

**CITY OF EAGLE LAKE  
OCTOBER 7, 2024  
CITY COUNCIL MEETING AGENDA  
705 Parkway Avenue  
6:00 P.M.**

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

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

**CALL TO ORDER**

**ROLL CALL**

**OPEN PUBLIC COMMENTS**

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

**APPROVAL OF THE AGENDA**

**APPROVAL OF MEETING MINUTES**

- City Council Meeting Minutes of September 9, 2024

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**CONSENT AGENDA**

1.	Monthly Bills	Pg.	10	2.	Treasurer’s Report		
3.	Public Works Report	Pg.	83	4.	Fire Report	Pg.	
5.	BECSO Report	Pg.		6.	Gambling Report	Pg.	84
7.	Building & Zoning Permits	Pg.	88	8.	Board & Commission Minutes	Pg.	89
9.	Res. 2024-44 Ditschler-Ploog to Fire Dept Reservists	Pg	91	10.		Pg.	
11.				12.			
13.				14.			

## **PUBLIC HEARING**

### **PRESENTATIONS/SCHEDULED GUESTS**

1. 2024A GO Temporary Water Revenue Note: Shannon Sweeney with DDA Pg. 92

### **NEW BUSINESS**

1. Resolution Providing for the Issuance and Sale of a \$1,259,000 Temporary General Obligation Water Revenue Note, Series 2024A Pg. 93
2. Quote for New Meter at Well Site for Generator Pg.111
3. Minnesota Transportation Alliance Membership Pg.115
4. Updated Personnel Employee Handbook Pg.119
5. City Cost-Share Portion of Ped Ramps in Fox Meadows Housing Development Pg.208
6. Public Purpose Expenditure Policy Pg.209

### **CITY ADMINISTRATOR REPORT**

Pg.210

1. Health Insurance Rates for 2025 Update
2. Community Development Coordinator Hiring Update
3. Climate Resiliency Project – Survey
4. Rural Child Care Innovation Program – Survey
5. Upcoming Tree Identification Walk at Lake Eagle Park
6. Mayors and Clerks Meeting in Eagle Lake: October 10 at 6:30 PM
7. Fall CGMC Conference in Alexandria: November 21-November 22
8. YTD Revenues and Expenditures

### **COUNCIL MEMBER REPORTS**

### **ANNOUNCEMENTS**

- Upcoming Regular **City Council** Meeting – November 4, 2024 at 6:00 PM, City Hall – Council Chambers
- Next Regular **EDA** Meeting – October 24, 2024 at 6:45 AM, City Hall-Council Chambers
- Next Regular **Park Board** Meeting – October 10, 2024 at 6:45 AM, City Hall-Council Chambers
- Next Regular **Planning Commission** Meeting – October 21, 2024 at 6:00 PM, City Hall-Council Chambers

### **ADJOURNMENT**

**CITY OF EAGLE LAKE  
CITY COUNCIL MEETING  
SEPTEMBER 9, 2024**

**CALL TO ORDER**

Mayor Norton called the meeting to order at 6:02 p.m. The Pledge of Allegiance was said.

**ROLL CALL**

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

**PUBLIC COMMENTS**

- None.

**APPROVAL OF AGENDA**

- Mayor Norton asked that the approval of the August 26, 2024 minutes be added to the agenda.
- **Council Member White moved, seconded by Council Member Steinberg, to approve the agenda as amended. The motion was carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

**APPROVAL OF MEETING MINUTES**

- **Council Member White moved, seconded by Council Member Rohrich, to approve the August 5, August 14, and August 26, 2024 City Council minutes as presented. The motion carried with Council Member Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

**CONSENT AGENDA**

Monthly Bills	Treasurer's Report
Public Works Report	Fire Report
BECSO Report	Gambling Report
Building & Zoning Permits	Board & Commission Minutes
Res. 2024-41 Not Waive Statutory Tort Limits	Res. 2024-42 Appoint Adisyn Mankato Park Board Youth

- Council Member Rohrich inquired to status of CTS work to set up the SCADA system and security cameras. Access to all cameras has been completed and work for the SCADA system is progressing.
- **Council Member Whittington moved, seconded by Council Member Steinberg, to approve the consent agenda as presented. The motion was carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

## PUBLIC HEARING

- None.

## PRESENTATION

### 1. Reid LeBeau with Capital Hill Associates: Government Relations

- Reid LeBeau with Capital Hill Associates thanked Mayor Norton, Council Member Whittington, and City Administrator Bromeland for all their time and work on lobbying the for City of Eagle Lake at the state capital. He also stated the last session was a challenge and that no bonding bill was passed. This means there is a lot of pent-up need going into the next session. There will also be a new legislature with the November elections.
- Mayor Norton thanked Capital Hill Associates for all their work on behalf of the City.

### 2. Brian Sarff with Bolton and Menk: 2025 Street & Utility Improvements Feasibility Study

- Mr. Sarff reviewed the completed 2025 Street and Utility Improvements Feasibility Study. The study included segments of LeSueur Avenue, Maywood Avenue, Diane Drive, Plainview Street, Third Street and Second Street to be reconstructed. The existing conditions of the street surface, storm sewer, sanitary sewer, and water system were presented as well as the proposed improvements for each.
- Existing sidewalks in some areas would be replaced; no new sidewalks are being recommended.
- Mr. Sarff stated the City Council could prioritize need and that generally it is more financially efficient to administer a larger project rather than several smaller projects due do the Chapter 249 process, bonding, engineering, etc. Larger projects can be very expensive, and the City Council must select an affordable path. The cost to do all segments would be \$6,100,600. Mr. Sarff recommended that at a minimum the Council should consider segments 1 and 2 as top priorities.
- The estimated assessed value to properties was presented based on the City's assessment policy. The City may also choose to have a cost benefit analysis completed to determine assessment amounts for each affected parcel. Mr. Sarff stated the Council may want to consider reviewing the current assessment policy to determine if they would like to update it.
- The proposed schedule would be to schedule an improvement hearing required for the 429 process and to open bids in early April, the project would then be awarded in May. It would be possible to open the bid into year 2026 which may help reduce project cost. Calling for a hearing does not commit the City.
- Mr. Sarff stated that none of the proposed projects are emergencies but stated that the City is having water main breaks.
- **Council Member Whittington moved, seconded by Council Member Steinberg, to call for an improvement hearing for November 4, 2024. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

## NEW BUSINESS

### 1. Recommendation to Hire New Administrative Clerk

- Administrator Bromeland stated that approximately 80 applications were received for the position of Administrative Clerk and of those, 8 finalists were selected for an interview. The interview committee was comprised of Council Members Beth Rohrich and John Whittington, Victoria Potts

with the Minnesota Valley Council of Governments, and Administrator Bromeland. The committee unanimously recommends that Jodie Barta be hired as Administrative Clerk.

- A conditional offer of employment was extended to Ms. Barta for the Administrative Clerk position to start at Grade 5, Step 3.
- **Council Member White moved, seconded by Council Member Steinberg, hire Jodie Barta for the Administrative Clerk position starting at Grade 5, Step 3. The motion was carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

## 2. Planning Commission Recommendation Related to Variance Request at 401 LeRay Avenue

- Administrator Bromeland explained a public hearing was held at the August 19<sup>th</sup> Planning Commission meeting to consider a variance request from the property owners at 401 LeRay Ave to encroach 5 feet into the required 8-foot side yard setback for the purpose of constructing a hard surface to address drainage issues and provide for additional parking.
- No one was in attendance for the public hearing, however, a letter in support of the variance request was received from the property owner at 409 LeRay Avenue.
- After applying the legal standard of practical difficulties to the facts presented by the applicant, the Planning Commission made a motion to deny the variance request based on legal standards of practical difficulty. Administrator Bromeland also explained that the Planning Commission felt that the property owner could connection to the underdrain to help with drainage issues and that a hard surface for parking is not allowed per code.
- According to Eagle Lake City Code, the Planning Commission shall, within a reasonable time, pass upon the variance application as originally submitted or modified. If approved or denied, the Planning Commission shall state the conditions for their decision. Such approval or disapproval shall be transmitted to the Council and the Council shall approve or disapprove the variance request.
- Council Member White stated he struggles with this in that the request would improve the property and because the neighbor supports the request. Council Member Steinberg expressed his agreement.
- Troy Janssen, 401 LeRay Ave., stated he has lived at this property for 2.5 years and is trying to improve the property. He stated he needs to fix the drainage issue and to do so will need to remove the sidewalk to improve the slope towards the road.
- Mayor Norton expressed that it is hard to define “uniqueness, character and reasonableness” in code.
- Council Member Rohrich stated she respects City Code and that it should be used as a guide, but one size does not fit all.
- **Council Member White moved, seconded by Council Member Steinberg, to approve the variance request as presented. The motion was carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

## 3. Pavilion Rental Reimbursement Request

- Administrator Bromeland explained that City staff received a communication from a resident expressing frustration that the new restroom at the park pavilion was not available for use when rented in mid-July. The resident explained they specifically rented the pavilion because they were under the impression that the new restroom was ADA compliant and ready for use and had guests

who required such facilities. There was a handicapped porta toilet available but apparently was in need of service and very dirty. Due to a miscommunication in staff not fully communicating that the new ADA complaint restroom was not yet available at the time the pavilion was rented, City staff recommends that the resident be issued a refund.

- **Council Member Steinberg moved, seconded by Council Member White, to reimburse Beth Corbin the \$25 rental fee for the pavilion. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

4. Draw Request No. 6 for Fox Meadows Housing Development

- Administrator Bromeland explained a final draw request has been received from Troy Schrom for distribution of the escrow funds for the Fox Meadows Housing Development.
- Staff will review with engineer Brian Sarff to make sure all punch list items have been completed.
- Council discussion included the need to release the final escrow funds after engineer Brian Sarff has verified all punch list items have been completed.
- **Council Member White moved, seconded by Council Member Steinberg, authorizing staff to release the funds relating to request #6 once the completion of punch list items have been verified by Brian Sarff. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

5. 2025 Street and Utility Improvements Feasibility Study and Resolution

- See presentations

6. Skid Loader Trailer Request from Public Works

- Public Works Director Hartman explained they are currently using the dump trailer and that is neither efficient nor safe. Three quotes have been received with the lowest being from Toppers and Trailers Plus in the amount of \$12,736. If approved funds would come out of capital outlay.
- Administrator Bromeland stated she has verified that funds are available in capital outlay.
- **Council Member Steinberg moved, seconded by White, authorized the purchase of a skid loader trailer from Toppers and Trailers Plus in the amount of \$12,736. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

7. Wheel Loader Request from Public Works

- Public Works Director Hartman explained that the past couple of years he has been looking at pay loaders for efficiency purposes. Director Hartman explained that he was looking at smaller equipment and that the dealers recommended the wheel loader to be able to accommodate future city growth. A quote for a wheel loader has been received from Sanco in the amount of \$162,000 which includes a three-year warranty. An additional extended warranty could also be purchased.
- Council Member White stated this equipment could be utilized in snow removal, but the price is high.
- Council Member Rohrich asked where the additional \$52,000 would come from. Administrator Bromeland stated that this is a new capital outlay item requested by Public Works and that if the City Council would like to go ahead and approve the request that Public Works would need to rework their capital outlay schedule for equipment purchase and replacement and delay the

purchase of other equipment to allow for the purchase of this piece of equipment. It was explained that departments need to plan and budget for new equipment as the City can't absorb large unplanned expenditures like this without rearranging the capital outlay schedule and working within what is available to expend. It was explained that this expenditure would come out of the streets capital outlay of which there is approximately \$700,000 available.

- Discussion took place about the possibility of finding a used piece of equipment.
- **Council Member Steinberg moved, seconded by White, authorizing the purchase of a wheel loader from Sanco in the amount of \$162,000. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
- Administrator Bromeland stated that capital outlay purchases need to be planned and budgeted for and that unexpected large requests like this cannot become routine.

#### 8. Resolution Adopting Proposed Preliminary 2025 Budget and Levy

- Administrator Bromeland explained that cities must prepare and adopt a proposed budget and proposed property tax levy each year. By law in Minnesota, the fiscal year of a city and all its funds must be calendar year. A budget is one year of estimated money coming in or revenue, and expenditures or money going out. Cities over 500 in population that propose a property tax increase are required to provide notice of the proposed budget adoption and to allow public input on the proposed budget adoption and to allow public input on the proposed budget and property tax levy. The "truth-in-taxation" process (TNT) requires cities to certify proposed property tax levies to the county auditor on or before September 30<sup>th</sup>. The preliminary levy can be reduced once adopted but cannot be increased prior to the final levy being adopted. The levy is comprised of the general fund, EDA, and debt service. A TNT public comment hearing must occur sometime after November 24<sup>th</sup> and before December 27<sup>th</sup>. The final levy must be certified to the county auditor by or before December 27<sup>th</sup>. Cities must also file a certificate of compliance with the Department of Revenue by December 27<sup>th</sup>.
- Last year's final tax levy was set at approximately 16% or an increase of \$155,722 and property taxes should have remained relatively flat unless a property's valuation increase.
- The budget before Council reflects a 14% increase from 2024 or \$158,058. The General Fund levy is proposed at \$1,130,646, EDA levy \$20,000, and the Debt Service levy \$136,396. The 2025 expenditures are \$2,510,692 and the revenues \$2,395,036. The budget would be balanced except for planned deficit spending which is the intentional drawing down of capital outlay funds previously set aside in the general fund reserves.
- Eagle Lake's net tax capacity is lower for 2025. According to Blue Earth County, there are many reasons tax capacity can change. For Eagle Lake this year, the primary reasons are the decrease in residential market valuations of approximately 4% and an increase in the residential homestead market valuation exclusion, which reduced taxable market valuations or residential homestead property.
- Truth in Taxation notices are sent to all property owners each November before local units of government finalize their budgets for the coming year. The notice is meant to help property owners understand how property taxes are determined and how they can get invoiced with local budgeting and taxation. Property owners cannot appeal their property's market value or classification at the TNT meeting. The TNT meeting is tentatively scheduled for Monday, December 2nd at 6:00 p.m. at City Hall.

- The City consistently maintains a minimum unassigned general fund balance of 50% of the annual budget. A positive fund balance contributes to a favorable bond rating, provides a source of working capital to meet cash flow needs, and offers a cushion for unexpected expenditures or revenue short falls.
- All requests from the Fire Department and Public Works Department are reflected in the draft budget.
- **Council Member Steinberg moved, seconded by White, to set the preliminary budget and tax levy as presented. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

## CITY ADMINISTRATOR REPORT

1. Community Development Coordinator Hiring Update
  - To date, 15 applications have been received for the Community Development Coordinator position. Victoria Potts with the Minnesota Valley Council of Governments (MVCOG) has scored the applications and identified 4 applicants to be interviewed based on meeting minimum qualifications and preferred qualifications. Interviews will be held the week of September 16 and it is anticipated that a recommendation to hire will be included on the October 7<sup>th</sup> agenda.
2. Discuss Holding a Possible City Council Candidate Forum
  - Two years ago, the Eagle Lake Community Development Foundation (ELCDF) hosted and moderated a candidate forum for the election. City staff has reached out to both the ELCDF and Greater Mankato Growth to ask if there might be interest in holding a forum for the Eagle Lake Mayor and City Council election but has not yet heard back. Mayor Norton offered to be the moderator.
3. Status Update on Surveillance Cameras at City Hall and Park
  - City staff now have access to video camera surveillance footage at City Hall and Lake Eagle Park. Blue Earth County Sheriff's Office personnel are working with their IT to get access to surveillance footage. A brief demonstration of the surveillance footage was presented.
4. Year to Date Expenditures and Revenues
  - A year-to-date report is in council packet for review.
5. Stormwater and Climate Resiliency Project Update
  - A meeting was recently held with ISG to talk about the next step in the Stormwater and Climate Resiliency Project regarding community engagement. Information will be sent to residents shortly informing them of ways to be engaged and provide feedback and attend upcoming events.
6. Rural Child Care Innovation Program Project Update
  - Core team members are working to host a provider appreciation event in October at the WOWZone in addition to a Town Hall event to be held in November at the American Legion. Community feedback will be sought about childcare issues affecting Eagle Lake.
7. Emergency Management Public Officials Leadership Training
  - There will be a training for leadership officials coming up on September 25<sup>th</sup> on the roles and responsibilities as it relates to emergency management.
8. Warning Siren Update



- There was some confusion earlier this month when the warning sirens sounded for inclement weather. Per an inquiry to Blue Earth County Emergency Management, there is no longer the ability to sound the sirens based on the National Weather Service polygons. This means that sirens are sounded when there is a threat of severe weather anywhere in Blue Earth County versus just a true threat area.
9. Status of Generator Installation at Well Site and City Hall
    - The generator for the well site has been delivered. We are expecting gas installation shortly. CenterPoint Energy has advised that they are out 6 weeks for the installation of service at City Hall.
  10. Employee Time Off Tracking Sheet
    - Included in the packet for informational purposes only was an employee time off tracking sheet.
  11. Administrator Bromeland thanked Mayor Norton for her bold leadership and efforts to improve Eagle Lake. She stated that Mayor Norton will be missed.

**COUNCIL REPORTS**

1. Council Member White reported that he has enjoyed serving on the Summer Sounds committee and he looks forward to helping grow this event in the coming years.
2. Council Member Steinberg reported that Summer Sounds has evolved, and he has enjoyed his work with this. He also stated he would be contributing to the holiday open house.
3. John Whittington thanked Mayor Lisa Norton for her leadership as Mayor.
4. Mayor Norton reminded the Council to think of Mankato as a suburb to Eagle Lake.

