300-100 Wages and Salaries (GENER	\$47,820.00	\$10,000.00	\$1,000.00	\$9,000.00	10.00%	\$0.00	
E 101-42300-104 Calls & Training Wages	\$0.00	\$35,000.00	\$0.00	\$35,000.00	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	\$2,964.84	\$2,780.00	\$62.00	\$2,718.00	2.23%	\$0.00	
E 101-42300-123 Medicare	\$693.39	\$657.00	\$14.50	\$642.50	2.21%	\$0.00	
E 101-42300-124 Fire Relief Payment	\$40,915.53	\$60,000.00	\$0.00	\$60,000.00	0.00%	\$0.00	
E 101-42300-134 Employer MN Paid Family Me	\$0.00	\$0.00	\$4.42	-\$4.42	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	\$26,196.10	\$25,000.00	\$2,483.64	\$22,516.36	9.93%	\$0.00	
E 101-42300-212 Fuel	\$1,788.45	\$3,500.00	\$162.93	\$3,337.07	4.66%	\$0.00	
E 101-42300-220 Repair/Maint (GENERAL)	\$24,485.08	\$33,750.00	\$1,126.22	\$32,623.78	3.34%	\$0.00	
E 101-42300-222 Building Maintenance	\$4,253.67	\$5,000.00	\$0.00	\$5,000.00	0.00%	\$0.00	
E 101-42300-300 Professional Svcs (GENERAL)	\$7,339.92	\$7,400.00	\$0.00	\$7,400.00	0.00%	\$0.00	

Account Descr	2025 Amt	2026 Budget	2026 YTD Amt	2026 YTD Balance	%YTD Budget	2027 Budget	UnderLine
E 101-42300-306 Physicals	\$5,138.06	\$6,700.00	\$0.00	\$6,700.00	0.00%	\$0.00	
E 101-42300-320 Communications (GENERAL)	\$6,738.42	\$7,500.00	\$450.03	\$7,049.97	6.00%	\$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	\$2,137.07	\$2,750.00	\$102.02	\$2,647.98	3.71%	\$0.00	
E 101-42300-383 Gas Utility	\$2,580.02	\$4,400.00	\$620.52	\$3,779.48	14.10%	\$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	\$2,629.45	\$2,400.00	\$1,593.00	\$807.00	66.38%	\$0.00	
E 101-42300-437 Clothing Allowance	\$6,102.34	\$5,000.00	\$1,191.04	\$3,808.96	23.82%	\$0.00	
E 101-42300-438 Meeting & Education	\$26,589.96	\$20,000.00	\$1,234.65	\$18,765.35	6.17%	\$0.00	
E 101-42300-510 Capital Outlay-Actual Expens	\$99,235.77	\$685,617.00	\$600,000.00	\$85,617.00	87.51%	\$0.00	
E 101-42300-520 Fire Dept Equipment-Gambli	\$5,114.68	\$183,703.00	\$100,000.00	\$83,703.00	54.44%	\$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	\$0.00	\$5,000.00	\$0.00	\$5,000.00	0.00%	\$0.00	
E 101-42300-550 Capital Outlay - Set Aside	\$0.00	\$150,435.00	\$0.00	\$150,435.00	0.00%	\$0.00	
42300 Fire Department	\$312,722.75	\$1,256,592.00	\$710,044.97	\$546,547.03		\$0.00	
42400 School Patrol							
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	\$117.94	\$150.00	\$0.00	\$150.00	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	\$117.94	\$150.00	\$0.00	\$150.00		\$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	\$613.69	\$1,000.00	\$105.77	\$894.23	10.58%	\$0.00	
E 101-42430-510 Capital Outlay-Actual Expens	\$0.00	\$5,000.00	\$0.00	\$5,000.00	0.00%	\$0.00	
42430 Civil Patrol	\$613.69	\$8,000.00	\$105.77	\$7,894.23		\$0.00	
42500 Park & Recreation							
E 101-42500-100 Wages and Salaries (GENER	\$54,604.04	\$52,528.00	\$9,698.01	\$42,829.99	18.46%	\$0.00	
E 101-42500-107 On Call Stipend	\$484.50	\$741.00	\$142.50	\$598.50	19.23%	\$0.00	
E 101-42500-121 PERA	\$3,524.06	\$3,940.00	\$738.06	\$3,201.94	18.73%	\$0.00	
E 101-42500-122 FICA	\$3,207.09	\$3,257.00	\$563.88	\$2,693.12	17.31%	\$0.00	
E 101-42500-123 Medicare	\$750.06	\$762.00	\$131.88	\$630.12	17.31%	\$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 101-42500-134 Employer MN Paid Family Me	\$0.00	\$0.00	\$43.26	-\$43.26	0.00%	\$0.00	
E 101-42500-135 HCSP	\$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	

