

CITY OF EAGLE LAKE
SEPTEMBER 11, 2023
CITY COUNCIL MEETING AGENDA
705 Parkway Avenue at 6:00 P.M.

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

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

CALL TO ORDER

ROLL CALL

OPEN PUBLIC COMMENTS

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

APPROVAL OF THE AGENDA

APPROVAL OF MEETING MINUTES

- City Council Meeting Minutes of August 7, August 8, and August 16, 2023 Pg. 3

CONSENT AGENDA

- | | | | |
|------------------------|--------|---|--------|
| 1. Monthly Bills | Pg. 14 | 2. Treasurer’s Report | Pg. |
| 3. Police Report | Pg. 60 | 4. Fire Report | Pg. 65 |
| 5. Public Works Report | Pg. 67 | 6. Building and Zoning Permits | Pg. 68 |
| 7. Gambling Report | Pg. 70 | 8. Res. 2023-38 Accept Donations
for Park Pavilion | Pg. 72 |
| 9. | | | |

PUBLIC HEARING

PRESENTATIONS

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

OLD BUSINESS

NEW BUSINESS

1. REDA Joint Services Agreement Pg. 73
2. Use Agreement with Property Owner and Farmer for Wind Rows along 598th Pg. 83
3. Draw Request No. 3 for Fox Meadows Housing Development Cash Escrow Pg. 88
4. TIF 3-1 Interfund Loan Repayment to General Fund Pg. 91
5. Insurance Agent for Property and Casualty and Work Comp Pg. 95
6. Agreement Establishing Regional Safety Group with Madison Lake and St. Clair Pg. 96
7. Utility Rate Recommendations – Water, Sewer, and Stormwater Rate Analysis Pg.108
8. Resolution Adopting Proposed 2024 Preliminary Budget and Tax Levy Pg.115
9. Fire Department Request to Use Gambling Fund Proceeds to Purchase Uniforms Pg.140
10. Authorization to Sell 2020 Country Clipper Mower and 2008 F-250 on Minn Bid Pg.147
11. Public Works Request to Purchase Two-Way Radios for Equipment Pg.150
12. Climate Impact Corps Site Agreement for Community Forestry Member Pg.152
13. Pricing for Mass Notification System Pg.177

OTHER

1. New Law Regarding Managed Natural and Native Landscaping and Next Steps Pg.184
2. Police Department Staffing Update Pg.189

CITY ADMINISTRATOR REPORT

Pg.190

1. 2022 Population and Household Estimates from MN State Demographer
2. Expenditure and Revenue Report as of August 31, 2023
3. Community Forestry Member Recruitment
4. Storm Drain Stenciling Activity for 2023
5. Upcoming Mayors and Clerks Meeting in Eagle Lake
6. MSU Graduate Class Studio Project (Land Use Update) for Eagle Lake
7. Status of Highway 14 Corridor Study Application and 2024 UPWP
8. Regency Update

COUNCIL MEMBER REPORTS

ANNOUNCEMENTS

- Upcoming Regular **City Council** Meeting – October 2, 2023 at 5:00 PM, City Hall – Council Chambers, 705 Parkway Avenue
- Next Regular **EDA** Meeting – September 28, 2023 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Park Board** Meeting – September 14, 2023 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Planning Commission** Meeting – September 18, 2023 at 6:00 PM, City Hall-Council Chambers, 705 Parkway Ave

ADJOURNMENT

**CITY OF EAGLE LAKE
CITY COUNCIL MEETING
AUGUST 7, 2023**

CALL TO ORDER

- Due to a power outage and a city-wide water outage the meeting was delayed, and Mayor Norton called the meeting to order at 6:25 p.m.

ROLL CALL

- Council Members present: Garrett Steinberg, Beth Rohrich, John Whittington, and Mayor Lisa Norton. Absent was Council Member Anthony White.
- Staff present: City Administrator Jennifer Bromeland (arrived at 7:55 due to power outage and city-wide water outage), Public Police Chief John Kopp, and Deputy Clerk Kerry Rausch. Public Works Director Andrew Hartman was not able to attend meeting due to power outage and city-wide water outage.

PUBLIC COMMENTS

- None

APPROVAL OF THE AGENDA

- Mayor Norton asked to add under New Business #7 Snowplow Blade Purchase and #8 Freedom Security.
- Council Member Steinberg moved, seconded by Council Member Rohrich, to approve the agenda as amended. The motion carried with Council Members Steinberg, Rohrich, Whittington, and Mayor Norton voting in.

APPROVAL OF MEETING MINUTES

- Council Member Steinberg moved, seconded by Council Member Rohrich, to approve the July 10, 2023 City Council minutes. The motion carried with Council Members Steinberg, Rohrich, Whittington, and Mayor Norton voting in favor.

CONSENT AGENDA

- Mayor Norton brought to the Council's attention the resolution accepting the resignation of Jerry Haber from the Public Works department and the resolution to not waive statutory tort limits for property and casualty insurance through the League of Minnesota Cities.
- Council Member Steinberg moved, seconded by Council Member Rohrich, to approve the consent agenda.

Monthly Bills	Treasurer's Report	Police Report
Fire Report	Public Works Report	Building & Zoning Permits
Gambling Report	Res. 2023-34 Resignation of Jerry Haber from Public Works	
Res. 2023-35 to Not Waive Statutory Tort Limit		

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

PUBLIC HEARING

1. Interim Ordinance Prohibiting the Sale, Testing, Manufacturing, Cultivating, Growing, Transporting, Delivery, and Distribution of Cannabis Products in the City of Eagle Lake

- Mayor Norton explained that a public hearing was scheduled to consider adopting an interim ordinance related to cannabis businesses. Pursuant to Minnesota Statute 462.355, subd. 4, a city is authorized to enact by ordinance a moratorium to regulate, restrict or prohibit land uses within its jurisdiction to protect the public health, safety, and welfare.
- Mayor Norton also explained the draft interim ordinance would prohibit the sale, testing, manufacturing, cultivating, growing, transporting, delivery, and distribution of cannabis products in the City of Eagle Lake. The purpose of the moratorium ordinance is to allow the City the opportunity to undertake a study to determine whether to adopt any regulations or restrictions, including siting and location of uses, related to the sale, testing, manufacturing, cultivating, growing, transporting, delivery and distribution of cannabis products. Unless earlier rescinded by the City Council, the moratorium would remain in effect until twelve (12) months from its effective date, at which point, it will either automatically expire or be extended pursuant to other statutory authority until January 1, 2025.
- The public hearing was opened with a question asked by Tim Auringer, 405 Perry Street, asking if the proposed interim ordinance is just for commercial users or for private users as well.
- The City Council's discussion included that Minnesota state statute regulates private users and that it is believed that the intent of the proposed ordinance would allow for study of the commercial aspect. The City's attorney can be asked to provide clarification for Mr. Auringer's question.

PRESENTATIONS

1. Darrin W. Lee with Coalition of Greater Minnesota Cities: City Visit

- Mr. Lee explained that the Coalition of Greater Minnesota Cities represents non-metro cities at the state level and lobbies for the needs of those cities. Currently they represent over 100 cities. He stated this is important because non-metro cities needs are different than metro cities.
- Mr. Lee presented some legislative updates that were proposed and the final outcomes. Items presented included local government aid, environmental, childcare, workforce, housing and economic development, and transportation.
- Legislative changes include funding for lead service lines and city streets for cities under a population of 5,000 which will be captured through delivery fees, and public safety aid.
- There was no bonding bill in 2021 nor 2022 and 2024 would typically see a bonding bill, so there may be a bonding bill next year as well.

2. Jessical Beyer and Ryan Vesey with Greater Mankato Growth (GMG): Joint Services Agreement

- Jessica Beyer, GMG's President and CEO and Ryan Vesey, GMG's Economic Development and Research Manager were present to provide information of what services GMG provides for member cities and how membership dollars are utilized.
- Greater Mankato Growth includes Regional Economic Development Alliance (REDA) which is a partnership of five cities and two counties. The primary focus for REDA is business retention and expansion, new enterprise and emerging business development, new business development, and marketplace enhancements. Resident recruitment is an additional focus of REDA and they are seeing increased results from new media campaigns.
- Mr. Vesey explained that several participating cities have renewed the joint membership and that existing partners have until the end of year 2023 to renew their membership. Per capital rate adjustments in the 2023 joint service agreement were explained and Eagle Lake's projected membership fees were presented. The proposed rate adjustment was suggested by the City of Mankato, who currently pays a higher per capita rate than other partners.
- Funding within REDA is used for economic development and marketing resources subscription, business development and recruitment, targeted marketing campaigns and promotional material, and human capital and resources.

- Ryan Vesey explained that Freedom Security received a grant which was administered through Greater Mankato Growth to assist with the development of a new business coming to Eagle Lake. It was also explained that they offer direct support to local businesses and that any business can participate.

OLD BUSINESS

- None

NEW BUSINESS

1. Ordinance No. 2023-03: An Interim Ordinance Prohibiting the Sale, Testing, Manufacturing, Cultivating, Growing, Transporting, Delivery and Distribution of Cannabis Products in the City of Eagle Lake
 - Administrator Bromeland explained the intent of the proposed interim ordinance is for business/commercial purposes and that City Council could approve the ordinance with the request for that the City's attorney provide clarification that this pertains commercial businesses.
 - Council Member Rohrich moved, seconded by Council Member Steinberg, to adopt Ordinance 2023-03 upon the clarification by the city's attorney that it is intended for commercial businesses. A roll call vote was taken with Council Members Steinberg, Rohrich, Whittington, and Mayor Norton voting in favor.
2. Job Description for Police Seargeant Position
 - Item was removed from agenda.
3. Recommendation to Hire Anthony Adams as part-Time Police Sergeant
 - Chief Kopp stated that Mr. Adams has withdrawn his application from consideration. No action is therefore needed.
4. Block Party Request from Resident
 - Mayor Norton explained that a request was received from Diann Brooks, 209 Maywood Avenue, to hold a block party in front of 304 Maywood Avenue on August 26th from 3:00 p.m. to 7:00 p.m. Ms. Brooks is requesting that the street be blocked off at the corner of 3rd Street and Maywood Avenue to the west side of 304 Maywood Avenue.
 - At the present time, the City of Eagle Lake does not have a Block Party and Block Party Consent Form. Before Council are proposed forms for review and approval.
 - A motion will be needed if there is an interest in granting the block party request by Diann Brooks and to adopt the Block Party Rules and Regulations and Block Party Consent Form. Approving these items would allow staff to process requests administratively instead of waiting until the next City Council meeting to obtain approval.
 - Council Member Steinberg moved, seconded by Council Member Rohrich, to approve Diann Brooks' block party request and to adopt the Block Party Rules and Regulations and Block Party Consent Form. The motion carried with Council Members Steinberg, Rohrich, Whittington, and Mayor Norton voting in favor.
5. Pricing for Annual Sidewalk Repairs
 - Each year, the public works department prioritizes segments of sidewalk around the community that need to be replaced. Andrew Hartman, the Public Works Director, has received pricing from Clint Adams Concrete for sidewalk repairs totaling \$11,400. There is \$20,000 budgeted in the 2023 budget for this purpose.
 - Council Member Steinberg moved, seconded by Council Member Rohrich, to authorize the sidewalk repairs by Clint Adams Concrete in the amount of \$11,400. The motion carried with Council Members Steinberg, Rohrich, Whittington, and Mayor Norton voting in favor.
6. Pricing for Annual Tree Trimming and Removal

- Each year, the public works department prioritizes trees to be removed from public property. Last year, the City received grant funds through the DNR to remove ash trees. The grant funds available this year were very limited and we were not awarded funding to remove ash trees. City staff will apply for funding as it becomes available in hopes of being able to remove more ash trees in 2024.
 - Public Works Director Andrew Hartman submitted a departmental expenditure request to trim and remove trees at Lake Eagle Park. This request includes pricing from Melchoir's Tree Service totaling \$9,800. There was \$20,000 budgeted for miscellaneous professional services related to parks. Of the amount budgeted, \$13,300 remains for tree trimming and removal and other services for the parks.
 - Council Member Steinberg moved, seconded by Council Member Rohrich, authorizing staff proceed with tree trimming and removal services utilizing Melchoir's Tree Service. The motion carried with Council Members Steinberg, Rohrich, Whittington, and Mayor Norton voting in favor.
7. Purchase of Snowplow Blade
- Public Works Director Andrew Hartman has submitted a request for the purchase of a snowplow blade for the new F-250 truck. Only one quote was received due to the limited vendors who carry the blade needed.
 - Council Member Rohrich moved, seconded by Council Member Whittington, to authorize the purchase of the snowplow blade from Northland Farms Systems Inc, in the amount of \$10,500.55. The motion carried with Council Members Steinberg, Rohrich, Whittington and Mayor Norton voting in favor.
8. Freedom Security Request
- A request from Mike Bales with Freedom Security has been received to extend the date to begin construction from September 29, 2023 to October 29, 2023.
 - Council discussion included that this extension would allow for correct procedures to be followed.
 - Council Member Steinberg moved, seconded by Council Member Rohrich, to extend the beginning construction date for Freedom Security to October 29, 2023. The motion carried with Council Members Steinberg, Rohrich, Whittington, and Mayor Norton voting in favor.

OTHER

1. Thank You to the Tator Days Committee
- No action was taken at the meeting.

CITY ADMINISTRATOR REPORT

1. Music on Parkway
- The August 17th event has been moved to Lake Eagle Park and will be held from 6:00 p.m. – 9:00 p.m.
2. Outdoor Movie Event
- The August 18th event will take place at Eagle Lake Elementary School beginning at 6:00 p.m.
3. YTD Expenditure and Revenue Report
- The City Council has received the year-to date as of July 31st expenditure and revenue reports for review.
4. Information from LJP for Upcoming 2023 Fall and 2024 Spring Cleanups
- The 2023 Fall Cleanup will be a drop off only event and the 2024 Spring Cleanup may be a modified curbside cleanup event.
5. Park Pavilion Construction Timeline
- Bolton and Menk is providing structural review and will provide feedback. The contractor has indicated that construction is expected to begin in September if all goes well with the structural review.
6. Park Bathrooms
- The Park Board was thanked for their help in locking park bathrooms.
7. Budget Work Session: August 8th at 6:00 p.m.

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- A budget work session will be held August 8th at City Hall at 5:00 p.m..

8. Water Update

- The water outage was not expected and the required processes were followed. Xcel has restored power and the water is on. The Minnesota Department of Health's Boil Alert Advisory is in effect and notice has been emailed to residents, on the city's website, and on the City's Facebook page. Blue Earth County's Sheriff's department has issued a Code Red text alert to residents as well.
- The public works department will have the water tested on Tuesday and results should be back within 24 hours. The boil alert advisory will remain in effect until the City receives notification that it can be lifted.
- A thank you to Chief Kopp and Public Works Director Hartman was extended for their work during this power and water outage.
- It was explained that it was not possible to answer the City phones during this event and that the City may want to consider looking into its own notification system to send text messages/alerts to residents.
- Mayor Norton stated that if it were not for the water tower project and the tower being offline, this power outage would not have affected the water supply system.
- Council Member Whittington stated staff did a great job handling this situation.

COUNCIL REPORTS

- None

ADJOURNMENT

- Council Member Steinberg moved, seconded by Council Member Whittington, to adjourn the meeting at 8:04 p.m. The motion carried with Council Members Steinberg, Rohrich, Whittington, and Mayor Norton voting in favor.

Lisa Norton, Mayor

Kerry Rausch, Deputy Clerk

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**CITY OF EAGLE LAKE
SPECIAL CITY COUNCIL MEETING
AUGUST 08, 2023**

CALL TO ORDER

- Mayor Norton called the meeting to order at 5:00 p.m.

ROLL CALL

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

APPROVAL OF THE AGENDA

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

NEW BUSINESS

1. Police Staffing Work Session

- Chief Kopp presented a police officer retention plan which covered areas such as community involvement, mentorship, field training program, work/life balance, training opportunities, and scheduling. He also presented a list of items which can be used for recruitment to help entice officers to consider working in Eagle Lake.
- Discussion relating to retention and how goals could be achieved followed the presentation.

2. Budget Work Session

- Department heads for fire, public works, and the police departments presented proposed changes for their 2024 departmental budgets and reviewed current and future capital outlay and staffing needs.
- Administrator Bromeland explained that cities must prepare and adopt a proposed budget and proposed property tax levy each year. A budget is one year of estimated money coming in or revenue, and expenditures or money going out. Cities over 500 in population that propose a property tax increase are required to provide notice of proposed budget adoption and to allow public input on the proposed budget and property tax levy. The “truth-in-taxation” process (TNT) requires cities to certify proposed property tax levies to the county auditor on or before September 30th. The preliminary levy can be reduced once adopted but cannot be increased prior to the final levy being adopted. The levy is comprised of the general fund, EDA, and debt service. A TNT public comment hearing must occur sometime between November 25th and December 28th. The final levy must be certified to the county auditor by or before December 28th. Cities must also file a certificate of compliance with the Department of Revenue by December 28th.
- The 2023 Legislative Session resulted in many changes affecting cities, some of which will impact budgets in the future. City staff will continue monitoring guidance as it becomes available related to these changes. The City of Eagle Lake is a member of the Minnesota Valley Council of Governments (MVCOG), and they will be assisting member cities shortly with necessary policy updates. Effective January 1, 2024, employees will accrue earned sick and safe time. Beginning in January 2026, the state will administer a program to provide a number of weeks of partial wage replacement for family and medical leave. The program will be funded primarily through a payroll tax applied to all employers and their employees.



- Last year's final tax levy was set at approximately 9% or an increase of \$80,361. Property taxes should have remained relatively flat unless a property's valuation increased. The levy is comprised of the general fund, EDA, and debt service.
- Preliminary tax levy amounts for 2024 are yet to be determined with another budget work session suggested to allow for final preliminary information to be compiled and presented to the City Council.
- The City consistently maintains a minimum unassigned general fund balance of 50% of the annual budget. A positive fund balance contributes to a favorable bond rating, provides a source of working capital to meet cash flow needs, and offers a cushion for unexpected expenditures or revenue short falls.
- The Minnesota Department of Revenue released the certified Local Government Aid (LGA) amounts for 2024. The 2024 LGA payments will be made on July 20th and December 26, 2024. Together, LGA and property taxes account for approximately 80% of general fund revenues. Both are significant sources of income. The goal of LGA is to help equalize a city's ability to provide an average level of services at a reasonable property tax rate. The certified LGA amount for Eagle Lake in 2024 is \$749,370.
- Each year, a cost-of-living adjustment is made to wages using the consumer price index. This is intended to counteract inflation and the average change over time in prices paid by consumers for goods and services. Discussion took place in 2021 that the City retains discretion as to the actual adjustment to wages for cost of living and is not bound by the CPI. This year, the percent change for the Midwest region from June 2022 to June 2023 is 2.4%. Based on a survey of other area cities comparable in size, most are budgeting anywhere between 3%-5% for a cost-of-living adjustment for 2024. A 3% COLA will be factored into the 2024 budget.
- Per a recent wage survey completed with assistance from the Minnesota Valley Council of Governments (MVCOG), across the board, Eagle Lake's wages are below average of market comparables. Per MVCOG, we want to be somewhere between 90%-110% of average to be considered competitive with other jurisdictions. With the current labor market, we are finding that to attract and hire new employees, we need to hire employees at a higher step to be competitive. To get to a more competitive position for wages, after consulting with MVCOG, City staff recommends that the first 4 steps of the current plan be dropped. This means that Step 5 will become Step 1 and then 4 steps will be added to the top end. In total, there will still be 10 steps, the same as the current step schedule. Anyone that is currently placed between Step 1 and Step 3 of the wage scale will automatically be moved to Step 5 of the proposed new wage scale.
- Council discussion included they would like to see Administrator Bromeland receive more than a COLA increase, being at the top of that position's pay scale, based on her performance and asked if there is flexibility as to where a person may be placed on the wage scale.
- Administrator Bromeland explained that the proposed wage scale would allow those employees currently at Step 1-Step 4 to automatically move to Step 5 and those at the top step to move to a new Step 6 and have an opportunity for an annual step increase. It was explained that currently there are 10 steps to the step schedule and that by dropping the first 4 steps and adding 4 steps to the top end, the step schedule will still be 10 steps in total. Those employees currently at the lower steps (Steps 1-3), would see a larger overall increase by moving to Step 5 as compared to employees higher on the step schedule. Once at the top step, an employee will only receive a COLA increase.
- The 2024 health insurance rates will not be known until October, but staff have been advised by our agent to budget for an 8-10% increase. It is anticipated that the renewal will be under 10% but staff are budgeting higher until the new rates are known.
- Public Employees Retirement Association (PERA), social security and Medicare withholding rates for 2024 will not change.

- There will be a one-time public safety aid in the amount of \$143,617. These funds will be sent to cities in late December 2023 and can be spent on public safety purposes for police and fire. Discussion took place about whether the funds could be used to purchase a generator.
3. Amend Agenda – Resolution 2023-37 Hunter Bless to Fire Department Active Roster
- Council Member Steinberg moved, seconded by Council Member White, to amend the agenda to add Resolution 2023-37 Moving Hunter Bless to the fire department’s active roster. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
 - Council Member Steinberg moved, seconded by Council Member White, to approve Resolution 2023-37 appointing Hunter Bless to the fire department’s active roster. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

OTHER

- None

ADJOURNMENT

- Council Member Steinberg moved, seconded by Council Member White, to adjourn the meeting at 8:07 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
SPECIAL CITY COUNCIL MEETING
AUGUST 16, 2023**

CALL TO ORDER

- Mayor Norton called the meeting to order at 7:00 p.m.

ROLL CALL

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

APPROVAL OF THE AGENDA

- Council Member Rohrich moved, seconded by Council Member Whittington, to amend the agenda to add Riley Hiller's presentation for charity event in Lake Eagle Park. The motion to amend the agenda carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

NEW BUSINESS

1. Riley Hiller – Charity Event in Lake Eagle Park

- Riley Hiller, 96 Valley Lane, presented the idea of a charitable basketball tournament she would like to hold at the Lake Eagle Park on September 23, 2023 from 10:00 a.m. to 4:00 p.m.. Her employer Star Nutrition would sponsor the community charity-based event with the proceeds going to National Alliance on Mental Illness (NAMI). Details of how the event would operate were presented and would be geared towards persons ages 16 and over. Star Nutrition will be responsible for liability insurance. Food trucks will be present in the park.
- Council discussion included parking concerns and the need to notify property owners in the park area of the event and the Council's desire to waive the rental fee.
- Council Member Rohrich moved, seconded by Council Member Steinberg, to waive the rental fee for this charitable basketball event in Lake Eagle Park. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

2. Budget Work Session

- Administrator Bromeland explained that a preliminary budget and proposed tax levy must be adopted by the City Council and certified to the county auditor by September 30th. The preliminary budget and levy can be reduced but not increased once it has been adopted. The levy includes \$935,312 for the general fund, \$51,000 for the EDA and \$132,939 for debt service, totaling \$1,119,251. The proposed 2024 revenue for the general fund is \$2,093,515 and the proposed expenditures are \$2,271,743. The budget would be balanced except for \$181,627 in planned capital outlay expenditures drawing down previously set aside funding in general fund reserves. The expenditures are comprised of fire, police, streets, and parks capital outlay expenditures. Planned deficit spending is the intentional drawing down of capital outlay funds previously set aside in the general fund. But for the planned expenditures, the budget would be balanced.
- Truth in Taxation notices are sent to all property owners each November before local units of government finalize their budgets for the coming year. The notice is meant to help property owners understand how property taxes are determined and how they can get involved with local budgeting and taxation. Property owners cannot appeal their property's market value or classification at the Truth in Taxation meeting. The Truth in Taxation meeting is tentatively scheduled for Monday, December 4th at 6:00 p.m. at City Hall.

- Proposed for 2024 is a modified step schedule with a 3% step increase and a 3% COLA. The police budget has been calculated with three full-time officers and a separate line item was added for contracted patrol hours with Blue Earth County totaling \$75,000. The number of contracted patrol hours will be reduced once staffing levels increase. If the City were able to hire a 4th full-time officer, there would be enough budgeted in the overall police department budget assuming the contracted patrol hours were eliminated.
- The 2024 health insurance rates will not be known until October but have staff have been advised by our agent to budget for an 8-10% increase. It is anticipated that the renewal will be under 10% but have been budgeted higher until the rates are known.
- The one-time public safety aid for Eagle Lake is \$143,617. The funds will be sent to the city in late December 2023 and can be spent on public safety purposes – police and fire. This will not be reflected in the general fund and instead a separate fund will be set up to track expenditures. A new police squad is scheduled to be purchased in 2024 with an anticipated cost of \$43,000. City staff recommended that a portion of the one-time public safety aid be used for the purchase of a new police squad. City Council discussion took place at the August 8th meeting about the possibility of using some of the funds for the purchase of a generator for the main well. It was noted that a generator is needed to ensure water pressure in the event of a prolonged outage. A legal opinion was obtained from the city attorney advising that the funds could only be applied towards the purchase of a generator if there is a showing that a generator is necessary to maintain water pressure in the fire hydrants and that absent a generator in the event of a long-term power outage there would be an inability to fight fires. A legal opinion was also obtained from the city attorney advising that the purchase of a police squad would be an eligible use of the one-time public safety aid. The purchase of the squad was removed from the 2024 budget and is recommended to be purchased using one-time public safety funds. The remaining funds are recommended to be applied towards the purchase of a generator for the main well.
- City staff will continue working on fine tuning the enterprise fund budgets and will consult with Shannon Sweeney with David Drown Associates on whether an updated rate analysis is needed based on projected operating expenses. A rate increase recommendation will be presented at the upcoming September 11th meeting would take effect January 1st if approved.
- Discussion included if the one-time public safety funds could be used for WIFI and cameras in the park or for police body cameras. Administrator Bromeland explained that Chief Kopp is looking at leasing body cameras.
- Administrator Bromeland stated she has intentionally budgeted interest earnings and building permits conservatively and tried to forecast expenditures as much as possible.
- The water treatment facility was discussed in terms of lobbying the legislature with Administrator Bromeland stating that the Coalition of Greater MN Cities does a great job lobbying.
- Any requests to reduce the levy will need to be a reduction in expenditures such as equipment requests and wages, etc.
- Other items discussed included solar panels, which the city already participates in a solar credit program, possible funding for emissions reduction and the potential need to review budget concerns relating to the police department in light of police staffing issues throughout the state.
- Discussion about large departmental equipment purchase requests took place with Council consensus being that the requests are strategic and will increase efficiencies and help retain staff. The fire department's request for a tiered compensation plan will help encourage responses to calls.
- Administrator Bromeland noted there has been an increase in the technical support line item for the replacement of computers. The fire department's operating supplies line item has been increased to include recruitment needs. The fire department will need to come before the Council to request a pension increase.

- Administrator Bromeland stated a quote for pricing from Freedom Security has been requested for bathroom and warming house locks at the parks.
- Items of general discussion included how to obtain more parking at Lake Eagle Park, improvements to the Lake Eagle Park pond and possible dredging and treatment options, additional fountains for the pond, ways to generate revenue from park use, the need for the Park Board to make a project priority list and the possibility of budgeting for these items versus fund raising, the fact that park equipment should be included in the capital outlay planning to be replaced eventually and setting aside funding for that purpose.
- Mayor Norton stated that the City Council needs to be forward thinking with the budget process and that there is no fluff in the proposed budget; the 15% increase will pay for the needs and not the wants.
- Council Member Steinberg stated that Lake Eagle Park is the only destination place in Eagle Lake and that he feels more money should be put into the park. He would like to see more urban beautification with boulevards and annual and perennial flowers and for Eagle Lake to be the best bedroom community and the best-looking community it can be. The need for community volunteers to help make things happen was discussed as well.
- Council Member Rohrich encouraged the Council to email Jennifer their goals for 2025 and beyond. Council Member White stated the Council needs to develop a needs list of only 1-2 items to be completed in the next 5 years to ensure all Council members are on the same page.
- Administrator Bromeland asked for clarification if the pond in Lake Eagle Park is a priority for 2024. The Council's consensus is that the pond is a priority. City staff indicated that Public Works will be asked to provide an estimate of funding needed to address the issues at the pond to better gauge how the project might impact the proposed budget and levy.

