

CITY OF EAGLE LAKE
MAY 1, 2023
CITY COUNCIL MEETING AGENDA
705 Parkway Avenue at 6:00 P.M.

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

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

CALL TO ORDER

ROLL CALL

OPEN PUBLIC COMMENTS

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

APPROVAL OF THE AGENDA

APPROVAL OF MEETING MINUTES

Pg. 3

- City Council Meeting Minutes of April 3, 2023

CONSENT AGENDA

- | | | | |
|------------------------------------|---------|---|--------|
| 1. Monthly Bills | Pg. 11 | 2. Treasurer’s Report | Pg. |
| 3. Police Report | Pg. 46 | 4. Fire Report | Pg. |
| 5. Public Works Report | Pg. 51 | 6. Building and Zoning Permits | Pg. 52 |
| 7. Gambling Report | Pg. 52a | 8. Res. 2023-24 Appoint Sward to
Day Time Rescue | Pg. 53 |
| 9. Server Warranty and Replace UPS | Pg. 54 | 10. | |

PUBLIC HEARING

- | | |
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| 1. Amendment to Chapter 3 Allowing Chickens in City Limits | Pg. 57 |
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PRESENTATIONS

- | | |
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| 1. Mitch Kleist with MAYBA: In-Ground Irrigation System and Sponsorship Banners | Pg. 65 |
| 2. Consolidated Communications - 2023 Fiber Expansion Plans | Pg. 66 |

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

- Mark Sharpless – Sr. Manager Access – Engineering
 - Nick Sorenson – Operations Manager
 - Anita Yokiell – Sr. Regulatory Relations Specialist
3. Brian Sarff with Bolton and Menk: Eagle Ridge Phase II Pg. 67

OLD BUSINESS

NEW BUSINESS

1. Developer’s Agreement between City and Eastgate Townhomes Pg. 69
2. Planning Commission Recommendation for Eastgate Townhomes Final Plat Pg. 80
3. Planning Commission Recommendation for Eastgate Townhomes CUP Pg. 83
4. Amendment to Chapter 3 Allowing Chickens in City Limits Pg. 85
5. MAYBA Agreement Pg. 86
6. Purchase of AEDs for Fire Department Pg. 92
7. 2023 Blacktop Repairs Pg. 111
8. EDA Recommendation for Forgivable Childcare Loan Program Request from Little Sprouts Pg. 117
9. Authorization for City Credit Card Pg. 130
10. Addendum to Internal Control Procedures Policy Pg. 143
11. Police Department Access Policy Pg. 145
12. Possible Resolution Requesting that MAPO Conduct a Grade Separated Study for the Intersection at CR17 and Highway 14 Pg. 147

OTHER

1. Summary of Performance Evaluation as Required by MN Statute 13D.05, Subd. 3 Pg. 163
2. Community Center Task Force (Council Member Steinberg) Pg. 164

CITY ADMINISTRATOR REPORT

Pg. 165

1. Letter from LJP about Possible Future “Modified” Curbside Cleanups
2. Letter from Mankato about 2022 Sanitary Sewer Final Costs and 2023 Expected Costs
3. 2022 Drinking Water Report
4. New Resident Welcome Bag - EDA Initiative
5. Outdoor Movie Night – Save the Date: August 18th at Eagle Lake Elementary
6. Transportation Alternatives Funding Award Letter for Eagle Lake Pedestrian Connectivity Project
7. Upcoming Annual LMC Conference and Communications Panel

COUNCIL MEMBER REPORTS

ANNOUNCEMENTS

- Next Regular **City Council** Meeting – June 5, 2023 at 6:00 PM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **EDA** Meeting – May 25, 2023 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Park Board** Meeting – May 11, 2023 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Planning Commission** Meeting – May 15, 2023 at 6:00 PM, City Hall-Council Chambers, 705 Parkway Ave

ADJOURNMENT

**CITY OF EAGLE LAKE
CITY COUNCIL MEETING
APRIL 3, 2023**

CALL TO ORDER

- Mayor Norton called the meeting to order at 6:15 p.m.

ROLL CALL

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

PUBLIC COMMENTS

- None

APPROVAL OF THE AGENDA

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

APPROVAL OF MEETING MINUTES

- Council Member Rohrich moved, seconded by Council Member Whittington, to approve the March 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 resolution for the donation from the American Legion for Music on Parkway, the appointments of Richard Garvey and Paul Bunkowske to the Planning Commission and the resignation of David Knutson from the Fire Department.
- Council Member Steinberg moved, seconded by Council Member White, to approve the consent agenda.
 - Monthly Bills
 - Treasurer's Report
 - Police Report
 - Fire Report
 - Public Works Report
 - Building & Zoning Permits
 - Gambling Report
 - Res. 2023-18 Accept Music on Parkway Donation
 - Res. 2023-19 Appoint Garvey to Planning Commission
 - Res. 2023-20 Appoint Bunkowske to Planning Commission
 - Res. 2023-21 Resignation of Knutson from Fire Department
 - Limited Continuing Disclosure Agreement
- The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

PUBLIC HEARING

1. Planned Unit Development Application from Troy Schrom with Fox Meadows Housing Development (Lot 1, Blocks 2, 3 & 6)
 - Administrator Bromeland explained that a public hearing has been scheduled 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. 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.

- Administrator Bromeland also explained that 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, such as 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 of City code. 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 based on the findings that the PUD satisfies the intent of the ordinance and/or does not jeopardize public health, safety, or welfare. 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.
- Administrator Bromeland stated that the developer has submitted a CIC declaration and the City should have a copy of the covenant on file, but the City does not enforce covenants.
- Council discussion included Mayor Norton stating that the Planning Commission asked many questions and felt very comfortable with the PUD application.
- Council Member Steinberg moved, seconded by Council Member White, to approve Resolution 23-2022 approving a Planned Unit Development that will operate as a Common Interest Community. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

2. Amendment to Chapter 3, Section 3.010, Subdivision 3(A)

- Administrator Bromeland explained this is a public hearing 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. To date, no comments have been received in advance of the public hearing on the matter. If the Council chooses to adopt the amendment to Chapter 3.010, a 2/3 vote is necessary and will go into effect after publication.
- Deb Mastin, 601 Linda Drive, explained to Council the difficulties they have in removing snow from their sidewalk and stated the change to 24 hours to remove snow from sidewalks is needed. She also asked that flexibility be used in the enforcement of code.
- Council Member White moved, seconded by Council Member Steinberg, to adopt amendment to Chapter 3.010 Subdivision 3(A) of City Code. A roll call vote was taken with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

PRESENTATIONS

1. Eugene and Joyce Bruner: Sidewalk Concerns

- Kip Bruender, 204 Joan Lane, spoke as a representative for Eugene and Joyce Bruender who live at 425 S. Agency Street, regarding the sidewalk in the Fox Meadows subdivision. Mr. Bruender asked Council to review the sidewalk plans closely for this development. He stated he feels it makes more sense to have sidewalks on the south side of Blace Avenue since there will be less driveways than on the north side. He also stated he would be happy to meet with Administrator Bromeland and staff relating to this. Mr. Bruender also stated that safety will out way any additional cost.
- Brian Sarff with Bolton and Menk stated that Connie Lane has been realigned. He also explained this project has a 60-foot right-of-way on Blace with 27 feet of this right-of-way on the Bruender side (the north side) of the roadway with an 8 foot boulevard. From the midsection of the road to the right-of-way is 18 feet 10 inches and there would be a 5-foot sidewalk with a 2 ½ foot boulevard, which is very narrow and will make it harder for maintenance.
- Council discussion included location and potential use of sidewalk based on location.
- Developer Troy Schrom stated by having the sidewalk on the north side, it will allow for an east/west connection. There are two wetlands, one in phase 1 and the other in phase 2 and that this design has gone through the wetland delineation process and they need to stay out of the wetlands. The moving of the sidewalk would cost approximately \$20,000-\$30,000 and the developer's agreement would need to be redone.
- Mr. Bruender reiterated that he is only asking for Council to review plans for the development and is not asking for a decision at tonight's meeting.
- Council asked that a future meeting be set to review plans and expressed the desire to look at the big picture relating to sidewalk installation.

2. Roger and Nathan Bechel: Sidewalk Maintenance Concerns

- Roger Bechel, 308 S. Agency Street, and Nathan Bechel, 312 S. Agency Street, presented their concerns about snow removal on sidewalks which includes ice chunks thrown onto the sidewalk when snow was removed from the street which has damaged his snow removal equipment. Roger Bechel stated he feels the City should pursue county state aid funding to remove snow on the sidewalks along the county road. Roger again asked Council to consider adding language to city code to state what is allowable equipment residents can use for snow removal. He stated when he uses his tractor unit he does not have problems with snow removal.
- Nathan Bechel stated their assessment for the CSAH 27 project was \$8,000 for the value added to their property, but now they are incurring additional costs to remove snow from the new sidewalk.
- Council discussion included the possibility of reviewing the maintenance contract with Blue Earth County which expires on December 31, 2023. Council also indicated that this winter snow removal has been difficult for the entire community.

OLD BUSINESS

- None

NEW BUSINESS

1. Planning Commission Recommendation for Rezoning for Eastgate Townhomes (Parcel R12.10.18.201.019)

- Administrator Bromeland explained that a public hearing was held at the March 30th Planning Commission meeting to consider an application for rezoning for parcel R12.10.18.201.019. 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 five-unit townhomes, and two four-unit

townhomes on the parcel. No written comments were received in advance of the public hearing, but one resident did speak at the meeting and stated that he was not against the rezoning but did have a questions about where a light industrial business would go if one wanted to move to town.

- Administrator Bromeland stated 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 are zoned R-3. If the subject parcel were to be rezoned, it would eliminate the remaining lot available for L-1.
 - Administrator Bromeland explained that when making a determination about a zoning amendment, the following shall be considered:
 - 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.
 - Whether the proposed amendment is compatible with the overall character of existing development in the immediate vicinity of the affected property.
 - Whether the proposed amendment will have an adverse effect on the value of adjacent properties.
 - The adequacy of public facilities and services.
 - The Planning Commission recommends to the City Council that the request for rezoning of parcel R12.10.18.201.019 be approved.
 - Mayor Norton stated the Planning Commission focused on watermain connectivity and a possible easement from the developer for watermain looping.
 - Council discussion included the need to ensure space for emergency vehicles to enter and exit the development and the location of fire hydrants. The developer indicated the design presented has a turn radius for a 42-foot fire truck and stated he is willing to work with adjacent property owners. The developer also stated that they would provide more fire hydrants and the units will be sprinkled.
 - The Council asked if water run off with this development would be a concern. It was explained that the holding ponds included in this development would handle water runoff.
 - Council Member Whittington indicated his desire to look at the multi-family versus single family units within Eagle Lake to consider appropriate balance.
 - Council Member White moved, seconded by Council Member Rohrich, to rezone parcel R12.10.18.201.019 from L-1 to R-3. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
2. Planning Commission Recommendation for Preliminary Plat for Eastgate Townhomes (R12.10.18.201.019)
- Administrator Bromeland stated a public hearing for a preliminary plat application was held at the March 20th Planning Commission meeting. The applicant is seeking to develop the property into a townhome housing development consisting of 1 two-unit townhome, 2 five-unit townhomes, and 2 four-unit townhomes on the parcel. The Planning Commission recommends that the preliminary plat be approved.
 - Administrator Bromeland also explained that the City’s engineer, staff and the developer have reviewed the concept plan and preliminary plat and that notices were sent to properties within 350 feet of this parcel and that a notice was published in the City’s official newspaper and posted in City Hall. She also explained that if there are any concerns, the preliminary plat could be approved with conditions and that items could be worked through with the final plat.
 - Council Member Steinberg moved, seconded by Council Member White, to approve the preliminary plat. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
3. Planning Commission Recommendation for Zoning Code Amendment
- Administrator Bromeland explained that 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 the front and side yards.

- No comments were received in advance or at the public hearing on this matter. The Planning Commission recommends that the above-described amendment be approved. The proposed amendment will need at least a 2/3 affirmative vote by the Council to be approved.
 - Council Member Steinberg moved, seconded by Council Member White, to adopt the amendment to Chapter 6, Section 6.210, Subdivision 4(A)(2). A roll call vote was taken with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
4. Resolution Authorizing Delegation of Authority, Amendment to Check Signing Policy, Update to Internal Controls Policy
- Administrator Bromeland explained the proposed resolution is to authorize the delegation of authority to pay claims and make electronic fund transfers. She directed Council to a memo from the League of Minnesota Cities which states 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.
 - Administrator Bromeland provided background stating that 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, if needed, to avoid late fees.
 - Council discussion included the possible need of paying claims by electronic fund transfers. It was mentioned that from an internal control standpoint it would be best to pay claims by check whenever possible.
 - Council Member Steinberg moved, seconded by Council Member White, to approve Resolution 2023-23 authorizing the delegation of authority to pay claims and make electronic fund transfers. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
 - Council Member White moved, seconded by Council Member Rohrich, to approve the amended check signing policy. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
 - Council Member Rohrich moved, seconded by Council Member Whittington, to approve the updated internal control procedures policy. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
5. Pricing for Hydrant Nozzles
- Administrator Bromeland explained that 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. The proposal from Core & Main totals \$5,898.15. Of this amount \$5,000 will be paid for using funds in the 601 fund with the remaining portion to be paid for using fire department funds.
 - Council Member Steinberg moved, seconded by Council Member White, to approve the purchase of fire hydrant nozzles from Core & Main. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

6. Pricing for Street Sweeping

- Administrator Bromeland explained that the Public Works Director Andrew Harman requested pricing from Loken's Asphalt Maintenance, Inc. and Peters Striping for street sweeping. Loken's Asphalt Maintenance, Inc. came in at \$4,725.
- Public Works Director stated Loken's Asphalt Maintenance pricing reflects the hours needed to clean up the sand.
- Council discussion included the desire to have the street swept sooner than later stating concerns with MS4 requirements.
- Council Member Rohrich moved, seconded by Council Member Whittington, to accept the bid from Loken's Asphalt Maintenance. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

7. Schedule Public Hearing for Chicken Ordinance

- Administrator Bromeland stated that Mayor Norton compiled information from several cities and created a spreadsheet with a list of various factors to consider addressing an ordinance regulating chickens.
- The City Council reviewed Lake Crystal's ordinance to use and made suggested modifications to use for Eagle Lake's draft ordinance.
- Administrator Bromeland asked, due to the size of the draft ordinance, to publish a summary which will state the complete draft ordinance will be available at City Hall. If the Council authorizes a summary publication a 4/5th vote will be needed.
- Council Member Rohrich moved, seconded by Council Member Steinberg, to hold a public hearing at the May City Council meeting and to allow for a summary publication relating to amending city code to allow for chickens. The a roll call vote was taken with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

8. Mosquito Control Pricing and Options

- Administrator Bromeland explained two proposals from Clarke for environmental mosquito management were received. The first option is for 9 bi-weekly treatments at \$825.00 per treatment and an option for 15 weekly treatments at \$775.00 per treatment. Staff also contacted Total Lawn Care and Landscapes with a quote to provide mosquito and tick control at two of the three city parks. The quote consists of four liquid applications totaling \$4,688.
- When asked by Council if these treatments are effective, Public Works Director Hartman stated that it is difficult to tell until there is no treatment. He also stated the dog park area is the worst area at Lake Eagle Park.
- Council discussion included the cost for this service and questioned how effective it is, especially in back yards. Also discussed was if it would be possible to contract for special events only and if the city could contract this service out later if it is deemed necessary.
- Council Member Rohrich moved, seconded by Council Member Steinberg, to not accept the bid from Clarke and to not do any regular spraying for mosquitos. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
- Council Member Rohrich moved, seconded by Council Member Whittington, to revisit the need for mosquito control at the May City Council meeting. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

OTHER

- None

CITY ADMINISTRATOR REPORT

1. Open Book Meeting Notice

- The open book meeting for Eagle Lake will be held at Blue Earth County Property and Environmental resources office at 9:00 a.m. Monday through Friday, April 17-23, 2023.

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 Hartman and City Administrator Bromeland participated in a remote meeting with Bolton and Menk regarding pricing for an engineer review of the shelter plans. Project cost is yet to be determined.
- General discussion included that the building inspector has asked for an engineering review.
- Council asked if it should be the responsibility of the park board to fund this project, if donations could be raised and the possibility of locating grants to assist with the cost. It was suggested that developing a concept plan to circulate to the public for fundraising purposes would be helpful.

4. LMCIT Loss Control Workshop on April 5th

- City staff will be attending a Safety and Loss Control Workshop in Mankato on April 5th and the front office will be closed in the afternoon.

5. Generators

- Pricing for generators was explored and pricing came in much higher than anticipated. It was noted that there is a matching grant but it is only for \$10,000 and the cost is much higher.

6. Access to Police Department

- The police chief has been informed that any person who has access to the police department office without an officer present must be fingerprinted and screened. Chief Kopp will be drafting a policy which will include that no one has access to the police department without an officer present except for the city administrator. When drafted this policy will come before the Council for approval.

7. CSAH 56 No Parking

- Blue Earth County has been contacted asking that No Parking signs be ordered.

8. No Mow May

- City Council discussed and determined the City of Eagle Lake will not be participating in No Mow May.

9. Request from Non-Resident

- Public Works Director Hartman stated he has received a request from a person living outside of city limits for gravel to be hauled in due to road conditions. The road in question runs from Peregrine to 211th. Mr. Hartman asked if Council wants to maintain this portion of the road to the fullest.
- Council discussion included the need to determine who is responsible for this section of road, the township or the City. If the township, then the township should be responsible for the road maintenance.

COUNCIL REPORTS

- Council Member Rohrich asked about the office layout with the Community Development Coordinator position and asked if the office needs to be renovated to create a private office space. This may need to be reviewed in the 2024 budget planning process.
- Council Member Steinberg stated that Music on Parkway bands have been hired.
- Council Member Steinberg stated he has worked with city staff to secure the council chambers for every Thursday at 6:00 p.m. for AA meetings.

- Council Member Whittington asked about the work on the water tower. Public Works Director Hartman explained that the company doing the work is planning to start in April and is pulling their crew together.
- Mayor Norton asked about the school districts decrease in enrollment and their need for budget cuts and asked if this would affect the Eagle Lake school. Council Member Steinberg stated he emailed two school board members with his concerns. Council asked if a meeting with District 77's Superintendent could be arranged. Council Member Rohrich stated she feels it is the roll of the Council to keep residents and business in town and that Council needs to be the voice of the residents and feels that the Council should use their leverage to try to have an open dialog with the school district.

ADJOURN INTO CLOSED SESSION

- Council Member Rohrich moved, seconded by Council Member Whittington, to moved into a closes session as permitted by section 13D.05 subdivision 3(a), to complete the annual performance evaluation of the city administrator, Jennifer Bromeland. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
- Council Member Rohrich moved, seconded by Council Member Whittington, to move back into the public meeting. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

ADJOURNMENT

- Council Member Steinberg moved, seconded by Council Member White, to adjourn the meeting at 10:05 p.m. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

Lisa Norton, Mayor

Kerry Rausch, Deputy Clerk

CITY OF EAGLE LAKE

*Check Summary Register©

April 2023

Name	Check Date	Check Amt	
10100 Cash			
1658e AFLAC	4/3/2023	\$240.12	March Premium
1659e MN DEPT OF LABOR & INDUSTR	4/3/2023	\$4.45	1st Quarter Bldg Permit State Fees
1660e PSN	4/4/2023	\$665.13	March Fees
1661e MN DEPT OF REVENUE	4/6/2023	\$1,693.00	March Sales Tax
1662e PERA	4/10/2023	\$4,626.41	BW 04-10-23
1663e WEX HEALTH INC.	4/10/2023	\$215.41	BW 04-13-23
1664e WEX HEALTH INC.	4/10/2023	\$24.75	March Fees
1667e PERA	4/25/2023	\$40.00	MO 04-23
1668e PERA	4/25/2023	\$4,164.78	BW 04-27-23
1669e WEX HEALTH INC.	4/25/2023	\$215.41	
45252 BOLTON & MENK INC	4/3/2023	\$5,981.50	Water Tower Rehab Project
45253 CITY BUILDING INSPECTION SR	4/3/2023	\$5,200.53	
45254 CRYSTEEL TRUCK EQUIPMENT	4/3/2023	\$68.00	
45255 EAGLE EXPRESS	4/3/2023	\$969.82	Fuel
45256 GOPHER STATE ONE CALL	4/3/2023	\$44.55	March Fees
45257 LINDE GAS & EQUIPMENT INC	4/3/2023	\$54.59	
45258 MATHESON TRI GAS INC	4/3/2023	\$141.92	
45259 NICKLAY, MICHAEL	4/3/2023	\$510.09	Waste Water Class
45260 PRINCIPAL LIFE INSURANCE CO	4/3/2023	\$178.62	March-April Premium
45261 STAPLES BUSINESS ADVANTA	4/3/2023	\$350.97	
45262 UC LABORATORY	4/3/2023	\$299.73	
45263 BCBS OF MN	4/3/2023	\$11,901.67	May Premiums
45264 CHRISTOPHER KENNEDY	4/7/2023	\$612.00	March Fees
45265 METRONET	4/7/2023	\$259.90	
45266 UNITED STATES POSTAL SERVI	4/7/2023	\$301.40	Spring Newsletter
45267 US BANK EQUIPMENT FINANCE	4/7/2023	\$114.00	
45268 Verizon Wireless	4/7/2023	\$276.83	
45269 BHE COMMUNITY SOLAR LLC	4/20/2023	\$2,679.35	SOLAR GARDEN
45270 BLUE EARTH COUNTY HIGHWA	4/20/2023	\$50.00	Safety Meeting-Ruel and Beckman
45271 DELTA DENTAL OF MN	4/20/2023	\$790.16	
45272 MCFOA-REGION V	4/20/2023	\$15.00	Training
45273 ADP, LLC	4/25/2023	\$384.60	
45274 CASEYS BUSINESS MASTERCA	4/25/2023	\$1,003.28	
45275 UNITED STATES POSTAL SERVI	4/25/2023	\$301.40	Annual Water Report Mailing
45277 AH HERMEL	4/28/2023	\$292.98	Brush Grey 8"
45278 ALLIED OVERHEAD DOOR INC	4/28/2023	\$1,414.04	Door Repair
45279 ARAMARK	4/28/2023	\$324.75	
45280 AUTO ZONE	4/28/2023	\$134.66	Oil and filter
45281 BLUE EARTH COUNTY	4/28/2023	\$1,055.50	1st Qtr Services
45282 B. E. COUNTY SHERIFFS DEPT	4/28/2023	\$400.00	1st Qtr Record Keeping
45283 BOLTON & MENK INC	4/28/2023	\$2,118.50	Fox Meadows Development
45284 CANON FINANCIAL SERVICES IN	4/28/2023	\$217.00	Lease Payment
45285 CARRIAGE REPAIR INC	4/28/2023	\$180.35	2020 Ford Explore-oil and filter
45286 CERTIFIED CRIME FIGHTER	4/28/2023	\$252.00	Annual Subscription
45287 MAPS COMMUNITY EDUCATION	4/28/2023	\$500.00	Friday Fmaily Fun Nights
45288 COMPUTER INFORMATION SYS	4/28/2023	\$440.00	CIS MFR System Support and Maintenance
45289 COMPUTER TECHNOLOGY SOL	4/28/2023	\$2,724.67	VIP Agreement
45290 CONSOLIDATED COMMUNICATI	4/28/2023	\$356.38	Acctt 507-150-0101/0
45291 CORE & MAIN	4/28/2023	\$5,120.14	Hydrant Nozzles
45292 EIDE BAILLY	4/28/2023	\$20,000.00	Audit 2022
45293 FEDEX	4/28/2023	\$14.06	
45294 FIRST SYSTEMS TECHNOLOGY I	4/28/2023	\$575.00	8" flow meter verification report
45295 FREE PRESS	4/28/2023	\$132.72	Eastgate/Matson CUP
45296 HARTMAN, ANDREW	4/28/2023	\$75.00	Road Maint, Training

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CITY OF EAGLE LAKE

*Check Summary Register©

April 2023

Name	Check Date	Check Amt	
45297	HAWKINS	4/28/2023	\$4,394.70
45298	I & S GROUP INC	4/28/2023	\$540.00 SWPPP Agreement
45299	J.R. BRUENDER CONSTRUCTIO	4/28/2023	\$185.00 Skating Rink Location
45300	JENSEN, DUSTIN	4/28/2023	\$16.34 Mileage Reimbursement
45301	LEAGUE OF MN CITIES	4/28/2023	\$45.00 Adomabea-Land Use Registrtrion
45302	LEAGUE OF MN CITIES INS. TRU	4/28/2023	\$3,619.00 Work Comp Premium Additional Premium
45303	LJP ENTERPRISES	4/28/2023	\$11,907.60 Small=945 Large=121
45304	LOFFLER COMPANIES INC	4/28/2023	\$176.00 Lease Agreement
45305	MADDEN GALANTER HANSEN	4/28/2023	\$380.00 March Services
45306	MANKATO CLINIC	4/28/2023	\$431.18 Anderson and Beckmann Pre-Employment
45307	MENARDS	4/28/2023	\$568.77
45308	MN PAVING MATERIALS	4/28/2023	\$435.39 Brush
45309	MN UNEMPLOYMENT AND ECON	4/28/2023	\$3,673.14 Romig
45310	MINNESOTA WASTE PROCESSI	4/28/2023	\$8,166.81
45311	NAPA AUTO PARTS	4/28/2023	\$179.99
45312	NICKLAY, MICHAEL	4/28/2023	\$75.00 Roadway Maintenance Training
45313	KERRY RAUSCH	4/28/2023	\$53.06 MCFOA Training Mileage
45314	RD WELDING	4/28/2023	\$175.00 Welding Services
45315	SANCO EQUIPMENT LLC	4/28/2023	\$2,256.05 Kit Seal
45316	TEAM LAB	4/28/2023	\$1,390.25 Fine Road Patch
45317	UC LABORATORY	4/28/2023	\$299.73
45318	VAN ASTEN, JESSIE	4/28/2023	\$237.50 Spring Newsletter Design Work
45319	VIKING FIRE & SAFETY LLC	4/28/2023	\$271.00 Annual Fire Extinguisher Check
45320	XCEL	4/28/2023	\$4,857.08
Total Checks			\$125,040.71

FILTER: ((([Act Year]='2023' and [period] in (4)))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??') or [EFT])) and [Cash Act]='10100'

CITY OF EAGLE LAKE

04/28/23 12:42 PM

Page 1

*Check Summary Register©

April 2023

Name	Check Date	Check Amt
10120 Fire Equipment-Assig		
45276 CORE & MAIN	4/28/2023	\$1,107.15 Hydrant Nozzles
	Total Checks	\$1,107.15

FILTER: (([Act Year]='2023' and [period] in (4))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??') or [EFT])) and [Cash Act]='10120'

Pay Dates 04/13/2023, 04/27/2023

Payroll Name	Pay Date	Net Pay
Adomabea, Olivia	04/13/2023	152.67
Adomabea, Olivia	04/27/2023	437.30
Anderson, Jim	04/13/2023	192.43
Auringer, Mandy L	04/13/2023	830.59
Auringer, Mandy L	04/27/2023	830.59
Beckmann, Jacob Donald	04/13/2023	1,375.07
Beckmann, Jacob Donald	04/27/2023	1,303.23
Bromeland, Jennifer J	04/13/2023	2,888.29
Bromeland, Jennifer J	04/27/2023	2,888.28
Guillemette, Connor M	04/13/2023	1,538.58
Guillemette, Connor M	04/27/2023	1,507.97
Hartman, Andrew R	04/13/2023	1,824.07
Hartman, Andrew R	04/27/2023	1,695.39
Jensen, Dustin D	04/13/2023	1,780.56
Jensen, Dustin D	04/27/2023	1,675.77
Konz, Noah J	04/27/2023	36.94
Kopp, John A	04/13/2023	2,117.13
Kopp, John A	04/27/2023	1,430.19
Nicklay, Michael L	04/13/2023	1,142.76
Nicklay, Michael L	04/27/2023	1,142.77
Norton, Elizabeth Jean	04/27/2023	349.40
Rausch, Kerry L	04/13/2023	1,350.54
Rausch, Kerry L	04/27/2023	1,291.79
Rohrich, Elizabeth K	04/27/2023	277.05
Ruel, Nathan W	04/13/2023	1,270.18
Ruel, Nathan W	04/27/2023	1,238.80
Simpson, Vern L	04/27/2023	199.40
Steinberg, Garrett R	04/27/2023	277.05
White, Anthony D	04/27/2023	277.05
Whittington, Johnnie L	04/27/2023	277.05

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We Participated in the Towards Zero Deaths (TZD) distracted driving wave which ran through the month of April. This campaign was attempting to get people to stop driving distracted including people not driving hands free while using their cellphones.

