

CITY OF EAGLE LAKE
MARCH 6, 2023
CITY COUNCIL MEETING AGENDA
705 Parkway Avenue at 6:00 P.M.

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 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 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

Pg. 3

- City Council Meeting Minutes of February 6, 2023

CONSENT AGENDA

1. Monthly Bills	Pg. 10	2. Treasurer’s Report	Pg. 36
3. Police Report	Pg. 37	4. Fire Report	Pg. 41
5. Public Works Report	Pg. 43	6. Building and Zoning Permits	Pg. 44
7. Gambling Report	Pg. 45	8. Res. 2023-14 Resignation of Andrew Miller from P.C.	Pg. 46
9. Pump Maintenance Agreement	Pg. 47	10. Res. 2023-17 Appoint Bless to Fire Dept Reserve Roster	Pg. 49

PRESENTATIONS

- | | |
|--|--------|
| 1. Roger Bechel: Sidewalk Maintenance Concerns | Pg. 50 |
| 2. Vern Simpson, Fire Chief: Fire Department Items | Pg. 55 |

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

OLD BUSINESS

1. Possible Amendment to Chapter 3 Expanding Timeframe to Clear Sidewalks Pg. 62

NEW BUSINESS

1. Water Tower Rehabilitation Project - Water Tower Design and Paint Colors Pg. 68
2. Pricing to Straighten Wings for Snow Plow Trucks Pg. 78
3. Pricing for DR900 Multiparameter Portable Colorimeter Pg. 84
4. Hiring of Part-Time Public Works Worker Pg. 91
5. Hiring of 4th Full-Time Public Works Worker Pg. 98
6. Hiring of Community Development Coordinator Pg.106
7. Notebook Computer Needed for Community Development Coordinator Position Pg.112
8. July City Council Meeting Date Pg.114
9. Juneteenth Pg.115
10. Planning Commission Recommendation and Fox Meadows PUD Application Pg.118
11. Create Task Force for Community Center (Mayor Norton and Council Member Steinberg) Pg.119

OTHER

CITY ADMINISTRATOR REPORT

Pg.120

1. Water Treatment Plant Bonding Request
2. CDL Requirements
3. Carbon Reduction Grant Application Submitted
4. Preparing for EAB Grants Application Submitted
5. TA Grant Application Submitted
6. Two Applications Received for Planning Commission Vacancies
7. Overview of Planning Process for Possible Future New Fire Hall

COUNCIL MEMBER'S REPORT

ANNOUNCEMENTS

- Next Regular **City Council** Meeting – April 3, 2023 at 6:00 PM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **EDA** Meeting – March 23, 2023 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Park Board** Meeting – March 9, 2023 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Planning Commission** Meeting – March 20, 2023 at 6:00 PM, City Hall-Council Chambers, 705 Parkway Ave

ADJOURN INTO CLOSED SESSION. The meeting will be closed as permitted by section 13D.05, subdivision 3 (a), to complete the annual performance evaluation of the city administrator, Jennifer J. Bromeland.

ADJOURNMENT

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

- Council discussion included an interest to research possible language amendments to code to address appropriate equipment for sidewalk snow removal by residents and the need to consult with the Public Works department on this.
- City Attorney Chris Kennedy stated that nothing indicates that the Bechel's are doing anything wrong and that he would recommend that staff research this and bring back to Council. He also stated that April would be the earliest this could come back to Council.

NEW BUSINESS

1. Recess Regular Meeting and Adjourn into Closed Session as Permitted by Minnesota Statutes
 - a. The meeting will be closed as permitted by the attorney-client privilege (Section 13D.05, subdivision 3(b)) to discuss pending litigation involving Citizens Against Motorsports Park, et al. vs. City of Eagle Lake
 - b. The meeting will be closed as permitted by Section 13D.05, subdivision 3 (b), to consider pending litigation related to the property at 317 LeRay Avenue.
 - Council Member White moved, seconded by Council Member Rohrich to enter into a closed session to discuss items listed above. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
2. Resume Regular Meeting
 - Council Member Steinberg moved, seconded by Council Member Whittington, to adjourn the closed meeting and to enter back into the public meeting. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
3. LeRay Township Detachment
 - Council Member Norton moved, seconded by Council Member Rohrich, to move forward with legal proceedings relating to 317 LeRay Avenue, as discussed in the closed session. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
 - Administrator Bromeland explained that LeRay Township had submitted a request to detach the parcel annexed into the City due to construction not taking place within 36 months, as allowed for in the annexation agreement.
 - Since the initial detachment request, the City of Eagle Lake asked LeRay Township to consider annual payments instead of a lump sum payment. LeRay Township is no longer interested in detachment and is asking for the lump sum payment as written in the annexation agreement. These funds were set aside in the 2022 budget.
 - Council Member Steinberg moved, seconded by Mayor Norton, to authorize staff to make the lump sum payment to LeRay Township. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
4. Schedule Public Hearing to Amend Ordinance Related to Expanding Timeframe to Clear Sidewalks
 - Discussion took place at a recent City Council meeting about the need to look into the timeframe with which property owners have to clear sidewalks of snow and ice following a snow or other precipitation event. Concern was expressed that the current timeframe of twelve hours to remove snow and ice from sidewalks is too short and poses challenges for property owners. Included in the Council packet was survey results from area cities and how long property owners are given to clear sidewalks.
 - Administrator Bromeland explained that before Council tonight is the need to decide if they are interested in amending Chapter 3, section 3.010, Subdivision 3A of City code. She also reminded Council of the need to balance the time residents have to clear snow/ice and that children need to use sidewalks to get to school. Residents will need to be given a 10-day notice of any public hearing on this issue. If code changes are looked at, it will not be able to go into effect this winter due to timeframes needed in this process.

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- Council discussion included the thought that twelve hours is not sufficient time for residents to clear sidewalks, the desire to look at acceptable equipment for snow remove on sidewalks, and the concern about snowmobiles using sidewalks.
 - Council Member White moved, seconded by Mayor Norton, to research snow removal timeframes, snow removal equipment and snowmobiles using sidewalks and bring to the March City Council meeting. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
5. Eagle Ridge Phase II Escrow and Request from Developer to Release Remaining Funds
- Administrator Bromeland explained that Luke Israelson with KJ Walk responded to the City Council’s request for him to present his estimated costs for boulevard restoration in the Eagle Heights Phase II development. She read the correspondence received from Mr. Israelson in which he stated his estimated cost for this restoration would be \$5,008 for his crew to do the required work. She also explained that if the developer defaults on making corrections, it will cost the City substantially more to do required work. Also explained was that the developer also inquired about utilizing a letter of credit, but currently the City has the actual funds in hand.
 - Council discussion including the cost the City could expect to haul in the necessary dirt, with Public Works Director Hartman estimating the dirt, hauling and grading cost could be \$10,000 and this would not include seeding costs. Discussion also included that the developer missed the original deadline to have all work completed and that the City was generous to provide a second chance.
 - Council Member White moved, seconded by Council Member Rohrich, to give the developer, KJ Walk, until May 1, 2023 to have work completed to the City’s satisfaction and if work is not completed by May 1, 2023 the City will contract out for this work. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
6. Audit Engagement Letter
- Administrator Bromeland explained the City has received an engagement letter from Eide Bailly for audit services for year end 2022 at cost of \$25,500. She stated she has requested a three-year proposal for years 2023-2025.
 - Council Member Whittington moved, seconded by Council Member Rohrich, to authorize Mayor Norton to sign the Audit Engagement Letter from Eide Bailly. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
7. Assign Committed Fund Balance for Capital Outlay
- Administrator Bromeland explained that the City’s auditors have requested that the Council approve year end 2022 capital outlay balance amounts. The December 31, 2022 year-end capital outlay balance is \$1,712,966.68. Capital outlay funds are reflected as “committed ” funds on the balance sheet of the annual audit.
 - Council Member Whittington moved, seconded by Council Member Rohrich, to establish a balance of \$1,712,966.68 in capital outlay as of December 31, 2022. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
8. Agreement for IT Consulting Services
- Administrator Bromeland stated the City currently contracts with CTS for IT consulting services and has since at least 2014. Due to concerns with increasing IT costs, a request for proposal was put together. In addition to pricing obtained from CTS, proposals have been received from Patheon, CIT, and VC3. An important takeaway from this process is that the police department most likely requires its own server to ensure compliance with BCA requirements. This has been communicated to both the chief of police and CTS, and they are in the process of determining what is appropriate. On average, CTS currently spends about 14 hours a month supporting the City of Eagle Lake.

- Council Member Whittington stated he reviewed the proposal and explained that with CTS the city leases the networking equipment and with the other proposals the City would need to purchase this equipment.
- Council Member White moved, seconded by Council Member Steinberg, to contract with CTS for IT services. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

9. Request for Keeping of Chickens within City Limits

- Administrator Bromeland explained that Mayor Norton and Council Member Steinberg have requested that the topic of keeping chickens within City limits be discussed. If there is interest in allowing chickens within City limits, an ordinance amendment will be needed to exclude chickens from “farm animals”. A chicken ordinance would also be required regulating the keeping of chickens within City limits.
- Mayor Norton stated that backyard chickens are becoming common, and the current ordinance does not allow for this. She stated the current ordinance does not allow for people to provide their own food and that other cities have reasonable restrictions and can serve as good examples.
- Council discussion included that if approved there is a need to be very clear with expectations, such as number of chickens allowed, how to dispose of waste, what to do if chicken dies, compliance checks, and neighbor notification, etc. Planning and zoning would be affected by such an ordinance for the construction of chicken coops/runs.
- Council Member Steinberg moved, seconded by Mayor Norton, directing staff to research language for allowing chickens within City limits.
- Council Member Steinberg amended the motion, seconded by Mayor Norton, directing staff to research what other communities allow for backyard chickens and to mirror that language for City Council to review.
- Council discussion included Council Member Whittington asking to allow staff sufficient time for research and to bring to the April City Council meeting.
- The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

10. Request to Adjust Emergency Part-Time Snowplow Operator Hourly Wage

- Administrator Bromeland explained that Public Works Director Hartman shared that the current emergency part-time snow plow operator asked for a consideration in a rate increase. This position was brought on a couple of years ago when the department was short staffed. The City has control of when this employee works and the number of hours they work and it saves on overtime with full-time employees. Staff recommended an increase from \$20 to \$25 per hour.
- Council Member Steinberg moved, seconded by Council Member White, to increase the pay for the emergency part-time snowplow operator to \$25 per hour. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

11. Amended Use Agreement

- Administrator Bromeland explained that approval was obtained at the January 9th City Council meeting to enter into a Use Agreement with Gary and Kim Hiniker and Steve Worle. Following the meeting, a copy of the approved agreement was sent to the Hiniker’s. Gary Hiniker called and said the agreement looked fine to him but that he would send to Mr. Wolfe for his review. Per an email from Mr. Wolfe, it appears that in order for Mr. Wolfe to agree to the terms, that an amendment may be necessary as it relates to the number of acres and also total cost per acre. A message was left with Mr. Wolfe asking him to let Administrator Bromeland know what figure he has in mind for the effort to make the snow fence and then come back to remove it.
- Also explained by Administrator Bromeland was that in the past there was only a verbal agreement and that a written agreement would better serve the City and property owners and farmer.

- Administrator Bromeland stated Mr. Wolfe has indicated a fee of \$1,600 per acre and that he would leave 1.8 acres to be used as a snow fence.
- Council discussion included that a crop snow fence would cost \$2,880 a year, if a permanent snow fence would be a possibility, and how effective wind rows are in comparison to a crop fence. Council expressed no desire to leave beans as a wind row and create wind rows when beans are planted.
- Council Member Rohrich moved, seconded by Mayor Norton, to amend the agreement presented to create a one-year agreement which states that in non-corn years the City will need access to the property to create wind rows and in return will clear sidewalks for Mr. Hiniker in the Creekside development. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

12. Agreement for MS4 Services

- Administrator Bromeland stated before Council is a proposal from ISG to provide professional services for SWPPP program administration and implementation of the Municipal Separate Storm Sewer System (MS4) General Permit for the City of Eagle Lake. The proposal encompasses a scope of work that ensures that the City of Eagle Lake implements and meets MS4 program requirements and includes program management and specific tasks for each minimum control measure. The proposal is for 2023-2024 and totals \$30,240 which is \$15,120 per year.
- Council discussion included the non-compliance issue which was due to the program not being implemented at the time when the City was notified of being on MS4 city in 2015. At that time the City had the option to join with Mankato to implement this program, but chose to do this independently.
- Julie Blackburn with ISG explained that the Minnesota Pollution Control Agency (MPCA) selects a certain number of cities every year to audit and that they usually find some areas needing correction. She went on to explain there are four items relating to the MS4 requirements that should be revised to tighten up to have a good record and an ordinance change may be needed.
- Ms. Blackburn stated that the MPCA will be updating their permit in 2025 and will be including water quality and modeling requirements.
- Administrator Bromeland responded to Council's questions about this service and explained that this will be a continual service needed and will need to be contracted out.
- Council Member Rohrich moved, seconded by Council Member Whittington, to accept ISG's MS4 proposal. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

OTHER

1. Bobcat Demo Opportunity for Eagle Lake Public Works at Park – PW Director Hartman

- Administrator Bromeland stated Andrew Hartman has been in contact with a dealership about a demonstration at the park which could save the city money. She also stated that pitfalls have not been researched yet.
- Public Works Director Harman stated that Bobcat approached him asking to put on a demonstration by the ponds. This would allow the City to get rid of trees at no cost and would be a sale opportunity for Bobcat. Bobcat would host the demonstration and the City would provide the site.
- Council discussion included safety concerns for children. This event would take place during the day and would not be open to public participation, rather would be a professional event. Council expressed a desire for Bobcat to provide the promotion information, not the City.
- Mr. Hartman stated that Bobcat's competitor Case has indicated they are not interested in hosting such an event.

- Council Member Rohrich moved, seconded by Mayor Norton, to allow Bobcat to hold their demonstration event at Lake Eagle Park, stating specifically that this is not a City sponsored event. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor. 1

CITY ADMINISTRATOR REPORT

1. Update on TA Grant Application – An ATP-7 Transportation Alternatives Solicitation Full Application from the City of Eagle Lake was submitted on January 13th. Administrator Bromeland is scheduled to give a presentation to the ATP Review Committee on March 1st. It is anticipated the date to award these grants will be April 14th.
2. Hiring Updates – Four interviews are scheduled for February 14th for the Community Development Coordinator position. Those that will be sitting on the interview committee include Administrator Bromeland, Jess with MVOG, Personnel Committee members Beth Rohrich and John Whittington, and a rep from the EDA and Planning Commission. It is possible a recommendation to hire will be included on the March 6th agenda if there is a suitable candidate for the position. A review of applications from the 4th Full-Time Public Works Worker and 4th Full-Time Police Officer will be underway this month. It is also possible that a recommendation to hire for each of the positions will be included on the upcoming March 6th agenda if there are suitable candidates for the positions.
3. Water Tower Rehab – With the start date of the water tower rehab project coming up on April 15th (weather permitting), the design for the water tower should be finalized by the March 6th meeting.
4. Upcoming Remote Meeting with Legislators to Discuss WTP Funding - A remote meeting has been scheduled with local legislators, Mayor Norton, and Administrator Bromeland to discuss legislative bills relating to the proposed Water Treatment Plant project. The purpose of the meeting is to keep the lines of communication open and reiterate the importance of the project and need for funding.
5. Recap of Insurance Appraisal – The City of Eagle Lake is insured through the League of Minnesota Cities Insurance Trust (LMCIT). LMCIT partnered with HCA Asset Management to develop a completed appraisal report for the City of Eagle Lake. Administrator Bromeland has reviewed the report and after speaking with the City’s insurance agent, Mike Kennedy with Allied Insurance Agency, the appraisal values are concerning due to some steep increases. This has a direct effect on our premium amounts. It is Administrator Bromeland understanding that LMCIT will update the City’s property schedules to reflect the new values at the upcoming renewal. Mr. Kennedy will attend an upcoming meeting to review the report and talk about next steps and what, if any, options exist or if we have no choice but absorb the premium increases. As per LMCIT, there will not be another appraisal for approximately 6 years.
6. Monthly Financial Reports – Administrator Bromeland stated she will be emailing Council monthly the City’s financial reports.
7. MS4 Audit – Administrator Bromeland gave a brief recap of the MS4 audit and findings.

COUNCIL REPORTS

1. Council Member Rohrich stated she attended the Community Education and Recreation (CER) meeting in January where it was mentioned that the ACES program has 100 kids on a wait list. An increase in wages for next year has been approved. Ms. Rohrich stated she relayed appreciation to CER staff for the events they have organized in Eagle Lake. She also stated that CER is close to getting adult pick up basketball run through the school in Eagle Lake.
2. Council Member Steinberg stated there will be a Music on Parkway meeting in the next couple of weeks. Resident Kyle Rueter has expressed interest in servicing on a task force to explore the possibility of a community room for Eagle Lake.
3. Mr. Steinberg also stated that he suggested the eagle on the water tower be kept as is for branding purposes. Council Members Whittington and Rohrich stated they are not a fan of the Eagle and that they would like to

see the blue wave, not the eagle on the water tower. Council members agreed that the keeping the darker color on the bottom of the tower would be desired.

4. Mayor Norton stated she attended the Region 9 meeting and joined the transportation and legislative committees. She also attended the Mayors and Clerks meeting.

ADJOURNMENT

- Council Member Whittington moved, seconded by Council Member Steinberg, to adjourn the meeting at 9:21 p.m. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

Lisa Norton, Mayor

Kerry Rausch, Deputy Clerk

CITY OF EAGLE LAKE

*Check Summary Register©

February 2023

Name	Check Date	Check Amt	
10100 Cash			
1631e PERA	1/31/2023	\$4,801.24	BW 02-02-23
1632e WEX HEALTH INC.	1/31/2023	\$453.86	BW 02-02-23
1633e PSN	2/3/2023	\$581.19	January Fees
1634e MN DEPT OF REVENUE	2/6/2023	\$1,654.00	January Sales Tax
1635e WEX HEALTH INC.	2/8/2023	\$24.75	January Fees
1636e MN POLLUTION CONTROL AGEN	2/8/2023	\$2,730.00	MS4 Fine
1637e PERA	2/13/2023	\$4,788.05	BW 02-16-23
1638e WEX HEALTH INC.	2/13/2023	\$428.30	BW 02-16-23
1639e WEX HEALTH INC.	2/13/2023	\$866.67	Goettl-City Contribution to H.S.A
1640e PERA	2/15/2023	\$193.31	Goettl Payout of Comp Hours
1641e WEX HEALTH INC.	2/15/2023	\$866.67	City's H.S.A. contrubtion for Jan & Feb 2023
1642e WEX HEALTH INC.	2/15/2023	\$6,865.34	Brian's H.S.A. Contribution from final comp and
1645e CASEYS BUSINESS MASTERCA	2/21/2023	\$2,855.42	Fuel
1646e PERA	2/22/2023	\$40.00	MO 02-23
45106 ADP, LLC	2/6/2023	\$387.15	
45107 ARAMARK	2/6/2023	\$50.69	
45108 AUTO ZONE	2/6/2023	\$161.12	Oil and Filter
45109 C & S SUPPLY CO INC	2/6/2023	\$7.85	
45110 CHRISTOPHER KENNEDY	2/6/2023	\$747.00	January Fees
45111 CITY BUILDING INSPECTION SR	2/6/2023	\$175.50	
45112 COMPUTER TECHNOLOGY SOL	2/6/2023	\$2,239.50	
45113 EAGLE EXPRESS	2/6/2023	\$1,089.38	
45114 FRESH START CLEANING AND	2/6/2023	\$100.00	January Service
45115 GOPHER STATE ONE CALL	2/6/2023	\$9.45	January Tickets
45116 GOVERNMENT FORMS & SUPPLI	2/6/2023	\$50.00	Business Cards - Mayor Norton
45117 GROUND WORKS	2/6/2023	\$675.00	Snowblowing
45118 HAWKINS	2/6/2023	\$4,974.81	
45119 LINDE GAS & EQUIPMENT INC	2/6/2023	\$58.31	
45120 M & H ENGRAVING	2/6/2023	\$34.50	Plaque-Goettl Retirement
45121 MATHESON TRI GAS INC	2/6/2023	\$119.97	
45122 MENARDS	2/6/2023	\$31.44	
45123 MN POLLUTION CONTROL AGEN	2/6/2023	\$55.00	Class SC Certification Exam-Nicklay
45124 MN POLLUTION CONTROL AGEN	2/6/2023	\$260.00	Class SC/SD 2023 Exam Refresher Training -
45125 NAPA AUTO PARTS	2/6/2023	\$239.99	1 Ton Ford
45126 SANCO EQUIPMENT LLC	2/6/2023	\$138.94	
45127 STREICHERS	2/6/2023	\$667.56	Ammo
45128 UC LABORATORY	2/6/2023	\$299.73	
45129 UNITED STATES POSTAL SERVI	2/6/2023	\$1,718.80	First Mail Postage
45130 US BANK EQUIPMENT FINANCE	2/6/2023	\$114.00	
45132 LOFFLER COMPANIES INC	2/6/2023	\$171.00	
45133 BCBS OF MN	2/13/2023	\$13,511.94	March Premium
45134 LERAY TOWNSHIP	2/13/2023	\$42,042.74	Orderly Annexation Payment-Lump Sum
45135 METRONET	2/13/2023	\$273.08	Fire Station Internet
45136 Verizon Wireless	2/13/2023	\$276.77	
45138 ADP, LLC	2/28/2023	\$378.76	
45139 ALEX AIR APPARATUS INC	2/28/2023	\$846.14	Annual Compressor Air Quality Test
45140 ARAMARK	2/28/2023	\$255.21	
45141 BENCO ELECTRIC	2/28/2023	\$530.81	Street Lighting
45142 BLUE EARTH COUNTY HIGHWA	2/28/2023	\$6,177.75	Salt and Sand
45143 BOLTON & MENK INC	2/28/2023	\$6,292.50	Water Tower Rehab
45144 BROMELAND, JENNIFER	2/28/2023	\$79.40	
45145 C & S SUPPLY CO INC	2/28/2023	\$28.57	
45146 CANON FINANCIAL SERVICES IN	2/28/2023	\$217.00	
45147 CARRIAGE REPAIR INC	2/28/2023	\$97.24	2020 Ford Explorer Oil & Filter

