

**CITY OF EAGLE LAKE**  
**APRIL 3, 2023**  
**CITY COUNCIL MEETING AGENDA**  
**705 Parkway Avenue at 6:00 P.M.**

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

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

**CALL TO ORDER**

**ROLL CALL**

**OPEN PUBLIC COMMENTS**

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

**APPROVAL OF THE AGENDA**

**APPROVAL OF MEETING MINUTES**

Pg. 3

- City Council Meeting Minutes of March 6, 2023

**CONSENT AGENDA**

- |  |        |   |        |
|--|--------|---|--------|
| 1. Monthly Bills   | Pg. 13 | 2. Treasurer's Report                                     | Pg. 60 |
| 3. Police Report   | Pg. 61 | 4. Fire Report  | Pg. 65 |
| 5. Public Works Report                                       | Pg. 67 | 6. Building and Zoning Permits                            | Pg. 68 |
| 7. Gambling Report   | Pg. 69 | 8. Res. 2023-18 Accept Music on Parkway Donation          | Pg. 70 |
| 9. Res. 2023-19 Appoint Garvey to Planning Commission        | Pg. 71 | 10. Res. 2023-20 Appoint Bunkowske to Planning Commission | Pg. 72 |
| 11. Res. 2023-21 Resignation of Knutson from Fire Department | Pg. 73 | 12. Limited Continuing Disclosure Agreement               | Pg. 74 |

## **PUBLIC HEARING**

1. Planned Unit Development Application from Troy Schrom with Fox Meadows Housing Development (Lot 1, Blocks 2, 3, & 6) Pg. 81
2. Amendment to Chapter 3, Section 3.010, Subdivision 3(A) Pg.109

## **PRESENTATIONS**

1. Eugene and Joyce Bruender: Sidewalk Concerns Pg.113
2. Roger and Nathan Bechel: Sidewalk Maintenance Concerns Pg.123

## **OLD BUSINESS**

### **NEW BUSINESS**

1. Planning Commission Recommendation for Rezoning for Eastgate Townhomes (Parcel ID#R121018201019) Pg.124
2. Planning Commission Recommendation for Preliminary Plat for Eastgate Townhomes (Parcel ID#R121018201019) Pg.139
3. Planning Commission Recommendation for Zoning Code Amendment (Chapter 6, Section 6.210, Subdivision 4(A)(2)) Pg.148
4. Resolution Authorizing Delegation of Authority, Amendment to Check Signing Policy, Update to Internal Controls Policy Pg.153
5. Pricing for Hydrant Nozzles Pg.177
6. Pricing for Street Sweeping Pg.179
7. Schedule Public Hearing for Chicken Ordinance Pg.181
8. Mosquito Control Pricing and Options Pg.214

## **OTHER**

### **CITY ADMINISTRATOR REPORT**

Pg.221

1. Open Book Meeting Notice
2. Spring Newsletter
3. Engineering Review for Park Shelter and Next Steps
4. LMCIT Loss Control Workshop on April 5<sup>th</sup>

## **COUNCIL MEMBER'S REPORT**

### **ANNOUNCEMENTS**

- Next Regular **City Council** Meeting – May 1, 2023 at 6:00 PM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **EDA** Meeting – April 27, 2023 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Park Board** Meeting – April 13, 2023 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Planning Commission** Meeting – April 17, 2023 at 6:00 PM, City Hall-Council Chambers, 705 Parkway Ave

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If you have any questions, please feel free to contact City Hall at 507.257.3218 or email at [jbromeland@eaglelakemn.com](mailto:jbromeland@eaglelakemn.com).

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

**ADJOURNMENT**

**CITY OF EAGLE LAKE  
CITY COUNCIL MEETING  
MARCH 6, 2023**

**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, Police Chief John Kopp, Public Works Director Andrew Hartman, Fire Chief Vern Simpson, and Deputy Clerk Kerry Rausch.

**PUBLIC COMMENTS**

- None

**APPROVAL OF THE AGENDA**

- Council Member Steinberg moved, seconded by Council Member White, 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 White moved, seconded by Council Member Rohrich, to approve the February 6, 2023 City Council minutes as corrected. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

**CONSENT AGENDA**

- Mayor Norton pointed out the resignation of Andrew Miller from the Planning Commission and the appointment of Hunter Bless to the Fire Department Reserves.
- Council Member Whittington moved, seconded by Council Member Steinberg, to approve the consent agenda.

Monthly Bills	Treasurer's Report	Police Report
Fire Report	Public Works Report	Building & Zoning Permits
Gambling Report	Res. 2023-14 Resignation of Miller from Planning Commission	
Pump Maintenance Agreement	Resolution 2023-15 Appoint Bless to Fire Dept Reserve Roster	

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

**PRESENTATIONS**

1. Roger and Nathan Bechel, Sidewalk Maintenance Concerns
  - This will be moved to the April meeting due to the Bechtel's not being able to attend tonight's meeting.
2. Vern Simpson, Fire Chief: Fire Department Items
  - Chief Simpson stated the department has received the battery-operated extrication equipment which cost \$37,966.50 in which capital improvement funds were used to pay for this along with a \$5,000 grant from the Schmidt Foundation.
  - Chief Simpson stated the next purchases for the fire department will include:



- rope rescue equipment which will be used for high angle rescues which costs \$6,637.50 which will use the Alliance Pipeline grant in the amount of \$7,500
- blacktopping the west and north sides of the parking lot with a cost of \$12,975 based on a 2022 quote.
- Future anticipated purchases include:
  - airbags at a cost of \$15,054.77 which will use capital improvement funds and a \$4,000 grant from Compeer and a \$1,000 grant from Walmart
  - gloves and hoods using a \$2,500 grant received in June of 2022
  - channel locks and rescue wrenches paid from the capital outlay fund
- Before the Council tonight is a request to purchase noise cancelling headsets for truck 4311 in the amount of \$9,280.15, truck 4321 in the amount of \$6,300.80 and for truck 4301 in the amount of \$7,225.25 totaling \$22,806.20.
- Council Member White moved, seconded by Council Member Whittington, to authorize the purchase of noise cancelling headsets as presented. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

## **OLD BUSINESS**

### 1. Possible Amendment to Chapter 3 Expanding Timeframe to Clear Sidewalks

- Administrator Bromeland stated that Council discussed the possibility of changing the required timeframe for residents to clear snow and ice from sidewalks with concern being expressed that the current timeframe of twelve hours is too short and poses challenges for property owners. Administrator Bromeland presented survey results from other communities and showed the average time to clear sidewalks is 24 hours.
- Administrator Bromeland reviewed the response from legal counsel regarding a resident's concern that they have regarding snow removal from sidewalks on Agency Street. They asked that the City Council consider amending code to allow for the use of ATV's on sidewalks. Per legal counsel, current code prohibits the use of ATV's on sidewalks, and notes that the City Council may consider modifying the ordinance to allow for the use of ATV's on sidewalks, or to allow for the minimal use on sidewalks. Legal counsel further advises that this can be accomplished by amending the language of Eagle Lake Code – Section 4.160, subdivision 3(D), or the City Council could add an exemption that would permit the use of an ATV on public sidewalks for repairs, maintenance, upkeep and removal of snow in Section 4.160, subdivision 4 of Eagle Lake City Code. Ultimately, legal counsel advises that as to which option is preferable will depend on what the City Council feels is appropriate use. Administrator Bromeland stated that to change City Code a public hearing would be required.
- Administrator Bromeland explained that the proposed code change includes language will let residents know it is their responsibility to keep the sidewalks clean and that there are repercussions in not cleaning the sidewalk.
- Public Works Director Hartman provided input relating to equipment used to clean sidewalks and stated he feels this section should be more board and that residents should use their best judgement. He also stated he has not witnessed any equipment being used that is heavier than what the City uses to remove snow from sidewalks.
- Council discussion included the possibility that some equipment could damage the sidewalks.
- Council Member White moved, seconded by Council Member Steinberg, to schedule a public hearing for the April 3<sup>rd</sup> City Council meeting to explore code changes to Chapter 3 of City code. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

## NEW BUSINESS

### 1. Water Tower Rehabilitation Project – Water Tower Design and Plant Colors

- Administrator Bromeland stated that the water tower rehabilitation project is scheduled to start April 15, weather permitting, and end by July 10<sup>th</sup>. While the project consists of both exterior and interior coating work, the most visible portion of the project will include the exterior design of the water tower. When finished, the water tower should be set for another twenty years before another rehabilitation project is needed.
- Council discussed tower designs and colors and asked that the designer provide input to ensure that the white is pure and will not take on blue tones.
- Council Member Whittington moved, seconded by Council Member White, to move forward with option 1 in the blue and white designs, but to include mirroring the top to the bowl to that of the bottom of the bowl and to use paint colors 4086-Safety Blue, 4063-Robotic blue and ultra-white. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

### 2. Pricing to Straighten Wings for Snowplow Trucks

- Public Works Director Hartman stated to repair the wings on the snowplow trucks will cost \$6,692, stating that both wings need to be straightened in order for staff to safely attach the cutting edges. It was also explained that the damage to the wings is not from this winter season alone and that the damage poses safety concerns about efficiency and having effective equipment functioning properly when plowing snow.
- Crysteel has the setup to straighten the wings for a cost of \$6,692 and would be paid for out of streets capital outlay funds. Said repairs would be made after the plowing season ends.
- Director Hartman stated he has asked department members to walk around and inspect a vehicle before driving it.

3. Council Member White moved, seconded by Council Member Rohrich, to authorize the repairs to the snowplow wings by Crysteel in the amount of \$6,692. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

### 4. Pricing for DR900 Multiparameter Portable Colorimeter

- Public Works Director Hartman explained that recently they encountered a situation where they needed to borrow a chorine analyzer. The City's engineer with Bolton and Menk strongly recommend that the City invest in an analyzer such as the DR900. This device can test for chlorine, fluoride, iron, manganese, etc. and could be able to handle all the City's testing both now and in the future with a new water treatment plant. The City currently uses UC labs for testing.
- Administrator Bromeland stated this equipment would be used to test chemical levels in the water.
- Council Member Rohrich moved, seconded by Council Member White, to authorize the purchase of the DR900 Multiparameter Portable Colorimeter. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

### 5. Hiring of Part-Time Public Works Worker

- Administrator Bromeland explained that an application was received from James (Jim) Anderson and that the hiring committee comprised of Jess Steinke with Minnesota Valley Council of Governments, Public Works Director Hartman and herself interviewed Mr. Anderson for the position of part-time public works worker. The committee recommends that Mr. Anderson be hired for the position with a starting pay of Grade 3, Step 1 contingent upon the satisfactory completion of all required conditions for employment.
- Director Hartman stated the primary role of this position will be mowing at the park.
- Council Member White moved, seconded by Council Member Steinberg, to hire Jim Anderson as a part-time Public Works Worker, contingent upon satisfactory completion of all required conditions. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

6. Hiring of 4<sup>th</sup> Full-Time Public Works Worker

- Administrator Bromeland stated the hiring committee comprised of Jess Steinke with Minnesota Council of Governments, Public Works Director Hartman and herself interviewed Jacob Beckmann for the position of full-time public works worker. The committee recommends that Mr. Beckman be hired for the position with a starting wage of Grade 8, Step 1, upon successful completion of all required conditions. Mr. Beckmann possesses a bachelor's degree in Recreation, Parks, and Leisure Services.
- Council Member White moved, seconded by Council Member Steinberg, authorizing the hire of Mr. Beckmann as a full-time public works worker upon completion of required conditions. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

7. Hiring of Community Development Coordinator

- Administrator Bromeland stated the hiring committee comprised of Jess Steinke with the Minnesota Valley Council of Governments, Personnel Committee members Beth Rohrich and John Whittington, a rep from the Eagle Lake EDA, a rep from the Eagle Lake Planning Commission and herself interviewed four candidates for the position of Community Development Coordinator. The committee recommends that Olivia Adomabea be hired for the position.
- A conditional offer of employment has been made to Ms. Adomabea with a starting pay of Grade 8, Step 1. Ms. Adomabea possesses a bachelor's degree in Urban Planning and is currently pursuing a master's degree in Urban Planning. In addition to pursuing her master's degree, Ms. Adomabea has also worked as a GIS intern for Le Sueur County and is currently a Community Development Intern for the City of Chanhassen.
- Ms. Adomabea will be available to start working part-time on April 5<sup>th</sup> the hours of Wednesdays 8:00 a.m. to noon and Fridays 8:00 – 4:30 until she finishes school. In June she will begin working full-time.
- Council Member Steinberg moved, seconded by Council Member White, authorizing the hire of Olivia Adomabea as the Community Development Coordinator contingent upon satisfactory completion of required conditions. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

8. Notebook Computer Needed for Community Development Coordinator Position

- The cost of a notebook computer for the newly created Community Development Coordinator position will cost \$887 from CTS.
- Council Member Steinberg moved, seconded by Council Member White, authorizing the purchase of a notebook computer. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

9. July City Council Meeting Date

- Mayor Norton stated the July Council meeting is scheduled for July 3<sup>rd</sup> and asked if Council would like to consider moving the meeting to the following week due to potential attendance issues.
- Council Member Steinberg moved, seconded by Council Member White, to move the July Council meeting to July 10<sup>th</sup>. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

10. Juneteenth

- Administrator Bromeland explained a bill to establish Juneteenth as a state-recognized holiday was passed on both the house and senate floors and then signed into law by the governor on February 3. The bill goes into effect on August 1, 2023. The holiday recognizes the date on which slavery was abolished in the United States. With the effective date being August 1, 2023, the observance will not interfere with the existing holiday calendar for the current year. Minnesota law states that no public business shall be transacted on any holiday, except in cases of necessity.
- Administrator Bromeland also stated the City's Personnel Policy should be amended to include Juneteenth as a holiday observed, effective August 1, 2023. If the City Council wishes to recognize Juneteenth this

year, then a resolution is needed since it will not be a designated holiday until the law takes effect on August 1<sup>st</sup>.

- Mayor Norton moved to recognize Juneteenth as a holiday this year. The motion died due to the lack of a second.
- Council Member Steinberg moved, seconded by Council Member White, to recognize Juneteenth as a holiday effective on August 1, 2023. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

11. Planning Commission Recommendation and Fox Meadows PUD Application

- Administrator Bromeland explained that the Planning Commission reviewed an application for a Planned Unit Development within Fox Meadows development for Lot 1, Blocks 2, 3, and 6 at their meeting on February 27<sup>th</sup>. Following review of the application, the Planning Commission found that the Planned Unit Development (PUD) satisfies the intent of the ordinance and does not jeopardize the public health, safety, or welfare and to recommend to the City Council to set a public hearing.
- The PUD is being sought to create a new Common Interest Community (CIC) within the Fox Meadow development. Per the applicant, the CIC will consist of two types of dwellings. The first type will be twin homes located in Blocks 3 and 6. Each half of a twin home will become a separate lot and will eventually be sold to a homeowner. The second type will be single family homes located in Block 2. Each of the single-family homes will become a separate lot and will eventually be sold to a homeowner. The greenspace and driveways will be owned by the same homeowner's association as the twin homes.
- To approve a proposed Planned Unit Development, the Council must find that the proposed use meets one or more of the requirements listed in Section 6.195, Subdivision 2. Per staff's review, the proposed use appears to meet Subdivision 2(D) and E.
- Mayor Norton stated she participated in the Planning Commission meeting and mentioned concerns she has relating to outdoor maintenance and stated Mr. Schrom stated the property management company he uses has worked well for him relating to outdoor work.
- Other Council discussion included that a covenant is not subject to City Council approval and that the City is not able to enforce a covenant.
- Administrator Bromeland explained that a PUD allows for different types of housing not currently in Eagle Lake and diversifies housing types.
- Council Member Steinberg moved, seconded by Council Member Rohrich, to schedule a public hearing at the April 3<sup>rd</sup> City Council meeting for a Planned Unit Development within the Fox Meadow development. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

12. Create Task Force for Community Center (Mayor Norton and Member Steinberg)

- Administrator Bromeland stated that Mayor Norton and Council Member Steinberg expressed interest in establishing a Community Center Task Force to explore the feasibility of a community center in Eagle Lake. She also noted that a task force is just a fact finding committee and is not authorized to incur expenditures without prior authorization by the City Council. It was also noted that no more than two council members could serve on this task force to abide by the open meeting laws.
- Council Member White moved, seconded by Council Member Rohrich, authorizing the formation of community center task force. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

**OTHER**

- None



## CITY ADMINISTRATOR REPORT

### 1. Water Treatment Plant Bonding Request

- Mayor Norton and Administrator Bromeland will be traveling to St. Paul on Wednesday to testify on behalf of HF 144. The City of Eagle Lake is seeking a \$1,150,000 appropriation for a grant for predesign and design work necessary for the construction of a new water treatment plant.

### 2. CDL Requirements

- On February 7, 2022, new rules for CDL applications went into effect. The requirements now require all CDL applicants prove that they've followed federally approved training curriculum provided by a federally approved instruction. To obtain a CDL, applicants must complete a theory training, either online or in class, and then also complete behind the wheel training. It is estimated that it will now cost approximately \$3,000 to have public works staff obtain their CDL.

### 3. Carbon Reduction Grant Submitted

- A Carbon Reduction Grant application was submitted to try to help offset costs associated with the Eagle Lake Pedestrian Connectivity Project. City staff will work to modify the grant application as needed to meet program eligibility requirements.

### 4. Preparing for EAB Grants Application Submitted

- A Preparing for EAB Grants application was submitted in the amount of \$6,300 to remove and replace seven ash trees from Lake Eagle park. Funding for the program has significantly decreased compared to what was available last year when the City was awarded a grant to remove and replace ten ash trees.

### 5. TA Grant Application Submitted

- An ATP-7 Transportation Alternatives Solicitation Full Application from the City of Eagle Lake was submitted on January 13<sup>th</sup>. A presentation was made to the ATP Review Committee on March 1<sup>st</sup>. If awarded funding, the project may be able to commence in federal fiscal year 2026, a year ahead of what was initially anticipated when the application was submitted, due to additional funding that might be available for the program.

### 6. Two Applications Received for Planning Commission Vacancies

- Two applications have been received for the two vacancies that presently exist on the Planning Commission. The applications will be forwarded to the Planning Commission for review at their upcoming meeting. A recommendation to appoint will be forthcoming to the City Council for the April 3<sup>rd</sup> meeting.

### 7. Overview of Planning Process for Possible Future New Fire Hall

- As requested at a budget workshop, the was \$5,000 budgeted for a feasibility study relating to a new fire hall. Fire Chief Simpson and Assistant Fire Chief Talle would like to start this discussion and to look at financing options. There are no reserve funds for this project.

### 8. Upcoming Safety Loss Training

- The League of Minnesota Cities will be hosting a safety loss training in Mankato on April 5<sup>th</sup>. The afternoon session is one that would be beneficial for all office staff to attend. Administration Bromeland asked if the office could be closed that day at noon for the rest of the day. Council authorized this request.

### 9. Spring Clean Up

- Spring clean up will be held on May 13<sup>th</sup>. Per LJP this event will be a drop off event with no curbside pickup.

## COUNCIL REPORTS

1. Council Member Rohrich stated that Community Education did not choose Eagle Lake for a summer Aces site.
2. Council Member Rohrich stated that adult basketball will begin this Wednesday in the Eagle Lake school gym. This event will be held March through April based on gym availability and then will hopefully return in September.

3. Council Member Rohrich requested that staff look into street sweeping and mosquito spraying earlier this year.
4. Council Member Steinberg reported that Music on Parkway will take place again with events being planned for June, July and August. The June event will be held at Lake Eagle Park due to the water tower rehabilitation project.
5. Mayor Norton stated she attended the League of Minnesota Cities Newly Elected Officials training which provided her with great information.
6. Mayor Norton explained that she attended an Emergency Management meeting with Administrator Bromeland, Police Chief Kopp, Public Workers Director, and Eric Weller, Paul Barta and Sheriff Wersal with Blue Earth County. An item of concern for her was learning that the City has no generators, other than a couple of smaller household generators. Council discussion followed.
7. Council Member Rohrich stated that it would be helpful to drafted language that residents could use to contact state legislators relating to the bonding bill would be helpful.
8. Public Works Director Hartman informed Council that the location of where the temporary pole for Verizon will be located and stated the location has been painted.

#### **ADJOURNMENT**

- Council Member White moved, seconded by Council Member Rohrich, to adjourn the meeting at 7:49 p.m. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

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Lisa Norton, Mayor

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Kerry Rausch, Deputy Clerk

**CITY OF EAGLE LAKE  
PARK BOARD MEETING  
THURSDAY, MARCH 9, 2023**

**Call to Order:** The meeting was called to order at 6:45 a.m.

**Members Present:** Jeremy Horkey, Ryan Short, Don Wesley, Beth Rohrich, Joan Back, and Garrett Steinberg

**Staff Present:** Kerry Rausch, and Andrew Hartman

**Treasurer's Report**

The treasurer's report was presented.

**Business**

1. Park Pavilion and Next Steps

- Public Works Director Andrew Hartman stated he has received design plans for the pavilion from St. Peter Lumber/Schabert Construction and from Lloyd Lumber/JR Murilla Construction. The City's building inspector has stated he would like the plans reviewed by an engineer which will cost approximately \$4,500. Construction pricing will be available after engineering review.
- The presented plans were discussed with discussion points including sidewalk width and the need to ensure that the existing structure and new structure blend well and are aesthetically pleasing and possibility of lighting needs.
- Ryan Short recommended going forward with engineering review upon approval by appropriate staff or Council.
- A fall construction date is anticipated if planning continues to move forward.
- Funding sources were discussed with the question being asked if City Council might consider allocating funds for the construction depending on bid amounts to allow for the park board to maintain funds for other uses.
- In order to keep this project moving forward, the Park Board expressed the desire to meet more frequently if needed.

2. Adult Pick-Up Basketball (Informational)

- First night of pick -up basketball was last night with 10 people attending.
- For the adult night there needs to be a supervisor, to make sure a waiver is signed, people are checked in, and to ensure the facility is cleaned up afterward. The supervisor does not necessarily need to be a park board member.

3. Recap of Friday Family Fun Nights (Informational)

- Community Ed was very receptive to this event and they provide 3 staff members. The nights where there is open gym the gym is packed. The nights where there is not open gym, but other activities instead, the participation rate is lower but still well attended.
- Discussion included if it would be possible to utilize park board members to supervise these events and if they would need training and background checks would be needed. Also discussed was the desire to get an agreement in place for the following school year.

4. T-ball Update

- Jeremy Horkey stated he hopes to have registration forms ready by end of next week and will then have them posted on the City's website.

5. Sumer Pick Up Basketball and Hockey

- Don Wesley stated he is still interested in organizing pickup basketball and hockey for this summer but is considering reducing scheduled days and times.



6. General Discussion Items

- Discussion took place as to how summer youth programming will be affected with Aces not being held in Eagle Lake this summer.
- The Park Board was asked to consider looking into grant funding and asked if City staff could provide ideas as to where to look for such funding sources.

Submitted by: Kerry Rausch  
Deputy Clerk

CITY OF EAGLE LAKE

\*Check Summary Register©

March 2023

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
1647e AFLAC	3/1/2023	\$146.76	February Premium
1648e PERA	3/1/2023	\$4,615.36	BW 03-02-23
1649e WEX HEALTH INC.	3/1/2023	\$215.41	BW 03-02-23
1650e MN DEPT OF REVENUE	3/2/2023	\$1,682.00	February Sales Tax
1651e PSN	3/3/2023	\$634.05	February Charges
1652e PERA	3/13/2023	\$4,356.52	BW 03-16-23
1653e WEX HEALTH INC.	3/13/2023	\$315.41	BW 03-13-23
1654e WEX HEALTH INC.	3/21/2023	\$24.75	
1655e PERA	3/23/2023	\$40.00	MO 03-23
1656e PERA	3/27/2023	\$4,604.65	BW 03-30-23
1657e WEX HEALTH INC.	3/27/2023	\$7,202.91	BW 03-30-23
45089 MN STATE FIRE DEPT ASSOC.	1/31/2023	(\$225.00)	2023 MSFDA Dues
45147 CARRIAGE REPAIR INC	2/28/2023	(\$97.24)	2020 Ford Explorer Oil & Filter
45177 ARAMARK	3/6/2023	\$47.49	
45178 BADGER METER	3/6/2023	\$95.76	Hosting Service
45179 BLUE EARTH COUNTY PROPER	3/6/2023	\$138.00	Replenish Escrow Account
45180 CHRISTOPHER KENNEDY	3/6/2023	\$882.00	February Charges
45181 CONSOLIDATED COMMUNICATI	3/6/2023	\$578.95	Acct 507-150-0101/0
45182 EAGLE EXPRESS	3/6/2023	\$1,175.54	
45183 FRESH START CLEANING AND	3/6/2023	\$100.00	February Service
45184 GOPHER STATE ONE CALL	3/6/2023	\$4.05	February Tickets
45185 HAWKINS	3/6/2023	\$4,705.02	
45186 LEAGUE OF MN CITIES	3/6/2023	\$40.00	Safety Training-Hartman and Nicklay
45187 LINDE GAS & EQUIPMENT INC	3/6/2023	\$58.31	
45188 MACQUEEN EMERGENCY	3/6/2023	\$1,905.00	SCBA Flow Test and Fit Test
45189 MATHESON TRI GAS INC	3/6/2023	\$129.15	
45190 MAY, PATRICIA	3/6/2023	\$47.98	Refund- Overpayment of Utilitiy Bill
45191 MN DEPT OF HEALTH	3/6/2023	\$23.00	Water Operator Renewal-Hartman
45192 MN DEPT OF LABOR & INDUSTR	3/6/2023	\$10.00	UM Pressure Vessel
45193 PITNEY BOWES GLOBAL FINAN	3/6/2023	\$604.50	Account #: 8000-9000-0577-8760
45194 PRINCIPAL LIFE INSURANCE CO	3/6/2023	\$154.40	March/April Premium
45195 STREICHERS	3/6/2023	\$19.99	Guillemette
45196 UC LABORATORY	3/6/2023	\$299.73	
45197 US BANK EQUIPMENT FINANCE	3/6/2023	\$114.00	
45198 XCEL	3/6/2023	\$7,433.39	
45199 BCBS OF MN	3/13/2023	\$11,395.78	April Premiums
45200 METRONET	3/13/2023	\$266.46	Internet Service
45201 PITNEY BOWES GLOBAL FINAN	3/13/2023	\$124.44	Equipment Lease
45202 Verizon Wireless	3/13/2023	\$276.77	
45203 WEX HEALTH INC.	3/13/2023	\$24.75	February fee
45204 CASEYS BUSINESS MASTERCA	3/17/2023	\$632.48	
45205 ADP, LLC	3/24/2023	\$431.55	
45206 CANON FINANCIAL SERVICES IN	3/24/2023	\$217.00	Contract Charge
45207 DELTA DENTAL OF MN	3/24/2023	\$688.07	April Premiums
45209 AFFORDABLE TOWING OF MAN	3/30/2023	\$178.00	Police Impound Tow
45210 ALLIED OVERHEAD DOOR INC	3/30/2023	\$369.87	Replace Torsion Springs
45211 ALPHA WIRELESS	3/30/2023	\$1,399.60	Quarterly Maintenance Agreement
45212 ARAMARK	3/30/2023	\$291.80	
45213 AUTO ZONE	3/30/2023	\$147.35	Motor Oil and Filter
45214 BADGER METER	3/30/2023	\$95.76	Hosting Service
45215 BECKMANN, JACOB	3/30/2023	\$100.00	Boots
45216 BENCO ELECTRIC	3/30/2023	\$529.49	STREET LIGHTING
45217 BHE COMMUNITY SOLAR LLC	3/30/2023	\$1,261.81	SOLAR GARDEN
45218 BLUE EARTH COUNTY PROPER	3/30/2023	\$2,520.00	Property Tax Pmt

CITY OF EAGLE LAKE

\*Check Summary Register©

March 2023

Name	Check Date	Check Amt	
45219	BOLTON & MENK INC	3/30/2023	\$1,490.50 Water Tower Rehabilitation
45220	BROMELAND, JENNIFER	3/30/2023	\$296.36 Capital Visit and LMC Day on the Hill
45221	CARRIAGE REPAIR INC	3/30/2023	\$62.95 2020 Explorer-Oil and Filter
45222	CENTER POINT ENERGY	3/30/2023	\$1,707.91 March Billing
45223	CITY BUILDING INSPECTION SR	3/30/2023	\$824.88 Inspection Fees
45224	COMPUTER TECHNOLOGY SOL	3/30/2023	\$3,960.06 VIP Agreement
45225	CONSOLIDATED COMMUNICATI	3/30/2023	\$589.40 Acct 507-150-0101
45226	ESTATE OF PATRICK ELLIS	3/30/2023	\$45.29 Refund-Utility Bill Overpayment
45227	FREE PRESS	3/30/2023	\$294.50 Prelim. Plat - R12.10.18.201.019
45228	GOVERNMENT FORMS & SUPPLI	3/30/2023	\$243.12 Checks
45229	HACH COMPANY	3/30/2023	\$2,234.04 DR 900 Colorimeter
45230	HAWKINS	3/30/2023	\$30.00
45231	J.R. BRUENDER CONSTRUCTIO	3/30/2023	\$185.00 Ice Rink Location
45232	JENSEN, DUSTIN	3/30/2023	\$764.50 Training Expenses
45233	LEAGUE OF MN CITIES	3/30/2023	\$35.00 Land Use Regualtion-McCarty
45234	LJP ENTERPRISES	3/30/2023	\$11,907.60 Small=945 Large=121
45235	LOFFLER COMPANIES INC	3/30/2023	\$171.00 Lease Agreement
45236	CITY OF MANKATO	3/30/2023	\$2,840.04 MVCOG Membership Fee - First Half
45237	MED COMPASS	3/30/2023	\$3,275.00 SCBA Medical Exams
45238	MENARDS	3/30/2023	\$1,895.95 Towels and Cord
45239	MN DEPT OF HEALTH	3/30/2023	\$2,636.00 1st Qtr Connection Fee
45240	MN RURAL WATER ASSOCIATIO	3/30/2023	\$400.00 Membership
45241	MINNESOTA WASTE PROCESSI	3/30/2023	\$6,197.77 February Charges
45242	OLSON, TERRY	3/30/2023	\$209.73 Medical Supplies
45243	SCHWICKERTS	3/30/2023	\$1,696.00 Actuator
45244	SIMPSON, VERN	3/30/2023	\$22.69 Multi Gas Dector Shipping
45245	SOUTH CENTRAL COLLEGE	3/30/2023	\$445.06 EMT Refresher - Johnson
45246	STREICHERS	3/30/2023	\$43.98 Kopp
45247	TACTICAL SOLUTIONS	3/30/2023	\$178.00 Certification of Radar Units
45248	TOPPERS & TRAILERS PLUS INC	3/30/2023	\$626.00 2 Cutting Edge Boss
45249	ULTIMATE SAFETY CONCEPTS	3/30/2023	\$15,231.58 Cutter and Spreader Equipment
45250	UNITED STATES POSTAL SERVI	3/30/2023	\$301.40 Fireman's Dance Mailer
45251	XCEL	3/30/2023	\$5,495.62
<b>Total Checks</b>			<b>\$129,369.75</b>

FILTER: ((([Act Year]='2023' and [period] in (3)))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY??????????') or [EFT])) and [Cash Act]='10100'

CITY OF EAGLE LAKE

03/30/23 10:14 AM

Page 1

**\*Check Summary Register©**

March 2023

Name	Check Date	Check Amt	
<b>10120 Fire Equipment-Assig</b>			
45208 ULTIMATE SAFETY CONCEPTS	3/30/2023	\$11,448.42	Cutter and Spreader Equipment
	<b>Total Checks</b>	<u>\$11,448.42</u>	

FILTER: (([Act Year]='2023' and [period] in (3))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??') or [EFT])) and [Cash Act]='10120'

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Pay Dates 03/02/2023, 03/16/2023, 03/30/2023

Payroll Name	Pay Date	Net Pay
Auringer, Mandy L	03/02/2023	830.60
Auringer, Mandy L	03/16/2023	830.59
Auringer, Mandy L	03/30/2023	830.62
Beckmann, Jacob Donald	03/30/2023	1,221.07
Bromeland, Jennifer J	03/02/2023	2,888.28
Bromeland, Jennifer J	03/16/2023	2,888.28
Bromeland, Jennifer J	03/30/2023	2,888.28
Goettl, Brian K	03/30/2023	0.00
Guillemette, Connor M	03/02/2023	1,715.56
Guillemette, Connor M	03/16/2023	1,585.32
Guillemette, Connor M	03/30/2023	1,398.22
Hartman, Andrew R	03/02/2023	1,973.04
Hartman, Andrew R	03/16/2023	1,851.16
Hartman, Andrew R	03/30/2023	1,668.29
Jensen, Dustin D	03/02/2023	1,757.18
Jensen, Dustin D	03/16/2023	1,617.94
Jensen, Dustin D	03/30/2023	1,583.54
Konz, Noah J	03/30/2023	36.94
Kopp, John A	03/02/2023	2,367.80
Kopp, John A	03/16/2023	2,280.71
Kopp, John A	03/30/2023	2,634.89
Nicklay, Michael L	03/02/2023	1,331.12
Nicklay, Michael L	03/16/2023	1,142.74
Nicklay, Michael L	03/30/2023	1,188.43
Norton, Elizabeth Jean	03/30/2023	349.40
Rausch, Kerry L	03/02/2023	1,247.72
Rausch, Kerry L	03/16/2023	1,343.20
Rausch, Kerry L	03/30/2023	1,277.09
Rohrich, Elizabeth K	03/30/2023	277.05
Ruel, Nathan W	03/02/2023	1,431.22
Ruel, Nathan W	03/16/2023	1,223.10
Ruel, Nathan W	03/30/2023	1,238.80
Simpson, Vern L	03/30/2023	199.40
Steinberg, Garrett R	03/30/2023	277.05
White, Anthony D	03/30/2023	277.05
Whittington, Johnnie L	03/30/2023	277.05

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We participated in the Post required Defensive Tactics/Use of Force training with Blue Earth County and the other municipalities on March 29<sup>th</sup> and April 6<sup>th</sup>.