ADJOURNMENT

- Council Member Steinberg moved, seconded by Council Member White, to adjourn the meeting at 8:18 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©

August 2023

Name	Check Date	Check Amt	
10100 Cash			
1705e PERA	8/2/2023	\$3,500.03	BW 08-03-23
1706e WEX HEALTH INC.	8/2/2023	\$215.41	BW 08-03-23
1707e PSN	8/3/2023	\$666.56	July Fees
1708e MN DEPT OF REVENUE	8/7/2023	\$3,526.00	July Sales Tax
1709e PERA	8/14/2023	\$3,136.75	BW 08-17-23
1710e WEX HEALTH INC.	8/14/2023	\$215.41	BW 08-17-23
1711e PERA	8/25/2023	\$50.00	MO 08-23
1712e AFLAC	8/28/2023	\$240.12	August Premium
1713e PERA	8/28/2023	\$3,265.15	BW 08-31-23
1714e WEX HEALTH INC.	8/28/2023	\$215.41	BW 08-31-23
45562 OLMOS, ERICK	8/2/2023	\$500.00	Painting of Well House by Water Tower
45563 ARAMARK	8/3/2023	\$60.56	
45564 AXON ENTERPISE INC	8/3/2023	\$249.90	
45565 BROMELAND, JENNIFER	8/3/2023	\$311.63	
45566 CHRISTOPHER KENNEDY	8/3/2023	\$864.00	July Fees
45567 CLARKE ENVIRONMENTAL MOS	8/3/2023	\$825.00	Biomist Application
45568 COMPUTER TECHNOLOGY SOL	8/3/2023	\$2,656.23	
45569 CONSOLIDATED COMMUNICATI	8/3/2023	\$225.40	Acct #: 507-257-3542
45570 EAGLE EXPRESS	8/3/2023	\$1,274.46	
45571 FREE PRESS	8/3/2023	\$33.00	Acct: 110586 - Cannabis Public Hearing
45572 GOPHER STATE ONE CALL	8/3/2023	\$85.05	July Tickets
45573 LINDE GAS & EQUIPMENT INC	8/3/2023	\$57.07	
45574 LITTLE, THOMAS	8/3/2023	\$600.00	July Music on Parkway Sound and Light Produ
45575 MATHESON TRI GAS INC	8/3/2023	\$168.33	
45576 METRONET	8/3/2023	\$389.84	Acct: 1959304
45577 TRUCK CENTER COMPANIES	8/3/2023	\$847.27	2013 Freightliner - Replace Mirror
45578 UC LABORATORY	8/3/2023	\$599.46	
45579 Verizon Wireless	8/3/2023	\$276.67	
45580 WEINGARTZ, MARK	8/3/2023	\$11.85	3 on 3 - Replacing of lost street hockey balls
45581 ADP, LLC	8/7/2023	\$886.70	
45582 ARAMARK	8/7/2023	\$57.40	
45583 MENARDS	8/7/2023	\$63.64	
45584 METERING & TECHNOLOGY SOL	8/7/2023	\$259.06	Seal Screw and Wall Mount Bracket
45585 PRINCIPAL LIFE INSURANCE CO	8/7/2023	\$121.10	August/September Premium
45586 SANCO EQUIPMENT LLC	8/7/2023	\$58.25	Filter and Oil
45587 WEX HEALTH INC.	8/8/2023	\$24.75	H.S.A. Monthly Fee
45588 B. E. COUNTY SHERIFFS DEPT	8/11/2023	\$640.00	Tator Days - Security Detail
45589 J.R. BRUENDER CONSTRUCTIO	8/11/2023	\$185.00	Staking Rink Location
45590 MN FIRE SERVICE CERTIFICATI	8/11/2023	\$252.00	Fire Fighter 1 & 2 Exams - Chris Willette
45591 US BANK EQUIPMENT FINANCE	8/11/2023	\$114.00	
45592 WELLS FARGO FINANCIAL SRVC	8/11/2023	\$582.84	Lease Pmt for 2023 Bobcat Mower
45593 BCBS OF MN	8/11/2023	\$10,953.11	September Premium
45594 MADDEN GALANTER HANSEN	8/11/2023	\$1,163.00	April Fees
45595 CASEYS BUSINESS MASTERCA	8/16/2023	\$346.92	
45596 TRUCK CENTER COMPANIES	8/16/2023	\$49.50	
45597 BENCO ELECTRIC	8/28/2023	\$517.23	STREET LIGHTING
45598 CANON FINANCIAL SERVICES IN	8/28/2023	\$217.00	Lease Agreement
45599 CENTER POINT ENERGY	8/28/2023	\$83.52	
45600 CONSOLIDATED COMMUNICATI	8/28/2023	\$225.40	Acct 507-257-3542/0
45601 DELTA DENTAL OF MN	8/28/2023	\$790.16	September Premium
45602 ELAN FINANCIAL SERVICES	8/28/2023	\$735.08	July - Aug Charges
45603 PITNEY BOWES GLOBAL FINAN	8/28/2023	\$110.08	Ink for Postage Meter
45604 XCEL	8/28/2023	\$5,668.00	August Statement
45605 ALPHA WIRELESS	8/31/2023	\$336.00	Quarterly Maintenance Agreement

CITY OF EAGLE LAKE

*Check Summary Register©

August 2023

Name	Check Date	Check Amt	
45606	ARAMARK	8/31/2023	\$239.08
45607	BADGER METER	8/31/2023	\$112.14 Hosting Service
45608	BAUERS SPECIALTY SALES	8/31/2023	\$65.00 D-3901
45609	BLUE EARTH COUNTY HIGHWA	8/31/2023	\$753.56 No Parking Signs
45610	BOLTON & MENK INC	8/31/2023	\$14,781.00 Park Shelter Structural
45611	BOUND TREE MEDICAL LLC	8/31/2023	\$749.35 Medical Supplies
45612	BROMELAND, JENNIFER	8/31/2023	\$40.61 Reimbursement
45613	CITY BUILDING INSPECTION SR	8/31/2023	\$1,569.34
45614	CITY OF MAPLETON	8/31/2023	\$836.25 Background Investigation
45615	CLARKE ENVIRONMENTAL MOS	8/31/2023	\$1,650.00 Biomist Application
45616	DAGGETT DIST. INC	8/31/2023	\$444.24 Tools
45617	DOG WASTE DEPOT	8/31/2023	\$649.41 Dog Waste Roll Bag 30 roll case
45618	EMERGENCY APPARATUS	8/31/2023	\$3,485.23
45619	FREE PRESS	8/31/2023	\$101.51 Chapter 18
45620	HAWKINS	8/31/2023	\$3,792.25
45621	J.R. BRUENDER CONSTRUCTIO	8/31/2023	\$4,899.00 Skating Rink Location
45622	JEREMY AMBROSE WINDOW CL	8/31/2023	\$175.00 Window Cleaning
45623	JR MURILLA CONSTRUCTION IC	8/31/2023	\$330.00 Locate Sewer on Pavilion
45624	KIMBALL MIDWEST	8/31/2023	\$183.62 Plow Bolt and Nut
45625	LANDS END BUSINESS OUTFITT	8/31/2023	\$251.89 Clothing
45626	LJP ENTERPRISES	8/31/2023	\$11,968.61 Recycling Small = 949 Large = 123
45627	LOFFLER COMPANIES INC	8/31/2023	\$176.00 Contract base rate
45628	MADDEN GALANTER HANSEN	8/31/2023	\$725.10 July Fees
45629	CITY OF MANKATO	8/31/2023	\$25,386.52 Sanitary Sewer User Fee
45630	MENARDS	8/31/2023	\$1,275.45 Solar Pir Wedge
45631	METRO SALES INC	8/31/2023	\$212.50 Erase Hard Drive of Ricoh Copier
45632	MINNESOTA WASTE PROCESSI	8/31/2023	\$7,377.50 July Service
45633	NAPA AUTO PARTS	8/31/2023	\$50.34 Jack Stands
45634	NORTH CENTRAL INTERNATION	8/31/2023	\$668.33 2020 International
45635	POMPS TIRE SERVICE INC	8/31/2023	\$1,237.88
45636	SIMPSON, VERN	8/31/2023	\$491.90 Reimbursement
45637	STAPLES BUSINESS ADVANTA	8/31/2023	\$520.12
45638	THEIN WELL	8/31/2023	\$315.00 Annual Inspection of pumps and wells
45639	Fresh	8/31/2023	\$896.77 2013 Freightliner
45640	UC LABORATORY	8/31/2023	\$499.55
45641	VSI	8/31/2023	\$128.00 Broken Mic Cable at Podium
45642	WEBICINE	8/31/2023	\$372.50 Web Hosting
Total Checks			\$136,916.85

FILTER: ((([Act Year]='2023' and [period] in (8))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??') or [EFT])) and [Cash Act]='10100')

CITY OF EAGLE LAKE

*Check Summary Register©

September 2023

Name	Check Date	Check Amt	
10100 Cash			
1715e MN DEPT OF REVENUE	9/7/2023	\$1,838.00	August Sales Tax
1716e PSN	9/7/2023	\$681.15	August Fees
45643 ACTIVE 911 INC	9/8/2023	\$592.50	Subscription
45644 ALPHA WIRELESS	9/8/2023	\$336.00	Quarterly Maintenance
45645 ARAMARK	9/8/2023	\$185.41	
45646 BCBS OF MN	9/8/2023	\$11,427.39	October Premium
45647 BHE COMMUNITY SOLAR LLC	9/8/2023	\$4,283.85	SOLAR GARDEN
45648 BOLTON & MENK INC	9/8/2023	\$17,541.50	Water Tower Rehab
45649 CHRISTOPHER KENNEDY	9/8/2023	\$414.00	August Fees
45650 COMPUTER TECHNOLOGY SOL	9/8/2023	\$2,656.23	VIP Service
45651 CORE & MAIN	9/8/2023	\$4,812.68	
45652 EAGLE EXPRESS	9/8/2023	\$1,772.57	August Fuel Charges
45653 FREE PRESS	9/8/2023	\$61.00	Minor Subdivision Platt - Mike Bales
45654 FRESH START CLEANING AND	9/8/2023	\$100.00	August Service
45655 HARRISON FORD	9/8/2023	\$172.50	2021 Explorer
45656 J.R. BRUENDER CONSTRUCTIO	9/8/2023	\$185.00	Rink Location
45657 KIMBALL MIDWEST	9/8/2023	\$112.19	Wheel and Crimp Set
45658 LEAGUE OF MN CITIES	9/8/2023	\$4,135.00	2023-2024 Dues
45659 LEE, MATT	9/8/2023	\$55.41	Reissue payroll check not received
45660 LINDE GAS & EQUIPMENT INC	9/8/2023	\$58.31	
45661 MADDEN GALANTER HANSEN	9/8/2023	\$260.00	August Fees
45662 MATHESON TRI GAS INC	9/8/2023	\$168.33	
45663 MELCHIOR TREE SERVICE COR	9/8/2023	\$2,200.00	Tree Removal
45664 MENARDS	9/8/2023	\$299.98	Shelf
45665 METRONET	9/8/2023	\$389.85	Acct # 1959304
45666 PRINCIPAL LIFE INSURANCE CO	9/8/2023	\$149.86	September/October Premium
45667 THINK! INK	9/8/2023	\$404.94	
45668 Verizon Wireless	9/8/2023	\$871.51	
45669 WELLS FARGO FINANCIAL SRVC	9/8/2023	\$357.84	Bobcat
	Total Checks	\$56,523.00	

FILTER: ((([Act Year]='2023' and [period] in (9)))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.?') or [EFT])) and [Cash Act]='10100'

Pay Dates 08/03/2023, 08/17/2023, 08/31/2023

Payroll Name	Pay Date	Net Pay
Adomabea, Olivia	08/03/2023	1,409.99
Adomabea, Olivia	08/17/2023	1,409.98
Adomabea, Olivia	08/31/2023	1,344.50
Anderson, Jim	08/03/2023	396.91
Anderson, Jim	08/17/2023	491.22
Anderson, Jim	08/31/2023	546.33
Auringer, Mandy L	08/03/2023	830.60
Auringer, Mandy L	08/17/2023	830.60
Auringer, Mandy L	08/31/2023	830.60
Beckmann, Jacob Donald	08/03/2023	1,221.07
Beckmann, Jacob Donald	08/17/2023	1,221.08
Beckmann, Jacob Donald	08/31/2023	1,221.07
Bromeland, Jennifer J	08/03/2023	2,888.28
Bromeland, Jennifer J	08/17/2023	2,888.28
Bromeland, Jennifer J	08/31/2023	2,888.27
Guillemette, Connor M	08/03/2023	3,727.39
Guillemette, Connor M	08/17/2023	0.00
Hartman, Andrew R	08/03/2023	1,729.26
Hartman, Andrew R	08/17/2023	1,796.68
Hartman, Andrew R	08/31/2023	1,752.82
Kopp, John A	08/03/2023	2,807.13
Kopp, John A	08/17/2023	1,858.68
Kopp, John A	08/31/2023	2,224.31
Nicklay, Michael L	08/03/2023	1,142.75
Nicklay, Michael L	08/17/2023	1,342.52
Nicklay, Michael L	08/31/2023	1,142.78
Norton, Elizabeth Jean	08/31/2023	436.75
Rausch, Kerry L	08/03/2023	1,247.72
Rausch, Kerry L	08/17/2023	1,350.53
Rausch, Kerry L	08/31/2023	1,299.13
Rohrich, Elizabeth K	08/31/2023	369.40
Ruel, Nathan W	08/03/2023	1,177.35
Ruel, Nathan W	08/17/2023	1,252.07
Ruel, Nathan W	08/31/2023	1,262.72
Simpson, Vern L	08/31/2023	199.40
Steinberg, Garrett R	08/31/2023	369.40
Wallert, Tyler E	08/03/2023	491.96
White, Anthony D	08/31/2023	369.40
Whittington, Johnnie L	08/31/2023	369.40

17

We had 65 ICR's for the month of August. We had 20 traffic stops and directed patrols. We had four callouts for the month of August.

Blue Earth County assisted the Eagle Lake Police Department by taking approximately 30 calls while the Eagle Lake officer was not working or on call.

We participated in the Towards Zero Deaths(TZD) DWI enforcement wave in August thru Labor Day.

Our partnership with the Blue Earth County Sheriff's Office is going smoothly. We have been working together very well.

The 2020 Squad is still at Ford. There was a problem with the hybrid system. They believe they have figured out the problem with the hybrid system. They believe the problem is with the fuse box associated with the hybrid system.

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

LD

Eagle Lake Police Department Accumulative Report

Traffic Ticket Report	January	February	March	April	May	June	July	August	September	October	November	December	Total
Careless Driving	0	0	0	0	0	0	0	0					0
DAS/DAR/DAC	1	0	1	1	1	0	0	0					4
Equipment Violations	0	0	0	0	0	0	0	0					0
Expired Tabs	0	0	0	0	0	0	0	0					0
Other	2	4	2	1	0	0	0	0					9
Seatbelt	0	1	0	0	0	0	0	0					1
Speeding	0	0	9	6	1	3	5	0					24
Stop Sign	0	0	0	0	0	0	0	0					0
Traffic Stops	28	23	43	27	23	31	37	15					227
Warnings	26	18	32	20	21	28	32	15					192
													Total
Calls for Service													
Accidents	1	1	0	0	5	1	0	0					8
Administrative Citations	0	0	0	0	0	0	0	0					0
Alarms	1	1	1	3	0	0	0	1					7
Animal Comp.	4	5	6	10	15	8	7	2					57
Assaults	0	1	0	0	0	0	0	0					1
Assist	6	3	2	4	4	3	1	3					26
Assist Ambulance	4	6	4	10	8	12	8	6					58
Assist Fire Dept	1	1	4	2	4	4	4	1					21
Assists OA	9	9	13	11	15	14	6	7					84
Burglary	0	0	0	0	0	2	0	0					2
Call Outs	9	1	2	7	4	8	9	4					44
Civil	3	6	5	2	4	1	0	2					23
Directed Patrol	58	49	37	18	38	42	23	5					270
Disturbance	3	2	1	3	3	6	2	1					21
Domestic	0	2	1	1	1	1	3	4					13
Driving Comp.	1	1	2	1	5	2	5	4					21
DWI	1	0	1	1	1	0	0	0					4
Fraud	0	4	2	0	3	2	0	1					12
Harrasment	0	0	1	0	0	0	1	0					2
Miscellaneous	32	21	15	29	41	12	12	9					171
Narcotics	1	0	1	0	0	0	0	0					2
Noise Comp	0	0	0	0	3	1	2	0					6
Ordinance Viol.	4	2	6	2	13	6	0	1					34
Party Comp.	0	0	1	0	0	0	0	0					1
Property Damage	0	1	1	1	1	0	3	0					7
Runaway/Missing Person	1	0	0	1	1	1	0	0					4

ELFD FIRE CHIEF'S REPORT

One brief moment of distraction behind the wheel can change the lives of many.

School sessions are ramping up, please be mindful of the children in their hustle and bustle. They can be so involved in whatever is happening in the moment that they might not notice when they put themselves in harm's way. Keep in mind that pedestrians have the right of way. This, I believe has led to children being careless near roadways and expecting the vehicles to yield. Unfortunately, that is not possible if the driver doesn't see them in time. Let's work together to keep our students and our own children safe.

EAGLE LAKE FIRE DEPARTMENT 2023 CALL REPORT

TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	% OF TOTAL
Assist Law Enforcement	2	3	1	-	-	1	-	-	-	-	-	-	7	6.1%
Assist Law Enforcement (cancelled)	-	1	-	-	-	-	-	-	-	-	-	-	1	0.0%
Explosion (No Fire)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Commercial)	-	-	-	-	-	-	1	-	-	-	-	-	2	1.8%
Fire (Residential)	-	-	1	-	-	-	-	-	-	-	-	-	1	0.9%
Fire (Standby)	1	-	-	-	-	-	-	-	-	-	-	-	2	1.8%
Fire (Vehicle)	-	-	-	1	-	1	-	-	-	-	-	-	2	1.8%
Fire (Wildland)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire Alarm	-	1	-	-	-	-	-	1	-	-	-	-	2	1.8%
Fire Assist	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire CO	-	-	-	-	-	-	-	-	-	-	-	-	1	0.9%
Fire False Alarm	-	-	1	-	-	-	-	-	-	-	-	-	1	0.9%
Fire Mutual Aid	-	-	-	-	-	1	-	-	-	-	-	-	5	4.4%
Gas Leak	-	-	2	-	2	1	-	-	-	-	-	-	5	4.4%
Hazardous (No Fire)	-	-	-	-	1	-	-	-	-	-	-	-	1	0.9%
Medical (Cancelled)	-	-	-	-	1	1	1	-	-	-	-	-	3	2.6%
Medical (Response)	6	3	4	9	7	11	10	8	-	-	-	-	58	50.9%
Medical Lift Assist	1	4	-	3	3	3	2	1	-	-	-	-	17	14.9%
Missing Person Search	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Motor Vehicle Accident w/Injury	-	-	1	-	2	-	1	-	-	-	-	-	5	4.4%
Motor Vehicle Accident w/o Injury	1	1	-	1	-	-	-	-	-	-	-	-	3	2.6%
Motor Vehicle Accident (Fatality)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Motor Vehicle Accident (Cancelled)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Odor Investigation	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Power Lines	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Rescue (Entrapment/Machinery)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Rescue (Grain Bin)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Rescue (Water)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Smoke Investigation	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Smoke/CO Alarm Malfunction	-	-	1	-	-	-	-	-	-	-	-	-	1	0.9%
Special Incident	-	-	-	1	1	-	-	-	-	-	-	-	2	1.8%
Weather	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total	11	13	11	15	17	18	17	12	-	-	-	-	114	99%
RESPONSE AREA														
Eagle Lake	10	10	8	11	13	17	14	8	-	-	-	-	91	79.8%
St. Clair	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Good Thunder	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Kasota (Lime Twp)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Le Ray Twp	1	3	3	3	4	1	1	3	-	-	-	-	19	16.7%
Madison Lake (Le Ray Twp)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Mapleton	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Mankato	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Mankato Twp	-	-	-	1	-	-	2	1	-	-	-	-	4	3.5%
Total	11	13	11	15	17	18	17	12	-	-	-	-	114	100%

Ed



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

September 2023

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

From: Andrew Hartman Public Works Director

Water: The tower is back in service, there is still some punch list items that need to be completed that I have been keeping an eye on. We will be repairing a hydrant on Maywood and Second Street, there was a rust hole in it that makes unsafe for operations until repaired.

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: The crosswalks by the school have been repainted. We will be working on getting some of the broken valve tops fixed in the streets.

Parks: We have been doing a lot of weed spraying. We have been working with Murilla construction on timeline of the pavilion. I have been in contact with MAYBA about sprinkler system for the ballfield.

Storm Sewer: We have been conducting MS4 inspections and have been cleaning catch basins after rain events to prevent debris from getting into the storm sewer systems. We have been getting the Leaf Vac prepped and ready for fall as time allows. We have been preparing the leaf pile for the 2023 season.

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>
510	Thomas Dr	\$ 6,195.00	AC
327	Falcon Run	\$ 4,800.00	Deck
249	Oak Dr.	\$ 5,500.00	Lawn Sprinkler
205	Hunters Ct	\$ 13,720.00	Reroof
210	Hunters Ct	\$ 13,964.00	Reroof
528	Linda Dr.	\$ 10,482.00	Reroof
132	Peggy Ln	\$ 12,221.29	Reroof
402	Perry St	\$ 16,110.00	Reroof
109	Peggy Ln	\$ 10,000.00	Reroof
220	Blace Ave	\$ 11,000.00	AC/furnace
416	Thomas Dr	\$ 20,930.00	Reroof
104	Oak Ct	\$ 14,226.00	Reroof
308	Blace Ave	\$ 17,800.00	Reroof
21402	598th Ave	\$ 17,000.00	Reroof
220	Rockwell Dr	\$ 17,000.00	Reroof
205	LeRay Ave	\$ 9,000.00	Reroof/Reside
326	Falcon Run	\$ 13,000.00	Sprinkler System (patio in zoning permits)
209	Falcon Run	\$ 15,000.00	Reroof
613	Linda Dr.	\$ 8,000.00	Windows and reside
404	Perry St	\$ 9,000.00	Deck
421	Pebble Ct	\$ 18,520.00	Reroof
212	S Agency St	\$ 19,984.00	Reroof
248	Oak Dr.	\$ 23,900.00	Reroof
160	Creekside Ct	\$ 17,688.00	Reroof
401	Pebble Ct	\$ 16,813.00	Reroof
217	Rockwell Dr	\$ 21,498.00	Reroof
214	Falcon Run	\$ 16,500.00	Reroof
105	Sparrowhawk Cir	\$ 18,600.00	Reroof
113	Connie Ln	\$ 11,251.00	Reroof
525	Linda Dr.	\$ 13,620.00	Reroof
106	Hawk Ave	\$ 15,280.00	Reroof
721	Linda Dr.	\$ 15,083.00	Reroof
313	Blace Ave	\$ 13,840.00	Reroof
410	Owl Ln	\$ 18,860.00	Reroof
229	Oak Dr.	\$ 15,345.00	Reroof
137	N Agency	\$ 12,000.00	Windows/reside/reroof
312	Maywood Ave.	\$ 15,118.00	Reroof
201	Rockwell Dr	\$ 14,900.00	Reroof
91	Valley Ln	\$ 11,084.00	Reroof
208	Falcon Run	\$ 15,370.00	Reroof
108	Creekside Dr	\$ 19,650.00	Reroof
414	Linda Dr.	\$ 11,000.00	Reroof
124	Oak Ct	\$ 22,534.00	Reroof
325	LeRay Ave	\$ 19,000.00	Reroof
111	Falcon Ct.	\$ 9,000.00	Reroof
216	S Agency St	\$ 16,192.00	Reroof
608	Colodoro Ln	\$ 20,800.00	Reroof
406	Owl Ln	\$ 16,480.00	Reroof
328	Blace Ave	\$ 7,650.00	Reroof
173	Creekside Dr	\$ 19,286.00	Reroof
213	Rockwell Dr	\$ 15,380.00	Reroof
521	LeSueur Ave	\$ 23,300.00	Reroof

2023 Building Permits Issued

309	Blace Ave	\$	16,569.00	Reroof
524	LeSueur Ave	\$	14,660.00	Reroof
417	Pebble Ct	\$	17,944.00	Reroof
309	Brook Ct	\$	14,640.00	Reroof
103	Hawk Ave	\$	16,325.00	Reroof
601	Linda Dr.	\$	7,000.00	Reroof
210	Falcon Run	\$	4,000.00	AC
321	Maywood Ave.	\$	11,982.00	Reroof
204	S. Second St.	\$	17,837.00	AC/Furnace
161	Creekside Dr	\$	12,000.00	Reroof
205	James Ct	\$	9,900.00	Reroof

Zoning #	Address	Type
23-23	221 Connie	Driveway replacement
23-24	245 Oak Dr.	Shed

Eagle Lake Fire Relief
Gambling Fund Report July 2023

Balance	7/1/23		\$16,978.93
Income:			
Paper Pull Tabs		\$4,227.00	
Electronic		\$23,645.00	
Interest Income		\$7.79	
Total Income			<u>\$27,879.79</u>
Total Funds Available			\$44,858.72
Less Total Disbursements			<u>(\$15,217.22)</u>
Balance	7/31/23		\$29,641.50

2023 Profit / Community Donations

Net Profit:		
	1/23	(\$10,954.21)
	2/23	\$2,927.69
	3/23	\$4,442.89
	4/23	(\$1,493.30)
	5/23	\$4,480.55
	6/23	(\$6,604.78)
	7/23	\$11,464.14

Total Profit To Date: \$4,262.98

Community Donations To Date: \$1,100.00

Eagle Lake Fire Relief
August 8 2023
Items To Be Approved

<u>To</u>	<u>For</u>	<u>Amount</u>
Eagles Nest	Rent	\$4,127.05
Randy Hoffmann	Accounting	\$700.00
Chad Witte	Wages	\$277.05
Triple Crown Gaming	Pull Tabs	\$0.00
	Invoice	
	Due	
Pilot Games	E-Bingo Prizes & Fees (No Check)	(\$331.60)
Triple Crown Gaming	E-Tabs (No Check)	\$7,233.50
MN Revenue	State Tax (No Check)	\$2,355.00
Total		\$14,361.00

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**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2023-38**

A RESOLUTION ACCEPTING A DONATION TO THE CITY

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

WHEREAS the following donations have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
Emily Potter	\$ 100.00
National Night Out	\$ 404.14
Casey's General Store	\$ 250.00
Walmart	\$ 950.00

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

To be applied towards the Lake Eagle Park pavilion construction costs.

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

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

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.

Passed by the City Council of Eagle Lake, Minnesota this 4th day of September 2023.

Lisa Norton
Mayor

Attested:

Jennifer J. Bromeland
Administrator



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

September 11, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: REDA Joint Services Agreement

Attached is a Joint Economic Development Services Agreement Regarding the Greater Mankato Regional Marketplace. The purpose of the agreement is for parties wishing to facilitate economic development of the communities that make up the Greater Mankato Regional Marketplace. This endeavor offers a forum to facilitate individual and regional assets and opportunities for the purpose of business development and will enable us to enhance our future economic prosperity.

Eagle Lake's cost for 2024 will be \$8,084 and will be paid for using line item 206-00000-403. The 2023 cost is \$7,188. Eagle Lake was one of the founding communities in 2009 when the Regional Economic Development Alliance (REDA) was formed.

Jessica Beyer and Ryan Vesey with Greater Mankato Growth attended the July 27th EDA meeting and August 7th City Council meeting to talk about REDA and the Joint Services Agreement.

A motion is needed to approve the Joint Economic Development Services Agreement by and among Greater Mankato Growth, Inc. and the governmental entities who execute the agreement.

Jennifer J. Bromeland
City Administrator

**A JOINT ECONOMIC DEVELOPMENT SERVICES AGREEMENT
REGARDING THE GREATER MANKATO REGIONAL MARKETPLACE**

**THIS JOINT ECONOMIC DEVELOPMENT SERVICES AGREEMENT
REGARDING THE GREATER MANKATO REGIONAL MARKETPLACE (this “Agreement”)
is made and entered into this ____ day of _____ 2023, by and among Greater Mankato Growth,
Inc. and the governmental entities listed herein under the heading “Definition of Greater Mankato
Regional Marketplace” and who execute this Agreement (collectively “cities and counties” or in the
singular a “city or county”)**

WHAT WE AGREE TO

Purpose

It is broadly accepted, embraced and understood that economic prosperity and activities do not stop at jurisdictional boundaries. Rather our economic and community prosperity lies in the success of our collective marketplace.

For this reason, the parties wish to facilitate economic development of the communities that make up the Greater Mankato Regional Marketplace. This endeavor will offer a forum to facilitate individual and regional assets and opportunities for the purpose of business development and will enable us to enhance our future economic prosperity.

Guiding Principles

- **economic prosperity** – economic prosperity and continued strategic development and redevelopment are goals common to the interest of our individual entities, with regional economic prosperity strengthening all communities
- **atmosphere of cooperation** – we will promote an atmosphere of cooperation in pursuit of economic development in the Greater Mankato area, while seeking to ensure a cooperative and equitable approach to development of the cities and counties
- **unique strengths and characteristics** – we must foster relationships which allow contribution of our individual expertise toward the common goal and promote the individual strengths and unique characteristics of each entity to best match potential development prospects with sites and services to fit their needs
- **direct technical assistance** – cities and counties will provide the direct development assistance necessary in potential facility siting, improvements and public financing, and will work to provide a smooth transition from the development and marketing effort to the ultimate acquisition of a site/facility for a development prospect
- **efficient and effective delivery** – successful economic development processes and marketing can best be achieved through cooperative efforts focused on increasing the tax base, growing the economy, and providing employment in the Greater Mankato Regional Marketplace
- **supportive** – our work is both passive and active, providing general market expertise, analytics and information consistently and constantly; and when a specific development opportunity arises will actively focus and customize such business and community intelligence.

- **workforce development** – access to a skilled and capable workforce is critical for successful business attraction efforts and for the prosperity and growth of existing businesses and we will work to ensure that businesses can hire the talent necessary for their success

Upon completion of ongoing regional planning efforts as part of Greater Mankato 2040 – Transforming Tomorrow Together, the REDA Advisory Committee will meet to review the Guiding Principles of this agreement and will make adjustments as necessary to ensure that the work of the Alliance meets the objectives defined through that process.

Definition of Greater Mankato Regional Marketplace

In December, 2008 the Federal Government designated Mankato – North Mankato as a Metropolitan Statistical Area (MSA), including all of Blue Earth and Nicollet counties. The Greater Mankato Regional Marketplace has included the MSA as well as those communities immediately adjacent or having a historical relationship.

Consistent with this designation, the parties as communities within that geography wish to participate in this Agreement, and further acknowledges there may be additional communities outside of and adjacent to this geography that we collectively agree are integral to the marketplace.

The cities, counties and government entities participating in this revised Agreement (original agreement dated September 2009) are as follows:

- Blue Earth County
- Nicollet County
- City of Eagle Lake
- City of Lake Crystal
- City of Mankato
- City of North Mankato
- City of Saint Peter
- Region Nine Development Commission (advisory only, unless fiscal participation)

General Context and Parameters of the Parties Obligations

Greater Mankato Growth, Inc.’s (GMG) principal responsibility under this Agreement is to provide marketing efforts (as described herein) relating to economic development of the overall regional marketplace, cities, and counties. This includes the development and implementation of programs that identify and support expansions and new business in the community and region, whether from firms currently operating locally or through recruitment of new enterprises. In carrying out its responsibility, GMG agrees to serve as the primary contact for new to market private sector firms. GMG will serve as a primary contact for existing firms when contacted directly, or when the existing community cannot fulfill the needs of the existing business. GMG will always prioritize the existing host community during this process until the business client has exhausted the options within their current community. This includes all prospects whether or not they are derived directly from the development and marketing programs established by GMG and this Agreement. Participants of this Agreement acknowledge economic development is a collaborative endeavor and understand GMG does not itself have all the necessary resources (i.e., sites, buildings or financial resources) available for projects, but rather will serve as a facilitator, working with the parties and/or providers of these resources to best serve the need of new, expanding or locating companies.

The cities and counties are responsible for the execution of their municipal regulatory duties and provision of public services in support of local economic development. The cities and counties agree to administer their individual economic development programs and initiatives, and their business permit/licensing functions in a manner that encourages business expansion and new business starts consistent with their responsibility to protect the health and safety of local residents. Further, the cities and counties agree to the extent practical, to coordinate their infrastructure development and redevelopment programs with the needs of expanding and locating businesses.

STRATEGIC FOCUS OF THE PARTIES

Objective & Strategic Areas

To retain and grow the economic base of the Greater Mankato Regional Marketplace.

1) Business Retention

To retain and expand the existing business base and includes such activities as conducting regular business visits in partnership with the host community (i.e., Grow Minnesota! Visits), and facilitating resources and services for expansion or other business development assistance.

2) New Enterprise & Emerging Business Development

To nurture the development of entrepreneurial and new enterprise activity by assisting and serving as a resource for connecting such to the extensive business development resources and tools available in or connected to the regional marketplace (e.g., Small Business Development Center).

3) New Business Development

To attract non-local businesses to the marketplace through proactive marketing and recruiting strategies, as well as supporting and facilitating responses to development opportunities from businesses that approach/contact the cities, counties or GMG.

4) Marketplace Enhancements

As prioritized by the Advisory Committee, GMG will assist in facilitating strategy development and programming on topical issues impacting economic development such as and not limited to workforce retention & expansion, population growth, housing, transportation, childcare, strategic reuse of vacant buildings, and main street work. These efforts may be regional in nature or specific to a jurisdiction.

The Business Development Process

Expansion of existing businesses – industrial and major service businesses:

- 1) Substantive expansion requests from an existing business may happen directly between the business and its current city or county or between the business and GMG.
 - a. If the city or county is contacted directly by the business, GMG will be involved if determined necessary by the city and county, but at minimum will be kept informed by the applicable city or county.

- b. If GMG is contacted by the business, GMG will first be an advocate and facilitator for expansion within the existing city or county and will coordinate with the city or county to assist if needed.
 - c. If a business directly contacts a city or county in which it is not currently located, the contacted city or county will immediately inform the existing host city or county as well as GMG.
- 2) If the city or county in which the business currently exists is not able to meet the business' facility or expansion needs, then GMG will facilitate exploration of alternative considerations with other member entities first upon concurrence of the host city. (Cities and counties will not engage in relocating a business from one city or county to another but rather provide proposals when GMG invites such).

Locating industrial and major service businesses into the area from outside of the regional marketplace:

- 1) GMG will act as an advocate for the cities and counties in the marketing and recruitment of new businesses and will coordinate closely with the staff of each entity to reflect the opportunities of each as desired.
- 2) GMG will receive prospects resulting from its business development and marketing efforts and programs, as well as the Minnesota Department of Employment and Economic Development (DEED) or other development entities, and will inform the cities and counties of the specified development criteria of the potential new business. Those cities and counties will then have the opportunity to assemble a competitive proposal through a standardized and coordinated process to attract the business.

GMG and its staff shall serve as the primary point of contact in facilitating DEED, site selector, and other business location specialists. Staff will gather as much information and clarity as possible related to the development inquiry and its viability, in order to allow development response to be as thorough as possible.

GMG will provide the REDA partners updates on prospects until the prospect has made a decision on locating either in the region or other area.

- 3) At the time a city or county is selected by a business, the city or county and business will discuss details of locating the business and development process.