**ADJOURNMENT**

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

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Garrett Steinberg, Mayor Pro Tem

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Kerry Rausch, Deputy Clerk

CITY OF EAGLE LAKE

\*Check Summary Register©

September 2024

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
1843e MN DEPT OF REVENUE	9/5/2024	\$2,308.00	August Sales Tax
1844e PERA	9/9/2024	\$2,231.86	BW 09-12-24
1845e WEX HEALTH INC.	9/9/2024	\$142.31	BW 09-12-24
1846e WEX HEALTH INC.	9/19/2024	\$13.75	August Fees
1847e PERA	9/24/2024	\$2,257.24	BW 09-26-24
1848e WEX HEALTH INC.	9/24/2024	\$5,748.56	BW 09-26-24
1849e AFLAC	9/25/2024	\$49.08	September Premium
1850e PERA	9/30/2024	\$40.00	MO 09-24
46522 LEAGUE OF MN CITIES INS. TRU	8/30/2024	(\$36,444.00)	P & C Premium 2024-2025
46533 RAMBOW	8/30/2024	(\$101.50)	Clothing
46536 SANCO EQUIPMENT LLC	8/30/2024	(\$1,396.86)	Oil filter, safety and primary elements
46544 401 PARKWAY LLC	9/6/2024	\$1,086.19	Fuel
46545 BADGER METER	9/6/2024	\$116.76	
46546 BCBS OF MN	9/6/2024	\$9,155.15	October Premium
46547 B. E. COUNTY SHERIFFS DEPT	9/6/2024	\$41,845.19	September Service
46548 BLUE STAR POWER SYSTEM IN	9/6/2024	\$37,994.90	Generator for Wells
46549 BOLTON & MENK INC	9/6/2024	\$1,021.00	Corridor Study, CIP Work Session, Erosion Co
46550 CHRISTOPHER KENNEDY	9/6/2024	\$99.00	August Fees
46551 CITY BUILDING INSPECTION SR	9/6/2024	\$2,940.50	
46552 COMPUTER TECHNOLOGY SOL	9/6/2024	\$2,898.10	VIP Service
46553 CORE & MAIN	9/6/2024	\$247.86	Fluoride Reagent
46554 DAVID DROWN ASSOCIATES, IN	9/6/2024	\$300.00	Limited Continuing Disclosure Filing-2021A Bo
46555 FREEDOM SECURITY	9/6/2024	\$23,296.57	Cameras
46556 GOPHER STATE ONE CALL	9/6/2024	\$63.45	August Tickets
46557 ISG	9/6/2024	\$11,488.75	Resilience Grant Work
46558 J.P. COOKE	9/6/2024	\$32.44	Dog Tag Rings
46559 KATO ROOFING INC	9/6/2024	\$1,198.75	PW Shop Roof Repair
46560 LEAGUE OF MN CITIES INS. TRU	9/6/2024	\$64,521.00	2024-2025 Property Casualty Coverage
46561 LINDE GAS & EQUIPMENT INC	9/6/2024	\$60.51	
46562 MENARDS	9/6/2024	\$280.65	Supplies
46563 METRONET	9/6/2024	\$853.68	Acct: 1959304
46564 MN DEPT OF HEALTH	9/6/2024	\$2,813.00	3rd Qtr Water Connection Fee
46565 MN STATE FIRE CHIEF ASSN.	9/6/2024	\$1,375.00	Annual Conference: Simpson, Talle, Sandey,
46566 PRINCIPAL FINANCIAL GROUP	9/6/2024	\$52.98	Sept-Oct Premium
46567 SANCO EQUIPMENT LLC	9/6/2024	\$1,388.78	Telehandler Rental
46568 SCHWICKERTS	9/6/2024	\$4.00	Bldg Prmt Overpayment for Nike Nuy AC proje
46569 THINK! INK	9/6/2024	\$197.96	Printer Ink
46570 TOTAL LANDSCAPE SUPPLY LL	9/6/2024	\$320.00	River Rock
46571 Verizon Wireless	9/6/2024	\$240.06	
46572 VESTIS	9/6/2024	\$117.57	Clothing
46573 WW BLACKTOPPING INC	9/6/2024	\$56,378.99	Street Repairs
46574 ZIEGLER INC	9/6/2024	\$2,638.87	Generator
46575 CITY OF MANKATO	9/9/2024	\$28,952.29	Sewer Charge
46576 NEIRENGARTEN, JODY	9/9/2024	\$38.48	Refund Overpayment of Final Utility Bill
46577 STAPLES BUSINESS ADVANTA	9/9/2024	\$127.03	Operating Supplies
46578 WELLS FARGO FINANCIAL SRV	9/9/2024	\$357.84	Bobcat Lease
46579 FREEDOM SECURITY	9/11/2024	\$8,222.04	City Hall Video Surveillance Installation
46580 PITNEY BOWES GLOBAL FINAN	9/11/2024	\$165.00	Equipment
46581 TOPPERS & TRAILERS PLUS IN	9/11/2024	\$2,500.00	H & H Trailer Down Payment
46582 ADP, LLC	9/18/2024	\$461.25	
46583 CASEYS BUSINESS MASTERCA	9/18/2024	\$1,194.00	Fuel
46584 CORBIN, BETH	9/18/2024	\$25.00	Pavilion Rental Refund
46585 SANCO EQUIPMENT LLC	9/18/2024	\$161,740.00	Wheel Loader with Bucket and Edge
46586 UNITED STATES POSTAL SERVI	9/18/2024	\$334.11	Stormwater project postcard mailing

CITY OF EAGLE LAKE

09/30/24 11:20 AM

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**\*Check Summary Register©**

September 2024

Name	Check Date	Check Amt	
46587	BENCO ELECTRIC	9/25/2024	\$512.31 STREET LIGHTING
46588	CANON FINANCIAL SERVICES IN	9/25/2024	\$217.00 Copier Contract Charge
46589	DELTA DENTAL OF MN	9/25/2024	\$609.72 October Premium
46590	ELAN FINANCIAL SERVICES	9/25/2024	\$234.93 Sept. Statemetn
46591	XCEL	9/25/2024	\$4,430.33
46592	B. E. COUNTY SHERIFFS DEPT	9/30/2024	\$41,845.19 October Contract
46593	BLUE STAR POWER SYSTEM IN	9/30/2024	\$25,905.60 Generator for City Hall
46594	BOLTON & MENK INC	9/30/2024	\$55,595.50 Water Treatment Improvements
46595	CALIBRATIONS & CONTROLS IN	9/30/2024	\$595.00 Verification of ISCO Flow Meter
46596	CARRIAGE REPAIR INC	9/30/2024	\$8,315.04 Truck 4324 - Transmission
46597	CITY BUILDING INSPECTION SR	9/30/2024	\$7,989.39 Inspection Services
46598	CONSOLIDATED COMMUNICATI	9/30/2024	\$263.72 Acct 507-257-3542/0
46599	CORE & MAIN	9/30/2024	\$201.09 Valve stem oiler kit
46600	CORNERSTONE STATE BANK	9/30/2024	\$30.00 Safe Deposit Box
46601	CUSTOM FIRE APPARATUS INC	9/30/2024	\$14,846.04 Accident Repairs
46602	FOX MEADOWS	9/30/2024	\$150.97 Double Pmt - Jasmyrn Allen-211 Connie Lane E
46603	FRESH START CLEANING AND	9/30/2024	\$100.00 August Cleaning
46604	HAWKINS	9/30/2024	\$50.00
46605	JANESVILLE TIRE SERVICE	9/30/2024	\$121.44 Tire Change
46606	JETTER CLEAN	9/30/2024	\$550.00 Fire Hall South Bay floor drain
46607	LEAGUE OF MN CITIES	9/30/2024	\$1,423.00 Sept - Dec 2024 Membership Dues
46608	LJP ENTERPRISES	9/30/2024	\$13,622.74 Sm=127 Lrg=1025
46609	LOFFLER COMPANIES INC	9/30/2024	\$176.00 Copier contract base
46610	MANKATO CLINIC	9/30/2024	\$142.00 Hardel - Pre employment
46611	MANKATO PUBLIC SCHOOL	9/30/2024	\$1,100.00 Rec on the Go Services Summer 2024
46612	MATHESON TRI GAS INC	9/30/2024	\$239.88
46613	MENARDS	9/30/2024	\$204.68 Cut-Off Wheels
46614	MN PAVING MATERIALS	9/30/2024	\$546.63 1 1/2" Dust Free
46615	MN STATE FIRE CHIEF ASSN.	9/30/2024	\$60.00 2024 Membership Dues
46616	MINNESOTA WASTE PROCESSI	9/30/2024	\$10,524.53 August Service
46617	PLOOG ELECTRIC	9/30/2024	\$8,148.50 Wiring of well site generator
46618	RENT-N-SAVE	9/30/2024	\$803.06 July Rentals
46619	SANCO EQUIPMENT LLC	9/30/2024	\$142.76
46620	SCHWICKERTS	9/30/2024	\$784.00 Perventative Maintenance
46621	SIMPSON, VERN	9/30/2024	\$566.63 Calibration gases
46622	STAPLES BUSINESS ADVANTA	9/30/2024	\$377.08 Office Supplies
46623	TALLE, TRENT	9/30/2024	\$170.18 Mileage Reimbursement Fire Truck Repair
46624	UC LABORATORY	9/30/2024	\$308.70 Professional Services
46625	VESTIS	9/30/2024	\$214.90 Clothing
<b>Total Checks</b>			<b>\$646,111.68</b>

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CITY OF EAGLE LAKE

10/04/24 1:40 PM

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**\*Check Summary Register©**

Batch: PAY 10-02-24,FOX M 10-2-24,PAY 10-04-24

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
46627	ALLIED OVERHEAD DOOR INC	10/2/2024	\$1,359.94 PW Shop
46628	BADGER METER	10/2/2024	\$117.32 Hosting Service
46629	CENTER POINT ENERGY	10/2/2024	\$92.80 Acct 8000014147-5
46630	COMPUTER TECHNOLOGY SOL	10/2/2024	\$2,898.10 VIP Agreement
46631	FEDEX	10/2/2024	\$5.53
46632	GOPHER STATE ONE CALL	10/2/2024	\$83.70 September Tickets
46633	METERING & TECHNOLOGY SOL	10/2/2024	\$16,329.64 Water Meters
46634	MN PAVING MATERIALS	10/2/2024	\$537.61 Dump Fee
46635	POMPS TIRE SERVICE INC	10/2/2024	\$208.65 Front End Alignment
46636	PRINCIPAL FINANCIAL GROUP	10/2/2024	\$115.80 Oct/Nov Prmeium
46637	VESTIS	10/2/2024	\$117.12 Clothing
46638	ZIEGLER INC	10/2/2024	\$2,638.87 Caterpillar
46639	401 PARKWAY LLC	10/4/2024	\$943.35 September Fuel
46640	ALERT ALL	10/4/2024	\$2,499.00 Open House Supplies
46641	ANDERSON, JAMES	10/4/2024	\$174.99 Boots
46642	BHE COMMUNITY SOLAR LLC	10/4/2024	\$3,987.74 SOLAR GARDEN
46643	CEDAR POINT TOWNHOMES	10/4/2024	\$53,453.39 TIF Payment
46644	CHRISTOPHER KENNEDY	10/4/2024	\$225.00 September Fees
46645	CITY AUTO GLASS	10/4/2024	\$1,370.46 F 250 Windshield Replacement
46646	HAWKINS	10/4/2024	\$5,355.29
46647	ISG	10/4/2024	\$11,511.67 Flooding Modeling, Vulnerability Assmt, Final
46648	LEAGUE OF MN CITIES	10/4/2024	\$30.00 Fall Forums - Bromeland
46649	MENARDS	10/4/2024	\$86.94 Galvanized Sheet, blade kit
46650	METRONET	10/4/2024	\$703.73 Acct 2222518 - Pavilion
46651	MJM MEDICAL DIRECTION CON	10/4/2024	\$500.00 2024 Annual Medical Direction
46652	SOUTH CENTRAL COLLEGE	10/4/2024	\$525.58 EMR Intial - Bleess
46653	THE ALLIANCE OFFICE	10/4/2024	\$325.00 Membership
	<b>Total Checks</b>		<b>\$106,197.22</b>
<b>10161 Fox Meadow Escrow</b>			
1007	SCHROM CONSTRUCTION	10/2/2024	\$30,141.96 Release Escrow Funds
	<b>Total Checks</b>		<b>\$30,141.96</b>

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CITY OF EAGLE LAKE

09/30/24 11:21 AM

Page 1

**\*Check Summary Register©**

September 2024

Name	Check Date	Check Amt	
10110 Park- Assigned			
46626 SPX	9/30/2024	\$153.60	Banners for Park Board
	Total Checks	\$153.60	

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Pay Dates 09/12/2024, 09/26/2024, 09/30/2024

Payroll Name	Pay Date	Net Pay
Anderson, Jim	09/12/2024	621.03
Anderson, Jim	09/26/2024	710.36
Beckmann, Jacob Donald	09/12/2024	1,289.30
Beckmann, Jacob Donald	09/26/2024	1,289.33
Bromeland, Jennifer J	09/12/2024	3,034.81
Bromeland, Jennifer J	09/26/2024	3,034.80
Hartman, Andrew R	09/12/2024	1,399.38
Hartman, Andrew R	09/26/2024	1,414.51
Nicklay, Michael L	09/12/2024	1,470.96
Nicklay, Michael L	09/26/2024	1,484.88
Norton, Elizabeth Jean	09/30/2024	349.40
Rausch, Kerry L	09/12/2024	1,546.08
Rausch, Kerry L	09/26/2024	1,554.16
Rohrich, Elizabeth K	09/30/2024	277.05
Ruel, Nathan W	09/12/2024	1,286.69
Ruel, Nathan W	09/26/2024	1,286.69
Simpson, Vern L	09/30/2024	199.40
Steinberg, Garrett R	09/30/2024	277.05
White, Anthony D	09/30/2024	277.05
Whittington, Johnnie L	09/30/2024	277.05

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

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October, 2024

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

From: Andrew Hartman Public Works Director

**Water:** We have completed our fall watermain flushing, we had two watermain breaks during the flushing that we contracted DMI to repair. We are moving forward on the SCADA system, they are working on communication between the wellhouse and water tower. They are also getting set points in place and doing text runs offline to ensure it is all functioning properly before we go live.

**Sewer:** We have had Minnesota pump out to prep the lift station in Eagle Hights for the new pumps. We will be scheduling our annual inspections of the lift stations to begin in the next few months.

**Streets:** We have got the minimum Maintenance road repaired after the flooding earlier this summer.

**Parks:** We have been mowing steady, but that seems to be slowing down. We purchased a "bagger" for one of our mowers to start cleaning up the leaves at the parks, so we will be trying that out this year. We have also used it on the ballfield where the grass was clumpy, and it seems to work well.

**Storm Sewer:** We have been conducting MS4 inspections. We are getting the leaf vac dump site ready for the leaf season. We have been out testing and fine tuning the leaf vac to ensure that it is ready to go for the year.

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

Andrew Hartman

Eagle Lake Fire Relief  
Gambling Fund Report July 2024

Balance	7/1/24	\$30,572.09
Income:		
Paper Pull Tabs		\$5,429.00
Electronic		\$21,352.00
Interest Income		\$15.33
Total Income		<u>\$26,796.33</u>
Total Funds Available		\$57,368.42
Less Total Disbursements		<u>(\$21,701.44)</u>
Balance	7/31/24	\$35,666.98

2024 Profit / Community Donations

Net Profit:		
1/24		\$692.41
2/24		(\$5,052.43)
3/24		\$10,998.65
4/24		\$2,008.64
5/24		(\$419.48)
6/24		\$7,126.10
7/24		\$4,036.09

Total Profit To Date: \$19,389.98

Community Donations To Date: \$1,350.00



Eagle Lake Fire Relief  
August 13 2024  
Items To Be Approved

<u>To</u>	<u>For</u>	<u>Amount</u>
Eagles Nest	Rent	\$3,968.34
Randy Hoffmann	Accounting	\$700.00
Chad Witte	Wages	\$277.05
Triple Crown Gaming	Pull Tabs	\$2,190.46
	Invoice #9290782 #9296141	
	Due 8/10/24	
Pilot Games	E-Bingo Prizes & Fees (No Check)	(\$280.73)
Triple Crown Gaming	E-Tabs (No Check)	\$5,381.38
MN Revenue	State Tax (No Check)	\$2,233.00
Total		\$14,469.50

Eagle Lake Fire Relief  
Gambling Fund Report August 2024

Balance	8/1/24		\$35,666.98
Income:			
Paper Pull Tabs		\$3,746.00	
Electronic		\$18,542.00	
Interest Income		\$17.24	
Total Income			<u>\$22,305.24</u>
Total Funds Available			\$57,972.22
Less Total Disbursements			<u>(\$15,627.23)</u>
Balance	8/31/24		\$42,344.99

2024 Profit / Community Donations

Net Profit:

1/24	\$692.41
2/24	(\$5,052.43)
3/24	\$10,998.65
4/24	\$2,008.64
5/24	(\$419.48)
6/24	\$7,126.10
7/24	\$4,036.09
8/24	\$5,030.67

Total Profit To Date: \$24,420.65

Community Donations To Date: \$1,350.00

Eagle Lake Fire Relief  
September 10 2024  
Items To Be Approved

<u>To</u>	<u>For</u>	<u>Amount</u>
Eagles Nest	Rent	\$3,072.74
Randy Hoffmann	Accounting	\$700.00
Chad Witte	Wages	\$277.05
Triple Crown Gaming	Pull Tabs	\$959.96
	Invoice #9302714 #9302715	
	Due 10/5/24	
Pilot Games	E-Bingo Prizes & Fees	\$738.05
Triple Crown Gaming	E-Tabs (No Check)	\$4,390.87
MN Revenue	State Tax (No Check)	\$1,783.00
Total		\$11,921.67

**2024 Building Permits Issued**

<u>HOUSE #</u>	<u>STREET</u>	<u>VALUE</u>	<u>Project Description</u>
173	Creekside Dr	\$ 35,000.00	Addition
420	Thomas Dr	\$ 22,000.00	Reside
309	Connie Ln	\$ 7,441.00	AC
507	Thomas Dr	\$ 7,667.00	Windows-3
310	Falcon Run	\$ 23,000.00	Deck
108	Falcon Ct	\$ 15,000.00	Furnace/AC/Water Heater
513	Agency St S	\$ 10,000.00	
443	LeSueur Ave	\$ 500.00	Truss Repair
300	Concetta Trail	\$ 5,000.00	Furnance

**2024 Zoning Permits Issued**

<u>Zoning #</u>	<u>Address</u>	<u>Type</u>
24-32	208 Lakeview Dr	Fence
24-33	137 N Agency St	Patio
24-34	104 Gray Fox Path	Fence
24-35	125 Linda Dr	Driveway

**CITY OF EAGLE LAKE  
PARK BOARD MEETING  
THURSDAY, SEPTEMBER 12, 2024**

**Call to Order**

Present: Beth Rohrich, Anthony White, Don Wesely, and Joan Back,

Staff: Jennifer Bromeland and Kerry Rausch

Guest: Sarah Venem

Absent: Shane Wendland, Ryan Short and Adisyn Manske

**Treasurer's Report**

- The treasurer's report was presented and the Park Board capital outlay expenditures and revenues were reviewed.
- Pavilion project costs totaled \$174,976.45. Revenues include donations just under \$18,000 mostly for the basketball hoops project, there was a \$5,000 grant received, and approximately \$2,000 in donations for summer sounds and national night out.
- TIF money can be used for pond improvements or for the parks.

**New Business**

1. Review of Park Board Capital Outlay YTD Balance, Expenses, and Donations
  - See treasurer's report.
2. Park Path Lighting Update
  - Administrator Bromeland stated Public Works Director Hartman has received a proposal from BLK Electric and is waiting for the proposal from Ploog Electric.
  - Xcel Energy has been contacted for light poles but because the trail is not truck rated, they can only do wooden utility poles, not decorative poles. Xcel does not have any grants available for this project.
  - The estimated cost for 10 decorative light poles is between \$20,000-\$30,000. Don Wesley has three contractors that Michael McCarty has recommended that he will contact.
  - The City Council has budgeted an additional \$20,000 for 2025 for park lighting.
  - The cameras in the park show a lot of activity from early in morning into the evening. Don Wesley asked that "Smile you are on Camera" signs be placed at the park.
  - Joan Back expressed safety concerns with some trees along the trail in the park. Administrator Bromeland stated Public Works will be asked to check this out.
  - This is a priority project and if possible would like to do yet this year.
3. Drone Footage of August Summer Sounds from Eagle Lake Youth Resident
  - Staff will put the footage on the City's website.
4. Status of Trees at Eagle Heights Park
  - The trees have been installed and look good. The trees were donated by Mankato Landshapes.
5. Preliminary 2025 Budget Allocation for Park Board Capital Outlay
  - \$50,000 has been included in the preliminary 2025 budget for Park Board capital outlay.

6. Other

A. Disc Golf

- A resident has asked about disc golf. It was discussed a couple of years ago to move the equipment to another area of the park. Consensus was that this equipment should be located where it will be easily maintained, and possible locations were discussed.
- Administrator Bromeland stated that the space behind City Hall is open green space that could be utilized for something.
- Consensus was that the Park Board would like to start by removing the existing disc golf equipment from its existing location.

B. Senior Activities

- Don Wesely and guest Sara Venem discussed the possibility of the Park Board starting programming for seniors for conversations and activities. Epiphany Church has indicated they would like to be more involved with the community. A possible collaboration between the City and the Church was discussed.
- Discussion included that the City could help promote this and that it would be good to let the programming develop organically.
- Discussion included that round tables may be more conducive to this type of programming and that the City could look into purchasing these. The City could also supply coffee, napkins and cups.
- First step would be to identify day and time for this and staff could assist with communicating this to the public.

Respectfully submitted,

Kerry Rausch  
Deputy Clerk

**CITY OF EAGLE LAKE, MINNESOTA  
CITY COUNCIL RESOLUTION 2024-44**

**A Resolution Accepting Nicholas Ditschler-Ploog as a Reservist for  
the City of Eagle Lake Fire Department**

**WHEREAS**, the Eagle Lake Fire Department would like to nominate Nicholas Ditschler-Ploog to the Fire Department as a reservist; and

**WHEREAS**, the City feels it is in the best interest of the community to have Nicholas Ditschler-Ploog on the City's Volunteer Fire Department Reserve Roster.

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

Adopted by the City Council of Eagle Lake, Minnesota this 8th day of July 2024.

\_\_\_\_\_  
Garrett Steinberg, Mayor Pro Tem

ATTEST:

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

(S E A L)



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

October 7, 2024

To: Honorable Mayor Pro Tem Steinberg and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: General Obligation Temporary Water Revenue Note – Series 2024A

Shannon Sweeney with David Drown Associates, Inc. will be at the meeting to present his recommendations regarding the sale of bonds to temporarily finance engineering/design costs for the proposed water treatment facility project.

CornerStone State Bank has agreed to purchase the temporary note at an interest rate of 4.5% which Mr. Sweeney feels is competitive with other alternatives.

We will discuss in more detail at the meeting.

  
Jennifer J. Bromeland  
City Administrator





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

October 7, 2024

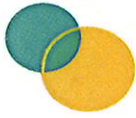
To: Honorable Mayor Pro Tem Steinberg and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: General Obligation Temporary Water Revenue Note – Series 2024A

Shannon Sweeney with David Drown Associates, Inc. will be at the meeting to present his recommendations regarding the sale of bonds to temporarily finance engineering/design costs for the proposed water treatment facility project.