We will be participating in the Towards Zero Deaths (TZD) distracted driving wave which starts in April. This is a campaign to remind people to put the phone down and cut down on the distractions while they are driving.

We will have an Officer down at Lake Eagle Park for the Easter Egg Hunt on April 8<sup>th</sup> at 10am.

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



Chief John Kopp  
Eagle Lake Police Department



Eagle Lake Police Department Accumulative Report

Traffic Ticket Report	January	February	March	April	May	June	July	August	September	October	November	December	Total
Careless Driving	0	0	0										0
DAS/DAR/DAC	1	0	1										2
Equipment Violations	0	0	0										0
Expired Tabs	0	0	0										0
Other	2	4	2										8
Seatbelt	0	1	0										1
Speeding	0	0	9										9
Stop Sign	0	0	0										0
Traffic Stops	28	23	43										94
Warnings	26	18	32										76
													Total
<b>Calls for Service</b>													
Accidents	1	1	0										2
Administrative Citations	0	0	0										0
Alarms	1	1	1										3
Animal Comp.	4	5	6										15
Assaults	0	1	0										1
Assist	6	3	2										11
Assist Ambulance	4	6	4										14
Assist Fire Dept	1	1	4										6
Assists OA	9	9	13										31
Burglary	0	0	0										0
Call Outs	9	1	2										12
Civil	3	6	5										14
Directed Patrol	58	49	37										144
Disturbance	3	2	1										6
Domestic	0	2	1										3
Driving Comp.	1	1	2										4
DWI	1	0	1										2
Fraud	0	4	2										6
Harrasment	0	0	1										1
Miscellaneous	32	21	15										68
Narcotics	1	0	1										2
Noise Comp	0	0	0										0
Ordinance Viol.	4	2	6										12
Party Comp.	0	0	1										1
Property Damage	0	1	1										2
Runaway/Missing Person	1	0	0										1

*SP*



## ELFD FIRE CHIEF'S REPORT

As the weather begins to transition and becomes warmer, we are looking forward to the Annual Fireman's Dance. We collaborate with Madison Lake Fire Department and St. Clair Fire Department to host the community event. This year's Fireman's Dance is being held on Saturday, April 15th beginning at 8:30 pm at the Eagle Lake American Legion. Entertainment will be provided by The Blue Ringers. We look forward to seeing you all there!

Eagle Lake residents should be receiving information from the Eagle Lake Fire Department and Relief Association in their mail soon. Tickets will be included in the mailing, along with an envelope for you to return a donation. Your support is much appreciated. The proceeds from the dance will be used to update equipment and cover training costs for the fire and rescue squads.

Eagle Lake Fire & Rescue will be available to respond to the community's needs during the upcoming Easter holiday. Our department recognizes the importance of spending time with family. We are fortunate to live in a community that provides events and ways for the family in our community to come together to celebrate. Watch for City of Eagle Lake announcements for more information about an Easter Egg Hunt.

**What if Volunteers didn't?**

# EAGLE LAKE FIRE DEPARTMENT 2023 CALL REPORT

TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	% OF TOTAL
Assist Law Enforcement	2	3	1	-	-	-	-	-	-	-	-	-	-	0.0%
Assist Law Enforcement (cancelled)	-	1	-	-	-	-	-	-	-	-	-	-	-	0.0%
Explosion (No Fire)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Commercial)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Residential)	-	-	1	-	-	-	-	-	-	-	-	-	1	3.6%
Fire (Standby)	1	-	-	-	-	-	-	-	-	-	-	-	1	3.6%
Fire (Vehicle)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Wildland)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire Alarm	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire Assist	-	1	-	-	-	-	-	-	-	-	-	-	1	3.6%
Fire CO	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire False Alarm	-	-	1	-	-	-	-	-	-	-	-	-	1	3.6%
Fire Mutual Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Gas Leak	-	-	2	-	-	-	-	-	-	-	-	-	2	7.1%
Hazardous (No Fire)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Medical (Cancelled)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Medical (Response)	6	3	4	-	-	-	-	-	-	-	-	-	13	46.4%
Medical Lift Assist	1	4	-	-	-	-	-	-	-	-	-	-	5	17.9%
Missing Person Search	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Motor Vehicle Accident w/Injury	-	-	1	-	-	-	-	-	-	-	-	-	1	3.6%
Motor Vehicle Accident w/o Injury	1	1	-	-	-	-	-	-	-	-	-	-	2	7.1%
Motor Vehicle Accident (Fatality)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Motor Vehicle Accident (Cancelled)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Odor Investigation	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Power Lines	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Rescue (Entrapment/Machinery)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Rescue (Grain Bin)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Rescue (Water)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Smoke Investigation	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Smoke/CO Alarm Malfunction	-	-	1	-	-	-	-	-	-	-	-	-	1	3.6%
Special Incident	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Weather	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total	11	13	11	-	-	-	-	-	-	-	-	-	28	100%
<b>RESPONSE AREA</b>														
Eagle Lake	10	10	8	-	-	-	-	-	-	-	-	-	28	96.6%
St. Clair	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Good Thunder	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Kasota (Lime Twp)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Le Ray Twp	1	3	3	-	-	-	-	-	-	-	-	-	1	3.4%
Madison Lake (Le Ray Twp)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Mapleton	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Mankato	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Mankato Twp	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total	11	13	11	-	-	-	-	-	-	-	-	-	29	100%

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

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April 2023

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

From: Andrew Hartman Public Works Director

**Water:** With construction season upon us we have been preparing for the water tower rehab, working with Bolton and Menk to ensure we will be on track. We have been using our new tester to ensure our chemical usages are correct.

**Sewer:** We have been monitoring the temp controls at the main lift station.

**Streets:** With the snow season coming to an end, we have been out measuring for street repairs. We are starting to clean up the winter equipment to put away soon. We have been filling some of the major potholes.

**Parks:** I have been working on getting pricing and things moving for the pavilion. We will be conducting our annual park equipment maintenance check. We have been working on the mowers to ensure they will be ready when we need them also.

**Storm Sewer:** I have been working to get a quote for street sweeping, and will get that scheduled once we know we won't have any more snow. We will be checking and cleaning out catch basins as needed. With construction season soon upon us I will be meeting with the contractors doing work in town to ensure they are aware of our MS4 policies.

If you have any questions or concerns, please feel free to contact me at [ahartman@eaglelakemn.com](mailto:ahartman@eaglelakemn.com)

Andrew Hartman

## 2023 Building Permits Issued

<u>HOUSE #</u>	<u>STREET</u>	<u>VALUE</u>	<u>Project Description</u>
1010	Timberidge Trl	\$ 26,000.00	Bathroom remodel
105	Oak Dr.	\$ 200.00	Adding bedroom wall
419	LeRay Ave	\$ 5,614.00	Furnace
213	LeRay Ave	\$ 10,000.00	Reroof-commercial/rental
111	Country Manor	\$ 5,313.00	Furnace
100	Valley Ln	\$ 4,000.00	Sewer connection
208	Linda Dr.	\$ 14,637.00	Windows

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Eagle Lake Fire Relief  
Gambling Fund Report February 2023

Balance	2/1/23	\$16,015.86
Income:		
Paper Pull Tabs		\$3,855.00
Electronic		\$24,108.00
Interest Income		\$5.20
Total Income		<u>\$27,968.20</u>
Total Funds Available		\$43,984.06
Less Total Disbursements		<u>(\$23,568.34)</u>
Balance	2/28/23	\$20,415.72

2023 Profit / Community Donations

Net Profit:		
	1/23	(\$10,954.21)
	2/23	\$2,927.69

Total Profit To Date: (\$8,026.52)

Community Donations To Date: \$0.00



**CITY OF EAGLE LAKE, MINNESOTA  
CITY COUNCIL RESOLUTION 2023-18**

**A RESOLUTION ACCEPTING A DONATION TO THE CITY**

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

**WHEREAS** the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
American Legion Post 617	\$5,000

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

To be applied towards the 2023 Music on Parkway costs.

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

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

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Eagle Lake, Minnesota this 3rd day of April 2023.

\_\_\_\_\_  
Lisa Norton  
Mayor

Attested:

\_\_\_\_\_  
Jennifer J. Bromeland  
Administrator

**CITY OF EAGLE LAKE, MINNESOTA  
CITY COUNCIL RESOLUTION 2023-19**

**A Resolution Appointing Richard Garvey to the City of Eagle Lake Planning Commission**

**WHEREAS**, the City had an open seat available and Richard Garvey has agreed to serve on the City of Eagle Lake Planning Commission; and

**WHEREAS**, the City feels it is in the best interest of the community to have Richard Garvey serve on the City of Eagle Lake Planning Commission; and

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Eagle Lake, Minnesota that Richard Garvey is hereby appointed to serve on the City of Eagle Lake Planning Commission.

Adopted by the City Council of Eagle Lake, Minnesota this 3rd day of April 2023.

\_\_\_\_\_  
Lisa Norton, Mayor

ATTEST:

\_\_\_\_\_  
Jennifer J. Bromeland, City Administrator

(S E A L)

**CITY OF EAGLE LAKE, MINNESOTA  
CITY COUNCIL RESOLUTION 2023-20**

**A Resolution Appointing Paul Bunkowske to the City of Eagle Lake Planning Commission**

**WHEREAS**, the City had an open seat available and Paul Bunkowske has agreed to serve on the City of Eagle Lake Planning Commission; and

**WHEREAS**, the City feels it is in the best interest of the community to have Paul Bunkowske serve on the City of Eagle Lake Planning Commission; and

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Eagle Lake, Minnesota that Paul Bunkowske is hereby appointed to serve on the City of Eagle Lake Planning Commission.

Adopted by the City Council of Eagle Lake, Minnesota this 3rd day of April 2023.

\_\_\_\_\_  
Lisa Norton, Mayor

ATTEST:

\_\_\_\_\_  
Jennifer J. Bromeland, City Administrator

(S E A L)

**CITY OF EAGLE LAKE, MINNESOTA  
CITY COUNCIL RESOLUTION 2023-21**

**A Resolution Accepting the Resignation of Volunteer Firefighter David Knutson from the City  
of Eagle Lake, Minnesota**

**WHEREAS**, Volunteer Firefighter Employee David Knutson has resigned from the City of Eagle Lake's Fire Department; and

**WHEREAS**, the City Council recognizes and appreciates the service from David Knutson in the role of a Volunteer Firefighter for the Eagle Lake Fire Department.

**NOW THEREFORE, BE IT RESOLVED**, the City accepts the resignation of David Knutson from the City of Eagle Lake Fire Department effective March 29, 2023.

Adopted by the City Council of Eagle Lake, Minnesota this 3th day of April 2023.

\_\_\_\_\_  
Lisa Norton, Mayor

ATTEST:

\_\_\_\_\_  
Jennifer Bromeland, City Administrator

(S E A L)



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

April 3, 2023

To: Honorable Mayor Norton and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Limited Disclosure Dissemination Agent Agreement

Attached is an email from Northland Securities with a Limited Disclosure Dissemination Agent Agreement. Continuing Disclosure is the requirement of an issuer to provide information about municipal bonds throughout the life of the bonds. The fee for Limited Continuing Disclosure is \$550 per year regardless of the number of issues that require reporting. Northland Securities requires that the Limited Disclosure Dissemination Agent Agreement, a copy of which is attached, be signed and returned by April 30<sup>th</sup>.

A motion is necessary to authorize City staff to sign the Limited Disclosure Dissemination Agent Agreement with Northland Securities.

  
Jennifer J. Bromeland  
City Administrator

## Jennifer Bromeland

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**From:** Marnie A. Fisher <mafisher@northlandsecurities.com>  
**Sent:** Monday, March 20, 2023 12:26 PM  
**To:** Jennifer Bromeland  
**Subject:** Continuing Disclosure

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

Good afternoon,

Over the last several years, the Securities and Exchange Commission has undertaken many changes to Rule 15c2-12(b)(5) of the Securities Exchange Act of 1934, regarding municipal securities disclosure for both municipal bond issuers and underwriters. The primary area of focus has been on Continuing Disclosure.

### What is Continuing Disclosure?

Continuing Disclosure is the requirement of an issuer to provide important information about municipal bonds throughout the life of those bonds. This information generally reflects the financial health or operating condition of the issuer as it changes over time, or the occurrence of specific events that can have an impact on key features of the bonds. The SEC's focus has been on ensuring that investors of municipal bonds have complete, transparent, and timely information about municipal issuers.

### What is changing?

As your Dissemination Agent, Northland has been filing the required Continuing Disclosure information to the EMMA website (<https://emma.msrb.org>) on your behalf. These filings consist of audited financial statements and annual reports, as well as notices regarding bond calls, rating changes, and the incurrence of financial obligations, to name a few. In February 2023, Northland will be implementing an increase to our annual Dissemination Agent fees that reflects the increased time, attention, and resources devoted to ensuring our clients remain current with their disclosure requirements.

The fee for Limited Continuing Disclosure will be \$550 per year regardless of the number of issues that require reporting.

Following this email, you will receive a link from Adobe Sign to view and electronically sign the contract. The contract can also be printed from the Adobe Sign website, signed and scanned manually if this is preferred.

Please review and return the signed contract by April 30th.

We look forward to continuing to provide you with this valuable service. Please reach out with any questions or concerns.

Thank you and have a great day!

**Marnie A. Fisher**

Issuance Specialist, Public Finance

**LIMITED DISCLOSURE  
DISSEMINATION AGENT AGREEMENT**

THIS DISSEMINATION AGENT AGREEMENT (the "Dissemination Agreement"), dated as of \_\_\_\_\_ (the "Effective Date") by and between the City of Eagle Lake, Minnesota, 705 Parkway Avenue, P.O. Box 159, Eagle Lake MN 56024 (the "Issuer") and Northland Securities, Inc., 150 South 5th Street, Suite 3300, Minneapolis, MN 55402 ("the Dissemination Agent") is in connection with bond issues of the Issuer for which the Issuer has entered into continuing disclosure agreements (the "Bond Issues").

The Issuer and the Dissemination Agent covenant and agree as follows with respect to the Bond Issues:

SECTION 1. Definitions. The following capitalized terms shall have the following meanings:

"Annual Report" shall mean the document or documents filed by the Dissemination Agent to the EMMA system pursuant to this Dissemination Agreement.

"Annual Report Data" shall mean the Issuer's audited financial statements, and such other financial information and operating data for each Bond Issue as is customarily prepared by the Issuer and publicly available, as requested by the Dissemination Agent to compile the Annual Report.

"Continuing Disclosure Agreement" (the "CDA") shall mean that certain agreement, certificate, or undertaking executed by the Issuer at the time of issuance of its bonds.

"Disclosure Representative" shall mean the City Administrator of the Issuer or his or her designee, or such other officer or employee as the Issuer shall designate in writing to the Dissemination Agent from time to time.

"EMMA" shall mean the Electronic Municipal Market Access system which is maintained by the Municipal Securities Rulemaking Board. The Securities and Exchange Commission designates the EMMA system as the single centralized repository for the electronic collection and availability of continuing disclosure information about municipal securities.

"Listed Events" shall mean any of the material events listed in Section 5(a) of this Dissemination Agreement.

"Rule" shall mean Rule 15c2-12(b)(5) adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as the same may be amended from time to time.

"State" shall mean the State of Minnesota.



SECTION 2. Purpose of the Dissemination Agreement. This Dissemination Agreement is being entered into by the Issuer and the Dissemination Agent in order to assist the Issuer in complying with the Rule.

SECTION 3. Duties of the Dissemination Agent and the Issuer.

(a) The Dissemination Agent shall:

- (i) review and catalog the existing and future CDAs of the Issuer;
- (ii) collect information from third parties and Issuer, as applicable, to the extent necessary to prepare the Annual Report;
- (iii) prepare the Annual Report for submission to the EMMA system in a format consistent with the Rule;
- (iv) submit the Annual Report and any additional items required by each CDA to the EMMA system by December 31 of each year, commencing December 31, 2023;
- (v) file Listed Event notices to the EMMA system on behalf of the Issuer;
- (vi) deem all information provided by the Issuer to be accurate, free of defect, as well as not containing any material misstatements, falsehoods or omissions of fact.

(b) The Issuer shall:

- (i) provide the Dissemination Agent all documents and information deemed necessary to fulfill the Issuer's reporting requirements under each respective CDA within the following timeframes:
  - a. provide notice within five (5) days of occurrence of any of the Listed Events; and
  - b. provided all other disclosure information within fourteen (14) days of request from the Dissemination Agent;
- (ii) ensure all information provided by the Issuer for completion of the Annual Report or related to Listed Events is accurate and free of defect, as well as not containing any material misstatements, falsehoods, or omissions of fact; and
- (iii) acknowledge that the Dissemination Agent shall be entitled to rely on all information provided by the Issuer without further investigation as to its completeness or accuracy.

(c) If for any reason the Issuer fails to provide the required information related to the Annual Report or the occurrence of any of the Listed Events, the Dissemination Agent shall not be held liable in the event that the necessary disclosure requirement was not disseminated to EMMA within the applicable timeframe. If for any reason the Issuer fails to provide the required information related to the Annual Report or the occurrence of any of the Listed Events and the Issuer's delay results in any disclosure filing being after a stated deadline, the Dissemination Agent shall, without further direction or instruction from the Issuer, file a notice(s) with the applicable recipient with information provided by the Issuer, if any, and/or describing the failure and providing any other information the Dissemination Agent deems appropriate.

SECTION 4. Content of Annual Reports. The Annual Report, prepared with the assistance of the Dissemination Agent for each Bond Issue, shall contain or incorporate by reference the financial information and operating data customarily prepared by the Issuer and publicly available, which shall be the information specified in the applicable CDA or continuing disclosure provisions of any applicable Resolution, Indenture, Loan Agreement or Lease Agreement.

SECTION 5. Reporting of Significant Events.

(a) This Section 5 shall govern the giving of notices of the occurrence of any of the Events listed below or in the Issuer's Continuing Disclosure Agreement or in the applicable Resolution, Indenture, Loan Agreement or Lease Agreement:

1. Principal and interest payment delinquencies;
2. Non-payment related defaults, if material;
3. Unscheduled draws on debt service reserves reflecting financial difficulties;
4. Unscheduled draws on credit enhancements reflecting financial difficulties;
5. Substitution of credit or liquidity providers, or their failure to perform;
6. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
7. Modifications to rights of security holders, if material;
8. Bond calls, if material, and tender offers;
9. Defeasances;
10. Release, substitution, or sale of property securing repayment of the securities, if material;
11. Rating changes;
12. Bankruptcy, insolvency, receivership or similar event of the obligated person;
13. The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;

14. Appointment of a successor or additional trustee or the change of name of a trustee, if material;
15. The incurrance of a Financial Obligation of the Issuer, if material, or agreement to covenants, events of default, remedies, priority rights, or other terms of a Financial Obligation of the Issuer, any of which affect security holders, if material; and
16. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the Issuer, any of which reflect financial difficulties.

SECTION 6. Compensation and Terms.

(a) The Issuer has engaged the Dissemination Agent to assist it in carrying out its obligations under this Dissemination Agreement. For its services hereunder, the Dissemination Agent shall be paid annually a fee equal to \$550 for all Bond Issues for which an Annual Report is required by the Rule to be filed. This fee shall encompass all duties of the Dissemination Agent listed under Section 3. In addition, the Issuer shall reimburse the Dissemination Agent for any out-of-pocket expenses incurred in preparing the Annual Report.

(b) Fees quoted herein shall be firm for two (2) years from the Effective Date. After the initial two (2) year term, Northland may, at its discretion, adjust recurring fees under this Agreement by providing written notice of not less than ninety (90) days to the Issuer. The Issuer may terminate this Agreement within ninety (90) days of the date of such notice by providing written notice to the Dissemination Agent. If the Issuer fails to terminate the Agreement within the allotted time, then the Issuer shall be deemed to have agreed to the fee adjustment.

(c) The Issuer may discharge any such Dissemination Agent with or without appointing a successor or Dissemination Agent. Additionally, this Dissemination Agreement may be terminated by either party for any reason upon thirty (30) days written notice to the other party. A termination of this agreement shall not relieve the Issuer of its obligation to pay the Dissemination Agent for all services rendered and all reimbursable expenses incurred prior to the effective date of termination.

SECTION 7. Amendment, Waiver. Notwithstanding any other provision of this Dissemination Agreement, the Issuer and the Dissemination Agent may amend this Dissemination Agreement, and any provision of this Dissemination Agreement may be waived, in writing, as agreed to by the parties thereto.

SECTION 8. Additional Information. Nothing in this Dissemination Agreement shall be deemed to prevent the Issuer from disseminating any other information, using the means of dissemination set forth in this Dissemination Agreement or any other means of communication.

SECTION 9. Duties, Immunities and Liabilities of Dissemination Agent. The Dissemination Agent shall have only such duties as are specifically set forth in this Dissemination

Agreement, and the Issuer shall indemnify, hold harmless and defend the Dissemination Agent from and against any damages, costs or other liabilities (including reasonable attorneys' fees) arising from or relating to any breach of this Dissemination Agreement by the Issuer, including, but not limited to, damages, costs and other liabilities arising out of any information received from the Issuer and disseminated by the Dissemination Agent. Further, in no event shall the Dissemination Agent's total aggregate liability under this Dissemination Agreement be in excess of the amount of the annual fee paid by the Issuer to the Dissemination Agent. In addition, the Issuer acknowledges that the Dissemination Agent shall not be responsible and/or liable for any errors, misstatements or omissions associated with any continuing disclosure report or filing, or for the correction thereof, that was prepared or disseminated by any party other than the Dissemination Agent.

SECTION 10. Beneficiaries. This Dissemination Agreement shall inure solely to the benefit of the Issuer and the Dissemination Agent, and shall create no rights in any other person or entity.

SECTION 11. Counterparts. This Dissemination Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the CITY OF EAGLE LAKE, MINNESOTA and NORTHLAND SECURITIES, INC. have caused this Dissemination Agreement to be executed in their respective names, all as of the date first written above.

CITY OF EAGLE LAKE, MINNESOTA

NORTHLAND SECURITIES, INC.

By

By 

Its City Administrator

Its Client Services Manager



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

April 3, 2023

To: Honorable Mayor Norton and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Public Hearing for PUD – Fox Meadows

A public hearing has been scheduled this evening to consider an application received from Troy Schrom with Fox Meadows. Mr. Schrom is seeking a Planned Unit Development (PUD) for Blocks 2, 3, and 6. Attached is a copy of the PUD application and plan.

The PUD is being sought to create a new Common Interest Community (CIC) within the Fox Meadow development. Per the applicant, the CIC will consist of two types of dwellings. The first type will be twin homes located in Blocks 3 and 6. Each half of a twin home will become a separate lot and will eventually be sold to a homeowner. The greenspace and driveways will be owned by a homeowner's association. The second type will be single family homes located in Block 2. According to the plan submitted, there will be 17 single family home units and 16 twin home units. Each of the single family homes will become a separate lot and will eventually be sold to a homeowner. The greenspace and driveways will be owned by the same homeowner's association as the twin homes.

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

The PUD application and plan for Blocks 2, 3, and 6 of Fox Meadows was reviewed by the Planning Commission at its February 27, 2023 meeting. The Planning Commission recommends to the City Council that a public hearing be held at this evening's meeting based on the findings that the PUD satisfies the intent of the ordinance and/or does not jeopardize the public health, safety, or welfare. Attached is an excerpt from the February 27<sup>th</sup> Planning Commission meeting with supporting information and a copy of the meeting minutes in which the motion was made and approved.

A public hearing notice was published in the City's legal newspaper and posted on the bulletin board at City Hall. Notice was also mailed to all property owners within 350 feet of the subject property.

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

Attached is a resolution with draft findings for your consideration in approving the PUD this evening.

Discussion should ensue.

If there is an interest in approving the PUD application and plan, then a motion to that effect is necessary.

  
Jennifer J. Bromeland  
City Administrator

## Jennifer Bromeland

---

**From:** Olson, Abbie <AOlson@fredlaw.com>  
**Sent:** Monday, January 30, 2023 2:00 PM  
**To:** Jennifer Bromeland; troymchrom@gmail.com  
**Subject:** PUD Application and Information Needed  
**Attachments:** Declaration for Fox Meadows Townhomes\_77047391(1)-c.DOCX; 21-1282CIC\_77935188(1)-c.PDF

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

Jennifer,

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

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

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

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

Thanks,  
Abbie

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

**Fredrikson**

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

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

**CAUTION: EXTERNAL E-MAIL**

Hi Troy and Abbie,





PLANNED UNIT DEVELOPMENT APPLICATION

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

Plat Name: Fox Meadows

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

Plat Address: NE 1/4 SW 1/4 and NW 1/4 SE 1/4 Section 18-T108N-R25W

Blue Earth County Parcel Number (s):

**Applicant:** (mandatory)

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

Mailing Address: 704 Parkway Ave Fax Number: \_\_\_\_\_

City/State/Zip: Eagle Lake, MN 56024

Contact Person: Corey Cowdin \_\_\_\_\_ (if different from applicant)

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

Include the items listed below:

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

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

Clear Form

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

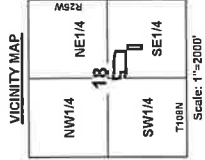
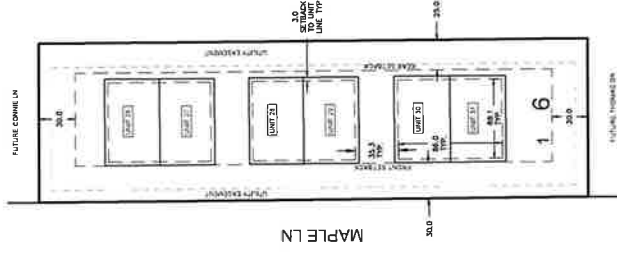
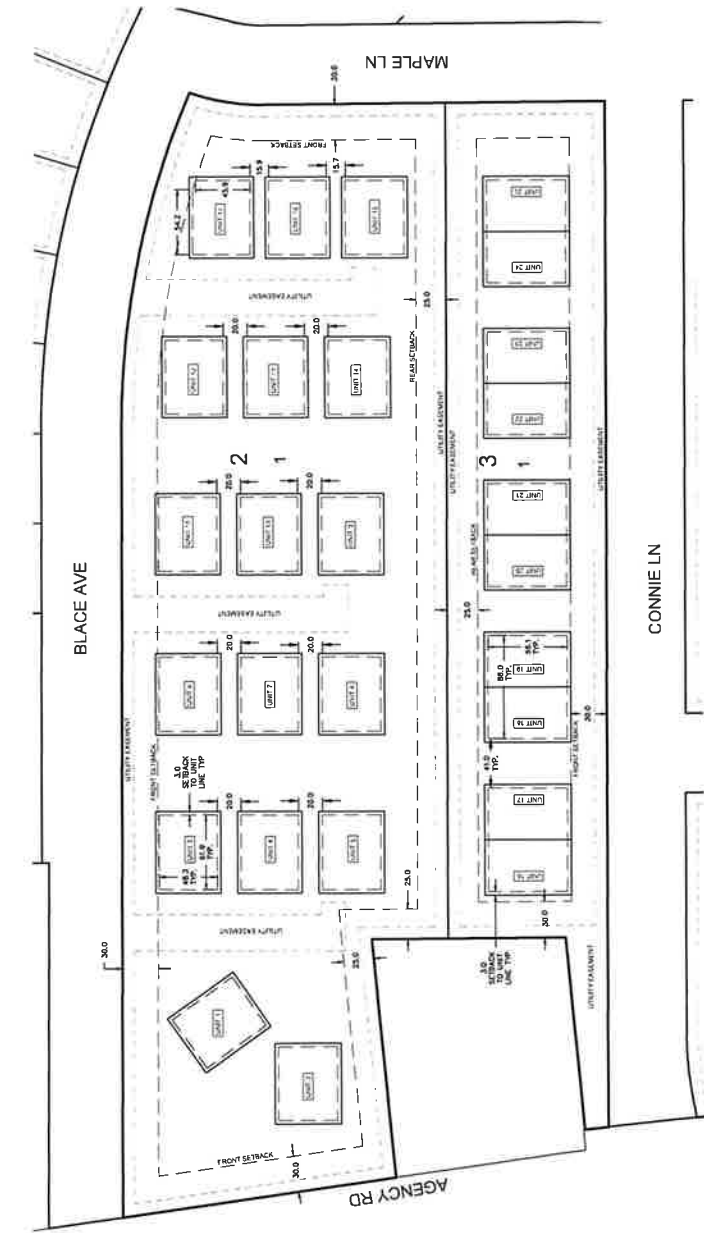
**Office Use Only:**

Application Fee: \$200.00 <sup>pt.</sup>  
Notice Fee: \$ \_\_\_\_\_ (\$2.00 per notice of properties within 350 feet)  
TOTAL: \$ \_\_\_\_\_

84'



**FOX MEADOWS**  
 PLANNED UNIT DEVELOPMENT OF BLOCK 2, 3, AND 6  
 AUGER-CRAWLER-COUNTY, MINNESOTA  
 SETBACKS PLAN

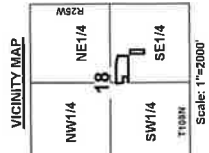
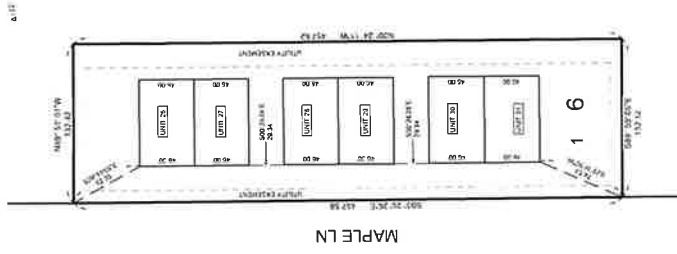


**BASIS OF BEARING SYSTEM**  
 All bearings are based on the west line of the SE1/4  
 Section 15-1108R-125W being R107 24 11' W  
 Scale: 1" = 2000'

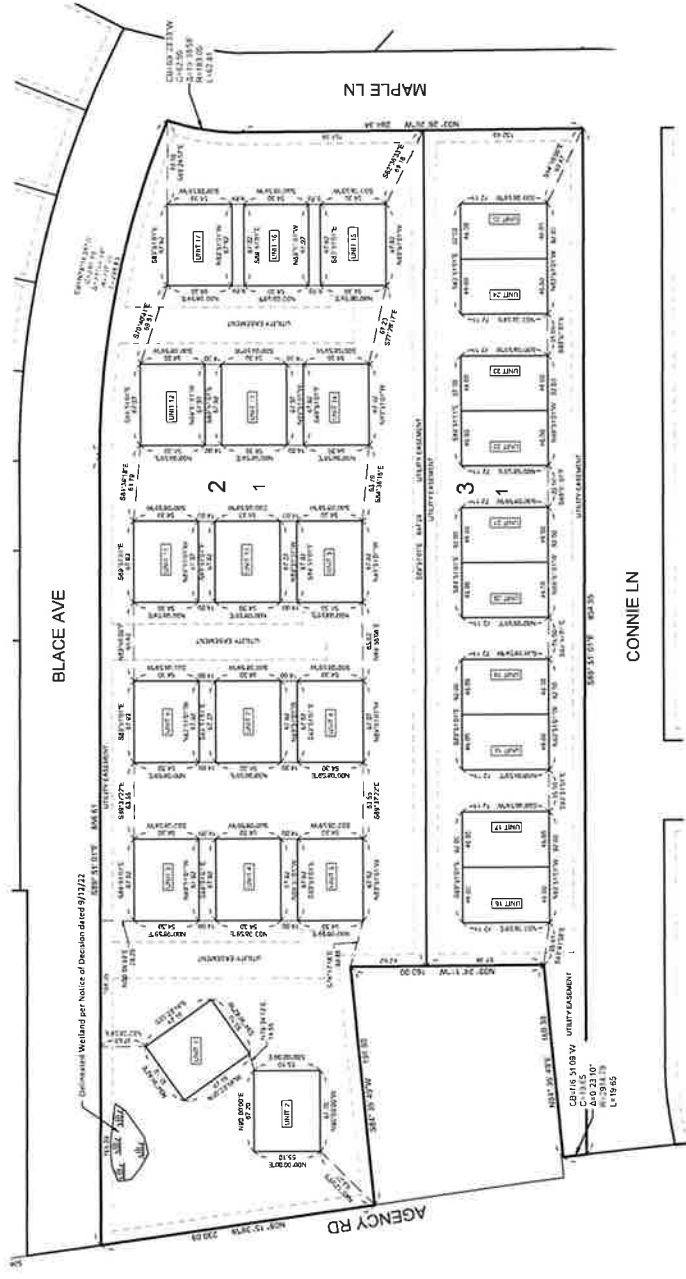
JONES, HAUGH & SMITH  
 PROFESSIONAL ENGINEERS & LAND SURVEYORS

SHEET NO. 2 OF 2 SHEETS

**FOX MEADOWS**  
 PLANNED UNIT DEVELOPMENT OF LOT 1, BLOCK 2, LOT 1, BLOCK 3, AND LOT 1, BLOCK 6  
 ANOKA-CROWLEY COUNTY, MINNESOTA  
**UNITS PLAN**



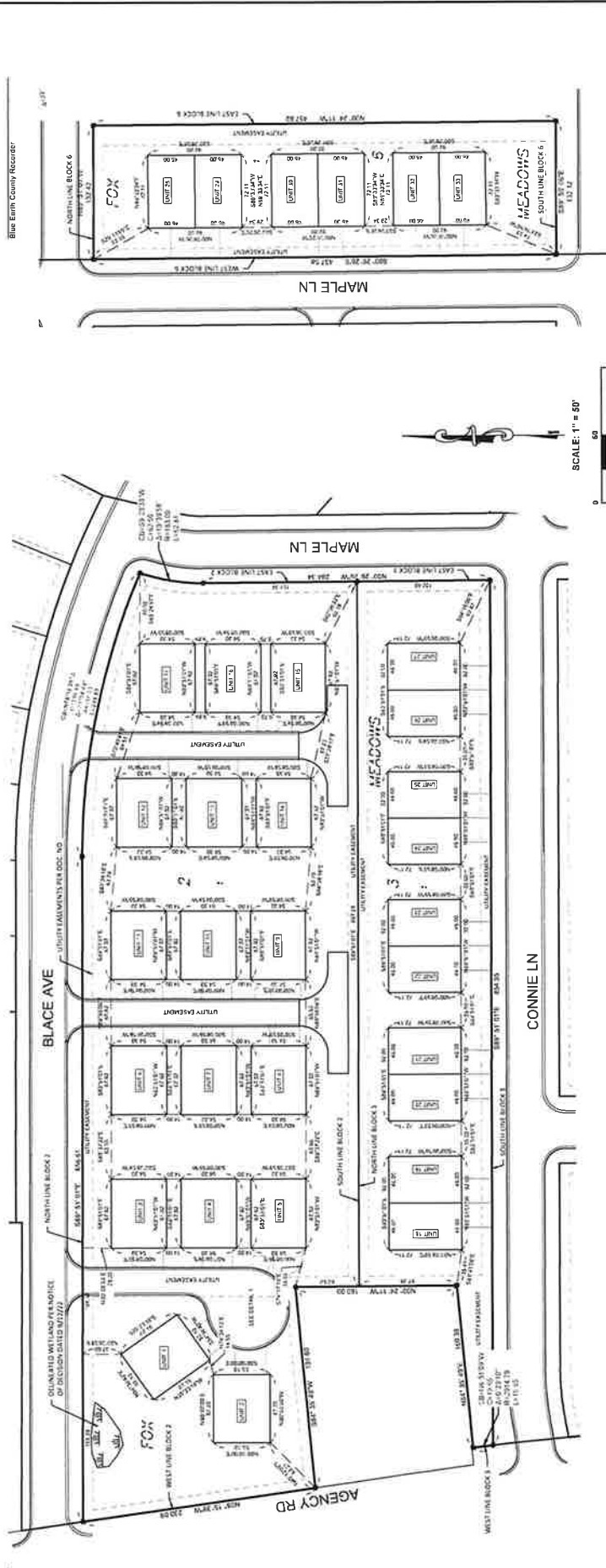
SCALE: 1" = 80'  
 SCALE IN FEET  
**BASIS OF BEARING SYSTEM**  
 All bearings are based on the west line of the SE 1/4  
 Section 18-T108N-R28W being N00°24'11"W



JONES, HAUGH & SMITH  
 PROFESSIONAL ENGINEERS & LAND SURVEYORS

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

The Common Interest Community Plat is part of the Declaration recorded as Document No. \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
Blue Earth County Recorder

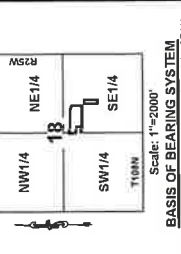


I, Scott A. Luchanangan, do hereby certify that the work was undertaken by or reviewed and approved by me for the CTC/CI of COMMON INTEREST COMMUNITY NUMBER 123, FOX MEADOWS, being located upon  
Lot 1, Block 2, Lot 1, Block 3, and Lot 1, Block 6, FOX MEADOWS  
and fully and accurately depicts all information required by Minnesota Statutes, Section 515B 2.110 (c)  
The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, by Scott A. Luchanangan, a Licensed Land Surveyor.  
John H. Schwab, Notary Public, State of Minnesota  
Minnesota License No. 5746  
The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, by John H. Schwab, V. a Licensed Professional Engineer.  
John H. Schwab, V. P.E.  
Minnesota License No. 44639  
August J. Smith, Notary Public, State of Minnesota  
Minnesota License No. 5722  
The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, by August J. Smith, a Licensed Professional Engineer.