Economic Development Marketing, Communication and Program Services

GMG's economic development marketing and communications strategy and responsibilities will be as follows:

- Marketing and Communications: (A component of Strategic Area 3: New Business Development)
 - GMG will develop a comprehensive marketing and communications plan, updated as needed with input from the cities and counties. The plan will market the collective strengths of the regional marketplace as a site for growing or expanding an existing business or locating potential businesses, organizations and site selectors from outside and within the regional marketplace. The plan will include goals, objectives and a comprehensive strategy for communicating to key audiences with consistent messaging and the most effective tactics that make the best use of our collective marketing resources. Tactics that may be considered in this plan include, but are not limited to: advertising, digital, social media, news releases, relationship marketing, special events

and direct mail. GMG will provide periodic reports on the achievement of the objectives outlined in this plan.

- GMG will continually redesign and retool its online presence to remain business development centric and as such will continue to be positioned as a one stop, comprehensive location that site selectors and organizations can visit to learn about the collective assets of the marketplace and individual strengths of the cities and counties.
- GMG will maintain online interface and tools designed to provide efficient means for each of the cities and counties, as well as other property owners and agents, to update their information on available properties on-line, thereby creating a comprehensive area-wide inventory. This information will be available on the Greater Mankato Growth internet platforms and others providing greater visibility to site selectors and organizations who might consider building or expanding their business anywhere in our regional marketplace.
- GMG will work with the member cities and counties, as well as other entities a part of or related to this agreement to establish links to GMG tools and resources.
- (A component of all Strategic Areas) GMG will maintain copies of closed or pending project files or other mechanisms, enabling the cities and counties to be advised of the ongoing business development opportunities resulting from its economic development marketing and communications efforts.
- Program Services:
 - (A component of Strategic Area 1: Business Retention) GMG will facilitate initiatives targeted at retaining and growing existing businesses, including an annual program of company visits for the purpose of assessing individual and area business needs as well as identifying potential development and expansion opportunities. These visits will be coordinated with the primary city or county in which the business is located.
 - (A component of Strategic Area 2: New Enterprise & Emerging Business Development) GMG will coordinate with other resource providers to develop programming that addresses Advisory Committee priorities, compliments existing resources and provides unique value to existing and new business partners. (A component of Strategic Area 4: Marketplace Enhancements) GMG, in support of business development and with respect to the balance of membership offerings versus general economic development offerings, will continue to bring to the regional economic development strategy initiatives and programming that have a direct impact on the development of business. Such initiatives may include: assist with site readiness programs and/or initiatives; talent fulfillment work; improving connections to development resources (e.g., Higher Education); interaction and relationship with the GreenSeam; while not leading, being cognizant of and facilitating sharing on common community development elements (e.g. housing); and a REDA annual meeting.
- (A component of Strategic Area 3: New business Development) This Agreement and the development process apply to economic development and marketing services related to the primary economy including job creating service sector businesses. Agricultural businesses development efforts are included in the primary economic focus of REDA. These efforts involve more than just agricultural production, including the economic development initiatives of GreenSeam. Consumer brick and mortar retail development are not encompassed as the chief focus in this Agreement; however, GMG can provide a platform for supporting and showcasing the communities' opportunities and assets. GMG will assist as able with the development and redevelopment of the central place functions of each of the cities (e.g. housing, main street businesses). Each of the cities

and counties will continue to be the primary entity responsible for guiding commercial and professional service sector development or overall redevelopment in their respective city or county.

- (A component of all Strategic Areas) GMG will provide the cities and counties with an annual report, providing outcomes and impact from the previous year.

FINANCIAL OBLIGATIONS AND ADVISORY COMMITTEE

Financial

The cities and counties agree to share in funding and payment of the economic development services described in this Agreement with Greater Mankato Growth, Inc. Accordingly, each City and County agrees to pay Greater Mankato Growth, Inc. on an annual basis, which shall be invoiced by Greater Mankato Growth, Inc. Greater Mankato Growth, Inc. will, on an annual basis, provide a breakdown of the use of funds.

The billed amount will be based annually on the per capita rate described below multiplied by the July 1 population reported in the US Census Bureau Population & Housing Unit Estimates for the date 1.5 years prior to the funding year (i.e. 2024 data will be based on the July 2022 population estimate). These estimates can be found at www.census.gov/popest. Base rate changes would need to be unanimously approved by REDA partners.

The per capita rate structure will be set as follows:

	2024	2025	2026	2027	2028	2029
Mankato	\$4.29	\$4.20	\$4.11	\$4.01	\$3.91	\$3.86
All other partners*	\$2.46	\$2.74	\$3.03	\$3.32	\$3.62	\$3.86

** The county per capita contribution is calculated by subtracting the populations of all cities with more than 1,000 residents from the total county population. All participants in this Agreement acknowledge there may be specific instances identified where REDA services will be helpful to one of the cities in Blue Earth or Nicollet County that are not participants to this agreement, on an ad hoc basis when requested, and thereby the regional marketplace. As a result, partner investments will allow for such interaction and service (services will be coordinated with and as appropriate done in collaboration with Region Nine Development Commission). Additionally, all cities within a participating County will be (a) invited to participate in REDA's annual summit, and (b) will be met with individually or a countywide meeting of communities.*

The cities of Mapleton, Madison Lake, and Nicollet are invited to participate as full members of the alliance at the rates outlined above and upon signing a document agreeing to be bound by the terms of this agreement.

Governance

Greater Mankato Growth, Inc. Board of Directors

- A representative of the cities and counties (selected as provided below) will be an ex officio Director with full voting rights and privileges.

Advisory Committee

- The cities and counties will establish an Advisory Committee. The Advisory Committee will be comprised of a GMG board member and one governmental member from each of the cities and counties along with the appropriate staff participant for each.
- The Advisory Committee will select a Chair and Vice-Chair for meeting administration on an annual basis. The REDA Chair is also appointed to the GMG Board and will represent the Alliance. The Chair will be ex officio, so either the designated REDA elected official or the REDA partner's lead administrative official can fulfill the role. The Chair and Vice Chair position cannot be filled by representatives from the same REDA partner. This Advisory Committee will meet on an as needed basis to discuss issues related, but not limited to, inviting additional entities beyond the initial cities and counties to join the Advisory Committee and/or become parties to this Agreement, funding and amendments to this Agreement.

“Staff” Operating Interaction

In addition to regular interaction between the cities and counties and Greater Mankato Growth staff, GMG will facilitate in-person meetings, at a frequency determined by the advisory committee (media conferencing will be available upon request), of the “economic development staff” of the cities and counties to discuss business prospects, share information on pending economic development projects, highlight economic development activities, and provide updates.

Meeting summaries will be distributed to the Advisory Committee. Additionally, as programs are developed and a desire for prioritization and input on Marketplace Enhancements is identified, GMG will convene the Advisory Committee.

Term, Termination and Prior Agreements

The term of this Agreement shall commence on the 1st day of January 2024 and continue until the 31st day of December 2029. Notwithstanding the forgoing, any party may terminate this Agreement annually before the end of the calendar year by providing ninety (90) days advance written notice to the other parties. Additional government entities outside of the Blue Earth & Nicollet County area may be added, at any time, as parties to this Agreement with the written consent of the all the cities, counties and entities then parties to this Agreement and upon execution of a document pursuant to which such additional person agrees to be bound by the terms of this Agreement.

Unless terminated sooner, this Agreement will automatically renew for an additional one-year term. Any per capita fee increases will be unanimously agreed upon by all parties.

When executed by the parties this Agreement will supersede and replace the existing Joint Economic Development Services Agreement dated September 10, 2019 in its entirety.

City of Mankato

Najwa Massad Date

Mayor

Susan MH Arntz Date

City Manager

City of North Mankato

Scott Carlson Date

Mayor

Kevin McCann Date

City Administrator

City of Saint Peter

Shanon A. Nowell Date

Mayor

Todd Prafke Date

City Administrator

Greater Mankato Growth, Inc.

David Krause Date

Chair – Board of Directors

Jessica Beyer Date

President & CEO



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

September 11, 2023

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

The City of Eagle Lake has previously paid Steve Wolfe, Jr. compensation to leave up rows of crops (corn or beans) to help combat drifting along portions of 598th in Eagle Lake. There has not been a formal agreement for this arrangement. Attached is an agreement drafted by legal counsel and modified by staff to reflect a specific dollar amount and acres as requested by Mr. Wolfe, Jr. Discussion took place in early 2023 about whether to leave up rows of beans. No arrangement had been made in the fall of 2022 to leave crops during harvest time. Due to the unique winter, the City hired a contractor to create wind rows on a portion of the land owned by Gary and Kim Hiniker that Steve Wolfe, Jr. farms. Per a recent conversation with the City's Public Works Director Andrew Hartman, there is an interest in leaving up rows of beans to help combat drifting this winter.

Discussion should ensue. If there is an interest in having rows of beans along 598th Avenue left up over the winter to help combat drifting, then a motion to that effect is needed authorizing the Mayor and City Administrator to sign the Use Agreement.


Jennifer J. Bromeland
City Administrator

USE AGREEMENT

THIS USE AGREEMENT, is made and entered into this ____ day of _____, 2023, by and between Gary and Kim Hiniker, sometimes hereinafter called "Hinikers", Steve Wolfe, sometimes hereinafter called "tenant" and the City of Eagle Lake, sometimes hereinafter called "City".

WHEREAS:

1. Hinikers are the owners of real property located next to but not in the City of Eagle Lake. They own a parcel of land R43.09.13.400.005 that adjoins the city limits of the City of Eagle Lake. The property is located on the west side of 598th Avenue, Eagle Lake, Minnesota. Tenant rents the property from the Hinikers for the purpose of growing crops.

2. The public works department for the City of Eagle Lake has determined that if it can make a number of wind rows on the property that this would combat snow drifting on the road of the City of Eagle Lake in particular 598th Avenue.

3. The Hinikers own three lots that need be plowed;

4. That the City can perform the plowing of the lots as part of its normal snow plowing routine.

Based on a mutual desire to work together the Hinikers grant the City the right and agree to leave up rows of crops on the property in order to provide wind rows and prevent drifting in the city, upon the following terms and conditions:

ARTICLE I. TERM

This agreement shall be in effect for the winter season of 2023 and the 2023 and 2024 winter season as defined as November 1 to May 15, unless otherwise agreed by the Hinikers and City Administrator for the City of Eagle Lake. This agreement will continue for each successive winter season until termination.

ARTICLE II. TERMINATION

Either party may terminate this agreement by providing written notice to the other party.

**ARTICLE III.
CONSIDERATION**

The Hinikers will leave on the property rows of crops to provide wind rows and to help prevent drifting in the City of Eagle Lake. The City of Eagle Lake will remove snow from the three lots owned by the Hinikers. The City will compensate tenant \$1,800 per acre for a total of 1.8 acres.

**ARTICLE IV.
ASSIGNABILITY**

Section 1. The City may not assign this agreement without written agreement of the Hinikers.

Section 2. The Hinikers may not assign this agreement without written consent of the City.

Section 3. The tenant may not assign this agreement without written consent of the Hinikers and City.

**ARTICLE V.
PERSONS BOUND**

The benefits and obligations of the option herein shall inure to and bind respective heirs, personal representatives, successors and assigns (where assignment is permitted) of the parties hereto. Whenever used, singular number include plural, the plural singular, and use of any gender shall include all genders.

**ARTICLE VI.
MISCELLANEOUS**

Repairs. The parties understand the conditions of the property. Neither party shall be obligated to make repairs to the other party's property that may be caused by the normal use of the properties. If the damage to property is based on the negligence of a party, an employee or agent of a party, the property will be repaired to the state that it was in at the commencement of this agreement

Survival of Covenants. No agreement unless incorporated in this agreement shall be binding upon the parties. No covenants and agreements herein shall survive the closing except warranties of title. All covenants and representations are binding upon and inure to the benefit of the heirs, executors, administrators and assigns of the parties.

IN WITNESS WHEREOF, THE PARTIES have signed and sealed this Option to Purchase as of the day and year first above written.

CITY OF EAGLE LAKE

By: _____
Its: _____

By: _____
Its: _____

By: _____
Kim Hiniker

By: _____
Gary Hiniker

By: _____
Steve Wolfe




September 11, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Withdrawal Request #3

Attached is Withdrawal Request #3 for distribution from the escrow funds for the Fox Meadows Housing Development. Request #3 totals \$461,869.12.

Brian Sarff with Bolton and Menk has reviewed the request and recommends that the escrow funds be released as requested.

A motion is necessary to authorize the release of Withdrawal Request #3 in the amount of \$461,869.12 to the developer.


Jennifer J. Bromeland
City Administrator

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

PAGES 4

TO OWNER: Fox Meadow Townhomes, LLC
 1116 N Riverfront Dr.
 Eagle Lake, MN 56024

PROJECT: Fox Meadow Townhomes
 Eagle Lake, MN 56024

APPLICATION NO: 3

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR
 INVESTORS
 FINANCE BANK

FROM CONTRACTOR: Schrom Construction, Inc.
 1116 N Riverfront Dr.
 Mankato, MN 56001

PERIOD TO: City of Eagle Lake
 Escrow Funds

CONTRACT FOR: CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 2,976,387.54
2. Net change by Change Orders \$ 2,976,387.54
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 2,976,387.54
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 2,352,621.24
5. RETAINAGE:
 - a. 5 % of Completed Work \$ 0.00
 (Column D + E on G703)
 - b. % of Stored Material \$
 (Column F on G703)
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 2,352,621.24
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 1,890,752.12
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 461,869.12
8. CURRENT PAYMENT DUE \$ 623,766.30
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)

CONTRACTOR:

By: [Signature] Date: 9-7-23

State of: Minnesota County of: Blue Earth
 Subscribed and sworn to before me this 7th day of September
 Notary Public: [Signature]
 My Commission expires:



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 461,869.12

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	

[Handwritten mark]

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest cent.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

APPLICATION DATE:

PERIOD TO:

PROJECT:

Draw #3-Revised

9/7/2023

9/7/2023

Fox Meadow Townhomes

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)				TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
1	Erosion Control and Earthwork	\$220,000.00	\$	200,000.00				90.91%	\$	20,000.00
2	Improvements of the plans-(Holmeier Construction)	\$2,485,806.85	\$	1,600,716.30	\$	461,869.12		82.97%	\$	423,221.43
3	Contingency(10%)	\$270,580.69	\$	90,035.82				33.28%	\$	180,544.87
	GRAND TOTALS	\$2,976,387.54	\$	1,890,752.12	\$	461,869.12	\$	79.04%	\$	623,766.30

90



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

September 11, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: TIF 3-1 Interfund Loan Repayment to General Fund

Attached is a letter from Shannon Sweeney with David Drown Associates regarding the 2022 TIF reports for the City of Eagle Lake. Mr. Sweeney recommends that the interfund loan for the 3-1 TIF District (the district was created for the TSB Janesville, LLC Redevelopment Project – 704 Parkway Avenue - in 2015) has been documented and can now be transferred to the general fund as repayment for expenditures previously incurred. There is currently a cash balance of \$45,560 which can be transferred to the general fund (less \$1,000 for annual reporting costs) and used for any lawful governmental purpose.

City staff recommends that \$44,560 be transferred to the general fund on January 1, 2024, with the funds being dedicated for the purpose of improving the parks (e.g. costs associated with improving and maintaining the pond at Lake Eagle Park, etc.).

A motion is needed to approve the interfund transfer and to dedicate the funds towards the improvement of the parks.


Jennifer J. Bromeland
City Administrator



DDA

**David Drown Associates, Inc.
Public Finance Advisors**

Cologne Office:
10555 Orchard Road
Cologne, MN 55322
Phone: (952) 356-2992
shannon@daviddrown.com

July 10, 2023

City of Eagle Lake
Attn: Jennifer Bromeland, City Administrator
P.O. Box 159
Eagle Lake, MN 56024

RE: 2022 TIF Reports

Dear Jennifer:

Thank you for the opportunity to complete the 2022 TIF Reporting Forms for the City of Eagle Lake. The attached forms have been provided to the Office of the State Auditor. The purpose of this letter is to summarize the districts covered by the reporting forms, and recommended actions for the administration of those TIF districts.

TIF District Name: TIF 2-1

Type: Housing
Mandatory Decertification Date: 12/31/2033

Recommendations: As funds continue to accrue to this TIF Fund, interest earnings should be allocated. Additionally, staff may wish to consider reimbursing itself for documented administrative costs associated with administering this TIF District. Funds remaining in this TIF District can be used to promote additional qualified housing projects. The developer should also be certifying to the City annually that they are in compliance with income restrictions for rental housing units.

TIF District Name: TIF 3-1

Type: Redevelopment
Mandatory Decertification Date: 12/31/2042

Recommendations: The interfund loan for this TIF District has been documented and the City is now able to transfer increments to the general fund to repay the funds invested in the project. Funds can be transferred from the TIF District to the General Fund as repayment for expenditures previously incurred (interfund loan payments). At the end of 2022, the district had a cash balance of \$45,560 which can be transferred to the general fund and used for any lawful governmental purpose. The district should retain approximately \$1,000 in tax increments annually for administration.

Thank you again for the opportunity to assist with this activity. Please feel free to contact me if you have any questions regarding the attached information. Thank you for your time and consideration.

Sincerely,

Shannon Sweeney, Associate
David Drown Associates, Inc.

City of Eagle Lake
Combining Schedule of Revenues, Expenditures and Changes in Fund Balances -- Nonmajor Governmental Funds
Year Ended December 31, 2022

	Special Revenue Funds				Debt Service Funds				Capital Project Fund		Total		
	EDA	EDA Revolving	Tax Increment District 2-1	Tax Increment District 3-1	Small Cities	Total Special Revenue Funds	Water Tower Rehab	2013 Debt Service	Street Project Debt Service	Joan Lane	2017 Debt Service	Total Debt Service Funds	Total Nonmajor Government Funds
			\$	\$									
Revenues													
Property taxes						\$ 159,344	\$ -	\$ 77,505	\$ -	\$ 21,489	\$ 2,696	\$ 101,690	\$ 261,034
Special assessments					1,892					4,696		83,654	83,654
Investment Earnings	1,784				18	609							1,892
Miscellaneous													609
Total revenues	52,755	96,586	11,787	11,787	18	161,845	-	77,505	78,958	26,185	2,696	185,344	347,189
Expenditures													
Streets and Highways													18,372
Street maintenance						104,627							104,627
Economic Development	8,082	94,592	1,000					194,000			55,000	249,000	249,000
Debt Service								17,429	17,363		10,586	45,378	45,378
Principal													
Interest and other charges								211,429	17,363		65,586	294,378	417,377
Total expenditures	8,082	94,592	1,000			104,627	18,372	211,429	17,363	-	65,586	294,378	417,377
Excess (Deficiency) of Revenues Over (Under) Expenditures	44,673	1,994	10,787	10,787	18	57,218	(18,372)	(133,924)	61,595	26,185	(62,890)	(109,034)	(70,188)
Other Financing Sources (Uses)													
Transfers in								100,000				100,000	100,000
Net Change in Fund Balances	44,673	1,994	10,787	10,787	18	57,218	(18,372)	(33,924)	61,595	26,185	(62,890)	(9,034)	29,812
Fund Balance (Deficit) - Beginning	227,069	58,437	34,773	34,773	18,294	394,813		198,084	126,667	12,248	(1,043)	335,956	730,769
Fund Balance (Deficit) - Beginning	\$ 271,742	\$ 58,183	\$ 45,560	\$ 45,560	\$ 18,312	\$ 452,031	\$ (18,372)	\$ 164,160	\$ 188,262	\$ 38,433	\$ (63,933)	\$ 376,922	\$ 760,581

except from 2022 audit

23

Jennifer Bromeland

From: Jamie Fay <jfay@eidebailly.com>
Sent: Tuesday, August 15, 2023 1:19 PM
To: Jennifer Bromeland; Bradley Van Deinse
Cc: Kerry Rausch
Subject: RE: Eagle Lake - 2022 TIF Reports

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

Are you hoping to do this in 2023? If that's what they're recommending and you have proper approval on the City side (Council action) then we'd be fine with it if that's what the City opts to do.

Thanks!

Jamie Fay, CPA

(she/her/hers) – [what is this?](#)

Partner

Mankato, MN

Upcoming vacation August 21 – 29

📞 507.304.6944

Connect with me on [LinkedIn](#).

Access your files and connect with us on [My Eide Bailly](#).

Add [eidebailly.com](#) to your safe sender list. [Find out why](#).



From: Jennifer Bromeland <jbromeland@eaglelakemn.com>
Sent: Tuesday, August 15, 2023 1:17 PM
To: Bradley Van Deinse <bvandeinse@eidebailly.com>; Jamie Fay <jfay@eidebailly.com>
Cc: Kerry Rausch <krausch@eaglelakemn.com>
Subject: FW: Eagle Lake - 2022 TIF Reports

External Sender: Please take care when clicking links, opening attachments or responding to unsolicited messages.

Hi Bradley and Jamie,

Per Shannon Sweeney's report (see attached), we can transfer \$45,560 from TIF 3-1 to the General Fund before year end. Do you need any other documentation from me? It sounds like staff can make the transfer and no official City Council action is required as per Shannon's email below.



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

September 11, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Insurance Agent for Property and Casualty and Work Comp

Mayor Lisa Norton recently reached out to North Risk Partners and coordinated a meeting with an insurance agent to get another perspective on what services cities can expect from an insurance agent. The City of Eagle Lake has been using Mike Kennedy with Allied Insurance Agency of Mankato, LLC as its agent since 2014.

The insurance agent receives 10% of the City's property and casualty premium with the League of Minnesota Cities Insurance Trust (LMCIT) and 2% of the work comp premium with LMCIT.

Discussion should ensue.

If there is an interest in switching agents, then a motion to that effect is needed.


Jennifer J. Bromeland
City Administrator



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

September 11, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Agreement for Regional Safety Group with Madison Lake and St. Clair

Attached is an agreement which would allow Eagle Lake to partner with neighboring communities – Madison Lake and St. Clair – to get affordable, in-person safety training. The League of Minnesota Cities Insurance Trust (LMCIT) has developed a Regional Safety Group Initiative to facilitate safety training for cities and entities. The purpose of the agreement is to promote workplace safety and health through the sharing of ideas and knowledge and by holding regular joint safety and health training, educational programs, and meetings. Each member city will host two training sessions a year for a total of six training sessions.

Discussion should ensue.

A motion is needed to approve becoming a member of a League of Minnesota Cities Insurance Trust (LMCIT) Regional Safety Group (RSG) at a cost of approximately \$2,000 per year.

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

Jennifer J. Bromeland
City Administrator

~~Interim~~ Agreement Establishing a Regional Safety Group

WHEREAS, the Parties have a duty to create a safe workplace for their employees, officials and volunteers; and

WHEREAS, the Parties desire to create a safety group that is innovative and different from a traditional safety and health committee pursuant to Minnesota Rule 5208.0070; and

WHEREAS, the League of Minnesota Cities Insurance Trust (LMCIT) has developed the Regional Safety Group Initiative to facilitate safety training for cities/entities; and

WHEREAS, the governing bodies of the Parties believe it is in the best interests of the Parties to cooperatively promote safety and health in the workplace by participating in the Regional Safety Group Initiative; and

WHEREAS, the Parties intend for this Agreement to apply on an interim or temporary until terminated as set forth below; and

WHEREAS, Minnesota Statutes, Section 471.59, authorizes the Parties by agreement of their governing bodies to jointly or cooperatively exercise any power common to them.

NOW, THEREFORE, in consideration of the mutual covenants made herein, the undersigned Parties agree as follows:

1. Purpose. The purpose of this Agreement is to promote workplace safety and health through the sharing of ideas and knowledge among the Parties and by holding regular joint safety and health training, educational programs, and meetings.
2. Name. The Parties hereby establish a safety group to be known as the _____ Regional Safety Group (the "RSG").
3. Term. This Agreement shall remain in effect until terminated by LMCIT or there are no member cities/entities remaining in the RSG. LMCIT reserves the right to terminate this agreement upon 30 days' written notice to each member city/entity in the RSG.
 3. Membership.
 - A. LMCIT Members. All member cities/entities of the RSG are members in LMCIT's workers' compensation program.
 - B. Initial Members. The initial member cities/entities of the RSG shall be the undersigned Parties executing this Agreement upon the approval of their governing bodies.
 - C. New Members. A new member city/entity, that is a member of LMCIT's workers' compensation program, may be added to the RSG upon approval of a

majority of the current members, as evidenced by a vote of the group members. Each member city/entity of the RSG shall be entitled to one vote. Following the approval by the RSG, membership in the RSG is effective upon approval and execution of this Agreement, by a prospective member's governing body and its authorized representatives.

- D. Termination of Membership. Any member city/entity may terminate its membership in the RSG upon written notification indicating its intent to withdraw not less than 90 days prior to the end of a current year. Terms will be on an annual calendar basis. Termination takes effect at the end of a current calendar year. A copy of the written termination notice must be sent to the safety coordinator of each member city/entity and to Ashley Edwardson, LMCIT Loss Control Program Coordinator, or other staff person as designated by LMCIT. Any terminated member shall remain responsible for its share of any costs incurred prior to the effective date of termination. A member city/entity shall also be terminated from the RSG if it is no longer a member of LMCIT's workers' compensation program.
4. Officers and Bylaws: The RSG may adopt bylaws or other rules governing the group that are not inconsistent with this Agreement. The RSG and its officers are not authorized to do any of the following: (a) to receive and expend funds; (b) to enter contracts; (c) to hire employees; (4) to purchase or otherwise acquire and hold real or personal property; or (5) to bring a lawsuit in the name of the RSG.
5. LMCIT Sponsored Training/Meetings. LMCIT offers the RSG safety training/meetings.
- A. Number of Training/Meeting Sessions. The RSG is entitled to twelve (12) training sessions per calendar year with a maximum of 1 per month and a minimum of 1 every-other month. Each training session will be at a site to be determined by the RSG. The date of each training session shall coordinate with the designated training representative.
- B. LMCIT Cost. LMCIT will pay 55% of the cost of each training session up to the maximum of twelve (12) sessions per calendar year. LMCIT will not reimburse members for travel, meals, or other charges.
- C. Member Cost. The remaining cost of each training session shall be paid in equal proportions by each RSG member to LMCIT.* Each member city/entity agrees to pay its share of training costs after receiving an invoice from LMCIT. No member shall be responsible for the unpaid costs of another member. Each

* The members may choose some other method to share their remaining cost of the training, e.g., based on Full Time Employee count. If an alternative method is chosen, LMCIT will invoice a designated member for the cost. The RSG will need to develop an alternate method to collect and remit the members' costs to LMCIT.

member is responsible for its cost even if it does not have a representative attend the training session.

- D. Program Changes. RSG members acknowledge that LMCIT may, at any time, change its obligations to RSG members. Any changes made in the RSG program will be communicated to RSG members within thirty (30) days of the change.

6. Education and Training.

- A. Online Education and Training. LMCIT has established an interactive web-based training program in cooperation with NeoGov. RSG members and their employees, officers, and volunteers are entitled to free access to this online training.
- B. Safety Data Sheet Management service. LMCIT has established an interactive web-based service in cooperation with SDS Access, powered by Damarco Solutions, LLC. RSG members and their employees are entitled to free access to this program to manage their cities safety data sheets.
- C. Other Education and Training. An RSG may hold other training and educational sessions or meetings as determined by the group at the members' expense. Approval from LMCIT is not needed for training or meetings for which no LMCIT subsidy is requested.
- D. Value Added Time. Each member city will utilize the safety trainer on an alternating basis with each of the members within the RSG. The member will work directly with or instruct the trainer on city-specific needs or records that require reviewing. The subject of this time will be determined by the city in coordination with the trainer.

- 7. Safety Committee Meetings. As a part of any training session, the members may discuss any matters that would typically be discussed in a "joint labor-management safety and health committee" meeting under Minnesota Statutes, Section 182.676 and take any action authorized under Minnesota Rules, Chapter 5208. LMCIT requires each RSG to hold a joint Safety Committee Meeting every-other-month at a minimum.

8. General Provisions.

- A. Modification. No provision of this Agreement may be modified, altered, or rescinded except by a vote of the governing body of a majority of all members. Approved modifications take effect thirty (30) days after the date of approval by the last member approving the modification.
- B. Effective Date. This Agreement shall be effective after approval by the governing body of the last initial member to approve this Agreement and execution by that member's authorized representatives.

- C. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.
- D. Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute one and the same instrument.
- E. Savings Clause. If any court finds any provision of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.

IN WITNESS WHEREOF, the Parties, by action of their respective governing bodies, caused this Agreement to be approved on the dates below.

City/Entity of _____, **Minnesota**

The City/Entity Council of _____,
Minnesota duly approved this

Agreement on the _____ day of _____, 20_____.

By: _____

Its Mayor / Chair / _____

And: _____

Its Clerk / Secretary / _____

REGIONAL SAFETY GROUPS



For more information, contact:

Ashley Edwardson
 LMCIT Program Manager
aedwardson@lmc.org
 (651) 281-1268
 (218) 269-5352



Regional Safety Groups bring critical safety training right to you and your employees.

Partner with your neighboring communities to get affordable, in-person safety training on topics you choose.

Meet state and federal OSHA standards and keep your staff safe as part of LMCIT's Regional Safety Groups (RSG). As an RSG member, you'll save time and money, and you'll have the opportunity to do the training you want by creating a personalized program.

Here are three reasons to start or join a Regional Safety Group:

- Get **tailored, hands-on training from experienced professionals.** Along with your partner cities in the RSG, you will choose which training topics you want based on areas of need that are most important for your city. LMCIT partners with the Minnesota Municipal Utilities Association (MMUA) to provide experienced safety training consultants who will guide you through each safety training.
- Receive the **most affordable safety training available.** Safety training shouldn't break the bank! Share the cost of training with the other cities in your Regional Safety Group. Plus, LMCIT will cover a portion of the costs.
- Skip the long drive and **work with neighboring cities to create your program.** Partnering with nearby cities gives you the opportunity to share ideas and learn from others' experiences. Together, you will choose dates, locations, and topics for each training.

For more information, visit www.lmc.org/rsginfo

LMCIT is a self-insured membership cooperative that was formed by Minnesota's cities, with the assistance of the League of Minnesota Cities. In addition to providing workers' compensation and property/casualty coverage, LMCIT provides a comprehensive loss control program to reduce the risk of employee injuries and the volume of costly claims.

REGIONAL SAFETY GROUPS



Additional Benefits for Regional Safety Group Members:

In addition to partnering with neighbor cities and reduced costs for your safety training, members of a Regional Safety Group receive free Safety Data Sheets (SDS) management from Damarco Solutions and free online safety training from NEOGOV Safety Training.

Damarco Solutions provides you with an online SDS management system. Accessible to you 24 hours a day, you will be able to:

- Keep your information up-to-date by adding new, updating existing, or archiving no longer needed SDS.
- Give an unlimited number of employees access to your data, and distribute SDS to customers or contractors.
- Back up your inventory to ensure compliance with OSHA's Hazard Communication Standard.

NEGOV Safety Training provides all employees with online safety training.

Access to NEOGOV Safety Training will provide:

- More than 200 online safety courses covering a wide range of topics.
- Engaging online training available anytime, anywhere.
- Ability to assign online trainings, set due dates, and monitor when employees complete courses.

How To Get Started

Are you interested in being part of a Regional Safety Group? Follow these easy steps:

1. Contact Ashley Edwardson to get more information on starting or joining a Regional Safety Group:

Ashley Edwardson
aedwardson@lmc.org
(651) 281-1268
(218) 269-5352

2. Present information to your city for approval to get started.
3. Begin creating your training calendar and working with a trainer.

SDS Management to Fit Your Needs



SDS ACCESS

Powered by Damarco Solutions, LLC

ONLINE SDS MANAGEMENT

To comply with OSHA's Hazard Communication Standard [1910.1200](#), an employer must have, readily available, a Safety Data Sheet (SDS) for each product used in the workplace, and must provide their employees access to those SDS. SDS Access powered by Damarco Solutions has the services and expertise you need to reduce your administrative burdens while improving your Hazard Communication Program.

SDS Access provides unlimited 24/7 SDS access.