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CITY OF EAGLE LAKE

*Check Summary Register©

February 2023

Name	Check Date	Check Amt	
45148	CENTER POINT ENERGY	2/28/2023	\$973.52
45149	CRYSTEEL TRUCK EQUIPMENT	2/28/2023	\$178.80 Flood light and Cable
45150	DELTA DENTAL OF MN	2/28/2023	\$892.25 March Premium
45151	GOVERNMENT FORMS & SUPPLI	2/28/2023	\$219.22 Business Cards - Hartman
45152	HAWKINS	2/28/2023	\$30.00
45153	J.R. BRUENDER CONSTRUCTIO	2/28/2023	\$245.00 Skating Rink Location
45154	KENT'S REPAIR	2/28/2023	\$1,350.00 RH 35 HEATER
45155	KIBBLE EQUIPMENT	2/28/2023	\$156.72 Pin Fastener and spacer
45156	LEAGUE OF MN CITIES	2/28/2023	\$150.00 Safety Loss Control Workshop-Bromeland, Ra
45157	LJP ENTERPRISES	2/28/2023	\$11,907.60 Sm = 945 Large=121
45158	LOFFLER COMPANIES INC	2/28/2023	\$171.00
45159	MADDEN GALANTER HANSEN	2/28/2023	\$60.00 January Fees
45160	MANKATO CLINIC	2/28/2023	\$144.96 Kopp
45161	MENARDS	2/28/2023	\$359.38
45162	MINNESOTA WASTE PROCESSI	2/28/2023	\$6,505.43 January Fees
45163	NAPA AUTO PARTS	2/28/2023	\$12.99 SNAP RING PLIER SET
45164	NFPA	2/28/2023	\$175.00 Membership Renewal-Simpson
45165	NORDHUES, KATELYN OR DYLA	2/28/2023	\$39.77 Refund-Overpayment of Utility Bill
45166	NORTHERN STATES SUPPLY	2/28/2023	\$499.99 VISE
45167	PLOOG ELECTRIC	2/28/2023	\$293.70 Bulbs at City Hall and Light Fixture at Park
45168	PLUNKETTS PEST CONTROL	2/28/2023	\$50.11 Pest Control
45169	SAFETY & SECURITY CONSULA	2/28/2023	\$1,500.00 Basic Firefighter Course - Willette
45170	SANCO EQUIPMENT LLC	2/28/2023	\$629.45
45171	SHARI CROCKER RN BSN	2/28/2023	\$200.00 Bloodborne Pathogent and Safety Training
45172	SKARPOHL PRESSURE WASHE	2/28/2023	\$24.40
45173	STAPLES BUSINESS ADVANTA	2/28/2023	\$402.59
45174	TAFT STETTINIUS & HOLLISTER	2/28/2023	\$950.00 TIF 3-2 Fox Meadows Amended Agreemetn
45175	TRACTOR SUPPLY CREDIT PLA	2/28/2023	\$43.14 Tractor Fluid
45176	VAN ASTEN, JESSIE	2/28/2023	\$75.00 Winter Newsletter
Total Checks			\$140,973.42

FILTER: ((([Act Year]='2023' and [period] in (2)))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??') or [EFT])) and [Cash Act]='10100'

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CITY OF EAGLE LAKE

02/28/23 2:12 PM

Page 1

***Check Summary Register©**

February 2023

	Name	Check Date	Check Amt	
10101 EDA Cash				
476	REGION 9 DEVELOPMENT COM	2/28/2023	\$15,153.85	Strategic Planning Service
477	VAN ASTEN, JESSIE	2/28/2023	\$18.75	Winter Holiday Mailer
		Total Checks	\$15,172.60	

FILTER: (([Act Year]='2023' and [period] in (2))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??') or [EFT])) and [Cash Act]='10101'

Pay Dates 02/02/2023, 02/16/2023, 02/17/2023, 02/23/2023

Payroll Name	Pay Date	Net Pay
Auringer, Mandy L	02/02/2023	830.60
Auringer, Mandy L	02/16/2023	830.60
Bromeland, Jennifer J	02/02/2023	2,888.28
Bromeland, Jennifer J	02/16/2023	2,888.27
Goettl, Brian K	02/02/2023	1,818.74
Goettl, Brian K	02/16/2023	1,694.82
Goettl, Brian K	02/17/2023	961.50
Guillemette, Connor M	02/02/2023	1,462.57
Guillemette, Connor M	02/16/2023	1,566.55
Haber, Jerald L	02/02/2023	131.15
Hartman, Andrew R	02/02/2023	1,803.75
Hartman, Andrew R	02/16/2023	1,817.27
Jensen, Dustin D	02/02/2023	1,800.14
Jensen, Dustin D	02/16/2023	1,544.30
Kopp, John A	02/02/2023	2,218.37
Kopp, John A	02/16/2023	2,470.08
Nicklay, Michael L	02/02/2023	1,234.08
Nicklay, Michael L	02/16/2023	1,142.76
Norton, Elizabeth Jean	02/23/2023	349.40
Rausch, Kerry L	02/02/2023	1,277.08
Rausch, Kerry L	02/16/2023	1,365.25
Rohrich, Elizabeth K	02/23/2023	277.05
Ruel, Nathan W	02/02/2023	1,285.88
Ruel, Nathan W	02/16/2023	1,217.85
Simpson, Vern L	02/23/2023	199.40
Steinberg, Garrett R	02/23/2023	277.05
White, Anthony D	02/23/2023	277.05
Whittington, Johnnie L	02/23/2023	277.05

B

Wire Transfers Made in 2023

Date

Description

Initiated by

2/7/2023 Wire \$2,730 to MPCA per Jennifer

Kerry

**CITY OF EAGLE LAKE
INVESTMENT PORTFOLIO
January 31, 2023**

		bank stmts		
Cornerstone State Bank	GENERAL CHECKING (1.12%)		\$ 544,636.73	x includes addi
	os deposit		\$ 1,891.92	x
	os checks		\$ (285,762.82)	x
Community Bank	ACH CHECKING		\$ 500.00	x
Pioneer Bank - ICS	Acct 5058105 - vaiable rate 3.85 % Stmt Period Yield		\$ 4,505,587.20	x
Pioneer Bank - Savings	0.87% APY		\$ 5,014.02	x
4M-General Fund	3.450% RATE		\$ 144.49	x
	SUB TOTAL		\$ 4,772,011.54	
Cornerstone State Bank	EDA Account - 0.12%		\$ 70,237.40	x
4M Plus	4M-EDA Fund		\$ 202,241.42	x
Cornerstone State Bank	Loan Acct - 0.15%		\$ 18,626.28	x
Cornerstone State Bank	SCDP Acct - 0.07%		\$ 18,311.87	x

			Matures	Issued
Pioneer Bank	Rate 0.8%	\$ 232,307.94	4/30/2023	8/31/2021
Acct # xxx069				
Interest paid quarterly				
Community Bank	Rate 0.5%	\$ 250,000.00	5/23/2023	1/23/2022
Acct #: xx071				

SUB TOTAL \$ **482,307.94**

BANK STMT TOTAL \$ 5,254,319.48

GL(books) CASH BALANCE REPORT SHOWS: \$ **5,253,439.83** bal sheet cash accts

DIFFERENCE \$ (879.65) () report is lower than check registers

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On March 29th and April 5th, Our Officers will be attending one of these days for a Use of Force/Defensive Tactics and Taser refresher which is required yearly. We will be doing this training with Blue Earth County and the other local police departments.

We will be participating in the St.Patricks Day Towards Zero Deaths(TZD) DWI enforcement wave which is on Friday March 17th and Saturday March 18th.

We will also be participating in the April TZD distracted driving wave. We will be out looking to deter people from being on their phones and other distracted driving behaviors.

Officer Jensen went to a Field Training Officer School the week of February 27th. This training will assist us with updating our Field Training schedule.

If the Council has any questions or concerns, please feel free to contact me at 507-257-3110 or at elpd@eaglelakemn.com.



Chief John Kopp
Eagle Lake Police Department

ELFD FIRE CHIEF'S REPORT

What is typically the coldest month of the year in now behind us. February has brought us a lot of moisture causing dangerous driving conditions as well as many "Slips, Trips & falls". Please remember to adjust your speed, and your stride, to ensure a safe arrival. March, which is predominantly the snowiest, is now upon. Make sure your windows are clear to eliminate blind spots. Also, clean off the tops of your vehicles too. Did you know that if something falls off your vehicle causing a crash or damage to other people or properties, you could be held liable? Warmer weather will be here soon. Stay Safe!

What if Volunteers didn't?

EAGLE LAKE FIRE DEPARTMENT 2023 CALL REPORT

TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	% OF TOTAL
Assist Law Enforcement	2	3	-	-	-	-	-	-	-	-	-	-	-	0.0%
Assist Law Enforcement (cancelled)	-	1	-	-	-	-	-	-	-	-	-	-	-	0.0%
Explosion (No Fire)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Commercial)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Residential)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Standby)	1	-	-	-	-	-	-	-	-	-	-	-	1	5.6%
Fire (Vehicle)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Wildland)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire Alarm	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire Assist	-	1	-	-	-	-	-	-	-	-	-	-	1	5.6%
Fire CO	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire False Alarm	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire Mutual Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Gas Leak	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Hazardous (No Fire)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Medical (Cancelled)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Medical (Response)	6	3	-	-	-	-	-	-	-	-	-	-	9	50.0%
Medical Lift Assist	1	4	-	-	-	-	-	-	-	-	-	-	5	27.8%
Missing Person Search	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Motor Vehicle Accident w/Injury	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Motor Vehicle Accident w/o Injury	1	1	-	-	-	-	-	-	-	-	-	-	2	11.1%
Motor Vehicle Accident (Fatality)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Motor Vehicle Accident (Cancelled)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Odor Investigation	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Power Lines	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Rescue (Entrapment/Machinery)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Rescue (Grain Bin)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Rescue (Water)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Smoke Investigation	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Smoke/CO Detector Malfunction	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Special Incident	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Weather	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total	11	13	-	-	-	-	-	-	-	-	-	-	18	100%
RESPONSE AREA														
Eagle Lake	10	10	-	-	-	-	-	-	-	-	-	-	20	95.2%
St. Clair	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Good Thunder	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Kasota (Lime Twp)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Le Ray TWP	1	3	-	-	-	-	-	-	-	-	-	-	1	4.8%
Madison Lake (Le Ray Twp)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Mapleton	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Mankato	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Mankato Twp	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total	11	13	-	-	-	-	-	-	-	-	-	-	21	100%

F
2



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

March 2023

To: Mayor Norton, City Council and City Administrator Jennifer Bromeland

From: Andrew Hartman Public Works Director

Water: We had a preconstruction meeting with the contractor doing the water tower. We have been doing some maintenance at the well house.

Sewer: We have been monitoring the temp controls at the main lift station. We will be looking into some grease mitigation for our lift stations.

Streets: We have been cleaning out cul-de-sacs. We have been scraping and sanding streets. We have been fixing and doing regular maintenance on all the snow removal equipment.

Parks: We have been clearing paths of snow.

Storm Sewer: We have been working to clear snow from in front of catch basins throughout town.

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

Andrew Hartman

No Building or Zoning Permits for February 2023.

Eagle Lake Fire Relief
Gambling Fund Report January 2023

Balance	1/1/23		\$24,092.16
Income:			
Paper Pull Tabs		\$8,604.00	
Electronic		\$21,313.00	
Interest Income		\$10.72	
Total Income			<u>\$29,927.72</u>
Total Funds Available			\$54,019.88
Less Total Disbursements			<u>(\$38,004.02)</u>
Balance	1/31/23		\$16,015.86

2023 Profit / Community Donations

Net Profit:
1/23 (\$10,954.21)

Total Profit To Date: (\$10,954.21)

Community Donations To Date: \$0.00

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**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2023-14**

**A Resolution Accepting the Resignation of Planning Commission Member Andrew Miller from
the City of Eagle Lake, Minnesota**

WHEREAS, Planning Commission Member Andrew Miller has resigned from the City of Eagle Lake's Planning Commission; and

WHEREAS, the City Council recognizes and appreciates the service from Andrew Miller in the role of a Planning Commission Member.

NOW THEREFORE, BE IT RESOLVED, the City accepts the resignation of Andrew Miller from the City of Eagle Lake's Planning Commission effective February 12, 2023.

Adopted by the City Council of Eagle Lake, Minnesota this 6th day of March 2023.

Lisa Norton, Mayor

ATTEST:

Jennifer Bromeland, City Administrator

(S E A L)



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

March 6, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Scheduled Pump Maintenance Agreement for Lift Stations

Attached is a Scheduled Pump Maintenance Agreement with Minnesota Pump Works for Eagle Lake's lift stations. The current agreement has expired. In the past, the City has elected the three year service agreement option to guarantee pricing for the term of the agreement. City staff recommends that a three year service agreement again be approved.

The cost for the inspections will be paid for using funds in line item 602-00000-220.

A motion is necessary to approve the proposed three year scheduled pump maintenance agreement from Minnesota Pump Works for the City's lift stations.


Jennifer J. Bromeland
City Administrator



602-60000-220

SCHEDULED PUMP MAINTENANCE AGREEMENT

Date Prepared: 2/24/23
Total Number of Stations: 4
Number of Inspections per Year: 1

Prepared By: Jason Draeger /Jenny Braith
Number of Pumps to be Inspected: 9
Months Service be Performed: Customer Choice

Fee for this Service Agreement: \$1,109.00 per Inspection

Maintenance for pumps. Pump info will be documented at time of service.

Customer Name: City of Eagle Lake
Contact Name: Andrew Hartman
Phone Number: 507-257-3218
Cell Phone: 507-779-9584
Email: ahartman@eaglelakemn.com

Pump Brand(s): Various
Horse Power: Various

TERMS

Any additional repairs (service labor, parts and trip charges) will be performed only after authorization and will be an additional charge. Pumps in dry pit stations shall be inspected in the station, and not removed. **If confined space entry is required, an additional fee of \$175 per station entered shall be charged.**

This agreement price includes all trip charges, overnight stays and service time. A written report of the findings will be supplied to the owner. Prior to all inspections, the owner will be notified of our impending visit.

All unscheduled service or emergency calls and repairs are in addition to this periodic preventative maintenance agreement.

All parts and labor are subject to the manufacturer's published warranty.

The fee for this maintenance agreement shall be guaranteed for two years and payable when the service is performed and billed. Payment terms are Net 30. **If you would like to elect a three year service agreement at the guaranteed pricing listed above, please check this box.**

Minnesota Pump Works assumes no liability for loss of use or for any direct, indirect or consequential damage of any kind with respect to the use or operation of pumps, any equipment or accessories covered in this agreement.

This agreement shall be effective from its signed date and shall continue in effect until termination by either party upon 30 days prior written notice.

The owner's responsibility will be:

- A) Have a representative available to allow entry to pumps.
- B) Disposal of all waste.

Accepted by: _____ Title: _____ Date: _____

A signed and dated copy of this maintenance agreement must be faxed to (507) 645-7533 or emailed to Minnesota Pump Works at info@minnesotapumpworks.com. The effective date of the maintenance agreement will be the date the form is signed, dated and returned.

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**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2023-17**

**A Resolution Accepting Hunter Bleess as a Reserve for
the City of Eagle Lake Fire Department**

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

WHEREAS, the City feels it is in the best interest of community to have Hunter Bleess on the City's Volunteer Fire Department.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Eagle Lake, Minnesota that the recommendation of Hunter Bleess is hereby accepted.

Adopted by the City Council of Eagle Lake, Minnesota this 6th day of March 2023.

Lisa Norton, Mayor

ATTEST:

Jennifer Bromeland, City Administrator

(S E A L)




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

March 6, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Sidewalk Concerns – Roger and Nathan Bechel, 308 and 312 S. Agency Street

Roger Bechel, 308 S. Agency Street, and Nathan Bechel, 312 S. Agency Street, have requested via emails sent to City staff on February 23rd and February 24th, copies of which are attached, that they be added to the agenda this evening to continue speaking with you about sidewalk concerns as it relates to snow removal.

Roger and Nathan Bechel will be at this evening's meeting to discuss the matter in more detail with the City Council.


Jennifer J. Bromeland
City Administrator

Jennifer Bromeland

From: Nathan Bechel <nathan.bechel@gmail.com>
Sent: Friday, February 24, 2023 9:56 AM
To: Jennifer Bromeland
Cc: Bechel, Roger (Minnesota Paving and Materials); Roger Bechel; Liz Meyers; Bechel, Elizabeth E (DOC)
Subject: Fwd: city snow and ice at intersections with sidewalks, Maywood and South Agency Street, on the agenda for the next city council
Attachments: IceChunks_02-23-2023.jpg; Blower_02-23-2023.jpeg

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

Hello Jennifer,

I agree that we would like to be added to the agenda 03/06/2023 and revisit the practicality of City code. I will do my best to estimate incidental cost associated for any resident living on the West side of Agency St. The figures I come up with can be compared to the 2022 actual expenditures for snow removal and/or the 2023 budget for the same item. Typically, materiality in reporting of financial figures is 5%. This is the point a figure can be so misstated that a correction is needed to maintain the integrity of financial statements. I propose that the estimated economic impact for all affected residents should not reach 5% of the budgeted amount used for snow removal and groundskeeping in application as well. I am not an actuary, but I feel we need some figures to help residents and the council to understand why past policy may no longer be prudent.

My father described yet another concern with entities causing debris that is not current snowfall being deposited on the sidewalk and causing snow removal tools to be damaged. Bent plow mounts, bent impellers/shafts, and broken gear boxes are all costly repairs that can call for replacement of parts if repair is not possible. This is the reason I will attempt to create a report for public view. I am including a couple pictures as visual aid to help put difficulties of the recent snow storm into perspective. You will see extremely large and hard ice chunks that were ahead of the path Roger was attempting to clear as an attachment. The mound was higher than a 24" blower attachment and the attachment is much larger than your typical walk-behind snow blower. It is accurate to say that the City employees have not dealt with debris of this size on sidewalks and therefore cannot offer first-hand experience with this. The boulevard of the area the City worker clears is wider than that of Agency St. This lessens the size and broadcast area of debris on City paths in comparison to Agency St sidewalk that workers have to clear. They also have larger vehicles and blades than most of the Agency residents have.

Please see images for reference and let me know when you would need my report completed for the upcoming meeting. Thank you.

Nathan Bechel

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

From: Bechel, Roger (Minnesota Paving and Materials) <roger.bechel@minnnp.com>
Date: Thu, Feb 23, 2023 at 9:57 AM
Subject: city snow and ice at intersections with sidewalks, Maywood and South Agency Street, on the agenda for the next city council
To: Nathan Bechel <nathan.bechel@gmail.com>
Cc: Roger Bechel <roger.bechel@gmail.com>

Nathan, asking that you compose an e-mail to the city administrator regarding the following:

I borrowed a 44" snow blower and hydrostatic drive lawn tractor from one my brothers and was using it for this snow storm. All was going well for Tuesday, Wednesday and part of Thursday morning. An issue developed was when I was clearing the snow and ice that the city truck left blocking the south sidewalk at the intersection of Maywood and South Agency Street, early Thursday morning. When I was clearing the debris, I hit ice chunks that were buried in the new snow. Upon a closer look, the city truck had hit old snow and ice and had mixed that material in with the new snow and it was not visible for me to see to stop before hitting the mixture. After letting the snow blower clear material from the impeller area, I noticed a vibration from the snow blower. There was no vibration before hitting this deposited mixture. After going back to my garage, I noticed damaged/bent impeller fins and a possible damaged drive shaft. I will not be able to operate the snow blower in this condition as the vibration will damage the gearbox for the impeller. This is the second snow blower in two years that has been damaged by material deposited by either the City and/or the county snow removal equipment. We cannot continue to sustain the costs to repair/replace damaged snow removal equipment due to material being put onto the sidewalks. Clean snow is manageable. Ice and hardened snow pieces are not manageable and create undo hardship for the residents. I will support other city residents that are maintaining that the city be responsible to clear all sidewalks. I will actively campaign to this effect. I am requesting that Nathan and Roger Bechel be put on the next city council meeting to voice our concerns.