We will also be participating in the Towards Zero Deaths seatbelt wave at the end of May. Seatbelts are one thing we can do to help mitigate injuries when involved in crashes.

We will have an Officer down at Lake Eagle Park on May 13th to help with clean up days.

I will be up at the School on May 9th to help with the United Way book give away to 4th Graders. This is a great event encouraging kids to become interested in reading.

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



Chief John Kopp
Eagle Lake Police Department

Eagle Lake Police Department Accumulative Report

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Traffic Ticket Report													
Careless Driving	0	0	0	0									0
DAS/DAR/DAC	1	0	1	1									3
Equipment Violations	0	0	0	0									0
Expired Tabs	0	0	0	0									0
Other	2	4	2	1									9
Seatbelt	0	1	0	0									1
Speeding	0	0	9	6									15
Stop Sign	0	0	0	0									0
Traffic Stops	28	23	43	27									121
Warnings	26	18	32	20									96
													Total
Calls for Service													
Accidents	1	1	0	0									2
Administrative Citations	0	0	0	0									0
Alarms	1	1	1	3									6
Animal Comp.	4	5	6	10									25
Assaults	0	1	0	0									1
Assist	6	3	2	4									15
Assist Ambulance	4	6	4	10									24
Assist Fire Dept	1	1	4	2									8
Assists OA	9	9	13	11									42
Burglary	0	0	0	0									0
Call Outs	9	1	2	7									19
Civil	3	6	5	2									16
Directed Patrol	58	49	37	18									162
Disturbance	3	2	1	3									9
Domestic	0	2	1	1									4
Driving Comp.	1	1	2	1									5
DWI	1	0	1	1									3
Fraud	0	4	2	0									6
Harrasment	0	0	1	0									1
Miscellaneous	32	21	15	29									97
Narcotics	1	0	1	0									2
Noise Comp	0	0	0	0									0
Ordinance Viol.	4	2	6	2									14
Party Comp.	0	0	1	0									1
Property Damage	0	1	1	1									3
Runaway/Missing Person	1	0	0	1									2

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

May 2023

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

From: Andrew Hartman Public Works Director

Water: We have been testing the water regularly with the new tester. I have been in contact with Bolton and Menk on the schedule for the tower rehab.

Sewer: We have been monitoring the temp controls at the main lift station. The control panels have been pushed back a bit from the factory, while they wait on parts that are taking longer than they thought.

Streets: We have been filling potholes as they show up. We have got streets marked out and received bids for street repairs.

Parks: The mowing season has begun. We have done a full walk-through safety inspection on all the playground equipment and will be working on maintenance if all park equipment. We are working with MAYBA to get the dug outs finished and keep making progress on making the ball fields better year by year.

Storm Sewer: Loken's have finished up the street sweeping. We have been conducting our weekly MS4 inspections.

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

Andrew Hartman

2023 Building Permits Issued

<u>HOUSE #</u>	<u>STREET</u>	<u>VALUE</u>	<u>Project Description</u>
212	Oak Dr.	\$ 5,900.00	Deck
310	Falcon Run	\$ 350,000.00	New Home
305	Perry St	\$ 17,000.00	Reroof
324	Falcon Run	\$ 350,000.00	New Home
212	Connie Ln	\$ 21,176.28	Reroof
101	James Dr	\$ 1,500.00	Concrete steps

<u>Zoning #</u>	<u>Address</u>	<u>Type</u>
23-1	168 Creekside Ct.	Fence
23-2	200 Diane Dr.	Replacing old fence
23-3	221 Maywood Ave.	Shed
23-4	307 Falcon Run	Patio
23-5	120 N 2nd. St	Sidewalk/patio
23-6	233 Oak Dr.	Shed
23-7	105 Lakeview Dr	Shed

Eagle Lake Fire Relief
Gambling Fund Report March 2023

Balance	3/1/23		\$20,415.72
Income:			
Paper Pull Tabs		\$7,112.00	
Electronic		\$22,016.00	
Interest Income		\$9.89	
Total Income			<u>\$29,137.89</u>
Total Funds Available			\$49,553.61
Less Total Disbursements			<u>(\$25,115.77)</u>
Balance	3/31/23		\$24,437.84

2023 Profit / Community Donations

Net Profit:			
	1/23		(\$10,954.21)
	2/23		\$2,927.69
	3/23		\$4,442.89

Total Profit To Date: (\$3,583.63)

Community Donations To Date: \$0.00

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**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2023-24**

A Resolution Appointing Roger Sward to the City of Eagle Lake Day Time Rescue

WHEREAS, Roger Sward has stated his interest to be appointed to the City of Eagle Lake Day Time Rescue; and

WHEREAS, Roger Sward meets the requirements to serve on the Day Time Rescue and the Fire Chief recommends the appointment of Roger Sward to the Day Time Rescue.

NOW THEREFORE, BE IT RESOLVED, the Eagle Lake City Council hereby appoints Roger Sward to the Eagle Lake Day Time Rescue.

Adopted by the City Council of Eagle Lake, Minnesota this 1st day of May 2023.

Lisa Norton, Mayor

ATTEST:

Jennifer J. 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

May 1, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Quotes from CTS for Server Warranty and UPS Replacement

Attached are two quotes from the City's IT provider, CTS. The first quote is to replace the UPS. CTS recommends that batteries be replaced at 3 years and that the unit is replaced at 6 years. The batteries were replaced approximately 3 years ago. The second quote is to extend the server warranty either 1 or 2 years. CTS recommends that the server be replaced in 2025.

A motion is needed to approve the first quote for the UPS in the amount of \$1,741.10 and approve the second quote for a two year warranty.


Jennifer J. Bromeland
City Administrator



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

QUOTE

Date	Quote #
12/16/22	AAAQ51609-

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

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

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

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

Here is the quote you requested.

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

Ln #	Qty	Description	Unit Price	Ext. Price
1	1	APC by Schneider Electric Smart-UPS 1500VA LCD RM 2U 120V with SmartConnect - 2U Rack-mountable - 3 Hour Recharge - 120 V AC Input - 120 V AC, 110 V AC, 127 V AC Output - Sine Wave - Serial Port	\$1,025.00	\$1,025.00
2	1	Aruba Instant On 1930 24G Class4 PoE 4SFP/SFP+ 370W Switch - 28 Ports - Manageable - 3 Layer Supported - Modular - 370 W PoE Budget - Optical Fiber, Twisted Pair - PoE Ports - Lifetime Limited Warranty	\$589.00	\$589.00
			SubTotal	\$1,614.00
Recurring Amounts:			Sales Tax	\$127.10
Select your preferred payment option / purchase terms*			Shipping	\$0.00
			Total	\$1,741.10

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

Please contact me if I can be of further assistance.

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

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

Signature: _____ Date: _____

*Replace UPS
 Batteries recommended to be replaced every 3 years
 unit - every 6 yrs. 55*



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

QUOTE

Date	Quote #
12/16/22	AAAQ51772

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

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

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

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

Here is the quote you requested.

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

Ln #	Qty	Description	Unit Price	Ext. Price
1	1	HPE Pointnext Tech Care Basic - Post Warranty - 1 Year - Warranty - 9 x 5 x Next Business Day - On-site - Maintenance - Parts & Labor ML110 Gen10 Server	\$315.00	\$315.00
2	1	HPE Pointnext Tech Care Basic - Post Warranty - 2 Year - Warranty - 9 x 5 x Next Business Day - On-site - Maintenance - Parts & Labor ML110 Gen10 Server	\$615.00	\$615.00
			SubTotal	\$930.00
Recurring Amounts:			Sales Tax	\$73.24
Select your preferred payment option / purchase terms*			Shipping	\$0.00
			Total	\$1,003.24

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

Please contact me if I can be of further assistance.

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

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

Signature: _____ Date: _____

*extend warranty on server - 1 or 2 years
 replace server in 2025*

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

May 1, 2023

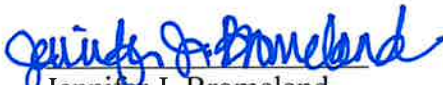
To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Amendment to Chapter 3 Related to Keeping Chickens in City Limits

A public hearing has been scheduled for tonight's meeting to consider amending Chapter 3, Section 3.110 of Eagle Lake City Code to exclude "chickens" from the definition of farm animal and fowl. Also, as part of the public hearing, the addition of Section 3.140 to Chapter 3 is proposed to allow chickens on any lot with a single-family residence that is issued a permit to do so by the City. The above described amendments are reflected in Ordinance No. 2023-03, a copy of which is attached.

For purposes of providing background, the topic of keeping chickens in City limits was brought forth by Mayor Norton and Council Member Steinberg at the February 6th meeting. Discussion took place at both the February 6th and April 3rd City Council meetings. City staff was directed to schedule a public hearing for this evening's meeting to consider amending Chapter 3 to allow chickens in city limits and to add provisions related to the keeping, transporting, treatment, and housing of chickens.

City staff recommends that the ordinance be read in its entirety this evening to ensure that all provisions are appropriate.

Following the public hearing, discussion should ensue. If there is an interest in amending Chapter 3 to allow for the keeping of chickens within City limits, then a motion to that effect is necessary. A permit fee will need to be set. The ordinance will take effect upon publication in the City's official newspaper.


Jennifer J. Bromeland
City Administrator

ORDINANCE NO. 2023-03

AN ORDINANCE AMENDING CHAPTER 3 OF THE CITY CODE OF THE CITY OF EAGLE LAKE RELATIVE TO FARM ANIMALS BY ALLOWING CHICKENS – KEEPING, TRANSPORTING, TREATMENT, HOUSING

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EAGLE LAKE:

SECTION I. Chapter 3, Section 3.110 of the City Code of the City of Eagle Lake is hereby amended to exclude “Chickens” from the definition of farm animals and fowl.

SECTION II. Chapter 3 of the City Code of the City of Eagle Lake is hereby amended to add the following: Section 3.140 “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 eight (8) 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 one year 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 eight (8) 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 this section.
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.

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 and run must be setback at least fifteen (15) feet from any residential structure and five (5) feet from the rear or side property lines. It shall at no time 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 thirty (130) 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 thirty-two (32) square feet.
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.
18. Chickens shall not be kept outside of the coop or run.
19. Chickens may not be housed in a residential structure.

E. Violations.

1. Any person who commits, causes, permits, or allows a violation of the provisions of this section shall be guilty of a misdemeanor.

2. If any person is found guilty by a court for violation of this section, their permit to own, keep, harbor, or have custody of poultry shall be deemed automatically revoked and no new permit may be issued for a period of one year. Upon revocation all chickens must be removed from the property within forty-eight (48) hours. Any person violating any conditions of this permit shall reimburse the city for all costs borne by the city to enforce the conditions of the permit including but not limited to the pickup and impounding of poultry.

PASSED AND ADOPTED by the City Council of the City of Eagle Lake, Minnesota, this ____ day of _____ 2023.

Lisa Norton
Mayor

Jennifer J. Bromeland
City Administrator



CITY OF EAGLE LAKE
705 Parkway Avenue, PO Box 159
Eagle Lake, MN 56024
Phone: 507-257-3218

Chicken Permit Application

Applicant Name: _____

Address: _____ Eagle Lake, MN 56024

PID#: _____ Phone: _____

Email: _____

_____ Number of chickens (LIMIT 8)

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 Eagle Lake'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 Eagle Lake 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: _____

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CITY OF EAGLE LAKE
 705 Parkway Avenue, PO Box 159
 Eagle Lake, MN 56024
 Phone: 507-257-3218

Chicken Permit Application

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

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.

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The Free Press THE LAND

MEDIA

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www.mankatofreepress.com phone: (507) 344-6314

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DATE 04/17/23

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

Public Notice

April 20, 2023

**PUBLIC HEARING NOTICE
EAGLE LAKE CITY COUNCIL**

Notice is hereby given that the City Council of the City of Eagle Lake, Blue Earth County Minnesota, will meet and hold a Public Hearing at 6:00 p.m. at the May 1, 2023 City Council meeting in the Council Chambers located at 705 Parkway Avenue to amend Chapter 3 of City Code to allow chickens in city limits and the related keeping, transporting, treatment, and housing of chickens.

Summary. The purpose of the amendment is to amend Chapter 3, Section 3.110, to exclude "chickens" from the definition of farm animals and fowl. The amendment also includes the addition of Section 3.140 to Chapter 3, regulating chickens consisting of the keeping, transporting, treatment, and housing of chickens within city limits. A copy of the entire ordinance is available at City Hall upon request.

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

Email:
jbromeland@eaglelakemn.com

Ad ID: 700377

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

May 1, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: In-Ground Irrigation System and Sponsorship Banners

Included under New Business is a Facility Use and Maintenance Agreement by and between Mankato Area Youth Baseball Association (MAYBA) and the City of Eagle Lake. The term of the agreement will run May 1, 2023-May 1, 2028. Both parties were aware that the previous agreement expired and have been in communication as to terms for the new agreement, a copy of which is attached.

City staff appreciates the ongoing positive working relationship with MAYBA reps (specifically, Al Kiefer and Mitch Kleist) and all the many hours of work that they put into keeping the ballfield looking nice for our community.

Mitch Kleist will be at the meeting on behalf of MAYBA to talk about plans to install an in-ground irrigation system and to request permission to allow sponsorship banners to be hung from the fence, scoreboard, and on the dugouts.

The City will likely want to purchase and install a water meter to track water usage as it relates to an in-ground irrigation system. Before agreeing to allow sponsorship banners, discussion should take place about the potential impact to the aesthetics of the field if banners are allowed and whether that will change the character of the park.

A motion is needed to approve the attached Facility Use and Maintenance Agreement by and between the MAYBA and the City of Eagle Lake.

Jennifer J. Bromeland
City Administrator



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

May 1, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Consolidated Communications – Fiber Expansion Plans


Consolidated Communications will have three (3) representatives at the meeting to talk about their build and communication plans for fiber builds in Eagle Lake in 2023.

According to Mark Sharpless, a Network Engineering Manager for Consolidated Communications and market lead for Fidium Fiber, Consolidated Communications is starting the third year of their fiber growth project in the Greater Mankato area. Consolidated Communications is seeking to increase their fiber network in the City of Eagle Lake. Per Mr. Sharpless, the project will consist of replacing existing pedestals, not adding more pedestals.

The names of the Consolidated Communications reps that will be at the meeting include Mr. Sharpless, Operations Manager Nick Sorenson, and Sr. Regulatory Relations Specialist Anita Yokiell.

City staff has requested that Consolidated Communications provide as much communication as possible in advance to residents to notify them of any upcoming work.

Consolidated Communications will still need to apply for and receive a right-of-way permit from the City of Eagle Lake to perform work in the right-of-way.


Jennifer J. Bromeland
City Administrator

Ldp



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

May 1, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Eagle Ridge Phase II

Brian Sarff, engineer with Bolton and Menk, will be at the meeting to present his recommendation as it relates to the status of corrective action work required by KJ Walk in Phase II of the Eagle Ridge Subdivision.

For purposes of providing background, the developer (KJ Walk) was given until May 1st to complete all necessary corrective action work required in order for the City to release the remaining cash escrow balance.

As a reference, attached is an excerpt of the February 6, 2023 minutes in which this matter was discussed.

Discussion should ensue.


Jennifer J. Bromeland
City Administrator

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



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

May 1, 2023


To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Developer's Agreement for Eastgate Townhomes and New Era Developments, Inc.

Attached is a Developer's Agreement between the City of Eagle Lake and New Era Developments, Inc. for Eastgate Townhomes.

The attached developer's agreement has been reviewed by City Attorney Chris Kennedy. The developer has also reviewed the agreement and provided feedback.

Discussion should ensue.

A motion is needed to approve the Developer's Agreement between the City of Eagle Lake and New Era Developments, Inc. for Eastgate Townhomes.


Jennifer J. Bromeland
City Administrator

**DEVELOPER'S AGREEMENT
BETWEEN THE CITY OF EAGLE LAKE, MINNESOTA
AND NEW ERA DEVELOPMENTS, INC. FOR
EASTGATE TOWNHOMES DEVELOPMENT**

**CITY OF EAGLE LAKE, BLUE EARTH COUNTY, MINNESOTA
DEVELOPER'S AGREEMENT FOR PRIVATELY FINANCED IMPROVEMENTS
NEW ERA DEVELOPMENTS, INC. FOR EASTGATE TOWNHOMES DEVELOPMENT**

THIS DEVELOPER'S AGREEMENT FOR PRIVATELY FINANCED IMPROVEMENTS EASTGATE TOWNHOMES (the "Agreement") is made and entered into this ___ day of _____, 2023 by and between the City of Eagle Lake, a municipal corporation in the State of Minnesota, hereafter called "City", and NEW ERA DEVELOPMENTS, INC a Corporation, hereafter called the "Developer".

RECITALS

WHEREAS, Developer has made application to the City for approval of a plat of land within the corporate limits of the City described as: Eastgate Townhomes, Blue Earth County (the "Subdivision") as legally described in Exhibit A attached hereto;

WHEREAS, Developer intends to construct new residential housing units and attendant infrastructure within the Subdivision (the "Project") including townhomes;

WHEREAS, Developer and the City agree that this Agreement shall serve to facilitate the orderly and efficient development of the Project to the mutual benefit of the Developer and City; and

WHEREAS, the City has outlined certain public improvements which in part provide needed infrastructure for the development of the Project; and

WHEREAS, the City on _____, 2023 has adopted Resolution _____ approving the final plat of the Subdivision, attached hereto as Exhibit B (the "Final Plat") on the condition the Developer enter into an agreement to provide for the installation of certain subdivision improvements as hereinafter described:

WHEREAS, the parties understand that that the easements needed for the watermain looping and stormwater ponds are not shown on the final plat. Developer understands that these easements must be in place prior the City being able to issue any building permits.

NOW THEREFORE, for valuable consideration and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

- A. Required Developer Documents. Prior to the issuance of any permits from the City, Developer shall have provided to the City the following documents:
1. Preliminary Plat;
 2. Final Site Plan;
 3. Utility Plan;
 4. Grading, Drainage, and Erosion Control Plan;
 5. Engineering Plans and Specifications for Public Improvements; and
 6. Final Plat.

If the plans vary from the written terms of this Agreement, the terms of this Agreement shall control. All the foregoing plans will be prepared by, and will be delivered to, the City with the signature of a Minnesota registered engineer and/or surveyor.

- B. Land Disturbance. The Developer may not conduct any land disturbance activities until all of the following conditions have been satisfied:
1. Filing with the City of this fully executed Agreement;
 2. Recording of the Final Plat by the Blue Earth County Recorder's Office;
 3. Issuance of a letter by the City Engineer that all conditions have been satisfied and the Developer may proceed; and
 4. Compliance by Developer with the City's Chapter 18 Stormwater Management Ordinance, including (i) obtaining an NPDES Construction Stormwater Permit Coverage and (ii) providing a Stormwater Pollution Prevention Plan (SWPPP) that defines appropriate erosion and sediment control and best management practices during and after construction activity to the City.
 5. All easements necessary for the project have been obtained.
 6. All financial security required of this Agreement shall be in place with the City.
- C. Permits. Developer shall be responsible for obtaining all necessary permits related to development of the Project, including but not limited to: MPCA Sanitary Extension Permit, Minnesota Department of Health Plan Review Permit, NPDES Construction Stormwater Permit, and any other permits necessary for construction of the Improvements.
- D. Conformance with Zoning Ordinance. Final approval of the plat shall not relieve the Developer or property owner of any obligation to meet all requirements contained in the City's Zoning Ordinance.
- E. Building Permits. No construction of a building and/or structure may be initiated prior to obtaining a building permit. Building Permits may be issued upon approval of the Final Plat by the City Council, if the developer has granted all necessary easements and all required financial security of this Agreement shall be in place with the City. If building permits are issued prior to the completion and acceptance of the Infrastructure, the Developer assumes all liability and cost resulting in delays in completion of Improvements and damage to Infrastructure caused by the City, Developer, its contractors, subcontractors, material men, employees, agents or third parties.
- F. Certificates of Occupancy. The City agrees that certificates of occupancy will be granted when gas, electric, fiber, and telephone service are provided to the Project and all other requirements have been met by the Developer.
- G. Developer Improvements. Developer will install or ensure installation, at its sole cost and expense and in accordance with all state, federal, and local regulations, ordinances, and laws, including the City of Eagle Lake Adopted Standard Construction Specifications and Details, the improvements indicated in the final civil design documents., including, but not limited to: site grading; surveying and staking; streets, curbs, and gutters, sanitary sewers; watermains; storm water drainage and management facilities; lot and block monuments; utilities including gas, telephone, cable, fiber, and electrical; street lights and identification signs; traffic control signs; and sidewalks (hereinafter the "Improvements").
- a. Monuments. Developer shall place iron monuments at all lot and block corners and at all other angle points on boundary lines. If iron monuments are disturbed because of construction of the remaining Improvements by the Developer, said monuments shall be replaced at the Developer's expense before a certificate of occupancy is granted.

- b. Grading and Storm Sewer. Certified drainage calculations verifying that all treatment and rate requirements are met must be provided to the City Engineer. Where private storm sewer is necessary, drainage and utility easements should be provided over all pipelines. A drainage and utility easement will be required for all stormwater ponds. All ponds should have a 10-foot-wide minimum flat maintenance access area around the entire pond (street boulevards are acceptable). All stormwater ponds must be satisfactorily built in accordance with the approved plans before the underground utilities can be installed.
- c. Stormwater Ponds. The stormwater management system shall be inspected at least annually either by the City or by a qualified individual or company acceptable to the City to verify that the stormwater management system is functioning in accordance with the approved plans, all State and Federal Laws and regulations, and other water management program that the City has entered or been required to enter by a State or Federal Agency, and that the system continues to be maintained according to City Standards. Inspection reports are due by September 30 of each year. The Developer shall provide security in the amount of \$5,000.00 per acre of land disturbed to perform maintenance and repair if the Developer fails to deliver a satisfactory stormwater management inspection report or address required clean up and maintenance activities within the specified time provided in any written notice provided by the City.
- H. Park Dedication. In no case shall the final plat be signed or a building permit issued for any lot within the Subdivision until such transfer of property or payment in lieu of property has been completed. The payment in lieu of property due is \$3,101.
- I. Area Charges. Developer shall pay a water area charge of \$2,000.00 per acre and a sanitary sewer charge of \$500.00 per acre as per the City's fee schedule.
- J. Fire Hydrants and Street Sign. The Developer agrees to pay all costs associated with the installation of the fire hydrants(s) and street sign(s). The Developer understands that the roadway in the development will be a private roadway.
- K. Access Road for Police, Fire, EMS. The Developer agrees to maintain an access road suitable for use by emergency, police, and fire. The City shall determine the adequacy of such road.
- L. Temporary Access License. Developer hereby grants the City, its agents, employees, officers, and contractors a license to enter the Subdivision to perform all work and inspections deemed appropriate by the City during the installation of Improvements. This temporary license shall expire after the Improvements have been installed and accepted by the City.
- M. Completion of Improvements. Unless extended in writing by the City, the Developer shall complete Improvements within two years of the effective date of this Agreement.
- N. Ownership of Improvements. Upon completion of the Improvements lying within any platted public right-of-way or easements granted pursuant to this Agreement, such Improvements shall become City property upon the City's issuance of a written notice of acceptance thereof. The City shall promptly inspect such Improvements and issue notice of acceptance thereof to the Developer in compliance with this Agreement and, if reasonably possible, within thirty (30) days of receipt of Developer's notice of completion.
- O. Costs of Improvements. Developer shall pay for all costs incurred by it and the City in conjunction with the Project, including without limiting the generality thereof, legal, planning,

engineering, inspection expenses, permits in connection with approval and acceptance of the Final Plat, the preparation of this Agreement, and all costs and expenses incurred by the City in monitoring and inspecting development of the Improvements. All of the City's costs associated with the Project, including costs for the City Engineer's review and inspections, City Attorney, permit fees, and any other City costs outlined in this Agreement shall be paid by Developer within twenty-one (21) days of receiving an invoice from the City. Developer will be required to furnish the City with a cash deposit, certified check, or irrevocable letter of credit equal to the City's liability exposure.