Attached you will find a resolution providing for the aware of the sale which has been prepared by the City’s bond counsel (Taft). Also attached you will find a cash flow/payment schedule for the temporary note.

A motion is needed to approve the resolution providing for the award of sale if it is determined to be appropriate to proceed with the temporary project financing as proposed.

  
Jennifer J. Bromeland  
City Administrator



**DDA**

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

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

October 2, 2024

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

**RE: General Obligation Temporary Water Revenue Note – Series 2024A**

Honorable Mayor, Council Members, and Administrator Bromeland:

The purpose of this letter is to provide our recommendations regarding the sale of bonds to temporarily finance engineering/design costs for the proposed water treatment facility project.

Our estimate of all costs to be included in the proposed project financing include the following:

Engineering & Design	\$1,095,000.00
Costs of Issuance	22,000.00
Capitalized Interest	141,637.50
Rounding (surplus proceeds)	362.50
<b>TOTAL PROJECT COST:</b>	<b>\$1,259,000.00</b>

The funding sources to be utilized to finance the costs outlined above include the following:

<b>2024A GO Temp Water Revenue Note</b>	<b>\$1,259,000.00</b>
---	-----------------------

**Payment and Revenue Requirements:**

Interim interest payments have been capitalized (borrowed) to fund interest payments through May 1, 2027 (see attached cash flow/payment schedule). It is anticipated that by that time the City will have received a funding commitment from the Minnesota Public Facilities Authority and will use low interest loan proceeds from their Drinking Water Revolving Fund program to pay off this temporary note.

**Alternatives Considered:**

A competitive sale would presently produce a lower interest rate than that proposed by CornerStone State Bank, but the issuance costs would be approximately \$30,000 higher as the City would be purchasing a credit rating and paying an underwriter to purchase/re-sell the bonds. As short-term financing is sensitive to issuance costs, a bank placement provides a more efficient alternative that will perform better than a competitive sale if the note is paid off in less than two years.

**\$1,259,000 General Obligation Temporary Water Revenue Note:**

If the Council chooses to finance the project costs as proposed (see attached cash flow/payment schedule), David Drown Associates, Inc. recommends the following:

- 3-year term on financing which is the maximum allowed under statute

- Bonds callable at any time without penalty
- Bank placement with CornerStone State Bank using the MN Rural Water Mega Loan Program which reduces the costs of issuance
- Interest rate of 4.5% fixed for the duration

Schedule and Issuance:

If determined to be appropriate to proceed, the proposed schedule would be as follows:

October 7, 2024	Award Sale
November 1, 2024	Closing

Attached you will find a resolution providing for the award of sale which has been prepared by the City's bond counsel (Taft). We recommend that the City Council approve this resolution if it is determined to be appropriate to proceed with the temporary project financing as proposed.

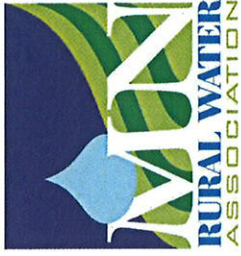
Please feel free to contact me with any questions regarding the attached materials. Thank you for your time and consideration.

Sincerely,



Shannon Sweeney  
David Drown Associates, Inc.

**\$1,259,000**  
**Temporary General Obligation Water Revenue Note, Series 2024A**



**MINNESOTA RURAL WATER MEGA LOAN**

<b>Uses of Funds</b>		
Pre-Project Engineering	1,095,000.00	
Other	-	
<b>Total Project Costs</b>	<b>1,095,000.00</b>	
Underwriter's Discount Allowance	0.00%	
Fiscal Fee	14,750.00	
Pay Agent	-	
Bond Counsel	5,400.00	
Printing & Misc	500.00	
Sponsor Fee	1,350.00	
Misc	-	
Rounding	362.50	
Capitalized Interest (to D/S Fund)	141,637.50	
	<u>1,259,000.00</u>	

<b>Sources of Funds</b>	
Bond Issue	<b>1,259,000</b>
Bid Premium	-
Construction Fund Earnings	<u>1,259,000</u>

<b>Bond Details</b>	
Award Date	10/7/2024
Dated Date	11/1/2024
Closing Date	11/1/2024
1st Interest Payment	5/1/2025
Proceeds spent by:	11/1/2027
Purchase Price	1,259,000.00
Net Interest Cost	169,965.00
Net Effective Rate	<b>4.5000%</b>
Average Coupon	4.5000%
Call Option	@ par
Weighted Avg. Maturity	anytime
Average Life	3.000
Bond Yield for Arbitrage	3.000
Purchaser	4.5000%
Bond Counsel	CornerStone State Bank, Le Seuer, MN
Rating Agency	Taft Law
Pay Agent	Non Rated
Tax Status	City Clerk
Continuing Disclosure	Tax Exempt, Bank Qualified
Rebate	None, Audits upon Request
Statutory Authority	Small Issuer - Exempt from Rebate MS, Chapters 444, 475

Cashflow Schedule		Cashflow Schedule		Account Balances		
12-Month	Period ending	Principal	Coupon	Interest	Payment Total	PLUS 5%
	11/1/2024	Dated Date				
	11/1/2025	-	4.50%	56,655	56,655	56,655
	11/1/2026	-	4.50%	56,655	56,655	56,655
	11/1/2027	1,259,000	4.50%	56,655	1,315,655	1,381,438
		1,259,000		169,965	1,428,965	1,494,748

Collection Year	Cov'g Revenues	Utility Revenues	PFA Funding	Surplus (deficit)	Account Balance
2023	-	-	Initial Deposit to D/S Fund >	(56,655)	142,000
2024	-	-		(56,655)	85,345
2025	65,783	-	1,286,965	(28,690)	28,690
	65,783	-	1,286,965	(142,000)	-

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**City of Eagle Lake, Minnesota**  
**Temporary General Obligation Water Revenue Note, Series 2024A**  
**\$1,259,000**

**MASTER BOND PAYMENT SCHEDULE**

Paying Agent: City Clerk

Payment Date	Principal	Interest Rates	Semi-annual Interest	Semi-Annual Payment	Payment Notation
November 1, 2024	Dated Date				
May 1, 2025	-	4.50%	28,327.50	28,327.50	
November 1, 2025	-	4.50%	28,327.50	28,327.50	
May 1, 2026	-	4.50%	28,327.50	28,327.50	
November 1, 2026	-	4.50%	28,327.50	28,327.50	
May 1, 2027	1,259,000	4.50%	28,327.50	28,327.50	
November 1, 2027	1,259,000	4.50%	28,327.50	1,287,327.50	
	1,259,000		169,965.00	1,428,965.00	

Call Option: anytime at par  
 Bonds Dated: 11/1/2024

This payment schedule assumes no bonds are redeemed early. Refunds, if they are done, will alter this payment schedule. David Drown Associates, Inc. (612-920-3320) is available at any time to review the feasibility of refunding

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EXTRACT OF MINUTES OF A MEETING  
OF THE CITY COUNCIL OF THE  
CITY OF EAGLE LAKE, MINNESOTA

HELD: OCTOBER 7, 2024

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Eagle Lake, Blue Earth County, Minnesota, was duly called and held at the City Hall on October 7, 2024, at 6:00 P.M., for the purpose, in part, of authorizing the issuance and awarding the sale of a \$1,259,000 Temporary General Obligation Water Revenue Note, Series 2024A.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION NO. \_\_\_\_\_

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF A \$1,259,000  
TEMPORARY GENERAL OBLIGATION WATER REVENUE NOTE, SERIES 2024A, AND  
PLEDGING NET REVENUES FOR THE SECURITY THEREOF IN ANTICIPATION OF  
LONG-TERM FINANCING

A. WHEREAS, the City of Eagle Lake, Minnesota (the "City"), owns and operates a municipal water system (the "Water System"), operated as a separate revenue producing public utility; and

B. WHEREAS, the net revenues of the Water System are pledged to the City's outstanding General Obligation Water Revenue Note, Series 2023A, dated January 23, 2023, and issued in the original principal amount of \$462,000 (the "Outstanding Water Note"); and

C. WHEREAS, the City Council has heretofore determined and declared that it is necessary and expedient to issue a \$1,259,000 Temporary General Obligation Water Revenue Note, Series 2024A ("Note"), pursuant to Minnesota Statutes, Chapter 475 and Section 444.075, to temporarily finance improvements to the City's municipal water system (the "Project") in anticipation of a long-term loan from the Minnesota Public Facilities Authority (the "PFA"); and

D. WHEREAS, the City has applied to the PFA to provide definitive financing for the Project; and

E. WHEREAS, the City has retained David Drown Associates, Inc., in Minneapolis, Minnesota ("David Drown"), as its independent municipal advisor for the sale of the Note and was therefore authorized to sell the Note by private negotiation in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9); and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Eagle Lake, Minnesota, as follows:

1. Acceptance of Offer. The offer of CornerStone State Bank, in Finlayson, Minnesota (the "Purchaser"), to purchase the Note and to pay therefor the sum of \$1,259,000, plus interest accrued to settlement, if any, all in accordance with the terms and at the rates of interest hereinafter set forth, is hereby accepted.

2. Note Terms; Original Issue Date; Denominations; Maturities; Interest and Redemption. The City shall forthwith issue the Note, which shall be in fully registered form without interest coupons, shall be dated, mature, bear interest, be subject to redemption, and be payable as provided in the form of the Note.

3. Purpose. The Note shall provide funds to temporarily finance the Project. The total cost of the Project, which shall include all costs enumerated in Minnesota Statutes, Section 475.65 including the cost of construction under the terms of the lowest bid received, approved by the PFA and all other state and federal agencies of which approval is required, is estimated to be at least equal to the amount of the Note. Work on the Project shall proceed with due diligence to completion. The City covenants that it shall do all things and perform all acts required of it to assure that work on the Project proceeds with due diligence to completion and that any and all permits and studies required under law for the Project are obtained.

4. Registrar. The City Administrator, of the City of Eagle Lake, Minnesota, is appointed to act as registrar and transfer agent with respect to the Note (the "Registrar"), and shall do so unless and until a successor Registrar is duly appointed, all pursuant to any contract the City and Registrar shall execute which is consistent herewith. The Registrar shall also serve as paying agent unless and until a successor paying agent is duly appointed. Principal and interest on the Note shall be paid to the registered holder (or record holder) of the Note in the manner set forth in the form of Note.

5. Form of Note. The Note, together with the Certificate of Registration, shall be in substantially the following form:

UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
COUNTY OF BLUE EARTH  
CITY OF EAGLE LAKE

R-1

\$1,259,000

TEMPORARY GENERAL OBLIGATION WATER REVENUE NOTE, SERIES 2024A

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>
4.50%	November 1, 2027	November 1, 2024

REGISTERED OWNER: CORNERSTONE STATE BANK, LE SUEUR, MINNESOTA

PRINCIPAL AMOUNT: ONE MILLION, TWO-HUNDRED FIFTY NINE THOUSAND DOLLARS

THE CITY OF EAGLE LAKE, BLUE EARTH COUNTY, MINNESOTA (the "Issuer" or "City"), certifies that it is indebted and, for value received, hereby promises to pay to the registered owner specified above, or assigns duly certified on the Certificate of Registration attached to and made a part of this Note (the "Owner"), unless called for earlier redemption, in the manner hereinafter set forth, the \$1,259,000 principal amount of this Note due on November 1, with the principal of the Note bearing interest until paid at the interest rate of 4.50% per annum.

Interest. Interest shall be payable semiannually on May 1 and November 1 of each year, commencing May 1, 2025, and shall be calculated on the basis of a 360-day year consisting of twelve thirty-day months.

Payment. Interest and payment due at the maturity of the Note shall be paid by check, ACH debit, wire transfer or draft mailed to the Owner at the address listed on the Certificate of Registration attached to and made a part of this Note. At the time of final payment of all principal and interest on this Note, the Owner shall surrender this Note to the City Administrator, City of Eagle Lake, Minnesota (the "Registrar").



Redemption. This Note is subject to redemption and prepayment at the option of the Issuer in whole or in part on any date at a price of par plus accrued interest. Mailed notice of redemption shall be given to the Owner at least thirty days prior to prepayment or redemption.

Date of Payment Not a Business Day. If the nominal date for payment of any principal of or interest on this Note shall not be a business day of the Issuer or of the Owner, then the date for such payment shall be the next such business day and payment on such business day shall have the same force and effect as if made on the nominal date of payment.

Issuance; Purpose; General Obligation. This Note is issued as a single instrument in the total principal amount of \$1,259,000, pursuant to and in full conformity with the Constitution and laws of the State of Minnesota and a resolution adopted by the City Council on October 7, 2024 (the "Resolution") for the purpose of providing money to temporarily finance the Issuer's improvements to the municipal water system (the "Water System") within the jurisdiction of the Issuer in anticipation of a long-term loan from the Minnesota Public Facilities Authority. This Note has been issued pursuant to Minnesota Statutes, Chapters 475 and 444. This Note is payable out of the Temporary General Obligation Water Revenue Note, Series 2024A Fund of the Issuer, to which fund there are to be paid proceeds of the definitive bond or additional temporary bonds which the Issuer is required by law to issue at or prior to the maturity of this Note for the purpose of refunding the same if the net revenues of the Water System theretofore collected, or any other municipal funds which are properly available and are appropriated by the City Council for such purposes, are not sufficient for the full payment thereof. This Note constitutes a general obligation of the Issuer, and to provide moneys for the prompt and full payment of its principal, premium, if any, and interest when the same become due, the full faith and credit and taxing powers of the Issuer have been and are hereby irrevocably pledged.

Transfer. This Note is transferable, as provided in the Resolution, upon the Register kept by the Registrar upon surrender of this Note together with a written instrument of transfer duly executed by the Owner or the Owner's attorney duly authorized in writing, and thereupon a new, fully registered Note in the same aggregate principal amount shall be issued to the transferee in exchange therefor (or the transfer shall be duly recorded on the Register and the Certificate of Registration hereof), upon the payment of charges and satisfaction of applicable conditions, if any, as therein prescribed; provided that such transfer may occur only with respect to the entire Note and all of the remaining principal amount of the sole final maturity hereof. The Issuer may treat and consider the person in whose name this Note is registered as the absolute Owner hereof for the purpose of receiving payment of or on account of the principal of and interest on this Note and for all other purposes whatsoever.

Fees upon Transfer or Loss. The Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of this Note and any legal or unusual costs relating thereto.

Treatment of Registered Owner. The Issuer and Registrar may treat the person in whose name this Note is registered as the Owner hereof for the purpose of receiving payment as herein provided and for all other purposes, whether or not this Note shall be overdue, and neither the Issuer nor the Registrar shall be affected by notice to the contrary.

Registration. This Note shall not be valid or become obligatory for any purpose or be entitled to any security unless the Certificate of Registration hereon shall have been executed by the Registrar.

Qualified Tax-Exempt Obligation. This Note has been designated by the Issuer as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of this Note, have been done, have happened and have been performed, in regular and due form, time and manner as required by law; that the Issuer has covenanted and agreed with the Owner of the Note that it will impose and collect charges for the service, use and availability of and connection to the Water System at the times and in amounts necessary to produce net revenues, together with any other sums pledged to the payment of the Note, adequate to pay all principal and interest when due on the Note; and that the Issuer will levy a direct, annual, irrevocable ad valorem tax upon all of the taxable property of the Issuer, without limitation as to rate or amount, for the years and in amounts sufficient to pay the principal and interest on this Note as they respectively become due, if the net revenues from the Water System, and any other revenues irrevocably pledged or appropriated and the proceeds of a definitive bond or additional temporary bond pledged to the Debt Service Account are insufficient therefor; and that this Note, together with all other debts of the Issuer outstanding on the date of original issue hereof and the date of its issuance and delivery to the original purchaser, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Eagle Lake, Blue Earth County, Minnesota, by its City Council has caused this Note to be executed on its behalf by the manual signatures of its Mayor and its City Administrator, the corporate seal of the City having been intentionally omitted as permitted by law.

Date of Registration:

CITY OF EAGLE LAKE,  
BLUE EARTH COUNTY, MINNESOTA

November 1, 2024

REGISTRABLE BY AND  
PAYABLE AT:

By: DO NOT SIGN  
Mayor

The Office of the  
City Administrator  
City of Eagle Lake, Minnesota

By: DO NOT SIGN  
City Administrator

CERTIFICATE OF REGISTRATION

The transfer of ownership of the principal amount of the attached Note may be made only by the registered owner or the registered owner's legal representative last noted below:

Date of Registration	Registered Owner	Signature of Registrar (City Administrator)
November 1, 2024	CornerStone State Bank 415 North Main Le Sueur, MN 56058	DO NOT SIGN

6. Execution. The Note shall be executed on behalf of the City by the manual signatures of its Mayor and City Administrator, the seal of the City having been omitted as permitted by law. In the event of disability or resignation or other absence of either such officer, the Note may be signed by the signature of the officer who may act on behalf of such absent or disabled officer. In case either such officer whose signature shall appear on the Note shall cease to be such officer before the delivery of the Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery.

7. Delivery; Application of Proceeds. The Note when so prepared and executed shall be delivered by the City Administrator to the Purchaser upon receipt of the purchase price, and the Purchaser shall not be obliged to see to the proper application thereof.

8. Fund and Accounts. There is hereby created a special fund to be designated the "Temporary General Obligation Water Revenue Note, Series 2024A Fund" (the "Fund") to be administered and maintained by the City Administrator as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Fund shall be maintained in the manner herein specified until the Note and the interest thereon have been fully paid. The Operation and Maintenance Account heretofore established by the City for the Water System shall continue to be maintained in the manner heretofore and herein provided by the City. All moneys remaining after paying or providing for the items set forth in the resolution establishing the Operation and Maintenance Account shall constitute and are referred to as "net revenues" until the Note has been paid. In such records there shall be established accounts of the Fund for the purposes and in the amounts as follows:

(a) Construction Account. To the Construction Account there shall be credited the proceeds of the sale of the Note, less capitalized interest. From the Construction Account there shall be paid all costs and expenses of the Project, including the cost of any construction contracts heretofore let and all other costs incurred and to be incurred of the kind authorized in Minnesota Statutes, Section 475.65. Any balance remaining in the fund after completion of the costs shall be transferred to the Debt Service Account.

(b) Debt Service Account. There are hereby irrevocably appropriated and pledged to, and there shall be credited to, the Debt Service Account: (A) the net revenues of the Water System not otherwise pledged and applied to the payment of other obligations of the City, in an amount, together with other funds which may herein or hereafter from time to time be irrevocably appropriated to the Debt Service Account, sufficient to meet the requirements of Minnesota Statutes, Section 475.61 for the payment of the principal of and interest on the Note when due; (B) capitalized interest in the amount of \$141,637.50 (together with interest earnings thereon and subject to such other adjustments as are appropriate) to provide sufficient funds to pay interest due on the Note on or before November 1, 2027; (C) all collections of taxes which may hereafter be levied in the event that the net revenues of the Water System, the proceeds of any definitive bond or additional temporary bonds, and other funds herein pledged to the payment of the principal and interest on the Note are insufficient therefor; (D) the proceeds of any definitive bonds or additional temporary bonds in an amount, together with other moneys then on hand irrevocably appropriated to said account, as is necessary to pay the principal of and interest on the Note; (E) all funds remaining in the Construction Account after completion of the Project and payment of the costs thereof; (F) all investment earnings on funds held in the Debt

Service Account; and (G) any and all other moneys which are properly available and are appropriated by the governing body of the City to the Debt Service Account. The amount of any surplus remaining in the Debt Service Account when the Note and interest thereon are paid shall be used consistent with Minnesota Statutes, Section 475.61, Subdivision 4. The Debt Service Account shall be used solely to pay the principal and interest on the Note and any other general obligation bonds of the City hereafter issued by the City and made payable from said account as provided by law.

No portion of the proceeds of the Note shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (1) for a reasonable temporary period until such proceeds are needed for the purpose for which the Note was issued and (2) in addition to the above in an amount not greater than the lesser of five percent of the proceeds of the Note or \$100,000. To this effect, any proceeds of the Note and any sums from time to time held in the Construction Account, Operation and Maintenance Account, or Debt Service Account (or any other City account which will be used to pay principal or interest to become due on the Note payable therefrom) in excess of amounts which under then applicable federal arbitrage regulations may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by the arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. Money in the Fund shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Note to be "federally guaranteed" within the meaning of Section 149(b) of the Internal Revenue Code of 1986, as amended (the "Code").