SIMPLE ~ PERSONALIZED ~ ACCESSIBLE

Your SDS Access inventory will be built to meet your needs. You can have as many departments with divisions and subdivisions as you need to organize your SDS in whatever way works best for your city. You can have as many administrative and employee logins as you need, and we provide training documents and/or webinars to everyone you ask us to. Your administrative and employee logins will come with the ability to create desktop icons to log you into the system without having to enter a username and password—providing the barrier free access your employees need and your administrators want.

There are many benefits of the SDS Access powered by Damarco Solutions System:

- Professional and Knowledgeable customer service
- Experienced Account set up assistance
- 24/7 Access to view and print SDS
- Unlimited SDS in your inventory
- Ability to Upload SDS to add to your inventory
- Cooperative Updating of SDS
- Retain archived SDS for products you not longer use
- Secondary Container Label Printing
- Access to extensive global database of SDS
- Ability to download inventory and backup reports

To begin using SDS Access through the League of MN Cities, please contact Ashley Edwardson at aedwardson@lmc.org. Ashley will put you in touch with an SDS Access representative who will work with you to set up your account.

www.sdsaccessonline.com

2023 RSG Course Topic List

1	Accident Investigation	28	Heat Disorders
2	Aggressive Animals	29	Job Hazard Analysis
3	AWAIR	30	Lab Safety
4	Back & Lifting	31	Fall Protection Systems
5	Basic Electric Safety	32	Lock Out - Tag Out
6	Behavior Based Safety	33	Machine Guarding
7	Blood Borne Pathogens	34	Mower Safety
8	Bucket Truck Qualification	35	New Hire Orientation
9	Chain Saw Safety****	36	Office Safety
10	Cold Weather Emergencies	37	OSHA Inspection Procedures
11	Trenching and Excavation CP****	38	P.P.E.
12	Confined Spaces	39	Part time/Seasonal Employees
13	Contractor Safety Req's	40	Playground Safety
14	Chains, Slings & Wire Rope	41	Record Keeping (Injury Logs)
15	Culture - Training for Safety	42	Respirator Protection ***
16	D.O.T. Regulations	43	Right to Know
17	Distracted Driving	44	Silica Compliance
19	Emergency Action Plan	46	Slips-Trips-Falls
20	Ergonomics	47	Snow Plow Safety
22	Fire Safety/Fire Extinguishers	49	Spray Booths
23	Fork Lifts {every 3 years}****	50	Reasonable Suspicion Training/D&A
24	Good Housekeeping	51	Welding & Cutting
25	Hand Tools	52	Winter Driving
26	Hearing Conservation	53	Year End Review
27	Heavy Equipment		

**** Required for All Employees**

***** Required Annually if Applicable to Job**

****** Required if Applicable to Job**

RSG 'Value Added Time' Options & Ideas

- Mock OSHA inspection/audit
- Safety Policy review and evaluation
- Employee Training Audit
- Research and assist with safety tools & equipment
- OSHA Safety Grant recommendation and assistance
- Federal OSHA and MNOSHA Standards interpretation
- Respiratory Fit Testing
- Personal Protective Equipment Assessment
- OSHA 300 Log assistance
- Ride along - on the spot job training
- Independent Contractor work observations
- Attend 'city specific' safety committee meeting

NEOGOV

SAFETY TRAINING



For more information, contact:

Sarah Fredericks
 LMCIT Program Assistant
sfredericks@lmc.org
 (651) 281-1228
 (800) 925-1122



Online safety training for your employees when and where they need it.

Convenient and affordable training at your fingertips.

NEOGOV Safety Training is an easy-to-use, web-based safety training provided to all LMCIT members. Courses are designed to be highly engaging so employees get the most out of the training experience—all at an affordable cost to your city.

The benefits of using NEOGOV Safety Training:

- Get **affordable training** for your employees provided by NEOGOV Safety Training. The cost is \$261 for up to nine employees, with a cost of \$29 for each additional user. (Note: NEOGOV Safety Training is free for members of Regional Safety Groups.)
- LMCIT currently offers **more than 200 NEOGOV Safety Training courses covering a wide variety of topics** for public works employees, community center employees, municipal liquor store employees, and more. The courses are designed to meet the needs of your city, whether you are looking for basic training options, or you need refresher training for experienced and seasonal employees. Once an employee is enrolled, they can register for as many available courses as they desire.
- Your city will be able to **manage the program easily**, by choosing one or more individuals to administer your program. These administrators will be able to assign online trainings, set due dates, and monitor when a course has been completed.

For more information visit www.lmc.org/neogovsafetyinfo

LMCIT is a self-insured membership cooperative that was formed by Minnesota's cities, with the assistance of the League of Minnesota Cities. In addition to providing workers' compensation and property/casualty coverage, LMCIT provides a comprehensive loss control program to reduce the risk of employee injuries and the volume of costly claims.

NEOGOV

SAFETY TRAINING

NEOGOV Safety Training Course Information

NEOGOV Safety Training gives you access to more than 200 online courses, with seat times ranging from five minutes to one hour. The broad range of topics covered includes:

- Cybersecurity.
- Driver safety.
- Health and safety.
- Supervisor resources.
- And more!

View the full course list at www.lmc.org/neogovsafetyinfo





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

September 11, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Utility Rate Discussion and Recommendations - Water, Sewer, and Storm Water Rate Analysis

Attached is a letter from Shannon Sweeney with David Drown Associates with utility rate recommendations for water, sanitary sewer, and storm water.

Water Enterprise: A 6% annual increase is recommended for 2024.

Sewer Enterprise: A 4% annual increase is recommended for 2024.

Storm Water Enterprise: Increase of \$3.63 to \$4.94 or 36% in 2024.

See attached for an illustration of the projected monthly increase for an average residential customer based on an average monthly water consumption of 5,000 gallons. Under this scenario, and using 2023 rates, the overall monthly utility bill (includes water, sewer, storm, refuse, recycling, and tax) totals \$109.11. Factoring in the recommended rate increases for 2024, the monthly total increases from \$109.11 to \$115.95, a difference of \$6.84.

Discussion should ensue. The recommended rate increases would take effect with January's usage that is billed in February. If approved this evening, notice of the upcoming rate increase can be included in the fall newsletter which will go out at the end of September.

A motion is necessary to approve the recommended rate increases for 2024 for water, sewer, and storm water.


Jennifer J. Bromeland
City Administrator



DDA

**David Drown Associates, Inc.
Public Finance Advisors**

Cologne Office:
10555 Orchard Road
Cologne, MN 55322
Phone: (952) 356-2992
shannon@daviddrown.com

August 24, 2023

City of Eagle Lake
Attn: Jennifer Bromeland, City Administrator
P.O. Box 159
Eagle Lake, MN 56024

RE: Water/Sanitary Sewer/Storm Rate Analysis

Dear Ms. Bromeland:

I have had the opportunity to update and review the financial history and projections for the water, sanitary sewer, and storm sewer enterprises for the purpose of projecting future rates needed to support modifications to operating costs and a water tower rehabilitation project presently under consideration. My utility rate recommendations for discussion purposes include the following:

Water Enterprise:

The water enterprise is not making debt payments on the 2021 improvement project and the 2023 tower rehabilitation project. As we have previously discussed the impact of those additional expenditures will require modifications to water rates. I have incorporated 6% increases each year for 2024 through 2026 to reach a break even result in 2027, recognizing that deficits will be incurred in 2024 and 2025.

For 2027 and 2028 I have projected 3% increases each year to generate a surplus and rebuild cash reserves. Debt service payments of \$50,000 on the 2008 bonds will end in 2028 which will create capacity for other projects. The water treatment facility has not been factored into the projection as it is anticipated that the project will rely on grant funding for implementation.

A 5,000 gallon per month water user presently pays \$32.87 per month based on the existing rate structure. By 2027 when break even is achieved, it is estimated that the same usage will result in a bill of approximately \$40.32 per month.

Wastewater Enterprise:

Based on inflation and a reallocation of operating costs, it is anticipated that wastewater rates will need to be increased from approximately \$45.03 per month for a 5,000 gallon/month customer in 2023 to approximately \$52.68 per month by 2027. The attached projection provides for annual increases of 4% during that time period to achieve break-even results in 2027.

Storm Water Enterprise:

Based on debt service contributions for the 2021 bonds and a reallocation of operating costs, it is anticipated that storm water rates will need to be increased from approximately \$3.63 per month in 2023 to approximately \$8.86 per month to achieve results that would begin to generate sufficient cash to reduce the growing deficit in that enterprise. The attached projection uses 25% increase through 2027 to achieve positive cash flow within that enterprise. It will take longer than that to achieve a positive cash balance.

I am happy to modify the projections as determined to be appropriate to consider additional alternatives.
Let me know if I can be of any additional assistance in the interim.

Sincerely,

A handwritten signature in cursive script, appearing to read "Shannon Sweeney".

Shannon Sweeney, Associate
David Drown Associates, Inc.

City of Eagle Lake, Minnesota Water Fund Analysis	Annual Inflation Rate: 2%												Future Rate Increases				
	2023 Rate Increase 5%												6.0%	6.0%	6.0%	6.0%	
	2014	2015	2016	2017	2018	2019	2020	2021	Audited 2022	Budgeted 2023	6.0% 2024	6.0% 2025	6.0% 2026	6.0% 2027	6.0% 2028	6.0% 2029	6.0% 2030
Operating Revenues																	
User Charges	285,124	327,279	339,323	335,838	330,301	317,090	379,796	420,112	437,309	483,548	491,360	520,842	536,467	552,561	562,951	572,798	
Miscellaneous	15,842	8,703	8,807	16,255	6,352	5,584	3,940	6,015	12,080	12,815	13,584	14,399	14,831	15,276	15,276	15,276	
Connection Fees	300,966	338,072	348,130	352,093	308,653	324,068	385,137	426,732	6,300	6,678	7,079	7,503	7,729	7,960	7,960	7,960	
Total Operating Revenue	591,732	673,054	695,253	704,186	645,286	646,742	768,873	853,559	455,689	483,041	512,023	542,745	559,027	575,798	575,798	575,798	
Operating Expenses																	
Distribution System	174,803	223,000	187,825	195,319	195,487	225,068	237,160	239,097	231,292	128,183	130,747	133,862	136,029	138,750	141,525	144,355	
General & Administrative	2,165	2,028	41,933	1,199	34,374	36,655	37,947	35,325	3,320	3,352	3,379	3,406	3,434	3,462	3,490	3,518	
Depreciation	35,757	35,722	36,322	36,611	34,374	36,655	37,947	35,325	55,943	57,364	58,911	59,881	60,875	62,092	63,334	64,601	
Wages & Benefits	-	-	-	-	62,224	82,224	86,574	70,120	87,781	163,365	166,632	169,965	173,364	176,832	180,368	183,976	
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Operating Expenses	212,725	260,848	265,800	233,068	293,959	344,653	362,740	359,781	346,589	351,531	360,602	367,814	375,170	382,673	390,377	398,133	
Operating Income	379,007	412,206	429,453	471,118	351,327	301,689	406,133	493,778	109,100	131,510	151,421	174,931	183,857	193,125	185,421	177,665	
Net cash provided by operations	151,377	107,073	132,133	163,886	108,462	88,198	157,603	133,736	135,393	186,874	209,933	234,612	244,732	255,217	248,805	242,266	
Investment Income	-	-	-	-	3,004	-	-	-	-	-	-	-	-	-	-	-	
Other Income/Grants	-	19,578	1,974	6,894	(24,442)	(24,442)	-	-	(77,057)	(184,147)	(184,083)	(185,865)	(185,582)	(185,228)	(185,603)	(184,865)	
Bank Service Charges	(48,285)	(83,738)	(13,923)	(5,380)	(9,685)	(9,685)	(40,914)	-	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	
Plant Plan & Equip/Other	-	(29,710)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Issuance of Bonds/Notes	-	-	-	-	-	-	-	-	(28,612)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	
Transfers	(82,700)	(82,311)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	
Net Increase in Cash	20,392	(176,068)	70,184	176,600	(30,288)	(652,732)	66,669	83,736	27,282	(89,274)	(33,150)	(12,252)	(1,850)	8,989	52,203	46,361	
Cash Beginning of Year	758,819	779,201	603,193	673,377	849,977	819,670	868,947	248,436	319,372	403,235	344,961	309,811	297,559	295,710	304,699	356,902	
Cash End of Year	779,201	603,193	673,377	849,977	819,670	849,977	935,616	332,172	403,235	344,961	309,811	297,559	295,710	304,699	356,902	403,262	
Fixed Fee	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.40	\$ 5.83	\$ 6.30	\$ 7.01	\$ 7.43	\$ 7.88	\$ 8.11	\$ 8.36	\$ 8.36	\$ 8.36	
0.5,995 gallons	\$ 3.77	\$ 3.87	\$ 3.97	\$ 3.97	\$ 3.97	\$ 3.97	\$ 4.28	\$ 4.63	\$ 5.00	\$ 5.57	\$ 5.90	\$ 6.25	\$ 6.44	\$ 6.63	\$ 6.63	\$ 6.63	
7,000-9,999 gallons	\$ 5.02	\$ 5.15	\$ 5.28	\$ 5.28	\$ 5.28	\$ 5.28	\$ 5.70	\$ 6.16	\$ 6.65	\$ 7.40	\$ 7.85	\$ 8.32	\$ 8.57	\$ 8.82	\$ 8.82	\$ 8.82	
10,000+ gallons	\$ 6.27	\$ 6.43	\$ 6.59	\$ 6.59	\$ 6.59	\$ 6.59	\$ 7.12	\$ 7.69	\$ 8.30	\$ 9.24	\$ 9.79	\$ 10.38	\$ 10.89	\$ 11.01	\$ 11.01	\$ 11.01	
Typical 5,000 Gallon Customer	\$ 23.85	\$ 24.35	\$ 24.85	\$ 24.85	\$ 24.85	\$ 24.85	\$ 26.85	\$ 28.88	\$ 31.30	\$ 34.84	\$ 36.93	\$ 38.14	\$ 40.32	\$ 41.53	\$ 41.53	\$ 41.53	

**City of Eagle Lake, Minnesota
Sewer Fund Analysis**

Annual Inflation Rate 2.0%
Annual Rate Increases 4.0%

	2014	2015	2016	2017	2018	2019	2020	2021	Audited 2022	Budgeted 2023	2024	2025	2026	2027	2028	2029	2030
Operating Revenues																	
User Charges	411,504	423,775	554,751	488,188	543,371	522,277	508,411	499,356	495,881	515,000	535,600	557,024	579,305	602,477	628,576	651,839	677,705
Miscellaneous	17,600	6,000	11,075	12,900	4,000	4,000	2,800	4,213	30,974	8,989	8,320	8,653	8,989	9,359	9,733	10,123	10,527
Connection Fees	429,104	429,775	565,826	599,048	547,371	526,277	538,411	556,975	4,400	5,000	5,200	5,408	5,624	5,849	6,083	6,327	6,580
Total Operating Revenue	858,208	859,550	1,131,652	1,100,136	1,094,742	1,052,554	1,049,632	1,060,544	539,255	528,000	549,120	571,085	593,928	617,685	642,393	668,088	694,812
Operating Expenses																	
Distribution System	242,308	320,865	381,678	559,093	917,543	943,780	442,987	327,549	334,362	334,631	341,324	348,150	355,113	362,215	369,460	376,849	384,386
General & Administrative	10,163	13,163	17,341	17,727	15,596	13,910	9,044	12,866	25,373	8,954	9,133	9,316	9,502	9,692	9,886	10,084	10,285
Depreciation	43,295	41,865	41,181	44,220	43,480	43,770	46,482	46,553	46,487	46,653	46,653	46,653	46,653	46,653	46,653	46,653	46,653
Wages & Benefits	-	-	41,181	44,220	60,847	76,784	86,516	89,988	89,331	163,365	166,632	169,865	173,364	176,832	180,368	183,976	187,655
Total Operating Expenses	295,766	376,384	491,220	605,010	424,456	478,244	565,039	457,056	495,533	553,603	563,742	574,084	584,632	595,392	606,367	617,961	628,979
Operating Income	562,442	483,166	640,432	495,126	670,286	574,310	484,593	603,488	43,722	(25,603)	(14,622)	(2,999)	9,296	22,293	36,026	50,127	65,833
Net cash provided by operations	157,295	163,783	123,929	(66,897)	354,882	(68,112)	98,781	(10,949)	112,135	21,050	32,031	43,554	55,949	68,946	82,679	97,180	112,486
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Income/Gains	24,624	3,411	14,978	52,978	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	(28,527)	(18,042)	(295,566)	-	-	(5,871)	(3,795)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)
Property Plant & Equip/Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Issuance of Bonds/Notes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers	(50,000)	(50,000)	(50,000)	(50,000)	(100,000)	(57,210)	(50,000)	(50,000)	(350,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Net Increase in Cash	131,919	137,164	60,350	(18,034)	(41,694)	(125,322)	49,781	(66,809)	(247,600)	(39,950)	(28,969)	(17,346)	(5,051)	7,346	21,679	68,180	101,486
Cash Beginning of Year	809,555	941,474	1,078,668	1,130,048	1,121,014	1,079,330	951,088	1,003,789	635,980	695,330	655,370	626,011	600,955	604,004	611,950	633,629	719,810
Cash End of Year	941,474	1,078,668	1,139,018	1,121,014	1,079,330	954,098	1,002,769	936,980	635,320	655,370	626,401	608,665	604,004	611,950	633,629	719,810	821,295
Fixed Fee	\$ 5.00	\$ 5.00	\$ 5.00	\$ 7.26	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.28	\$ 7.57	\$ 7.87	\$ 8.19	\$ 8.52	\$ 8.86	\$ 9.21	\$ 9.58
Flow Charge	\$ 6.28	\$ 6.44	\$ 6.80	\$ 7.26	\$ 7.26	\$ 7.26	\$ 7.26	\$ 7.26	\$ 7.26	\$ 7.55	\$ 7.85	\$ 8.17	\$ 8.49	\$ 8.83	\$ 9.19	\$ 9.55	\$ 9.94
Typical 5,000 Gallon Customer	\$ 36.40	\$ 37.20	\$ 38.00	\$ 43.30	\$ 43.30	\$ 43.30	\$ 43.30	\$ 43.30	\$ 43.30	\$ 45.03	\$ 46.83	\$ 48.71	\$ 50.65	\$ 52.68	\$ 54.79	\$ 56.98	\$ 59.26

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**City of Eagle Lake, Minnesota
Storm Water Fund Analysis**

Annual Inflation Rate: 2%
Annual Rate Increases: 25%

	Actual		Budgeted		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	2022	2023	2022	2023										
Operating Revenues														
User Charges	48,969	56,350	49,758	56,350	48,969	49,758	70,438	88,047	110,059	137,573	137,573	137,573	137,573	137,573
Miscellaneous	468	3,050	7,007	3,050	-	7,007	3,813	4,766	5,957	7,446	7,446	7,446	7,446	7,446
Connection Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Revenue	49,437	59,400	56,765	59,400	49,437	56,765	74,250	92,813	116,016	145,020	145,020	145,020	145,020	145,020
Operating Expenses														
Distribution System	55,364	65,703	34,982	65,703	55,364	34,982	67,017	88,357	69,725	71,119	71,119	72,541	73,992	75,472
General & Administrative	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation	11,946	34,464	9,495	34,464	11,946	9,495	35,153	35,856	36,573	37,305	37,305	38,051	38,812	39,568
Wages & Benefits	67,310	100,167	44,476	100,167	67,310	44,476	102,170	104,214	106,298	108,424	108,424	110,592	112,804	115,060
Total Operating Expenses	(17,873)	(40,767)	12,289	(40,767)	(17,873)	12,289	(27,920)	(11,401)	9,718	36,596	36,596	34,427	32,215	29,959
Operating Income	(17,873)	(40,767)	12,289	(40,767)	(17,873)	12,289	(27,920)	(11,401)	9,718	36,596	36,596	34,427	32,215	29,959
Net cash provided by operations	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Income/Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	(222,623)	(11,000)	(11,000)	(11,000)	(222,623)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)
Property Plant & Equip/Other	222,623	-	-	-	222,623	-	-	-	-	-	-	-	-	-
Issuance of Bonds/Notes	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers	-	(8,953)	-	(8,953)	-	-	(8,922)	(8,892)	(9,337)	(9,241)	(9,241)	(9,232)	(9,131)	(9,030)
Net Increase in Cash	(17,873)	(60,720)	1,289	(60,720)	(17,873)	1,289	(47,842)	(31,293)	(10,619)	16,355	14,195	12,084	9,929	9,929
Cash Beginning of Year	0	(16,584)	(17,873)	(16,584)	0	(17,873)	(77,304)	(125,147)	(156,440)	(167,059)	(167,059)	(150,705)	(136,510)	(124,426)
Cash End of Year	(17,873)	(77,304)	(16,584)	(77,304)	(17,873)	(16,584)	(125,147)	(156,440)	(167,059)	(167,059)	(150,705)	(136,510)	(124,426)	(114,496)
EDU Charge:	\$ 3.16	\$ 3.95	\$ 3.16	\$ 3.95	\$ 3.16	\$ 3.16	\$ 4.94	\$ 6.17	\$ 7.71	\$ 9.64	\$ 9.64	\$ 9.64	\$ 9.64	\$ 9.64
Typical Residential Customer:	\$ 3.16	\$ 3.95	\$ 3.16	\$ 3.95	\$ 3.16	\$ 3.16	\$ 4.94	\$ 6.17	\$ 7.71	\$ 9.64	\$ 9.64	\$ 9.64	\$ 9.64	\$ 9.64
							0.25	0.25	0.25	0.25	0.25	0	0	0

3.63 actual

- FOR Illustration -

2023

Current Meter Read 5000
 Previous Meter Read 0
 Usage 5000

Water Calc
 0-6999 5000
 7000-9999 0
 10000+ 0
 Total Usage 5000

Current Meter Read 0
 Previous Meter Read 0
 Outside Usage 0

Sewer Calc 5000
 Usage 0.00755

Meter Charge
 Storm Water Drainage
 Refuse
 Recycling
 Tax (on refuse)
 Total New Charges

Previous Balance
 TOTAL CURRENT
 Late fee (if applicable)
 TOTAL (after xx/25)

26.25
 0.00
 0.00
 32.87

0.00872

45.03

0.81
 3.63
 15.44
 4.82
 1.51
104.11

0.00
104.11
 5.00
109.11

2024

Current Meter Read 5000
 Previous Meter Read 0
 Usage 5000

Water Calc
 0-6999 5000
 7000-9999 0
 10000+ 0
 Total Usage 5000

Current Meter Read 0
 Previous Meter Read 0
 Outside Usage 0

Sewer Calc 5000
 Usage 0.00785

Meter Charge
 Storm Water Drainage
 Refuse
 Recycling
 Tax (on refuse)
 Total New Charges

Previous Balance
 TOTAL CURRENT
 Late fee (if applicable)
 TOTAL (after xx/25)

0.00557
 0.00740
 0.00924
 27.85
 0.00
 0.00
 34.86

0.00924

46.82

0.81
 4.94
 16.68
 5.21
 1.63
110.95

0.00
110.95
 5.00
115.95



September 11, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Proposed 2024 Preliminary Budget and Tax Levy

Cities must prepare and adopt a proposed budget and proposed property tax levy each year. By law in Minnesota, the fiscal year of a city and all its funds must be calendar year. A budget is one year of estimated money coming in or revenue, and expenditures or money going out. Cities over 500 in population that propose a property tax increase are required to provide notice of the proposed budget adoption and to allow public input on the proposed budget and property tax levy. The “truth-in-taxation” process (TNT) requires cities to certify proposed property tax levies to the county auditor on or before September 30th. The preliminary levy can be reduced once adopted but cannot be increased prior to the final levy being adopted. The levy is comprised of the general fund, EDA, and debt service. A TNT public comment hearing must occur sometime between November 25th and December 28th. The Truth in Taxation meeting is tentatively scheduled for **Monday, December 4th at 6:00 p.m. at City Hall**. The final levy must be certified to the county auditor by or before December 28th. Cities must also file a certificate of compliance with the Department of Revenue by December 28th.

For reference purposes, included is last year’s final levy information. Last year’s final tax levy was set at approximately 9% or an increase of \$80,361. Property taxes should have remained relatively flat unless a property’s valuation increased. Attached is a tax levy history showing the tax levy by year.

The preliminary levy can be reduced once adopted but cannot be increased prior to the final levy being adopted. The levy is comprised of the general fund, EDA, and debt service.

	2022 Final	2023 Final	2024 Proposed Preliminary	Change from 2023
General Fund	\$696,904	\$769,952	\$945,045	\$175,093
EDA	\$51,000	\$51,000	\$51,000	\$0
Debt Service	\$144,997	\$152,310	\$132,939	(\$19,371)
TOTAL TAX LEVY	\$892,901	\$973,262	\$1,128,984	\$155,722 or 16%

Proposed 2024 GF Revenues	\$2,147,808
Proposed 2024 GF Expenditures	\$2,324,965
Difference	<p>(\$177,157) – Planned Deficit Spending using capital outlay reserves. The budget would be balanced except for \$181,627 in planned capital outlay expenditures drawing down previously set aside funding in general fund reserves. The expenditures are comprised of fire, police, streets, and parks capital outlay expenditures. Planned Deficit Spending is the intentional drawing down of capital outlay funds previously set aside in the general fund. But for the planned expenditures, the budget would be balanced. The same question is frequently asked each year during budget time if there could be a revenue line item for planned capital outlay expenditures to avoid the appearance of an unbalanced budget. While we could adjust the budget to not include planned capital outlay expenditures, the actual expenditures in the year will reflect them and there would be a difference between actual spend and budgeted expenditures. There is not a revenue line added for this because these funds are included in our available fund balance.</p>

Included is a spreadsheet used to show estimated net tax capacity and levy impact. This spreadsheet can be used to consider different scenarios by changing the proposed levy change cell and residential taxable market value cell. It should be noted that the estimated city tax cell is calculated using a residential 1% class rate, and this doesn't represent property classifications with a different class rate such as commercial or industrial. The local property tax rate is a

function of the levy and total tax base. Taxable tax capacity is used to determine the local tax rate. $[\text{city levy}] / [\text{taxable tax capacity}] = [\text{city tax rate}]$ A property's share of the City levy is based on the taxable value of the property relative to the full value of all other property in the City's taxing district.

A net tax capacity increase with continued growth allows our tax rate to decrease. Even with a proposed 16% levy increase, the proposed 2024 tax rate is still slightly below the 2023 tax rate. **If a property's valuation increased, taxes will increase accordingly.** Taxpayers that see an increase in their taxes will also notice that their valuation likely increased. Valuations can appreciate or depreciate. The time to appeal a valuation is in April and taxpayers need to contact Blue Earth County directly as the City of Eagle Lake does not determine property valuations. Overall, property taxes and market valuation are complex with several moving parts.

Discussion took place at the Special Budget Work Session on August 16th about the need to set aside dedicated funding to address the pond at Lake Eagle Park. Since the Public Works Department is still obtaining pricing and the exact cost is unknown at this time, City staff went ahead and increased the professional services line item of the Parks Budget by \$20,000. This expense will be offset by the interfund transfer from TIF 3-1 to the general fund on January 1st. City staff recommends that the TIF funds transferred back to the general fund for the interfund loan be dedicated for needed park improvements, such as pond maintenance. The funds can be used for any lawful public purpose expenditure.

Discussion should ensue.

A motion is needed to adopt Resolution No. 2023-39, a copy of which is attached.


Jennifer J. Bromeland
City Administrator

**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2023-39**

**A Resolution Setting the Fiscal Year 2024 Preliminary City Budget and
Preliminary Property Tax Levy**

WHEREAS, the City Council estimates the following sums of money will be levied for the current year, collectible in 2024, upon the taxable property in the City of Eagle Lake, for the following purposes:

General Fund	\$945,045
Economic Development Authority	\$ 51,000
Debt Service	<u>\$132,939</u>
TOTAL TAX LEVY	\$1,128,984

BE IT RESOLVED, that the City Council has scheduled a Truth-N-Taxation public hearing for 6:00 p.m., Monday, December 4, 2023, in the Eagle Lake Council Chambers, 705 Parkway Ave., Eagle Lake, MN.

BE IT FURTHER RESOLVED, that the City Council directs the City Administrator to transmit a certified copy of this resolution to the County Auditor of Blue Earth County, MN.

Adopted by the City Council of Eagle Lake, MN this 11th day of September 2023.