- P. Security. Financial security for the Improvements may be provided by a letter of credit, a performance bond, an escrow account established with the City, or any combination thereof, as agreed by the parties.
- Q. Insurance. Developer shall require any subcontractor to maintain liability and personal injury insurance with limits of not less than \$1,000,000.00 per person and \$2,000,000.00 in the aggregate. The City must be named as additional insured under any such policy. Subcontractors must also maintain the adequate worker's compensation insurance and property insurance. The term of the insurance shall be renewable until the construction is complete.
- R. Indemnity. Developer shall hold the City and its officers, agents, and employees harmless from claims made by itself and third parties for damage sustained or costs incurred resulting from approval of the Final Plat or supervision or any obligation that the City has undertaken pursuant to this Agreement, except any claims which are a result of any gross negligence or willful action or inaction on the part of any of the City's officers, agents or employees. Developer shall indemnify the City and its officers, agents and employees for the costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorney's fees. Developer shall reimburse the City for cost incurred in the enforcement of this Agreement, including engineering, attorney fees, and costs of litigation.
- S. Property Taxes. Should the recording of the Final Plat occur after July 1, 2023, any and all property taxes on any public property dedicated as a part of this plat shall be the responsibility of the Developer. The Developer must continue to pay all property taxes on a timely manner. Failure to pay property taxes on any property in the Subdivision owned by the Developer or entity controlled by the Developer will result in not issuing any additional building permits.
- T. Default. Third parties shall have no recourse against the City under this Agreement. Breach of the terms of the Agreement by the Developer shall be grounds for denial of further building permits or certificates of occupancy.
- U. General Provisions.
- a. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.
 - b. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Contract shall not constitute a waiver or release.

- c. This Agreement shall run with the land and may be recorded against the title to the property. After the Developers have completed the work required of them under this Agreement, at the Developers request the City will execute and deliver to the Developers a release.
- d. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, expressed or implied, now or hereafter arising available to the City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other rights, power or remedy.
- e. All disputes associated with this Agreement, shall be submitted to District Court in Blue Earth County, Minnesota. Minnesota law shall apply to all disputes.
- f. Notices to the Developer shall be in writing and shall be either hand delivered to the Developer, or its registered agent or mailed to the Developers by registered mail at the following address:

NEW ERA DEVELOPMENTS, INC
C/O Randy Nguyen
923 8th Street
Farmington, MN 55024

- g. Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by registered mail in care of the City Administrator at the following address:

City Administrator
705 Parkway Ave
P.O. Box 159
Eagle Lake, MN 56024

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and on its behalf and its seal to be hereunto duly affixed on or as of the date first above written.

THE CITY OF EAGLE LAKE

By _____
Lisa Norton
Its Mayor

By _____
Jennifer Bromeland
Its City Administrator

STATE OF MINNESOTA)
): ss
COUNTY OF BLUE EARTH)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Lisa Norton the Mayor of the City of Eagle Lake, Minnesota, a municipal corporation.

Notary Public

STATE OF MINNESOTA)
): ss
COUNTY OF BLUE EARTH)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Jennifer Bromeland the City Administrator of the City of Eagle Lake, Minnesota, a municipal corporation.

Notary Public

EXHIBIT A

Legal Description

EXHIBIT B

Final Plat of Eastgate Townhomes, Blue Earth County, Minnesota



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

May 1, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Planning Commission Recommendation for Eastgate Townhomes Final Plat


A public hearing for a final plat application was held at the April 17th Planning Commission meeting. The applicant is seeking to develop the property into a townhome housing development consisting of a 2 unit townhome building, three 4 unit townhome buildings, and one 6 unit townhome building on the parcel. In total, there are 20 townhome units proposed in the development. See attached for the final plat.

A meeting was previously 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 me to review the proposed subdivision for compliance with the design standards as set forth in Chapter 5.

Discussion should ensue.

The Eagle Lake Planning Commission recommends that the final plat be approved with consideration of landscaping materials. (A provision was included in the developer's agreement requiring a landscaping plan.)

The City Council shall approve or disapprove the final plat.


Jennifer J. Bromeland
City Administrator





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

May 1, 2023

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


A public hearing for a Conditional Use Permit application was held at the April 17th Planning Commission meeting. There were no members of the public in attendance that spoke either for or against the project for which the conditional use permit is being sought.

The applicant is seeking to develop the property into a townhome housing development consisting of a 2 unit townhome, three 4 unit townhome buildings, and one 6 unit townhome building on the parcel. Attached is a drawing showing the development. Grouped housing projects are allowed in an R-3 district subject to the regulations for conditional uses. The applicant indicates that no variances will be required.

Discussion should ensue.

The Eagle Lake Planning Commission recommends that the Conditional Use Permit application be approved.

A motion is necessary to deny the Conditional Use Permit or grant the Conditional Use Permit with or without conditions.


Jennifer J. Bromeland
City Administrator



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

May 1, 2023


To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Amendment to Chapter 3 Related to Keeping Chickens in City Limits

A public hearing has been scheduled for tonight's meeting to consider amending Chapter 3, Section 3.110 of Eagle Lake City Code to exclude "chickens" from the definition of farm animal and fowl. Also, as part of the public hearing, the addition of Section 3.140 to Chapter 3 is proposed to allow chickens on any lot with a single-family residence that is issued a permit to do so by the City. The above described amendments are reflected in Ordinance No. 2023-03, a copy of which is attached.

For purposes of providing background, the topic of keeping chickens in City limits was brought forth by Mayor Norton and Council Member Steinberg at the February 6th meeting. Discussion took place at both the February 6th and April 3rd City Council meetings. City staff was directed to schedule a public hearing for this evening's meeting to consider amending Chapter 3 to allow chickens in city limits and to add provisions related to the keeping, transporting, treatment, and housing of chickens.

City staff recommends that the ordinance be read in its entirety this evening to ensure that all provisions are appropriate.

Following the public hearing, discussion should ensue. If there is an interest in amending Chapter 3 to allow for the keeping of chickens within City limits, then a motion to that effect is necessary. A permit fee will need to be set. The ordinance will take effect upon publication in the City's official newspaper.


Jennifer J. Bromeland
City Administrator



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

May 1, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Agreement with Mankato Area Youth Baseball Association (MAYBA)


Included under New Business is a Facility Use and Maintenance Agreement by and between Mankato Area Youth Baseball Association (MAYBA) and the City of Eagle Lake. The term of the agreement will run May 1, 2023-May 1, 2028. Both parties were aware that the previous agreement expired and have been in communication as to terms for the new agreement, a copy of which is attached.

City staff appreciates the ongoing positive working relationship with MAYBA reps (specifically, Al Kiefer and Mitch Kleist) and all the many hours of work that they put into keeping the ballfield looking nice for our community.

Mitch Kleist will be at the meeting on behalf of MAYBA to talk about plans to install an in-ground irrigation system and to request permission to allow sponsorship banners to be hung from the fence, scoreboard, and on the dugouts.

The City will likely want to purchase and install a water meter to track water usage as it relates to an in-ground irrigation system. Before agreeing to allow sponsorship banners, discussion should take place about the potential impact to the aesthetics of the field if banners are allowed and whether that will change the character of the park.

A motion is needed to approve the attached Facility Use and Maintenance Agreement by and between the MAYBA and the City of Eagle Lake.


Jennifer J. Bromeland
City Administrator

**FACILITY USE AND MAINTENANCE AGREEMENT
BY AND BETWEEN
MANKATO AREA YOUTH BASEBALL
ASSOCIATION AND
THE CITY OF EAGLE LAKE, MINNESOTA**

This Facility Use Agreement (this "Agreement") is made by and between Mankato Area Youth Baseball Association ("MAYBA") and the City of Eagle Lake, Minnesota ("City"). City and MAYBA are sometimes hereafter referred to individually as a "Party" and collectively as the "Parties."

RECITALS

WHEREAS, City is the owner of the certain public park known as Lake Eagle Park; and

WHEREAS, MAYBA is a Minnesota nonprofit organization organized to promote youth sports activities through the operation of its youth baseball program; and

WHEREAS, MAYBA desires to use and maintain a portion of Lake Eagle Park, including the ninety foot baseball field and its amenities ("Baseball Facilities") for regular game and practice use; and

WHEREAS, MAYBA and City desire to enter into an agreement for the purpose of evidencing the agreement of the Parties with regard to the use of the Baseball Facilities by MAYBA and the respective obligations of the Parties regarding the use and maintenance of the Baseball Facilities;

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and confessed, the Parties agree as follows:

**ARTICLE I.
TERM**

1.1 **Initial Term.** The initial term of this Agreement shall be for a period of five years (5) years (the "Initial Term") commencing on May 1, 2023 and ending on May 1, 2028.

1.2 **Renewal Term.** Upon expiration of the Initial Term, this Agreement may be renewed at the option of the Parties for additional term(s), conditioned upon the following:

- a) MAYBA, if not in violation of any obligation hereunder, shall have the option to renew this Agreement under the conditions set forth by City.
- b) If MAYBA should desire to renew this Agreement it shall do so by giving written notice to City prior to the expiration of the current term.

**ARTICLE II.
USE OF BASEBALL FACILITIES**

21 Priority of Use. MAYBA shall have the priority right to use the Baseball Facilities, as assigned by City, except in cases of community events scheduled in advance by City and scheduled use by Eagle Lake Sports Association (ELSA) for tee-ball.

22 Scheduling. Except as noted above in Section 2.1, MAYBA shall control scheduling of Baseball Facilities throughout the baseball season, including working with ISD 77 to allow use during the spring school season. Should an amateur team return during the term of this agreement, MAYBA will work with said team to allow use of the Baseball Facilities.

- a) MAYBA acknowledges that other activities may take place on Baseball Facilities that do not conflict with MAYBA games and practices as agreed to by MAYBA and the City of Eagle Lake and is permitted by the City of Eagle Lake.
- b) MAYBA shall supply City staff with the dates and times of all games of all games and practices in advance and immediately after they become available. Any alterations to this schedule must be provided in writing to City staff in advance and be mutually agreed upon.

23 Fees. The City agrees to waive any City park use fees for MAYBA's use of Baseball Facilities as outlined in this agreement and waive priority use of Baseball Facilities by "Eagle Lake teams, except as noted in Section 2.1.

**ARTICLE III.
OBLIGATIONS OF CITY**

3.1 City shall provide the following maintenance in a manner generally equal to its current practice:

- a) Maintain all grass areas on and adjacent to the field
- b) Provide and empty trash cans
- c) Maintain fencing and dugouts
- d) Be financially responsible for monthly costs associated with water usage following the installation of an in-ground irrigation system on ninety foot field

3.2 Though this agreement requires no additional cost or responsibility to City beyond its current regular practices, it is understood and agreed that City's obligations under this Agreement are subject to and may be affected by City's budget. If City is unable to fulfill its obligations under this Agreement as a consequence of City's budget, City will not be liable to MAYBA for any monetary damages.

**ARTICLE IV.
OBLIGATIONS OF
MAYBA**

4.1 MAYBA shall provide the following maintenance, repair, or services at no cost to City:

- a) Maintain all apline surfaces
- b) Maintain infield grass, including mowing, fertilization, irrigation, and weed control
- c) Maintain bases, home plate, and pitching rubber
- d) Prepare field for all games, including chalking, painting lines, and dragging/raking
- e) Be financially responsible for the installation and maintenance costs associated with an in-ground irrigation system on ninety-foot field

4.2 MAYBA shall provide City with schedule of games with as much advance notice as is possible as denoted.

4.3 MAYBA shall follow any and all rules that have been established by City Code concerning appropriate conduct at and use of City parks which include but are not limited to no tobacco use, no alcohol use, no dogs off leash, and all dog feces must be picked up and disposed of appropriately.

4.4 MAYBA shall seek permission from City before making any capital improvements or making permanent changes to the existing field, dugouts, fencing or other areas of the Baseball Facilities. City and MAYBA may mutually enter into future agreement to share costs and labor to make these improvements.

4.5 Upon request by City, MAYBA shall provide an annual accounting of sponsorship dollars received and provide City with a report of how those dollars were or will be utilized in the future to maintain and improve the Baseball Facilities.

**ARTICLE V.
TERMINATION**

5.1 Termination.

- a) For Convenience. This agreement may be terminated based on mutual agreement by both parties at any time.
- b) For Cause. If either party fails to fulfill any obligation under this Agreement, that party shall be considered to be in default. If Party fails to cure such default within thirty (30) days after written notice and request to cure from offended Party, offended Party may terminate this Agreement.

ARTICLE VI.

ASSIGNABILITY AND EXCLUSIVITY

6.1 Assignment. This Agreement is a privilege for the benefit of MAYBA only and may not be assigned in whole or in part by MAYBA to any other person or entity. Both Parties understand that MAYBA's use of the Baseball Facilities is prioritized, but not exclusive.

ARTICLE VII. GENERAL PROVISIONS

7.1 Interpretation and Place of Performance. This Agreement shall be enforceable and construed under the substantive laws of the State of Minnesota, shall be performed in Blue Earth County, Minnesota, and venue for any action brought to interpret or enforce this Agreement shall lie in Blue Earth County, Minnesota.

7.2 Partial Invalidity. If any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision herein, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

7.3 Force Majeure. In the event that either Party is delayed, hindered, or prevented from performing any action required herein, either Party shall not be liable or responsible if the delay is due to strike, riot, act of God, shortage of labor or materials, war, governmental laws, regulations, or other restrictions or any other causes of any kind which are beyond the reasonable control of either Party, and the period for the performance of such act shall be extended for a period equivalent to the period of such delay.

7.4 Amendment. This Agreement may not be altered, waived, or otherwise modified, except where done in writing, and signed by the Parties.

EXECUTED this _____ day of May _____.

CITY:

CITY OF EAGLE LAKE, MINNESOTA

By:

Lisa Norton, Mayor

Attest:

Jennifer J. Bromeland, City Administrator

MAYBA:

MANKATO AREA YOUTH BASEBALL ASSOCIATION

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____



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

May 1, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Fire Department Purchase of Two AEDs

Attached is pricing obtained by the Fire Department to purchase two (2) new AED response systems from Stryker in the amount of \$5,401.60.

The Fire Department will be paying for the new AED response systems using grant funds from the Carl and Verna Schmidt Foundation.

A motion is necessary to approve the purchase of two (2) new AED response systems from Stryker in the amount of \$5,401.60 and using grant funds to do so.


Jennifer J. Bromeland
City Administrator



CR2 AEDs

Quote Number: 10693726

Version: 1

Prepared For: EAGLE LAKE VOLNTR FIRE DEPT

Attn:

Remit to: **Stryker Medical**

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Jon Dilley

Email: jon.p.dilley@stryker.com

Phone Number: (952) 239-9823

Quote Date: 04/26/2023

Expiration Date: 07/25/2023

Delivery Address

Name: EAGLE LAKE VOLNTR FIRE DEPT

Account #: 1500869

Address: 101 PLAINVIEW ST

EAGLE LAKE

Minnesota 56024-0093

End User - Shipping - Billing

Name: EAGLE LAKE VOLNTR FIRE DEPT

Account #: 1500869

Address: 101 PLAINVIEW ST

EAGLE LAKE

Minnesota 56024-0093

Bill To Account

Name: EAGLE LAKE VOLNTR FIRE DEPT

Account #: 1500866

Address: PO BOX 93

EAGLE LAKE

Minnesota 56024-0093

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99512-001261	LIFEPAK CR2 Defibrillator, Semi-Automatic, WIFI, English, carrying case, 8 year warranty. Includes 1 PR QUIK-STEP Electrodes and 1 battery (4 years each), LIFELINKcentral AED Program Manager Basic Account, USB cable, Operating Instructions	2	\$2,667.46	\$5,334.92
Equipment Total:					\$5,334.92

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$66.68
Grand Total:	\$5,401.60

Prices: In effect for 30 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

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Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.

LIFEPAK® AED response system
Connected. Ready.



LIFEPAK® CR2 defibrillator
with **LIFELINKcentral™ AED** program manager

LIFEPAK CR2 defibrillator
with **LIFELINKcentral AED** program manager

A new approach to public access defibrillation.

Sudden cardiac arrest (SCA) can happen to anyone—anywhere. Immediate treatment is vital. A victim's chance of survival dramatically decreases for every minute without treatment.¹ That's why public access defibrillators are so important. They put lifesaving technology where it can do the most good. So when an emergency happens, you should have nothing less than the best.

Visualize a future where better technology enables better outcomes—and more lives saved. The groundbreaking LIFEPAK CR2 defibrillator with LIFELINKcentral AED program manager is at the heart of a complete AED response system. Everything and everyone involved are connected, reducing unnecessary delays when a SCA occurs. It's exactly the breakthrough technology you'd expect from the industry leader.





LIFEPAK CR2 defibrillator
with **LIFELINKcentral AED** program manager

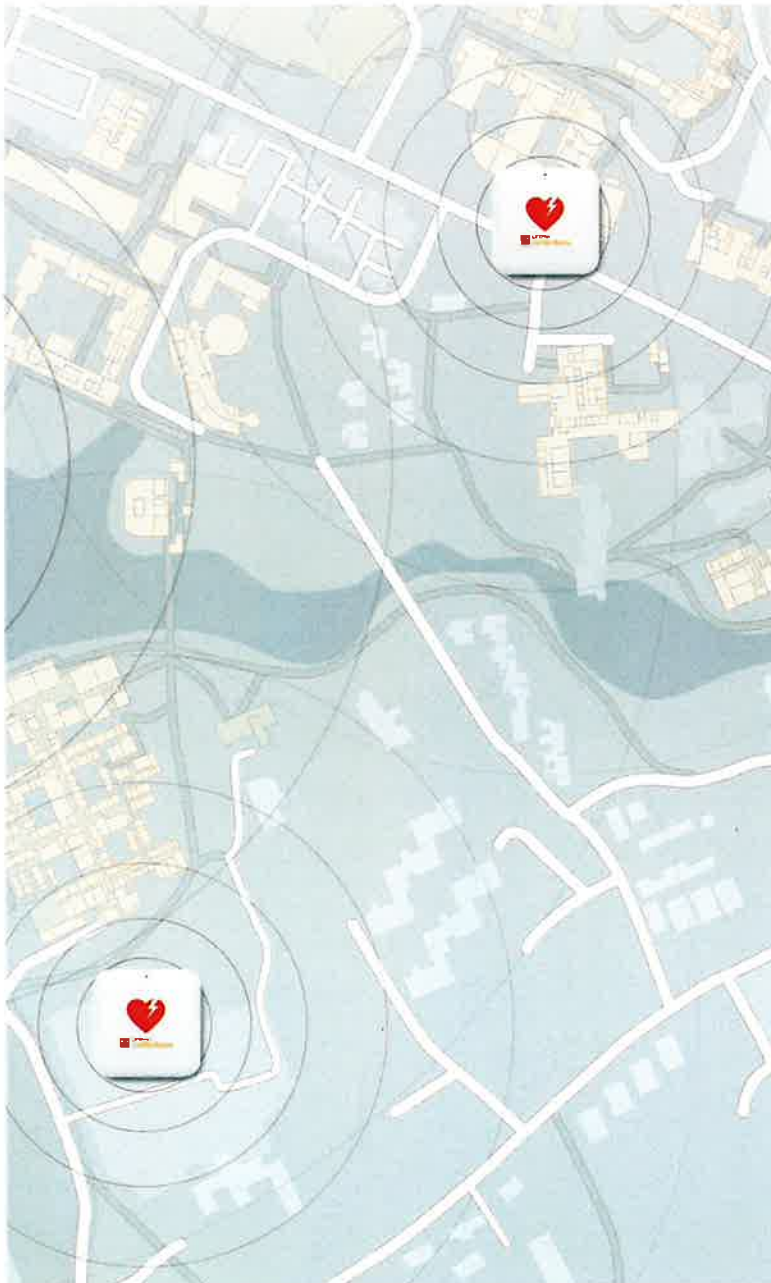
Self-monitoring means you're emergency ready

AEDs are effective only if they are close at hand and ready to work. Whether you have one AED, or 100 spread across the globe, now you can track the readiness status of each one. Ongoing system maintenance has been time-consuming and error-prone—until now.



The LIFELINKcentral AED program manager monitors each CR2 connected to a Wi-Fi network and alerts you to anything that may affect device readiness—all automatically.

Battery not charged? You'll receive an alert through the LIFELINKcentral AED program manager, helping to greatly reduce the effort and expense of managing your AED program, while increasing your program's readiness and effectiveness.



Connectivity is the foundation for better care.

Wi-Fi connectivity can give emergency responders equipped with LIFENET® AED event viewer a complete picture of each SCA event. So even before they arrive, they are better prepared for the patient, knowing details of shocks given, seeing the actual patient's ECG and more.

This continuity of care follows patients to the hospital as well, and carries over for providers connected to the LIFENET System. After an event, all information can be seamlessly sent via Wi-Fi network and integrated into one patient care record report, without having to download event data directly from the AED.

Continuous CPR increases survival rates²

Every SCA response requires CPR. Every single one. Previously, CPR had to be interrupted for heart rhythm analysis, and older, competitive technologies require rescuers to pause for 10 seconds or more. Unfortunately, interrupting CPR adversely affects survival rates and the 2015 American Heart Association (AHA) Guidelines recommend minimizing pauses to increase the chance of a successful outcome.³

While other AEDs may offer CPR feedback through the use of an accelerometer or additional tool, the CR2 provides the right amount of instruction and includes new cprINSIGHT™ analysis technology. Once CPR begins, cprINSIGHT technology automatically analyzes and detects if a shock is needed. This significantly reduces pauses in chest compressions, even eliminating pauses if the rhythm is determined to be non-shockable. And more CPR means improved blood circulation and better odds of survival.^{3,4}

The CR2 is the only AED that allows chest compressions during ECG rhythm analysis, thereby reducing pauses between CPR and defibrillation. In an AED comparison study, the CR2 helped lay responders deliver the highest overall CPR quality.⁵ If a shockable rhythm is detected, the CR2 delivers shocks with powerful escalating energy, with no judgment call required on the part of the user. Proven superior by competitive testing, the CR2 will keep the rescuer focused on what really matters—saving a life.⁵





Fastest time to first shock.⁵

Even minimally-trained users can quickly begin lifesaving care in just 2 steps:

1

Open lid and bare patient's chest.



2

Pull red handle and apply electrodes.



According to the AHA Guidelines, when bystanders provide CPR and use an AED to deliver a shock within 3-5 minutes of collapse or before emergency services arrive, survival rates can increase as high as 70%.³

LIFEPAK CR2 defibrillator
with **LIFELINKcentral AED** program manager

Designed for user confidence

For a minimally trained responder, intervening in an unfolding emergency can be intimidating. Responders need the easiest possible AED to instill confidence.

While other AEDs may be difficult to use or require users to stop CPR during analysis, the LIFEPAK CR2 defibrillator uses simple graphics, audible instructions and automated features to help users remain focused. We've removed all the guesswork with proven better results.⁵

The CR2 was rated easiest to use, easiest to hear and highest in overall user confidence by AED users.⁵





Saving a life can be easier than you think.



Layered design with easy to follow bold graphics

Both trained and untrained AED users clearly know how to begin.



QUIK-STEP™ electrodes

Peel directly off the base for faster side-by-side placement.



cprINSIGHT™ analysis technology

Analyses for shockable rhythm during chest compressions with no need to pause.



Metronome and CPR coaching

Sets an effective pace and audibly guides users, detecting and correcting technique as needed.



Child Mode

Toggle to Child Mode for reduced energy and CPR guidance appropriate for children.



ClearVoice™ technology

Enables prompts to be heard more clearly in noisy environments.



Highest available energy

Up to 360J for more effective shocks as needed.



Bilingual

Toggle between two pre-set languages when using the device.



LIFEPAK TOUGH™

IP55 rating for challenging environments.



8-year warranty

Backed by an 8-year warranty.

Specifications

Defibrillator

Waveform: Biphasic Truncated
Exponential with voltage and duration
compensation for patient impedance.

Patient impedance range: 10 – 300 ohms

Energy accuracy:
10% of the energy setting into 50 ohms
15% of the rated energy output into
25 – 175 ohms

Output energy sequence: Multiple levels,
configurable from 150 joules to 360 joules.