9. Pledge of Proceeds of Definitive Bond or Additional Temporary Bonds and Net Revenues; Coverage Test. To provide moneys for the prompt and full payment of principal and interest on the Note, the City shall issue and sell the definitive bond or additional temporary bonds for delivery and payment at or prior to the maturity date of the Note. The proceeds of the definitive bond or additional temporary bonds, together with estimated net revenues of the Water System, are hereby found, determined and declared to be sufficient in amount to pay when due the principal of and interest on the Note and a sum at least five percent in excess thereof. It is hereby found, determined and declared that the net revenues of the Water System are sufficient in amount to pay when due the principal of and interest on the Outstanding Water Note and a sum at least five percent in excess thereof. The net revenues of the Water System are hereby pledged for the payment of the Note on a parity lien with the Outstanding Water Note and shall be applied for that purpose, but solely to the extent required to meet, together with other pledged sums, the principal and interest requirements of the Note as the same become due.

Nothing contained herein shall be deemed to preclude the City from making further pledges and appropriations of the net revenues of the Water System for the payment of other or additional obligations of the City, provided that it has first been determined by the City Council that the estimated net revenues of the Water System, in addition to the proceeds of the definitive or additional temporary bonds and all sources, will be sufficient for the payment of the Note and such additional obligations and any such pledge and appropriation of the net revenues of the Water System may be made superior or subordinate to, or on a parity with the pledge and appropriation herein.

10. Excess Net Revenues. Net revenues in excess of those required for the foregoing may be used for any proper purpose.

11. Covenant to Maintain Rates and Charges. In accordance with Minnesota Statutes, Section 444.075, the City hereby covenants and agrees with the Owner of the Note that it will impose and collect charges for the service, use, availability and connection to the Water System at the times and in the amounts required to produce net revenues, together with the proceeds of the additional temporary bonds or the definitive bonds, adequate to pay all principal and interest when due on the Note. Minnesota Statutes, Section 444.075, Subdivision 2, provides as follows: "Real estate tax revenues should be used only, and then on a temporary basis, to pay general or special obligations when the other revenues are insufficient to meet the obligations."

12. Defeasance. When the Note has been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this resolution to the registered owners of the Note shall, to the extent permitted by law, cease. The City may discharge its obligation with respect to the Note which is due on any date by irrevocably depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full; or if the Note should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit. The City may also discharge its obligation with respect to the Note called for redemption on any date when it is prepayable according to its terms, by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full, provided that notice of redemption thereof has been duly given. The City may also at any time discharge its obligation with respect to the Note, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a suitable banking institution qualified by law as an escrow agent for this purpose, cash or securities described in Minnesota Statutes, Section 475.67, Subdivision 8, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, without regard to sale and/or reinvestment, to pay all amounts to become due thereon to maturity or, if notice of redemption as herein required has been duly provided for, to such earlier redemption date.

13. Compliance With Reimbursement Bond Regulations. The provisions of this paragraph are intended to establish and provide for the City's compliance with United States Treasury Regulations Section 1.150-2 (the "Reimbursement Regulations") applicable to the "reimbursement proceeds" of the Note, being those portions thereof which will be used by the City to reimburse itself for any expenditure which the City paid or will have paid prior to the closing date (a "Reimbursement Expenditure").

The City hereby certifies and/or covenants as follows:

(a) Not later than sixty days after the date of payment of a Reimbursement Expenditure, the City (or person designated to do so on behalf of the City) has made or will have made a written declaration of the City's official intent (a "Declaration") which effectively (i) states the City's reasonable expectation to reimburse itself for the payment of the Reimbursement Expenditure out of the proceeds of a subsequent borrowing; (ii) gives a general and functional description of the property, project or program to which the Declaration relates and for which the Reimbursement Expenditure is paid, or identifies a specific fund or account of the City and the

general functional purpose thereof from which the Reimbursement Expenditure was to be paid (collectively the "Program"); and (iii) states the maximum principal amount of debt expected to be issued by the City for the purpose of financing the Program; provided, however, that no such Declaration shall necessarily have been made with respect to: (i) "preliminary expenditures" for the Program, defined in the Reimbursement Regulations to include engineering or architectural, surveying and soil testing expenses and similar prefatory costs, which in the aggregate do not exceed twenty percent of the "issue price" of the Note, and (ii) a *de minimis* amount of Reimbursement Expenditures not in excess of the lesser of \$100,000 or five percent of the proceeds of the Note.

(b) Each Reimbursement Expenditure is a capital expenditure or a cost of issuance of the Note or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Reimbursement Regulations.

(c) The "reimbursement allocation" described in the Reimbursement Regulations for each Reimbursement Expenditure shall and will be made forthwith following (but not prior to) the issuance of the Note, and not later than three years after the later of (i) the date of the payment of the Reimbursement Expenditure, or (ii) the date on which the Project to which the Reimbursement Expenditure relates is first placed in service.

(d) Each such reimbursement allocation will be made in a writing that evidences the City's use of Note proceeds to reimburse the Reimbursement Expenditure and, if made within 30 days after the Note is issued, shall be treated as made on the day the Note is issued.

Provided, however, that the City may take action contrary to any of the foregoing covenants in this paragraph upon receipt of an opinion of its Bond Counsel for the Note stating in effect that such action will not impair the tax-exempt status of the Note.

14. General Obligation Pledge. For the prompt and full payment of the principal and interest on the Note, as the same respectively become due, the full faith, credit and taxing powers of the City shall be and are hereby irrevocably pledged. If the net revenues of the Water System appropriated and pledged to the payment of principal and interest on the Note, together with other funds irrevocably appropriated to the Debt Service Account herein established, shall at any time be insufficient to pay such principal and interest when due, the City covenants and agrees to levy, without limitation as to rate or amount an ad valorem tax upon all taxable property in the City sufficient to pay such principal and interest as it becomes due. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the Note and any other bonds payable therefrom, the deficiency shall be promptly paid out of any other funds of the City which are available for such purpose, and such other funds may be reimbursed with or without interest from the Debt Service Account when a sufficient balance is available therein.

15. Certificate of Registration. The City Administrator is hereby directed to file a certified copy of this resolution with the County Auditor of Blue Earth County, Minnesota, together with such other information as the County Auditor shall require, and to obtain from the County Auditor a certificate that the Note has been entered in the County Auditor's Bond Register.

16. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser, and to the attorneys approving the legality of the issuance of the Note, certified copies of all proceedings and records of the City relating to the Note and to the financial condition and affairs of the City, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the Note as the same appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

17. Negative Covenant as to Use of Proceeds and Project. The City hereby covenants not to use the proceeds of the Note or to use the Project, or to cause or permit them to be used, or to enter into any deferred payment arrangements for the cost of the Project, in such a manner as to cause the Note to be a "private activity bond" within the meaning of Sections 103 and 141 through 150 of the Code. The City hereby covenants not to use the proceeds of the Note in such a manner as to cause the Note to be "hedge bonds" within the meaning of Section 149(g) of the Code.

18. Conditions Prior to Issuance of Definitive Bond. The City has heretofore secured a contract from the Government for a loan in the amount of not less than \$1,915,000 in anticipation of which the Bond is issued. It is hereby found, determined and declared that all conditions exist precedent to the anticipation of the issuance of a definitive bond in an amount equal at least to the principal sum of the loan.

19. Tax-Exempt Status of the Note; Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Note, including without limitation (1) requirements relating to temporary periods for investments, (2) limitations on amounts invested at a yield greater than the yield on the Note, and (3) the rebate of excess investment earnings to the United States, if the Note (together with other obligations reasonably expected to be issued and outstanding at one time in this calendar year) exceeds the small-issuer exception amount of \$5,000,000.

For purposes of qualifying for the small issuer exception to the federal arbitrage rebate requirements for governmental units issuing \$5,000,000 or less of bonds, the City hereby finds, determines and declares that (i) the Note is issued by a governmental unit with general taxing powers; (ii) the Note is not a private activity bond; (iii) 95% or more of the net proceeds of the Note are to be used for local governmental activities of the City (or of a governmental unit the jurisdiction of which is entirely within the jurisdiction of the City); and (iv) the aggregate face amount of all tax-exempt bonds (other than private activity bonds) issued by the City (and all entities subordinate to, or treated as one issuer with the City) during the calendar year in which the Note is issued and outstanding at one time is not reasonably expected to exceed \$5,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

20. Designation of Qualified Tax-Exempt Obligations. In order to qualify the Note as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code, the City hereby makes the following factual statements and representations:



- (a) the Note is issued after August 7, 1986;
- (b) the Note is not a "private activity bond" as defined in Section 141 of the Code;
- (c) the City hereby designates the Note as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code;
- (d) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds, treating qualified 501(c)(3) bonds as not being private activity bonds) which will be issued by the City (and all entities treated as one issuer with the City, and all subordinate entities whose obligations are treated as issued by the City) during this calendar year 2024 will not exceed \$10,000,000;
- (e) not more than \$10,000,000 of obligations issued by the City during this calendar year 2024 have been designated for purposes of Section 265(b)(3) of the Code; and
- (f) the aggregate face amount of the Note does not exceed \$10,000,000.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designation made by this paragraph.

21. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

22. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and, after a full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA  
COUNTY OF BLUE EARTH  
CITY OF EAGLE LAKE

I, the undersigned, being the duly qualified and acting City Administrator of the City of Eagle Lake, Minnesota, do hereby certify that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as such minutes relate to authorizing the issuance and awarding the sale of a \$1,259,000 Temporary General Obligation Water Revenue Note, Series 2024A.

Dated: October 7, 2024.

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City Administrator



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

October 7, 2024

To: Honorable Mayor Pro Tem Steinberg and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Gas Meter for Generator at Well Site

Attached you will find a quote from CenterPoint Energy for a new gas meter for the generator at the well site. The new meter will replace the existing meter due to added generator load. The cost of the new meter is quoted at \$10,100.

For purposes of providing background, Eagle Lake received \$143,617 in one-time public safety aid. There is currently \$36,440.42 remaining, of which the cost for the new meter will be deducted. A quote was received previously for a new meter at City Hall totaling approximately \$3,500.

A motion is needed to approve the quote from CenterPoint Energy for a new gas meter.

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

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Revenue/Expenditure  
Audit Detail Brief

One-Time  
Public Safety Aid

Audit 2024 January to 2024 September

Fund 255 PUBLIC SAETY AID

Expenditure

E 255-00000-210 Operating Supplies (GENERAL)		Budget	Total	Balance	
		\$0.00	\$94,522.38	-\$94,522.38	
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name/Comments
2024-09	Pay	PAY 09-06-24	\$35,316.00	\$0.00	mailed-pd BLUE STAR POWER SYSTEM INC
		Rec/Ck#046548*9/6/2024			Generator for Wells
2024-09	Pay	PAY 09-06-24	\$2,678.90	\$0.00	mailed-pd BLUE STAR POWER SYSTEM INC
		Rec/Ck#046548*9/6/2024			Transfer Switch for generator at well site
2024-09	Pay	PAY 09-06-24	\$13,053.12	\$0.00	pd. FREEDOM SECURITY
		Rec/Ck#046555*9/6/2024			Cameras
2024-09	Pay	PAY 09-06-24	\$1,198.22	\$0.00	pd. FREEDOM SECURITY
		Rec/Ck#046555*9/6/2024			Cameras
2024-09	Pay	PAY 09-11-24	\$8,222.04	\$0.00	pd. FREEDOM SECURITY
		Rec/Ck#046579*9/11/2024			City Hall Video Surveillance Installation
2024-09	Pay	PAY 093024	\$25,905.60	\$0.00	* 10/7 Bills List BLUE STAR POWER SYSTEM INC
		Rec/Ck#046593*9/30/2024			Generator for City Hall
2024-09	Pay	PAY 093024	\$2,179.70	\$0.00	pd. PLOOG
		Rec/Ck#046617*9/30/2024			wiring of generator at city hall
2024-09	Pay	PAY 093024	\$5,968.80	\$0.00	pd. PLOOG
		Rec/Ck#046617*9/30/2024			Wiring of well site generator
Total E 255-00000-210 Operating Supplies (GENERAL)			\$94,522.38	\$0.00	In Balance

Total Expenditure	\$94,522.38	\$0.00	=	\$94,522.38
Fund 255	\$94,522.38	\$0.00	=	\$94,522.38

10/7 Bills List  
 \$12,054.20 - transfer switch for city hall generator  
 \$107,176.58 (in progress)

City received \$143,617 in one-time public safety aid.

\$22,473.38 - surveillance camera set up for Park & city hall

\$121,143.62 for generators

\$84,703.20 - YTD

112  
 \$36,440.42 Remaining



# CUSTOMER AUTHORIZATION



Date 09-27-2024 Project name CITY OF EAGLE LAKE GENERATOR Investigate WO# \_\_\_\_\_  
 Service address 100 THOMAS DR City / State / Zip EAGLE LAKE, MN 56024

## I REQUEST CENTERPOINT ENERGY TO PERFORM THE FOLLOWING WORK:

REPLACING EXISTING METERSSET WITH A 800TC DUE TO ADDED GENERATOR LOAD.  
REPLACE 267' SERVICE WITH 1-1/4" PE DUE TO ADDED LOAD.

Customer must arrange for reconnection of piping that runs from the gas meter to equipment or appliances.

SUMMARY OF WORK TO BE PERFORMED	QUOTED PRICE	PARTY RESPONSIBLE FOR CHARGES
SERVICE TIME AND MATERIALS	\$8,555.00	Name <u>CITY OF EAGLE LAKE</u>
METER TIME AND MATERIALS	\$1,545.00	Address <u>PO Box 159</u>
		City <u>EAGLE LAKE</u>
		State / Zip <u>MN 56024</u>
		BP# <u>5999885</u>
<b>TOTAL QUOTED PRICE \$</b>		
	<b>\$10,100.00</b>	

This quote is valid for 60 days. Payment is required in ADVANCE for customer requested alterations to existing gas facilities. Please indicate below how you would like to submit payment:

I am mailing the signed and dated original copy of this form with my check for the quoted amount in the blue postage paid envelope to:

**CenterPoint Energy**  
**Work Order Management**  
**PO Box 1165**  
**Minneapolis, MN 55440-8909**  
**612-342-5123**

I would like to pay electronically\*. Please contact me with instructions to make payment. I prefer to have instructions sent to me by:

Fax \_\_\_\_\_  
 Email \_\_\_\_\_

\*There is a \$3.75 processing fee for payments made when using a credit card. Please email or fax a copy of this form to:  
**NewGasLineServices@CenterPointEnergy.com**  
**Or 612-321-5573 / 800-365-9188**

Additional out of season charges (between Nov 1 and April 1) will be billed separately when winter conditions exist as defined in Rates and Tariff, Section VI Subsection 15.01.

New construction project costs will be billed upon completion of the installations.

**SPECIAL NOTES:** Before a natural gas service line can be installed, I understand that I must clearly mark all of my privately owned underground facilities including septic tanks, drain fields, sewer lines, water wells, sprinkler systems, invisible fences, electric lines, communication lines, and pipelines. I understand and agree that **CenterPoint Energy is not responsible for any damage to these underground facilities if I have not clearly marked them prior to installation. I agree to pay CenterPoint Energy the amount quoted for the work as described above, plus any related out-of-season charges.**

Customer's name (print) City of Eagle Lake Phone 507-257-3218

Customer's signature Tracie Killion Date 10/8/24

Electronic Signature Disclaimer: CenterPoint Energy accepts electronic signatures pursuant to Minnesota Statute 302A.015.

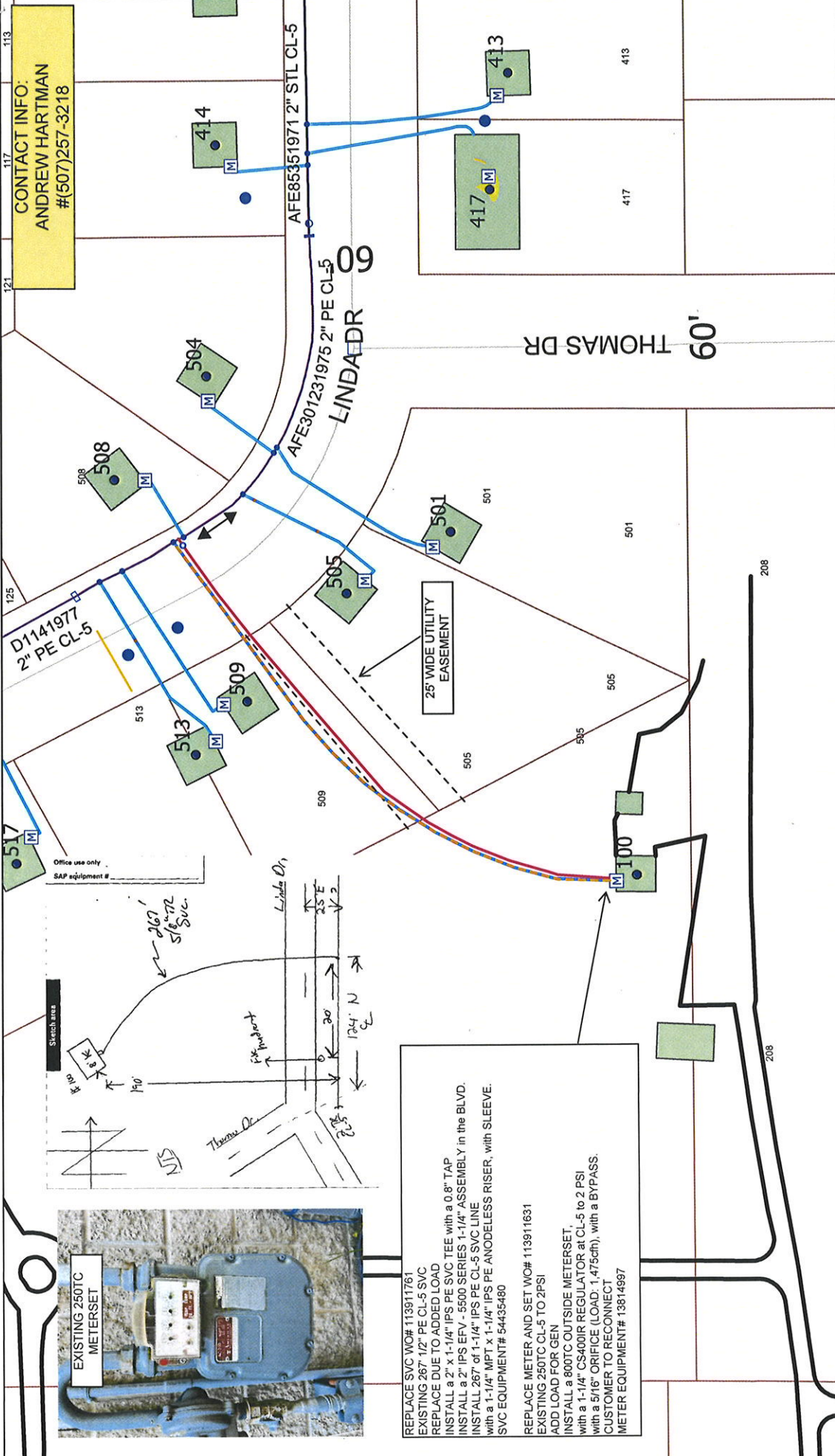
### INTERNAL USE ONLY

Name CARLY ROBERTSON Employee # 00236027 Phone (612) 321-5529 Date 09-27-2024  
 Meter WO # 113911631 Service WO # 113911761 Service Equip # 54435480 ARO CA # \_\_\_\_\_

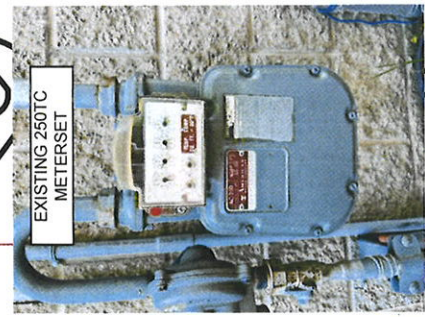
*Tracie Killion* , *Mike Gilbertson*

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GENERAL LOCATION ONLY. DO NOT USE TO LOCATE FOR EXCAVATION. CALL 1-800-252-1166 FOR ONSITE LOCATIONS AND STAKING.