I hereby certify that there are no delinquent taxes and/or delinquent special assessments, that the payment sheets have been paid and that the benefits have been accorded on \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.  
Blue Earth County Property and Environmental Services  
I hereby certify that this instrument was filed in my office for record this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ M. in Book \_\_\_\_\_ of Plat Page \_\_\_\_\_  
County Recorder



**VICINITY MAP**  
Scale: 1"=2000'  
BASIS OF BEARING SYSTEM  
All bearings are based on the 1983 NAD 83 datum.  
Section 18-T100N-R23W being N00°24'11"W



**TYPICAL L.C.E. DIMENSIONS**  
1"=50'  
Units: 3, 4, 5, 6, 7, 8, 9, 10  
11, 12, 13, 14, 15  
Remaining units same  
DOVEYWAY L.C.E.  
30.31, 32.33

**JONES, HAUGH & SMITH  
PROFESSIONAL ENGINEERS & LAND SURVEYORS**



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

February 27, 2023

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

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

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

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

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

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



Jennifer J. Bromeland  
City Administrator



**Jennifer Bromeland**

---

**From:** Olson, Abbie <AOlson@fredlaw.com>  
**Sent:** Monday, January 30, 2023 2:00 PM  
**To:** Jennifer Bromeland; troymschrom@gmail.com  
**Subject:** PUD Application and Information Needed  
**Attachments:** Declaration for Fox Meadows Townhomes\_77047391(1)-c.DOCX; 21-1282CIC\_77935188(1)-c.PDF

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

Jennifer,

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

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

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

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

Thanks,  
Abbie

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

**Fredrikson**

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

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

**CAUTION: EXTERNAL E-MAIL**

Hi Troy and Abbie,



PLANNED UNIT DEVELOPMENT APPLICATION

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

Plat Name: Fox Meadows

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

Plat Address: NE 1/4 SW 1/4 and NW 1/4 SE 1/4 Section 18-T109N-R25W

Blue Earth County Parcel Number (s):

Applicant: (mandatory)

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

Mailing Address: 704 Parkway Ave Fax Number:

City/State/Zip: Eagle Lake, MN 56024

Contact Person: Corey Cowdin (if different from applicant)

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

Include the items listed below:

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

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

Clear Form

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

Office Use Only:

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

# FOX MEADOWS - PHASE 1

## 2023 STREET & UNDERGROUND UTILITIES IMPROVEMENTS

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

#### EAGLE LAKE, BLUE EARTH COUNTY, MN

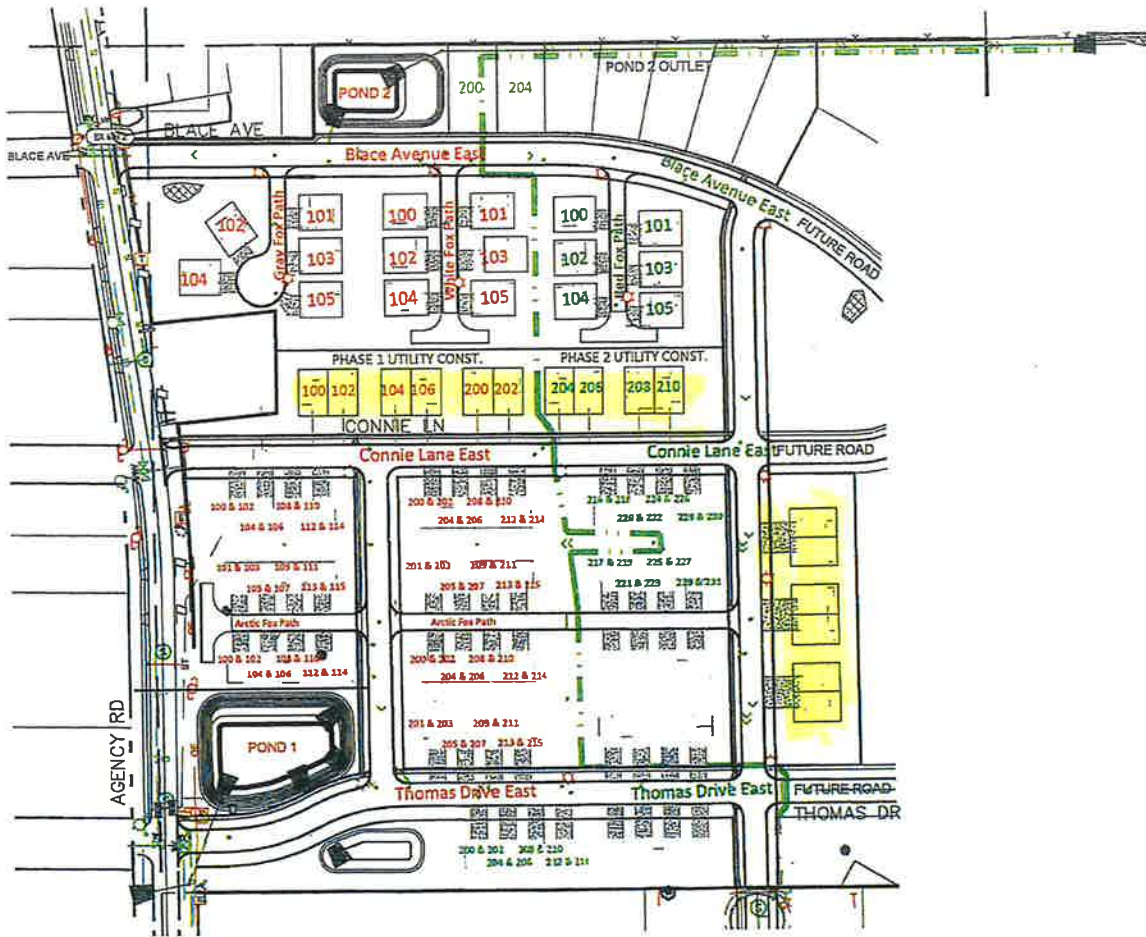
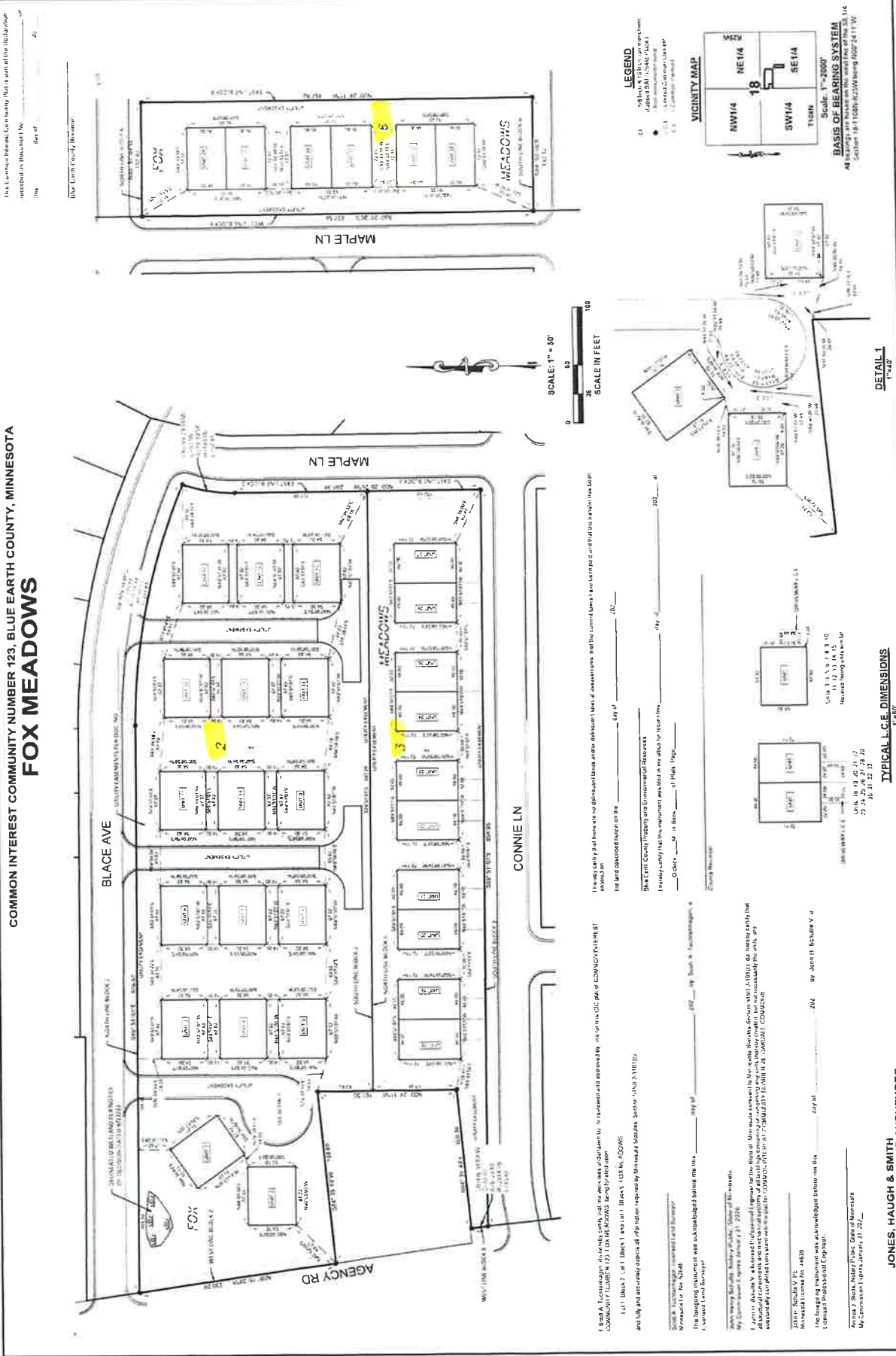




Exhibit B

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



This Common Interest Community is hereby created in accordance with the provisions of the Minnesota Uniform Common Interest Community Act, Chapter 462A, Minnesota Statutes, and the provisions of the Minnesota Uniform Condominium Act, Chapter 559, Minnesota Statutes.

Blue Earth County Recorder

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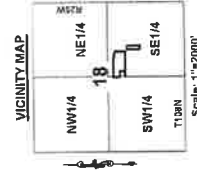
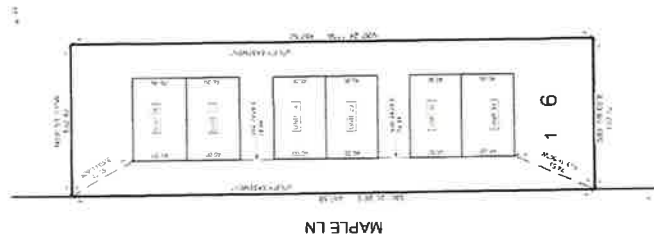
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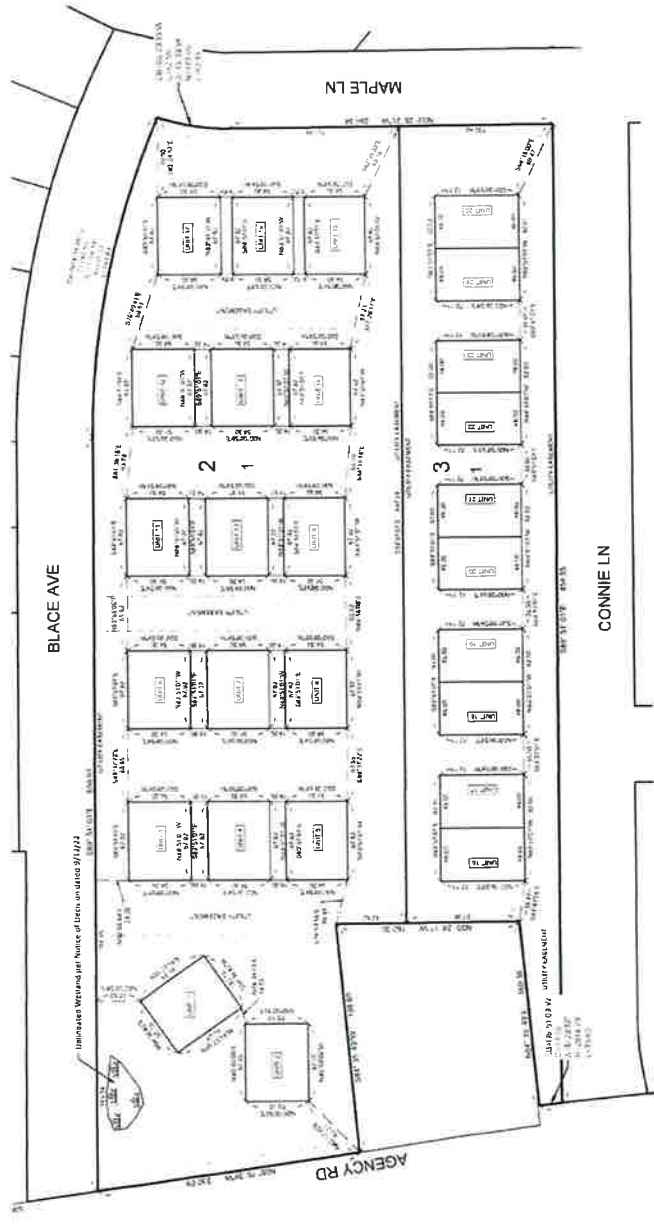
**FOX MEADOWS**  
 PLANNED UNIT DEVELOPMENT OF LOT 1 BLOCK 2, LOT 1 BLOCK 3, AND LOT 1 BLOCK 6  
 AUSTIN, MONROE COUNTY, MINNESOTA  
 UNITS PLAN



SCALE: 1" = 50'  
 SCALE IN FEET  
 BASIS OF BEARING SYSTEM  
 ALL DIMENSIONS ARE BASED ON THE BASIS OF BEARING SYSTEM  
 SECTION 16.1 (2008) (MNS) (M) (W) BEARING 140° 24' 31" W

Scale: 1"=2000'

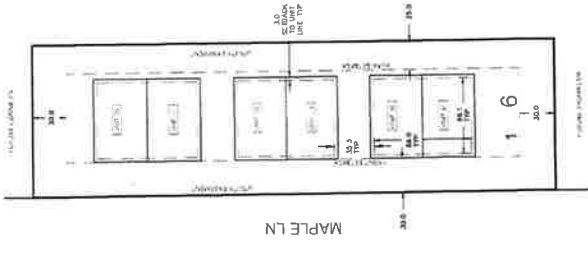
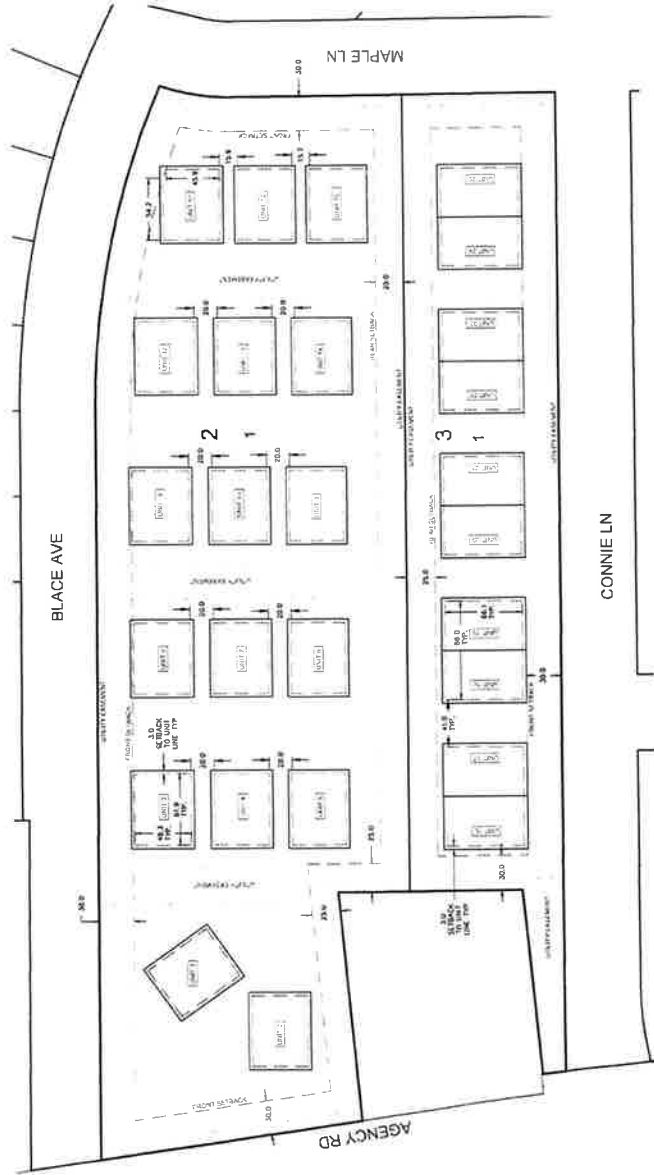
SHEET NO. 1 OF 3 SHEETS



JONES, HAUCH & SMITH  
 PROFESSIONAL ENGINEERS & LAND SURVEYORS

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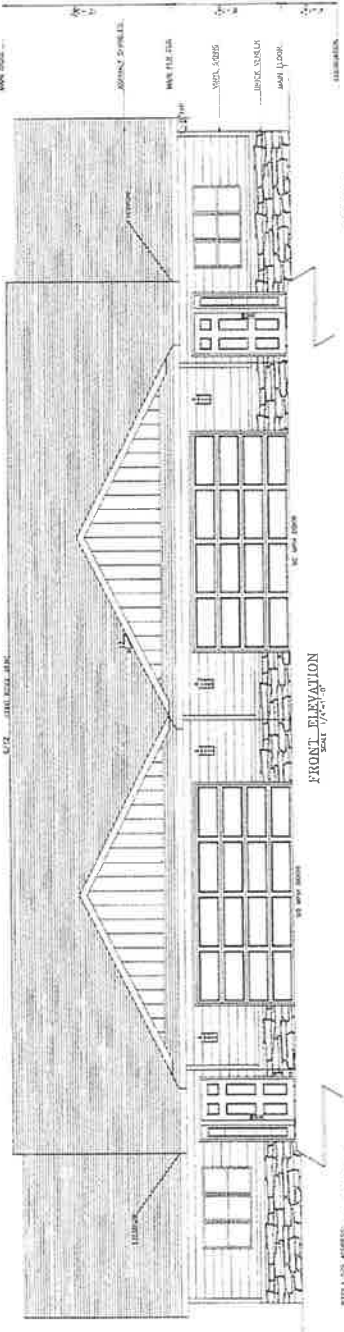
**FOX MEADOWS**  
 PLANNED UNIT DEVELOPMENT OF BLOCK 2, 3, AND 6  
 AUSTIN, MOWER COUNTY, MINNESOTA  
 SETBACKS PLAN



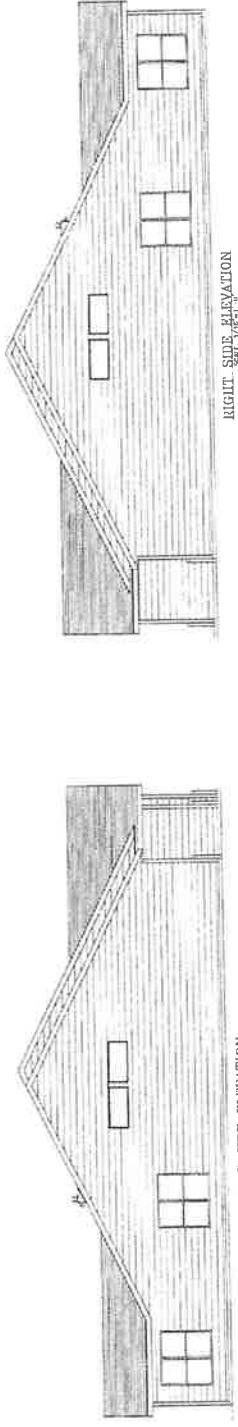
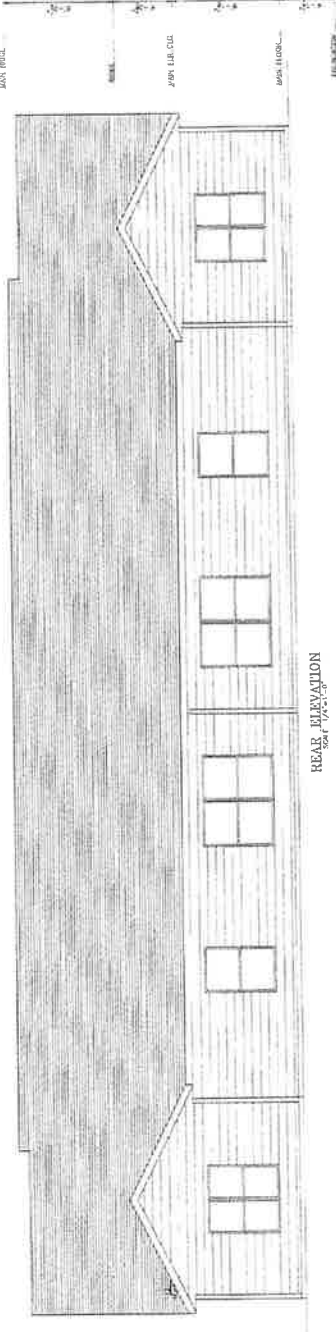
**BASIS OF BEARING SYSTEM**  
 All bearings are based on the meridians of the S&W 1/4  
 Section 18-110BN-RSW being KD07-24-11-17V  
 Scale: 1"=2000'

JONES, HAUGH & SMITH  
 PROFESSIONAL ENGINEERS & LAND SURVEYORS

SHEET NO. 2 OF 2 SHEETS



NOTES:  
 1. SEE PLAN FOR WINDOW SIZES.  
 2. SEE PLAN FOR DOOR SIZES.  
 3. SEE PLAN FOR ROOF PITCH.  
 4. SEE PLAN FOR FINISH LINE.  
 5. SEE PLAN FOR FOUNDATION.  
 6. SEE PLAN FOR JOINT SYMBOLS.  
 7. SEE PLAN FOR WALL TILE END.  
 8. SEE PLAN FOR MED. JOBS.  
 9. SEE PLAN FOR BRICK SILLING.  
 10. SEE PLAN FOR BASE LINE.



These plans are intended as a guide for those who are experienced in the construction of buildings with this type of construction. The contractor is responsible for the proper interpretation of the plans and for the proper construction of the building. The architect is not responsible for the construction of the building.

# SCHROM CONSTRUCTION, Inc.

700 Broadway, Suite 100  
 Maple Lake, MN 56024  
 (507) 257-5104  
 Fax: (507) 257-5104  
 schrom@schromconstruction.com

Contractor:  
 Schrom Construction, Inc.  
 700 Broadway, Suite 100  
 Maple Lake, MN 56024  
 (507) 257-5104

Project Name and Address

Project: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Sheet: \_\_\_\_\_  
 AS SHOWN Elevations



Revisions/Issue

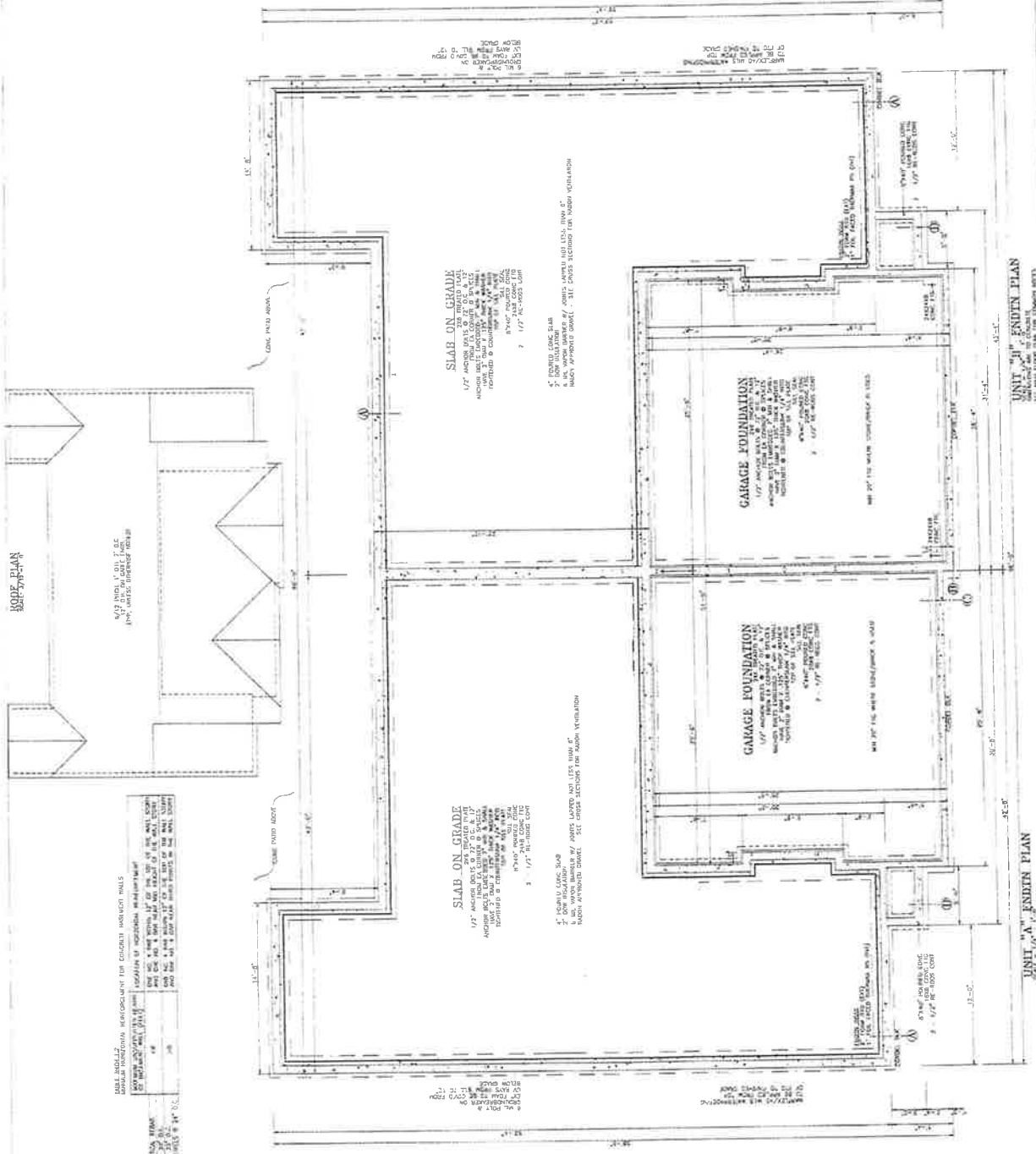
These plans are intended as a guide only. The contractor is responsible for obtaining all necessary permits and approvals. The contractor shall be responsible for obtaining all necessary permits and approvals. The contractor shall be responsible for obtaining all necessary permits and approvals.

# SCHROM CONSTRUCTION, Inc.

Contractor:  
Schrom Construction, Inc.  
700 Highway Ave  
Boale Lake, MN 56024  
(507)257-5104

Project Name and Address

Project: \_\_\_\_\_  
Sheet: \_\_\_\_\_  
Scale: AS SHOWN



1. ALL FOUNDATION WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.

2. ALL FOUNDATION WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.

**SLAB ON GRADE**  
1/2" REINFORCING BARS @ 12" O.C. IN ALL DIRECTIONS.  
MINIMUM 4" THICK CONCRETE ON 4" COMPACTED GRAVEL.  
FORMED AND FINISHED TO MATCH ADJACENT SLAB.

**SLAB ON GRADE**  
1/2" REINFORCING BARS @ 12" O.C. IN ALL DIRECTIONS.  
MINIMUM 4" THICK CONCRETE ON 4" COMPACTED GRAVEL.  
FORMED AND FINISHED TO MATCH ADJACENT SLAB.

**GARAGE FOUNDATION**  
1/2" REINFORCING BARS @ 12" O.C. IN ALL DIRECTIONS.  
MINIMUM 12" THICK CONCRETE ON 4" COMPACTED GRAVEL.  
FORMED AND FINISHED TO MATCH ADJACENT SLAB.

**GARAGE FOUNDATION**  
1/2" REINFORCING BARS @ 12" O.C. IN ALL DIRECTIONS.  
MINIMUM 12" THICK CONCRETE ON 4" COMPACTED GRAVEL.  
FORMED AND FINISHED TO MATCH ADJACENT SLAB.

UNIT 1 - FOUNDATION PLAN

UNIT 2 - FOUNDATION PLAN











## SECTION 6.195 PLANNED UNIT DEVELOPMENT

(Adopted June 18, 2008)

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

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

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

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

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

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

the tax base.

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

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

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

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

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

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

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

- A. New Application Required. No alteration or amendment shall be made in the construction, development, or use without a new application under the provisions of this section. However, minor alterations may be made subject to the written approval of the Zoning Administrator.
- B. Minor Adjustments. During build-out of the Planned Unit Development, the Zoning Administrator may authorize minor adjustments to approved development Site plans when such adjustments appear necessary in light of technical or engineering considerations. Such minor adjustments shall be limited to the following elements:
  - 1. Adjusting the distance as shown on the approved development site plan between any one (1) structure or group of structures, or any vehicle circulation element or any boundary of the site, as long as the adjustments do not require a variance. If a variance is required, the property owner must follow the applicable procedure.
  - 2. Adjusting the location of any open space.
  - 3. Adjusting the final grade.
  - 4. Altering the types of landscaping elements and their arrangement within the required landscaping buffer area.

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

**Subd. 7. Standards.**

- A. A Planned Unit Development may be established for any parcel or tract of land under single ownership or control. The property included in the Planned Unit Development shall be planned and developed or redeveloped as a single unit and in a manner consistent with the intent and purpose for which a Planned Unit Development may be permitted.
- B. The Planning Commission shall not recommend approval of, nor shall the City Council approve, a Planned Unit Development unless each shall make written findings of fact that the Planned Unit Development satisfies the intent of this ordinance and/or does not jeopardize the public health, safety, or welfare.
- C. The development of the Planned Unit Development shall conform to the approved development plan; including all proposed covenants, easements, conditions of approval, and other provisions relating to the bulk, location, and density of permitted structures, accessory structures, parking, and other public facilities.

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

**Subd. 8. Design Standards.**

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

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

**CITY OF EAGLE LAKE, MINNESOTA  
RESOLUTION 23-2022**

**WHEREAS**, Fox Meadows Townhomes, LLC a Minnesota Limited Liability Company has proposed to construct a Planned Unit Development that will operate as a Common Interest Community; and

**WHEREAS**, the City of Eagle Lake has determined that it is appropriate to encourage flexibility in the development of land in order to promote its most appropriate use;

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Eagle Lake that the Council makes the following **FINDINGS** with regards to the proposed Planned Unit Development:

1. That the proposed Planned Unit Development meets the overall design and integrated development plan of the City and is in accordance with the provisions of the City's subdivision regulations.
2. That the proposed Planned Unit Development will not affect the properties that are located adjacent to the proposed development.
3. That the Planned Unit Development is for the public benefit. The plan uses design, landscape, and architectural features to create a pleasing environment and it will provide housing types that are necessary for the City to make its housing goals.
4. The Planned Unit Development also provides for the efficient use of the land in a manner that will provide for more economic use and networks of utilities, streets, schools, and other facilities.