Energy default: 200J, 300J, 360J (adult)
50J, 75J, 90J (pediatric)

Shock Advisory System™: An ECG
analysis system that advises whether
a shock is appropriate.

cprINSIGHT™ analysis technology:
Enables the defibrillator to analyze
the patient's heart rhythm while CPR
is being performed.

CPR coaching: Instructions for adult
and pediatric CPR, including feedback
when no CPR is detected, rate and depth
guidance, a metronome and instructions
on hand placement.

**Time to shock at 360J after CPR
(with cprINSIGHT enabled):**
- **Semi-automatic:** < 7 seconds

- **Fully automatic:** < 13 seconds

Charge time: 0 seconds for first 150J or
200J shock (as device is pre-charged). With
cprINSIGHT enabled, subsequent shocks
will be charged during CPR and ready to
shock at the end of the CPR period.

Controls

Lid release/ON-OFF: Controls device
power.

Shock button, semi-automatic: Delivers
energy when button pressed by the user.

Shock button, fully automatic: Flashes
prior to delivering shock without requiring
user intervention.

Child Mode button: Allows operator to
switch to Child Mode for reduced energy
and CPR guidance appropriate for children.

Language button: Optional feature allows
operator to switch between the primary
and secondary languages for an optional
multi-language configuration.

Electrical protection: Input protected
against high voltage defibrillator pulses per
IEC 60601-1/EN 60601-1.

Safety classification: Internally powered
equipment. IEC 60601-1/EN 60601-1.

User interface

User interface: The user interface
includes voice prompts and audible tones.

ClearVoice™ technology: Detects
background noise and adjusts audio and
voice prompts to ensure they can be heard
clearly in noisy environments.

Device status indicators: Visual and
audible indicators indicating system
readiness (device, pads and battery).

Environmental

Note: All performance specifications
defined assume the unit has been stored
(two hours minimum) at operating
temperature prior to operation.

Operating temperature: +32° to +122°F
(0° to +50°C).

Storage temperature: -22° to +140°F
(-30° to +60°C) with battery and
electrodes, maximum exposure time
limited to one week.

Long term storage: Always store the
defibrillator within the recommended
temperature range of 59° to 95°F
(15° to 35°C).

Altitude: -1,253 to 15,000 ft
(-382 to 4,572 m).

Relative humidity: 5 to 95%
(non-condensing).

Dust and water resistance: IEC 60529/
EN 60529 IP55 with electrodes connected
and battery installed.

Shock: IEC 60068-2-27, (40g, 11 ms pulse,
½ sine each axis).

Vibration: MIL-STD-810G, method 514.6,
helicopter – category 14 and ground
vehicle – category 20.

Physical characteristics

**With handle, including electrodes
and battery:**

- **Height:** 3.8 in (9.7 cm)

- **Width:** 8.9 in (22.6 cm)

- **Depth:** 10.8 in (27.4 cm)

- **Weight:** 4.5 lb (2.0 kg)

Accessories

Primary battery:

- **Type:** Lithium manganese dioxide
(Li/MnO₂), 12.0V, 4.7 amp-hours.

- **Capacity (at 20°C):** Will provide 166 200
joule shocks (with one minute of CPR
between shocks) or 103 360 joules shocks
(with one minute of CPR between shocks)
or 800 minutes of operating time.

- **Standby life (assuming daily
tests only):**

A new battery provides device power
for 4 years if installed in device that
is not used.

- **Replace battery indication:** At least
6 shocks and 30 minutes of operating time
remain when first indicated.

- **Weight:** 0.7 lb (0.3 kg)

Electrode pads:

- **Pads:** Can be used on both adult and
pediatric patients.

- **Pads packaging:** User intuitive, rapid
access electrodes.

- **Pads replacement:** Replace every
4 years or after each patient use.

Data storage

Memory type: Internal digital memory
(flash RAM).

ECG storage: Minimum 60 minutes of
ECG stored for two patient episodes.

Communications

Communications: USB, Wireless
802.11 b/g/n data transfer to
LIFELINKcentral™ AED program
manager or LIFENET™ System.

Let's save more lives with the LIFEPAK AED response system

We are working on a future where better technology enables better outcomes—and more lives saved. When SCA strikes, you want the best for your employees, customers, students and the public. Designed by the trusted industry leader in emergency response technology, the LIFEPAK CR2 defibrillator with LIFELINKcentral AED program manager gives users the solution they need to effectively respond to an SCA emergency—all while maintaining its own readiness through self-monitoring, making AED program management nearly effortless.

References

- 1 Graham R, McCoy M, Schultz A. Strategies to Improve Cardiac Arrest Survival, A Time to Act. Institute of Medicine Report, 2015.
- 2 Christenson J, Andrusiek D, Everson-Stewart S, et al. Chest compression fraction determines survival in patients with out-of-hospital ventricular fibrillation. *Circulation*. 2009;120:1241-1247.
- 3 Berg RA, Hemphill R, Abella BS, Et al. Part 5: Adult Basic Life Support: 2010 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care. *Circulation*. 2010;122[suppl 3]:S694.
- 4 Brouwer T, Walker R, Chapman F, Koster, R. Association Between Chest Compression Interruptions and Clinical Outcomes of Ventricular Fibrillation Out-of-Hospital Cardiac Arrest. *Circulation*. 2015;132:1030-1037.
- 5 Physio-Control Internal Semi-Automatic AED Comparison Usability Study, August 2016.

BRIEF SUMMARY OF INDICATIONS AND IMPORTANT SAFETY INFORMATION

INDICATIONS FOR USE: LIFEPAK CR2 AED is indicated for use on patients 1 year of age or older in cardiopulmonary arrest. The patient must be unresponsive (unconscious), not breathing normally, and showing no signs of circulation (for example, no pulse, no coughing, or no movement). cprCOACH™ Feedback Technology in CR2 AED is indicated for use on cardiopulmonary arrest patients and provides CPR guidance in accordance with AHA Guidelines for patients 1 year of age or older. AED is intended for use by personnel who have been trained in its operation. Users should have received training in basic life support/AED, advanced life support, or a physician-authorized emergency medical response training program. The LIFEPAK CR2 Defibrillator is indicated to be used with the QUIK-STEP™ Pacing/ECG Defibrillation Electrodes and the LIFEPAK CR2 Lithium Battery.

CONTRAINDICATIONS: LIFEPAK CR2 AED is not indicated for patients who are conscious and responsive.

DANGER: Do not use LIFEPAK CR2 in presence of flammable gases or anesthetics.

WARNINGS: LIFEPAK CR2 AED delivers up to 360 joules of electrical energy. Unless used properly by following AED's visual and audio prompts, this electrical energy may cause serious injury or death. • When instructed EVERYONE CLEAR, do not touch AED, patient, electrode pads or any material/fluid in contact with patient. Make sure no one is touching patient when AED shocks patient. • Do not immerse AED in water or other fluids. Avoid spilling fluids on AED or its accessories. • Do not store in presence of flammable gases, anesthetics or in direct contact with flammable material. Use care when operating close to oxygen sources. Turn off gas source or move it away from patient during defibrillation. • Equipment operating in close proximity may emit strong electromagnetic interference (EMI) or radio frequency interference (RFI) which could affect performance of AED. • Keep AED away from magnetic resonance imaging (MRI) equipment as it is unsafe. • AED should not be used adjacent to or stacked with other equipment. • Do not touch patient and USB connector on back of AED simultaneously. • Replace battery immediately when AED indicates battery is low. • Use only accessories specified by Physio-Control or Stryker. Using other manufacturers' accessories may cause AED to perform improperly and may invalidate safety agency certification. Contact authorized service personnel for repair. • QUIK-STEP electrode pads: Place pads so they adhere to skin completely. • Do not allow pads to touch each other or any material on patient's chest. • Do not use damaged, expired, or dried-out pads. Dried out or damaged pads may cause electrical arcing and skin burns during defibrillation. • Do not pull red handle to open electrodes until immediately before use. • QUIK-STEP electrodes provided with CR2 are not compatible with LIFEPAK 500 device. Emergency medical personnel should not connect these electrodes to LIFEPAK 500 device.

CAUTIONS: Damaged batteries may leak and cause personal injury or equipment damage; handle with extreme care. • Do not open device lid unnecessarily as this will reduce internal battery power.

POTENTIAL ADVERSE EFFECTS (for example, complications): Failure to identify shockable arrhythmia • Failure to deliver a defibrillation shock in presence of ventricular fibrillation (VF) or pulseless ventricular tachycardia, which may result in death or permanent injury • Inappropriate energy delivery which could cause failed defibrillation or post-shock dysfunction • Myocardial damage • Incorrectly shocking a pulse-sustaining rhythm and inducing VF or cardiac arrest • Bystander shock from patient contact during defibrillation shock • Interaction with pacemakers • Skin burns around electrode pad placement area • Allergic dermatitis due to sensitivity to materials used in electrode construction • Minor skin rash • Fire hazard in presence of high oxygen concentration or flammable anesthetic agents • EMI from AED impacting other devices especially during charge and energy transfers.

U.S. Federal law restricts this device to sale by or on the order of a physician.

Please consult Operating Instructions at www.physio-control.com or call 800.442.1142 for complete list of indications, contraindications, warnings, cautions, potential adverse events, safety and effectiveness data, instructions for use and other important information.

If you purchased your LIFEPAK CR2 defibrillator from an authorized Stryker distributor or reseller, this distributor or reseller will have access to your LIFELINKcentral AED program manager account and may receive notifications prompted by the LIFEPAK CR2 defibrillator. Please note that this setting to notify your distributor or reseller can be disabled at ANY time: if you wish to disable this setting, please send a request to Stryker customer support to self-manage your site without notifications to your distributor or reseller.

All claims valid as of December 2018.

Physio-Control is now part of Stryker.

For further information, please contact Stryker at 800.442.1142 or visit our website at www.strykeremergencycare.com

Physio-Control Manufacturing

11811 Willows Road NE
Redmond, WA 98052
www.physio-control.com

Customer Support

P. O. Box 97006
Redmond, WA 98073
Toll free 800 442 1142
Fax 800 426 8049

 Physio-Control, Inc., 11811 Willows Road NE, Redmond, WA 98052 USA

©2019 Stryker. The LIFEPAK CR2 AED is not available in all countries. LIFELINKcentral AED program manager service packages/plans are available in some countries. Please see your Stryker representative for details. Specifications subject to change without notice. All names herein are trademarks or registered trademarks of their respective owners.
GDR 3337466_A

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LIFEPAK® CR2 defibrillator with LIFELINKcentral™ AED program manager

Data sheet

Features

- Self-monitoring
- Wireless connectivity
- Fastest time to first shock¹
- cprINSIGHT™ analysis technology
- Layered, easy to follow design



Sudden cardiac arrest (SCA) can happen to anyone—anywhere. Immediate treatment is vital. A victim's chance of survival dramatically decreases for every minute without treatment.² That's why public access defibrillators are so important. They put lifesaving technology where it can do the most good. So when an emergency happens, you should have nothing less than the best.

- **Layered design**

Layered design with easy to follow bold graphics. Both trained and untrained Automated External Defibrillator (AED) users clearly know how to begin.

- **QUIK-STEP™ electrodes**

Peel directly off the base for faster placement.

- **cprINSIGHT analysis technology**

Enables the defibrillator to analyze the patient's heart rhythm while CPR is being performed.

- **Metronome and CPR coaching**

Sets an effective pace and audibly guides users.

- **ClearVoice™ technology**

Detects background noise and adjusts tones and voice prompts to ensure they can be heard clearly in noisy environments.

- **Fully automatic**

Available in fully or semi-automatic models.

- **Highest available escalating energy**

Up to 360J for more effective shocks as needed.

- **Bilingual**

Toggle between two pre-set languages when using the device.

- **Child mode**

Child mode delivers lower energy levels appropriate for young children without having to change electrodes.

- **LIFEPAK TOUGH™**

IP55 rating for challenging environments.

- **8-year warranty**

Backed by an 8-year warranty.

- **LIFELINKcentral AED program manager**

Monitor AED programs by tracking AED status, sending patient data to emergency responders and hospitals, detecting AED locations and other tools.



Specifications

Defibrillator

Waveform: Biphasic Truncated Exponential with voltage and duration compensation for patient impedance.

Patient impedance range: 10 – 300 ohms

Energy accuracy:

10% of the energy setting into 50 ohms
15% of the rated energy output into
25 – 175 ohms

Output energy sequence: Multiple levels, configurable from 150 joules to 360 joules.

Energy default: 200J, 300J, 360J (adult)
50J, 75J, 90J (pediatric)

Shock Advisory System™: An ECG analysis system that advises whether a shock is appropriate.

cprINSIGHT™ analysis technology: Enables the defibrillator to analyze the patient's heart rhythm while CPR is being performed.

CPR coaching: Instructions for adult and pediatric CPR, including feedback when no CPR is detected, rate and depth guidance, a metronome and instructions on hand placement.

Time to shock at 360J after CPR (with cprINSIGHT enabled):

- **Semi-automatic:** < 7 seconds

- **Fully automatic:** < 13 seconds

Charge time: 0 seconds for first 150J or 200J shock (as device is pre-charged). With cprINSIGHT enabled, subsequent shocks will be charged during CPR and ready to shock at the end of the CPR period.

Controls

Lid release/ON-OFF: Controls device power.

Shock button, semi-automatic: Delivers energy when button pressed by the user.

Shock button, fully automatic: Flashes prior to delivering shock without requiring user intervention.

Child Mode button: Allows operator to switch to Child Mode for reduced energy and CPR guidance appropriate for children.

Language button: Optional feature allows operator to switch between the primary and secondary languages for an optional multi-language configuration.

Electrical protection: Input protected against high voltage defibrillator pulses per IEC 60601-1/EN 60601-1.

Safety classification: Internally powered equipment. IEC 60601-1/EN 60601-1.

User interface

User interface: The user interface includes voice prompts and audible tones.

ClearVoice™ technology: Detects background noise and adjusts audio and voice prompts to ensure they can be heard clearly in noisy environments.

Device status indicators: Visual and audible indicators indicating system readiness (device, pads and battery).

Environmental

Note: All performance specifications defined assume the unit has been stored (two hours minimum) at operating temperature prior to operation.

Operating temperature: +32° to +122°F (0° to +50°C).

Storage temperature: -22° to +140°F (-30° to +60°C) with battery and electrodes, maximum exposure time limited to one week.

Long term storage: Always store the defibrillator within the recommended temperature range of 59° to 95°F (15° to 35°C).

Altitude: -1,253 to 15,000 ft (-382 to 4,572 m).

Relative humidity: 5 to 95% (non-condensing).

Dust and water resistance: IEC 60529/EN 60529 IP55 with electrodes connected and battery installed.

Shock: IEC 60068-2-27, (40g, 11 ms pulse, ½ sine each axis).

Vibration: MIL-STD-810G, method 514.6, helicopter – category 14 and ground vehicle – category 20.

Physical characteristics

With handle, including electrodes and battery:

- **Height:** 3.8 in (9.7 cm)

- **Width:** 8.9 in (22.6 cm)

- **Depth:** 10.8 in (27.4 cm)

- **Weight:** 4.5 lb (2.0 kg)

Accessories

Primary battery:

- **Type:** Lithium manganese dioxide (Li/MnO₂), 12.0V, 4.7 amp-hours.

- **Capacity (at 20°C):** Will provide 166 200 joule shocks (with one minute of CPR between shocks) or 103 360 joules shocks (with one minute of CPR between shocks) or 800 minutes of operating time.

- **Standby life (assuming daily tests only):** A new battery provides device power for 4 years if installed in device that is not used.

- **Replace battery indication:** At least 6 shocks and 30 minutes of operating time remain when first indicated.

- **Weight:** 0.7 lb (0.3 kg)

Electrode pads:

- **Pads:** Can be used on both adult and pediatric patients.

- **Pads packaging:** User intuitive, rapid access electrodes.

- **Pads replacement:** Replace every 4 years or after each patient use.

Data storage

Memory type: Internal digital memory (flash RAM).

ECG storage: Minimum 60 minutes of ECG stored for two patient episodes.

Communications

Communications: USB, Wireless 802.11 b/g/n data transfer to LIFELINKcentral™ AED program manager or LIFENET™ System.

BRIEF SUMMARY OF INDICATIONS AND IMPORTANT SAFETY INFORMATION**INDICATIONS FOR USE:**

LIFEPAK CR2 AED is indicated for use on patients 1 year of age or older in cardiopulmonary arrest. The patient must be unresponsive (unconscious), not breathing normally, and showing no signs of circulation (for example, no pulse, no coughing, or no movement). cprCOACH™ Feedback Technology in CR2 AED is indicated for use on cardiopulmonary arrest patients and provides CPR guidance in accordance with AHA Guidelines for patients 1 year of age or older. AED is intended for use by personnel who have been trained in its operation. Users should have received training in basic life support/AED, advanced life support, or a physician-authorized emergency medical response training program. The LIFEPAK CR2 Defibrillator is indicated to be used with the QUIK-STEP™ Pacing/ECG Defibrillation Electrodes and the LIFEPAK CR2 Lithium Battery.

CONTRAINDICATIONS:

LIFEPAK CR2 AED is not indicated for patients who are conscious and responsive.

DANGER:

Do not use LIFEPAK CR2 in presence of flammable gases or anesthetics.

WARNINGS:

- LIFEPAK CR2 AED delivers up to 360 joules of electrical energy. Unless used properly by following AED's visual and audio prompts, this electrical energy may cause serious injury or death.
- When instructed EVERYONE CLEAR, do not touch AED, patient, electrode pads or any material/fluid in contact with patient. Make sure no one is touching patient when AED shocks patient.
- Do not immerse AED in water or other fluids. Avoid spilling fluids on AED or its accessories.
- Do not store in presence of flammable gases, anesthetics or in direct contact with flammable material. Use care when operating close to oxygen sources. Turn off gas source or move it away from patient during defibrillation.
- Equipment operating in close proximity may emit strong electromagnetic interference (EMI) or radio frequency interference (RFI) which could affect performance of AED.
- Keep AED away from magnetic resonance imaging (MRI) equipment as it is unsafe.
- AED should not be used adjacent to or stacked with other equipment.
- Do not touch patient and USB connector on back of AED simultaneously.
- Replace battery immediately when AED indicates battery is low.
- Use only accessories specified by Physio-Control or Stryker. Using other manufacturers' accessories may cause AED to perform improperly and may invalidate safety agency certification. Contact authorized service personnel for repair.

- QUIK-STEP electrode pads: Place pads so they adhere to skin completely.
- Do not allow pads to touch each other or any material on patient's chest.
- Do not use damaged, expired, or dried-out pads. Dried out or damaged pads may cause electrical arcing and skin burns during defibrillation.
- Do not pull red handle to open electrodes until immediately before use.
- QUIK-STEP electrodes provided with CR2 are not compatible with LIFEPAK 500 device. Emergency medical personnel should not connect these electrodes to LIFEPAK 500 device.

CAUTIONS:

- Damaged batteries may leak and cause personal injury or equipment damage; handle with extreme care.
- Do not open device lid unnecessarily as this will reduce internal battery power.

POTENTIAL ADVERSE EFFECTS (for example, complications):

- Failure to identify shockable arrhythmia
- Failure to deliver a defibrillation shock in presence of ventricular fibrillation (VF) or pulseless ventricular tachycardia, which may result in death or permanent injury
- Inappropriate energy delivery which could cause failed defibrillation or post-shock dysfunction
- Myocardial damage
- Incorrectly shocking a pulse-sustaining rhythm and inducing VF or cardiac arrest
- Bystander shock from patient contact during defibrillation shock
- Interaction with pacemakers
- Skin burns around electrode pad placement area
- Allergic dermatitis due to sensitivity to materials used in electrode construction
- Minor skin rash
- Fire hazard in presence of high oxygen concentration or flammable anesthetic agents
- EMI from AED impacting other devices especially during charge and energy transfers

U.S. Federal law restricts this device to sale by or on the order of a physician.

Please consult Operating Instructions at www.physio-control.com or call 800.442.1142 for complete list of indications, contraindications, warnings, cautions, potential adverse events, safety and effectiveness data, instructions for use and other important information.

References

- 1 Physio-Control Internal Semi-Automatic AED Comparison Usability Study, August 2016.
- 2 Graham R, McCoy M, Schultz A. Strategies to Improve Cardiac Arrest Survival, A Time to Act. Institute of Medicine Report, 2015.

If you purchased your LIFEPAK CR2 defibrillator from an authorized Stryker distributor or reseller, this distributor or reseller will have access to your LIFE LINKcentral AED program manager account and may receive notifications prompted by the LIFEPAK CR2 defibrillator. Please note that this setting to notify your distributor or reseller can be disabled at ANY time: if you wish to disable this setting, please send a request to Stryker Customer Support to self-manage your site without notifications to your distributor or reseller.

All claims valid as of December 2018.

Physio-Control is now part of Stryker.

For further information, please contact Stryker at 800.442.1142 or visit our website at www.strykeremergencycare.com

Physio-Control Manufacturing

11811 Willows Road NE
Redmond, WA 98052
www.physio-control.com

Customer Support

P. O. Box 97006
Redmond, WA 98073
Toll free 800 442 1142
Fax 800 426 8049



Physio-Control, Inc., 11811 Willows Road NE, Redmond, WA 98052 USA



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

May 1, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: 2023 Street Repairs

Attached is a Departmental Expenditure Request Form from Public Works Director Andrew Hartman for needed blacktop repairs in 2023.

Public Works Director Hartman will review the request in more detail with you at the meeting.

In the 2023 budget, there is \$100,000 allocated in line item 101-42100-224 for street repairs and general maintenance. To date, there is a balance of \$91,397.89 remaining.

Discussion should take place about whether there will be additional repairs to streets and, if so, what that amount might be so that approval is granted in advance.

A motion is needed to approve the pricing obtained from WW Blacktopping for 2023 blacktop repairs.


Jennifer J. Bromeland
City Administrator

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

Project/Equipment Description: 2023 Blacktop Repairs

Department Name:

Public Works

Requested Amount of Funds:

\$53,327.65

Source of Funds:

Street Repair- General

Budgeted Amount:

\$100,000

Balance in Budget:

Capital Outlay Expenditure? Yes No

Replacement Equipment? Yes No

Were Multiple Bids Obtained? Yes No NA

Brief Project/Equipment Justification:

I am requesting this amount for street repairs to repair some of the bad pothole areas in town. I sent the request for bids to three contractors and only two gave me a quote back. Neilsen's Blacktopping did not fulfill the requirements of what was asked. With that I am requesting that the bid from WW Blacktopping be approved so we can move along with scheduling the repairs to get done.

Submitted By: Andrew Hartman

Date: 4/27/2023

WW Black Tapping

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
108 CONNIE LANE					
160	MILL BIT SURFACE 2"	425.00	SY	9.00	3,825.00
170	MILL BITUMINOUS SURFACE 2" TO AGG BASE	113.00	SY	9.00	1,017.00
180	REMOVE CURB & GUTTER	30.00	LF	12.70	381.00
190	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	11.00	SY	10.50	115.50
200	COMMON EX GEN. FOR INSTALLATION OF INSULATION	80.00	CY	31.50	2,520.00
210	4" RIDGED INSULATION AT PIPE SEWER LOCATION	580.00	SF	5.75	3,335.00
220	GRANULAR BACKFILL INSULATION TRENCH	145.00	LF	19.95	2,892.75
230	AGGREGATE BASE CLASS 5 TRENCH	45.00	TON	36.00	1,620.00
240	BITUMINOUS STREET PATCH AND DRIVEWAY PATCH	124.00	SY	18.60	2,306.40
250	ADJUST MANHOLES	3.00	EA	400.00	1,200.00
260	DRIVE OVER CURB AND GUTTER	30.00	LF	50.00	1,500.00
270	TYPE SP 12.5 WEAR CRS MIX (2B) 2" " THICK	425.00	SY	13.50	5,737.50
TOTAL 108 CONNIE LANE					26,450.15

GRAND TOTAL

\$53,327.65

NOTES:

- 1.) NO BOND COST INCLUDED. IF P&P BONDING IS REQUIRED PLEASE ADD .7% TO THE PROPOSAL.
- 2.) THIS IS A UNIT PRICE PROPOSAL. THE WORK WILL BE MEASURED AND PAID FOR AT THE UNIT PRICING PROVIDED.

113

Nielsen Blacktopping, Inc

305 Industrial St. E
Kasota, MN 56050-2055

Estimate

Date	Estimate #
4/20/2023	23-335

Name / Address
City of Eagle Lake 101 Plainview St. P.O. Box 159 Eagle Lake MN 56024

OFFICE PHONE: (507) 931-6115 or (507) 345-1499
FAX: (507) 933-9280
E-MAIL: nielsenblacktopping@msn.com

Description	Total
500 LeSueur Ave 4032 SF (16' x 252') Pre-fill all low spots, mill & clean area, furnish & apply bituminous tack coat Furnish & place 1.5" asphalt overlay LeSueur Ave & Plainview St	4,948.00
4482 SF (27' x 116') Pre-fill all low spots, mill & clean area, adjust water shut off Furnish & apply bituminous tack coat Furnish & place 1.5" asphalt overlay 108 Connie Ln	5,500.00
2475 SF (33' x 75') Pre-fill all low spots, mill & clean area, adjust (2) manholes Furnish & apply bituminous tack coat, Furnish & place 1.5" asphalt overlay Linda Drive & Linda Ct	5,537.00
3069 SF (33' x 73' & 20' x 33') Pre-fill all low spots, mill & clean area, adjust (3) manholes (2) water Furnish & apply bituminous tack coat, Furnish & place 1.5" asphalt overlay Maywood Ave & 2nd St South	5,266.00
4029 SF (51' x 79') Pre-fill all low spots, mill & clean area, adjust (2) manholes & (2) water Furnish & apply bituminous tack coat, Furnish & place 1.5" asphalt overlay	6,495.00

Total \$27,746.00

NOTICE OF LIEN RIGHTS:

A. ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

B. UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

Estimate must be accepted within 15 days of above date. Acceptance of Proposal: The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Balance DUE ON COMPLETION. 1.5% monthly service charge will be applied to all accounts 30 days past due.