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Account Descr	2025 Amt	2026 Budget	2026 YTD Amt	2026 YTD Balance	%YTD Budget	2027 Budget	UnderLine
E 101-42500-210 Operating Supplies (GENERAL)	\$8,782.05	\$16,000.00	\$891.07	\$15,108.93	5.57%	\$0.00	
E 101-42500-212 Fuel	\$5,587.74	\$6,500.00	\$486.94	\$6,013.06	7.49%	\$0.00	
E 101-42500-220 Repair/Maint (GENERAL)	\$29,438.43	\$20,000.00	\$1,405.32	\$18,594.68	7.03%	\$0.00	
E 101-42500-300 Professional Svcs (GENERAL)	\$52,752.81	\$65,000.00	\$185.00	\$64,815.00	0.28%	\$0.00	
E 101-42500-320 Communications (GENERAL)	\$1,433.25	\$1,000.00	\$244.54	\$755.46	24.45%	\$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	\$5,389.98	\$6,000.00	\$988.09	\$5,011.91	16.47%	\$0.00	
E 101-42500-383 Gas Utility	\$1,188.04	\$1,500.00	\$306.80	\$1,193.20	20.45%	\$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	\$0.00	\$108.33	-\$108.33	0.00%	\$0.00	
E 101-42500-437 Clothing Allowance	\$541.97	\$850.00	\$32.38	\$817.62	3.81%	\$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	\$4,294.08	\$29,640.00	\$357.84	\$29,282.16	1.21%	\$0.00	
E 101-42500-550 Capital Outlay - Set Aside	\$0.00	\$14,441.00	\$0.00	\$14,441.00	0.00%	\$0.00	
E 101-42500-570 Capital Outlay - Park Board	\$25,880.60	\$50,000.00	\$6,685.47	\$43,314.53	13.37%	\$0.00	
E 101-42500-572 Active Community	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
42500 Park & Recreation	\$197,858.70	\$272,159.00	\$23,009.37	\$249,149.63		\$0.00	
101 GENERAL	\$4,885,038.17	\$3,335,083.00	\$1,037,494.07	\$2,297,588.93		\$0.00	
201 STORM WATER DRAINAGE							
00000 No Department							
E 201-00000-100 Wages and Salaries (GENER	\$23,797.47	\$26,317.00	\$4,890.34	\$21,426.66	18.58%	\$0.00	
E 201-00000-107 On Call Stipend	\$127.50	\$0.00	\$37.50	-\$37.50	0.00%	\$0.00	
E 201-00000-121 PERA	\$1,794.31	\$1,974.00	\$369.60	\$1,604.40	18.72%	\$0.00	
E 201-00000-122 FICA	\$1,369.32	\$1,632.00	\$280.31	\$1,351.69	17.18%	\$0.00	
E 201-00000-123 Medicare	\$320.23	\$382.00	\$65.55	\$316.45	17.16%	\$0.00	
E 201-00000-131 Employer Paid Health	\$0.00	\$4,800.00	\$0.00	\$4,800.00	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	\$350.00	\$0.00	\$350.00	0.00%	\$0.00	
E 201-00000-134 Employer MN Paid Family Me	\$0.00	\$0.00	\$21.62	-\$21.62	0.00%	\$0.00	
E 201-00000-135 HCSP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 201-00000-210 Operating Supplies (GENERAL)	\$1,365.02	\$2,000.00	\$407.46	\$1,592.54	20.37%	\$0.00	
E 201-00000-212 Fuel	\$539.60	\$2,500.00	\$0.00	\$2,500.00	0.00%	\$0.00	
E 201-00000-220 Repair/Maint (GENERAL)	\$4,230.26	\$10,000.00	\$554.03	\$9,445.97	5.54%	\$0.00	
E 201-00000-300 Professional Svcs (GENERAL)	\$6,643.62	\$10,000.00	\$65.00	\$9,935.00	0.65%	\$0.00	
E 201-00000-320 Communications (GENERAL)	\$938.39	\$1,000.00	\$75.25	\$924.75	7.53%	\$0.00	
E 201-00000-430 Miscellaneous (GENERAL)	\$0.00	\$500.00	\$108.33	\$391.67	21.67%	\$0.00	
E 201-00000-437 Clothing Allowance	\$541.95	\$800.00	\$32.37	\$767.63	4.05%	\$0.00	
E 201-00000-438 Meeting & Education	\$50.00	\$2,500.00	\$1,140.00	\$1,360.00	45.60%	\$0.00	
E 201-00000-510 Capital Outlay-Actual Expens	\$0.00	\$11,000.00	\$0.00	\$11,000.00	0.00%	\$0.00	

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Account Descr	2025 Amt	2026 Budget	YTD Amt	2026 YTD Balance	%YTD Budget	2027 Budget	UnderLine
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	\$9,285.00	\$0.00	\$9,285.00	0.00%	\$0.00	
00000 No Department	\$41,717.67	\$95,040.00	\$8,047.36	\$86,992.64		\$0.00	
201 STORM WATER DRAINAGE	\$41,717.67	\$95,040.00	\$8,047.36	\$86,992.64		\$0.00	
202 RECYCLING UTILITY							
00000 No Department							
E 202-00000-386 Recycling Collection Expense	\$72,036.73	\$69,088.00	\$6,254.53	\$62,833.47	9.05%	\$0.00	
E 202-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$72,036.73	\$69,088.00	\$6,254.53	\$62,833.47		\$0.00	
202 RECYCLING UTILITY	\$72,036.73	\$69,088.00	\$6,254.53	\$62,833.47		\$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	\$206,935.07	\$219,900.00	\$18,644.61	\$201,255.39	8.48%	\$0.00	
E 203-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$206,935.07	\$219,900.00	\$18,644.61	\$201,255.39		\$0.00	
203 REFUSE UTILITY	\$206,935.07	\$219,900.00	\$18,644.61	\$201,255.39		\$0.00	
206 ECONOMIC DEVELOPMENT AUTHORITY							
00000 No Department							
E 206-00000-300 Professional Svcs (GENERAL)	\$0.00	\$8,610.00	\$0.00	\$8,610.00	0.00%	\$0.00	
E 206-00000-430 Miscellaneous (GENERAL)	\$1,712.75	\$1,000.00	\$195.14	\$804.86	19.51%	\$0.00	
E 206-00000-433 Dues and Subscriptions	\$7,997.46	\$10,140.00	\$8,199.18	\$1,940.82	80.86%	\$0.00	
E 206-00000-438 Meeting & Education	\$170.43	\$250.00	\$0.00	\$250.00	0.00%	\$0.00	
E 206-00000-721 Transfer Out	\$112,406.50	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$122,287.14	\$20,000.00	\$8,394.32	\$11,605.68		\$0.00	
206 ECONOMIC DEVELOPMENT AUTHORITY	\$122,287.14	\$20,000.00	\$8,394.32	\$11,605.68		\$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	\$9,205.31	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 207-00000-498 Loan Payment to Blue Earth	\$917.07	\$655.00	\$0.00	\$655.00	0.00%	\$0.00	
E 207-00000-721 Transfer Out	\$193.33	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$10,315.71	\$655.00	\$0.00	\$655.00		\$0.00	
207 EDA REVOLVING LOAN FUND	\$10,315.71	\$655.00	\$0.00	\$655.00		\$0.00	

