

CITY OF EAGLE LAKE
OCTOBER 3, 2022
CITY COUNCIL MEETING AGENDA
705 Parkway Avenue at 6:00 P.M.

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

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

CALL TO ORDER

ROLL CALL

_____ Auringer _____ Steinberg _____ Rohrich _____ White _____ Whittington

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 from September 12 and September 26, 2022 Pg. 3

CONSENT AGENDA

- | | | | |
|------------------------|--------|--------------------------------|--------|
| 1. Monthly Bills | Pg. 16 | 2. Treasurer's Report | Pg. |
| 3. Police Report | Pg. 67 | 4. Fire Report | Pg. |
| 5. Public Works Report | Pg. 71 | 6. Building and Zoning Permits | Pg. 72 |
| 7. Gambling Report | Pg. 73 | 8. Electronic Fund Transfer | Pg. 75 |
| | | Designated Authority | |
| 9. | | 10. | |

PRESENTATIONS

PUBLIC HEARING

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

OLD BUSINESS

1. Mayor and Council Compensation

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NEW BUSINESS

1. Variance Recommendation from Planning Commission for 104 Creekside Drive Pg. 83
2. Re-Zoning Recommendation from Planning Commission for Parcel ID # R121018400013 Pg. 104
3. Preliminary Plat Recommendation from Planning Commission for Parcel ID # R121018400013 Pg. 132
4. Developer's Agreement for Fox Meadows Pg. 162
5. Recommendation to Hire Andrew Hartman as the New Public Works Director Pg. 172
6. Commence Hiring Process for Full-Time Public Works Worker Pg. 174
7. Police Department Staffing Pg. 181
8. Community Development Coordinator Position Pg. 185
9. 4M Investment Fund for EDA Funds Pg. 190
10. KJ Walk Supplemental Agreement Pg. 193
11. Amend Check Signing Policy Pg. 197
12. Set Election Canvassing Board for November 17th or 18th Pg. 199
13. Towards Zero Death Resolution Pg. 200

OTHER

1. Council Goals

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CITY ADMINISTRATOR REPORT

1. Upcoming Builders Workshop on October 12th
2. Recap of Recent Storm Drain Stenciling Event
3. Copier Proposal Update
4. Water Treatment Plant Project Update and Next Steps
5. Reminder of Fire Department Open House – October 9th from 1:00 p.m.-3:00 p.m.
6. Fall Cleanup – October 15th from 8:00 a.m.-Noon
7. Leaf Collection - Starting October 17th
8. Pedestrian Connectivity Study Report Presentation – November 7th Meeting

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COUNCIL MEMBER'S REPORT

ANNOUNCEMENTS

- Next Regular **City Council** Meeting -November 7, 2022 at 6:00 p.m., City Hall – Council Chambers, 705 Parkway Avenue
- Next Regular **EDA** Meeting – October 27, 2022 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Park Board** Meeting – October 13, 2022 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Planning Commission** Meeting – October 19, 2022 at 6:00 PM, City Hall-Council Chambers, 705 Parkway Ave

ADJOURNMENT

**CITY OF EAGLE LAKE
CITY COUNCIL MEETING
SEPTEMBER 12, 2022**

CALL TO ORDER

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

ROLL CALL

- Council Members present: Garrett Steinberg, Beth Rohrich, Anthony White, John Whittington, and Mayor Tim Auringer.
- Staff present: City Administrator Jennifer Bromeland, Police Chief John Kopp, Public Works Director Brian Goettl, and Deputy Clerk Kerry Rausch.

PUBLIC COMMENTS

- Mike Guentzel, 60374 224th Lane, Madison Lake, stated that the annexation agreement with LeRay Township ends on October 8, 2022, and asked what happens at that point. Mayor Auringer stated that will be a township decision.

APPROVAL OF THE AGENDA

- Added to the agenda was the public hearing for Mayor and Council compensation and under New Business the addition of a Community Forestry member.
- Council Member Steinberg moved, seconded by Council Member Rohrich to approve the amended agenda. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.

APPROVAL OF MEETING MINUTES

- Council Member White moved, seconded by Council Member Rohrich, to approve the August 1, August 22, and August 30, 2022 City Council meeting minutes. The motion carried with Council Members Steinberg, Rohrich, White, Whittington and Mayor Auringer voting in favor.

CONSENT AGENDA

- Added to the consent agenda were additional payables and the Fire Chief's report.
- Council Member Rohrich moved, seconded by Council Member Steinberg, to approve the consent agenda as amended.

Monthly Bills

Treasurer's Report

Police Report

Fire Report

Public Works Report

Building & Zoning Permits

Gambling Report

WEX Agreement

Resignation of Amy McGuire

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

PRESENTATIONS

1. Supplemental EAW for Mankato Motorsports Park Project: Jason Femrite and Addy Tuese with Bolton and Menk

- Mayor Auringer explained that Council had asked for more information on the effects the motorsports park would have on climate change.

- Ms. Tuese stated that the existing greenhouse gas (GHG) output for Highway 14 is 37,045 MTCO₂e a year and 185.28 MTCO₂e from the 230 acres of cropland for a total of 37,230.28 MTCO₂e.
 - The output from the proposed facility, which includes buildings, course use and employees/vendors/patrons will be 35,221.87 more MTCO₂e a year than existing conditions. The per acre GHG is 315 MTCO₂e per year for the proposed facility versus 161.87 MTCO₂ per year for the existing condition.
 - There are no Minnesota or National ambient air quality standards for GHGs which means there is no threshold identified.
 - Traffic levels in this study included a 20 mile stretch to include commuters. The only ag land data is from California which averages a variety of farming techniques.
 - During construction the first year, the result will be less than a 50% increase in GHS; this includes construction equipment emissions and then the continued operational use of the track, facility and vehicles. Electric cars were not figured into these calculations. Residential housing use of land was not available for comparison purposes due to the variability of housing.
 - Administrator Bromeland explained the next step is for the Council to make a determination of completeness of the supplemental EAW, if found complete, there will be a 30-day comment period after which it will come back to the Council to determine if an EIS is needed.
 - Mayor Auringer stated that when comments come back from agencies who have reviewed the supplemental EAW it may provide Council with more information.
 - Council Member White moved, seconded by Council Member Steinberg, to declare the Supplemental EAW as complete. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.
2. Sewer and Water Extension Project Update and Next Steps: Brian Sarff with Bolton and Menk
- Brian Sarff with Bolton and Menk explained that this project has been in progress for over a year, plans have been prepared, bids received, and the project awarded to Bromeling Construction who is set to begin installing the fire hydrant tomorrow. Last week Chad Ragan informed the city that he is looking at other options. Mr. Sarff also stated that there have been two meetings with Mr. Ragan and that Bolton and Menk proceeded accordingly. Parties involved are unwilling to sign easement documents.
 - Chad Ragan, 804 Parkway Avenue, stated that at the first meeting 3 of 6 owners were present and at that meeting a rough draft was presented as to where the line would run. Another option was presented to push the line to the north. At the second meeting a proposed line from the existing manhole which would follow the railroad tracks was presented. He was informed the line would be 8 feet and no deeper and a hydrant would be installed in his back yard. Mr. Ragan stated at that time he was told to get personal bids to install a private line to the house and shop and was not given an idea of the cost. His contractor told him he would need an E1 grinder system which could cost between \$10,000-\$20,000 and this pump would need to be replaced every 8 years. On December 6th, Pete Forrey, Mr. Ragan's contractor, informed Mr. Ragan that a new septic system would not work due to soil quality. Mr. Ragan stated he thought the sewer system would be brought to the front of the house and that to do this project on his own it would cost him \$2,000 more and that he would not lose property due to an easement and he would still need an E1 grinder system. He then clarified by stating he would need a lift pump, not a E1 grinder pump which can only be used if the run is less than 300 feet.
 - Mr. Ragan stated it would be less distance to run this line through his front yard. Mr. Sarff stated that to run the line in front of the property, instead of where proposed, would be a longer distance and would cost more due to the paved trail and parking lot.
 - City Attorney Chris Kennedy stated the Council needs to consider the cost to the City with any changes to the scope of the project. He also stated costs to date will be absorbed by the city and if the City is to rebid this project there will be additional costs.

- Brian Sarff explained the contractor has the materials ordered for the project and the hydrant is on hand. There are no major material costs to date. He also stated that no property owners were guaranteed a gravity system.
- Mr. Ragan asked how the bid was accepted and awarded when he was still determining his cost. Mr. Kennedy explained that state statute does not require a property owner be part of the process and that property owners do not need to sign off on a city project for a bid to be awarded. He also stated he is unsure if he can get an easement from family members for this project but should know within a couple of days.
- Council discussion included that past discussions recognized that a line installed at the rear of the property was not an optimal location, but it is a location that worked.
- Mr. Sarff explained that if development occurs to the west of these properties, easements would be needed and that a gravity system would not be installed. The only other option would be to come off of Parkway Avenue and this would involve Blue Earth County's force main system. Brian Goettl, Public Works Directed, stated that connecting into the force main is not an option because there is no meter. This would need to go to a lift station.
- Mr. Ragan asked if the commercial property he owes to the east of 598th could be added to this project. Mr. Sarff stated that he is unsure of the depth and that it would need to cross County Road 17 and it may disturb the trail and parking lot. He stated he does not believe Blue Earth County would allow the City to go into the road (598th).
- Council Member Rohrich stated that taxpayers are fronting the cost of this project and asked why the City has not heard from Mr. Ragan until it is an emergency situation and that there have been several meetings where this could have been discussed. She also stated the City does not hold up other projects for property owners. This project affects only two properties and is costing the City \$110,000. She also stated Mr. Ragan has had 1 ½ years to obtain the easement from family members. Without an easement the city is unable to help.
- Mr. Kennedy explained that an easement does not change ownership of land. Mr. Ragan responded that an easement would make future construction impossible. Mr. Kennedy explained that the type of easement would determine if construction could occur.
- Council discussion included that if no easement is granted, the City has no way to proceed with the project and that the City has spent a lot of money to date on this project. The City will need to know by the end of this week if easements will be granted.
- Council Member Rohrich moved, seconded by Council Member Whittington, to set a deadline of September 16, 2022 to obtain an easement for the project and if an easement is not granted within the deadline then a reduction to the scope of the project will be pursued. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.

PUBLIC HEARING

1. Mayor and Council Compensation

- Mayor Auringer explained that any changes to Mayor and City Council wages would need to be approved prior to the November election.
- Administrator Bromeland stated that a public hearing notice was published in the Free Press to amend City Code Chapter 2.020. The current wages are \$325 per month for the Mayor and \$225 per month for City Council members. Each are paid \$50 for special meetings. The last wage increases for the Mayor and Council occurred in 2013. Included for Council review is a summary of other city's pay rates.
- The public hearing was open and closed with no comments being offered.
- Council discussion included that Eagle Lake's pay rates are in line with other communities.

- Council Member Steinberg stated he would like to see Eagle Lake move to two council meetings a month due to the amount of activity in Eagle Lake and then use Bryon's pay scale of \$400 for Mayor and \$300 for City Council a month. The two meetings a month should eliminate the need for most special meetings.
- Discussion included how moving to two meetings a month would affect staff's workload and overtime pay, that residents would know there are two meetings scheduled each month instead of having special meetings periodically. Two meetings a month would require an ordinance change.
- Council concern included the need to wait until additional staff are brought on board to assist with the workload and that such a decision in an election year will affect potential new members to the Council.
- Administrator Bromeland stated from experience in other cities where two meetings a month were held she noticed that it makes twice as much work and take twice the amount of time.
- Council asked that staff determine where the year to date budget is at for the Mayor and Council wages. Council Members Rohrich and White stated they are not concerned with wages and Council Member Rohrich stated she is more concerned about the amount of time two meetings a month will take. Council Whittington stated his concern is that two meetings a month will turn into two meetings expanding into two long meetings.
- Council Member Steinberg moved, seconded by Council Member White, to table discussion on mayor and council wages until the October City Council meeting. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.

OLD BUSINESS

- None

NEW BUSINESS

1. Hazardous Buildings Report from Building Inspector for Eagle Lake Regency Manufactured Home Park
 - Administrator Bromeland stated that Dan Murphy, the City's building inspector, was asked to inspect eleven homes in Eagle Lake Regency Manufactured Home Park. As per Mr. Murphy's report, all eleven homes have been deemed structurally unsafe per MN Rules 1300.0180. The unsafe homes shall be demolished and placed in a licensed landfill/recycling center per MN Statute 463.15. Mr. Murphy estimated that it will cost \$6,000 per structure for demolition and removal. He also stated that Regency Manufactured Home Park does not have titles to the structures.
 - Administrator Bromeland explained that in April of 2015 the City agreed to remove a large special assessment of unpaid utility bills in exchange for Regency replacing sewer infrastructure within the park. A provision of the agreement references vacant homes and the demolition timeline and process. This applies to homes within the ownership of Regency.
 - Mr. Murphy has recommended that the City establish a timeline that is reasonable for Regency to be able to demolish the structures due to the potentially large upfront costs to the City if abatement is initiated.
 - Randy Roiger with Regency had the Park Manager, Kim Stumne, on the phone who stated all units are vacant and that she is unable to tear them down without a title, but since the units have been condemned, she can start the tear down process. Ms. Stumne asked if there would be any assistance the City could provide, but it is unlikely that funding could be obtained through outside funding sources. Ms. Stumne stated that the corporate office is exploring options and are looking to remove the first 5-6 units within the next 60-90 days. The remaining units would be removed in the spring of 2023.
 - Council asked that a map of the units to be removed be provided. When asked Ms. Stumne stated the units to be removed would be secured.
 - Council consensus was that removing 5-6 units in 2022 and the remaining units in the spring 2023 is a reasonable plan.

2. Copier Proposal from Loffler

- Administrator Bromeland explained that the City of Eagle Lake currently leases its copier from Metro Sales and that under the current agreement with Metro Sales, there is a cost escalator for black and white and color copies. Depending on print volume, our monthly cost can vary significantly and so far in 2022 we have averaged approximately \$800 per month.
- Kirk Hankins with Loffler recently reached out with a proposal for a copier that has all the same features as the current copier and would allow for the ability to make unlimited black and white and color copies. The proposal from Loffler entails a 60-month lease agreement at \$388.00 per month and pricing is locked for 60 months. The proposal includes new copier equipment; delivery, installation, on site training, and networking; ship back via Loffler truck of the current copier with Metro Sales; and \$1,482 for Loffler to satisfy the current lease with Metro Sales. All toner, parts, and labor are included. The proposal from Loffler would result in an immediate cost savings of at least 50% of our monthly copier lease and printing costs. The current lease with Metro Sales is set to expire in September 2023.
- Council Member White asked if staff could reach out to Riverbend Business Products to learn what they could offer the City for a copier agreement.
- Council Member White moved, seconded by Council Member Steinberg, to approve the Loffler copier proposal unless Riverbend Business Products can offer a better cost savings. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.

3. Sale of 2006 Leaf Collector

- Administrator Bromeland stated that following the special city council meeting on August 22nd, the 2006 leaf vac unit was posted on Surplus Services (MinnBid.org) website. The bidding closed on Thursday, September 1st with the high bid of \$6,550. The sale proceeds should be credited to the 201 Storm Water Fund. The auction administrative fee is 8 percent of the sale price.
- Council Member Steinberg moved, seconded by Council Member White, to approve the sale of the 2006 Leaf Collector and to designate the sale proceeds to the 201 Storm Water Fund. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.

4. Electronic Fund and Wire Transfer Policy

- Administrator Bromeland stated that as electronic banking becomes more widely accepted, the City of Eagle Lake has experienced an uptick in the number of vendors requiring or requesting electronic payment. The purpose of the proposed Electronic Funds Transfer Policy is to ensure that electronic funds transfers are completed in a manner that conforms to Minnesota Statutes governing electronic or wire transfer to pay claims or make investments.
- Included in the Council packet was an “Avoiding Pitfalls” from the Minnesota Office of the State Auditor regarding Electronic Funds Transfers and a copy of Minnesota Statute 471.38. According to the MN OSA, while electronic transactions are convenient, they present unique opportunities for fraud. As a result, state law requires local units of government to adopt certain policies and procedures before electronic transfers are made. These policy controls include delegating on an annual basis a designated person the authority to make electronic funds transfers, the disbursing bank must keep on file a certified copy of the delegation of authority; the person initiating the electronic transfer must document the request and obtain approval from the designated person before initiating the transfer; written confirmation of the transaction must be made within one business day after the transaction; and a list with all transaction made by electronic funds transfer must be submitted to the governing body at its next regular meeting.
- Council Member White moved, seconded by Council Member Steinberg, to approve the Electronic Funds Transfer Policy as presented. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.

5. Utility Rate Discussion and Recommendations – Water, Sewer, and Stormwater Rate Analysis

- Administrator Bromeland directed Council to the letter from Shannon Sweeney with David Drown Associates pertaining to his utility rate recommendations for water, sanitary sewer, and storm water.
 - The water utility is making debt payments on the 2021 bonds and planning a water tower rehab project for 2023 that is estimated to cost approximately \$500,000. The impact of these expenditures will require modifications to water rates. A 5% annual increase is recommended for years 2023 through 2026, and a 3% annual increase for years 2007 and 2008.
 - Based on inflation and operating costs, it is recommended that sewer rates be increased 4% annually for years 2023 through 2028.
 - A 15% annual storm water rate increase is recommended to cover debt service contributions for the 2021 bonds and operating costs.
 - No increases to refuse and recycling collection are proposed.
 - The projected monthly increase for an average residential customer based on an average monthly water consumption of 4,300 gallons is \$3.40. The proposed increase would take effect with January's water usage which would be billed in February 2023.
 - Council discussion included the need to keep up with inflation and that smaller incremental increases are better than large increases. The possibility of early bond payoffs was discussed, but with bonds being refinanced last year, this is not an option.
 - Concern with staffing shortages for LJP and the possible need for an RFP was mentioned.
 - Council Member Whittington moved, seconded by Council Member Rohrich, to adopt a 5% increase in water rates, a 4% increase in sewer rates, and a 15% increase in storm water rates for 2023. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.
6. Drug and Alcohol Testing and Drug-Free Workplace Act Policy
- Administrator Bromeland referred to the proposed Drug and Alcohol Testing and Drug-Free Workplace Act Policy for Non-DOT Employees which is based on a model policy provided by the League of Minnesota Cities. The policy reflects recent changes to legislation passed that went into effect related to legalized cannabinoids, including tetrahydrocannabinol (THC), in some circumstances. Also before Council is a proposed Drug and Alcohol Testing and Drug Free Workplace Act Policy for DOT Employees.
 - Administrator Bromeland explained that action is not needed tonight and once the policies are adopted they will be reviewed with staff and staff will be asked to sign an acknowledgement form.
 - Currently the City tests as part of the pre-employment process and there is no review of driver's license citations.
 - Council discussion included the desire to test for suspicious behavior, which is covered in the proposed policies.
 - City Attorney, Chris Kennedy, stated the problem with THC is complex in that the Federal law is clear with DOT licenses there can be nothing in your system. The issue is if an employee tests positive, it does not necessarily mean they are impaired.
 - Council Member Rohrich moved, seconded by Council Member Whittington, to adopt the DOT and Non-DOT Drug and Alcohol Testing and Drug-Free Workplace Act Policies. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.
7. Fire Department Policy
- Administrator Bromeland explained that Sheila with the MN Valley Council of Governments has provided feedback on the proposed policies. A small committee of fire department members worked on the updated policy and presented it to the department. Department members are comfortable with this policy.

- Spencer Kolles with the Fire Department stated the current policies are outdated and the proposed policies are more in-depth and include job descriptions, drug testing policy, driving policy, and leave of absence policy.
- Council Member Steinberg moved, seconded by Council Member White, to adopt the fire department policies as presented. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.

OTHER

- None

CITY ADMINISTRATOR REPORT

1. Storm Drain Stenciling Activity-Eagle Heights Park
 - As part of the MS4 program, the City is responsible for completing education and outreach with the public. A storm drain stenciling activity has been coordinated for Wednesday September 14th from 5:30-7:30 p.m. in the Eagle Heights Subdivision. To date, there are 15 volunteers signed up to help between the Eagle Lake Area Lions Club and Girls Scouts.
2. Fall Clean Up
 - The Fall Clean Up is scheduled for October 15th from 8:00 a.m. to noon in Lake Eagle Park
3. Fox Meadows Development Status
 - Following the completion of the EAW, applications for re-zoning and the preliminary plat were received from the developer. Public hearings for re-zoning and preliminary plat have been scheduled for the upcoming Planning Commission meeting on September 19th at 6:00 p.m. The developer's agreement will be included on the October 3rd City Council agenda.
4. Road Inquiry from Mankato Township
 - City staff was recently contacted about the City of Eagle Lake taking over the gravel road on 598th Avenue from Peregrine Avenue to 211th Street. The Public Works Director was consulted and advises against the City accepting this segment of 598th Avenue at this time as it was expressed that there is no benefit to the City to do so. Mankato Township also asked about the portion of the 211th Street from 598th to the area where the leaves are hauled. The Public Works Director indicated that the City is currently maintaining all of 211th Street from 598th to CSAH 27 and that it makes sense for the City to have ownership of this portion.
5. Fall Newsletter
 - The fall newsletter will go out towards the end of the month.
6. Upcoming Mandatory Staff Trainings in September
 - There will be a safety committee meeting for all staff on September 20th. After the safety committee meeting, there will be a brief mandatory MS4 training for all staff with more in-depth training for field staff. Another annual related safety training will take place on September 22nd for all staff.
7. Special City Council Meeting
 - A special City Council Meeting will be held on Monday, September 26th at 6:00 p.m.
8. Community Forestry Member 2022-2023
 - If available, the City may want to consider a part-time Community Forestry Member who could help assess storm water ponds vegetation, and work with the rain gardens and buckthorn. This is a no cost program to the City.
 - Depending on staffing levels, this person may be officed in the Council Chambers or at the Public Works building.

- Council Member Rohrich moved, seconded by Council Member Steinberg, to authorize the contracting of a part-time community forestry person. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.

COUNCIL REPORTS

- None

ADJOURNMENT

- Council Member Steinberg moved, seconded by Council Member White, to adjourn the meeting at 8:41 p.m. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.

Tim Auringer, Mayor

Kerry Rausch, Deputy Clerk

**CITY OF EAGLE LAKE
CITY COUNCIL MEETING
SEPTEMBER 26, 2022**

CALL TO ORDER

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

ROLL CALL

- Council Members present: Garrett Steinberg, Beth Rohrich, Anthony White, John Whittington, and Mayor Tim Auringer.
- Staff present: City Administrator Jennifer Bromeland, Police Chief John Kopp, Public Works Director Brian Goettl, and Deputy Clerk Kerry Rausch.

NEW BUSINESS

1. Preliminary 2023 Budget and Tax Levy
 - a. Resolution No. 2022-38: A Resolution Setting the Fiscal Year 2023 Preliminary City Budget and Preliminary Property Tax Levy
 - Administrator Bromeland explained that the preliminary levy must be adopted 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 Truth-N-Taxation (TNT) public comment hearing must occur sometime between November 25th and December 28th. This hearing has been set for the regularly scheduled City Council meeting at 6:00 p.m. on Monday, December 5th.
 - 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, Administrator Bromeland explained that last year's final levy was set at 10% or an increase of \$81,173 over the 2021 tax levy. Property taxes should have remained relatively flat unless a property's valuation increase.
 - Administrator Bromeland stated that attached is spreadsheet from Blue Earth County which can be used to consider different scenarios by changing the proposed levy amount and residential taxable market values. It was noted that the estimated city tax used a residential 1% class rate and that this does not 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. 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. Per an inquiry to Blue Earth County Property staff, the average residential sale price in the City of Eagle Lake was \$300,100 for the 2022 assessment. The average market value percent increase on residential homes was 8.44%. It was noted that the City's net tax capacity has increased recently due to new residential and commercial construction. This is important because with more taxpayers, the tax base has expanded and helps to spread the burden of taxes over more taxpayers.
 - A net tax capacity increase with continued growth allows our tax rate to decrease. Even with a proposed 9% levy increase, the proposed 2023 tax rate would still be slightly below the 2022 tax rate. However, if a property's valuation increased, taxes will increase accordingly. If taxpayers see an increase in taxes, they also need to look at their valuation and whether that 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 August 22nd budget work session about setting aside funds annually for future facility maintenance at the Fire Hall. Since that meeting, a line item was specifically added to the Fire Department budget for this purpose and \$25,000 has been allocated with \$20,000 of this amount for parking lot maintenance and HVAC work, and the remaining \$5,000 set aside for phase 1 of the new facility study. Because this is in a capital outlay line item, any unused funds at year end will be carried forward.
 - Since the Mayor and Council compensation matter was tabled at the September 12th meeting, a \$400 increase was factored into the 2023 budget for the mayor and a \$300 increase for council. If no action is taken to increase the compensation for the Mayor and City Council before the election in November, these amounts can be removed before the final budget and tax levy is approved in December.
 - In additional \$2,500 was allocated for set aside in capital outlay in the City Hall budget to continue incrementally setting aside funding for future facility improvements.
 - The proposed preliminary tax levy is General Fund - \$769,952, EDA - \$51,000, and Debt Service - \$152,310 for a total of \$973,262. This is a \$80,361 or 9% increase from the 2022 tax levy.
 - Administrator Bromeland stated from her perspective, one of her immediate goals is that we increase staffing levels to keep up with the demands and growth pressures that we will continue to encounter as a growing community. To ensure effective and efficient delivery of services and to be able to accommodate ongoing growth, the City must be intentional about adequately staffing departments. If staffing needs aren't addressed in specific areas, such as consistent police coverage, sufficient public works maintenance staff, and dedicated planning and zoning and economic development position, we will likely continue to fall behind and be reactive while the delivery of services could suffer due to staff being stretched too thin. Staff are simply trying to do too much with too little resources, and it is not sustainable as the community continues to grow and expectations for services and amenities increases.
 - Other immediate goals include updating outdated planning documents to promote orderly growth and development (2023). Moving ahead with the SCADA system for water and sewer (2022-2023), water tower rehab project (2023), secure funding for water treatment plant project (2023-2025), park pavilion (2023), and research and implement creative employee retention and recruitment ideas, including all full-time and part-time employees, and paid volunteer fire and daytime rescue personnel (2023-2034).
 - Discussion included the water, sewer and storm water rates and increasing operating costs due to inflation, ongoing maintenance of aging infrastructure, and debt service for bonds. Administrative Bromeland explained that Shannon Sweeney with David Drown and Associates has done a rate study and that he has proposed a multi-year rate increase plan. Administrator Bromeland explained that rate increases are necessary to keep up with increasing operation costs and debt service. This information was factored into the rate analysis. It was noted that the enterprise budgets reflect anticipated revenues and expenditures for one year and that we completed the rate analysis to ensure that we maintain healthy enterprise fund balances.
 - Also discussed was the importance to prioritize staffing needs and when would be best time to advertise for new positions. Staff recommendations for the hiring process will be brought to the October 3rd City Council meeting.
 - Council Member Whittington moved, seconded by Council Member Rohrich, to adopt Resolution 2022-38 A Resolution Setting the Fiscal Year 2023 Preliminary City Budget and Preliminary Property Tax Levy. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.
2. Police Staffing Needs
- Police Chief Kopp was asked to present to Council police staffing needs. He presented a proposed schedule if a 4th full-time police officer was hired. He also reviewed call out data, explained that 46% of call outs occurred on Saturdays and Sundays and that 54% on Mondays – Fridays. Only 6% of calls for service occur between 8:00 a.m. and 4:00 p.m.

- Chief Kopp also stated if a 4th full-time officer is hired it would be his recommendation that a third squad car be purchased. He proposed that when the oldest squad is due to be replaced, that it be left in the fleet and that a new squad would be purchased as well. He explained that squad cars are difficult to purchase at this time with a long wait time for delivery.
 - Chief Kopp also explained if staffing levels remain at 3 full-time officers an additional part-time officer should be added to staff. The difficulty is that officers look at pay when deciding where to apply and that in general police officers face liability and are taking a risk coming to work.
 - It was Chief Kopp's recommendation to maintain three full-time police officers and stated he feels the current staff can make the schedule work in an efficient and effective manner. He also stated that he feels a good wage is needed to be competitive and would have a better chance at retaining officers and that other cities in the area are offering higher wages.
 - Discussion included if a third squad is really needed and where it would be stored since the current garage has two stalls.
 - Staffing with on/call shifts was also discussed and how that affects the community and response times. When school is in session and more housing developments, a presence at the school and on school routes is appreciated by parents and students.
 - Police Chief Kopp stated it is his recommendation to remain with 3 full-time police officers.
 - Council asked Chief Kopp to draft a proposed schedule of patrol hours and coverage.
 - Also discussed was the possibility of establishing a pool of part-time police officers with other cities within Blue Earth County that could be contacted to fill staffing needs.
 - Fire Department members Vern Simpson and Trent Talle voiced their concern with on/call staffing, stating this places fire department members in a dangerous position and causes response delays while the fire department waits for a police officer to arrive to provide site safety. They stated they would like to see more policing.
 - Mayor Auringer stated this has been a long-term struggle and asked that it be brought to the October City Council meeting.
3. Council Goals
- Administrator Bromeland stated that Council goals have been received from two of the Council members and asked the rest to submit their 2023 goals so they can be brought to the October 3rd City Council meeting.

OTHER

- None

ADJOURNMENT

- Council Member Rohrich moved, seconded by Council Member Whittington, to adjourn the meeting at 6:53 p.m. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Auringer voting in favor.

Tim Auringer, Mayor

Kerry Rausch, Deputy Clerk

ECONOMIC DEVELOPMENT AUTHORITY
THURSDAY, SEPTEMBER 22, 2022
AGENDA

Call to Order: The meeting was called to order by Chair Hughes

- Members Present: Anthony White, Tony Dickmeyer, Brooke Wach, Brian Hughes, John Whittington, Christine Black-Hughes, and Jim Beal
- Staff Present: Jennifer Bromeland and Kerry Rausch

Approval of Agenda

Approved

Treasurer's Report

The treasurer's report was presented.