Signature _____ Date _____

All materials is guaranteed to be as specified for a one-year period from date of installation. All work to be completed in a workmanlike manner to standard construction practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.



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

April 12, 2023

To whom it may concern:

The City of Eagle Lake is seeking bids for 2023 street repairs. Attached is a copy of the street location and dimension of roads the city needs milled and overlaid. There is one site at 108 Connie LN that I would like to meet on site to discuss course of action to repair that spot, there has been settling that will require more than a mill and overlay. The Contractor will be responsible for notifying affected property owners if there will be issues accessing their properties. The contractor will also be responsible for any yard restoration if needed.

Bids will be accepted until Wednesday April 26th, 2023. Bids should include warranty information, comprehensive and liability insurance information. Bids should be dropped off at city hall, 705 Parkway Ave, Eagle Lake, or mailed to The City of Eagle Lake at PO Box 159, Eagle Lake, MN 56024.

Sincerely

Andrew Hartman
Public Works Director
507-779-9584

CITY OF EAGLE LAKE
Revenue/Expenditure
Audit Detail Brief

Audit 2023 January to 2023 Period 15

Fund 101 GENERAL

Expenditure

E 101-42100-224 Street Repair-General Maintena		Budget	Total	Balance	
		\$100,000.00	\$8,602.11	\$91,397.89	
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name/Comments
2023-01	Pay	PAY 01-31-23	\$2,424.36	\$0.00	BLUE EARTH COUNTY HIGHWAY DEPT
		Rec/Ck#045059*1/31/2023			December Sand and Salt Charges
2023-02	Pay	PAY 02-28-23	\$6,177.75	\$0.00	BLUE EARTH COUNTY HIGHWAY DEPT
		Rec/Ck#045142*2/28/2023			Salt and Sand
Total E 101-42100-224 Street Repair-General Maintena		\$8,602.11	\$0.00	<i>In Balance</i>	
Total Expenditure		\$8,602.11	\$0.00	=	\$8,602.11
Fund 101		\$8,602.11	\$0.00	=	\$8,602.11



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

May 1, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: EDA Recommendation for Little Sprouts Forgivable Childcare Loan Request

A Blue Earth County Childcare Forgivable Loan Program application has been received from Erica Tummers, owner of Little Sprouts, LLC. The loan request totals \$26,945.11, and is comprised of a security improvement, a retrofit to create an additional classroom, furnishings for additional classroom, and other equipment necessary to improve operational efficiencies. Due to the nature of financial and personal information contained on a loan program application, copies of the loan application will not be distributed.

For purposes of providing background, of the \$35,000 originally allocated to Eagle Lake for the Blue Earth County Childcare Forgivable Loan Program, there is \$18,723.11 remaining. For those on the City Council that are not familiar with the Blue Earth County Childcare Forgivable Loan Program, it was created in 2018 with the goal of expanding or improving the availability of childcare in the County. The program was designed to help communities with a population of 5,000 or less. Each eligible city, including Eagle Lake, was allocated \$35,000 for this purpose. The forgivable loan funds can be issued to both in-home daycare providers and centers.

Attached you will find a cover sheet for the Blue Earth County Childcare Forgivable Loan Program with more information along with a blank application. Also attached is a summary sheet of estimated costs provided by the applicant. 20% of the original loan is forgiven annually if the center remains in business and continues to make interest payments. After 5 years of business operations and interest payments, the loan is forgiven in its entirety. The applicant must provide collateral to secure the loan. Per Blue Earth County staff, the Board of Commissioners set the interest rate at the first meeting of each year based off the federal prime rate. For 2023, the interest rate has been set at 7%. If the loan recipient defaults, repayment by the City and County is 50/50.

The business plan and financials for Little Sprouts were reviewed by Bryan Stading with CEDA (who was formerly with RCEF) and City staff.

The Blue Earth County Childcare Forgivable Loan request received from Little Sprouts was reviewed by the Eagle Lake Economic Development Authority (EDA) at its April 27th meeting. The EDA recommends that the application from Little Sprouts be approved in the amount of \$18,723.11.

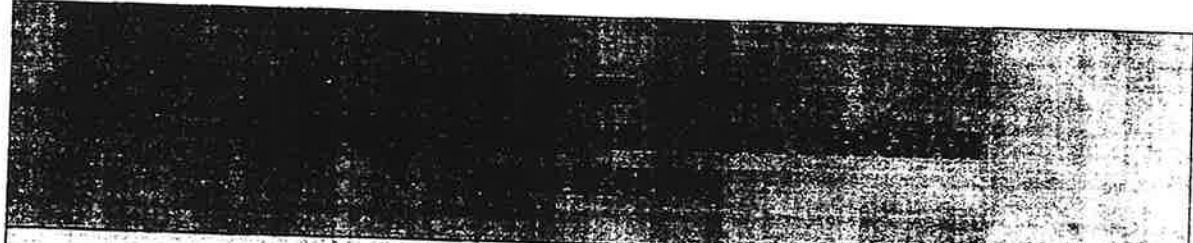
Following approval at tonight's meeting, City staff will send the application from Little Sprouts to the Blue Earth County Childcare Forgivable Loan Program Review Committee. After that, City staff and Little Sprouts will present the request at an upcoming Blue Earth County Board of Commissioners meeting.

A motion is necessary to accept the EDA's recommendation and approve the Blue Earth County Childcare Forgivable Loan Program request from Little Sprouts in the amount of \$18,723.11.



Jennifer J. Bromeland
City Administrator

Freedom Security	Upgrade security/door system	\$3,325.39
	New refrigerators to upgrade current refrigerators in infant rooms	\$599.96
	New table for infant room	\$799.90
	Lockers for children's belongings	\$2,277.00
	New Printer for office	\$4,410.82
	Rubber mulch for the playground	\$3,396.00
Total \$14,809.07		
Schrom Construction	Door added to building to be able to open a new classroom to take more children	\$10,000.00
Table	Supplies for new room	\$119.21
Table	Supplies for new room	\$257.99
Chairs	Supplies for new room	\$175.96
Shelves	Supplies for new room	\$360.96
Cots	Supplies for new room	\$149.99
Blocks	Supplies for new room	\$29.99
Blocks	Supplies for new room	\$32.99
Radio	Supplies for new room	\$38.98
Musical Instruments	Supplies for new room	\$19.99
Easel	Supplies for new room	\$48.85
Puzzles	Supplies for new room	\$17.09
Puzzles	Supplies for new room	\$21.90
Sensory Table	Supplies for new room	\$21.99
Sensory Toys	Supplies for new room	\$29.86
Stacking Pegs	Supplies for new room	\$9.99
Stacking Blocks	Supplies for new room	\$13.99
Beads	Supplies for new room	\$18.95
Mirror	Supplies for new room	\$25.98
Calendar	Supplies for new room	\$15.99
Dramatic Play	Supplies for new room	\$114.99
Dramatic Play	Supplies for new room	\$27.98
Dramatic Play	Supplies for new room	\$29.96
Dramatic Play	Supplies for new room	\$26.49
Dramatic Play	Supplies for new room	\$28.99
Rug	Supplies for new room	\$46.99
Changing Table	Supplies for new room	\$449.99
Total \$12,136.04		



APPLICANT INFORMATION

NAME: <u>Little Sprouts LLC</u>		DATE: <u>3-20-2023</u>	
TRADE NAME:		PHONE NUMBER: <u>507-454-0555</u>	
ADDRESS: <u>708 Parkway Ave</u>		CITY: <u>Fosht Lake</u>	STATE: <u>MN</u>
TYPE OF BUSINESS: <u>Childcare center</u>		FORM OF BUSINESS:	
<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> For Profit	<input type="checkbox"/> Corporation	
<input type="checkbox"/> Existing Business	<input checked="" type="checkbox"/> Non-Profit	<input type="checkbox"/> Partnership	
EMPLOYER I.D. #:		<input checked="" type="checkbox"/> Other <u>LLC</u>	
DATE BUSINESS EST.: <u>9-16-22</u>		Number of employees at time of application: <u>15</u>	
		Number of jobs expected (if loan is approved): _____	

LOAN REQUEST

LOAN AMOUNT: \$ 26,945.11

PURPOSE: repairs, new classrooms & supplies

USE OF PROCEEDS	LOAN AMOUNT REQUESTED
A. Training and Licensing Costs	\$
B. Fixed Machinery and Equipment	<u>14,809.07</u>
C. Building Purchase, Construction and Renovation	<u>12,136.04</u>
D. Leasehold Improvements	
E. Operational Costs	
F. Working Capital	
G. Other Debt Payment	
H. Other	
TOTAL LOAN REQUESTED	\$ <u>26,945.11</u>

BLUE EARTH COUNTY CHILDCARE FORGIVABLE LOAN PROGRAM

The Blue Earth County Childcare Forgivable Loan Program is intended to serve as funds to expand or improve the availability of childcare in small cities and townships across Blue Earth County.

WHO CAN APPLY?	ELIGIBLE PROJECTS	APPLICATION TIMELINE & APPROVAL PROCESS
<p>To qualify for the Blue Earth County Childcare Forgivable Loan Program, the project must NOT be located within a city with a population greater than 5,000. The childcare center can be either home-based or center-based, as well as either for-profit or non-profit. The applicant must provide full time care (40+ hours per week) to at least 5 children. Individual cities may require a higher number of children to be cared for.</p>	<ol style="list-style-type: none"> 1. Training and licensing costs 2. Fixed machinery and equipment 3. Building purchase, construction and renovation 4. Leasehold improvements 5. Create additional employment 6. Operational costs 	<p>The timeline and approval process for the Blue Earth County Childcare Forgivable Loan Program may vary, but will generally take 3-4 months.</p> <p>The timeline and approval process is as follows:</p> <ol style="list-style-type: none"> 1. Meet and discuss the proposed project with your local City Administrator or City Clerk. 2. Consult with the Regional Center for Entrepreneurial Facilitation (RCEF) 507-344-7897. 3. Complete and submit the loan program application and all required supporting documents. 4. All applications are reviewed and approved by each of the following entities: <ul style="list-style-type: none"> ● Local Economic Development Authority (EDA) ● Local City Council ● Blue Earth County Childcare Forgivable Program Loan Review Committee ● Blue Earth County Board of Commissioners
LOAN PARAMETERS		
<p>LOAN AMOUNT: Up to \$10,000 for home-based licensed or legally non-licensed Up to \$35,000 for center-based</p>		
<p>TERM OF LOAN: 5 years – semi-annual interest only payments</p>		
<p>LOAN FORGIVENESS: 20% of the original loan is forgiven annually, as long as the Center remains in business AND continues to make interest payments. After 5 years of business operations and interest payments, the loan is forgiven in its entirety.</p>		
<p>INTEREST RATE: Determined annually by the Blue Earth County Board of Commissioners</p>		

BLUE EARTH COUNTY CHILDCARE FORGIVABLE LOAN PROGRAM

INTENT

The Blue Earth County Childcare Forgivable Loan Program is intended to serve as funds to expand or improve the availability of childcare in small cities and townships across Blue Earth County.

LOAN PARAMETERS

ELIGIBLE PROJECT AREA:	To qualify for the Blue Earth County Childcare Forgivable Loan Program, the project must NOT be located within a city with a population greater than 5,000. The childcare center can be either home-based or center-based, as well as either for-profit or non-profit. The applicant must provide full time care (40+ hours per week) to at least 5 children. Individual cities may require a higher number of children to be cared for.
LOAN AMOUNT:	Up to \$10,000 for home-based licensed or legally non-licensed. Up to \$35,000 for center-based.
TERM OF LOAN:	Five (5) years – semi-annual interest only payments.
INTEREST RATE:	Determined annually by the Blue Earth County Board of Commissioners.
LOAN FORGIVENESS:	20% of the original loan is forgiven annually, as long as the Center remains in business AND continues to make interest payments. After 5 years of business operations and interest payments, the loan is forgiven in its entirety.
PROMISSORY NOTES:	A Promissory Note signed by the applicant(s). Where possible, the City will hold the first mortgage as collateral for the loan.
COLLATERAL:	Applicant must provide collateral to secure the loan.
PRIVATE FINANCING:	The applicant must demonstrate that they have pursued private financing options prior to submitting an application.

ELIGIBLE PROJECTS

- Training and licensing costs
- Fixed machinery and equipment
- Building purchase, construction and renovation
- Leasehold improvements
- Create additional employment
- Operational costs

BLUE EARTH COUNTY CHILDCARE FORGIVABLE LOAN PROGRAM PROJECT INFORMATION

CONTACT INFORMATION

BUSINESS NAME:			
BUSINESS ADDRESS:		CITY:	STATE: MN
CONTACT PERSON:			
DAYTIME PHONE:		CELL PHONE:	

PROJECT INFORMATION

Please attach a Business Plan and narrative, including a clear, detailed description of the proposed project, why it is important to undertake and what it is expected to achieve.

ESTIMATED COSTS (please itemize)		FINANCING SOURCES (please itemize)	
	\$		\$
TOTAL COSTS	\$	TOTAL FUNDS	\$

BANK INFORMATION

NAME OF BANK:		CONTACT PERSON:	
ADDRESS:		PHONE NUMBER:	

BLUE EARTH COUNTY CHILDCARE FORGIVABLE LOAN PROGRAM PROJECT INFORMATION

PUBLIC PURPOSE INFORMATION

WHAT BENEFITS WILL THE CITY AND ITS RESIDENTS GAIN IF THE PROJECT (LOAN) IS APPROVED?

- JOB CREATION
 JOB RETENTION
 JOB TRAINING
 REDEVELOPMENT
 OTHER (describe)
 ADDITIONAL CHILD CAPACITY

JOB CREATION INFORMATION

# OF FULL-TIME JOBS CREATED: _____	# OF PART-TIME JOBS CREATED: _____
AVERAGE FULL-TIME SALARY: \$ _____	AVERAGE PART-TIME SALARY: \$ _____

OWNERSHIP/COMPANY INFORMATION

TYPE OF COMPANY (corporation, etc.): _____

OWNER(S) NAME/ADDRESS: _____

PHONE NUMBER: _____

Is there a parent company? NO YES

If there is a parent company, please describe the relationship in detail.

Has the business, owners or parent company ever declared bankruptcy? NO YES

If yes, please include information about the bankruptcy.

Has the business or parent company received a business subsidy for this or any other project from another Minnesota unit of government during the past five (5) years?

NO YES

If yes, please attach a description of the subsidy and by whom it was provided.

BLUE EARTH COUNTY CHILDCARE FORGIVABLE LOAN PROGRAM APPLICATION

APPLICANT INFORMATION

NAME:		DATE:	
TRADE NAME:		PHONE NUMBER:	
ADDRESS:		CITY:	STATE: MN
TYPE OF BUSINESS:		FORM OF BUSINESS:	
<input type="checkbox"/> New Business	<input type="checkbox"/> For Profit	<input type="checkbox"/> Corporation	
<input type="checkbox"/> Existing Business	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Partnership	
		<input type="checkbox"/> Proprietorship	
		<input type="checkbox"/> Other _____	
EMPLOYER I.D. #:	DATE BUSINESS EST.:	Number of employees at time of application: _____	
		Number of jobs expected (if loan is approved): _____	

LOAN REQUEST

LOAN AMOUNT: \$ _____	
PURPOSE:	
USE OF PROCEEDS	LOAN AMOUNT REQUESTED
A. Training and Licensing Costs	\$ _____
B. Fixed Machinery and Equipment	_____
C. Building Purchase, Construction and Renovation	_____
D. Leasehold Improvements	_____
E. Operational Costs	_____
F. Working Capital	_____
G. Other Debt Payment	_____
H. Other	_____
TOTAL LOAN REQUESTED	\$ _____

**BLUE EARTH COUNTY
 CHILDCARE FORGIVABLE LOAN PROGRAM
 APPLICATION**

CURRENT BANK REFERENCES

NAME OF FINANCIAL INSTITUTION and CITY	ACCOUNT NUMBER(S)

REFERENCES

NAME	ADDRESS	PHONE

MANAGEMENT

OWNER(S) and OTHER KEY PERSONNEL	ADDRESS	% OWNERSHIP

ADVISORS

ADVISOR	NAME	FIRM OR COMPANY	PHONE NUMBER
ACCOUNTANT			
ATTORNEY			
INSURANCE AGENT			

BLUE EARTH COUNTY CHILDCARE FORGIVABLE LOAN PROGRAM APPLICATION

ADDITIONAL INFORMATION

REPORTS and INFORMATION REQUIRED	1 st year	2 nd year	3 rd year
A. Current Business Plan			
B. Cash Flow Projections for 24 months			
C. Personal Financial Statements of the Principal Owners			
D. Two (2) years of Personal Income Tax Returns of Principal Owners			
E. Two (2) years of Business Financial Statements and Income Tax Returns (existing businesses)			
F. Two (2) years of Business Income Tax Returns (existing businesses)			
G.			
H.			
I.			

SIGNATURES

By: _____

Date: _____

By: _____

Date: _____

BLUE EARTH COUNTY CHILDCARE FORGIVABLE LOAN PROGRAM APPROVAL PROCESS

TIMELINE AND REVIEW PROCESS

The timeline and approval process for the Blue Earth County Childcare Forgivable Loan Program may vary, but will generally take a minimum of 3 to 4 months. The timeline and approval process is as follows:

- A. Meet and discuss the project with your local City Administrator/City Clerk.
- B. Consult with the Regional Center for Entrepreneurial Facilitation (RCEF) 507-344-7897.
- C. Complete and submit the Blue Earth County Childcare Forgivable Loan Program Application and all required supporting documents to your local City Administrator/City Clerk.
- D. REVIEW and APPROVAL PROCESS:
All applications must be reviewed and approved by each of the following entities:
 - 1. Local Economic Development Authority (EDA)
 - 2. Local City Council
 - 3. Blue Earth County Childcare Forgivable Loan Program Loan Review Committee
 - 4. Blue Earth County Board of Commissioners

APPROVALS

ENTITY	APPROVAL/DENIAL DATE
Local Economic Development Authority (EDA)	
Local City Council	
Blue Earth County Childcare Forgivable Loan Program Loan Review Committee	
Blue Earth County Board of Commissioners	

COMMENTS:



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

May 1, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Authorization for City Credit Card

Attached is an application for a City issued credit card that does not require a personal guarantee. At the present time, the City of Eagle Lake does not have a city issued credit card due to City staff not wanting to provide a personal guarantee and difficulty finding a local bank willing to issue a credit card without a personal guarantee. We are encountering more vendors that require payment by credit card and, in those situations, City staff are having to use a personal credit card and then turn in a reimbursement. This is a hassle for staff to remember to turn in a reimbursement request and then must wait to get reimbursed until payables are approved for payment and processed.

Attached is a Statement of Position for Credit Card Use and Policies from the State of Minnesota Office of the State Auditor.

Discussion should ensue.

If there is an interest in the City obtaining a credit card, then a motion to that effect is necessary, contingent upon review of the credit card application and agreement by legal counsel.

If approval is granted to obtain a credit card, then a motion is needed to add "The Bank of Elk River, Minnesota" to the official depositories for the City of Eagle Lake.

A motion is also needed to adopt a Credit Card Use Policy.


Jennifer J. Bromeland
City Administrator

Kerry Rausch

From: Tricia Schultz-Haemig <THaemig@thebankofelkriver.com>
Sent: Friday, April 7, 2023 12:28 PM
To: Kerry Rausch
Subject: RE: CommUNITY Credit Card

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

Hi Kerry,

The rewards option does have a \$99 annual fee. The non-rewards option does not have an annual fee. Unfortunately, these are the two options we have right now which do not require a personal guaranty.

TRICIA HAEMIG

Retail Branch Manager, Officer, NMLS #923849

P 763.241.8590 F 763.441.7755



15800 88th Street NE
Otsego, MN 55330
thebankofelkriver.com

CLIFTON STRENGTHS

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[Click here to send a secure file](#)

This email is a private confidential communication to the intended recipient. If you are not the intended recipient of this email communication or the authorized employee or agent responsible for delivering this message to the intended recipient, notify the sender upon receipt and delete this email without reading, printing or using it. In no event will this email or its content be construed as written approval of any binding agreement.

From: Kerry Rausch <krausch@eaglelakemn.com>
Sent: Friday, April 7, 2023 12:25 PM
To: Tricia Schultz-Haemig <THaemig@thebankofelkriver.com>
Subject: RE: CommUNITY Credit Card

Caution!

VISA® CommUNITY CARD APPLICATION

GROW YOUR ORGANIZATION WITH PURCHASING POWER AND SPENDING TOOLS.

Give your non-profit (501c3/c4) or municipality the opportunity to get something more.

The Visa CommUNITY Card is the perfect way to manage finances for your organization. Take a look at what it offers...

- Consolidated statements
- Free management reporting
- Generous credit line
- Dedicated cardmember service
- Rewards program
- Pay in full

Take Control of Your Organization's Finances.

The Visa CommUNITY Card is designed for non-profits (501c3/c4) and municipalities seeking an easier way to manage cash flow and expenses. Enhanced reporting helps document expenses, track purchases, reveal spending patterns, organize budgeting information and save time on accounting procedures.

No Personal Guarantee Needed

Credit approval is based on your Organization, not your personal assets.

Dedicated Servicing Group

To ensure all your needs are handled quickly and efficiently, Cardmember Service is your single point of contact to assist with account changes or additions, or to answer any questions you may have. Cardmember Service, based in the U.S., is available 24 hours a day, seven days a week.

Consolidated Statements

Organization will receive central billing in one statement each month showing all charges at a single glance. Charges are grouped by cardmember.

Rewards Program

Help reduce expenses with a rewards program. Earn one point per dollar spent on eligible

purchases¹ and redeem for flights with no blackout dates, 1% cash back†, gift cards or merchandise with no earnings caps! Rewards points from all CommUNITY cards are pooled to one central account.



CASH BACK unlimited 1%.



TRAVEL no black-out dates.



MERCHANDISE electronics, decor, gifts and more.



GIFT CARDS leading restaurants, retailers and more.

Free Online Reporting

Our free, comprehensive online management reporting tool can track spending on a monthly, quarterly, annual or YTD basis. You can view your spending by category. Your reports can be customized and your data displays in a clean, easy-to-read format that can be downloaded to a PDF.

Apply Today!

We may change fees and other Account terms in the future based on your experience with Elan Financial Services and its affiliates as provided under the Cardmember Agreement and applicable law.

¹ See Rewards Program Rules on page 6.

† See footnote after Rewards Program Rules on page 6.

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EVERYTHING LISTED BELOW MUST BE INCLUDED IN THE FAX.

REQUIRED ENTIRELY COMPLETED Application Pages 4 and 5.

APPLICATION

- **1. Product Selection**
 - Ensure product is selected (Non-Profit (501c3/c4) or Municipality, Rewards or No Rewards)
- **2. Organization Information**
 - Ensure all fields have been completed.
Note: Any missing information could delay the processing of your application and require additional calls.
- **3. Authorized Officer Information**
 - Ensure all fields have been completed.
 - Ensure AO has signed and dated the application on page 5
Note: Any missing information could delay the processing of your application and require additional calls.

DOCUMENTATION AND REQUIREMENTS

- **Legal Identity Documentation**
 Must be established a minimum of two years and have an established credit history (greater than 1 year preferred). Legal Organization name on the Application must match the Legal Organization name on the Identity Document and Financial Documentation (e.g. Balance Sheets, Income/Cash Flow Statements, Tax Returns or Audited Financial Statements).

REQUIRED Include one of the following documents (Must reflect 501c3/c4 status/ classification):

- Articles of Incorporation, or
- IRS 501c3/501c4 determination letter, or
- Secretary of State Filing, or
- Certificate in Good Standing, or
- Government-Issued Business License

● **Financial Documentation:**

REQUIRED **Total Organization Anticipated Monthly Credit Card Spend of:**

- \$500 to \$50,000**
 Most recent fiscal year-end financials (Income Statement & Balance Sheet) or tax return required
- \$50,001 to \$500,000**
 Most recent 2 years of 3rd party prepared financial statements (in order of preference):
 - Audited Statements OR
 - Reviewed Statements OR
 - Compiled Statements OR
 - Organization's Tax Returns
- If most recent full year financials statements are more than 5 months old, include interim Income Statement & Balance Sheet

Missing or incomplete information or documentation could delay the processing of your application and require additional calls.

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FOR INTERNAL USE ONLY

REQUIRED 1. MUST BE COMPLETED by the Financial Institution.

Legal Organization Name:

Employee Receiving Credit – Elan Location Code (not Branch or ID number)	Employee Receiving Credit – Officer ID (eight characters max, alpha or numeric)	Employee Receiving Credit – Branch ID (your Branch number, nine characters max, alpha or numeric)
01992	TLHAEMIG	003
Employee Receiving Credit – First Name	Employee Receiving Credit – Last Name	Employee Receiving Credit – Phone Number
Tricia	Haemig	(763) 241-8590
Employee Receiving Credit – Email Address		
thaemig@thebankofelkriver.com		

REQUIRED 2. Enter Elan Location Code on the top of the Application, Pages 4 and 5.

REQUIRED 3. Include ALL REQUIRED Documentation listed on page 2 and the COMPLETED Application Pages 4 and 5 with this FAX Cover Letter.

FAX TO: 866.509.6772 Number of Pages (including Cover Letter): _____

FROM: _____ Telephone Number: () _____ - _____

Email Address: _____

Financial Institution Name: _____

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VISA® CommUNITY CARD APPLICATION

Elan Location Code (Required)

01992

**If no Location Code indicated,
App can not be processed.**

All fields are **REQUIRED**. Any missing information may cause your application to be delayed or declined.