Lisa Norton, Mayor

ATTEST:

Jennifer J. Bromeland, City Administrator
(S E A L)

Payable	2023	Preliminary	2024
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data as of 6/20/2023

Eagle Lake City

Net Tax Capacity (NTC)
 Preliminary - only for discussion purposes

PAYABLE 2023	
Pay 2023	2,767,697 Total Fully Taxable Tax Capacity (line 1031)
	132,437 less TIF Captured (Line 1040)
	2,635,260 NTC
Pay 2023 Levy	973,262
Pay 2023 Tax Rate	36.93% (approx.) (ave of regular and rur serv dist, if applicable)

PRELIMINARY PAY 2024 SCENARIO 1	
Pay 2024	3,363,723 Line 1031 Total Fully Taxable
	143,660 less Line 1040 TIF Captured
	3,220,063 NTC
Proposed Levy Change	16.00% -----> Equates to \$ Amt: \$ 155,722
Pay 2024 Levy	1,128,984 Potential based on Maintained Levy Rate
Pay 2024 Tax Rate	35.06% (approx.) (ave of regular and rur serv dist, if applicable)

Residential Taxable Market Value	Proposed Tax Rate	Estimated City Tax
\$350,000	35.06%	\$1,227.13

Historical Information

Payable Year	Pay 2023	Pay 2022	Pay 2021	Pay 2020	Pay 2019	Pay 2018	Pay 2017	Pay 2016
Line 1031 Total Fully Taxable	2,767,697	2,506,077	2,332,281	2,294,277	2,230,280	2,046,457	1,777,609	1,660,734
Less Line 1040 TIF Captured	132,437	123,200	123,850	123,850	123,906	127,965	107,123	101,472
NTC	2,635,260	2,382,877	2,208,431	2,170,427	2,106,374	1,918,492	1,670,486	1,559,262
Levy	973,262	892,901	811,728	755,096	648,719	624,369	642,119	600,111

Approx Tax Rate	36.93%	37.47%	36.76%	34.79%	30.80%	32.54%	38.44%	38.49%
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(ave of regular and rur serv dist)

Proposed 2024 Preliminary Budget

CITY OF EAGLE LAKE

2024 Revenue Budget Worksheet

Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget	2024 Budget	UnderLine
FUND 101 GENERAL							
R 101-31000 Property Taxes	\$711,848.42	\$769,952.00	\$419,193.01	\$350,758.99	54.44%	\$945,045.00	
R 101-32100 Business Licenses	\$3,075.00	\$3,000.00	\$500.00	\$2,500.00	16.67%	\$3,000.00	
R 101-32210 Building Permits	\$56,001.21	\$60,000.00	\$107,722.22	-\$47,722.22	179.54%	\$75,000.00	
R 101-32211 Surcharge - Flat Fee	\$73.00	\$100.00	\$109.50	-\$9.50	109.50%	\$100.00	
R 101-32212 Surcharge - Value	\$1,915.00	\$1,500.00	\$5,873.50	-\$4,373.50	391.57%	\$1,500.00	
R 101-32213 Surcharge - Plumbing	\$11.00	\$10.00	\$61.00	-\$51.00	610.00%	\$75.00	
R 101-32214 Surcharge - Mechanical	\$12.00	\$10.00	\$61.00	-\$51.00	610.00%	\$75.00	
R 101-32215 Surcharge - Other	\$68.00	\$10.00	\$5.00	\$5.00	50.00%	\$10.00	
R 101-32220 Zoning Permit	\$1,520.00	\$1,150.00	\$1,120.00	\$30.00	97.39%	\$1,150.00	
R 101-32221 Rental Inspection	\$401.38	\$20,000.00	\$23,180.00	-\$3,180.00	115.90%	\$1,000.00	
R 101-32240 Animal Permits & Licenses	\$1,550.00	\$1,500.00	\$1,085.00	\$415.00	72.33%	\$1,500.00	
R 101-32260 Refunds and Reimbursements	\$46,994.62	\$35,000.00	\$41,118.29	-\$6,118.29	117.48%	\$35,000.00	
R 101-33000 Intergovernmental Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-33100 Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-33400 State Grants and Aids	\$7,500.00	\$25,000.00	\$0.00	\$25,000.00	0.00%	\$25,000.00	
R 101-33401 Local Government Aid	\$685,922.00	\$699,884.00	\$349,942.00	\$349,942.00	50.00%	\$749,370.00	
R 101-33405 PERA Rate Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-33418 MN Police Relief Payment	\$25,041.08	\$28,353.00	\$0.00	\$28,353.00	0.00%	\$28,353.00	
R 101-33419 MN Fire Relief Payment	\$28,331.54	\$23,582.00	\$0.00	\$23,582.00	0.00%	\$23,582.00	
R 101-33428 Payment in Leau of Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-34107 Administrative Service Fee	\$3,643.10	\$4,000.00	\$3,087.00	\$913.00	77.18%	\$4,000.00	
R 101-34110 Planning & Zoning Fees	\$1,599.34	\$500.00	\$1,784.00	-\$1,284.00	356.80%	\$1,000.00	
R 101-34403 Refuse Collection Charges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-34404 Recycling Collection Charge	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-35000 Fines and Fees	\$5,038.47	\$3,500.00	\$2,223.92	\$1,276.08	63.54%	\$3,500.00	
R 101-36100 Special Assessments	-\$248.92	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-36101 Indust. Park - N. Lift Station	\$1,926.24	\$1,926.00	\$0.00	\$1,926.00	0.00%	\$1,926.00	
R 101-36102 Greenfil Assessment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-36103 Joan Lane Special Assessment	\$0.00	\$951.00	\$0.00	\$951.00	0.00%	\$0.00	
R 101-36104 Lakeview Watermain 13 Sp. A	\$950.39	\$0.00	\$475.17	-\$475.17	0.00%	\$0.00	
R 101-36106 Sparrowhawk Sp. Assmt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-36200 Miscellaneous Revenues	\$68.46	\$2,000.00	\$5.00	\$1,995.00	0.25%	\$100.00	
R 101-36210 Interest Earnings	\$73,524.42	\$25,000.00	\$116,668.30	-\$91,668.30	466.67%	\$50,000.00	
R 101-36230 Contributions - General	\$6,550.00	\$5,000.00	\$8,304.60	-\$3,304.60	166.09%	\$7,500.00	
R 101-36231 Contributions - Park	\$4,722.85	\$15,000.00	\$2,370.14	\$12,629.86	15.80%	\$5,000.00	
R 101-36232 Contributions - Fire Departme	\$59,000.00	\$15,000.00	\$12,500.00	\$2,500.00	83.33%	\$20,000.00	
R 101-36233 Police - Seizure	\$0.00	\$500.00	\$0.00	\$500.00	0.00%	\$0.00	

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Account Descr	2022 Amt	2023 Budget	YTD Amt	YTD Balance	2023 % of Budget	2024 Budget	UnderLine
R 101-36240 Fire Call Revenue	\$2,050.00	\$1,000.00	\$2,300.00	-\$1,300.00	230.00%	\$2,000.00	
R 101-36241 Fire Contract Payment	\$62,661.22	\$62,662.00	\$31,330.32	\$31,331.68	50.00%	\$62,662.00	
R 101-38020 Rental Revenue	\$300.00	\$500.00	\$500.00	\$0.00	100.00%	\$500.00	
R 101-38021 Wireless Internet Rental Fee	\$19,337.22	\$19,000.00	\$14,867.97	\$4,132.03	78.25%	\$19,000.00	
R 101-38022 Contract For Deed	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-38050 Cable TV Franchise Fee	\$18,814.59	\$25,000.00	\$11,639.24	\$13,360.76	46.56%	\$17,500.00	
R 101-38051 Electric Franchise Fee	\$7,935.50	\$9,500.00	\$5,772.88	\$3,727.12	60.77%	\$9,500.00	
R 101-38052 Gas Franchise Fee	\$11,885.14	\$9,300.00	\$5,547.90	\$3,752.10	59.65%	\$9,300.00	
R 101-38053 Solar Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-38054 Small Cities Street Money	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-38200 Park Dedication	\$24,495.68	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-38201 Eagle Heights Trail Dedication	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-38400 Internal Service Fund Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-39101 Sale of Equipment-Material	\$10,034.50	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$0.00	
R 101-39102 Issuance of Capital Lease	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-39400 Escrow Funds Received	\$0.00	\$0.00	\$13.21	-\$13.21	0.00%	\$0.00	
FUND 101 GENERAL	\$1,884,552.45	\$1,879,390.00	\$1,169,360.17	\$710,029.83		\$2,147,808.00	
FUND 201 STORM WATER DRAINAGE							
R 201-32219 SWPPP Review	\$850.00	\$2,000.00	\$800.00	\$1,200.00	40.00%	\$2,000.00	
R 201-32260 Refunds and Reimbursements	\$0.00	\$1,050.00	\$0.00	\$1,050.00	0.00%	\$1,050.00	
R 201-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 201-37100 Sales for Services	\$49,758.34	\$56,350.00	\$42,246.96	\$14,103.04	74.97%	\$64,803.00	
R 201-39101 Sale of Equipment-Material	\$6,157.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 201 STORM WATER DRAINAGE	\$56,765.34	\$59,400.00	\$43,046.96	\$16,353.04		\$67,853.00	
FUND 202 RECYCLING UTILITY							
R 202-34404 Recycling Collection Charge	\$60,225.94	\$63,000.00	\$45,095.92	\$17,904.08	71.58%	\$63,000.00	
FUND 202 RECYCLING UTILITY	\$60,225.94	\$63,000.00	\$45,095.92	\$17,904.08		\$63,000.00	
FUND 203 REFUSE UTILITY							
R 203-34403 Refuse Collection Charges	\$194,564.12	\$181,000.00	\$146,447.59	\$34,552.41	80.91%	\$181,000.00	
FUND 203 REFUSE UTILITY	\$194,564.12	\$181,000.00	\$146,447.59	\$34,552.41		\$181,000.00	
FUND 206 ECONOMIC DEVELOPMENT AUTHORITY							
R 206-31000 Property Taxes	\$50,970.83	\$51,000.00	\$27,343.62	\$23,656.38	53.61%	\$15,000.00	
R 206-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 206-36210 Interest Earnings	\$1,784.35	\$100.00	\$6,754.19	-\$6,654.19	6754.19%	\$1,000.00	
R 206-39101 Sale of Equipment-Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 206-39201 Transfer from General Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 206-39203 Transfer from Other Fund	\$200,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

Interfund
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for PARKS

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Account Descr	2022 Amt	2023 Budget	YTD Amt	YTD Balance	2023 % of Budget	2024 Budget	UnderLine
FUND 206 ECONOMIC DEVELOPMENT AUTH	\$252,755.18	\$51,100.00	\$34,097.81	\$17,002.19		\$16,000.00	
FUND 207 EDA REVOLVING LOAN FUND							
R 207-34900 Fromm EDA Loan 2013 Princip	-\$394.10	\$8,060.00	\$3,213.39	\$4,846.61	39.87%	\$0.00	
R 207-34901 Fromm EDA Loan 2013 Intere	\$983.83	\$1,270.00	\$238.50	\$1,031.50	18.78%	\$0.00	
R 207-34902 Loan Repayment-Miller	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 207-34920 Blue Earth County Loan to City	\$0.00	\$0.00	\$18,723.11	-\$18,723.11	0.00%	\$0.00	
R 207-36210 Interest Earnings	\$107.86	\$100.00	\$382.30	-\$282.30	382.30%	\$0.00	
R 207-36211 EDA Loan Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 207-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 207 EDA REVOLVING LOAN FUND	\$697.59	\$9,430.00	\$22,557.30	-\$13,127.30		\$0.00	
FUND 208 ACCOUNT TO CLOSE FOR PARKWAY							
R 208-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 208 ACCOUNT TO CLOSE FOR PARKW	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 210 SMALL CITIES GRANT FUND							
R 210-32260 Refunds and Reimbursements	\$0.65	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 210-36210 Interest Earnings	\$17.71	\$5.00	\$41.85	-\$36.85	837.00%	\$0.00	
FUND 210 SMALL CITIES GRANT FUND	\$18.36	\$5.00	\$41.85	-\$36.85		\$0.00	
FUND 221 TAX INCREMENT DIST. 1-2 CEDAR							
R 221-31050 Tax Increments	\$96,585.55	\$96,586.00	\$52,005.37	\$44,580.63	53.84%	\$96,586.00	
FUND 221 TAX INCREMENT DIST. 1-2 CEDA	\$96,585.55	\$96,586.00	\$52,005.37	\$44,580.63		\$96,586.00	
FUND 222 TAX ABATEMENT-AUTUMN WIND							
R 222-31051 Property Tax - Tax Abatement	\$0.00	\$31,924.00	\$0.00	\$31,924.00	0.00%	\$35,904.00	
FUND 222 TAX ABATEMENT-AUTUMN WIND	\$0.00	\$31,924.00	\$0.00	\$31,924.00		\$35,904.00	
FUND 223 TIF #3 704-708 PARKWAY AVE							
R 223-31050 Tax Increments	\$11,786.56	\$12,215.00	\$5,883.61	\$6,331.39	48.17%	\$11,787.00	
R 223-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 223-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 223 TIF #3 704-708 PARKWAY AVE	\$11,786.56	\$12,215.00	\$5,883.61	\$6,331.39		\$11,787.00	
FUND 250 AMERICA RESCUE PLAN							
R 250-33400 State Grants and Aids	\$168,677.13	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 250 AMERICA RESCUE PLAN	\$168,677.13	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 310 RETIRED-CATE STREET							
R 310-31000 Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 310-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget	2024 Budget	UnderLine
FUND 310 RETIRED-CATE STREET	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 311 RETIRED-CITY FACILITIES							
R 311-31000 Property Taxes	\$797.96	\$73,176.00	\$0.00	\$73,176.00	0.00%	\$0.00	
R 311-39203 Transfer from Other Fund	\$0.00	\$100,000.00	\$0.00	\$100,000.00	0.00%	\$0.00	
FUND 311 RETIRED-CITY FACILITIES	\$797.96	\$173,176.00	\$0.00	\$173,176.00		\$0.00	
FUND 326 PFA							
R 326-31000 Property Taxes	\$27,098.83	\$27,794.00	\$30,655.62	-\$2,861.62	110.30%	\$0.00	
R 326-36100 Special Assessments	\$13,167.69	\$14,498.00	\$7,236.95	\$7,261.05	49.92%	\$0.00	
R 326-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 326-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 326 PFA	\$40,266.52	\$42,292.00	\$37,892.57	\$4,399.43		\$0.00	
FUND 327 RETIRED-LINDA DR EXTENSION							
R 327-36100 Special Assessments	\$3,336.84	\$3,337.00	\$0.00	\$3,337.00	0.00%	\$0.00	
FUND 327 RETIRED-LINDA DR EXTENSION	\$3,336.84	\$3,337.00	\$0.00	\$3,337.00		\$0.00	
FUND 328 RETIRED STORM SEWER IMPROV2010							
R 328-31000 Property Taxes	\$15,485.55	\$15,857.00	\$76.81	\$15,780.19	0.48%	\$0.00	
R 328-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 328 RETIRED STORM SEWER IMPROV	\$15,485.55	\$15,857.00	\$76.81	\$15,780.19		\$0.00	
FUND 329 RETIRED-JOAN LANE REFUND 2021B							
R 329-31000 Property Taxes	\$21,489.31	\$20,579.00	\$22,702.15	-\$2,123.15	110.32%	\$0.00	
R 329-36100 Special Assessments	\$4,695.81	\$4,696.00	\$0.00	\$4,696.00	0.00%	\$0.00	
FUND 329 RETIRED-JOAN LANE REFUND 20	\$26,185.12	\$25,275.00	\$22,702.15	\$2,572.85		\$0.00	
FUND 330 2ND, LINDA, STORM 2017A CROSSO							
R 330-31000 Property Taxes	\$2,696.03	\$0.00	\$13.37	-\$13.37	0.00%	\$50,599.00	
R 330-36100 Special Assessments	\$0.00	\$0.00	\$19,079.26	-\$19,079.26	0.00%	\$17,531.00	
R 330-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 330-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 330 2ND, LINDA, STORM 2017A CROS	\$2,696.03	\$0.00	\$19,092.63	-\$19,092.63		\$68,130.00	
FUND 331 CSAH 27/AGENCY ST 2021A							
R 331-31000 Property Taxes	\$0.00	\$9,450.00	\$10,380.16	-\$930.16	109.84%	\$9,283.00	
R 331-36100 Special Assessments	\$78,958.47	\$39,706.00	\$16,050.86	\$23,655.14	40.42%	\$39,706.00	
R 331-39203 Transfer from Other Fund	\$0.00	\$45,085.00	\$0.00	\$45,085.00	0.00%	\$0.00	
R 331-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 331 CSAH 27/AGENCY ST 2021A	\$78,958.47	\$94,241.00	\$26,431.02	\$67,809.98		\$48,989.00	
FUND 332 FACILITIES 2021B							

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget	2024 Budget	UnderLine
R 332-31000 Property Taxes	\$76,706.78	\$0.00	\$380.45	-\$380.45	0.00%	\$73,176.00	
R 332-39203 Transfer from Other Fund	\$100,000.00	\$0.00	\$100,000.00	-\$100,000.00	0.00%	\$0.00	
R 332-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 332 FACILITIES 2021B	\$176,706.78	\$0.00	\$100,380.45	-\$100,380.45		\$73,176.00	
FUND 335 WATER TOWER REHAB 2023							
R 335-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 335 WATER TOWER REHAB 2023	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 431 AGENCY RECONSTRUCTION-CSAH 27							
R 431-39201 Transfer from General Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 431-39203 Transfer from Other Fund	\$600,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 431-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 431 AGENCY RECONSTRUCTION-CSA	\$600,000.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 435 WATER TOWER REHAB							
R 435-39203 Transfer from Other Fund	\$0.00	\$0.00	\$99,690.00	-\$99,690.00	0.00%	\$0.00	
R 435-39310 Bond Proceeds	\$0.00	\$0.00	\$449,310.00	-\$449,310.00	0.00%	\$0.00	
FUND 435 WATER TOWER REHAB	\$0.00	\$0.00	\$549,000.00	-\$549,000.00		\$0.00	
FUND 601 WATER FUND							
R 601-31300 State Sales and Use Tax	\$538.35	\$550.00	\$1,704.71	-\$1,154.71	309.95%	\$550.00	
R 601-31301 County Sales and Use Tax	\$56.94	\$40.00	\$123.79	-\$83.79	309.48%	\$40.00	
R 601-33405 PERA Rate Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 601-34407 Area Charges	\$77,400.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 601-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 601-36200 Miscellaneous Revenues	\$451.00	\$1,500.00	\$130.00	\$1,370.00	8.67%	\$500.00	
R 601-37100 Sales for Services	\$429,768.60	\$437,309.00	\$345,010.67	\$92,298.33	78.89%	\$459,175.00	
R 601-37110 Water Meter Sales	\$6,768.85	\$10,000.00	\$24,791.25	-\$14,791.25	247.91%	\$10,000.00	
R 601-37170 Hook Up Fee	\$5,000.00	\$6,300.00	\$19,000.00	-\$12,700.00	301.59%	\$6,600.00	
R 601-39101 Sale of Equipment-Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 601 WATER FUND	\$519,983.74	\$455,699.00	\$390,760.42	\$64,938.58		\$476,865.00	
FUND 602 SEWER FUND							
R 602-32260 Refunds and Reimbursements	\$19,623.63	\$0.00	\$19,623.63	-\$19,623.63	0.00%	\$0.00	
R 602-33405 PERA Rate Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 602-34407 Area Charges	\$19,350.00	\$0.00	\$400.00	-\$400.00	0.00%	\$0.00	
R 602-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 602-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 602-37100 Sales for Services	\$484,646.22	\$515,000.00	\$386,003.34	\$128,996.66	74.95%	\$535,600.00	
R 602-37170 Hook Up Fee	\$4,400.00	\$5,000.00	\$15,200.00	-\$10,200.00	304.00%	\$5,200.00	
R 602-37255 I & I Penalty	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget	2024 Budget	UnderLine
R 602-37260 Late Fees	\$11,234.65	\$8,000.00	\$7,196.70	\$803.30	89.96%	\$8,000.00	
R 602-39101 Sale of Equipment-Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 602 SEWER FUND	\$539,254.50	\$528,000.00	\$428,423.67	\$99,576.33		\$548,800.00	
	\$4,730,299.73	\$3,721,927.00	\$3,093,296.30	\$628,630.70		\$3,835,898.00	

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Proposed 2024 Preliminary Budget

CITY OF EAGLE LAKE

2024 Expenditure Budget Worksheet

Account Descr	2022 Amt	2023 Budget	YTD Amt	2023 Balance	%YTD Budget	2024 Budget	UnderLine
FUND 101 GENERAL							
Dept 41000 General Government (GENERAL)							
E 101-41000-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41000-123 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41000-131 Employer Paid Health	\$79,069.82	\$80,250.00	\$55,162.32	\$25,087.68	68.74%	\$83,536.00	
E 101-41000-132 Employer Paid Health Saving	\$31,796.35	\$38,567.00	\$14,841.67	\$23,725.33	38.48%	\$41,600.00	
E 101-41000-133 Employer Paid Dental	\$3,783.02	\$7,906.00	\$3,657.80	\$4,248.20	46.27%	\$6,596.00	
E 101-41000-151 Work Comp Premium	\$20,280.50	\$19,171.00	\$0.00	\$19,171.00	0.00%	\$23,000.00	
E 101-41000-300 Professional Svcs (GENERAL)	\$88.00	\$2,500.00	\$198.00	\$2,302.00	7.92%	\$2,500.00	
E 101-41000-362 Property & Liability Ins	\$30,466.48	\$23,016.00	\$13,587.94	\$9,428.06	59.04%	\$25,000.00	
E 101-41000-400 CD purchase	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41000-430 Miscellaneous (GENERAL)	\$47,440.98	\$20,000.00	\$2,916.38	\$17,083.62	14.58%	\$20,000.00	
E 101-41000-433 Dues and Subscriptions	\$11,506.08	\$13,403.00	\$8,962.04	\$4,440.96	66.87%	\$14,000.00	
E 101-41000-438 Meeting & Education	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41000-445 Music on Parkway	\$9,848.49	\$10,000.00	\$6,015.15	\$3,984.85	60.15%	\$10,000.00	
E 101-41000-510 Capital Outlay-Actual Expns	\$5,927.61	\$0.00	\$2,550.00	-\$2,550.00	0.00%	\$0.00	
E 101-41000-550 Capital Outlay - Set Aside	\$0.00	\$2,500.00	\$0.00	\$2,500.00	0.00%	\$2,500.00	
E 101-41000-721 Transfer Out	\$300,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41000-740 ESCROW FUNDS RETURNED	\$107,069.00	\$0.00	\$46,057.50	-\$46,057.50	0.00%	\$0.00	
Dept 41000 General Government (GENERAL)	\$647,276.33	\$217,313.00	\$153,948.80	\$63,364.20		\$228,732.00	
Dept 41100 City Council							
E 101-41100-100 Wages and Salaries (GENER	\$12,560.00	\$14,400.00	\$10,550.00	\$3,850.00	73.26%	\$14,400.00	
E 101-41100-108 Video Intern Wages	\$440.00	\$640.00	\$280.00	\$360.00	43.75%	\$640.00	
E 101-41100-121 PERA	\$0.00	\$1,080.00	\$0.00	\$1,080.00	0.00%	\$1,080.00	
E 101-41100-122 FICA	\$806.00	\$892.00	\$671.46	\$220.54	75.28%	\$892.00	
E 101-41100-123 Medicare	\$188.50	\$209.00	\$157.04	\$51.96	75.14%	\$209.00	
E 101-41100-438 Meeting & Education	\$275.00	\$1,000.00	\$40.00	\$960.00	4.00%	\$1,500.00	
Dept 41100 City Council	\$14,269.50	\$18,221.00	\$11,698.50	\$6,522.50		\$18,721.00	
Dept 41200 Mayor							
E 101-41200-100 Wages and Salaries (GENER	\$4,300.00	\$4,800.00	\$3,450.00	\$1,350.00	71.88%	\$4,800.00	
E 101-41200-121 PERA	\$0.00	\$360.00	\$0.00	\$360.00	0.00%	\$360.00	
E 101-41200-122 FICA	\$0.00	\$298.00	\$213.90	\$84.10	71.78%	\$298.00	
E 101-41200-123 Medicare	\$62.35	\$70.00	\$50.04	\$19.96	71.49%	\$70.00	
E 101-41200-438 Meeting & Education	\$30.00	\$1,500.00	\$1,667.47	-\$167.47	111.16%	\$2,000.00	
Dept 41200 Mayor	\$4,392.35	\$7,028.00	\$5,381.41	\$1,646.59		\$7,528.00	
Dept 41400 Elections							
E 101-41400-100 Wages and Salaries (GENER	\$1,880.07	\$0.00	\$0.00	\$0.00	0.00%	\$2,811.00	

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
E 101-41400-122 FICA	\$116.56	\$0.00	\$0.00	\$0.00	0.00%	\$175.00	
E 101-41400-123 Medicare	\$27.26	\$0.00	\$0.00	\$0.00	0.00%	\$41.00	
E 101-41400-430 Miscellaneous (GENERAL)	\$716.47	\$500.00	\$1,854.54	-\$1,354.54	370.91%	\$2,000.00	
E 101-41400-510 Capital Outlay-Actual Expens	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 41400 Elections	\$2,740.36	\$500.00	\$1,854.54	-\$1,354.54		\$5,027.00	
Dept 41500 Administration							
E 101-41500-100 Wages and Salaries (GENER	\$101,986.80	\$91,500.00	\$64,121.54	\$27,378.46	70.08%	\$98,169.00	
E 101-41500-121 PERA	\$7,301.40	\$6,863.00	\$4,976.80	\$1,886.20	72.52%	\$7,363.00	
E 101-41500-122 FICA	\$4,854.28	\$5,673.00	\$3,360.91	\$2,312.09	59.24%	\$6,087.00	
E 101-41500-123 Medicare	\$1,135.29	\$1,327.00	\$786.00	\$541.00	59.23%	\$1,424.00	
E 101-41500-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-151 Work Comp Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-210 Operating Supplies (GENERAL)	\$12,495.03	\$9,000.00	\$7,447.87	\$1,552.13	82.75%	\$9,500.00	
E 101-41500-320 Communications (GENERAL)	\$4,005.21	\$5,000.00	\$2,946.23	\$2,053.77	58.92%	\$6,000.00	
E 101-41500-351 Legal Notices-Public Hearing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-352 Publications	\$1,118.49	\$1,000.00	\$482.86	\$517.14	48.29%	\$1,500.00	
E 101-41500-362 Property & Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-390 Operating Agreement-ASA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-430 Miscellaneous (GENERAL)	\$427.63	\$500.00	\$251.89	\$248.11	50.38%	\$0.00	
E 101-41500-433 Dues and Subscriptions	\$50.00	\$0.00	\$50.00	-\$50.00	0.00%	\$0.00	
E 101-41500-438 Meeting & Education	\$2,212.79	\$4,500.00	\$1,306.47	\$3,193.53	29.03%	\$5,000.00	
E 101-41500-510 Capital Outlay-Actual Expens	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-550 Capital Outlay - Set Aside	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-602 Capital Principal	\$1,272.00	\$1,275.00	\$1,228.75	\$46.25	96.37%	\$0.00	
E 101-41500-605 Capital Lease Issued	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-612 Capital Interest	\$84.86	\$116.00	\$25.25	\$90.75	21.77%	\$0.00	
Dept 41500 Administration	\$136,943.78	\$126,754.00	\$86,984.57	\$39,769.43		\$135,043.00	
Dept 41600 Professional							
E 101-41600-300 Professional Svcs (GENERAL)	\$9,048.90	\$5,000.00	\$2,317.67	\$2,682.33	46.35%	\$7,500.00	
E 101-41600-301 Auditing and Acct g Services	\$24,500.00	\$26,500.00	\$29,000.00	-\$2,500.00	109.43%	\$32,000.00	
E 101-41600-303 Engineering Fees	\$17,989.50	\$7,500.00	\$4,884.50	\$2,615.50	65.13%	\$7,500.00	
E 101-41600-304 Legal Fees	\$19,400.45	\$20,000.00	\$13,751.10	\$6,248.90	68.76%	\$30,000.00	
E 101-41600-310 Computer Technical Support	\$29,703.01	\$24,000.00	\$27,826.19	-\$3,826.19	115.94%	\$40,000.00	
E 101-41600-311 Building Inspector Fees	\$43,628.60	\$35,000.00	\$46,974.55	-\$11,974.55	134.21%	\$35,000.00	
E 101-41600-313 State Surcharge Fee	\$1,886.02	\$1,500.00	\$4.45	\$1,495.55	0.30%	\$1,500.00	
E 101-41600-314 Service Agreements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41600-315 City History	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41600-316 Payroll Processing	\$5,373.24	\$6,100.00	\$4,148.31	\$1,951.69	68.01%	\$6,500.00	

Account Descr	2022 Amt	2023 Budget	YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
Dept 41600 Professional							
E 101-41600-433 Dues and Subscriptions	\$4,900.00	\$5,500.00	\$1,000.00	\$4,500.00	18.18%	\$5,500.00	
	\$156,429.72	\$131,100.00	\$129,906.77	\$1,193.23		\$165,500.00	
Dept 41800 Planning & Zoning Comm. Devel.							
E 101-41800-100 Wages and Salaries (GENE	\$0.00	\$46,801.00	\$13,150.12	\$33,650.88	28.10%	\$54,000.00	
E 101-41800-102 Overtime	\$0.00	\$500.00	\$0.00	\$500.00	0.00%	\$500.00	
E 101-41800-121 PERA	\$0.00	\$3,510.00	\$0.00	\$3,510.00	0.00%	\$4,088.00	
E 101-41800-122 FICA	\$0.00	\$2,902.00	\$815.31	\$2,086.69	28.09%	\$3,379.00	
E 101-41800-123 Medicare	\$0.00	\$679.00	\$190.67	\$488.33	28.08%	\$791.00	
E 101-41800-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41800-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41800-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41800-210 Operating Supplies (GENE	\$0.00	\$0.00	\$50.00	-\$50.00	0.00%	\$0.00	
E 101-41800-351 Legal Notices-Public Hearing	\$446.45	\$200.00	\$256.72	-\$56.72	128.36%	\$500.00	
E 101-41800-430 Miscellaneous (GENERAL)	\$156.00	\$400.00	\$273.00	\$127.00	68.25%	\$500.00	
E 101-41800-438 Meeting & Education	\$0.00	\$0.00	\$239.00	-\$239.00	0.00%	\$1,500.00	
E 101-41800-439 Refund & Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 41800 Planning & Zoning Comm. Devel	\$602.45	\$54,992.00	\$14,974.82	\$40,017.18		\$65,258.00	
Dept 41900 City Hall							
E 101-41900-210 Operating Supplies (GENE	\$512.31	\$1,000.00	\$104.54	\$895.46	10.45%	\$1,000.00	
E 101-41900-220 Repair/Maint Supply (GENE	\$3,494.74	\$6,000.00	\$3,186.52	\$2,813.48	53.11%	\$6,000.00	
E 101-41900-381 Electric Utilities	\$10,985.94	\$11,000.00	\$7,624.03	\$3,375.97	69.31%	\$12,000.00	
E 101-41900-510 Capital Outlay-Actual Expens	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41900-550 Capital Outlay - Set Aside	\$0.00	\$2,500.00	\$0.00	\$2,500.00	0.00%	\$2,500.00	
Dept 41900 City Hall	\$14,992.99	\$20,500.00	\$10,915.09	\$9,584.91		\$21,500.00	
Dept 42100 Streets							
E 101-42100-100 Wages and Salaries (GENE	\$41,513.22	\$41,310.00	\$28,900.49	\$12,409.51	69.96%	\$45,180.00	
E 101-42100-121 PERA	\$2,422.75	\$3,100.00	\$2,132.64	\$967.36	68.79%	\$3,389.00	
E 101-42100-122 FICA	\$1,977.40	\$2,562.00	\$1,651.09	\$910.91	64.45%	\$2,802.00	
E 101-42100-123 Medicare	\$462.44	\$599.00	\$386.13	\$212.87	64.46%	\$656.00	
E 101-42100-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42100-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42100-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42100-151 Work Comp Premium	\$0.00	\$0.00	\$3,619.00	-\$3,619.00	0.00%	\$0.00	
E 101-42100-210 Operating Supplies (GENE	\$4,822.78	\$5,500.00	\$2,149.23	\$3,350.77	39.08%	\$5,500.00	
E 101-42100-212 Fuel	\$7,024.21	\$8,800.00	\$8,445.59	\$354.41	95.97%	\$11,000.00	
E 101-42100-220 Repair/Maint Supply (GENE	\$6,365.68	\$7,000.00	\$5,447.08	\$1,552.92	77.82%	\$8,000.00	
E 101-42100-224 Street Repair-General Mainte	\$76,848.10	\$100,000.00	\$75,352.79	\$24,647.21	75.35%	\$110,000.00	
E 101-42100-300 Professional Svcs (GENERAL)	\$2,375.34	\$5,000.00	\$753.56	\$4,246.44	15.07%	\$5,000.00	
E 101-42100-320 Communications (GENERAL)	\$1,007.08	\$1,000.00	\$633.89	\$366.11	63.39%	\$1,500.00	

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
E 101-42100-362 Property & Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42100-381 Electric Utilities	\$1,574.40	\$1,700.00	\$1,032.45	\$667.55	60.73%	\$1,700.00	
E 101-42100-383 Gas Utility	\$1,570.74	\$1,157.00	\$467.04	\$689.96	40.37%	\$1,157.00	
E 101-42100-430 Miscellaneous (GENERAL)	\$84.98	\$0.00	\$1,018.87	-\$1,018.87	0.00%	\$0.00	
E 101-42100-437 Clothing Allowance	\$624.93	\$700.00	\$539.01	\$160.99	77.00%	\$750.00	
E 101-42100-438 Meeting & Education	\$0.00	\$0.00	\$1,293.00	-\$1,293.00	0.00%	\$0.00	
E 101-42100-510 Capital Outlay-Actual Expns	\$340.60	\$11,000.00	\$13,697.00	-\$2,697.00	124.52%	\$124,000.00	
E 101-42100-550 Capital Outlay - Set Aside	\$0.00	\$73,553.00	\$0.00	\$73,553.00	0.00%	\$154,616.00	
E 101-42100-560 Capital Outlay - Sidewalks	\$15,000.00	\$20,000.00	\$0.00	\$20,000.00	0.00%	\$45,000.00	
Dept 42100 Streets	\$164,014.65	\$282,981.00	\$147,518.86	\$135,462.14		\$520,250.00	
Dept 42110 Street Lighting							
E 101-42110-381 Electric Utilities	\$43,921.98	\$40,000.00	\$30,946.22	\$9,053.78	77.37%	\$45,000.00	
Dept 42110 Street Lighting	\$43,921.98	\$40,000.00	\$30,946.22	\$9,053.78		\$45,000.00	
Dept 42120 Refuse & Recycling							
E 101-42120-384 Refuse Collection Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42120-386 Recycling Collection Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42120-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42120-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 42120 Refuse & Recycling	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Dept 42200 Police Department							
E 101-42200-100 Wages and Salaries (GENER	\$173,561.60	\$239,562.00	\$122,939.48	\$116,622.52	51.32%	\$189,930.00	
E 101-42200-102 Overtime	\$15,522.68	\$15,000.00	\$8,136.16	\$6,863.84	54.24%	\$15,000.00	
E 101-42200-103 Part-Time Police Wages	\$14,758.43	\$5,000.00	\$0.00	\$5,000.00	0.00%	\$5,000.00	
E 101-42200-106 TZD Wages	\$7,842.25	\$10,000.00	\$6,604.93	\$3,395.07	66.05%	\$10,000.00	
E 101-42200-107 On Call Police Wages	\$6,088.74	\$3,000.00	\$4,234.26	-\$1,234.26	141.14%	\$5,000.00	
E 101-42200-109 Blue Earth County	\$0.00	\$0.00	\$640.00	-\$640.00	0.00%	\$110,000.00	
E 101-42200-121 PERA	\$45,307.82	\$46,799.00	\$25,653.37	\$21,145.63	54.82%	\$39,742.00	
E 101-42200-122 FICA	\$2,229.28	\$0.00	\$2,110.10	-\$2,110.10	0.00%	\$0.00	
E 101-42200-123 Medicare	\$3,207.84	\$3,952.00	\$2,068.14	\$1,883.86	52.33%	\$3,256.00	
E 101-42200-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-151 Work Comp Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-210 Operating Supplies (GENERA	\$4,854.57	\$6,035.00	\$1,064.67	\$4,970.33	17.64%	\$6,035.00	
E 101-42200-212 Fuel	\$12,816.97	\$16,065.00	\$5,238.79	\$10,826.21	32.61%	\$16,065.00	
E 101-42200-220 Repair/Maint Supply (GENERAL)	\$3,723.28	\$7,598.00	\$1,625.40	\$5,972.60	21.39%	\$7,598.00	
E 101-42200-300 Professional Svcs (GENERAL)	\$5,935.72	\$4,494.00	\$3,568.25	\$925.75	79.40%	\$4,718.00	
E 101-42200-306 Physicals	\$208.59	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-312 New Officer Hiring/Physicals	\$458.59	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$1,000.00	