**CONTACT INFO:**  
**ANDREW HARTMAN**  
 # (507) 257-3218



EXISTING 250TC METERSET

REPLACE SVC W/O# 113911761  
 EXISTING 267 1/2" PE CL-5 SVC  
 REPLACE DUE TO ADDED LOAD  
 INSTALL a 2" x 1-1/4" IPS PE SVC TEE with a 0.8" TAP  
 INSTALL a 2" IPS EFV - 5500 SERIES 1-1/4" ASSEMBLY in the BLVD.  
 INSTALL 267' of 1-1/4" IPS PE CL-5 SVC LINE  
 with a 1-1/4" MPT x 1-1/4" IPS PE ANODELESS RISER, with SLEEVE.  
 SVC EQUIPMENT# 54435460

REPLACE METER AND SET W/O# 113911631  
 EXISTING 250TC CL-5 TO 2PSI  
 ADD LOAD FOR GEN  
 INSTALL a 800TC OUTSIDE METERSET,  
 with a 1-1/4" CS400IR REGULATOR at CL-5 to 2 PSI  
 with a 5/16" ORIFICE (LOAD: 1.475cfr), with a BYPASS.  
 CUSTOMER TO RECONNECT  
 METER EQUIPMENT# 13814997

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

October 7, 2024

To: Honorable Mayor Pro Tem Steinberg and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Minnesota Transportation Alliance Membership

Attached is a Minnesota Transportation Alliance (MTA) Membership Application Form for the City of Eagle Lake. The cost for an annual membership is \$325.

MTA addresses transportation funding and policy issues involving all modes of transportation, and at all levels of government. Area organizations that are currently members include the cities of New Ulm, St. Peter, North Mankato, while the Blue Earth County engineer and Mankato engineer are also members. Benefits of membership include access to timely, reliable information on current legislative activity and opportunities to talk with lawmakers and network with other transportation industry members and advocates.

City staff recommends that the City of Eagle Lake become a member of MTA as the Highway 14 Corridor Study progresses and future funding needed to make the roadway safer.

A motion is needed to approve the City of Eagle Lake becoming a member of MTA at a cost of \$325 for a 12-month membership.

  
Jennifer J. Bromeland  
City Administrator

## Jennifer Bromeland

---

**From:** Margaret Donahoe <Margaret@transportationalliance.com>  
**Sent:** Tuesday, September 24, 2024 1:22 PM  
**To:** Jennifer Bromeland; Ryan Thilges  
**Subject:** RE: MTA Membership  
**Attachments:** DuesRates2024New.pdf

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

Hi Jennifer – Thanks so much for your interest in the Minnesota Transportation Alliance! Support from cities like yours allows us to effectively advocate for additional resources for our transportation system that is dependable for local governments all across the state. The Alliance has been a leader in lobbying for local road and bridge dollars and with the 2025 session coming up, we are getting ready for a major effort for a strong capital bonding bill with funding for roads, bridges, wetland replacement dollars and more!

I've attached a membership form for your use. You may send a check or pay online on our website at: <https://www.transportationalliance.com/membership-application> Dues for cities are based on the amount of state aid a city receives. As a non-MSA city, you would pay the lowest rate of \$325. The membership runs for 12 months regardless of when you join.

If you have any questions, please be sure to let me know. We have lots of information available on our website: [www.transportationalliance.com](http://www.transportationalliance.com) We have reports, publications, upcoming events and information about our members and sponsors.

Thanks again!

---

**From:** Jennifer Bromeland <jbromeland@eaglelakemn.com>  
**Sent:** Monday, September 23, 2024 5:40 PM  
**To:** Ryan Thilges <Ryan.Thilges@blueearthcountymn.gov>; Margaret Donahoe <Margaret@transportationalliance.com>  
**Subject:** RE: MTA Membership

Thanks, Ryan, for the introduction and connecting me with the Transportation Alliance.

Sincerely,

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





2024 is a critical time for transportation in our state.

Sign up now for a twelve-month membership!

(Please Print)

ORGANIZATION: City of Eagle Lake  
CONTACT NAME: Jennifer J. Bromeland  
TITLE: City Administrator  
MAILING ADDRESS: PO Box 159, Eagle Lake, MN 56024  
PHONE: 507-257-3218  
EMAIL: jbromeland@eaglelakemn.com  
WEBSITE: www.eaglelakemn.com  
WHO MAY WE THANK FOR YOUR REFERRAL: Ryan Thilges, Blue Earth County Engineer

You may provide up to 3 additional contact names and emails at the same address.

---

---

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Note: Dues may be deductible as an ordinary and necessary business expense, but are not deductible as a charitable contribution. Due to the "Omnibus Budget Reconciliation Act of 1993" dues attributable to lobbying are not deductible as a business expense. For 2022, 20% of dues will be non-deductible.

PLEASE MAIL TO THE ALLIANCE OFFICE:  
525 Park Street, Suite 240 Saint Paul, MN 55103-2106

For more information, call (651)659-0804 or visit [www.transportationalliance.com](http://www.transportationalliance.com)

# PRIVATE DUES INFORMATION

Based on total contract fees from all transportation projects, including tasks such as design, planning and construction.

## Consulting Engineers

Less than \$500,000 .....	\$900 – \$1,275
\$500,000 to \$1 million.....	\$1,300 – \$1,700
\$1 million to \$2 million .....	\$1,750 – \$2,200
\$2.1 million and above.....	\$2,300 - \$3,000

## Contractors/Suppliers

Less than \$500,000.....	\$895
\$500,000 up to \$5 million .....	\$1,200 – \$2,995
\$5 million to \$10 million .....	\$3,000 – \$3,995
\$10 million and above.....	\$4,000 – \$5,995

## Unions

Less than 7,500 members.....	\$875
7,500 to 15,000 members .....	\$1,775
Above 15,000 members.....	\$3,375

## Corporate Dues

(Corporations that are dependent on an efficient, integrated transportation system but not directly involved in planning, design or construction)

Less than \$1 million .....	\$475
\$1 Million to 2.5 million.....	\$975
\$2.5 Million and above.....	\$1,975

# PUBLIC DUES INFORMATION

Based on projected 2024 State-Aid Allocation

## Counties Receiving

Less than \$3-3.5 million.....	\$1,425 – \$1,770
\$3.5 million to \$5 million .....	\$1,775 – \$2,555
\$5 million and above .....	\$2,575 – \$7,000

## Cities Receiving

Less than \$1 million .....	\$325 – \$650
\$1 million to \$5 million .....	\$651 – \$1,900
\$5 million and above .....	\$1,925 - \$2,900

## Townships

Fixed rate of.....	\$150
--------------------	-------

*RB*

10/4/24

*MN Transportation Alliance*

101-41000-433

*Dues: \$325.00*

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

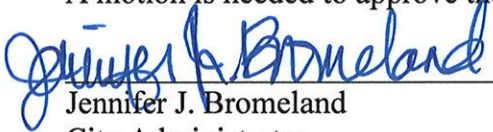
October 7, 2024

To: Honorable Mayor Pro Tem Steinberg and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Personnel Policy Update

Attached you will find an updated copy of the City of Eagle Lake Personnel Policies Handbook. The handbook was adopted in 2016 and a work in progress as there are necessary revisions and updates from time to time. Ideally, the city should review the policy on an annually basis and consider major revisions and overhauls at least once every three to five years. City staff recently contacted Minnesota Valley Council of Governments to review assistance with a thorough review to ensure compliance with most recent state and federal laws.

We will review the most recent changes in detail.

A motion is needed to approve the updated Personnel Policies Handbook.

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

**City of Eagle Lake**

**Personnel Policies Handbook**



**Created By:  
City of Eagle Lake Staff  
Minnesota Valley Council of Governments**

**Approved: February 1, 2016  
Revised: July 8, 2024**

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## INTRODUCTION

### **Purpose**

The purpose of these policies is to establish a uniform and equitable system of personnel administration for the employees of the City of Eagle Lake. They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supercede all previous personnel policies.

Except as prohibited by law, the City of Eagle Lake has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate at any time for any reason.

### **Applicability**

This policy applies to all City employees. This policy does not apply to the following:

- Elected Officials
- City Attorney, City Engineer or City Auditor
- Members of City Boards, Commissions or Committees
- Consultants and others rendering professional services

### **Intention of Policy**

The purpose of these guidelines is to promote uniform administrative guidelines for all employees of the City of Eagle Lake. The material in this handbook is not exhaustive and is only a set of guidelines. Although this handbook has attempted to cover matters of general applicability to employees, it is not necessarily all-inclusive, because circumstances that are not anticipated may arise. Some unanticipated circumstances may require, or warrant the application of discipline, including discharge.

If any part or all of these guidelines are in conflict with federal, state, or local laws, such laws shall prevail.

Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained, and enforcement discussed with the employee by the immediate supervisor.

Any questions regarding city employment or the information contained herein should be directed to a supervisor, the City Administrator, or the City Council.

### **Employment At-Will**

The policies and procedures in this handbook are not an employment contract and should not be interpreted as creating an employment contract. All employees are employees at-will.

Employment at-will means that either the organization or an employee may terminate the employment relationship at anytime without prior notice and for any reason.

### **Data Practices Advisory**

Employee records are maintained in a location designated by the City Administrator. Personnel data is kept in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

**News Releases**

Formal news releases concerning municipal affairs are the responsibility of the City Administrator. All media interviews must be approved by the City Administrator before the interview. All contacts with the media should be reported to the City Administrator as soon as practicable.

No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or his/her designee.

All news releases concerning City personnel will be the responsibility of the City Administrator.

**Indoor Clean Air Act – Smoking (Revised 1/7/2019)**

The City of Eagle Lake observes and supports the Minnesota Clean Indoor Act. All city buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited while in a city facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

## EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The City of Eagle Lake is an Equal Opportunity Employment employer.

It is the policy of the City of Eagle Lake to provide equality in employment to all persons. This policy expressly prohibits discrimination because of race, color, creed, religion, national origin, sex, marital status, sexual orientation, status with regard to public assistance, disability or age except where there is a bona fide occupational qualification and all other characteristics or traits are protected by law. This policy applies to all phases of employment, including, but not limited to: hiring, discharging, or discriminating with respect to benefits or conditions of employment. This policy also applies to the use of all facilities and participation in all City-sponsored employee activities.

Employees have the right to seek redress in the event of discrimination.

It is the responsibility of all supervisors to ensure implementation of this policy. An employee who fails to perform in a manner consistent with the affirmative action policy will be construed as grounds for discipline.



## DEFINITIONS

For purposes of these policies, the following definitions will apply:

### **Authorized Hours**

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

### **Benefits**

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

### **Benefit Eligible Employees**

Employees who are eligible for City provided benefits. Such employees must be year-round employees who work at least forty (40) hours per week on a regular basis.

### **Demotion**

The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

### **Employee**

An individual who has successfully completed all stages of the selection process including the training period.

### **Exempt Employee**

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

### **FICA (Federal Insurance Contributions Act)**

FICA is the federal requirement that a certain amount be automatically withheld from employee's earnings. The City contributes a matching amount on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

### **Fiscal Year**

The period from January 1 to December 31.

### **Full-time Employee**

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position. *Police officers shall be deemed full-time if they are hired to work eighty (80) hours in a 14 day pay period.*

### **Hours of Operation**

The City's regular hours of operation are Monday through Friday, from 7:30 a.m. to 4:30 p.m. The police department will not follow the City's hours of operation.

### **Management Employee**

An employee who is responsible for managing a department or division of the City.

### **Non-exempt Employee**

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage or compensatory time for all hours worked over forty (40) in any given week.

### **Part-time Employee**

Employees who are required to work less than forty (40) hours per week year-round in an ongoing position. ~~Police Officers shall be considered part time if they are hired to work less than eighty (80) hours in a two (2) week pay period.~~

### **Pay Period**

A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Monday through 11:59 p.m. on Sunday, fourteen (14) days later. If a shift worked crosses into a new pay period, all hours for that shift will be paid for the pay period in which the shift begins.

### **PERA (Public Employees Retirement Association)**

Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

### **Promotion**

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

### **Reclassify**

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

### **Seasonal Employee**

Employees who work only part of the year (~~185-182~~ days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

### **Service Credit**

Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

### **Training Period**

New hire employees and employees who transfer to new positions shall participate in a training period. The length of this training period shall be determined by the department head.

### **Temporary Employee**

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or service credit.

**Transfer**

Movement of an employee from one City position to another of equivalent pay.

**Workweek**

A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Monday through the following Sunday. With the approval of the City Administrator, department may establish a different workweek based on coverage and service delivery needs (e.g., ~~police department~~, public works).

## ORGANIZATION

### **Job Descriptions**

The City will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

Prior to posting a vacant position, the existing job description is reviewed by the City Administrator or designee and the hiring supervisor to ensure that the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

### **Assigning and Scheduling Work**

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the City Administrator and City Council.

Whenever a job has changed sufficiently so that it can no longer be described adequately by the existing job description, the City Administrator shall: reclassify the job to another existing job class; create a new job class; update the job description; restructure the job to fit an established or proposed class; or other action as deemed appropriate.

### **Job Descriptions and Classifications**

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator.

### **Layoff**

The City of Eagle Lake may find it necessary to lay off employees due to budgetary and workflow circumstances. In such an event, the City will generally make decisions on the basis of business needs related to service demands, employee job functions, and/or employee performance.

## EMPLOYEE RECRUITMENT AND SELECTION

### **Job Postings**

The City of Eagle Lake will post all job openings for at least ten (10) calendar days. Such notice shall include at least: job titles, pay range, and the date applications must be received by. Applications from present employees shall be considered in the same manner as applications from new applicants in applying for any such new job opening or vacancy when such position is in another department or division.

### **Employment of Minors**

An individual must be sixteen (16) years of age or older to be employed by the City of Eagle Lake. It is the policy of the City to require employees ages 16 and 17 to provide an age certificate verifying their age.

A minor under age 18 may not be employed under certain conditions and may be prohibited from performing certain occupations.

### **Appointments**

Vacant positions will be filled on the basis of a regular or temporary appointment and may be made on a full- or part-time basis.

Applicants for initial hire or promotion must submit written application material setting forth their qualifications and such other information as may be pertinent and required by the City.

Application qualifications will be evaluated in one or more of the following ways: a rating of experience and training; a written test; an oral test or interview; a performance or demonstrative test; or other appropriate job-related exam.

All full-time and part-time appointments will be recommended by appropriate Department Heads and the City Administrator on the basis of merit. Appointments to budgeted part-time, seasonal, intermittent, and temporary positions may be delegated to the department heads upon approval of the City Administrator. The City Council is the final hiring authority for all full-time and part-time positions.

Temporary appointments may be made for a specified period of time or may be open-ended. When open-ended, the department head shall determine the ending date based on the needs of the organization. Temporary appointments will normally be six (6) month duration or less. This maximum time period may be extended on an exception basis, subject to Council approval. Appointees to temporary positions will not be entitled to benefits.

### **Physical Examinations**

The City may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential duties of any city position. Where a medical or psychological examination is required, the offer of employment will be made contingent upon successful completion of the medical and psychological exam.

The physician conducting the exam will normally be provided with a description of the essential duties and responsibilities and other pertinent information on the position to aid in the determination of the ability to perform the job in question.

If the City determines that pre-employment medical exams will be required, they will be required of all candidates who are conditionally offered employment for a given job class. The information obtained during the medical exam will be treated as confidential medical records.

The exam will be conducted by a licensed physician designated by the employer and the cost of the exam will be paid by the City. The physician will notify the City Administrator or designee that a candidate either is or is not medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the employee requires accommodation to perform one or more of the essential functions of the job, the department head and City Administrator will confer with the physician regarding acceptable accommodations.

The City Administrator will inform the candidates and department heads of the results of the examinations. If a candidate is rejected for employment based on the results, he/she will be notified of this determination and may request further explanation from the physician.

The City may request an employee to have a medical examination if the City believes it is necessary to assess the employee's continuing ability to perform the essential functions of his/her position and for other reasons deemed necessary by the City. The City may require written medical approval to return to work after medical leave, injury, extended illness, or hospitalization. In certain instances, a second opinion by a physician designated by the City at the City's expense may be required.

#### **Background Checks**

Some positions may be subject to a background check to confirm information submitted as part of the application materials and to assist in determining the candidate's suitability for the position. Except when already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

#### **Promotions**

Promotions will be recommended by the City Administrator on the basis of merit, skill, attitude, and efficiency in consultation with the appropriate Department Director. All promotions shall be subject to approval by the City Council.

## EMPLOYMENT GUIDELINES

### **Response Time Requirements**

Employees of the City are not required to establish and maintain their residence within the corporate limits of the City. It is expected that employees will live within a reasonable time to the City. Employees who are scheduled to be on-call while off-duty are expected to be available to respond to a call-out within a reasonable response time. Reasonable response time will be based on an employee's job classification and determined by the City Council.

~~Police Officers must maintain a primary residence within a twenty (20) minute drive to the contiguous city limits of Eagle Lake, driving under normal conditions and posted speed limits within one (1) year of employment.~~

### **Change of Address Requirement**

It shall be the responsibility of the employee to notify the City of all temporary and permanent changes of address. It shall not be the responsibility of the City to ensure employee receipt of official notices when such an employee fails to provide notice of a change of address.

## HOURS OF WORK

### Work Schedules

Work schedules for employees will be established by supervisors with the approval of the City Administrator. The regular work week for Public Works and Administrative employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments. Unless otherwise approved Public Works and Administration personnel will be expected to work their regular scheduled shifts during the established businesses hours of 7:30 a.m. to 4:30 p.m. ~~For full-time police officers, the regular schedule shall be eighty (80) hours per 14-day pay period.~~

### Meal Breaks and Rest Periods

A paid fifteen (15) minute paid break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight or more consecutive hours. Employees are expected to use these breaks and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks. Employees who work beyond their regular quitting time shall receive a fifteen (15) minute rest period with pay for each two (2) hours of continuous time.

Unused rest breaks may not be accumulated, nor may they be used for any purpose other than a mid-shift rest period.

Employees working in City buildings will normally take their break at the place provided for that purpose in each building. Employees working outdoors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the City may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the supervisor or City Administrator.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the City Administrator, on the use of meal breaks and rest periods.

Rest periods/breaks shall be scheduled so that they do not interfere with work requirements. ~~Police officers scheduled ten (10) or more consecutive hours shall be provided with a paid lunch break and one (1) fifteen (15) minute A.M. break and two (2) 15-minute P.M. breaks.~~

City vehicles shall not be used for transportation from a specific job site or location to another site or location for the purpose of taking a rest or lunch period unless authorized by the Department Director. Time in transit shall be included in the time allotted for a rest or lunch period.

### Unauthorized Absences

Employees may not be absent from duty without permission from the immediate supervisor. Any employee absent from duty without leave or permission will be subject to disciplinary action up to and including termination.

As soon as the employee knows he or she must be absent from work, he or she must notify his/her supervisor. Notification must be given to their supervisor no later than thirty (30) minutes following his/her start time.



Unauthorized absence from work for a period of three working days will be considered a resignation without notice and not in good standing. The City Council may waive this rule if extenuating circumstances have been determined to warrant such behavior.

**Adverse Weather Conditions**

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

~~Sworn police officers and~~ public works maintenance employees will generally be required to report to work regardless of conditions.

## COMPENSATION

### Setting of Salaries

All employees of the City will be compensated according to the compensation plan established by the City Council. The City Council may adjust the base pay rates of such compensation plan at any time.

### Pay Date

Employees will be paid by on a bi-weekly basis, on alternating Thursdays, and the pay received will be exclusively for the hours worked during the pay period plus any compensatory time, holidays, overtime, vacation days, and sick days as applicable. When payday falls on a holiday, checks are normally issued the day before the holiday.

All employees, City Council, Fire Fighters, and Day Time Rescue members will be paid through direct deposit, as has been authorized by City Council. Pay vouchers will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the City to give the other person the pay voucher. Pay vouchers will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee. Employees are responsible for notifying the Deputy Clerk of any changes in address, phone number, names of beneficiaries, marital status, etc.

### Time Reporting

Full-time, non-exempt employees are expected to work forty (40) hours per workweek and will be paid according to the time reported on their time sheets. Electronic timecard punches must match hours indicated on timesheets. To comply with the provisions of the federal and state fair Labor Standards Act, hours worked, and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time, the ~~reporting form~~ electronic timecard must be approved by the department head or other authorized employee. ~~include the signature of the employee and immediate supervisor.~~ Reporting false information on a time sheet may be cause for immediate termination.