ATTENTION

APPLICATION MUST BE COMPLETED AND ALL SECTIONS MUST BE SIGNED

Any missing information or signatures could delay the processing of your application and require additional calls.

CARD OPTIONS
CHOOSE ONE

Non-Profit (NP)

- Visa CommUNITY Card (No Rewards)** COCV SC 07415 PC 4045 KP:E
- Visa CommUNITY Card w/Rewards** COCV SC 07416 PC 4047 KP:E

Municipalities (MU)

- Visa CommUNITY Card (No Rewards)** COCV SC 07417 PC 4045 KP:E
- Visa CommUNITY Card w/Rewards** COCV SC 07418 PC 4047 KP:E

Note: If no selection is made or both products are selected, we will process your application for a Visa CommUNITY Card (No Rewards).
SEE SUMMARY OF ACCOUNT TERMS ON PAGE 6 FOR FEES AND OTHER COST INFORMATION.

ORGANIZATION INFORMATION

Legal Organization Name			
Organization Name to Appear on Card (maximum of 21 characters)			Tax ID Number
Street Address (No PO Boxes Allowed, U.S. Addresses Only)			Suite/Unit #
City		State	ZIP Code
Doing Business As (DBA) Name		Doing Business As (DBA) Street Address (NO PO Boxes Allowed, U.S. Addresses Only)	
City		State	ZIP Code
Mailing Address (If Different Than Above)			City
State	ZIP Code	Year Organization Established	Organization Phone Number () -
Gross Annual Sales: \$		Total Organization Anticipated Monthly Credit Card Spend: \$	

ORGANIZATION STRUCTURE
AND CASH ACCESS

Legal Structure: <input type="checkbox"/> Non-Profit <input type="checkbox"/> Municipality	Nature of Business (Describe your organization in 5 words or less.)
Type of Industry: <input type="checkbox"/> Agriculture, Forestry, Fishing <input type="checkbox"/> Construction <input type="checkbox"/> Finance, Insurance, Real Estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Mining <input type="checkbox"/> Public Administration <input type="checkbox"/> Retail Trade <input type="checkbox"/> Services <input type="checkbox"/> Transportation <input type="checkbox"/> Other	
Industry Sub Group (e.g. Women's clothing if Retail Trade selected above)	NAICS Code: 6-digit Business Classification Code. (See www.naics.com/search to locate code.)
Cash access enabled on any organization cards? <input type="checkbox"/> Yes <input type="checkbox"/> No	Country of Formation: (If "Other" provide country name.) <input type="checkbox"/> USA <input type="checkbox"/> Other

ACCOUNT
RELATIONSHIP
INFORMATION

Enter your total assets and length of relationship with this Financial Institution.		
Combined Checking, Savings and Money Market Accounts \$	Combined Investment and Retirement Accounts \$	Please provide the length of time, in years, that you have had a financial relationship with this Institution (if applicable): Years

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VISA® CommUNITY CARD APPLICATION

Elan Location Code (Required)
01992

If no Location Code indicated, App can not be processed.

The Authorized Officer must be authorized by the Organization to execute binding agreements on the Organization's behalf and is required to be a cardmember. Upon approval, the Authorized Officer will automatically be issued a card.

AUTHORIZED OFFICER INFORMATION

Authorized Officer Name (First, Middle, Last)		Suffix	Email Address ¹	
¹ We use email to communicate information about your credit card application and booked credit card accounts. Confidential, personal or financial information will never be sent or requested using the email provided.				
Authorized Officer's Organization Title <input type="checkbox"/> President <input type="checkbox"/> Vice President <input type="checkbox"/> Treasurer <input type="checkbox"/> Partner/Principal <input type="checkbox"/> COO <input type="checkbox"/> CEO <input type="checkbox"/> CFO <input type="checkbox"/> General Manager <input type="checkbox"/> Managing Member				
Home Street Address (No PO Boxes Allowed, U.S. Addresses Only)				Suite/Unit #
City		State	ZIP Code	
Date of Birth / /	Social Security Number - -	Primary Phone Number () -		

INDIVIDUAL EMPLOYEE INFORMATION

(Photocopy the application for additional employees.) — Complete if you would like to allow additional users on this account. The Individual Employee information will not be used to determine creditworthiness for approving this application, nor will they share liability for the account. Do not include the Authorized Officer. Employees cards are issued with access to the total credit limit of the account. Individual spending limits can be adjusted after the cards are issued via your online account management website or app.

Name of Employee (First, Middle, Last)	Suffix	Date of Birth / /	Social Security Number - -

IMPORTANT TERMS AND APPLICANT AGREEMENT

The Authorized Officer (the "Applicant") signing this application is applying, on behalf of Organization, for a Visa CommUNITY Card Account ("Account") issued by Elan Financial Services ("we," "us" or "our"). If the Organization is approved for an Account, the Applicant requests and directs us to open an Account and to issue Visa CommUNITY Cards ("Card", "Cards") to the Applicant and to any individual employee applicants ("Employee Applicants") of the Organization as designated by the Applicant on this application or its addendum, or by any process agreed to by us and the Organization. The Applicant certifies that (i) the execution, delivery and performance of this application has been authorized by all necessary corporate action by the Organization, evidence of which action will be provided upon request; and (ii) the Applicant is authorized to bind the Organization to the terms of this application and the Applicant Agreement. At the time the Account is opened, the Applicant and each Employee Applicant will be issued a Card and a Cardmember Agreement governing individual use of the Account and Cards. Use of the Card or the Account will signify acceptance of the terms of the Cardmember Agreement, which may be amended from time to time. We reserve the right to consider the Organization for a lower spending limit if one was requested. As long as the Account is open, we may obtain credit reports about the Organization from time to time. The Applicant understands and agrees that the Organization is solely liable for all charges made to the Account, including all Cards designated by the Organization. The Applicant understands and agrees that we may increase or decrease the spending limit assigned to the Account and/or the Cards within the Account or close the Account at any time based on our credit guidelines, credit report information, Account history, or the financial circumstances of the Organization. By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications - including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system - from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider. All applicants must be at least 18 years old and agree that Accounts and Cards will be used primarily for business purposes, and not personal, family, or household purposes. You further agree that in order to open and administer the Account that may be established as a result of this application that we and the correspondent financial institution that solicited this application may share certain information about you and your ongoing Account activity. Information from this application may be shared with our affiliates. Cash access is subject to credit approval. You certify that to the best of your knowledge, the information provided about yourself, the name and address provided for the legal entity customer, and the information provided about the individual(s) with control over the legal entity customer is complete and correct.

APPLICATION ACKNOWLEDGMENT

By signing below, I understand and agree that:

- I intend to apply for a credit card
- I received, reviewed and agree to the terms and conditions provided with my application
- I authorize the creditor/issuer of this card to process the application and request a credit report on the organization

Signature of Authorized Officer X	Date
Printed Name of Authorized Officer	
Legal Name of Organization (Legal Organization name as listed on page 4 of the application must match the Legal Organization Name on the Identity Documents and Financial Documentation.)	

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IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT: To help the United States fight the funding of terrorism and money laundering activities, U.S. law requires all financial institutions to obtain, verify, and record information that identifies each customer that opens an account. What this means for you: When you open an account with us, we will ask for your legal name, address, tax identification number, and other identifying information that will assist us. We may ask for copies of certified articles of incorporation, an unexpired government-issued business license, a partnership agreement, or other documents that indicate the existence and standing of the entity.

Summary of Visa Account Terms

Payment Information	Visa CommUNITY Card (No Rewards)	Visa CommUNITY Card with Rewards
All charges made on this CommUNITY Card are due and payable by the Payment Due Date shown on your periodic statement.		
Fees		
Annual Fees	None	\$99.00 (Authorized Officer) None (Authorized Employees)
Transaction Fees <ul style="list-style-type: none"> Convenience Check Cash Advance¹ Cash Advance Cash Equivalent Advance Overdraft Protection² 	Either 4% of the amount of each advance or \$10 minimum, whichever is greater Either 4% of the amount of each advance or \$10 minimum, whichever is greater Either 4% of the amount of each advance or \$10 minimum, whichever is greater Either 4% of the amount of each advance or \$10 minimum, whichever is greater	
<ul style="list-style-type: none"> Foreign Transaction 	2% of each foreign purchase transaction or foreign ATM advance transaction in U.S. Dollars. 3% of each foreign purchase transaction or foreign ATM advance transaction in Foreign Currency.	None
Penalty Fees <ul style="list-style-type: none"> Late Payment Returned Payment Overlimit 	Either 3% of the amount past due or \$39 minimum, whichever is greater \$35 \$35	
	\$35	None

Contact For Updates: The information about the costs of the card described in this application is accurate as of August 1, 2022. This information may have changed after that date. To find out what may have changed, call us at 866.552.8855 (we accept relay calls) or write us at PO Box 6353, Fargo, ND 58125-6353.

¹ Not all products receive Convenience Checks.

² Not all products/financial institutions offer Overdraft Protection.

Right to Change Terms: We may change fees and other Account terms in the future based on your experience with Elan Financial Services and its affiliates as provided under the Cardmember Agreement and applicable law.

Notice to Ohio Residents: The Ohio laws against discrimination require that all creditors make credit equally available to all creditworthy customers, and that credit reporting agencies maintain separate credit histories on each individual upon request. The Ohio Civil Rights Commission administers compliance with the law.

Authorization for the Social Security Administration to Disclose Your Social Security Number Verification: In connection with your application for this account and by submitting this application, you authorize the Social Security Administration (SSA) to verify and disclose to us through Early Warning Services, LLC, our service provider, whether the name, Social Security Number (SSN) and date of birth you have submitted matches information in SSA records. This one-time consent is valid for the next 90 days.

Rewards Program Rules: Rewards are earned on eligible net purchases. Net purchases are purchases minus credits and returns. Not all transactions are eligible to earn rewards, such as Advances, Balance transfers, and Convenience Checks. Account must be open and in good standing to earn and redeem rewards and benefits. Upon approval, see your Cardmember Agreement for details. From the date you open your Account until your Account is closed, you will receive one reward point for each dollar of net purchases charged to a Visa CommUNITY card with Rewards Account during each statement period. Reward points will not be awarded to a cardmember for net purchases during a statement period if the cardmember's Account is not open and current (not past due or overlimit) on the statement closing date. You may not redeem Points, and you will immediately lose all of your Points, if your Account is closed to future transactions (including, but not limited to, due to Program misuse, failure to pay, bankruptcy, or death). Reward points will be earned and redeemed at the organization level. Reward points may be redeemed for airfare (subject to the maximum ticket price and redemption schedule set forth in the Rewards Program Rules), name brand merchandise, gift certificates or Cash Back†. We cannot control how merchants choose to classify their business and reserve the right to determine which purchases qualify. Points expire three years from the end of the quarter in which they are earned. Rewards are administered by a third party.

† Reward points can be redeemed as a cash deposit to a checking or savings account with this Financial Institution only, which will be deposited within seven business days, or as statement credit to your CommUNITY Card account, which will be deposited within one to two billing cycles or as a Rewards Card (\$25 minimum redemption).

The creditor and issuer of this credit card is Elan Financial Services, pursuant to a license from Visa U.S.A. Inc.
 ©2022 Elan Financial Services. All rights reserved.

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REBECCA OTTO
STATE AUDITOR

STATE OF MINNESOTA

OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@osa.state.mn.us (E-mail)
1-800-627-3529 (Relay Service)

Statement of Position Credit Card Use and Policies

Counties, cities, towns, school districts, watershed districts, and soil and water conservation districts have authority to make purchases using credit cards issued to the public entity.¹ The statutes authorizing credit card use by public entities restrict the use of credit cards to purchases for the public entity. No personal use of the credit card is permitted.²

According to Minnesota law, credit cards should only be used by those employees and officers otherwise authorized to make purchases. If the public entity does not authorize a credit card purchase, the officer or employee who made the purchase becomes personally liable for the amount of purchase.

Purchases made with the credit card must be consistent with other state law. For example, under Minnesota law, claims presented for payment must be in writing and itemized.³ Monthly statements received from a credit card company lack sufficient detail to comply with these statutory requirements. As a result, public entities using credit cards must retain the invoices and receipts needed to support the items charged in the bill from the credit card company.⁴ Similarly, listing only the credit card company on a claims list would merely identify the method of payment. It does not identify the vendors providing the goods and services, as required by law.

The authority to use credit cards does not authorize the creation of a new form of debt for the public entity. The statutes governing the issuance of debt by a public entity add a number of restrictions to the issuance of any obligation. The credit card statutes simply authorize another method of payment. Therefore, the public entity's governing board must adopt a policy of paying off the credit card charges on a monthly basis.

¹Minn. Stat. §§ 471.382 (cities and towns); 375.171 (counties); 123B.02, subd. 23 (school districts); 103D.325, subd. 4 (watershed districts); 103C.321, subd. 6 (soil and water conservation districts).

² See, e.g., *State v. Norman*, No. A11-1721 (Minn. Ct. App. Sept. 17, 2012) (unpublished) (reimbursement of personal charges on city credit card does not negate false claim or theft by swindle charges).

³ See Minn. Stat. § 471.38, subd. 1.

⁴ If the original supporting documentation is missing, an attestation or affidavit identifying how, where, and when the money was spent, signed by the individual seeking reimbursement will suffice.

Reviewed: February 2014
Revised: February 2014

2007-1005

This Statement of Position is not legal advice and is subject to revision.

Before implementing the use of credit cards, a public entity should adopt a comprehensive credit card policy that may include such areas as good management practices and internal control procedures.

We recommend the adoption of a comprehensive credit card policy that provides the following safeguards:

- Prohibit the use of the credit card for personal purchases;
- Identify the employees and officers who are authorized to make purchases on behalf of the public entity and are eligible to use the card;
- Identify the particular purchases that are to be made with the credit card;
- Set up a review process for all purchases made with the credit card;
- Require supporting documentation for all purchases made with the credit card;
- Restrict the total amount of charges that can be made on the credit card; and
- Obtain signed written acknowledgments of the credit card policies from all authorized card users.

Some public entities have obtained debit cards instead of or in addition to credit cards. While entities have the authority to make purchases using credit cards, the authority to use debit cards is less clear.⁵ Debit cards allow funds to be immediately withdrawn from the entity's financial account, provide fewer protections than credit cards provide, and circumvent statutory claims approval safeguards. We recommend that entities use credit cards, and not debit cards, to make purchases for the public entity.

The ability to use a credit card for small purchases in the ordinary course of business offers many advantages. However, the ability of the cardholder to make the public entity liable for an improper or illegal purchase is an inherent risk associated with credit cards. Compliance with statutory requirements, and the adoption of and adherence to a policy implementing further internal controls will greatly reduce the public entity's exposure to loss of public funds through theft or misuse of the credit card.

Additional guidance on using purchasing cards for government purchases may be found on the Government Finance Officers Association (GFOA) website at: <http://www.gfoa.org/purchasing-card-programs>.

The State of Minnesota's purchasing card and use policy is available at: <http://www.mmd.admin.state.mn.us/pdf/alpappnpolicy1.pdf>.

⁵ In contrast, cities, towns, and counties have clear authority to *accept* payment by use of debit cards. See Minn. Stat. § 471.381, subd. 2.

**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2023-25**

**Resolution Establishing the Following as the Official Depositories for the City of Eagle Lake,
Minnesota**

WHEREAS, Minnesota Statutes require the nomination of a bank depository for Minnesota municipalities; and

WHEREAS, the City of Eagle Lake is a Minnesota municipality; and

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

The following banks shall be named as official depositories:

- Bank of New York Clearing Services
- Bremer Bank of Mankato, Minnesota
- Citizens Community Federal Bank of Mankato, Minnesota
- Community Bank of Eagle Lake, Minnesota
- Cornerstone State Bank, Eagle Lake, Minnesota
- First National Bank Minnesota of Mankato, Minnesota
- Frandsen Bank and Trust of Mankato, Minnesota
- Huntington Bank of Mankato, Minnesota
- MBIA – 4M Fund and 4M Plus Fund
- Minnesota Valley Federal Credit Union of Mankato, Minnesota
- MinnStar Bank of Mankato, Minnesota
- Odin State Bank, Odin State Bank
- Old National Bank of Mankato, Minnesota
- Pioneer Bank of Mankato, Minnesota
- Progrowth Bank of Mankato, Minnesota
- The Bank of Elk River
- United Prairie Bank of Mankato, Minnesota
- US Bank of Mankato, Minnesota
- Wells Fargo Bank NA of Mankato, Minnesota

Adopted by the City Council of Eagle Lake, Minnesota this 1st day of May 2023.

Lisa Norton, Mayor

ATTEST:

Jennifer Bromeland, City Administrator

(S E A L)

CREDIT CARD POLICY
CITY OF EAGLE LAKE, MINNESOTA

The purpose of this policy is to ensure that employees authorized by the City of Eagle Lake to use a city issued credit card and does so appropriately.

The City establishes the following policies for the establishment and use of credit accounts:

1. The City Administrator will evaluate the need for an employee or other user to use a City credit card based on job duties, functions and relationship with the City. In many situations an employee may request use of the credit card for a specific purchase.
2. Employees authorized by the City to use the credit card must sign an agreement that is to be kept on file. Council members using the City credit card should advise the Deputy City Clerk or City Administrator of the anticipated purchases, i.e. lodging, meals at a conference, etc.
3. Under no circumstances shall an employee or other user authorized by the City use a city credit card for personal use. Employees or other users who make purchases not approved by the City Council or in compliance with this Policy will become personally responsible for the amount of the purchase. They also may lose use of the City credit card in the future.
4. Employees must provide detailed receipts with account codes, and invoices if applicable for all purchases made. These items must be submitted to the Deputy City Clerk or City Administrator as soon as possible and certainly with no exception within the credit card billing period. Failure to do so may result in suspension of credit card use.
5. Credit Cards
 - a. Scope of Use
 - i. Credit Card Assignments
 - A. Cards may be issued and/or used by the Public Works Director, Police Chief, Fire Chief, or other City staff at the discretion of the City Administrator.
 - b. Credit Card Purchases
 - i. Permissible Purchases
 - A. Fuel for City vehicles and equipment
 - B. Car washes for City vehicles
 - C. Purchases urgently needed- justification should be provided with receipt
 - D. Purchases where better pricing is available if purchased online
 - E. Purchases where the only form of payment accepted is via credit card
 - F. Food for community events sponsored by the City
 - G. Situations where an employee will be reimbursed for expenses paid
 - H. Clothing up to the annual dollar amount allowed
 - ii. Prohibited Purchases
 - A. Alcohol
 - B. Personal purchases planned to be paid back to the City at a later date
 - C. Food for personal consumption
6. The City shall pay off credit accounts monthly unless an invoice is under investigation or being disputed.
7. The City shall not use credit cards to create a new form of debt. State statutes governing the issuance of debt by a public entity have several restrictions attached to the issuance of any obligation.

8. It is the employee's responsibility to report any lost or misplaced credit cards immediately. The Deputy City Clerk is required to call and deactivate the credit card as soon as the loss is realized. Failure to keep the City credit card safe and secure may result in losing access to the card.

Adopted by the Eagle Lake City Council 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

May 1, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Internal Control Policy Procedure – Menards Rebates

Attached is an addendum to the Internal Control Procedures Policy related to Menards purchases and even more specifically, rebates. After consulting with the City's auditor on the matter, City staff was advised to adopt an internal control policy.

A motion is necessary to adopt the attached addendum to the City of Eagle Lake Internal Control Procedure Policy as it relates to Menards purchases and rebates.

Jennifer J. Bromeland
City Administrator

Addendum to City of Eagle Lake Internal Control Procedures Policy
PROCEDURES – ACCOUNTS PAYABLE – MENARDS PURCHASES

Purchasing from Menards

1. Authorized employees can make purchases at Menards by charging to the City of Eagle Lake's account.
2. Department Heads must make a request to the Deputy City Clerk for an employee to be placed on the authorized Menards buyers list to charge to the City's store account.
3. The authorized buyers list shall be maintained by the Deputy City Clerk.

Processing Menards Invoices

1. When processing Menards invoices, attach both the Menards charge sale receipt and the rebate receipt.
2. The original charge sales receipt and the rebate receipt must be sent directly to the Deputy City Clerk.
3. The Deputy City Clerk will accumulate and track the rebate receipts and will mail the completed rebate redemption form to the Menards rebate center.
4. The City Administrator will be provided with an accounting of all rebates redeemed and documentation showing purchases made using rebates.

Redeeming a Menards Rebate

1. To utilize a Menards rebate on a City purchase, the authorized buyer shall make a request to the Deputy City Clerk.
2. The Deputy City Clerk will review the request and provide the rebate to the authorized buyer to be used to make a public purpose expenditure.
3. Authorized buyer must apply the rebate to an expenditure that has a direct public purpose and provide proof of how rebate was expended. Under no circumstances shall rebates be used for non-public purposes.

This addendum to the Internal Control Procedures Policy was adopted by the Eagle Lake City Council on this 1st day of May 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

May 1, 2023

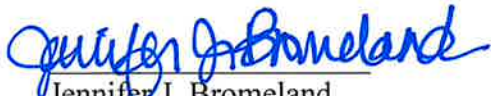
To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Police Department Access Policy

Police Chief John Kopp has advised that the BCA now requires that all personnel with access to a police department office be fingerprinted and backgrounded. Per an inquiry to legal counsel, it is advised that the City Administrator go through the process required by BCA to be able to access the police department if needed without a law enforcement employee present. All other non-law enforcement personnel will be prohibited from entering the police department office without a law enforcement employee present.

Attached is a Police Department Access Policy, which was drafted by Police Chief Kopp.

Discussion should ensue.

A motion is needed to adopt the attached policy.


Jennifer J. Bromeland
City Administrator

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**Access to Police Department Area Policy
City of Eagle Lake, Minnesota**

Personnel not working for the Eagle Lake Police department SHALL NOT access the police department office area unescorted. Only persons who have been fingerprinted and taken the online security training through the Minnesota BCA SHALL have unescorted access to the police department office.

The garbage and recycling bins are kept in the police department garage. Any staff not meeting the above criteria for unescorted access must enter through the police department garage. The door to the office of the police department is locked and a key is needed to gain access to the office.

Adopted by the Eagle Lake City Council 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


May 1, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Resolution Requesting Grade Separation Study for CR 17 and US 14 Intersection

Mayor Lisa Norton recently asked that City staff pursue funding for a study at the intersection of CR 56 and US 14. City staff reached out to both MnDOT and Mankato Area Planning Organization (MAPO) staff. MnDOT responded via email, a copy of which is attached, and indicated that construction of an interchange on US 14 at CR 56 is cost prohibitive and that MnDOT would not be supportive of a study at this location. MnDOT, however, indicates that they would be interested in pursuing a demonstration project at CR 17 that would close the direct lefts off US 14.

Discussion should ensue.

A motion is needed to adopt a resolution requesting that MAPO conduct a grade separation (interchange) study at CR 17 and US 14.


Jennifer J. Bromeland
City Administrator

Jennifer Bromeland

From: Thompson, Scott (DOT) <scott.m.thompson@state.mn.us>
Sent: Friday, April 28, 2023 9:24 AM
To: Jennifer Bromeland
Cc: Lisa Norton; Ryan Thilges
Subject: RE: Interchange at CR 56 and Highway 14
Attachments: Pages from Highway 14 Long-Term Access Study.pdf

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

Good morning, Jennifer-

Thank you for your patience with this reply.

Because of the previously discussed adverse conditions that make construction of an interchange on US 14 at CR 56 cost prohibitive, MnDOT would not be supportive of a study at this location. MnDOT would support further investigation of concepts at CR 55 or CR 17. This work would use the 2005 Eagle Lake Access Study as a foundation (excerpts attached).