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 Balance	%YTD Budget	2024 Budget	UnderLine
E 101-42200-320 Communications (GENERAL)	\$5,850.32	\$5,184.00	\$3,703.31	\$1,480.69	71.44%	\$5,962.00	
E 101-42200-362 Property & Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-430 Miscellaneous (GENERAL)	\$2,927.33	\$3,000.00	\$4,082.95	-\$1,082.95	136.10%	\$3,000.00	
E 101-42200-433 Dues and Subscriptions	\$771.94	\$1,000.00	\$462.00	\$538.00	46.20%	\$800.00	
E 101-42200-437 Clothing Allowance	\$4,822.95	\$6,300.00	\$743.98	\$5,556.02	11.81%	\$6,300.00	
E 101-42200-438 Meeting & Education	\$4,061.10	\$6,353.00	\$3,216.84	\$3,136.16	50.63%	\$6,989.00	
E 101-42200-439 Refund & Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-510 Capital Outlay-Actual Expns	\$0.00	\$28,355.00	\$0.00	\$28,355.00	0.00%	\$19,367.00	
E 101-42200-540 Capital Outlay - Seizure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-550 Capital Outlay - Set Aside	\$0.00	\$60,664.00	\$0.00	\$60,664.00	0.00%	\$50,788.00	
Dept 42200 Police Department	\$314,950.00	\$469,361.00	\$196,092.63	\$273,268.37		\$506,550.00	
Dept 42300 Fire Department							
E 101-42300-100 Wages and Salaries (GENER	\$25,630.00	\$8,000.00	\$3,200.00	\$4,800.00	40.00%	\$10,000.00	
E 101-42300-104 Calls & Training Wages	\$0.00	\$25,000.00	\$0.00	\$25,000.00	0.00%	\$30,000.00	
E 101-42300-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42300-122 FICA	\$1,589.06	\$2,046.00	\$198.40	\$1,847.60	9.70%	\$2,480.00	
E 101-42300-123 Medicare	\$371.64	\$479.00	\$46.40	\$432.60	9.69%	\$580.00	
E 101-42300-124 Fire Relief Payment	\$40,995.54	\$37,000.00	\$0.00	\$37,000.00	0.00%	\$60,000.00	
E 101-42300-151 Work Comp Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42300-210 Operating Supplies (GENERA	\$14,170.73	\$7,000.00	\$4,546.65	\$2,453.35	64.95%	\$15,000.00	
E 101-42300-212 Fuel	\$3,526.41	\$3,000.00	\$1,181.19	\$1,818.81	39.37%	\$3,300.00	
E 101-42300-220 Repair/Maint Supply (GENERAL)	\$57,390.21	\$28,000.00	\$19,356.25	\$8,643.75	69.13%	\$30,800.00	
E 101-42300-300 Professional Svcs (GENERAL)	\$6,265.80	\$6,000.00	\$4,721.67	\$1,278.33	78.69%	\$6,600.00	
E 101-42300-306 Physicals	\$3,086.00	\$4,000.00	\$3,275.00	\$725.00	81.88%	\$4,400.00	
E 101-42300-320 Communications (GENERAL)	\$2,156.09	\$6,000.00	\$2,788.75	\$3,211.25	46.48%	\$6,600.00	
E 101-42300-362 Property & Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42300-381 Electric Utilities	\$2,553.59	\$2,500.00	\$1,278.95	\$1,221.05	51.16%	\$2,750.00	
E 101-42300-383 Gas Utility	\$3,367.84	\$4,000.00	\$1,755.28	\$2,244.72	43.88%	\$4,400.00	
E 101-42300-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42300-433 Dues and Subscriptions	\$1,120.00	\$2,000.00	\$1,485.00	\$515.00	74.25%	\$2,200.00	
E 101-42300-438 Meeting & Education	\$15,896.74	\$15,000.00	\$3,113.96	\$11,886.04	20.76%	\$16,500.00	
E 101-42300-510 Capital Outlay-Actual Expns	\$48,763.69	\$80,000.00	\$22,806.20	\$57,193.80	28.51%	\$25,000.00	
E 101-42300-520 Fire Dept Equipment-Gambli	\$26,802.55	\$16,000.00	\$5,874.70	\$10,125.30	36.72%	\$10,000.00	
E 101-42300-530 Capital Outlay - Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42300-535 Capital Outlay-Facilities	\$0.00	\$25,000.00	\$0.00	\$25,000.00	0.00%	\$27,500.00	
E 101-42300-550 Capital Outlay - Set Aside	\$0.00	\$129,865.00	\$0.00	\$129,865.00	0.00%	\$136,370.00	
Dept 42300 Fire Department	\$253,685.89	\$400,890.00	\$75,628.40	\$325,261.60		\$394,480.00	
Dept 42400 School Patrol							
E 101-42400-100 Wages and Salaries (GENER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42400-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
E 101-42400-123 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42400-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 42400 School Patrol	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Dept 42410 Animal Patrol							
E 101-42410-210 Operating Supplies (GENERAL)	\$0.00	\$200.00	\$0.00	\$200.00	0.00%	\$200.00	
E 101-42410-300 Professional Svcs (GENERAL)	\$56.45	\$500.00	\$0.00	\$500.00	0.00%	\$500.00	
Dept 42410 Animal Patrol	\$56.45	\$700.00	\$0.00	\$700.00		\$700.00	
Dept 42430 Civil Patrol							
E 101-42430-220 Repair/Maint Supply (GENER	\$0.00	\$1,300.00	\$0.00	\$1,300.00	0.00%	\$0.00	
E 101-42430-381 Electric Utilities	\$593.91	\$1,000.00	\$407.65	\$592.35	40.77%	\$1,000.00	
E 101-42430-510 Capital Outlay-Actual Expens	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 42430 Civil Patrol	\$593.91	\$2,300.00	\$407.65	\$1,892.35		\$1,000.00	
Dept 42500 Park & Recreation							
E 101-42500-100 Wages and Salaries (GENER	\$38,804.34	\$43,605.00	\$30,450.24	\$13,154.76	69.83%	\$47,690.00	
E 101-42500-121 PERA	\$7,851.45	\$3,271.00	\$2,250.53	\$1,020.47	68.80%	\$3,577.00	
E 101-42500-122 FICA	\$2,113.73	\$2,704.00	\$1,735.70	\$968.30	64.19%	\$2,957.00	
E 101-42500-123 Medicare	\$494.38	\$633.00	\$405.96	\$227.04	64.13%	\$692.00	
E 101-42500-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-151 Work Comp Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-210 Operating Supplies (GENERAL	\$11,222.53	\$12,000.00	\$5,594.96	\$6,405.04	46.62%	\$12,000.00	
E 101-42500-212 Fuel	\$5,234.53	\$5,000.00	\$3,712.01	\$1,287.99	74.24%	\$5,500.00	
E 101-42500-220 Repair/Maint Supply (GENERAL	\$9,789.74	\$10,000.00	\$8,512.62	\$1,487.38	85.13%	\$11,000.00	
E 101-42500-300 Professional Svcs (GENERAL)	\$22,607.30	\$20,000.00	\$17,210.00	\$2,790.00	86.05%	\$42,500.00	
E 101-42500-320 Communications (GENERAL)	\$1,019.02	\$900.00	\$709.07	\$190.93	78.79%	\$1,500.00	
E 101-42500-362 Property & Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-381 Electric Utilities	\$5,699.43	\$6,000.00	\$2,837.42	\$3,162.58	47.29%	\$6,000.00	
E 101-42500-383 Gas Utility	\$1,437.21	\$1,157.00	\$726.16	\$430.84	62.76%	\$1,500.00	
E 101-42500-390 Operating Agreement-ASA	\$1,809.57	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-430 Miscellaneous (GENERAL)	\$2,044.98	\$0.00	\$759.76	-\$759.76	0.00%	\$1,500.00	
E 101-42500-437 Clothing Allowance	\$617.61	\$700.00	\$569.03	\$130.97	81.29%	\$0.00	
E 101-42500-438 Meeting & Education	\$0.00	\$0.00	\$18.00	-\$18.00	0.00%	\$0.00	
E 101-42500-510 Capital Outlay-Actual Expens	\$8,733.08	\$11,000.00	\$10,821.84	\$178.16	98.38%	\$13,260.00	
E 101-42500-550 Capital Outlay - Set Aside	\$0.00	\$5,500.00	\$0.00	\$5,500.00	0.00%	\$10,000.00	
E 101-42500-570 Capital Outlay - Park Board	\$36,571.20	\$50,000.00	\$387.15	\$49,612.85	0.77%	\$50,000.00	
E 101-42500-572 Active Community	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 42500 Park & Recreation	\$156,050.10	\$172,470.00	\$86,700.45	\$85,769.55		\$209,676.00	
FUND 101 GENERAL	\$1,910,920.46	\$1,945,110.00	\$952,958.71	\$992,151.29		\$2,324,965.00	

\$20K Pondcat Park

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
FUND 201 STORM WATER DRAINAGE							
Dept 00000 No Department							
E 201-00000-100 Wages and Salaries (GENER	\$8,292.29	\$21,484.00	\$15,100.93	\$6,383.07	70.29%	\$23,458.00	
E 201-00000-121 PERA	\$601.95	\$1,612.00	\$1,142.50	\$469.50	70.87%	\$1,762.00	
E 201-00000-122 FICA	\$486.52	\$1,332.00	\$827.83	\$504.17	62.15%	\$1,455.00	
E 201-00000-123 Medicare	\$113.79	\$312.00	\$193.61	\$118.39	62.05%	\$340.00	
E 201-00000-131 Employer Paid Health	\$0.00	\$9,229.00	\$0.00	\$9,229.00	0.00%	\$7,595.00	
E 201-00000-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 201-00000-133 Employer Paid Dental	\$0.00	\$495.00	\$0.00	\$495.00	0.00%	\$600.00	
E 201-00000-210 Operating Supplies (GENERA	\$1,682.75	\$1,000.00	\$627.63	\$372.37	62.76%	\$1,500.00	
E 201-00000-212 Fuel	\$1,630.50	\$2,000.00	\$0.00	\$2,000.00	0.00%	\$2,000.00	
E 201-00000-220 Repair/Maint Supply (GENER	\$10,515.42	\$9,250.00	\$4,469.00	\$4,781.00	48.31%	\$9,250.00	
E 201-00000-300 Professional Svcs (GENERAL)	\$14,849.52	\$20,000.00	\$1,550.00	\$18,450.00	7.75%	\$20,000.00	
E 201-00000-320 Communications (GENERAL)	\$850.39	\$800.00	\$515.59	\$284.41	64.45%	\$800.00	
E 201-00000-430 Miscellaneous (GENERAL)	\$2,974.98	\$0.00	\$759.78	-\$759.78	0.00%	\$0.00	
E 201-00000-437 Clothing Allowance	\$617.67	\$700.00	\$539.06	\$160.94	77.01%	\$750.00	
E 201-00000-438 Meeting & Education	\$1,520.00	\$2,000.00	\$1,143.00	\$857.00	57.15%	\$2,000.00	
E 201-00000-510 Capital Outlay-Actual Exps	\$340.60	\$11,000.00	\$10,239.00	\$761.00	93.08%	\$11,000.00	
E 201-00000-550 Capital Outlay - Set Aside	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$10,000.00	
E 201-00000-721 Transfer Out	\$0.00	\$8,953.00	\$0.00	\$8,953.00	0.00%	\$8,892.00	
Dept 00000 No Department	\$44,476.38	\$100,167.00	\$37,107.93	\$63,059.07		\$101,402.00	
FUND 201 STORM WATER DRAINAGE	\$44,476.38	\$100,167.00	\$37,107.93	\$63,059.07		\$101,402.00	
FUND 202 RECYCLING UTILITY							
Dept 00000 No Department							
E 202-00000-386 Recycling Collection Expense	\$54,729.64	\$60,503.00	\$39,948.23	\$20,554.77	66.03%	\$60,503.00	
E 202-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$54,729.64	\$60,503.00	\$39,948.23	\$20,554.77		\$60,503.00	
FUND 202 RECYCLING UTILITY	\$54,729.64	\$60,503.00	\$39,948.23	\$20,554.77		\$60,503.00	
FUND 203 REFUSE UTILITY							
Dept 00000 No Department							
E 203-00000-105 Board & Commission Wages	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 203-00000-384 Refuse Collection Expense	\$162,364.65	\$167,310.00	\$109,528.26	\$57,781.74	65.46%	\$167,310.00	
E 203-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$162,364.65	\$167,310.00	\$109,528.26	\$57,781.74		\$167,310.00	
FUND 203 REFUSE UTILITY	\$162,364.65	\$167,310.00	\$109,528.26	\$57,781.74		\$167,310.00	
FUND 206 ECONOMIC DEVELOPMENT AUTHORITY							

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
Dept 00000 No Department							
E 206-00000-300 Professional Svcs (GENERAL)	\$0.00	\$20,000.00	\$15,153.85	\$4,846.15	75.77%	\$0.00	
E 206-00000-430 Miscellaneous (GENERAL)	\$856.70	\$500.00	\$83.62	\$416.38	16.72%	\$500.00	
E 206-00000-433 Dues and Subscriptions	\$7,178.82	\$7,179.00	\$7,187.58	-\$8.58	100.12%	\$8,084.00	
E 206-00000-438 Meeting & Education	\$46.98	\$100.00	\$27.64	\$72.36	27.64%	\$100.00	
E 206-00000-721 Transfer Out	\$200,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$208,082.50	\$27,779.00	\$22,452.69	\$5,326.31		\$8,684.00	
FUND 206 ECONOMIC DEVELOPMENT AUTHOR	\$208,082.50	\$27,779.00	\$22,452.69	\$5,326.31		\$8,684.00	
FUND 207 EDA REVOLVING LOAN FUND							
Dept 00000 No Department							
E 207-00000-430 Miscellaneous (GENERAL)	-\$75.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 207-00000-450 Loan Forgiveness	\$515.80	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 207-00000-497 EDA Loan Issuance	\$0.00	\$0.00	\$3,570.45	-\$3,570.45	0.00%	\$0.00	
E 207-00000-498 Loan Payment to Blue Earth	\$510.38	\$100.00	\$121.79	-\$21.79	121.79%	\$1,206.00	
E 207-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$951.18	\$100.00	\$3,692.24	-\$3,592.24		\$1,206.00	
FUND 207 EDA REVOLVING LOAN FUND	\$951.18	\$100.00	\$3,692.24	-\$3,592.24		\$1,206.00	
FUND 208 ACCOUNT TO CLOSE FOR PARKWAY							
Dept 00000 No Department							
E 208-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 208 ACCOUNT TO CLOSE FOR PARKWAY	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 221 TAX INCREMENT DIST. 1-2 CEDAR							
Dept 00000 No Department							
E 221-00000-300 Professional Svcs (GENERAL)	\$1,000.00	\$1,000.00	\$1,053.21	-\$53.21	105.32%	\$1,054.00	
E 221-00000-352 Publications	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 221-00000-442 Tax Increment Payment	\$93,591.32	\$88,087.00	\$49,405.10	\$38,681.90	56.09%	\$94,592.00	
E 221-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$94,591.32	\$89,087.00	\$50,458.31	\$38,628.69		\$95,646.00	
FUND 221 TAX INCREMENT DIST. 1-2 CEDAR	\$94,591.32	\$89,087.00	\$50,458.31	\$38,628.69		\$95,646.00	
FUND 222 TAX ABATEMENT-AUTUMN WIND							
Dept 00000 No Department							
E 222-00000-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 222-00000-443 Tax Abatement Payment	\$31,923.33	\$31,924.00	\$0.00	\$31,924.00	0.00%	\$35,094.00	
Dept 00000 No Department	\$31,923.33	\$31,924.00	\$0.00	\$31,924.00		\$35,094.00	

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 Balance	%YTD Budget	2024 Budget	UnderLine
FUND 222 TAX ABATEMENT-AUTUMN WIND	\$31,923.33	\$31,924.00	\$0.00	\$31,924.00		\$35,094.00	
FUND 223 TIF #3 704-708 PARKWAY AVE							
Dept 00000 No Department							
E 223-00000-430 Miscellaneous (GENERAL)	\$1,000.00	\$1,000.00	\$1,053.22	-\$53.22	105.32%	\$1,054.00	
Dept 00000 No Department	\$1,000.00	\$1,000.00	\$1,053.22	-\$53.22		\$1,054.00	
FUND 223 TIF #3 704-708 PARKWAY AVE	\$1,000.00	\$1,000.00	\$1,053.22	-\$53.22		\$1,054.00	
FUND 250 AMERICA RESCUE PLAN							
Dept 00000 No Department							
E 250-00000-210 Operating Supplies (GENERAL)	\$0.00	\$337,354.00	\$20,826.87	\$316,527.13	6.17%	\$0.00	
E 250-00000-721 Transfer Out	\$0.00	\$0.00	\$99,690.00	-\$99,690.00	0.00%	\$0.00	
Dept 00000 No Department	\$0.00	\$337,354.00	\$120,516.87	\$216,837.13		\$0.00	
FUND 250 AMERICA RESCUE PLAN	\$0.00	\$337,354.00	\$120,516.87	\$216,837.13		\$0.00	
FUND 311 RETIRED-CITY FACILITIES							
Dept 00000 No Department							
E 311-00000-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 311-00000-601 Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 311-00000-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 311 RETIRED-CITY FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 326 PFA							
Dept 00000 No Department							
E 326-00000-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 326-00000-601 Debt Srv Bond Principal	\$28,000.00	\$28,000.00	\$28,000.00	\$0.00	100.00%	\$28,000.00	
E 326-00000-611 Bond Interest	\$4,337.52	\$3,878.00	\$3,877.48	\$0.52	99.99%	\$3,418.00	
E 326-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$32,337.52	\$31,878.00	\$31,877.48	\$0.52		\$31,418.00	
FUND 326 PFA	\$32,337.52	\$31,878.00	\$31,877.48	\$0.52		\$31,418.00	
FUND 329 RETIRED-JOAN LANE REFUND 2021B							
Dept 00000 No Department							
E 329-00000-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 329-00000-601 Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 329-00000-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 329 RETIRED-JOAN LANE REFUND 2021	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	

Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
FUND 330 2ND, LINDA, STORM 2017A CROSSO							
Dept 00000 No Department							
E 330-00000-300 Professional Svcs (GENERAL)	\$435.00	\$435.00	\$435.00	\$0.00	100.00%	\$435.00	
E 330-00000-430 Miscellaneous (GENERAL)	\$495.00	\$495.00	\$495.00	\$0.00	100.00%	\$495.00	
E 330-00000-601 Debt Srv Bond Principal	\$55,000.00	\$55,000.00	\$55,000.00	\$0.00	100.00%	\$60,000.00	
E 330-00000-611 Bond Interest	\$9,656.25	\$8,639.00	\$8,638.75	\$0.25	100.00%	\$8,130.00	
E 330-00000-730 Cost of Issuance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$65,586.25	\$64,569.00	\$64,568.75	\$0.25		\$69,060.00	
FUND 330 2ND, LINDA, STORM 2017A CROSSO	\$65,586.25	\$64,569.00	\$64,568.75	\$0.25		\$69,060.00	
FUND 331 CSAH 27/AGENCY ST 2021A							
Dept 00000 No Department							
E 331-00000-300 Professional Svcs (GENERAL)	\$750.00	\$750.00	\$500.00	\$250.00	66.67%	\$750.00	
E 331-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 331-00000-601 Debt Srv Bond Principal	\$0.00	\$80,000.00	\$80,000.00	\$0.00	100.00%	\$80,000.00	
E 331-00000-611 Bond Interest	\$16,613.35	\$14,080.00	\$14,080.00	\$0.00	100.00%	\$18,390.00	
Dept 00000 No Department	\$17,363.35	\$94,830.00	\$94,580.00	\$250.00		\$99,140.00	
FUND 331 CSAH 27/AGENCY ST 2021A	\$17,363.35	\$94,830.00	\$94,580.00	\$250.00		\$99,140.00	
FUND 332 FACILITIES 2021B							
Dept 00000 No Department							
E 332-00000-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 332-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 332-00000-601 Debt Srv Bond Principal	\$194,000.00	\$188,000.00	\$188,000.00	\$0.00	100.00%	\$162,000.00	
E 332-00000-611 Bond Interest	\$17,429.32	\$12,210.00	\$12,210.00	\$0.00	100.00%	\$10,285.00	
Dept 00000 No Department	\$211,429.32	\$200,210.00	\$200,210.00	\$0.00		\$172,285.00	
FUND 332 FACILITIES 2021B	\$211,429.32	\$200,210.00	\$200,210.00	\$0.00		\$172,285.00	
FUND 335 WATER TOWER REHAB 2023							
Dept 00000 No Department							
E 335-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$6,242.50	-\$6,242.50	0.00%	\$0.00	
E 335-00000-601 Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 335-00000-611 Bond Interest	\$0.00	\$0.00	\$9,047.50	-\$9,047.50	0.00%	\$0.00	
Dept 00000 No Department	\$0.00	\$0.00	\$15,290.00	-\$15,290.00		\$0.00	
FUND 335 WATER TOWER REHAB 2023	\$0.00	\$0.00	\$15,290.00	-\$15,290.00		\$0.00	
FUND 431 AGENCY RECONSTRUCTION-CSAH 27							
Dept 00000 No Department							
E 431-00000-300 Professional Svcs (GENERAL)	\$126,157.45	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
E 431-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 431-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 431-00000-730 Cost of Issuance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$126,157.45	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 431 AGENCY RECONSTRUCTION-CSAH 2	\$126,157.45	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 435 WATER TOWER REHAB							
Dept 00000 No Department							
E 435-00000-300 Professional Svcs (GENERAL)	\$18,371.50	\$0.00	\$246,822.00	-\$246,822.00	0.00%	\$0.00	
E 435-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$18,371.50	\$0.00	\$246,822.00	-\$246,822.00		\$0.00	
FUND 435 WATER TOWER REHAB	\$18,371.50	\$0.00	\$246,822.00	-\$246,822.00		\$0.00	
FUND 601 WATER FUND							
Dept 00000 No Department							
E 601-00000-100 Wages and Salaries (GENER	\$98,204.53	\$116,597.00	\$81,843.43	\$34,753.57	70.19%	\$127,328.00	
E 601-00000-121 PERA	\$7,304.66	\$8,745.00	\$6,180.60	\$2,564.40	70.68%	\$9,550.00	
E 601-00000-122 FICA	\$5,374.95	\$7,229.00	\$4,500.60	\$2,728.40	62.26%	\$7,894.00	
E 601-00000-123 Medicare	\$1,257.03	\$1,691.00	\$1,052.56	\$638.44	62.24%	\$1,846.00	
E 601-00000-131 Employer Paid Health	\$20,687.82	\$23,073.00	\$13,755.67	\$9,317.33	59.62%	\$30,377.00	
E 601-00000-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-133 Employer Paid Dental	\$945.81	\$1,237.00	\$914.45	\$322.55	73.92%	\$2,399.00	
E 601-00000-142 Unemployment Benefit Paym	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-151 Work Comp Premium	\$0.00	\$4,793.00	\$0.00	\$4,793.00	0.00%	\$11,299.00	
E 601-00000-190 Pension Expense	\$7,341.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-210 Operating Supplies (GENERA	\$52,866.21	\$40,000.00	\$52,755.48	-\$12,755.48	131.89%	\$55,000.00	
E 601-00000-212 Fuel	\$1,022.06	\$850.00	\$668.03	\$181.97	78.59%	\$1,000.00	
E 601-00000-220 Repair/Maint Supply (GENER	\$19,229.21	\$22,000.00	\$3,080.57	\$18,919.43	14.00%	\$22,000.00	
E 601-00000-300 Professional Svcs (GENERAL)	\$26,751.24	\$30,000.00	\$9,364.98	\$20,635.02	31.22%	\$30,000.00	
E 601-00000-320 Communications (GENERAL)	\$5,717.13	\$4,000.00	\$3,796.55	\$203.45	94.91%	\$4,000.00	
E 601-00000-362 Property & Liability Ins	\$25,373.32	\$5,754.00	\$6,794.13	-\$1,040.13	118.08%	\$12,452.00	
E 601-00000-381 Electric Utilities	\$22,774.45	\$18,000.00	\$18,629.46	-\$629.46	103.50%	\$23,000.00	
E 601-00000-383 Gas Utility	\$2,536.50	\$2,000.00	\$1,140.47	\$859.53	57.02%	\$2,500.00	
E 601-00000-420 Depreciation	\$55,942.66	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-430 Miscellaneous (GENERAL)	\$84.99	\$0.00	\$759.78	-\$759.78	0.00%	\$0.00	
E 601-00000-433 Dues and Subscriptions	\$365.00	\$400.00	\$433.00	-\$33.00	108.25%	\$500.00	
E 601-00000-437 Clothing Allowance	\$625.03	\$700.00	\$539.10	\$160.90	77.01%	\$750.00	
E 601-00000-438 Meeting & Education	\$1,596.50	\$2,500.00	\$18.00	\$2,482.00	0.72%	\$2,500.00	
E 601-00000-439 Refund & Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-441 State Sales Tax	\$600.64	\$600.00	\$3,250.00	-\$2,650.00	541.67%	\$0.00	

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 Balance	%YTD Budget	2024 Budget	UnderLine
E 601-00000-444 County Sales Tax	\$123.00	\$101.00	\$310.00	-\$209.00	306.93%	\$150.00	
E 601-00000-499 Amortization Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-510 Capital Outlay-Actual Expens	\$20,614.16	\$11,000.00	\$33,782.58	-\$22,782.58	307.11%	\$11,000.00	
E 601-00000-550 Capital Outlay - Set Aside	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$10,000.00	
E 601-00000-601 Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-721 Transfer Out	\$50,000.00	\$118,009.00	\$49,999.99	\$68,009.01	42.37%	\$176,849.00	
Dept 00000 No Department	\$427,337.90	\$429,279.00	\$293,569.43	\$135,709.57		\$542,394.00	
FUND 601 WATER FUND	\$427,337.90	\$429,279.00	\$293,569.43	\$135,709.57		\$542,394.00	
FUND 602 SEWER FUND							
Dept 00000 No Department							
E 602-00000-100 Wages and Salaries (GENER	\$98,153.45	\$116,597.00	\$81,819.32	\$34,777.68	70.17%	\$127,328.00	
E 602-00000-121 PERA	\$7,300.73	\$8,745.00	\$6,178.70	\$2,566.30	70.65%	\$9,550.00	
E 602-00000-122 FICA	\$5,372.08	\$7,229.00	\$4,499.28	\$2,729.72	62.24%	\$7,894.00	
E 602-00000-123 Medicare	\$1,256.40	\$1,691.00	\$1,052.25	\$638.75	62.23%	\$1,846.00	
E 602-00000-131 Employer Paid Health	\$20,687.87	\$23,073.00	\$13,755.69	\$9,317.31	59.62%	\$30,377.00	
E 602-00000-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-133 Employer Paid Dental	\$945.81	\$1,237.00	\$914.47	\$322.53	73.93%	\$2,399.00	
E 602-00000-151 Work Comp Premium	\$0.00	\$4,793.00	\$0.00	\$4,793.00	0.00%	\$11,299.00	
E 602-00000-190 Pension Expense	\$6,899.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-210 Operating Supplies (GENERA	\$7,964.35	\$6,600.00	\$3,517.04	\$3,082.96	53.29%	\$7,000.00	
E 602-00000-212 Fuel	\$895.53	\$1,000.00	\$226.02	\$773.98	22.60%	\$1,000.00	
E 602-00000-220 Repair/Maint Supply (GENER	\$18,697.95	\$16,000.00	\$5,976.30	\$10,023.70	37.35%	\$18,000.00	
E 602-00000-300 Professional Svcs (GENERAL)	\$35,810.43	\$33,000.00	\$30,516.85	\$2,483.15	92.48%	\$35,000.00	
E 602-00000-320 Communications (GENERAL)	\$3,994.72	\$3,500.00	\$2,746.94	\$753.06	78.48%	\$4,000.00	
E 602-00000-362 Property & Liability Ins	\$25,373.32	\$5,754.00	\$6,794.13	-\$1,040.13	118.08%	\$12,452.00	
E 602-00000-381 Electric Utilities	\$10,200.82	\$10,000.00	\$6,906.51	\$3,093.49	69.07%	\$12,000.00	
E 602-00000-383 Gas Utility	\$1,796.09	\$1,200.00	\$726.17	\$473.83	60.51%	\$2,000.00	
E 602-00000-385 Mankato User Charge Fee	\$202,982.16	\$263,331.00	\$101,546.08	\$161,784.92	38.56%	\$218,324.00	
E 602-00000-420 Depreciation	\$46,467.24	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-430 Miscellaneous (GENERAL)	\$84.99	\$0.00	\$759.78	-\$759.78	0.00%	\$0.00	
E 602-00000-433 Dues and Subscriptions	\$23.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-437 Clothing Allowance	\$617.72	\$700.00	\$539.12	\$160.88	77.02%	\$750.00	
E 602-00000-438 Meeting & Education	\$10.00	\$2,500.00	\$888.09	\$1,611.91	35.52%	\$2,500.00	
E 602-00000-439 Refund & Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-510 Capital Outlay-Actual Expens	\$0.00	\$11,000.00	\$10,239.00	\$761.00	93.08%	\$11,000.00	
E 602-00000-550 Capital Outlay - Set Aside	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$10,000.00	
E 602-00000-721 Transfer Out	\$350,000.00	\$50,000.00	\$50,000.00	\$0.00	100.00%	\$50,000.00	
Dept 00000 No Department	\$845,533.66	\$577,950.00	\$329,601.74	\$248,348.26		\$574,719.00	

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
FUND 602 SEWER FUND	\$845,533.66	\$577,950.00	\$329,601.74	\$248,348.26		\$574,719.00	
	\$4,253,156.41	\$4,159,050.00	\$2,614,235.86	\$1,544,814.14		\$4,284,880.00	

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

September 11, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Fire Department Request to Use Gambling Proceeds to Purchase New Uniforms

The Eagle Lake Area Fire Department is requesting permission to use gambling proceeds to purchase new uniforms. Attached is an invoice for new uniforms. Each year, the Eagle Lake Area Fire Department contributes gambling proceeds to the City of Eagle Lake to help offset eligible fire and EMS related expenditures.

A motion is needed to approve the use of gambling fund proceeds totaling \$2,272.10 made payable to JetSeam for the above-described purpose.