### Call-Outs

Some employees, due to the nature of their position, may be required to be available for work upon short notice. When an on-call employee is required to work while off-duty, that employee shall be compensated for the actual time spent completing the required task. If such task requires less than two (2) hours to complete, the employee shall be compensated for two (2) hours' time, unless their regular shift begins within those two hours, in which case they will be paid for actual hours worked.

### Overtime Pay

It is recognized that in order to maintain basic services under unusual circumstances, emergencies, and peak work loads, employees may be required to work overtime. The City Council, based on the Fair Labor and Standards Act, will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime.

Vacation, sick leave, and paid holidays count toward "hours worked". Compensation will take the form of time and one-half.

Whenever possible, the employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date. ~~Overtime pay will be paid to all police officers for all time over eighty-five and a half (85.5) hours in a fourteen (14) day pay period.~~

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime as requested may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Exempt employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day. Absences of less than four (4) hours do not require use of paid leave.

If one of the above employees regularly absents themselves from work under this policy and it is found that there is excessive time away from work which is not justified, the situation will be handled as a performance issue.

### **Compensatory Time**

The following conditions shall apply to the accrual and use of compensatory time for all city employees, except exempt employees.

Employees will be compensated for overtime worked by either allowing the employee time off or by monetary compensation both at a rate of one and a half (1½) times their hourly rate. Adequate records will be maintained by the employee, their department head, and the City Administrator. Prior to working overtime hours, an employee must receive authorization from their supervisor and an agreement must be made whether the time will be compensated monetarily or with compensatory time. No more than 40 hours of compensatory time may be accumulated at any time, unless prior authorization has been received, or unique circumstances exist.

## BENEFITS

### **Workers' Compensation**

Employees, as defined by the Minnesota Workers' Compensation Act, are covered by Workers' Compensation Insurance.

### **Health, Dental and Life Insurance**

In accordance with the Affordable Care Act, employees who average 32 hours per week in a twelve-month period (or in the look back period) will be eligible for health insurance. For all other benefits, employees must be hired for and work 40 hours per week. The City will contribute a monthly amount toward group health, dental and life insurance benefits for each eligible employee and his/her dependants. Employees must work up to their 40 hours or use available benefit time to bring them to 40 hours per week to be eligible for the city's contribution of Health and Dental premiums. If an employee does not work or use benefit time to bring them to 40 hours per week in a given pay period they may be responsible for the entire insurance premium which will be deducted from their pay unless employee is covered under the Family Medical Leave Act. Subject to the payment of required premiums, an employee's dependents may also be covered under this plan. The amount to be contributed and the type of coverage will be determined annually by the City Council.

Any employee leaving City service for any reason may continue coverage under the City's group insurance plan for a period not to exceed Federal or State requirements. Such employees must pay the entire premium, up to 100% of total premium, for that coverage and may not upgrade the coverage from single to family, unless otherwise required by law.

The City will pay the full premium for \$25,000 in term life insurance for each full-time employee and their dependents.

### **Health Savings Accounts**

On an annual basis Council shall determine the City's contribution to eligible employees Health Saving's Accounts (HSA). The City's contribution to the HSA shall occur quarterly at the end of March, June, September and December of each year. Each eligible full-time employee shall be able to determine if they would like to make additional contributions into their HSA. Such contributions shall be made through a payroll deduction on a pre-tax basis.

The City's contribution to employee's HSA shall be calculated on a prorated basis on the number of month's the employee is eligible for the City's health insurance plan.

### **Retirement**

The City participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees. The City and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each pay check for Social Security and Medicare (the City matches the employee's Social Security and Medicare withholding).

For information about PERA eligibility and contribution requirements, contact the City Administrator's office.

## PERFORMANCE REVIEWS

An objective performance review system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. Employees do not have the right to change or grieve their performance review but may submit a written response which will be attached to the performance review.

An employee's performance will be reviewed after the first six (6) months of employment. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the City's personnel file on the employee.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee.

By signing the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

<b>HOLIDAY PAY</b>
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The City observes the following official holidays for all regular full-time and part-time employees:

HOLIDAYS	
Holiday	Date
New Years Day	January 1
Martin Luther King's Birthday	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November
Day after Thanksgiving	Friday following the Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for City operations/facilities that are closed on holidays. ~~Police Officers will observe the holiday on the actual day of the holiday.~~

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are in paid status (approved vacation, sick leave, paid medical leave, or funeral leave) on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Paid holidays are not available to temporary, intermittent, seasonal, part-time employees or employees on unpaid leave, except as stated below.

Employees eligible for holiday pay will receive pay for eight (8) hours at their regular rate of pay for each holiday listed. ~~Eligible police officers will receive holiday pay equal to their regularly scheduled shift.~~ Full-time employees not scheduled to work on holidays will receive their normal hourly rate exclusive of overtime premiums and shift differential. Part-time employees working a holiday will receive one- and one-half times their regular hourly rate for hours worked on that day.

If an employee who is eligible to receive holiday pay is scheduled or called into work on a holiday, that employee will be paid time and one-half (1 ½ times) for hours in addition to the holiday pay.

Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

## LEAVES

Depending on an employee's situation, more than one form of leave may apply during the same period of time (e.g., The Americans with Disabilities Act may apply during a worker's compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off taken under any of the City's leave programs must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes if there are requirements for such time off that are not described in the personnel policies.

### Sick Leave

Full-time employees are eligible for paid sick leave. Paid sick leave is not available to temporary, intermittent, seasonal or part-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

Sick leave will be earned from the date of benefit eligible employment at the rate of 8 hours per month which accumulates to 12 days per year, which will be prorated from the date of benefit eligibility. Sick leave will accrue to a maximum of 960 hours (120 days). Once an employee reaches the maximum accumulation of 960 hours, they will no longer accumulate sick leave hours until their balance is below 960 hours.

To be eligible for sick leave with pay, employees must:

- A) report the reason for their absence as soon as practical to their supervisor (employees failing to give such notice will be subject to discipline) and:
  - 1) keep their supervisor informed as to the status of their condition. A doctor's certificate may be required for absences of three (3) or more consecutive days, or for frequent absences or absences that follow a pattern (such as the same day of the week, or after a holiday weekend, etc.) The certificate must be provided to certify that the employee or a member of the employee's family or household is seriously ill or injured and requires his or her attendance ("family" means spouse, parents, parents-in-law, children and adult children, siblings, sisters-in-law, brothers-in-law, step-parents, step-children, step parent-in-laws, grandparents, grandchildren, legal guardian or legal dependent).
  - 2) employee's child is sick or injured to the degree that it prevented the employee from performing his/her normal work duties.
  - 3) have enough hours in their accrued sick leave balance to cover sick leave hours. If an employee does not have enough sick leave hours, the employee will then be required to use any compensatory time or vacation leave hours available to maintain full-time status.

Employees are not able to have a negative balance for accrued sick leave hours.

Extended sick leave will require weekly updates to the department head.

Sick leave may be approved only for days when an employee would otherwise have been at his or her employment. It may be used, with the approval of the supervisor, in any of the following cases:

- 1) when the employee cannot work due to illness, injury, or disability of themselves, their family as defined in A.1. of this section.
- 2) for medical, dental, chiropractic or optical examinations or treatment of the employee, their family as defined in A.1. of this section.
- 3) when the employee's presence would jeopardize the health of other employees by exposing them to contagious disease.
- 4) when a member of the employee's family or household is seriously ill or injured and requires his or her attendance ("family" as defined in A.1. of this section).

For the purpose of accumulating additional sick leave, an employee using earned vacation or paid sick pay is considered to be working.

Upon return to work following an absence of more than three (3) days or a surgical procedure, the employee must provide a doctor's certificate which states his/her physical condition is such that it will allow him/her to perform his/her normal duties without danger to the employee, co-workers, or the public. This statement may be included in the original certificate that indicates the employee is unable to work. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

An employee may return to work at less than his/her regular hours for a limited time, provided he/she is able to fulfill all essential functions outlined in his/her job description. A doctor's certificate is required, specifying the number of hours the employee may work.

The City has the right to obtain a second medical opinion to determine validity of an employee's worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

An employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Sick leave can not be transferred from one employee to another except in cases of major illness/hardship. Such instances should be discussed with City Administrator who will bring the request forward for council approval. Upon termination of employment, employees will not be paid out sick leave hours accrued.

#### **Earned Sick and Safe Time (ESST) Policy**

"Earned Sick and Safe Leave" is job protected paid time off. It is earned at one hour of Earned Sick and Safe for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. This specific leave applies to all employees (including part-time, seasonal and temporary employees) performing work for at least 80 hours in a calendar year for the City. Earned Sick and Safe Time policy is in accordance with Minn. Stat. § 181.9445 – 181.9448.



For all full-time benefit eligible employees, ESST accrual hours are not in addition to your already accumulated vacation/sick leave hours. ESST hours are an allotment of job protected leave hours associated with your already accrued paid sick leave accrual hours. When you use your paid sick leave accrual hours, you are simultaneously using accrued ESST hours.

All other employees, (part-time, seasonal, temporary) Earned Sick and Safe Time is a paid leave bank and can be used for the following use/purpose as stated below.

**a) Eligibility/Accrual**

All full-time, part-time, seasonal, temporary employees are entitled to earn sick and safe leave at the rate of one (1) hour for every thirty (30) hours worked (0.033 for every hour worked), up to a maximum of forty-eight (48) hours accrued yearly. Accrued and unused hours carry over into future years, up to a maximum of eighty (80) hours accrued overall. When the 80-hour overall limit is reached, accrual immediately stops until usage occurs, at which time accrual restarts (until either the yearly or overall limit is reached). When the 48-hour yearly limit is reached, accrual does not restart until the following year.

The year starts on January 1 and ends on December 31.

All employees begin accruing hours on the first day of work, regardless of whether they are full-time, part-time, seasonal, or temporary workers.

An employee who is exempt from the overtime provisions of the Fair Labor Standards Act is assumed to work 40 hours per week.

**b) Use/Purpose**

All employees are permitted to use the leave in increments of not less than fifteen (15) minutes. Earned Sick and Safe Time can be used as it is accrued.

Paid Earned Sick and Safe Time hours will be compensated at the employee's regular rate of pay.

For all full-time benefit eligible employees, please be advised as ESST hours are accrued and are available for use, the use of already accrued and available paid sick leave banks will **automatically be designated as ESST**. If your paid sick leave accrual bank has been exhausted and you still have available ESST protected hours, an employee may request the use of paid vacation leave accrual to count as ESST protected leave. These hours will **automatically be designated as ESST**.

When you use all your available paid Vacation and Sick leave hours for reasons other than those outlined in this policy as ESST eligible hours, you will **not** be provided with additional ESST hours.

You will **not** be provided with additional ESST hours once your available hours have been exhausted.

Employees may use sick and safe leave for one of the authorized reasons listed below.

Illness

- The employee or family members:
  - Mental or physical illness, injury or other health condition
    - Need for medical diagnosis, care or treatment, of a mental or physical illness
    - injury or health condition
    - Need for preventative care

- When it has been determined by health authority or a health care professional that the employee or family member is at risk of infecting others with a communicable disease. Whether or not the employee or family member has actually contracted the communicable disease.
- The employee's inability to work or telework because the employee is:
  - Prohibited from working by the City due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
  - Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the City has requested a test or diagnosis;

Safety

- The employee or family members:
  - Absence due to domestic abuse, sexual assault, or stalking of the employee or family member provided the absence is to:  Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
    - Obtain services from a victim service organization.
    - Obtain psychological or other counseling.
    - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking.
    - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

Closure

- Closure of the employee's workplace due to weather or other public emergency
- A family member's school or place of care has been closed due to weather or other public emergency.

**c) Family member includes an employee's:**

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis.
- Sibling, step sibling or foster sibling
- Biological, adoptive, or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child.
- Grandchild, foster grandchild, or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.
- Up to one individual annually designated by the employee.

**d) Advance Notice for use of Earned Sick and Safe Leave**

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable.

When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation

supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Time for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition.

In accordance with state law, the city will not require an employee using Earned Sick and Safe Time to find a replacement worker to cover the hours the employee will be absent.

The City must maintain the confidentiality of Earned Sick and Safe records, medical certifications, histories and documents information pertaining to domestic abuse, sexual assault or stalking, and any statement from the employee about the need for leave. Medical records will be maintained confidentially and apart from personnel files. Per the statute, employees may request the city to destroy or return records under Earned Sick and Safe Time that are older than three years prior to the current calendar year.

#### **e) Carry Over of Earned Sick and Safe Leave**

Employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Time carry over hours shall not exceed 80 hours.

#### **f) Retaliation Prohibited**

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Time rights, requesting an Earned Sick and Safe Time absence, or pursuing remedies. Further, use of Earned Sick and Safe Time will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Time.

#### **g) Benefits and Return to Work Protections**

During an employee's use of Earned Sick and Safe Time, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Time is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off.

Seniority during Earned Sick and Safe Time absences will continue to accrue as if the employee has been continually employed.

#### **h) Separation of Employment**

Employees will not be paid for any accrued but unused sick and safe time upon termination of employment. If an employee separates from employment and is rehired within 180 days, any earned and

unused sick and safe time the employee had at the time of separation will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Time at the commencement of reemployment.

Adopted this 4th day of December 2023.

**Vacation Leave**

The following chart provides detailed vacation earnings and accumulation information for each year of continuous service with the City. Paid vacation is not available to temporary/seasonal or part-time employees.

<b>LENGTH OF SERVICE</b>	<b>HOURS PER PAY PERIOD</b>	<b>DAYS</b>	<b>HOURS</b>	<b>Carry Over Amt Allowed</b>	<b>Max On Books</b>
1 <sup>ST</sup> YEAR-6TH	3.077	10	80	40	120
BEG OF 7TH - 11TH	4.615	15	120	60	180
BEG OF 12TH	6.154	20	160	80	200
BEGIN OF 13TH	6.462	21	168	80	200
BEGIN OF 14	6.769	22	176	80	200
BEGIN 15	7.077	23	184	80	200
BEGIN 16	7.385	24	192	80	200
BEGIN 17	7.692	25	200	80	200
BEGIN 18	8.000	26	208	80	200
BEGIN 19	8.308	27	216	80	200
BEGIN 20	8.615	28	224	80	200
BEGIN 21	8.923	29	232	80	200
BEGIN 22	9.231	30	240	80	200

A full-time employee shall be eligible to take vacation following three months of benefit eligible employment with the City and is subject to approval by the employee’s supervisor. Vacation time will not be earned during leaves which exceed thirty (30) calendar days unless the accrual is specified by state or federal law.

**Accrual Rate**

Vacation shall begin accruing with the first pay period an employee works as a benefit eligible employee. Employees will advance to new accrual rates based on benefit eligible hire date. For the purpose of determining an employee’s vacation accrual rate, years of service will include all continuous time that the employee has worked at the City in a benefit eligible position (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

**Vacation Leave Requirements:**

- a) Use of accrued vacation must be approved by the employee’s supervisor in advance of the scheduled dates. Consideration will be given to operational issues and staffing needs when reviewing employee requests. Any request which an employee’s supervisor believes would result in hardship to the organization or other employees may be denied.
- b) Requests to use paid vacation should be received at least 2 days in advance of the requested time off, preferably longer. This notice may be waived at the discretion of the supervisor.

- c) Any regular full-time employee leaving the City in good standing, after giving notice of such separation of employment, shall be compensated for vacation leave accrued to the day of separation, provided said employee has served at least twelve (12) consecutive months prior to separation. An employee will be compensated at his/her current rate of pay for vacation leave accrued and unused to the date of separation.
- d) For purposes of accumulating additional vacation leave, an employee using earned vacation or paid sick leave is considered to be working. If a paid holiday falls during an employee's vacation, the employee will not be charged vacation time for the period of the holiday.
- e) Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It can not be transferred to another employee.
- f) Employees will be allowed to carry over a maximum of two weeks (80 hours) of accrued vacation. Vacation leave cannot be converted into cash payments except at termination.
- g) Employees shall not be allowed to use vacation they have not yet earned, thus resulting in a negative balance

**Funeral Leave**

Paid time off may be granted, up to a maximum of three (3) working days per death, in the event a full-time employee suffers a death in his or her immediate family. Additional time off without pay, or sick leave if available and requested in advance, will be granted as may reasonably be required under individual circumstances, subject to the approval of the City Administrator.

Immediate family (for purposes of this section) is defined as an employee's parent, stepparent, spouse, child, stepchild, brother, sister, stepbrother, stepsister, grandparent, grandchild, spouse's parent, brother-in-law, or sister-in-law, or member of the immediate household.

The actual amount of time off, and funeral leave approved, will be determined by the City Administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

**Departmental Funeral Leave**

Employees will be granted up to four (4) hours paid leave from work to attend the funeral of a fellow City employee or the funeral of a parent, spouse, or child of a fellow City employee unless circumstances unique to the job would prevent such a practice from being allowed and authorized by the department head and/or City Administrator.

In an attempt to maintain daily operations or functions when this situation arises, the department head is authorized to utilize other available city personnel (part-time employees, seasonal employees, employees temporarily transferred from another city department, etc.) or other reasonable means to maintain daily operations or functions.

"Employee's" for the purpose of this section are defined as full-time employees and part-time employees working an average of 30-39 hours per week on an annual basis.

### **Military Leave**

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of fifteen (15) days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day period allowed for the paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five (5) years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave.

If an employee has not yet used their fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

### **Jury Duty**

Regular full-time and part-time employees will be granted paid leave of absence for required jury duty. The employee will receive his/her regular compensation minus the amount received as a juror. If the jury duty compensation exceeds their regular salary rate, he or she may keep the difference. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to supervisor approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

### **Court Appearances**

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Volunteer employees, members of the City Council, and members of Boards or Commissions shall receive \$15.00 per hour for time representing the City as a witness.

### **Job Related Injury or Illness**

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of the injury or illness requires immediate treatment, the employee is to go to the nearest medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee is required to report it to the supervisor and make arrangements for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

### **Parental Leave (for birth or adoption)**

Minnesota employers who employ 21 or more employees are subject to the provisions of the Minnesota Pregnancy and Parental Leave Act, which provides for twelve weeks of unpaid leave to employees for the birth or adoption of a child. To be eligible for parental leave, the employee must have been employed the equivalent of one-half time for at least twelve months prior to their leave. Leave under this Act must not begin more than twelve months after the birth or adoption, except in cases where the child must remain in the hospital longer than the mother. In that case, the leave may not begin more than 12 months after the child leaves the hospital. The employer may require that the employee substitute vacation or other paid time-off during the twelve of parental leave.

### **Administrative Leave**

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator with the approval of the City Council.

### **School Conference and Activities Leave**

Any employee shall be granted parental leave without pay to attend pre-school and school conferences or classroom activities related to the employee's child if these conferences or classroom activities cannot be scheduled during non-working hours. Unpaid leave shall be granted up to sixteen (16) hours during a twelve (12) month period (January – December) for this purpose. At the employee's discretion, they may choose to use vacation or compensatory time for hours attending such activities.

### **Victim/Witness Leave**

An employee who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony is entitled to reasonable time off from work to attend criminal proceedings related to the victim's case.

### **Elections/Voting**

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least ten (10) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote during

the morning of election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

### **Blood Donation Leave**

The City will provide up to one hour of paid leave for an employee to donate blood not to exceed two times per calendar year.

### **Leave Without Pay**

No employee benefits will be earned by an employee while on leave without pay and an employee will not accrue, or be paid, holiday pay, vacation or sick leave while on leave without pay. Leave without pay hours will not count toward seniority and all accrued vacation must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned. However, leave without pay for purposes other than medical leave, childcare, or work-related injuries will be at the convenience of the City.

Decisions on leave without pay requests will normally take into consideration the employee's performance, length of service, and the general interest of the City.

#### A) Medical Leave

- 1) All requests for medical leaves, and for renewal of such leave, must be accompanied by a doctor's certificate verifying the existence of the illness, injury, or disability for which medical leave is requested, with the expected duration of the absence. Information from the physician should also include the anticipated return to work date.
- 2) The employee may not return to the job until the City receives certification by the examining doctor that the employee is medically able to perform the job.

If the employee is determined to be a qualified disabled employee in accordance with the Americans with Disabilities Act (ADA), the examining doctor will attest to whether the employee is medically able to perform the essential requirements of the job, with or without reasonable accommodations. The City Administrator or designee may consult with a physician or other expert to determine reasonable accommodations.

- 3) The City may continue to pay the City's portion of health insurance premiums during an approved medical leave for up to three (3) months. After the three-month period, employees wishing to continue insurance coverage are responsible for insurance premium payment under Cobra regulations at a cost of 102%.
- 4) Employees eligible for a single insurance rebate prior to their leave will not be eligible for such rebate during unpaid leave status.