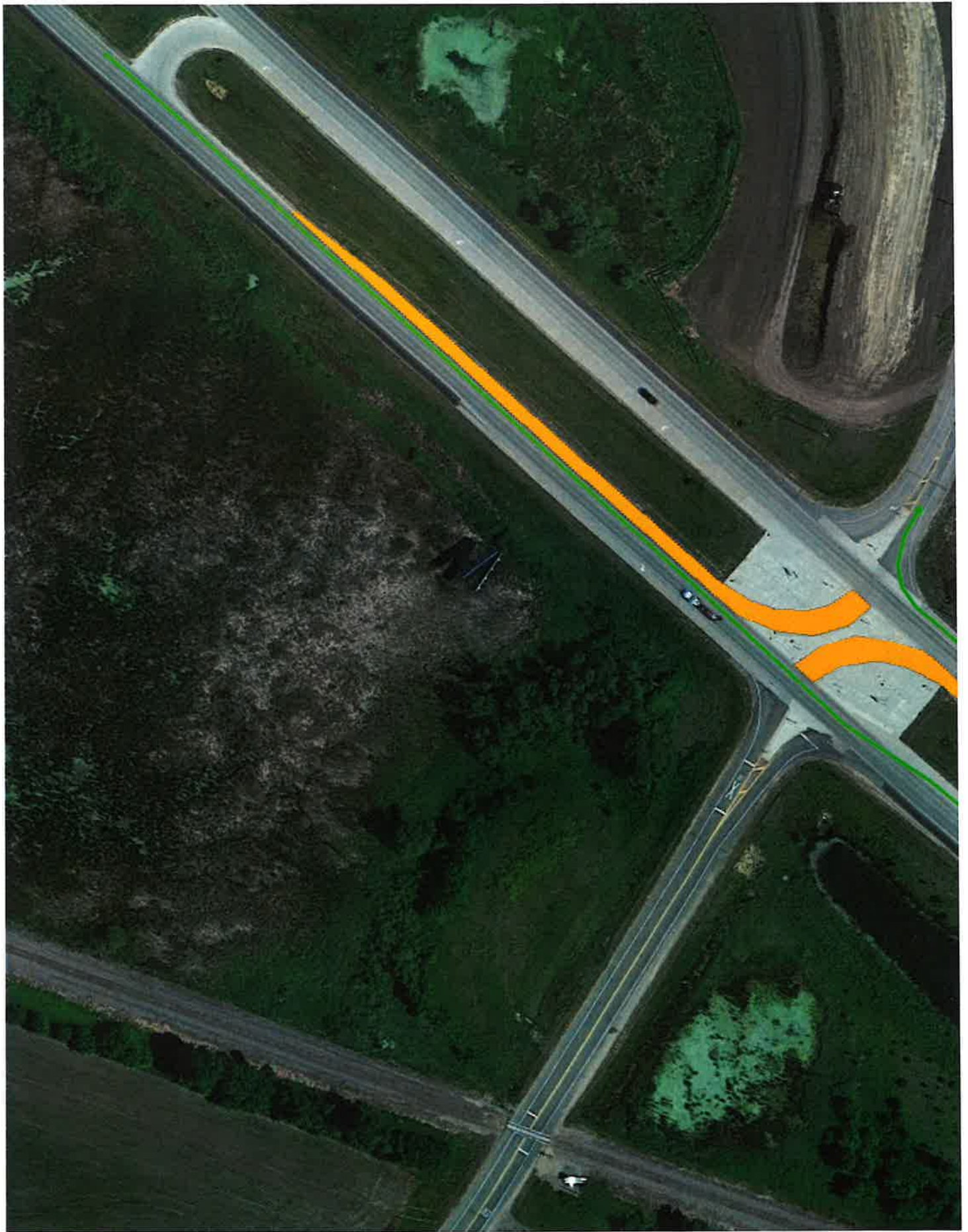
Additionally, MnDOT would be interested in pursuing a demonstration project at CR 17 that would close the direct lefts off of US 14. The proposed closures are colored in orange within the screenshot below. In lieu of the direct lefts, US 14 traffic desiring to turn left onto CR 17 would need to use the median U-Turns. The green path in the screenshot below demonstrates how EB US 14 traffic would turn onto CR 17. Elimination of the direct lefts is in response to motorists' using the direct left turns having difficulty in yielding the right of way to oncoming US 14 traffic. This pattern has not been observed at the median U-Turns.

If I can provide more information on the above, please do let me know.

Best regards-

SMT

Scott M. Thompson
Traffic Engineer
[MnDOT - District 7](#)
2151 Bassett Drive
Mankato, MN 56001-6888
Office: 507-304-6156
Cell: 507-316-9326
E-Mail: scott.m.thompson@state.mn.us



From: Jennifer Bromeland <jbromeland@eaglelakemn.com>
Sent: Friday, April 21, 2023 8:39 AM
To: Thompson, Scott (DOT) <scott.m.thompson@state.mn.us>
Cc: Lisa Norton <mayornorton@eaglelakemn.com>; Ryan Thilges <Ryan.Thilges@blueearthcountymn.gov>
Subject: FW: Interchange at CR 56 and Highway 14

This message may be from an external email source.

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Good Morning, Scott.

Would it be possible to set up a meeting with you to meet Eagle Lake's new mayor, Lisa Norton, and talk about the possibility of pursuing a study for an interchange at CR 56 and Hwy 14?

If Ryan Thilges with Blue Earth County is available to meet, it might be helpful for us all to talk at the same time since concurrence by all partners is needed to undertake a study. I'm copying Ryan on this email.

Thank you.

Jennifer J. Bromeland

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



From: Talamantez, Christopher <ctalamantez@mankatomn.gov>
Sent: Friday, April 21, 2023 8:18 AM
To: Jennifer Bromeland <jbromeland@eaglelakemn.com>
Cc: Lisa Norton <mayornorton@eaglelakemn.com>; Ryan Thilges <Ryan.Thilges@blueearthcountymn.gov>; Vogel, Paul <pvogel@mankatomn.gov>; Schloesser, Shawn <sschloesser@mankatomn.gov>
Subject: RE: Interchange at CR 56 and Highway 14

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

Good morning, Jennifer,

As presented at the TAC meeting yesterday, MAPO has called for suggested projects for the 2024 Unified Planning Work Program (UPWP). Through this program MAPO staff would work with the lead agency to put together a request for proposal for studying the intersection then selecting a consultant, similar to the process for when CSAH 27 was studied last year. An application to study this location would require concurrence from both Blue Earth County and MnDOT. The lead agency would be the one with jurisdiction over the road way. If selected the study would be part of the UPWP and funded through MAPO. Below is an excerpt for the Policy Board bylaws regarding special studies:

“If the study impacts another jurisdiction, such as a corridor that has segments in more than one jurisdiction, the above applies for the other jurisdiction as well (in this case Blue Earth). Until formal concurrence is reached between the jurisdictions regarding the scope, RFP, and PMT for the study, MAPO shall not take any action on including the study in the UPWP or contracting for the work be completed.”

Planning, including studies, is currently an eligible expense under the Carbon Reduction Program, but the application would need to document how improving this intersection would reduce carbon emissions. Documenting the carbon reduction aspect of it may be challenging if the improvement cannot show a reduction in traffic congestion.

Of the two applications, the UPWP process may be a better fit. Either way it will require concurrence by the two roadway jurisdictions. Moreover, MnDOT District 7 has indicated that they may undertake a Highway 14 Corridor study through the planning area, which would include this intersection, either in 2024 or 2025. You may also want to reach out to District 7 to discuss.

Chris Talamantez

Transportation Planner

Mankato/North Mankato Area Planning Organization

10 Civic Center Plaza

PO Box 3368

Mankato, MN 56002-3368

Phone: 507-387-8389

Ctalamantez@mankatomn.gov

From: Jennifer Bromeland <jbromeland@eaglelakemn.com>

Sent: Thursday, April 20, 2023 12:36 PM

To: Talamantez, Christopher <ctalamantez@mankatomn.gov>

Cc: Lisa Norton <mayornorton@eaglelakemn.com>; Ryan Thilges <Ryan.Thilges@blueearthcountymn.gov>

Subject: Interchange at CR 56 and Highway 14

Caution: Think Security – This email originated from an external source. Be cautious with any links or attachments.

Hi Christopher,

Eagle Lake Mayor Lisa Norton would like to pursue a study for an interchange at CSAH 56 and Highway 14. Previously, discussions have been held with MnDOT about constructing an interchange at CR 56 and Highway 14 but we have been told that it isn't feasible financially or geographically to do so at this location (see below).

Why isn't an interchange one of the proposed options?

Due to existing geographic limitations (lake), coupled with existing development (Casey's gas station), construction of an interchange at the CR 56 intersection isn't feasible. Additionally, with insufficient financial resources to address all the identified needs, MnDOT needs to be strategic in its use of available funding.

Moderate cost solutions, such as the three concepts currently being considered for the CR 56 intersection, yield nearly equivalent safety and operations performance as that of an interchange and allow MnDOT to improve ten intersections for the cost of one rural interchange.

What would be involved with a study? Who would lead and pay for the study? MAPO? MnDOT? City/County?

Thank you.

Sincerely,

Jennifer J. Bromeland

City Administrator

City of Eagle Lake

705 Parkway Avenue

PO Box 159

Eagle Lake, MN 56024

P: (507) 257-3218





HIGHWAY 14 ACCESS STUDY – ALTERNATIVE E5A
TH 22 THROUGH EAGLE LAKE

Figure 12



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HIGHWAY 14 ACCESS STUDY - ALTERNATIVE E5B
TH 22 THROUGH EAGLE LAKE

Figure 13

4955
04/19/05

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HIGHWAY 14 ACCESS STUDY - ALTERNATIVE E5C-2
 TH 22 THROUGH EAGLE LAKE

Figure 18

4955
 04/21/05

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d. Open House Meeting

On Tuesday, November 9, 2004, an open house meeting was held to gather input and feedback from the public on the proposed concepts. The meeting was held at the National Guard building on Highway 14. The stakeholders that had been invited to the small-group meetings earlier in the year received invitations to the open house. In addition, an advertisement was placed in the local newspaper to advertise the open house to the general public. Appendix D has comments from the open house.

All of the alternatives considered in the alternative refinement process were shown at the open house. Alternatives that had been considered and rejected based on comments from study partners and stakeholders were grouped together to show the evolution of the concepts. Concepts for which feedback was desired were presented individually along with some "notes" boards which identified the benefits and drawbacks associated with each of the alternatives.³ The concepts included Alternative W2, Alternative E5C, Alternative E5C-1 and Alternative E5C-2.

Feedback at the open house was very positive. In talking with attendees, there was consensus that Alternative W2 served the City of Mankato well with the CSAH 12 extension. It was also noted that it provided good access between the Cities of Eagle Lake and Mankato near the CSAH 56. Some minor adjustments were suggested with regard to local roadway connections at the CSAH 56 interchange location. Comments for the eastern side of Eagle Lake also were made. A majority of people indicated a preference for Alternative E5C-2. Appendix D has copies of the written comments received on the alternatives.

Following the public open house, the City of Mankato, Blue Earth County and Mn/DOT have been working to identify a final concept that would accommodate future development and the proposed CSAH 12 extension and interchange with Highway 14. Future traffic projections, operations and land use and growth assumptions were all evaluated for this area. Additional meetings were also held with environmental agencies to discuss impacts to wetlands and other natural resources near the corridor. The revised concept that has received tentative agreement from environmental agencies, the City of Mankato and Blue Earth County includes a parcel interchange. It should be noted that the revised concept has not gone through the public involvement process and that residents and property owners will need to be informed of the new concept. A final concept for this area will be identified after this study is completed.

Concept W2 was revised to a parcel interchange. CSAH 96 crossing will be changed to a right-in right-out. A bridge over TH 14 will be done in future. 4.3

PREFERRED ALTERNATIVE EVALUATION

An alternative evaluation was completed for E5C-2 as well as the revised concept for W2 to ensure that these two alternatives met the long-term needs of the state, county and local governments. Table 3 shows the ratings for the two alternatives.

³ Appendix E has the "note" information associated with each alternative.

TABLE 3
Alternative Evaluation

Criteria	W2	E5C-2
Ability to reduce traffic volumes on TH 22	●	NA
Consistency with the long-term regional transportation plan	●	●
Consistency with Mn/DOT interchange spacing guidelines	●	●
Ability to serve and compatibility with existing and future land use	●	●
Ability of emergency response to serve the community	●	○
Local and regional agency support	●	●
Number of homes or businesses to be relocated	●	●
Safety (not related to emergency vehicles)	●	●
Wetland impacts	●	⊙
Cultural resource impacts	●	●
Threatened and endangered species	●	●

- Good
- ⊙ Fair
- Poor

As shown in the table, W2 receives “good” scores for every category. Alternative E5C-2 received “good” scores for most categories; however one category received a “fair” score and one received a “poor” score. Because some wetlands are impacted as part of the E5C-2 concept, the category was rated “fair”. The wetlands are located in the southeastern quadrant of the interchange. These wetlands were created as part of the Highway 14 reconstruction that occurred a few years ago. It should be noted that the other alternatives presented at the open house had a greater negative impact on wetlands in the area.

Alternative E5C-2 received a “poor” score for the category related to the ability of emergency response vehicles to serve the community. This alternative does not enable emergency response vehicles, which are located south of CSAH 17 in Eagle Lake to get to areas in the city north of CSAH 17 if a train is coming through town. All of the railroad crossings except for the one at the proposed CSAH 17 interchange are at-grade. This means that the emergency vehicles must wait for the train to clear in order to cross the tracks. Although this is the same situation as exists today for

emergency response vehicles in Eagle Lake, it is a slightly worse situation for emergency response vehicles such as ambulances and county sheriffs that would be coming from areas outside of the city. These vehicles currently access areas north of CSAH 17 from existing at-grade intersections located along Highway 14. In the future, these accesses will be closed once the new interchange is built. Because of this change the category was rated "poor".

4.4 PREFERRED ALTERNATIVE COSTS

To provide partners guidance for setting aside funding for the improvements, a planning-level cost analysis was completed for the two preferred alternatives. Costs were prepared using 2005 dollars and include construction costs only; right-of-way acquisition is not included. Table 4 shows project costs by roadway.

TABLE 4
Project Construction Costs

Roadway	Component	Cost ⁽¹⁾	Total Cost ⁽¹⁾
CSAH 12	4-lane roadway section (1 mile)	3.5	\$16.4 million
	3-lane roadway section (1.5 miles)	3.8	
	Railroad bridge	1.1	
	Interchange	8.0	
CSAH 86	Roadway approaches and intersections	1.5	\$3.54 million
	Bridge	2.0	
CSAH 56/3	Roadway	6.25	\$15.8 million
	Railroad bridge (CSAH 3)	1.1	
	Interchange mainline roadway	3.4	
	Interchange ramps	2.5	
	Interchange bridges	2.5	
CSAH 17/27	Roadway connections	6.5	\$18 million
	Interchange	10.0	
	Railroad bridge	1.5	

(1) Costs are in millions of dollars



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

May 1, 2023

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

A closed session was held at the April 3, 2023 City Council meeting for the purpose of completing the annual performance evaluation of the city administrator. The meeting was closed as permitted by Minnesota Statute 13D.05, subdivision 3(a).

There were 5 rating factors and 19 rating elements used. City administrator Jennifer J. Bromeland received a rating of “meeting standards or exceeding standards” for all the rating factors and elements.

Per Minnesota Statute 13D.05, Subdivision 3, a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. Given the city administrator position is under the direction of the City Council, the evaluation was held at a public meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. No formal action is needed as this summary is included so as to comply with MN Statute 13D.05, Subdivision 3.


Jennifer J. Bromeland
City Administrator



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

May 1, 2023

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

City staff was directed to add “Community Center Task Force” to this evening’s agenda for the City Council to discuss next steps and appoint Council Member Garrett Steinberg to lead the task force.

The purpose of the “task force” is to study the concept of a community center and bring back information to the City Council. The task force does not have authority to expend City funds on a community center or enter into any binding agreements – it is designed to gather information to bring back to the full City Council for further evaluation.

Discussion should ensue.


Jennifer J. Bromeland
City Administrator



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

May 1, 2023

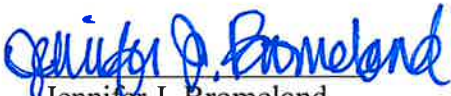
To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: City Administrator Report

1. Letter from LJP about Possible Future “Modified” Curbside Cleanups. Attached is a letter from LJP Waste Solutions in response to being asked why they are offering a curbside cleanup in a nearby community. Per a meeting with LJP Waste Solutions on April 18th, it may be possible to have a modified curbside cleanup this upcoming fall or spring. It was explained that a “modified” cleanup would result in some items being prohibited that previously were collected.
2. Attached is a letter from the City of Mankato with the 2022 Sanitary Sewer Final Costs and 2023 Expected Costs. Eagle Lake’s final refund for calendar year 2022 is \$19,623.63. The expected cost for 2023 is \$203,092.14.
3. 2022 Drinking Water Report. Attached is the 2022 Drinking Water Report. Each year, all community water systems must distribute a drinking water report to their customers. This report is known as a Consumer Confidence Report (CCR). In lieu of mailing the full report, the City has the option to mail a postcard with information notifying customers of where they can access the report. The postcard will be mailed shortly.
4. New Resident Welcome Bag - EDA Initiative. Attached is a letter that was sent to all Eagle Lake businesses for the purpose of informing them of a New Resident Welcome Bag initiative and to introduce them to the City’s new Community Development Coordinator.
5. Outdoor Movie Night – Save the Date: August 18th at Eagle Lake Elementary. The City of Eagle Lake is again partnering with Mankato Area Public Schools Community Education and Recreation to hold another Outdoor Movie Night at Eagle Lake Elementary on August 18th. The cost for the outdoor movie will be paid for via business sponsorships. At this time, the movie title will be “Mighty Ducks”.
6. Transportation Alternatives Funding Award Letter for Eagle Lake Pedestrian Connectivity Project on Southeastern Portion of Community. Attached is an award letter from MnDOT informing that Eagle Lake’s TA project was selected for funding through the MnDOT District 7 Area Transportation Partnership 2027 solicitation. The TA program has set aside \$475,982 in federal funds towards the construction cost of Eagle Lake’s project in FY 26. The local funds share will be split 50/50 between the City and County. A meeting was recently held with the

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Blue Earth County Engineer to talk about next steps. The first step will be to enter into a cost participation agreement. More information to follow shortly. City staff will be exploring other grants available to help offset the local share.

7. Upcoming Annual LMC Conference. I will be attending the Annual LMC Conference June 21-23 in Duluth and was invited to speak on a communications panel from a small city perspective during one of the sessions. Eagle Lake will be the first stop of the Region 9 Bus Tour on June 21st from 9:15 a.m.-10:45 a.m. I will leave immediately following the bus tour and head to Duluth.


Jennifer J. Bromeland
City Administrator



April 13, 2023

City of Eagle Lake
Attn: Jennifer Bromeland
705 Parkway Ave.
Eagle Lake MN 56024

Dear Jennifer,

Thanks for the call today in regards to the spring cleanup. There are 2 of our 11 cities we service that operate under old contracts and in their agreement it says to provide a curbside spring cleanup. It was brought to our attention by the cities and their attorney a few weeks ago. We have decided to honor that part of their contract this year. As all of our new contracts say provide a spring cleanup. Which curbside is not referenced anymore. As a company we have decided to do drop sites for cleanups in the future not curbside.

You and I have a meeting set for April 18th to discuss some type of fall cleanup and there may be an option for some type of curbside cleanup. We will discuss options then.

Again, sorry for any confusion for you and your city staff. See you next week.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jesse Samuelson", written over a blue ink stamp of the same name.

Jesse Samuelson

Director of Business Development
LJP Waste Solutions

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April 10, 2023

Jennifer Bromeland
City Administrator
City of Eagle Lake
705 Parkway Avenue
PO Box 159
Eagle Lake, MN 56024

Re: 2022 Sanitary Sewer Final Costs and 2023 Expected Costs

Ms. Bromeland,

Enclosed is information on the final costs for provision of sanitary sewer treatment services provided to City of Eagle Lake.

Your final refund for calendar year 2022 is \$19,623.63. Interest was calculated as of April 10th.

I have enclosed information of expected costs for the calendar year 2023. This is based on actual 2022 flows and the City of Mankato's 2023 budget. The expected cost for City of Eagle Lake in 2023 is calculated at \$203,092.14. The final billing for 2023 will be based on actual 2023 flows and actual expenses incurred. We intend to invoice Eagle Lake for 1/8th of this amount (\$25,386.52) starting later this month.

As many of you are aware, the City of Mankato has been aggressively pursuing a legislative capital bonding appropriation. Over the last three months staff have made nine visits to the capital to meet with capital bonding committees and legislators to advocate for our project, many of you have participated in these efforts of which is appreciated. However, at this time we are in a waiting game for a bonding bill to be approved.

Please note that with our current contract expiring at the end of 2023 and the unknown status of the Digester Upgrade project, we anticipate continuing the current contract at this time until we have a better understanding of project scope, stating funding appropriation, and complete project bidding.

Please feel free to contact me if you have any questions.

Sincerely,

Parker Skophammer
Administrative Services Director
10 Civic Center Plaza
Mankato, MN 56002
Desk - 507-387-8739

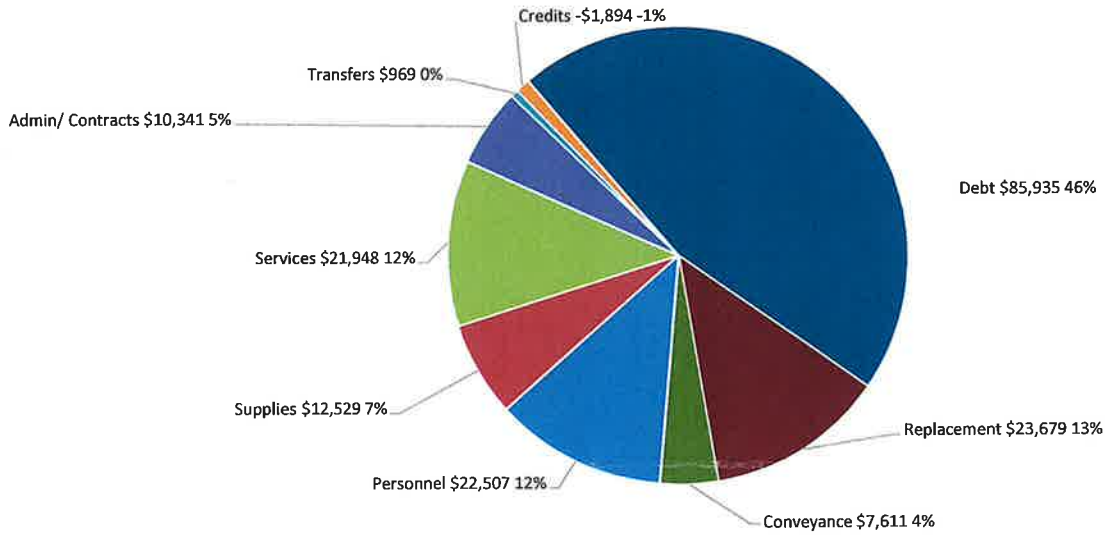
CITY OF EAGLE LAKE 2022 ACTUAL

April 10th, 2022

2022 Budgeted Expenditures	Total Expenditures	Annual Flow		AWW Flow		Invoice Total
		MG/yr	% Total Flow	MGD	% Capacity	
Variable Expenditures	\$3,933,124	46.043	1.69%			\$66,398.99
Fixed Expenditures:						
Debt	\$2,177,514			0.489	3.95%	\$85,934.76
Replacement	\$600,000			0.489	3.95%	\$23,678.77
Conveyance	\$1,062,240					\$7,611.19
2022 Total Expected Expenditures	\$7,772,878			Total Amount		\$183,623.71

Regular charges	\$183,623.71
Less payments made	\$202,982.16
Subtotal	-\$19,358.45
Interest @ 5% until 4/10	-\$265.18
Total Amount Due	-\$19,623.63

City of Eagle Lake
2022 Actual Expenditure Breakdown



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CITY OF EAGLE LAKE 2023 BUDGET

April 10th, 2023

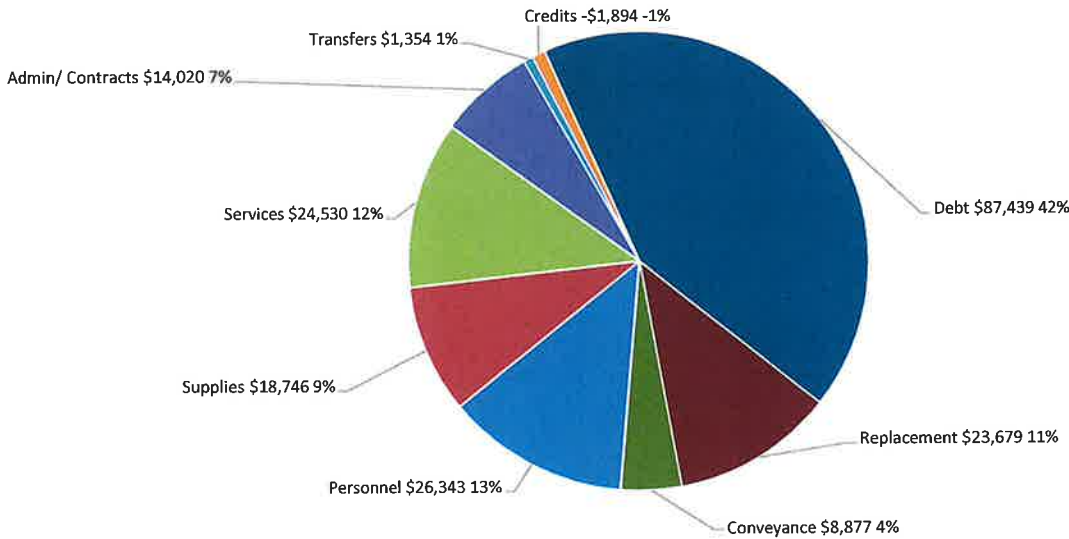
2022 Budgeted Expenditures	Total Expenditures	Annual Flow		AWW Flow		Invoice Total
		MG/yr	% Total Flow	MGD	% Capacity	
Variable Expenditures	\$4,922,280	46.043	1.69%			\$83,097.92

Fixed Expenditures:

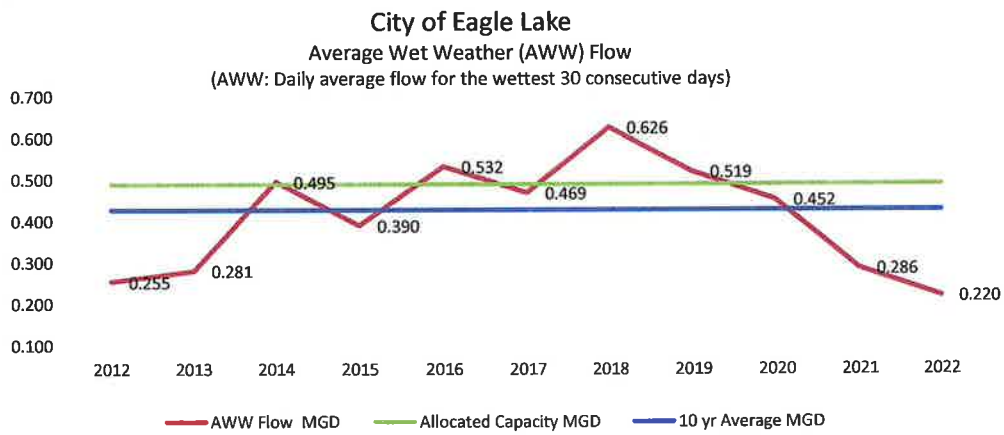
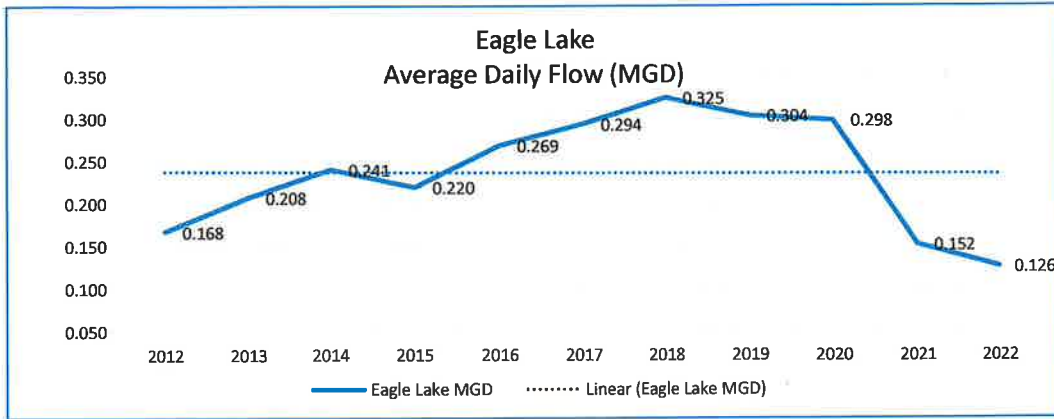
<i>Debt</i>	\$2,215,621			0.489	3.95%	\$87,438.62
<i>Replacement</i>	\$600,000			0.489	3.95%	\$23,678.77
<i>Conveyance</i>	\$1,238,877					\$8,876.83
2022 Total Expected Expenditures	\$8,976,777			Total Amount		\$203,092.14

8 Monthly Payments \$ 25,386.52

City of Eagle Lake
2023 Budgeted Expenditure Breakdown



CITY OF EAGLE LAKE





City of Mankato
ACCOUNTS PAYABLE
10 Civic Center Plaza
Mankato, MN 56001
507-387-8600 Fax 507-388-7530

USbank
EAST GRAND FORKS, MN
75-1592/912

Vendor
Number
92308

Check
Date
04/10/2023

028089

VOID AFTER 180 DAYS

\$19,623.63

Pay *Nineteen Thousand Six Hundred Twenty-three Dollars and 63 Cents*

To the
Order Of City of Eagle Lake
705 Parkway Avenue
PO Box 159
Eagle Lake, MN 560240000



Locher Stephen
Authorized Signature

MP

⑈028089⑈ ⑆091215927⑆ 152100020394⑈

City of Mankato		Page: 1 of: 1	Check Number: 00028089
Invoice Date	Invoice Number	Description	Invoice Amount
04/01/2023	2022 Sanitary Refund	2022 Sanitary Sewer refund	\$19,623.63

Eagle Lake 2022 Drinking Water Report

This report contains important information about your drinking water. Have someone translate it for you or speak with someone who understands it.