New Business

1. Strategic Economic Development Planning Process with Region 9
 - a. Drawing Contest
 - The following winners will receive a \$25 cash prize:

K-Grade 2	#37
Grades 3-5	#35
Grades 6-8	#25
Grades 9-12	#39
 - b. Report Presentation (October meeting)
2. Certificate of Deposit for EDA Funds
 - Administrator Bromeland explained that with the EDA's growing fund balance it may prudent to invest funds to gain interest. The 4M Plus fund is fluid and there are no penalties for withdrawing funds.
 - Tony Dickmeyer moved, seconded by Anthony White to utilize the 4M Fund. Tony Dickmeyer amended his motion, and Anthony White seconded, to utilize the 4M funds and to invest \$200,000 in this fund. Motion carried.
3. Copy of Letter of Support Submitted for Main Street Economic Revitalization Program Grant Application from Freedom Security (Future Eagle Lake Business)
 - Mike Bales has submitted his application for the Main Street Economic Revitalization Program grant. This grant program is highly competitive.
 - Mr. Bales has an agreement with City which stated that he must pull a building permit within 2 years from the date of closing.
4. Recap of Greater Mankato Growth's Transforming Tomorrow Together – Greater Mankato 2040 Launch Meeting
 - Administrator Bromeland stated she attended the first meeting and encouraged anyone that is able to get involved and participate in the process.
5. Other Updates
 - A. Annual REDA meeting – Administrator Bromeland attended this event. MSU President Inch spoke on how quickly technology is changing and the need to keep up to date and

how it will affect all aspects of life and work. He also addressed the need to embrace change. A panel of young leaders talked about remote workers and the need to engage in the community for networking opportunities. They also spoke on why they wanted to this come back to area and the need to get young people to stay in the area.

- B. Motorsports Park Update – The EAW 30-day public comment is open in which comments are being received and all comments will be responded to. During the comment period the MPCA, DNR and other agencies will provide comments as well as public comments. The council previously approved the EAW and then an appeal was filed. The appeal resulted in the EAW being remanded back to review the effects of greenhouse gases.
- C. The Troy Schrom housing development - This project has gone through the EAW process and Council declared the EAW complete. The portion of land that is currently within city limits will be developed first.
- D. A question was asked about recent construction activity. It was reported that it was for a new hydrant and that Chad Ragan's utility extension project has been halted due to the City not able to get the needed utility easements.
- E. The privately owned Al and Sharon Anderson land has been sold.

Adjournment: Tony Dickmeyer moved, seconded by Anthony White to adjourn the meeting at 7:41. Motion carried.

CITY OF EAGLE LAKE

09/30/22 10:15 AM

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*Check Summary Register©

September 2022

Name	Check Date	Check Amt	
10100 Cash			
1576e PERA	8/29/2022	\$4,568.39	PERA
1577e MN DEPT OF REVENUE	9/2/2022	\$1,695.00	AUGUST SALES TAX
1578e PSN	9/8/2022	\$595.00	AUGUST FEES
1579e WEX HEALTH INC.	9/13/2022	\$248.64	BW 09-15-22
1580e WEX HEALTH INC.	9/13/2022	\$248.64	BW 09-01-22
1581e PERA	9/13/2022	\$4,820.93	BW 09-15-22
1583e PERA	9/26/2022	\$4,526.05	BW 09-29-22
1584e WEX HEALTH INC.	9/26/2022	\$7,886.14	BW 09-29-22 EE & ER CONTRIBUTIONS
1585e PERA	9/27/2022	\$42.50	MO 09-22
1586e CORNERSTONE STATE BANK	9/29/2022	\$20.00	STOP PMT ON CK 44584
44584 SKOGEN MECHANICAL LLC	6/28/2022	(\$216.00)	HAVA SYSTEM MAINTENANCE
44727 ARAMARK	9/8/2022	\$36.79	
44728 BADGER METER	9/8/2022	\$94.86	AUGUST HOSTING SERVICE
44729 B. E. COUNTY SHERIFFS DEPT	9/8/2022	\$180.00	2ND QTR MDTs
44730 BROMELAND, JENNIFER	9/8/2022	\$251.89	TRAINING AND SUPPLIES
44731 C & S SUPPLY CO INC	9/8/2022	\$8.47	
44732 CHRISTOPHER KENNEDY	9/8/2022	\$1,422.00	
44733 CLARKE ENVIRONMENTAL MOS	9/8/2022	\$685.00	08/29/22 SERVICE
44734 COMPUTER TECHNOLOGY SOL	9/8/2022	\$2,289.31	
44735 EAGLE EXPRESS	9/8/2022	\$2,026.02	AUGUST FUEL
44736 FEDEX	9/8/2022	\$4.69	
44737 FREDRICKSON & BYRON , P.A.	9/8/2022	\$271.65	CONVEYANCE OF OUTLOT G-ALLIED OVER
44738 FREE PRESS	9/8/2022	\$91.94	ORDINANCE-MAYOR/COUNCIL PAY
44739 G & K EVENT RENTALS	9/8/2022	\$2,385.00	STAGE FOR 3 EVENTS
44740 GOPHER STATE ONE CALL	9/8/2022	\$85.05	AUGUST TICKETS
44741 LEAGUE OF MN CITIES INS. TRU	9/8/2022	\$39,972.00	PROPERTY & CASUALTY INSURANCE PRE
44742 MATHESON TRI GAS INC	9/8/2022	\$72.91	
44743 MENARDS	9/8/2022	\$360.39	
44744 MID-AMERICAN RESEARCH CHE	9/8/2022	\$4,077.32	
44745 MUNICIPAL EMERGENCY SERVI	9/8/2022	\$5,444.50	FIRE GEAR
44746 PITNEY BOWES GLOBAL FINAN	9/8/2022	\$124.44	LEASE AGREEMENT
44747 SUN UP CONSTRUCTION INC	9/8/2022	\$760.00	REPAIR FENCE AT HOCKEY RINK-STORM
44748 SUPERIOR CAR WASH	9/8/2022	\$135.00	SQUAD CAR WASH COUPONS
44749 TRUCK CENTER COMPANIES	9/8/2022	\$515.50	2020 PUMPER TRUCK
44750 UC LABORATORY	9/8/2022	\$272.49	
44751 UNITED STATES POSTAL SERVI	9/8/2022	\$1,679.36	FIRST CLASS POSTAGE
44752 Verizon Wireless	9/8/2022	\$277.69	
44753 ADP, LLC	9/12/2022	\$399.90	
44754 AFFORDABLE TOWING OF MAN	9/12/2022	\$178.00	IMPOUND
44755 ALPHA WIRELESS	9/12/2022	\$336.00	QUARTERLY MAINTENANCE AGREEMENT
44756 ARAMARK	9/12/2022	\$87.71	
44757 BCBS OF MN	9/12/2022	\$13,553.62	OCTOBER PREMIUM
44758 CARRIAGE REPAIR INC	9/12/2022	\$2,138.76	2021 Freightliner-DOT INSPECTION-LEAF VA
44759 CITY BUILDING INSPECTION SR	9/12/2022	\$5,512.40	
44760 CLARKE ENVIRONMENTAL MOS	9/12/2022	\$685.00	
44761 DAVIS SALES AND SERVICE INC	9/12/2022	\$662.20	
44762 FRESH START CLEANING AND	9/12/2022	\$100.00	AUGUST SERVICE
44763 GOETTL BRIAN	9/12/2022	\$724.76	NEW SEAT FOR 2018 COUNTRY CLIPPER M
44764 I & S GROUP INC	9/12/2022	\$2,833.75	PHASE 4 MPCA AUDIT
44765 J.R. BRUENDER CONSTRUCTIO	9/12/2022	\$245.00	PARK
44766 LEAGUE OF MN CITIES	9/12/2022	\$3,930.00	ANNUAL MEMBERSHIP MAYORS ASSOCIAT
44767 LEXIPOL LLC	9/12/2022	\$1,201.72	ANNUAL MEMBERSHIP
44768 CITY OF MANKATO	9/12/2022	\$25,372.77	USER FEE
44769 MENARDS	9/12/2022	\$172.31	

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CITY OF EAGLE LAKE

*Check Summary Register©

September 2022

Name	Check Date	Check Amt	
44770	MN DEPT OF HEALTH	9/12/2022	\$2,624.00 QUARTERLY CONNECTION FEE
44771	MINNESOTA WASTE PROCESSI	9/12/2022	\$6,824.40 AYGUST CHARGES
44772	NICKLAY, MICHAEL	9/12/2022	\$40.00 ILLICIT DISCHARGE COURSE
44773	CASEYS GENERAL STORE EAGL	9/15/2022	\$0.00
44774	DELTA DENTAL OF MN	9/15/2022	\$733.65 OCTOBER PREMIUM
44775	EAGLE LAKE CAR WASH	9/15/2022	\$135.00 CAR WASH COUPONS FOR SQUAD CARS
44776	CASEYS BUSINESS MASTERCA	9/15/2022	\$568.87
44777	ACTIVE 911 INC	9/29/2022	\$450.00
44778	ALERT ALL	9/29/2022	\$600.00
44779	ALPHA WIRELESS	9/29/2022	\$336.00 QUARTERLY AGREEMENT
44780	ARAMARK	9/29/2022	\$124.50
44781	ARNOLDS OF ALDEN	9/29/2022	\$33.00
44782	ASSOCIATED PSYCHOLOGICAL	9/29/2022	\$250.00 EVALUATION
44783	AUTO ZONE	9/29/2022	\$141.30
44784	BATTERIES PLUS	9/29/2022	\$66.13 GENERATOR BATTERY
44785	BENCO ELECTRIC	9/29/2022	\$513.54 STREET LIGHTING
44786	B. E. COUNTY SHERIFFS DEPT	9/29/2022	\$13.65 LANGUAGE LINE
44787	BOLTON & MENK INC	9/29/2022	\$4,390.00 FOX MEADOWS DEVELOPMENT
44788	BROMELAND, JENNIFER	9/29/2022	\$130.00 REIMBURSEMENTS
44789	C & S SUPPLY CO INC	9/29/2022	\$177.56
44790	CITY BUILDING INSPECTION SR	9/29/2022	\$4,550.41
44791	COMPUTER TECHNOLOGY SOL	9/29/2022	\$2,289.31
44792	DAVID DROWN ASSOCIATES, IN	9/29/2022	\$250.00 2021A Bonds-limited Continuing Disclosure
44793	DAVIS SALES AND SERVICE INC	9/29/2022	\$343.56
44794	FEDEX	9/29/2022	\$4.73
44795	FIRE CATT	9/29/2022	\$2,187.85 FIRE HOSE TESTING
44796	FREE PRESS	9/29/2022	\$332.33 FOX MEADOWS REZONING
44797	GUILLETTE, CONNOR	9/29/2022	\$75.49 OPERATING SUPPLIES
44798	HAWKINS	9/29/2022	\$3,097.72
44799	J.R. BRUENDER CONSTRUCTIO	9/29/2022	\$245.00 SKATING RINK
44800	JOHN KOPP	9/29/2022	\$91.94 POST LICENSE-WALLERT
44801	LEAGUE OF MN CITIES	9/29/2022	\$30.00 FALL FORUM-RAUSCH
44802	LEAGUE OF MN CITIES INS. TRU	9/29/2022	\$40,561.00 WORK COMP PREMIUM
44803	LJP ENTERPRISES	9/29/2022	\$10,930.78 SM=940; LRG=120
44804	MENARDS	9/29/2022	\$613.47
44805	MN STATE FIRE CHIEF ASSN.	9/29/2022	\$900.00 ANNUAL CONFERENCE-SIMPSON, SANDEY
44806	MN VALLEY COUNCIL GOVERNMENT	9/29/2022	\$2,840.04 2ND HALF MEMBERSHIP
44807	PETTY CASH-CITY OF EAGLE LA	9/29/2022	\$106.86 REPLENISH PETTY CASH
44808	PITNEY BOWES GLOBAL FINAN	9/29/2022	\$603.88 POSTAGE FOR METER
44809	SKOGEN MECHANICAL LLC	9/29/2022	\$216.00 REISSUE FOR CHECK 44584 LOST IN MAIL
44810	STAPLES BUSINESS ADVANTA	9/29/2022	\$169.41
44811	STREICHERS	9/29/2022	\$880.99 WALLERT
44812	TRACTOR SUPPLY CREDIT PLA	9/29/2022	\$7.99 FUEL LINE
44813	WW BLACKTOPPING INC	9/29/2022	\$27,804.00 STREET REPAIRS
44814	XCEL	9/29/2022	\$3,968.88
44815	BADGER METER	9/30/2022	\$95.34 HOSTING SERVICE
44816	CENTER POINT ENERGY	9/30/2022	\$138.09
Total Checks			\$267,580.13

FILTER: ((([Act Year]='2022' and [period] in (9))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??') or [EFT])) and [Cash Act]='10100')

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CITY OF EAGLE LAKE

09/28/22 1:46 PM

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*Check Summary Register©

September 2022

Name	Check Date	Check Amt
10101 EDA Cash		
472 PETTY CASH-CITY OF EAGLE LA	9/28/2022	\$16.98 ONE MILLION CUP
	Total Checks	\$16.98

FILTER: ((([Act Year]='2022' and [period] in (9))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??') or [EFT])) and [Cash Act]='10101')

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Pay Dates 09/01/2022, 09/15/2022, 09/29/2022

Payroll Name	Pay Date	Net Pay
Auringer, Mandy L	09/01/2022	777.13
Auringer, Mandy L	09/15/2022	777.12
Auringer, Mandy L	09/29/2022	777.12
Auringer, Timothy A	09/29/2022	397.59
Bromeland, Jennifer J	09/01/2022	2,792.61
Bromeland, Jennifer J	09/15/2022	2,792.61
Bromeland, Jennifer J	09/29/2022	2,792.62
Goettl, Brian K	09/01/2022	1,765.37
Goettl, Brian K	09/15/2022	1,790.62
Goettl, Brian K	09/29/2022	1,857.92
Guillemette, Connor M	09/01/2022	1,428.39
Guillemette, Connor M	09/15/2022	1,731.08
Guillemette, Connor M	09/29/2022	1,239.90
Haber, Jerald L	09/01/2022	471.06
Haber, Jerald L	09/15/2022	382.17
Haber, Jerald L	09/29/2022	370.59
Hartman, Andrew R	09/01/2022	1,420.91
Hartman, Andrew R	09/15/2022	1,410.74
Hartman, Andrew R	09/29/2022	1,415.82
Jensen, Dustin D	09/01/2022	1,483.58
Jensen, Dustin D	09/15/2022	1,691.33
Jensen, Dustin D	09/29/2022	1,431.29
Konz, Noah J	09/29/2022	36.94
Kopp, John A	09/01/2022	2,842.18
Kopp, John A	09/15/2022	2,917.54
Kopp, John A	09/29/2022	2,828.85
Nicklay, Michael L	09/01/2022	1,172.38
Nicklay, Michael L	09/15/2022	1,172.36
Nicklay, Michael L	09/29/2022	1,259.27
Rausch, Kerry L	09/01/2022	1,243.76
Rausch, Kerry L	09/15/2022	1,151.07
Rausch, Kerry L	09/29/2022	1,243.78
Rohrich, Elizabeth K	09/29/2022	300.14
Shoemaker, Brian J	09/01/2022	407.22
Simpson, Vern L	09/29/2022	199.40
Steinberg, Garrett R	09/29/2022	300.14
Wallert, Tyler E	09/29/2022	152.12
White, Anthony D	09/29/2022	300.14
Whittington, Johnnie L	09/29/2022	300.14

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Wire Transfers Made in 2022

Date	<u>Description</u>	<u>Initiated by</u>
9/12/2022	Initiated \$125,000 transfer from Pioneer Bank to Cornerstone State Bank. Transaction was completed on 9/13/2022.	Kerry

We participated in the short Seatbelt enforcement TZD wave from September 18th thru September 24th.

We will be having fall qualifications with Blue Earth County and the other local agencies the week of October 3rd.

We will have two officers working on Halloween. Officer Jensen and the Officer Wallert will work that evening.

I will be at the fireman's open house with a squad on October 9th.

Officer Tyler Wallert started his Field Training this week. I would like to welcome Officer Wallert to the department and the city. He will be a great addition to our department.

I will be working on Clean Up days on October 15th to help keep the traffic flowing and to check ID's to ensure they are a resident of Eagle Lake.

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


Chief John Kopp
Eagle Lake Police Department

Eagle Lake Police Department Accumulative Report

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	0	0	0	0
DAS/DAR/DAC	1	1	1	2	1	3	2	5	1				17
Equipment Violations	0	0	0	0	0	0	0	0	0				0
Expired Tabs	0	0	0	0	0	0	0	4	1				5
Other	0	0	4	1	0	5	1	6	1				18
Seatbelt	0	0	0	0	0	0	1	0	0				1
Speeding	1	6	2	18	1	2	2	29	11				72
Stop Sign	0	2	0	0	0	0	0	0	1				3
Traffic Stops	10	32	38	64	15	33	33	63	41				329
Warnings	8	26	31	43	13	23	27	26	30				227
Calls for Service													Total
Accidents	1	0	2	2	1	2	0	2	0				10
Administrative Citations	1	0	0	0	0	0	0	0	0				1
Alarms	0	0	2	1	0	2	0	0	0				5
Animal Comp.	5	3	3	3	7	8	7	8	6				50
Assaults	0	0	0	0	0	0	0	0	0				0
Assist	6	2	4	4	6	5	4	4	9				44
Assist Ambulance	8	6	14	7	3	6	7	4	9				64
Assist Fire Dept	1	2	6	4	3	3	1	1	4				25
Assists OA	10	9	8	10	13	15	18	15	15				113
Burglary	0	0	0	2	1	0	2	0	5				10
Call Outs	9	4	13	6	5	12	8	10	10				77
Civil	2	2	3	4	4	4	8	6	6				39
Directed Patrol	60	69	94	60	106	38	34	39	54				554
Disturbance	2	1	2	1	4	2	2	2	0				16
Domestic	1	4	3	1	2	0	2	0	3				16
Driving Comp.	1	1	2	4	3	4	3	5	2				25
DWI	0	0	0	1	0	0	0	0	0				1
Fraud	1	0	3	1	2	1	0	1	0				9
Harrasment	1	0	0	0	1	1	0	2	1				5
Miscellaneous	54	25	18	70	28	45	32	37	31				340
Narcotics	0	0	0	0	0	1	0	1	0				2
Noise Comp	0	0	3	0	2	0	0	1	0				6
Ordinance Viol.	1	20	5	6	58	9	8	7	2				116
Party Comp.	0	1	0	0	0	0	0	1	0				2
Property Damage	3	1	1	0	1	4	4	1	3				18
Runaway/Missing Person	0	1	0	0	0	2	1	0	0				4

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Eagle Lake Police Department Accumulative Report

Suspicious Cir.	5	0	3	1	2	3	1	4	5	2	22
Suspicious Person	1	1	2	2	1	1	4	5	4	1	18
Suspicious Vehicle	3	2	2	4	6	4	5	4	0	0	30
Thefts	0	0	0	1	1	0	2	0	0	1	5
Threats	0	0	0	0	1	0	0	0	1	1	3
Warrants Serv.	0	1	1	0	0	1	0	0	2	1	6
Weapons	0	0	0	0	0	0	1	0	0	1	2
Welfare Check	1	3	6	2	5	1	6	3	3	4	31
Total ICRS	177	186	225	255	276	195	185	220	196	196	1915
Total Mileage											
2021 Explorer	6449	8152	10102	11952	13811	15900	18070	20682	23449		
2020 Explorer	36,841	37,651	38,695	39,532	40,741	42,300	44,126	46,955	48,447		
Monthly Mileage											
2021 Explorer	1,741	1,703	1,950	1,850	1,859	2,089	2,170	2,612	2,767		
2020 Explorer	1,271	810	1,044	837	1,209	1,559	1,826	2,829	1,492		

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Brian Goettl
Public Works Director
90 Le Ray Avenue
Eagle Lake, MN 56024
(507)257-3218
bkgoettl@eaglelakemn.com

October, 2022

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

From: Brian Goettl Public Works Director

Water: We will be flushing water mains and the sediments out of the water tower the week of October 10th.

Sewer: We have been doing our regular maintenance and inspections, the grease build up in the lift stations has cleared up.

Streets: We will be starting street assessments this fall for spring repair work.

Parks: Olive and Lexi have finished their Girl Scout Dog Park project last week and it looks very good, we will be doing some more things in the spring. MAYBA will be work on the infield and dugouts this fall.

Stprm Sewer: We will be starting leaf collection on the week of October 17th with a new schedule that will be posted. Andrew and Jennifer have trained the Fire Department personal on illicit discharge and did catch basin stenciling with the community for some of the city's MS4 permit requirements. We'll be doing a MS4 Contractors Training meeting on October 12th.

If you have any questions or concerns, please feel free to contact me at 507-420-3510 or bkgoettl@eaglelakemn.com

Brian K. Goettl

2022 Building Permits Issued

<u>HOUSE #</u>	<u>STREET</u>	<u>VALUE</u>	<u>Project Description</u>
110	Foxborough Ct	\$ 17,000.00	Reroof
721	Maple Ln	\$ 410,000.00	New Home
537	LeSueur	\$ 9,800.00	AC/furnace
207	Diane Dr	\$ 2,000.00	Replacing steps and patio
105	Connie Ln	\$ 12,000.00	AC/Furnace
224	Oak Dr.	\$ 8,000.00	Reroof
228	Oak Dr	\$ 10,400.00	Deck/fence

2022 Zoning Permits Issued

<u>Zoning #</u>	<u>Address</u>	<u>Type</u>
22-31	403 Perry St	Fence
22-32	404 Perry St.	Shed
22-33	164 Creekside Dr.	Paver patio
BP 22-76	207 Diane Dr	Patio-
BP22-79	228 Oak Dr	Fence

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Eagle Lake Fire Relief
Gambling Fund Report August 2022

Balance	8/1/22		\$26,659.81
Income:			
Paper Pull Tabs		\$5,994.00	
Electronic		\$23,690.00	
Interest Income		\$7.22	
Total Income			<u>\$29,691.22</u>
Total Funds Available			\$56,351.03
Less Total Disbursements			<u>(\$18,502.59)</u>
Balance	8/31/22		\$37,848.44

2022 Profit / Community Donations

Net Profit:		
1/22		(\$5,877.13)
2/22		\$247.53
3/22		\$19,562.14
4/22		(\$18,336.69)
5/22		\$2,590.75
6/22		\$11,110.62
7/22		\$4,036.35
8/22		\$11,881.79

Total Profit To Date: \$25,215.36

Community Donations To Date: \$2,800.00

**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2022-37**

**A Resolution Declaring Police Officer Tyler Wallert Eligible
for the PERA Police and Fire Plan**

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage under the Public Employees Police and Fire plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED, that the City Council of the City of Eagle Lake hereby declares that the position titled Part-Time Police Officer, currently held by Tyler Wallert, meets all the following Police and Fire membership requirements;

1. Said position requires a license by the Minnesota peace officer standards and training board under section 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position charges this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective September 16, 2022.

Adopted by the City Council of the City of Eagle Lake, Minnesota this 3rd day of October 2022.

Tim Auringer, Mayor

Jennifer Bromeland, City Administrator



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

October 3, 2022

To: Honorable Mayor Auringer and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Delegating Electronic Funds Transfer Authority for 2022

An Electronic Funds Transfer policy, a copy of which is attached, was adopted at the September 12th City Council meeting. One of the requirements is that on an annual basis, the governing body must delegate authority to make electronic funds transfer. Attached is a resolution for this purpose.

A motion is needed to adopt the above-described resolution.

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

Jennifer J. Bromeland
City Administrator

**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2022-40**

**A Resolution Designation of Bank Signatories and Delegating Authority to Make
Electronic Funds Transfers**

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Eagle Lake that the following persons are designated official signatories for the City of Eagle Lake for 2022:

Tim Auringer, Mayor
Garrett Steinberg, Mayor Pro Tem
Jennifer Bromeland, City Administrator
Kerry Rausch, Deputy Clerk

BE IT FURTHER RESOLVED, by the City Council of the City of Eagle Lake DOES HEREBY DELEGATE AUTHORITY TO MAKE ELECTRONIC FUNDS TRANFERS TO THE Deputy Clerk for the fiscal year 2022.

Tim Auringer, Mayor

ATTEST:

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

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

Purpose and Need for Policy

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

The purpose of this policy is:

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

Scope

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

Internal Controls

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

Authorized Uses of Electronic or Wire Transfers

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

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

1. Accounts Payable

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


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

Passed and adopted this 12th day of September 2022.



Tim Auringer, Mayor

ATTEST:



Jennifer J. Bromeland, City Administrator



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

October 3, 2022

To: Honorable Mayor Auringer and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Compensation of Mayor and City Council

The compensation of mayor and city council was last increased in 2013 to \$325 per month for mayor and \$225 per month for city council.

A public hearing was held at the September 12th meeting to consider amending Section 2.020 of City Code (see excerpt copied below).

SECTION 2.020 COMPENSATION OF THE MAYOR AND COUNCIL MEMBERS

Subd. 1. Monthly Salary. The Compensation payable to the duly elected Mayor of the City of Eagle Lake shall be \$325.00 per month. The compensation payable to the other duly elected members of the City Council of the City of Eagle Lake shall be \$225.00 per month.

Subd. 2. Special Meetings. The compensation payable to the Mayor and members of the City Council shall be \$50 for each special meeting which that member attends.

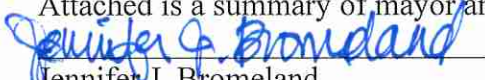
Subd. 3. Fee Adjustment for Nonattendance. If the Mayor or a City Council Member fails to be present at three or more of the scheduled regular meetings in any given calendar year, the total compensation payable to such Mayor or City Council Member shall be reduced by the percentage of the regular meetings missed in such year.

According to the League of Minnesota Cities, generally, no change in salary shall take effect until after the next succeeding regular city election. An ordinance changing council salaries should specify the date when the changes will take effect.

Discussion took place at the September 12th meeting about the possibility of holding two regularly scheduled meetings a month versus one. Attached is summary showing current mayor and council compensation including special meetings to date.

For budgeting purposes, a \$400 increase was factored into the 2023 budget for mayor and a \$300 increase for council. If no action is taken to increase the compensation before the election in November, these amounts can be removed before the final budget and tax levy is approved in December.

Attached is a summary of mayor and council compensation of some other area cities.


Jennifer J. Bromeland
City Administrator

City	Population	Mayor Pay	Council Pay	Special Meeting Pay	# of Meetings/Month
Janesville	2,539	\$250/month or \$3,000/year	\$200/month or \$2,400/year	\$25	2
Madison Lake	1,247	\$750/quarter and \$75/meeting	\$500/quarter and \$60/meeting	NA	2
Mapleton	1,710	\$2,600/year	\$1,875.72/year	\$50	1
Fairmont	10,487	\$400/month or \$4,800/year	\$200/month or \$2,400/year	NA	2
Blue Earth	3,174	\$400/month or \$4,800/year	\$250/month or \$3,000/year	NA	2
Byron	6,312	\$375/month or \$4,500/year	\$300/month or \$3,600/year	\$40	2
Lake Crystal	2,539	\$325/month or \$3,900/year	\$225/month or \$2,700/year	NA	2
Eagle Lake	3,278	\$325/month or \$3,900/year	\$225/month or \$2,700/year	\$50	1

Mayor and Council Pay Through August 2022

Est 2022 Annual Mayor Pay	\$ 3,900.00	Est. 2023 Annual pay with 2 meetings and no Special Meetings	\$ 4,800.00
Est. 9 Sp. Mtgs	\$ 450.00		
Est. Annual Pay	\$ 4,350.00		
Est. 2022 Annual Council Pay	\$ 10,800.00	Est. 2023 Annual Pay with 2 meetings and no Special Meetings.	\$ 14,400.00
Est. 9 Sp. Mtgs	\$ 1,800.00		
	\$ 12,600.00		

Through August there have been 6 special meetings, which averages to be 9 special meetings for the year.

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


October 3, 2022

To: Honorable Mayor Auringer and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Planning Commission Recommendation for Variance Request

A public hearing was held at the September 19th Planning Commission meeting for the purpose of considering an application received for a variance from 104 Creekside Drive. The applicant for the variance is seeking to encroach two feet into the required eight-foot side yard setback to be able to park a work vehicle. City code requires an eight-foot side yard setback. No public comments were received in advance of the public hearing, at the hearing, or following the hearing. Notice of the public hearing was published in the newspaper and mailed to all property owners within 350 feet of the subject property.

When contemplating whether to grant a variance, the legal standard of practical difficulties must be applied to the facts presented by the applicant. "Practical Difficulties" is a three-factor test including reasonableness, uniqueness, and essential character (attached is a summary sheet defining each of the three tests).

Discussion took place at the Planning Commission regarding whether the practical difficulties test could be met for all three factors. Ultimately, the Planning Commission recommends that the variance be approved.


Jennifer J. Bromeland
City Administrator

APPLICATION FOR VARIANCE



\$100.00 fee, plus \$2.00/notice sent to properties within 350 feet of property for which the variance is being sought. Recording Fee of \$46.00. Applicant must pay all fees in advance of the public hearing.

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

Applicant Name Bruce Beyer
Day Phone 507-340-5995 Email Address _____
Applicant's Address 104 Creekside Eagle Lake MN 56024
Address Requesting Variance _____
Legal Description _____
Parcel ID _____
Current Zoning A-1 R-1 R-2 R-3 R-4 B-1 L-1 H-1

In detail, describe the proposed variance and the practical difficulty in making the variance necessary. Also, furnish a site plan on 8 1/2 x 11" paper showing size of lot, size of structure, and distance from lot lines.