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Account Descr	2025 Amt	2026 Budget	2026 YTD Amt	2026 YTD Balance	%YTD Budget	2027 Budget	UnderLine
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							
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	\$106,907.18	\$106,907.00	\$0.00	\$106,907.00	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	\$107,775.99	\$107,961.00	\$0.00	\$107,961.00		\$0.00	
221 TAX INCREMENT DIST. 1-2 CEDAR	\$107,775.99	\$107,961.00	\$0.00	\$107,961.00		\$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	
E 222-00000-443 Tax Abatement Payment	\$36,727.33	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$36,727.33	\$0.00	\$0.00	\$0.00		\$0.00	
222 TAX ABATEMENT-AUTUMN WIND	\$36,727.33	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$868.81	\$1,054.00	\$0.00	\$1,054.00		\$0.00	
223 TIF 3-1 704-708 PARKWAY AVE	\$868.81	\$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	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00	
E 224-00000-442 Tax Increment Payment	\$40,339.00	\$41,789.00	\$0.00	\$41,789.00	0.00%	\$0.00	
00000 No Department	\$41,207.81	\$42,789.00	\$0.00	\$42,789.00		\$0.00	
224 TIF 3-2 FOX MEADOWS	\$41,207.81	\$42,789.00	\$0.00	\$42,789.00		\$0.00	
250 AMERICA RESCUE PLAN							
00000 No Department							
E 250-00000-210 Operating Supplies (GENERA	\$4,071.38	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

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Account Descr	2025 Amt	2026 Budget	2026 YTD Amt	2026 YTD Balance	%YTD Budget	2027 Budget	UnderLine
E 250-00000-510 Capital Outlay-Actual Expens	\$0.00	\$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	\$4,071.38	\$0.00	\$0.00	\$0.00		\$0.00	
250 AMERICA RESCUE PLAN	\$4,071.38	\$0.00	\$0.00	\$0.00		\$0.00	
255 PUBLIC SAETY AID							
00000 No Department							
E 255-00000-210 Operating Supplies (GENERA	\$21,050.49	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$21,050.49	\$0.00	\$0.00	\$0.00		\$0.00	
255 PUBLIC SAETY AID	\$21,050.49	\$0.00	\$0.00	\$0.00		\$0.00	
310 2026 STREET RECONSTRUCTION							
00000 No Department							
E 310-00000-303 Engineering Fees	\$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	
310 2026 STREET RECONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00		\$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	\$29,000.00	\$29,000.00	\$0.00	\$29,000.00	0.00%	\$0.00	
E 326-00000-611 Bond Interest	\$2,957.40	\$2,481.00	\$1,240.47	\$1,240.53	50.00%	\$0.00	
E 326-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$31,957.40	\$31,481.00	\$1,240.47	\$30,240.53		\$0.00	
326 PFA	\$31,957.40	\$31,481.00	\$1,240.47	\$30,240.53		\$0.00	
330 2ND, LINDA, STORM 2017A CROSSO							
00000 No Department							
E 330-00000-300 Professional Svcs (GENERAL)	\$550.00	\$550.00	\$550.00	\$0.00	100.00%	\$0.00	
E 330-00000-430 Miscellaneous (GENERAL)	\$495.00	\$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	\$6,195.00	\$5,550.00	\$2,775.00	\$2,775.00	50.00%	\$0.00	
E 330-00000-730 Cost of Issuance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$67,240.00	\$66,595.00	\$63,820.00	\$2,775.00		\$0.00	
330 2ND, LINDA, STORM 2017A CROSSO	\$67,240.00	\$66,595.00	\$63,820.00	\$2,775.00		\$0.00	
331 CSAH 27/AGENCY ST 2021A							
00000 No Department							
E 331-00000-300 Professional Svcs (GENERAL)	\$300.00	\$750.00	\$0.00	\$750.00	0.00%	\$0.00	

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Account Descr	2025 Amt	2026 Budget	2026 YTD Amt	2026 YTD Balance	%YTD Budget	2027 Budget	UnderLine
E 331-00000-430 Miscellaneous (GENERAL)	\$575.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 331-00000-601 Debt Srv Bond Principal	\$80,000.00	\$80,000.00	\$85,000.00	-\$5,000.00	106.25%	\$0.00	
E 331-00000-611 Bond Interest	\$13,440.00	\$13,004.00	\$6,640.00	\$6,364.00	51.06%	\$0.00	
00000 No Department	\$94,315.00	\$93,754.00	\$91,640.00	\$2,114.00		\$0.00	
331 CSAH 27/AGENCY ST 2021A	\$94,315.00	\$93,754.00	\$91,640.00	\$2,114.00		\$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	\$165,000.00	\$169,000.00	\$169,000.00	\$0.00	100.00%	\$0.00	
E 332-00000-611 Bond Interest	\$8,486.50	\$6,650.00	\$3,789.50	\$2,860.50	56.98%	\$0.00	
00000 No Department	\$173,486.50	\$175,650.00	\$172,789.50	\$2,860.50		\$0.00	
332 FACILITIES 2021B	\$173,486.50	\$175,650.00	\$172,789.50	\$2,860.50		\$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	
410 2026 STREET RECONSTRUCTION							
00000 No Department							
E 410-00000-300 Professional Svcs (GENERAL)	\$221,741.79	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$221,741.79	\$0.00	\$0.00	\$0.00		\$0.00	
410 2026 STREET RECONSTRUCTION	\$221,741.79	\$0.00	\$0.00	\$0.00		\$0.00	
413 Pedestrian Connectivity Improv							
00000 No Department							
E 413-00000-300 Professional Svcs (GENERAL)	\$15,853.50	\$0.00	\$14,928.50	-\$14,928.50	0.00%	\$0.00	
00000 No Department	\$15,853.50	\$0.00	\$14,928.50	-\$14,928.50		\$0.00	
413 Pedestrian Connectivity Improv	\$15,853.50	\$0.00	\$14,928.50	-\$14,928.50		\$0.00	
431 AGENCY RECONSTRUCTION-CSAH 27							
00000 No Department							
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	

