

CITY OF EAGLE LAKE
APRIL 1, 2024
CITY COUNCIL MEETING AGENDA
705 Parkway Avenue
6:00 P.M.

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

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

CALL TO ORDER

ROLL CALL

OPEN PUBLIC COMMENTS

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

APPROVAL OF THE AGENDA

APPROVAL OF MEETING MINUTES

- City Council Meeting Minutes of March 4, 2024 Pg. 3

CONSENT AGENDA

- | | | | |
|--------------------------------|--------|--|--------|
| 1. Monthly Bills | Pg. 10 | 2. Treasurer's Report | Pg. |
| 3. Public Works Report | Pg. 38 | 4. Fire Report | Pg. 39 |
| 5. BECSO Report | Pg. | 6. Gambling Report | Pg. 41 |
| 7. Building and Zoning Permits | Pg. 43 | 8. Res. 2024-19 Appoint Brudvig to
Fire Dept Reserves | Pg. 44 |

PUBLIC HEARING

- 1. Preliminary and Final Plat for Bauer Jackson Addition Pg. 45

PRESENTATIONS

OLD BUSINESS

NEW BUSINESS

1. Preliminary and Final Plat for Bauer Jackson Addition Pg. 59
2. AWAIR Policy Pg. 60
3. Employee Right to Know Policy Pg.115
4. Pricing for New Warming House Door and Painting of Bathrooms Pg.118
5. SWC Resilience Planning Grant Award Agreement Pg.124

OTHER

1. Impound Update (Lieutenant Gahler) Pg.126
2. Recap of Congressional City Conference (Mayor Norton and City Administrator Bromeland)
3. Dog License and Registration Discussion

CITY ADMINISTRATOR REPORT

Pg.129

1. Highway 14 Eagle Lake Corridor Study Update
2. YTD Expenditure and Revenue Report
3. Mankato Area Public Schools Community Education Summer 2024 Update
4. Assessment/Open Book Meeting Notice
5. Earth Day Community Activity
6. Lead Service Line Inventory Update and Next Steps/Timeline
7. Damaged Trees on Parkway Avenue
8. Recap of LMC Day on the Hill and CGMC Legislative Action Day
9. Generator for City Hall and Wells Update

COUNCIL MEMBER REPORTS

ANNOUNCEMENTS

- Upcoming Regular **City Council** Meeting – May 6, 2024 at 6:00 PM, City Hall – Council Chambers, 705 Parkway Avenue
- Next Regular **EDA** Meeting – April 25, 2024 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Park Board** Meeting – April 11, 2024 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Planning Commission** Meeting – April 15, 2024 at 6:00 PM, City Hall-Council Chambers, 705 Parkway Ave

ADJOURNMENT

**CITY OF EAGLE LAKE
CITY COUNCIL MEETING
MARCH 4, 2024**

CALL TO ORDER

- Mayor Norton called the meeting to order at 6:00 p.m.

ROLL CALL

- Council Members present: Garrett Steinberg, Beth Rohrich, Anthony White, John Whittington, and Mayor Lisa Norton.
- Staff present: City Administrator Jennifer Bromeland, Public Works Director Andrew Hartman, and Deputy Clerk Kerry Rausch.

PUBLIC COMMENTS

- None

APPROVAL OF THE AGENDA

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

APPROVAL OF MEETING MINUTES

- **Council Member Rohrich moved, seconded by Council Member Steinberg, to approve the February 5 and February 26, 2024 City Council minutes. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

CONSENT AGENDA

- Mayor Norton thanked Alliance Pipeline for their generous donation, pointed out the resignations of Ben Ehlert from the fire department and Tom Paulson from the Planning Commission, the appointment of Ben Metcalfe to the fire department reserves, and the disposal of city records.
- **Council Member White moved, seconded by Council Member Steinberg, to approve the consent agenda.**

Monthly Bills

Treasurer's Report

Public Works Report

Fire Report

BECSO Report

Gambling Report

Res. 2024-13 Donations for Park

Res. 2024-14 Resignation of Ben Ehlert from Fire Department

Res. 2024-15 Disposal of City Records

Res. 2024-16 Resignation of Tom Paulson from Planning Commission

Res. 2024-17 Appoint Ben Metcalfe to Active Fire Department Roster

- **The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

OLD BUSINESS

1. Fire Department Recommendation for Pre-Design Service

- Fire Chief Vern Simpson reviewed the process the fire department committee has taken to review all proposals. One proposal was substantially lower than the rest of them, however, the fire department

review committee was not comfortable with their experience. The Fire Department would like to work with a company NFPA compliance experience. The fire department is recommending Brunton Architect.

- Cory Bruton, Bruton Architect President and CEO and Jerry Streich who is on the public safety side, stated they have extensive experience in public safety. Mr. Brunton stated they have designed over fifty (50) fire halls and constructed over 30 of those. They look to create facilities with more than one function. The proposed study is one of the most important things they can do for the city and if they do the study and the city moves forward with them to design the building the study fees will be absorbed into the design fees, essentially making the study free of charge.
- Administrator Bromeland asked what the next step would be after the pre-design study. Mr. Brunton stated that a best value procurement process could be used, open bids are not required due to difficulty in getting apple to apple comparisons. The City would not be committed to utilizing Brunton in future stages of the project.
- Council Member Whittington asked what the Council could expect for deliverables from the pre-design work. Mr. Brunton stated the city would receive results of the feasibility studies, they would measure the existing building, look at deficiencies and opportunities to utilize the existing facilities and look at expansion possibilities. They would also look at other identified locations to ensure they would not be landlocked if future expansion was needed. They will look at several design criteria, cost per square foot, generate a cost estimate, and will include escalators for cost if construction is delayed a year or more. They need to make sure the design concepts are included, site analysis, safety and barriers, block diagrams. They will generate renderings, will help with open house discussions with the community, generate conceptual floor plans, and cost estimates. They will include a summary of their recommendation.
- Mayor Norton stated she attended the final interview and learned of the importance of utilize a firm with public safety experience to ensure the safety of the fire fighters.
- Administrator Bromeland reviewed that Brunton's bid is \$27,500 and there are funds budgeted for this.
- Chief Simpson stated issues with the existing fire bays and safety issues.
- **Council Member Rohrich moved, seconded by Council Member Whittington, to proceed with Brunton Architects and Engineers to perform the feasibility study of a new fire hall. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

NEW BUSINESS

1. Pricing for Automatic Locks at Lake Eagle Park Bathrooms and Warming House

- Administrator Bromeland stated that before the Council is the pricing of automatic locks for the bathrooms and warming house in Lake Eagle Park. She explained that previously the police department locked the doors in the evenings and that the public works department would unlock them in the mornings. Without a local police department Park Board members have volunteered to lock the doors in the evenings.
- Administrator Bromeland explained that City staff would have the ability to schedule times when the doors are locked and unlocked and that this is advantageous since the facilities have a set schedule of being open to the public and it would promote more consistent operations and efficient use of staff time. City staff would have remote access to adjust the times as needed. If someone is using the facilities when the door is set to lock, they would still be able to exit the facility.
- Pricing from Freedom Security came in at \$9,735.85 which includes an access control system and a wireless broadband link. The pricing from Master Electric came in at \$23,594.12.

- Administrator Bromeland stated that per an inquiry to the City's legal counsel the one-time public safety funds cannot be used to pay for the automatic locks for the bathrooms and warming house at the park since the primary purpose is to protect the facility from vandalism. However, it was advised that budgeted public safety funds could be used for this purpose. This means that funds budgeted for contracting with the Blue Earth County Sheriff's Office could be used to pay for the automatic locks with the one-time public safety funds being used to pay for police protection.
- Administrator Bromeland and Public Works Director Hartman met and reviewed pricing. Meetings were held with both vendors to discuss the City's need for automatic locks at the park prior to obtaining pricing.
- Mike Bales with Freedom Security was present to answer questions. He explained that his bid is an aggressive bid and that his system includes wireless access between the two buildings and that a network is not needed and that no wires need to be pulled. Public Works Director Hartman stated that there is internet at the well house. This system would not be affected by a power outage.
- Administrator Bromeland stated that at this time consideration is being given to Lake Eagle Park due to limited funding available and that City Hall could be equipped later.
- **Council Member Whittington moved, seconded by Council Member Rohrich, to accept the bid from Freedom Security in the amount of \$9,735.85 to purchase and install automatic locks in Lake Eagle Park's restrooms and warming house. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

2. Pricing for Video Surveillance at Lake Eagle Park

- Administrator Bromeland explained that bids were received from Freedom Security (\$20,725) and Master Electric (\$10,490.21) to install video surveillance at Lake Eagle Park and City Hall. Per an inquiry to the City's legal counsel, one-time public safety funds can be used to monitor activities at the park and skating rink due to there being a public safety purpose to reduce violence in the community. Legal counsel further advised that installing cameras at City Hall would be a permissible use of the public safety funds since the main purpose is the safety of employees. However, legal counsel does not advise using the public safety funds to install a camera at the Public Works Building if the intent is to deter theft.
- Administrator Bromeland also explained that meetings were held with both vendors to discuss the City's need for surveillance cameras. There is a sizable cost difference which appears to be attributed to the amount of megapixels per camera. The more pixels, the better the resolution.
- Blue Earth County Lieutenant Gahler stated camera quality is very important with investigations to be able to read license plates and provide facial recognition. He also asked if the coverage area being recorded would be able to zoom in after the fact, which it is capable of doing. Lt. Gahler stated that the city may want to look to interlink facilities at city hall to disperse to all sites.
- Council discussion included the distance the cameras would be able to pick up. Cameras are to be placed at the ice rink warming house and pavilion area at the park.
- Mike Bales with Freedom Security explained that once the foundation for surveillance cameras is laid expansion is possible.
- Discussion took place about installing cameras inside City Hall. Administrator Bromeland stated that bullet proof glass should be a priority for inside City Hall to ensure the safety of employees working at the front counter.
- Council discussion included that surveillance cameras is to protect city assets and people. The locations were deemed appropriate.

- **Council Member White moved, seconded by Council Member Steinberg, to accept the bid from Freedom Security in the amount of \$20,725 to install surveillance cameras in Lake Eagle Park and at City Hall utilizing the one-time public safety funds. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

3. Pets at Work Policy

- Administrator Bromeland explained that discussion took place at the February 5, 2024 City Council meeting about whether pets should be allowed in the workplace. It was explained at that time that an employee recently brought a puppy to work and that there is not a policy in place addressing pets in the workplace. Per an inquiry to legal counsel, there is not a law that states that an employer cannot allow pets in the workplace but if it does allow them, then it was advised that a policy be put in place. If an employee is allowed to bring a pet to work without a policy, precedent is being set that any employee can bring their pet to work, and that might not be manageable. City Council directed staff to bring a draft policy to the March meeting for review and consideration.
- Administrator Bromeland also stated there are benefits of allowing pets in the workplace and there are reasons why an employer may choose to not allow pets in the workplace. These might include employees having allergies or a fear of animals, too much of a distraction, there could be increased liability if someone gets bit or hurt by a pet, damage to property, and other reasons.
- Administrator Bromeland reviewed two draft policies, one allowing pets at work and the other not allowing pets at work.
- Council discussion included both pros and cons to allowing pets at work.
- **Council Member White moved to adopt the policy presented which would allow pets at work. The motion died for the lack of a second.**
- **Council Member Whittington moved, seconded by Council Member Steinberg, to adopt the policy presented which would not allow pets at work. The motion carried with Council Members Steinberg, Whittington, and Mayor Norton voting in favor. Council Members Rohrich and White voted in opposition.**

4. Resolution Supporting Grant Application for Regional Trail Program

- Administrator Bromeland stated that before Council is a resolution supporting a grant application made to the Minnesota Department of Natural Resources (DNR) for the Regional Trail Program. The application is to construct approximately 5,000 feet of paved trail for the Eagle Lake sidewalk and trail network.
- Administrator Bromeland explained that the City was awarded \$475,982 in federal Transportation Alternatives (TA) funds for this project. To help offset the local share portion, additional grant funding is being sought. Approved at the February 5th meeting was a grant in the amount of \$4,200 from the League of Minnesota Cities Grant Navigator Program to hire Bolton and Menk to assist with the DNR Regional Trail Program grant application.
- **Council Member White moved, Council Member Steinberg seconded, to approve Resolution 2024-18 A resolution Supporting a Grant Application. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

5. Memorandum of Agreement with First Children's Finance for the Rural Child Care Innovation Program

- Administrator Bromeland stated that Community Development Coordinator (CDC) Olivia Adomabea applied for the Rural Child Care Innovation Program funding, which was approved. Before Council is the request to authorize Ms. Adomabea to sign the memorandum of agreement.

- **Council Member Steinberg moved, seconded by Council Member White, to authorize CDC Adomabea to sign the memorandum of agreement. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

OTHER

1. Rural Service District Concept

- Administrator Bromeland explained that a meeting was held with property owners of land (approximately 150 acres) that was annexed into City limits but has not yet been developed. The landowners inquired about the possibility of establishing a rural taxing district with the effect of lowering taxes until which time the property is developed and becomes urban in nature. Legal counsel has advised that the City would need to pass an ordinance creating a rural service district.
- Council Member Whittington disclosed that the property owner who made this request is a personal friend and that he will abstain from voting on this matter. Councilor Whittington also stated that the City has spent thousands of dollars to annex this land and that eventually it should be a part of Eagle Lake and that this request seems reasonable.
- Mayor Norton stated she feels this request should be explored.
- Council Member Steinberg moved, seconded by Council Member White, directing staff to draft ordinance creating a rural service district and to bring before council for consideration.
- **A roll call vote was taken with Council Members Steinberg, Rohrich, White, and Mayor Norton voting in favor. Council Member Whittington abstained from the vote. The motion carried.**

2. Notice of Impound Agreement Cancellation

- Administrator Bromeland explained that the City received a notice from All Pets as required by the current impound agreement that they will no longer accept animals for impound as of March 31, 2024. The Blue Earth County Sheriff's Office is aware of the situation and is assisting Eagle Lake with identifying an alternative option for impounding animals.
- BENCHS is not interested in providing impound services to Eagle Lake and indicated that they currently provide impounding services to the cities of Mankato and North Mankato in very limited situations. BENCHS staff conveyed that a challenge with offering impound services is that an on-site vet is required.
- Lt. Gahler stated that the Blue Earth County Sheriff's Office is looking at options and that it would help if residents licensed their dogs.
- Discussion also included incentives to encourage dog owners to get their dogs licensed with the City.

CITY ADMINISTRATOR REPORT

1. Spring Curbside Cleanup Information

- A modified spring cleanup has been scheduled for Saturday, May 11th. Some items previously accepted are no longer acceptable due to modifications made by LJP Waste Solutions to ensure the health and safety of their workers and prevent damage to trucks.

2. YTD Revenue and Expenditure Report

- This report was included in the Council packet for information purposes. The council was encouraged to contact the City Administrators with any questions.

3. Notice of Stormwater, Wastewater, and Community Resilience Planning Grant Award and Next Steps

- Notice was recently received informing the City that Eagle Lake has been selected for an SWC Planning Grant totaling \$48,680. It is anticipated that a grant award agreement will be included on the April 1st agenda for approval.
4. Status of Empower Small Communities Program Proposal Submitted and Next Steps
 - A proposal was submitted for the Empowering Small Minnesota Communities (ESMC) Program application. The ESMC program is funded by the Minnesota Legislature and run by University of Minnesota partners. The program aims to support small Minnesota communities in conceptualizing, designing, and finding paths to fund resilient, comprehensive infrastructure interventions. Eagle Lake's application is moving on to the next phase of the intake process which consists of a 45-minute interview. The purpose of the interview is to learn more about Eagle Lake's needs and determine if the city is good fit for the program.
 5. Upcoming Work Session to Discuss Capital Outlay Planning
 - City staff has been in conversation with Mankato Area Public Schools staff about childcare challenges in Eagle Lake and ways that MAPS might be able to help fill gaps. A meeting will be held in April with childcare providers and MAPS representatives to allow MAPS an opportunity to talk about their plans to use space at Eagle Lake Elementary to fill childcare gaps and address any misinformation in the community about their intentions along with serving as a listening session for staff to learn more about challenges unique to Eagle Lake.
 6. Upcoming Work Session to Discuss Capital Outlay Planning
 - City staff have been working with the City's engineer and finance advisor to talk about upcoming capital outlay needs and financing. A work session should be scheduled in April to review information compiled.
 7. Summer Rec Planning Update
 - City staff recently met with Community Education partners to brainstorm summer rec programming for Eagle Lake. In recent years, Community Ed has assisted with an outdoor movie night and Rec on the Go. Discussion took place about adding new programming so that there is an offering for all age groups in the community in lieu of just offering Rec on the Go. Ideas included a sand volleyball tournament, cards and puzzles at City Hall, limited Rec on the Go offerings, event at the park with music and foam, a corn on the cob feed at the park, and more.
 8. Upcoming LMC Day on the Hill and Update on Water Treatment Project Lobbying Efforts
 - Council Member Rohrich and Administrator Bromeland will be attending the League of Minnesota Cities Day on the Hill in St. Paul on March 7th. An online petition was recently added to the website that has been receiving a good response from community members. A meeting was held last week with a representative from Senator Amy Klobuchar's office to talk about Eagle Lake's project. City staff will submit a request for congressionally directed spending to Senator Klobuchar's office and Senator Tina Smith's office when the application period opens. A funding request has already been submitted to Congressman Brad Finstad's office.

COUNCIL REPORTS

1. Council Member Rohrich stated that Community Ed and Rec are now fully staff and being very creative.

2. Council Member Rohrich requested that Public Works gather street sweeping bids to have included for the April City Council Meeting.
3. Mayor Norton stated that the lobbyists have been hard at work for the City as have Council Member Whittington and City Administrator Bromeland relating to the water treatment facility funding request. They along with Mayor Norton spent a day at the state capital lobbying on behalf of the City of Eagle Lake.
4. Mayor Norton stated that the children present at the water treatment facility open house really enjoyed the mock city council meeting. She stated it would be good to go into the school and hold a mock council meeting there with the students participating.
5. Mayor Norton stated that she and Administrator Bromeland will be traveling to Washington DC to a conference later this week and will be meeting with Senator Finstad and Senator Smith.