Roger Bechel

Aggregate Administrative Support-South

Minnesota Paving and Materials

A CRH Company

NUQQ

45755 571st lane

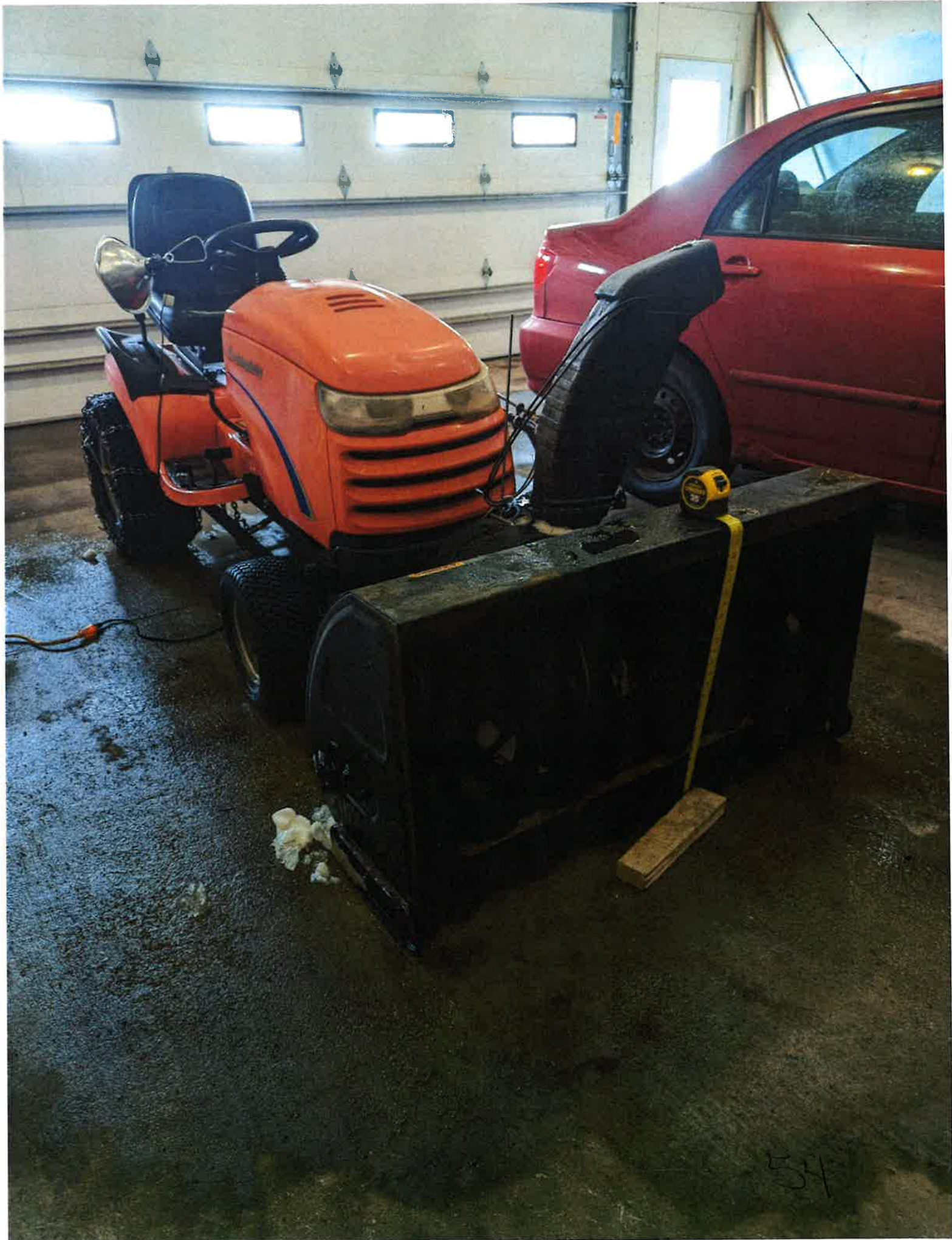
New Ulm, MN 56073

C: 507-469-6683

E: Roger.bechel@minnpm.com

Former e-mail address was Roger.Bechel@smc-co.com





54



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

March 6, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Fire Department Items

Fire Chief Vern Simpson will be at this evening's meeting to talk to you about purchasing headsets for the fire trucks and other fire department related items.

Attached is pricing for headsets. Per a review of the Fire Department's 2023 budget request, there was \$24,500 of capital outlay funds allocated for the purchase of headsets for trucks.

A motion is necessary to approve the purchase of headsets totaling \$22,806.20 using funds in line 101-42300-510.

Jennifer J. Bromeland
City Administrator



DELIVERS SOLUTIONS

ANCOM Communications
 4871 19th Street Suite 120
 Rochester MN 55901
 (507) 281-1917 Fax: (507) 281-3341

QUOTATION

QUOTE NO.: 47968 - 00 EC
 DATE: 1/23/23
 TERMS: NET 30
 DELIVERY:

BILL TO: 4138
 Eagle Lake Fire Dept
 Attn: Spencer Kolles
 PO Box 93
 EAgle Lake, MN 56024

SHIP TO:
 Eagle Lake Fire Dept
 Attn: Spencer Kolles
 PO Box 93
 EAgle Lake, MN 56024

Please reference Quote No. on
 Correspondence & purchase orders.
 Quote expires: 03/24/2023

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

SEQ	QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
1	1	Digital Intercom Single Radio	1,075.00		1,075.00
2	1	Wireless Base Station Kit	1,293.00		1,293.00
3	2	UH DECT7 Direct Wire HDST w/BT	1,028.00		2,056.00
4	2	Silicone Ruggedizers-Red	21.95		43.90
5	1	Interface CBL for APX/XTL MBL (110-5136-30)	214.50		214.50
6	1	6C Flat 150ft Cable Spool	33.00		33.00
7	1	Mobile Radio extension cable 15ft	38.50		38.50
8	2	Hanger Hook, NFPA Compliant	10.95		21.90

Continued on following page

ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE

TERMS SUBJECT TO CREDIT REVIEW

BY Gary Anderson 10

THIS QUOTATION DOES NOT CONSTITUTE A SALES ORDER UNLESS SIGNED BY YOU, OUR CLIENT. SEE TERMS AND CONDITIONS OF SALE ATTACHED.

Accepted

by _____ P.O. No _____
 LEGAL NAME OF PURCHASER

 AUTHORIZED SIGNATURE

 Date



56

SEQ	QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
9	1	Installation Parts	150.00		150.00
10	1	Installation	1,250.00		1,250.00
11		2 Position 5100D Single Radio			
11A		Systems 2 Front Driver and			
		front officer will have radio			
		PTT Includes (2) UHW507			
11B		Wireless headsets for Driver			
		and Officer Red ruggedizer			
11C		for the UHW507 headsets one			
		WB505 Wireless Base station			
11D		for all positions. PTT and			
		intercom			
		Item summary			6,175.80
		Subtotal			6,175.80
		Inbound Frt			125.00
		Sales Tax			.00
		GRAND TOTAL:			6,300.80



DELIVERS SOLUTIONS

ANCOM Communications
 4871 19th Street Suite 120
 Rochester MN 55901
 (507) 281-1917 Fax: (507) 281-3341

QUOTATION

QUOTE NO.: 47967 - 00 EC
 DATE: 1/23/23
 TERMS: NET 30
 DELIVERY:

BILL TO: 4138
 Eagle Lake Fire Dept
 Attn: Spencer Kolles
 PO Box 93
 EAgle Lake, MN 56024

SHIP TO:
 Eagle Lake Fire Dept
 Attn: Spencer Kolles
 PO Box 93
 EAgle Lake, MN 56024

Please reference Quote No. on
 Correspondence & purchase orders.
 Quote expires: 03/24/2023

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

SEQ	QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
1	1	Digital Intercom Single Radio	1,075.00		1,075.00
2	1	Wireless Base Station Kit	1,293.00		1,293.00
3	1	UH 500-Series Wireless Headset Includes charger	863.50		863.50
4	2	UH DECT7 Direct Wire HDST w/BT	1,028.00		2,056.00
5	2	Silicone Ruggedizers-Red	21.95		43.90
6	1	Interface CBL for APX/XTL MBL (110-5136-30)	214.50		214.50
7	1	6C Flat 150ft Cable Spool	33.00		33.00
8	1	Mobile Radio extension cable 15ft	38.50		38.50

Continued on following page

ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE

TERMS SUBJECT TO CREDIT REVIEW

BY Gary Anderson 10

THIS QUOTATION DOES NOT CONSTITUTE A SALES ORDER UNLESS SIGNED BY YOU, OUR CLIENT. SEE TERMS AND CONDITIONS OF SALE ATTACHED.

Accepted by _____ P.O. No _____
 LEGAL NAME OF PURCHASER

 AUTHORIZED SIGNATURE Date _____



58

SEQ	QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
9	3	Hanger Hook, NFPA Compliant	10.95		32.85
10	1	Installation Parts	200.00		200.00
11	1	Installation	1,250.00		1,250.00
12		3 Position 5100D Single Radio Systems 2 Front, 1 Jump seats.			
12A		All Position full intercom Driver and front officer will			
12B		have radio PTT Includes 3 Headsets, double			
12C		earmuffs, under the helmet.			
12D		(2) UHW507 Wireless headsets for Driver and Officer Red ruggedizer			
12E		for the UHW507 headsets one WB505 Wireless Base station			
12F		for all positions. PTT and intercom one UHW505 Wireless			
12G		headsets for Crew Seats programmed to live intercom			
12H		only.			
		Item summary			7,100.25
		Subtotal			7,100.25
		Inbound Frt			125.00
		Sales Tax			.00
		GRAND TOTAL:			7,225.25

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DELIVERS SOLUTIONS

ANCOM Communications
 4871 19th Street Suite 120
 Rochester MN 55901
 (507) 281-1917 Fax: (507) 281-3341

QUOTATION

QUOTE NO.: 47962 - 00 EC
 DATE: 1/23/23
 TERMS: NET 30
 DELIVERY: UPS

BILL TO: 4138
 Eagle Lake Fire Dept
 Attn: Spencer Kolles
 PO Box 93
 EAgle Lake, MN 56024

SHIP TO:
 Eagle Lake Fire Dept
 Attn: Spencer Kolles
 PO Box 93
 EAgle Lake, MN 56024

Please reference Quote No. on
 Correspondence & purchase orders.
 Quote expires: 03/24/2023

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

SEQ	QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
1	1	Digital Intercom Single Radio	1,075.00		1,075.00
2	1	Wireless Base Station Kit	1,293.00		1,293.00
3	3	UH 500-Series Wireless Headset Includes charger	863.50		2,590.50
4	2	UH DECT7 Direct Wire HDST w/BT	1,028.00		2,056.00
5	2	Silicone Ruggedizers - Red	21.95		43.90
6	1	Interface CBL for APX/XTL MBL (110-5136-30)	214.50		214.50
7	1	6C Flat 150ft Cable Spool	33.00		33.00
8	1	Mobile Radio extension cable 15ft	38.50		38.50

Continued on following page

ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE

TERMS SUBJECT TO CREDIT REVIEW

BY Gary Anderson 10

THIS QUOTATION DOES NOT CONSTITUTE A SALES ORDER UNLESS SIGNED BY YOU, OUR CLIENT. SEE TERMS AND CONDITIONS OF SALE ATTACHED.

Accepted by _____ P.O. No _____
LEGAL NAME OF PURCHASER

AUTHORIZED SIGNATURE Date _____



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SEQ	QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
9	5	Hanger Hook, NFPA Compliant	10.95		54.75
10	1	Installation Parts	200.00		200.00
11	1	Installation	1,556.00		1,556.00
12		5 Position 5100D Single Radio Systems 2 Front, 3 Jump seats.			
12A		All Position full intercom			
12B		Driver and front officer will have radio PTT Includes 5			
12C		Headsets, double earmuffs, under the helmet. (2) UHW507			
12D		Wireless headsets for Driver and Officer Red ruggedizer			
12E		for the UHW507 headsets one WB505 Wireless Base station			
12F		for all positions. PTT and intercom (3) UHW505 Wireless			
12G		headsets for Crew Seats programmed to live intercom only.			
		Item summary			9,155.15
		Subtotal			9,155.15
		Inbound Frt			125.00
		Sales Tax			.00
		GRAND TOTAL:			9,280.15



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

March 6, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Sidewalks and Snow Removal

Discussion took place at a recent City Council meeting about the need to investigate the timeframe with which property owners have to clear sidewalks of snow and ice following a snow or other precipitation event. Concern was expressed that the current timeframe of twelve hours to remove snow and ice from sidewalks is too short and poses challenges for property owners. Attached is an excerpt of City Code - Chapter 3, Section 3.010, Subdivision 3(A) – related to public nuisances affecting peace and safety with the proposed code language modification in red.

City staff was asked to survey area cities and find out how long property owners are given to clear sidewalks. Below is a summary of findings.

City	Timeframe to Clear Sidewalks of Snow and Ice
Eagle Lake	12 Hours
Janesville	24 Hours
Lake Crystal	24 Hours
Le Center	12 Hours
Le Sueur	24 Hours
Madison Lake	24 Hours
Mankato	24 Hours
Mapleton	36 hours
North Mankato	48 Hours
St. Peter	24 Hours
Waseca	24 Hours

Also attached is a letter received from legal counsel following the February 6th meeting in which a resident made a presentation about concerns that they have regarding snow removal from sidewalks on Agency Street. They asked that the City Council consider amending code to allow for the use of ATV's on sidewalks. Per legal counsel, current code prevents the use of ATV's on sidewalks, and notes that the City Council may consider modifying the ordinance to allow for the use of ATV's on sidewalks, or to allow for the minimal use on sidewalks. Legal counsel further advises that this can be accomplished by amending the language of Eagle Lake Code - Section 4.160, subdivision 3(D), or the City Council could add an exemption that would permit the use of an ATV on public sidewalks for repair, maintenance, upkeep and removal of snow in Section

4.160, Subdivision 4 of Eagle Lake City Code. Ultimately, legal counsel advises that as to which option is preferable will depend on what the City Council feels is appropriate use.

The Public Works Director and Police Chief were consulted for input. Both will be available at this evening's meeting and can provide feedback on the matter.

Discussion should ensue. If there is an interest in amending Chapter 3, Section 3.010, Subdivision 3(A), to expand the timeframe to clear sidewalks, and/or also Chapter 4, Section 4.160, Subdivision 3(D), then a public hearing should be scheduled to that effect for the upcoming April 3rd City Council meeting.



Jennifer J. Bromeland
City Administrator

February 7, 2023

Mayor Lisa Norton
Councilmembers
City of Eagle Lake
705 Parkway
Post Office Box 159
Eagle Lake MN 56024

Re: ATV

Dear Mayor Norton and Councilmembers:

At the council meeting last evening a citizen made a presentation about concerns that they have in regards to removal of snow from sidewalks on Agency Street. They indicated that they have concerns as the county plows frequently are putting chunks of ice onto their property and this inhibits the use of a snow blower.

They requested that the City consider amended the city code to allow for the use of ATV's on sidewalks to allow them to plow. The current city code prevents the use of ATV's on sidewalks. (Eagle Lake City Code Section 4.160 sub 3 D. We currently only allow an ATV to cross the sidewalk.

The Council has a number of options. The Council may considering modifying the ordinance to allow for the use of ATV's on sidewalks, or to allow for the minimal use of sidewalks. This can be accomplished by amending the language of Eagle Lake Code Section 4.160 sub 3 D or we can add an exemption that would permit the use of a ATV on city sidewalks for repair, maintenance, upkeep and removal of snow in Eagle Lake Code Section 4.160 Subd 4.

As to which option is preferable it will depend on what the council believes is appropriate use. I would suggest that input from the Chief and Street Superintendent would be appropriate.

Let me know if you have any questions, comments or concerns.

Sincerely,

KENNEDY & KENNEDY

Christopher M. Kennedy
CMK/cmK

- L. All public exposure of people having a contagious disease requiring quarantine;
- M. Any offensive trade or business as defined by Minnesota statutes not operating under local license;
- N. Any other acts, omissions of acts, occupations, and uses of property which are a menace to the health of any of the inhabitants of the City;

Subd. 2. Public Nuisances Affecting Morals and Decency. The following are hereby declared to be nuisances affecting public morals and decency:

- A. All gambling devices, slot machines, and punch boards, except as otherwise authorized by ordinance;
- B. Betting, bookmaking, and all apparatus used in such occupations;
- C. All houses kept for the purpose of prostitution or promiscuous sexual intercourse, gambling houses, houses of ill fame, and bawdy houses.
- D. All places where intoxicating liquor is manufactured or disposed of in violation of law, people are permitted to resort for the purpose of drinking intoxicating liquor, or where intoxicating liquor is kept for sale or disposition in violation of law, and all liquor and property used for maintaining such a place.

Subd. 3. Public Nuisances Affecting Peace and Safety. The following are declared to be nuisances affecting public peace and safety:

- A. ~~All snow and ice not removed from public sidewalks 12 hours after the snow or other precipitation causing the condition has ceased to fall. The owner and the occupant of any property adjacent to a public sidewalk shall use diligence to keep the walk safe for pedestrians. No owner or occupant shall allow snow, ice, dirt, or rubbish to remain on the walk longer than 24 hours after its deposit thereon. Failure to comply with this section shall constitute a violation.~~
- B. All trees, hedges, billboards, or other obstructions which prevent persons from having a clear view of traffic approaching an intersection from cross streets in sufficient time to bring a motor vehicle moving at a reasonable speed to a full stop before the intersection is reached.
- C. All wires and limbs of trees which are less than 15 feet above the surface of any public street or sidewalk.
- D. Haphazard planting of tree farms or any heavy concentration of coniferous plants or shrubbery causing possible fire hazards within 40 feet of any building, unless such planting meets generally acceptable landscaping standards.

also be equipped with at least one (1) red tail lamp having a minimum candlepower of sufficient intensity to exhibit a red light plainly visible from a distance of five hundred (500) feet to the rear during the hours of darkness under normal atmospheric conditions.

- E. A pennant flag of red or blaze material of a size not less than twelve (12) inches by nine (9) inches at a height of not less than four (4) feet from the ground level, at any time when the snowmobile is operated on public streets.
- F. Running lights reflective material at sixteen (16) square inches on each side, forward of the handlebars so as to reflect or beam light at a ninety (90) degree angle.

SECTION 4.160 ALL-TERRAIN VEHICLES

Subd. 1. Definition. All-terrain vehicle -a motorized flotation-tired vehicle of not less than three (3) low pressure tires, but not more than six (6) tires, that is limited in engine displacement of less than 800 cubic centimeters and total dry weight of less than 900 pounds.

Subd. 2. State Laws Incorporate. All provisions of MSS 169 and S.S. 84.92 through 84.929, being the Chapter regulating the use of motor vehicles and all provisions of the City Code regulating vehicular traffic, shall apply to the operation of All-Terrain Vehicles, hereinafter referred to as ATV's, upon public property of the City of Eagle Lake, except for those relating to required equipment, those which by their nature have no application, and except those which may be amended or altered by rules and regulations by the Council.

Subd. 3. General Operation.

- A. Operation on roadways. All-Terrain Vehicles may be operated on roadways only as herein specified. It is unlawful to operate an ATV upon roadways as follows:
 - 1. At a speed in excess of (10) miles per hour;
 - 2. Other than in single file on a roadway;
 - 3. Carelessly or recklessly;
 - 4. In a manner that damages any public right of ways;
 - 5. In a manner that violates Chapter three (3), Section 3.010 Subdivision three (3) Public Nuisances Affecting Peace and Safety of the Eagle Lake City Ordinances.
- B. Private Property. It is unlawful to operate an ATV on private property without the permission or consent of the owner or occupant.

- C. Minimum age of operator. It is unlawful for any person under sixteen (16) years of age to operate an ATV on any public street in the City of Eagle Lake unless he/she has in his/her immediate possession a valid driver's license or possess a valid ATV Safety Certificate and is accompanied by a person 18 years old or older on another ATV.
- D. Sidewalks and boulevards. It is unlawful to operate an ATV on a sidewalk or boulevard, except that an operator may cross a sidewalk, boulevard or other right-of-way to obtain access to a street or alley if such crossing is made at an angle of approximately 90 degrees to the direction of the sidewalk, boulevard or right-of-way to all pedestrian or vehicular traffic which constitutes an immediate hazard.
- E. Hours of operation. It is unlawful to operate an ATV within the city limits of the City of Eagle Lake between the hours of 10:00 p.m. and 7:00 a.m. except when entering or leaving the City.
- F. Equipment. It is unlawful to operate an ATV unless it is equipped with the following:
1. At least one headlight and one tail light, each of minimum candle powers prescribed by rules of the Commissioner of Conservation.
 2. Headlights and taillights lighted at all times.
- G. Helmet required. A person less than 18 years of age shall not operate an ATV unless wearing a safety helmet approved by the Department of Transportation.
- H. Prohibitions on owner. It is unlawful for the owner of an ATV to permit it to be operated contrary to this ordinance.

Subd. 4. Penalty. The City of Eagle Lake has the right to revoke riding privileges of any individual on an ATV within the city limits, as needed, by discretion of the Chief of Police, based on the number of complaints received, and/or violations. Any violation of the aforementioned Minnesota State Statutes and relevant City ordinances is a violation of this ordinance when it occurs within the City of Eagle Lake. Any person violating any provision of this ordinance shall be guilty of a misdemeanor and upon conviction shall be punished by a maximum fine of \$1,000 or imprisonment for ninety (90) days or both.

SECTION 4.170 GOLF CART OPERATION AND REGULATIONS

Subd.1. General-Permit Required. Motorized golf carts are hereby authorized to be used on the streets of the City of Eagle Lake, the golf carts may be used so long as the owner and operator have obtained a permit, as provided in this ordinance, and the motorized golf cart is operated in compliance with all applicable state and local regulations.