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Account Descr	2025 Amt	2026 Budget	2026 YTD Amt	2026 YTD Balance	%YTD Budget	2027 Budget	UnderLine
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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 435-00000-300 Professional Svcs (GENERAL)	\$0.00	\$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	
00000 No Department	\$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							
00000 No Department	\$128,688.46	\$138,412.00	\$26,463.73	\$111,948.27	19.12%	\$0.00	
E 601-00000-100 Wages and Salaries (GENER	\$739.50	\$0.00	\$217.50	-\$217.50	0.00%	\$0.00	
E 601-00000-107 On Call Stipend	\$9,707.27	\$10,381.00	\$2,001.14	\$8,379.86	19.28%	\$0.00	
E 601-00000-121 PERA	\$7,410.84	\$8,582.00	\$1,518.54	\$7,063.46	17.69%	\$0.00	
E 601-00000-122 FICA	\$1,733.17	\$2,007.00	\$355.14	\$1,651.86	17.70%	\$0.00	
E 601-00000-123 Medicare	\$14,909.06	\$19,034.00	\$2,788.40	\$16,245.60	14.65%	\$0.00	
E 601-00000-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-132 Employer Paid Health Saving	\$1,027.23	\$1,395.00	\$253.62	\$1,141.38	18.18%	\$0.00	
E 601-00000-133 Employer Paid Dental	\$0.00	\$0.00	\$117.40	-\$117.40	0.00%	\$0.00	
E 601-00000-134 Employer MN Paid Family Me	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-135 HCSP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$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	\$8,394.25	\$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 (GENERA	\$46,384.51	\$60,000.00	\$5,875.97	\$54,124.03	9.79%	\$0.00	
E 601-00000-212 Fuel	\$640.36	\$1,000.00	\$76.61	\$923.39	7.66%	\$0.00	
E 601-00000-220 Repair/Maint (GENERAL)	\$39,189.84	\$27,000.00	\$5,785.96	\$21,214.04	21.43%	\$0.00	
E 601-00000-300 Professional Svcs (GENERAL)	\$700,119.00	\$32,000.00	\$1,988.66	\$30,011.34	6.21%	\$0.00	
E 601-00000-320 Communications (GENERAL)	\$9,850.42	\$10,000.00	\$853.50	\$9,146.50	8.54%	\$0.00	
E 601-00000-362 Property & Liability Ins	\$15,028.25	\$15,028.25	\$0.00	\$15,028.25	0.00%	\$0.00	
E 601-00000-381 Electric Utilities	\$21,554.62	\$25,300.00	\$3,036.57	\$22,263.43	12.00%	\$0.00	
E 601-00000-383 Gas Utility	\$2,107.56	\$2,750.00	\$422.37	\$2,327.63	15.36%	\$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)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-433 Dues and Subscriptions	\$425.00	\$500.00	\$108.34	\$391.66	21.67%	\$0.00	
E 601-00000-437 Clothing Allowance	\$542.09	\$850.00	\$32.38	\$817.62	3.81%	\$0.00	
E 601-00000-438 Meeting & Education	\$2,610.19	\$3,000.00	\$0.00	\$3,000.00	0.00%	\$0.00	

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Account Descr	2025 Amt	2026 Budget	2026 YTD Amt	2026 YTD Balance	%YTD Budget	2027 Budget	UnderLine
E 601-00000-439 Refund & Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-441 State Sales Tax	\$1,674.00	\$2,500.00	\$2.00	\$2,498.00	0.08%	\$0.00	
E 601-00000-444 County Sales Tax	\$207.00	\$500.00	\$12.00	\$488.00	2.40%	\$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	\$942.34	\$11,000.00	\$0.00	\$11,000.00	0.00%	\$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	\$40,000.00	\$0.00	\$42,000.00	-\$42,000.00	0.00%	\$0.00	
E 601-00000-611 Bond Interest	\$71,767.50	\$178,131.00	\$7,181.25	\$170,949.75	4.03%	\$0.00	
E 601-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-730 Cost of Issuance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
00000 No Department	\$1,125,652.46	\$573,073.25	\$101,091.08	\$471,982.17		\$0.00	
601 WATER FUND	\$1,125,652.46	\$573,073.25	\$101,091.08	\$471,982.17		\$0.00	
602 SEWER FUND							
00000 No Department							
E 602-00000-100 Wages and Salaries (GENER	\$128,676.24	\$138,412.00	\$26,459.48	\$111,952.52	19.12%	\$0.00	
E 602-00000-107 On Call Stipend	\$739.50	\$0.00	\$217.50	-\$217.50	0.00%	\$0.00	
E 602-00000-121 PERA	\$9,706.35	\$10,381.00	\$2,000.79	\$8,380.21	19.27%	\$0.00	
E 602-00000-122 FICA	\$7,410.07	\$8,582.00	\$1,518.29	\$7,063.71	17.69%	\$0.00	
E 602-00000-123 Medicare	\$1,733.02	\$2,007.00	\$355.07	\$1,651.93	17.69%	\$0.00	
E 602-00000-131 Employer Paid Health	\$14,909.28	\$19,034.00	\$2,788.39	\$16,245.61	14.65%	\$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	\$1,027.23	\$1,395.00	\$253.62	\$1,141.38	18.18%	\$0.00	
E 602-00000-134 Employer MN Paid Family Me	\$0.00	\$0.00	\$117.44	-\$117.44	0.00%	\$0.00	
E 602-00000-135 HCSP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-151 Work Comp Premium	\$8,394.25	\$0.00	\$0.00	\$0.00	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	\$7,463.12	\$8,500.00	\$1,484.64	\$7,015.36	17.47%	\$0.00	
E 602-00000-212 Fuel	\$973.94	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00	
E 602-00000-220 Repair/Maint (GENERAL)	\$6,612.56	\$18,000.00	\$193.00	\$17,807.00	1.07%	\$0.00	
E 602-00000-300 Professional Svcs (GENERAL)	\$31,657.63	\$42,000.00	\$0.00	\$42,000.00	0.00%	\$0.00	
E 602-00000-320 Communications (GENERAL)	\$3,915.72	\$4,000.00	\$214.44	\$3,785.56	5.36%	\$0.00	
E 602-00000-362 Property & Liability Ins	\$15,028.25	\$15,028.25	\$0.00	\$15,028.25	0.00%	\$0.00	
E 602-00000-381 Electric Utilities	\$12,055.12	\$13,200.00	\$1,436.15	\$11,763.85	10.88%	\$0.00	
E 602-00000-383 Gas Utility	\$1,188.08	\$2,200.00	\$306.81	\$1,893.19	13.95%	\$0.00	
E 602-00000-385 Mankato User Charge Fee	\$441,413.15	\$402,097.78	\$0.00	\$402,097.78	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	\$108.34	-\$108.34	0.00%	\$0.00	
E 602-00000-437 Clothing Allowance	\$542.11	\$850.00	\$32.38	\$817.62	3.81%	\$0.00	