Council Member Steinberg moved to enter into a closed meeting for the purpose of completing the annual performance evaluation of the city administrator, Jennifer Bromeland. Council Member White seconded the motion. The motion carried with Council Member Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

Council Member Steinberg moved, seconded by Council Member White, to adjourn the closed meeting and move back into open session. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

ADJOURNMENT

Council Member Steinberg moved, seconded by Council Member White, to adjourn the meeting. 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©

March 2024

Name	Check Date	Check Amt	
10100 Cash			
1781e MN DEPT OF REVENUE	3/4/2024	\$1,841.00	February Sales Tax
1782e PSN	3/7/2024	\$678.13	February Fees
1783e PERA	3/11/2024	\$2,438.77	BW 03-14-24
1784e WEX HEALTH INC.	3/11/2024	\$199.46	BW 03-14-24
1785e WEX HEALTH INC.	3/14/2024	\$16.50	February H.S.A
1786e PERA	3/25/2024	\$45.00	MO 03-24
1787e PERA	3/25/2024	\$2,353.74	BW 03-28-24
1788e WEX HEALTH INC.	3/25/2024	\$7,349.46	BW 03-28-24 Employee and Employer Contrib
46095 C & S SUPPLY CO INC	3/4/2024	\$33.99	Multi Tow Adapter
46096 CENTER POINT ENERGY	3/4/2024	\$1,416.59	
46097 COMPUTER TECHNOLOGY SOL	3/4/2024	\$2,730.48	VIP Service
46098 EAGLE EXPRESS	3/4/2024	\$305.70	February Fuel
46099 GOPHER STATE ONE CALL	3/4/2024	\$1.35	February Tickets
46100 LINDE GAS & EQUIPMENT INC	3/4/2024	\$60.51	
46101 MACQUEEN EMERGENCY	3/4/2024	\$2,650.00	Physicals
46102 MATHESON TRI GAS INC	3/4/2024	\$205.50	
46103 MENARDS	3/4/2024	\$46.96	Drill bit set and batteries
46104 MN DEPT OF LABOR & INDUSTR	3/4/2024	\$10.00	Pressure Vessel
46105 PRINCIPAL LIFE INSURANCE CO	3/4/2024	\$125.64	March/April Premium
46106 SIMPSON, VERN	3/4/2024	\$455.66	Mileage Reimbursement
46107 UC LABORATORY	3/4/2024	\$308.70	
46108 METRONET	3/4/2024	\$649.75	Acct 1959304
46109 KERRY RAUSCH	3/4/2024	\$18.75	Reimbursement - Election Meal
46110 BCBS OF MN	3/8/2024	\$11,850.52	April Premium
46111 CHRISTOPHER KENNEDY	3/8/2024	\$324.00	February Fees
46112 METRONET	3/8/2024	\$129.95	Acct 1959251
46113 RUEL, NATHAN	3/8/2024	\$724.68	Conference Reimbursement
46114 Verizon Wireless	3/8/2024	\$240.06	
46115 NORTON, LISA	3/8/2024	\$171.46	Expense Reimbursement
46116 CASEYS BUSINESS MASTERCA	3/14/2024	\$463.38	
46117 DELTA DENTAL OF MN	3/14/2024	\$807.26	April Premium
46118 EAGLE LAKE FIRE RELIEF ASSO	3/14/2024	\$4,764.93	Supplemental Fire Aid
46119 EAGLE LAKE FIRE RELIEF ASSO	3/14/2024	\$26,311.05	Fire State Aid
46120 EAGLE LAKE FIRE RELIEF ASSO	3/14/2024	\$2,000.00	Firefighter SBR
46121 PITNEY BOWES GLOBAL FINAN	3/14/2024	\$165.00	Equipment Lease
46122 ADP, LLC	3/29/2024	\$381.20	
46123 ARAMARK	3/29/2024	\$385.96	PW Clothing
46124 ARNOLDS OF ALDEN	3/29/2024	\$25.50	Parts
46125 ASCAP	3/29/2024	\$11.83	CIP Rate Increase 2023
46126 BADGER METER	3/29/2024	\$112.98	Hosting Service
46127 BENCO ELECTRIC	3/29/2024	\$524.84	STREET LIGHTING
46128 B. E. COUNTY SHERIFFS DEPT	3/29/2024	\$83,690.38	March Contracted Services
46129 BOLTON & MENK INC	3/29/2024	\$1,438.00	Water Tower Rehab Jan. 20 - Feb 16, 2024
46130 BROMELAND, JENNIFER	3/29/2024	\$2,008.51	Expense Reimbursement
46131 CALIBRATIONS & CONTROLS IN	3/29/2024	\$780.00	Troubleshoot Effluent Flow Meter
46132 CANON FINANCIAL SERVICES IN	3/29/2024	\$217.00	Contract Charge
46133 CARRIAGE REPAIR INC	3/29/2024	\$201.04	Generator
46134 CITY BUILDING INSPECTION SR	3/29/2024	\$5,209.56	City Force Fees
46135 COALITION OF GREATER MN CI	3/29/2024	\$255.00	Legislative Action Day-Bromeland and Whitingt
46136 FREE PRESS	3/29/2024	\$89.34	Bauer Jackson Addition Prelim and Final Plat
46137 FRESH START CLEANING AND	3/29/2024	\$100.00	February Service
46138 FROMMS AUTO	3/29/2024	\$380.00	Battery
46139 GENERATOR SYSTEM SERVICE	3/29/2024	\$1,167.67	Preventative Maintenance
46140 HAWKINS	3/29/2024	\$30.00	Chlorine Cylinders

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CITY OF EAGLE LAKE

***Check Summary Register©**

March 2024

Name	Check Date	Check Amt	
46141	LARSON, KARLA	3/29/2024	\$8.04 Election Training Mileage
46142	LEAGUE OF MN CITIES	3/29/2024	\$497.50 City Day on the Hill - Adomabea
46143	LJP ENTERPRISES	3/29/2024	\$12,952.69 Sm=968 Lrg=125
46144	LOFFLER COMPANIES INC	3/29/2024	\$176.00 Contracted base rate charge March 15-April 14
46145	LOKENS ASPHALT MAINTENANC	3/29/2024	\$475.00 Painting Stop Bars and X-Walks
46146	MACQUEEN EMERGENCY	3/29/2024	\$181.98 Cylinder Repair
46147	MADDEN GALANTER HANSEN	3/29/2024	\$258.00 February Fees
46148	MENARDS	3/29/2024	\$215.52 Operating Supplies
46149	MN DEPT OF HEALTH	3/29/2024	\$2,668.00 Water Connection Fee 1st Qtr 2024
46150	MN DEPT OF HEALTH	3/29/2024	\$23.00 Ruel Certification Fee
46151	MN DEPT OF HEALTH	3/29/2024	\$23.00 Beckmann-Certification Fee
46152	MN FIRE SERVICE CERTIFICATI	3/29/2024	\$304.50 leess-Firefighter I and Haz Mat Operations clas
46153	MN RURAL WATER ASSOCIATIO	3/29/2024	\$400.00 Membership
46154	MN VALLEY COUNCIL GOVERN	3/29/2024	\$2,840.04 Member Assessment
46155	MINNESOTA WASTE PROCESSI	3/29/2024	\$8,680.31 February Charges
46156	NORTON, LISA	3/29/2024	\$432.16 DC Trip Mileage Reimbursement
46157	KERRY RAUSCH	3/29/2024	\$198.25 Regional Safety Meeting
46158	REGNIER, CAROL	3/29/2024	\$8.04 Election Training Mileage Reimbursement
46159	RENT-N-SAVE	3/29/2024	\$185.00 Lake Eagle Park Location
46160	RUEL, NATHAN	3/29/2024	\$33.54 MN Rural Water Conference Reimbursement
46161	SAFETY & SECURITY CONSULA	3/29/2024	\$3,200.00 Grain Bin Rescue Class 2023
46162	SANCO EQUIPMENT LLC	3/29/2024	\$1,830.28 Bobcat Repairs
46163	SMITH, NOAH	3/29/2024	\$8.04 Election Training Mileage
46164	STAPLES BUSINESS ADVANTA	3/29/2024	\$162.03 Office Supplies
46165	TOPPERS & TRAILERS PLUS IN	3/29/2024	\$765.00 Running Boards - 2023 Expense
46166	VIKING FIRE & SAFETY LLC	3/29/2024	\$480.24 Fire Extinguisher Service
46167	WENDEL	3/29/2024	\$750.00 Professional Services Through 02-29-24
46168	XCEL	3/29/2024	\$2,519.03
46169	XTREME GRAFIX	3/29/2024	\$147.00 PW Clothing
Total Checks			\$209,324.93

Pay Dates 03/14/2024, 03/28/2024

Payroll Name	Pay Date	Net Pay
Adomabea, Olivia	03/14/2024	1,589.37
Adomabea, Olivia	03/28/2024	1,589.36
Anderson, Jim	03/14/2024	107.27
Anderson, Jim	03/28/2024	0.00
Auringer, Mandy L	03/14/2024	863.11
Auringer, Mandy L	03/28/2024	863.10
Beckmann, Jacob Donald	03/14/2024	1,444.40
Beckmann, Jacob Donald	03/28/2024	1,364.36
Bromeland, Jennifer J	03/14/2024	3,034.81
Bromeland, Jennifer J	03/28/2024	3,034.80
Hartman, Andrew R	03/14/2024	1,279.25
Hartman, Andrew R	03/28/2024	1,256.60
Larson, Karla W	03/14/2024	175.36
Nicklay, Michael L	03/14/2024	1,382.41
Nicklay, Michael L	03/28/2024	1,477.98
Norton, Elizabeth Jean	03/28/2024	393.07
Rausch, Kerry L	03/14/2024	1,784.40
Rausch, Kerry L	03/28/2024	1,457.32
Regnier, Carol Jo	03/14/2024	170.34
Rohrich, Elizabeth K	03/28/2024	323.22
Ruel, Nathan W	03/14/2024	1,286.68
Ruel, Nathan W	03/28/2024	1,286.69
Simpson, Vern L	03/28/2024	199.40
Smith, Noah M	03/14/2024	170.34
Steinberg, Garrett R	03/28/2024	323.22
White, Anthony D	03/28/2024	323.22
Whittington, Johnnie L	03/28/2024	323.22

11b



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

April 2024

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

From: Andrew Hartman Public Works Director

Water: We have been working with the contractors to get the SCADA system installed and set up. Hopefully by the end of the month it will be put into service, they had to wait for some fiber connection parts.

Sewer: The SCADA system has been installed and is currently online. They also installed pump number 3. We will be working with the contractors to be able to get it online and making phone call alarms. Currently we don't have any call alarms, so we will just be using the light on the outside of the building.

Streets: We have been cleaning equipment and looking at possible repairs. We have been working on getting pricing for street sweeping, but have not get any bids back yet.

Parks: We refinished the picnic tables for the pavilion. We have been cleaning up grass areas of the parks and will be chipping brush in the near future.

Storm Sewer: We have been conducting MS4 inspections.

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

Andrew Hartman

ELFD FIRE CHIEF'S LETTER

I'd like to give a shout-out to the Eagle Lake Lions Club. The Lions club is hosting an Easter Egg hunt on March 30th at Lake Eagle Park. They will have eggs out for three different age groups. I have no doubt it will be a fun time! I also want to mention that I was quite pleased to see that they called 811 prior to digging (or pounding in posts). Thank you for your contributions to this community and for doing that safely!!

THANK YOU!

EAGLE LAKE FIRE DEPARTMENT 2024 CALL REPORT

TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	% OF TOTAL
Assist Law Enforcement	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Assist Law Enforcement (cancelled)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Explosion (No Fire)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Commercial)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Residential)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Standby)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Vehicle)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Wildland)	-	-	2	-	-	-	-	-	-	-	-	-	2	4.7%
Fire Alarm	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire Assist	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire CO	1	-	-	-	-	-	-	-	-	-	-	-	1	2.3%
Fire False Alarm	-	1	-	-	-	-	-	-	-	-	-	-	1	2.3%
Fire Mutual Aid	-	-	2	-	-	-	-	-	-	-	-	-	2	4.7%
Gas Leak	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Hazardous (No Fire)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Medical (Cancelled)	-	1	1	-	-	-	-	-	-	-	-	-	2	4.7%
Medical (Response)	13	8	6	-	-	-	-	-	-	-	-	-	27	62.8%
Medical Lift Assist	3	1	-	-	-	-	-	-	-	-	-	-	4	9.3%
Missing Person Search	-	-	1	-	-	-	-	-	-	-	-	-	1	2.3%
Motor Vehicle Accident w/Injury	-	-	1	-	-	-	-	-	-	-	-	-	1	2.3%
Motor Vehicle Accident w/o Injury	1	-	-	-	-	-	-	-	-	-	-	-	1	2.3%
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 Alarm Malfunction	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Special Incident	-	1	-	-	-	-	-	-	-	-	-	-	1	2.3%
Weather	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total	18	12	13	-	-	-	-	-	-	-	-	-	43	100%
RESPONSE AREA														
Eagle Lake	15	11	9	-	-	-	-	-	-	-	-	-	35	81.4%
St. Clair	-	-	1	-	-	-	-	-	-	-	-	-	1	2.3%
Good Thunder	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Janesville	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Kasota (Lime Twp)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Le Ray TWP	3	1	1	-	-	-	-	-	-	-	-	-	5	11.6%
Madison Lake (Le Ray Twp)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Mapleton	-	-	1	-	-	-	-	-	-	-	-	-	1	2.3%
Mankato	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Mankato Twp	-	-	1	-	-	-	-	-	-	-	-	-	1	2.3%
Total	18	12	13	-	-	-	-	-	-	-	-	-	43	100%

50

Eagle Lake Fire Relief
March 12 2024
Items To Be Approved

<u>To</u>	<u>For</u>	<u>Amount</u>
Eagles Nest	Rent	\$2,820.85
Randy Hoffmann	Accounting	\$700.00
Chad Witte	Wages	\$277.05
Triple Crown Gaming	Pull Tabs	\$1,471.23
	Invoice #9253885	
	Due 3/02/24	
Pilot Games	E-Bingo Prizes & Fees (No Check)	(\$82.91)
Triple Crown Gaming	E-Tabs (No Check)	\$4,476.86
MN Revenue	State Tax (No Check)	\$6,156.00
Total		\$15,819.08

Eagle Lake Fire Relief
Gambling Fund Report February 2024

Balance	2/1/24		\$19,729.04
Income:			
Paper Pull Tabs		\$4,486.00	
Electronic		\$14,951.00	
Interest Income		\$7.81	
Total Income			<u>\$19,444.81</u>
Total Funds Available			\$39,173.85
Less Total Disbursements			<u>(\$23,670.34)</u>
Balance	2/29/24		\$15,503.51

2023 Profit / Community Donations

Net Profit:			
	1/24	\$692.41	
	2/24	(\$5,052.43)	

Total Profit To Date: (\$4,360.02)

Community Donations To Date: \$0.00

2024 Building Permits Issued

<u>HOUSE #</u>	<u>STREET</u>	<u>VALUE</u>	<u>Project Description</u>
704	Parkway Ave	\$ 15,000.00	Alterations
718	Linda Cir	\$ 7,680.00	Shed-over 200 sq. ft
224	Joan Ln	\$ 18,929.00	Reroof
19	Country Manor	\$ -	Demo/ No fees per agreement
26	Country Manor	\$ -	Demo/ No fees per agreement
35	Country manor	\$ -	Demo/ No fees per agreement
43	Country manor	\$ -	Demo/ No fees per agreement
84	Country manor	\$ -	Demo/ No fees per agreement
86	Country manor	\$ -	Demo/ No fees per agreement
91	Country manor	\$ -	Demo/ No fees per agreement
92	Country manor	\$ -	Demo/ No fees per agreement
93	Country manor	\$ -	Demo/ No fees per agreement
122	Country manor	\$ -	Demo/ No fees per agreement
203	Connie Ln	\$ 6,000.00	Furnace
417	Thomas Dr	\$ 15,380.00	Reroof
200	Perry St	\$ 19,753.00	Reside
260	Oak Dr	\$ 150,000.00	Addition
529	LeSueur Ave	\$ 10,430.00	Reroof
420	Pebble Ct	\$ 14,677.00	Reroof
717	Linda Dr	\$ 15,600.00	Reroof
228	Connie Ln	\$ 16,900.00	Reroof
504	Thomas Dr	\$ 18,280.00	Reroof

2024 Zoning Permits Issued

<u>Zoning #</u>	<u>Address</u>	<u>Type</u>
24-2	105 Oak Dr.	concrete around pool
24-3	220 Creekside Dr	Shed
24-4	704 Parkway Ave	Sign

**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2024-19
A Resolution Accepting Andrew Brudvig as a Reservist for
the City of Eagle Lake Fire Department**

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

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

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

Adopted by the City Council of Eagle Lake, Minnesota this 1st day of April 2024.

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

April 1, 2024

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

A public hearing was advertised for the March 18th Planning Commission meeting to consider a preliminary and final plat for the Bauer Jackson Addition identified as parcel R121018201019. Due to a lack of quorum, the public hearing was not held at the Planning Commission meeting and instead will take place this evening as per the advice of legal counsel. Since there was not a quorum at the Planning Commission, no public hearing was held and there was no recommendation from the Planning Commission.

Community Development Coordinator Olivia Adomabea will be at the meeting to facilitate the public hearing and provide staff input.

Attached for reference purposes is a copy of the public notice and materials from the March 18th Planning Commission meeting.

Following the public hearing, the City Council shall approve or disapprove the preliminary and final plat. Prior to the final plat being signed and recorded, any park dedication fees shall be paid and a developer's agreement signed.


Jennifer J. Bromeland, City Administrator

The Free Press THE LAND MEDIA

418 S Second Street, Mankato, MN 56001
www.mankatofreepress.com phone: (507) 344-6314

Ad Proof

This is the proof of your ad scheduled to run on the dates indicated below. Please proofread carefully and if changes are needed, contact us prior to deadline at or email at mthomas@mankatofreepress.com.