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

March 6, 2023


To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Water Tower Design and Paint Colors

The Water Tower Rehabilitation Project is scheduled to start April 15th (weather permitting) and end by July 10th. While the project consists of both exterior and interior coating work, the most visible end product of the project will include that of the water tower design and paint colors selected. When finished, the water tower should be set for another twenty (20) years before another rehabilitation project is needed.

Attached are water tower designs, including both the existing design and one with the “Where Opportunity Soars” branding. As was discussed previously, the darker color of the base, the less visible mildew will be. Bolton and Menk advises that the design and color scheme of the water tower be limited to four (4) colors.

The contractor (Maguire Iron, Inc.) sent over paint samples to review when selecting colors. Samples will be available for your review at the meeting. With the project scheduled to commence in April, a determination is needed as it relates to the design and paint colors.

Discussion should ensue and a selection made.


Jennifer J. Bromeland
City Administrator

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PROOF



OPTION 1:
Existing Tower Design

PROOF



OPTION 2:
*Existing Tower Design with
Dark Blue Base*

PROOF



OPTION 3:
City Branding, White Text

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PROOF



OPTION 4:
City Branding, Black Text



OPTION 1A:
*Existing Tower Design
(without stripe)*



OPTION 2A:
*Existing Tower Design with
Dark Blue Base
(without stripe)*

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OPTION 3A:
*City Branding, White Text
(without stripe)*



OPTION 4A:
*City Branding, Black Text
(without stripe)*





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

March 6, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Pricing to Straighten Wings for Snow Plow Trucks

Attached is a request from Public Works Director Andrew Hartman to repair the wings on the snow plow trucks totaling \$6,692. Per Public Works Director Hartman, both wings need to be straightened in order for staff to safely attach the cutting edges. It should be noted that the wings were not damaged this past winter season alone and that they have been bent for some time and in need of straightening.

For reference purposes, attached are a couple pictures of the wings. It appears that not only do the wings pose a safety concern for staff when attaching them due to being bent, there is also a concern about efficiency and having effective equipment functioning properly when plowing snow.

Public Works Director Hartman would like to pay for the necessary repairs using funds allocated in line 101-42100-510.

A motion is necessary to approve the above-described plow truck wing repair request.

Jennifer J. Bromeland
City Administrator

**City of Eagle Lake
Departmental Expenditure Request Form**

Project/Equipment Description: Plow Truck Wing Repair

Department Name:

Public Works

Requested Amount of Funds:

\$6,692.00

Source of Funds:

Capital Outlay

Budgeted Amount:

Balance in Budget:

Capital Outlay Expenditure? Yes No

Replacement Equipment? Yes No

Were Multiple Bids Obtained? Yes No NA

Brief Project/Equipment Justification:

The wings on both plow trucks need to be straightened. Both wings need to be straightened to get new cutting edges on. They are also bent out to the point that the trucks can not fit in repair shops with the wings on. This is caused when the wings hit manholes that are raised up in the beginning of the plowing season.

Submitted By: Andrew Hartman

Date: 3/1/2023

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1130 73rd Avenue NE
 Fridley, MN 55432
 (763) 571-1902
 1-800-795-1902
 Fax # (763) 571-5091

Highway 60 East
 Lake Crystal, MN 56055
 (507) 726-6041
 1-800-722-0588
 Fax # (507) 726-2984

www.crysteeltruck.com
 AN EQUAL OPPORTUNITY EMPLOYER

Date: 1/3/2023
 Company: City of Eagle Lake
 Contact: Andrew Hartman
 Phone#: 507-779-9584
 Email: ahartman@eaglelakemn.com

Reference: REV1
 Address: 705 Parkway Ave
 City: Eagle Lake
 State: MN 56024

QTY		Price Each	Extended
	Repair		
1	Orange Wing -Remove, Install, & Dissassemble -Straighten - Check Frame *If damage found new quote will be generated*	\$3,031.00	\$3,031.00
1	Check Rear Post, Push Arm, & Paraglide *If damage found new quote will be generated*	\$203.00	\$203.00
1	Black Wing -Remove, Install, & Dissassemble -Straighten - Re-Weld Cracks - Touchup Paint from Welding - Check Frame *If damage found new quote will be generated*	\$3,255.00	\$3,255.00
1	Check Rear Post, Push Arm, & Paraglide *If damage found new quote will be generated*	\$203.00	\$203.00

Total Package Price \$6,692.00

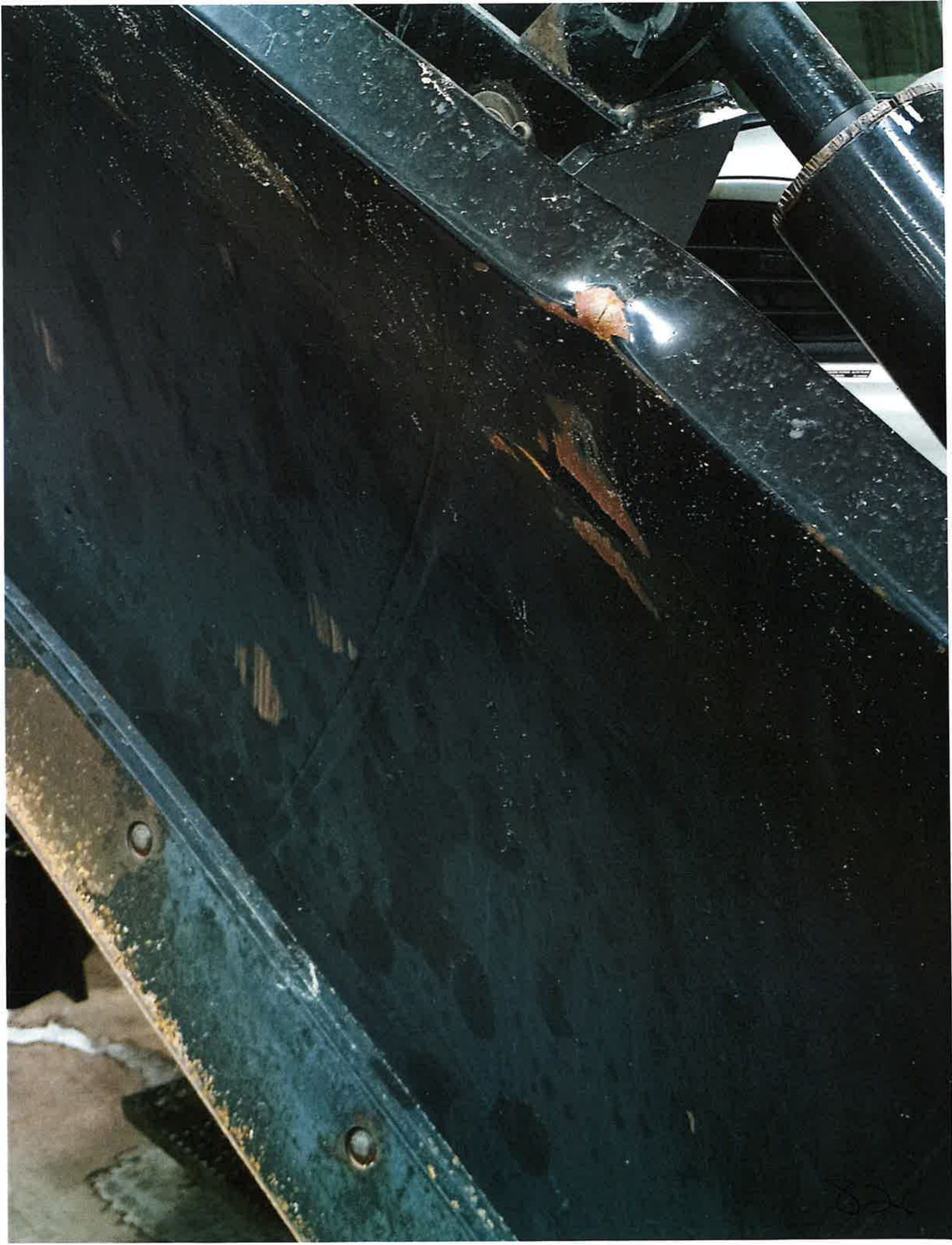
PRICES SHOWN DO NOT INCLUDE ANY APPLICABLE TAXES OR FEES

*A WRITTEN PURCHASE ORDER MUST BE RETURNED SPECIFYING PURCHASE OF THIS EQUIPMENT
 *NO EXHAUST WORK INCLUDED FOR TRUCKS WITH NEW EMISSION CONTROL EXHAUST SYSTEMS. EXHAUST SYSTEMS CANNOT BE MODIFIED.
 *ALL LABOR COSTS ARE BASED ON INSTALLING EQUIPMENT ON A TRUCK CHASSIS WITH ALL TRUCK ITEMS OUT OF THE WAY FOR EQUIPMENT INSTALLATION. IF CRYSTEEL HAS TO MOVE FUEL TANKS, AIR TANKS, AIR DRYER, ETC. EXTRA CHARGES MAY APPLY

Vendor Name:	Crysteel Truck Equipment-Lake Crystal
Contact Person:	Josh Miller
Street Address:	52248 Ember Rd
City, State, Zip:	Lake Crystal, MN 56055
Phone #:	(507) 726-6041
Toll Free #:	(800) 722-0588
Fax #:	(507) 726-2984
Email Address:	jmiller@crysteeltruck.com



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


March 6, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: DR900 Multiparameter Portable Colorimeter Sampler

Attached is a request from Public Works Director Andrew Hartman to purchase a portable water testing device. The amount of the request totals \$2,075 and would be paid for using funds in line 601-00000-510 of the 2023 budget.

City staff recently encountered a situation where they needed to borrow a chlorine analyzer. The City's engineers with Bolton and Menk strongly recommend that the City invest in an analyzer such as the one referenced above. This device can test for chlorine, fluoride, iron, manganese, etc. and should be able to handle all the City's testing both now and in the future with a new water treatment plan. Presently, the City utilizes UC labs for testing.

A motion is necessary to approve the purchase of a DR900 Multiparameter Portable Colorimeter Sampler.


Jennifer J. Bromeland
City Administrator

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**City of Eagle Lake
Departmental Expenditure Request Form**

Project/Equipment Description: DR900 Multiparameter Portable Colorimeter Sampler to test amount of different chemicals in the water	
Department Name: Public Works	
Requested Amount of Funds: \$2,075.00	
Source of Funds: Capital outlay	
Budgeted Amount:	
Balance in Budget:	
Capital Outlay Expenditure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Replacement Equipment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Were Multiple Bids Obtained?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Brief Project/Equipment Justification: We currently rely on a contactor to sample our water. With this we can sample more frequently and adjust our chemical feeds more frequently and accurately.	

Submitted By: Andrew Hartman

Date: 3/1/2023

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[Home](#) / [Lab Instruments](#) / [Colorimeters](#) / [DR900 Colorimeter](#) / **DR900 Colorimeter**

DR900 Multiparameter Portable Colorimeter

Product Number: 9385100

 Ships within 1 week

Price: **\$2,075.00**



Multi parameter handheld water testing with over 90 colorimetric parameters for use in the most demanding field environments

The DR900 is a fantastic choice when it comes to field testing multiple parameters. Our customers love the ease of use of our handheld colorimeter. It is portable, rugged and time tested. Simplify your testing in the field by using the DR900.

- Portability – The portable colorimeter allows for quick and easy access to your most frequently used testing methods in less than four clicks. The portable colorimeter also helps satisfying core testing needs by offering at least 90 of the most common testing parameters.
- Easy to use – This instrument comes with an intuitive user interface, data storage for up to 500 tests and a built-in USB port for the easy transfer of information.
- Ruggedness – This colorimeter is waterproof, dustproof, shock resistant, and has been drop tested for greater quality assurance. Combining all these features with a push button backlit display for use in low light areas, you have a portable colorimeter which is field-ready, and makes testing in harsh field environments a little less challenging.

Applications:

Boiler Water | Cooling Water | Power | Water Treater | Drinking Water | Wastewater | Food and Beverage | Clean in Place (CIP) | Pool and Spa | Pulp and Paper



Water Analysis Handbook

Your source for water analysis methods and procedures.



Find Test Methods Here

View More

Benefits



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Your Favorites at Your Fingertips

Save time by storing your most standard methods for quick access in less than 4 clicks.

Field Ready in Every Way Possible

This portable, rugged colorimeter is waterproof and dustproof. Drop tested and shock resistant for greater quality assurance.

Intuitive User Interface

Improved user interface allows quick selections and easier testing.

Simple Data Communication


Stores data for up to 500 tests, and comes with a USB port for easily downloading or transferring information.

Satisfies Your Core Testing Needs

A single portable instrument provides access to 90 of the most common parameters.

Specifications

Technical Attributes

Battery Life	6 months (typical) @ 5 readings a day / 5 days / week without backlight** ** Backlight usage will decrease battery life.
Battery Requirements	4, AA size alkali cells
Data Logger	500 measured values (Result, Date, Time, Sample ID, User ID)
Detector	Silicon photodiode
Dimensions (H x W x D)	231 mm x 96 mm x 48 mm
Display	Graphical display 240 x 160 pixels (Backlit)
Enclosure Rating	IP67 (vial cover closed)
Includes	DR 900 Colorimeter, two 1-inch glass sample cells marked at 10, 20 and 25 mL, two 1 cm plastic sample cells, 1 x 16-mm COD/Test 'N Tube™ adapter, 4 AA alkaline batteries, printed multilingual instrument manual, USB Mini to USB Cable  CHAT European CE mark.
Interface	USB type Mini IP67

Manual Languages	English, French, German, Italian, Spanish, Portuguese, Bulgarian, Chinese, Czech, Danish, Dutch, Finnish, Greek, Hungarian, Japanese, Korean, Polish, Romanian, Russian, Slovenian, Swedish, Turkish
Operating Conditions	10 - 40 °C (50 - 104 °F), max. 80 % relative humidity (non-condensing)
Operating Humidity	Max 90 % relative humidity (non-condensing)
Operating Mode	Transmittance (%), Absorbance and Concentration
Operating Temperature	10 - 40 °C
Optical System	0 / 180 deg transmittance
Photometric Accuracy	± 0.03 Abs
Photometric Linearity	± 0.002 Abs (0 - 1 Abs)
Photometric Measuring Range	0 - 2 Abs
Power Supply	4 x AA size alkaline cells 4x NiMH rechargeable Battery* (*External charger required)
Reproducibility	± 0.005 Abs (0 - 1 A)
Sample Cell Compatibility	1 inch round or 16 mm round (with adapter)
Source Lamp	Light Emitting Diode (LED)
Spectral Bandwidth	15 nm filter bandwidth
Storage Conditions	-30 to 60 °C (-30 - 140 °F), max. 80 % relative humidity (non-condensing)
Supported Chemistry	Hach tests
Temperature Range	0 - 50 °C (32 - 122 °F)



User Interface Languages	English, French, German, Italian, Spanish, Portuguese, Bulgarian, Chinese, Czech, Danish, Dutch, Finnish, Greek, Hungarian, Japanese, Korean, Polish, Romanian, Russian, Slovenian, Swedish, Turkish
User Programs	Custom programming 10
Warranty	12 months
Wavelength Accuracy	± 1 nm (fixed, varies with model)
Wavelength Calibration	N/A
Wavelength Range	420 nm, 520 nm, 560 nm, 610 nm
Wavelength Selection	Automatic
Weight	0.6 kg with battery
What's included?	Includes: DR900 instrument, USB cable with mini-USB connector, 4-AA alkaline batteries, 2 glass sample cells 1-inch (25 mm) round with 10, 20, 25-mL marks, 2 sample cells 1 cm/10 mL, sample cell adapter and multilingual user manual

Resources

Language

English US (112) ▼

Application Notes (4)

Determination of Peracetic Acid (PAA) and Hydrogen Peroxide (H₂O₂) In Water- Concentration Range of 0.1 to 10 mg/L (DPD Method)

 Application Notes

Glutaraldehyde Procedure For Produced and Flowback Oil and Gas Waters

 Application Notes

Guar Analysis: Anthrone Detection of Guar

 Application Notes





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

March 6, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Hiring of Part-Time Public Works Worker

The hiring committee comprised of Jess Steinke with Minnesota Valley Council of Governments (MN Valley COG), Public Works Director Andrew Hartman, and me interviewed James "Jim" Anderson for the position of part-time public works worker. The committee recommends that Mr. Anderson be hired for the position.

A conditional offer of employment was made to Mr. Anderson to start at Step 1, Grade 3.

Attached for reference purposes is a copy of the position description and the job posting.

Following approval this evening and the satisfactory completion of all required conditions for employment, Mr. Anderson will be eligible to begin working.

A motion is necessary to hire James "Jim" Anderson as a part-time public works worker at Step 1, Grade 3.


Jennifer J. Bromeland
City Administrator

JOB POSTING

PART-TIME PUBLIC WORKS WORKER

CITY OF EAGLE LAKE, MN

The City of Eagle Lake, MN (population 3, 278) is currently accepting applications for the position of Part-Time Public Works Worker.

This position operates all types of heavy and light equipment including trucks, tractors, and mowers. Some of the job responsibilities include maintaining playground equipment, ball fields, skating rink and snow removal.

Minimum qualifications: High School diploma or equivalent. Must possess a valid Minnesota Class D driver's license. Some experience in maintenance, construction, or related equipment operation.

The starting hourly rate is ^{2022 rate} \$13.60. For a complete job description and application, call 507-257-3218 or visit: <http://www.eaglelakemn.com/city/employment-opportunities>. Applications accepted until position is filled.

The City of Eagle Lake is an equal opportunity employer.

(posted in 2022)

#1401 - 2023 rate

**JOB DESCRIPTION
CITY OF EAGLE LAKE**

POSITION: Public Works Worker (Part-Time)

DEPARTMENT: Public Works Department

POSITION SUMMARY

Perform semi-skilled to skilled manual maintenance work in the water, wastewater, streets, and parks/recreation departments.

POSITION AUTHORITY

Works under the general and technical direction of the Public Works Director.

RELATIONSHIPS

IMMEDIATE SUPERVISOR

Public Works Director

SUPERVISES

None

EMPLOYEE CONTACTS

Public Works Department Personnel and City Other Employees

OUTSIDE CONTACTS

Consultants, Contractors, and the General Public

RESPONSIBILITIES

- Operate all types of heavy and light equipment including tractor, mowers, trucks, etc.
- Operate and perform light maintenance on all equipment engaged in municipal activities.
- Remove snow from City streets, City property, alleys, parking lots and ice rink.
- Erect and maintain playground equipment and skating rink.
- Maintain equipment and grounds of ball fields.
- Flood and maintain ice rink.

- Assist in water, wastewater, and storm sewer line maintenance and replacement.
 - Service and maintain a variety of tools; maintain parts inventory for departmental vehicles.
 - Responsible for working overtime, emergency call outs, or to be on call as necessary or assigned.
 - Perform other work as required and as directed by the Public Works Director.
-

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School diploma or equivalent. Must possess a valid Minnesota Class D driver's license. Some experience in maintenance, construction or related equipment operation.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of traffic laws, ordinances, and regulations involved in municipal equipment.
- Working knowledge of the occupational hazards involved and the safety precautions necessary in equipment operation.
- Working ability to understand and follow written and oral instructions.
- Working knowledge of the practices of operation and servicing of heavy equipment, including the adaptations and specialized uses to which equipment can be put in meeting emergency or other unusual conditions.
- Working knowledge of traffic laws, ordinances, and regulations involved in municipal government.
- Working ability to use a telephone or radio for work calls.
- Working ability to use a computer.
- Working ability to safely and effectively operate light and heavy equipment, including the operation of all types of vehicles and other maintenance equipment.
- Working ability to use good vision including night vision and good hearing to detect problems and make repairs or maintain the systems on an ongoing basis.

- Working ability to perform a variety of assigned maintenance duties including manually excavating and digging.
 - Working ability to establish effective working relationships with supervisors, other employees, public officials, and to deal with the public in a pleasant, courteous, and tactful manner.
 - Working ability to understand and follow written and oral instructions.
 - Working ability to be on call for work on week nights, weekends, and holidays.
-

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stand, walk, bend, crouch, stoop, pull and push, twist and turn and work in confined spaces when installing and making repairs to water, wastewater, or storm sewer distribution systems, sometimes for long periods and/or repetitively.
 - Frequently lift and carry objects of varying weight up to 50 pounds. Use both large and fine motor skills and a keen sense of touch and smell daily to perform work.
 - Work at heights up to 12 feet with some regularity and to maintain balance.
 - Perform manual excavation to locate and repair or place underground mains when necessary.
 - Work with and around hazardous chemicals irritants, and strong fumes, and to work with potential exposure to infectious disease.
 - Use good vision including night vision and good hearing to detect problems and make repairs or maintain the systems on an ongoing basis.
 - Use both large and fine motor skills and a keen sense of touch and smell daily to perform work.
 - Work outside in all types of weather.
 - The noise level in the work environment is usually moderate.
-

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them

from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: January 2, 2017

**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2023-16**

A Resolution Appointing James Anderson as a Part-Time Public Works Worker

WHEREAS, the City posted for a Part-Time Public Works Worker to fill a vacant position; and

WHEREAS, the Public Works Director and City Administrator reviewed the applications, interviewed the candidates and would recommend the hire of James Anderson at a starting wage of Grade 3, Step 1; and

WHEREAS, the City feels it is in the best interest of the community to have James Anderson as a Part-Time Public Works Worker with a starting wage of Grade 3, Step 1.