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Account Descr	2025 Amt	2026 Budget	2026 YTD Amt	2026 YTD Balance	%YTD Budget	2027 Budget	UnderLine
E 602-00000-438 Meeting & Education	\$3,459.28	\$3,000.00	\$886.26	\$2,113.74	29.54%	\$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	\$30,187.34	\$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	\$0.00	\$50,000.00	\$0.00	\$50,000.00	0.00%	\$0.00	
00000 No Department	\$727,092.24	\$760,687.03	\$38,372.60	\$722,314.43		\$0.00	
602 SEWER FUND	\$727,092.24	\$760,687.03	\$38,372.60	\$722,314.43		\$0.00	
	\$8,007,371.19	\$5,592,810.28	\$1,562,717.04	\$4,030,093.24		\$0.00	

CITY OF EAGLE LAKE 2026 Revenue Budget Worksheet

Account Descr	2025 Amt	2026 Budget	2026 YTD Amt	2026 YTD Balance	2026 % of Budget	2027 Budget	UnderLine
101 GENERAL							
R 101-31000 Property Taxes	\$1,145,553.40	\$1,231,171.00	\$7,933.35	\$1,223,237.65	0.64%	\$0.00	
R 101-32100 Business Licenses	\$3,725.00	\$3,500.00	\$0.00	\$3,500.00	0.00%	\$0.00	
R 101-32210 Building Permits	\$73,841.69	\$75,000.00	\$2,730.06	\$72,269.94	3.64%	\$0.00	
R 101-32211 Surcharge - Flat Fee	\$114.00	\$100.00	\$4.00	\$96.00	4.00%	\$0.00	
R 101-32212 Surcharge - Value	\$2,965.50	\$2,500.00	\$43.50	\$2,456.50	1.74%	\$0.00	
R 101-32213 Surcharge - Plumbing	\$11.00	\$15.00	\$0.00	\$15.00	0.00%	\$0.00	
R 101-32214 Surcharge - Mechanical	\$11.00	\$15.00	\$0.00	\$15.00	0.00%	\$0.00	
R 101-32215 Surcharge - Other	\$2.00	\$5.00	\$0.00	\$5.00	0.00%	\$0.00	
R 101-32220 Zoning Permit	\$1,555.00	\$1,200.00	\$0.00	\$1,200.00	0.00%	\$0.00	
R 101-32221 Rental Inspection	\$439.81	\$1,500.00	\$12,540.00	-\$11,040.00	836.00%	\$0.00	
R 101-32240 Animal Permits & Licenses	\$1,535.00	\$1,500.00	\$570.00	\$930.00	38.00%	\$0.00	
R 101-32260 Refunds and Reimbursements	\$47,348.52	\$35,000.00	\$90,765.78	-\$55,765.78	259.33%	\$0.00	
R 101-32275 F.D. Grants and Reimburseme	\$16,500.00	\$7,500.00	\$7,500.00	\$0.00	100.00%	\$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	\$31,939.15	\$25,000.00	\$0.00	\$25,000.00	0.00%	\$0.00	
R 101-33400 State Grants and Aids	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$0.00	
R 101-33401 Local Government Aid	\$777,309.87	\$750,530.00	\$0.00	\$750,530.00	0.00%	\$0.00	
R 101-33402 Sm. Cities Assistance Program	\$0.00	\$41,976.00	\$0.00	\$41,976.00	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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-33419 MN Fire Relief Payment	\$40,915.53	\$33,075.00	\$0.00	\$33,075.00	0.00%	\$0.00	
R 101-33428 Payment in Lieu of Taxes	\$4,324.06	\$4,325.00	\$0.00	\$4,325.00	0.00%	\$0.00	
R 101-34107 Administrative Service Fee	\$3,540.05	\$4,000.00	\$295.50	\$3,704.50	7.39%	\$0.00	
R 101-34110 Planning & Zoning Fees	\$438.00	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00	
R 101-35000 Fines and Fees	\$4,724.52	\$4,500.00	\$40.00	\$4,460.00	0.89%	\$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	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-36200 Miscellaneous Revenues	\$944.00	\$500.00	\$0.00	\$500.00	0.00%	\$0.00	
R 101-36210 Interest Earnings	\$221,337.40	\$150,000.00	\$14,558.67	\$135,441.33	9.71%	\$0.00	
R 101-36230 Contributions - General	\$7,276.00	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$0.00	
R 101-36231 Contributions - Park	\$12,123.79	\$5,000.00	\$48.50	\$4,951.50	0.97%	\$0.00	
R 101-36232 Contributions - Fire Departme	\$60,000.00	\$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	
R 101-36234 National Night Out	\$1,018.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-36240 Fire Call Revenue	\$4,500.00	\$4,000.00	\$0.00	\$4,000.00	0.00%	\$0.00	
R 101-36241 Fire Contract Payment	\$62,661.23	\$67,662.00	\$0.00	\$67,662.00	0.00%	\$0.00	
R 101-38020 Rental Revenue	\$2,135.00	\$1,500.00	\$300.00	\$1,200.00	20.00%	\$0.00	