I want to pour a 12' concrete pad. This will accomodate my Van to open doors on driver side and step onto cement and still leave enough room on passenger side to open doors to restock supplies

Bruce Beyer
Applicant's Signature

2/20/22
Date

Clear Form

Office Use Only-----

Date of Application Notification: _____

Date Fee Paid: pd \$100 fee 7-11-22

- Planning Commission Action**
- Recommended
 - Recommended with conditions
 - Not recommended
 - Tabled

- City Council Action**
- Approved
 - Approved with conditions
 - Disapproved
 - Tabled

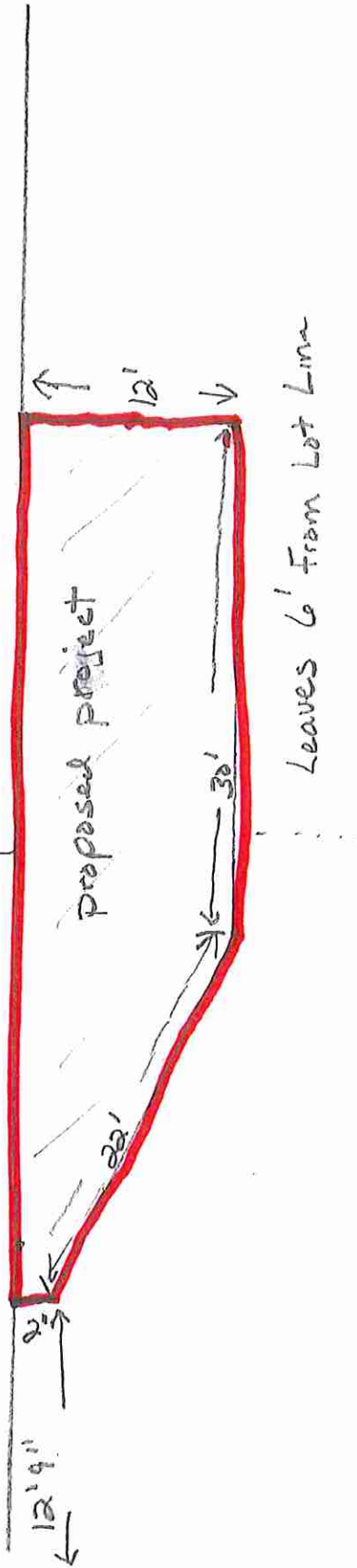
City Administrator

Date

Bruce & Julie Beyer
104 Creekside Dr

House

Present
Driveway



City Street

North

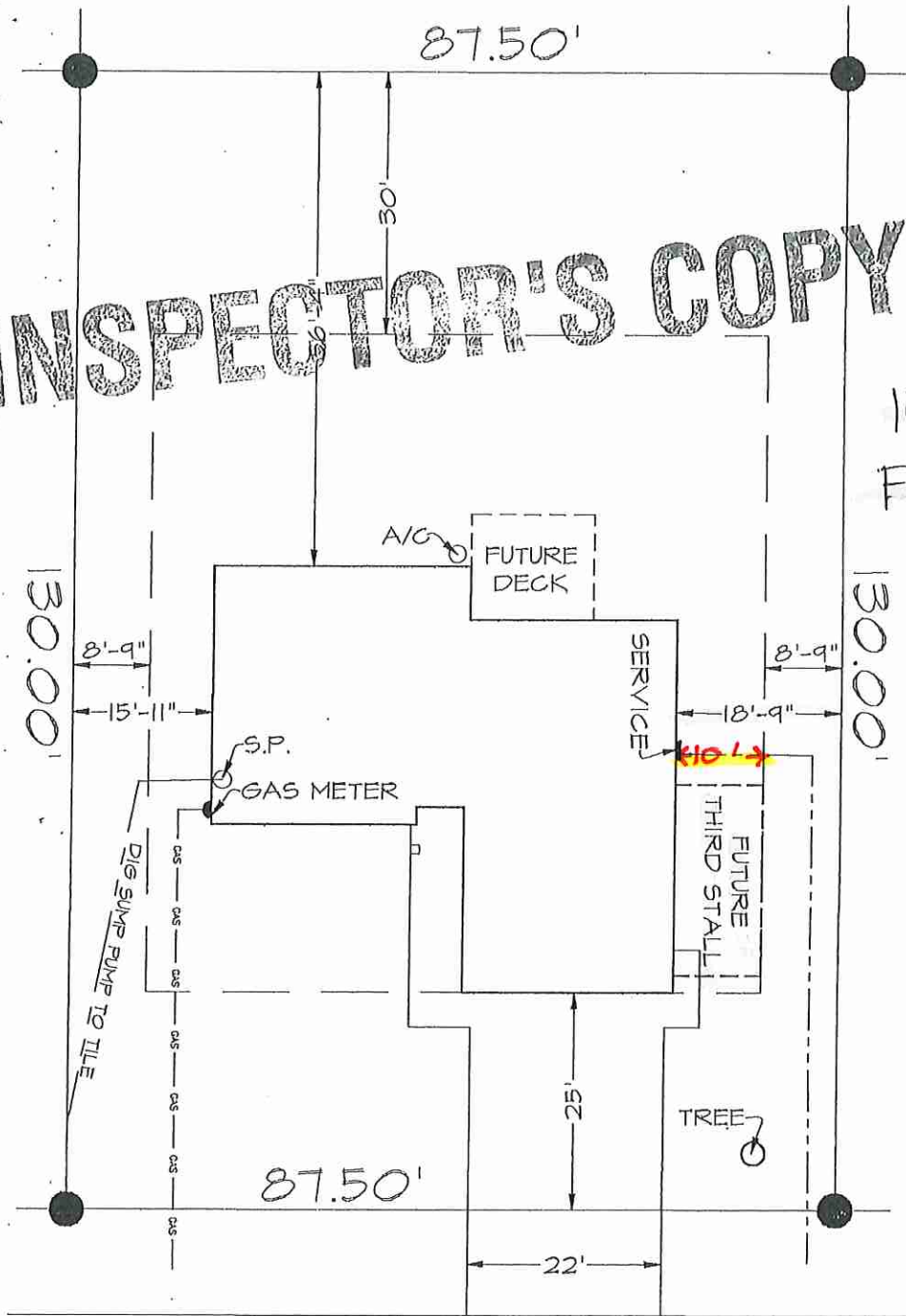
North

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INSPECTOR'S COPY

104 Creekside Drive
From property file

original drawing
when home constructed



SITE PLAN
CREEKSIDE CROSSING
SCALE: 1" = 20'
LOT 5 BLOCK 2
DATE: 2/8/99
ADR: 104 CREEKSIDE DRIVE
TYPE: HASE 1250 SQ. FT.

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August 24, 2022

**PUBLIC NOTICE
PLANNING COMMISSION OF EAGLE LAKE**

Notice is hereby given that the Planning Commission of the City of Eagle Lake, Blue Earth County, Minnesota, will meet and hold a Public Hearing at City Hall, 705 Parkway Avenue, Eagle Lake, on **Monday, September 19, 2022 at 6:00 p.m.** to consider a variance application from Bruce and Judy Beyer, owners of the property located at **104 Creekside Drive** (parcel ID # R120913277010). The property is in a “R-1 Single Family Residential District”, and the owners are seeking a variance to encroach two feet into the required eight-foot side yard setback for the purpose of adding a concrete pad to park a work vehicle.

Upon considering the Planning Commission’s recommendation, the City Council may grant the variance subject to conditions or deny the variance.

You are receiving this notice because your property is located within 350 feet of the property that is seeking a variance.

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

Email: jbromeland@eaglelakemn.com

The Free Press THE LAND MEDIA

P.O. Box 3287, Mankato, MN 56002
www.mankatofreepress.com phone: (507) 344-6314, fax: (507) 625-1149

Ad Proof

This is the proof of your ad scheduled to run on the dates indicated below. Please proofread carefully and if changes are needed, contact us prior to deadline at (507) 344-6351 or email at dcreel@mankatofreepress.com.

DATE 08/24/22

Client:

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

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

PUBLIC NOTICE

August 29, 2022
PLANNING COMMISSION OF
EAGLE LAKE

Notice is hereby given that the Planning Commission of the City of Eagle Lake, Blue Earth County, Minnesota, will meet and hold a Public Hearing on **Monday, September 19, 2022 at 6:00 p.m.** at City Hall, 705 Parkway Avenue, Eagle Lake, to consider a variance application from Bruce and Judy Beyer, owners of the property located at 104 Creekside Drive (parcel ID# R120913277010) in Eagle Lake. The property is in a "R-1 Single Family Residential District", and the owners are seeking a variance to encroach two feet into the required eight foot side yard setback for the purpose of adding a concrete pad to park a work vehicle.

Upon considering the Planning Commission's recommendation, the City Council may grant the variance subject to conditions or deny the variance.

Ad ID: 633914

Start: 08/29/22

Stop: 08/29/22

Total Cost: \$34.33

of Lines: 29

Columns Wide: 1

of Inserts: 2

Ad Class: Legals

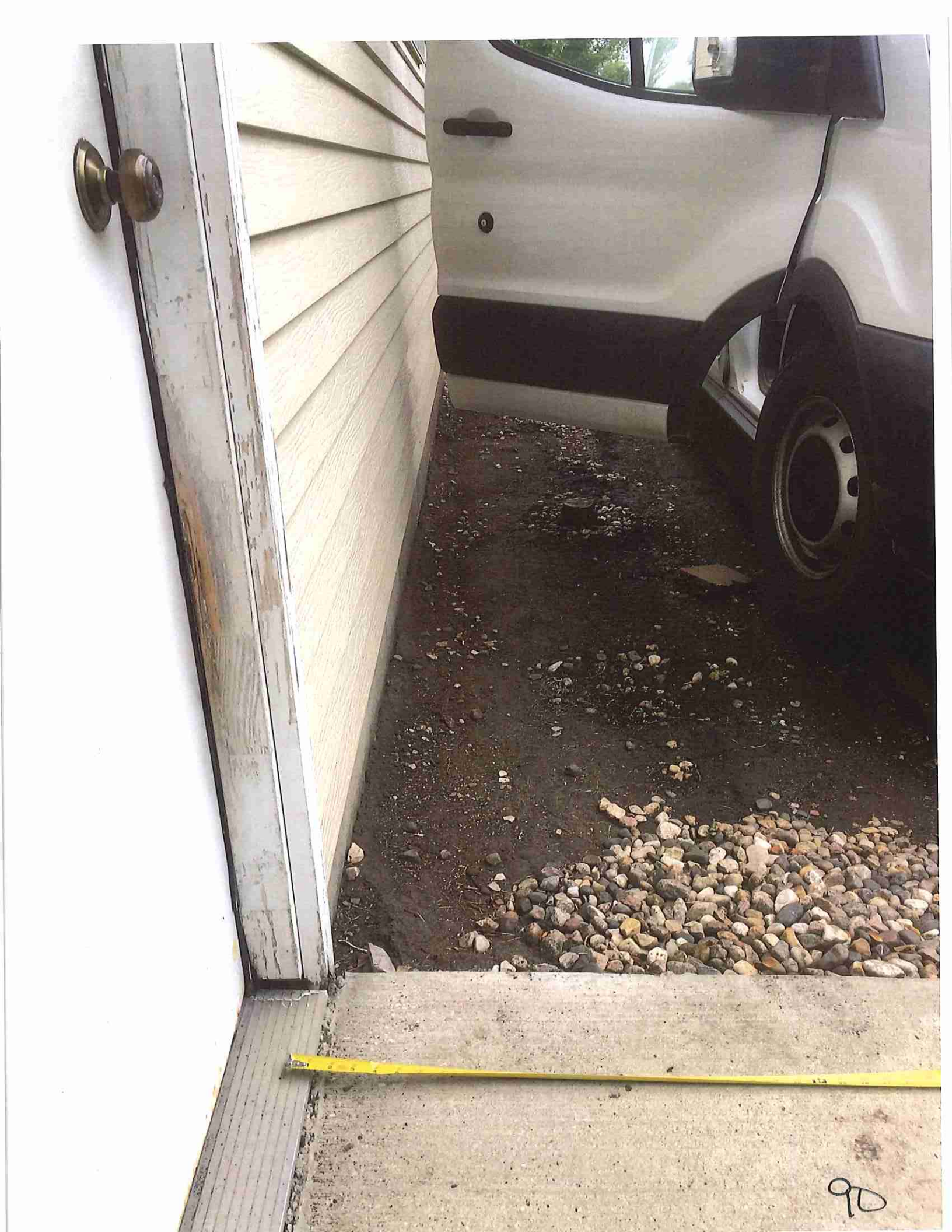
Phone # (507) 344-6351

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in question, rather than the owner or operator of such lot.

Subd. 13. Other Requirements. Any change involving structural alterations, enlargement, intensification of use, or similar change not specifically permitted by the Conditional Use Permit issued, shall require an amended Conditional Use Permit and all procedures apply as if a new permit were being issued. The Zoning Administrator shall maintain a record of all Conditional Use Permits issued including information on the use, location, and conditions imposed by the City Council. Also, time limits, review dates, and such other information as may be appropriate.

A. No application for a conditional use permit shall be resubmitted for consideration by the Planning Commission for a period of one-year following a denial of such request, except the Planning Commission may permit a new application, if in the opinion of the Planning Commission, new evidence or change of circumstances warrant it.

Subd. 14. Fees. An applicant for a conditional use permit shall pay a non-refundable filing fee in connection with the submittal of the application in accordance with a fee schedule as established, from time to time, by the City Council.

SECTION 6.080 VARIANCES

Subd. 1. Authority. In accordance with the procedures and standards set forth in this Section, the City Council shall have the authority to grant variances from the provisions of this Ordinance in instances where their strict enforcement would cause a practical difficulty because of circumstances unique to the individual property.

Subd. 2. Purpose. The variance procedure is intended to provide a narrowly circumscribed means by which relief may be granted from unforeseen particular applications of this Ordinance that create practical difficulties to a particular property.

Subd. 3. Parties Entitled to Seek Variances. Applications for variances may be filed by the owner of, or any person having contractual interest in, the property.

Subd. 4. Procedure. An application for a Variance shall be filed with the Zoning Administrator on a form provided by the City and shall contain at least the following information: To defray administrative costs of processing of requests for variances, a fee as set by the City Council from time to time, to include postage for each public hearing notice sent out, shall be paid by the petitioner.

A. The applicant's name, address, and proof of interest in the property.

B. The owner's name and address, if different than the applicant, and owners signed consent to the filing of the application.

C. The street address and legal description of the property.

- D. The present use and zoning classification of the property.
- E. A site plan showing existing lot lines and dimensions as well as lot area, all easements, all public streets and private right-of-ways bordering and adjacent to the site, the use and location of all adjacent property.
- F. The specific feature or features of the proposed use, construction, or development that requires a variance.
- G. The specific provisions of this Ordinance from which a variance is sought and the precise variance there from being sought.
- H. Statement of the characteristics of the property that prevent compliance with the provisions of this Ordinance.

Subd. 5. Action of Zoning Administrator. Upon receipt of a properly completed application for a variance, the Zoning Administrator shall forthwith transmit to the Planning Commission the application with all documents attached thereto.

Subd. 6. Public Hearing. Upon receipt of a properly completed application for a variance, the Planning Commission shall set a date for a public hearing.

Subd. 7. Public Hearing Notice. The Planning Commission shall hold a public hearing on the variance application within sixty (60) days after receiving the application by the Zoning Administrator. Notice of said public hearing shall be given in the City's official newspaper a minimum of ten (10) days prior to the hearing date and a maximum of thirty (30) days prior to the hearing. Notice shall be given by first class mail to all owners of property within three hundred fifty (350) feet from the proposed location of the conditional use.

The Planning Commission may require notice be given to property owners of an area greater than three hundred fifty (350) feet. The notice shall describe the particular variance and shall contain a brief description thereof. County records and street addresses shall be deemed sufficient for the location or certification of ownership for notification purposes

Subd. 8. Action of City Council. Upon considering the Planning Commission's recommendation, the City Council may grant the variance, grant the variance subject to conditions, or deny the variance.

Subd. 9. Standards. In considering an application for a variance, the City Council may approve such variance only upon the finding that the application complies with the following standards:

- A. No variance shall be granted unless the applicant establishes that conforming to the

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strict letter of the provisions of this Ordinance would create a practical difficulty. Practical difficulties as used in connection with the granting of a variance means that the property owner proposes to use the property in a reasonable manner that is not permitted by the zoning ordinance; the plight of the landowner is due to circumstances that are unique to the property and that were not created by the landowner; and the variance if granted will not alter the essential character of the neighborhood. The practical difficulty shall amount to more than a mere inconvenience to the owner and the practical difficulty shall relate to the physical situation of the lot rather than the personal situation of the current owner of the lot. Economic conditions alone do not constitute a practical difficulty.

- B. The unique physical condition and hardship shall not be the result of any action or inaction of the property owner or its predecessors in title. The unique physical condition shall have existed at the time of the enactment of the provisions from which a variance is sought or was created by natural forces or was the result of governmental action, other than the adoption of this Ordinance.
- C. The carrying out of the strict letter of the provision from which a variance is sought would deprive the owner of the subject lot of substantial rights commonly enjoyed by the owners of other property subject to the same provisions.
- D. The practical difficulty shall not include the inability of the owner or occupant to enjoy some special privilege or additional right not available to owners or occupants of other lots subject to the same provision. The alleged hardship shall not include the inability of the property owner to realize a greater profit than if the variance were not granted.
- E. There are no means other than the requested variance by which the practical difficulty can be avoided or remedied to a degree sufficient to permit a reasonable use of the lot.
- F. A variance less than or different from that requested may be granted when the record supports the applicant's right to some relief but not to the relief requested.
- G. The variance would not result in a development on the lot that:
 - 1. Would be materially detrimental to the public welfare or materially injurious to the enjoyment, use development, or value of property or improvements permitted in the vicinity.
 - 2. Would materially impair an adequate supply of light and air to the properties and improvements in the vicinity.
 - 3. Would substantially increase congestion in the public streets due to traffic or parking.

4. Would unduly increase the danger of flood or fire.
5. Would unduly tax public utilities and facilities in the area.
6. Would endanger the public health or safety.
7. Would not be in harmony with the general and specific purposes of this Ordinance and the comprehensive planning policies and objectives of the City.

Subd. 10. Conditions on Variances. The City Council may impose specific conditions and limitations upon the granting of a variance as are necessary to achieve the purpose and objectives of this Ordinance. Such conditions and limitations may include, but are not limited to, those concerning the use, construction, character, location, landscaping, screening, parking, and other matters relating to the purpose and objectives of this Ordinance and shall be expressly set forth in the resolution granting the variance. Violation of any such condition or limitation shall be a violation of this Ordinance and shall constitute grounds for revocation of the variance pursuant to Section 6.200.

Subd. 11. Effect of Grant of Variance. The approval of a proposed variance by the City Council shall not authorize the development, construction, reconstruction, alteration, or moving of any building or structure, but shall merely authorize the preparation, filing and processing of applications for such permits or approvals as may be required by the regulation of the City, including, but not limited to, a Building Permit.

Subd. 12. Limitations on Variance. Subject to an extension of time granted by the City Council, no variance shall be valid for a period longer than twelve (12) months unless a Building Permit is issued and a use commenced within that period of time.

Subd. 13. Prohibited Variances. Notwithstanding any other provision in this Section, no variance shall be granted to establish a use not permitted in the zoning district where the property subject to the application is located.

Subd. 14. Fees. An applicant for a variance shall pay a non-refundable filing fee in connection with the submittal of the application in accordance with a fee schedule as established, from time to time, by the City Council.

SECTION 6.090 BUILDING PERMITS

Subd. 1. Authority. The Zoning Administrator shall have authority to review Building Permit applications in order to determine compliance with this Ordinance.

Subd. 2. Purpose. For purposes of this Ordinance, a Building Permit authorizes the development on a lot in conformance with applicable Sections of this Ordinance and other City codes, including special approval conditions.

than nine (9) feet in height. Refer to Section 6.210 for exceptions.

- B. Front Yard Regulations: Each lot in the district shall have a front yard having a depth of not less than thirty (30) feet from the street right-of-way. Lots that were approved by the City Council before June 6, 2005 shall be allowed to have a twenty-five (25) foot setback.
- C. Side Yard Regulations: Each lot in the district shall have two (2) side yards, on each side of the main building. Each side yard shall have a width of not less than eight (8) feet.
- D. Rear Yard Regulations: Each lot in the district shall have a rear yard of a depth of not less than twenty-five (25) feet for such yard.
- E. Rear Yard with Adjoining Alley: When computing the depth of a rear yard in a Residential District where the rear lot line adjoins an alley, one half (1/2) the width of the alley up to ten (10) feet may be included as part of the lot area. Unattached garages must be a minimum of twenty-five (25) feet from an alley.
- F. Lot Area Regulations: Each lot in the district shall contain an area of not less than nine thousand (9,000) square feet. The minimum lot areas of subdivisions approved by the City Council prior to August 2004 may be seven thousand (7,000) square feet.
- G. Corner Lots: All corner lots shall have a thirty (30) foot front yard setback and a minimum of thirty (30) foot setback on the side yard. Lots of subdivisions that were approved by the City Council previous to July 11, 2005 may have a fifteen (15) foot setback on the corner side yard.
- H. All Other Principal Buildings and Uses: Ten percent (10%) of the lot width provided the side yard width is a minimum of ten (10) feet or a maximum of thirty (30) feet. Two (2) side yards shall be required for each zoning lot.
- I. Adjacent to an Alley: In determining the setback for any building where the rear yard opens into an alley, one-half (1/2) the width of the alley, but not exceeding ten (10) feet may be considered as a portion of the rear yard.
- J. Minimum Lot Width. The minimum lot width shall be seventy (70) feet and measured at the street right-of-way. Lots recorded prior to the passage of this ordinance (August 2004) may have a minimum lot width of fifty (50) feet. The lot width requirement may be reduced to fifty (50) feet for a lot abutting a cul-de-sac radius when the lot is not rectangular in shape.
- K. Roof Materials. Metal roofs on structures are allowed, however corrugated metal (as shown below) is not an allowable roofing material.(8-5-13)
- L. Accessory Building Heights.

- B. The construction shall conform to the Minnesota Uniform Building Code as adopted by the City Council.
- C. The building shall be constructed on a concrete slab or footing and be secured down.

Subd. 9. Parking.

- A. Except for the property's driveway, all parking surfaces shall be set back a minimum of three (3) feet from any property line and parking surfaces shall not be allowed in the required side yard setback. (8-5-13) The paved driveway surface shall not exceed a width of thirty-two (32) feet measured at the curb line. (8-6-18)
- B. Not more than thirty-five percent (35%) of the required front yard or a maximum 40-foot-wide driveway from the front property line to the garage shall be hard-surfaced or used for driveways and/or unenclosed motor vehicle parking. Not more than thirty-five percent (35%) of the corner side yard or rear yard setback shall be hard-surfaced or used for driveways and/or unenclosed motor vehicle parking. Motor vehicle parking shall not be allowed in the required side yard setback. An approved zoning permit is required before any hard surface can be constructed.

Subd. 10. Maximum Ground Coverage.

The sum total of lot area that may be covered by all buildings located on a zoning lot in the R-1, One-Family Residential District, shall not exceed thirty-five percent (35%) of the total lot area (8-5-13)

- A. Accessory buildings shall occupy not more than forty percent (40%) of the total area of a required rear yard.

Subd. 11. Maximum Building Height. The maximum building height in the R-1, One-Family Dwelling District, is thirty-five (35) feet. Accessory buildings shall not exceed a height of twenty (20) feet.

Legal standards

When considering a variance application, a city exercises “quasi-judicial” authority. This means the city acts like a judge in evaluating the facts against the legal standard. The city’s role is limited to applying the legal standard of practical difficulties to the facts presented by the application. If the applicant meets the standard, then the city may grant the variance.

In contrast, when the city writes the rules in the zoning ordinance, the city is exercising “legislative” authority and has much broader discretion.

Practical difficulties

“Practical difficulties” is a legal standard that cities must apply when considering applications for variances. It is a three-factor test and applies to all requests for variances. To constitute practical difficulties, all three factors of the test must be satisfied.

Reasonableness

The first factor is that the property owner proposes to use the property in a reasonable manner.

This factor means that the landowner would like to use the property in a particular reasonable way but cannot do so under the rules of the ordinance.

It does not mean that the land cannot be put to any reasonable use whatsoever without the variance. For example, if the variance application is for a building too close to a lot line or does not meet the required setback, the focus of the first factor is whether the request to place a building there is reasonable.

Uniqueness

The second factor is that the landowner’s problem is due to circumstances unique to the property not caused by the landowner.

The uniqueness generally relates to the physical characteristics of the particular piece of property, that is, to the land and not personal characteristics or preferences of the landowner.

When considering the variance for a building to encroach or intrude into a setback, the focus of this factor is whether there is anything physically unique about the particular

piece of property, such as sloping topography or other natural features like wetlands or trees.

Essential character

The third factor is that the variance, if granted, will not alter the essential character of the locality.

Under this factor, consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area.

For example, when thinking about the variance for an encroachment into a setback, the focus is how the particular building will look closer to a lot line and if that fits in with the character of the area.

CITY OF EAGLE LAKE
September 19, 2022
PLANNING COMMISSION MEETING

Call to Order

- Meeting was called to order at 6:00 p.m. by Chairman Talle.
Present: Chairman Talle, Commissioners Rose, McCarty, Hughes, Norton, Miller, and Beckel.
Absent:
Staff Present: City Administrator Bromeland and Administrative Clerk Mandy Auringer.
Others Present: John Schulte, Julie Beyer, Bruce Beyer, Brian Sarff, Dennis Terrell, Jerry Terrell, Beth Rohrich, Eugene Bruender, Robert Winkler, Perry Madden, Troy Schrom, and Mike Humpal.

Approval of Agenda

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

Approval of Minutes

- Commissioner Norton made a correction to the minutes from the August 19th meeting. She abstained from the vote on minute approval.
- Commissioner Beckel moved, seconded by Commissioner Rose to approve the Planning Commission meeting minutes from August 19, 2022, with the one correction. A roll call vote was taken with all in favor. Motion carried.

New Business

1. **Public Hearing for Variance: 104 Creekside Dr.**
 - Administrator Bromeland gave a background for the variance application received for 104 Creekside Dr. The applicant is seeking a variance to encroach two feet into the eight-foot side yard setback. When contemplating whether to grant a variance, the Planning Commission must apply the legal standard of practical difficulties to the facts presented by the applicant. "Practical Difficulties" is a three-factor test including reasonableness, uniqueness, and essential character. Notice of the public hearing was published in the newspaper and mailed to all property owners within 350 feet of the subject property. The original site plan of the property shows a future parking pad on the side of the house with a width of 10 feet. Administrator Bromeland did not receive any comments or concerns from any residents. The applicant sent a video and pictures showing the edge of the garage with the passenger side and drive side doors open reaching 12 feet from garage to the open driver door.
 - Commissioner Miller stated that it looked like with the driver side door closed the van came to 10 feet from the side of the garage.

- Mr. Beyer stated that he wants the pad to be 12 feet, so he is not stepping out of his van onto the grass.
- Chairman Talle opened the public hearing. There were no comments. Chairman Talle closed the public hearing.
- Commissioner McCarty stated that it does not meet the legal standard of practical difficulties, stepping onto the grass is not a hardship. Commissioner Rose disagreed stating he thought stepping out on the grass posed a danger.
- Chairman Talle asked if there was anything unique about the property causing it to be a hardship. Administrator Bromeland stated there was none to her knowledge. Commissioner Norton stated that there is a parking pad at the neighbors across the street. Administrator Bromeland stated that per City staff's review of the property file for that address, when the home was constructed, the drawing in the file shows a third parking stall that is located 8'6" from the side property line. It was noted that physical measurements would need to be taken to verify that the parking pad is 8'6" from the property line. Commissioner Hughes asked if the city has granted a variance for any other side yard parking pads. Administrator Bromeland stated that the Planning Commission did grant one a few years ago for the property at 202 Cranberry Court for a parking pad that partially encroached into the side yard setback. Planning Commission members discussed that the lot was odd shaped and not rectangular.
- Commissioner Norton stated that she thought it does not conflict with the overall aesthetics of the neighborhood, there is no public safety issue, it gets a work vehicle off the road, it makes sense for practicality purposes, it meets the reasonableness and essential character aspects.
- Commissioner Hughes stated she does not believe it meets practical difficulties. She asked if we should look at changing code as this issue will continue to come up. Commissioner McCarty agreed that it does not meet the test of a variance and maybe changing code to 6-foot side yard setback. Commissioner Miller stated that if we change code to 6 feet, you will have homeowners who will want to encroach in that as well. Chairman Talle stated that it does not meet city code for no parking in a side yard setback. These are two separate issues and could possibly need another variance. He also stated that he believes it meets the reasonableness and essential character, but uniqueness is a hard one to pass.
- Commissioner Rose moved, seconded by Commissioner Norton to recommend to the City Council to approve the variance. A roll call was taken with Chairman Talle, Commissioners Rose, Norton, Hughes, Miller, and Beckel voting in favor, Commissioner McCarty voted no. Motion carried.

2. Public Hearing for Re-Zoning: Fox Meadows Housing Development.

- When parcel R121018400013 was annexed into the city it was zoned A-1, Agricultural District, until placed in another district by action of the City Council after recommendation by the Planning Commission. Annexed land may be zoned other than A-1 if another use is applied for by the property owner. The developer submitted an application for the area with the 8-plexes to be re-zoned as R-3. The area with twin homes is to be re-zoned R-2. The area with single family homes is to be re-zoned R-1. The area labeled "PUD" will follow re-zoning and the preliminary and final plat process. Mr. Schrom and his team were provided zoning code regulations for of the zoning



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

October 3, 2022

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

An application for re-zoning was received from Troy Schrom to rezone land that he owns (R121018400013) for the Fox Meadows Housing Development that is currently located in City limits. When this parcel was annexed into City limits, it was placed in the A-1, Agricultural District, until placed in another district by action of the City Council after recommendation by the Planning Commission. Annexed land may be zoned other than A-1, Agricultural Land, if another use is applied for by the property owner. Attached is a map showing the area to be re-zoned. The area to be re-zoned R-4 is for 8-plex structures. The area to be re-zoned R-2 is for twin homes. The area to be re-zoned R-1 is for single family homes. The area noted "PUD" will follow re-zoning and the preliminary and final plat process. Notice of the public hearing describing the area to be re-zoned was published in the newspaper and notice sent to property owners within 350 feet of the parcel. Mr. Schrom and his team were provided zoning code regulations for each of the zoning districts to ensure that proposed construction conforms with each zoning district's respective regulations for setbacks, lot coverage, etc.