CITY OF EAGLE LAKE

Adopted by affirmative vote of all members of the City Council of Eagle Lake  
this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Lisa Norton, Mayor

\_\_\_\_\_  
Jennifer J. Bromeland, City Administrator





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

April 3, 2023

To: Honorable Mayor Norton and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Public Hearing for Proposed Amendment to Chapter 3, Section 3.010, Subdivision 3(A)

A public hearing has been scheduled for this evening to consider an amendment to Eagle Lake City Code, Chapter 3, Section 3.010, Subdivision 3(A). The proposed amendment consists of replacing “All snow and ice not removed from public sidewalks after the snow or other precipitation causing the condition has ceased to fall.” with “The owner and the occupant of any property adjacent to a public sidewalk shall use diligence to keep the walk safe for pedestrians. No owner or occupant shall allow snow, ice, dirt, or rubbish to remain on the walk longer than 24 hours after its deposit thereon. Failure to comply with this section shall constitute a violation.”

Notice of tonight’s public hearing was published in the City’s official newspaper and posted on the bulletin board at City Hall, a copy of which is attached.

To date, no comments have been received in advance of the public hearing on the matter.

Discussion should ensue.

Following the public hearing, if the City Council is interested in adopting the amendment, then a motion to that effect is necessary by at least a 2/3 vote of the City Council. The amendment will take effect upon publication in the City’s official newspaper.

  
Jennifer J. Bromeland  
City Administrator

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

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

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

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

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

March 20, 2023

**PUBLIC NOTICE  
CITY COUNCIL OF EAGLE LAKE**

Notice is hereby given that the City Council of the City of Eagle Lake, Blue Earth County, Minnesota, will meet on **Monday, April 3, 2023 at 6:00 p.m.** and hold a Public Hearing to consider an amendment to Eagle Lake City Code, Chapter 3, Section 3.010, Subdivision 3(A). The amendment is proposed to consist of replacing “All snow and ice not removed from public sidewalks 12 hours after the snow or other precipitation causing the condition has ceased to fall.” with “The owner and the occupant of any property adjacent to a public sidewalk shall use diligence to keep the walk safe for pedestrians. No owner or occupant shall allow snow, ice, dirt, or rubbish to remain on the walk longer than 24 hours after its deposit thereon. Failure to comply with this section shall constitute a violation.”

All interested parties are invited to attend the public hearing to express their questions, concerns, and/or comments.

Jennifer J. Bromeland  
City Administrator  
(507) 257-3218  
Email: [jbromeland@eaglelakemn.com](mailto:jbromeland@eaglelakemn.com)

# The Free Press **THE LAND**

## MEDIA

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DATE 03/20/23

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CITY OF EAGLE LAKE  
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(507) 257-3218

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ACCOUNT REP PHONE: (507) 344-6351  
ACCOUNT REP EMAIL:  
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**Public Notice**  
March 22, 2023  
**CITY COUNCIL OF  
EAGLE LAKE**

Notice is hereby given that the City Council of the City of Eagle Lake, Blue Earth County, Minnesota, will meet on **Monday, April 3, 2023 at 6:00 p.m.** and hold a Public Hearing to consider an amendment to Eagle Lake City Code, Chapter 3, Section 3.010, Subdivision 3(A). The amendment is proposed to consist of replacing "All snow and ice not removed from public sidewalks after the snow or other precipitation causing the condition has ceased to fall." with "The owner and the occupant of any property adjacent to a public sidewalk shall use diligence to keep the walk safe for pedestrians. No owner or occupant shall allow snow, ice, dirt, or rubbish to remain on the walk longer than 24 hours after its deposit thereon. Failure to comply with this section shall constitute a violation." All interested parties are invited to attend the public hearing to express their questions, concerns, and/or comments.

Jennifer J. Bromeland  
City Administrator

(507) 257-3218

Email:

[jbromeland@eaglelakemn.com](mailto:jbromeland@eaglelakemn.com)



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

April 3, 2023


To: Honorable Mayor Norton and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Eugene and Joyce Bruender – Sidewalk Concerns

City staff was recently contacted by Eugene and Joyce Bruender, 425 S. Agency Street, regarding their concern about the placement of a sidewalk on the north side of Blace Avenue that will be part of the new Fox Meadows Housing Development. The Bruender’s cite a concern with being able to maintain the approximate 300 feet of sidewalk during the winter months that will be constructed on the north side of Blace Avenue. Attached is a copy of a letter that was submitted by the Bruender’s on September 28, 2022.

For purposes of providing background, the letter from the Bruender’s was included in the October 3, 2022 City Council packet for review and consideration. No action was taken at that time to specify that the sidewalk in this location should be moved to the south side of Blace Avenue. The developer’s plans showed sidewalk on the north side of Thomas, Blace, and Connie, and the west side of Foley Street and Maple Lane.

City staff reached out to Troy Schrom, developer of the Fox Meadows Housing Development, to share the concerns expressed by Bruender’s. Mr. Schrom shared his thoughts and concerns in an email to City staff which included the following: the current plan has the least impact to wetlands, the plans have been approved, maintaining the sidewalk on the north side keeps it adjacent to the larger park area on the east side of the adjacent 40 acres as show on the concept plan, placement on the north side allows for better exposure to the southern sun in the winter, connectivity is accomplished, the cost to relocate the sidewalk to the south is cost prohibitive due to the addition of pedestrian ramps, impacts to wetland, design, and rebidding.

The Bruender’s have requested the ability to discuss their concerns with the City Council this evening.

  
Jennifer J. Bromeland  
City Administrator



- When the topic of TIF and Section 8 house was broached, the City's attorney stated this is a slippery topic which is not for Council to consider. Administrator Bromeland explained that 20% of the units need to be at 50% of the median income standard. This translated to 13 of the 64 units must meet the above-mentioned standard.
- Council Member Whittington moved, seconded by Council Member Rohrich, to approve the rezoning as recommended by the Planning Commission which includes the area to be re-zoned R-4 is for 8-plex structures, the area to be re-zoned R-2 is for twin homes, and the area to be re-zoned R-1 is for signal family homes. The motion carried with Council Members Rohrich, White, Whittington, and Mayor Auringer voting in favor. Council Member Steinberg voted in opposition.

3. Recommendation from Planning Commission for Parcel ID #R12.10.18.400.013

- Administrator Bromeland stated an application for a preliminary plat was received from Troy Schrom to plat land that he owns (R12.10.18.400.13) for the Fox Meadows Housing Development that is currently located in City limits. Notices of the public hearing was published in the newspaper and mailed to residents within 350 feet of the parcel. A public hearing was held at the September 10<sup>th</sup> Planning Commission meeting.
- One resident provided feedback at the public hearing with respect to safety concerns about children crossing Agency Street in this area and the speed of vehicles. Since public hearing, a letter has been received from Eugene and Joyce Bruender, who live at 425 S. Agency Street. In their letter, they identify some items of concern as it relates to placement of sidewalk on Blace, the driveway on the south side of their property to Blace Avenue, trees on the south side of their property that may be impacted by the right of way, and a filed tile on the east side of their property.
- The City's engineer with Bolton and Menk has been involved with the review of the concept plan and preliminary plat. Mr. Sarff was asked to review the preliminary plat and provide his feedback as it relates to street and utility infrastructure requirements and city standards. The Planning Commission recommends that the Preliminary Plat be approved with the recommendations from the City's engineer for street and utility infrastructure requirements.
- Mr. Sarff explained there was no firm resolution at the Planning Commission meeting regarding sidewalks and safety but there had been talk of a Thomas Drive crossing with the Agency Street project, however, Blace may now be a better location for the crossing.
- Discussion included the need to look at providing safe access to children to get to school and play areas. There is a need to look at the speed of traffic on Agency Street, consider stop signs and general traffic flow and bud stop locations. It was asked if the pedestrian connectivity study could look at this. The pedestrian connectivity study is planned to go before Council at the November meeting. Discussion included the possibility of flashing signs along Agency Street.
- John Schulte, a representative for Troy Schrom, stated within the development there will be sidewalks on every street as required by City Code.
- Mayor Auringer stated before Council is the preliminary plat and that modifications can be made with the final plat.
- Administrative Bromeland stated in a phone call today with Mr. Schrom discussion included the need to ensure that easements are not encroached upon, and parkland and parkland dedication fees need to be determined.
- Mr. Michels previously expressed concern with potential project changes and Council's density concerns were discussed and the desire to address these in the developer's agreement.

- Mr. Sarff answered questions regarding infrastructure needs with this project and explained that he has looked at existing infrastructure and stated it was sized with future growth in mind. Storm water run off has been taken into consideration and a controlled discharge and been included with this project.
  - The current plans include .38 acres for parkland in the area currently in city limits. The City will follow the park land dedication calculation in code.
  - County Commissioner Kip Bruender addressed speed concerns on Agency Street and explained that if a speed study is requested, it could result in speeds being lowered or increased and this is a risk of such a study. Mr. Bruender recommended that the City work with Ryan Thielges at Blue Earth County and stated that the County may be able to assist the City with cost sharing options.
  - Council Member Whittington moved, seconded by Council Member Rohrich, to approve the preliminary plat. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.
4. Developer's Agreement for Fox Meadows
- Chris Kennedy stated he has meet with Mr. Schrom and his attorney to work on the developer's agreement and that good progress has been made and that there are existing items to still be worked out.
  - Administrator Bromeland explained that the developer's agreement can be approved concurrently with the final plat.
  - Troy Schrom explained it is his intention to begin phase 1 this fall with completion in 2023, phase 2 would include the 8-plex units to the east.
5. Recommendation to Hire Andrew Hartman of the New Public Works Director
- Administrator Bromeland explained that a hiring committee, comprised of Mayor Auringer, Council Member Steinberg, Public Works Director Brian Goettl, Jess Steinke with the MN Valley Council of Governments and herself recently interviewed two finalists for the position of Public Works Director. The hiring committee recommends that Andrew Hartman be hired a Public Works Director. Mr. Hartman's current title with the City is Public Works Supervisor.
  - She went on to explain that with the current Public Works Director retiring on February 10, 2023, the hiring committee recommends that Mr. Hartman be given the title of Public Works Director in training, effective immediately, and that he be placed at Grade 11, Step 1 on the pay schedule as he trains alongside Mr. Goettl and that Mr. Hartman will have opportunities to advance up the pay scale with satisfactory performance evaluations.
  - Council Member Steinberg moved, seconded by Council Member White, to hire Andrew Hartman as Public Works Director. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.
  - Discussion included the budget effects on paying two Directors wages until Mr. Goettl retires. Administrator Bromeland said that it is a concern but that the City Council wanted to advertise and fill the position quickly to promote a smooth transition and to minimize service impacts of being short staffed and that was what was done and that is a drawback. It was noted that the department has had a vacant part-time position and it is hoped that wages will be at or below what is budgeted by year end but that it is a budget and this wasn't something that was planned for when the budget was set last December.
6. Commence Hiring Process for Full-Time Public Works Worker
- Administrator Bromeland stated that with the promotion of Andrew Hartman to Public Works Director and the upcoming retirement of Public Works Director Brian Goettl, another full-time public works worker is needed. Given the current hiring environment and labor shortage concerns, City staff recommend to commencing the hiring process now. If approved, and advertisement can be posted as "open until filled" so



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

October 3, 2022

To: Honorable Mayor Auringer and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Preliminary Plat for Fox Meadows Housing Development

An application for a preliminary plat, a copy of which is attached, was received from Troy Schrom to plat land that he owns (R121018400013) for the Fox Meadows Housing Development that is currently located in City limits. Notice of the public hearing was published in the newspaper and mailed to residents within 350 feet of the parcel. A public hearing was held at the September 19<sup>th</sup> Planning Commission meeting.

One resident provided feedback at the public hearing with respect to safety concerns about children crossing Agency Street in this area and speed of vehicles.

Since the public hearing, a letter has been received from Eugene and Joyce Bruender, a copy of which is included, who live at 425 S. Agency Street. In their letter, they identify some items of concern as it relates to placement of sidewalk on Blace, the driveway on the south side of their property to Blace Avenue, trees on the south side of their property that may be impacted by the right of way, and a field tile on the east side of their property. The Bruender's will not attend the meeting and have instead submitted a letter with their concerns as it relates to the proposed project.

The City's engineer with Bolton and Menk (Brian Sarff) has been involved with the review of the concept plan and preliminary plat. Mr. Sarff was asked to review the preliminary plat and provide his feedback as it relates to street and utility infrastructure requirements and city standards. Attached is a letter from Mr. Sarff. This letter was shared with the Mr. Schrom and his engineer.

The Planning Commission recommends that the Preliminary Plat be approved with the recommendations from the City's engineer for street and utility infrastructure requirements.

Attached for reference purposes are supporting informational items.

Discussion should ensue.

Jennifer J. Bromeland  
City Administrator

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Attention: City Administrator, Council Members and Planning Commission Members.

In regards to the Fox Meadows Development

We would like to request the sidewalk be on the south side of the road on the extension of Blace Ave since we own about 316 feet along the north side. It would be a lot of shoveling to keep it clear of snow.

Also our property is zoned commercial and it looks like the project will take out our rental property driveway so we will need a driveway on the south side of our property to Blace Ave.

We are also concerned about the trees on the south side of our property. It looks like they may be affected by the right of way .

We also have a concern about a field tile on the east side of our property that will be where the proposed pond will be and if we will still have proper drainage from our property.

Thank You

Eugene & Joyce Bruender

Signed Eugene A. Bruender Joyce Bruender  
Date 7-28-22

Excerpt for Dec. 5, 2022  
City Council packet



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

November 21, 2022

To: Planning Chair Talle and Commission  
From: Jennifer J. Bromeland, City Administrator  
Re: November 21, 2022 Planning Commission Meeting

New Business

1. Public Hearing for Final Plat. A public hearing has been scheduled for this evening to consider an application for final plat from Troy Schrom for the Fox Meadows Housing Development. Notice was published in the newspaper and sent to property owners within 350 feet of the parcel (R121018400013). Attached is a copy of the application and supporting information. Bolton and Menk (City Engineer) has been involved with both the review of the concept plan, preliminary plat, and now final plat to ensure proposed street and utility infrastructure conform with City standards. A developer's agreement has been drafted and will be included on the December 5<sup>th</sup> City Council agenda for their review and approval. The developer will make new applications in the future for planned unit developments for Blocks 2, 3, and 6. Each of these applications will have new public notice and hearing rights. The preliminary plat was approved by the Planning Commission at the September 19<sup>th</sup> meeting with recommendations from Bolton and Menk. Following the Planning Commission meeting, the preliminary plat was approved by the City Council at its October 3<sup>rd</sup> meeting. Since the preliminary plat was approved, the recommendations as noted in the Preliminary Plat Engineering Review by Brian Sarff with Bolton and Menk have been addressed. A curve to the south ROW line on Connie was added – intersection appropriately modified and meets the approval of both the City and County engineer. Language has been added to the developer's agreement that the driveway for 513 Agency Street must be relocated off Agency Street and onto the new Connie Lane as part of the development project. The south driveway for 425 Agency Street must be relocated and onto the new Blace Avenue as part of the development project. City staff and engineer can reach out to both parties and coordinate a meeting to discuss what this might look like. The final plat should be approved with the notations about the driveways being located as part of the developer's agreement. Also, as part of the developer's agreement, there will be an agreement about how the cost will be split to upsize the sanitary sewer pipe and watermain on Thomas Drive to Maple Ln. There will be 5 foot sidewalks on one side of all proposed public streets. A 6 foot sidewalk will be on Thomas Drive. The plans show sidewalk on the north side of Thomas, Blace, and Connie and the west side of Foley Street and Maple Lane. We will plan to review street and utility infrastructure changes made since that time. Also, since the preliminary plat was adopted, City staff is working to secure funding to construct a shared use trail between Thomas Drive and 211<sup>th</sup> Street on the east side of Agency Street (CSAH 27).

Also included in the scope for which funding is being sought is a sidewalk segment from Thomas Drive to Blace Avenue on the east side of Agency Street (CSAH 27) and a sidewalk segment along the north side of 211<sup>th</sup> to Maple Ln. Attached for reference purposes are excerpts from the September 19<sup>th</sup> Planning Commission meeting and October 3<sup>rd</sup> City Council meeting.

- **Action Needed:** If there is an interest in approving the final plat, then a motion is needed to recommend to the City Council that the final plat be approved at its upcoming regularly scheduled meeting on December 5, 2022.

2. Application for Conditional Use Permit. Attached is an application for a Conditional Use Permit (CUP) from Troy Schrom for the area in the Fox Meadows Housing Development that is zoned R-4 for the 8-plex structures. As was shown on the initial concept plan, Mr. Schrom is seeking to construct thirteen 8-plex structures in the development zoned R-4, totaling 104 units. Mr. Schrom is seeking a CUP for grouped housing consisting of a total of thirteen buildings, each containing eight units to be located in the plat of Fox Meadows. Three buildings to be located in Block 4, eight buildings to be located in Block 5, and two buildings to be located in Block 7. Grouped housing projects are allowed in an R-4 district subject to the regulations for conditional uses. The applicant indicates that no variances will be required. Attached for reference purposes is a printout from the League of MN Cities related to Conditional Use Permits.

- **Action Needed:** A motion is needed to schedule a public hearing for the December 19<sup>th</sup> Planning Commission meeting to consider the CUP application for the area described above.

#### Other

1. Building and Zoning Permit Activity. Attached is building permit information. There were no zoning permits this past month. No action is needed as this is included for informational purposes.
2. Motorsports Park Project. The City Council declared at their November 7<sup>th</sup> meeting that they are postponing the decision on the need for an EIS until their December 5<sup>th</sup> meeting at which time they anticipate more information from the project proposer to be able to make a reasoned decision. Attached is a copy of a notice that was sent to anyone that submitted a comment on the supplemental EAW.
3. Planning Commission Vacancy. An advertisement was posted on the City's website and Facebook page announcing the Planning Commission vacancy. To date, no applications have been received. Discussion should also ensue about Planning Commission Member Lisa Norton's seat as she was recently elected Mayor.
4. Planning Intern Update. The prospective planning intern that reached out to the City of Eagle Lake recently is very interested in completing an internship with the city but is not able to complete an internship until this summer. Due to the nature of the internship project, it would be ideal to have an intern here during the spring semester. South Central Service Cooperative (SCSC) is currently working to find additional intern candidates that

might be seeking a spring semester internship. If there are no candidates, we will work to find a project for the intern for the summer and explore alternative options for the code update that is needed sooner.

  
Jennifer J. Bromeland  
City Administrator

**CITY OF EAGLE LAKE**  
**November 21, 2022**  
**PLANNING COMMISSION MEETING**

**Call to Order**

- Meeting was called to order at 6:04 p.m. by Chairman Talle.  
Present: Chairman Talle, Commissioners McCarty, Hughes, Norton, and Miller.  
Absent: Commissioner Beckel  
Staff Present: City Administrator Bromeland and Administrative Clerk Mandy Auringer.  
Others Present: Troy Schrom, John Schulte, Jeremy Horkey, and Perry Madden.

**Approval of Agenda**

- Commissioner Norton moved, seconded by Commissioner Hughes to approve the agenda. A roll call was taken with all in favor. Motion carried.

**Approval of Minutes**

- Commissioner McCarty moved, seconded by Commissioner Miller to approve the Planning Commission meeting minutes from October 17, 2022. A roll call vote was taken with all in favor. Motion carried.

**New Business**

1. **Public Hearing for Final Plat: Fox Meadows Housing Development**
  - Administrator Bromeland stated that tonight's public hearing is to consider an application for the final plat from Troy Schrom for the Fox Meadows Housing Development. Notice was published in the newspaper and sent to property owners within 350 feet of the parcel. Bolton and Menk have been involved in both the review of the concept plan, preliminary plat, and now the final plat to ensure proposed street and utility infrastructure conforms to City standards. The developer will make new applications in the future for planned unit developments for Blocks 2, 3, and 6. Each application will have new public notice and hearing rights. The preliminary plat was approved by the Planning Commission at the September 19<sup>th</sup> meeting with recommendations by Bolton and Menk and approved by the City Council at the October 3<sup>rd</sup> meeting. Since the preliminary plat was approved, the recommendations as noted in the Preliminary Plat Engineering Review by Brian Sarff with Bolton and Menk have been addressed. A curve to the south ROW line on Connie Lane was added – intersection appropriately modified and meets the approval of both the City and County engineer. Language has been added to the developer's agreement that the Driveway for 513 S. Agency Street must be relocated off Agency Street and onto the new Connie Lane as part of the development project. The south driveway for 425 S. Agency Street must be relocated onto the new Blace Avenue as part of the development project. The final plat should be approved with the notations about the driveways being located as part of the developer's agreement. Also included in the developer's agreement will be an agreement about how the cost will be split to upsize the sanitary sewer pipe and watermain on Thomas Drive to Maple Lane. There will be 5-



foot sidewalks on one side of all proposed streets. A 6-foot sidewalk will be on Thomas Drive. The plans show a sidewalk on the north side of Thomas Drive, Blace Avenue, and Connie Lane and the west side of Foley Street and Maple Lane. Since the preliminary plat was adopted, City staff is working to secure funding to construct a shared use trail between Thomas Drive and 211<sup>th</sup> Street on the east side of Agency Street.

- Administrator Bromeland stated that Mr. Schrom's legal counsel and engineer have advised that there is an exception gap that is shown on the plat that they need to resolve in order for it to be recordable. Mr. Schulte explained that they are making corrections with labeling and catching any typos on the plat. He stated that all notices sent out had the correct legal description for the property. The exception gap will become an out lot. Administrator Bromeland stated that this matter would be referred to legal counsel prior to the final plat being approved by the City Council to ensure all issues have been resolved.
- Chairman Talle opened the public hearing.
- Resident Jeremy Horkey asked the Planning Commission if we wanted to become a bedroom community and have apartments and multifamily housing be the first thing you see when you come into town. He asked if the 8-plexes could be moved to a different location in the development and place more single-family homes along Agency Street. He also shared his concerns for increased traffic.
- Resident Perry Madden stated he doesn't object to multifamily housing, but he does object to the density of the project. He doesn't feel the city needs that many 8-plexes and he would prefer twin homes or even 4-plexes.
- Mr. Schrom stated that in the developer's agreement there will be language addressing screening along Agency with either a berm or landscaping.
- Chairman Talle closed the public hearing.
- Administrator Bromeland shared that the Park Board discussed if they would like another park placed in the development. They decided that they would like a .38-acre green space and the rest of the funds would be put in the park fund for future use. There will also be two play areas within the 8-plex part of the project. Commissioner Norton asked if there would be play equipment in the green space. Administrator Bromeland stated that is could be added. Chairman Talle stated that the city already has 3 parks.
- Commissioner Norton asked why the 4-plexes and 8-plexes are placed where they are. Mr. Schrom explained that with the multifamily on and Agency Street, Maple Lane, and Regency Mobile Home Park, they are transitioning the housing from higher density to lower density.
- Commissioner Norton stated that Eagle Lake does not have a good supply of patio homes for the older population and asked if there would be housing options and what the price range would be. Mr. Schrom stated that to the north all the homes would be slab on grade homes ranging from 1350sq. ft. – 1600 sq. ft., with a price range starting around \$350,000. Commissioner Hughes asked if there would still be homes with basements, Mr. Schrom confirmed there would be.
- Chairman Talle asked about the previous resident concerns with drainage. Administrator Bromeland stated the engineer reviewing the plans will verify what is proposed is designed to



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

April 3, 2023

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

Roger Bechel, 308 S. Agency Street, and Nathan Bechel, 312 S. Agency Street, have requested that they be added to the agenda this evening to continue speaking with you about sidewalk concerns as it relates to snow removal. The Bechel's were scheduled to attend the March 6<sup>th</sup> meeting but due to illness, were not able to attend and asked to be added to the April 3<sup>rd</sup> agenda.

  
Jennifer J. Bromeland  
City Administrator



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

April 3, 2023

To: Honorable Mayor Norton and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Planning Commission Recommendation for Rezoning of Parcel R121018201019

A public hearing was held at the March 20<sup>th</sup> Planning Commission meeting to consider an application for rezoning, a copy of which is attached, for parcel R121018201019. The applicant is seeking to rezone the parcel from "L-1 Light Industrial" to "R-3 Limited Multiple Family Residential" for the purpose of developing the property into a townhome housing development. According to the concept plan, the development is proposed to consist of a 2 unit townhome, two 5 unit townhomes, and two 4 unit townhomes on the parcel.

No written comments were received in advance of the public hearing but one resident did speak at the meeting (please see attached excerpt of minutes) and stated that he was not against the rezoning but did have a question about where a light industrial business would go if one wanted to move to town.

The applicant's request to rezone the parcel from L-1 to R-3 is not consistent with the City's land use map as this parcel is shown as L-1. However, as the applicant indicates in the rezoning request, the parcel is directly adjacent (on the east, south, and west sides of the property) to R-3. If the subject parcel were to be rezoned, it would eliminate a remaining lot available for L-1.

Discussion should ensue.

When making a determination about a zoning amendment, the Planning Commission and City Council shall consider the following:

- A. Whether the proposed amendment is consistent with the goals, objectives, and policies of the Comprehensive Land Use Plan, as adopted and amended from time to time by the City Council.
- B. Whether the proposed amendment is compatible with the overall character of existing development in the immediate vicinity of the affected property.



C. Whether the proposed amendment will have an adverse effect on the value of adjacent properties.

D. The adequacy of public facilities and services.

For reference purposes, included is an excerpt from Chapter 6 - Section 6.060 related to zoning amendments.

The Planning Commission recommends to the City Council that the request for rezoning of parcel R121018201019 be approved.

Discussion should ensue.

If there is an interest in accepting the Planning Commission's recommendation, then a motion to that effect is necessary.

  
Jennifer J. Bromeland  
City Administrator



March 6, 2023

**PUBLIC NOTICE  
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 March 20, 2023 and hold a Public Hearing at City Hall, 705 Parkway Avenue, Eagle Lake, to consider a rezoning request from Kurt Matson, Scott Borgmeier, and Rome Reichel Construction for the property (parcel ID # R121018201019) described as 2.39A OF NW4 OF NE4 RB 82 PG 154 018 108 25 002.390A. The property is currently zoned “L-1 Light Industrial District” and the applicant would like to rezone the property to “R-3 Limited Multi-Family Residential”.

Enclosed is a map depicting the proposed re-zoning request.

Upon considering the Planning Commission’s recommendation, the City Council may approve, disapprove, or modify approval of the proposed zoning amendment.

**You are receiving this notice because your property is located within 350 feet of the area seeking to be rezoned.**

Jennifer J. Bromeland  
City Administrator  
(507) 257-3218  
Email: [jbromeland@eaglelakemn.com](mailto:jbromeland@eaglelakemn.com)

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### Public Notice

March 9, 2023

#### 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 March 20, 2023 and hold a Public Hearing at City Hall, 705 Parkway Avenue, Eagle Lake, to consider a rezoning request from Kurt Matson, Scott Borgmeier, and Rome Reichel Construction for the property (parcel ID # R121018201019) described as 2.39A OF NW4 OF NE4 RB 82 PG 154 018 108 25 002.390A. The property is currently zoned "L-1 Light Industrial District" and the applicant would like to rezone the property to "R-3 Limited Multi-Family Residential".

Upon considering the Planning Commission's recommendation, the City Council may approve, disapprove, or modify approval of the proposed zoning amendment. Upon considering the Planning Commission's recommendation, the City Council may approve, disapprove, or modify approval of the proposed zoning amendment.

Jennifer J. Bromeland

City Administrator

(507) 257-3218

Email:

[jbromeland@eaglelakemn.com](mailto:jbromeland@eaglelakemn.com)

**Eagle Lake Townhomes**  
Eagle Lake, Minnesota

**Concept Plan**  
February, 2023





**Legend**

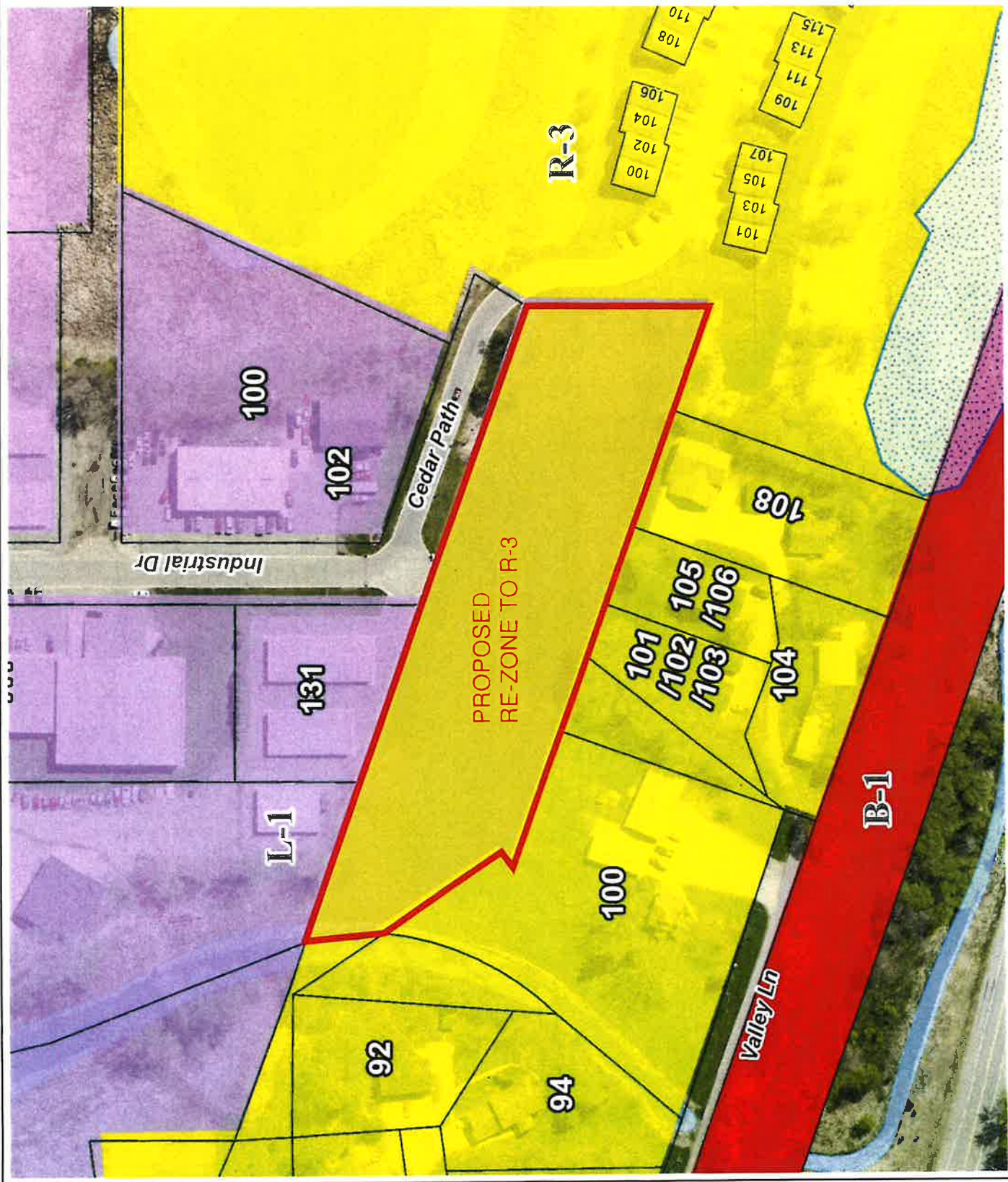
- City Limits
- Roads Layer**
  - Trunk Highways
  - County Roads
  - Local Roads
- Parcels (01/07/2021)
- Buildings
- Protected Waters - Basins**
  - Public Water Basin
  - Public Water Wetland
- Protected Waters - Watercours**
- Zoning**
  - A-1 Agricultural District
  - R-1 1 Family Residential District
  - R-2 1 & 2 Family Residential Distri
  - R-3 Limited Multi-Family Residen
  - R-4 Multi-Family Residential Distr
  - B-1 Community Business District
  - L-1 Light Industrial District
- Ponds**
  - Red: Band\_1
  - Green: Band\_2
  - Blue: Band\_3



**Proposed Re-Zoning Map**

Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Eagle Lake is not responsible for any inaccuracies herein contained.



Real People. Real Solutions.