DATE 03/04/24

Client:

CITY OF EAGLE LAKE
PO BOX 159
EAGLE LAKE, MN 56024-0000
(507) 257-3218

ACCOUNT NUMBER: 110586
ACCOUNT REP: DANNY CREEL
ACCOUNT REP PHONE: (507) 344-6351
ACCOUNT REP EMAIL:
DCREEL@MANKATOFREEPRESS.COM

Ad ID: 779608

Start: 03/07/24

Stop: 03/07/24

Total Cost: \$41.17

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Columns Wide: 1

of Inserts: 2

Ad Class: Legals

Phone #

Email: mthomas@mankatofreepress.com

Publications:

The Free Press
MankatoFreePress.com

Public Notice

March 7, 2024

PLANNING COMMISSION OF EAGLE LAKE

Notice is hereby given that the Planning Commission of the City of Eagle Lake, Blue Earth County, Minnesota, will meet at 6:00 p.m. on Monday, March 18, 2024 at City Hall, 705 Parkway Avenue, Eagle Lake, MN, and hold a Public Hearing to consider a preliminary and final plat for the Bauer Jackson Addition identified as parcel R121018201019.

The Planning Commission shall within a reasonable time, pass upon the preliminary and final plat as originally submitted or modified. If approved, the Planning Commission shall express its approval as conditional approval and state the conditions of such approval, if any, or if disapproved, shall express its reasons therefore. Such approval or disapproval shall be transmitted to the Council and the Council shall approve or disapprove the preliminary and final plat.

Jennifer J. Bromeland

City Administrator

(507) 257-3218

Email:

jbromeland@eaglelakemn.com



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

March 15, 2024

To: Planning Chair Talle and Commission
From: Olivia Adomabea (Community Development Coordinator)
Re: Application for Preliminary and Final Plat

An application for preliminary and final plat has been received from Justin Bauer and Justin Jackson (owners), a copy of which is attached and shown as Exhibit A. The applicant is seeking to develop the property into a four-apartment development consisting of a 16 bedroom-8 PLEX each. See attached Exhibit B for the preliminary plat.

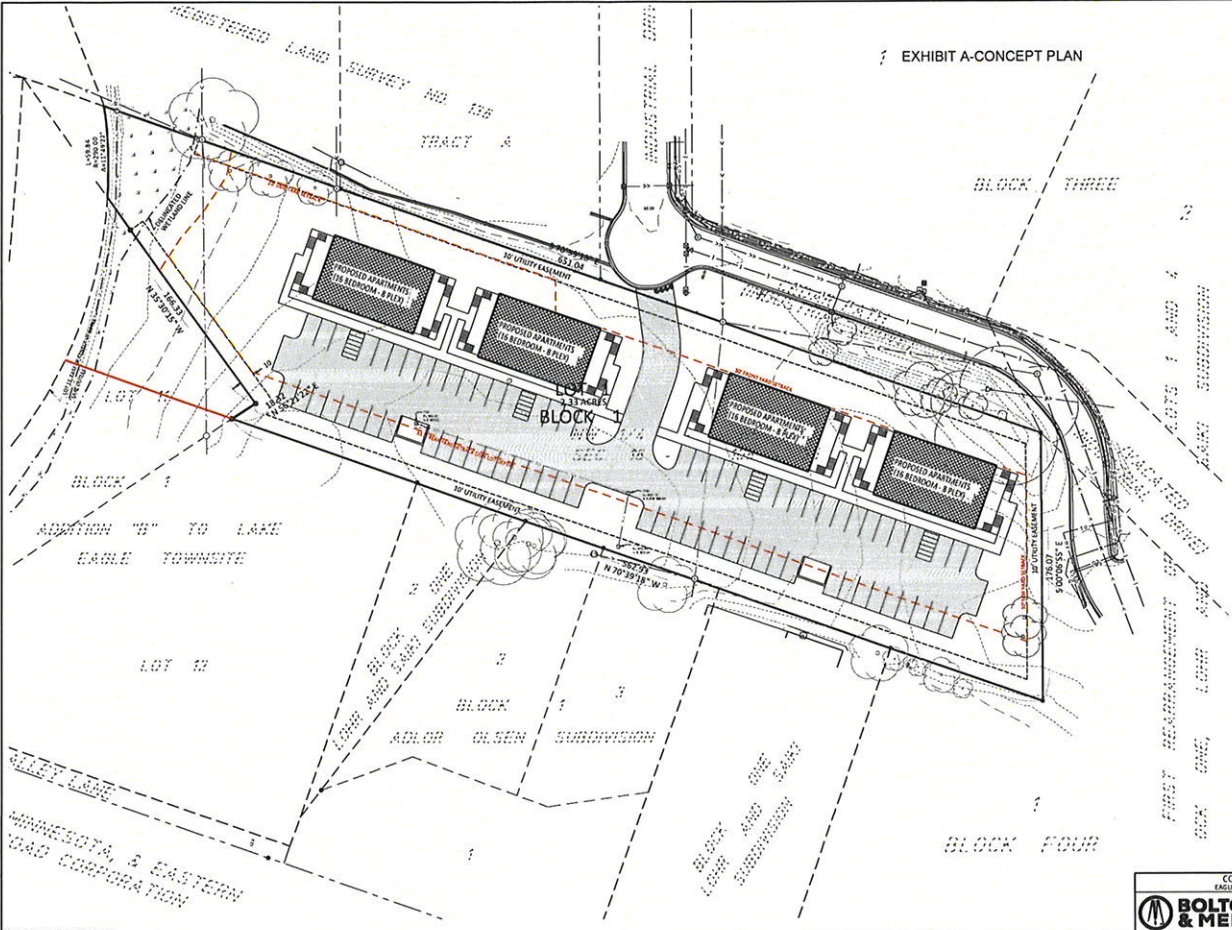
Informal discussions with the City's engineer with Bolton and Menk have occurred related to water and sewer available and the need to revise the SAN MH 3 and 7 that goes through the third apartment structure on the concept plan.
Also, attached is a staff report for your attention.

Discussion should ensue.

City staff recommends that if the Planning Commission scheduled a public hearing for the preliminary and final of the parcel, that a motion also be made to schedule a public hearing for the preliminary plat to take place at the March 18th meeting.

Olivia Adomabea
Community Development Coordinator

EXHIBIT A-CONCEPT PLAN



UTILITY & SITE DATA
 All data in this plan was obtained from the City of Eagle Lake Code for use in determining the location and quality of utility easements, easements and other utility easements.
 Subject property: Century Parcel 1, 1.1414 Acres, District Proposed to be in B & L, and in the Family Resealment District
 Block: Century Parcel 1, 1.1414 Acres, District
 Size: 1.1414 Acres
 Lot: 1.1414 Acres
 Use: Residential
 Zoning: R-10
 All other data is shown as is. The City of Eagle Lake is not responsible for any errors or omissions in this plan.
 Surveyed by: Bolton & Menk
 Date: 10/15/2014

SURVEYOR'S CERTIFICATION
 I, the undersigned, being a duly licensed and qualified surveyor in the State of Minnesota, do hereby certify that the foregoing is a true and correct copy of the original and correct survey as shown to me by the owner of the property herein described.
PRELIMINARY
 Bolton & Menk
 License Number 12345

CONCEPT PLAN EAGLE LAKE, MINNESOTA		PART OF TOWNSHIP OF THE NE 1/4, DISTRICT OF LAKE, MINNESOTA
BOLTON & MENK		FOR ADDITIONAL INFORMATION CONTACT THE SURVEYOR

Small text at the bottom left corner, likely a disclaimer or contact information.

FINAL PLAT

PLAT OF
BAUER JACKSON ADDITION
LOCATED IN THE NW 1/4, NE 1/4, SEC. 18, T.108 N., R. 25 W.,
IN WAGON SUBDIVISION, CITY OF EAGLE LAKE, BLUE EARTH COUNTY, MINNESOTA

INSTRUMENT OF DECLARATION
KNOW ALL MEN BY THESE PRESENTS that Creative Teamborn, LLC, a Minnesota Limited Liability Company, owner and proprietor of the following described property situated in City of Eagle Lake, Blue Earth County, Minnesota, to-wit:

That part of the northeast quarter of the northeast quarter of Section 18, Township 108 North, Range 25 West, and District 4 of Wagon Subdivision, City of Eagle Lake, Blue Earth County, Minnesota, contained on the plat of the northeast quarter of Lot 1, Block 1 of the first rearrangement of Lots 1 and 4, Block One, Low and Sump Subdivision, according to the recorded plat thereof, hence an estimated bearing of South 0 degrees 00 minutes 55 seconds East, along the west line of said Lot 1, a distance of 132.00 feet to a bearing point, and west thence back to a distance of 25.00 feet to a bearing point, and west thence back to a distance of 25.00 feet to a bearing point, and west thence back to the north line of Lot 1 and Sump Subdivision, according to the recorded plat thereof, and the north line of said Sump Subdivision, according to the recorded plat thereof, and the north line of Lot 1, 2 and 3 of Wagon Subdivision, according to the recorded plat thereof, a distance of 577 feet, more or less, to the centerline of Eagle Lake (which, henceforth, shall be called the "centerline of Eagle Lake") more or less, to the south line of R. Loehr Industrial Drive, a distance of 25.00 feet, more or less, to the point of beginning, according to the plat of said plat, more or less, subject to easements of record in said County and State.

Has caused the same to be surveyed and plotted as BAUER JACKSON ADDITION in the City of Eagle Lake, Blue Earth County, Minnesota.

In witness whereof said Creative Teamborn, LLC, a Minnesota Limited Liability Company, has caused these presents to be signed by its property officer this _____ day of _____, 2024.

Notary Public
Xavin Bauer, Manager
STATE OF MINNESOTA
COUNTY OF _____
The foregoing instrument of Declaration was acknowledged before me this _____ day of _____, 2024, by Xavin Bauer, Manager, on behalf of Creative Teamborn, LLC, a Minnesota Limited Liability Company.

SURVEYOR'S CERTIFICATE
I, Ben Mosier, do hereby certify that this plat was prepared by me or under my supervision and that a true and correct copy of the same has been filed in the office of the County Auditor of the County of _____, State of Minnesota, and that the same is a correct representation of the boundaries, areas, and other matters shown on this plat and that the same is a true and correct representation of the same as shown and located on the plat, and all other ways are shown and located on this plat.

Dated this _____ day of _____, 2024.

Notary Public
Ben Mosier, Land Surveyor
Minnesota License No. 50875
STATE OF MINNESOTA
COUNTY OF WAJIDA
The foregoing Surveyor's Certificate was acknowledged before me this _____ day of _____, 2024, by Ben Mosier, Land Surveyor, by Commission Expires _____.

APPROVALS
Be it known that on this _____ day of _____, 2024, the Planning Commission of the City of Eagle Lake, Minnesota did approve this plat of BAUER JACKSON ADDITION.

Chairperson _____ **Secretary** _____
I hereby certify that on this _____ day of _____, 2024, the City Council of the City of Eagle Lake, Minnesota did approve this plat of BAUER JACKSON ADDITION.

Mayor _____ **City** _____

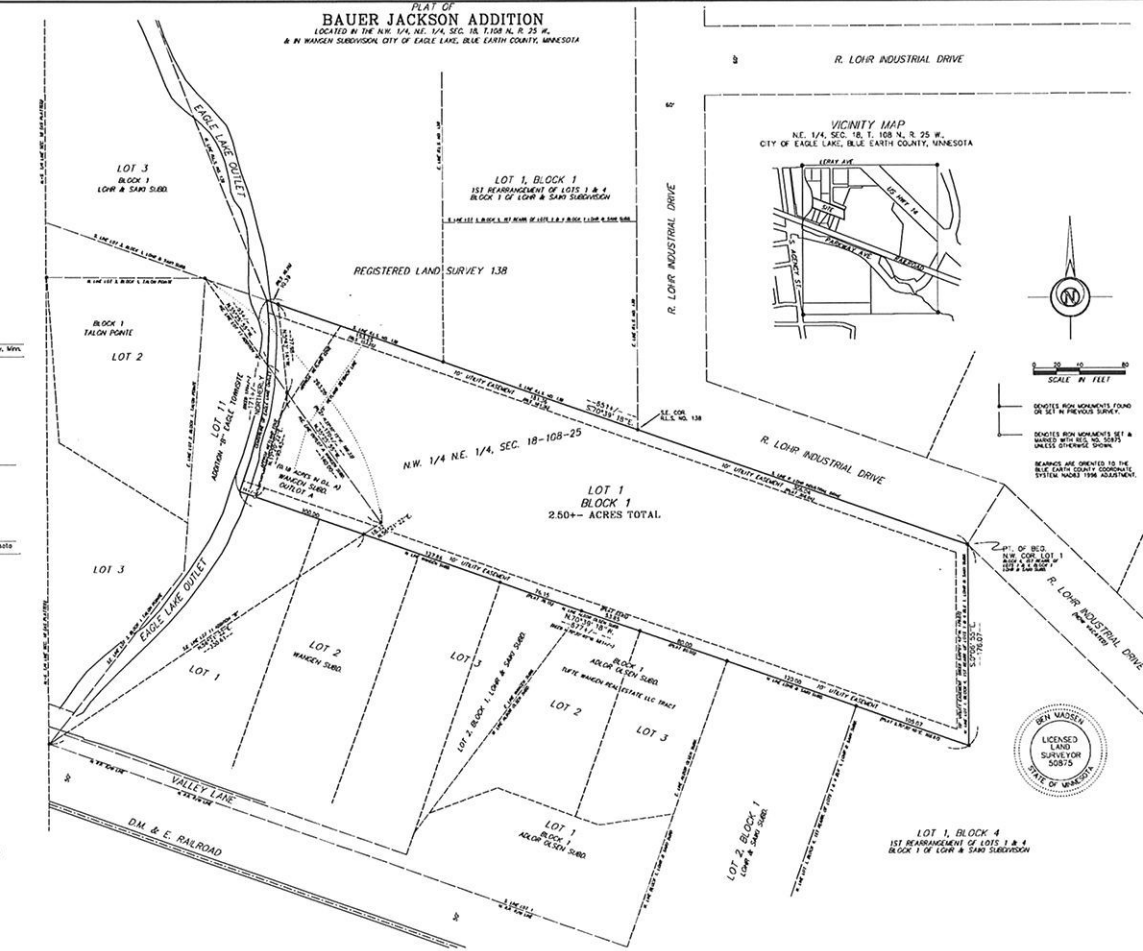
TITLE OPINION
I, _____, Licensed Attorney, State of Minnesota, do hereby certify that the owner of the property represented as ownership in the above instrument is the same as recorded in the public records of the State of Minnesota.

TAXPAYER SERVICES DEPARTMENT
I hereby certify that there are no delinquent taxes and/or delinquent special assessments that the current taxes have been paid and that the transfer has been entered on the tax delinquent record on the _____ day of _____, 2024.

Taxpayer Services Director _____

COUNTY RECORDER
I hereby certify that this instrument was filed in my office for record on this _____ day of _____, 2024, at _____ o'clock _____, and that it was recorded as _____.

County Recorder _____



All rights reserved. © Ben Mosier Land Surveying, Inc. 2024

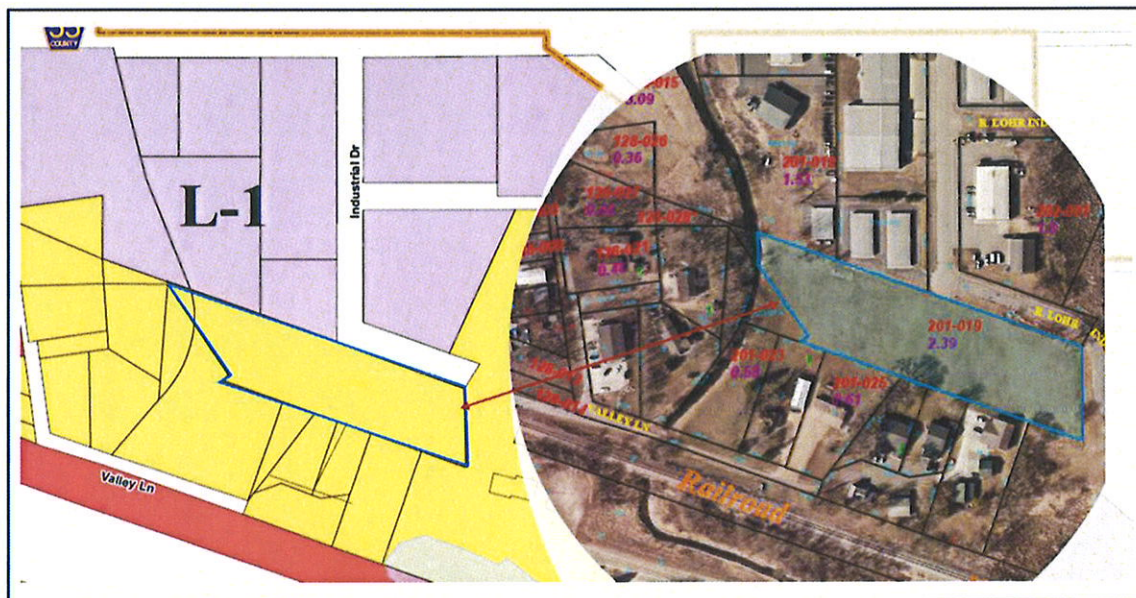
PROPOSED MOTION:

“The Eagle Lake Planning Commission recommends approval of the Bauer Jackson Addition as shown in plans named PRELIMINARY PLAT OF BAUER JACKSON ADDITION and FINAL PLAT OF BAUER JACKSON ADDITION subject to the conditions of approval and adoption of the Findings of Fact and Recommendation.”

SUMMARY OF REQUEST: The applicant is requesting recommendation of approval for the preliminary plat and final plat of Parcel ID-R121018201019.

LOCATION:

N.W. ¼, N.E. ¼, SEC. 18, T.108 N., R. 25 W., & IN WANGEN SUBDIVISION.