Included in Mr. Schrom's original application for re-zoning for the area for the 8-plex structures was an R-3 zoning designation. It was communicated to the developer and his team that to re-zone R-3, the preliminary plat would need to be modified so that each structure had its own lot versus being platted as one lot which is permitted in an R-4 district. The density will not change as the same number of 8-plex structures proposed will remain the same.

Two residents provided feedback at the public hearing that took place at the September 19th Planning Commission meeting. Attached is a copy of the minutes for a complete summary of discussion held at the hearing and meeting. One resident expressed concern with multiple family housing along Agency Street and expressed a preference that single family housing be in this area citing that the 8-plex structures don't fit the neighborhood. Discussion took place about the possibility of adding screening such as trees or shrubs as a buffer along Agency Street in this area. The other resident that spoke expressed similar concerns with density, increased traffic, increased demands on the City's water and sewer system, and water runoff.

The Planning Commission recommends approval of the rezoning but with a change of the portion with 8-plex structures from R-3 to R-4.

Attached for reference purposes are supporting informational items including copies of notices sent to residents, proof of public hearing publication, code excerpts, zoning map, etc.

Discussion should ensue.



Jennifer V. Bromeland
City Administrator



September 21, 2022

RE: Re-Zoning for Fox Meadows Housing Development

Dear Property Owner,

You are receiving this letter because you own property located within 350 feet of an area seeking to be rezoned. A public hearing was held at the Eagle Lake Planning Commission meeting on Monday, September 19th at 6:00 p.m. to consider a rezoning request from Troy Schrom with Fox Meadows Townhomes LLC for the property (parcel ID # R121018400013) described as part of the Northeast Quarter (NE1/4), Southwest Quarter (SW1/4), Section 18-T108N-R25W.

The Planning Commission recommends to the City Council the following: Tract 1 be approved for rezoning to R-1, Tract 2 be approved for rezoning to R-2, Tract 3 be modified and approved for rezoning to R-4, and Tract 4 be approved for rezoning to R-2. The Planning Commission's recommendation will be presented to the City Council at its October 3rd meeting which will be held at Eagle Lake City Hall, 705 Parkway Avenue, at 6 p.m. All meetings are open to the public. The City Council may approve, disapprove, or modify approval of the above-described proposed zoning amendments.

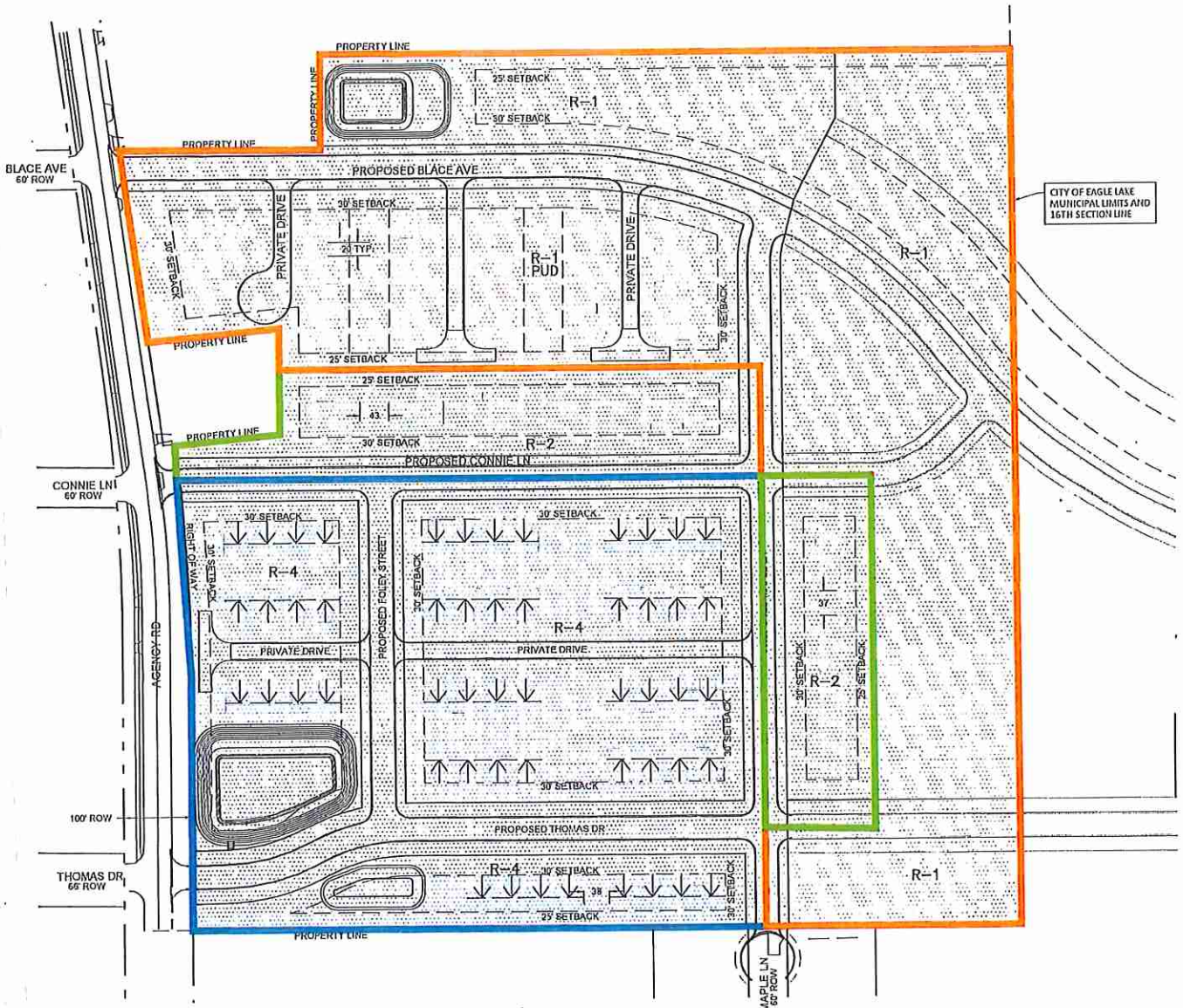
Enclosed is an updated map reflecting the Planning Commission's recommendation.

For reference purposes, also enclosed is a copy of the public hearing notice that was mailed previously.

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

Email: jbromeland@eaglelakemn.com

FOX MEADOWS





September 7, 2022

**PUBLIC NOTICE
PLANNING COMMISSION OF EAGLE LAKE**

Notice is hereby given that the Planning Commission of the City of Eagle Lake, Blue Earth County, Minnesota, will meet on **Monday, September 19, 2022 at 6:00 p.m.** and hold a Public Hearing to consider a rezoning request from Troy Schrom with Fox Meadows Townhomes LLC for the property (parcel ID # R121018400013) described as part of the Northeast Quarter (NE1/4), Southwest Quarter (SW1/4), Section 18-T108N-R25W. The property is currently zoned "A-1 Agricultural District".

Tract 1 to be Re-Zoned R-1

All that part of the NE1/4 of the SW1/4 of Section 18-T108N-R25W, east of Agency Street, Blue Earth County, Minnesota, described as follows:

Beginning at the southwest corner of said SW1/4; thence North 00°24'11" West a distance of 1320.12 feet, on an assumed bearing on the west line of said SW1/4; thence South 89°50'06" East a distance of 57.78 feet, to the east line of Blue Earth County Highway Right of Way Plat No. 46, as the same is platted and recorded in the office of the Blue Earth County Recorder; thence South 89°50'06" East a distance of 872.66 feet on the south line said NE1/4 SE1/4 to the point of beginning;

thence South 89°50'06" East a distance of 385.35 feet on said south line to the southeast corner said SW1/4;
thence North 00°23'58" West a distance of 1320.47 feet to the northeast corner said SW1/4;
thence North 89°51'01" West a distance of 1049.03 on the north line said SW1/4;
thence South 00°01'10" West a distance of 143.34 feet;
thence North 89°40'50" West a distance of 303.77 feet to the east line said plat;
thence South 08°13'51" East a distance of 291.63 feet on said east line;
thence North 84°35'49" East a distance of 198.60 feet;
thence South 00°24'11" East a distance of 62.62 feet;
thence South 89°51'01" East distance of 730.29 feet;
thence South 00°26'26" East a distance of 165.41 feet;
thence South 89°51'01" East a distance of 165.45 feet;
thence South 00°24'11" East 530.62 feet;
thence North 89°50'06" West a distance of 165.10 feet;
thence South 00°26'26" East a distance of 150.01 feet to the Point of Beginning.

Tract 2 to be Re-Zoned R-2

All that part of the NE1/4 of the SW1/4 of Section 18-T108N-R25W, east of Agency Street, Blue Earth County, Minnesota, described as follows:

Beginning at the southwest corner of said SW1/4; thence North 00°24'11" West a distance of 1320.12 feet, on an assumed bearing on the west line of said SW1/4; thence South 89°50'06" East a distance of 57.78 feet, to the east line of Blue Earth County Highway Right of Way Plat No. 46, as the same is platted and recorded in the office of the Blue Earth County Recorder, thence South 89°50'06" East a distance of 872.66 feet on the south line said NE1/4 SE1/4; thence North 00°26'26" West a distance of 680.59 feet to the point of beginning;

thence North 89°51'01" West a distance of 884.54 feet to the east line said plat;
thence on said east line on a non-tangential curve, concave to the west, a distance of 52.86 feet, said curve having a chord bearing of North 6°31'33" West, a chord distance of 52.86 feet, a central angle of 1°02'21", and a radius of 2914.79 feet;
thence North 84°35'49" East a distance of 160.38 feet;
thence North 00°24'11" West a distance of 97.38 feet;
thence South 89°51'01" East a distance of 730.29 feet;
thence South 00°26'26" East a distance of 165.41 feet to the point of beginning.

Tract 3 to be Re-Zoned R-3

All that part of the NE1/4 of the SW1/4 of Section 18-T108N-R25W, east of Agency Street, Blue Earth County, Minnesota, described as follows:

Beginning at the southwest corner of said SW1/4; thence North 00°24'11" West a distance of 1320.12 feet, on an assumed bearing on the west line of said SW1/4; thence South 89°50'06" East a distance of 57.78 feet, to the east line of Blue Earth County Highway Right of Way Plat No. 46, as the same is platted and recorded in the office of the Blue Earth County Recorder, being the point of beginning;

thence South 89°50'06" East a distance of 872.66 feet on the south line said NE1/4 SE1/4;
thence North 00°26'26" West a distance of 680.59 feet
thence North 89°51'01" West a distance of 884.54 feet to the east line said plat;
thence on said east line on a tangential curve, concave to the west, a distance of 297.02, said curve having a chord bearing of South 3°05'14" East, a chord distance of 296.89 feet, a central angle of 5°50'19", and a radius of 2914.79 feet;
thence South 00°10'05" East a distance of 383.91 feet on said east line to the point of beginning.

Tract 4 to be Re-Zoned R-2

All that part of the NE1/4 of the SW1/4 of Section 18-T108N-R25W, east of Agency Street, Blue Earth County, Minnesota, described as follows:

Beginning at the southwest corner of said SW1/4; thence North 00°24'11" West a distance of 1320.12 feet, on an assumed bearing on the west line of said SW1/4; thence South 89°50'06" East a distance of 57.78 feet, to the east line of Blue Earth County Highway Right of Way Plat

No. 46, as the same is platted and recorded in the office of the Blue Earth County Recorder; thence South 89°50'06" East a distance of 872.66 feet on the south line said NE1/4 SE1/4; thence North 00°26'26" West a distance of 150.01 feet to the point of beginning;

thence North 00°26'26" West a distance of 530.58 feet;
thence South 89°51'01" East a distance of 165.45 feet;
thence South 00°24'11" East a distance of 530.62 feet;
thence North 89°50'06" West a distance of 165.10 feet to the point of beginning.

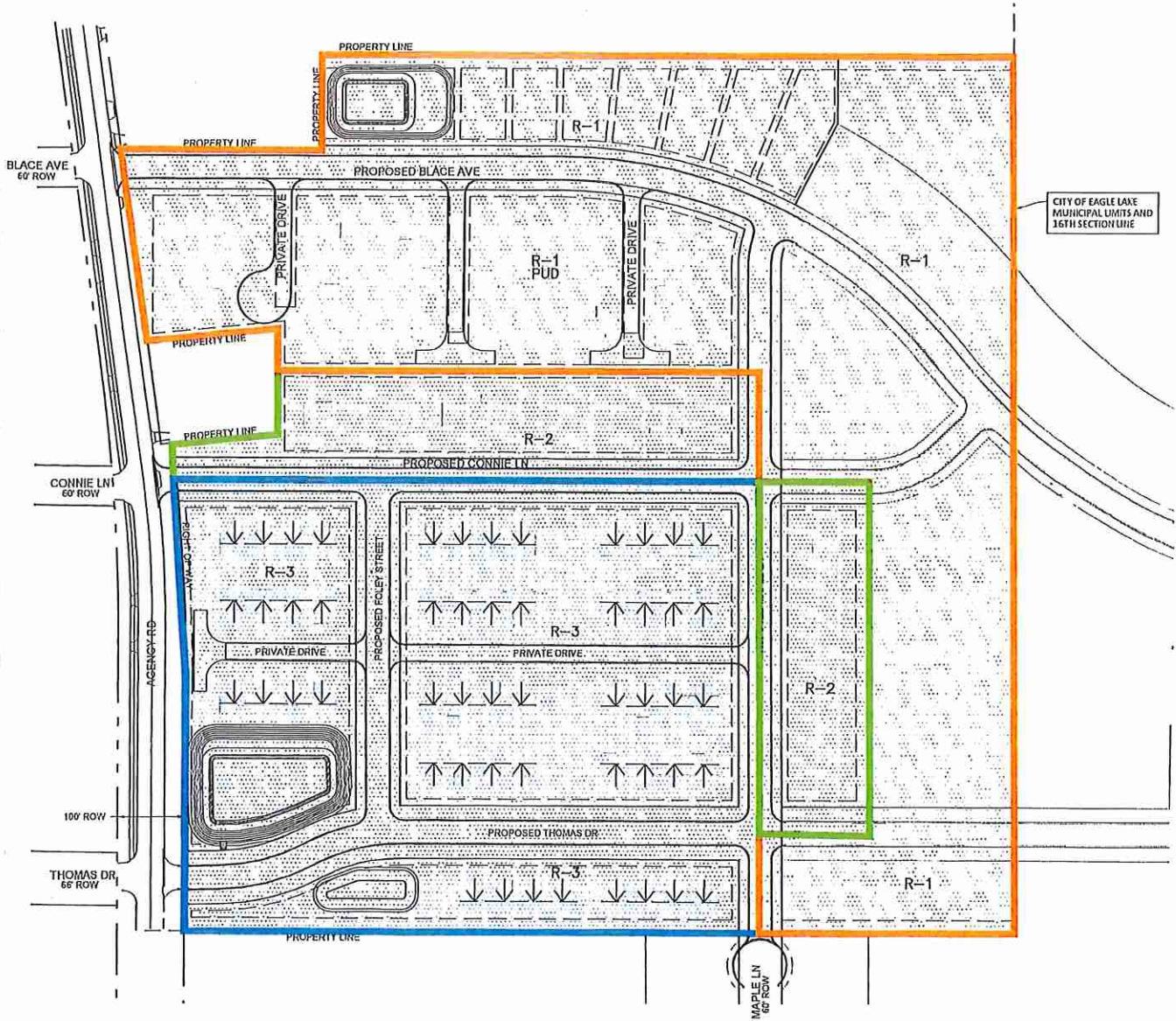
Enclosed is a map depicting the proposed re-zoning requests.

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

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

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

FOX MEADOWS DEVELOPMENT ZONING MAP





APPLICATION FOR REZONING

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

Applicant's Name Troy Schrom

Day Phone (507) 257-5110 Alternate Phone (507) 390-5346

Applicant's Address 704 Parkway Ave Eagle Lake, MN 56024

Email Address troymschrom@gmail.com

Property Address to be Rezoned R12101840013 R121018400013

Current Zoning A-1 R-1 R-2 R-3 R-4 B-1 L-1 H-1

Proposed Zoning A-1 R-1 R-2 R-3 R-4 B-1 L-1 H-1

In detail, please describe the need for property to be rezoned:
Single family and Multi-family housing

Troy Schrom
Applicant's Signature

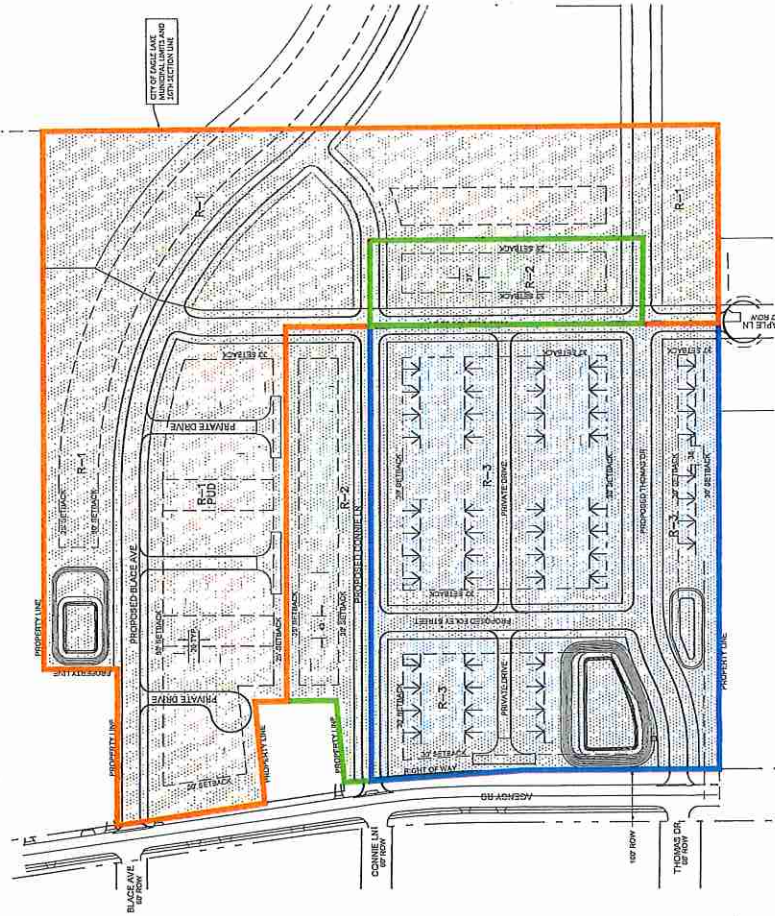
8-31-22
Date

Office Use Only

- Application Fee: \$100 Paid
- Notification Letter to Residents Sent
- Billing for Notification Sent ___ notices x \$2.00/notice = \$_____(properties within 350 feet)
- Billing for Notices Paid
- Planning Commission Hearing Held
 - Planning Commission Action Approved Denied Tabled
 - Planning Commission Comments
- City Council Meeting Held
 - City Council Action Approved Denied Tabled
 - City Council Comments

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FOX MEADOWS
PRELIMINARY PLAT - ZONING MAP
 PART OF SW1/4 & SE1/4 18-T108N-R25W
 EAGLE LAKE, BLUE EARTH COUNTY, MN



- LOT 1 - SINGLE-FAMILY RESIDENTIAL
- LOT 2 - SINGLE-FAMILY RESIDENTIAL
- LOT 3 - SINGLE-FAMILY RESIDENTIAL
- LOT 4 - SINGLE-FAMILY RESIDENTIAL
- LOT 5 - SINGLE-FAMILY RESIDENTIAL
- LOT 6 - SINGLE-FAMILY RESIDENTIAL
- LOT 7 - SINGLE-FAMILY RESIDENTIAL
- LOT 8 - SINGLE-FAMILY RESIDENTIAL
- LOT 9 - SINGLE-FAMILY RESIDENTIAL
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- LOT 98 - SINGLE-FAMILY RESIDENTIAL
- LOT 99 - SINGLE-FAMILY RESIDENTIAL
- LOT 100 - SINGLE-FAMILY RESIDENTIAL

ENDORSEMENT OF OWNER:
 Title _____ Date _____
 COUNTY OF BLUE EARTH
 Reviewed by the Planning Commission of the City of Eagle Lake, Minnesota, on _____
 at _____, 2022.
 Signed: _____
 Date _____



DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

DATE	DATE	DATE	DATE
1/10/22	1/10/22	1/10/22	1/10/22
1/10/22	1/10/22	1/10/22	1/10/22
1/10/22	1/10/22	1/10/22	1/10/22



JONES, JONES & SMITH, INC.
 415 West Third Street, Suite 200, St. Paul, MN 55102
 Phone: 612.291.1234
 Fax: 612.291.1235
 Email: info@jjsmith.com
 Website: www.jjsmith.com

PROJECT: FOX MEADOWS
 SHEET: 1 OF 1
 DATE: 1/10/22
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 APPROVED BY: [Name]

SCHROM CONSTRUCTION
 FOX MEADOWS
 EAGLE LAKE
 PRELIMINARY PLAT - ZONING MAP



September 7, 2022

**PUBLIC NOTICE
PLANNING COMMISSION OF EAGLE LAKE**

Notice is hereby given that the Planning Commission of the City of Eagle Lake, Blue Earth County, Minnesota, will meet on **Monday, September 19, 2022 at 6:00 p.m.** and hold a Public Hearing to consider a rezoning request from Troy Schrom with Fox Meadows Townhomes LLC for the property (parcel ID # R121018400013) described as part of the Northeast Quarter (NE1/4), Southwest Quarter (SW1/4), Section 18-T108N-R25W. The property is currently zoned "A-1 Agricultural District".

Tract 1 to be Re-Zoned R-1

All that part of the NE1/4 of the SW1/4 of Section 18-T108N-R25W, east of Agency Street, Blue Earth County, Minnesota, described as follows:

Beginning at the southwest corner of said SW1/4; thence North 00°24'11" West a distance of 1320.12 feet, on an assumed bearing on the west line of said SW1/4; thence South 89°50'06" East a distance of 57.78 feet, to the east line of Blue Earth County Highway Right of Way Plat No. 46, as the same is platted and recorded in the office of the Blue Earth County Recorder; thence South 89°50'06" East a distance of 872.66 feet on the south line said NE1/4 SE1/4 to the point of beginning;

thence South 89°50'06" East a distance of 385.35 feet on said south line to the southeast corner said SW1/4;

thence North 00°23'58" West a distance of 1320.47 feet to the northeast corner said SW1/4;

thence North 89°51'01" West a distance of 1049.03 on the north line said SW1/4;

thence South 00°01'10" West a distance of 143.34 feet;

thence North 89°40'50" West a distance of 303.77 feet to the east line said plat;

thence South 08°13'51" East a distance of 291.63 feet on said east line;

thence North 84°35'49" East a distance of 198.60 feet;

thence South 00°24'11" East a distance of 62.62 feet;

thence South 89°51'01" East distance of 730.29 feet;

thence South 00°26'26" East a distance of 165.41 feet;

thence South 89°51'01" East a distance of 165.45 feet;

thence South 00°24'11" East 530.62 feet;

thence North 89°50'06" West a distance of 165.10 feet;

thence South 00°26'26" East a distance of 150.01 feet to the Point of Beginning.

Tract 2 to be Re-Zoned R-2

All that part of the NE1/4 of the SW1/4 of Section 18-T108N-R25W, east of Agency Street, Blue Earth County, Minnesota, described as follows:

Beginning at the southwest corner of said SW1/4; thence North 00°24'11" West a distance of 1320.12 feet, on an assumed bearing on the west line of said SW1/4; thence South 89°50'06" East a distance of 57.78 feet, to the east line of Blue Earth County Highway Right of Way Plat No. 46, as the same is platted and recorded in the office of the Blue Earth County Recorder, thence South 89°50'06" East a distance of 872.66 feet on the south line said NE1/4 SE1/4; thence North 00°26'26" West a distance of 680.59 feet to the point of beginning;

thence North 89°51'01" West a distance of 884.54 feet to the east line said plat;
thence on said east line on a non-tangential curve, concave to the west, a distance of 52.86 feet, said curve having a chord bearing of North 6°31'33" West, a chord distance of 52.86 feet, a central angle of 1°02'21", and a radius of 2914.79 feet;
thence North 84°35'49" East a distance of 160.38 feet;
thence North 00°24'11" West a distance of 97.38 feet;
thence South 89°51'01" East a distance of 730.29 feet;
thence South 00°26'26" East a distance of 165.41 feet to the point of beginning.

Tract 3 to be Re-Zoned R-3

All that part of the NE1/4 of the SW1/4 of Section 18-T108N-R25W, east of Agency Street, Blue Earth County, Minnesota, described as follows:

Beginning at the southwest corner of said SW1/4; thence North 00°24'11" West a distance of 1320.12 feet, on an assumed bearing on the west line of said SW1/4; thence South 89°50'06" East a distance of 57.78 feet, to the east line of Blue Earth County Highway Right of Way Plat No. 46, as the same is platted and recorded in the office of the Blue Earth County Recorder, being the point of beginning;

thence South 89°50'06" East a distance of 872.66 feet on the south line said NE1/4 SE1/4;
thence North 00°26'26" West a distance of 680.59 feet
thence North 89°51'01" West a distance of 884.54 feet to the east line said plat;
thence on said east line on a tangential curve, concave to the west, a distance of 297.02, said curve having a chord bearing of South 3°05'14" East, a chord distance of 296.89 feet, a central angle of 5°50'19", and a radius of 2914.79 feet;
thence South 00°10'05" East a distance of 383.91 feet on said east line to the point of beginning.

Tract 4 to be Re-Zoned R-2

All that part of the NE1/4 of the SW1/4 of Section 18-T108N-R25W, east of Agency Street, Blue Earth County, Minnesota, described as follows:

Beginning at the southwest corner of said SW1/4; thence North 00°24'11" West a distance of 1320.12 feet, on an assumed bearing on the west line of said SW1/4; thence South 89°50'06" East a distance of 57.78 feet, to the east line of Blue Earth County Highway Right of Way Plat

No. 46, as the same is platted and recorded in the office of the Blue Earth County Recorder;
thence South 89°50'06" East a distance of 872.66 feet on the south line said NE1/4 SE1/4; thence
North 00°26'26" West a distance of 150.01 feet to the point of beginning;

thence North 00°26'26" West a distance of 530.58 feet;
thence South 89°51'01" East a distance of 165.45 feet;
thence South 00°24'11" East a distance of 530.62 feet;
thence North 89°50'06" West a distance of 165.10 feet to the point of beginning.

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

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

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

P.O. Box 3287, Mankato, MN 56002
www.mankatofreepress.com phone: (507) 344-6314, fax: (507) 625-1149

Affidavit of Publication

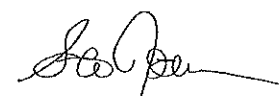
STATE OF MINNESOTA,
COUNTY OF BLUE EARTH, SS.

Steve Jameson, being duly sworn, on oath states as follows:

- 1. I am the publisher of The Free Press, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
- 2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
- 3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:
The printed notice which is attached was cut from the columns of said newspaper, and was printed and published the following dates: 09/09/22, and printed below is a copy of the lower case alphabet from A to Z, both inclusive, which is hereby acknowledged as being the size and kind of type used in the composition and publication of the notice:
abcdefghijklmnopqrstuvwxyz

- 4. The Publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows: _____.
- 5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notice: The newspaper's known office is located in Blue Earth County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

By: 
Steve Jameson, Publisher

Sworn to and subscribed before me, this day
09/09/2022

Notary Public

Public Notice
September 9, 2022
PLANNING COMMISSION
OF EAGLE LAKE

Notice is hereby given that the Planning Commission of the City of Eagle Lake, Blue Earth County, Minnesota, will meet on Monday, September 19, 2022 at 6:00 p.m. at City Hall, 705 Parkway Avenue, Eagle Lake, and hold a Public Hearing to consider an application for rezoning from Troy Schrom with Fox Meadows Townhomes LLC for the property described as part of the Northeast Quarter (NE1/4), Southwest Quarter (SW1/4), Section 18-T108N-R25W (parcel ID # R121018400013). The property is currently zoned "A-1 Agricultural District".