0 132 Feet

© Bolton & Menk, Inc - Web GIS 2/15/2023 4:08 PM



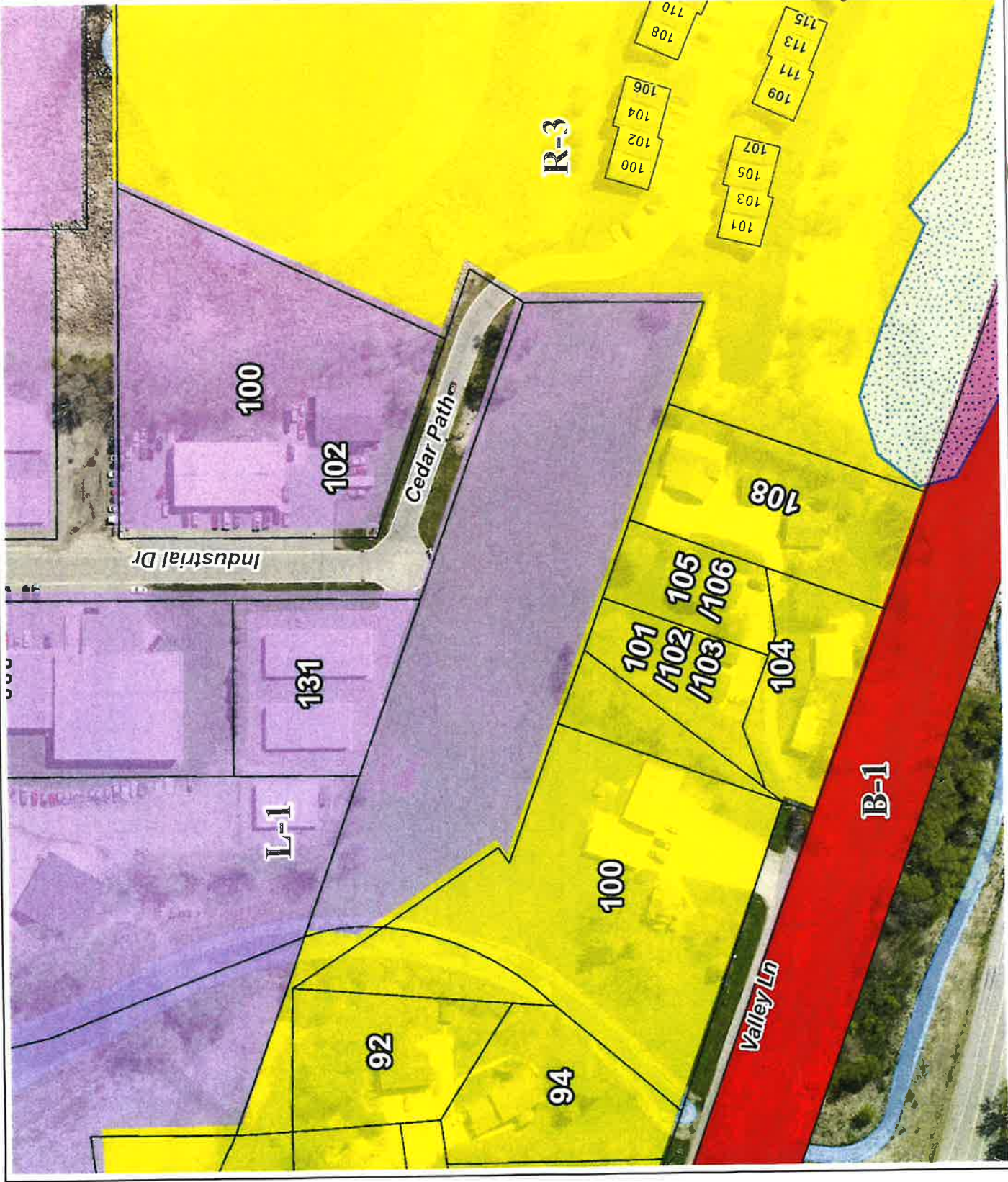
**Legend**

- City Limits
- Roads Layer
  - Trunk Highways
  - County Roads
  - Local Roads
- Parcels (01/07/2021)
- Buildings
- Protected Waters - Basins**
  - Public Water Basin
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  - A-1 Agricultural District
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  - R-3 Limited Multi-Family Residen
  - R-4 Multi-Family Residential Distr
  - B-1 Community Business District
  - L-1 Light Industrial District
- Ponds**
  - ELAK\_2019.jp2
  - Red: Band\_1
  - Green: Band\_2
  - Blue: Band\_3



**Existing Zoning Map**

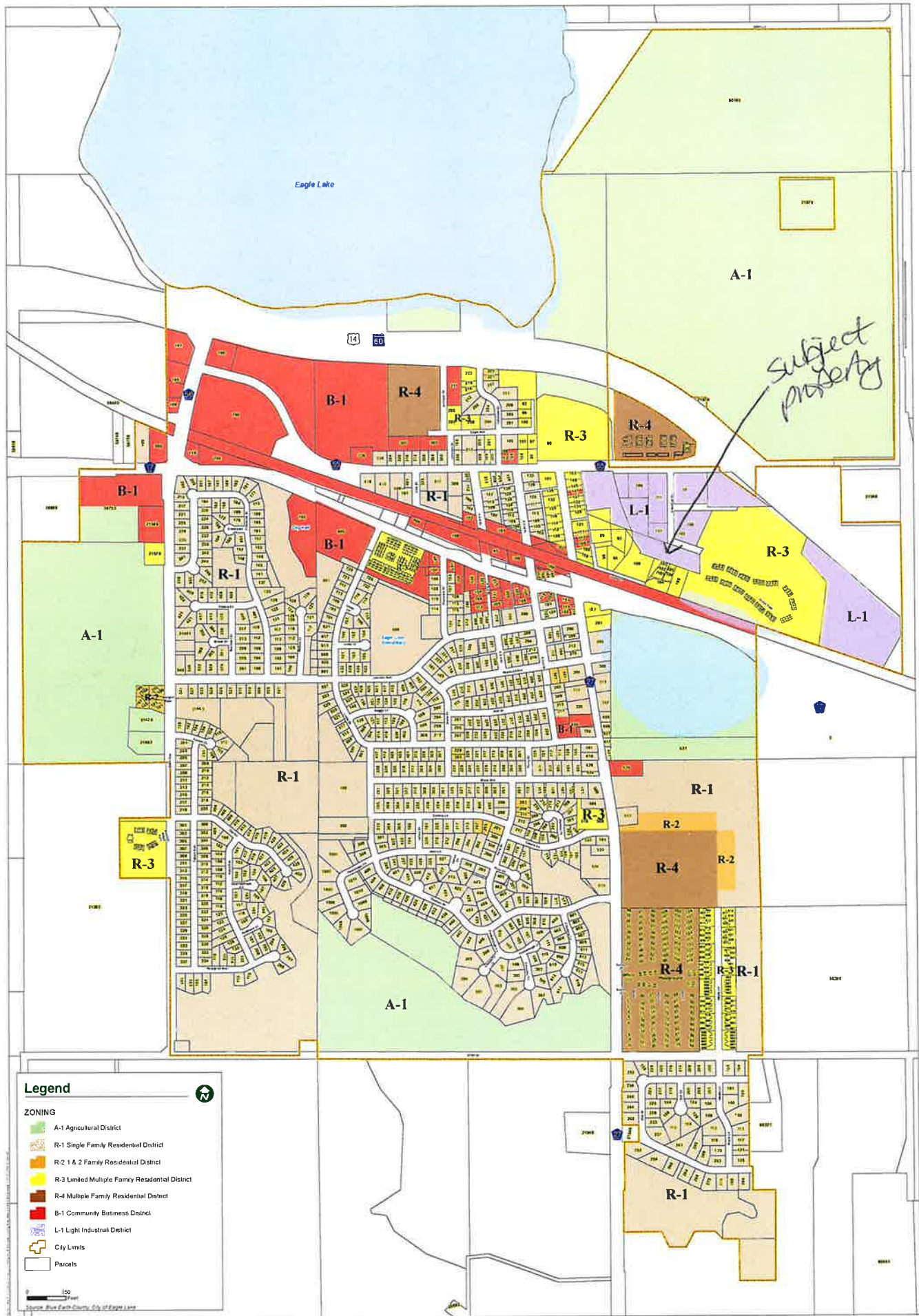
Disclaimer:  
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Eagle Lake is not responsible for any inaccuracies herein contained.

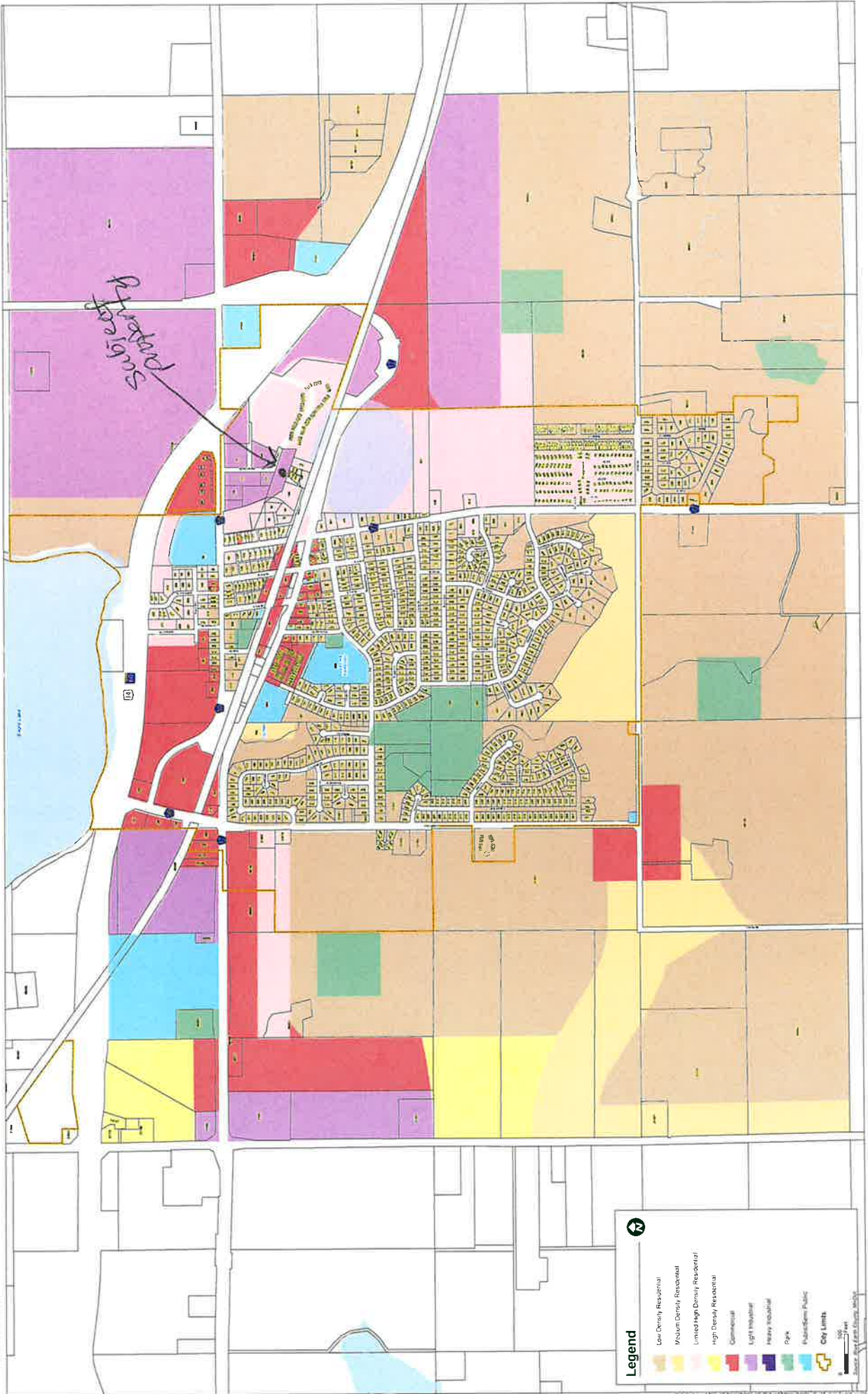


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## **SECTION 6.060 ZONING AMENDMENTS**

**Subd. 1. Criteria for Granting Zoning Amendments.** The text of this Ordinance and the Official Zoning Map may be amended from time to time by the passage of any ordinance duly adopted by the City Council in accordance with the procedures set forth herein.

**Subd. 2. Purpose.** The purpose of this Section is to provide standards and procedures for making amendments to the text of this Chapter and the Zoning Map that are of general significance or application. The amendment process is not intended to relieve particular hardships nor to confer special privileges or rights on any person, but only to make adjustments necessary in light of changed conditions or changes in public policy.

**Subd. 3. Parties Entitled to Initiate Amendments.** An amendment to the text of this Ordinance and the Zoning Map may be initiated by the City Council, the Planning Commission, or by petition of any affected property owner, provided the petition meets

the requirements set forth in this Section. Any amendment not initiated by the Planning Commission shall be referred to the Planning Commission for review and may not be acted upon by the Council until it has received the Planning Commission's recommendations.

**Subd. 4. Requirements for Amendment Petitions.** Petitions for amendments to this Ordinance shall be in such form and accompanied by such information as shall be prescribed, from time to time, by the Planning Commission and shall contain at least the following:

- A. The petitioner's name, address, and interest in the petition and the name, address, and interest of every person, firm, corporation, or government agency represented by the petitioner in the petition.
- B. The precise wording of the proposed amendment, together with concise explanation of its presumed effect.
- C. A statement containing all the circumstances, factors, and arguments that the petitioner offers in support of the proposed amendment.
- D. In the event that the proposed amendment would result in the rezoning of any property, the following shall be supplied:
  1. A statement identifying the names of the owners of the land and any parties to the petition of the land proposed to be rezoned.
  2. The street address and legal description of the land proposed to be rezoned.
  3. The present zoning classification and use of the land proposed to be rezoned and a statement of purpose explaining the reasons for rezoning.
  4. A preliminary plat if the property is not currently subdivided into lots and blocks in conformance with Chapter 5 of the Eagle Lake City Code.
  5. A concept development plan for the property if the property is vacant or is intended to be redeveloped.

**Subd. 5. Standards for Amendments.** In making their determination, the Planning Commission and City Council shall consider the following:

- A. Whether the proposed amendment is consistent with the goals, objectives, and policies of the Comprehensive Land Use Plan, as adopted and amended from time to time by the City Council.
- B. Whether the proposed amendment is compatible with the overall character of existing development in the immediate vicinity of the affected property.

- C. Whether the proposed amendment will have an adverse effect on the value of adjacent properties.
- D. The adequacy of public facilities and services.

**Subd. 6. Procedure for Review and Decision of Proposed Amendments.** A petition to amend the text of this Ordinance and the Official Zoning Map shall be processed in accordance with the following procedures:

- A. **Public Hearing.** After the filing of a petition for an amendment in the proper form, the Zoning Administrator shall set a date for a public hearing. Notice of said public hearing shall be given in the City's official newspaper a minimum of ten (10) days prior to the hearing date and a maximum of thirty (30) days to the hearing.

Notice shall be given by first class mail to all owners of property within three hundred fifty (350) feet of the area proposed to be rezoned, or as otherwise provided by State Law. County records and street addresses shall be deemed sufficient for the location or certification of ownership for notification purposes. The City Council may waive the mailed notice requirement for a citywide amendment initiated by the Planning Commission or City Council.

- B. To defray administrative costs for processing requests for an amendment to this Ordinance or the Zoning Map, a fee as set by the City Council from time to time, to include postage for each public hearing notice sent out, shall be paid by the petitioner(s).
- C. A public hearing on the rezoning application shall be held by the Planning Commission within sixty (60) days after the request for the zoning amendment has been received. The Planning Commission shall make its report to the Eagle Lake City Council at its next regular meeting following the hearing recommendation approval, disapproval or modified approval of the proposed amendment.
- D. The Eagle Lake City Council must take action on the application within sixty (60) days following referral by the Planning Commission. The City Council shall either adopt or reject the recommendation of the Planning Commission or adopt some modification of the recommendation. No amendment shall be adopted except by the affirmative vote of at least a 2/3's of all members of the City Council. The Zoning Administrator shall notify the petitioner(s) making the application of the action taken by the City Council. The Zoning Administrator shall also maintain a record of amendments to the text of this Ordinance and/or Zoning Map.
- E. No application of a property owner for an amendment to the text of the Ordinance or the Zoning Map shall be considered by the Planning Commission within a one-year period following a denial of such request, except the Planning Commission may permit a new application, if in the opinion of the Planning Commission, new

evidence or change of circumstances warrant it.

**Subd. 7. Fees.** An applicant for a zoning amendment shall pay a non-refundable filing fee in connection with the submittal of the application in accordance with a fee schedule as established, from time to time, by the City Council.

**CITY OF EAGLE LAKE  
PLANNING COMMISSION MEETING  
March 20, 2023**

**Call to Order**

- The meeting was called to order at 6:02 p.m. by Commissioner Beckel.

Present: Commissioners Hughes, Beckel, McCarty, and Paulson.

Absent: Chairman Talle

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

Others Present: Kurt Matson, Brett Anderson, Brian Sarff, Nate Myhra, Richard Garvey, and Paul Bunkowske.

**Approval of Agenda**

- Commissioner Hughes moved, seconded by Commissioner McCarty to approve the agenda. A roll call was taken with all in favor. Motion carried.

**Approval of Minutes**

- Commissioner McCarty moved, seconded by Commissioner Paulson to approve the Planning Commission meeting minutes from February 27, 2023. A roll call vote was taken with all in favor. Motion carried.

**New Business**

1. **Public Hearing for Rezoning: Parcel ID# R121018201019**
  - Administrator Bromeland gave background for the public hearing that has been scheduled to consider an application for rezoning for parcel R121018201019. The applicant is seeking to rezone the parcel from “L-1 Light Industrial” to “R-3 Limited Multiple Family Residential” for the purpose of developing the property into a townhome housing development. According to the concept plan, the development is proposed to consist of a 2 unit townhome, two 5 unit townhomes, and two 4 unit townhomes on the parcel. The applicant’s request to rezone the parcel from L-1 to R-3 is not consistent with the City’s land use map as this parcel is shown as L-1. However, as the applicant indicates in the rezoning request, the parcel is directly adjacent (on the east, south, and west sides of the property) to R-3. If the subject parcel were to be rezoned, it would eliminate the remaining lot available for L-1.
  - Commissioner Beckel opened the public hearing.

- Resident Brett Anderson stated he was not against the rezoning, but was curious if a business wanted to move to town in an L-1, where else it could go. Administrator Bromeland stated that it appeared to possibly be one of the last remaining lots zoned L-1 that hasn't been developed, but that there could be other locations that might be possibilities in the future if landowners would be willing to sell and land is located in an area that is appropriate for an L-1 zoning district.
- Commissioner Beckel closed the public hearing.
- Commissioner McCarty asked if there was going to be watermain looping done with this development. Administrator Bromeland confirmed that Mr. Matson, Bolton and Menk, and City staff have had a meeting pertaining to the watermain looping. It may not begin until after the development is started due to needing to add this to the plan for improvements and determine financing, but there will be an easement granted for the looping project for when the City is ready to move ahead with the watermain looping work.
- Commissioner Beckel asked about the area where the 2 unit townhomes will be going and concerns with flooding. Mr. Matson stated that if they find that the location is bad when they do soil boring, they will remove the townhome from the project.
- Commissioner Hughes moved, seconded by Commissioner McCarty, to recommend to the City Council to approve the rezoning from L-1 to R-3. A roll call vote was taken with all in favor. Motion carried.

2. Public Hearing for Preliminary Plat: Parcel ID# R121018201019

- Administrator Bromeland gave background for the public hearing. The applicant is seeking to develop the property into a townhome housing development consisting of a 2 unit townhome, two 5 unit townhomes, and two 4 unit townhomes on the parcel.
- A meeting was held with the developer, the developer's representative from Bolton and Menk, the City's engineer with Bolton and Menk, the Eagle Lake Public Works Director, and Administrator Bromeland to review the proposed subdivision for compliance with the design standards as set forth in Chapter 5.
- Commissioner McCarty asked if there are any wetlands that would affect the development. Nate Myhra with Bolton and Menk stated there is a small area of wetland but will not affect the area that will be developed.
- Commissioner Hughes asked if the pond was going to do anything. Mr. Myhra explained it will collect the runoff and slow the flow into the creek.
- Commissioner Beckel opened the public hearing. There were no comments from the public.
- Commissioner Beckel closed the public hearing.
- Commissioner McCarty moved, seconded by Commissioner Paulson to approve the preliminary plat. A roll call vote was taken with all in favor. Motion carried.

3. Public Hearing for Rezoning: 114 S. Agency Street

- Administrator Bromeland stated she had spoken to the owners pertaining to off street parking requirements for rental properties. The owners decided to table the rezoning.



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

April 3, 2023

To: Honorable Mayor Norton and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Planning Commission Recommendation for Preliminary Plat - Eastgate Townhomes  
Subdivision (Parcel ID# R121018201019)

A public hearing for a preliminary plat application was held at the March 20<sup>th</sup> Planning Commission meeting. The applicant is seeking to develop the property into a townhome housing development consisting of a 2 unit townhome, two 5 unit townhomes, and two 4 unit townhomes on the parcel. See attached for the preliminary plat.

There were no written comments received in advance of the public hearing and there were no comments from the public at the public hearing.

The Planning Commission recommends that the preliminary plat be approved.

Discussion should ensue.

If there is an interest in accepting the Planning Commission's recommendation, then a motion to that effect is necessary.

  
Jennifer J. Bromeland  
City Administrator

- Resident Brett Anderson stated he was not against the rezoning, but was curious if a business wanted to move to town in an L-1, where else it could go. Administrator Bromeland stated that it appeared to possibly be one of the last remaining lots zoned L-1 that hasn't been developed, but that there could be other locations that might be possibilities in the future if landowners would be willing to sell and land is located in an area that is appropriate for an L-1 zoning district.
- Commissioner Beckel closed the public hearing.
- Commissioner McCarty asked if there was going to be watermain looping done with this development. Administrator Bromeland confirmed that Mr. Matson, Bolton and Menk, and City staff have had a meeting pertaining to the watermain looping. It may not begin until after the development is started due to needing to add this to the plan for improvements and determine financing, but there will be an easement granted for the looping project for when the City is ready to move ahead with the watermain looping work.
- Commissioner Beckel asked about the area where the 2 unit townhomes will be going and concerns with flooding. Mr. Matson stated that if they find that the location is bad when they do soil boring, they will remove the townhome from the project.
- Commissioner Hughes moved, seconded by Commissioner McCarty, to recommend to the City Council to approve the rezoning from L-1 to R-3. A roll call vote was taken with all in favor. Motion carried.

2. Public Hearing for Preliminary Plat: Parcel ID# R121018201019

- Administrator Bromeland gave background for the public hearing. The applicant is seeking to develop the property into a townhome housing development consisting of a 2 unit townhome, two 5 unit townhomes, and two 4 unit townhomes on the parcel.
- A meeting was held with the developer, the developer's representative from Bolton and Menk, the City's engineer with Bolton and Menk, the Eagle Lake Public Works Director, and Administrator Bromeland to review the proposed subdivision for compliance with the design standards as set forth in Chapter 5.
- Commissioner McCarty asked if there are any wetlands that would affect the development. Nate Myhra with Bolton and Menk stated there is a small area of wetland but will not affect the area that will be developed.
- Commissioner Hughes asked if the pond was going to do anything. Mr. Myhra explained it will collect the runoff and slow the flow into the creek.
- Commissioner Beckel opened the public hearing. There were no comments from the public.
- Commissioner Beckel closed the public hearing.
- Commissioner McCarty moved, seconded by Commissioner Paulson to approve the preliminary plat. A roll call vote was taken with all in favor. Motion carried.

3. Public Hearing for Rezoning: 114 S. Agency Street

- Administrator Bromeland stated she had spoken to the owners pertaining to off street parking requirements for rental properties. The owners decided to table the rezoning.





March 6, 2023

**PUBLIC NOTICE  
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 20, 2023 at City Hall, 705 Parkway Avenue, Eagle Lake, MN, and hold a Public Hearing to consider a preliminary plat from Kurt Matson, Scott Borgmeier, and Rome Reichel Construction for the property described 2.39A OF NW4 OF NE4 RB 82 PG 154 018 108 25 002.390A (parcel ID # R121018201019).

The Planning Commission shall within a reasonable time, pass upon the preliminary 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 City Council and the City Council shall approve or disapprove the preliminary plat. Approval means the acceptance of the preliminary plat as the basis for preparation of a final plat.

**You are receiving this notice because your property is located within 300 feet of the proposed subdivision.**

Jennifer J. Bromeland  
City Administrator  
(507) 257-3218  
Email: [jbromeland@eaglelakemn.com](mailto:jbromeland@eaglelakemn.com)

# The Free Press THE LAND MEDIA

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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](mailto:mthomas@mankatofreepress.com).

DATE 03/07/23

**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: 687016

Start: 03/10/23

Stop: 03/10/23

Total Cost: \$49.33

# of Lines: 42

Columns Wide: 1

# of Inserts: 2

Ad Class: Legals

Phone #

Email: [mthomas@mankatofreepress.com](mailto:mthomas@mankatofreepress.com)

**Publications:**

The Free Press  
[MankatoFreePress.com](http://MankatoFreePress.com)

**Public Notice**

March 10, 2023

**PLANNING COMMISSION  
OF EAGLE LAKE**

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The Planning Commission shall within a reasonable time, pass upon the preliminary 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 City Council and the City Council shall approve or disapprove the preliminary plat. Approval means the acceptance of the preliminary plat as the basis for preparation of a final plat.

Jennifer J. Bromeland  
City Administrator  
(507) 257-3218

Email:

[jbromeland@eaglelakemn.com](mailto:jbromeland@eaglelakemn.com)



**UTILITY & SITE DATA**  
 ALL UTILITIES SHOWN ARE BASED ON RECORD DRAWINGS AND FIELD SURVEY. THE CLIENT IS RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE SITE AND HAS NOTED THE PRESENCE OF UTILITIES AS SHOWN ON THE DRAWINGS. THE ENGINEER HAS NOT CONDUCTED ANY TESTS TO VERIFY THE LOCATION AND DEPTH OF UTILITIES. THE CLIENT IS RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.

**CONTRACTOR'S CERTIFICATION**  
 I, the undersigned, being duly qualified and licensed as a Professional Engineer in the State of Mississippi, do hereby certify that I am the author of the design and construction documents herein, and that I am a duly licensed Professional Engineer in the State of Mississippi.  
 Signature: *[Signature]*  
 Title: Professional Engineer  
 License No. 12345

**EASTGATE TOWNHOMES**

PRELIMINARY PLAN  
 EASTGATE TOWNHOMES  
 10000 INDUSTRIAL DRIVE  
 MEMPHIS, TENNESSEE 38117



**BOLTON & MENK**  
 ARCHITECTS  
 10000 INDUSTRIAL DRIVE  
 MEMPHIS, TENNESSEE 38117



## SECTION 5.050 PRELIMINARY PLAT

**Subd. 1. Plat Submission.** Following the concept plan review, the owner may submit an application for approval of the preliminary plat, along with four prints of the preliminary plat, one of which shall be reproducible sepia. The owner shall file with the City Clerk at least fifteen (15) working days before a regular meeting date of the Planning Commission any required information, along with the appropriate application fee, which amount may be set from time to time by resolution of the City Council.

**Subd. 2. Specifications for Documents to be Submitted.** The preliminary plat shall be prepared by a licensed land surveyor at a convenient scale not more than one hundred feet to an inch; shall be prepared upon sheets or of such size as may be acceptable for filing in the office of the County Recorder, but not to exceed thirty-four inches by forty-four inches in size; and shall include the following information:

A. Identification and Description.

1. The name of the subdivision shall be lettered in prominent print at the top of the plat, together with the name of the city, township and county wherein the subdivision lies. The name of the subdivision shall be simple in nature, easy to pronounce and shall not duplicate in exact name any plat of record in the City of Eagle Lake or Blue Earth County.
2. Location by section, township and range, or by other legal description.
3. The name and address of the owner or owners of the land to be subdivided, the name and address of the subdivider if other than owner, and the name of the land surveyor.
4. Graphic scale, not less than one (1) inch to one hundred (100) feet.
5. North point, designated as true north.
6. Date of preparation.
7. All information required on the concept plan shall also be shown on the preliminary plat, and the following notation shall also be shown:
  - a. Explanation of drainage easements, if any.
  - b. Explanation of site easements, if any.
  - c. Explanation of reservations, if any.
  - d. Endorsement of owner, as follows:

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

8. Notarized certification by a registered land surveyor to the effect that the plat represents a survey made by him and that monuments and markers shown therein exist as located and that all dimensional and geodetic details are correct.
9. Notarized certification by owner, and by any mortgage holder of record of the adoption of the plat and the dedication of streets and other public areas.
10. Form for endorsement by the Planning Commission as follows:

Reviewed by the Planning Commission of the City of Eagle Lake, Minnesota this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_  
Commission Chair

11. When there is more than one (1) sheet, an index sheet shall be attached, showing the entire Subdivision, including boundary and streets, at an appropriate scale. On each sheet, there shall be match lines for matching all adjoining sheets.

B. Existing Conditions.

1. Boundary line survey, including measured distances and angles, which shall close by latitude and departure with an error of closure not exceeding one (1) foot in ten thousand (10,000) feet.
2. Total acreage in said preliminary and individual lots, computed to one hundredth (.01) of an acre.
3. Location and names of existing or platted streets or other public ways, parks or other public open spaces, permanent buildings and structures, easements and section and corporate lines within the tract and to a distance of one hundred (100) feet beyond the tract.
4. If the proposed Subdivision is a rearrangement or a replat of any former plat, the lot and block arrangement of the original plat along with its original name shall be indicated by dotted or dashed lines. Also, any revised or vacated roadways of the original plat shall be so indicated.
5. Location and size of existing paved streets, railroads, sewers, water mains, quarries, gravel pits, culverts, or other underground facilities within the tract and to a distance of one hundred (100) feet beyond the tract. Also such data as grades, invert elevations and location of catch basins, manholes, and hydrants.
6. Boundary lines of adjoining platted or unplatted land and owners of all tracts of land within one hundred (100) feet.

7. Complete topographic map with contour intervals not greater than two (2) feet, watercourses, marshes, rock outcrops, water bodies, streams, and other pertinent features such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, bridges, and other significant features; all superimposed on at least two (2) prints of the preliminary. United States Geodetic Survey Datum shall be used for all topographic mapping. Flood way and flood fringe zones shall be shown as delineated by current flood plain maps.
8. A separate copy of restrictive covenants, if any, of all adjoining subdivisions.

C. Design Features.

1. Layout of streets, showing right-of-way widths and names.
2. Locations and widths of alleys, pedestrian ways and utility easements.
3. Proposed centerline grades of streets and alleys, if any, showing both existing and proposed grade lines.
4. Location, size and approximate gradient of sewer lines.
5. Location, size and valving of water lines.
6. Location and size of drainage facilities and general grading plans.
7. Layout, lot and block numbers, and typical lot dimensions scaled to the nearest foot. Blocks shall be consecutively numbered. All lots in each block shall be consecutively numbered. Outlots shall be consecutively lettered in alphabetically order.
8. Areas other than those mentioned above intended to be dedicated for public use, including size.
9. A draft of proposed restrictive covenants, if any are contemplated.
10. The location and dimensions of all property proposed to be set aside for park or playground use, or other public or private reservation, with designation of the purpose of those set asides, and conditions, if any, on the dedication or reservation.
11. The location and width of proposed easements.
12. Indication of all other lot uses other than residential proposed by the subdivider.
13. Sufficient data acceptable to the City Engineer to determine readily the location, bearing, and length of all lines, and to reproduce such lines upon the ground.

**Subd. 3. Incomplete Application.** The lack of information under any item specified in this section or improper information supplied by the applicant shall be cause for disapproval of a preliminary plat.

**Subd. 4. Public Hearing.** Upon receipt of the above information, the City Clerk shall call a public hearing for the next scheduled meeting of the Planning Commission to be held at least fifteen (15) days after the date of the application. The City Clerk shall mail notices to the owners of all property within 300 feet of the proposed subdivision and shall submit notice for publication in the official newspaper at least seven (7) days prior to the public hearing.

**Subd. 5. Review and Action.** The Planning Commission shall within a reasonable time, pass upon the preliminary 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 plat. Approval means the acceptance of the preliminary as a basis for preparation of a final plat.

**Subd. 6. Standards of Approval.** No preliminary 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.
- 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.
- C. The proposed subdivision conforms with all existing zoning regulations applicable at the time that the proposed preliminary plat is submitted for approval.
- D. The subdivider has taken every effort to mitigate the impact of the proposed subdivision on public health, safety, and welfare.
- E. The required application fee has been paid.





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

April 3, 2023

To: Honorable Mayor Norton and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Amendment to Chapter 6, Section 6.210, Subdivision 4(A)(2)

A public hearing was held at the March 20, 2023 Planning Commission meeting for the purpose of considering the addition of the word “required” to Chapter 6, Section 6.210, Subdivision 4(A)(2). Currently, there is conflicting language in code. In Section 6.210, Subdivision 6(A), the word “required” is included, but it is missing from Section 6.210, Subdivision 4(A)(2). The purpose of the amendment is to promote consistency within Chapter 6 as it relates to the permissible location of accessory structures in front and side yards.

No comments were received in advance or at the public hearing on the matter.

The Planning Commission recommends that the above-described amendment be approved.

If the Planning Commission’s recommendation is approved this evening, the amendment will take effect upon publication in the City’s official newspaper.

Attached for references purposes you will find miscellaneous supporting information.

A motion is necessary to accept the Planning Commission’s recommendation to approve the proposed amendment with an affirmative vote by at least 2/3 of all members of the City Council.

  
Jennifer J. Bromeland  
City Administrator

**Subd. 4. General Yard, Bulk, and Height Limitations.** All accessory uses permitted by this Section shall be subject to the following general requirements:

A. Location of Accessory Building in Yards.

1. When a garage is detached from the main building it is considered an accessory (building) use. The building shall be constructed on a concrete slab or footing. Roof and siding style shall be similar to the roof and siding style of the main building. Height restrictions shall conform to the district in which the building is located.
2. Accessory Buildings are prohibited in any <sup>Add ↓</sup> required front or side yards.
3. No accessory building on a corner lot shall be located in the corner side yard.

B. The parking of vehicles is not allowed in the side setback area.

C. Maximum Coverage. In Residential Districts, an accessory building shall not occupy more than fifty percent (50%) of the total area of the required rear yard.

D. Maximum Height of Accessory Structures. The height of accessory buildings shall not exceed the limits set for the district. However, accessory utility structures shall comply with applicable Federal Communications Commission or Federal Aviation Administration height regulations.

Building Height Exceptions. The building height limits established herein for districts shall not apply to belfries, cupolas, domes, spires, monuments, roof houses, airway beacons, radio towers, windmills, flagpoles, chimneys or flues, not to bulkhead elevators, necessary mechanical appurtenances extending above the roof of any building and not occupying more than twenty-five percent (25%) of the total roof area. When permitted in a district having a building height limit of less than seventy-five (75) feet, public buildings, schools, churches, and other institutions, and semi-public buildings may be erected to a height not exceeding seventy-five (75) feet, provided the front yard depth, side yard widths, and rear yard depth shall each be increased by one (1) over and above the requirements for the district for each two (2) feet of building height above the building height limit for the particular zoning district.