LEGAL DESCRIPTION:

Sec/Twp/Rng 018/108/25

PARCEL ID:

R121018201019

PRIMARY OWNER/APPLICANT:

Creekside Townhomes LLC

PRESENT ZONING:

R-3 Limited Multiple-Family Residential District

LOT AREA:

2.39 Acres; 104,108 SF

LEVEL OF CITY DISCRETION IN DECISION-MAKING:

The city's discretion in approving or denying a Preliminary and a Final Plat is limited to whether or not the proposed plat meets the standards outlined in the Subdivision Regulations and Zoning Ordinance. If it meets these standards, the city must approve the preliminary and final plat. This is a quasi-judicial decision.

Notice of this public hearing has been mailed to all property owners within 350 feet.

APPLICABLE CODE REGULATIONS

Chapter 5, Subdivision and Development Regulations

- a. Section 5.030 General Application Procedure
- b. Section 5.040 Concept Plan Review
- c. Section 5.050 Preliminary Plat
- d. Section 5.060 Final Plat
- e. Section 5.070 Design Standard

Chapter 6. Section 6.140. R-3 Limited Multiple-Family Residential District.

Chapter 18. Section 18.020 Stormwater Management

SITE CONSTRAINTS

Shoreland Management

The property is not located within a shoreland protection district.

Wetland Protection

There is a wetland located on the site.

BACKGROUND

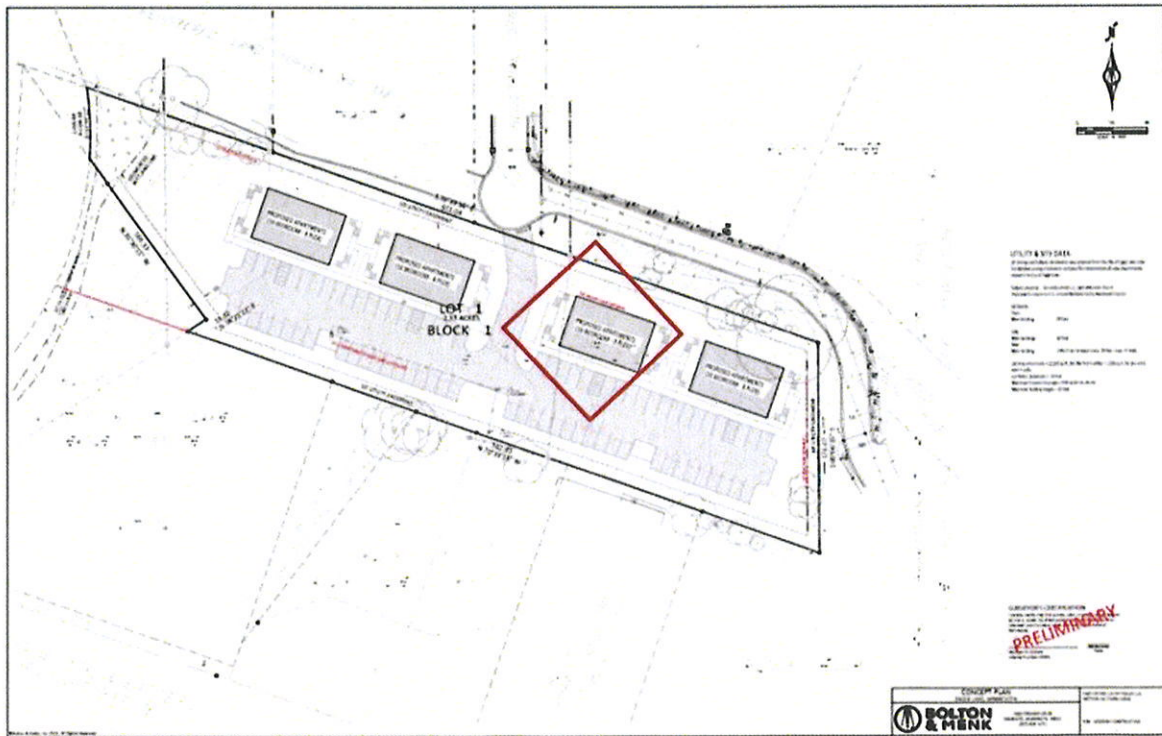
The applicant is requesting a Preliminary Plat and Final Plat approval for the Parcel ID R121018201019. The parcel was in the Light Industrial (L-I) zoning district and rezoned to Limited

Multiple Family Residential District after the February 27, 2023, Planning Commission Meeting and was initially platted to be part of the Lohr and Saiki Subdivision. The applicant is seeking to develop the proposed plat of 2.39 acres into four (4) apartment buildings with sixteen (16) bedroom-8 PLEX for each apartment building. See below Exhibit A as concept plan.

CONCEPT PLAN

According to Chapter 5 Section 5.040, Subd 1, prior to the filing of an application of a preliminary plat, the owner and his surveyor/engineer shall meet with City staff for informal discussion of the proposed plat. The applicant with their surveyor met with city staff to discuss the proposed plans and projects. The City Engineer noted that the proposed apartment building outlined in red has sewer structure/ SAN MH 3 & 7 run through it. The applicant indicated that the concept plan is only exhibiting potential plans and use of the site and is subject to change when the need arises before and during development.

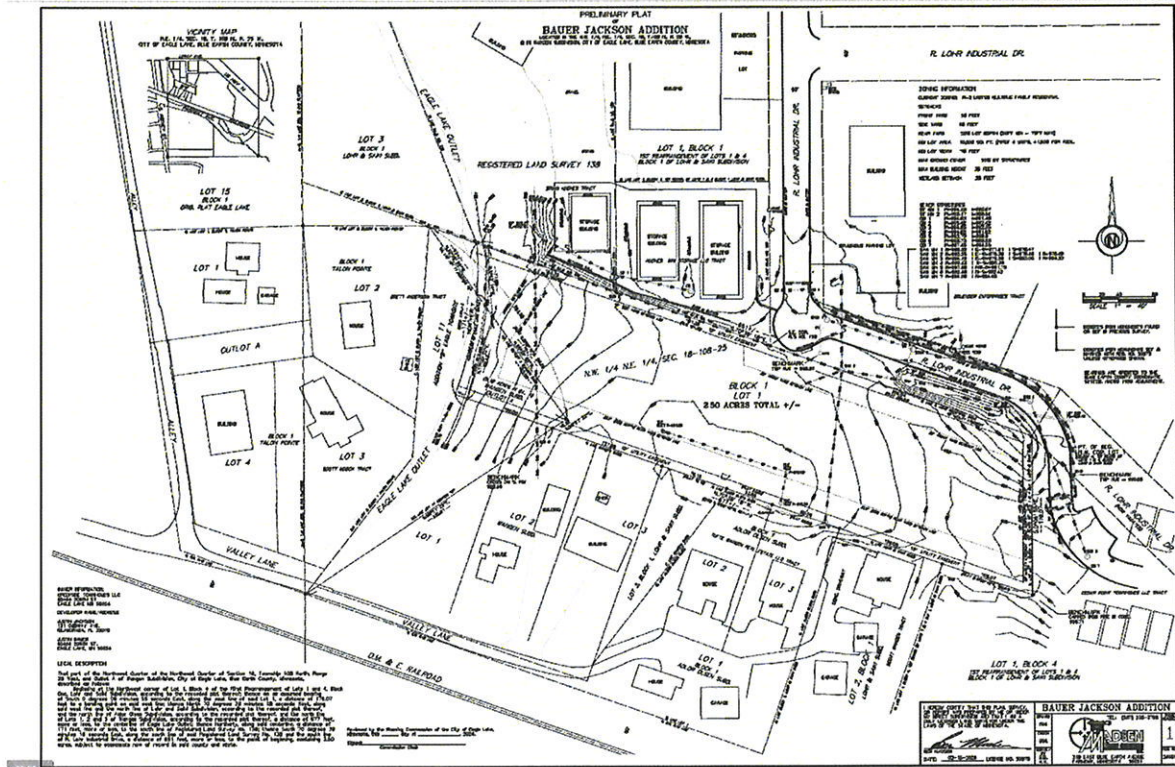
EXHIBIT A



PRELIMINARY PLAT

According to Chapter 5, Section 5.050, Subd.1, the owner may submit an application for approval of the preliminary plat following the concept plan review. Staff had a meeting with the applicant to review their concept plan, preliminary plat, and final plat and made some recommendations. See attached Exhibition B as Preliminary Plat. The applicant noted that, they do not have a final development plan yet and are seeking to have only the plat recorded at this stage.

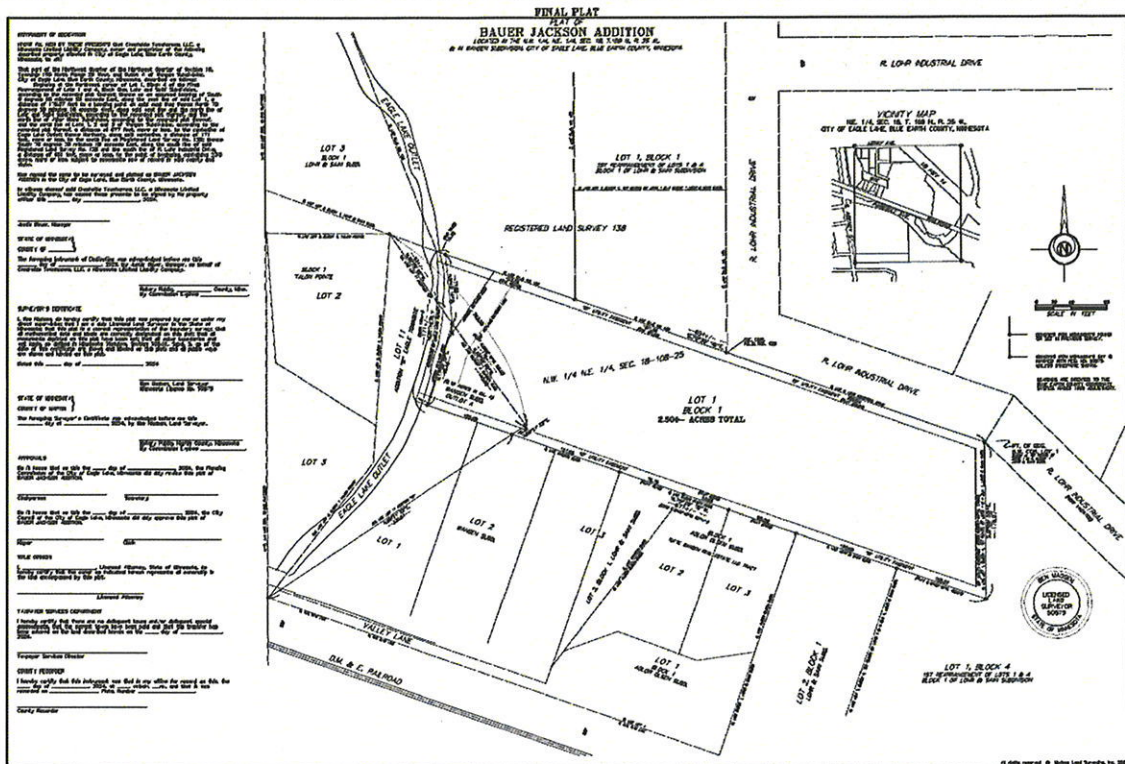
EXHIBIT B



FINAL PLAT

Chapter 5, Section 5.060 notes that after the approval of the preliminary plat, the owner may submit an application for approval of the final plat. See attached exhibition C as the final plat.

EXHIBITION C



SPECIFICATIONS FOR SUBMITTED FINAL PLAT:

STORMWATER MANAGEMENT

Section 18.020, Chapter 18 of City Code describes the required stormwater management development standards. Section 18.0206 outlines the required site plan standards for a Stormwater management plan. Applicant must provide or submit a stormwater management plan before any form of construction-takes place.

SANITARY SEWER AND WATER

Sanitary Sewer and Water Main are available to the site (see exhibition b).

PARKS & RECREATION

The quality and number of recreational facilities in a community directly contribute to its quality of life. For this reason, the City of Eagle Lake places a strong emphasis on parks and open space. As the City of Eagle Lake has developed and increased in population and businesses, more pressure and attention have been given to providing recreational opportunities for our residents, visitors, and businesses. Increased leisure time, health awareness, greater mobility, and high disposable incomes have all contributed to the increased demand for recreational activities. The challenge of the next century will be to provide facilities for a growing and diverse population. Parks can be defined as public areas that provide active or passive-oriented recreational facilities. A significant characteristic of parkland is its accessibility to its users. Open space is any parcel that is not used for buildings or other structures and is left in a natural state. Parks and open space perform diverse functions such as: meeting physical and psychological needs, enhancing and protecting the resource base, enhancing real estate values, and providing a positive impact on economic development.

Park fees for the new subdivision shall be in effect at the time of final plat approval and shall be paid prior to recording the plat if no areas are dedicated for parks on the plat or subdivision.

COMPLIANCE TABLE

	Area (sq. ft.)	Hard Cover % / sq. ft.	Notes	Front/Side/Rear yard setbacks
Code	Not less than 10,000square feet for up to four (4) dwelling units, plus an additional two thousand (2,000) square feet for each dwelling unit in excess of four (4) units.	35%	Applicants do not have a finalized development plan, just want to have the plat recorded at this stage. Hard cover info shall be provided when pulling a building permit	Front yard=30feet Side yard=10feet Rear yard=25feet

SETBACKS: The lot meets all required setback requirements.

LOT COVERAGE: There are no developments on lot presently hence no lot has been submitted. The maximum lot coverage may not exceed 35%.

GRADING:

The applicants have indicated that their focus is to be able to record the plat hence does not have any development plans for the proposed site yet. The applicant also mentioned that all required plans shall be submitted when they are ready to develop the site.

DRAINAGE AND EROSION CONTROL:

The applicants have indicated that they have no improvement or development plan for the site yet and will submit drainage and erosion control for the site when ready to develop.

BUILDING:

A building permit must be obtained before beginning any construction. Building plans must be prepared and signed by design professionals licensed in the State of Minnesota. Building plans must provide sufficient information to verify that proposed building meets all requirements of the Minnesota State Building Code, additional comments or requirements may be required after plan review. Structure proximity to property lines (and other buildings) will have an impact on the code requirements for the proposed buildings, including but not limited to; allowable size, protected openings, and fire-resistive construction. These requirements will be addressed when the complete building plans are submitted.

STANDARDS OF APPROVAL- AND FINDING OF FACTS:

According to Chapter 5 of the City's Subdivision Code "no preliminary or final plat of a proposed subdivision shall be approved by the Planning Commission unless the applicant proves by clear and convincing evidence that":

A. The proposed subdivision meets the design standards as set forth in Section 5.070 of this Code.

The applicant has indicated that the concept plan provided may change at the time of development, hence will provide the required designs when ready for development.

B. The proposed subdivision will not result in the scattered subdivision of land that leaves undeveloped parcels of land lacking urban services between developed parcels.

The applicant has shown how the lots will hook up to the existing water and sewer. Storm water management plans have not been submitted. The applicant has indicated that the required information shall be provided when ready to develop the lots.

C. The proposed subdivision conforms with all existing zoning regulations applicable at the time that the proposed final plat is submitted for approval.

The proposed subdivision conforms with all existing zoning regulations.

D. The subdivider has taken every effort to mitigate the impact of the proposed subdivision on public health, safety, and welfare.

Until the applicant submits development plans, this cannot be answered.

E. The required application fee has been paid and all dedications and conveyances have been made.

Application fees have been paid but dedications and conveyances have not been made yet.

STAFF'S RECOMMENDATION:

Staff recommends that the Planning Commission recommends approval of Planning Case #2024-01, plans prepared by Madsen Land Surveying on 01-12-2024, subject to the following conditions:

1. The developer/owner shall provide all requirements under **Chapter 5 Section 5.060(C) (subdivision), Chapter 6 Section 6.140 (zoning), and Chapter 18 (Stormwater Management)** of the City Code before any construction shall begin on the three lots.
2. The developer shall pay park and recreation fees prior to recording the final plat at the rate in effect at the time of recording.



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

April 1, 2024

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Preliminary and Final Plat for Bauer Jackson Addition

A public hearing was advertised for the March 18th Planning Commission meeting to consider a preliminary and final plat for the Bauer Jackson Addition identified as parcel R121018201019. Due to a lack of quorum, the public hearing was not held at the Planning Commission meeting and instead will take place this evening as per the advice of legal counsel. Since there was not a quorum at the Planning Commission, no public hearing was held and there was no recommendation from the Planning Commission.

Community Development Coordinator Olivia Adomabea will be at the meeting to facilitate the public hearing and provide staff input.

Following the public hearing, the City Council shall approve or disapprove the preliminary and final plat. Prior to the final plat being signed and recorded, any park dedication fees shall be paid and a developer's agreement signed.


Jennifer J. Bromeland, City Administrator



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

April 1, 2024

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

An outcome of the new regional safety group of which the City of Eagle Lake is now a member is that A Workplace Accident and Injury Reduction Program (AWAIR) policy is needed. Attached is a model AWAIR policy which Deputy City Clerk Kerry Rausch has tailored to fit Eagle Lake. One of the responsibilities of the Deputy City Clerk position is to maintain a worker safety program.

A motion is needed to adopt the AWAIR Program.


Jennifer J. Bromeland, City Administrator



AWAIR Program

A Workplace Accident Injury Reduction Program

Approved 04-01-2024

Vision Statement

The personal safety and health of each employee of the City of Eagle Lake is of primary importance. The City of Eagle Lake will comply with regulations and standards to provide each employee and the public with a safe and healthy place of employment and recreation.

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Duties and Responsibilities

The City of Eagle Lake Duties and Responsibilities

Commitment

"To provide each and every employee with a safe and healthy place of employment."

Mission

"To promote a cooperative environment where the employer, managers, supervisors and employees can work towards the common goal of eliminating workplace safety and health issues."

Responsibilities

The City of Eagle Lake shall:

- A. Provide visible and financial support to the AWAIR Program.
- B. Assign accountability for the implementation of safety and health related policies, programs, procedures, goals, and objectives.
- C. Establish and communicate those policies, programs, procedures, and practices necessary to protect employee safety and health, as well as the public.
- D. Identify and communicate safety and health related goals and objectives.
- E. Provide human and material resources necessary to implement and manage safety and health related policies, programs, procedures, goals, and objectives.
- F. Ensure that employees observe all safety and health related policies and procedures.