Employees receiving leave without pay for illness, temporary disability, or childcare will be returned to the original position or one of similar status and salary. Employees receiving leave without pay in excess of sixty (60) days or for reason other than illness, temporary disability, or childcare cannot be guaranteed return to their original or a similar position.



If the original position or a position of similar or lesser status and salary is available, it may be offered at the discretion of the department head.

### **Family/Medical Leave**

The Family and Medical Leave Act (29 CFR Part 825) provides certain employees with up to 12 workweeks of unpaid, job-protected leave a year, and requires group health benefits to be maintained during the leave as if the employee continue to work instead of taking leave. The FMLA applies to all public agencies, including state, local, and federal employers, and local education agencies (schools). To be eligible for FMLA leave, an employee must work for a covered employer and:

- Have worked for that employer for at least 12 months; and
- Have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and
- Work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

Employees who do not meet the criteria may be eligible for other forms of leave including sick, vacation, job related injury or illness, or leave without pay.

### **Light Duty/Modified Duty Assignment**

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes. The City Administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements for the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the City's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator.

The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will generally not be approved beyond six (6) months.

If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he/she refuses such work.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

## RETURN TO WORK PROGRAM

### **Return-to-Work Program Statement**

We are committed to creating a safe and healthy workplace environment for all employees. In line with this commitment, we make every effort to provide suitable temporary employment to any employee who cannot carry out their regular job duties due to a workplace injury or illness. This may involve adjusting their original position or offering a modified duty alternative that aligns with their medical restrictions. However, we ensure these accommodations do not impose any undue hardship on the organization.

Our return-to-work program applies to all employees with a work-related injury or illness. We believe in offering meaningful and productive work opportunities as part of the program, focusing on tasks that contribute to both the employee's personal growth and the overall success of our organization. Additionally, we highly value employee feedback as it plays a crucial role in continually enhancing and refining the program.

### **Return-to-Work Program Guidelines**

#### **Reporting and Notification:**

- Any employee who sustains a work-related injury or illness must immediately report it to their supervisor or the designated human resources representative.
- Supervisors or human resources must promptly inform the League of Minnesota Cities Insurance Trust and initiate the claims process.

#### **Medical Evaluation and Treatment:**

- Injured employees should seek prompt medical attention from a healthcare provider. If immediate medical attention is not sought, it is crucial to schedule a follow-up appointment within 48 hours of the initial injury for necessary evaluation and treatment.
- The employer will follow up with employee after an injury occurs to check in and encourage medical treatment, if not already done so.
- Employees must cooperate fully with medical professionals and follow their treatment plans to facilitate a speedy recovery.

#### **Temporary Work Restrictions:**

- If an employee receives temporary work restrictions from their treating physician, the employer will make reasonable efforts to accommodate these restrictions.
- The employer may explore suitable temporary alternative work assignments within the employee's restrictions, subject to the availability of such positions.

**Interactive Process:**

- The employer will engage in an interactive process with the injured employee, their healthcare provider, and the League of Minnesota Cities Insurance Trust to determine appropriate accommodations and facilitate a safe return-to-work.
- Accommodations may include temporary or permanent job modifications, ergonomic adjustments, or other reasonable measures to facilitate the employee's recovery and return to productive work.

**Documentation and Compliance:**

- All necessary workers' compensation forms, medical records, and other relevant documentation must be completed accurately and submitted in a timely manner.
- The employer will comply with all applicable laws and regulations regarding workers' compensation, including reporting requirements, privacy, and non-discrimination provisions.

**Non-Retaliation:**

- The employer prohibits any form of retaliation against employees who exercise their rights or participate in the workers' compensation process.
- Retaliation complaints will be promptly investigated, and appropriate disciplinary action will be taken against individuals found to have engaged in retaliatory behavior.

**Communication and Review:**

- The employer will maintain open lines of communication with injured employees, the claim examiner, and any 3rd parties involved, providing updates on the return-to-work process.
- This program will be periodically reviewed and updated as necessary to ensure its effectiveness and compliance with evolving laws and best practices.

**Return-to-Work Program Purpose****Purpose:**

To provide temporary, modified duty for employees who cannot return to their position due to a work-related injury or illness. Every effort will be made to assist the employee in returning to their pre-injury position. We will cooperate with the employee, the physician, the therapist, and any rehabilitation personnel involved in the case.

**Scope:**

We will provide temporary light duty whenever possible. If a member does not demonstrate progress in their recovery through the modified duty program, the program will be reevaluated. The Return-to-Work Program Coordinator will coordinate the return-to-work modified duties with the injured worker, the supervisor, and other team members.

**Objectives:**

1. To allow the employee to remain in the work force and resume productive employment as soon as possible in their normal classification.
2. To enable the employee to gradually overcome their limitations through a transitional period of modified duty tasks.
3. All departments will cooperate to provide modified duties for the injured employee.

Adopted by Council July 8, 2024

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## HARASSMENT

The City of Eagle Lake is committed to creating and maintaining a workplace free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

The City will not tolerate any employee or representative of the City who engages in the following:

- (1) Unlawful harassment, including sexual harassment.
- (2) Permits employees under his/her supervision to engage in such harassment.
- (3) Retaliates or permits retaliation against an employee, city representative, or member of the public seeking services or public accommodations who reports such harassment.

An employee found to be in violation of this policy shall be subject to disciplinary action up to and including discharge. This policy also applies to all business travel and work-related social functions. It shall be the responsibility of the Departments Heads to ensure implementation of this policy.

### **Sexual Harassment**

Sexual harassment, as defined by Minnesota Statute §363.01, subdivision 41, includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical contact or communication of a sexual nature, when:

- (1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- (2) Submission to, or rejection of, such conduct by an individual is used as a factor in any employment decision affecting an individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of behavior contributing to sexual harassment include, but are not limited to: discussing or pressuring for sexual activities; verbal remarks, jokes, or innuendos of a sexual nature or based upon gender; any sexually-motivated or unnecessary touching; commenting on physical attributes; distribution or display of written materials, pictures, or other graphics of a sexual or gender-biased nature; using demeaning or inappropriate terms; using indecent gestures; sabotaging the victim's work; engaging in hostile physical conduct; granting job favors to those who participate in consensual sexual activity; using profane and offensive language; other behavior or words directed at an individual because of gender.

### **Other Forms of Harassment**

Other forms of harassment are, but not limited to, those behaviors listed above, but when they are based upon sex, ethnicity, religion, age, sexual orientation, economic or disability status.

Retaliation is also prohibited. Retaliation occurs if adverse action is taken against an employee who complains about sexually harassing behavior or an employee who participates in an investigation regarding alleged harassment.

### **Addressing Harassment**

Whenever possible an employee feeling subject to harassing behavior should discuss the situation with the individual engaged in the perceived harassing behavior. The perceived harasser should be told the conduct is unwelcome and must stop. If the situation cannot be resolved in this manner, then a complaint should be made following the reporting procedures.

### **Reporting a Complaint**

In order to maintain a harassment free work environment, it is essential that all instances of harassment be reported. Any person who believes he/she has been the victim of harassment by an employee or representative or any person with knowledge or belief of conduct which may constitute such harassment or bias toward an employee or representative **MUST** report the alleged conduct immediately.

Harassment should be reported immediately to either the Department Director or the City Administrator. Upon receipt of a complaint, a Department Director should forward the complaint immediately to the City Administrator. If the complaint is against the City Administrator, a Department Director may take the complaint to a member of the City Council Personnel Committee. Failure to forward such a complaint will result in disciplinary action up to and including discharge.

The reporting party or complainant shall clearly describe the conduct when making a report or complain and identify the complaint as one of harassment under this policy. Employees making a report should document behavior they have witnessed. Documentation should include specifics about the behavior, direct quotes, if possible, patterns of abuse, names of witnesses, time and place of incidents.

Nothing herein shall be construed as limiting, in any way, an employee's right to file a charge or any form with the Minnesota Department of Human Rights, the Federal Equal Employment Opportunity Commission, or an appropriate court.

### **Investigating a Complaint**

An investigation will be conducted by City officials or by a third party designated by the City. The investigation may consist of personal interviews and any other method deemed pertinent by the investigator.

The City may take immediate steps, at its discretion, to protect the complainant and other employees or members of the public pending completion of the investigation.

### **City Action**

The City will take such action as appropriate based on the results of the investigation. In the event the investigation establishes that a violation of this policy has occurred, disciplinary action may be taken up to and including discharge.

The results of the City's investigation will be made to the complainant, consistent with the requirement of the Minnesota Government Data Practices Act, Minnesota Statutes §13.01 et. Seq.

## EMPLOYEE CONDUCT

The City Council of the City of Eagle Lake requires all elected officers, board and commission members and employees of the City to adhere to the following code of conduct and ethics. The purpose of this policy is to establish standards for all such persons by setting forth actions which are incompatible with the best interest of the City, its residents or in conflict with law.

### **Conflicts of Interest**

- a) No member of the City Council or employee having the power or duty to perform an official act or action may be directly or indirectly interested in any contract, transaction or zoning decision of the City except as provided for in Minnesota law.
- b) Any member of the City Council who has an interest in any proposed legislation by the Council shall disclose on the record of the Council the nature and extent of such interest.
- c) No Council member or employee may purchase personal property from the City except property that is no longer needed by the City and
  - 1) if there is reasonable public notice and the goods are sold at a public action; or
  - 2) if it is sold by a sealed bid process and the officer or employee is the highest responsible bidder. The officer or employee who buys the property must not be involved in the auction or sealed bid process.
- d) No member of the City Council or employee may accept any gift or gratuity in any size.
- e) The City Administrator and employees are also subject to the above-referenced conflict of interest points.

### **Falsification of Records**

No person shall knowingly make any false statement, certificate, mark, rating, or report in regard to any test, certificate, or appointment held or made under the City personnel system, or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of these policies. False statements made on an application for employment may be considered grounds for termination.

### **Rendering of Consideration**

No person seeking employment to, or promotion in, the municipal service will either directly or indirectly give, render, or pay any money, service, or other valuable consideration to any person on account of, or in connection with, the test, appointment, or promotion, or proposed appointment or promotion.

### **Disclosure of Confidential Information**

- a) No official or employee, with respect to any transaction, zoning decision, or other matter which may be the subject of an official act or action of the City shall without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, or use such information to advance the financial or other private interest of the officer or employee or other.
- b) No official or employee who has custody of or access to any personnel files or other information which may be considered confidential by Minnesota Law shall use or release such information without proper authority.

**Political Activities**

No employee shall, directly or indirectly, during hours of employment, solicit or receive funds, or at any time use his/her authority or official influence to compel any other employee to apply for membership in or become a member of any organization, or to pay or promise to pay any assessment, subscription, or contribution, or to take part in any political activity. An employee of the City shall take an unpaid leave of absence upon becoming a candidate for any public office. An employee may utilize their vacation. Such leave of absence shall terminate on the day following the date of the election for which the employee was a candidate. During the leave, the employee shall not be eligible for promotion.

No campaign materials, pamphlets or buttons may be displayed on city vehicles, city property or by an individual on the work site. Employees are prohibited from campaigning in uniform (whether on-duty or off-duty).

**Advisory Opinions**

Where any public official or employee has a doubt as to the applicability of any provision of this policy to a particular situation, or as to the definition of terms used herein, that person may request that the City Administrator further define the issue.

**Claims Against the City**

Employees contacted by outside parties regarding action or claims against the City should refer these claims to the City Administrator. These claims will be processed and forwarded to the City's insurance carrier. No responsibility for damages should be made by city employees, as claims will be determined by an adjustor.



## DISCIPLINE

Supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Eagle Lake. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures. Refer to the section title "Chain of Command" to determine who to contact regarding a grievance. The supervisor and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

### **No Contract Language Established**

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

### **Process**

The City may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file held with the City with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

#### **Oral Reprimand**

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

#### **Written Reprimand**

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the City Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive, or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employee's signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file held by the City.

#### Suspension With or Without Pay

The City Administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file held by the City.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the City's personnel file on the employee and the employee will receive all compensation and benefits due had the suspension not taken place.

#### Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed, and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

#### Salary

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

#### Dismissal

The City Administrator, with the approval of the City Council, may dismiss an employee for the substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights afforded the veteran in accordance with Minnesota law.

## SEPARATION

### **Resignation**

Any employee wishing to leave the City in good standing must submit a written resignation to his or her supervisor at least fourteen (14) calendar days before leaving. The written resignation must state the effective date of the resignation and the reason for leaving.

Failure to comply with this procedure may be considered cause for denying future employment with the City and denying termination leave benefits.

### **Layoffs**

The City of Eagle Lake may find it necessary to layoff employees whenever such action is made necessary by reason of shortage of funds, the elimination of a position, a change in organization, or to provide further efficiencies to the operation of the City.

### **Severance Pay**

Employees who leave the employ of the City in good standing by retirement or resignation will receive pay for 100% of unused accrued vacation.

### **Recognition of Service**

Employees who have been with the City for ten (10) or more years at the time they terminate employment with the City will be recognized for there years of service

## ADVANCE RESIGNATION NOTICE PROGRAM

### **Purpose**

The City's Advance Resignation Notice Program is designed to improve the efficiency and stability of the City's workforce by encouraging employees to give the City advance notice of their intent to resign. The purpose of this program is to begin the process of replacing an employee who is leaving the City as soon as possible after notice is received. This will reduce the time that the position remains unfilled.

### **Eligibility**

This program is available to active Regular full-time employees, who have been employed in a Regular full-time position for a minimum of two years. Paid-on-call, part-time and seasonal employees are not eligible for this program.

The City reserves the right to not replace any employee who resigns, and/or to modify the position and duties prior to hiring a new employee. This decision will not affect a current employee's eligibility for an Advance Notice payment.

### **Notice & Use of Leave**

In order to be eligible for an Advance Notice payment an employee must give at least 90 calendar days notice to the employee's Department Director before his or her last day of work. The last day of work is defined for this program as the last day that an employee will be actively working for the City. The City reserves the right to approve or deny requests for use of accrued Annual Leave during the 90-180 day period. It is the policy and intent that an employee requesting an Advance Notice Incentive remains actively working for the City and limits the use of Annual Leave during the final 90-180 day period.

### **City Expectations**

In order to be eligible for the one-time payment noted below, the departing employee will be expected to train the replacement or new hire to the extent possible by transferring knowledge and preparing documentation of the position as necessary.

### **Agreement Acceptance**

The agreement must be signed by the employee, the Department Director, and the City Administrator to be effective. The City reserves the right to refuse to enter into this agreement with any employee. For purposes of this policy, the term day(s) shall mean calendar day(s). Contact the City Administrator for the Advance Resignation Notice form.

### **Payment**

The City will provide the following one-time payment for advance notice:

Ninety (90) days:	\$ 500
One Hundred Twenty (120) days:	\$1,000
One Hundred Eighty (180) days:	\$1,500

Payment will be made on or after the employment termination date. Payment will not be made if the employee or the City rescinds the resignation. Payment is subject to taxation and required deductions.

### **Rescission Period**

An employee has ten (10) calendar days from the date the employee signs the agreement to rescind the Advance Resignation Notice. After the City has accepted the resignation and after the duration of the Employee's 10-day rescission period, the resignation become irrevocable and the Employee may no longer rescind it without the City's agreement to either permit rescission or defer the resignation. Refusing to accept the Advance Notice payment will not void the Agreement. In the event the Employee breaches this Agreement by terminating employment with the City in advance of the agreed upon resignation date, the Employee forfeits all eligibility for any advance resignation incentive.

**Effective Date**

This program will go into effect on August 2, 2022.

## EMPLOYEE CHAIN OF COMMAND

Employees should address all questions, suggestions, concerns, and/or problems with their supervisor first. Employees should know that not agreeing with an answer or resolution does not constitute the issue not being resolved or addressed. If the employee feels a question, suggestion, concern, and/or problem has not been addressed, the employee may arrange a meeting with the City Administrator. If the employee feels the question, suggestion, concern, and/or problem has not been addressed, the employee may arrange a meeting with the City Council Personnel Committee. The meeting will be arranged by the City Administrator.

## EMPLOYEE EDUCATION AND TRAINING

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff developments are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

### **Policy**

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

#### Job-Related Training and Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

The supervisor and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance. The City Council is responsible for determining job-relatedness and approving or disapproving training and conference attendance of the City Administrator.

#### Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the City Administrator.

#### Compensation for Travel and Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

#### Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per agency, as determined by the City Administrator, is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the City and are transferred to another employee by the supervisor.

#### Travel and Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the City will not reimburse employees for meals connected with the training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting. Employees will be reimbursed for meals, including tax and a reasonable gratuity. Gratuity reimbursement is limited to 15%. Employees will be reimbursed for meals in connection with conferences and meetings only when the meals are not included in the conference registration fee and when the employee turns in receipts verifying meal expenses. Meal expenses for individuals other than the employee will not be reimbursed.

Employees who find it necessary to use their private automobiles for City travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS mileage rate. The adopted rate will remain in effect until a change in rate is approved.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expense reimbursement rates shall be set by resolution of the City Council.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

Lodging expenses include actual reasonable cost of lodging while away on approved travel or training. The amount of reimbursement for an individual attendee of a conference or meeting will normally be the least expensive single room rate available at the location of the conference, or the actual cost incurred, whichever is less. A paid room receipt must be submitted in order to receive reimbursement for the cost of lodging. Personal expenses listed on the room receipt such as personal telephone calls, will not be paid by the city.

**Payment**

All travel expense requests must be promptly submitted on the appropriate forms upon returning to work. Such requests must be accompanied by receipts wherever possible. Receipts for lodging and airfare are required before such expenses are reimbursed. No cash advances will be provided for training/travel expenses. Exceptions to this policy can be made only under unusual circumstances and with City Administrator approval.



## OUTSIDE EMPLOYMENT

All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the City Administrator. Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or appointment to a government board or commission that is compatible with City employment.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services, or any other operational aspect of the City.

## EMPLOYEES RESPONDING TO EAGLE LAKE EMS AND FIRE CALLS

Full-time and part-time City of Eagle Lake employees, who are also members of the Eagle Lake Fire Department either as a firefighter or daytime rescue crew member, responding to EMS calls during normal working hours will be compensated at their normal hourly rate of pay plus their per call pay from the Fire Department. This policy addresses City of Eagle Lake employees responding to Eagle Lake EMS and fire calls only. Any City of Eagle Lake employees responding to EMS calls for another jurisdiction (for which they may be a member of) during normal working hours will be required to clock out and drive their personal vehicle to the call. Employees will not be allowed to respond to a call if it is determined that doing so would result in a detriment to safe and efficient operations of the department for which they are employed.

## ALCOHOL/DRUG FREE WORKPLACE

In accordance with Federal Law, the City of Eagle Lake has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
- B. The unlawful manufacture distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- D. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

*The only exception to this policy is when police officers are transporting evidence or training aids*

## DRUG AND ALCOHOL TESTING FOR COMMERCIAL DRIVERS POLICY

### **Purpose and Objectives**

The City of Eagle Lake (“City”) has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The City is concerned about providing a safe workplace for its employees, and while the City does not intend to intrude into the private lives of its employees, it is the goal to provide a work environment conducive to maximum safety and optimum work standards. Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers’ compensation claims, higher insurance rates, and an increase in theft of city property. The use, possession, manufacture, sale, transportation, or other distribution of controlled substance or controlled substance paraphernalia and the unauthorized use, possession transportation, sale, or other distribution of alcohol is contrary to this policy and jeopardizes public safety.

In response to regulations issued by United States Department of Transportation (“DOT”), the City has adopted this Policy on Alcohol and Controlled Substances for employees who hold a commercial driver’s license (CDL) to perform their duties.

Given the significant dangers of alcohol and controlled substance use, each applicant and driver must abide by this policy as a term and condition of hiring and continued employment. Moreover, federal law requires the City to implement such a policy.

To ensure this policy is clearly communicated to all drivers and applicants, and in order to comply with applicable federal law, drivers and applicants are required to review this policy and sign the “Certificate of Receipt” portion.

Because changes in applicable law and the City’s practices and procedures may occur from time to time, this policy may change in the future, and nothing in this policy is intended to be a contract, promise, or guarantee the City will follow any particular course of action, disciplinary, rehabilitative or otherwise, except as required by law. This policy does not in any way affect or change the status of any at-will employee.

Any revisions to the Federal Omnibus Transportation Employee Testing Act and Federal Motor Carrier Safety Administration (FMCSA) regulations will take precedent over this policy to the extent the policy has not incorporated those revisions.