**Subd. 5. New Home on a Lot with an Existing Dwelling.** No new dwelling shall be placed, built, or otherwise, on any lot which currently has a house or place of residency existing on the lot at the time of application for a building permit without first obtaining a Conditional Use Permit. The Conditional Use Permit shall state that the existing house or place of residency will be removed within sixty (60) days from the date of issuance of a Certificate of Occupancy for the new dwelling. The Conditional Use Permit shall also state the completion date of the new house/dwelling and any other requirements as determined by the city council in accordance with Section 6.070.

**Subd. 6. Kennel, Private.** Private dog kennels in residential zoning districts shall not be allowed in the front or side yards. Kennels may be located in the rear yard, provided all portions of the kennel are located at least fifteen (15) feet from any property line.

## Section 6.120, Subd. 6 (A)

- D. The garage addition shall comply with all the other requirements of this Ordinance and the Minnesota Uniform Building Code.
- E. The existing garage and garage addition shall only be used as a private garage.
- F. Adequate drainage shall be provided and drainage shall be directed away from adjacent private property. This exception shall not apply to the corner side yard.

### **Subd. 6. Accessory Buildings.**

- A. Accessory buildings shall not be allowed in the required front or side yards. Accessory buildings may be located in the rear yard, provided the building is located at least five (5) feet from any property line.

All accessory garage buildings that have an overhead door facing the alley (8-5-13) must be a minimum of twenty-five feet from any alley.

- M. Roof Materials. Metal roofs on structures are allowed, however corrugated metal is not an allowable roofing material.(8-5-13)

**Subd. 7. Decks, Patios, Balconies, and Ramps in the R-1, R-2, and R-3 Zoning Districts.** The following regulations shall apply to accessory decks, patios, balconies, and ramps in R-1, R-2, and R-3 Zoning Districts.

- A. The following shall not be considered as encroachments in required front yards:
  - 1. Uncovered ramps constructed for the purpose of providing handicap access, provided that the ramp has a railing no higher than thirty-six (36) inches and does not extend nearer than five (5) feet to the front lot line.

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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

**Public Notice**

March 10, 2023

**PUBLIC HEARING NOTICE  
EAGLE LAKE CITY COUNCIL**  
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 March 20, 2023 in the Council Chambers located at 705 Parkway Avenue to hold a public hearing to consider amending Chapter 6, Section 6.210, Subdivision 4(A)(2) of City Code related to location of accessory buildings being prohibited in any front or side yards. The Planning Commission will be considering the following proposed amendment: "Accessory buildings are prohibited in any required front or side yards." A copy of the proposed amendment is available at City Hall upon request.  
Jennifer J. Bromeland  
City Administrator  
(507) 257-3218  
Email:  
[jbromeland@eaglelakemn.com](mailto:jbromeland@eaglelakemn.com)

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## **SECTION 16.010 ESTABLISHMENT OF COMMISSION**

A City Planning Commission for the City of Eagle Lake is hereby established. The Commission shall be the City Planning Agency.

## **SECTION 16.020 COMPOSITION**

**Subd. 1.** Such planning commission shall consist of seven members. All members shall be appointed by the City Council and may be removed by a four-fifths (4/5) vote of the Council.

**Subd. 2.** Of the members of the Commission appointed, members shall have a three (3) year membership. Both original and successive appointments shall hold their offices until their successors are appointed and qualified. Vacancies during the term shall be filled by the Council for the unexpired portion of the term. Every appointed member shall before entering upon discharge of his duties, take an oath that he will faithfully discharge the duties of his office. Compensation of members shall be determined by resolution of the City Council.

## **SECTION 16.030 ORGANIZATION, MEETING, ETC.**

**Subd. 1.** The Commission shall elect a chairman and secretary from among its appointed members for a term of one (1) year; and the Commission may create and fill such other offices as it may determine.

**Subd. 2.** The Commission shall hold at least four (4) meetings each year. It shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. On or before January first of each year, the Commission shall submit to the City Council a report of its work during the preceding year. Expenditures of the Commission shall be within amounts appropriated for the purpose by the City Council.

## **SECTION 16.040 POWERS AND DUTIES OF THE COMMISSION**

The Planning Commission shall be the Planning Agency and shall have the powers and duties given such agencies generally by Laws of Minnesota. It shall also exercise the duties conferred upon it by this ordinance.

## **SECTION 16.050 ZONING ORDINANCES: PUBLIC HEARINGS**

No zoning ordinance or amendment thereto shall be adopted by the Council until a public hearing has been held thereon by the Planning Commission upon notice as provided in Laws of Minnesota.



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

April 3, 2023

To: Honorable Mayor Norton and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Resolution Authorizing the Delegation of Authority to Pay Claims and Make Electronic Fund Transfers, Amendment to Check Signing Policy, and Update to Internal Controls Policy

Attached is a resolution authorizing the delegation of authority to pay claims and make electronic fund transfers. According to an information memo from the League of Minnesota Cities, an excerpt of which is attached, a city council may delegate its authority to pay certain claims. This authority may be given by the city council to a city administrative official. In order to delegate this authority, a city must adopt a resolution, establish internal accounting and administrative control procedures, and prepare annual audited financial statements.

For purposes of providing background, discussion took place at the October 3, 2022 City Council meeting about the need to amend the City’s check signing policy. A concern was expressed by City staff at that time with being able to issue disbursements in a timely manner to avoid late fees. The check signing policy was amended to allow for checks to be processed twice a month. Since that time, Deputy City Clerk Kerry Rausch has requested that staff be allowed to process disbursements on a weekly basis to avoid late fees. Attached is an updated Check Signing Policy authorizing staff to process checks on a weekly basis if needed.

Included in the resolution is a statement that the City Administrator is authorized to pay all claims made against the City that meet the standards and procedures established by City policies, City Council approved resolutions, and requirements of applicable statutes. Per a review of the City’s internal control procedures, which were adopted in 2008, City staff has made some updates to reflect current times. Attached is a marked up copy.

A motion is necessary to adopt Resolution No. 2023-23.

A motion is necessary to Amend the Check Signing Policy.

A motion is necessary to update the City’s Internal Control Procedures policy.

Jennifer J. Bromeland  
City Administrator



**CITY OF EAGLE LAKE, MINNESOTA  
CITY COUNCIL RESOLUTION 2023-23**

**A RESOLUTION AUTHORIZING THE DELEGATION OF AUTHORITY TO  
PAY CLAIMS AND MAKE ELECTRONIC FUND TRANSFERS**

**WHEREAS**, Minnesota State Statute Section 412.271, Subd. 8 states that a City Council may delegate its authority for paying certain claims against the City to a City Administrative Official subject to certain criteria; and

**WHEREAS**, Minnesota State Statute Section 471.38, Subd. 3 and 3a state that a City Council may authorize electronic funds transfers subject to certain criteria (all auto deducted expenses are approved via the monthly bills list included on the City's consent agenda); and

**WHEREAS**, the prerequisite criteria for delegating the payment of claims authority have all been met by the City through the following: (i) City's internal accounting and administrative procedures, (ii) regular review of expenditure list by City Council at each meeting, and (iii) preparation of an annual audited financial statement attested by an independent certified public accountant, public accountant, or state auditor; and

**WHEREAS**, procurement of goods and services are made under the authority granted in the purchasing policy, council-approved resolutions and/or applicable state statutes; and

**WHEREAS**, Minnesota State Statute Section 471.425, Subd. 2 states that cities that have at least one regular scheduled meeting per month must pay their bills within 35 days of receipt and this delegation of authority is conducive to this end while assuring appropriate city council oversight; and

**WHEREAS**, the prerequisite criteria for authorizing payments by electronic funds transfer will be met by the City through the following: (i) City's internal accounting and administrative procedures, (ii) bank process controls and administrative procedures; (iii) regular review of expenditure list by City Council at each meeting.

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

1. The recitals set forth above are incorporated herein.
2. The City Administrator is authorized to pay all claims made against the City that meet the standards and procedures established by City policies, City Council approved resolutions, and requirements of applicable statutes.
3. The Deputy City Clerk is authorized to pay such claims as approved via electronic funds transfer, in accordance with the foregoing requirements and Minnesota Statute 471.38, Subd. 3 and 3a. All requests for electronic fund transfer will require documentation including a signature line approving the transfer in advance of the transfer being made by the Deputy City Clerk.



4. The above delegation and authority conferred shall remain in full force and effect until written notice of any amendment or revocation thereof.

Adopted by the City Council of Eagle Lake, Minnesota this 3rd day of April 2023.

\_\_\_\_\_  
Lisa Norton, Mayor

ATTEST:

\_\_\_\_\_  
Jennifer J. Bromeland, City Administrator

(S E A L)

**RELEVANT LINKS:**

Minn. Stat. § 412.271, subd. 5.

Minn. Stat. § 412.271, subd. 6.  
A.G. Op. 469b (Apr. 12, 1967).

Minn. Stat. § 412.271, subd. 6.

Minn. Stat. § 412.271, subd. 8.

However, if the council disapproves or approves only a portion of the custodian’s claim, the custodian becomes personally liable for the difference. Obviously then, an imprest-fund custodian should clearly understand the fund’s purpose to avoid personal liability for expenditures.

**C. Independent boards, commissions, and departments**

Some cities have boards and commissions possessing independent legal authority to spend public money without council approval. A good example of this is a library board. However, for most boards and commissions, the council must generally approve expenditures. For example, the city fire department, the municipal liquor store, and hospital boards do not possess independent authority to spend money and such authority may not be delegated to them.

Boards and commissions with independent authority to spend money may establish imprest funds and make immediate payment of claims as described in the preceding two sections. The post-expenditure approval described in those sections would be sought from the independent board or commission, rather than the city council.

**IV. Delegation of authority for paying certain claims**

A city council may delegate its authority to pay certain claims. This authority may be given by the council to a city administrative official. City administrative officials include a city manager, administrator, treasurer, senior fiscal officer, clerk or clerk-treasurer. In order to delegate this authority, a city must do the following:

- Adopt a resolution. Cities delegating authority to pay claims must adopt a resolution specifying the type of claims to be paid and the administrative official to whom this authority is granted.
- Establish internal accounting and administrative control procedures. These procedures must ensure the proper disbursement of public funds. They must include frequent periodic council review of the administrative official’s actions. When money is disbursed under these procedures, a list of expenditures must be submitted for the council’s information at the next meeting.
- Prepare annual audited financial statements. Cities delegating authority, as described here, must also prepare annual audited financial statements. Moreover, these statements must be certified by an independent public accountant or the state auditor. Cities that do not prepare such statements may not delegate authority in this manner.

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**RELEVANT LINKS:**

A.G. Op. 218-R (Jan. 17, 1951).

Minn. Stat. § 412.271, subd. 4.

Minn. Stat. § 471.425, subd. 2.

Minn. Stat. § 471.425, subd. 4a.

A city council may not delegate authority to a liquor store manager to pay employee wages and other bills from liquor-store receipts. However, a liquor-store manager can be allowed to make necessary purchases for day-to-day operations through use of an imprest fund as described above.

## **V. Time considerations in paying claims**

Regardless of who has authority to pay bills in a given instance, state law imposes time frames for paying certain types of claims. However, actual payment may sometimes be delayed because there are insufficient funds available, or because the order check has been lost or destroyed. The following subsections describe the legal time frame for paying certain claims, as well as what happens if there are insufficient funds available or a duplicate order check is required.

### **A. Immediate payment of claims**

Claims based on a contract may be paid immediately if postponing payment until the next council meeting would cause a city's loss of discount privileges or other loss. Before an immediate payment can be made, however, a majority of councilmembers must endorse the written claim. The claim must then be acted upon at the next council meeting as if it had not been paid. Early payment in this manner does not affect the right of the city or any taxpayer to subsequently challenge the claim's validity.

### **B. Prompt payment of claims**

Minnesota law requires that both home rule charter and statutory cities make payments to vendors in accordance with the terms of any contract or purchase agreement related to a sale. However, if a contract is silent in this respect, standard payment periods are imposed by law. One of the following requirements must be met, depending upon how often the city has regular meetings:

- Payment must be made within 35 days of satisfactory delivery of goods or receipt of the invoice, whichever is later, if the city holds regularly scheduled meetings at least once a month.
- Payment must be made within 45 days of satisfactory delivery of goods or receipt of invoice, whichever is later, if the city does not meet regularly at least once a month.
- Payment must be made within 45 days of satisfactory delivery of goods or receipt of invoice, whichever is later, for any joint powers board.
- Finally, it is worth noting that municipal contracts must require that a prime contractor pay any subcontractors within 10 days of receipt of payment from the municipality.

412.271 DISBURSEMENTS.

Subdivision 1. **Method.** No disbursement of city funds, including funds of any municipal liquor dispensary operated by the city, shall be made except by an order drawn by the mayor and clerk upon the treasurer. Except when issued for the payment of judgments, salaries and wages previously fixed by the council or by statute, principal and interest on obligations, rent and other fixed charges, the exact amount of which has been previously determined by contract authorized by the council, and except as otherwise provided in subdivisions 4, 5, and 8, no order shall be issued until the claim to which it relates has been audited and allowed by the council.

Subd. 2. **Claims, payment; electronic time recording.** (a) Except for wages paid on an hourly or daily basis, where a claim for money due on goods or services furnished can be itemized in the ordinary course of business the person claiming payment, or the claimant's agent, shall prepare the claim in written items and sign a declaration that the claim is just and correct and that no part of it has been paid; but the council may in its discretion allow a claim prepared by the clerk prior to such declaration by the claimant, if the declaration is made by an endorsement on the order-check by which the claim is paid as provided below.

(b) Whenever work for which wages are to be paid on an hourly or daily basis is done by employees of the city, the clerk shall keep a payroll giving the name of each employee and the number of hours or days worked by each and the timekeeper, supervisor, or other officers or employee having knowledge of the facts shall sign a declaration that the facts recited on the payroll are correct to the best of the declarant's information and belief; and when any claim for wages listed on a payroll is paid, the employee shall sign a declaration, which may be a part of the payroll, to the effect that the employee has received the wages and done the work for which wages have been paid. The declarations relating to claims or payrolls shall be in substantially the following form: "I declare under the penalties of perjury (here insert, if claimant: that this claim is just and correct and no part of it has been paid; if timekeeper, supervisor, officer or employee having knowledge of the facts; that to the best of my information and belief the items of this payroll are correct; if employee who has been paid: that I have received the wages stated on this payroll opposite my name and have done the work for which the wages were paid.)

.....  
Date

.....  
Signed"

The effect of this declaration shall be the same as if subscribed and sworn to under oath.

(c) Notwithstanding the procedural requirements of paragraph (b), a city may use electronic time recording systems if the governing body of the city adopts policies to ensure that the timekeeping and payroll methods used are accurate and reliable.

Subd. 3. **Endorsement on claims.** The clerk shall endorse on each claim required to be audited by the council the word "disallowed" if such be the fact, or, "allowed in the sum of \$.....," if approved in whole or in part, specifying in the latter case the items rejected. Each order shall be so drawn that when signed by the treasurer in an appropriate space, it becomes a check on the city depository. Such order-check may have printed on its reverse side, above the space for endorsement thereof by the payee, the following statement: "The undersigned payee, in endorsing this order-check, declares that the same is received in payment of a just and correct claim against the city of ....., and that no part of such claim has heretofore been paid." When endorsed by the payee named in the order-check, such statement shall operate and shall be deemed sufficient as the required declaration of the claim. Any order presented to the treasurer and not paid for want of funds shall be so marked and paid in the order of its presentation with interest from the date of presentation at the rate of five percent or such lower rate as is fixed by the council prior to its issuance.

Subd. 4. **Immediate payment of claims.** When payment of a claim based on contract cannot be deferred until the next council meeting without loss to the city through forfeiture of discount privileges or otherwise, it may be made immediately if the itemized claim is endorsed for payment by at least a majority of all the members of the council. The claim shall be acted upon formally at the next council meeting in the same manner as if it had not been paid, and the earlier payment shall not affect the right of the city or any taxpayer to challenge the validity of the claim.

Subd. 5. **Imprest funds.** The council may establish one or more imprest funds for the payment in cash of any proper claim against the city which it is impractical to pay in any other manner, except that no claim for salary or personal expenses of an officer or employee shall be paid from such funds. The council shall appoint a custodian of each such fund who shall be responsible for its safekeeping and disbursement according to law. Money for the operation of such fund shall be secured by a transfer from the general fund. A claim itemizing all the various demands for which disbursements have been made from the fund shall be presented to the council at the next council meeting after the disbursements have been made. The council shall act upon it as in the case of other claims and an order shall be issued to the custodian for the amount allowed. The custodian shall use the proceeds of the order to replenish the fund; and if the council fails to approve the claim in full for any sufficient reason, the custodian shall be personally responsible for the difference.

Subd. 6. **Independent boards, powers.** Subdivisions 4 and 5 shall apply to any independent board or commission of the city having authority to disburse funds without approval of the council. In such case references in these subdivisions to the council shall be considered to be to the board or commission and the money for the fund may be secured from any undedicated fund under its jurisdiction.

Subd. 7. **Definition.** For purposes of this section, a "city administrative official" means a city manager, administrator, treasurer, senior fiscal officer, clerk, or clerk-treasurer.

Subd. 8. **Delegation of authority for paying certain claims.** A city council, at its discretion, may delegate its authority to pay certain claims made against the city to a city administrative official. City councils opting to delegate their authority to review claims before payment pursuant to this subdivision shall have internal accounting and administrative control procedures to ensure the proper disbursement of public funds. The procedures shall include regular and frequent review of the city administrative officials' actions by the council. A list of all claims paid under the procedures established by the city council shall be presented to the council for informational purposes only at the next regularly scheduled meeting after payment of the claim. A city council that delegates its authority to pay certain claims made against the city must adopt a resolution authorizing a specified city administrative official to pay the claims that meet the standards and procedures established by the council. A city council of a city that does not prepare annual audited financial statements which have been attested to by an independent certified public accountant, public accountant, or the state auditor, may not delegate its authority for paying certain claims against the city pursuant to this subdivision.

**History:** 1949 c 119 s 34; 1951 c 378 s 10; 1953 c 319 s 5; 1955 c 867 s 5; 1973 c 123 art 2 s 1 subd 2; 1986 c 444; 1993 c 315 s 11-13; 2004 c 165 s 1

Official Publication of the State of Minnesota  
Revisor of Statutes

**471.38 CLAIMS.**

Subdivision 1. **Itemization; declaration.** Except as provided in subdivision 2, if an account, claim, or demand against a local government for any property or services can be itemized in the ordinary course of business, the board or officer authorized by law to audit and allow claims shall not audit or allow the claim until the person claiming payment, or the person's agent, provides to the board or officer an itemized list in writing or in an electronic transaction record. By making the claim for payment, the person making the claim is declaring that the account, claim, or demand is just and correct and that no part of it has been paid. The board or officer may in its discretion allow a claim prepared by the clerk or secretary of the board or officer prior to the declaration by the claimant if the declaration is made on the check or order-check by which the claim is paid, as provided in section 471.391, subdivision 2. For the purposes of this section, "local government" means any county, local social services agency, school district, town, or home rule charter city of the second, third, or fourth class, or any park district.

Subd. 2. **Application.** The provisions of this section do not apply to any claim or demand for an annual salary or fees of jurors or witnesses, fixed by law, nor to the salary or wages of any employee whose salary or wages have been fixed on an hourly, daily, weekly or monthly basis, by the governing board of the municipality, and which is now authorized by law to be paid on a payroll basis.

**Subd. 3. Electronic funds transfer.** Electronic funds transfer is the process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments. A local government may make an electronic funds transfer for the following:

- (1) for a claim for a payment from an imprest payroll bank account or investment of excess money;
- (2) for a payment of tax or aid anticipation certificates;
- (3) for a payment of contributions to pension or retirement fund;
- (4) for vendor payments; and
- (5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

Subd. 3a. **Eligibility.** The authorization in subdivision 3 extends only to a local government that has enacted all of the following policy controls:

- (a) the governing body shall annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee;
- (b) the disbursing bank shall keep on file a certified copy of the delegation of authority;
- (c) the initiator of the electronic transfer shall be identified;
- (d) the initiator shall document the request and obtain an approval from the designated business administrator, or chief financial officer or the officer's designee, before initiating the transfer as required by internal control policies;
- (e) a written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction;



**471.425 PROMPT PAYMENT OF LOCAL GOVERNMENT BILLS.**

Subdivision 1. **Definitions.** For the purposes of this section, the following terms have the meanings here given them.

(a) "Contract" means any written legal document or documents signed by both parties in which the terms and conditions of any interest or other penalty for late payments are clearly stated.

(b) "Date of receipt" means the completed delivery of the goods or services or the satisfactory installation, assembly or specified portion thereof, or the receipt of the invoice for the delivery of the goods or services, whichever is later.

(c) "Governing board" means the elected or appointed board of the municipality and includes, but is not limited to, city councils, town boards and county boards.

(d) "Municipality" means any home rule charter or statutory city, county, town, school district, political subdivision or agency of local government. "Municipality" means the Metropolitan Council or any board or agency created under chapter 473.

Subd. 2. **Payment required.** A municipality must pay each vendor obligation according to the terms of the contract or, if no contract terms apply, within the standard payment period unless the municipality in good faith disputes the obligation. Standard payment period is defined as follows:

(a) For municipalities who have governing boards which have regularly scheduled meetings at least once a month, the standard payment period is defined as within 35 days of the date of receipt.

(b) For municipalities whose governing boards do not regularly meet at least once a month, the standard payment period is defined as 45 days after receipt of the goods or services or the invoice for the goods or services, whichever is later.

(c) For joint powers organizations organized under section 471.59, the standard payment period is within 45 days of the date of receipt.

Subd. 3. **Invoice errors.** If an invoice is incorrect, defective or otherwise improper, the municipality must notify the vendor within ten days of the date of receipt. Upon receiving a corrected invoice from the vendor, the municipality must pay the obligation within the standard payment period defined in subdivision 2.

Subd. 4. **Payment of interest on late payments required.** (a) Except otherwise provided in this section, a municipality shall calculate and pay interest to a vendor if the municipality has not paid the obligation according to the terms of the contract or, if no contract terms apply, within the standard payment period as defined in subdivision 2. The standard payment period for a negotiated contract or agreement between a vendor and a municipality which requires an audit by the municipality before acceptance and payment of the vendor's invoice shall not be begun until the completion of the audit by the municipality.

(b) The rate of interest calculated and paid by the municipality on the outstanding balance of the obligation not paid according to the terms of the contract or during the standard payment period shall be 1-1/2 percent per month or part of a month.

(c) No interest penalties may accrue against a purchaser who delays payment of a vendor obligation due to a good faith dispute with the vendor regarding the fitness of the product or service, contract compliance, or any defect, error or omission related thereto. If such delay undertaken by the municipality is not in good faith, the vendor may recover costs and attorney's fees.

(d) The minimum monthly interest penalty payment that a municipality shall calculate and pay a vendor for the unpaid balance for any one overdue bill of \$100 or more is \$10. For unpaid balances of less than \$100, the municipality shall calculate and pay the actual interest penalty due the vendor.

Subd. 4a. **Prompt payment to subcontractors.** Each contract of a municipality must require the prime contractor to pay any subcontractor within ten days of the prime contractor's receipt of payment from the municipality for undisputed services provided by the subcontractor. The contract must require the prime contractor to pay interest of 1-1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the prime contractor shall pay the actual penalty

**CITY OF EAGLE LAKE  
ELECTRONIC FUNDS TRANSFER POLICY**

**Purpose and Need for Policy**

It is the policy of the City of Eagle Lake to allow electronic or wire transfers out of the City's bank or investment accounts in a manner complying with the requirements of this policy and conforming to Minnesota Statute 471.38 governing electronic or wire transfers to pay claims or make investments.

The purpose of this policy is:

- to develop overall guidelines for when electronic or wire transfers can be performed,
- to provide proper procedures to ensure electronic or wire transfers are properly approved, and
- to establish delegation of authority and internal controls.

**Scope**

This policy applies to all electronic or wire transfers out of the City's bank or investment accounts and to all City employees that have control over city disbursement transactions.

**Internal Controls**

Internal controls are designed to prevent loss of public funds due to fraud, error, misrepresentation, or imprudent actions. All claims paid by electronic or wire transfers must follow the same procedures for claims paid by check and are required to be submitted to the City Council at the next regular meeting following the transfer if not submitted beforehand. All other electronic or wire transfer of funds from investment accounts require written approval of the City Administrator and are required to be submitted to the City Council at the next regular meeting following the transfer.

**Authorized Uses of Electronic or Wire Transfers**

The primary purpose of the City's investments is to maximize the rate of return while minimizing security risks of the funds of the City. This principle is best served by allowing electronic transfers of funds on a timely basis when desirable. This policy allows the use of electronic transfer of funds between investment accounts and depository accounts of the City.

Certain liabilities incurred by the City require the use of electronic payment (i.e., FICA, federal withholding, state withholding, etc.). In addition, certain vendors require electronic payment. Electronic payment or wire transfers of funds will only be utilized in payment of an obligation of the City when the situation requires immediate good funds or when it is the most efficient and most inexpensive method to settle a transaction. If a more inexpensive mechanism can be utilized to effect payment of the obligation (i.e., paper check), the City shall make payment with the more inexpensive mechanism.

1. Accounts Payable

- A. Vendor Payment Approvals
  - Payments must have proper approval by department head or designee.
  - The Deputy City Clerk will prepare the Vendor payments and the City Administrator will review and approve for payment.
  - A list of all electronic fund transfers shall be submitted to the City Council at the next regular City Council meeting following the transfer.
- B. Additional Processes:
  - The Deputy City Clerk will conduct an annual review of vendors
    - i) Remove duplicate vendors
    - ii) Inactive old or unused vendors
    - iii) Review for unusual activity such as fluctuation in payment amounts, activity or inactive vendors
  - Always require a signed Form W-9 from every new payee in advance of making any payments or change in a mailing address.
- 2. Payroll
  - A. Direct Deposit Authorization Form
    - All employees must bring in a voided check or bank document upon start of employment. This will be reviewed by the Deputy City Clerk.
    - Any changes requested by an employee must be made by bringing in a new voided check or bank document. A follow up phone call (to a trusted phone number not obtained with the change request) is required from the Deputy City Clerk to verify identity, if employee did not personally turn in the form.
    - The City Administrator will approve payroll prior to being uploaded to ADP.
- 3. Receivables
  - A. Online One-Time Utility Billing Payments
    - Payments are initiated by the customer and reconciled against the city's accounting software to verify the amount sent by the merchant transact processor matches the amount processed through the city's financial software.
  - B. Recurring Utility Billing ACH and Credit Card Payments
    - The customer must complete the automatic payment form for any ACH recurring payments. The customer is offered one payment date.
    - The Administrative Clerk creates and uploads the monthly recurring utility bill ACH file. The Deputy City Clerk reviews and approves file for payment prior to final processing.
  - C. Miscellaneous Receipts
    - Any intergovernmental or other payments received electronically by the city are reconciled to the bank by the Deputy City Clerk. It is the City's policy to limit customers with authorization to credit the City's bank account. Therefore, unless transactions are part of a professional relationship with a vendor, the City prefers to collect payments via cash, check, or credit card. For example, a fire call invoice should be paid by cash, check or credit card, but a credit card merchant company can electronically deposit settlement batches into the City's bank account.


On an annual basis, the governing body must delegate the authority to make electronic funds transfers. The disbursing bank must keep on file a certified copy of the delegation of authority. The person initiating the transaction must be identified. The person initiating the electronic transfer must document the request and obtain approval from the City Administrator before initiating the transfer. Written confirmation of the transaction must be made within one business day after the transaction. A list with all transactions made by electronic funds must be submitted to the City Council at its next regular meeting,

Passed and adopted this 12th day of September 2022.



Tim Auringer, Mayor

ATTEST:



Jennifer J. Bromeland, City Administrator



**Check Signing Policy**

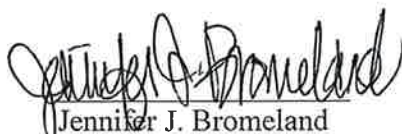
As per Minnesota Statute 412.271, all disbursements must be signed by the Mayor and City Administrator. The purpose of requiring multiple signatures on each check ensures a good system of internal accounting.

It is the policy of the City of Eagle Lake that all disbursements will include multiple signatures except for those payments which are auto deducted from the City's checking account for PSN monthly fees, Aflac payroll deductions, and Pitney Bowes lease and postage fees. All auto deducted expenses are approved via the monthly bills list included on the City's consent agenda.

Adopted by the Eagle Lake City Council this 12<sup>th</sup> day of July 2021

  
\_\_\_\_\_  
Tim Auringer  
Mayor

ATTEST:

  
\_\_\_\_\_  
Jennifer J. Bromeland  
City Administrator

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



**Check Signing Policy**

As per Minnesota Statute 412.271, all disbursements must be signed by the Mayor and City Administrator. The purpose of requiring multiple signatures on each check ensures a good system of internal accounting.

It is the policy of the City of Eagle Lake that all disbursements will include multiple signatures except for those payments which are auto deducted from the City's checking account such as PSN monthly fees, Aflac payroll deductions, Pitney Bowes lease and postage fees. All auto deducted expenses are approved via the monthly bills list included on the City's consent agenda.

Staff are authorized to cut checks on a weekly basis to ensure payment deadlines can be met and late fees avoided. All checks cut and issued between City Council meetings will be included on the monthly bill listing included in the City Council packet.

Adopted by the Eagle Lake City Council this 3rd day of April 2023.

\_\_\_\_\_  
Lisa Norton  
Mayor

ATTEST:

\_\_\_\_\_  
Jennifer Bromeland  
City Administrator

## City of Eagle Lake Internal Control Procedures

The City of Eagle Lake seeks to balance its internal accounting control in such a way as to ensure public confidence and maintain the integrity of its financial systems and assets, without unduly inhibiting the ability to efficiently carry out its mission.

### CASH DISBURSEMENTS

#### Goal

The goal of the City Council in establishing an internal control system for ~~cash~~ disbursements is to safeguard the assets of the City and to ensure an appropriate level of fiduciary responsibility.

#### Objective

The objective of the City Council in meeting this goal is to ensure that ~~cash~~ **payment** is disbursed only upon proper authorization of management for valid governmental purposes, and that all disbursements are properly recorded.

#### Procedures

##### 1. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

- a. Payment of claims shall be authorized by the appropriate department head, the City Administrator, and the City Council. ~~By this, a department head could have reoccurring orders (Sprint, Hawkins) which they would not need to sign off on, on a monthly basis.~~
- b. Checks shall be signed by the City Administrator and the Mayor. In the absence of the Mayor or Administrator, the Mayor Pro Tem shall be designated to sign checks.
- c. Payments shall be coded and recorded by the Deputy Clerk. In the absence of the Deputy Clerk, the City Administrator may code and record payments.
- d. Financial reports and bank reconciliations shall be prepared by the Deputy Clerk. Bank reconciliations shall be presented to the City Administrator on a monthly basis to signed off on. Financial reports shall be presented to Council on a monthly basis.

~~Expenditures exceeding \$1,000 must be approved in advance by the City Administrator. Limits for designated employees will be \$500, Supervisor \$1,000, and the City Administrator \$7,500.~~

- e. **The City Administrator shall act as purchasing agent for the City and shall be responsible in making all purchases in accordance with the approved municipal budget. The City Administrator shall have the authority to sign purchase orders**

for routine services, equipment, and supplies, for which the cost does not exceed five thousand dollars (\$5,000.00), while Department Heads shall have the authority to sign purchase orders for routine services, equipment and supplies, for which the cost does not exceed twenty-five hundred dollars (\$2,500). All claims resulting from orders placed by the City shall be audited for payment by the City Council. The City Administrator shall negotiate contracts for any kind of merchandise, service, materials, equipment, or construction work for presentations to the City Council.

- f. Supply orders shall be inventoried upon receipt by the Deputy Clerk. In the absence of the Deputy Clerk, the Administrative Clerk may inventory supply orders. Supplies for the Public Works Department shall be inventoried by a designated maintenance employee. Supplies for the Police Department shall be inventoried by a designated police department employee.

## 2. Accounting Controls

The following common internal controls relate to paying bills:

- a. All disbursements, except those from petty cash, will be made by pre-numbered checks.
- b. It is not permissible to draw checks payable to Cash, except for Petty Cash.
- c. Under no circumstances will blank checks be signed in advance.
- d. A disbursement voucher shall be prepared for each invoice or request for reimbursement that details the date of check, check number, payee, amount of check, description of expense account to be charged, authorized signature, and be accompanied with related source document. In accordance with M.S. 471.38, subd. 1, et. Seq., the voucher must contain the following declaration: "I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid," and must contain the signature of the claimant.
- e. Expenditures must be approved and signed in advance by authorized persons.
- f. All signed checks will be dispersed promptly by the Deputy Clerk.
- g. The individuals authorized to sign the checks shall review each cash disbursement voucher for the proper approved authorization and supporting documentation of expense.
- h. Invoices will be marked "Paid" and include the date paid and the amount of the check and account code.

- i. Invoices and requests for reimbursement will be checked for accuracy and reasonableness before approval, prior to the end of the month in which the expense was incurred.
- j. A monthly cash disbursement journal will be prepared that details the date of the check, check number, amount of check, vendor name, and description of payment.
- k. Unpaid invoices shall be maintained in an unpaid invoice file by the Deputy Clerk.
- l. Expense reports for travel related expenses shall be submitted on a timely basis.
- m. Checks by which claims are paid shall have printed on the reverse side, above the space for endorsement: "The undersigned payee, in endorsing this check declares that the same is received in payment of a just and correct claim against the City of Eagle Lake, and that no part of it has heretofore been paid."
- n. Claims shall be paid timely and in accordance with law, except for those for which a legitimate dispute or delay exists, and filed accordingly.
- o. Credit card purchases shall not be allowed except as legally provided for under M.S. 471.382 and by authorization of the City Council.

## **PAYROLL**

### **Goal**

The goal of the City Council in establishing an internal control system for payroll disbursements is to safeguard the assets of the city and to ensure an appropriate level of fiduciary responsibility.