Implementation Tools

The City of Eagle Lake shall support the AWAIR Program by:

- A. Funding the AWAIR Program as a budget line item, the City Administrator will establish the safety budget.
- B. Providing items of equipment necessary to reduce or control significant workplace safety and health hazards.
- C. Scheduling and conducting supervisor and employee training during normal work hours, if possible.
- D. Discussing safety and health related issues in staff meetings as well as AWAIR meetings.
- E. Taking an active and visible role in supervisor and employee training.

Accountability

The City of Eagle Lake shall:

- A. Hold managers, supervisors, and employees accountable for their actions by adopting and enforcing an AWAIR Program compliance policy.
- B. Audit the overall effectiveness of the AWAIR Program biannually.

Department Heads Duties and Responsibilities

Commitment

To promote a culture of safety in the workplace.

Mission

To be a positive role model and safety advocate within their respective departments.

Responsibilities

Department Head shall:

- A. Be knowledgeable of safety, health related regulations, policies, procedures, and work practices.
- B. Be knowledgeable of workplace safety and health hazards and hazard control procedures.
- C. Communicate safety and health related information and instructions to employees.
- D. Ensure that all vehicles, machines, tools, and personal protective equipment are properly maintained and that unsafe items are immediately withdrawn from service for repair or replacement.
- E. Ensure that a quarterly walk-through safety inspection of their department is completed by department employees.
- F. Conduct accident and injury (including close calls) investigations to determine root cause and appropriate corrective actions.
- G. Consider and act upon unsafe condition reports and other safety and health related issues communicated by employees.
- H. Acknowledge safe work practices.
- I. Counsel and discipline (when necessary) employees who fail to observe established safety and health related policies, procedures, and work practices.
- J. Communicate serious or unresolved safety and health hazards to the City Administrator and Safety Committee.

Implementation Tools

Department Heads shall have the right and authority to:

- A. Allocate human and material resources necessary to implement and manage safety and health related policies, procedures, and practices within their work unit.
- B. Allocate funds to correct safety and health hazards with City Administrator approval.

- C. Request technical assistance and/or additional funds as required evaluating and eliminating or controlling safety and health hazards.
- D. Enforce employee compliance with established safety and health related policies, procedures and work practices including the initiation of formal disciplinary procedures regarding employee violations.
- E. Halt any work that exposes employees to imminent danger.

Accountability

Compliance with safety and health-related responsibilities will be assessed in annual performance reviews.

Employee Duties and Responsibilities

Commitment

To be an active participant in issues of workplace safety and health.

Mission

To work safely for ourselves, coworkers, employer, citizens, and our family.

Responsibilities

Employees shall:

- A. Be knowledgeable of safety and health related regulations, policies, procedures, and workplace practices.
- B. Be knowledgeable of workplace safety and health hazards and hazard control procedures and practices.
- C. Perform assigned work in accordance with established policies, procedures, and safe work practices.
- D. Identify and properly eliminate or control all potential hazards when performing assigned work.
- E. Properly wear, inspect, and maintain assigned personal protective equipment.
- F. Inspect tools and equipment for damage and defects before each use.
- G. Report all injuries, occupational illnesses (including symptoms of chemical over exposure) and accidents to their supervisor, including filling out Report of Unsafe Condition on all close calls.
- H. Report/record unsafe conditions and acts to their supervisor.
- I. Communicate training needs and safety suggestions to their supervisor.
- J. Participate in workplace inspections and safety audits.

- K. Attend safety meetings and training sessions.

Implementation Tools

Employees shall have the right and authority to:

- A. Review safety and health related information, including applicable regulations, policies, procedures, and material safety data sheets.
- B. Review their training, medical and exposure records during normal City of Eagle Lake work hours. Please contact City Administrator to review your records.
- C. Communicate hazard control procedures and practices when performing assigned work.
- D. Be in sole control of hazardous energy sources when performing assigned work on machinery/equipment.
- E. Report unsafe acts and conditions without being subjected to discipline or retaliation.
- F. Refuse (in good faith) to perform assigned work which they are not authorized or properly trained to perform without being subject to discipline or retaliation.
- G. Refuse (in good faith) to perform assigned work which they are physically incapable of performing without being subjected to discipline or retaliation.

Accountability

Compliance with safety and health-related responsibilities will be assessed in annual employee performance reviews.

Safety Committee Duties and Responsibilities

Commitment

To eliminate workplace hazards that cause any injury or illness.

Mission

To foster a spirit of open communication and cooperation in resolving all issues that pertain to employee safety and health.

Safety Committee Members

- A. The Safety Committee shall consist of 4 voting members, and one non-voting administrative member.
- B. Voting Safety Committee members shall serve two-year terms. Terms shall be staggered.
- C. Safety Committee chair shall change every 2 Years.
- D. The Safety Committee shall establish rules of order (parliamentary procedures).
- E. The Safety Committee shall establish and post goals and objectives at all City Designated Safety Bulletin Boards.
- F. The Safety Committee agendas shall be posted in advance.
- G. Safety Committee members shall take minutes and keep them on file.

- H. Safety Committee minutes shall be maintained on file at the City of Eagle Lake, City Hall.

Responsibilities

The Safety Committee shall:

- A. Review the results of workplace safety inspections to identify and analyze hazards.
- B. Review accident and injury reports (including close calls) to identify and analyze hazards.
- C. Review and act upon safety and health related concerns, suggestions and needs communicated by employees and supervisors.
- D. Review workplace hazard assessments.
- E. After conducting safety reviews suggest and document better work practices, repairs, safety training and communication.
- F. Conduct semi-annual walk-through safety inspections.
- G. Identify and communicate specific safety and health related needs and improvements to the employer, supervisors, and employees.
- H. Perform a biannual audit of the AWAIR Program.

Implementation Tools

The Safety Committee shall hold meetings during normal work hours.

Accountability

The Safety Committee shall prepare an annual report that shall be submitted to the employer and available for employee review. The report shall include:

- A. A summary of progress made in meeting stated goals and objectives.
- B. An analysis of accidents and injuries (including close calls) that identifies recurrent hazards and means of prevention.
- C. An analysis of safety inspections that identified recurrent hazards and means of correction.
- D. Specific recommendations for the elimination of workplace safety and health hazards.
- E. Goals and objectives for the upcoming year.
- F. An annual report will be completed by the Committee Chair. The annual report will be submitted by the first Monday of February each year. The annual report will be available for review by any city employee and AWAIR member.
- G. The annual report shall be submitted to the employer and available to employee review.

Compliance Policy

All personnel shall perform assigned work in accordance with established safety and health related policies, procedures and work practices.

Failure to observe safety and health related policies shall result in disciplinary actions as per the established personnel policy.

Identification of Safety and Health Hazards

Policy

A hazard is any condition, act or event that has the potential to cause injury or illness. All employees shall remain alert and report workplace safety and health hazards.

Implementation Tools

Five methods shall be used to identify workplace safety and health hazards.

A. Initial Assessment of Workplace Hazards

1. The assessment shall include a walk-through inspection of the workplace and a review of employee job duties. Results of the survey shall be tabulated as an inventory of workplace hazards on Form SP-1.
2. The assessment shall be performed by an individual with the direct involvement of work unit supervisors and employees.
3. Results of the assessment shall be communicated to managers, supervisors, employees, and the Safety Committee.

B. New/Altered Processes, Equipment and Chemical Products

1. Potential safety and health hazards shall be identified and evaluated prior to:
2. The start-up of new/altered processes or equipment.
3. The use of new chemical products.

C. Walk-Through Inspections

1. Department Inspections:
 - a. Biannual walk-through safety inspections shall be conducted in each work area by the Department Head or designated employee. The inspections shall be accomplished using a safety inspection checklist Form SP-2.
 - b. Inspection results shall be submitted to the Safety Committee and posted for employee review.
 - c. All observed hazards shall be noted on the checklist. Unsafe items that can be corrected at the time of inspection shall be corrected by the Department head or designated employee. Hazards that need further attention shall be recorded on the form. Corrective actions for those items that could not be corrected during the inspection shall be initiated immediately and shall be completed within 14 days.
 - d. The department head shall be responsible for reporting the status of unsafe conditions that have not been corrected during subsequent inspections. The department head will submit a status completion report to the Safety Committee within 7 days after the completion deadline date.
2. Safety Committee Inspections:

- a. Biannual walk-through safety inspections shall be conducted by the Safety Committee. The inspections shall be accomplished using a safety inspection checklist Form SP-2.
 - b. All observed hazards shall be noted on the checklist. Unsafe items that can be corrected at the time of the inspection shall be corrected by the inspection team. Hazards that need further attention shall be recorded on the form. The department head shall initiate corrective actions for those items that could not be corrected during the inspection.
 - c. Inspection results shall be communicated to department heads and employees.
- D. Employee Reporting of Unsafe Working Conditions
- 1. Imminent Danger
 - a. Employees shall not expose themselves to imminent danger.
 - b. Imminent danger hazards that require immediate corrective action shall be reported to the department head immediately.
 - c. The Department Head shall take immediate action to correct the hazard.
 - d. If corrective action is not immediately taken by the department head, the employee(s) shall report the situation to the Safety Committee and/or City Administrator.
 - e. The City Administrator and/or Safety Committee shall investigate and resolve the situation.
- E. Unsafe Conditions
- The following procedure shall be used where a working condition is thought to be unsafe, or potentially unsafe, but does not require immediate corrective action:
- 1. The employee(s) shall fill out an Unsafe Condition Report (form attached), being as detailed and specific as possible. The employee(s) shall:
 - a. Note the location and cause of the unsafe condition.
 - b. Actions which should be taken to correct the condition.
 - c. Give the report to their Department Head.
 - d. The Department Head will have 14 days to investigate the matter and take whatever corrective action, if any, that needs to be taken.
 - e. A Department Head may refer the matter to the Safety Committee or City Administrator.

Hazard Identification, Evaluation and Control

Evaluation of Safety and Health Hazards

Policy

Safety and health hazards shall be evaluated to determine severity, root cause and appropriate corrective actions.

Implementation Tools

Appropriate methods shall be used to evaluate workplace safety and health hazards. Hazard evaluation methods shall include:

A. Hazard Analysis

- 1. Safety and health hazards are identified by workplace inspections, employee reports and/accident/injuries shall be evaluated to determine root cause, severity, and

appropriate actions. Form SP-4 shall be used to analyze workplace safety and health hazards.

B. Job Hazard Analysis

1. A formal job hazard analysis shall be conducted to evaluate complex processes and work, severe hazards, recurrent accidents and injuries. Form SP-5 shall be used to conduct job hazard analysis.

C. Indoor Environmental Audits

1. Indoor environmental audits shall be conducted to assess indoor air quality, noise levels, lighting, temperature and humidity as required by applicable regulations. Form SP-6 shall be used to record the results of indoor environmental audits.

D. Personal Exposure Monitoring

1. Personal exposure monitoring shall be conducted to evaluate employee exposure. Noise and airborne contaminants shall be monitored when required by applicable regulations and workplace hazards. Form SP-7 shall be used to record the results of personal exposure monitoring.
2. The employee with whom personal exposure monitoring was conducted shall be informed of the results as required by applicable regulations.
3. All affected managers, supervisors and employees shall also be informed of the results of personal exposure monitoring in accordance with employee confidentiality restrictions.
4. The City Administrator shall maintain all employee personal exposure records. Employees shall have access to their exposure records, and upon request of said records shall be released to the employee's personal physician. Said records shall also be released to the employee's designated representative in accordance with applicable OSHA restrictions and procedures.

E. Occupational Medicine

1. Results from the occupational medicine program shall be used to evaluate any potential adverse health effects from employee exposure to harmful work environments and/or agents. Said determinations shall be made by the occupational medicine physician and communicated to the employer in accordance with restrictions imposed by patient/physician confidentiality.

Hazard Elimination and Control

Policy

Where practical and feasible safety and health hazards shall be eliminated rather than controlled.

Implementation Tools

Four methods shall be used to correct workplace safety and health hazards.

A. Hazard Elimination

When practical and feasible, workplace safety and health hazards shall be eliminated by changing processes, materials and/or procedures in lieu of other control measures.

B. Engineering Controls

Effective engineering controls shall be the preferred method to control safety and health hazards that cannot be eliminated by changing processes, materials and/or procedures. Engineering controls implemented by the City of Eagle Lake may include:

1. Ventilation and exhaust.
2. Guards and barricades.
3. Installation of sound absorbing materials.
4. Installation of enclosures or devices that isolate employees from hazards.
5. Redesigning of workstations or areas.

C. Administrative Controls

Administrative controls shall be used to control workplace safety and health hazards when practical and feasible. Administrative controls implemented by the City of Eagle Lake may include:

1. Modifying work schedules to reduce employee exposure to toxic materials and hot or cold environments.
2. Implementing safety and health related policies, procedures, and work practices, including OSHA required safety and health programs. Where applicable OSHA required safety and health programs implemented by the City of Eagle Lake include:
 - a. A Workplace Accident Injury Reduction Program (AWAIR).
 - b. Right-to-Know.
 - c. Blood borne Pathogens.
 - d. Personal Protective Equipment.
 - e. Respiratory Protection.
 - f. Hearing Conservation.
 - g. Lockout/Tagout.
 - h. Confined Space.
 - i. Emergency Action Plan.

D. Providing employees with information and training as required by applicable regulations, workplace hazards and employees job duties. Employee information and training includes:

1. Post signs that warn employees of workplace safety and health hazards. (Lock Out-Tagout / Personal Protective Equipment /Confined Space).
2. Material Safety Data Sheets (MSDS) available for hazardous chemicals which employees may be exposed to.
3. New employee safety training and instruction.
4. Annual required training of existing employees.
5. Job briefings / toolbox and tailgate safety talks.

E. Personal Protective Equipment

When safety and health hazards cannot be eliminated or controlled by other means, employees will be provided with and required to wear suitable personal protective equipment. Personal protective equipment shall be selected, inspected, used, and cared for in accordance with applicable regulations and the manufacturer's instructions.

Personal protective equipment provided to employees includes:

1. Steel toe safety boots/shoes.
2. Safety vests/hardhats.
3. Chain saw chaps, helmet, boots.
4. Protective clothing (uniform, sweatshirts, jackets).
5. Protective gloves.
6. Safety rain suits.
7. Safety glasses/goggles.
8. Respiratory masks.

Employees shall be responsible for the proper inspection, use and maintenance of assigned personal protective equipment.

Facility Maintenance

Facility Maintenance

Policy

Scheduled maintenance shall be used so far as practical and feasible to ensure the safety, reliability and availability of structures, equipment and vehicles.

Implementation Tools

- A. Facility Maintenance
 1. Structures, equipment and vehicles shall be inspected and maintained in accordance with applicable regulations, codes and manufacturer's instructions.
 2. All personnel shall use work orders to report items in need of maintenance or repair.
 3. Maintenance and inspection records shall be maintained on file.
 4. All replacement equipment and parts shall meet or exceed the original manufacturer's specifications.

- B. Housekeeping
 1. Maintaining a clean and sanitary workplace is a shared responsibility and requires team effort.

Accident Investigation and Records Analysis

Accident Investigation and Records Analysis

Policy

Accidents and injuries can reoccur unless causes are identified and corrected. All accidents and injuries (including close calls) shall be investigated to identify the cause and appropriate corrective measures.

Implementation Tools

A. Records Management

The employer shall maintain and periodically review the following records.

Records	Maintained By/Location
Employee Personal Exposure Records	City Administrator/City Hall
Employee Medical Records	City Administrator/City Hall
Employee Training Records	Safety Committee/City Hall
Reports of Accidents/Injuries	City Administrator/City Hall
OSHA 300 Log	Posted on all Safety Bulletin Board
Safety Inspection Reports/Audits	Posted on Dept. Safety Bulletin Board/ Records at City Hall

Accident Investigations	Committee Chair/City Hall
Canceled Confined Space Permits	Public Works/Public Works Office
Maintenance Records	Each department designated location

B. Reporting of Accidents and Close calls

1. Employees are required to report all accidents and injuries (including close calls) to their Department Head.
2. OSHA recordable injuries shall be reported to the Department Head. The City designee shall be responsible for reporting and recording OSHA recordable injuries (including the processing of workman's compensation claims and compilation of the OSHA 300 log) in accordance with applicable regulations.
3. The City Administrator shall report accidents which result in the hospitalization of 3 or more employees and fatalities to the nearest OSHA office within 8 hours.

C. Accident/Injury Investigation

1. The Department Head shall be responsible for promptly investigating all accidents and injuries (including close calls) to identify cause and appropriate corrective actions.
2. Form SP-10 may be used to provide general guidelines for determining cause and appropriate corrective actions.
3. The Department Head shall communicate the results of all investigations to affected managers, supervisors, employees, and the Safety Committee.

D. Analysis of Accidents and Injuries

1. The Safety Committee shall record and analyze information and statistics on accidents and injuries (including close calls) to identify recurrent hazards. Form SP-11 shall be used to complete the analysis.
2. The Safety Committee shall communicate their analysis (including any recommendations) to the City Administrator, department head and employees.

E. Analysis of Walk-Through Safety Inspections

1. The Safety Committee shall record and analyze information and statistics on the results of walk-through safety inspections to identify recurrent hazards.

Occupational Medicine

Occupational Medicine

Policy

Employee health and wellbeing shall be monitored through an occupational medicine program. Results of the program shall be used to determine employee fitness for duty and to identify and evaluate any medical effects resulting from workplace safety and health hazards.

Implementation Tools

- A. North Works Business Health has been designated to provide occupational medicine services to the City of Eagle Lake.