Warbixintan waxay wadataa macluumaad muhiim ah ee la xiriira biyaha aad cabtid. Cid ha kuu tarjunto ama la hadl cid fahmaysa.

Making Safe Drinking Water

Your drinking water comes from a groundwater source: two wells ranging from 270 to 272 feet deep, that draw water from the Prairie Du Chien Group and Prairie Du Chien-Jordan aquifers.

Eagle Lake works hard to provide you with safe and reliable drinking water that meets federal and state water quality requirements. The purpose of this report is to provide you with information on your drinking water and how to protect our precious water resources.

Contact **Andrew Hartman, Public Works Director, at (507) 257-3218 or ahartman@eaglelakemn.com** if you have questions about Eagle Lake's drinking water. You can also ask for information about how you can take part in decisions that may affect water quality.

The U.S. Environmental Protection Agency sets safe drinking water standards. These standards limit the amounts of specific contaminants allowed in drinking water. This ensures that tap water is safe to drink for most people. The U.S. Food and Drug Administration regulates the number of certain contaminants in bottled water. Bottled water must provide the same public health protection as public tap water.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

Eagle Lake Monitoring Results

This report contains our monitoring results from January 1 to December 31, 2022.

We work with the Minnesota Department of Health to test drinking water for more than 100 contaminants. It is not unusual to detect contaminants in small amounts. No water supply is ever completely free of contaminants. Drinking water standards protect Minnesotans from substances that may be harmful to their health.

Learn more by visiting the Minnesota Department of Health's webpage [Basics of Monitoring and testing of Drinking Water in Minnesota](#)

<https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html>).

How to Read the Water Quality Data Tables

The tables below show the contaminants we found last year or the most recent time we sampled for that contaminant. They also show the levels of those contaminants and the Environmental Protection Agency's limits. Substances that we tested for but did not find are not included in the tables.

We sample for some contaminants less than once a year because their levels in water are not expected to change from year to year. If we found any of these contaminants the last time we sampled for them, we included them in the tables below with the detection date.

We may have done additional monitoring for contaminants that are not included in the Safe Drinking Water Act. To request a copy of these results, call the Minnesota Department of Health at 651-201-4700 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Explaining Special Situations for the Highest Result and Average

Some contaminants are monitored regularly throughout the year and rolling (or moving) annual averages are used to manage compliance. Because of this averaging, there are times where the Range of Detected Test Results for the calendar year is lower than the Highest Average or Highest Single Test Result, because it occurred in the previous calendar year.

Definitions

- **AL (Action Level):** The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
- **EPA:** Environmental Protection Agency
- **MCL (Maximum contaminant level):** The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- **MCLG (Maximum contaminant level goal):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- **MRDL (Maximum residual disinfectant level):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **MRDLG (Maximum residual disinfectant level goal):** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **N/A (Not applicable):** Does not apply.
- **pCi/l (picocuries per liter):** A measure of radioactivity.
- **ppb (parts per billion):** One part per billion in water is like one drop in one billion drops of water, or about one drop in a swimming pool. ppb is the same as micrograms per liter ($\mu\text{g/l}$).
- **ppm (parts per million):** One part per million is like one drop in one million drops of water, or about one cup in a swimming pool. ppm is the same as milligrams per liter (mg/l).
- **PWSID:** Public water system identification.

Monitoring Results – Regulated Substances

LEAD AND COPPER – Tested at customer taps.						
Contaminant (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Action Level	90% of Results Were Less Than	Number of Homes with High Levels	Violation	Typical Sources
Lead (09/09/20)	0 ppb	90% of homes less than 15 ppb	1.2 ppb	0 out of 10	NO	Corrosion of household plumbing.
Copper (09/09/20)	0 ppm	90% of homes less than 1.3 ppm	0.32 ppm	0 out of 10	NO	Corrosion of household plumbing.

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CONSUMER CONFIDENCE REPORT

INORGANIC & ORGANIC CONTAMINANTS – Tested in drinking water.						
Contaminant (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Limit (MCL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Nitrate	10 ppm	10.4 ppm	0.32 ppm	0.00 - 0.32 ppm	NO	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.
Cyanide, Free	0.2 ppm	0.2 ppm	0.08 ppm	N/A	NO	Discharge from steel/metal factories; Discharge from plastic and fertilizer factories.
Barium	2 ppm	2 ppm	0.14 ppm	N/A	NO	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposit.
Gross Alpha (2021)	0 pCi/l	15.4 pCi/l	14 pCi/l	N/A	NO	Erosion of natural deposits.
Combined Radium (2021)	0 pCi/l	5.4 pCi/l	3.8 pCi/l	N/A	NO	Erosion of natural deposits.

CONTAMINANTS RELATED TO DISINFECTION – Tested in drinking water.						
Substance (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG or MRDLG)	EPA's Limit (MCL or MRDL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Total Trihalomethanes (TTHMs)	N/A	80 ppb	1.3 ppb	N/A	NO	By-product of drinking water disinfection.
Total Haloacetic Acids (HAA)	N/A	60 ppb	1.1 ppb	N/A	NO	By-product of drinking water disinfection.
Total Chlorine	4.0 ppm	4.0 ppm	0.98 ppm	0.54 - 1.19 ppm	NO	Water additive used to control microbes.

Total HAA refers to HAA5

OTHER SUBSTANCES – Tested in drinking water.						
Substance (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Limit (MCL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Fluoride	4.0 ppm	4.0 ppm	1.5 ppm	1.20 - 1.40 ppm	NO	Erosion of natural deposits; Water additive to promote strong teeth.

Some People Are More Vulnerable to Contaminants in Drinking Water

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. The developing fetus and therefore pregnant women may also be more vulnerable to contaminants in drinking water. These people or their caregivers should seek advice about drinking water from their health care providers. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791.

Learn More about Your Drinking Water

Drinking Water Sources

Groundwater supplies 75 percent of Minnesota's drinking water and is found in aquifers beneath the surface of the land. Surface water supplies 25 percent of Minnesota's drinking water, and is the water in lakes, rivers, and streams above the surface of the land. Contaminants can get in drinking water sources from the natural environment and from people's daily activities. There are five main types of contaminants in drinking water sources.

- **Microbial contaminants**, such as viruses, bacteria, and parasites. Sources include sewage treatment plants, septic systems, agricultural livestock operations, pets, and wildlife.
- **Inorganic contaminants** include salts and metals from natural sources (e.g. rock and soil), oil and gas production, mining and farming operations, urban stormwater runoff, and wastewater discharges.
- **Pesticides and herbicides** are chemicals used to reduce or kill unwanted plants and pests. Sources include agriculture, urban stormwater runoff, and commercial and residential properties.
- **Organic chemical contaminants** include synthetic and volatile organic compounds. Sources include industrial processes and petroleum production, gas stations, urban stormwater runoff, and septic systems.
- **Radioactive contaminants** such as radium, thorium, and uranium isotopes come from natural sources (e.g., radon gas from soils and rock), mining operations, and oil and gas production.

The Minnesota Department of Health provides information about your drinking water source(s) in a source water assessment, including:

- How Eagle Lake is protecting your drinking water source(s);
- Nearby threats to your drinking water sources;
- How easily water and pollution can move from the surface of the land into drinking water sources, based on natural geology and the way wells are constructed.

Find your source water assessment at [Source Water Assessments](https://www.health.state.mn.us/communities/environment/water/swp/swa) (<https://www.health.state.mn.us/communities/environment/water/swp/swa>) or call 651-201-4700 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Lead in Drinking Water

You may be in contact with lead through paint, water, dust, soil, food, hobbies, or your job. Coming in contact with lead can cause serious health problems for everyone. There is no safe level of lead. Babies, children under six years, and pregnant women are at the highest risk.

Lead is rarely in a drinking water source, but it can get in your drinking water as it passes through lead service lines and your household plumbing system. Eagle Lake is responsible for providing high quality drinking water, but it cannot control the plumbing materials used in private buildings.

Read below to learn how you can protect yourself from lead in drinking water.

1. **Let the water run** for 30-60 seconds before using it for drinking or cooking if the water has not been turned on in over six hours. If you have a lead service line, you may need to let the water run longer. A service line is the underground pipe that brings water from the main water pipe under the street to your home.
 - You can find out if you have a lead service line by contacting your public water system, or you can check by following the steps at: <https://www.mprnews.org/story/2016/06/24/npr-find-lead-pipes-in-your-home>
 - The only way to know if lead has been reduced by letting it run is to check with a test. If letting the water run does not reduce lead, consider other options to reduce your exposure.
2. **Use cold water** for drinking, making food, and making baby formula. Hot water releases more lead from pipes than cold water.
3. **Test your water.** In most cases, letting the water run and using cold water for drinking and cooking should keep lead levels low in your drinking water. If you are still concerned about lead, arrange with a laboratory to test your tap water. Testing your water is important if young children or pregnant women drink your tap water.
 - Contact a Minnesota Department of Health accredited laboratory to get a sample container and instructions on how to submit a sample:
[Environmental Laboratory Accreditation Program](https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam)
<https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam>
 The Minnesota Department of Health can help you understand your test results.
4. **Treat your water** if a test shows your water has high levels of lead after you let the water run.
 - Read about water treatment units:
[Point-of-Use Water Treatment Units for Lead Reduction](https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html)
<https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html>

Learn more:

- Visit [Lead in Drinking Water](https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html)
<https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html>
- Visit [Basic Information about Lead in Drinking Water](http://www.epa.gov/safewater/lead) (<http://www.epa.gov/safewater/lead>)
- Call the EPA Safe Drinking Water Hotline at 1-800-426-4791. To learn about how to reduce your contact with lead from sources other than your drinking water, visit [Common Sources](https://www.health.state.mn.us/communities/environment/lead/fs/common.html)
<https://www.health.state.mn.us/communities/environment/lead/fs/common.html>.

Help Protect Our Most Precious Resource – Water

The Value of Water

Drinking water is a precious resource, yet we often take it for granted.

Throughout history, civilizations have risen and fallen based on access to a plentiful, safe water supply. That's still the case today. Water is key to healthy people and healthy communities.

Water is also vital to our economy. We need water for manufacturing, agriculture, energy production, and more. One-fifth of the U.S. economy would come to a stop without a reliable and clean source of water.

Systems are in place to provide you with safe drinking water. The state of Minnesota and local water systems work to protect drinking water sources. For example, we might work to seal an unused well to prevent contamination of the groundwater. We treat water to remove harmful contaminants. And we do extensive testing to ensure the safety of drinking water.

If we detect a problem, we take corrective action and notify the public. Water from a public water system like yours is tested more thoroughly and regulated more closely than water from any other source, including bottled water.

Conservation

Conservation is essential, even in the land of 10,000 lakes. For example, in parts of the metropolitan area, groundwater is being used faster than it can be replaced. Some agricultural regions in Minnesota are vulnerable to drought, which can affect crop yields and municipal water supplies.

We must use our water wisely. Below are some tips to help you and your family conserve – and save money in the process.

- Fix running toilets—they can waste hundreds of gallons of water.
- Turn off the tap while shaving or brushing your teeth.
- Shower instead of bathe. Bathing uses more water than showering, on average.
- Only run full loads of laundry, and set the washing machine to the correct water level.
- Only run the dishwasher when it's full.
- Use water-efficient appliances (look for the WaterSense label).
- Use water-friendly landscaping, such as native plants.
- When you do water your yard, water slowly, deeply, and less frequently. Water early in the morning and close to the ground.
- Learn more
 - [Minnesota Pollution Control Agency's Conserving Water webpage \(https://www.pca.state.mn.us/living-green/conserving-water\)](https://www.pca.state.mn.us/living-green/conserving-water)
 - [U.S. Environmental Protection Agency's WaterSense webpage \(https://www.epa.gov/watersense\)](https://www.epa.gov/watersense)

You Can Prevent Pollution

Many of our daily activities contribute to the pollution of Minnesota's surface water and groundwater. You can help protect these drinking water sources by taking the following actions:

- **Lawn and property:**
 - Limit use of herbicides, pesticides, and fertilizers on your property.
 - Keep soil in place with plants, grass, or rocks.
 - Cover temporary piles of dirt with a tarp or burlap sack.
 - Keep leaves and grass off of streets and sidewalks.
 - Maintain any septic systems, private wells, and storage tanks to prevent leaks. Seal any unused wells.
- **Out-of-date medications:** Never flush unwanted or out-of-date medications down the toilet or sink. Always take them to a waste disposal or prescription medication drop-off site. More information is available at [Managing unwanted medications \(www.pca.state.mn.us/living-green/managing-unwanted-medications\)](http://www.pca.state.mn.us/living-green/managing-unwanted-medications)
- **Hazardous materials:** Safety store hazardous materials such as paint, batteries, herbicides, pesticides, and pool chemicals. Dispose of them at a proper waste disposal facility or drop-off event. Do not dump down storm drains, sink or onto your land. Learn more at: [Keep hazardous waste out of the garbage \(http://www.pca.state.mn.us/featured/keep-hazardous-waste-out-of-the-garbage\)](http://www.pca.state.mn.us/featured/keep-hazardous-waste-out-of-the-garbage).
- **Pet waste:** Pick up after your pet and put waste in the trash.
- **Trash:** Seal trash bags and keep litter out of the street.
- **Winter ice removal:** Chemicals used to break up the ice are called deicers or anti-icers. They can be harmful to the environment, corrosive to driveways and sidewalks and harmful to plants, pets and humans. Always shovel first, and then only apply deicers/anti-icers lightly if needed. Learn more at [10 smart salting tips to protect Minnesota waters \(https://www.pca.state.mn.us/featured/10-smart-salting-tips-protect-minnesota-waters\)](https://www.pca.state.mn.us/featured/10-smart-salting-tips-protect-minnesota-waters).
- **Keep an eye out for car and motor fluids:** Seal or repair any fluid leaks that could run off onto streets and into storm drains. Take used motor oil or other fluids to a neighborhood drop-off site.
- **Be a water advocate:** Spread the word; get involved. There are many groups and individuals working to protect water across Minnesota.

Reduce Backflow at Cross Connections

Bacteria and chemicals can enter the drinking water supply from polluted water sources in a process called backflow. Backflow occurs at connection points between drinking water and non-drinking water supplies (cross connections) due to water pressure differences.

For example, if a person sprays an herbicide with a garden hose, the herbicide could enter the home's plumbing and then enter the drinking water supply. This could happen if the water pressure in the hose is greater than the water pressure in the home's pipes.

Property owners can help prevent backflow. Pay attention to cross connections, such as garden hoses.

The Minnesota Department of Health and American Water Works Association recommend the following:

- Do not submerge hoses in buckets, pools, tubs, or sinks.
- Keep the end of hoses clear of possible contaminants.
- Do not use spray attachments without a backflow prevention device. Attach these devices to threaded faucets. Such devices are inexpensive and available at hardware stores.
- Use a licensed plumber to install backflow prevention devices.
- Maintain air gaps between hose outlets and liquids. An air gap is a vertical space between the water outlet and the flood level of a fixture (e.g. the space between a wall-mounted faucet and the sink rim). It must be at least twice the diameter of the water supply outlet, and at least one inch.
- Commercial property owners should develop a plan for flushing or cleaning water systems to minimize the risk of drawing contaminants into uncontaminated areas.

Home Water Treatment

Overview

Most Minnesotans, whether they drink from a public water supply or a private well, have drinking water that does not need treatment for health protection. Water treatment units are best for improving the physical qualities of water—the taste, color, or odor.

No single treatment process can remove all substances in water. If you decide to install a home water treatment unit, choose a unit certified and labeled to reduce or remove the substance of concern. If there is more than one substance you want to remove from your water, you may need to combine several treatment processes into one system.

Even well-designed treatments systems can fail. You should continue to test your drinking water after you install a treatment unit. All home water treatment units need regular maintenance to work correctly. Regular maintenance may include changing filters, disinfecting the unit, or cleaning scale buildup. Always install, clean, and maintain a treatment unit according to the manufacturer's recommendations.

Learn more at [Home Water Treatment](#)

(<https://www.health.state.mn.us/communities/environment/water/factsheet/hometreatment.html>).

Beware of Water Treatment Scams

False claims, deceptive sales pitches, or scare tactics have been used by some water treatment companies. Every person has a right to decide what is best for themselves and their family, and you may choose to install additional water treatment to further lower the levels of contaminants of emerging concern, chlorine, and other chemicals in your water. However, you should be cautious about purchasing a water treatment system. If you are considering the purchase of a home water treatment system, please read the Minnesota Department of Health's recommendations online at [Warning: Beware of Water Treatment Scams](#)

(<https://www.health.state.mn.us/communities/environment/water/factsheet/beware.html>).

The Pros and Cons of Home Water Softening

When considering whether to use a water softener, contact your public water system to find out if you have hard water. Many systems treat for hardness, making water softeners unnecessary.

Water softeners are a water treatment device. They remove water hardness (dissolved calcium and magnesium). Water softeners must be installed and maintained properly to be safe and effective. Learn more at [Home Water Softening](https://www.health.state.mn.us/communities/environment/water/factsheet/softening.html) (<https://www.health.state.mn.us/communities/environment/water/factsheet/softening.html>).

The benefits of soft water include:

- Increased efficiency for soaps and detergents.
- Reduction in mineral staining on fixtures and in pipes.
- A potential increase in the lifespan of water heaters.

The drawbacks of soft water include:

- Operation and maintenance costs.
- More sodium. People on low-sodium diets should consult a doctor if they plan to regularly consume softened water.
- The production of salt brine as a byproduct. This can have negative effects at wastewater treatment plants and on ecosystems. Reduce the amount of salt brine used or install a salt-free system.

Service Line Material Inventory

Our system will be working to complete an inventory of the service line materials before October 16, 2021. The service line consists of the pipes that connect the water main to your home. Older homes may have materials such as lead in their service lines and this inventory will help us prioritize replacement of lead service lines in the future. We hope that customers will actively cooperate as we work to complete our inventory and we will make the information available once complete. For questions, please contact us.

Health Equity and Drinking Water Affordability

Water systems have ongoing infrastructure, operations and maintenance costs in supplying safe drinking water, and many are implementing additional efforts to help insure health equity and manageable water bills with:

- Awareness to help all consumers minimize water use and costs
 - Turn the faucet off while brushing teeth.
 - Shower instead of bathing to reduce water use.
 - Fix running toilets by replacing flapper valves.
 - Run full loads of laundry and use a minimal water use setting.

- Community partnerships
 - Our water system partners with others to help consumers with limited resources make payments to their water bills.
 - Contact us to learn more.

Additional Information

In February of 2022, the Minnesota Department of Health (MDH) advised us that our water system has levels of manganese in the drinking water supply that are greater than MDH recommended health guidance values. Although the EPA Safe Drinking Water Act does not regulate manganese, these guidelines identify a safe level of manganese in drinking water:

- 1. Of no more than 100 parts per billion (ppb), if you have an Infant younger than one year and your infant drinks tap water or formula is made from tap water.**
- 2. No more than 300 ppb for all persons more than one year old.**

Manganese in the water supply is not new. It occurs naturally in rocks and soil and is usually present in Minnesota's ground and surface waters. In other words – this is not a recent change in water quality, but it is just now being recognized as a potential health concern. People need some manganese to stay healthy, but too much can be harmful to the nervous system. Infants may develop learning and behavior problems if they drink water or formula made with water with too much manganese. In addition, children and adults who drink water with high levels of manganese may have problems with memory, attention, and motor skills.

Some short-term actions residents can take include:

1. Use “purified” bottled water for drinking, especially if you have an infant or young child.
2. As most softeners can be effective at removing manganese, if you have a water softener, use softened water for drinking and make sure your water softener is in good working order.
3. Filter your drinking water with a reverse osmosis filter installed below the sink.
4. Contact a reputable water treatment company to install a home treatment system if you do not already have one.

Long-term solution: The City of Eagle Lake is working to try and secure funding to construct a new water treatment facility to address water quality issues, including that of high levels of manganese.

More information about manganese is also available on the MDH website at:

<https://www.health.state.mn.us/communities/environment/water/contaminants/manganese.html>



April 26, 2023

RE: New Resident Welcome Bag Initiative, and Introducing Eagle Lake's Newly Hired Community Development Coordinator

Dear Eagle Lake Business,

The Eagle Lake Economic Development Authority (EDA) would like to implement a "New Resident Welcome Bag" initiative to welcome new residents to Eagle Lake and encourage them to be engaged in the community and help support local businesses. The goal of the program is to make new residents feel welcome and provide them with information about our community and show why making Eagle Lake their new home is a great decision.

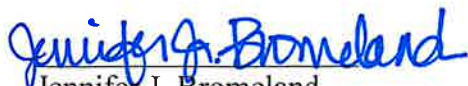
Your participation in the New Resident Welcome Bag initiative is a great way to welcome new residents, as well as introduce your local business or services to community members. Participation in this initiative is simple. Just fill out the enclosed form and offer a free gift, service, or item with no strings attached. (There cannot be an expiration date, strings attached, and no purchase or contract required for a resident to obtain the free item. Coupons must be for a completely free item or service.) The bags will be supplied by the EDA. New residents that sign up for utility service will receive a welcome bag at City Hall.

We are excited to announce the hire of Olivia Adomabea to fill the newly created Community Development Coordinator position with the City of Eagle Lake. Olivia began her new role on April 7th and will be reaching out to you within the next few months to schedule a business visit to learn more about your business and talk about ways that the EDA can be a resource for your business.

If you are interested in participating in the New Resident Welcome Bag initiative or have any economic development related questions, please feel free to contact Community Development Coordinator Olivia Adomabea at 507-257-3218 or oadomabea@eaglelakemn.com.

Thank you in advance for your time and consideration of this important initiative!

Sincerely,


Jennifer J. Bromeland
City Administrator

NEW RESIDENT WELCOME BAG INITIATIVE
EAGLE LAKE EDA



Please return this form by
 June 5th to:

Eagle Lake City Hall
 Attn: Olivia Adomabea
 Community Development
 Coordinator
 705 Parkway Avenue, PO Box 159
 Eagle Lake, MN 56024
 oadomabea@eaglelakemn.com

Business Name	
Contact Name	
Email	
Phone	
FREE gift, service, item to be included in the welcome bag (e.g., magnet, pen, notepad, etc.)	

THANK YOU IN ADVANCE FOR YOUR PARTICIPATION!



April 3, 2023

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

RE: Eagle Lake Trail & Sidewalk

Dear Ms. Bromeland,

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

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

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

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

→ 50/50
cost-share
with county
LB

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

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

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

Sincerely,

Lisa Bigham

Digitally signed by Lisa Bigham
Date: 2023.04.03 14:24:57
-05'00'

Lisa Bigham
Assistant District Engineer – State Aid