Tract 1 to be Re-Zoned R-1
All that part of the NE1/4 of the SW1/4 of Section 18-T108N-R25W, east of Agency Street, Blue Earth County, Minnesota, described as follows:

Beginning at the southwest corner of said SW1/4; thence North 00°24'11" West a distance of 1320.12 feet, on an assumed bearing on the west line of said SW1/4; thence South 89°50'06" East a distance of 57.78 feet, to the east line of Blue Earth County Highway Right of Way Plat No. 46, as the same is platted and recorded in the office of the Blue Earth County Recorder; thence South 89°50'06" East a distance of 872.66 feet on the south line said NE1/4 SE1/4 to the point of beginning;
thence South 89°50'06" East a distance of 385.35 feet on said south line to the southeast corner said SW1/4;
thence North 00°23'58" West a distance of 1320.47 feet to the northeast corner said SW1/4;
thence North 89°51'01" West a distance of 1049.03 on the north line said SW1/4;
thence South 00°01'10" West a distance of 143.34 feet;
thence North 89°40'50" West a distance of 303.77 feet to the east line said plat;
thence South 08°13'51" East a distance of 291.63 feet on said east line;
thence North 84°35'49" East a distance of 198.60 feet;
thence South 00°24'11" East a distance of 62.62 feet;
thence South 89°51'01" East a distance of 730.29 feet;
thence South 00°26'26" East a distance of 165.41 feet;
thence South 89°51'01" East a distance of 165.45 feet;
thence South 00°24'11" East 530.62 feet;
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Tract 2 to be Re-Zoned R-2
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Ac. 637758

1320.12 feet, on an assumed bearing on the west line of said SW1/4; thence South 89°50'06" East a distance of 57.78 feet, to the east line of Blue Earth County Highway Right of Way Plat No. 46, as the same is platted and recorded in the office of the Blue Earth County Recorder; thence South 89°50'06" East a distance of 872.66 feet on the south line said NE1/4 SE1/4; thence North 00°26'26" West a distance of 680.59 feet to the point of beginning;

thence North 89°51'01" West a distance of 884.54 feet to the east line said plat;

thence on said east line on a non-fangential curve, concave to the west, a distance of 52.86 feet, said curve having a chord bearing of North 6°31'33" West, a chord distance of 52.86 feet, a central angle of 1°02'21", and a radius of 2914.79 feet;

thence North 84°35'49" East a distance of 160.38 feet;

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thence South 89°50'06" East a distance of 872.66 feet on the south line said NE1/4 SE1/4;

thence North 00°26'26" West a distance of 680.59 feet;

thence North 89°51'01" West a distance of 884.54 feet to the east line said plat;

thence on said east line on a fangential curve, concave to the west, a distance of 297.02, said curve having a chord bearing of South 3°05'14" East, a chord distance of 296.89 feet, a central angle of 5°50'19", and a radius of 2914.79 feet;

thence South 00°10'05" East a distance of 383.91 feet on said east line to the point of beginning.

Tract 4 to be Re-Zoned R-2

All that part of the NE1/4 of the SW1/4 of Section 18-T108N-R25W, east of Agency Street, Blue Earth County, Minnesota, described as follows:

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thence North 00°26'26" West a distance of 530.58 feet;

thence South 89°51'01" East a distance of 165.45 feet;

thence South 00°24'11" East a

distance of 530.62 feet; thence North 89°50'06" West a distance of 165.10 feet to the point of beginning.

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

Jennifer J. Bromeland
City Administrator

Adjustments and Appeals (City Council) shall have the following responsibilities:

- A. Act upon all questions as they may arise in the administration of this Ordinance, including the interpretation of zoning maps, and it shall hear and decide appeals from and review any order, requirement, decision, or determination made by an administrative official charged with enforcing this Ordinance. Such appeal may be taken by any person firm or corporation aggrieved or by any officer, department, board or bureau of a town, municipality, county or state.
- B. Approve, approve with conditions, or deny variances, conditional use permits, or planned unit developments.
- C. Maintain a record of its proceedings, including the minutes of the meetings, its findings, and the action taken on each matter heard by it. The record shall be maintained in the City Clerk's office.
- D. Hear and decide applications for appeal of any administrative order or final decision made in the administration of this Ordinance.
- E. Approve or deny any application for an amendment to this Ordinance or the Zoning Map.
- F. Take such other actions not delegated to other bodies that may be desirable and necessary to implement the provisions of this Ordinance.

Subd. 4. Compliance with Regulations. Hereafter no person shall erect, alter, wreck, or move any building or part thereof without first securing a building permit therefore. No permit shall be required for an alteration costing less than two hundred (200) dollars if no structural alteration of the building is involved.

SECTION 6.060 ZONING AMENDMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

evidence or change of circumstances warrant it.

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

SECTION 6.070 CONDITIONAL USE PERMITS

Subd. 1. Authority. The City Council, in accordance with the procedures and standards set out in this Section, may grant conditional use permits authorizing the development of uses listed as conditional uses in the regulations applicable to the zoning district in which the specific property is located. The City Council also reserves the right to review, modify, or terminate the approval of any conditional use permit.

Subd. 2. Purpose. The principal objective of this Ordinance is to provide for an orderly arrangement of compatible building and land uses, and for the proper locations of all types of uses required by the City. To accomplish this objective, each type and kind of use is classified as permitted in one (1) or more of the various zoning districts established by this Ordinance. However, in addition to those uses specifically classified and permitted in each district, there are certain additional uses which may be allowed because of their unusual characteristics or the service they provide to the public.

These conditional uses require particular considerations as to their proper location in relation to adjacent established or intended use and the planned development of the community; therefore, each application will be reviewed on a case-by-case basis and will be subject to a public hearing process.

Subd. 3. Procedure. The following procedures shall govern application for Conditional Uses Permits:

1. An application for a Conditional Use Permit shall be filed with the Zoning Administrator on a form provided by the City and shall contain at least the following information: The applicant's name, address, and proof of interest in the property.
2. The owner's name and address, if different than the applicant, and the owner's signed consent to the filing of the application.
3. The street address and legal description of the property proposed for the Conditional Use Permit.
4. The zoning classification and present use of the subject property.
5. A general description of the proposed conditional use.
6. A statement indicating whether the applicant will require a variance in

ZONING DESCRIPTIONS

PART OF THE NE1/4 SW1/4 SECTION 18-T108N-R25W BLUE EARTH COUNTY, MINNESOTA

PREPARED DESCRIPTIONS

Tract 1 to be Re-zoned R-1

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Tract 2 to be Re-zoned R-2

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thence North 89°51'01" West a distance of 884.54 feet to the east line said plat;
 thence on said east line on a non-tangential curve, concave to the west, a distance of 52.86 feet, said curve having a chord bearing of North 6°31'33" West, a chord distance of 52.86 feet, a central angle of 1°02'21", and a radius of 2914.79 feet;
 thence North 84°35'49" East a distance of 160.38 feet;
 thence North 00°24'11" West a distance of 97.38 feet;
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 thence South 00°26'26" East a distance of 165.41 feet to the point of beginning.

PREPARED DESCRIPTIONS

Tract 3 to be Re-zoned R-3

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 thence North 00°26'26" West a distance of 680.59 feet
 thence North 89°51'01" West a distance of 884.54 feet to the east line said plat;
 thence on said east line on a tangential curve, concave to the west, a distance of 297.02, said curve having a chord bearing of South 3°05'14" East, a chord distance of 296.89 feet, a central angle of 5°50'19", and a radius of 2914.79 feet;
 thence South 00°10'09" East a distance of 383.91 feet on said east line to the point of beginning.

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thence North 00°26'26" West a distance of 530.58 feet;
 thence South 89°51'01" East a distance of 165.45 feet;
 thence South 00°24'11" East a distance of 530.62 feet;
 thence North 89°50'06" West a distance of 165.10 feet to the point of beginning.

FOR: SCHROM CONSTRUCTION

Date: 07/12/2022
 Drawn by: SAT
 Field Book: -
 Job No.: 21-1282

Revised date: -
 Survey: Page 1 of 1
 Coord-System: MINDOT CO. NAD83 (11)
 File: -

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Scott A. Tuchmanhagen
 Date: 9/16/22

L.S. No. 52646



JONES HAUGH SMITH
 Engineers + Surveyors

515 South Washington Ave.
 Albert Lea, MN 56007
 507-373-4876

415 West North Street
 Owatonna, MN 55060
 507-451-4598

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120

of a required rear yard.

Subd. 11. Maximum Building Height. The maximum building height in the R-2, One- and Two-Family Residential District, is thirty-five (35) feet. Accessory buildings shall not exceed a height of twenty (20) feet.

Subd. 12. Sump Pumps. All new home constructions must have a sump pump hooked-up and in running condition. All sump pumps must have a permanent line running to the outside of the building to pump the water outside. All sump pumps must be connected to City storm sewer if it is available. At no time shall the sump pump discharge into the sanitary sewer.

Subd. 13. Minimum Structural Requirements. The following shall be minimum structural requirements in the R-2, One- and Two-Family Residential District:

All structures used for residential occupancy shall have a minimum width of twenty (20) feet at the structure's narrowest dimension and the structure shall be affixed to a continuous permanent perimeter foundation constructed of wood, concrete block or poured concrete. All structures, either principal or accessory, shall be constructed in conformance with the Minnesota State Building Code, as amended from time to time.

SECTION 6.140 R-3 LIMITED MULTIPLE-FAMILY RESIDENTIAL DISTRICT

Subd. 1. Purpose. The R-3, Limited Multiple-Dwelling District, is intended to provide for medium density residential development.

Subd. 2. Permitted Uses. Except as specifically limited herein, the following uses are permitted in the R-3, Multiple-Family Residential District:

- A. Dwellings, multiple-family, not to exceed eight (8) units in one (1) building or on one (1) lot.
- B. Dwellings, one-family (attached or detached), two-family.
- C. Gardens, provided not retail sale.
- D. Level I Home Occupations, as regulated in Section 6.220.
- E. Parks, playgrounds, tennis courts, and swimming pools.
- F. Schools, public and private elementary, middle, and secondary.

Subd. 3. Conditional Uses. Except as specifically limited herein, the following uses may be allowed in the R-3, Limited Multiple-Family Residential District as provided in Section 6.140:

- A. Bed and breakfast residences, as regulated in Section 6.210.
- B. Cemeteries, crematories, and mausoleums.
- C. Child day care facilities when operated as a home occupation as regulated in Section 6.210.
- D. Churches or places of religious worship, parish houses, rectories, and convents.
- E. Congregate Housing.
- F. Golf and country clubs, private swimming pool serving more than one family, provided the principal structure is not located within fifty (50) feet of any lot line.
- G. Government institutions, municipal buildings, museums, and libraries.
- H. Grouped housing projects.
- I. Nursing homes and similar institutions.
- J. Parking lots providing off-street parking for a use permitted in a residential zoning district provided the parking lot is within five hundred (500) feet of the main building of the said use.
- K. Public housing units, including multiple-family dwelling units.
- L. Railroad right-of-ways, but not including railroad yards or shops.
- M. Water supply buildings, reservoirs, wells, elevated tanks, and similar public utility and service structures.
- N. Other residential, institutional, or governmental service uses determined by the City Council to be of the same general character as the permitted and conditional uses listed above and found not to be detrimental to existing uses and the general public health, safety, and welfare.
- O. Level II Home Occupations as regulated by Section 6.220

Subd. 4. All Buildings. Height, Yard, and Area Regulations.

- A. Height Regulations: No building hereafter erected or altered shall exceed three (3) stories or thirty-five (35) feet in height.
- B. Front Yard Regulations: Each lot in the district shall have a front yard having a depth of not less than thirty (30) feet from the street right-of-way.

- b. Size, location, and arrangement of proposed buildings.
 - c. The location and width of proposed utility easements.
 - d. Parking areas and stall arrangements.
 - e. Entrance and exit drives.
 - f. Landscaping and areas intended to be dedicated for public use, including size.
 - g. Lot Dimensions.
 - h. Location, size, and approximate gradient of sewer lines.
 - i. Location, size, and valving of water lines.
 - j. Location and size of drainage facilities and general grading plans.
2. The lack of information under any item specified in this Section or inaccurate information supplied by the applicant shall be cause for disapproval of the General Development Plan and Conditional Use Permit.
 3. If the Conditional Use Permit is approved, the General Development Plan will be attached to and a part of the Conditional Use Permit establishing the proposed development. Any substantial change to the Plan as determined by the Zoning Administrator will require re-submission to the Planning Commission for review and final approval by the City Council.
 4. If the Conditional Use Permit is approved, the first phase of construction must begin within two (2) years after approval of the General Development Plan and Conditional Use Permit or the district shall revert to its original zoning district classification and a new permit shall be required.
 5. Owner or developer must agree to comply with all the requirements of the City regarding lighting, noise abatement, traffic control and regulations, maintaining order and keeping the premises free from debris.
- D. Fees. An applicant for a zoning amendment shall pay a non-refundable filing fee in connection with the submittal of the application in accordance with a fee schedule as established, from time to time, by the City Council.

SECTION 6.150 R-4 MULTIPLE-FAMILY RESIDENTIAL DISTRICT

Subd. 1. Purpose. The R-4, Multiple-Family Residential District is intended to provide for high-density residential development.

Subd. 2. Permitted Uses. Except as specifically limited herein, the following uses are permitted in the R-4, Multiple-Family Residential District:

- A. Dwellings, one-family (attached or detached), two-family, and multiple-family.
- B. Gardens, provided no retail sales.
- C. Level I Home Occupations, as regulated in Section 6.220.
- D. Parks, playgrounds, tennis courts, swimming pools, ball fields, and other recreational facilities.
- E. Schools, public and private elementary, middle, and secondary.

Subd. 3. Conditional Uses. Except as specifically limited herein, the following uses may be allowed in the R-4, Multiple-Family Residential District, subject to the regulations for conditional uses as forth in Section 6.070 of this Ordinance:

- A. Bed and breakfast residences, as regulated in Section 6.210.
- B. Cemeteries, crematories, and mausoleums.
- C. Child daycare facilities, when not operated as a home occupation, and as regulated in Section 6.210.
- D. Congregate housing.
- E. Golf and country clubs.
- F. Government institutions, municipal buildings, museums, and libraries.
- G. Grouped housing projects.
- H. Hospitals and medical clinics.
- I. Manufactured and mobile home parks, as regulated in Section 6.200.
- J. Nursing homes and similar institutions.
- K. Parking lots providing off-street parking for a use permitted in a residential zoning district provided the parking lot is within five hundred (500) feet of the main building of said use.
- L. Public housing units, including multiple-family dwelling units.

CITY OF EAGLE LAKE
September 19, 2022
PLANNING COMMISSION MEETING

Call to Order

- Meeting was called to order at 6:00 p.m. by Chairman Talle.
Present: Chairman Talle, Commissioners Rose, McCarty, Hughes, Norton, Miller, and Beckel.
Absent:
Staff Present: City Administrator Bromeland and Administrative Clerk Mandy Auringer.
Others Present: John Schulte, Julie Beyer, Bruce Beyer, Brian Sarff, Dennis Terrell, Jerry Terrell, Beth Rohrich, Eugene Bruender, Robert Winkler, Perry Madden, Troy Schrom, and Mike Humpal.

Approval of Agenda

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

Approval of Minutes

- Commissioner Norton made a correction to the minutes from the August 19th meeting. She abstained from the vote on minute approval.
- Commissioner Beckel moved, seconded by Commissioner Rose to approve the Planning Commission meeting minutes from August 19, 2022, with the one correction. A roll call vote was taken with all in favor. Motion carried.

New Business

1. Public Hearing for Variance: 104 Creekside Dr.
 - Administrator Bromeland gave a background for the variance application received for 104 Creekside Dr. The applicant is seeking a variance to encroach two feet into the eight-foot side yard setback. When contemplating whether to grant a variance, the Planning Commission must apply the legal standard of practical difficulties to the facts presented by the applicant. "Practical Difficulties" is a three-factor test including reasonableness, uniqueness, and essential character. Notice of the public hearing was published in the newspaper and mailed to all property owners within 350 feet of the subject property. The original site plan of the property shows a future parking pad on the side of the house with a width of 10 feet. Administrator Bromeland did not receive any comments or concerns from any residents. The applicant sent a video and pictures showing the edge of the garage with the passenger side and drive side doors open reaching 12 feet from garage to the open driver door.
 - Commissioner Miller stated that it looked like with the driver side door closed the van came to 10 feet from the side of the garage.

- Mr. Beyer stated that he wants the pad to be 12 feet, so he is not stepping out of his van onto the grass.
- Chairman Talle opened the public hearing. There were no comments. Chairman Talle closed the public hearing.
- Commissioner McCarty stated that it does not meet the legal standard of practical difficulties, stepping onto the grass is not a hardship. Commissioner Rose disagreed stating he thought stepping out on the grass posed a danger.
- Chairman Talle asked if there was anything unique about the property causing it to be a hardship. Administrator Bromeland stated there was none to her knowledge. Commissioner Norton stated that there is a parking pad at the neighbors across the street. Administrator Bromeland stated that per City staff's review of the property file for that address, when the home was constructed, the drawing in the file shows a third parking stall that is located 8'6" from the side property line. It was noted that physical measurements would need to be taken to verify that the parking pad is 8'6" from the property line. Commissioner Hughes asked if the city has granted a variance for any other side yard parking pads. Administrator Bromeland stated that the Planning Commission did grant one a few years ago for the property at 202 Cranberry Court for a parking pad that partially encroached into the side yard setback. Planning Commission members discussed that the lot was odd shaped and not rectangular.
- Commissioner Norton stated that she thought it does not conflict with the overall aesthetics of the neighborhood, there is no public safety issue, it gets a work vehicle off the road, it makes sense for practicality purposes, it meets the reasonableness and essential character aspects.
- Commissioner Hughes stated she does not believe it meets practical difficulties. She asked if we should look at changing code as this issue will continue to come up. Commissioner McCarty agreed that it does not meet the test of a variance and maybe changing code to 6-foot side yard setback. Commissioner Miller stated that if we change code to 6 feet, you will have homeowners who will want to encroach in that as well. Chairman Talle stated that it does not meet city code for no parking in a side yard setback. These are two separate issues and could possibly need another variance. He also stated that he believes it meets the reasonableness and essential character, but uniqueness is a hard one to pass.
- Commissioner Rose moved, seconded by Commissioner Norton to recommend to the City Council to approve the variance. A roll call was taken with Chairman Talle, Commissioners Rose, Norton, Hughes, Miller, and Beckel voting in favor, Commissioner McCarty voted no. Motion carried.

2. Public Hearing for Re-Zoning: Fox Meadows Housing Development.

- When parcel R121018400013 was annexed into the city it was zoned A-1, Agricultural District, until placed in another district by action of the City Council after recommendation by the Planning Commission. Annexed land may be zoned other than A-1 if another use is applied for by the property owner. The developer submitted an application for the area with the 8-plexes to be re-zoned as R-3. The area with twin homes is to be re-zoned R-2. The area with single family homes is to be re-zoned R-1. The area labeled "PUD" will follow re-zoning and the preliminary and final plat process. Mr. Schrom and his team were provided zoning code regulations for of the zoning

districts to ensure that the proposed construction conforms with each zoning district's respective regulations for setbacks, lot coverage, etc.

- Administrator Bromeland stated that in the review process it was noted that the 8-plexes would need to be placed on their own lot to be zoned R-3. Mike Humpal with SCSC suggested that it should go to the City Council as an R-4 instead of an R-3. If the developer leaves it as an R-3 they will need to provide a new plat showing each 8-plex on its own lot.
- Chairman Talle asked if it is re-zoned to an R-4 does it affect any of the other zoning districts. Mr. Humpal stated it will only affect the 8-plexes.
- John Schulte, an engineer with Jones Haugh & Smith, stated that if each 8-plex was located on its own lot the development would not meet density. They would ask for it to be zoned R-4.
- Chairman Talle opened the public hearing.
- Resident Robert Winkler stated his concerns of density, water runoff going into his wetlands and possibly losing some of his farmland, an increase for our water and sewer system, increased traffic on Agency Street, and green areas. Mr. Schulte stated that there is a proposed area for a park but were waiting for direction from the City Council. Brian Sarff with Bolton and Menk stated that the water runoff will be routed to a detention pond where treatment and rate control happens. It will discharge at the same rate as today. Mr. Humpal agreed and stated that the water runoff will be the same as now because the detention basins will regulate how much drains. The developer has not purchased any easements and all the runoffs will be discharged on property owned by the developer. Administrator Bromeland stated that after reviewing utility capacity with the City's engineer that at this time the City has the capacity for the water and sewer. Commission Norton asked why the park land was up for debate. Administrator Bromeland explained that the Park Board has some say with where there may be a need for a park. If they deem that area does not need a new park, then the developer would dedicate funds in lieu of park land.
- Commissioner Hughes asked if the school had been contacted and whether they could handle the increase in students. Administrator Bromeland stated that she has been staying in communication with the school superintendent when there are possible housing developments being contemplated. At the present time, the school is working to increase enrollment as it has decreased since pre-COVID.
- Resident Perry Madden stated he believes that the 8-plexes are too much in the area and does not fit the neighborhood. He would prefer to see the first section along Agency be zoned R-1. Commissioner Norton asked about the site design and why the R-1 district sits closer to Blace Avenue. Mr. Schulte explained that they placed the higher density closer to Agency Street while putting the single-family district in a quieter more desirable location. Troy Schrom stated that it is a transition from the mobile home park and Autumn Wind Townhomes.
- Mr. Humpal asked what Agency Street was designed for. Mr. Sarff stated that it is capable for 5000 vehicle per day. Commissioner McCarty added that in 2018 the amount of vehicle was around 2600 per day and a road like Agency could handle up to 7500 vehicles per day.
- Chairman Talle closed the public hearing.

- Chairman Talle asked how many acres this development is and if it were all single-family homes how many could be place on it. Mr. Schulte stated it is 37 acres. Commissioner McCarty stated you could build around 92-93 single family homes, which would only be slightly less than the 120 units the developer is proposing.
- Commissioner McCarty asked if there could be some sort of tree/shrub buffer between Agency Street and the 8-plexes. Mr. Schrom stated that they could look into some sort or screening/trees. Administrator Bromeland stated that that is something that could be added to the Developers Agreement.
- Commissioner McCarty stated that re-zoning the portion of the development with the 8-plexes to an R-4 makes sense and the transition seem appropriate. Mr. Humpal agreed and stated that the higher density should be along Agency Street with a transition to less density.
- Administrator Bromeland asked the height of the structures. Mr. Schulte confirmed that they would be well below the 35 feet at 17 and 23 feet.
- Commissioner McCarty moved, seconded by Commissioner Beckel to approve the re-zoning but with a change of the portion with 8-plexes from an R-3 to an R-4. A roll call was taken with all in favor. Motion carried.

3. Public Hearing for Preliminary Plat: Fox Meadows Housing Development.

- Administrator Bromeland gave a background to consider an application for preliminary plat from Troy Schrom for the Fox Meadows Housing Development. Notice was sent out to residents within a 300-foot radius but notice for this project was sent out to residents within a 350-foot radius since the area to be rezoned required notice sent to properties within 350 feet for consistency purposes. Items for review are lot plan, existing conditions, street plan, utility plan, grading plan, and storm sewer plan which were all reviewed by Bolton and Menk.
- Administrator Bromeland asked about water looping. Mr. Sarff stated that the looping will be completed with the project from Thomas/Agency to Maple Lane. Commissioner Miller stated that the water looping would be a benefit to the city. Chairman Talle agreed and added that it would be a benefit for a fire call as it would increase the water pressure with the hydrants.
- Mr. Schulte explained that the sanitary sewer hookup at Thomas Drive will go as deep as possible to the East and to the township road. Mr. Sarff commented that there will be additional hookups that run north. It will be split to two different sewer sheds. There will be water hookups at each street. The water looping will go all the way through the development. There will be hammerheads for the firetrucks to turn around. Thomas Drive will be the main road with 6-foot sidewalks, all other streets will have 5-foot sidewalks. All streets will be 36 feet from curb to curb. Thomas will have a 14-foot boulevard, all other streets will have a 6-foot boulevard.
- Chairman Talle opened the public hearing.
- Mr. Winkler voiced his concerns about children crossing Agency Street and how busy it is. Chairman Talle asked him if he would like a sidewalk on his property. Mr. Winkler stated that he would be fine with a sidewalk on his property if it could save one child's life. He also voiced concerns with the speeds of the vehicles.

- Chairman Talle closed the public hearing.
- Administrator Bromeland stated that a pedestrian connectivity study is being done on this section of town. The study will look at the best side for a path or trail and crossing locations.
- Mr. Schrom gave a description for the timeline of the project. Phase 1 is currently out to bid, when they receive the bids back, they will have a more definitive answer for the timeline. Phase 2 is on a 3 year start time but will depend on the economy. Everything for both phases will be platted at the same time.
- The Planning Commission reviewed the letter from Bolton and Menk on their engineering review for the Preliminary Plat. Chairman Talle asked if the letter from Bolton and Menk would be addressed at a later date with the City Council. Administrator Bromeland confirmed that it would be included with any materials that are presented to the City Council for preliminary plat approval.
- Commissioner McCarty moved, seconded by Commissioner Rose to approve the Preliminary Plat with the recommendations from Bolton and Menk. A roll call was taken with all in favor. Motion carried.

Other

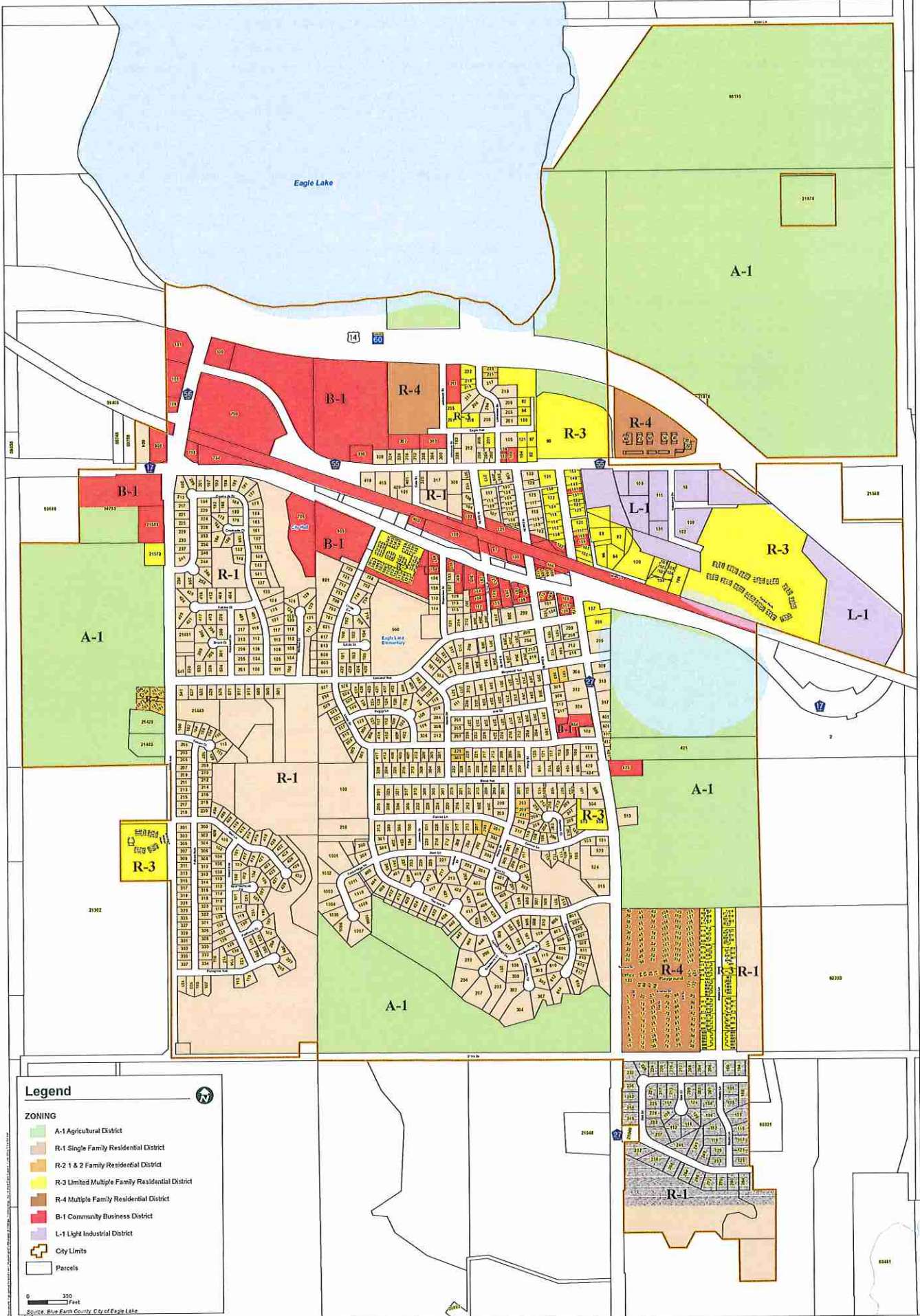
1. Building and Zoning Permit Activity. Permit activity was presented for the months of August and September.
 2. Supplemental EAW for Mankato Motorsports Park Project. Administrator Bromeland gave an update on the Motorsports Park project. A supplemental EAW was presented to the City Council at their Special Council Meeting on Monday, September 12th. The City Council deemed the supplemental EAW complete. It has been sent to the EQB, with public comment period beginning September 20th and ending October 20th. A copy of the EAW is available for public viewing on the City's website at eaglelakemn.com.
- The next regular scheduled Planning Commission meeting is October 17, 2022, at 6:00 p.m. in City Hall Council Chambers, 705 Parkway Avenue.

Adjournment

- Commissioner Rose moved, seconded by Commissioner Miller to adjourn. A roll call vote was taken with all voting in favor. Meeting adjourned at 7:46 p.m.

Trent Talle, Chairman

Mandy Auringer, Administrative Clerk



Handwritten initials or mark.



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

October 3, 2022

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

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

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

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

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

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

Attached for reference purposes are supporting informational items.

Discussion should ensue.

Jennifer J. Bromeland
City Administrator

PRELIMINARY PLAT APPLICATION



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

Name Fox Meadows
 Address 704 Parkway Ave Eagle Lake, MN 56024
 Phone (507) 257-5110 Cell Phone (507) 390-5346
 Email Address troyschrom@gmail.com
 Parcel ID # R12101840013
 Street Address of Property to be Platted R12101840013

The preliminary plat shall include the items outlined in Chapter 5 of the City Code.