Jennifer J. Bromeland
City Administrator

Jennifer Bromeland

From: Kyle Rueter <kyle.rueter@hotmail.com>
Sent: Monday, August 28, 2023 9:17 AM
To: trentt@mnvalleyfcu.coop
Subject: Fw: Invoice #D1189 ELFD

Hi Trent,
Are you able to pay this invoice for the department uniforms?
Thanks!

From: JetSeam <support@jetseam.com>
Sent: Monday, August 28, 2023 7:38 AM
To: kyle.rueter@hotmail.com <kyle.rueter@hotmail.com>
Subject: Invoice #D1189



IN



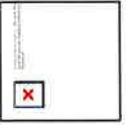
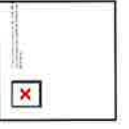

Complete your purchase

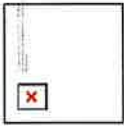
[Complete your purchase](#)

or Visit our store

IF

Order summary

	Men's Pilot Shirt (Black Classic Cut / Long Sleeve) x 2 34/35 / 18	\$79.90
	Men's Pants - Gen2 x 2 40 / Standard Black	\$139.90
	Men's Pilot Shirt (Black Classic Cut / Long Sleeve) x 1 34/35 / 17.5	\$39.95
	Men's Pants - Gen2 x 1 38 / Standard Black	\$69.95
	Inseam x 4 31	\$32.00
	Men's Pilot Shirt (Gold Modern Cut / Long Sleeve) x 3 34/35 / 16.5	\$125.85

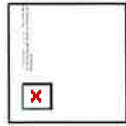


Men's Pants - Gen2 x 6 36 / Standard Black

\$419.70

Inseam x 2 33

\$16.00



Men's Pilot Shirt (Gold Modern Cut / Long Sleeve) x 1 34/35 / 15.5

\$41.95

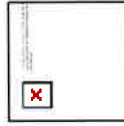


Men's Pants - Gen2 x 4 34 / Standard Black

\$279.80

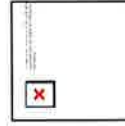
Inseam x 8 32

\$64.00



Men's Pilot Shirt (Gold Modern Cut / Long Sleeve) x 2 34/35 / 17.5

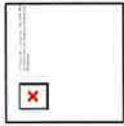
\$83.90



Men's Pilot Shirt (Black Classic Cut / Long Sleeve) x 1 34/35 / 18.5

\$39.95

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Men's Pants - Gen2 x 2 44 / Standard Black

\$139.90

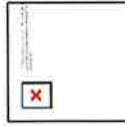
Inseam x 2 30

\$16.00



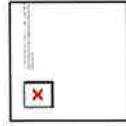
Men's Pilot Shirt (Gold Modern Cut / Long Sleeve) x 3 34/35 / 16

\$125.85



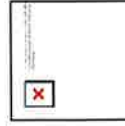
Men's Pants - Gen2 x 2 32 / Standard Black

\$139.90



Men's Pilot Shirt (Black Classic Cut / Long Sleeve) x 1 34/35 / 19.5

\$39.95



Men's Pants - Gen2 x 1 46 / Standard Black

\$69.95

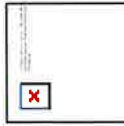
Inseam x 2 29

\$16.00



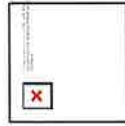
Men's Pilot Shirt (Gold Modern Cut / Long Sleeve) x 1 32/33 / 15

\$41.95



Men's Pilot Shirt (Gold Modern Cut / Long Sleeve) x 1 36/37 / 16.5

\$41.95



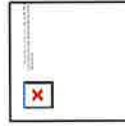
Men's Pilot Shirt (Black Classic Cut / Long Sleeve) x 1 32/33 / 16

\$39.95



Men's Pilot Shirt (Black Classic Cut / Long Sleeve) x 1 34/35 / 20

\$39.95



Men's Pants - Gen2 x 1 50 / Standard Black

\$69.95



Men's Pilot Shirt (Black Classic Cut / Long Sleeve) x 1 34/35 / 16.5

\$39.95

Inseam x 1 34

\$8.00

145

Subtotal \$2,262.10
Shipping \$10.00
Estimated taxes \$0.00

Total \$2,272.10 USD

Customer information

Shipping address
Kyle Rueter
Eagle Lake MN 56024
United States

Billing address
Kyle Rueter
AL
United States

Shipping method
Flat Rate - 4-7 business days
\$10.00

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

September 2023

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

I would like to request that we put the 2020 Country Clipper for sale on MNBid. I would recommend a minimum bid be set at \$2000.00. This was replaced with the Bobcat mower that we are currently leasing.

I would also recommend we list the 2008 Ford F-250 with plow on MNBid. I would recommend that the minimum bid be set at \$7500.00. This was replaced with the 2023 F250.

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

Andrew Hartman

2-Way Radio of Minnesota, Inc.

604 East First Street, Box 362, Janesville, MN 56048

800-657-3296 507-234-5279

Fax: 507-234-5302 E-mail: twrofmn@frontiernet.net

August 15, 2023

Andrew Hartman/Public Works Director
90 LeRay Avenue PO Box 159
Eagle Lake, MN 56024
Phone: 507-257-3218
Email: ahartman@eaglelakemn.com

Dear Andrew:

Here is the information on the equipment that you requested. Please note that the radios have a three (3) year warranty.

1 - FCC Repeater License	\$ 480.00
2- RCA BRM5200u mobile radios @ \$510 each	1020.00
2 - Antenna MUF4505NGPS + mounts @ \$95 ea.	190.00
4 - BD502i Portable radios @ \$350 ea.	1400.00
1 - Labor for mobile install	490.00
1 - Repeater Base	3450.00
1 - 80 feet of cable	80.00
1 - Antenna	400.00

**Repeater/antenna install cost = TBD

\$ 3,100.00

I am pleased to provide this for your review. If I can be of further assistance, please let me know.

Sincerely,

G. GENE

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

Project/Equipment Description: Two Way Radios

Department Name:

Public Works

Requested Amount of Funds:

\$3,100

Source of Funds:

5 way operating supplies

Budgeted Amount:

Balance in Budget:

Capital Outlay Expenditure? Yes No

Replacement Equipment? Yes No

Were Multiple Bids Obtained? Yes No NA

Brief Project/Equipment Justification:

The public works department is requesting to purchase two way radios to be able to communicate better while operating equipment. This will be a safer and more effective way to communicate while plowing and other tasks where we would normally have to pullout our phones and call each other.

Submitted By: Andrew Hartman

Date: 09/07/2023

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

Project/Equipment Description: Two Way Radios
Department Name: Public Works
Requested Amount of Funds: \$3,100
Source of Funds: 5 way operating supplies
Budgeted Amount:
Balance in Budget:
Capital Outlay Expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Replacement Equipment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Were Multiple Bids Obtained? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Brief Project/Equipment Justification: The public works department is requesting to purchase two way radios to be able to communicate better while operating equipment. This will be a safer and more effective way to communicate while plowing and other tasks where we would normally have to pullout our phones and call each other.

Submitted By: Andrew Hartman

Date: 09/07/2023

2-Way Radio of Minnesota, Inc.

604 East First Street, Box 362, Janesville, MN 56048

800-657-3296 507-234-5279

Fax: 507-234-5302 E-mail: twrofmn@frontiernet.net

August 15, 2023

Andrew Hartman/Public Works Director
90 LeRay Avenue PO Box 159
Eagle Lake, MN 56024
Phone: 507-257-3218
Email: ahartman@eaglelakemn.com

Dear Andrew:

Here is the information on the equipment that you requested. Please note that the radios have a three (3) year warranty.

1 - FCC Repeater License	\$ 480.00
2- RCA BRM5200u mobile radios @ \$510 each	1020.00
2 - Antenna MUF4505NGPS + mounts @ \$95 ea.	190.00
4 - BD502i Portable radios @ \$350 ea.	1400.00
1 - Labor for mobile install	490.00
1 - Repeater Base	3450.00
1 - 80 feet of cable	80.00
1 - Antenna	400.00
	<hr/>
**Repeater/antenna install cost = TBD	\$ 3,100.00

I am pleased to provide this for your review. If I can be of further assistance, please let me know.

Sincerely,

G. Gertz



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

September 11, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Climate Impact Corps Site Agreement

The City of Eagle Lake has been awarded a Community Forestry Member with the Climate Impact Corps for the 2023-2024 year. This will be the third Community Forestry Member for Eagle Lake in recent years. The Community Forestry Member will assist with EAB outreach and education, tree planting, rain garden maintenance, etc. The City Administrator will supervise the Community Forestry Member.

A motion is needed to retroactively approve the attached Climate Impact Corps Site Agreement.

Jennifer J. Bromeland
City Administrator

Jennifer Bromeland

From: Mishon Bulson <mishon.bulson@ampact.us>
Sent: Tuesday, August 22, 2023 12:49 PM
To: Jennifer Bromeland
Cc: Jessica Benson; Ross Hoogenakker
Subject: Climate Corps Application - approved

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

Congrats! We have approved your application for Climate Corps for the 23-24 year! We are very excited to partner with your organization and the people you serve at **City of Eagle Lake**.

Now that your application is approved, we will be moving forward with recruitment and hiring for the position that starts on October 23, 2023. Our team will reach out to you regarding next steps around onboarding and recruitment.

Here is the team that will be working with you for the upcoming year:

Program Manager: Jessica Benson - jessica.benson@ampact.us

Recruiter: Ross Hoogenakker - ross.hoogenakker@ampact.us

In the meantime, please feel free to reach out if you have any questions.

Have a wonderful week!

Mishon

City of Eagle Lake

Mishon Bulson

Senior Manager

Direct 320-204-0111

Mobile 320-267-1618



Education | Environment | Healthy Futures

Put Your Passion in

ACTION



- 71% of Minnesotans live in an “urban” setting
- Only 18.4% of urban spaces currently have tree canopy cover
- **The Minnesota state target for urban canopy is 40%**

Be a force for nature with the Community Forestry Initiative.

Trees purify the air, offer shade, attract birds and wildlife, prevent soil erosion, and promote well-being. Currently our urban areas need to double their tree canopy to reach Minnesota’s canopy goal of 40%. The Community Forestry Initiative of Climate Impact Corps is working towards that!

Climate Impact Corps trains people to make an extraordinary impact as AmeriCorps members. Your time makes all the difference. Be part of creating a healthier, happier world, and join Climate Impact Corps.

LEARN MORE AND APPLY AT
Ampact.US/Community-Forestry

QUESTIONS? Call 866-859-2825



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Join the global fight for a healthy climate while making a local impact.

The Community Forestry Initiative places members at Minnesota nonprofits and public agencies that have a mission to preserve and protect our environment. By preserving and increasing tree canopy, Community Forestry Members create a positive impact on our planet and the well-being of communities!

As a Community Forestry Member, you:

- Serve for one term (full-time and part-time options are available)
- Receive training, professional development, and ongoing support from staff
- Support projects such as:
 - Tree inventoring
 - Tree planting events
 - Gravel bed nursery design
 - Citizen volunteer engagement
 - Outreach and education events

Most anyone can make a great Community Forestry Member. The most important qualification is your passion and desire to make a difference! To review minimum qualifications and additional details, visit us online at Ampact.US/Community-Forestry.

SCHEDULE All schedules are Monday-Friday.

SERVE

July 2023 - June 2024

August 2023 - July 2024

October 2023 - July 2024

January 2024 - July 2024

APPLY

June 28, 2023

August 9, 2023

October 4, 2023

December 13, 2023



PERKS OF THE POSITION

	40 Hr/Wk	25 Hr/Wk
Stipend Every two weeks	\$1,100	\$650
Estimated Education Award By starting month		
JULY	\$6,495	\$3,247
AUG	\$6,895	\$3,447
OCT	\$4,826	\$2,626
JAN	\$3,447	\$1,824
Federal Student Loan Forbearance & Interest Repayment	Yes	Yes
Health Insurance Monthly premium 100% covered	Yes	No
Child Care Assistance Based on family size and income	Yes	No

LEARN MORE AND APPLY AT
Ampact.US/Community-Forestry

QUESTIONS? Call 866-859-2825



Ampact will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, familial status, military service, or any other category protected by law. Reasonable accommodations provided upon request. This document is available in alternative formats.



Site Agreement

The purpose of this agreement is to establish the basic parameters of the Service Site's participation in AmeriCorps with Reading & Math, Inc. DBA Ampact for the 2023-2024 program year. Reading & Math, Inc. administers AmeriCorps programs that provide AmeriCorps members as a resource. This Agreement is valid through July 31, 2024

A. **AmeriCorps programs:** Reading Corps, Math Corps, Early Learning Corps, Recovery Corps, Climate Impact Corps, Heading Home Corps, Public Health Corps, Language Corps, Resettlement Corps, Summer Impact Corps, and any other AmeriCorps program administered by Reading & Math, Inc. are AmeriCorps programs. AmeriCorps is a national service program that engages people in a commitment to service in meeting needs in their local communities.

B. **Parties to this agreement:**

4913 - City of Eagle Lake, Eagle Lake, Minnesota 56024

hereafter referred to collectively as "Service Site".

Reading & Math, Inc. DBA Ampact, 1200 S Washington Ave, Ste 310, Minneapolis MN 55415, hereafter referred to collectively as "Program".

C. **Definitions:**

1. **AmeriCorps Member.** Individual who makes a commitment to serve for one term through the Program in a specific Program position, as listed in addendum. AmeriCorps members are not employees or volunteers; they are completing service and should be referred to as a "member".

2. **Service Site.** This is the partner organization that hosts an AmeriCorps member to perform their service activities as outlined in their position description.
 3. **Internal Coach and/or Site Supervisor.** Designee of the partnering Service Site who provides regular on-site supervision to ensure Program objectives are met and AmeriCorps regulations are upheld.
 4. **Program Staff.** Any employee of Program who provides oversight and management for the Program including member recruitment and management, site relationship management, coaching, expertise or specialized knowledge related to program content, and compliance with AmeriCorps regulations.
 5. **AmeriCorps.** Federal agency that administers and directs funding for all AmeriCorps programs. Hereafter referred to as "AmeriCorps". AmeriCorps the agency was formerly known as the Corporation for National and Community Service, and may be referred to as "CNCS" or "the Corporation" in select federal policies
- D. **Early termination:** Any party to the Agreement can cancel the Agreement in writing at any time. At Program's discretion, the Service Site's failure to comply with the terms and conditions of this Agreement may result in forfeiting of the Service Site's awarded members for the current program year and immediate termination of this Agreement.

TERMS AND CONDITIONS OF AGREEMENT

- 1) **Commitment to the Program Objectives and Model:** The Service Site and Program agree to commit to Program objectives and Program model, as articulated in the addendum(s).
- 2) **AmeriCorps Service Environment**
 - a) **Service site location:** Service Sites must have a physical site location in the geographic community where service is to occur with regular on-site supervision. "Remote service" and "virtual service sites" are not permitted by Program and AmeriCorps policy. "Virtual service sites" refer to organizations that do not have a physical location. "Remote service" is defined as an arrangement in which an AmeriCorps member does not reside within the commuting area of the geographic community where the service is to occur and is not expected to be physically present at the Service Site.
 - b) **Safe service environment:** The Service Site agrees to provide the AmeriCorps member with a safe service environment. The Service Site will ensure members are provided with health and safety materials comparable to that provided to Service Site staff and volunteers. The Service Site will provide training to members on site-specific safety policies and protocols.
 - c) **Inclusive Service Site environment:** The Program values the diversity of its Program Staff, members, Service Sites, and program participants. The Program expects Program Staff, members, and Service Sites to contribute to a service environment that is inclusive, respectful, and supportive of diversity. Any decisions or actions made by the Service Site or Program or its partner organizations that are not consistent with these expectations will be seen as a breach of this Site Agreement and any further relationship between the Program and the Service Site could be terminated.

Service Site will provide the AmeriCorps member with a welcoming and inclusive service environment. The Service Site will treat members as part of the staff team, including inviting them to participate in staff activities or workshops, including in staff communication (e.g., adding to a staff email list), listing in staff directory, providing a name badge if needed, etc. Service Site staff will introduce member at a staff meeting or similar setting.
 - d) **Service Site staff engagement:** Service Site will educate its staff about the purpose of the member position and Program, with support from Program Staff as needed. Leadership at the Service Site should be strong advocates for Program to garner staff support and buy-in.
 - e) **AmeriCorps signage:** Service Site will post an AmeriCorps sign provided by Program in a visible location, such as a front office, lobby, or other area frequented by visitors or the public, to identify the organization as an AmeriCorps service site.
 - f) **Prohibited Activities:** Service Site will post the full list of Prohibited Activities provided by Program in the member's workspace.

- g) **Non-displacement:** Service Site will ensure an AmeriCorps member is not used to displace an employee or paid position (see "Federal Policies" section of this agreement). Examples of inappropriate service may include but are not limited to substituting or filling in for paid staff, inclusion in a staff to student/participant ratio, and administrative work not related to the Program.
- h) **Accessibility:** Service Site must be accessible to people with disabilities.
- i) **Reasonable accommodations:** In accordance with the Americans with Disabilities Act, any member with a disability known to Program may request a reasonable accommodation to enable performance of the essential functions of the AmeriCorps position. When this occurs, Program makes individualized decisions based on cooperative communications with the member and the Service Site. The Service Site shall work cooperatively with Program to facilitate this process as needed.
- j) **Computer/device access and liability:** Ensuring compliance at all times with the terms and conditions of Paragraph 5 (Data Management and Privacy) below, the Service Site shall provide members with access to a computer or other electronic device as follows:
 - i) Members must have access to a computer or equivalent device beginning on their first day of service with a suite of office tools (Microsoft, Google, etc.), web camera, and Internet for Program-related purposes (i.e., completing training, completing time sheets, entering participant data in an online database, checking Program email, etc.).
 - ii) The device used by the member must have a modern web browser (Chrome, Firefox, Safari, or Microsoft Edge) installed in either the browser's current or next most recent version and should operate at a speed at least on par with computers used by Service Site staff. Any firewall software in use must permit unhindered and unrestricted access to all websites necessary for completing required Program-related tasks and reviewing online Program support and training materials.
 - iii) Service Sites are encouraged to issue an email address to the member. This is required if common email providers are blocked at the Service Site.
 - iv) Portable devices
 - (1) Any portable device issued to a member by the Service Site shall be solely on the basis of a written technology agreement defining the terms of use, including at least: whether and when the device can be transported out of the Service Site, procedures to be followed in the event of loss of the device, and any specific data protection requirements.
 - (2) By execution of this agreement, the Service Site agrees to cleanse the device of confidential data as defined in Paragraph 5) below. At the request of Program, the Service Site will provide written assurance that the device has been cleansed of confidential data as defined in Paragraph 5) below.
 - (3) During and following the term of service, the Service Site shall bear the full risk of loss of any such device or its data.
- k) **Workspace:** Service Site will provide members with a workspace necessary to complete all required service activities. In programs where members are providing direct services to participants and/or students, the Service Site will provide a reasonable and quiet workspace to

work with individuals, including access to a locked drawer to store confidential participant data.

- l) **Materials, Supplies, and Equipment:** The Program will provide any instructional resources and manuals required by AmeriCorps members to understand and implement the Program model. The Service Site will provide any materials, supplies, and/or equipment used by the member in carrying out service activities at or on behalf of the Service Site, including but not limited to photocopies, office supplies, and specialized equipment.

- m) **Drug-Free Workplace Act:** Pursuant to the Drug-Free Workplace Act of 1988, the Program is committed to maintaining a drug and alcohol-free environment. Members are prohibited from the illegal use, manufacture, sale, dispensation, distribution, or possession of illegal drugs, controlled substances, narcotics, or alcoholic beverages on Program premises, Service Sites, or while traveling in an official capacity. Service is conditioned upon compliance with this policy. The Program requires that each member engaged in the performance of a federal grant shall, as a condition of service under the grant, abide by the terms of this policy and shall notify Program Staff in writing of any criminal drug charge, arrest, or conviction occurring during service no later than five (5) days after such charge, arrest, or conviction. Upon receiving notice or otherwise learning about the charge, arrest, or conviction the Program will notify appropriate Federal-contracting agency within ten (10) days. Within 30 days of receiving such notice, the Program will (1) take disciplinary action up to and including exit for cause consistent with AmeriCorps rules regarding termination and suspension of service, or (2) require the member to satisfactorily participate in an approved drug treatment program. The Program shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy. [Reference: 41 U.S.C. § 701 et seq.]

3) Member Recruitment and Hiring

- a) **Recruitment:** The Service Site will work in collaboration with Program Staff to recruit and fill its positions by the deadlines set by the Program. The Service Site will utilize recruitment materials provided by the Program. Individuals should be directed to apply on the Program's website.

- b) **Interview and Selection:** Program Staff will screen all applications, conduct interviews, and manage offers for all candidates. Program Staff have the responsibility and authority to extend an offer for a position to an applicant.

Program Staff make the final decision regarding the selection of members. The Program will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, familial status, military service, or any other category protected by law.

- c) **Background checks:** Member service is contingent upon successful completion of a three-part federally mandated background check (FBI, state repository, and sex offender registry checks). The Program will conduct and pay for a thorough background check on each applicant prior to their official acceptance into the Program. The Program will notify Service Sites if the applicant

did not clear the background check according to the Program and AmeriCorps policy. Actual results of the background check will not be shared with Service Sites without written permission from the applicant. Background check results will not be shared with the Service Site where prohibited by law.

Service Sites must indicate in this Agreement if it intends to conduct its own additional background check. The Service Site assumes all responsibility for costs associated with additional background checks. A member may not be asked to pay for the cost of a background check. More information about required background checks can be found at ampact.us/background.

- d) **Transferring members:** The Program reserves the right to transfer members from one Service Site to another Service Site in circumstances in which Program requirements are not being fulfilled. Other situations may arise which will require the Program to transfer a member on a case-by-case basis.
- e) **Member Employment:** Service Site may not hire/employ its member (or a member currently serving at another Service Site) during the member's term of service. Members may not participate in paid employment at their Service Site while simultaneously enrolled as an AmeriCorps member (excluding positions in a Professional Corps grant). The Service Site is to make every reasonable effort to support a member in the successful completion of their Program's term of service. In the event the Service Site violates this policy, the Program reserves the right to recover all costs associated with the recruitment, selection, placement, and training of the AmeriCorps member.

4) Member Management and Supervision

- a) **Internal Coach and/or Site Supervisor:** The Service Site must designate a person(s) to be the Internal Coach and/or Site Supervisor, who will provide regular, on-site support and supervision to the AmeriCorps member(s). If this person is not designated prior to the member starting, the site Administrator/Director of the Service Site assumes responsibility for this role until an Internal Coach/Site Supervisor is named. The Internal Coach/Site Supervisor cannot be an AmeriCorps member.

The Service Site must allow sufficient time for Internal Coach/Site Supervisors to fulfill their Program responsibilities, including completing required Program training and attending scheduled meetings. The time commitment is approximately 6-9 hours per month to support each member, plus required training.

If the designated Internal Coach/Site Supervisor is not able to complete the Program year (e.g., they take a leave of absence from their position at the site), the Service Site is required to designate someone to be the Internal Coach/Site Supervisor for the remainder of the Program year.

The duties of the Internal Coach and/or Site Supervisor include:

- i) **On-site orientation:** Provide an on-site orientation for the AmeriCorps member. This will include a tour of the building(s), explanation of site policies (including dress code, safety procedures, and data confidentiality), site expectations for the member, etc. This orientation should include setting a schedule for regular check-in meetings with each member.
 - ii) **Member Safety:** In the event of a disaster or emergency that requires the closure of the Service Site (i.e. public health emergency, bomb threat, fire, severe weather, burst water pipe, teacher strike, etc.), the Internal Coach/Site Supervisor is responsible for notifying Program Staff immediately so that Program can enact an alternative service plan for the member.
 - iii) **Member time sheet approval:** Establish a sign-in and sign-out procedure on-site to verify hours served by the member. Review and approve member time sheets every two weeks by the deadline. If a member's time sheet is not approved by the deadline for the pay period, the member's living allowance may be delayed until the following pay period and the time sheet is approved.
 - iv) **Set member schedule:** Develop a schedule with the member that includes:
 - (1) The ability to serve a minimum weekly number of hours that aligns with the member's commitment as stated in their Member Service Agreement. See the Program-specific addendum for details.
 - (2) A full caseload of participants as defined by Program, where applicable.
 - (3) Adequate time for data entry and regular meetings with the Internal Coach/Site Supervisor.
 - (4) Time to attend all required training and/or events.
 - v) **Data checks:** Review data collected by members on a regular basis to ensure accuracy and complete reporting of services provided. Internal Coaches/Site Supervisors can determine the most convenient method for themselves to monitor data collection.
 - vi) **Performance management:** Set clear expectations for the member at the start of their term, provide ongoing feedback on their performance, and immediately communicate any performance concerns to Program Staff.

Work closely with Program Staff and Service Site Administrators/Directors (if applicable) if disciplinary action is needed. Members are expected to adhere to site policies regarding issues such as confidentiality, safety, dress code, attendance, etc. The Service Site does not have the authority to terminate a member but can request that Program Staff enact the Program performance management procedure. The Internal Coach/Site Supervisor is responsible for providing documentation required for the member's personnel file as part of the performance management procedure.
 - vii) **Training completion:** Complete required training as scheduled by Program.
 - viii) **Program site visits:** Participate in visits and meetings with the Program.
- b) **Member training:** The Program provides members with training on the basic knowledge and skills necessary to complete the essential functions of their service position. Program Staff will

coordinate the Program-specific training required for members and Internal Coaches/Site Supervisors. The Service Site will include members in relevant on-site training and/or staff meetings; any expenses related to this training are paid for by the Service Site.

- c) **Meetings and site visits:** Program Staff will conduct meetings and/or site visits, as needed, during the year with members and contacts of the Service Site.
- d) **Monitoring Program requirements:** Program Staff will track and monitor each member's progress in completing Program requirements and provide timely updates to the Internal Coach/Site Supervisor to ensure members will complete all Program requirements, including required service hours, by the end of their term of service.
- e) **Member personnel file:** The Program is responsible for completing and maintaining a personnel file for each member, which includes all required documents (member eligibility documentation, time sheets, disciplinary action, performance evaluations, etc.).
- f) **Member benefits:** The Program is responsible for administering and overseeing the member benefits (as applicable), including living allowance, education award, health insurance, federal student loan forbearance, child care reimbursement, and any additional benefits for which the member qualifies.
- g) **Injury, Worker's Compensation, and Accidental Death & Dismemberment:** The Program will cover AmeriCorps members under a Worker's Compensation or Accidental Death & Dismemberment policy as required by state law. Members who sustain service-related injuries or illnesses must inform Program Staff within 24 hours and complete all requested documentation. All injuries, no matter how minor, must be reported by the member immediately to determine benefit eligibility in a timely manner.
- h) **Conflict resolution:** Program Staff work together with Service Site staff, including the Internal Coach/Site Supervisor, in resolving any member issues or conflicts with the program.

5) Data Management and Privacy

- a) **Data management systems:** The Program will provide a secure, online data management system for tracking service activities.
- b) **Participant Data:** In programs providing direct services to participants, the Service Site will support members in collecting data for participants who receive services from the Program, as detailed in the Program-specific addendum. When participant data is collected, this data is maintained online in a secure, data-privacy-compliant system. Service Sites are responsible for completing data management system training and monitoring their members' reports to ensure data is submitted regularly and accurately.
- c) **Data Privacy:** The Program is required by law to protect the confidentiality of Personally Identifiable Information ("PII") that is collected or made available due to the nature of the Program. This information includes, but is not limited to, the PII of AmeriCorps members, Service Site staff, or Program participants.

PII is defined as any information, physical or electronic, about an individual that can be used to distinguish or trace a person's identity, including but not limited to name, social security number, date and place of birth, mother's maiden name, education, financial transactions, medical, criminal and employment history, biometric records, and any other personal information that is linked or linkable to an individual.

Protecting PII includes establishing procedures to prepare for and respond to a breach of confidentiality.

"Breach" is defined as: loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar situation where persons other than authorized users and for other than authorized purpose have access or potential access to PII.

The Program protects the confidentiality of PII by:

- Designating a PII Security Coordinator;
- Identifying the types of PII that we collect, the places where it is stored, and the service providers with whom it is shared;
- Documenting policies and procedures in place to protect PII, regardless of where it is stored;
- Identifying and documenting realistic risks to the security, confidentiality, and integrity of PII; and,
- Following those procedures in the event of a breach.

Program Staff must be notified immediately if any representative of the Service Site suspects a breach of confidentiality related to the execution of the activities outlined in this agreement.

- 6) Grievance Procedure:** The Service Site will inform the Program, in writing, of any instance in which the Service Site wishes to initiate the grievance procedure that is maintained by the Program. The specific grievance must be cited to initiate the process. Concerns should be reported as early as possible. Formal grievances must be presented in writing within one year of the date of the disputed events. In the case of a grievance that alleges fraud or criminal activity, it must immediately be brought to the attention of the AmeriCorps Inspector General at <https://www.americorpsig.gov/> or by calling 1-800-452-8210.
- 7) In-Kind Contribution Reporting:** The Program may be required to collect information from the Service Site about non-monetary (in-kind) contributions to the Program to fulfill federal funder obligations. In-kind contributions are required to eliminate or reduce Service Site fees for participation in the program.

The site's in-kind contribution is required for the Program to operate and includes, but is not limited to, the monetary value of the space, supplies, and staff involved in operating the program.

When necessary, the Service Site will complete an in-kind contribution report for space and supply contributions once each program year. Space and supply contributions may include, but are not limited to, workspace, office furniture, phone/Internet, computer, tablet, or other devices, office supplies, or any other supplies or equipment regularly used by the member to conduct their service.

When necessary, the in-kind contribution of staff time will be collected regularly for Internal Coaches/Site Supervisors or other staff who dedicate time to the Program. The value of the contribution will be calculated by the number of hours staff dedicate to the Program multiplied by the staff member's hourly wage based on salary and/or benefits provided by the Service Site.

FEDERAL POLICY: PROHIBITED ACTIVITIES FOR AMERICORPS MEMBERS

AmeriCorps members may not engage in the below activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed below per 45 CFR 2520.65.

- A. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:
1. Attempting to influence legislation;
 2. Organizing or engaging in protests, petitions, boycotts, or strikes;
 3. Assisting, promoting, or deterring union organizing;
 4. Impairing existing contracts for services or collective bargaining agreements;
 5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
 6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
 7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
 8. Providing a direct benefit to:
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative;
 - v. An organization engaged in the religious activities described in paragraph (7) of this section, unless Corporation funds are not used to support the religious activities; and
 9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
 10. Providing abortion services or referrals for receipt of such services;
 11. Such other activities as the Corporation may prohibit.

In addition to the above activities, the below activities are additionally prohibited:

Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited.

Election and Polling Activities. AmeriCorps member may not provide services for election or polling locations or in support of such activities. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary

purpose of engaging in one of the activities listed above.

- B. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

FEDERAL POLICIES: SUPPLANTATION, NON-DUPLICATION AND NON-DISPLACEMENT POLICY

These policies outline restrictions that govern the use of Corporation for National and Community Service (CNCS) assistance.

A. Supplantation:

Corporation assistance may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive Corporation support. For any given program, this condition will be satisfied if the aggregate non-Federal public expenditure for that Program in the fiscal year that support is to be provided is not less than the previous fiscal year. [45 CFR 2540.100 (a)]

B. Non-Duplication:

Corporation assistance may not be used to duplicate an activity that is already available in the locality of a Program. And, unless the requirements of the 'Non-displacement' paragraph of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides. [45 CFR 2540.100 (e)]

C. Non-Displacement:

1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
2. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
4. A participant in a program receiving Corporation assistance may not perform any services or duties, or engage in activities, that would otherwise be performed by an employee as part of the assigned duties of such employee.
5. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that-
 - I. Will supplant the hiring of employed workers; or
 - II. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
6. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any-
 - I. Presently employed worker;
 - II. Employee who recently resigned or was discharged;
 - III. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
7. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
8. Employee who is on strike or being locked out.