- B. To facilitate an effective occupational medicine program, the City of Eagle Lake shall provide North Works Business Health with information about workplace safety and health hazards, employee job duties and applicable regulations.
- C. As required by workplace safety and health hazards and applicable regulations, North Works Business Health shall perform initial and periodic medical examinations and tests to evaluate employee health and fitness for duty.
- D. Ridgeview Business Health shall communicate the results of medical procedures and tests to the employees.
- E. In accordance with physician/patient confidentiality restrictions, Ridgeview Business Health shall communicate patient employee medical information to the City Administrator for the City of Eagle Lake.
- F. North Works Business Health shall maintain applicable employee medical records. Employees shall have access to their medical records; upon request, during normal business hours, said records shall be released to the employee's personal physician. Said records shall also be released to the employee's designated representative in accordance with applicable OSHA restrictions and procedures.

Contractor Safety

Contractor Safety

Policy

Qualified Contractors

- A. It is the policy of the City of Eagle Lake to retain only qualified contractors that have a reputable record of employee safety, health, and regulatory compliance.

Contractors Duties

- A. The contractor shall be responsible for training, maintaining and supervising safety and health related policies, programs, and work practices in connection with the performance of contractual work.
- B. The contractor's safety and health program shall comply with all applicable regulations and shall provide a level of employee protection that is equal to or greater than safety and health related policies, procedures and work practices implemented by the City of Eagle Lake.
- C. The contractor shall be responsible for furnishing all safety and health-related equipment necessary for the completion of contracted work.

Duties to Subcontractors

The contractor shall be responsible for communicating safety and health related information to subcontractors and shall ensure that subcontractors initiate, maintain, and supervise safety and health related policies, programs and work practices while performing subcontracted work.

Imminent Danger

The City of Eagle Lake reserves the right to suspend contracted work that jeopardizes the safety of the contractors, city employees and community.

Implementation Tools

Exchange of Safety and Health Related Information

Prior to the beginning of contracted work, the City of Eagle Lake project manager/inspector and the contractor's job site supervisor shall exchange and review applicable safety and health related information, procedures, and practices. The information exchange/review shall include:

- A. Hazardous materials (including lead and asbestos containing materials) present at the work site and to which the contractor's employees might be exposed. Information provided to the contractor shall include:
 1. Identity and nature of hazardous materials.
 2. Potential health hazards.
 3. Protective measures.
 4. Location of material safety data sheets (MSDS).
- B. Hazardous materials brought into the City of Eagle Lake workplace by the contractor (including any subcontractors). Information provided to the City of Eagle Lake shall include:
 1. Identity and nature of hazardous materials.
 2. Potential health hazards.
 3. Protective measures.
 4. Location of material safety data sheets (MSDS).
- C. Hazardous energy sources in the City of Eagle Lake workplace. Information provided to the contractor shall include:
 1. Identity and magnitude of hazardous energy sources in the City of Eagle Lake's workplace.
 2. Host employer's Lock Out – Tagout Procedures.
- D. OSHA requires an Entry Permit be filled out and kept on file at the City for confined space entry and work in the City of Eagle Lake workplace. Information provided to and from the contractor shall include:
 1. Identity and location of permit confined spaces.
 2. Permit confined space hazards.
 3. Entry procedures used by the City of Eagle Lake employees.
 4. Confined Space entry procedures to be used by the contractor (including any subcontractors) shall be discussed and identified.
- E. Policies and practices relating to the use of personal protective equipment. Information provided to the contractor shall include:
 1. City of Eagle Lake's personal protective equipment policy.
- F. Emergency procedures. Information provided to the contractor shall include:
 1. Preferred method of reporting workplace emergencies.
 2. Procedures for making emergency telephone calls.
 3. Identity and location of hospital.
 4. Method used to report workplace emergencies.
 5. Identity of fire alarm and evacuation procedures.
- G. Other safety and health related information applicable to contracted work.

Coordination of Work

The City of Eagle Lake project manager/inspector and the contractor's job site supervisor shall coordinate work activities that affect employee safety and health such work activities include:

- A. Shut down of machines and Lockout/Tagout.
- B. Entry into permit confined spaces.

Additional Information

Refer to the following documents for additional information and requirements. (When developed)

- A. Contract Documents.
- B. Hazard Communication Program.
- C. Hazardous Energy Control Lockout/Tagout Program.
- D. Permit Confined Space Entry Program.
- E. Emergency Action Plan.
- F. Personal Protective Equipment Hazard Assessment.
- G. Respiratory Protection Program.
- H. Hearing Conservation Program.

Employee Information

Employee Information

Policy

Employees shall be provided with adequate and effective safety and health-related information.

Implementation Tools

- A. Employee Rights
 - 1. Employees will be informed of their rights under the Occupational Safety and Health Act by posting the "OSHA Poster." The OSHA posters shall be posted at designated safety bulletin boards. Safety Boards are designated in each City building.
- B. Workplace Injuries and Illnesses
 - 1. Employees shall be informed of workplace injuries and illness by posting the OSHA 300 log for the previous year between February 1 and April 30 of each year. The OSHA 300 log shall be posted at all designated safety bulletin boards.
- C. Access to Safety and Health Related Information
 - 1. Employees shall be provided access to safety and health related information, including but not limited to, OSHA standards, material safety data sheets, safety and health related policies, and procedures. Safety and health related information shall be available for employees review at Eagle Lake City Hall.

2. The City of Eagle Lake's Safety Committee shall be responsible for posting (or making available) the above information.
- D. Access to Medical Records
1. Employee medical records are maintained on file at the City of Eagle Lake's City Hall. Employees are to contact the City Administrator to access and review their medical records. Upon request, medical records shall be released to the employee's physician.
- E. Access to Personal Exposure Records
1. Employee exposure records shall be maintained and are on file at the City of Eagle Lake's City Hall. Employees are to contact the City Administrator to access and review their exposure records. Upon request records shall be released to the employee's private physician. Said records shall also be released to the employee's designated representative in accordance with applicable OSHA restrictions and procedures.
- F. Access to Training Records
1. Employee training records shall be maintained and are on file at the City of Eagle Lake's City Hall. Employees are to contact the City Administrator/City Safety Committee to access and review their training records.
- G. Warning Signs, Labels and Tags
1. Appropriate signs, labels and tags shall be used to communicate workplace hazards and safety and health related information. Some examples are:
 - a. Danger signs and Tags: Shall be used in major hazard situations where an immediate hazard presents a threat of death or serious injury.
 - b. Caution signs and Tags: Shall be used in minor hazard situations where a non-immediate or potential hazard or unsafe practice presents a lesser threat of employee injury.
 - c. Warning signs and Tags: Shall be used to represent a hazard level between "Caution" and "Danger".
 - d. Safety Instruction Signs: Shall only be used to communicate safety and health-related information.

Employee Training

Policy

All employees shall be provided with effective safety training and instruction as required by workplace hazards, employee's job duties and applicable regulations. Supervisors shall evaluate the effectiveness of training by observing employee work practices and compliance with established safety and health related policies, procedures, and practices. Supervisors shall take appropriate actions to correct skill and knowledge deficiencies.

Implementation Tools

A. New Employees:

All new employees shall be provided with effective safety training and instructions as required by workplace hazards, employee job duties and applicable regulations. The training shall be completed before new employees perform their assigned work. New employee safety training and instruction shall include:

1. Information on safety and health related policies, procedures, and practices.

2. Instruction on the identity and nature of workplace safety and health hazards including control procedures and practices.
 3. Instruction on specific job duties including safe work practices.
 4. Instruction on emergency procedures.
- The training will be documented and kept on file at the City of Eagle Lake's City Hall.

B. In-Service training of Existing Employees:

All existing employees shall receive initial and refresher training as required by:

1. Applicable regulations.
2. The introduction of new hazards.
3. Procedural changes.
4. Work practice deficiencies.

In-Service training will be scheduled on a monthly basis. Attendance will be taken and maintained on file at the City of Eagle Lake City Hall.

C. Toolbox and Tailgate Safety Talks

Department Heads shall conduct frequent toolbox and tailgate safety talks to communicate:

1. Initial safety and health related information.
2. Work-specific hazards and hazard control procedures (job briefings).
3. Hazards associated with non-routine tasks.

D. Training effectiveness shall be evaluated by:

1. Workplace safety inspections.
2. Rate of and type of injuries.
3. Compliance with established policies, procedures, and work practices. Department Heads shall be primarily responsible for evaluating the effectiveness of employee training.

Emergency Preparedness

Emergency Preparedness

Policy

The City of Eagle Lake shall prepare for all reasonably foreseeable workplace emergencies.

Implementation Tools

- A. Fire and Emergency Prevention Plans (when developed).
- B. The City of Eagle Lake shall develop procedures and responsibilities to prevent fires and other emergencies. This plan shall be known as the Emergency Action Plan (when developed).
 1. Emergency Equipment and Egress
 - a. Emergency equipment, including exits, fire extinguishers, first aid kits, emergency eye wash stations, emergency showers, and emergency lights shall be installed, inspected, and maintained in accordance with applicable regulations.
 - b. Procedures for the inspection and maintenance of emergency equipment shall be established in the Fire and Emergency Prevention Plan.
 2. Employee Emergency Action Plan

- a. Procedures to be followed by employees in the event of a fire or other workplace emergency shall be established in the Emergency Action Plan.
- b. Employee Training
 - i. Employees shall be trained in assigned emergency response actions and duties in accordance with applicable regulations. The information and training include:
 - ii. Actions and duties in the Emergency Action Plan.
 - iii. Fire Prevention and the use of portable fire extinguishers.
 - iv. First Aid.

C. Emergency Response

The following agencies have been designated to respond to an emergency within the City of Eagle Lake.

Fire Department: 911 / Eagle Lake Fire Department
Ambulance/Hospital: 911 / Mayo Clinic Health Systems
Police/Sheriff: 911 / Blue Earth County Sheriff's Department

Local emergency response agencies shall be informed of workplace safety and health hazards in accordance with applicable regulations.

The local fire department has toured hazard areas within the City of Eagle Lake and has trained in emergency procedures.

Annual Program Audit

Annual Program Audit

Policy

The effectiveness of the AWAIR Program shall be assessed by a biannual audit.

Implementation Tools

The Safety Committee shall perform an annual audit of the AWAIR Program. The audit shall be conducted in December of each year.

The goal of the audit shall be to improve overall program effectiveness by identifying specific needs and deficiencies. Specific recommendations for improving the program shall be made through updated goals and objectives. Form SP-9 shall be used to complete the audit.

The Safety Committee shall prepare a written audit report by the second Tuesday in February of each year. The results of the audit will be presented to all City Employees, City Administrator, and AWAIR.

Approval of AWAIR Program

Safety Committee Approval

APPROVAL

Date Approved by City Council: April 1, 2024

Public Works Director, Andrew Hartman
Safety Committee Member

Deputy Clerk, Kerry Rausch
Safety Committee Member

City Administrator, Jennifer Bromeland

City of Eagle Lake FORM SP-1 HAZARD INVENTORY

Check (✓) those hazards that are present or likely to be present in the work place. Identify source and location of each hazard that is present or likely to be present in the workplace. Evaluate and provide for control of all hazards identified in accordance with applicable regulations. Provide for employee information and training on all hazards identified in accordance with applicable regulations.

Facility: _____ **Area/Operation:** _____

Affected Positions: _____ **Compiled By:** _____ **Date:** _____

(✓) If Present	Potential Hazard	Potential Harm	Source And Location Of Hazard <i>(Identify hazard)</i>
ENVIRONMENTAL HAZARDS			
	Noise	May cause stress, fatigue, and/or loss of hearing. May interfere with communication, and thereby contribute to accidents/injuries. May cause illness, injury, and/or death.	
	Air contaminants		
	Hot environments	May cause heat cramps, heat exhaustion, and/or heat stroke. Serious cases may cause delayed injury or death.	
	Cold environments	May cause frostbite and/or hypothermia.	
	Wet environments	May cause illness or worker to slip, trip, or fall. May result in injury or death.	
	Confined spaces	May contain atmospheric, entrapment, engulfment, and/or other serious hazards. May result in injury or death.	
	Lighting	May interfere with worker's ability to recognize job site safety and health hazards. May result in injury or death.	
	Biological organisms or agents	May cause disease. May cause illness or death.	
	Microwave and other non-ionizing radiation	May cause thermal burns and heat build up in body tissues or other bodily injury. May result in injury or death.	

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(✓) If Present	Potential Hazard	Potential Harm	Source And Location Of Hazard <i>(Identify hazard)</i>
HAZARDOUS MATERIALS			
	Toxic substances	May cause illness, injury, or death.	
	Flammable substances	May cause fire/explosion and/or illness, injury, or death.	
	Reactive substances	May react violently with other substances and/or cause illness, injury, or death.	
	Corrosive substances	May corrode metal, react violently with other substances, and/or cause illness, injury, or death.	
	Compressed gasses	Cylinder may rupture and/or become a missile. Gas may be toxic, flammable, reactive, toxic and/or corrosive. May cause illness, injury, or death.	
	Infectious materials or disease causing agents/organisms	May cause disease. May cause illness or death.	
	Radioactive materials	May cause radiation burns and radiation sickness.	
	Asbestos containing materials	Asbestos is known to cause asbestosis, lung cancer, and mesothelioma.	
	Lead containing materials	Lead is known to cause acute or chronic lead poisoning and/or injury to reproductive system. Know to cause birth defects.	
	Known carcinogens	Cancer. May result in illness, deformations, genetic changes, or death.	
	Hot or molten materials	May cause thermal burns. May produce harmful fumes.	
	Cryogenic liquids	May cause frostbite. High expansion ratio (liquid to gas). Gas may be toxic, flammable, reactive, and/or corrosive.	

<p>(✓) If Present</p>	<p>Potential Hazard</p>	<p>Potential Harm</p>	<p>Source And Location Of Hazard (Identify hazard)</p>
<p>PHYSICAL HAZARDS</p>			
	<p>Wet, slippery or cluttered floors, stairs, or landings</p>	<p>May cause worker to slip, trip, or fall. May result in injury or death.</p>	
	<p>Floor openings or holes</p>	<p>May cause worker to slip, trip, or fall. May result in injury or death.</p>	
	<p>Unguarded platforms</p>	<p>Worker may fall. May result in injury or death.</p>	
	<p>Rotating or moving machinery</p>	<p>Worker may become caught between moving parts. May result in injury or death.</p>	
	<p>Hand and power tools</p>	<p>Use may cause lacerations, abrasions, fractures, amputations, and/or electrocutions. May result in injury or death.</p>	
	<p>Abrasive grinders</p>	<p>Use results in flying particles. Wheel may explode. May cause face/eye injuries.</p>	
	<p>Compressed air for cleaning</p>	<p>Use may result in flying particles. May cause face/eye injuries.</p>	
	<p>Pressure vessels - air, steam, water, or gas</p>	<p>Mechanical explosion. May result in injury or death.</p>	
	<p>Fixed electrical equipment</p>	<p>Electrocution and/or fire. May result in injury or death.</p>	
	<p>Portable electrical equipment and extension cords</p>	<p>Electrocution and/or fire. May result in injury or death.</p>	
	<p>Head hazards (e.g. falling objects/bumps to head)</p>	<p>Worker could be struck. May result in injury or death.</p>	
	<p>Eye/face hazards (e.g. flying particles, harmful light and chemicals)</p>	<p>May cause blindness or injuries to face (e.g. cuts, thermal burns, and chemical exposure/burns). May result in injury or death.</p>	
	<p>Hand hazards (e.g. sharp objects, heat/fire, and chemicals)</p>	<p>May cause lacerations, abrasions, thermal burns, and chemical burns/exposure. May result in injury or death.</p>	

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<p>(✓) If Present</p>	<p>Potential Hazard</p>	<p>Potential Harm</p>	<p>Source And Location Of Hazard <i>(Identify hazard)</i></p>
<p>PHYSICAL HAZARDS, continued</p>			
	<p>Torso hazards (e.g. sharp objects heat/fire, and chemicals)</p>	<p>May cause lacerations, abrasions, thermal burns, and chemical burns/exposure. May result in injury or death.</p>	
	<p>Foot hazards (e.g. rolling or falling objects)</p>	<p>May cause lacerations and/or fractures. May also result in chemical exposure/burns.</p>	
	<p>Belt, chain, and screw conveyors</p>	<p>Worker may become caught between moving parts. May result in injury or death.</p>	
	<p>Hot surfaces/equipment</p>	<p>Worker could receive thermal burns. Could ignite a fire. May result in injury or death.</p>	
	<p>Material storage</p>	<p>May result in fire, falling object, and/or slip, trip and fall hazards. May result in injury or death.</p>	
	<p>Hoists, cranes, slings, and chains</p>	<p>Equipment could fail. Employee could be struck by a falling object. May result in injury or death.</p>	
	<p>Limited exits and/or complex floor plan</p>	<p>Workers may become trapped in a fire. May result in injury or death.</p>	

(✓) If Present	Potential Hazard	Potential Harm	Source And Location Of Hazard <i>(Identify hazard)</i>
ERGONOMIC HAZARDS			
	Workers routinely perform the same or pattern of motion within 30 seconds	May cause injuries to muscles, tendons, and joints. May result in injury and/or disability.	
	Workers routinely maintain a fixed or awkward posture	May cause injuries to muscles, tendons, and joints. May result in injury and/or disability.	
	Workers routinely use vibrating tools or equipment	May cause injuries to muscles, tendons, and joints. May result in injury and/or disability.	
	Workers engage in unassisted frequent heavy lifting	May cause injuries to muscles, tendons, and joints. May result in injury and/or disability.	
	Workers routinely use forceful hand exertions	May cause injuries to muscles, tendons, and joints. May result in injury and/or disability.	
	Workers use tools, which are not designed for the job	May cause injuries to muscles, tendons, and joints. May result in injury and/or disability.	
SHIFT WORK			
	Employees frequently work an extended or rotating shift schedule	May cause stress and fatigue. May contribute to injuries and accidents.	
	Employees may be required to work double shifts	May cause stress and fatigue. May contribute to injuries and accidents.	