NOW THEREFORE BE IT RESOLVED, that the City Council agrees to hire James Anderson as a Part-Time Public Works Worker with a starting wage Grade 3, Step 1.

Adopted by the City Council of Eagle Lake, Minnesota this 6th day of March 2023.

Lisa Norton, Mayor

ATTEST:

Jennifer Bromeland, City Administrator

(S E A L)



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

March 6, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Hiring of Full-Time Public Works Worker

The hiring committee comprised of Jess Steinke with Minnesota Valley Council of Governments (MN Valley COG), Public Works Director Andrew Hartman, and me interviewed Jacob Beckmann for the position of full-time public works worker. The committee recommends that Mr. Beckmann be hired for the position.


A conditional offer of employment was made to Mr. Beckmann to start at Step 1, Grade 6.

Attached for reference purposes is a copy of the position description and the job posting.

Mr. Beckmann possesses a bachelor's degree in Recreation, Parks, and Leisure Services.

Following approval this evening and the satisfactory completion of all required conditions for employment, Mr. Beckmann will be eligible to begin working.

A motion is necessary to hire Jacob Beckmann as a full-time public works worker at Step 1, Grade 6.


Jennifer J. Bromeland
City Administrator

City of Eagle Lake
Public Works Worker

The City of Eagle Lake, MN (population 3,278) is currently accepting applications for a Full-Time Public Works Worker. Eagle Lake is part of the Mankato-North Mankato Metropolitan Statistical Area and classified as a Municipal Separate Storm Sewer System (MS4) city.

The Public Works Worker performs semi-skilled manual maintenance work in the Public Works Department, including water, wastewater, and stormwater infrastructure, streets and parks/recreation, and other functions as may be apparent or assigned.

Minimum qualifications: High school diploma or equivalent.

Desirable qualifications: Experience in the operation and maintenance of equipment and experience in the maintenance and/or operation of municipal infrastructure, parks, streets/road maintenance, or other related experience.

The starting hourly rate for the position is \$20.04 and includes a competitive benefits package.

For a complete job description and application, call 507-257-3218 or visit:
<http://www.eaglelakemn.com/city/employment-opportunities>.

Applications accepted until the position is filled.

The City of Eagle Lake is an EO, AA Employer.

**JOB DESCRIPTION
CITY OF EAGLE LAKE**

Position	Supervisor	Department
Public Works Worker	Public Works Director	Public Works
FLSA Classification	Supervises	
Non-Exempt	None	

POSITION SUMMARY

Under the direct supervision of the Public Works Director, the Public Works Worker is responsible to perform semi-skilled manual maintenance work in the Public Works Department, including water, wastewater, and stormwater infrastructure, streets and parks/recreation consistent with city policy, objectives developed and/or approved by the City Council, and federal and state regulations; and other functions as may be apparent or assigned.

RELATIONSHIPS

EMPLOYEE CONTACTS

Considerable contact with most employees.

OUTSIDE CONTACTS

Contact with the public. May also be in contact with contractors and consultants.

ESSENTIAL FUNCTIONS

- Proficiently operates all vehicles, and light, heavy, and complex equipment utilized by the Public Works Department to ensure proper maintenance of streets and other municipal properties.
- Performs all assigned tasks according to established safety rules, regulations, and practices, and promptly reports work related injuries, unsafe conditions and near miss incidents to immediate supervisor.
- Provides daily maintenance as required to equipment assigned.
- Plows snow and performs other related snow removal activities with light and heavy equipment.
- Performs parks and open space maintenance, including planting, transplanting, trimming, felling, removal, design, and technical care of trees, shrubs, flowers, and turf.
- Participates in the construction and general maintenance of buildings, playground equipment, landscaping, and other related work.
- Participates in the construction and maintenance of skating rinks.
- Participates in the construction and installation of signs, benches, partitions, and shelves.
- Performs all tasks of operations, including, but not limited to: mowing, blowing, leaf and debris removal, hedging, raking, and mulch installation.

- Performs routine maintenance for athletic fields, courts, and tracks.
- Performs manual labor such as digging ditches, mixing cement and concrete.
- Performs work related to the operation of water distribution, wastewater, storm water collection facilities, and flood control systems.
- Perform MS4 program requirements.
- Digs and works in trenches and repairs or installs water and sewer pipes.
- Installs, maintains, and repairs manholes and related equipment.
- Paints, repairs, and services equipment and facilities.
- Cleans water mains and sewer lines.
- Perform OSHA required inspections, monthly, quarterly, and annually such as, but not limited to, exit lighting, fire extinguishers, and eye wash stations.
- Assist in utility customer meter reading.
- Must be available to work overtime or be on call at various hours beyond the regular work shift in order to facilitate meeting desired conditions of public works and respond to varied work assignments.
- Attend continuing education classes in water and wastewater to satisfy state certification requirement for required licenses.
- Performs physical and mental demands and work environment requirements for this position.
- Attendance during regularly scheduled work hours and outside regular hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.

ADDITIONAL FUNCTIONS

- Performs other related functions as assigned or apparent.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Minimum: High school diploma or equivalent.

Desired: Experience in the operation and maintenance of equipment. Experience in the maintenance and/or operation of municipal infrastructure, parks, streets/road maintenance, or other related experience. Experience as a plumber. Possession of a Minnesota Pesticide Applicator's License.

CONDITIONS OF EMPLOYMENT

- Must possess a valid Minnesota Class D Water Supply System Operator certification and a valid Minnesota Class S/C Wastewater Operator certification, or have the ability to acquire within ~~two~~

Three

3

~~2~~ years from the date of hire.

if required

- Must possess a valid driver's license and be able to drive within the State of Minnesota. Must possess, or have the ability to acquire ~~within ninety (90) days of employment~~, a valid Minnesota Class B driver's license and be able to drive in the State of Minnesota.
- Ability to work evening and extended hours.
- Must satisfactorily complete a background examination physical examination and drug testing.
- Must comply with organizational and departmental policies.
- Must comply with data practices policies and standards relative to not public data. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished the not public data must be properly stored according to city policy and the Minnesota Statutes.

NECESSARY KNOWLEDGE, SKILLS, AND EXPERIENCE

- Knowledge of the principles and practices of the operation, maintenance, and management of water, storm water, wastewater utilities, and solid waste handling.
- Knowledge of occupational hazards and safety precautions of water, wastewater, streets, and parks, recreational facilities and equipment operation and maintenance.
- Knowledge in the repair and maintenance of water, wastewater and storm sewer lines, equipment and facilities.
- Knowledge of computers and computer applications.
- Knowledge of the practices of operating and servicing of heavy equipment, including the adaptations and specialized uses to which equipment can be put in meeting emergency or other unusual conditions.
- Knowledge of occupational hazards and safety precautions of water, wastewater, street, and parks and recreational facilities.
- Ability to perform a variety of assigned maintenance duties.
- Ability to safely and effectively operate light and heavy equipment, including the operation of all types of vehicles and other maintenance equipment.
- Ability to keep track of frequently changing requirements and regulations, to interpret their applicability to city operations and propose and implement changes as appropriate to ensure compliance.
- Ability to remain calm in stressful situations.
- Ability to assess situations, find core problems and find solutions to problems.
- Ability to read and interpret technical manuals and to determine solutions to a variety of operational and maintenance problems.

- Ability to perform mathematical calculations and analyze information.
- Ability to accurately compile and report data and maintain records.
- Ability to accept responsibility, take initiative, and work independently to accomplish the goals assigned and apparent.
- Ability to maintain effective working relationships with officials, direct supervisor, subordinate employees, and the general public.
- Ability to repair and maintain water, wastewater, and storm sewer lines, equipment and facilities.
- Skill in the use and care of tools, vehicles, and equipment used in work.
- Excellent customer service skills and the ability to use tact and courtesy when communicating with the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires incumbent to work inside, outside, in confined spaces, on uneven ground, on slippery surfaces, alone, with others, around others, and have contact with the public.
 - Incumbent may be exposed to noise, high elevation, moving objects, heat, extreme heat, cold, extreme cold, wetness, humidity, fumes, and marked changes in temperature.
 - Activities that occur extensively (more than 6 hours): Standing, walking, talking, hearing, using near / far vision, depth perception, visual accommodation, color vision, and peripheral vision.
 - Activities that occur frequently (from 4 to 6 hours): Using both feet individually or at the same time
 - Activities that occur occasionally (from 1 to 3 hours) are sitting, standing, climbing staircases, handling, smelling, pushing, pulling, twisting and turning
 - Activities that occur infrequently (up to 60 minutes) are bending, stooping, crouching, kneeling, twisting, climbing heights, reaching straight, above, and below shoulder level with both shoulders individually or at the same time, fine manipulating, using sense of touch, carrying and lifting up to 50 pounds.
 - Work outside in all types of weather.
 - The noise level in the work environment is usually moderate.
 - The employee must be able to think, reason, and analyze multiple issues for extended periods of time. The employee must be able to function in stressful situations.
-

JOB LOCATION/EQUIPMENT UTILIZED

The Public Works Worker works on various job sites which include in a shop, on the roadway, in traffic, on the median, in the right of way, on trails, on the shoulder of the roadway and in work zones. Operates pull behind air compressor, hydraulic post pounder, hydraulic post puller, chainsaw, mastic sealing equipment, motor graders, large front-end loaders, loader, skid loader, sweeper, tractors, large Sno-Go equipment, paver, sealer, roller, blower, grader, milling machine, hydraulic backhoe, paving rollers, oil distributor, crack sealing equipment, large tow behind leaf vacs, bulldozer, wood chipper, lawnmower, weed whip, all vehicles, and other equipment as may be necessary. The position works outside in all weather conditions, and will work in difficult terrain and severe/dangerous weather. This position does require the operation of an automobile.

HOURS OF WORK

General working hours are Monday-Friday, 7:30 a.m. to 4:00 p.m., and outside of regular work hours as necessary to address the needs of the 24/7 operations of various City functions. Flexibility in work hours is expected.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised: October 2023

**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2023-15**

A Resolution Appointing Jacob Beckmann as a Full-Time Public Works Worker

WHEREAS, the City posted for a Full-Time Public Works Worker to fill a newly created position;
and

WHEREAS, the Public Works Director and City Administrator reviewed the applications,
interviewed the candidates and would recommend the hire of Jacob Beckmann at a starting
wage of Grade 6, Step 1; and

WHEREAS, the City feels it is in the best interest of the community to have Jacob Beckmann as a
Full-Time Public Works Worker with a starting wage of Grade 6, Step 1.

NOW THEREFORE BE IT RESOLVED, that the City Council agrees to hire Jacob Beckmann as a
Full-Time Public Works Worker with a starting wage Grade 6, Step 1.

Adopted by the City Council of Eagle Lake, Minnesota this 6th day of March 2023.

Lisa Norton, Mayor

ATTEST:

Jennifer Bromeland, City Administrator

(S E A L)



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

March 6, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Hiring of Community Development Coordinator

The hiring committee comprised of Jess Steinke with Minnesota Valley Council of Governments (MN Valley COG), Personnel Committee members Beth Rohrich and John Whittington, a rep from the Eagle Lake EDA, a rep from the Eagle Lake Planning Commission, and me interviewed four (4) candidates for the position of Community Development Coordinator. The committee recommends that Olivia Adomabea be hired for the position.

A conditional offer of employment has been made to Ms. Adomabea to start at Step 1, Grade 8.

Attached for reference purposes is a copy of the position description and the job posting.

Ms. Adomabea possesses a bachelor's degree in Urban Planning and is currently pursuing a master's degree in Urban Planning. In addition to pursuing her master's degree, Ms. Adomabea has also worked as a GIS intern for Le Sueur County and is currently a Community Development Intern for the City of Chanhassen.

Since Ms. Adomabea is still in graduate school, she has requested the ability to work part-time initially and then begin full-time employment once she graduates. Starting April 5th, Ms. Adomabea will work Wednesdays from 8:00 a.m.-12:00 p.m. and Fridays from 8:00 a.m.-4:30 p.m. Beginning in June, Ms. Adomabea will work Monday-Friday from 8:00 a.m.-4:30 p.m.

Following approval this evening and the satisfactory completion of all required conditions for employment, Ms. Adomabea will begin working.

A motion is necessary to hire Olivia Adomabea for the position of Community Development Coordinator at Step 1, Grade 8.


Jennifer J. Bromeland
City Administrator

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JOB POSTING
COMMUNITY DEVELOPMENT COORDINATOR
CITY OF EAGLE LAKE, MN
Posted: November 7, 2022

The City of Eagle Lake, MN (Population 3,278) is accepting applications for the position of Community Development Coordinator. This is a newly created position that will be responsible for planning and economic development related activities and projects. Starting hourly rate is \$22.26 with competitive benefits package. The City is part of the Mankato-North Mankato Metropolitan Statistical Area.

Minimum requirements include a B.A. or B.S. in city planning, urban studies, public administration, or related field. An individual nearing completion of such degree may also be considered for this position.

For more information regarding the position, please view the City's website at eaglelakemn.com.

Qualified candidates should submit a cover letter, resume, and application to the following:

Eagle Lake City Hall
Attn: City Administrator
705 Parkway Avenue
PO Box 159
Eagle Lake, MN 56024

The position will be open until filled.

COMMUNITY DEVELOPMENT COORDINATOR

Job Title: Community Development Coordinator

Department: Community Development

Purpose: Performs planning and economic development related activities and projects.

Organizational Relationships

Reports to: City Administrator

Communicates with: *Internally* – City Council, Planning Commission, Economic Development Authority, and City Staff; *Externally* – Citizens, contractors, developers, local, state or federal agencies.

Supervises: None.

ESSENTIAL FUNCTIONS

- 1. Facilitates Economic Development Authority:** Prepare staff reports, type agendas, and make recommendations to facilitate Economic Development Authority meetings.
- 2. Facilitates Planning Commission Meetings and Processes:** Prepare staff reports, type agendas, and make recommendations to facilitate Planning Commission meetings.
- 3. Revolving Loan Fund Program:** Processes applications for revolving loan funds. Works with Revolving Loan Committee on reviewing applications.
- 4. Economic Development:** Manage business recruitment, retention, and expansion of Eagle Lake's economic development.
- 5. Review Building Permits & Zoning Applications:** Assist applicants with permit process. Ensure compliance of uses of land with zoning code and land use/comprehensive planning documents.
- 6. Prepare & Update Land Use Documents:** Keep land use policies and documents current with existing laws and needs of the community. Prepare and present to Planning Commission for approval and ultimately to City Council if policy or document is to be updated.
- 7. Subdivision Review:** Manage the project review process pertaining to new subdivision developments. This includes working with City Administrator, City Engineer, and appropriate staff for public works.
- 8. Grant Administration:** Write grants as directed or needed related to community development.

COMMUNITY DEVELOPMENT COORDINATOR

9. **Provide Information to Citizens:** Discuss issues and questions citizens may have regarding zoning code, comprehensive plan, variances, conditional use permits, annexations, building permits, etc.

Other Duties and Responsibilities

1. Occasionally required to answer incoming calls and help customers in the front office and direct them accordingly.
2. Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Must possess knowledge of current land use practices.
- Must possess knowledge of state statutes that pertain to the field of planning and economic development.
- Must possess ability to work and communicate, in verbal and written fashion, with the public, planning commission, city council, and work groups.
- Must be able to organize and facilitate public meetings in conjunction with the chairpersons of the planning commission and economic development authority.
- Must possess research skills.
- Must have a working knowledge of Windows based software, Microsoft Word, Excel, GIS, and have an ability to continue learning other software or updates of existing software.

MINIMUM QUALIFICATIONS

This position requires B.A. or B.S. in city planning, urban studies, public administration, or related field. An individual nearing completion of such degree may also be considered for this position.

Preferred Qualifications

Preferred qualifications for this position would be a M.A. in urban studies, public administration or related field, experience in planning, economic development and GIS or any combination of the three.

Working Conditions

Work is performed in typical office environment with travel within/without the City to observe projects and attend meetings. Operates either personal or City vehicle for regular transportation needs. Sits for extended periods of time. Noise in work place is usually quiet but may be exposed to louder noises at work sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is

COMMUNITY DEVELOPMENT COORDINATOR

occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Hours of Work

Monday-Friday, 8:00 a.m.-4:30 p.m., and attendance at before and after work meetings as needed.

ECONOMIC HEALTH

Cultivate a thriving and sustainable economy that provides opportunity for all.



Indicators

- Local investment
- Business retention
- Living wages and quality jobs
- Business sector diversity
- Vibrant downtown core

	Strategy	Tactic	Priority Level	Timing	Potential Partners
2.1	Foster and strengthen local economic development efforts and increase capacity	Hire or contract with an economic developer. Grow local business relationships and partnerships with the regional Chamber of Commerce	High	Short	<ul style="list-style-type: none"> • GMG • Local EDA • DEED • RNDC • CEDA • SMIF
2.2	Improve awareness of local offerings and incentive residents to patronize local businesses	Raise community awareness about local offerings through open houses, "get to know" stories in the city's social media and newsletter. Develop and launch a "buy local" campaign.	High	Short	<ul style="list-style-type: none"> • City Staff • Local EDA • Volunteers • Interns • Students
2.3	Build an economically vital and robust community	Work with partners to promote Eagle Lake as a business-friendly community with a large range of college educated residents. Partner with neighboring colleges and DEED on job training programs and worker retention plans. Develop a strategy in partnership with local employers and the regional chamber to raise wages and salaries for Eagle Lake residents.	High	Medium	<ul style="list-style-type: none"> • GMG • Local EDA • CEDA • EDA • DEED • Workforce Council • South-Central College
2.4	Adopt policies and programs that promote business growth and fair opportunities for all	Expand support for small business and start-up training and support for entrepreneurs. Establish and support relationships with private and institutional investors, microlenders, local banks, and credit unions. Partner with regional organizations to support existing and emerging entrepreneurs.	High	Long	<ul style="list-style-type: none"> • GMG • SMIF • Local EDA • SBDC • Local Lenders
2.5	Preserve the city's sense of place	Support sustainable infill and redevelopment. Redevelop unoccupied and deteriorating buildings and facades in the downtown core.	Medium	Medium	<ul style="list-style-type: none"> • DEED • EDA • HUD

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

March 6, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Notebook Computer for Community Development Coordinator

Attached is pricing from CTS for a notebook computer for the newly created Community Development Coordinator position in the amount of \$887.

This expenditure will be coded out of 101-41600-310.

A motion is necessary to approve the purchase of a new notebook computer from CTS in the amount of \$887 for the Community Development Coordinator position.


Jennifer J. Bromeland
City Administrator



Computer Technology Solutions, Inc.
 200 Belgrade Ave. - -
 Phone: 507-388-3880 - Fax: 507-388-3881 - Email: sales@yourcts.net

QUOTE

Date	Quote #
03/01/23	AAAQ52055

Sold To: City of Eagle Lake
 Jennifer Bromeland
 705 Parkway Avenue
 PO Box 159
 Eagle Lake, MN 56024
 United States

Phone: (507) 257-3218
Fax: (507) 257-3220

Ship To: City of Eagle Lake
 Jennifer Bromeland
 705 Parkway Avenue
 PO Box 159
 Eagle Lake, MN 56024
 United States

Phone: (507) 257-3218
Fax: (507) 257-3220

Here is the quote you requested.

Terms	Rep	P.O. Number	Ship Via
Net 30 Days	Todd		

Ln #	Qty	Description	Unit Price	Ext. Price
1	1	RECERTIFIED HP ProBook 450 G8 W11P-64 i5-1135G7 256GB NVME 16GB (2x8GB) DDR4 3200 15.6 FHD NIC WLAN BT Cam NB PC	\$887.00	\$887.00
			SubTotal	\$887.00
			Sales Tax	\$69.85
			Shipping	\$0.00
			Total	\$956.85

Recurring Amounts: \$0.00

Tax Exempt

Select your preferred payment option / purchase terms*

* If this quote contains lease payment options, the lease options are provided as an estimate only. Final lease payment amount is subject to credit verification and applicable taxes as required by law.

Please contact me if I can be of further assistance.

PRICES SUBJECT TO CHANGE AFTER 30 DAYS- PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY COVERING PARTS AND LABOR ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 25% RESTOCKING FEE WITH ORIGINAL PACKAGING FOR ALL RETURNED HARDWARE AND LICENSING.

PAYMENT BY CREDIT CARD WILL RESULT IN A 3% SURCHARGE.

Signature: _____

Date: _____

Notes

Same warranty as brand new
 Recertified = 15-20% discount
 May be single end life component
 or excess of new model that
 is being replaced. We have recertified
 computers in use at the present time & no issues.

101-41600-310

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

March 6, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: July City Council Meeting

Looking ahead to the 1st Monday in July for the City Council meeting, discussion should take place about whether the meeting should be moved to the following week with the 4th of July falling on Tuesday this year and potential attendance issues.

If there is an interest in moving the July City Council meeting to Monday, July 10th, then a motion to that effect is needed.


Jennifer J. Bromeland
City Administrator



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

March 6, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Juneteenth

A bill to establish Juneteenth as a state-recognized holiday was passed on both the house and senate floors and then signed into law by the governor on February 3. The bill goes into effect on August 1, 2023. The holiday recognizes the date on which slavery was abolished in the United States. With the effective date being August 1, 2023, the observance will not interfere with the existing holiday calendar for the current year. Minnesota law states that no public business shall be transacted on any holiday, except in cases of necessity.

The City's Personnel Policy should be amended to include Juneteenth as a holiday observed, effective August 1, 2023. If the City Council wishes to recognize Juneteenth this year, then a resolution is needed since it will not be a designated holiday until the law takes effect on August 1st.