[45 CFR 2540.100 (f)]

FEDERAL POLICY: NON-DISCRIMINATION POLICY

Program does not discriminate in Program admission on the basis of race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, familial status, military service, or any other category protected by law.

Member selection is based solely on an applicant's ability to perform the essential functions of the position in the opinion of Program.

It is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation. If you believe that you or others have been discriminated against, or if you want more information, contact:

Reading & Math, Inc. DBA Ampact

1200 S. Washington Ave, Ste 310, Minneapolis, MN 55415
humanresources@ampact.us or (612) 206-3030

Equal Opportunity Program (EOP)

AmeriCorps
1201 New York Ave NW, Washington, DC 20525
Voice: (202) 606-7503; TTY: (202) 565-2799; Email: eo@cns.gov

Program makes every effort to ensure that service sites have similar non-discrimination policies. Members with questions or concerns about any type of discrimination in their placement workplace are encouraged to bring these issues to the attention of their Internal Coach/Site Supervisor, site contact, and/or Program Staff. If Service Site is found to be engaging in such activities, removal of the current member(s) and denial of future members at that agency may result.

Discrimination on the part of AmeriCorps members will also not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to disciplinary action, up to and including dismissal from the Program. The Program will not tolerate harassment of any kind.

Harassment includes threatening or insinuating that the refusal to submit to sexual advances will adversely affect admission or Program benefits. Harassment may also include conduct such as unwanted sexual flirtation or touches; abusive or degrading language; graphic or suggestive comments; or displaying inappropriate objects or pictures.

Any member who believes that they have been subject to harassment of any kind, or who has knowledge about harassment of others, should report the harassment to an immediate supervisor, superior, and/or Program Staff.

Note to Service Sites: In any case of discrimination related to an AmeriCorps member, the Service Site must contact Program Staff before taking action.

Full text of the AmeriCorps Civil Rights and Non-Harassment Policy can be found in the AmeriCorps Program Manual provided to AmeriCorps members and Internal Coaches/Site Supervisors at the beginning of each program year.

Additional Requirements from the Service Site

Service Site must indicate any other requirements or conditions of partnership required by Service Site.

Select One: No Service site requires additional background check conducted on AmeriCorps members.

If "Yes": Please provide any additional information or details related to background check required by the Service Site

Select One: No Service site requires AmeriCorps members to receive specific vaccinations (e.g. COVID-19) and/or complete specific medical testing (e.g. tuberculosis).

If "Yes": Please provide any additional information or details related to vaccination and/or medical testing requirements.

Select One: No Service site has additional requirements of AmeriCorps members and/or Program outlined below:

If "Yes": Please explain any additional requirements of AmeriCorps members and/or Program required for partnerships.

 DS
AP

Any additional requirements by the Service Site have been reviewed and approved by the Program's Director of Partnerships or their representative prior to signature by Managing Director.

CERTIFICATION

This Site Agreement and attached Program-specific addendum(s) serve as an agreement between the Service Site and the Program for the stated program year. The terms of this agreement will end on July 31, 2024 . Amendments to this agreement shall be done in writing.

The Parties will mutually agree to specific Programs to be provided by Reading & Math, Inc. DBA Ampact and attach them to this Agreement in the Addendum(s).

Member Award

City of Eagle Lake (CFC): 1 Community Forestry Member

An award refers to the number and type of AmeriCorps member(s) that have been approved for placement at the Service Site. The fulfillment of this award is contingent upon successful recruitment of AmeriCorps member(s) and is not a guarantee of AmeriCorps member placement. This award may be changed by request of the Service Site or Program or through the enforcement of the terms of this agreement. Changes will be communicated in writing.

Signature

Service Site staff must complete the electronic version of this Site Agreement and Program-specific addendum(s) in their entirety to certify the Service Site has read and understands the agreement prior to a member being placed at the Service Site.

By signing this agreement, Service Site staff and Program Staff acknowledge that they have read, understand, and agree to all terms and conditions of this agreement and have the authority to enter this agreement on behalf of the Service Site and Program.

Service Site Staff

Name Jennifer Bromeland

Title City Administrator

Signature

DocuSigned by:
Jennifer Bromeland
58933F834D3543D...

Date 8/30/2023 | 10:24 AM CDT

Reading & Math, Inc. DBA Ampact Staff

Name Sadie O'Connor

Title Managing Director

Signature

DocuSigned by:
Sadie O'Connor
F79FB2870B21429...

Date 8/31/2023 | 2:53 PM CDT

171



The purpose of this addendum is to establish the basic parameters of the Service Site's participation in Climate Impact Corps for the 2023-24 program year. Climate Impact Corps is an AmeriCorps program that provides AmeriCorps members as a resource.

Parties to this agreement:

4913 - City of Eagle Lake, Eagle Lake, Minnesota 56024

hereafter referred to collectively as "Service Site."

Reading & Math, Inc. DBA Ampact, hereafter referred to as "Program," 1200 S Washington Ave, Ste 310, Minneapolis MN 55415

A. Program Model. The service site agrees to implement the Climate Impact Corps model for the program initiative(s) in which they participate as designed.

1. **Program Initiatives.** Climate Impact Corps offers three different initiatives with a specific focus using evidence-based strategies and the power of national service to help communities mitigate and prepare for climate change.
 - i. **Community Forestry Initiative:** AmeriCorps members serve at nonprofit or public agencies with a mission to preserve and protect the environment, with an emphasis on preserving and increasing tree canopy, including in urban settings. AmeriCorps members with the Community Forestry Initiative are referred to as Community Forestry members.
 - ii. **Home Energy Initiative:** AmeriCorps members support Minnesotans who are eligible for the Weatherization Assistance Program by providing education and other support. AmeriCorps members with the Home Energy Initiative are referred to as Home Energy members.

- iii. **Community Resilience Initiative:** AmeriCorps members help build resilience to climate change by engaging and educating community members in environmental efforts. There are two AmeriCorps member positions with the Community Resilience Initiative: Community Stewardship Facilitators and Sustainability Project Coordinators.
2. **Member Activities:** The Service Site is responsible for supporting each member in implementing the activities that are part of their position, as outlined in the summaries below. A full description of the responsibilities is available in the annual Guide to Partnering with Climate Impact Corps provided to site partners.
- i. **Community Forestry Members:** Members support a range of activities that focus on preserving and increasing tree canopy in urban, suburban, and rural communities, which may include:
 - 1. Implementing tree planting plans and programs
 - 2. Creating and updating tree inventories
 - 3. Planning and implementing tree planting events with volunteers and/or Service Site staff
 - 4. Maintaining trees through a variety of practices including pruning, mulching, and watering
 - 5. Designing, constructing, and managing gravel bed nurseries
 - 6. Recruiting, training, and utilizing volunteers to support community forestry practices including, but not limited to, planting and maintaining trees
 - 7. Engaging community members in community forestry stewardship activities through outreach and education experiences
 - ii. **Home Energy Members:** Members support a range of activities that focus on promoting home energy equity and conservation. Home Energy members will have the opportunity to earn a Building Performance Institute – Building Analyst credential as part of their service. This position supports three primary activities:
 - 1. Ensuring households are aware of and able to apply for available energy-assistance programs
 - 2. Providing in-home energy efficiency services, including energy audit support, direct installation of energy saving equipment, and household resident education
 - 3. Conducting remote solar opportunity assessments and household resident education
 - iii. **Community Stewardship Facilitators:** Members build community by organizing and facilitating environmental action activities in one of the following categories:
 - 1. Physical changes to the environment
 - 2. Producing goods and services for the community
 - 3. Community education
 - 4. Community science and inquiry

Members facilitate the activities with the goal of building social capital (people-to-people connections) and sense of place (people-to-place connections).

- iv. **Sustainability Project Coordinator:** Members create connections between individuals and the knowledge and resources needed to promote environmental, economic, social, and cultural sustainability. Members work with Service Site to

advance local sustainability efforts with an emphasis on historically marginalized communities. Members' projects are outlined by a site-specific service plan with the following core elements:

1. Support community projects and partnerships in the areas of sustainability, community resilience, and community engagement under the direction of the service site.
 2. Advance implementation of local climate action using community-based social marketing and other behavior change strategies.
 3. Conduct clean energy outreach and education in collaboration with local partners with a focus on connecting households to resources to manage and reduce their energy burden.
3. **Member Schedule:** The Site Supervisor is responsible for developing a schedule with the member to allow for 40 hours of service each week for full-time members, and 25 hours per week for part-time members.
4. **Data:** Members are responsible for entering program data into Knack as part of their regular schedule. Knack is an online password-protected data system maintained by the program. Site Supervisors are required to ensure that members are submitting data regularly and accurately. Members may also use additional applications to support data collection specific to their position. Service Sites must allow Members to access all required data systems and applications.

B. Program-Specific Policies

1. Personal Vehicle and Transportation Policy:

- i. **Personal Vehicles:** Members are prohibited from using their personal vehicle to transport Service Site employees and/or participants. Members may use their personal vehicle to transport materials and/or property on behalf of the Service Site. Any member transporting materials must be incidental in the role, regular transportation of materials is prohibited. The handling, loading, unloading, and transportation of hazardous materials is prohibited.
- ii. **Service Site Vehicles:** Members may drive Service Site-owned or leased vehicles to transport materials and/or property. Members are prohibited from transporting Service Site employees and/or participants. Any Member that is a potential driver of a Service Site-owned or leased vehicle cannot be required to drive for the Service Site but may agree to do so. This agreement must be in writing and include the member's printed name, signature, and date of the agreement. Either party may rescind this agreement at any time without cause or consequence. This agreement is to be kept on file with the Service Site. Any member transporting materials must be incidental in the role, regular transportation of materials is prohibited. The handling, loading, unloading and transportation of hazardous materials is prohibited.
- iii. **Driver's Checks and Liability Coverage:** Program will conduct a driver's check on every member to ensure a valid driver's license, driving history acceptable to the insurance company and auto liability coverage. If a member is driving a Service Site-owner or leased vehicle, the Service Site will be responsible for

determining that the Member has a valid driver's license and meets the minimum standards for the organization's driving policies. The Service Site agrees to provide proof of insurance upon request.

- 2. Power Tools and Herbicides:** Members are limited to a specific, allowable list of power tools, herbicides, and application methods during their service. All members and Site Supervisors must complete the required training prior to member's use of allowable power tools and herbicides. Some power tools, including but not limited to, power saws, brush cutters, and drip and weed torches, are prohibited as they pose an undue safety risk. Any power tools not on the prohibited or allowable list must be approved by the Program.

CERTIFICATION

This program specific addendum serves as an agreement between the Service Site and the Program for the stated program year(s) as a part of the Site Agreement signed for 2023-2024. The terms of this agreement are valid through July 31, 2024 . Amendments to this agreement shall be done in writing.

Signature

By signing this agreement, I acknowledge that I have read, understand, and agree to all terms and conditions of this agreement.

Service Site Staff

Name Jennifer Bromeland

Title City Administrator

Signature  DocuSigned by:
Jennifer Bromeland
58933F834D3543D...

Date 8/30/2023 | 10:24 AM CDT

Reading & Math, Inc. DBA Ampact Staff

Name Sadie O'Connor

Title Managing Director

Signature  DocuSigned by:
Sadie O'Connor
F79FB2870B21429...

Date 8/31/2023 | 2:53 PM CDT



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

September 11, 2023

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

During the recent power outage and subsequent loss of water pressure during the water tower rehab project, it became apparent that a mass notification system is needed to be able to alert residents quickly of important information. Attached is pricing from two vendors – GOGov and Civic Plus. After viewing the online demonstrations for both vendors and talking with other cities, City staff recommends that the proposal from GOGov be selected.

A mass notification system will help streamline communications and ensure timely notification to residents of important information including but not limited to a boil water alert or snow emergency.

A motion is needed to accept the proposal from GOGov in the amount of \$3,900 annually. The cost for this system will be paid for out of 101-41600-300.

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

Jennifer J. Bromeland
City Administrator

City of Eagle Lake, MN

Citizen Notifications & Alerts

September 8, 2023

Prepared By:

Kevin Strauss, Director of Sales

(631) 861-5812

Kevin@GoGovApps.com

Prepared For:

Jennifer Bromeland

City Administrator

jbromeland@eaglelakemn.com

Subscriptions & Services

Description	Amount
GONotify Citizen Notifications & Alerts (Notify) - Unlimited Subscription	\$3,900 /year
Services: \$0 Annually: \$3,900	

Order Details

Primary Contact			
Contact Name:		Phone:	
Title:		Email:	

Billing Information			
Contact Name:		Phone:	
Quote Month:		Email:	
PO #: (Optional)		Cycle:	Annual Billing

Billing Practices: GOGov will send renewal quotes for budgeting purposes at the beginning of the *Quote Month* specified. Invoices are sent 45 to 60 days prior to subscription renewal and are due prior to the start of the Subscription Period. To align billing with budget cycles, extend *Initial Subscription Period* to include extra months and we will send an initial invoice for the extra prorated months and then a second invoice for the remainder of the Initial Subscription Period.

Contract Information	
Initial Subscription Period:	12 months starting:
Replacing Contracts:	If replacing existing agreement provide contract # or description & date.
Contract #: (Internal)	

Terms & Conditions

The following terms are the latest version of the GOGov Master Terms & Conditions that is maintained and updated. No part of these terms may be modified other than the "Special Terms & Exceptions" section.

1. **IMPORTANT NOTICE TO USER:** GOGov, Inc. (dba "GOGov") owns all intellectual property in the software products listed in the Products and Services section (collectively "Software" or "Subscription Services") in the Order Form. Customer shall not modify, adapt, translate, rent, lease or otherwise attempt to discover the Software source code. The following terms and conditions (this "Agreement") will be effective as of the date of last signature of the Order Form ("Effective Date") and will be governed by the laws in force in the State of New York.
2. **Software License.** The Software subscription services and the accompanying files, software updates, lists and documentation are licensed, not sold, to you. You may use a copy of the Software on your compatible computer for the purpose of connecting to the hosted service provided by GOGov as long as you are a current subscriber and maintain your annual continued services for the applicable licenses. Except as expressly set forth herein, GOGov disclaims any and all express and implied warranties, including but not limited to warranties of merchantability and fitness for a particular purpose.
3. **Continued Services**
 - 3.1 *Hosting.* GOGov agrees to maintain Customer data in a secure datacenter and is committed to providing 99.5% uptime and availability. GOGov will perform nightly backups of your hosted data to an alternate physical location.
 - 3.2 *Ownership of Data.* All hosted data specific to Customer is owned by the Customer. Within thirty (30) calendar days following termination of this Agreement, the Customer can request and GOGov will provide a complete copy of Customer's data without additional charge through a downloadable zip file provided the customer is current on payments.
4. **Payment Terms & Fees**
 - 4.1 *Subscription Term and Termination.* The initial Subscription Term of this Agreement begins on Effective Date (last signature) and will continue to the end of the Initial Subscription Period listed in the Order Form. At the end of the initial Subscription Term, Customer's subscription and this Agreement will renew for an additional twelve (12) month term and for subsequent twelve (12) month periods thereafter. To stop the auto-renewal listed in the foregoing sentence, Customer must submit written notice to GOGov at Billing@GOGovApps.com not less than sixty (60) calendar days prior to the end of the then-current Term. GOGov reserves the right to increase the annual fees by 7% on the anniversary date of each annual term.
 - 4.2 *Payment Terms.* Initial payment is due at the beginning of the subscription term. Each subsequent annual billing will be due on the anniversary date of the initial term. Payment Terms are **NET 30 Days** from the invoice date.
 - 4.3 *Taxes & Obligations.* In exchange for its use of the Subscribed Services, Customer will pay to GOGov the amounts indicated in the Order. Said amounts are based on services purchased and not actual usage; payment obligations are non-cancelable and fees paid are non-refundable, except as otherwise specifically-provided herein. Unless otherwise stated, such fees do not include any taxes, levies, duties or similar governmental assessments of any nature, including but not limited to value-added, sales, use or withholding taxes, assessable by any local, state, provincial, federal or foreign jurisdiction ("Taxes"). Customer is responsible for paying all Taxes associated with its purchases hereunder. If GOGov has the legal obligation to pay or collect Taxes for which Customer is responsible, the appropriate amount will be invoiced to and paid by Customer, unless GOGov is provided with a valid tax exemption certificate authorized by the appropriate taxing authority. GOGov is solely responsible for taxes assessable against it based on its income, property and employees.
 - 4.4 *Convenience Fees.* For GOGov products that manage credit card processing, GOGov will add a Convenience Fee of \$3.00 plus 3% per transaction to offset the costs of online processing.
5. **Limitation of Liability.** GOGov will, at all times during the Agreement, maintain appropriate insurance coverage. In no event will GOGov's cumulative liability for any general, incidental, special, compensatory, or punitive damages whatsoever suffered by Customer or any other person or entity exceed the fees paid to GOGov by Customer during the six (6) calendar months immediately preceding the circumstances which give rise to such claim(s) of liability, even if GOGov or its agents have been advised of the possibility of such damages.

- 6. **Updating of Terms.** Upon each renewal of this Agreement, the latest Master Terms & Conditions that GOGov has published within the software ninety (90) days prior to the renewal date shall replace these terms. Any Special Terms & Exceptions listed in the original document shall carryover to the renewal terms. We reserve the right to change our Master Terms & Conditions at any time. If the changes are material, GOGov will advise the Customer by email or posting a notice on the site before changes go into effect. If the Customer does not agree to the new terms, Customer may contact Support@GOGovApps.com to have objections considered.
- 7. **Other Provisions**
 - 7.1 *Other Public Agency Orders.* Other public agencies may utilize the terms and conditions established by this Agreement if agreeable to all parties. Customer does not accept any responsibility or involvement in the purchase orders or contracts issues by other public agencies.
 - 7.2 *Alternate Terms Disclaimed.* The parties expressly disclaim any alternate terms and conditions accompanying drafts and/or purchase orders issued by Customer.
- 8. **Special Terms & Exceptions.** None.

This Order Form is entered into between Customer and GOGov. Customer accepts and agrees to adhere to the Terms and Conditions with this order form, will be referenced as the "Agreement." This Agreement between Customer and GOGov, which Customer hereby acknowledges and accepts, constitutes the entire agreement between GOGov and Customer governing the Services referenced above. Customer represents that its signatory below has the authority to bind Customer to the terms of this Agreement.

GOGov, Inc.

City of Bromeland, MN

Sign: _____

Sign: _____

Name: Daryl Blowes

Name: _____

Title: CEO

Title: _____

Date: _____

Date: _____

Additional Customer Signatures (Optional)

Sign: _____

Sign: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

GONotify® is a user friendly solution for creating & sending communications of all varieties to your citizens across multiple channels! Coupled with an agency branded mobile app, GONotify® makes it easy for citizens and government to communicate more efficiently and effectively!

Communications in the Palm of Citizen's Hands

- **Branded Mobile App** serves as one place to access all notifications and important information directly from your local municipality
- **Subscription Lists** allow for citizens to sign up for the types of notifications that they want to receive
- **Direct Notifications** ensure that content is delivered directly to citizens devices so that no important updates are missed
- **Get more information** and start a dialogue with agency staff by replying to a notification (requires GOGov CRM)

Keep Citizens Informed

As a staff & management team, keeping citizens informed can be a challenge. GONotify® includes some awesome features to help with this process:

- Send **Alerts & Emergency Notifications** directly to citizens
- Send Targeted Content by using **Subscription Groups** that you can define & select when sending out a message
- Use our **Message Editor** to easily create detailed & stylish communications that include pictures, formatting, links to videos, documents and other content.
- For Create Once, Publish Everywhere with **Multi Channel Publishing** that allows you to push content to the most vital channels including **Mobile, Email, Twitter, Facebook & Website**.
- Enable **2-Way Communication** that would allow you to choose if citizens can reply to a specific message, leveraging our CRM Module that ensures no questions go unanswered.

All of your Communication Needs in One Spot

Why limit yourself to emergency communications when you could send anything that you want?

- Road Closure
- Events
- Storm Warnings
- Boil Water Advisory
- Emergency Alerts
- School Closings

Vital City Information at Citizen's Finger Tips

The branded app includes applets, which are important pieces of information that you can put right at your Citizen's finger tips. Commonly that information includes:

- Important Phone Numbers
- Elected Official's Names & Bios
- Local Places
- Social Media Pages
- Website Content



Jennifer Bromeland

From: Richard Jones <rjones@civicplus.com>
Sent: Tuesday, August 15, 2023 1:27 PM
To: Jennifer Bromeland
Subject: RE: Hey Jennifer - Mass Notifications Pricing Request | CivicPlus

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

Hey Jennifer,

Hope the day is moving along smoothly. Appreciate your email. I'm confident our Mass Notifications Solution will meet your expectations. Below is a short walkthrough of the solution. You'll have the ability to see how it sends communications, polling, and public alerts like snow emergencies or drinking water advisories.

- Video Walkthrough - <https://www.civicplus.com/mass-notifications/demo/self-guided>

This solution is very straight forward, easy to create consistent notifications for the City, and easy for staff to use. This solution starts at \$5,800 annually. Because Eagle Lake is below 5,000 residents this solution drops down to \$2,500 annually. Still comes with unlimited text, unlimited emails, unlimited phone calls, and support.

What are your thoughts and what other information do you need from me at this stage?

Thank You,

Richard L Jones

Solutions Advisor • **CivicPlus**

P: 785.323.4713

[CivicPlus.com](https://www.civicplus.com)



Powering and Empowering Government

From: Jennifer Bromeland <jbromeland@eaglelakemn.com>
Sent: Monday, August 14, 2023 4:49 PM
To: Richard Jones <rjones@civicplus.com>
Subject: RE: Hey Jennifer - Mass Notifications Pricing Request | CivicPlus

Hi Richard,



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

September 11, 2023

To: Honorable Mayor Norton and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Managed Natural and Native Landscaping

Effective July 1, 2023, municipalities are required to allow property owners and occupants to install and maintain natural landscapes. According to an article by the League of Minnesota Cities, a copy of which is attached, city ordinances that are not consistent with this change would not be enforceable and may need to be amended or repealed.

Attached to this memo is a letter from City Attorney Chris Kennedy advising on the matter. In short, the City can enforce height restrictions on turf grass lawns and yards not maintained. The language in City ordinance about vegetation would be unenforceable regarding plants that are not considered noxious weeds.

No action is needed currently unless the City Council deems otherwise.


Jennifer J. Bromeland
City Administrator

September 8, 2023

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

Re: Managed Natural and Native Landscaping Yards

Dear Mayor Norton and Councilmember:

During the last session the Minnesota Legislature passed a new law in regards the ability of cities to regulate native landscapes and natural lawns. The new law requires all statutory and home rule charter cities allow a private owner to install, manage and retain a natural landscape. City ordinances not consistent with this provision are unenforceable.

Managed natural landscapes are defined as planned, intentional and maintained planting of native and nonnative grasses, wildflowers, forbs, ferns, shrubs or trees and includes but is not limited to rain gardens, meadow vegetations, and ornamental plants. This will not include turf-grass lawns that are left unattended. The law will allow the landowners of managed natural landscapes to keep plants that are in excess of 8 inches. The statute reads as follows:

Minnesota Statute Section 412.925 Native Landscapes

- (a) A statutory or home rule charter city shall allow an owner, authorized agent, or authorized occupant or any privately owned lands or premises to install and maintain a managed natural landscape. For the purposes of this section, the following terms have the meanings given:
- (1) "managed natural landscape" means planned intentional and maintained planting of native or nonnative grasses, wildflowers, forbs, ferns, shrubs or trees, including but not limited to rain gardens, meadow vegetation, and ornamental plants. Managed natural landscapes does not include turf-grass lawns left unattended for the purpose of returning to a natural state;
 - (2) "meadow" means grasses and flowering broad-leaf plants that are native to, or vegetation adapted to, the State of Minnesota, and are commonly found in meadow and prairie plant communities, not including noxious weeds. "Noxious weed" has the meaning given in section 18.77, subdivision 8;

- (3) "ornamental plants" means grasses, perennials, annuals, and groundcovers purposely planted for aesthetic reasons.
- (4) "rain garden" means a native plant garden that is designed not only to aesthetically improve properties but also to reduce the amount of stormwater and pollutants from entering streams, lakes and rivers, and
- (5) "turf-grass lawn" means a lawn that is composed mostly of grasses commonly used in regularly cut lawns or play areas, including but not limited to bluegrass, fescue, and ryegrass blends, intended to be maintained to a height of no more than eight inches.
- (b) Managed natural landscapes may include plants and grasses that in excess of eight inches in height and have gone to seed but may not include any noxious weeds and must be maintained.
- (c) Except as part of a managed natural landscape as defined in this section, any weeds or grasses growing upon any lot or parcel of land in a city to a greater height than eight inches or that have gone or are about to go to seed are prohibited.

This statute conflicts with the provision of Eagle Lake City Code Section 3.050 in that it will allow for the growth of vegetation to a height higher than the six inches that the city allows. The language in the ordinance about vegetation elimination would also be unenforceable in regard to plants that are not considered noxious weeds.

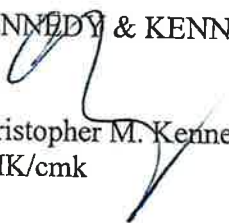
At the present time the City is able to enforce the height restrictions on turf grass lawns and yards that are not maintained but the remainder of yards this statute would apply.

The language of the statute seems to allow for some management of these yards and is silent on size restrictions, so it would be possible to limit the size of the natural gardens, but that issue has yet to be litigated.

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

Sincerely,

KENNEDY & KENNEDY


Christopher M. Kennedy
CMK/cm

Focus on New Laws: Managed Natural and Native Landscaping Permitted in Cities

July 7, 2023

Cities must now allow managed natural landscaping to be installed and maintained on all parcels.

Effective July 1, 2023, municipalities are required to allow property owners and occupants to install and maintain managed natural landscapes.

Chapter 62 ([HF 1830*](#)/[SF 1426](#)) is the omnibus state government finance bill that was signed into law on May 24, 2023. Article 3, section 9 creates a new provision of law as Minnesota Statutes, section 412.925:

- Subpoint (a) requires all statutory cities or home rule charter cities to allow an owner, authorized agent, or authorized occupant of any privately owned lands or premises to install and maintain a managed natural landscape and defines a number of associated.
- Subpoint (b) states that managed natural landscapes may exceed 8 inches in height and be allowed to go to seed, but must be maintained and cannot include noxious weeds.
- Subpoint (c) states that weeds and grasses that are not part of a managed natural landscape cannot exceed 8 inches in height or be allowed to go to seed.

City ordinances that are not consistent with this change would not be enforceable and may need to be amended or repealed.

Managed natural landscape defined

“Managed natural landscape” is defined as a planned, intentional, and maintained planting of native or nonnative grasses, wildflowers, forbs, ferns, shrubs, or trees, including but not limited to rain gardens, meadow vegetation, and ornamental plants. Managed natural landscapes does not include turf-grass lawns left unattended for the purpose of returning to a natural state.

The bill permits landowners to maintain managed natural landscapes in excess of 8 inches in height. However, weeds or grasses that are growing on land in a city, are taller than 8 inches, have gone to seed, and are not a part of a managed natural landscape are prohibited. The law went into effect July 1, 2023, and supersedes any local regulations requiring residents to maintain a managed turf-grass lawn.

Lawn law history

Minnesota is not the first state to pass legislation loosening local requirements with respect to residential lawns. In 2009, the Florida Legislature passed Florida Statutes 373.185, establishing a definition for “Florida-Friendly Landscaping” in the interest of preserving water and protecting local wetlands and waterfronts from lawn care runoff.

This legislation encouraged, but did not require, local government authorities to consider permitting Florida-friendly landscaping, including the use of more native plants and grasses in residential yards. Similarly, in 2021, Maryland passed House Bill 322, which prohibited homeowners’ associations from imposing unreasonable limitations on low-impact landscaping.

The Minnesota bill follows the nationwide trend, but expands its authority significantly by not merely encouraging the use of native plants and grasses, or limiting only homeowners’ associations from restricting such landscaping choices, but requiring cities to allow them and setting height requirements for turf-grass surfaces.

Next step for cities

The League recommends that cities and their attorneys review their local codes and ordinances to determine whether they have contradictory policies on the books.



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

September 11, 2023

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

We continue to struggle to hire police officers. Discussion took place at the August 7th meeting about a conditional offer that had been extended and accepted for the position of part-time police sergeant. The individual that received and accepted the offer later withdrew their name. Since that time, the conditional offer that was extended to a full-time police officer has since been rescinded due to the applicant not passing the required background. Only one other application has been received and an interview held but no offer extended. No other applications have been received at this time.

To help fill gaps in coverage and ensure the best law enforcement coverage possible for the Eagle Lake community, the City continues contracting with the Blue Earth County Sheriff's Office for up to 20 hours of patrol during times when Eagle Lake's one full-time officer (Police Chief John Kopp) is not working.

Given the ongoing police officer shortage and our inability to fill vacancies, the City's Personnel Committee continues to research all viable options available to ensure the best public safety services for our residents and businesses.

Discussion should ensue about scheduling a Special City Council meeting later this month to devote entirely to the police department staffing matter and to review the Personnel Committee's findings/recommendations on feasible options available to ensure the best coverage for the community.


Jennifer J. Bromeland
City Administrator



September 11, 2023

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

1. 2022 Population and Household Estimates. According to a mailing from the Minnesota State Demographer, a copy of which is attached, Eagle Lake's April 1, 2022 population estimate is 3,331, while the household estimate is 1,210. Eagle Lake's population has increased since the 2020 Census in which our population was determined to be 3,278.
2. Expenditure and Revenue Report. Attached is a YTD expenditure and revenue report as of August 31st. No action is needed – this is included for informational purposes and your review.
3. Community Forestry Member Recruitment. Upon retroactive approval of the agreement for another Community Forestry Member, City staff will begin pushing out recruitment materials.
4. Storm Drain Stenciling Activity. As part of the MS4 program, the City will be holding another storm drain stenciling activity this fall. More details to follow shortly. Expenses will be minimal for supplies and food for volunteers.
5. Upcoming Mayors and Clerks Meeting in Eagle Lake. The October Mayors and Clerks meeting will be hosted in Eagle Lake. The exact date is to be determined. The meeting will be held at City Hall and the meal catered.
6. MSU Graduate Class Studio Project for Eagle Lake. The South Central Service Cooperative recently notified cities of an opportunity to utilize an urban and planning graduate class to assist with projects such as land use, comp plan, housing study, etc. Community Development Coordinator Olivia Adomabea submitted a proposal to update the City's comprehensive plan. Due to the City's comprehensive plan not having been updated since 1991, the professor of the studio class recommended that perhaps the class focus on one area of a comprehensive plan such as updating the land use plan. The studio class is currently working on updating the City's land use plan with the assistance of Ms. Adomabea. More information to follow in the next couple of months.
7. Status of Highway 14 Corridor Study Application and 2024 UPWP. The Mankato/North Mankato Area Planning Organization has approved the City of Eagle Lake's application

for a Highway 14 Corridor Study from CSAH 12 to the eastern planning boundary. MnDOT has agreed to fund the portion of the study that is outside of the planning area boundary. More information to follow shortly on the timeline and next steps.

8. Regency Update. According to Kim Stumne, manager of Regency, the teardowns have commenced. It is anticipated that 3-4 units will be removed in 2023. Ms. Stumne cited difficulty with renting dumpsters and having them emptied in a timely manner as the reason for the teardowns taking place slower than anticipated.



Jennifer J. Bromeland
City Administrator

DATE: June 1, 2023
TO: Jennifer Bromeland, Administrator
City of Eagle Lake
FROM: **Susan Brower**
Minnesota State Demographer
SUBJECT: 2022 Population and Household Estimates

Your April 1, 2022 population estimate is 3,331.

Your April 1, 2022 household estimate is 1,210.

If you have any questions or comments about these estimates, please contact the State Demographic Center, 300 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, phone (651) 201-2473 or send an e-mail to local.estimate@state.mn.us. All challenges must be submitted in writing. Please refer to the enclosed sheet for details.