### **Objective**

The objective of the City Council in meeting this goal is to ensure that payroll disbursements are made only upon proper authorization to bona fide employees, that payroll disbursements are properly recorded, and related legal requirements (such as payroll tax deposits) are complied with.

**Procedures** – Update this section due to payroll processing being outsourced to ADP

1. Segregation of Duties

Payroll checks will be processed by the ~~Deputy Clerk~~ ADP **after submittal of information payroll file to ADP**. Additional requirements related to the payroll function to be performed by the following persons:

- a. ~~The Department Heads shall distribute paychecks for their department.~~
- b. The City Administrator shall review the timesheets and the Deputy Clerk will post payroll to the general ledger.
- c. The Deputy Clerk will prepare all payroll related tax withholding deposits and reports.
- d. The Deputy Clerk shall prepare year-end W-2's to employees and respond to inquires regarding the same.

## 2. Accounting Controls

The following common internal controls relate to payroll:

- a. Time sheets are required to document employee hours, including overtime, and leave time.
- b. Time sheets must be **electronically submitted via ADP** signed by the employee, the employee's immediate supervisor and the City Administrator authorizing payment for work.
- c. Employment records will be maintained for each employee that detail wage rates, benefits, taxes withheld, and any changes in employment status.
- d. Payroll-related taxes, including employer share, shall be withheld and paid to the appropriate government agency on a timely basis.
- e. Written personnel policies shall dictate the account for vacation, holidays, sick leave and other benefits.
- f. A list of payroll checks written, with appropriate taxes withheld, will be maintained in a separate payroll register.
- g. ~~Individual payroll checks shall be disbursed in a sealed envelope to the Department Heads on the Thursday of payday.~~

## PETTY CASH

### Goal

The goal of the City Council in establishing an internal control system for a petty cash fund is to safeguard the assets of the city and to ensure an appropriate level of fiduciary responsibility.

### Objectives

The objective of the City Council in meeting this goal is to provide guidelines for the use, safekeeping and reporting standards of the petty cash fund, while allowing for small purchases or reimbursements to be made from said fund.

### Procedures

#### 1. Segregation of Duties

The petty cash fund is available to staff to make small purchases or reimbursements, in cash, for items such as stamps, office supplies, parking, etc., using the following guidelines:

- a. The Deputy Clerk shall be the custodian of the Petty Cash Fund and will be the only person to have access to the cash.
- b. The custodian (Deputy Clerk) of the Petty Cash Fund shall be responsible for reconciling the fund on a quarterly basis and submitting an expense report to the City Administrator.
- c. The Deputy Clerk will make the appropriate entries to record the expenses and will arrange for replenishment of the Petty Cash Fund.
- d. The Deputy Clerk must approve all withdrawals from the Petty Cash Fund. In the absence of the Deputy Clerk the Administrative Clerk may approve Petty Cash withdrawals.

#### 2. Accounting Controls

The following guidelines will govern the use and keeping of the Petty Cash Fund.

- a. The Petty Cash Fund will not exceed the amount of \$100.
- b. The Petty Cash Fund will be kept by the custodian of the locked box. The locked box shall be kept in a secure place. The custodian will be the only person with access to the funds. In the absence of the Deputy Clerk, the Administrative Clerk will have access to the funds. Payment for items costing over \$25 must be made by check rather than reimbursed through petty cash.
- c. Withdrawals from the Petty Cash Fund will be made only by completing a Petty Cash Voucher. The voucher must state the date and amount of the withdrawal, the reason the cash was withdrawn, the expenditure account to



which the expense should be charged, and the name and signature of the person receiving the cash. The voucher shall also contain the signature of the Deputy Clerk approving the withdrawal.

- d. Supporting documentation (receipts, invoices) must be attached to each voucher.
- e. Unannounced counts of petty cash and change will be made on occasion by the City Administrator.
- f. No staff member shall be allowed to cash personal checks, including pay checks, in the petty cash of the city.
- g. Under no circumstances shall staff members be permitted to borrow from petty cash for personal use.

## **CASH RECEIPTS**

### **Goal**

The goal of the City Council in establishing an internal control system for cash receipts is to safeguard the assets of the city and to ensure an appropriate level of fiduciary responsibility.

### **Objective**

The objective of the City Council in meeting this goal is to ensure that all cash intended for the city is received, promptly deposited, properly recorded, reconciled, and kept under adequate security.

### **Procedures**

#### **Segregation of Duties**

No financial transaction shall be handled by only one person from beginning to end.

#### **General Cash Receipts**

- a. The Administrative Clerk shall be responsible for receiving payments to the city, whether by mail or in person and turning them over to the Deputy Clerk for processing. In the absence of the Administrative Clerk, the Deputy Clerk may receive cash payments.
- b. The Deputy Clerk will be responsible for depositing receipts and coding and recording the same in the general ledger accounts of the city.

- c. Financial reports and bank reconciliations shall be prepared by the Deputy Clerk and presented to the council on a monthly basis.
- d. Invoices for city services shall be prepared by the Deputy Clerk or Administrator. An accounts receivable register will be maintained by the Deputy Clerk.

Utility Billing Cash Receipts

- a. The Administrative Clerk shall be responsible for receiving payments to the city, whether by mail or in person. In the absence of the Administrative Clerk, the Deputy Clerk may receive payments.
- b. The Administrative Clerk will be responsible for preparing the deposit and recording payments and the Deputy Clerk shall make the deposit.

## 2. Account Controls

- a. All payments to the city shall be accompanied by a pre-numbered cash receipt, the amount of the receipt, a description of the item or service being paid for, and a description of the revenue account the revenue should be allocated to.
- b. A monthly cash receipt receipts journal will be prepared that details the date of the receipt, receipt number, amount of receipt, and description of the revenue account to be credited.
- c. The pre-numbered receipt shall be two-part. The first part will be attached to the appropriate report and given to the Deputy Clerk for filing, the second part will be retained in the receipt book.
- d. All cash receipts will contain the signature, or at least the initials, of the staff member receiving the payment.
- e. Cash shall be deposited in the city's bank account on a daily basis. Deposits shall be taken to the bank by the Deputy Clerk. In the absence of the Deputy Clerk the Administrative Clerk shall take the deposit to the bank.
- f. Cash receipts shall be kept in a locked box in a safe, vault, or similar secure place.
- g. Payments made in cash shall be received by the Administrative Clerk. The Deputy Clerk shall process the payments and the receipts shall indicate that the payment is a cash payment and will contain the signatures of both staff persons. For payments made by check, the check number will be included on the receipt.

## **OTHER ACCOUNTING PROCEDURES**

### **Goal**

The goal of the City Council in establishing an internal control system for other accounting procedures is to safeguard the assets of the city and to ensure an appropriate level of fiduciary responsibility.

### **Objective**

The objective of the City Council in meeting this goal is to ensure that bank reconciliations and journal entries are properly reconciled, recorded, and kept under adequate security.

## Procedures

### Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

- a. Upon completion of bank reconciliations, the Deputy Clerk shall provide reconciled statements to the City Administrator who will sign off on these documents.
- b. Deputy Clerk shall make all necessary journal entries. Prior to making journal entries, Deputy Clerk shall provide City Administrator with entries to be made, with any substantiating documentation. The City Administrator shall sign off, authorizing entries to be made.

~~Adopted~~ Updated by the Eagle Lake City Council on this ~~15th day of December, 2008~~ 3<sup>rd</sup> day of April 2023.

---

~~Tim Auringer, Mayor~~  
Lisa Norton

---

~~Sack Thongvanh, Administrator~~  
Jennifer J. Bromeland




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

April 3, 2023

To: Honorable Mayor Norton and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Proposal for Hydrant Nozzles

During the 2023 budget setting process, the Fire Department requested that \$5,000 be set aside in the 601 Water fund for the purpose of updating 9 fire hydrants. The scope of work will involve replacing 9 hydrant nozzles. Attached is a proposal from Core & Main totaling \$5,898.15. Of this amount \$5,000 will be paid for using funds in the 601 Water fund, with the remaining portion to be paid for using 101-42300 Fire Department funds.

A motion is necessary to authorize the proposal from Core & Main in the amount of \$5,898.15 to replace 9 hydrant nozzles.

  
Jennifer J. Bromeland  
City Administrator



Bid Proposal for Eagle Lake Hydrant Nozzles \*\*Revised\*\*

EAGLE LAKE, CITY OF  
Bid Date: 01/30/2023  
Core & Main 2755030

Core & Main  
5145 211th Street West  
Farmington, MN 55024  
Phone: 651-463-6090  
Fax: 651-463-4554

Seq#	Qty	Description	Units	Price	Ext Price
DUE TO CURRENT SUPPLY CHAIN DISRUPTIONS, MATERIALS ARE SUBJECT TO PRICING AT TIME OF SHIPMENT. MATERIAL AVAILABILITY AND TIMELINESS OF SHIPMENTS CANNOT BE GUARANTEED. THIS TERM SUPERSEDES ALL OTHER CONTRACTUAL PROVISIONS.					
10	9	#116 PUMPER NOZZLE O-RING	EA	16.54	148.86
20	9	#12A MECH PMP NOZ 40524 W67	EA	363.18	3,268.62
30	9	#10C PMP CAP #5NUT 40524 W67 NST	EA	275.63	2,480.67
				<b>Sub Total</b>	<b>5,898.15</b>
				Tax	0.00
				<b>Total</b>	<b>5,898.15</b>

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>

\$5,000 allocated in 601 budget for this purpose. The \$5,898.15 amount will be paid for using fire dept monies  
9 hydrants that need to be fixed.





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

April 3, 2023

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

Public Works Director Andrew Hartman requested pricing from Loken’s Asphalt Maintenance, Inc. and Peters Striping for street sweeping. Attached is an estimate from Loken’s Asphalt Maintenance, Inc. in the amount of \$4,725.

For purposes of providing background, below is a summary of street sweeping charges incurred, by year and contractor, dating back to 2018.

Year	Contractor	Cost
2018	Peters Striping	\$2,068
2019	Loken’s	\$2,945
2020	In-House	NA
2021	Loken’s	\$2,775
2022	Loken’s	\$3,622.50

The cost for street sweeping is paid for out of line item 201-00000-220.

Public Works Director Hartman recommends that the estimate from Loken’s Asphalt Maintenance, Inc. be approved in the amount of \$4,725.

  
Jennifer J. Bromeland  
City Administrator

Loken's Asphalt Maintenance, Inc

17427 568th Ave.

Good Thunder, MN 56037

# Estimate

Date	Estimate #
3/29/2023	254346-SJ

Name / Address
City of Eagle Lake 705 Parkway Ave. Eagle Lake, MN 56024

			Project
Description	Qty	Rate	Total
Street Sweeping- Spring clean up Due to the extra debris from the extensive amount of snowfall: Approximately 40-45 hours @ \$105.00  This estimate reflects a price at 45 hours with the possibility of being less time.	45	105.00	4,725.00
<b>Total</b>			\$4,725.00

180



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

April 3, 2023

To: Honorable Mayor Norton and City Council  
 From: Jennifer J. Bromeland, City Administrator  
 Re: Keeping of Chickens within City Limits

Attached is an excerpt from the February 6<sup>th</sup> City Council meeting in which the topic of keeping chickens within city limits was discussed. For purposes of providing background, Mayor Lisa Norton and Council Member Garrett Steinberg requested that the topic of keeping chickens within city limits be added to the agenda. Discussion took place and a motion made directing staff to research what other communities allow for backyard chickens and to mirror that language for City Council to review at the April 3<sup>rd</sup> meeting.

Since that time, City staff surveyed area cities to find out which cities allow the keeping of chickens within city limits and to also obtain their respective ordinance language. Below is a summary of findings.

City	Ordinance Allowing Chickens in City Limits
Mankato	Not at this time – will be revisiting the topic this spring.
North Mankato	No
Le Center	No
Madison Lake	Not at this time, but they have a 2 <sup>nd</sup> reading scheduled for the April 3 <sup>rd</sup> meeting that would allow chickens.
Janesville	Yes
Lake Crystal	Yes
St. Peter	Yes

Mayor Lisa Norton compiled information from several cities and created a spreadsheet (see attached) with a list of various factors to consider addressing in an ordinance regulating chickens.

Attached are some sample ordinances from area cities – Janesville, Lake Crystal, and St. Peter – for your review this evening.


If there is an interest in allowing chickens within City limits, an ordinance amendment will be needed to exclude chickens from “farm animals” from Chapter 3, Section 3.110. A section devoted to chickens would be added to Chapter 3 with parameters regulating chickens. What

those parameters will be is something that should be discussed this evening. Parameters might include factors such as whether a permit is required, it is a one time permit or is there an annual renewal component, what is a reasonable permit fee, is there a fenced in yard requirement, number of chickens allowed, setback from property line or structure, neighbor consent, etc.

City staff will have a draft ordinance ready for the meeting based on the ordinances obtained from area cities. Based on the feedback from City Council at the meeting as to specific parameters to include, City staff can modify accordingly and send to legal counsel for review in advance of a public hearing.

Discussion should ensue.

If there is an interest in scheduling a public hearing for the May 1<sup>st</sup> meeting to consider amending Chapter 3, Section 3.110, then a motion to that effect is necessary.

  
Jennifer J. Bromeland  
City Administrator



## KEEPING OF CHICKENS

### § 90.400 CHICKENS PERMITTED

*Chickens permitted.* It is unlawful for any person to own, control, keep, maintain or harbor chickens on any premises within the City unless issued a permit to do so as provided in this section. No permit shall be issued for the keeping or harboring of more than five (5) female chickens or hens on any premises up to two (2) acres and ten (10) female chickens or hens on any premises of more than two (2) acres. The keeping or harboring of male chickens or roosters is prohibited and the premises upon which the chickens are kept must be the property owner's primary residential dwelling.

§ 90.410 **DEFINITIONS.** For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

“**CHICKEN**” means a female chicken or hen.

“**AT LARGE**” means a chicken out of its chicken run, off the premises or not under the custody and control of the owner.

“**CHICKEN COOP**” means a structure for housing chickens made of wood or other similar materials that provides shelter from the elements.

“**CHICKEN RUN**” means an enclosed outside yard for keeping chickens.

“**PERSON**” means the resident, property owner, custodian, or keeper of any chicken.

“**PREMISES**” means any platted lot or group of contiguous lots, parcels or tracts of land and is located within the city.

### § 90.420 PERMIT

(A) No person shall maintain a chicken coop and / or chicken run unless granted a permit by the Zoning Administrator. The permit shall be subject to all the terms and conditions of this section and any additional conditions deemed necessary by the Zoning Administrator or designated Animal Control Officer to protect the public health, safety and welfare. The necessary permit application may be obtained from the Zoning Administrator's office. Included with the completed application must be a scaled diagram that indicates the location of any chicken coop and / or chicken run, and the approximate size and distance from adjoining structures and property lines, the number and species of chickens to be maintained at the premises, and a statement that the applicant / permittee will at all times keep the chickens in accordance with this ordinance and all the conditions prescribed by the Animal Control Officer, or modification thereof, and failure to obey such conditions will constitute a violation of the provisions of this section and grounds for cancellation of the permit. The applicant shall include written consent / approval of the keeping of chickens on their premises from 75% of the abutting property owners. Upon receipt of a permit application, the Zoning Administrator shall determine if the application is complete and contains the required consent and/or approval. If the application is complete and includes written consent / approval from 75% of abutting property owners, the Zoning Administrator shall issue a permit for the keeping of chickens to the applicant.

(B) No permit shall be issued for an incomplete application or for the keeping of chickens on any rental premises. A permit for the keeping of chickens may be revoked or suspended by the Administrator-Clerk or designated Animal Control Officer for any violation of this section following written notice. The applicant / permittee may appeal the revocation or suspension of their permit by



requesting in writing a hearing before the city council within seven (7) days of the notice of revocation or suspension. The request for hearing must be either postmarked or received in the city administrator's office within seven (7) days of the date of the notice. The city council shall hold a hearing on the applicant / permittee's request for hearing within thirty (30) days of the request for hearing. The permit fee shall be charged in accordance to the City's fee schedule and shall expire on December 31 of each year.

- (C) Permit fees shall made a part of the City's fee schedule as it may be amended from time to time.

#### **§ 90.430 CONFINEMENT**

Every person who owns, controls, keeps, maintains, or harbors chickens must keep them confined at all times in a chicken coop and chicken run and may not allow the chicken to run at large. Any chicken coop and chicken run shall be at least fifteen (15) feet from any structure, setback, or property line.

#### **§ 90.440 CHICKEN COOPS AND CHICKEN RUNS**

(A) All chicken coops and chicken runs must be located within the rear yard subject to a fifteen (15) foot setback from any property line and at least fifteen (15) feet from any other structures. All chicken coops must be a minimum of four (4) square feet per chicken in size, must not exceed ten (10) square feet per chicken in size and must not exceed six (6) feet in total height. Attached fenced-in chicken runs must not exceed 20 square feet per chicken and fencing must not exceed six (6) feet in total height. Chicken runs may be enclosed with wood and / or woven wire materials and may allow chickens contact with the ground. Chicken feed must be kept in metal predator proof containers. Chicken manure may be placed in yard compost piles.

- (B) Chicken coops must either be:

- (1) Elevated with a clear open space of at least twenty-four (24) inches between the ground surface and framing / floor of the coop; or,

- (2) The coop floor, foundation and footings must be constructed using rodent resistant construction.

- (C) Chicken coops are not allowed to be located in any part of a home and / or garage.

- (D) Chickens must be secured in a chicken coop from sunset to sunrise each day and no chickens shall be allowed to run outside of the coop.

- (E) All coops shall be constructed and maintained in a workmanlike manner.

- (F) All coops shall be rodent proof and built in such a manner as to prevent access to the coop by rodents.

#### **§ 90.450 CONDITIONS AND INSPECTIONS**

No person who owns, controls, keeps, maintains, or harbors chickens shall permit the premises where the chickens are kept to be or remain in an unhealthy, unsanitary or noxious condition or to permit the premises to be in such condition that noxious odors are carried to adjacent public or private property. Any chicken coop or chicken run authorized by permit under this section may be inspected at any reasonable time by the designated Animal Control Officer, Law Enforcement Officer or other agent of the City. A

person who has been issued a permit shall submit it for examination upon demand by the Animal Control Officer, Law Enforcement Officer or other agent of the City. Slaughter and breeding of chickens on any premises within the City is prohibited.

#### **§ 90.460 PRIVATE RESTRICTIONS AND COVENANTS ON PROPERTY**

Notwithstanding the issuance of a permit by the City, private restrictions and / or covenants on the use of property shall remain enforceable and take precedence over a permit. Private restrictions include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association by-laws, covenant declarations and deed restrictions. A permit issued to a person whose premises are subject to private restrictions and / or covenants that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved.

#### **§ 90.470 REFUSAL TO GRANT OR RENEW PERMIT**

The Zoning Administrator may refuse to grant or renew a permit to keep or maintain chickens for failure to comply with the provisions of this section, submitting an inaccurate or incomplete application, if the conditions of the permit are not met, if a nuisance condition is created, or if the public health and safety would be unreasonably endangered by the granting or renewing of such permit.

#### **§ 90.480 REMOVAL OF CHICKEN COOP AND CHICKEN RUN**

Any chicken coop or chicken run constructed or maintained on any premises shall be immediately removed from said premises after the expiration of the permit or shall be removed within thirty (30) days upon ceasing to use the chicken coop and / or chicken run for keeping chickens.

#### **§ 90.490 SLAUGHTERING OF CHICKENS**

The slaughtering of chickens on the property is strictly prohibited.

#### **§ 90.499 PENALTY**

Any person who owns, controls, keeps, maintains or harbors chickens in the City without obtaining or maintaining a current permit or after a permit has been suspended or revoked by Council action shall be guilty of a misdemeanor. In addition, any person who violates any provision of this Chapter shall be guilty of a misdemeanor which is punishable by imprisonment for up to 90 days in jail and / or the imposition of a fine of up to \$1,000, and / or a combination of both. (*Ord. 2020-B, passed 11-09-2020*)



# City of Janesville Chicken Permit Application

101 N. Mott Street • P.O. Box O • Janesville, MN 56048

Phone: (507) 234-5110 • Fax: (507) 234-5236

[www.janesvillemn.gov](http://www.janesvillemn.gov)

## KEEPING OF CHICKENS

### § 90.400 CHICKENS PERMITTED

*Chickens permitted.* It is unlawful for any person to own, control, keep, maintain or harbor chickens on any premises within the City unless issued a permit to do so as provided in this section. No permit shall be issued for the keeping or harboring of more than five (5) female chickens or hens on any premises up to two (2) acres and ten (10) female chickens or hens on any premises of more than two (2) acres. The keeping or harboring of male chickens or roosters is prohibited and the premises upon which the chickens are kept must be the property owner's primary residential dwelling.

**§ 90.410 DEFINITIONS.** For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**"CHICKEN"** means a female chicken or hen.

**"AT LARGE"** means a chicken out of its chicken run, off the premises or not under the custody and control of the owner.

**"CHICKEN COOP"** means a structure for housing chickens made of wood or other similar materials that provides shelter from the elements.

**"CHICKEN RUN"** means an enclosed outside yard for keeping chickens.

**"PERSON"** means the resident, property owner, custodian, or keeper of any chicken.

**"PREMISES"** means any platted lot or group of contiguous lots, parcels or tracts of land and is located within the city.

### § 90.420 PERMIT

(A) No person shall maintain a chicken coop and / or chicken run unless granted a permit by the Zoning Administrator. The permit shall be subject to all the terms and conditions of this section and any additional conditions deemed necessary by the Zoning Administrator or designated Animal Control Officer to protect the public health, safety and welfare. The necessary permit application may be obtained from the Zoning Administrator's office. Included with the completed application must be a scaled diagram that indicates the location of any chicken coop and / or chicken run, and the approximate size and distance from adjoining structures and property lines, the number and species of chickens to be maintained at the premises, and a statement that the applicant / permittee will at all times keep the chickens in accordance with this ordinance and all the conditions prescribed by the Animal Control Officer, or modification thereof, and failure to obey such conditions will constitute a violation of the provisions of this section and grounds for cancellation of the permit. The applicant shall include written consent / approval of the keeping of chickens on their premises from 75% of the abutting property owners. Upon receipt of a permit application, the Zoning Administrator shall determine if the application is complete and contains the required consent and/or approval. If the application is complete and includes written consent / approval from 75% of abutting property owners, the Zoning Administrator shall issue a permit for the keeping of chickens to the applicant.



# City of Janesville Chicken Permit Application

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(B) No permit shall be issued for an incomplete application or for the keeping of chickens on any rental premises. A permit for the keeping of chickens may be revoked or suspended by the Administrator-Clerk or designated Animal Control Officer for any violation of this section following written notice. The applicant / permittee may appeal the revocation or suspension of their permit by requesting in writing a hearing before the city council within seven (7) days of the notice of revocation or suspension. The request for hearing must be either postmarked or received in the city administrator's office within seven (7) days of the date of the notice. The city council shall hold a hearing on the applicant / permittee's request for hearing within thirty (30) days of the request for hearing. The permit fee shall be charged in accordance to the City's fee schedule and shall expire on December 31 of each year.

(C) Permit fees shall made a part of the City's fee schedule as it may be amended from time to time.

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Every person who owns, controls, keeps, maintains, or harbors chickens must keep them confined at all times in a chicken coop and chicken run and may not allow the chicken to run at large. Any chicken coop and chicken run shall be at least fifteen (15) from any structure, setback, or property line.

## § 90.440 CHICKEN COOPS AND CHICKEN RUNS

(A) All chicken coops and chicken runs must be located within the rear yard subject to a fifteen (15) foot setback from any property line and at least fifteen (15) feet from any other structures. All chicken coops must be a minimum of four (4) square feet per chicken in size, must not exceed ten (10) square feet per chicken in size and must not exceed six (6) feet in total height. Attached fenced-in chicken runs must not exceed 20 square feet per chicken and fencing must not exceed six (6) feet in total height. Chicken runs may be enclosed with wood and / or woven wire materials, and may allow chickens contact with the ground. Chicken feed must be kept in metal predator proof containers. Chicken manure may be placed in yard compost piles.

(B) Chicken coops must either be:

- (1) Elevated with a clear open space of at least twenty-four (24) inches between the ground surface and framing / floor of the coop; or,
- (2) The coop floor, foundation and footings must be constructed using rodent resistant construction.

(C) Chicken coops are not allowed to be located in any part of a home and / or garage.

(D) Chickens must be secured in a chicken coop from sunset to sunrise each day and no chickens shall be allowed to run outside of the coop.

(E) All coops shall be constructed and maintained in a workmanlike manner.

(F) All coops shall be rodent proof and built in such a manner as to prevent access to the coop by rodents.



# City of Janesville Chicken Permit Application

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## § 90.450 CONDITIONS AND INSPECTIONS

No person who owns, controls, keeps, maintains, or harbors chickens shall permit the premises where the chickens are kept to be or remain in an unhealthy, unsanitary or noxious condition or to permit the premises to be in such condition that noxious odors are carried to adjacent public or private property. Any chicken coop or chicken run authorized by permit under this section may be inspected at any reasonable time by the designated Animal Control Officer, Law Enforcement Officer or other agent of the City. A person who has been issued a permit shall submit it for examination upon demand by the Animal Control Officer, Law Enforcement Officer or other agent of the City. Slaughter and breeding of chickens on any premises within the City is prohibited.

## § 90.460 PRIVATE RESTRICTIONS AND COVENANTS ON PROPERTY

Notwithstanding the issuance of a permit by the City, private restrictions and / or covenants on the use of property shall remain enforceable and take precedence over a permit. Private restrictions include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association by-laws, covenant declarations and deed restrictions. A permit issued to a person whose premises are subject to private restrictions and / or covenants that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved.

## § 90.470 REFUSAL TO GRANT OR RENEW PERMIT

The Zoning Administrator may refuse to grant or renew a permit to keep or maintain chickens for failure to comply with the provisions of this section, submitting an inaccurate or incomplete application, if the conditions of the permit are not met, if a nuisance condition is created, or if the public health and safety would be unreasonably endangered by the granting or renewing of such permit.

## § 90.480 REMOVAL OF CHICKEN COOP AND CHICKEN RUN

Any chicken coop or chicken run constructed or maintained on any premises shall be immediately removed from said premises after the expiration of the permit or shall be removed within thirty (30) days upon ceasing to use the chicken coop and / or chicken run for keeping chickens.

## § 90.490 SLAUGHTERING OF CHICKENS

The slaughtering of chickens on the property is strictly prohibited.

## § 90.499 PENALTY

Any person who owns, controls, keeps, maintains or harbors chickens in the City without obtaining or maintaining a current permit or after a permit has been suspended or revoked by Council action shall be guilty of a misdemeanor. In addition, any person who violates any provision of this Chapter shall be guilty of a misdemeanor which is punishable by imprisonment for up to 90 days in jail and / or the imposition of a fine of up to \$1,000, and / or a combination of both. (Ord. 2020- B, passed 11-09-2020)

<b>APPLICANT NAME</b>	<b>APPLICANT ADDRESS</b>	<b>APPLICATION DATE</b>	<b>75% NEIGHBOR CONSENT</b>	<b>INSPECTION DATE</b>
Michael & Sallie Bajula	106 W. North St.	3/30/2021	Yes	



<b>LOT SIZE</b>	<b># ALLOWED</b>	<b>TYPE KEPT</b>	<b>MIN. SQFT REQ. (4/HEN)</b>	<b>MAX SQFT REQ. (10/HEN)</b>	<b>COOP SQFT</b>
< 2 acres	5	ISA Brown	20	50	45

<b>RUN SQFT (&lt; 20sqft/HEN)</b>	<b>HEIGHT (&lt;6FT)</b>	<b>24" GROUND CLEARANCE</b>	<b>15' REAR MET</b>	<b>15' ALL LINES</b>	<b>15' STRUCTURES</b>
200	7	YES	YES	YES	BARN*

APPLICANT NAME: Michael & Sallie Bajula  
 APPLICANT ADDRESS: 106 W. North St.  
 APPLICATION DATE: 3/30/2021  
 NEIGHBOR CONSENT: Yes  
 LOT SIZE: < 2 acres  
 # ALLOWED: 5  
 TYPE KEPT: ISA Brown  
 MIN. SQFT REQ. (4/HEN): 20  
 MAX SQFT REQ. (10/HEN): 50  
 COOP SQFT: 45  
 RUN SQFT (< 20sqft/HEN): 200  
 HEIGHT (<6FT): 7  
 24" GROUND CLEARANCE: YES  
 15' REAR MET: YES  
 15' ALL LINES: YES  
 15' STRUCTURES: BARN\*



# City of Janesville Chicken Permit Application

101 N. Mott Street • P.O. Box O • Janesville, MN 56048

Phone: (507) 234-5110 • Fax: (507) 234-5236

www.janesvillemn.gov

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Janesville, MN 56048

PID#: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_ Number of chickens (LIMIT 5 up to 2 acres; LIMIT 10 for more than 2 acres)

Species of hen(s): \_\_\_\_\_

\_\_\_\_\_ Signature of approval from at least 75% of abutting property owners

\_\_\_\_\_ Chicken Coop/Run Diagram (must include the following):

- Location of coop/run on property
- All property lines and structures on the property
- Dimensions of chicken coop or run (including height)
- Distance from coop or run to all property lines and structures

I will at all times keep the chickens in accordance with the City of Janesville's Code of Ordinances and understand that failure to follow such will constitute a violation of the ordinance and could be grounds for cancellation of the permit. If I will no longer be keeping chickens, any coop or run must be removed within thirty (30) days of permit expiration or ceasing use of coop or run, whichever comes first.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF JANESVILLE USE ONLY	
Inspection Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Square foot per Chicken:	Total Due:      Receipt #:
Inspector:	Permit Expires December 31, _____



# City of Janesville Chicken Permit Application

101 N. Mott Street • P.O. Box O • Janesville, MN 56048

Phone: (507) 234-5110 • Fax: (507) 234-5236

[www.janesvillemn.gov](http://www.janesvillemn.gov)

**We, the undersigned, hereby indicate NO opposition to the applicant keeping the above described animals on or within their premises/property.**

Print Full Name	Signature	Address

**You will need \_\_\_\_\_ of \_\_\_\_\_ signatures to meet the 75% requirement.**

To be an eligible signature, the neighboring property owner must abut the borders of the applicant's property, NOT including properties across city streets. A map may be provided to applicant.

**ORDINANCE NO. 2022-04**

**AN ORDINANCE AMENDING TITLE IX, CHAPTER 90.04 OF THE CITY CODE OF THE CITY OF LAKE CRYSTAL RELATIVE TO FARM ANIMALS BY ALLOWING CHICKENS – KEEPING, TRANSPORTING, TREATMENT, HOUSING**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAKE CRYSTAL:**

**SECTION I.** That Section 90.04 of the City Code of the City of Lake Crystal is hereby amended to add the following: A. Chickens, provided that the property where chickens are kept is zoned for agricultural purposes or that the owner holds a valid permit from the City to keep chickens and complies with the provisions of this Chapter.

**SECTION II.** That Section 90.04 of the City Code of the City of Lake Crystal is hereby amended to add the following: Subd. A. Chickens. Chickens are allowed on any lot with a single-family residence that is issued a permit to do so by the City. The provisions of this ordinance are intended to regulate the keeping of chickens only. The keeping of any other types of poultry is prohibited.

**A. General Requirements.**

Definitions. For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**“Chicken”** means a female chicken or hen.

**“At large”** means a chicken out of its chicken run or not under the custody and control of the owner.

**“Chicken Coop”** means a structure for housing chickens made of wood or other similar materials that provides shelter from the elements.

**“Chicken Run”** means an enclosed outside yard for keeping chickens.

**“Person”** means the resident, property owner, custodian, or keeper of any chickens.

**“Premises”** means any platted lot or group of contiguous lots, parcels, or tracts of land and is located within the city.

1. No roosters are permitted. All chickens must be hens. If a permit holder inadvertently keeps a rooster, then that rooster must be removed within twenty-four (24) hours of the date of discovery.
2. No more than four (4) chickens may be kept at any one lot at any time.
3. Chicken food is to be kept in containers designed to prohibit access by rodents and other pests.
4. A run or exercise yard conforming to this section is required.
5. Dead chickens must be disposed of according to applicable law and must be removed as soon as possible after death but no later than twenty-four (24) hours.
6. Chicken manure is to be contained in a weather and pest proof container and removed weekly or composted or used as fertilizer and incorporated into the soil. Chicken manure must not be allowed to accumulate in such a way as to cause any unsanitary condition or odors detectible on another property.



7. Chickens kept under this subdivision may not be slaughtered in public view within the City and eggs are not allowed to be sold at the premises.
8. Chickens must be always confined inside a coop or a fenced in run and chickens may not be allowed to range freely.

**B. Chicken Permits.**

1. A permit issued by the City is required to keep chickens.
2. The permit application fee shall be set by the City Council.
3. A permit is valid for three years from the date of issuance. The provisions of this ordinance apply to an approved application for the same time period, at which time a new permit must be secured.
4. The application must specify the number of chickens anticipated.
5. A permit may only allow between one (1) and four (4) chickens.
6. Only one permit per parcel. If a person wishes to keep chickens at multiple parcels then that person must obtain a different permit for each parcel.
7. A permit may only be issued if 75% of the owners of all adjacent property approve of the application by signing the application form. Adjoining property means all properties within fifty (50) feet of the proposed location of the coop and run that the applicant is applying for a permit to keep chickens on.
8. If the applicant is living in a rental property, then the registered property owner must also sign and approve the application.
9. Permits are non-transferable and do not remain with the property. If a permit holder moves, they forfeit their permit and must reapply for their new location with approval of the adjacent property owners as described in 90.04B(7).
10. A permit constitutes a limited license granted to the chicken keeper by the City and in no way creates a vested zoning right.
11. Site plans and coop designs are to be included with the permit application.
12. Leg banding of all chickens is required and used to identify chicken owners.

**C. Condition of Permit Issuance.** As a condition of permit issuance, the applicant is authorizing the City to inspect the chickens and facility during normal City Hall business hours.

**D. Coop and run.** Coops and runs must be constructed and maintained to meet the following minimum standards.

1. A separate coop is required to house the chickens. The coop may not be attached to or inside any other structure such as a home or garage.
2. Only one (1) coop is permitted per parcel.