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Account Descr	2025 Amt	2026 Budget	2026 YTD Amt	YTD Balance	2026 % of Budget	2027 Budget	UnderLine
R 101-38021 Wireless Internet Rental Fee	\$20,554.56	\$15,000.00	\$3,448.30	\$11,551.70	22.99%	\$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	\$10,100.31	\$5,000.00	\$0.00	\$5,000.00	0.00%	\$0.00	
R 101-38051 Electric Franchise Fee	\$13,597.47	\$9,500.00	\$2,026.39	\$7,473.61	21.33%	\$0.00	
R 101-38052 Gas Franchise Fee	\$6,399.03	\$7,500.00	\$1,996.30	\$5,503.70	26.62%	\$0.00	
R 101-38200 Park Dedication	\$3,346.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-39101 Sale of Equipment-Material	\$9,400.00	\$7,500.00	\$0.00	\$7,500.00	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	\$2,664,180.55	\$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	\$5,256,366.44	\$2,546,574.00	\$1,444,800.35	\$2,401,773.65		\$0.00	
201 STORM WATER DRAINAGE							
R 201-32219 SWPPP Review	\$2,250.00	\$1,500.00	\$0.00	\$1,500.00	0.00%	\$0.00	
R 201-32260 Refunds and Reimbursements	\$42,628.20	\$45,000.00	\$400.00	\$44,600.00	0.89%	\$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	\$82,688.82	\$80,000.00	\$13,977.94	\$66,022.06	17.47%	\$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	\$127,567.02	\$126,500.00	\$14,377.94	\$112,122.06		\$0.00	
202 RECYCLING UTILITY							
R 202-34404 Recycling Collection Charge	\$71,538.97	\$70,000.00	\$12,119.39	\$57,880.61	17.31%	\$0.00	
202 RECYCLING UTILITY	\$71,538.97	\$70,000.00	\$12,119.39	\$57,880.61		\$0.00	
203 REFUSE UTILITY							
R 203-34403 Refuse Collection Charges	\$235,038.16	\$220,000.00	\$39,905.13	\$180,094.87	18.14%	\$0.00	
203 REFUSE UTILITY	\$235,038.16	\$220,000.00	\$39,905.13	\$180,094.87		\$0.00	
206 ECONOMIC DEVELOPMENT AUTHORITY							
R 206-31000 Property Taxes	\$20,639.63	\$20,000.00	\$146.14	\$19,853.86	0.73%	\$0.00	
R 206-36200 Miscellaneous Revenues	\$1,206.58	\$0.00	\$10,000.00	-\$10,000.00	0.00%	\$0.00	
R 206-36210 Interest Earnings	\$13,684.13	\$10,000.00	\$1,110.12	\$8,889.88	11.10%	\$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	
R 206-39203 Transfer from Other Fund	\$112,230.95	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
206 ECONOMIC DEVELOPMENT AUTHORITY	\$147,761.29	\$30,000.00	\$11,256.26	\$18,743.74		\$0.00	
207 EDA REVOLVING LOAN FUND							
R 207-34900 Fromm EDA Loan 2013 Princip	\$2,583.64	\$3,725.00	\$607.09	\$3,117.91	16.30%	\$0.00	
R 207-34901 EDA Loan Interest	\$1,177.48	\$799.00	\$541.17	\$257.83	67.73%	\$0.00	
R 207-34902 Loan Repayment-Miller	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

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Account Descr	2025 Amt	2026 Budget	2026 YTD Amt	2026 YTD Balance	2026 % of Budget	2027 Budget	UnderLine
R 207-34920 Blue Earth County Loan to City	\$0.00	\$655.00	\$0.00	\$655.00	0.00%	\$0.00	
R 207-36210 Interest Earnings	\$814.85	\$0.00	\$46.38	-\$46.38	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	\$10,193.33	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 207-39999 Prior Period Adjustment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
207 EDA REVOLVING LOAN FUND	\$14,769.30	\$5,179.00	\$1,194.64	\$3,984.36		\$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	
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	\$92.60	\$100.00	\$7.89	\$92.11	7.89%	\$0.00	
210 SMALL CITIES GRANT FUND	\$92.60	\$100.00	\$7.89	\$92.11		\$0.00	
221 TAX INCREMENT DIST. 1-2 CEDAR							
R 221-31050 Tax Increments	\$112,533.88	\$106,908.00	\$0.00	\$106,908.00	0.00%	\$0.00	
221 TAX INCREMENT DIST. 1-2 CEDAR	\$112,533.88	\$106,908.00	\$0.00	\$106,908.00		\$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	
223 TIF 3-1 704-708 PARKWAY AVE							
R 223-31050 Tax Increments	\$14,033.80	\$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	\$14,033.80	\$11,787.00	\$0.00	\$11,787.00		\$0.00	
224 TIF 3-2 FOX MEADOWS							
R 224-31050 Tax Increments	\$45,981.92	\$41,790.00	\$0.00	\$41,790.00	0.00%	\$0.00	
224 TIF 3-2 FOX MEADOWS	\$45,981.92	\$41,790.00	\$0.00	\$41,790.00		\$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	
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 2026 STREET RECONSTRUCTION							