[Signature]
Applicant's Signature

8-31-22
Date

Office Use Only:

- Application Fee Paid \$100.00
- \$10 per Lot Paid _____ lots x \$10.00/lot = \$ _____
- Notification Letters Sent
- Billing for Notification Letters _____ notices x \$2.00/notice = \$ _____ (properties within 350 feet)
- Bill for Notices Paid
- Planning Commission Hearing Held
 - Planning Commission Action Approved Denied Tables
 - Planning Commission Comments
- City Council Meeting Held
 - City Council Action Approved Denied Tabled
 - City Council Comments

133



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Fax: (507) 625-4177
Bolton-Menk.com

September 12, 2022

Jennifer Bromeland
City Administrator
City of Eagle Lake
705 Parkway Avenue
Eagle Lake, MN 56024-0159

RE: Preliminary Plat Engineering Review
Fox Meadows Development
City of Eagle Lake, MN
Project No.: 0M1.127423

*36' wide -
curb to curb*

Dear Ms. Bromeland,

As requested, I have completed an engineering review of the Preliminary Plat materials submitted by Fox Meadow Townhomes LLC. These documents were endorsed by the developer on August 31, 2022. Upon reviewing these documents, I have the following comments:

General Comments:

1. Hard copies of the Preliminary Plat documents submitted for review by the Planning Commission should be printed on 34-inch by 22-inch sheets such that the drawing scale is no more than 100 feet to an inch.
2. We recommend that the final plat be reviewed by the Blue Earth County recorder's office before securing final signatures.
3. The drawings show delineated wetlands on the property. Copies of the wetland reports and permits should be provided along with the proposed plan for wetland mitigation.

Streets and Right-of-Way:

4. It is noted that the proposed Thomas Drive lies within a proposed 80-foot-wide right-of-way which meets the minimum requirements for Urban Collectors.
5. It is noted that most proposed local streets are centered in 66-foot-wide platted right-of-way. This meets and exceeds the minimum required 60-foot width. Local street rights-of-way on all other surrounding subdivisions are 60-feet wide.
6. The westernmost block of Blace Avenue shows a right-of-way width of 59.64 feet. This should be increased at a minimum to 60 feet. Increasing this to 66-feet would allow the jog near Outlot A to be eliminated.
7. The Maple Lane right-of-way south of the development is drawn at 66-feet-wide but is labeled and exists as a 60-foot right-of-way. The location of the existing Maple Lane right-of-way should be verified and drawn correctly.

8. It is noted that 5-foot-wide sidewalks are proposed on one side of all proposed public streets. A 6-foot-wide sidewalk is proposed on Thomas Drive.
9. A sidewalk along the east side CSAH 27 (Agency Street) should be considered to mitigate the need for pedestrians to cross the County's highway.
10. The westernmost block of Connie Lane should be adjusted to align with the existing street west of Agency Street.
11. Proposed centerline grades of all streets and private drives should be added to the Streets Plan and/or the Grading and Storm Sewer Plan.
12. I recommend that the existing temporary cul-de-sac on the north end of Maple Lane (just south of the proposed development) be removed and converted into a straight road segment to prevent motorist confusion.
13. Concrete curb returns should be included at the intersection of Agency Street and Thomas Drive.
14. The existing driveway in the Northeast quadrant of the proposed Agency Street and Blace Avenue intersection will need to be adjusted or relocated.
15. Specific comments on the provided typical street sections have been made on the enclosed plan redlines.

Sanitary Sewer and Watermain:

16. The proposed sanitary sewer on Thomas Drive should be 12-inch-diameter pipe laid at 0.22% according to the City's comprehensive infrastructure plan. Future sanitary sewer on Thomas drive will be 10-inch-diameter pipe.
17. The proposed sanitary sewer and watermain in the westernmost block of Thomas Drive should be realigned to be centered in the street.
18. Fire hydrants need to be provided at each intersection, including Thomas Drive & Maple Lane and Connie Lane & Maple Lane. Refer to enclosed plan redlines.
19. Flushing fire hydrants need to be provided at the end of each watermain located within the Private Drives of Lot 1, Block 2.
20. The sanitary sewer and watermain located within the Private Drives of Lot 1, Block 2 should be shifted so they are centered on the private road and utility easements.
21. Isolation valves should be provided for each leg of all watermain junctions.
22. All sewer and water services should be constructed perpendicular to the main pipeline.

Grading and Storm Sewer:

23. Summarized results of the drainage calculations certifying that all treatment and rate requirements are met should be provided along with information on how volume reduction measures were considered.
24. The grading plan shows back yard depressions and private storm sewers, which can create long term maintenance issues. Alternate grading should be used to eliminate back yard drains and convey stormwater to public streets and private drives.
25. Where private storm sewer is necessary, drainage and utility easements should be provided over all pipelines.
26. A drainage and utility easement should be provided over all stormwater ponds. All ponds should have a 8-foot-wide minimum flat maintenance access area around the entire pond (street boulevards are acceptable).

Name: City of Eagle Lake, MN
Date: 9/12/2022
Page: 3 of 3

27. There are concerns about increasing the stormwater discharge volume into the east ditch of CSAH 27 (Agency Street). These concerns stem from observations of previous heavy rain events where this ditch was inundated. We are also aware that the existing field is drained by a tile that crosses CSAH 27 and drains directly into the wetland to the west. Therefore, the outlet of the main stormwater pond should cross CSAH 27 south of Thomas Drive.

Please let me know if you have any questions regarding my engineering review of the Fox Meadows Development. I am happy to attend any upcoming Planning Commission meetings as needed.

Sincerely,

Bolton & Menk, Inc.



Brian J. Sarff, P.E.
Consultant City Engineer

Enclosure

- Chairman Talle asked how many acres this development is and if it were all single-family homes how many could be placed on it. Mr. Schulte stated it is 37 acres. Commissioner McCarty stated you could build around 92-93 single family homes, which would only be slightly less than the 120 units the developer is proposing.
- Commissioner McCarty asked if there could be some sort of tree/shrub buffer between Agency Street and the 8-plexes. Mr. Schrom stated that they could look into some sort of screening/trees. Administrator Bromeland stated that that is something that could be added to the Developers Agreement.
- Commissioner McCarty stated that re-zoning the portion of the development with the 8-plexes to an R-4 makes sense and the transition seems appropriate. Mr. Humpal agreed and stated that the higher density should be along Agency Street with a transition to less density.
- Administrator Bromeland asked the height of the structures. Mr. Schulte confirmed that they would be well below the 35 feet at 17 and 23 feet.
- Commissioner McCarty moved, seconded by Commissioner Beckel to approve the re-zoning but with a change of the portion with 8-plexes from an R-3 to an R-4. A roll call was taken with all in favor. Motion carried.

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- Administrator Bromeland stated that a pedestrian connectivity study is being done on this section of town. The study will look at the best side for a path or trail and crossing locations.
- Mr. Schrom gave a description for the timeline of the project. Phase 1 is currently out to bid, when they receive the bids back, they will have a more definitive answer for the timeline. Phase 2 is on a 3 year start time but will depend on the economy. Everything for both phases will be plated at the same time.
- The Planning Commission reviewed the letter from Bolton and Menk on their engineering review for the Preliminary Plat. Chairman Talle asked if the letter from Bolton and Menk would be addressed at a later date with the City Council. Administrator Bromeland confirmed that it would be included with any materials that are presented to the City Council for preliminary plat approval.
- Commissioner McCarty moved, seconded by Commissioner Rose to approve the Preliminary Plat with the recommendations from Bolton and Menk. A roll call was taken with all in favor. Motion carried.

Other

1. Building and Zoning Permit Activity. Permit activity was presented for the months of August and September.
 2. Supplemental EAW for Mankato Motorsports Park Project. Administrator Bromeland gave an update on the Motorsports Park project. A supplemental EAW was presented to the City Council at their Special Council Meeting on Monday, September 12th. The City Council deemed the supplemental EAW complete. It has been sent to the EQB, with public comment period beginning September 20th and ending October 20th. A copy of the EAW is available for public viewing on the City's website at eaglelakemn.com.
- The next regular scheduled Planning Commission meeting is October 17, 2022, at 6:00 p.m. in City Hall Council Chambers, 705 Parkway Avenue.

Adjournment

- Commissioner Rose moved, seconded by Commissioner Miller to adjourn. A roll call vote was taken with all voting in favor. Meeting adjourned at 7:46 p.m.

Trent Talle, Chairman

Mandy Auringer, Administrative Clerk

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

In regards to the Fox Meadows Development

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

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

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

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

Thank You

Eugene & Joyce Bruender

Signed Eugene H. Bruender Joyce Bruender
Date 9-28-22

138A

FOX MEADOWS

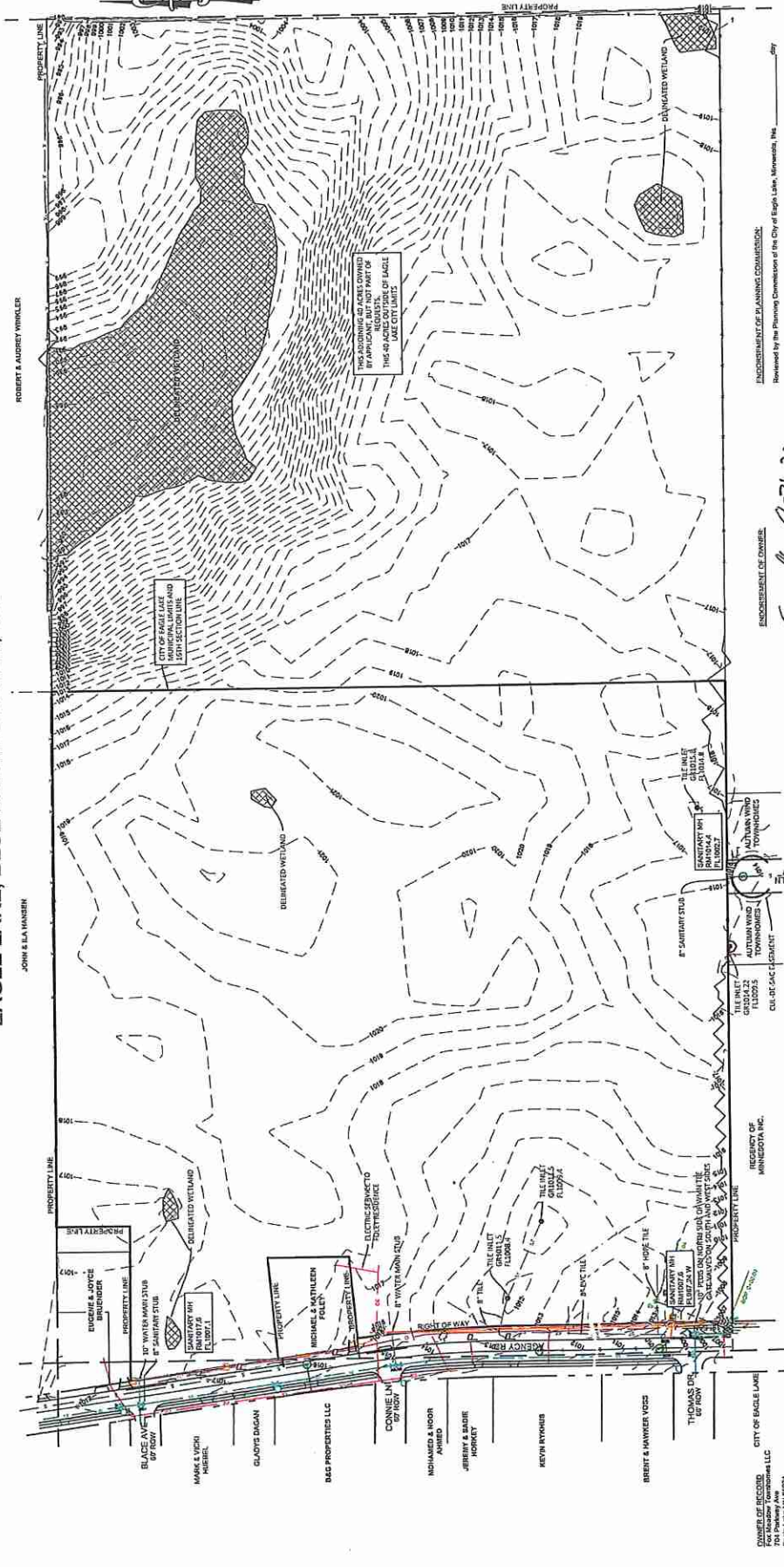
PRELIMINARY PLAT - EXISTING CONDITIONS

PART OF SW1/4 & SE1/4 18-T108N-R25W

EAGLE LAKE, BLUE EARTH COUNTY, MN

JOHN & LIA HANSEN

ROBERT & AUDREY WINKLER



ENDORSEMENT OF PLANNING COMMISSION
 Reviewed by the Planning Commission of the City of Eagle Lake, Minnesota, MN
 On _____, 2022
 Signed: Commission Chair _____ Date _____

ENDORSEMENT OF TOWNSHIP
 Signed *[Signature]* 8-31-22
 Date _____
 Troy M. Schwaner
 Town Supervisor

DRAWINGS ON 11x17 SHEETS ARE HALF SCALE		<p>JONES HAUGH SMITH ENGINEERS INC. 415 West Fourth Street, Duluth, MN 55812-1008 TEL: 218-825-1000 FAX: 218-825-1001</p>	<p>DATE: 8-31-22</p> <p>DESIGNED: JACS</p> <p>DRAWN: JACS</p> <p>CHECKED: JCS</p> <p>IN CHARGE: JCS</p>	<p>SHEET 1 OF 1</p> <p>PROJECT: SCHROM CONSTRUCTION FOX MEADOWS EAGLE LAKE PRELIMINARY PLAT - EXISTING CONDITIONS</p>
<p>1" = 100'</p> <p>HORIZ. SCALE</p> <p>VERT. SCALE</p>				

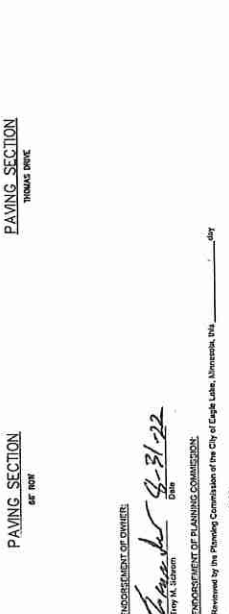
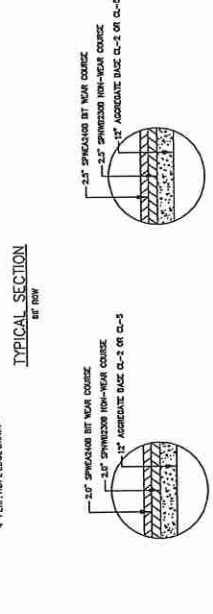
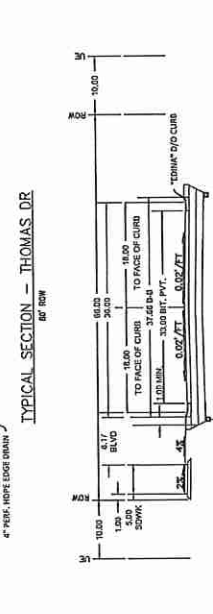
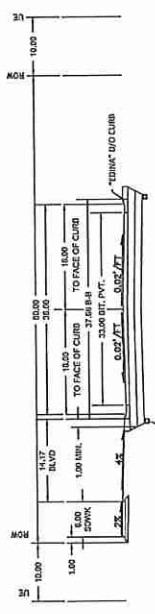
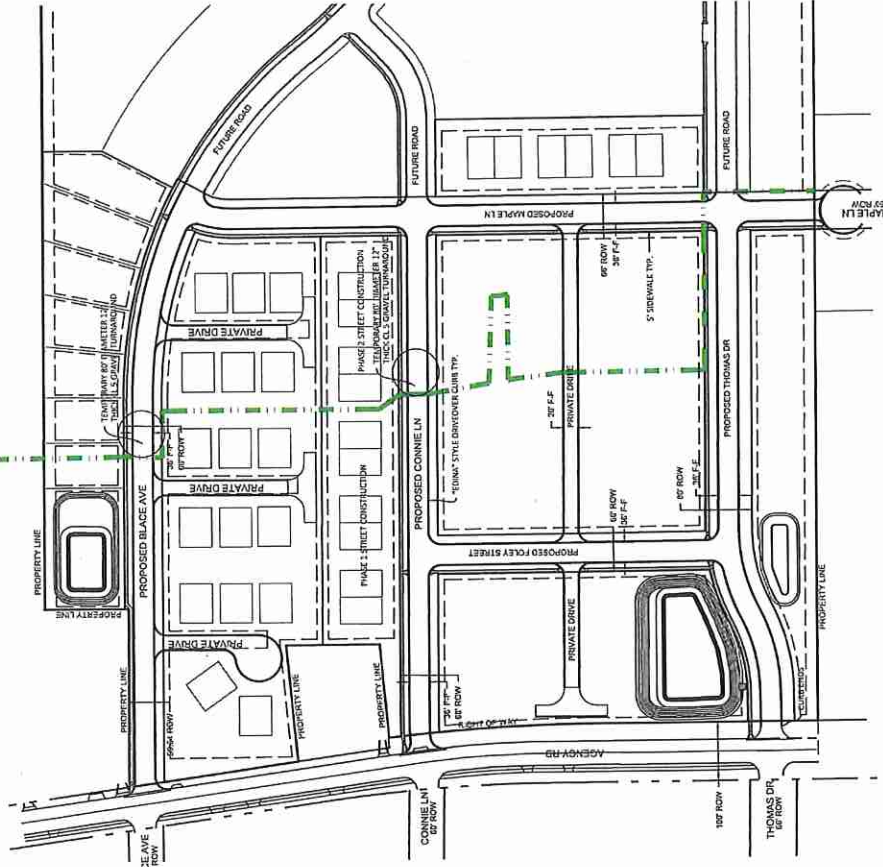
140

FOX MEADOWS

PRELIMINARY PLAT - STREETS PLAN

PART OF SW1/4 & SE1/4 18-T108N-R25W

EAGLE LAKE, BLUE EARTH COUNTY, MN



ENGINEER OF RECORD:
 Terry M. Schrom
 Date: 8-31-22

ENGINEER OF PLANNING COMMISSION:
 Remanded by the Planning Commission of the City of Eagle Lake, Minnesota, this _____ day of _____, 2022.

Special Commission Chair: _____ Date: _____

100 0 100
 HORIZ. SCALE
 FEET
 DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

NO.	BY	DATE		DESIGNED: JAS/JF DRAWN: JAS/JF CHECKED: JST DATE: 8/28/22	A15 West Maple Street, Duluth, MN 55812-2018 (1000) Phone: 218-826-2525 Email: info@jhsa.com Website: www.jhsa.com	SCHROM CONSTRUCTION FOX MEADOWS EAGLE LAKE PRELIMINARY PLAT - STREETS PLAN	SHEET 1 OF 1

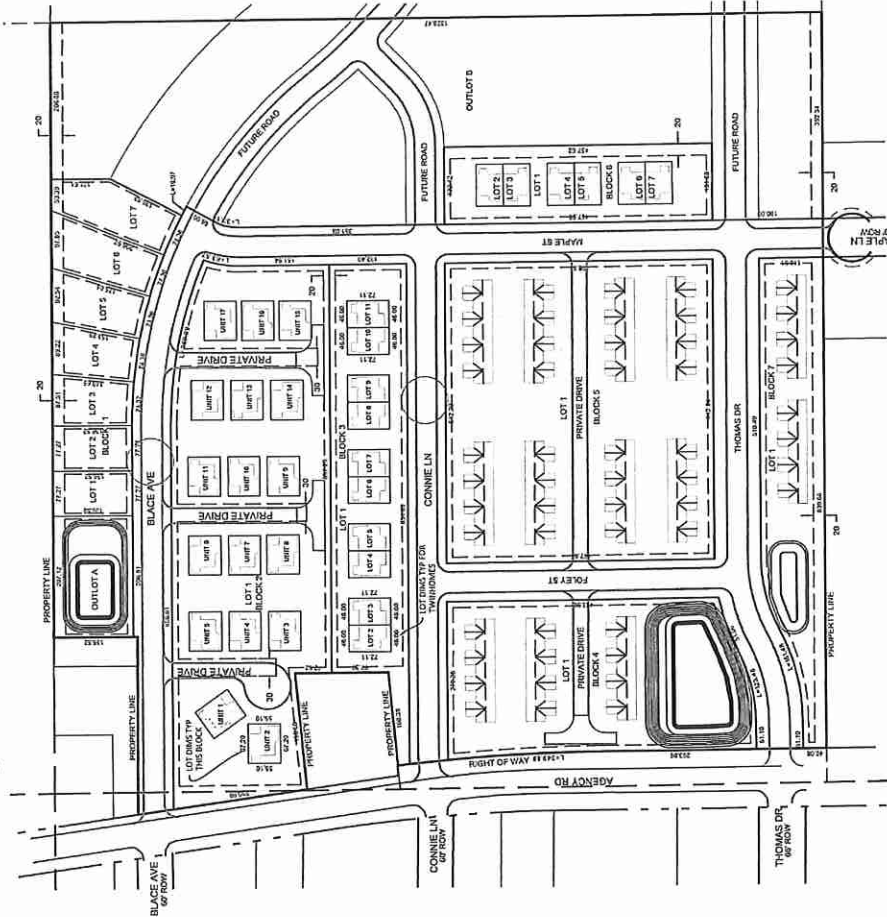
141

FOX MEADOWS

PRELIMINARY PLAT - LOTS PLAN

PART OF SW1/4 & SE1/4 18-T108N-R25W

EAGLE LAKE, BLUE EARTH COUNTY, MN



BASE AND RESERVATION CALCULATION
 Gross Area of Developed Plat: 37.23 acres
 Number of Units Shown: 135
 Park Requirement: 7% of Gross Area = 2.62 acres
 The Applicant understands that Park dedication is not always
 desired by Applicants, and hereby requests dedication on either park
 land location in this use of park dedication. The Applicant's
 The applicant is amenable that the park be provided on the
 land shown on this plat to be provided on the
 Concept Plan.

Drainage and utility easements are
 shown (blue unless otherwise noted).



ENDORSEMENT OF OWNER:

 Date: 4/31-22

ENDORSEMENT OF PLANNING COMMISSION:
 Reviewed by the Planning Commission of the City of Eagle Lake, Minnesota, this _____ day
 of _____, 2022.

Signature: _____
 Design: _____

100 0 100
 FEET
 HORIZ. SCALE
 DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

JONES HAUGH SMITH
 ENGINEERS, ARCHITECTS, PLANNERS
 415 West Fourth Street, Suite 200, Duluth, MN 55812
 Phone: 218.825.2222
 Fax: 218.825.2222
 Email: info@jhs.com

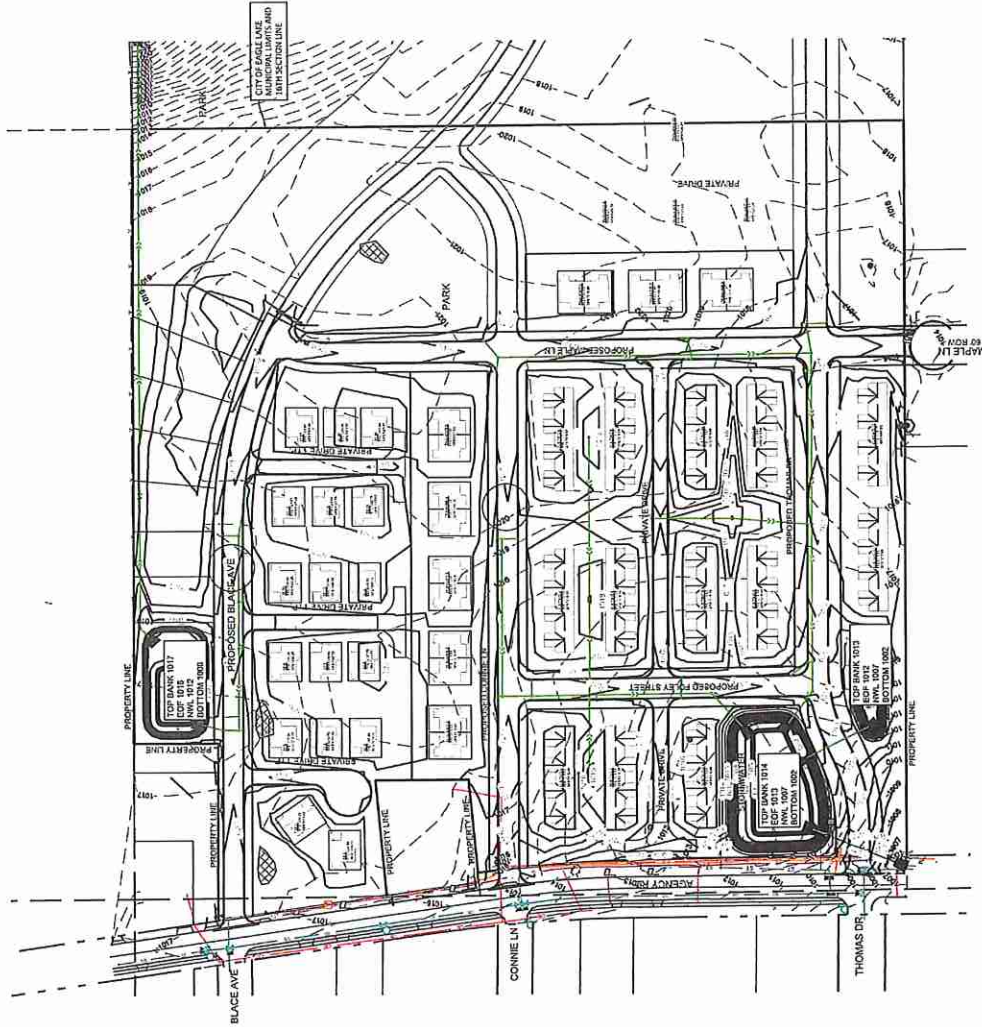
DATE	BY	DATE

SCHROM CONSTRUCTION
 FOX MEADOWS
 EAGLE LAKE
 PRELIMINARY PLAT - LOTS PLAN

SHEET 1 OF 1

142

FOX MEADOWS
PRELIMINARY PLAT - GRADING & STORM SEWER PLAN
 PART OF SW1/4 & SE1/4 18-T108N-R25W
 EAGLE LAKE, BLUE EARTH COUNTY, MN



ENDORSEMENT OF OWNER:
[Signature] 8/31/22
 Mayor
 ENDORSEMENT OF PLANNING COMMISSION:
 Reviewed by the Planning Commission of the City of Eagle Lake, Minnesota, on _____ 2022
 Signed Commission Chair _____ Date _____



REV	BY	DATE

DESIGNED: JACOB	DATE: 8/27/22
DRAWN: JACOB	DATE: 8/27/22
CHECKED: JACOB	DATE: 8/27/22
IN CHARGE: JACOB	DATE: 8/27/22

JONES HAUGH SMITH
 Engineers & Surveyors
 415 Third Street, Suite 200, Champlin, MN 55316
 Phone: 763-429-1100
 Fax: 763-429-1101
 www.jhs-engineers.com

PROJECT: SCHROM CONSTRUCTION	SHEET: 1 of 1
LOCATION: FOX MEADOWS	
DESCRIPTION: EAGLE LAKE	
DATE: 8/27/22	
PREPARED BY: JACOB	
CHECKED BY: JACOB	
IN CHARGE BY: JACOB	
DATE: 8/27/22	

FF



September 7, 2022

**PUBLIC NOTICE
PLANNING COMMISSION OF EAGLE LAKE**

Notice is hereby given that the Planning Commission of the City of Eagle Lake, Blue Earth County, Minnesota, will meet at 6:00 p.m. on Monday, September 19, 2022 at City Hall, 705 Parkway Avenue, Eagle Lake, MN, and hold a Public Hearing to consider a preliminary plat from Troy Schrom with Fox Meadows Townhomes LLC for the property described as part of the Northeast Quarter (NE1/4), Southwest Quarter (SW1/4), Section 18-T108N-R25W (parcel ID # R121018400013).

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

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

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

Email: jbromeland@eaglelakemn.com

The Free Press THE LAND MEDIA

P.O. Box 3287, Mankato, MN 56002
www.mankatofreepress.com phone: (507) 344-6314, fax: (507) 625-1149

Ad Proof

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

DATE 09/07/22

Client:

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

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

Ad ID: 637876

Start: 09/09/22

Stop: 09/09/22

Total Cost: \$45.83

of Lines: 39

Columns Wide: 1

of Inserts: 2

Ad Class: Legals

Phone #

Email: mthomas@mankatofreepress.com

Publications:

The Free Press
MankatoFreePress.com

Public Notice

September 9, 2022

**PLANNING COMMISSION
OF EAGLE LAKE**

Notice is hereby given that the Planning Commission of the City of Eagle Lake, Blue Earth County, Minnesota, will meet at 6:00 p.m. on Monday, September 19, 2022 at City Hall, 705 Parkway Avenue, Eagle Lake, MN, and hold a Public Hearing to consider a preliminary plat from Troy Schrom with Fox Meadows Townhomes LLC for the property described as part of the Northeast Quarter (NE1/4), Southwest Quarter (SW1/4), Section 18-T108N-R25W (parcel ID # R121018400013).

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

Jennifer J. Bromeland
City Administrator

SECTION 5.050 PRELIMINARY PLAT

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

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

A. Identification and Description.

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

Owner

Date

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

Reviewed by the Planning Commission of the City of Eagle Lake, Minnesota this _____ day of _____, 20____.

Signed: _____
Commission Chair

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

B. Existing Conditions.

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

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

C. Design Features.

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

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

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

Subd. 5. Review and Action. The Planning Commission shall within a reasonable time, pass upon the preliminary plat as originally submitted or modified. If approved, the Planning Commission shall express its approval as conditional approval and state the conditions of such approval, if any, or if disapproved, shall express its reasons therefore. Such approval or disapproval shall be transmitted to the Council and the Council shall approve or disapprove the preliminary plat. Approval means the acceptance of the preliminary as a basis for preparation of a final plat.

Subd. 6. Standards of Approval. No preliminary plat of a proposed subdivision shall be approved by the Planning Commission unless the applicant proves by clear and convincing evidence that:

- A. The proposed subdivision meets the design standards as set forth in Section 5.070 of this Code.
- B. The proposed subdivision will not result in the scattered subdivision of land that leaves undeveloped parcels of land lacking urban services between developed parcels.
- C. The proposed subdivision conforms with all existing zoning regulations applicable at the time that the proposed preliminary plat is submitted for approval.
- D. The subdivider has taken every effort to mitigate the impact of the proposed subdivision on public health, safety, and welfare.
- E. The required application fee has been paid.