(√) If Present	Potential Hazard	Potential Harm	Source And Location Of Hazard <i>(Identify hazard)</i>
WORK RELATED HAZARDS			
	Employees handle/use hazardous chemicals	May cause illness, injury, or death.	
	Employees remove or encapsulate asbestos	Asbestos is known to cause asbestosis, lung cancer, and mesothelioma. May result in illness and death.	
	Employees sand, grind, cut, or weld on lead containing materials	Lead is known to cause acute or chronic lead poisoning and/or injury to reproductive system. May result in illness and death.	
	Employees service or perform maintenance on equipment/machines	Worker may become caught between moving parts. May result in injury or death.	
	Employees perform maintenance on electrical equipment	Electrocution. May result in injury or death.	
	Employees enter permit confined spaces	May contain atmospheric, entrapment, engulfment and/or other serious hazards May result in injury or death.	
	Employees perform work from unguarded elevated surfaces	Worker may fall. May result in injury or death.	
	Employees perform work in excavations and trenches	Trench may cave-in. May result in injury or death.	
	Employees perform work on streets/roads	Worker may be struck by a vehicle. May result in injury or death.	
	Employees perform work in close proximity to heavy equipment	Worker may be struck by a vehicle. May result in injury or death.	
	Employees operate heavy equipment (e.g. end loaders, trucks, etc.)	Vehicular accidents. May result in injury or death.	
	Employees operate forklifts	Vehicular accidents. May result in injury or death.	
	Employees operate aerial lift trucks	Boom could contact power line. Employee could fall. May result in injury or death.	

<input checked="" type="checkbox"/> If Present	Potential Hazard	Potential Harm	Source And Location Of Hazard <i>(identify hazard)</i>
WORK RELATED HAZARDS, continued			
	Employees operate fixed/mobile cranes and hoists	Worker could be struck by a falling object. Boom could contact a power line - worker electrocuted. May result in injury or death.	
	Employees perform welding, cutting, and brazing	Fire and explosion. Electrocution. Workers may be exposed to toxic metal fumes. May result in illness, injury, or death.	
	Employees perform abrasive blasting	Workers may be exposed to respirable silica dust and/or lead dust. May result in illness, injury, or death.	
	Employees perform spray painting	Workers may be exposed to toxic mists and sprays. Fire/explosion hazard. May result in illness, injury, or death.	
	Employees come into close contact with soil or trash	May result in tetanus if worker receives a cut, scrape, or puncture wound.	
	Employees come into close contact with blood and other body fluids	May be exposed to HIV or HBV. May result in illness and death.	
	Employees operate noisy tools and equipment	May cause stress, fatigue, and/or loss of hearing.	
	Employees work on or near high voltage electrical equipment	Electrocution. May result in injury or death.	
	Employees perform work from ladders and/or scaffolds	Worker may fall. May result in injury or death.	
	Employees control processes that involve hazardous chemicals	Fire, explosion, and/or exposure to a toxic or corrosive chemical. May result in illness, injury, or death.	
	Employees operate fixed machines and equipment	Equipment failures may result in fire/explosion, electrocution, and/or flying material. May result in injury or death.	

(✓) If Present	Potential Hazard	Potential Harm	Source And Location Of Hazard <i>(Identify hazard)</i>
EMPLOYEE EMERGENCY RESPONSE DUTIES			
	Designated employees have a duty to provide first aid/CPR	May be exposed to HIV or HBV. May result in illness and death.	
	Designated employees have a duty to extinguish fires	May result in thermal burns and/or the inhalation of hot/toxic smoke. May result in injury or death.	
	Designated employees have a duty to respond to hazardous chemical spills	May be exposed to flammable, reactive, toxic, or corrosive chemicals. May result in illness, injury, or death.	
	Designated employees have a duty to perform rescues	May be exposed to an atmospheric, entrapment, engulfment, fire, fall, electrical, and/or moving equipment hazards. May result in injury or death.	
OTHER HAZARDS			

AS

(✓) If Present	Potential Hazard	Potential Harm	Source And Location Of Hazard (Identify hazard)
OTHER HAZARDS			

FORM SP-2 SAFETY INSPECTION CHECKLIST

This checklist provides general guidance for the identification and correction of common work place hazards. It is not all-inclusive. Draw a line through those items that do not apply.

Check (✓) all unsatisfactory items/conditions and indicate location if applicable. Correct those unsatisfactory items/conditions that you are capable of correcting. Identify those items/conditions that need further action on reverse side. Note any new hazards. Review completed checklist with supervisor. Supervisors are to schedule corrective actions as required and submit completed checklist to safety committee.

Postings

- OSHA poster
- OSHA 300 (post 2/1 to 4/30 of each year)
- Hazards identified by signage
- Permit confined spaces signed
- Non-potable water identified by signage
- Floor load limits identified by signage
- No smoking areas identified by signage
- Emergency telephone numbers posted
- Escape routes/exits identified by signage
- Emergency equipment identified by signage
- NFPA 704 signs posted

Written Programs: Available To Employees

- Hazard Communication Program
- Respiratory Protection Program
- Hearing Conservation Program
- Hazardous Energy Control (Lo/To) Program
- Permit Confined Spaces Program
- Infection Control Program
- Fire Prevention/Emergency Action Plan
- Occupational Medicine Program

Tools/Equipment

- Condition of electrical cords
- Condition of hand/power tools
- Condition of abrasive grinders
- Air nozzles - pressure reduced to 30 psi
- Power tools - point of operation guarded

Electrical

- Breakers/panels identified
- Boxes/panels closed/covered
- Exposed conductors guarded
- Lights guarded/protected
- Condition of extension cords
- Circuits properly grounded

Fixed Machinery/Equipment

- Belts/pulleys guarded
- General maintenance
- Disconnects provided/identified

Equipment properly grounded

Material Handling

- Condition of hoists/cranes
- Condition of slings/chains
- Condition of conveyors - trip line functional
- Condition of fork lifts

Material Storage

- Material neatly stacked and stable
- Shelves organized - no falling object hazard
- Accumulations of Class A combustibles
- Aisle clear and free from obstructions
- General housekeeping

Hazardous Materials

- Proper containers
- Containers labeled
- MSDS available
- Proper storage
- Flammables stored in approved cabinets
- Incompatibles separated
- Proper storage of compressed gas cylinders
- Flammable waste - containers emptied daily
- Damaged/deteriorated ACM

Working Surfaces/Housekeeping/Sanitation

- Aisle/floors/stairs kept clear/clean/dry
- General housekeeping
- Floor openings - covered/guarded
- Platforms/stairs guarded by railing
- Proper waste disposal
- Restrooms/locker rooms - clean/sanitary
- Eating areas - clean/sanitary

Ladders/Scaffolds

- Ladders - condition/proper use
- Fixed ladders - condition/fall protection
- Scaffolds - condition/proper use

Confined Space Entry Equipment

- Personal monitors - availability/calibration
- Retrieval equipment - availability/condition

Emergency Equipment

- First aid kit - in place/completely stocked
- Availability of persons trained in F.A./CPR
- Fire extinguishers - in place/charged
- Fire alarm operates when activated
- Eye washes/showers - accessible/functional
- Emergency lights - proper operation
- Exits - accessible/not blocked
- SCBA's/PPE - availability/condition

PPE: Condition/Storage

- Respirators
- Hard hats
- Face/eye protectors
- Gloves
- Protective footwear
- Protective clothing
- Electrical protective equipment
- Personal fall protective equipment

Safe Work Practices: Employees

- Use proper lockout/tagout procedures
- Use proper confined space entry procedures
- Use suitable personal protective equipment
- Barricade hazardous work areas
- Guard temporary floor openings
- Use proper excavation/trenching procedures
- Use personal fall protective equipment
- Use GFI's

Vehicles/Mobile Equipment

- Tires/brakes/steering/lights
- General maintenance
- Proper operation of special equipment
- First aid kit - in place/completely stocked
- Fire Extinguishers - in place/charged

Employee Medical/Exposure Records

Available for employee review

Describe Other Unsatisfactory Items/Conditions and/or New Hazards

1. _____
2. _____
3. _____
4. _____
5. _____

Summary Of Unsatisfactory Items That Need Further Action

Item	Location

Area/Vehicle Inspected: _____

Conducted By: _____ **Date:** _____

FORM SP-3 REPORT OF AN UNSAFE CONDITION

Instructions to employees: Briefly describe the location and nature of the unsafe condition. Identify any possible corrective actions. Sign/date the report. Submit report to your immediate supervisor.

To be completed by employee reporting the unsafe condition

Location: _____

Describe unsafe condition: _____

Suggested corrective actions: _____

Reported by: _____ Date: _____

To be completed by work unit supervisor

Received by: _____ Date: _____

Suggested corrective actions taken

Referred to safety committee

Comments/actions taken: _____

To be completed by safety committee

Date reviewed/acted upon: _____

Recommendation of safety committee: _____

Corrective actions initiated by safety committee

Corrective actions referred to City Administrator for review/initiation

To be completed by City Administrator

Date acted upon: _____

Actions taken: _____

FORM SP-4 HAZARD EVALUATION AND ELIMINATION/CONTROL WORKSHEET

This checklist provides general guidance for the evaluation and elimination/control of workplace safety and health hazards. It is not all inclusive.

Use this worksheet to identify how hazards identified in the workplace hazard survey will be eliminated or controlled. (The worksheet may also be used to analyze specific operations or areas). Identify the source and location of each hazard in *column 1*. Identify the cause and severity of the hazard in *column 2*. Identify the means/methods of hazard elimination/control in *column 3*.

Hazard Source/Location	Hazard Evaluation	Methods/Mean Of Hazard Elimination/Control
	<i>Identify cause and severity of hazard. Include results of personal monitoring, if applicable.</i>	<i>Identify means and methods that will be used to eliminate or control the hazard. Consider hazard elimination, engineering controls, administrative controls, procedures, work practices, employee training, and personal protective equipment.</i>

Facility: _____ **Area/Operation:** _____

Affected Positions: _____ **Compiled By:** _____

Date: _____

FORM SP-5 JOB HAZARD ANALYSIS

Instructions: Refer to OSHA publication 3071, Job Hazard Analysis, for additional information and instructions.

Task: _____ Conducted By: _____ Date: _____

Job Step	Hazard	Cause	Preventive Measure

Page: _____ of: _____

FORM SP-7 RESULTS OF PERSONAL EXPOSURE MONITORING

Facility:		Department or Area:						
Employee:		Operation:						
Employee SS Number:	Date:	Temperature:	Relative Humidity:					
Type of Respirator Used By Employee:								
Comments/Observations:								
Sample Type:								
Sampling Device and ID. No.:								
Calibration (date and results):								
Settings/Range:								
Collection Media:								
Analysis Method:								
Sample Number	Start Time	Stop Time	Duration (minutes)	Calibration Flow Rate	Volume (liters)	Substance Sampled	Amount Collected	Concentration In Air
Substance Sampled					Actual Employee Exposure		Permissible Exposure Limit (PEL)	
Recommendations:					Sampling Conducted By:			

FORM SP-9 SAFETY AND HEALTH PROGRAM AUDIT WORKSHEET

This worksheet provides general guidance for evaluating safety and health program effectiveness. It is not all inclusive. Consider each program element to: (1) determine whether or not the element is in place, (2) estimate the element's overall effectiveness, and (3) identify specific deficiencies and actions that can be taken to improve the effectiveness of the element.

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
1. City Commitment The city has adopted and endorsed an effective and proactive written safety and health program (AWAIR) that encourages employee participation.								
The city has adopted a safety and health related vision (or policy) statement. Vision (or policy) statement has been communicated to managers, supervisors, and employees.								
The city has adopted safety and health related policies, procedures, and practices. Safety related policies, procedures, and practices have been communicated to managers, supervisors, and employees.								
The city has committed those human and material resources necessary to implement and manage the safety and health program.								

Program Element	In Place (√)		Effectiveness (√)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
The city has (established and communicated) safety and health related responsibilities for managers, supervisors, and employees.								
The city has provided means and methods for managers, supervisors, and employees to meet assigned safety and health related responsibilities.								
The city has assigned accountability by adopting and enforcing a safety program compliance policy. Managers, supervisors, and employees are required to comply with safety related, policies, procedures, and practices and are held accountable for their actions.								
The city includes work place safety and health as an agenda item in staff meetings.								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
The city requires managers and supervisors to take a visible and active role in safety meetings and training sessions.								
2. Employee Involvement The city provides for employee input and involvement in safety and health program. Employees (or their designated representative) have endorsed the safety and health program.								
The city provides for employee involvement (and solicits employee input) in all matters pertaining to work place safety and health, including but not limited to: work place hazard assessments and inspections, hazard mitigation, and training.								

Program Element	In Place (√)		Effectiveness (√)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
The city has provided employees with an effective means to report unsafe working conditions. Employees are not subjected to retaliation or harassment for reporting unsafe acts or conditions.								
The city schedules safety meetings and training sessions during normal working hours and/or with employees in pay status.								
The city has established an effective and proactive safety committee. Safety committee has defined goals and objectives. Safety committee meets on a scheduled basis. Safety committee activities are communicated to managers, supervisors, and employees.								

Program Element	In Place (√)		Effectiveness (√)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
3. Hazard Control A Systematic survey has been conducted to identify all work place safety and health hazards. Results have been communicated to managers, supervisors, and employees.								
Hazards posed by new processes, machines, and chemical products are identified. Results are communicated to managers, supervisors, and employees.								
Frequent walk-through safety inspections are conducted to identify unsafe acts and unsafe conditions. Results are communicated to managers, supervisors, and employees.								
As a matter of routine first-line supervisors and employees report and/or correct unsafe acts and conditions.								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
Appropriate methods are used to evaluate hazards to determine cause, severity and effective methods of elimination/control. Results are communicated to managers, supervisors, and employees.								
Appropriate and suitable methods are used to eliminate or control safety and health hazards. When practical and feasible hazards are either eliminated or controlled by engineering and/or administrative controls. The city solicits employee input when considering hazard mitigation options.								
Managers, supervisors, and employees promptly correct work place safety and health hazards.								
Written safety and health programs have been implemented (and communicated to managers, supervisors, and employees) as required by work place hazards, employee job duties, and applicable OSHA regulations. Each program is effective in meeting its intended purpose as is periodically reviewed.								

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Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
Written safety operation procedures and work practices (SOP's) have been implemented (and communicated to managers, supervisors, and employees) as required by work place hazards, employee job duties, and applicable OSHA regulations. Each SOP is effective in meeting the intended purpose and is periodically reviewed.								
4. Facility Maintenance Structures, vehicles and equipment are properly maintained in accordance with applicable regulations, codes, and manufacture's instructions through an effective work order system that facilitates planned maintenance and the reporting of items in need of repair.								
Effective housekeeping procedures and assignments have been established (and communicated to managers, supervisors, and employees). Facility is maintained in a clean and sanitary condition.								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
<p>5. Accident Analysis Managers, supervisors, and employees are required to report all accidents and injuries including close calls.</p>								
<p>All accidents, injuries, and close calls are investigated to determine root cause and appropriate corrective measures. Results are acted upon and communicated to managers, supervisors, and employees.</p>								
<p>Accident and injury records are reviewed and analyzed to identify recurrent hazards. Results are acted upon and communicated to managers, supervisors, and employees.</p>								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
<p>6. Occupational Medicine An affective and proactive occupational medicine program has been established as required by work place hazards and applicable regulations. All affected personal participate in the program. Results and recommendations are appropriately communicated and acted upon.</p>								
<p>7. Contractor Safety The city has established (and abides by) a policy of retaining only qualified contractors with a demonstrable record of employee safety and health and regulatory compliance.</p>								
<p>Safety and health related duties and responsibilities for contractors (and subcontractors) are clearly stated in bid and/or contract documents.</p>								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
<p>Contractors are informed of work place hazards, safety related policies, procedures, and practices in accordance with applicable regulations.</p> <p>Contractors are required to observe (or exceed) the cities safety and health related policies, procedures, and practices.</p>								
<p>8. Employee Training</p> <p>Employees are informed of their rights and responsibilities under the OSHA Act by posting of the OSHA poster and are informed of work place injuries and illnesses by posting of the OSHA 300 Log between February 1 and April 1 of each year.</p> <p>Employees are provided with access to safety and health related information including: applicable regulations, policies, procedures, material safety data sheets (MSDS) and to their training, medical, and exposures records. Location of said information is communicated to employees.</p>								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
Employees are informed of work place safety and health hazards by appropriate signs, labels, and tags.								
New employees are provided with effective training that includes information on work place hazards, safety related policies, procedures, and practices, and instruction on specific job duties. First line supervisors and experienced employees take an active role in the training of new employees. The training is documented.								
In-service topical and refresher training and instruction is provided on routine and scheduled basis as required by applicable regulations, new hazards, procedural changes, and deficient work practices. The training is documented.								
Work unit supervisors conduct frequent job briefings, tool box safety talks, and/or tailgate safety talks to communicate safety and health related information and/or work specific hazards and hazard control procedures.								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
Employees actively participate in safety training and communicate training needs to management.								
Appropriate means and methods are used to evaluate the effectiveness of training.								
9. Emergency Response Effective and proactive policies, procedures, and practices have been established (and communicated to managers, supervisors, and employees) to prevent fires and other work place emergencies. Procedures are established in an emergency action plan.								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
Emergency equipment (exits and exit ways, fire extinguishers, first aid kits, emergency eye wash stations, showers, and emergency lights) if installed, must be inspected and maintained in accordance with applicable regulations. Emergency telephone numbers are consciously posted.								
Duties and procedures, to be followed in all reasonably foreseeable emergencies, have been identified in an emergency action plan. Plan has been communicated to managers, supervisors, and employees.								
Managers, supervisors, and employees are provided with emergency response training as required by assigned duties and applicable regulations.								
Personnel trained in CPR/first aid are readily available at work place.								
Local fire department has been informed of work place hazards in accordance with applicable regulations, has toured the facility, and has developed emergency plan.								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1	2	3	4	5	
			(poor)		(fair)		(Excellent)	

Audit Conducted By: _____ Date: _____

FORM SP-10 INJURY/ACCIDENT INVESTIGATION WORKSHEET

This worksheet provides general guidance for the investigation of injuries/accidents. It is not all-inclusive.

Use this worksheet to collect relevant information. Determine root cause and contributing factors. Identify means and methods that can be used to prevent a similar injury/accident.