For reference purposes, attached is page 17 of the City of Eagle Lake Personnel Policy Handbook, which includes a listing of official holidays observed by the City. Also attached is a printout of the League of Minnesota Cities news bulletin regarding the new law.

Discussion should ensue.

A motion is needed to amend the City's Personnel Policy to add "Juneteenth" as an official holiday, effective August 1, 2023.

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

Jennifer J. Bromeland
City Administrator

Juneteenth Passes House and Senate, Signed by Governor

February 6, 2023

The new law establishes Juneteenth as a state holiday in which public business cannot be conducted.

A bill to establish Juneteenth as a state-recognized holiday, [HF 48 \(Rep. Ruth Richardson, DFL-Mendota Heights\)](#), on Feb. 2 passed off the House floor with a vote of 126-1. Its companion, [SF 13 \(Sen. Bobby Champion, DFL-Minneapolis\)](#), on Jan. 26 passed off the Senate floor with a vote of 57-8.

The governor signed the bill into law on Feb. 3.

The holiday would recognize the date on which slavery was abolished in the United States. Public business could not be conducted on June 19 to recognize the date.

The bill will go into effect on Aug. 1, 2023, which will not interfere with the existing holiday calendar and council meeting schedules for the current calendar year. State offices will be closed for Juneteenth this year as they had previously collectively bargained for the holiday.

[Read more news articles](#)

Your LMC Resource

Alex Hassel

Intergovernmental Relations Representative

(651) 281-1261 or (800) 925-1122

ahassel@lmc.org

HOLIDAY PAY

The City observes the following official holidays for all regular full-time and part-time employees:

HOLIDAYS	
Holiday	Date
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day (observed)	Third Monday in February
Memorial Day (observed)	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving	Fourth Thursday in November
Day after Thanksgiving	Friday following the Fourth Thursday in November
Christmas Eve	December 24
Christmas	December 25

When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for City operations/facilities that are closed on holidays. Police Officers will observe the holiday on the actual day of the holiday.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are in paid status (approved vacation, sick leave, paid medical leave, or funeral leave) on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Paid holidays are not available to temporary, intermittent, seasonal, part-time employees or employees on unpaid leave, except as stated below.

Employees eligible for holiday pay will receive pay for eight (8) hours at their regular rate of pay for each holiday listed. Eligible police officers will receive holiday pay equal to their regularly scheduled shift. Full-time employees not scheduled to work on holidays will receive their normal hourly rate exclusive of overtime premiums and shift differential. Part-time employees working a holiday will receive one- and one-half times their regular hourly rate for hours worked on that day.

If an employee who is eligible to receive holiday pay is scheduled or called into work on a holiday, that employee will be paid time and one-half (1 ½ times) for hours in addition to the holiday pay.

Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.



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

March 6, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Planning Commission Recommendation

The Planning Commission reviewed an application for Planned Unit Development (PUD) within the Fox Meadow development for Lot 1, Blocks 2, 3, and 6 at their meeting on February 27th. Following review of the application, the Planning Commission recommends to the City Council that the Planned Unit Development satisfies the intent of the ordinance and/or does not jeopardize the public health, safety, or welfare and to recommend to the City Council to set a public hear. Attached is an excerpt of the February 27th minutes with the motion related to the PUD application.

For purposes of providing background, attached you will find a copy of staff's memo to the Planning Commission along with supporting informational items. Shown as Exhibit A is a Planned Unit Development (PUD) application for Blocks 2, 3, 6 in Fox Meadows. The PUD is being sought to create a new Common Interest Community (CIC) within the Fox Meadow development. Per the applicant, the CIC will consist of two types of dwellings. The first type will be twin homes located in Blocks 3 and 6 shown as Units 18-33 in Exhibit B. Each half of a twin home will become a separate lot and will eventually be sold to a homeowner. The greenspace and driveways will be owned by a homeowner's association. The second type will be single family homes located in Block 2 shown as Units 1-17 in Exhibit B. Each of the single family homes will become a separate lot and will eventually be sold to a homeowner. The greenspace and driveways will be owned by the same homeowner's association as the twin homes.

Also attached is an excerpt from Chapter 6 (Section 6.195) related to Planned Unit Developments. CIC plats are governed by Minnesota Statute Chapter 515B. At the local level, a CIC can be approved as a Planned Unit Development, allowing some flexibility from regular zoning standards as to size and location. To approve a proposed Planned Unit Development, the Council must find that the proposed use meets one or more of the requirements listed in Section 6.195, Subdivision 2. Per staff's review, the proposed use appears to meet Subdivision 2(D) and (E).

Per Section 6.195, Subdivision 7B, the Planning Commission shall not recommend approval of, nor shall the City Council approve, a Planned Unit Development unless each shall make a written findings of fact that the Planned Unit Development satisfies the intent of this ordinance and/or does not jeopardize the public health, safety, or welfare. Following a recommendation by

the Planning Commission, the City Council may schedule a public hearing and provide notice to affected property owners.

Discussion should ensue. If there is an interest in scheduling a public hearing for the April 3rd City Council meeting, then a motion to that effect is needed.



Jennifer J. Bromeland
City Administrator

**CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING
February 27, 2023**

Call to Order

- Meeting was called to order at 6:02 p.m. by Chairman Talle.

Present: Chairman Talle, Commissioners Hughes, Beckel, and Norton.

Absent: Commissioners McCarty and Paulson.

Staff Present: City Administrator Bromeland and Administrative Clerk Mandy Auringer.

Others Present: Kurt Matson, Dave and Jennifer Miller, Richard Garvey, and Troy Schrom.

Approval of Agenda

- Chairman Talle added Commissioner Terms to the agenda.
- Commissioner Norton moved, seconded by Commissioner Beckel to approve the agenda with the addition of Commissioner Terms. A roll call was taken with all in favor. Motion carried.

Approval of Minutes

- Commissioner Hughes moved, seconded by Commissioner Beckel to approve the Planning Commission meeting minutes from January 30, 2023. A roll call vote was taken with all in favor. Motion carried.

New Business

1. **Application for Planned Unit Development: Lot 1, Blocks 2, 3, & 6 of Fox Meadows**
 - Administrator Bromeland explained that a PUD is being sought to create a new Common Interest Community (CIC) within the Fox Meadow development. Per the applicant, the CIC will consist of two types of dwellings. The first type will be twin homes located in Blocks 3 and 6. Each half of a twin home will become a separate lot and will eventually be sold to a homeowner. The greenspace and driveways will be owned by a homeowner's association. The second type will be single family homes located in Block 2. Each of the single-family homes will become a separate lot and will eventually be sold to a homeowner. The greenspace and driveways will be owned by the same homeowner's association as the twin homes.
 - CIC plats are governed by Minnesota Statute Chapter 515B. At the local level, a CIC can be approved as a Planned Unit Development, allowing some flexibility from regular zoning standards as to size and location. To approve a proposed Planned Unit Development, the Council must find

that the proposed use meets one or more of the requirements listed in Section 6.195, Subdivision 2. Per staff's review, the proposed use appears to meet Subdivision 2(D) and (E).

- Per Section 6.195, Subdivision 7B, the Planning Commission shall not recommend approval of, nor shall the City Council approve, a Planned Unit Development unless each shall make a written findings of fact that the Planned Unit Development satisfies the intent of this ordinance and/or does not jeopardize the public health, safety, or welfare. Following a recommendation by the Planning Commission, the City Council may schedule a public hearing and provide notice to affected property owners.
- Per legal counsel, the City should have a copy of the covenants for informational purposes but in order for them to be enforceable against future landowners, they will need to be recorded and the association will be responsible for enforcement, not the City.
- Administrator Bromeland stated that this development offers an opportunity for different types of housing for Eagle Lake. She explained that Block 2 would be slab on grade single family homes in a Home Owners Association (HOA) that will offer a new type of housing for people who are looking to move out of their home and away from maintenance involving lawn mowing or snow removal. With an HOA the residents would not have to worry about plowing driveways and mowing lawns. Commissioner Norton stated that the available housing for seniors is lacking in Eagle Lake. Mr. Schrom stated that these homes will mainly be promoted to 65 years old and up, but realizes this type of housing is also appealing to those who don't spend a lot of time at home and like the minimum maintenance with the HOA.
- Commissioner Beckel asked who makes up the HOA. Mr. Schrom stated the homeowners will elect a board and a management company will take care of the daily maintenance. The management company that Mr. Schrom uses has many years of experience. Commissioner Norton asked where the HOA meeting take place. Mr. Schrom stated they usually take place in a spec home, office, or can also take place online or over the phone. They try and make it flexible for the homeowners.
- Commissioner Hughes asked Mr. Schrom if the patio homes and twin homes will all look the same. Mr. Schrom stated that they are going to be the same except with different colors and styles of siding, windows, doors, and roofs.
- Chairman Talle asked if the addressing was set in stone as he has concerns with duplicate numbering (i.e.. 100 Connie Lane and 100 E. Connie Lane) and the emergency personnel response times. Administrator Bromeland stated that the street names were included in the platting process but said that staff can investigate the addressing and adding north or south or east or west to the streets.
- Administrator Bromeland asked Mr. Schrom what his timeline is for starting the dwellings in the proposed PUD, pending approvals. Mr. Schrom stated he would like to get permitting started in early summer.
- Commissioner Beckel moved, seconded by Commissioner Norton that the Planned Unit Development satisfies the intent of this ordinance and/or does not jeopardize the public health, safety, or welfare and to recommend to the City Council to set a public hearing. A roll call vote was taken with all in favor. Motion carried.



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

February 27, 2023

To: Planning Chair Talle and Commission
From: Jennifer J. Bromeland, City Administrator
Re: Application for PUD – Fox Meadows

Attached as Exhibit A is a Planned Unit Development (PUD) application for Blocks 2, 3, 6 in Fox Meadows. The PUD is being sought to create a new Common Interest Community (CIC) within the Fox Meadow development. Per the applicant, the CIC will consist of two types of dwellings. The first type will be twin homes located in Blocks 3 and 6 shown as Units 18-33 in Exhibit B. Each half of a twin home will become a separate lot and will eventually be sold to a homeowner. The greenspace and driveways will be owned by a homeowner's association. The second type will be single family homes located in Block 2 shown as Units 1-17 in Exhibit B. Each of the single family homes will become a separate lot and will eventually be sold to a homeowner. The greenspace and driveways will be owned by the same homeowner's association as the twin homes.

Also attached is an excerpt from Chapter 6 (Section 6.195) related to Planned Unit Developments. CIC plats are governed by Minnesota Statute Chapter 515B. At the local level, a CIC can be approved as a Planned Unit Development, allowing some flexibility from regular zoning standards as to size and location. To approve a proposed Planned Unit Development, the Council must find that the proposed use meets one or more of the requirements listed in Section 6.195, Subdivision 2. Per staff's review, the proposed use appears to meet Subdivision 2(D) and (E).

Per Section 6.195, Subdivision 7B, the Planning Commission shall not recommend approval of, nor shall the City Council approve, a Planned Unit Development unless each shall make a written findings of fact that the Planned Unit Development satisfies the intent of this ordinance and/or does not jeopardize the public health, safety, or welfare. Following a recommendation by the Planning Commission, the City Council may schedule a public hearing and provide notice to affected property owners.

Troy Schrom with Fox Meadows will be at the meeting to answer any questions that you might have. The developer has submitted a copy of the declaration. Per legal counsel, the City should have a copy of the covenants for informational purposes but in order for them to be enforceable against future land owners, they will need to be recorded and the association will be responsible for enforcement, not the City.

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Discussion should ensue. If it is determined that the application and preliminary plan meets the specifications of this ordinance, then a recommendation should be made to the City Council for its review.



Jennifer J. Bromeland
City Administrator

Jennifer Bromeland

From: Olson, Abbie <AOlson@fredlaw.com>
Sent: Monday, January 30, 2023 2:00 PM
To: Jennifer Bromeland; troymschrom@gmail.com
Subject: PUD Application and Information Needed
Attachments: Declaration for Fox Meadows Townhomes_77047391(1)-c.DOCX; 21-1282CIC_77935188(1)-c.PDF

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

Jennifer,

Here is the proposed CIC Plat to submit along with the PUD application and a statement to insert into the application.

The PUD is being sought in order to create a new common interest community (CIC) within the Fox Meadow development. A draft copy of the CIC Declaration is attached for review. The CIC will consist of two types of dwellings.

- The first type will be the twin homes located in Blocks 3 and 6 (highlighted in drawing attached to application) shown as Units 18 - 33. These will be built in accordance with the elevations/plans included in the application packet. Each half of a twin home will become a separate lot and will eventually be sold to a homeowner. The greenspace and driveways will be owned by a homeowner's association.
- The second type will be the single family homes located in Block 2 shown as Units 1 – 17. Each of the single family homes will become a separate lot and will eventually be sold to a homeowner. The greenspace and driveways will be owned by the same homeowner's association as the twin homes.

Let us know if you need any additional information. I hope you've had a nice vacation.

Thanks,
Abbie

Abbie S. Olson | Attorney | Fredrikson & Byron, P.A.
111 South 2nd Street, Suite 400 | Mankato, MN 56001
507.344.9006 (ph) | 507.344.9050 (fax)



This is a transmission from the law firm of Fredrikson & Byron, P.A. and may contain information which is privileged, confidential, and protected by the attorney-client or attorney work product privileges. If you are not the addressee, note that any disclosure, copying, distribution, or use of the contents of this message is prohibited. If you have received this transmission in error, please destroy it and notify us immediately at our telephone number (507) 344-9000.

From: Jennifer Bromeland <jbromeland@eaglelakemn.com>
Sent: Friday, January 20, 2023 2:28 PM
To: troymschrom@gmail.com; Olson, Abbie <AOlson@fredlaw.com>
Subject: PUD Application and Information Needed

CAUTION: EXTERNAL E-MAIL

Hi Troy and Abbie,

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PLANNED UNIT DEVELOPMENT APPLICATION

PO Box 159, Eagle Lake, MN 56024
(507) 257-3218 Phone (507) 257-3220 Fax
www.eaglelakemn.com

Plat Name: Fox Meadows

Number of Units Proposed: 10 Zone: [] A-1 [x] R-1 [x] R-2 [] R-3 [] R-4 [] B-1 [] LI [] HI

Plat Address: NE 1/4 SW 1/4 and NW 1/4 SE 1/4 Section 16-T10&N-R25W

Blue Earth County Parcel Number (s):

Applicant: (mandatory)

Name: Fox Meadows Townhomes Daytime Phone: 507-257-5110

Mailing Address: 704 Parkway Ave Fax Number:

City/State/Zip: Eagle Lake, MN 56024

Contact Person: Corey Cowdin (if different from applicant)

Details of Request. (attach additional sheets if necessary):

Include the items listed below:

- a. The location, dimensions, floor area, type of construction, and use of each proposed building or structure.
b. Floor plan showing specific uses within the building.
c. The number, the size and type of dwelling units in each building, and the overall dwelling unit density.
d. Architectural graphics, including typical floor plans and elevations, profiles, and cross-sections.
e. The location and dimensions of adjacent properties, abutting public right-of-ways and easements on the property.
f. Landscaping plans

The above signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury each state that we are all of the legal owners of the property described above and designate the following party to act as our agent with respect to this application: Agent/Consultant/Attorney: (mandatory if primary contact is different from applicant).

Clear Form

Applicant's Signature: [Signature] Date: 1-9-23

Office Use Only:

Application Fee: \$200.00
Notice Fee: \$ (2.00 per notice of properties within 350 feet)
TOTAL: \$

FOX MEADOWS - PHASE 1

2023 STREET & UNDERGROUND UTILITIES IMPROVEMENTS

PART OF THE SE1/4 SECTION 18-T108N-R25W

EAGLE LAKE, BLUE EARTH COUNTY, MN

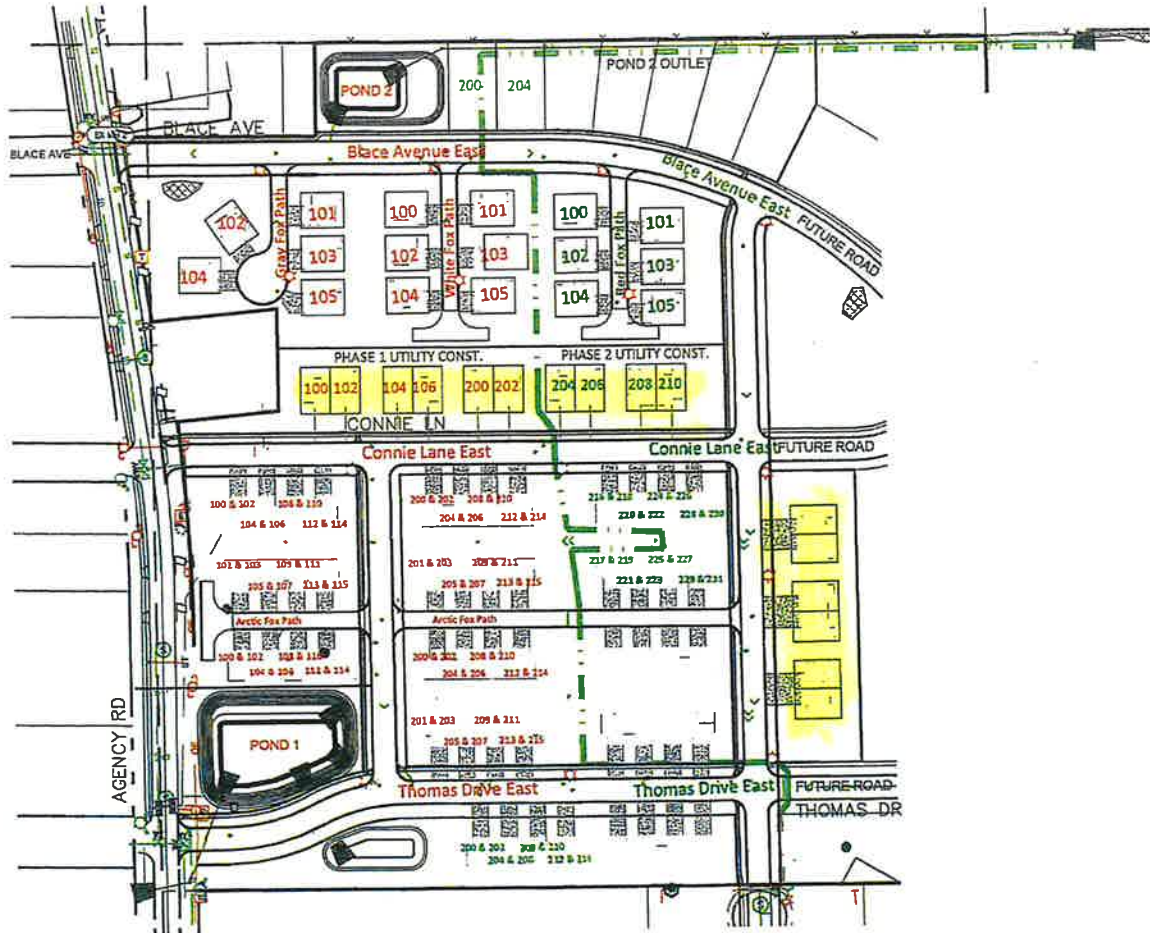
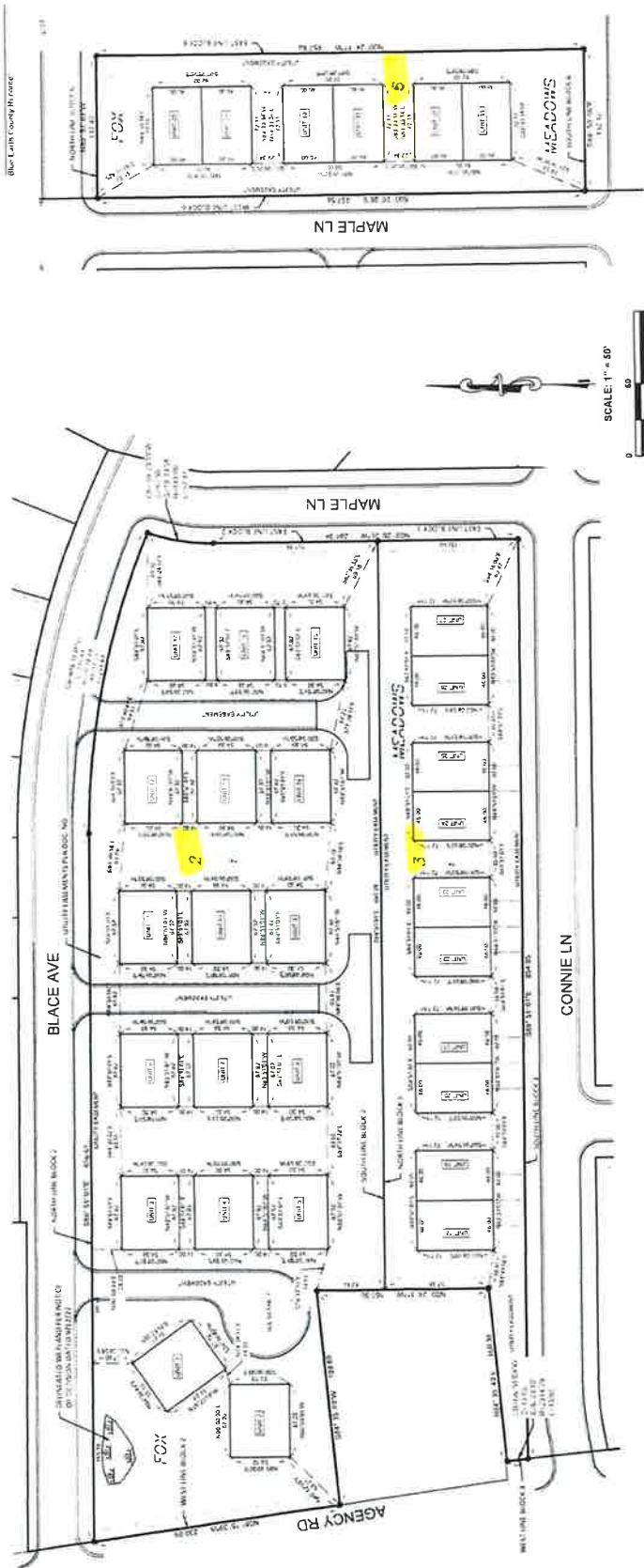


Exhibit B

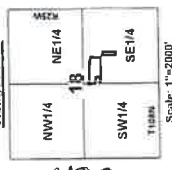
COMMON INTEREST COMMUNITY NUMBER 123, BLUE EARTH COUNTY, MINNESOTA FOX MEADOWS

This Common Interest Community, "CIC" is part of the subdivision recorded as Subdivision No. _____ day of _____ 20__ in Blue Earth County, Minnesota.