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Account Descr	2025 Amt	2026 Budget	YTD Amt	YTD Balance	2026 % of Budget	2027 Budget	UnderLine
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 2026 STREET RECONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
311 RETIRED-CITY FACILITIES							
R 311-31000 Property Taxes	\$48,664.46	\$0.00	\$726.06	-\$726.06	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	\$48,664.46	\$0.00	\$726.06	-\$726.06		\$0.00	
326 PFA							
R 326-31000 Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 326-36100 Special Assessments	\$14,615.18	\$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	\$14,615.18	\$0.00	\$0.00	\$0.00		\$0.00	
327 RETIRED-LINDA DR EXTENSION							
R 327-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
327 RETIRED-LINDA DR EXTENSION	\$0.00	\$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	\$28,085.06	\$48,260.00	\$0.00	\$48,260.00	0.00%	\$0.00	
R 330-36100 Special Assessments	\$3,336.84	\$17,290.00	\$0.00	\$17,290.00	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	\$31,421.90	\$65,550.00	\$0.00	\$65,550.00		\$0.00	
331 CSAH 27/AGENCY ST 2021A							
R 331-31000 Property Taxes	\$39,506.87	\$11,557.00	\$0.00	\$11,557.00	0.00%	\$0.00	
R 331-36100 Special Assessments	\$31,732.49	\$39,706.00	\$713.70	\$38,992.30	1.80%	\$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	
331 CSAH 27/AGENCY ST 2021A	\$71,239.36	\$51,263.00	\$713.70	\$50,549.30		\$0.00	
332 FACILITIES 2021B							

Account_Descr	2025 Amt	2026 Budget	2026 YTD Amt	YTD Balance	2026 % of Budget	2027 Budget	UnderLine
R 332-31000 Property Taxes	\$4,841.04	\$77,720.00	\$0.00	\$77,720.00	0.00%	\$0.00	
R 332-36100 Special Assessments	\$16,066.13	\$0.00	\$239.70	-\$239.70	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	\$20,907.17	\$77,720.00	\$239.70	\$77,480.30		\$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	\$1,589.05	\$1,500.00	\$1.71	\$1,498.29	0.11%	\$0.00	
R 601-31301 County Sales and Use Tax	\$114.84	\$100.00	\$0.00	\$100.00	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	\$4,780.00	\$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	\$10,983.01	\$1,000.00	\$60.00	\$940.00	6.00%	\$0.00	
R 601-37100 Sales for Services	\$504,051.23	\$507,342.00	\$78,014.68	\$429,327.32	15.38%	\$0.00	
R 601-37110 Water Meter Sales	\$21,952.00	\$15,000.00	\$0.00	\$15,000.00	0.00%	\$0.00	
R 601-37170 Hook Up Fee	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00	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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
601 WATER FUND	\$550,970.13	\$532,442.00	\$78,076.39	\$454,365.61		\$0.00	
602 SEWER FUND							
R 602-32260 Refunds and Reimbursements	\$2,180.37	\$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	
R 602-34407 Area Charges	\$1,995.00	\$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	

Account Descr	2025 Amt	2026 Budget	2026 YTD Amt	2026 YTD Balance	2026 % of Budget	2027 Budget	UnderLine
R 602-37100 Sales for Services	\$565,843.59	\$566,337.00	\$92,660.32	\$473,676.68	16.36%	\$0.00	
R 602-37170 Hook Up Fee	\$5,200.00	\$5,200.00	\$0.00	\$5,200.00	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	\$12,653.54	\$10,000.00	\$2,293.73	\$7,706.27	22.94%	\$0.00	
R 602-39101 Sale of Equipment-Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
602 SEWER FUND	\$7,351,374.08	\$4,467,350.00	\$398,371.50	\$4,068,978.50		\$0.00	

Start Date 01/01/2026
 End Date 02/26/2026
 Employment Profile - Effective Date Effective as of 02/23/2026
 Time Off Transaction Summary - Effective Date Effective as of 02/23/2026
 Time Off Transaction Details - Effective Date Effective as of 02/23/2026

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, Joelle L	JGP000213	0.00	0.00	2.38	14.76	-4.75	86.25	12.31	0.00	34.46	9.60	-4.75	34.92	(4.75)
Beckmann, Jacob Donald	JGP000204	0.00	-12.50	40.64	14.76	-16.00	134.88	12.31	0.00	49.82	9.01	-16.00	9.10	(28.50)
Bromeliand, Jennifer J	JGP000144	0.00	0.00	0.00	14.76	0.00	693.14	28.00	-16.00	211.98	10.56	0.00	36.06	(16.00)
Hartman, Andrew R	JGP000148	0.00	-5.25	5.77	14.76	-13.00	5.76	18.46	-44.00	33.38	8.05	-7.25	-96	(62.25)
Nickday, Michael L	JGP000170	0.00	-23.50	36.98	14.76	0.00	50.22	12.31	0.00	117.58	8.94	-7.75	1.85	(33.00)
Rauech, Kerry L	JGP000105	0.00	0.00	0.00	14.76	-1.50	834.18	35.69	-34.75	258.13	8.75	-1.50	44.99	(36.25)
Ruel, Nathan W	JGP000203	0.00	0.00	40.21	14.76	-8.00	116.71	12.31	0.00	89.05	10.30	0.00	10.79	(8.00)
Total		0.00	-41.25	125.98	103.32	-52.75	1921.14	131.38	-94.75	794.40	65.21	-37.25	138.67	

Jennifer Bromeland

From: Thill, Anna M <Anna.M.Thill@xcelenergy.com>
Sent: Wednesday, February 11, 2026 10:20 AM
To: Jennifer Bromeland
Subject: RE: 345kV Transmission Line Route

Hi Jennifer,

→ mmrproject.com

It looks like the purple route on the project [website](#) represents the approved route. From what I understand, this is the preferred route that proposed and was approved, with the exception of any tweaks that have yet to be worked out. Let me know if you have any questions.