SECTION 5.060 FINAL PLAT

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

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

A. Identification and Description.

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

Owner

Date

8. Notarized certification by a registered land surveyor to the effect that the plat represents a survey made by him and that monuments and markers shown therein exist as located and that all dimensional and geodetic details are correct.
9. Notarized certification by owner, and by any mortgage holder of record of the adoption of the plat and the dedication of streets and other public areas.
10. Certification showing all delinquent taxes and special assessments due on the property have been paid in full.

11. Form for endorsement by the Planning Commission as follows:

Reviewed by the Planning Commission of the City of Eagle Lake, Minnesota this _____ day of _____, 20____.

Signed: _____
Commission Chair

12. Form of approval by the City Council as follows:

Approved by the City Council of Eagle Lake, Minnesota, this _____ day of _____, 20____.

Signed: _____
Mayor

Attest: _____
City Clerk

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

B. Existing Conditions.

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

6. Boundary lines of adjoining platted or unplatted land and owners of all tracts of land within one hundred (100) feet.
7. Complete topographic map with contour intervals not greater than two (2) feet, watercourses, marshes, rock outcrops, water bodies, streams, and other pertinent features such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, bridges, and other significant features; all superimposed on at least two (2) prints of the preliminary United States Geodetic Survey Datum shall be used for all topographic mapping. Floodway and flood fringe zones shall be shown as delineated by current flood plain maps.
8. A separate copy of restrictive covenants, if any, of all adjoining subdivisions.

C. Design Features.

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

12. Indication of all other lot uses other than residential proposed by the subdivider.
13. Sufficient data acceptable to the City Engineer to determine readily the location, bearing, and length of all lines, and to reproduce such lines upon the ground; the location of all proposed monuments.
14. The boundary line of the property to be included within the plat is to be fully dimensioned; all angles of the boundary to be indicated; all monuments and surveyor's irons to be indicated; each angle point of the boundary perimeter to be so monumented. Location and ties of monuments that cannot be set at proper location because of physical hardship shall be delineated on the outside boundary of the final plat. Pipes or steel rods shall be placed at each corner of each lot and at each intersection of street center lines.

All U. S., State, County, or other official bench marks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position and shall be recorded on the plat. All lot and block dimensions shall be shown on the plat and all necessary angles pertaining to the lots and blocks, as an aid to future surveys, shall be shown on the plat. No ditto marks will be permitted in indicating dimensions.

15. Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, or for the exclusive use of property owners within the subdivision, with the purposes indicated therein.

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

Subd. 4. Public Hearing. Upon receipt of the above information, the City Clerk shall call a public hearing for the next scheduled meeting of the Planning Commission to be held at least fifteen (15) days after the date of the application. The City Clerk shall mail notices to the owners of all property within 350 feet of the proposed subdivision and shall submit notice for publication in the official newspaper at least seven (7) days prior to the public hearing.

Subd. 5. Review and Action. The Planning Commission shall within a reasonable time, pass upon the final plat as originally submitted or modified. If approved, the Planning Commission shall express its approval as conditional approval and state the conditions of such approval, if any, or if disapproved, shall express its reasons therefore. Such approval or disapproval shall be transmitted to the Council and the Council shall approve or disapprove the final plat.

Subd. 6. Signing and Recording of Plat. Following final approval or disapproval by the City Council, the Planning Agency shall notify the owner or subdivider of the Council's action and each final plat, when duly certified, signed and acknowledged by the Planning

Commission and City Council, shall then be recorded by the owner in the office of the Blue Earth County Recorder. After the final plat has been filed by the County Recorder, the owner shall provide the City Engineer with a Mylar copy of the final as executed.

Subd. 7. Partial Final Plat. The owner may file a final plat limited to such portion of the preliminary plat which he proposed to record and develop at the time, provided that such portion conforms to all requirements of this chapter.

Subd. 8. Lapse of Preliminary Approval. Approval of a preliminary plat shall become null and void if a final plat has not been submitted for all or part of the preliminary within one (1) year from the approval of the preliminary plat by the Council.

Subd. 9. Standards of Approval. No preliminary plat of a proposed subdivision shall be approved by the Planning Commission unless the applicant proves by clear and convincing evidence that:

- A. The proposed subdivision meets the design standards as set forth in Section 5.070 of this Code.
- B. The proposed subdivision will not result in the scattered subdivision of land that leaves undeveloped parcels of land lacking urban services between developed parcels.
- C. The proposed subdivision conforms with all existing zoning regulations applicable at the time that the proposed final plat is submitted for approval.
- D. The subdivider has taken every effort to mitigate the impact of the proposed subdivision on public health, safety, and welfare.
- E. The required application fee has been paid and all dedications and conveyances have been made.

SECTION 5.070 DESIGN STANDARDS

Subd. 1. General Requirements.

- A. The Planning Commission in its review of a preliminary plat, will take into consideration the requirements of the community and the best use of the land being subdivided. Particular attention will be given to the arrangement, location and widths of streets, the general drainage situation, lot sizes and arrangement, as well as Comprehensive Development Plan requirements for parks, school sites and streets, but not limited to these.
- B. The preliminary plat shall cover all of the subdivider contiguous land, but the final plat may cover only a portion of the preliminary plat, provided it is in conformance with the approved preliminary plat and other requirements herein.

- C. Where the parcel is subdivided into larger tracts than for building lots, such parcels shall be divided so as to allow for the opening of major streets and the ultimate extension of adjacent minor streets.
- D. Drainage shall be provided for in the subdivision by adequate storm drains or by maintenance of natural drainage channels.
- E. Where surface water run-off will be increased because of proposed development, beyond the capacity of existing storm systems, storm water holding areas, ponds, or existing drainage channels shall be dedicated. The dedication may not be considered as part of the required public open space dedication.
- F. Subdivisions showing unplatted strips or private streets controlling access to public ways shall not receive approval.

Subd. 2. Streets.

- A. The arrangement, character extent, width and location shall conform to the Comprehensive Development Plan, the approved Standard street sections and all applicable ordinances, and shall be considered in their relation to existing and planned streets, to reasonable circulation of traffic, to topographical conditions, to run-off of storm water, to public convenience and safety and in their appropriate relation to the proposed uses of the area to be served.

B. Street right-of-way widths shall be as shown in the Comprehensive Development Plan and where not shown therein, shall be not less than as follows:

FEET

Urban Principal Arterial.....	120
Minor Arterial.....	100
Urban Collector.....	80
Local.....	60

C. Local streets in planned developments may have an approved right-of-way of forty (40) feet under the following conditions:

1. Ten (10) foot utility easements are provided on each side of the right-of-way.
2. Sidewalks and pedestrian paths are built as part of the initial development, off the street right-of-way.
3. Suitable off-street parking space is provided to compensate for ban of off-street parking.

Subd. 3. Easements.

- A. Easements at least twenty (20) feet wide centered on exterior lot lines and ten (10) feet wide centered on interior lot lines, shall be provided for utilities, where necessary. Easements shall have continuity of alignment from block to block and at deflection points.
- B. Where a subdivision is traversed by a water course, drainage way, channel or stream, storm water easement or drainage right-of-way conforming substantially with the lines of such water course shall be provided, together with such further width or construction, or both, as will be adequate for the storm water drainage of the area.

Subd. 4. Block Standards.

A. The maximum length of blocks shall be twelve hundred (1,200) feet. Blocks over six hundred (600) feet long may require pedestrian ways at least ten (10) feet wide at their approximate centers.

The use of additional access ways to schools, parks and other destinations may be required.

- B. Residential blocks shall normally be of sufficient width for two (2) tiers of lots.
- C. Blocks intended for commercial and industrial use shall be designed as such.

Subd. 5. Lot Standards.

- A. Corner lots in residential districts R-1 and R- 2 shall have at least ten (10) feet extra width and sufficient depth for establishing building setback on both streets.
- B. All lots shall have at least the minimum of twenty-five (25) feet required frontage on a public dedicated street.
- C. Side lot lines shall be substantially at right angles or radial to the street line.
- D. Double frontage or lots with frontage on two (2) parallel streets shall be avoided except where essential to provide separation of residential development from traffic arteries or to overcome topographic or other conditions which render subdividing otherwise unreasonable. Such double frontage lots shall have an additional depth of at least twenty (20) feet in order to allow space for screen planting along the rear lot line.
- E. Lots intended for commercial, industrial and multiple dwelling unit use shall be designed as such and the lot must be of adequate size to allow off-street parking, loading areas, and such other facilities as are required to satisfy the requirements of Chapter 6 City Code.
- F. Lots abutting on a watercourse, drainage way, channel or stream shall have an additional depth or width, as required, to assure building sites that are not subject to flooding at the level of the one hundred (100) year flood, as determined by the U. S. Army Corp. of Engineers.

Subd. 6. Public Sites and Open Spaces.

- A. All new subdivisions shall dedicate land for public use such as parks, playgrounds or other open space use according to the following types of subdivision:
 - 1. Residential subdivision of up to ten (10) dwelling units per gross acre - seven (7%) percent of the total gross area.
 - 2. Residential subdivision in excess of ten (10) dwelling units per gross acre - ten (10%) percent of the total gross area.
 - 3. Commercial and industrial subdivision - five (5%) percent of the gross area.
- B. The term "new subdivision" shall not apply where property lines are being surveyed for the purpose of correcting previous descriptions, situations where individuals are buying and/or selling land only to increase their yard space for individual properties or the re-subdivision of an area where a previous dedication was made.

- C. When in the judgment of the Planning Commission and ultimately the City Council, a subdivision is of insufficient size to include an area for a park or park related facilities, or the subdivision is not designated as an area for a park or park related facilities in the City's Comprehensive Plan, the owner or subdivider, in lieu of property dedication, shall be required to pay to the City a sum of money equal to the required dedication percentage. Said amount shall be determined by multiplying the total gross area by the required dedication percentage. This amount shall then be multiplied by the market value of saleable non-platted property as set from time to time by the City Council.

Payment to the City of the required open space dedication, whether in dedicated property or monies, shall be accomplished by the property owner or subdivider at the time of the final platting. Where money in lieu of land is to be paid to the City, such monies may be paid in a manner established by the City Council. In no case shall the final plat be signed or a building permit issued for any lot within the subdivision until such transfer of property or payment in lieu of property has been completed. Any monies paid to the City shall be placed in a designated fund to be used for the acquisition of land for parks and park facilities and/or the continued development of the City's current parks, trails and facilities as determined by the City Council.

Subd. 7. Trunk Area Charges. All unplatted land shall pay a water and sanitary sewer area charge set forth by an annual fee determined by the City Council.

SECTION 5.080 BASIC IMPROVEMENTS REQUIRED

Subd. 1. General.

- A. Before a final plat is approved by the Council, the owner and subdivider of the land covered by the said plat shall execute and submit to the Council an agreement which shall be binding on his or their heirs, personal representatives and assigns, that he will cause no private construction to be made on said plat or file or cause to be filed any application for building permits for such construction until all improvements required under this chapter have been made or arranged for in the manner following as respects the streets to which the lots sought to be constructed have access.
- B. Said agreement shall provide that all of the required improvements will be made in accordance with standards established by the City Engineer, and shall include adequate provisions in the form of escrow deposits or other form of deposit acceptable to the City Council; to insure that all improvements accomplished by the subdivider will comply with such standards.
- C. Said agreement shall provide that the subdivider shall make an advance payment to the City of a percentage of the estimated total costs of those improvements which are to be accomplished by the City, the amount of such advance payment shall be determined by the City Council, terms for payment of the balance of the total cost shall be provided in the agreement.

- D. Approval of the final plat and agreement of the City Council shall be contingent on the deposit of those sums to the City required by the agreement. No signatures indicating the City's approval of the plat will be affixed to the plat until such sums have been deposited with the City Clerk.
- E. Before the subdivider makes any sale, conveyance or assignment of any lot or parcel in the subdivision, the City Clerk shall have on file a notarized copy of a concurrence document wherein the subsequent owner acknowledges that he has seen and accepted the basic improvements agreement and that he agrees to such improvements and the assessment of their cost. Said concurrence document shall be attached to and made a part of the subdivision basic improvements agreement made between the subdivider and the City.

Subd. 2. Sanitary and Storm Drains.

- A. Sanitary sewers shall be installed to serve all properties in the subdivision where a connection to the City sewer system is available at the boundary of the subdivision.
- B. Storm drains and sump pump lines shall be constructed to serve all properties in the subdivision.
- C. Both storm drain and sanitary sewer shall be installed by the City after City Council approval of a petition for the same by the owner. The cost shall be assessed against all lots in the subdivision according City Code.

Subd. 3. Water Supply.

- A. Where a connection to the City water system is presently available at the boundary of the subdivision, water distribution facilities, including fire hydrants, shall be installed to serve all properties within the Subdivision.
- B. Water mains shall be installed by the City after City Council approval of a petition for the same by the owner. The cost shall be assessed against all lots in the subdivision according to City Code.

Subd. 4. Street Improvements. Right-of-way grading, base preparation, curb and gutter, pavement and sidewalks, covering all streets in the subdivision shall be installed by the City after City Council approval of a petition for the same by the owner. The cost shall be assessed against all lots in the subdivision according City Code.

Subd. 5. Street Trees.

- A. If property owner desires and if space permits, a minimum of two trees shall be planted on each lot within the defined boulevard. For corner lots, a minimum of four

trees (two on each street side) shall be planted on each lot. Trees shall be planted a minimum distance of twenty-five (25) feet apart.

- B. No trees shall be planted within any utility easement.
- C. Trees shall not be planted within thirty (30) feet of street intersections.
- D. Trees will be a minimum size of one and one-quarter (1 1/4) inches to two (2) inches in diameter. Tree diameter is measured six (6) inches above ground level.
- E. Trees shall not be planted within three (3) feet of any private utility hook-ups, utility mains or services lines, and concrete drives or walks.
- F. Property owners will be responsible for the care of the trees.
- G. Trees used for street planting must be compatible with the local landscape conditions and not presently under disease epidemic. Prohibited tree species include all conifer, evergreen, poplar, box elder, elm, silver maple, fruit bearing trees and any others designed by the City.

Subd. 6. Private Utilities. All electrical distribution systems, natural gas distribution systems, telephone transmission systems and community cable television systems serving subdivisions which are platted pursuant to the provisions of this chapter shall be installed.




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

October 3, 2022

To: Honorable Mayor Auringer and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Draft Developer's Agreement for Fox Meadows Housing Development – Phase I and II

Attached is a draft developer's agreement for phase I and II of the Fox Meadows Housing Development. The draft agreement has been reviewed by legal counsel. A meeting has been scheduled with the developer, his attorney, me, and the City's attorney to review the draft agreement.

The developer's agreement could be approved concurrently or immediately following the final plat unless legal counsel advises differently.


Jennifer J. Bromeland
City Administrator

**DEVELOPER'S AGREEMENT BETWEEN THE CITY OF EAGLE LAKE,
MINNESOTA AND SCHROM CONSTRUCTION, FOX MEADOWS**

DRAFT

**CITY OF EAGLE LAKE BLUE EARTH COUNTY, MINNESOTA
DEVELOPER'S AGREEMENT FOR PRIVATELY FINANCED IMPROVEMENTS
FOX MEADOWS PHASE ONE AND TWO**

THIS AGREEMENT made and entered into this _____ day of _____, 2022 by and between the City of Eagle Lake, a municipal corporation in the State of Minnesota, hereafter called "City", and Schrom Construction of Janesville, Minnesota, hereafter called the "Developer".

NOW THEREFORE IT IS HEREBY AGREED AS FOLLOWS:

A. Developer's Responsibilities. The Developer will privately construct the improvements indicated on the preliminary plat and will be paid for by the Developer (hereinafter "Improvements") in Fox Meadows Phase I and II. The first phase (Phase I) should include the complete construction of streets and utilities to the intersection of Thomas and Maple Ln. and connect to the existing Maple Ln.

1. The following plans shall be delivered to the City by the Developer for development of this property:

- A. Preliminary Plat
- B. Final Site Plan
- C. Utility Plan
- D. Grading, Drainage, and Erosion Control Plan
- E. Engineering Plans and Specifications for Public Improvements
- F. Final Plat

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

2. The Developer shall install or ensure installation at its sole cost and expense and in accordance with all state, federal, and local regulations, ordinances, and laws, the following:

- A. Side Grading Improvements
- B. Surveying and Staking
- C. Street Improvements
- D. Sanitary Sewer Improvements
- E. Watermain Improvements
- F. Construction of Temporary and Permanent Storm Water Drainage and Storm Water Management and Treatment Ponds
- G. Setting of Lot and Block Monuments
- H. Gas, Telephone, Cable TV, Fiber, and Electrical Utilities
- I. Street Lights

- J. Street Signs including Traffic Control Signage
- K. Sidewalks

The Developer may not conduct any land disturbance activities until all of the following conditions have been satisfied: 1) Developer's Agreement has been fully executed by both parties and filed with the City; 2) the Plat has been recorded with Blue Earth County Recorder's Office, 3) the City Engineer has issued a letter that all conditions have been satisfied and the Developer may proceed; and 4) the developer must comply with the City's Chapter 18 Stormwater Management Ordinance (this includes obtaining NPDES Construction Stormwater Permit Coverage and providing a Stormwater Pollution Prevention Plan (SWPPP) which needs to define appropriate erosion and sediment control and best management practices during and after construction activity).

Unless extended in writing by the City, the Developer shall complete Phase I of the Improvements within _____ years of the date of this Agreement. Developer agrees to complete the final course of asphalt within two years from the date of this agreement.

Developer shall be responsible for maintenance and repair of roadways and sidewalks, including but not limited to cleaning of roadway, maintenance and cleaning of stormwater management system including storm drains, storm sewer, and stormwater ponds, and snow and ice removal until a certificate of occupancy is granted by the City. The Stormwater Management System shall be inspected annually by a qualified individual or company acceptable to the City to verify that the Stormwater Management System is functioning in accordance with the approved plans and have maintained the proper operation of the stormwater treatment as a Stormwater Management System according to City Standards. Inspection reports are due by September 30 of each year until the Stormwater Management System is conveyed to the City. If the Developer fails to perform the required maintenance, the City will undertake or cause to be undertaken the required maintenance and will invoice the Developer for the costs of the maintenance so undertaken. No building permits or certificate of occupancy permits will be issued to the Developer if, at the time of the application of a building permit or certificate of occupancy, any invoice for such services is more than ten (10) days in arrears in payment.

- 3. The Developer hereby grants the City, its agents, employees, officers, and contractors under this Agreement a license to enter the platted property to perform all work and inspections deemed appropriate by the City during the installation of Improvements. The license shall expire after the Improvements have been installed and accepted by the City.
- 4. Upon completion of the Improvements and acceptance of the Infrastructure, the Infrastructure lying within public easements and rights-of-ways shall become City property without further notice or action.

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5. The Developer shall promptly clean dirt and debris from streets, curb, and gutter that occurs prior to the infrastructure being accepted by the City.
6. The Developer shall provide escrow security in the amount of \$5,000 per acre of land disturbed with a maximum amount of \$50,000 to perform maintenance and repair if the Developer fails to deliver a satisfactory stormwater management inspection report or address required clean up and maintenance activities within the specified time provided in any written notice provided by the City.
7. All costs associated with the Improvements and Infrastructure in the development, including costs for City Engineer, City Attorney, permit fees, and any other City costs outlined in this Agreement shall be paid by the Developer within twenty-one (21) days of receiving an invoice from the City.
8. Developer will be required to furnish the City with a cash deposit, certified check, or Irrevocable Letter of Credit equal to the City's liability exposure.
9. The Developer shall be responsible for all costs associated with construction inspections and engineering review as performed by the City Engineer.
10. The Developer shall pay for all costs incurred by it and the City in conjunction with the development of the plat, including without limiting the generality thereof, legal, planning, engineering, inspection expenses, permits in connection with approval and acceptance of the plat, the preparation of this Agreement, and all costs and expenses incurred by the City in monitoring and inspecting development of the Improvements and Infrastructure.
11. The Developer shall hold the City and its officers, agents, and employees harmless from claims made by itself and third parties for damage sustained or costs incurred resulting from plat approval or supervision or any obligation that the City has undertaken pursuant to this Agreement except any claims which are a result of any gross negligence or willful action or inaction on the part of any of the City's officers, agents or employees. The Developer shall indemnify the City and its officers, agents and employees for the costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorney's fees. The Developer shall reimburse the City for cost incurred in the enforcement of this Agreement, including engineering, attorney fees and cost of litigation.
12. Third parties shall have no recourse against the City under this Agreement. Breach of the terms of the Agreement by the Developer shall be grounds for denial of further building permits or Certificate of Occupancy Permits. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

13. The Developer has placed iron monuments at all lot and block corners and at all other angle points on boundary lines. If iron monuments are disturbed because of construction of the remaining Improvements by the Developer, said monuments shall be replaced at the Developer's expense before a certificate of occupancy is granted.
14. The Improvements must meet the Adopted Standard Construction Specifications and Details of the City of Eagle Lake.
15. The Developer agrees to maintain, at all times before acceptance of the streets by the City, an access road suitable for use by emergency, police and fire department equipment. The adequacy of such road shall be solely determined by the City. Furthermore, such access road shall be located no more than 150 feet from any structure built within the development.
16. The Developer shall be responsible for obtaining the necessary permits including: MPCA Sanitary Extension Permit, MN Department of Health Plan Review Permit, NPDES Construction Storm Water Permit, and any other permits necessary for construction of the Improvements and Infrastructure.
17. Area Charges. There is a \$2,000 per acre charge for water, and a \$500 per acre charge for sewer.
18. Sidewalks. A 5-foot-wide sidewalk will be required on one side of all public streets. A 6-foot-wide sidewalk will be required on Thomas Drive. A sidewalk along the east side CSAH 27 (Agency Street) is needed to mitigate the need for pedestrians to cross CSAH 27 (Agency Street).
19. Screening/Buffer. Provide screening/tree or shrub buffer between 8-plexes and Agency Street as allowed by code.
20. Grading and Stormwater Management System. Certified calculations and methodology used to verify that all treatment, volume, and rate requirements are met must be provided to the City engineer. Where private storm sewer is necessary, drainage and utility easements should be provided over all pipelines. A drainage and utility easement will be required for all stormwater ponds. All ponds should have a 10-foot-wide minimum flat maintenance access area around the entire pond (street boulevards are acceptable). With concerns about increasing stormwater discharge volume into the east ditch of CSAH 27 (Agency Street), the outlet of the main stormwater pond should cross CSAH 27 south of Thomas Drive.
21. Sanitary Sewer and Watermain. The sanitary sewer on Thomas Drive should be 12-inch diameter pipe laid according to the City's comprehensive infrastructure plan. Future sanitary sewer on Thomas drive will be 10-inch diameter pipe. Sanitary sewer and watermain in the westernmost block of Thomas Drive must be aligned to be centered in the street. Fire hydrants are required at each intersection, including Thomas Drive and Maple Lane and Connie Lane and Maple Lane. Flushing hydrants

need to be provided at end of watermain located within the private drives of Lot 1, Block 2. Sanitary sewer and watermain located within the private drives of Lot 1, Block 2 must be centered on the private road and utility easements. Isolation valves should be provided for each leg of all watermain junctions. All sewer and water services should be constructed perpendicular to the main pipeline.

22. Streets and Right-of-Way. Refer to Section 5.050 of Eagle Lake City Code for design standards.

23. Park Dedication. When in the judgment of the Planning Commission and ultimately the City Council, a subdivision is of insufficient size to include an area for a park or park related facilities, or the subdivision is not designated as an area for a park or park related facilities in the City's Comprehensive Plan, the owner or subdivider, in lieu of property dedication, shall be required to pay to the City a sum of money equal to the required dedication percentage. Said amount shall be determined by multiplying the total gross area by the required dedication percentage. This amount shall then be multiplied by the market value of saleable non-platted property as set from time to time by the City Council. Payment to the City of the required open space dedication, whether in dedicated property or monies, shall be accomplished by the property owner or subdivider at the time of the final platting. Where money in lieu of land is to be paid to the City, such monies may be paid in a manner established by the City Council. In no case shall the final plat be signed or a building permit issued for any lot within the subdivision until such transfer of property or payment in lieu of property has been completed. Any monies paid to the City shall be placed in a designated fund to be used for the acquisition of land for parks and park facilities and/or the continued development of the City's current parks, trails, and facilities as determined by the City Council.

Residential subdivisions more than ten (10) dwelling units per gross acres – ten (10%) percent of the total gross area. (38.7 tillable acres x \$9,132 per acre = \$353,408.40. 10% x \$353,408.40 = \$35,340.84)

24. Building Permit

1. The City agrees that building permits may be issued upon approval of the Final Plat by the City Council at which time all required financial security of this Agreement shall be in place with the City.
2. Certificates of Occupancy will not be issued until the final course of asphalt has been completed on the roadway serving the respective phase of the Improvements.
3. Any stormwater ponds must be satisfactorily built-in accordance with the approved plans before the underground utilities.

4. The City agrees that Certificates of Occupancy will be granted when gas, electric, fiber, and telephone service are provided to the development and all other requirements have been met by the Developer.
5. If building permits are issued prior to the completion and acceptance of the Infrastructure, the Developer assumes all liability and cost resulting in delays in completion of Improvements and damage to Infrastructure caused by the City, Developer, its contractors, subcontractors, material men, employees, agents or third parties. No construction of a building and/or structure may be initiated prior to obtaining a City building permit.

Recording and Release

1. The Developer agrees that the terms of this Developer Agreement shall be a covenant on any and all property included in the development. The Developer agrees that the City shall have the right to record a copy of this Developer Agreement with the Blue Earth County Recorder to give notice to future purchasers and Developers.

Property Taxes

1. Should the recording of the Final Plat occur after July 1, 2023, any and all property taxes on any public property dedicated as a part of this plat shall be the responsibility of the Developer. The Developer must continue to pay all property taxes on a timely manner. Failure to pay property taxes on any property in the Subdivision owned by the Developer or entity controlled by the Developer will result in not issuing any additional building permits.

General Provisions

1. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Contract shall not constitute a waiver or release.
2. This Agreement shall run with the land and may be recorded against the title to the property. After the Developers have completed the work required of them under this Agreement, at the Developers request the City will execute and deliver to the Developers a release.
3. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, expressed or implied, now or hereafter arising available to the City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be

deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other rights, power or remedy.

4. The Developer shall require any subcontractor to maintain liability and personal injury insurance with limits of not less than \$1,000,000.00 per person and \$2,000,000.00 in the aggregate. The City must be named as additional insured under any such policy. Subcontractors must also maintain the adequate worker's compensation insurance and property insurance. The term of the insurance shall be renewable until the construction is complete.
5. All disputes associated with this Agreement, shall be submitted to District Court in Blue Earth County, Minnesota. Minnesota law shall apply to all disputes.
6. Required notice to the Developers shall be in writing and shall be either hand delivered to the Developer, its employees or agents or mailed to the Developers by registered mail at the following address:

**TSB of Janesville,
LLC 303 E. First St.
Janesville, MN 56048**

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

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

By: _____
Mayor

By: _____
City Administrator

STATE OF MINNESOTA
COUNTY OF BLUE EARTH

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Tim Auringer, Mayor and by Jennifer J. Bromeland, City Administrator of Eagle Lake, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority of the City Council.

Notary Public



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

October 3, 2022


To: Honorable Mayor Auringer and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Recommendation to Hire Public Works Director

A hiring committee, comprised of Mayor Tim Auringer, Council Member Garrett Steinberg, Public Works Director Brian Goettl, Jess Steinke with Minnesota Valley Council of Governments (MVCOG), and me recently interviewed two finalists for the position of Public Works Director. The hiring committee recommends that Andrew Hartman be hired as Public Works Director. Mr. Hartman’s current title with the City of Eagle Lake Public Works Department is Public Works Supervisor.

With the current Public Works Director (Brian Goettl) retiring on February 10, 2023, the hiring committee recommends that Mr. Hartman be given the title of Public Works Director, effective immediately, and that he placed at Grade 8, Step 1 on the attached pay schedule as he trains alongside Mr. Goettl. Mr. Hartman will have an opportunity to advance to Grade 8, Step 2 six months after February 10th (the date that Mr. Goettl is retiring). Following six months of service and obtaining a satisfactory performance evaluation, Mr. Hartman will have an opportunity to advance to Step 2 on the pay schedule. At the completion of one year of service (February 10, 2024), Mr. Hartman will again have an opportunity to advance a step – to Step 3 on the pay schedule. The opportunities for step advancement are summarized below.

October 3, 2022	Grade 8, Step 1 - \$29.76
January 1, 2023	Grade 8, Step 1 - \$30.65 (reflects COLA)
August 10, 2023	Grade 8, Step 2 - \$31.27
February 10, 2024	Grade 8, Step 3 - \$31.89* *COLA is unknown at this time for 2024

A motion is necessary to hire Mr. Hartman as the City’s new Public Works Director, effective October 3, 2022.