SCALE: 1" = 50'
SCALE IN FEET

- LEGEND**
- 54 inch X 2 1/2 inch unimproved lot (S&P)
 - 54 inch X 2 1/2 inch improved lot (S&P)
 - 12 inch X 2 1/2 inch unimproved lot (S&P)
 - 12 inch X 2 1/2 inch improved lot (S&P)
 - 12 inch X 2 1/2 inch unimproved lot (S&P)
 - 12 inch X 2 1/2 inch improved lot (S&P)



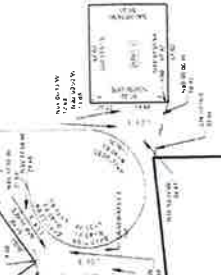
Scale: 1" = 2000'
BASIS OF BEARING SYSTEM
All bearings are based on the mean true meridian of the U.S. 14 Section 16-1 COR-R-25W being N00°41'17"W

The survey has been made on all lots and blocks and adjacent lots of all interests, but the correct lines have been laid out and the lines have been established on the ground.

Blue Earth County Property and Control Record Book #41
County property in this subdivision has in any cities or townships:
- Block _____ of _____
- Block _____ of _____

I, Steve A. Luchman, an individual, have prepared this plan and approved by me, Steve A. Luchman, of Blue Earth County, Minnesota, on this _____ day of _____, 20__.

Steve A. Luchman, Surveyor
Minnesota License No. 1414
I, _____, of _____, Minnesota, do hereby certify that this is a true and correct copy of the original as recorded in the office of the County Recorder.



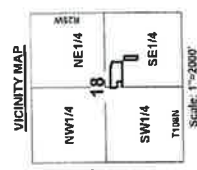
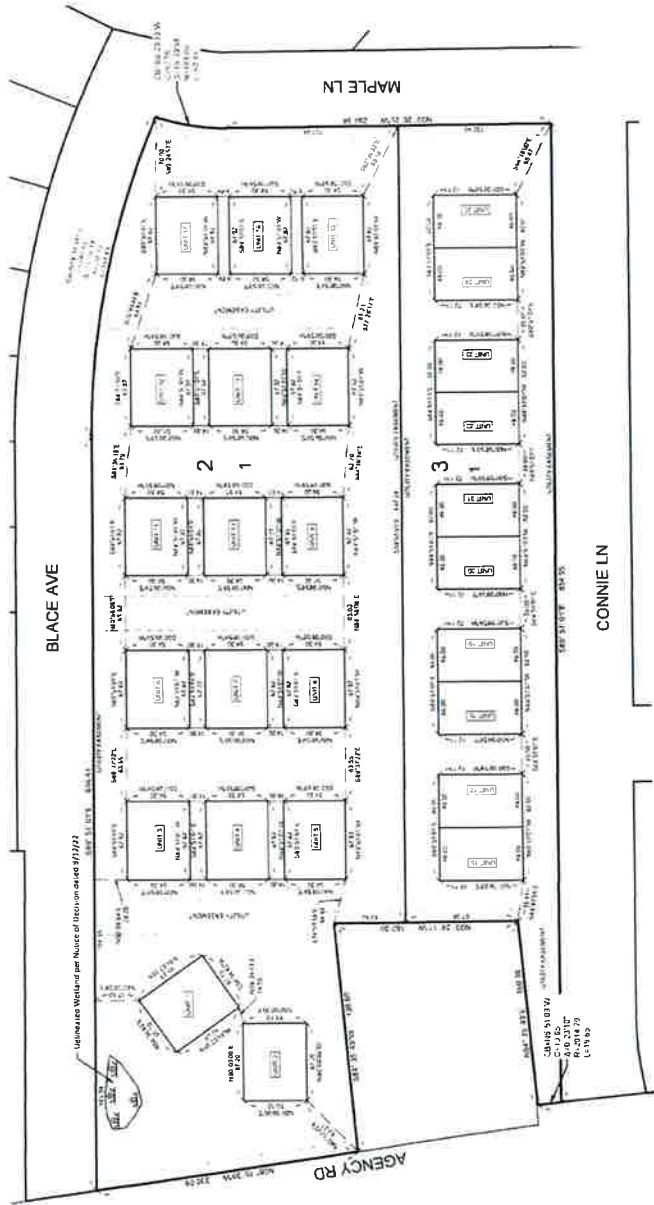
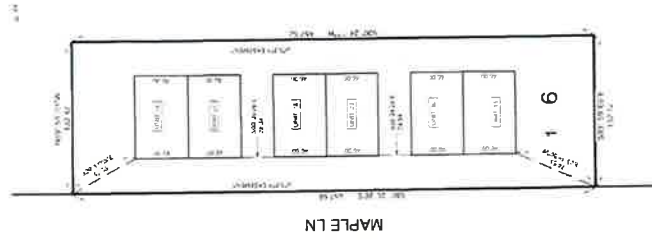
TYPICAL L.C.E. DIMENSIONS
1" = 40'

JONES, HAUGH & SMITH
PROFESSIONAL ENGINEERS & LAND SURVEYORS

SHEET NO. 1 OF 1 SHEETS

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FOX MEADOWS
 PLANNED UNIT DEVELOPMENT OF LOT 1 BLOCK 2, LOT 1 BLOCK 3, AND LOT 1 BLOCK 6
 AUSTIN, HOWARD COUNTY, MINNESOTA
 UNITS PLAN

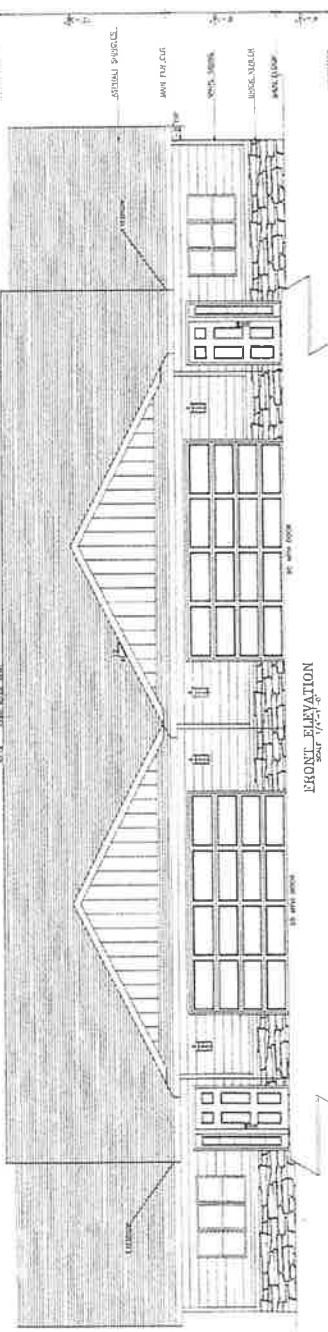


BASIS OF BEARING SYSTEM
 All bearings are based on the north-south line of the SE 1/4
 Section 18-T18N-R24W Range N102 24 11 44

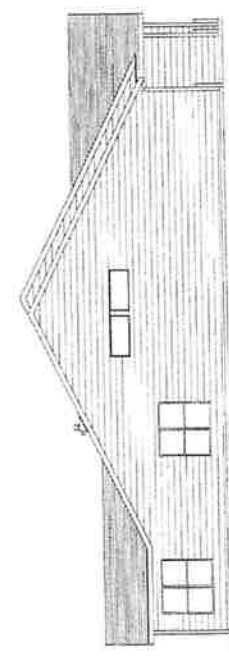
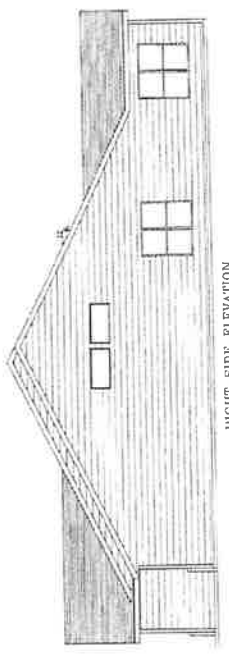
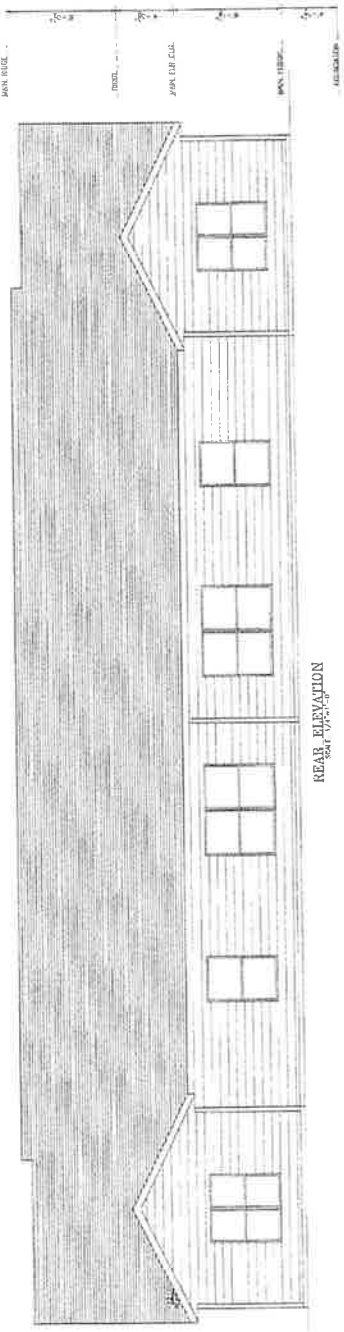
SHEET NO. 1 OF 3 SHEETS

JONES, HAUGH & SMITH
 PROFESSIONAL ENGINEERS & LAND SURVEYORS

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NOTES:
 1. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND ALL APPLICABLE REGULATIONS.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND ADJACENT PROPERTIES.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING STRUCTURES AND UTILITIES.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING LANDSCAPE AND PLANTING.



SCHROM CONSTRUCTION, Inc.

704 Parkway Ave
 Eagle Lake, MN 56024
 (507) 227-5104
 schromconstruction.com

Contractor:
 Schrom Construction, Inc.
 704 Parkway Ave
 Eagle Lake, MN 56024
 (507) 227-5104

Project Name and Address

Project: _____
 Title: _____
 Scale: AS SHOWN
 Elevations

Insulation/Finish

These items are intended as a guide for the builder who is responsible for the construction of the building. We will make the necessary changes to the drawings and specifications to meet the requirements of the building code and the manufacturer's instructions. It is the responsibility of the contractor to verify the accuracy of the information provided and to obtain any necessary permits.

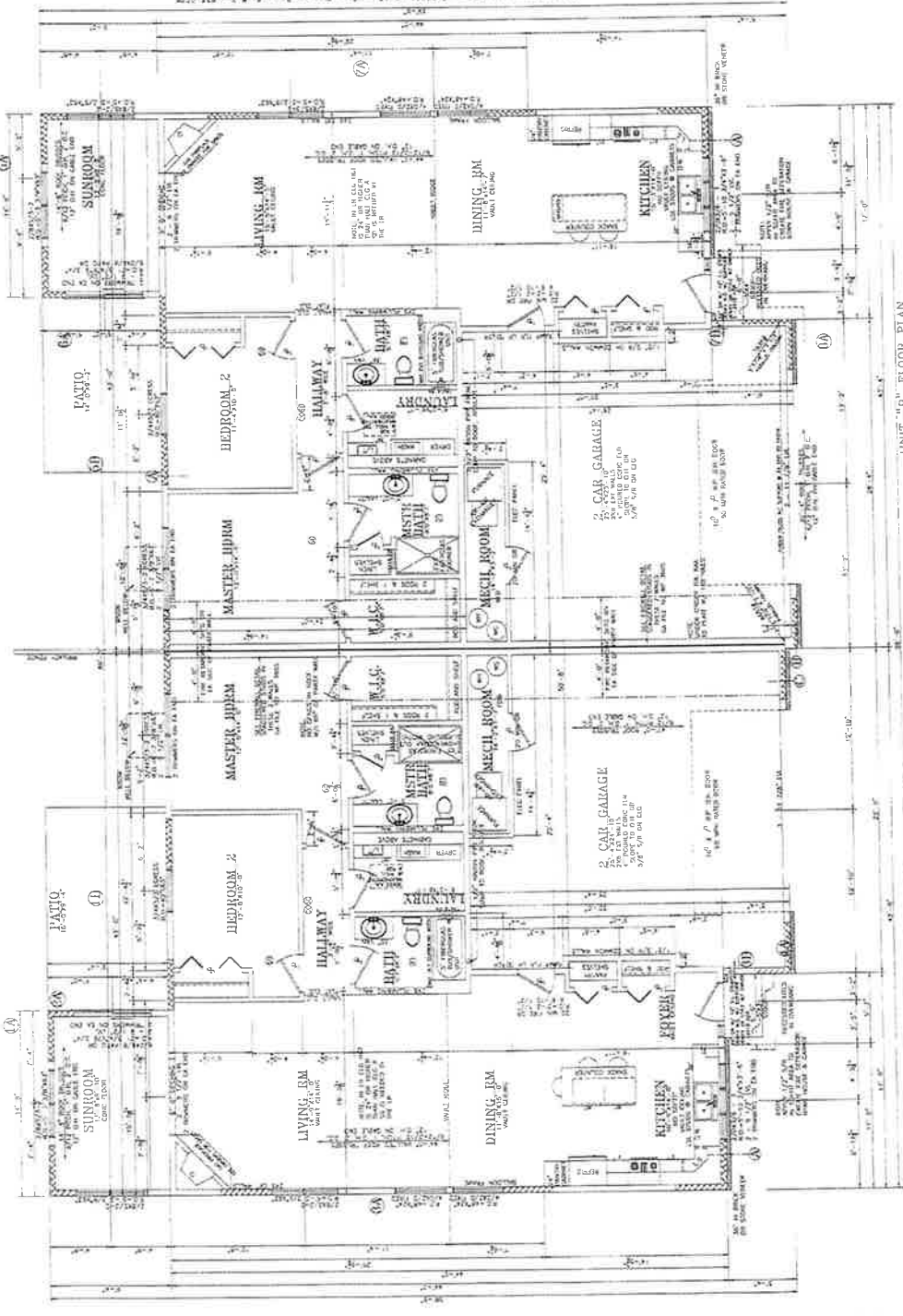
SCHROM CONSTRUCTION, Inc.

704 Parkway NW, Suite 500
 Atlanta, GA 30309
 (404) 525-5100

Contractor:
 Schrom Construction, Inc.
 704 Parkway NW, Suite 500
 Atlanta, GA 30309
 (404) 525-5100

Project Name and Address

Project Sheet
 Date
 Scale AS SHOWN
 Main Floor



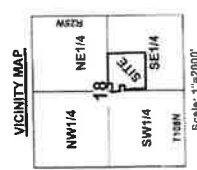
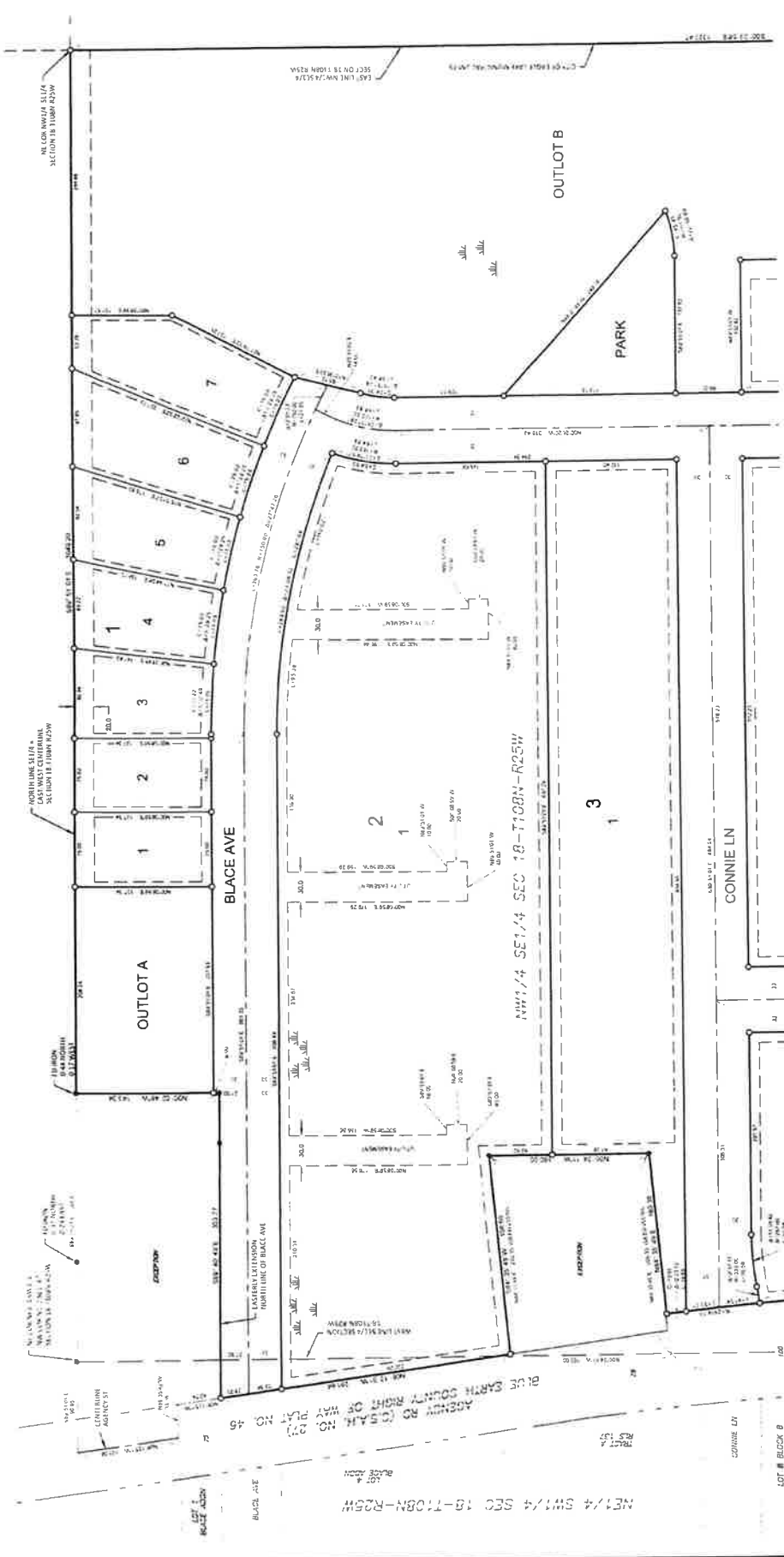
UNIT "16" FLOOR PLAN

UNIT "A" FLOOR PLAN

WINDOWS
 WINDOW SCHEDULE

1. 2'-0" x 4'-0" DOUBLE GLAZED WINDOW
 2. 4'-0" x 6'-0" DOUBLE GLAZED WINDOW
 3. 6'-0" x 8'-0" DOUBLE GLAZED WINDOW

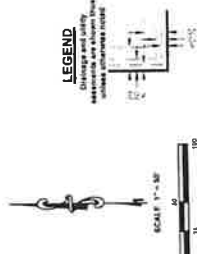
OFFICIAL PLAT
FOX MEADOWS



LEGEND
 • 6x6 inch x 18 inch iron monument
 ○ 1/2 inch iron monument - Found
 ○ 1/2 inch iron monument - Not Found
 ○ 1/2 inch iron monument - Not Found
 ○ 1/2 inch iron monument - Not Found
 ○ 1/2 inch iron monument - Not Found

BASIS OF BEARING SYSTEM
 All bearings are taken from the North Line Slits
 Section 18-T100N-R25W being N00°24'11"W

Scale: 1"=200'