Thank you,

ANNA THILL

Xcel Energy

Manager, Community Relations

210 Lime Street, Mankato, MN 56001

P: 507-387-9633 C: 507-381-6815

E: Anna.M.Thill@xcelenergy.com

MAKING ENERGY WORK BETTER

From: Jennifer Bromeland <jbromeland@eaglelakemn.com>
Sent: Wednesday, February 11, 2026 9:50 AM
To: Thill, Anna M <Anna.M.Thill@xcelenergy.com>
Subject: 345kV Transmission Line Route

An alternative route was proposed during scoping process but the preferred route proposed has been tentatively approved.

EXTERNAL - STOP & THINK before opening links and attachments.

Hi Anna,

Do you have the approved route for the Mankato - Mississippi River 345 kV Transmission Line Project or could you help me find it?

Thank you.

Jennifer J. Bromeland

City Administrator

City of Eagle Lake

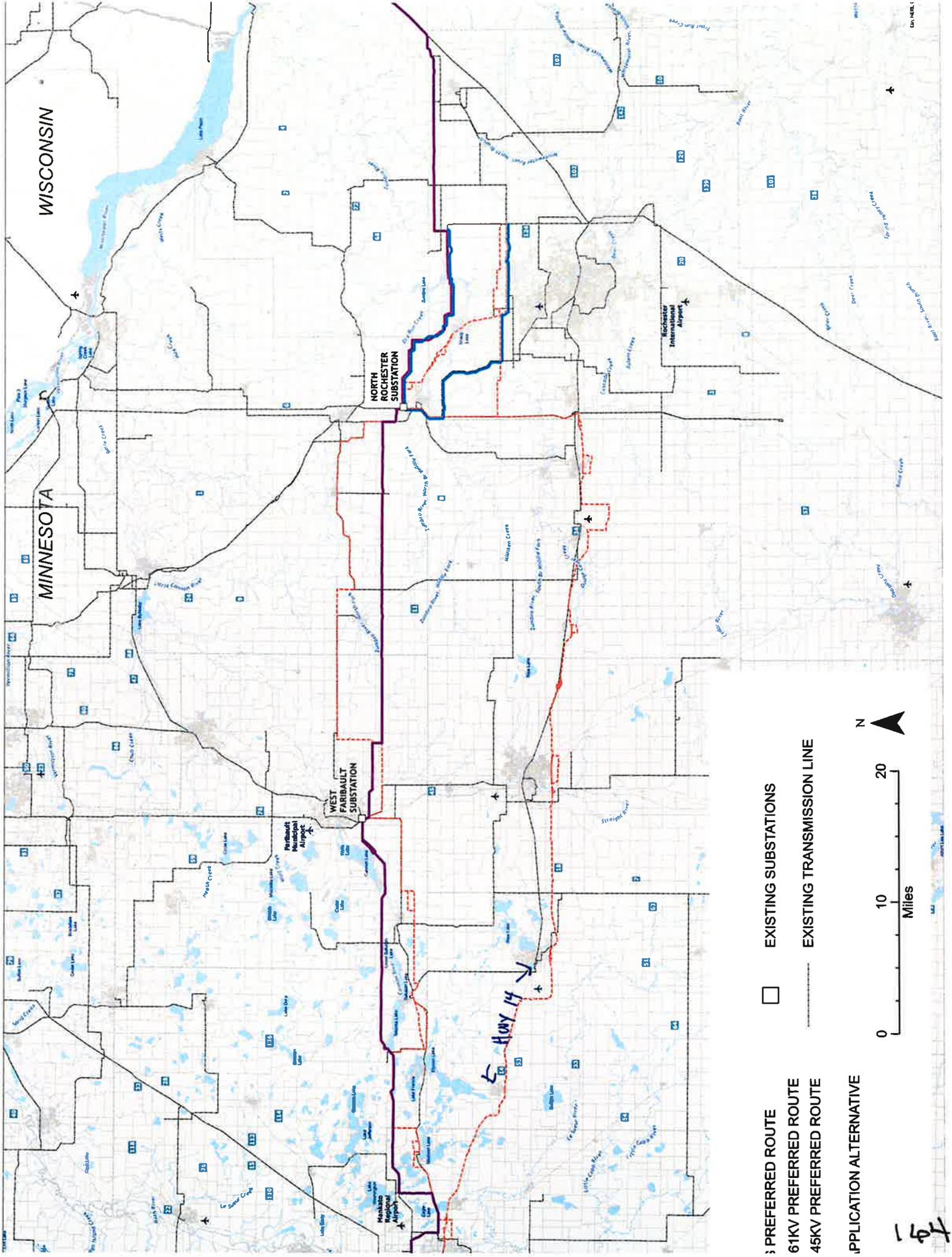
705 Parkway Avenue

PO Box 159

Eagle Lake, MN 56024

P: (507) 257-3218





WISCONSIN

MINNESOTA

NORTH ROCHESTER SUBSTATION

WEST FARIBAULT SUBSTATION

EXISTING SUBSTATIONS

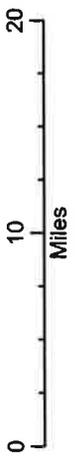
EXISTING TRANSMISSION LINE

PREFERRED ROUTE

61KV PREFERRED ROUTE

45KV PREFERRED ROUTE

APPLICATION ALTERNATIVE



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ASSESSMENT NOTICE

IMPORTANT INFORMATION REGARDING ASSESSMENT AND CLASSIFICATION OF PROPERTY

This may affect your 2027 property taxes.

The Open Book meeting for the City of Eagle Lake in Blue Earth County, Minnesota will be open from Monday, April 13th through Friday, May 29th during normal business hours.

Call 507-304-4251 for open book meeting information. The purpose of the open book meeting is to determine whether property in the jurisdiction has been properly valued and classified by the assessor.

If you believe the value or classification of your property is incorrect, please contact your assessor's office to discuss your concerns. If you are still not satisfied with the valuation or classification after discussing it with your assessor, you may appear before the County Board of Appeal and Equalization. The board shall review the valuation, classification, or both if necessary, and shall correct it as needed.

Given under my hand this 6th day of February, 2026

Quiter J. Bromeland

City Admin of the City of Eagle Lake