Injured Employee

Name		Age
Job Title	Total Length of Employment	Length of Employment in Current Position

Injury/Accident

Date/Time	Work Location
Describe Work Being Performed	
Describe Nature and Severity of Injury/Accident	

Determinations

Determine if Employee Was Appropriately Trained/Instructed
Determine if Employee Was Observing Established Procedures/Work Practices When injury/Accident Occurred
Determine Type of PPE Worn by Employee When Injury/Accident Occurred
Determine Root Cause of Injury/Accident
Determine Other Contributing Factors to Injury/Accident

Identify Actions That Can Be Taken to Prevent a Similar Injury/Accident
Identify Corrective Actions That Have Been Taken

Person Conducting Investigation: _____ Date: _____



FORM SP-11 WORK ORDER

Question	Response	Details
Work Order		
Priority (High, Medium, Low)		
Location		
Work Description		
Required Tasks to be Performed (ie labor, materials, and cost)		
Staff Assigned to Corrective Action		
Authorization of Work to Commence		
Department Head Signature	Date	



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

April 1, 2024

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Employee Right to Know Policy

An outcome of the new regional safety group of which the City of Eagle Lake is now a member is that an Employee Right to Know policy is needed. Attached is a model Employee Right to Know policy which Deputy City Clerk Kerry Rausch has tailored to fit Eagle Lake. One of the responsibilities of the Deputy City Clerk position is to maintain a worker safety program.

A motion is needed to adopt the Employee Right to Know policy.


Jennifer J. Bromeland, City Administrator

CITY OF EAGLE LAKE

Employee Right to Know Policy

1. Scope of the Right-to-Know Program

This hazard communication program has been created in accordance with applicable state and federal regulations and has been approved as the city's own hazard communication Right-to-Know program by the appropriate administrative or governing authority shown below.

City Administrator
City Council
Fire Chief
Public Works Director

2. Administrative Responsibilities

The City of Eagle Lake Safety Director is responsible for administering the Right-to-Known (RTK) program. This person has the primary responsibility to oversee the RTK program to ensure it is organized, implemented, maintained, and updated as required by Minnesota Worker Right-to-Know Rule 5206 chapters 100-1100.

To ensure an effective Right to Know (RTK) program, all supervisors are responsible for carrying out the details of this program in their work areas.

3. Hazard Determination

The employer does not manufacture, import, or distribute hazardous chemicals and products. Therefore, the hazard evaluation conducted by the specific manufacturer of the product used at city facilities is accepted as the hazard determination. In addition, the list of hazardous substances in Minnesota Rule 5206.400 will be used to determine hazards.

The city will use Minnesota Rule 5206.0500 to evaluate harmful physical agents and 5206.0600 to determine infectious agents that must be covered.

4. Inventory of Hazardous Substances, Harmful Physical Agents, and Infectious Agents

The city will develop an inventory of hazardous substances, harmful physical agents, and infectious agents and indicate the operations where they are used or present. The intent is to inform employees about the hazards they may encounter in the workplace.

Department Heads (identified in the Administrative Responsibilities section) will update the inventory whenever new hazardous substances, harmful physical agents, or infectious agents are introduced into that work area.

Department Heads will report the name of the new hazardous substances, harmful physical agents, or infectious agents (and the operation where it will be used) to the following individual so it can be added to the inventory before it is used by employees in the work area:

6. Safety Data Sheets

The city will obtain and collect the Safety Data Sheets (SDS) for all hazardous chemicals purchased from chemical manufacturers, importers, and distributors.

The intent is to provide an SDS for all hazardous chemicals encountered by employees in the workplace.

The master SDS (GHS) file is located at City Hall with department specific copies located at the location each chemical is used.

Employees may review safety data sheets during their work shift by accessing the SDS file from a readily available location within each department/location.

7. Employee Information and Training

The city will provide each employee with information and training about the hazardous substances, harmful physical agents, and infectious agents in their work areas. Additional employee training will be conducted whenever a new hazardous substance, harmful physical agent, or infectious agent is introduced into the employee's work area. New or transferred employees will receive appropriate training and information about hazardous substances, harmful physical agents, and infectious agents prior to working at their assigned work area.

The city will inform employees of:

- The requirements of the Minnesota Right-to-Know Rule.
- The operations where hazardous chemicals are used including hazardous chemicals that are contained in unlabeled pipes.
- The location of the written Right-to-Know program, the list of hazardous chemicals, and the corresponding Safety Data Sheets for those chemicals.
- Hazardous substances, harmful physical agents, and infectious agents.

The city will train employees about:

- The details of the Right-to-Know program including an explanation of the labeling system and how to interpret information on the SDS.
- The ways and methods to detect the presence and/or release of the hazardous chemicals they use such as monitoring devices, visual appearance, and odor.
- The physical and health hazards of the chemicals being used in their work area.
- The ways employees can protect themselves against hazardous chemicals including good work practices, emergency procedures, appropriate personal protective equipment, and safe handling of the product.
- Hazardous substances, harmful physical agents, and infectious agents

Attendance records and a summary of the items covered in the employee training and information sessions are located at the City Hall.

This policy was adopted by the Eagle Lake City Council on April 1, 2024.

Lisa Norton, Mayor

Attest: Jennifer Bromeland, City Administrator



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

April 1, 2024

To: Honorable Mayor Norton and City Council
 From: Jennifer J. Bromeland, City Administrator
 Re: Parks Capital Outlay Items

Public Works Director Andrew Hartman recently obtained pricing for a new door at the warming house to accommodate the automatic locks to be installed. He also obtained pricing to paint the inside and outside of the bathrooms connected to the new park pavilion. Since these items were not planned for and part of the 2024 budget, approval is needed this evening. The need to replace the door on the warming house and painting of the interior and exterior of the bathrooms was reviewed with the Park Board at its March 21st meeting.

Attached is a proposal from J.R. Murilla Construction in the amount of \$3,200 for a new warming house door.

Also attached are two quotes from Bellissimo Paint and Coatings. The first one totals \$2,800 to scrape the men and women's bathroom walls and wooden doors as needed, prime the walls and wooded stall doors as needed, and paint the walls and wooden stall doors. The second one totals \$4,100 to pressure wash the exterior of the park bathroom as needed, caulk, fill in new block areas as needed, prime the block, and paint the block. The two metal doors on both sides of the bathrooms will also be painted.

	2023 YE Balance	2024 Set Aside	Donations	2024 Expenses	2024 YTD Balance
Park Board Capital Outlay	\$123,308.94	\$50,000 + \$44,560 (TIF Increment)	\$5,001.91	\$80,010.77	\$142,860.08

Costs to be deducted from the 2024 YTD balance of \$142,860.08:

- Balance remaining on park pavilion: \$78,700
- Warming house door: \$3,200
- Exterior and interior painting of bathrooms: \$6,900
- Landscaping around pavilion: cost unknown

Included above is the \$44,560 of TIF increment that was approved to be used for the pond/parks. When subtracting the balance of the pavilion and the estimated cost to install the new door on the warming house and painting of the exterior and interior of the bathroom, there is a balance of \$54,060.08 remaining for landscaping around the pavilion and pond improvements.

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Discussion should ensue.

A motion is needed to approve the proposal from J.R. Murilla and the quotes from Bellissimo Paint and Coatings.



Jennifer J. Bromeland, City Administrator



PROPOSAL

PRO

21588 598th Ave
Eagle Lake, MN 56024
License #20094475

INSURANCE

- JR Murilla Construction to provide workmanscomp insurance on his employees, and see to it each subcontractor has his own valid insurance source.

We hereby propose to furnish labor and material - complete in accordance with the above specifications, for the sum of: \$ 3,200.00 (three thousand two hundred dollars)

Payments to be made as follows:

All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. This proposal subject to acceptance within 30 days and is void thereafter at the option of the undersigned.

Authorized Signature: _____

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED:

DATE: _____

SIGNATURE: _____



PROPOSAL

PRO

21588 598th Ave
Eagle Lake, MN 56024
License #20094475

J.R. Murilla Construction
21588 598th Ave
Eagle Lake, MN 56024
License #20094475

Proposal Submitted To:
City of Eagle Lake

DATE 3-19-24

We hereby submit specifications and estimate for

Warming House Door:

Demo:

- Remove existing door facing hockey rink
- Rough opening will have to be enlarged to accept commercial grade Metal door which is preferred by security company.

Doors:

- Replace 3ft door with Metal clad setup up for security plates to be installed by others, doors and frames to be white in color.

Notes:

- Building permit not included.
- All debris to be removed from jobsite.



Quote

417 N. Riverfront Drive Phone # 507-469-8015
 Mankato, MN 56001 www.bellissimopaint.com

Date	Estimate #
2/20/2024	5446

Name / Address	
City of Eagle Lake Andrew Hartman P O Box 159 Eagle Lake, MN 56024	
Customer Phone	
507-420-3510	

*Thank you for considering
 Bellissimo Paint and Coatings.
 We appreciate our customers!*

P.O. No.
Project

BALANCE IS DUE UPON COMPLETION.
 Payments can be sent with crew leaders, brought to our office, or paid with credit card via phone or online.

20% down is required to be added to the schedule.
 Balance due upon completion.
 Draws may be requested if duration of project is lengthy.

Description	Qty	Rate	Total
Scrape the men and women's bathroom walls and wooden stall doors as needed Prime the walls and wooden stall doors as needed Paint the walls and wooden stall doors PRICE EXCLUDES PAINTING TRIM PRICE LISTED FOR BOTH BATHROOMS AND FOR EPOXY LATEX PAINT		2,800.00	2,800.00

Unless otherwise noted, price includes labor and materials.

Total \$2,800.00

I accept the proposed bid and agree to the price and terms. I understand that if there are changes to the services requested, the price may change. . Also, if payment is not received as agreed, a lien will be placed on my property until the bill is paid in full plus legal fees and finance charges. If I cancel project, I surrender my down payment, up to \$1,000 is non-refundable; over \$1,000, 50% will be returned within 30 days of customer cancellation. Payments made by credit card will be subjected to a 3.5% fee. Verbal acceptance and/or payment of down payment, will be seen as my acceptance of the above listed terms.

 Customer signature

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417 N. Riverfront Drive Phone # 507-469-8015
 Mankato, MN 56001 www.bellissimopaint.com

Quote

Date	Estimate #
2/20/2024	5443

Name / Address
City of Eagle Lake Andrew Hartman P O Box 159 Eagle Lake, MN 56024

Customer Phone
507-420-3510

20% down is required to be added to the schedule.
 Balance due upon completion.
 Draws may be requested if duration of project is lengthy.

*Thank you for considering
 Bellissimo Paint and Coatings.
 We appreciate our customers!*

P.O. No.

BALANCE IS DUE UPON COMPLETION.
 Payments can be sent with crew leaders, brought to our office, or paid with credit card via phone or online.

Project

Description	Qty	Rate	Total
Pressure Wash the exterior of the Park Bathroom as needed Caulk as needed Fill the New Block Areas as needed Prime the Block as needed Paint the Block on the Exterior Park Bathroom Paint 2 Metal Doors on both sides of the Park Bathroom including the jambs		4,100.00	4,100.00

Unless otherwise noted, price includes labor and materials.

Total \$4,100.00

I accept the proposed bid and agree to the price and terms. I understand that if there are changes to the services requested, the price may change. . Also, if payment is not received as agreed, a lien will be placed on my property until the bill is paid in full plus legal fees and finance charges. If I cancel project, I surrender my down payment, up to \$1,000 is non-refundable; over \$1,000, 50% will be returned within 30 days of customer cancelation. Payments made by credit card will be subjected to a 3.5% fee. Verbal acceptance and/or payment of down payment, will be seen as my acceptance of the above listed terms.

_____ Customer signature

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

April 1, 2024

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

It is anticipated that a grant award agreement will be received and ready for approval at this evening's meeting. At the time that this memo was typed, the grant award agreement had not been received but it is anticipated that it will be available for review and approval this evening.

For purposes of providing background, the City of Eagle Lake has been selected for a Planning Grant for Stormwater, Wastewater, and Community Resilience in the amount of \$48,680. ISG will be the consultant assisting the City with the planning activities.

Discussion should ensue.

A motion is needed to approve the SWC planning grant award agreement.


Jennifer J. Bromeland, City Administrator

Jennifer Bromeland

From: LaClair, Julianne (MPCA) <Julianne.LaClair@state.mn.us>
Sent: Tuesday, February 20, 2024 2:15 PM
To: Jennifer Bromeland
Cc: Wiese, Liz (MPCA)
Subject: Planning Grants for SWC Resilience Application - City of Eagle Lake

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

Jennifer,

Congratulations! I am pleased to inform you the City of Eagle Lake has been selected for a Planning Grant for Stormwater, Wastewater, and Community Resilience award in the amount of **\$48,680.00**.

Please provide contact information (email) for the person who will be responsible for signing your agreement on behalf of your entity. All agreements are routed through DocuSign and reviewed/approved electronically.

Remember any costs incurred prior to the MPCA's execution of your Grant Agreement will be ineligible as both project grant costs and as your matching funds. ***Do not start work on your project until you have been notified that you may begin.***

Liz Wiese (liz.weise@state.mn.us) will serve as your MPCA Project Manager and will be in contact regarding next steps.

Julianne LaClair, JD | Lead Contract Specialist
Operations Division
520 Lafayette Rd. N. | St. Paul, MN | 55155
651-757-2135
julianne.laclair@state.mn.us | www.pca.state.mn.us



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

April 1, 2024

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

A notice of impound agreement cancellation was included with the March 4th City Council packet. All Pets MSRC sent notice to the City of Eagle Lake informing that effective March 31, 2024, they will no longer accept animals for impound. Since that time, the Blue Earth County Sheriff's Office has been working to identify an alternative impound option.

Lieutenant Mitch Gahler will provide an update at this evening's meeting.

Jennifer J. Bromeland, City Administrator



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

April 1, 2024

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Recap of Congressional City Conference PowerPoint

Mayor Norton and I will be providing a recap of the Congressional City Conference that we recently attended. It was a great learning and networking experience and we are excited to share what we learned.

Thank you for the opportunity to attend the Congressional City Conference.


Jennifer J. Bromeland, City Administrator



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

April 1, 2024

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Dog License and Registration Discussion

Mayor Norton requested that discussion take place this evening about the current dog license and registration process and ways in which the city can increase the effectiveness of the license and registration process. City staff will provide an overview of the current process and identify ways in which the process might be improved.

Discussion should ensue.


Jennifer J. Bromeland, City Administrator



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

April 1, 2024

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

A complete copy of the City Administrator Report will be distributed at the meeting instead of included with the packet in advance of the meeting due to me being out of the office on vacation the entire week of March 24th and needing time to complete the report.

Thanks for your patience.


Jennifer J. Bromeland, City Administrator

Highway 14 Eagle Lake Corridor Study

Project Management Team (PMT) Meeting #1

April 3, 2024
Microsoft Teams
2:00 – 3:00 pm

AGENDA

1. **Introductions and Roles**
2. **Agency Goals for the Study (Round Robin)**
3. **Study Overview**
 - a. Purpose and Goals
 - b. Study Area
4. **Scope and Schedule**
 - a. Define the Problems (Now – Sep 2024)
 - i. Existing Conditions
 - ii. Traffic and Safety Analysis
 - iii. Bicycle and Pedestrian Analysis
 - iv. Environmental Screening
 - v. Issues Identification
 - vi. Purpose and Need and Evaluation Criteria
 - b. Identify and Evaluate Alternatives (Oct 2024 – Mar 2025)
 - i. Develop Alternatives
 - ii. Evaluate Alternatives
 - c. Study Documentation and Implementation Plan (Apr – Jul 2025)
 - i. Implementation Plan
 - ii. Corridor Study Report
5. **Public Involvement**
 - a. Public Involvement Activities
 - b. Decision-Making Process
 - c. Website
6. **Data Collection Progress**
 - a. Traffic Collection Plan
 - b. Other Data needs
7. **Next Steps**
 - a. Schedule bi-weekly PMT calls
 - b. PTAC Meeting #1 – TBD May 2024



Mankato Area Public Schools Community Education Summer 2024 Program Proposal for City of Eagle Lake

1. Rec On The GO! Park Visits: Trailer with games and two play leaders

- Lake Eagle Park: Tuesday, June 18; 10 am - 12 pm
- Eagle Heights Park: Tuesday, June 25; 10 am - 12 pm
- Frazee Park: Tuesday, July 9; 10 am - 12 pm

2. Kick Off 2 Summer Community Event: Thursday, June 13 - Eagle Lake Elementary School

a. Option A (\$2500) - 6:30 pm - 11:00 pm

- Rec on The GO! Trailer w/ Games + 2 Play Leaders - 2 hrs of games / activities
- Face Painting
- Movie
- Popcorn

b. Option B (\$2000) - (8:00 - 11:00 pm)

- Movie
- Rec On The Go Trailer - 1 hr of games / activities leading up to the movie

*Community Event costs are covered through City Of Eagle Lake and supplemented through business sponsorships coordinated by Mankato Community Education Enrichment + Leisure

Financial Proposal - Billed To City Of Eagle Lake -

\$600 - 3 park visits in June / July

\$500 (Option A Community Event)

\$250 (Option B Community Event)

Summary - \$1100 To City Of Eagle Lake for 3 park visits + Option A of Community Event

OR

\$850 To City Of Eagle Lake for 3 park visits + Option B of Community Event

Response Required By: **Tuesday, March 26, 2024 at 12:00 (noon)**

ASSESSMENT NOTICE

IMPORTANT INFORMATION REGARDING ASSESSMENT AND CLASSIFICATION OF PROPERTY

This may affect your 2025 property taxes.

The Open Book for the City of Eagle Lake in Blue Earth County, Minnesota will meet at Blue Earth Co Property & Environmental Resources Office at 9:00 AM, Monday-Friday the 22nd-26th of April 2024. Visit www.blueearthcountymn.gov/LBAE or call 507-304-4251 for meeting information. The purpose of this meeting is to determine whether property in the jurisdiction has been properly valued and classified by the assessor.

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

Given under my hand this 8th day of February, 2024



Jennifer Bromeland

City Admin of the City of Eagle Lake