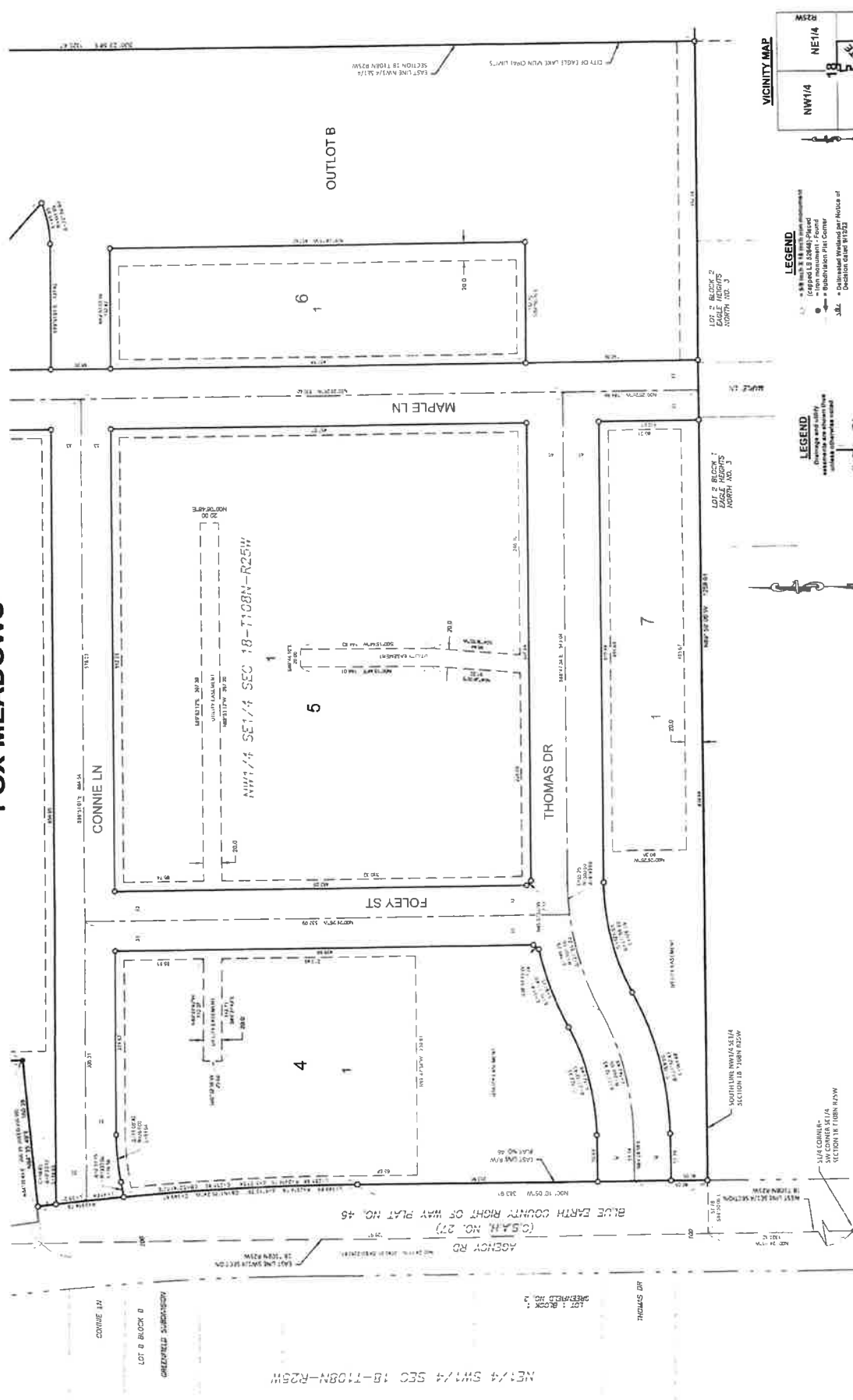


JONES, HAUGH & SMITH
 PROFESSIONAL ENGINEERS & LAND SURVEYORS

SHEET NO. 1 OF 3 SHEETS

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OFFICIAL PLAT
FOX MEADOWS



NE 1/4 SW 1/4 SEC 18-T100N-R25W
LOT 1 BLOCK 2
DREYERFIELD NO. 1
THOMAS DR
CONNECTION TO
LOT 2 BLOCK 1
DREYERFIELD NO. 2
AGENCY RD
FOLEY ST
MAPLE LN
CONNIE LN
OUTLOT B
LOT 6
LOT 5
LOT 7
LOT 4
VICTINITY MAP
LEGEND
BASIS OF BEARING SYSTEM
SCALE: 1" = 80'
SCALE IN FEET

JONES, HAUGH & SMITH
PROFESSIONAL ENGINEERS & LAND SURVEYORS

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OFFICIAL PLAT
FOX MEADOWS

KNOW ALL PERSONS BY THESE PRESENTS THAT Fox Meadow Townhomes LLC a Minnesota Limited Liability Company, herein of the following address:
 14111 141st Street, Minneapolis, MN 55425

As the part of the NW1/4 of the SE1/4 and NE1/4 of the SW1/4 of Section 18, T18N R23W, east of Blue Earth County Highway 101 of Way 744 No. 48

EXCEPT

All the part of the NE1/4 SW1/4 and NW1/4 BE 1/4 Section 18, T18N R23W, Blue Earth County, Minnesota, described as follows:
 Beginning at the northeast corner of said SE1/4, thence South 89° 31' 57" East a distance of 200.00 feet, in an assumed bearing on the north line said BE 1/4
 thence South 0° 00' 00" East a distance of 143.24 feet,
 thence South 89° 31' 57" East a distance of 200.00 feet, to the point of beginning.
 thence North 0° 00' 00" West a distance of 143.24 feet,
 thence North 89° 31' 57" West a distance of 200.00 feet, to the point of beginning.
 thence South 89° 31' 57" East a distance of 200.00 feet, to the point of beginning.

AND ALSO EXCEPT

All the part of the NW1/4 BE 1/4 Section 18, T18N R23W, City of Eagle Lake, Blue Earth County, Minnesota, described as follows:
 Beginning at the north corner of said NW1/4, thence South 89° 31' 57" East a distance of 200.00 feet, to a distance of 200.00 feet, to the
 point of beginning.
 thence South 0° 00' 00" East a distance of 143.24 feet,
 thence South 89° 31' 57" East a distance of 200.00 feet, to the point of beginning.
 thence North 0° 00' 00" West a distance of 143.24 feet,
 thence North 89° 31' 57" West a distance of 200.00 feet, to the point of beginning.

has caused the same to be surveyed and plotted as FOX MEADOWS and does hereby forever dedicate to the public, for public use the part public ways and drainage
 and utility easements as detailed hereon, as shown on this plat.

IN WITNESS WHEREOF, I, the undersigned, have hereunto set my hand and the seal of the State of Minnesota, this 14th day of December, 2022.

Fox Meadow Townhomes LLC, a Minnesota Limited Liability Company

Troy M. Bostrom, President

STATE OF MINNESOTA
 COUNTY OF FREEDOM

The instrument was acknowledged before me this 14th day of December, 2022, by Troy M. Bostrom, President of Fox
 Meadow Townhomes LLC, a Minnesota Limited Liability Company

My Commission Expires January 31, 2028

John A. Halvick, County Recorder

STATE OF MINNESOTA
 COUNTY OF FREEDOM

The instrument was acknowledged before me this 14th day of December, 2022, by Troy M. Bostrom, President of Fox
 Meadow Townhomes LLC, a Minnesota Limited Liability Company

My Commission Expires January 31, 2028

John A. Halvick, County Recorder

STATE OF MINNESOTA
 COUNTY OF FREEDOM

The instrument was acknowledged before me this 14th day of December, 2022, by Troy M. Bostrom, President of Fox
 Meadow Townhomes LLC, a Minnesota Limited Liability Company

My Commission Expires January 31, 2028

John A. Halvick, County Recorder

APPROVED
 Planning Commission of the City of Eagle Lake, Minnesota on the 24th day of November, 2022.

Approved by the City Council of Eagle Lake, Minnesota, on the 24th day of November, 2022.

Approved by the City Council of Eagle Lake, Minnesota, on the 24th day of November, 2022.

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SECTION 6.195 PLANNED UNIT DEVELOPMENT

(Adopted June 18, 2008)

Subd. 1. Purpose. The City Council of the City of Eagle Lake has determined that it is appropriate to encourage flexibility in the development of land in order to promote the most appropriate use, improve the design, character and quality standards and provide a harmonious mixture of land uses, facilitate the adequate and economic use of streets, utilities, and city services. When coordinated with the comprehensive plan, a Planned Unit Development can be an effective tool for guiding development. The City of Eagle

Lake has authorized the use of Planned Unit Developments for the following purposes:

- A. Encourage integration of new structures with existing structures;
- B. Facilitate the provision of housing, for all economic classes;
- C. Provide for improved residential environments; and
- D. Enhance the ability of the City of Eagle Lake to promote business and employment opportunities.

Planned Unit Development projects shall be developed in accordance with an overall design and an integrated development plan in accordance with the City subdivision regulations. Such projects shall be consistent with the intent and purpose of this Ordinance and shall not adversely affect the property adjacent to the land included in the project.

Subd. 2. Public Benefit. The City Council shall review each proposed Planned Unit Development and determine whether the planned use will be for the Public Benefit. The Council shall consider the following factors in determining whether a proposed use is for the Public Benefit:

- A. Preservation and enhancement of desirable site characteristics and open space.
- B. A pattern of development which preserves natural vegetation, topographic and geological features.
- C. Preservation and enhancement of historic and natural resources that significantly contribute to the character of the City.
- D. Use of design, landscape, or architectural features to create a pleasing environment or other special development features.
- E. Provision of a variety of housing types in accordance with the City's housing goals.
- F. Elimination of blighted structures or incompatible uses through redevelopment or rehabilitation.
- G. Business and commercial development to enhance the local economy and strengthen

the tax base.

H. The efficient use of land resulting in more economic networks of utilities, streets, schools, public grounds, buildings, and other facilities.

In order to approve a proposed Planned Unit Development, the Council must find that the proposed use meets one or more of these requirements.

Subd. 3. Procedure. The following procedures shall govern application for Planned Unit Developments:

- A. An Application for Planned Unit Development and the development plan must be filed by the landowner or jointly by all landowners of the property included in a project. The application and all submissions must be directed to the development of the property as a unified whole. In the case of multiple ownership, the approved final plan shall be binding on all owners.
- B. Upon the receipt of an application and preliminary plan for the establishment of a Planned Unit Development district, the Planning Commission shall review the application and preliminary plan and advise the City Council if the preliminary plan meets the specifications of this ordinance. The recommendations will then be sent to the City Council for its review.
- C. Within sixty days of receiving the application, the City Council shall hold one or more public hearings on such proposed preliminary plan and amendment. Notice of the public hearing will be published in the general newspaper at least ten calendar days in advance of the hearing. All adjoining property owners shall be given notice of the time and date of the hearing. The proposed preliminary plan for the Planned Unit Development shall be made available for the public to review prior to the time and date of the hearing, at the Office of the City Administrator, and will be available at the public hearing.
- D. After holding the public hearing, the City Council shall act to approve, approve the modifications and/or conditions, or deny the application. If the Council requests modifications, the applicant shall make the revisions to the plan and resubmit the matter to the Planning Commission, who will then review the proposed changes.
- E. A final Planned Unit Development plan shall be submitted to the City Council for its approval or denial.

Subd. 4. Time Limit on Approved Planned Unit Development. No Planned Unit Development plan approval shall be valid for a period longer than one (1) year unless a building permit is issued. However, upon written request of the applicant, the one (1) year period may be extended by the City Council for up to one (1) year, without a new application being submitted.

Subd. 5. Regulations During and Following Completion of Development. Following approval of the Planned Unit Development, the development site plan, including any modifications thereof, shall constitute the use, parking, loading, sign, bulk, space, and yard regulations applicable to the property, and no use, building or development, other than home occupations and temporary uses not allowed by the development site plan, shall be permitted within the area of the Planned Unit Development.

Subd. 6. Adjustments to the Development Site Plan. Adjustments to the development site plan shall be accordance with the requirements set forth below.

- A. New Application Required. No alteration or amendment shall be made in the construction, development, or use without a new application under the provisions of this section. However, minor alterations may be made subject to the written approval of the Zoning Administrator.

- B. Minor Adjustments. During build-out of the Planned Unit Development, the Zoning Administrator may authorize minor adjustments to approved development Site plans when such adjustments appear necessary in light of technical or engineering considerations. Such minor adjustments shall be limited to the following elements:
 - 1. Adjusting the distance as shown on the approved development site plan between any one (1) structure or group of structures, or any vehicle circulation element or any boundary of the site, as long as the adjustments do not require a variance. If a variance is required, the property owner must follow the applicable procedure.
 - 2. Adjusting the location of any open space.
 - 3. Adjusting the final grade.
 - 4. Altering the types of landscaping elements and their arrangement within the required landscaping buffer area.

Such minor adjustments shall be consistent with the intent and purpose of the Ordinance and development plans approved pursuant to this section shall be the minimum necessary.

Subd. 7. Standards.

- A. A Planned Unit Development may be established for any parcel or tract of land under single ownership or control. The property included in the Planned Unit Development shall be planned and developed or redeveloped as a single unit and in a manner consistent with the intent and purpose for which a Planned Unit Development may be permitted.

- B. The Planning Commission shall not recommend approval of, nor shall the City Council approve, a Planned Unit Development unless each shall make written findings of fact that the Planned Unit Development satisfies the intent of this ordinance and/or does not jeopardize the public health, safety, or welfare.

- C. The development of the Planned Unit Development shall conform to the approved development plan; including all proposed covenants, easements, conditions of approval, and other provisions relating to the bulk, location, and density of permitted structures, accessory structures, parking, and other public facilities.

- D. All land shown on the approved development plan as common open space must be conveyed to the City of Eagle Lake for the maintenance of the Planned Unit Development.
- E. Planned Unit Developments are allowed for new projects on undeveloped land, redevelopment of previously built sites, or conversions of existing buildings and land provided they are allowable per underlying district(s) standards.
- F. Specific allowed uses and performance standards for each Planned Unit Development shall be delineated in a development plan as approved by the City Council. The Planned Unit Development plan shall identify all the proposed land uses and those uses shall become permitted uses within the Planned Unit Development with the acceptance of the development plan. Any change in the uses presented in the development plan shall require the approval of an amendment to the Planned Unit Development by the City Council in the manner prescribed by this Chapter.
- G. The Planning Unit Development adheres to additional requirements, including but not limited to tree, water and woodland preservation, surface water, home occupation, parking, sign, and general district provisions as set forth within the appropriate chapters of the Ordinance, as may be amended.

Subd. 8. Design Standards.

- A. The number of principal use structures which may be constructed within the Planned Unit Development may be determined by dividing the net acreage by the required lot area per unit that is required in the district in which the Planned Unit Development is located. The net acreage shall be defined as the project area less the land dedicated for public streets or other public purposes. The project area includes all the land within the Planned Unit Development that is allocated for residential, institutional, commercial, or industrial uses, and for the common space required. The City Council of the City of Eagle Lake may waive this requirement upon finding that these standards will hinder the purposes of the proposed Planned Unit Development and the standards are not necessary for the project to provide a public benefit to the City.
- B. The development plan shall contain such proposed covenants, easements, and other provisions relating to the bulk, location, and density of permitted structures, accessory structures, and public facilities as may be necessary for the welfare of the Planned Unit Development and the City.
- C. The common open space, and other common properties, individual properties, and all other elements of the Planned Unit Development shall be so planned that they achieve a unified scheme of integrated planning and a harmonious selection and efficient distribution of uses.

- D. Common open space within a Planned Unit Development must be used for amenity or recreational purposes. Motor vehicle parking areas and traffic corridors shall not be considered an approved use of common open space. The uses authorized for the common open space must be approved to the scale and character of the Planned Unit Development, and consider the Planned Unit Development's size, density, topography, number and type of structures to be provided.
- E. Common open space must be suitably improved for its intended use. Common open space containing natural features worthy of preservation may be left unimproved. The development plan must coordinate the improvement of the common space and The construction of the permitted structures within the Planned Unit Development.
- F. Adequate access shall be provided for fire and emergency vehicles.



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


March 6, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Community Center Task Force

Mayor Norton and Council Member Steinberg would like to discuss the possibility of establishing a Community Center Task Force to explore the feasibility of a community center in Eagle Lake.

It should be noted that the task force is just a fact finding committee and is not authorized to incur expenditures without prior authorization by the City Council.

Discussion should ensue.


Jennifer J. Bromeland
City Administrator



March 6, 2023

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

1. Water Treatment Plant Bonding Request. Mayor Norton and I will be traveling to St. Paul on Wednesday to testify on behalf of HF 144. The City of Eagle Lake is seeking a \$1,150,000 appropriation for a grant for predesign and design work necessary for the construction of a new water treatment plant. See attached handout.
2. CDL Requirements. On February 7, 2022, new rules for CDL applications went into effect. The requirements now require that all CDL applicants prove that they've followed federally approved training curriculum provided by a federally approved instruction. To obtain a CDL, applicants must complete a theory training (either in class or on-line) and then also complete behind the wheel training. It is anticipated that it will now cost approximately a minimum of \$3,000 to have public works staff obtain their CDL. We'll plan to discuss in more detail at the meeting.
3. Carbon Reduction Grant Submitted. A Carbon Reduction Grant application was submitted to try and help offset costs associated with the Eagle Lake Pedestrian Connectivity Project. City staff will work to modify the grant application as needed to meet program eligibility requirements.
4. Preparing for EAB Grants Application Submitted. A Preparing for EAB Grants application was submitted in the amount of \$6,300 to remove and replace seven (7) ash trees from Lake Eagle Park. Funding for the program has significantly decreased compared to what was available last year when the City was awarded a grant to remove and replace ten (10) ash trees.
5. TA Grant Application Submitted. An ATP-7 Transportation Alternatives Solicitation Full Application from the City of Eagle Lake was submitted on January 13th. A presentation was made to the ATP Review Committee on March 1st. IF awarded funding, the project may be able to commence in federal fiscal year 2026, a year ahead of what was initially anticipated when the application was submitted, due to additional funding that might be available for the program.
6. Two Applications Received for Planning Commission Vacancies. Two applications have been received for the two vacancies that presently exist on the Planning Commission. The applications will be forwarded to the Planning Commission for review at their

upcoming meeting. A recommendation to appoint will be forthcoming to the City Council for the April 3rd meeting.

7. Overview of Planning Process for Possible Future New Fire Hall. We will review next steps as it relates to planning for a possible future new fire hall and financing options.
8. Upcoming 2023 Safety and Loss Control Workshop in Mankato on April 5th. City staff will be attending a Safety and Loss Control Workshop in Mankato on April 5th. The afternoon session, which runs from 12:15 p.m.-3:30 p.m., focuses on de-escalation strategies. Given the topic of the workshop and some of the issues that City staff encounters, I would like all of the office staff to attend this workshop. Doing so will require that the front office at City Hall be closed from 12:00-4:00 p.m. for training. We have not closed the front office for training in the past and always strive to have someone available to help at the front counter and answer phones but given the location and low cost for the training, it is a training opportunity that I'd like all administrative staff to be able to attend, including myself. Public Works will be sending two staff to the workshop as well.



Jennifer J. Bromeland
City Administrator

April 5th

#8

AFTERNOON TRACKS

2023 SAFETY AND LOSS CONTROL WORKSHOPS

DE-ESCALATION STRATEGIES



CYBERSECURITY ESSENTIALS



INSURANCE AGENTS



12:15 - 3:30

Verbal Judo De-Escalation

Brought to you by the Verbal Judo Institute, this session is designed to equip any city employee with the necessary skills to redirect behavior and interact in a positive and professional manner.

Participants will learn to de-escalate tense encounters with respect; become familiar with ways to gain voluntary compliance; and learn positive communication tactics.

Learn necessary skills to redirect behavior and interact in a positive and professional manner.



ALL CITY EMPLOYEES CAN GAIN VALUABLE STRATEGIES FROM THIS SESSION.

SC EO HR

What Can Go Wrong, Will: Cybersecurity Essentials

Hackers, tornadoes, and fires, oh my!

Cyber risks are an increasingly important consideration for cities. Stories of computer system hacking and ransom demands are frequently in the news. Liability for data security breaches and electronic theft of city funds can be costly. Equipment or data destroyed in a virus attack or natural disaster is time-consuming to repair and restore.

Learn how you can keep your systems and data protected, even during a disaster.

Leverage sample templates and guidance from facilitators and begin creating your city's incident response plan.

This workshop will focus on cyber incidents, but is applicable for any disaster.

Even if you are not your city's primary IT provider, all audiences can gain valuable, city-specific strategies from this session.

Learn how to keep your systems and data protected, even during a disaster.



SC

Municipal Tort Liability

Discover the statutory protections unique to municipalities. Examine immunities preventing municipal liability and tort caps limiting liability. Find out how to advise clients on the annual decision whether to waive the tort caps. Understand excess coverage and how it affects the tort cap waiver decision.

What's New in Loss Control

This session will focus on recent updates in loss control service capabilities available to cities. Find out about recent service strategy changes for larger cities, our new small city service initiative, expanded cybersecurity options, regional safety groups and more.

LMCIT Updates for Agents

Don't miss these important updates from the League of Minnesota Cities Insurance Trust! Hear about recent coverage, rate, and other changes for the property/casualty and workers' compensation programs.

Agent Best Practices

This will be a hands-on review of the renewal application, coverages, and premium implications associated with the various LMCIT coverage options. Our underwriting team will provide - by example - premiums for different coverage levels. There will be discussion regarding matching a city to the optimal coverage.

Agents are also invited to attend morning tracks!

12:15 - 1:15

1:15 - 1:45

2 - 2:30

2:30 - 3:30

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