Jennifer J. Bromeland
City Administrator

2023 Wages - PROPOSED JANUARY 1, 2023

Step Increase: 2.0% Step and 3.00% COLA at 1/1/23

Steps

Grade	2022 Rate	1	2	3	4	5	6	7	8	9	10
1	\$10.99	\$11.32	\$11.55	\$11.78	\$12.01	\$12.25	\$12.50	\$12.75	\$13.00	\$13.26	\$13.53
2-Seasonal PW	\$12.46	\$12.83	\$13.09	\$13.35	\$13.62	\$13.89	\$14.17	\$14.45	\$14.74	\$15.04	\$15.34
3-PT PW	\$13.60	\$14.01	\$14.29	\$14.57	\$14.87	\$15.16	\$15.47	\$15.78	\$16.09	\$16.41	\$16.74
5-Admin Clerk	\$16.82	\$17.32	\$17.67	\$18.02	\$18.39	\$18.75	\$19.13	\$19.51	\$19.90	\$20.30	\$20.70
6-FT PW/PT PD	\$19.46	\$20.04	\$20.44	\$20.85	\$21.27	\$21.70	\$22.13	\$22.57	\$23.02	\$23.48	\$23.95
8-FT PD	\$22.60	\$23.28	\$23.74	\$24.22	\$24.70	\$25.20	\$25.70	\$26.21	\$26.74	\$27.27	\$27.82
8-PW Super./P & Z Comm. Dev.	\$21.61	\$22.26	\$22.70	\$23.16	\$23.62	\$24.09	\$24.57	\$25.07	\$25.57	\$26.08	\$26.60
8-Deputy Clerk	\$22.26	\$22.93	\$23.39	\$23.85	\$24.33	\$24.82	\$25.31	\$25.82	\$26.34	\$26.86	\$27.40
11-Public Works Director	\$29.76	\$30.65	\$31.27	\$31.89	\$32.53	\$33.18	\$33.84	\$34.52	\$35.21	\$35.91	\$36.63
12-Police Chief	\$32.17	\$33.14	\$33.80	\$34.47	\$35.16	\$35.87	\$36.58	\$37.32	\$38.06	\$38.82	\$39.60
16-City Administrator	\$76,950.19										\$104,802.43

2022 Wages - PROPOSED EFFECTIVE JANUARY 1, 2022

Step Increase: 2.0% Step and 5.9% COLA at 1/1/22

Steps

Grade	2021 Rate	1	2	3	4	5	6	7	8	9	10
1	\$10.17	\$10.77	\$10.99	\$11.21	\$11.43	\$11.66	\$11.89	\$12.13	\$12.37	\$12.62	\$12.87
Seasonal PW	\$11.54	\$12.22	\$12.47	\$12.71	\$12.97	\$13.23	\$13.49	\$13.76	\$14.04	\$14.32	\$14.61
PT PW	\$12.59	\$13.33	\$13.60	\$13.87	\$14.15	\$14.43	\$14.72	\$15.01	\$15.32	\$15.62	\$15.93
Admin Clerk	\$15.57	\$16.49	\$16.82	\$17.15	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32	\$19.71
FT PW/PT PD	\$18.02	\$19.08	\$19.46	\$19.85	\$20.25	\$20.66	\$21.07	\$21.49	\$21.92	\$22.36	\$22.81
FT PD	\$20.93	\$22.16	\$22.61	\$23.06	\$23.52	\$23.99	\$24.47	\$24.96	\$25.46	\$25.97	\$26.49
PW Super.	\$20.01	\$21.19	\$21.61	\$22.05	\$22.49	\$22.94	\$23.40	\$23.86	\$24.34	\$24.83	\$25.32
Deputy Clerk	\$20.60	\$21.82	\$22.25	\$22.70	\$23.15	\$23.61	\$24.09	\$24.57	\$25.06	\$25.56	\$26.07
Public Works Director	\$27.55	\$29.18	\$29.76	\$30.35	\$30.96	\$31.58	\$32.21	\$32.86	\$33.51	\$34.18	\$34.87
Police Chief	\$29.78	\$31.54	\$32.17	\$32.81	\$33.47	\$34.14	\$34.82	\$35.52	\$36.23	\$36.95	\$37.69
City Administrator	\$73,244.04										\$99,754.83

2022 Wages - PROPOSED EFFECTIVE JULY 1, 2022

Step Increase: COLA: 2.0%

Steps

Grade	2021 Rate	1	2	3	4	5	6	7	8	9	10
1	\$10.77	\$10.99	\$11.21	\$11.43	\$11.66	\$11.89	\$12.13	\$12.37	\$12.62	\$12.87	\$13.13
Seasonal PW	\$12.22	\$12.46	\$12.71	\$12.97	\$13.23	\$13.49	\$13.76	\$14.04	\$14.32	\$14.60	\$14.90
PT PW	\$13.33	\$13.60	\$13.87	\$14.15	\$14.43	\$14.72	\$15.01	\$15.31	\$15.62	\$15.93	\$16.25
Admin Clerk	\$16.49	\$16.82	\$17.16	\$17.50	\$17.85	\$18.21	\$18.57	\$18.94	\$19.32	\$19.71	\$20.10
FT PW/PT PD	\$19.08	\$19.46	\$19.85	\$20.25	\$20.66	\$21.07	\$21.49	\$21.92	\$22.36	\$22.80	\$23.26
FT PD	\$22.16	\$22.60	\$23.06	\$23.52	\$23.99	\$24.47	\$24.96	\$25.46	\$25.96	\$26.48	\$27.01
PW Super.	\$21.19	\$21.61	\$22.05	\$22.49	\$22.94	\$23.40	\$23.86	\$24.34	\$24.83	\$25.32	\$25.83
Deputy Clerk	\$21.82	\$22.26	\$22.70	\$23.16	\$23.62	\$24.09	\$24.57	\$25.06	\$25.56	\$26.07	\$26.60
Public Works Director	\$29.18	\$29.76	\$30.36	\$30.97	\$31.59	\$32.22	\$32.86	\$33.52	\$34.19	\$34.87	\$35.57
Police Chief	\$31.54	\$32.17	\$32.81	\$33.47	\$34.14	\$34.82	\$35.52	\$36.23	\$36.95	\$37.69	\$38.45
City Administrator	\$74,708.52										\$101,749.93

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

October 3, 2022

To: Honorable Mayor Auringer and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Commence Hiring Process for Full-Time Public Works Worker

With the promotion of Public Works Supervisor Andrew Hartman to Public Works Director and the upcoming retirement of Public Works Director Brian Goettl, another full-time public works worker is needed. Given the current hiring environment and labor shortage concerns, City staff recommends commencing the hiring process now. Following approval this evening, an advertisement can be posted as "open until filled" so that we retain flexibility about when we feel ready to schedule interviews based on the applications received. The goal is to hire another full-time employee yet this fall so that they can be trained and ready to assist with snow removal and help ensure a smooth transition. Ideally, we would like to be able to schedule an interview in late October, and if possible, have a recommendation to hire for the November 7th City Council meeting.

What follows is an ideal timeline to meet the goal of hiring a full-time public works worker yet this fall. The actual schedule will need to be adjusted depending on quantity and quality of applications received and new hire availability.

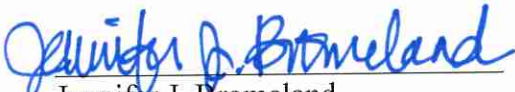
Advertise	Week of October 3rd
Interviews	Week of October 24th
Recommendation to Hire	November 7 th City Council Meeting
Possible Start Date	Week of November 28 th

Attached is a copy of the Full-Time Public Works Worker job description and advertisement.

We will also discuss a possible timeline for filling the Public Works Supervisor position.

Discussion should ensue.

A motion is needed to authorize the commencement of the hiring process for a full-time public works worker to maintain the current roster of three full-time public works employees.


Jennifer J. Bromeland
City Administrator

**City of Eagle Lake
Public Works Worker**

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

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

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

The hourly rate for the position is \$19.46 - \$23.26 and includes a competitive benefits package. For a complete job description and application, call 507-257-3218 or visit: <http://www.eaglelakemn.com/city/employment-opportunities>. Applications accepted until the position is filled, with initial review on October 18th. The City of Eagle Lake is an EO, AA Employer.

**JOB DESCRIPTION
CITY OF EAGLE LAKE**

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

POSITION SUMMARY

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

RELATIONSHIPS

EMPLOYEE CONTACTS

Considerable contact with most employees.

OUTSIDE CONTACTS

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

ESSENTIAL FUNCTIONS

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

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

ADDITIONAL FUNCTIONS

- Performs other related functions as assigned or apparent.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Minimum: High school diploma or equivalent.

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

CONDITIONS OF EMPLOYMENT

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

(2) years from the date of hire.

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

NECESSARY KNOWLEDGE, SKILLS, AND EXPERIENCE

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

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

WORK ENVIRONMENT

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

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

JOB LOCATION/EQUIPMENT UTILIZED

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

HOURS OF WORK

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

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

Revised: October 2023



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

October 3, 2022

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

Discussion took place at the September 26th Special City Council meeting about police department staffing needs and the possibility of a 4th full-time officer. The Police Chief (John Kopp) was asked to present his recommendation and review call data at the upcoming regularly scheduled meeting this evening.

Attached is a memo from Police Chief Kopp.

A 4th full-time officer position with benefits has been included in the preliminary budget that was adopted on September 26th.

Discussion should ensue.

Jennifer J. Bromeland
City Administrator

Memo

9-29-22

To: Mayor Auringer and City Council

From: Police Chief John Kopp

I am writing this memo to give you my thoughts on having a 4th full timer. I am also writing to let you know what I envision and where the department should go in the future.

A 4th full time officer would:

- Have someone consistently scheduled for Saturday and Sunday's during the weekends.
- Would be able to cut down on the time it takes to make schedule.
- We wouldn't have any part time officers because it wouldn't be cost effective.
- We would address some of the concerns that the fire department has about having a police officer readily available to respond.
- We would have more coverage hours on Thursday and Friday with the full timer starting at 6am.
- With 4 full time officers, we will still have overtime, but it would cut down on call out costs on Saturday and Sunday days.

-reliability

-Invested in community

I believe if we market the city of Eagle Lake correctly it can be attractive to employees and potential employees. While we still need to remember to be competitive with other local agencies with wages, Eagle Lake has much to offer.

As far as a third squad car. I am thinking ahead to the future about getting a third squad car. Some of the reasons I thought a 3rd squad may need to be brought up in coming years is the fact that if we crash a squad car we don't have a backup squad the way we sit right now, even with 3 full time officers. The other reason is the difficulty in getting new squad cars. Many departments are not getting squads even after being promised them.

I see the police department will continue to grow in the future with population increasing. I want to provide the most effective, efficient, and cost-effective services to the community. My number one goal is to provide those services to our citizens.

So, in conclusion, after giving it some more thought, I believe it would be a positive step for the city to hire a 4th full time officer for the department. The city has come to expect excellent service from the police department, and that is what we will

continue to give to them. A 4th full time officer that is invested in the community will do just that.

We just want to remember retention of good employees is a must for any department within the city to effectively deliver services. It is my job as a department head, to figure out how to deliver services in the most efficient and effective manner.

So, after careful thought, I respectfully ask for a 4th full time officer. I believe I can utilize the 4th officer in an effective and efficient manner. I think the city is in good shape to market itself well and at some point, adjust wages to be more competitive with other communities.



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

October 3, 2022

To: Honorable Mayor Auringer and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Community Development Coordinator Position

Attached is a draft Community Development Coordinator position description. Funding for this position was included in the preliminary budget which was adopted on September 26th. Discussion should ensue as to whether the City Council is interested in moving ahead with this position, and if so, the appropriate time to begin advertising. Given the current hiring environment and labor shortages, it may be worthwhile to begin advertising soon to gauge interest in the position.

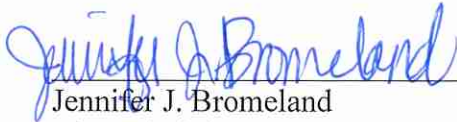
Staffing levels need to keep up with the demands and growth pressures that we will continue to encounter as a growing community. My recommendation is that we hire someone dedicated to planning and zoning and economic development. Each one of these functions deserves sufficient time and attention for thorough study and review. The current workload is becoming unmanageable with the many other day to day demands and expectations. The current set up is not sustainable as the community continues to grow and expectations for services and amenities increases. Even if we weren't a community poised for continued growth, it would be forward thinking to hire someone dedicated to these functions to have the ability to be proactive in planning and economic development. Given Eagle Lake's proximity to Mankato and North Mankato and continued growth, hiring a position for planning and economic development is long overdue.

Given the current hiring environment and labor shortages, a formal inquiry was submitted to the South Central Service Cooperative (SCSC) asking for an intern to complete a project involving a zoning code update, something that is needed. SCSC replied that they will begin looking for a student intern. There is no cost to the City of Eagle Lake to participate in the intern program unless the City wishes to pay above the \$12 per hour that SCSC will reimburse. There is no guarantee that an intern will be available for this project, but SCSC is currently working to find us an intern for this purpose.

If we are unable to fill a Community Development Coordinator position, we may want to consider utilizing a consultant on an as needed basis for more complex and time-consuming work and projects. City staff will work to obtain updated proposals from consultants that provide economic development and planning services as another option to consider.

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Advertise	October-November
Interviews	November-December
Recommendation to Hire	December-January
Possible Start Date	January-February


Jennifer J. Bromeland
City Administrator

COMMUNITY DEVELOPMENT COORDINATOR

Job Title: Community Development Coordinator

Department: Community Development

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

Organizational Relationships

Reports to: City Administrator

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

Supervises: None.

ESSENTIAL FUNCTIONS

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

COMMUNITY DEVELOPMENT COORDINATOR

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

Other Duties and Responsibilities

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

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

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

MINIMUM QUALIFICATIONS

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

Preferred Qualifications

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

Working Conditions

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

COMMUNITY DEVELOPMENT COORDINATOR

to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Hours of Work

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

DRAFT



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

October 3, 2022

To: Honorable Mayor Auringer and City Council
From: Jennifer J. Bromeland, City Administrator
Re: 4M Investment Fund for EDA Funds

As the EDA fund continues to grow, the EDA was asked to consider investing funds in a certificate of deposit or money market until the money is needed for an economic development related project. Discussion took place at the recent EDA meeting about investing \$200,000 of its funds (the fund balance at 9/22/22 was \$246,540.94) with the League of Minnesota Cities 4M Fund (Minnesota Municipal Money Market Fund). The 4M Fund is fluid and there are no penalties for withdrawing funds as needed.

The EDA recommends that \$200,000 be invested in the LMC 4M Fund.

A motion is necessary to accept the EDA's recommendation.


Jennifer J. Bromeland
City Administrator



4M Fund

MINNESOTA MUNICIPAL MONEY MARKET FUND

SAFETY. SERVICE. PERFORMANCE.

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Sponsored and governed by the [League of Minnesota Cities](#), the **4M Fund** is a cash management and investment program for Minnesota public funds.

Managed in accordance with Minnesota statutes and customized specifically for public entities, the 4M Fund provides safety, daily liquidity, and highly competitive yields, as well as:

- Customized investment accounting
- Web transactions and online reporting
- Checking options available for most participants
- Wide range of options from daily cash management to long-term investments
- Direct deposit of all state aids
- Dedicated customer service team

4M Fund Investment Options

4M Liquid Asset Fund, an overnight money market option providing access to reduced cost banking services.

4M PLUS Fund, a slightly longer-term money market option with an enhanced yield.

4M Limited Term Duration (4M LTD) Fund, seeks to provide excess income over money market and deposit products while maintaining limited price volatility.

[Term series investment pools](#), a short-term investment option that seeks higher yields and provides a fixed rate and a specific date to meet investment needs.

Additional Complementary Investment Services

Participants in the 4M Fund also have access to [additional investment services](#) designed to complement the investment options available through the 4M Fund.

To find out more about the above additional services, contact:

PMA Financial Network, LLC: Kent Johnson at (763) 497-1490 or (800) 783-4273, ext. 1300, or kjohnson@pmanetwork.com. [PMA Financial Network, LLC qualifies as a municipal advisor and can invest bond proceeds.]

RBC Capital Markets, LLC: John Styrbicki or Michael Meyer at (612) 371-7845 or (800) 388-7125, or john.styrbicki@rbc.com or michael.a.meyer@rbc.com. [RBC Capital Markets, LLC is also qualified to invest bond proceeds and is a Primary Dealer of the U.S. Federal Reserve.]

Online Account Access

[4M Fund Online Access - GPS](#)

News

[PMA Assumes Full Investment Advisor Role for the 4M Fund & Introduces 4M LTD Option](#)

[PMA Monthly Market Update - September 2022](#)

Fund Performance

7-Day Average Rate as of 9/29/2022

Fund	7Rate
4M Liquid Fund	2.520%
4M Plus Fund	2.536%
4M LTD Fund Net Yield	1.960%

The 7-Day Average Rate refers to income generated over the previous seven day period; the income is then annualized.

Rates

CD Rates as of 09/30/2022

Term	Rate
3 months	3.90%
6 months	3.85%
1 year	4.15%
2 years	4.40%
3 years	4.45%
5 years	4.75%

Agency Rates as of 09/30/2022

Term	Rate
2 years	5.00%
3 years	5.25%
5 years	5.50%

The 4M Liquid Asset Fund and 4M PLUS Fund (the "Funds"), as well as the Term Series Fund (Term Series), seek to maintain a net asset value of \$1.00 per share. However, an investment in either Fund is neither insured nor guaranteed by the U.S. government and there is no assurance that the Funds will be able to maintain a stable net asset value of \$1.00 per share. The 4M Limited Term Duration Fund (LTD Fund) seeks to provide current income while maintaining limited price volatility.

The LTD Fund has a floating net asset value, and the net asset value of a Participant's investment could decline below the amount originally invested by the Participant. You should consider the applicable Fund's investment objectives, risks, charges and expenses detailed in the Information Statement before you invest.

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ECONOMIC DEVELOPMENT AUTHORITY
THURSDAY, SEPTEMBER 22, 2022
AGENDA

Call to Order: The meeting was called to order by Chair Hughes

- Members Present: Anthony White, Tony Dickmeyer, Brooke Wach, Brian Hughes, John Whittington, Christine Black-Hughes, and Jim Beal
- Staff Present: Jennifer Bromeland and Kerry Rausch

Approval of Agenda

Approved

Treasurer's Report

The treasurer's report was presented.

New Business

1. Strategic Economic Development Planning Process with Region 9
 - a. Drawing Contest
 - The following winners will receive a \$25 cash prize:

K-Grade 2	#37
Grades 3-5	#35
Grades 6-8	#25
Grades 9-12	#39
 - b. Report Presentation (October meeting)
2. Certificate of Deposit for EDA Funds
 - Administrator Bromeland explained that with the EDA's growing fund balance it may prudent to invest funds to gain interest. The 4M Plus fund is fluid and there are no penalties for withdrawing funds.
 - Tony Dickmeyer moved, seconded by Anthony White to utilize the 4M Fund. Tony Dickmeyer amended his motion, and Anthony White seconded, to utilize the 4M funds and to invest \$200,000 in this fund. Motion carried.
3. Copy of Letter of Support Submitted for Main Street Economic Revitalization Program Grant Application from Freedom Security (Future Eagle Lake Business)
 - Mike Bales has submitted his application for the Main Street Economic Revitalization Program grant. This grant program is highly competitive.
 - Mr. Bales has an agreement with City which stated that he must pull a building permit within 2 years from the date of closing.
4. Recap of Greater Mankato Growth's Transforming Tomorrow Together – Greater Mankato 2040 Launch Meeting
 - Administrator Bromeland stated she attended the first meeting and encouraged anyone that is able to get involved and participate in the process.
5. Other Updates
 - A. Annual REDA meeting – Administrator Bromeland attended this event. MSU President Inch spoke on how quickly technology is changing and the need to keep up to date and



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

October 3, 2022

To: Honorable Mayor Auringer and City Council
From: Jennifer J. Bromeland, City Administrator
Re: KJ Supplemental Agreement

Attached is a Supplemental Agreement to the Eagle Ridge Developer's Agreement. The City's engineer with Bolton and Menk (Brian Sarff) will be at the meeting to advise on outstanding work and next steps. To date, the pond corrections have been made and sidewalks installed. Restoration work and final paving remains. No escrow funds have been released.

Discussion should ensue.

Jennifer J. Bromeland
City Administrator

Jennifer Bromeland

From: Luke Israelson <luke@kjwalk.com>
Sent: Friday, September 16, 2022 5:51 PM
To: Jennifer Bromeland
Cc: Brian Sarff
Subject: Re: Supplemental Agreement

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

Jennifer,

The stormwater pond will be finished next week if we don't get a bunch of rain, we will backfill sidewalks and have erosion control completed on the pond and boulevards the following week, and WW Blacktopping says the earliest they can get in for paving the wear is the first or second week of October.

Thanks,

Luke Israelson
President

KJ Walk, Inc.
6001 Egan Drive, Suite 100
Savage, MN 55378
Mobile: 952.826.9068

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On Fri, Sep 16, 2022 at 11:42 AM Jennifer Bromeland <jbromeland@eaglelakemn.com> wrote:

Hi Luke,

Great to see progress continuing. As it relates to the Supplemental Agreement and the September 30th deadline to complete the outstanding items, when do you anticipate the final wear course being applied and also the storm water pond being completed?

Thank you.

CITY OF EAGLE LAKE
BLUE EARTH COUNTY, MINNESOTA

SUPPLEMENTAL AGREEMENT TO THE EAGLE RIDGE DEVELOPER'S AGREEMENT

THIS SUPPLEMENTAL AGREEMENT made and entered into this 4th day of November, 2021, by and between the City of Eagle Lake, a municipal corporation, in the State of Minnesota, hereafter called "City" and KJ Walk, Inc. a Florida Corporation, hereafter called the "Developers".

The Developers have asked the City to temporary allow the issues of building permits for sale of lots in Eagle Ridge Second Addition with a cash deposit to the City of \$154,257.50 to complete items on Exhibit "A" for Item # 1-4.

NOW THEREFORE IT IS HEREBY AGREED AS FOLLOWS:

1. The City agrees that it will allow for the submission of applications for building permits, and will issue building permits to those properties that qualify, prior to KJ Walk's completion of the project, as long as this agreement is in place. Once the items in Exhibit A have been completed, the City agrees to review building permit applications and issue building permits as it would in any case.
2. The City agrees to draw down the cash deposit of \$154,257.50 and reimburse KJ Walk, Inc. for completion of items on Exhibit "A" listed as Item # 1-4.
3. The Developers understands that the amount reimbursement will be based on the estimate amount on Exhibit "A" and not actual cost by the Developers.
4. The Developers agrees and understands that the amount reimbursement will be the estimated amount listed on Exhibit "A" minus engineering fees from the City. Payment will be made by the City to the Developer 30 days after the City has received a completion notice and invoice from the City Engineer. Reimbursements will be made as each item is completed.
5. The Developers agrees to forfeit the remaining amount of the cash deposit if Items #1-4 of Exhibit "A" has not been completed by September 30, 2022.
6. Developers agree and understand that this is a supplemental agreement and not intended to replace the original agreement.
7. After completion of #1-4 of Exhibit "A", the remaining amount of the \$154,257.50 minus engineering fees from the City will be reimburse to the Developers.
8. This Supplemental Agreement will expire on September 30, 2022.

CITY OF EAGLE LAKE

Janifer F. Bromeland 11/9/21
City Administrator

KJ Walk, Inc.

[Signature]
Owner

Drafted by:
KT walk

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" EXHIBIT A "

COST ESTIMATE: EAGLE RIDGE SECOND ADDITION PUNCH LIST

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	AMOUNT
PAVING CONSTRUCTION					
1	1 1/2" Bit Wear Course	Ton	810	\$ 70.00	\$ 56,700.00
2	5" Sidewalk	SF	10235	\$ 4.50	\$ 46,057.50
3	Repair GV	Each	1	\$ 1,500.00	\$ 1,500.00
4	Pond Corrections	Lump Sum	1	\$ 50,000.00	\$ 50,000.00
TOTAL					\$ 154,257.50



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October 3, 2022

To: Honorable Mayor Auringer and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Amend Check Signing Policy

Mayor Auringer asked that we review the City’s check signing policy as it relates to processing and signing checks mid-month in between meetings. The City’s Deputy City Clerk recommends that we designate one day a week (e.g., Wednesday) to sign checks for invoices that arrive after a council meeting with a due date that occurs before the next meeting.

City staff recommends that the check signing policy be amended to include the ability to process and sign checks mid-month that come in after a council meeting and that are due before the next meeting to avoid incurring late fees. Paying invoices electronically is another option. All checks and electronic payments processed mid-month are included with council packet bills list for retroactive approval as has been the practice for many years.

For reference purposes, attached is a check signing policy that was adopted in 2021, per the recommendation of the City’s auditors.

Discussion should ensue.


Jennifer J. Bromeland
City Administrator




Check Signing Policy

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

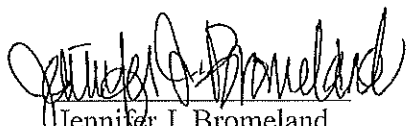
It is the policy of the City of Eagle Lake that all disbursements will include multiple signatures except for those payments which are auto deducted from the City's checking account for PSN monthly fees, Aflac payroll deductions, and Pitney Bowes lease and postage fees. All auto deducted expenses are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

Adopted by the Eagle Lake City Council this 12th day of July 2021



Tim Auinger
Mayor

ATTEST:



Jennifer J. Bromeland
City Administrator



October 3, 2022

To: Honorable Mayor Auringer and City Council
From: Kerry Rausch
Re: Canvassing Board

After each General Election the local jurisdiction needs to certify the local election results through a Canvassing Board. Eagle Lake has historically utilized the current City Council to serve as the Canvassing Board.

The City must certify their local election results between the dates of November 11th and November 18th. However, the City must wait to receive the certified results from Blue Earth County, which will occur on November 16th, thus leaving the City the two days of November 17th and 18th to certify the local election results.

It is requested that the City Council set either Thursday, November 17th or Friday, November 18th for the Canvassing Board to meet and determine the time of the meeting. In the past this board has met either during the day or in the evening. It is anticipated this meeting would take not more than 15 minutes.


Kerry Rausch
Deputy Clerk




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

October 3, 2022

To: Honorable Mayor Auringer and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Resolution Establishing a Towards Zero Deaths Agreement

Chief Kopp asked that the attached resolution be included on this evening's agenda for your consideration and approval. Chief Kopp will explain the grant program in more detail.

A motion is necessary to adopt Resolution 2022-39.


Jennifer J. Bromeland
City Administrator

**CITY OF EAGLE LAKE, MINNESOTA
CITY COUNCIL RESOLUTION 2022-39**

A Resolution Establishing a Towards Zero Death Agreement

Be it resolved that Eagle Lake Police Department enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2022 through September 30, 2023.

Sherriff Brad Peterson and Deputy Chris Welle are hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Blue Earth County Sheriff Department and to be the fiscal agent and administer the grant.

Adopted by the City Council of Eagle Lake, MN this 3rd day of October 2022.

Tim Auringer, Mayor

ATTEST:

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



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October 3, 2022

To: Honorable Mayor Auringer and City Council
From: Jennifer J. Bromeland, City Administrator
Re: Council Goals

Discussion took place at the recent budget meetings regarding setting immediate and long-term goals. To date, goals have been received from two out of the five council members.

This topic can be added to the November meeting once all goals have been received and compiled.

Jennifer J. Bromeland
City Administrator



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October 3, 2022

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

1. Upcoming Builders Workshop on October 12th. A workshop will be held at City Hall on October 12th from 1-2:30 p.m. with local builders. A rep from MPCA will be on hand to help present information about construction stormwater (CSW) requirements.
2. Recap of Recent Storm Drain Stenciling Event. A storm drain stenciling event took place on September 14th in the Eagle Heights Subdivision. Over twenty volunteers were on hand comprised of the Eagle Lake Area Lions Club, Girl Scouts Troop 34497, and other community volunteers.
3. Copier Proposal Update. A second proposal for a copier has been received from River Bend Business and will be reviewed at the meeting.
4. Water Treatment Plant Project Update. A meeting has been scheduled with Bolton and Menk engineers John Graupman and Brian Sarff to review the findings of a recent well report. The report will indicate whether there is a potential to drill 1-2 wells at the proposed site. More information to follow at the upcoming meeting and next steps.
5. Reminder of Fire Department Open House. An open house will be held at the Fire Hall on October 9th from 1-3pm. This year's theme for fire prevention week is "Fire Won't Wait. Plan Your Escape.
6. Fall Cleanup. The fall clean up is scheduled for October 15th from 8am-noon at Lake Eagle Park.
7. Leaf Collection. Leaf collection will begin on October 17th. The town will be divided into two zones with Zone 1 being Mondays and Wednesdays and Zone 2 being Tuesdays and Thursdays. There will not be leaf collection on Fridays.
8. Pedestrian Connectivity Study. The consultant working on the pedestrian connectivity study will be at the November 7th meeting to present the final report.

Jennifer J. Bromeland
City Administrator

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July 27, 2022

Dear Eagle Lake Builder,

It has been brought to the attention of the city of Eagle Lake and the Minnesota Pollution Control Agency (MPCA) that there may be confusion among local developers and contractors regarding erosion and sediment control requirements as they apply to the development and building of homes within a subdivision.

To educate local developers and builders and to help avoid enforcement and penalties, the city of Eagle Lake and the MPCA are planning a short training to discuss the construction stormwater (CSW) requirements. The session will address the following:

- When a permit is required
- How to transfer permit coverage
- Stormwater Pollution Prevention Plan (SWPPP) requirements
- Training for site inspectors
- Erosion and sediment control
- Any questions you have

The training is on **Wednesday, October 12, 2022, starting at 1:00 p.m. at Eagle Lake City Hall**. The training should only take a couple hours of your time, but we will be available longer if there are questions. Please attend, it is important to understand the requirements, so you stay in compliance and eliminate the potential for enforcement and penalties from the city and/or the MPCA.

Please contact City Hall at 507-257-3218 to let us know if you will be attending and if you have any questions.

Looking forward to hearing from you and seeing you at the training. **Coffee and cookies to be served.**

Thank you,

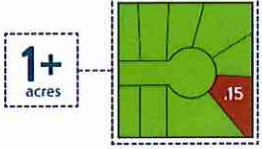
Jennifer J. Bromeland
City of Eagle Lake

Brian Green
Minnesota Pollution Control Agency

DON'T FORGET!

Does your project disturb:

- ▶ One or more acres?
- ▶ Less than one acre, but part of a larger plan?



Obtain your construction stormwater permit **BEFORE** construction begins

www.pca.state.mn.us/water/construction-stormwater
651-296-6300 or 800-657-3864

m MINNESOTA POLLUTION CONTROL AGENCY

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