3. The coop and run must be located in the rear yard of the property.
4. The coop must be setback at least five (5) feet from the rear or side property lines but at no time shall be placed in a utility easement.
5. The coop must be fully enclosed.
6. The coop must have an attached run.
7. The maximum height shall not exceed six (6) feet.
8. The maximum total square area of the coop and run shall not exceed one hundred twenty (120) square feet. Chicken coops are not classified as an accessory structure under the requirements of the zoning ordinance.
9. Maximum coop size shall not exceed twenty-four (24) square feet and must have at least four (4) square feet per chicken.
10. The run size shall not exceed ninety-six (96) square feet and must have at least ten (10) square feet per chicken. The run must be fenced in on all sides and include a roof. The height of the run fence and roof must not exceed six (6) feet.
11. The coop must be at least 24 inches off the ground or in the alternative the coop may be placed on a concrete pad.
12. The coop must have sufficiently sized windows to permit natural light inside. Windows must be able to be opened for ventilation. Sufficient ventilation and insulation is required.
13. Construction must be done in a workmanlike manner and with durable material. Coop building materials and exterior colors shall be similar to or compatible with the primary structure.
14. There must be sufficient moisture drainage to keep the coop well drained.
15. The coop must be rodent and predator proof. Any door or access point to the coop or run shall be able to be locked or otherwise secured.
16. Coop designs must meet basic humane needs of chickens including heat, cooling, food, water, and protection from the elements.
17. The coop must be removed within thirty (30) days if the permit is revoked or allowed to expire.

**E. Violations.**

1. Any person who commits, causes, permits, or allows a violation of the provisions of this section shall be guilty of a petty misdemeanor punishable by a fine up to three hundred dollars (\$300.00).
2. If a permit holder has two convictions under this subdivision within any three-year permit period, then that permit shall be revoked. Upon revocation all chickens must be removed from the property within forty-eight (48) hours.

PASSED AND ADOPTED by the City Council of the City of Lake Crystal \_\_\_\_\_.



**CITY OF LAKE CRYSTAL**

100 East Robinson Street - PO Box 86

Lake Crystal, MN 56055

Phone: 507-726-2538 Fax: 507-726-2265

# Chicken Permit Application

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Lake Crystal, MN 56055

PID#: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_ Number of chickens (LIMIT 4)

Species of hen(s): \_\_\_\_\_

\_\_\_\_\_ Signature of approval from at least 75% of abutting property owners

\_\_\_\_\_ Chicken Coop/Run Diagram (must include the following):

- Location of coop/run on property
- All property lines and structures on the property
- Dimensions of chicken coop or run (including height)
- Distance from coop or run to all property lines and structures

I will at all times keep the chickens in accordance with the City of Lake Crystal's Code of Ordinances and understand that failure to follow such will constitute a violation of the ordinance and could be grounds for cancellation of the permit. If I will no longer be keeping chickens, any coop or run must be removed within thirty (30) days of permit expiration or ceasing use of coop or run, whichever comes first.

By applying for this permit, I authorize the City of Lake Crystal or its designees the right to enter my property to inspect the condition of the chickens and the facilities that are used for their care.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF LAKE CRYSTAL USE ONLY	
Inspection Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Square foot per Chicken:	Total Due: <span style="float: right;">Receipt #</span>
Inspector:	Permit Expires December 31, _____



**CITY OF LAKE CRYSTAL**  
100 East Robinson Street - PO Box 86  
Lake Crystal, MN 56055  
Phone: 507-726-2538 Fax: 507-726-2265

# Chicken Permit Application

We, the undersigned, hereby indicate NO opposition to the applicant keeping the above-described animals on or within their premises/property.

Print Full Name	Signature	Address

You will need \_\_\_\_\_ of \_\_\_\_\_ signatures to meet the 75% requirement. To be an eligible signature, the neighboring property owner must abut the borders of the applicant's property, NOT including properties across city streets. A map may be provided to applicant.

Sec. 8-235. - Compliance.

Owners and caretakers of chickens being kept within the corporate boundaries of the City on either a permanent or temporary basis are required to comply with the terms of this chapter. For the purposes of this article, the term "temporary basis" means a period of 30 days or longer.

(Ord. No. 28(3rd Ser.), § 1, 7-25-2016)

Sec. 8-236. - Permit required.

It is unlawful for any person to keep any chicken without a permit from the City.

(Ord. No. 28(3rd Ser.), § 1, 7-25-2016)

Sec. 8-237. - Permit fees.

Permit fees shall be set by Resolution of the Council from time to time.

(Ord. No. 28(3rd Ser.), § 1, 7-25-2016)

Sec. 8-238. - Permit time.

A permit shall be issued on an annual basis and shall expire on the 1st day of each April.

(Ord. No. 28(3rd Ser.), § 1, 7-25-2016)

Sec. 8-239. - Permit requirements.

- (a) Applicant must provide a chicken coop, defined as a structure made of durable materials that provides shelter for the chickens from the elements, and a chicken run, defined as an enclosed area that provides adequate movement for the chickens.
- (b) Coops and runs may only be placed on properties that are zoned for residential purposes as a permitted use as defined in the Zoning Code.
- (c) Coops and runs may only be placed in the rear yard, as defined in the Zoning Code, of a lot which also contains a residential structure.
- (d) Applicant must demonstrate that the chicken coop and chicken run are a minimum of 25 feet from any neighboring residential structure.
- (e) The coop and run must be set back a minimum of seven feet from any property line.
- (f) The coop and run must not exceed 120 total square feet and not exceed six feet in height.
- (g) Coops and runs must be screened to the height of the coop and run from the view of neighboring properties.

(h) The coop and run must provide adequate ventilation and insulation to maintain a temperature suitable for the chicken(s) kept there.

(i) Chickens may not be housed in a residential structure.

(j) Chickens shall not be kept outside of the coop or run.

(Ord. No. 28(3rd Ser.), § 1, 7-25-2016)

Sec. 8-240. - Limitation on number of chickens.

No person shall keep or allow to be kept at any one location within the City more than six chickens.

(Ord. No. 28(3rd Ser.), § 1, 7-25-2016)

Sec. 8-241. - Sanitation.

All chickens, coops, chicken runs, associated supplies and waste shall be maintained in a healthy, clean and sanitary condition and shall be free at all times from obnoxious odors and from the presence of rodents, vermin and other animals.

(Ord. No. 28(3rd Ser.), § 1, 7-25-2016)

Sec. 8-242. - Sex allowed.

Only female chickens shall be allowed.

(Ord. No. 28(3rd Ser.), § 1, 7-25-2016)

Sec. 8-243. - Slaughtering.

Slaughtering of chickens on the property is prohibited.

(Ord. No. 28(3rd Ser.), § 1, 7-25-2016)

Sec. 8-244. - Fighting.

Chickens must not be raised or kept with the purpose of fighting.

(Ord. No. 28(3rd Ser.), § 1, 7-25-2016)

Sec. 8-245. - Inspection.

An initial inspection of the property, coop and run is required before a permit can be issued. No inspection is required for a renewal of a permit. The chicken coop and run may be inspected at any reasonable time by the City or its authorized agent.



(Ord. No. 28(3rd Ser.), § 1, 7-25-2016)

Sec. 8-246. - Private restrictions or covenants on property.

Private restrictions or covenants on the use property shall remain enforceable. These include, but not limited to, deed restrictions, condominium master deed restrictions, neighborhood association by-laws, covenants, and declarations. A permit shall not be issued to a person whose premises are subject to private restrictions or covenants that prohibit the keeping of chickens. Interpretation and enforcement of private restrictions is a sole responsibility of the private parties involved.

(Ord. No. 28(3rd Ser.), § 1, 7-25-2016)

## SECTION 2.080 ORDINANCES, RESOLUTIONS, MOTIONS, PETITIONS, AND COMMUNICATIONS

### Subd. 1. Readings and Notification

- A. **Ordinances.** Every ordinance and resolution shall be presented in writing. Notice of the public hearing for said ordinances shall be given in the City's official newspaper a minimum of ten (10) days prior to the hearing date and a maximum of thirty (30) days to the hearing. Every ordinance shall receive one reading before the Council prior to final adoption. An ordinance need not be read in full unless a member of the Council requests such reading.
- B. **Resolutions.** Every resolution shall be presented in writing. A resolution need not be read in full unless a member of the Council requests such reading.

**Subd. 2. Signing and Publication Proof.** Every ordinance and resolution passed by the Council shall be signed by the Mayor, attested by the Clerk, and filed by the Clerk in the ordinance or resolution book. Proof of publication of every ordinance shall be attached and filed with the ordinance.

**Subd. 3. Repeals and Amendments.** Every ordinance or resolution repealing a previous ordinance or resolution or a section or subdivision thereof shall give the number and title of the ordinance or code number of the ordinance or resolution to be repealed in whole or in part. Each ordinance or resolution amending an existing ordinance or resolution or part thereof shall set forth in full each amended section or subdivision as it will read with the amendment.

**Subd. 4. Motions, Petitions and Communications.** Every motion shall be stated in full before the presiding officer submits it to a vote and shall be recorded in the minutes. Every petition or other communication addressed to the Council shall be in writing and shall be read in full upon presentation to the council unless the Council dispenses with the reading. Each petition or other communication shall be recorded in the minutes by title and filed with the minutes in the office of the Clerk.

## SECTION 2.090 RULES OF DECORUM

**Subd. 1. Council.** While the Council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings of the peace of the Council nor disturb any member while speaking or refuse to obey the orders of the presiding officer.

**Subd. 2. Recognition.** No person or member of the Council shall address the Council without first being recognized by the presiding officer.

**Subd. 3. Discussion.** Members of the Council, staff and public shall confine remarks to

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

9. Request for Keeping of Chickens within City Limits

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

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

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

11. Amended Use Agreement

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

- D. That the owner will thoroughly clean the property to remove all contamination before the property is used; and
- E. That the owner releases and agrees to indemnify the City, its staff, and the Eagle Lake City Council from all liability to the owner and/or third persons for injuries or damages caused, or alleged to have been caused, by the contaminated property.

**Subd. 15. Violations and Penalties.** Any person violating any provision of this ordinance is guilty of a misdemeanor. In addition, the City shall be entitled to seek any other remedy available at law or in equity in order to protect the health, safety and welfare of the community, including temporary and permanent injunctions.

### **SECTION 3.110 FARM ANIMAL(S) AND FOWL**

**Subd. 1. Definitions.** The term farm animal(s) shall mean those animals commonly associated with a farm or performing work in an agricultural setting. Unless otherwise defined, such animals shall include members of the equestrian family (horses, mules) bovine family (cows, bulls), sheep, poultry (chickens, turkeys), fowl (duck, geese), swine (including Vietnamese pot-bellied pigs), goats, bees, and other animals associated with a farm, ranch, or stables.

**Subd. 2. Keeping.** It is unlawful for any person to keep farm animal(s) or fowl, not in transit, as defined by Section 3.110 within the City limits/boundaries of the City of Eagle Lake.

**Subd. 3. Violations.** Any person who shall violate the provisions of this ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine not to exceed \$1,000 and/or 90 days in jail in accordance with Minnesota State Law. Each day in which a violation exists shall constitute as a separate offense.

### **SECTION 3.120 ADMINISTRATIVE CITATION AND ENFORCEMENT**

#### **Subd. 1. Purpose and Intent.**

- A. Administrative enforcement procedures established pursuant to this chapter are intended to provide the City of Eagle Lake with an informal, cost-effective and more efficient alternative to criminal prosecution or civil litigation for certain violations of the city ordinances.
- B. The City of Eagle Lake retains the right to enforce ordinance violations by bringing criminal charges or commencing civil litigation in any case where the city determines it is appropriate or necessary, but finds that an administrative process is beneficial to the residents of the city and finds that such a process is a legitimate and necessary alternative method of enforcement of ordinance violations.

**RELEVANT LINKS:**

Minn. Stat. 609.833, subd.4.  
"Service Animals,"  
Minnesota Council on  
Disability.

Section III-A, *Minnesota Pet  
and Companion Animal  
Welfare Act.*

Minn. Stat. § 346.16.

*Stewart v. Frisch*, 381  
N.W.2d 1 (Minn. Ct. App.  
1986).

*State v. Nelson*, 499 N.W.2d  
512 (Minn. Ct. App. 1993).

"Backyard Chicken Basics,"  
University of Minnesota  
Extension, Small Farms.

Second and subsequent violations are a misdemeanor. A sign may be posted in places of public accommodation advising the public of this law.

**C. Farm animals**

Farm animals generally include animals that live on farms, such as cattle, sheep, goats, pigs, and horses. A city can define "farm animals" in its ordinance to include whatever animals it wishes.

In addition to the Animal Welfare Act requirements, cities take different approaches in how they regulate farm animals in their communities. Some cities will only allow farm animals in certain zoning districts, such as land zoned for agricultural uses. Other cities allow some farm animals anywhere in the city as long as the requirements in the ordinances are met, such as having a lot over a specified size. It is important to be clear what animals the ordinance covers and to provide clear definitions.

**1. Farm animals at large**

If any person herds cattle, horses, asses, mules, sheep, swine, or goats on land over the protest of the land owner, the animals are considered to be running at large. Court opinions have determined that "at large" means when animals are not restrained or confined. Any person who knowingly allows animals to run at large is liable for damage caused.

**2. Chickens**

Like other animals, cities take different approaches for regulating chickens. Some cities include chickens in the same regulations that apply to other farm animals or livestock. Other cities have ordinances that allow chickens in the city under certain circumstances. However the city decides to regulate chickens, it is important to be clear about the regulations.

A Minnesota court has found that, unless specifically included in the definition, chickens and roosters do not fall under the regulation of ordinances that reference livestock. If the city would like to include chickens in this category, it may do so by defining the term to include chickens, poultry, fowl, or other similar descriptions. The bottom line here is that if the city wants to regulate chickens, it should make sure that chickens are covered by the ordinance.

"Urban chickens," also called "city chickens," are becoming a more common issue in cities across the state and country. The urban chicken "movement" is often linked to the increased desire for people to be closer to their food sources. Urban chickens allow people to raise chickens at their homes to have access to fresh eggs on a regular basis.



**RELEVANT LINKS:**

“Backyard Poultry,” Centers for Disease Control and Prevention (Nov. 16, 2022).

Contact the LMC Research Department for sample ordinances.

“Apiary Program Information,” Minnesota Department of Agriculture. Minn. Stat. § 17.445.

“Beekeeping Help,” University of Minnesota Bee Lab.

This small-scale keeping of chickens is different than a business that raises hens for eggs and meat. Those businesses are regulated differently than residents who want to keep a few chickens in their backyards.

There are no state laws that address urban chickens or keeping of chickens in cities, so it is up to the city council to decide if it wants to regulate the keeping of chickens. The city may choose to allow, allow if a permit is obtained from the city, or prohibit urban chickens. The city can do this in a number of ways, including regulation under the general animal or farm-animal ordinance or by passing an ordinance specific to keeping chickens.

If the city chooses to regulate the keeping of urban chickens, some common requirements include:

- Allowing only hens (no roosters).
- Limiting the number of hens allowed.
- Maintaining coops or runs in a sanitary and humane condition.
- Keeping chickens contained or under control at all times.
- Locating coops a certain distance from property lines and other structures like houses.

**3. Farm animals as pets**

It is not uncommon for a resident to want to keep a farm animal, such as a miniature horse or potbelly pig, as a pet. Some city ordinances would not allow for these animals as pets because the ordinance includes them as farm animals and prohibits them in residentially zoned areas. Other cities may allow for these types of animals by specific ordinance provisions, sometimes requiring a permit from the city. Given that these animals have been gaining in popularity, it is a good idea for the city to consider the issue and have an ordinance in place.

**D. Insects and bugs**

Insects and bugs are a part of life in Minnesota. While cities cannot regulate where insects and bugs choose to live, there are some things a city can do, such as regulating beekeeping or abating mosquitoes.

**1. Beekeeping**

Since 2006, beekeeping is no longer regulated by state law, except for apiary inspection services related to the transportation of bees to other states. Cities may choose to regulate beekeeping within city limits. Some cities prohibit the practice while others allow it after obtaining a permit or allow it outright.

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## Raising chickens for eggs

### Quick facts

- Raising backyard chickens can be a rewarding experience and a great way to teach kids about nature, agriculture and responsibility of caring for animals.
- Hens begin laying at around six months of age and can continue for five to 10 years, with peak production occurring in the first two years.

### Breeds

There are a wide a variety of chicken breeds, developed for egg production, meat production or good looks. While many breeds are adaptable to a backyard setting, certain breeds are better than others for backyard conditions. Medium to large breeds are good for cold winters. A mellow temperament and good egg laying are also pluses. If you see reference to a bantam bird, that is a small version of any particular breed. It will look the same but be smaller.

### Popular backyard chicken breeds

These are a few examples of great, mellow breeds for the backyard.

#### Rhode Island red

- Hens weigh about 6.5 pounds
- Lay brown eggs
- Dark red feathers
- Dual purpose breed, but most often used for laying
- Hardy breed that does well in small flocks



New Hampshire Red and Buff Orpington  
hens

#### Wyandotte

- Hens weight about 6.5 pounds
- Lay brown eggs
- Dual purpose breed
- Great for small flocks and rugged conditions
- “Curvy” shape, good disposition
- Many color varieties



## Ameraucana

- Many different color varieties
- Lay green eggs
- Great long-term egg production
- Dual purpose breed
- Tolerant to all climates
- Easy to handle

## Orpington

- Hens weigh about 8 pounds
- A larger dual purpose breed
- Lay brown eggs
- Many color varieties
- Heavy size is ideal for cold weather

## Diet

Chickens are omnivores. They eat grains, fruits, vegetables and insects. Chickens should typically be fed a prepared feed that is balanced for vitamins, minerals and protein. A healthy laying hen diet should also contain crushed oyster shell for egg production and grit for digestion. A 6-pound hen will eat roughly 3 pounds of feed each week.

They love fruit and vegetable scraps from the kitchen and garden as well as bread. Scratch-cracked corn and oats are a nice treat for the chickens that does not supply all their nutritional needs but is fine in moderation.

Feed consumption may increase in the winter when they burn more calories, and it may decrease in the heat of the summer. A critical part of a chicken's diet is continual access to clean, fresh water. This is especially true in the summer as they cool themselves by panting.

## Housing

A quality coop is essential to backyard chicken production. Coops must provide protection from the weather and predators.

Layers need nest boxes — one per 4 to 5 birds. Chickens are descended from jungle birds, which means they like to be up high, so a place for them to roost is important.



Quality feed and clean water will help keep birds healthy and productive

There should be a well-insulated area with a light bulb or heat lamp for the winter months as well as ventilation for fresh air. Be sure to have a minimum of 3 to 5 square feet per bird, including outdoor space.

There is an endless variety of coop designs with just as much range in cost. Find a design that provides easy access and otherwise suits your situation. There are many books and websites with coop designs.

## Predators

Their main predators are raccoons, rats, owls, hawks and cats. An enclosed space for chickens to stay at night is essential to their protection. Ensure that the coop is free of small holes for predators to sneak in. The space should be free of unnecessary objects like woodpiles or equipment, as they attract predators.

## Daily care

Chickens need to be fed and water changed daily. They need to be let out of the coop each morning and put into the coop at dusk each night to protect them from predators. Eggs should be picked up twice a day. The coop and pen should be cleaned out weekly to maintain sanitation and odor control.

## Bird health

Healthy birds will be active and alert with bright eyes. They will be moving around — pecking, scratching and dusting — except on hot days when they will find shade. Chickens that are healthy and active will also talk and sing quietly throughout the day.

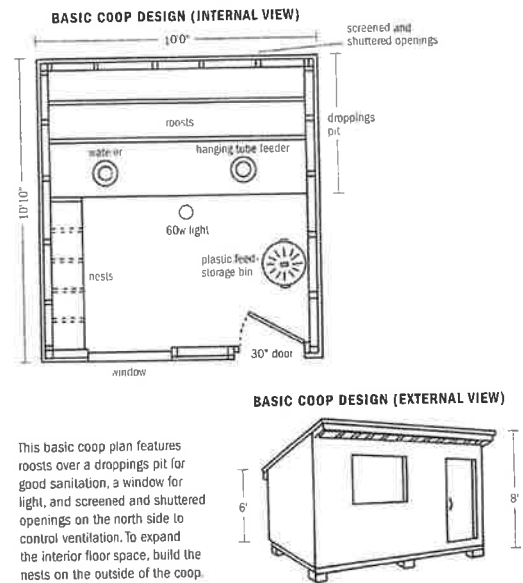
As far as laying and eating habits, each chicken is different, so monitor each chicken to get a feel for her normal production and consumption. Healthy droppings will be firm and grayish brown, with white urine salts. Roughly every tenth dropping is somewhat foamy, smellier than usual and light brown.

Chickens raised in backyard settings generally stay healthy and are not easily susceptible to diseases. The easiest way to find disease in chickens is to know what a healthy bird looks like. When a chicken isn't acting normal, for instance if she doesn't run to the food as usual or she wheezes or sneezes, start investigating.

## Possible causes of illness to chickens

### Infectious (invasion by another organism)

- Bacteria
- Mold and fungi



Example of simple coop design for up to 16 hens from Storey's Guide to Raising Chickens

- Parasites
- Viruses

## Noninfectious (nonbiological in origin)

- Chemical poisoning
- Hereditary defects
- Nutritional deficiencies
- Unknown causes

Credit: *Storey's Guide to Raising Chickens* by Gail Damerow

## Sanitation

An important element to bird health is sanitation. In order to maintain a clean, healthy environment, the coop and outdoor area should be cleaned out weekly or as needed to control manure and odor build up. Feeders and waterers should be regularly cleaned and disinfected. Dust baths should be available, as they help control mites. It is important that at least once a year, usually in the spring, a thorough cleaning is done on the coop and yard. Also cleaning before introducing new birds to the area will limit the spread of disease. A fall cleaning is also helpful with mite control over winter.

During this cleaning, safety precautions must be taken in dealing with dust. Wear a dust mask and mist the walls surrounding the area to control dust movement. Inhalation of dried chicken manure can be harmful to humans. Rake and clean out the yard. All feeders should be removed and bedding completely cleared out. It is important to remove dust and cobwebs from corners of the coop. The inside of the coop needs to be disinfected — including troughs, perches and nests. To disinfect, use one-tablespoon chlorine bleach to one gallon boiling water.

Learn how to prevent disease in your poultry with [biosecurity](#).

## Manure management

Chicken manure is made up of feed residue, intestinal bacteria, digestive juices, mineral by-products from metabolic processes, and water. In fact, 85 percent of chicken droppings, by weight, is water. This leads to issues with humidity and odor. So what are the options for managing manure?

- One option is to complete thorough cleanings of the coop more than once a year. This will control the odor and fly populations.
- Another option is to pasture the chickens. Moveable shelters are a valuable tool for pasturing chickens and reducing cleaning time. Simply move the location of the house when manure begins to build up. It offers new space for chickens to graze and peck, and it provides free fertilizer for the lawn!

- A third option is composting. Composting can be done right in the chickens' bedding. To start this process, lay down about 4 inches of bedding. Regularly stir up the bedding to prevent clumping, and add fresh bedding until it is 10 inches deep by winter. Continue this process until the bedding gets 12 to 15 inches deep. At this depth, composting actively begins and after 6 months can kill harmful bacteria. This composting releases heat, which keeps chickens warm in cooler months and attracts natural fly predators. To maintain the compost, it must be stirred regularly to prevent crusting. The same process can be done outside of the coop in a separate bin.

## Egg production

Hens begin laying at around six months of age and can continue for five to 10 years with peak production occurring in the first two years. They will lay roughly six eggs each week. Egg production drops each year when the hens molt (replace their feathers in the early fall) and as daylight hours are lost. Hens need at least 12 to 14 hours of light each day to continue laying eggs. A regular light bulb is sufficient to supply this light.

## Regulations

There are several regulations that you may encounter with chicken ownership. Raising chickens in the backyard may require a permit from your city, and each has different requirements and restrictions. It is not legal in some cities to keep poultry. Some cities may also limit the number of animals you can keep.

If you begin selling eggs or meat, you will encounter additional regulations. The Minnesota Department of Agriculture Dairy and Food Inspection Division manages and enforces these.

## Purchasing birds

There are several places to purchase chickens. You can order from major hatcheries online. There are also many individuals breeding and selling poultry. Local farm supply stores may also order them for you.

## Sources

- *Storey's Guide to Raising Chickens* by Gail Damerow
- *American Standard of Perfection* by American Poultry Association

Betsy Wieland, former Extension educator and Nora Nolden, former Extension intern

*Reviewed in 2018*

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

April 3, 2023

To: Honorable Mayor Norton and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Mosquito Control Options and Pricing

Attached is a proposal for an Environmental Mosquito Management (EMM) Program from Clarke. There are two options. One option consists of 9 bi-weekly treatments at \$825.00 per treatment, while the other option consists of 15 weekly treatments at \$775.00 per treatment.

City staff was also contacted by Total Lawn Care and Landscape with a quote to provide mosquito and tick control at two of the three city parks. The quote consists of 4 liquid applications totaling \$4,688.

For purposes of providing background, the City contracted with Clarke Environmental Mosquito Management, Inc. during years 2018-2020 for 9 bi-weekly treatments at a cost of \$630.00 per treatment. In 2021, the City contracted for 9 bi-weekly treatments and 1 mile of extra spray for parks and trails at a cost of \$679.80 per treatment. During 2022, the City paid for 9 bi-weekly treatments at a cost of \$685 per treatment. The cost for the EMM program is budgeted and paid for out of line item 101-42500-300. Funds are allocated in this line item for this purpose.

Discussion should ensue about whether there is an interest in contracting for mosquito control this summer and, if so, which might be most effective option-spraying the entire community or focusing solely on the parks or a combination.

Jennifer J. Bromeland  
City Administrator

**Clarke Environmental Mosquito Management, Inc.  
Professional Services Outline For  
The City of Eagle Lake  
Environmental Mosquito Management (EMM) Program**

**Part I. General Service**

- A. Computer System and Record Keeping Database
- B. Public Relations and Educational Brochures
- C. Mosquito Hotline Citizen Response – (800) 942-2555
- D. Comprehensive Insurance Coverage for The City of Eagle Lake
- E. Program Consulting and Quality Control Staff
- F. Periodic Advisories and Annual Report
- G. Regulatory compliance on local, state, and federal levels

**Part II. Adult Control**

**A. Adulthooding in Residential Areas:**

**1. Option 1:**

**Nine (9) bi-weekly community-wide truck ULV treatments of all city streets at \$825.00 per treatment; with Biomist 4+4® or synthetic pyrethroid insecticide. Any additional authorized community ULV treatments will be priced at \$865.00 per treatment.**

**2. Option 2:**

**Fifteen (15) weekly community-wide truck ULV treatments of all city streets at \$775.00 per treatment; with Biomist 4+4® or synthetic pyrethroid insecticide. Any additional authorized community ULV treatments will be priced at \$815.00 per treatment.**

**B. Adulthooding Operational Procedures**

- 1. Notification of community contact.
- 2. Weather limit monitoring and compliance.
- 3. Notification of residents done by the city.
- 4. ULV particle size evaluation.
- 5. Insecticide dosage and quality control analysis.

**2023 Estimated Payment Total Cost for Part I and II: \$?**

**\*\*Sales Tax is not charged if Sales Tax Exemption Certificate is on file\*\***

**\*\*NPDES Permit:** A National Pollutant Discharge Elimination System (NPDES) permit is necessary for the execution of the work for mosquito control effective October 31, 2011. Any additional costs associated with activities and/or services that may be required by Clarke in order to comply with an NPDES permit are not included in this proposal.

**Clarke Environmental Mosquito Management, Inc.  
Client Agreement and Authorization for  
The City of Eagle Lake  
Environmental Mosquito Management (EMM) Program**

I. **Program Payment Plan:** For Parts I and II as specified in the 2023 Professional Services Cost Outline, the total for the 2023 program is **TBD based on Option Selected Below**. The payments will be invoiced when the treatment is completed. Any additional treatments beyond the core program will also be invoiced when the treatment is completed.

Please Check Box for Option 1

Please Check Box for Option 2

II. **Approved Contract Period and Agreement:**

Please check one of the following contract periods:

2023 Season

2023 - 2025 Season

Price increase not to exceed 3%

\*\*Sales Tax is not charged if Sales Tax Exemption Certificate is on file\*\*

**For customer:**

Sign Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**For Clarke Environmental Mosquito Management, Inc.:**

Name: Rob Olson Title: Control Consultant Date: 3/14/2023

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**Clarke Environmental Mosquito Management, Inc.  
Client Authorization for  
The City of Eagle Lake  
Environmental Mosquito Management (EMM) Program**

**Administrative Information:**

**Invoices should be sent to:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ P.O. # \_\_\_\_\_  
Email Address: \_\_\_\_\_ County: \_\_\_\_\_

**\*\*In an effort to be more sustainable, we ask that you provide us with an e-mail address that the invoices should be sent to.\*\***

**Treatment Address (if different from above):** County: \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

**Contact Person:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

**Alternate Contact Person:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

**Please sign and return a copy of the complete contract for our files to:**

Clarke Environmental Mosquito Management, Inc., Rob Olson  
20061 Edison Circle East, Clearwater, MN 55320  
Email: [rolson@clarke.com](mailto:rolson@clarke.com)

# Total Lawn Care & Landscape

660 Haynes Avenue Northeast  
Madelia, Minnesota 56062

# QUOTE #89

SENT ON:

Mar 14, 2023

RECIPIENT:

## City Of Eagle Lake

208 Thomas Drive  
Eagle Lake, Minnesota 56024

*Lake Eagle  
park*



Phone: 507-642-3363

Website: www.totallawnmn.com

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Mosquito and Tick Control for main park area	Liquid application of mosquito and tick control that is effective up to 30 days	4	\$600.00	\$2,400.00
				<b>Optional</b>
Mosquito and Tick Control-back park area	Liquid application of mosquito and tick control that is effective up to 30 days	4	\$500.00	\$2,000.00

Total

**\$4,400.00**

### WELCOME TO THE TOTAL PACKAGE!

Here at Total Lawn Care & Landscape we are here to service all your outdoor needs! Take advantage of all our services including: Full Service Lawn Care, Mowing, Fertilizer, Weed Control, Spring & Fall Clean Up, Aeration, Pruning & Sculpting of Shrubs, Irrigation, Mosquito & Tick Control, Excavating/Dirt Work, Retaining/Boulder Walls, Paver/Concrete Patios, Firepits, Concrete Edging, Planting, Winter Maintenance, Plowing, Shoveling, Salting/Sanding and MUCH MORE!

**Total Lawn Care & Landscape**

660 Haynes Avenue Northeast  
Madelia, Minnesota 56062

**QUOTE #90**

**SENT ON:**

Mar 14, 2023

**RECIPIENT:**

**City Of Eagle Lake**

317 Le Ray Avenue  
Eagle Lake, Minnesota 56024

*FRANZ  
PARK*



Phone: 507-642-3363

Website: www.totallawnmn.com

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Mosquito and Tick Control	Liquid application of mosquito and tick control that is effective up to 30 days	4	\$72.00	\$288.00

**Total** **\$288.00**

**WELCOME TO THE TOTAL PACKAGE!**

Here at Total Lawn Care & Landscape we are here to service all your outdoor needs! Take advantage of all our services including: Full Service Lawn Care, Mowing, Fertilizer, Weed Control, Spring & Fall Clean Up, Aeration, Pruning & Sculpting of Shrubs, Irrigation, Mosquito & Tick Control, Excavating/Dirt Work, Retaining/Boulder Walls, Paver/Concrete Patios, Firepits, Concrete Edging, Planting, Winter Maintenance, Plowing, Shoveling, Salting/Sanding and MUCH MORE!

# Total Lawn Care & Landscape

660 Haynes Avenue Northeast  
Madelia, Minnesota 56062

# QUOTE #91

SENT ON:

Mar 14, 2023

RECIPIENT:

## City Of Eagle Lake

241 Oak Drive  
Eagle Lake, Minnesota 56024

*Eagle Heights*



Phone: 507-642-3363

Website: www.totallawnmn.com

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Lawn Aeration and seeding	Core Aeration to be completed in the fall. All cores will be blown off concrete surfaces.	1	\$500.00	\$500.00

*Not related to mosquito & tick control*

Total **\$500.00**

### WELCOME TO THE TOTAL PACKAGE!

Here at Total Lawn Care & Landscape we are here to service all your outdoor needs! Take advantage of all our services including: Full Service Lawn Care, Mowing, Fertilizer, Weed Control, Spring & Fall Clean Up, Aeration, Pruning & Sculpting of Shrubs, Irrigation, Mosquito & Tick Control, Excavating/Dirt Work, Retaining/Boulder Walls, Paver/Concrete Patios, Firepits, Concrete Edging, Planting, Winter Maintenance, Plowing, Shoveling, Salting/Sanding and MUCH MORE!



April 3, 2023

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

1. Open Book Meeting Notice. Attached is an Open Book Meeting notice.
2. Spring Newsletter. The spring newsletter will be printed and mailed to all postal patrons shortly. The newsletter will also be emailed via the City's email list and posted on the City's website and Facebook page.
3. Engineering Review for Park Shelter and Next Steps. Public Works Director Andrew Hartman and I will give an update on the park shelter and engineering review at the meeting.
4. Upcoming 2023 Safety and Loss Control Workshop in Mankato on April 5<sup>th</sup>. Just a reminder that City staff will be attending a Safety and Loss Control Workshop in Mankato on April 5<sup>th</sup>. The front office will be closed in the afternoon.
5. Other Miscellaneous Updates.

  
Jennifer J. Bromeland  
City Administrator

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# ASSESSMENT NOTICE

## IMPORTANT INFORMATION REGARDING ASSESSMENT AND CLASSIFICATION OF PROPERTY

This may affect your 2024 property taxes.

The Open Book Meeting 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 17th-21st of April 2023. Visit [www.blueearthcountymn.gov/LBAE](http://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 6th day of March, 2023



Jennifer Bromeland

City Administrator of the City of Eagle Lake

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