### **Persons Subject to Testing & Types of Tests**

All employees are subject to testing who job duties include performing “safety-sensitive duties” on City vehicles that:

1. Have a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
2. Have a gross vehicle weight rating or gross vehicle weight of 26,0001 or more pounds whichever is greater; or
3. Are designed to transport 16 or more passengers, including the driver; or
4. Are of any size and are used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require

the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

The City requires firefighters to possess a Commercial Driver's License but they are not covered under this DOT policy. The Federal Highway Administration (FHWA) has granted states the option of waiving CDL requirements for firefighters. Since the state of Minnesota is one that gives firefighters the option of obtaining either a CDL or a non-commercial license, the state has exercised the option not to require CDLs. Therefore, 49 CFR Part 382 is not applicable to City firefighters.

The following functions are considered safety-sensitive:

- all time waiting to be dispatched to drive a commercial motor vehicle
- all time inspecting, servicing, or conditioning a commercial motor vehicle
- all time driving at the controls of the commercial motor vehicle
- all other time in or upon a commercial motor vehicle (except time spent resting in a sleeper berth)
- all time loading or unloading a commercial motor vehicle, attending the same, giving or receiving receipts for shipments being loaded or unloaded, or remaining in readiness to operate the vehicle
- all time repairing, obtaining assistance, or attending to a disabled commercial motor vehicle.

The City may test any applicant to whom a conditional offer of employment has been made and any driver for controlled substance and alcohol under any of the following circumstances:

#### **Pre-Employment Testing.**

All applicants, including current employees seeking a transfer, applying for a position where duties include performing safety-sensitive duties described above, will be required to take a drug test prior to the first time a driver performs a safety-sensitive function for the City. A driver may not perform safety-sensitive functions unless the driver has received a controlled substance test result from the Medical Review Officer ("MRO") indicating a verified negative test result. In addition to pre-employment-controlled substance testing, applicants will be required to authorize in writing former employers to release alcohol test results of .04 or greater, positive controlled substance test results, refusals to test, other violations of drug and alcohol testing regulations, and completion of return to duty requirements within the preceding three years.

The City will contact the candidate's DOT regulated previous and current employers within the last three years for drug and alcohol test results as referenced above and review the testing history if feasible before the employee first performs safety-sensitive functions for the city. Beginning in 2020, an applicant must provide consent to the city, and successfully pass a full query of the Federal Motor Carrier Safety Administration's Clearinghouse. In addition, at least once a year, the City will conduct a limited query of the Clearinghouse for each currently employed CDL driver. If the limited query reveals that the Clearinghouse has information about resolved or unresolved drug and alcohol program violations by a candidate or current employee, he or she will be asked to provide electronic consent to a full query of the Clearinghouse (unless he or she has previously provided electronic consent). In the event a full query of the Clearinghouse reveals unresolved violation information for a candidate or current employee, the driver will not be permitted to perform safety-sensitive functions, including the operation of a Commercial Motor Vehicle and, in the case of a candidate, may have their conditional offer of employment rescinded or, in the case of a current employee, may be subject to discipline.

**Post-Accident Testing.**

As soon as practicable following an accident involving a commercial motor vehicle operating on a public road, the City will test each surviving driver for controlled substances and alcohol when the following occurs:

- The accident involves a fatality or
- The driver receives a citation for a moving traffic violation from the accident and an injury is treated away from the accident scene or
- The driver receives a citation for a moving traffics violation from the accident and a vehicle is required to be towed from the accident scene.

The following chart summarizes when DOT post-accident testing needs to be conducted:

Type of accident involved	Citation issued to the DOT covered CDL driver?	Test must be performed by the City
i. Human fatality	YES	YES
	NO	YES
ii. Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO
iii. Disabling damage to any motor vehicle requiring tow Away	YES	YES
	NO	NO

A driver subject to post-accident testing must remain readily available or the driver will be deemed to have refused to submit to testing. This requirement to remain ready for testing does not preclude a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary medical care.

**Post – Accident Controlled Substance Testing**

Drivers are required to submit a urine sample for post-accident-controlled substance testing as soon as possible. If the driver is not tested within thirty-two (32) hours after the accident, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not promptly administered.

**Post- Accident Alcohol Testing**

Drivers are required to submit to post-accident alcohol testing as soon as possible. After an accident, consuming alcohol is prohibited until the driver is tested. If the driver is not tested within two (2) hours after the accident, the City will prepare and maintain on file a record stating why the test was not administered within that time. If eight hours have elapsed since the accident and the driver has not submitted to an alcohol test, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not administered.

The City may accept the results of a blood or breath test in place of an alcohol test and urine test for the use of controlled substances if:

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- The tests are conducted by federal, state, or local officials having independent authority for the test, and
- The tests conform to applicable federal, state, or local testing requirements, and
- The test results can be obtained by the City.

Whenever such a test is conducted by a law enforcement officer, the driver must contact the City and immediately report the existence of the test, providing the name, badge number, and telephone number of the law enforcement officer who conducted the test.

**Random Testing.**

Every driver will be subject to unannounced alcohol and controlled substance testing on a random selection basis. Drivers will be selected for testing by use of a scientifically valid method under which each driver has an equal chance of being selected each time selections are made. These random tests will be conducted throughout the calendar year. Each driver who is notified of selection for random testing must cease performing safety-sensitive functions and report to the designated test site immediately. It is mathematically possible drivers may be selected be picked and tested more than once, and others not at all.

If a driver is selected for a random test while he or she is absent, on leave or away from work, that driver may be required to undergo the test when he or she returns to work.

For 2020, federal law requires the City to test at a rate of at least fifty percent (50%) of its average number of drivers for controlled substance each year, and to test at a rate of at least ten percent (10%) of its average number of drivers for alcohol each year. These minimum testing rates are subject to change by the DOT.

**Reasonable Suspicion Testing.**

When a supervisor has reasonable suspicion to believe a driver has engaged in conduct prohibited by federal law or this policy, the City will require the driver to submit to an alcohol and/or controlled substance test.

The City’s determination that reasonable suspicion exists to require the driver to undergo an alcohol test will be based on “specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver.” In the case of controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

The required observations for reasonable suspicion testing will be made by a supervisor or other person designated by the City who has received appropriate training in identification of actions, appearance and conduct of a driver which are indicative of the use of alcohol or controlled substance. These observations leading to an alcohol or controlled substance test, will be reflected in writing and signed by the supervisor who made the observations. The record will be retained by the City. The person who makes the determination that reasonable suspicion exists to conduct testing, will not be the person conducting the testing, which shall instead be conducted by another qualified person.

Alcohol testing is authorized only if the observations are made during, just before, or just after the driver has ceased performing such functions. If a reasonable suspicion alcohol test is not administered within two (2) hours following the determination of reasonable suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If a reasonable suspicion alcohol test is not administered within eight (8) hours following the determination of reasonable

suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not administered and will cease attempts to conduct the alcohol test.

Notwithstanding the absence of a reasonable suspicion test, no driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol use, nor will the City permit the driver to perform or continue to perform safety-sensitive functions until (1) an alcohol test is administered and the driver's alcohol concentration is less than .02; or (2) twenty-four (24) hours have elapsed following the determination of reasonable suspicion.

**Return-to-Duty Testing.**

The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policy and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers for a first positive test result.

Should the City consider reinstatement of a DOT covered driver, the driver must undergo a Substance Abuse Professional ("SAP") evaluation and participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP determines if the driver has completed the education/treatment as prescribed.

The employee is responsible for paying for all costs associated with the return-to-duty test. The controlled substance test will be conducted under direct observation.

**Follow-Up Testing.**

The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers.

Should the City reinstate a driver following a determination by a Substance Abuse Professional (SAP) that the driver is in need of assistance in resolving problems associated with alcohol use and/or use of controlled substance, the City will ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency of such follow-up testing will be directed by the SAP and will consist of at least six (6) tests in the first twelve (12) months following the driver's return to duty. Follow-up testing will not exceed sixty (60) months from the date of the driver's return to duty. The SAP may terminate the requirement for follow-up testing at any time after the first six tests have been administered, if the SAP determines such test is no longer necessary. The employee is responsible for paying for all costs associated with follow-up tests.

Follow-up alcohol testing will be conducted only when the driver is performing safety-sensitive functions, or immediately prior to or after performing safety-sensitive functions.

**Cost of Required Testing.**

The City will pay for the cost of pre-employment, post-accident, random, and reasonable substance and alcohol testing requested or required of all job applicants and employees. The driver must pay for the cost of all requested confirmatory re-tests, return-to-duty, and follow-up testing.

### **Prohibited Conduct**

The following conduct is explicitly prohibited by applicable DOT and FMCSA regulations and therefore constitutes violation of City policy.

#### **Under the influence of alcohol when reporting for duty or while on duty.**

No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.02, but less than 0.04, will be removed from duty for 24 hours, escorted home and placed on vacation leave for hours missed from work.

#### **On-Duty Use of Alcohol.**

No driver may use alcohol while performing safety-sensitive functions.

#### **Pre-Duty Use of Alcohol.**

No driver may perform safety-sensitive functions within four (4) hours after using alcohol. If an employee has had alcohol within four hours they are to notify their supervisors before performing any safety-sensitive functions.

#### **Alcohol Use Following an Accident.**

No driver required to take a post-accident alcohol test may use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.

#### **Refusal to Submit to a Required Alcohol or Controlled Substance Test.**

No applicant or driver may refuse to submit to pre-employment, post-accident, random, reasonable suspicion or follow-up alcohol or controlled substance testing.

In the event an applicant or driver does in fact refuse to submit to required alcohol or controlled substance testing, no test will be conducted. Refusal by a driver to submit to controlled substance or alcohol testing will be considered a positive test result, will cause disqualification from performing safety-sensitive functions, and may appear on the driver's permanent record. Drivers who refuse to submit to testing will be subject to discipline, up to and including termination. In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements, beginning January 6, 2020, the City will report a driver's refusal to submit to a DOT test for drug or alcohol use to the Clearinghouse within three business days. If an applicant refuses to submit to pre-employment-controlled substance testing, any applicable conditional offer will be withdrawn.

For purposes of this section, a driver is considered to have refused to submit to an alcohol or controlled substance test when the driver:

- Fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing.
- Fails to provide adequate urine for controlled substance testing without a genuine inability to provide a specimen (as determined by a medical evaluation), after he or she has received notice of the requirement for urine testing.
- Fails to report for testing within a reasonable period of time, as determined by the City.
- Fails to remain at a testing site until testing is complete.
- In the case of directly observed or monitored collection, fails to permit observation or monitoring.



- Fails or declines to take a second test as required by the City and/or collector.
- Fails to undergo a medical examination as directed by the City pursuant to federal law.
- Refuses to complete and sign the alcohol testing form, to provide a breath or saliva sample, to provide an adequate amount of breath, or otherwise cooperate in any way that prevents the completion of the testing process.
- Engages in conduct that clearly obstructs the test process.

**Altering or attempting to alter a urine sample or breath test.**

A driver altering or attempting to alter a urine sample or controlled substance test, or substituting or attempting to substitute a urine sample, will be subject to providing a specimen under direct observation. Both specimens will be subject to laboratory testing. In such case, the employee may be subject to immediate termination of employment and any job offer made to an applicant will be immediately withdrawn.

**Controlled Substance Use.**

No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver in writing the substance does not adversely affect the driver’s ability to safely operate a commercial motor vehicle. Drivers must forward this information regarding therapeutic controlled substance use to the City immediately after receiving any such advice.

Having a medical marijuana card and/or a cannabis prescription from a physician does not allow anyone to use or possess that drug in the city’s workplace. The federal government still classifies cannabis as an illegal drug. *There is no acceptable concentration of marijuana metabolites in the urine or blood of an employee who performs safety-sensitive duties for the City.* Employees are still subject to being tested under our policies, as well as for being disciplined, suspended or terminated after testing positive for cannabis while at work.

**Controlled Substance Testing.**

No driver may report for duty, remain on-duty or perform a safety-sensitive function if the driver tests positive for controlled substance.

**Collection and Testing Procedures**

Drivers are required to report immediately upon notification to the collection site. For random tests conducted off site, employees may use a City vehicle to drive to the collection site. Drivers will be expected to provide a photo ID card for identification to the collection staff. All drivers will be expected to cooperate with collection site personnel request to remove any unnecessary outer garments such as coats, sweaters or jackets and will be required to empty their pockets. Collection personnel will complete a Federal Custody and Control Form (“CCF”) which drivers providing a sample will sign as well.

**Alcohol Testing.**

Employees will be tested for alcohol just before, during, or immediately following performance of a safety-sensitive function. If a driver is also taking a DOT controlled substance test, generally speaking, the alcohol test is completed before the urine collection process begins. Screening tests for alcohol concentration will be performed utilizing a non-evidential screening device included by the National Highway Traffic Safety Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device (“EBT”) operated by a trained breath alcohol technician (“BAT”) at a collection site. An alcohol test usually takes approximately 15 minutes if the result is negative. If a

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driver's first attempt is positive (with an alcohol concentration of .02 or greater), the driver will be asked to wait at least 15 minutes and then be tested again. The driver may not eat, drink or place anything in his/her mouth (e.g., cigarette, chewing gum) during this time. All confirmation tests will be conducted in a location that affords privacy to the driver being tested, unless unusual circumstances (e.g., when it is essential to conduct a test outdoors at the scene of an accident) make it impracticable to provide such privacy. Any results less than 0.02 alcohol concentration is considered a "negative" test result.

If the driver attempts and fails to provide an adequate amount of breath, he/she will be referred to a physician to determine if the driver's inability to provide a specimen is genuine or constitutes a refusal to test. Alcohol test results are reported directly to the City by the collection site staff.

### **Controlled Substance Testing.**

The City will use a "split urine specimen" collection procedure for controlled substance testing. Collection of urine specimens for controlled substance testing will be conducted by an approved collector and will be conducted in a setting and manner to ensure the driver's privacy.

Controlled substance testing generally takes about 15 minutes. At the collection site, the driver will be given a sealed container and must provide at least 45 ml of urine for testing. Once the sample is provided the collection personnel will check the temperature and color and look for signs of contamination. The urine is then split into two separate specimen containers (A, or "primary," and B, or "split") with identifying labels and security seals affixed to both. The collection facility will be responsible for maintaining a proper chain of custody for delivery of the sample to a DHHS-certified laboratory for analysis. The laboratory will retain a sufficient portion of any positive sample for testing and store that portion in a scientifically acceptable manner for a minimum 365-day period.

If an employee fails to provide a sufficient amount of urine to permit a controlled substance test (45 milliliters of urine), the collector will discard the insufficient specimen, unless there is evidence of tampering with that specimen. The collector will urge the driver to drink up to 40 ounces of fluid, distributed reasonably over a period of up to three hours, or until the driver has provided a sufficient urine specimen, whichever occurs first. If the driver has not provided a sufficient specimen within three hours of the first unsuccessful attempt, the collector will cease efforts to attempt to obtain a specimen. The driver must then obtain, within five calendar days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. If the licensed physician concludes the driver has a medical condition, or with a high degree of probability could have, precluded the driver from providing a sufficient amount of urine, the City will consider the test to have been canceled. If a licensed physician cannot make such a determination, the City will consider the driver to have engaged in a refusal to test and will take appropriate disciplinary action under this policy.

The primary specimen is used for the first test. If the test is negative, it is reported to the MRO who then reports the result, following a review of the CCF Form for compliance, to the City. If the initial result is positive or non-negative, a "confirmatory retest" will be conducted on the primary specimen. If the confirmatory re-test is also positive, the result will be sent to the MRO. The MRO will contact the driver to verify the positive result. If the MRO is unable to reach the driver directly, the MRO must contact the City who will direct the driver to contact the MRO.

### **Review of Test Results**

The MRO is a licensed physician with knowledge and clinical experience in substance abuse disorders and is responsible for receiving and reviewing laboratory results of the controlled substances test as well as evaluating medical explanations for certain drug test results. Prior to making a final decision to verify a positive test result, the MRO will give the driver or the job applicant an opportunity to discuss the test result, typically through a phone call. The MRO, or a staff person under the MRO's supervision, will contact the individual directly, on a confidential basis, to determine whether the individual wishes to discuss the test result. If the employee or job applicant wishes to discuss the test result:

- The individual may be required to speak and/or meet with the MRO, who will review the individual's medical history, including any medical records provided.
- The individual will be afforded the opportunity to discuss the test results and to offer any additional or clarifying information which may explain the positive test result. If the employee or job applicant, believes a mistake was made at the collection site, at the labor, on a chain-of-custody form, or that the drug test results are caused by lawful substance use, the employee should tell the MRO.
- If there is some new information which may affect the original finding, the MRO may request the laboratory to perform additional testing on the original specimen in order to further clarify the results; and
- A final determination will be made by the MRO that the test is either positive or negative, and the individual will be so advised.

If the MRO upholds the positive, adulterated or substituted drug determination, that test result will be provided to the City. There is no opportunity to explain a positive alcohol test provided in the DOT regulations.

The driver can request the MRO to have the split specimen (the second "B" container) tested at the driver's expense. This includes all costs that may be associated with the re-test. There is no split specimen testing for an invalid result. The driver has 72 hours after they have been notified of the positive result to make this request. If the employee requests an analysis of the split specimen, the MRO will direct the laboratory to send the split specimen to another certified laboratory for analysis.

If an employee has not contacted the MRO within 72 hours, the employee may present information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the employee from making timely contact. If the MRO concludes there is legitimate explanation for the employee's failure to contact within 72 hours, the MRO will direct the analysis of the split specimen.

If the results of the split specimen are negative, the City may pay for all costs associated with the rest and there will be no adverse action taken against the employee or job applicant.

### **Notification of Test Results**

#### **Employees.**

The City will notify a driver of the results of random, reasonable suspicion, and post-accident tests for controlled substance if the test results are verified positive and will inform the driver which controlled substance or substances were verified as positive. Results of alcohol tests will be immediately available from the collection agent.

### **Right to Confirmatory Retest.**

Within seventy-two (72) hours after receiving notice of a positive controlled substance test result, an applicant or driver may request through the MRO a re-analysis (confirmatory retest) of the driver's split

specimen. Action required by federal regulation as a result of a positive controlled substance test (e.g., removal from safety-sensitive functions) will not be stayed during retesting of the split specimen. If the result of the confirmatory retest fails to reconfirm the presence of the controlled substance(s) or controlled substance metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or untestable, the MRO will cancel the test.

### **Dilute Specimens**

Dilute Negatives Creatinine concentration of specimen is equal to or greater than 2 mg/dL, but less than or equal to 5 mg/dL. If the City receives information that a driver has provided a dilute negative specimen, the City will direct a recollection, pursuant to the MRO's direction, under direct observation.

### **Consequences for Drivers Engaging in Prohibited Conduct Job Applicants.**

Any applicable conditional offer of employment will be withdrawn from a job applicant or employee seeking a transfer who refuses to be tested or tests positive for controlled substance pursuant to this policy.

### **Employees.**

Drivers who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substance, as defined earlier in this policy, are subject to the following consequences:

- **Removal from Safety-Sensitive Functions**

No driver may perform safety-sensitive functions, including driving a commercial motor vehicle, if the driver has engaged in conduct prohibited by federal law.

No driver who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 may perform or continue to perform safety-sensitive functions for the City, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty, but not less than twenty-four (24) hours following administration of the test.

If a driver tests positive under this policy or is found to have an alcohol concentration of .02 or greater but less than .04, the driver will be removed from safety sensitive duties and escorted home; the driver should not drive home but be escorted to his or her home. The driver will then be placed on vacation, for hours missed from work.

- **Notification of Resources Available**

The City will advise each driver who has engaged in conduct prohibited by federal law or who has a positive alcohol or controlled substance test of the resources available to the driver, in evaluating and resolving problems associated with the misuse of alcohol and use of a controlled substance, including the names, addresses, and telephone numbers of Substance Abuse Professionals and counseling and treatment programs. The City will provide this SAP listing in writing at no cost to the driver.

- **Discipline**

The City reserves the right to impose whatever discipline the City deems appropriate in its sole discretion, up to and including termination for a first occurrence, against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers following a first positive confirmed controlled substance or alcohol test result.

- **Evaluation, and Return to Duty Testing**  
Should the City wish to consider reinstatement of a driver who engaged in conduct prohibited by federal law and/or who had a positive alcohol or controlled substance test, the driver must undergo a SAP evaluation, participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP will determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and controlled substance use and will ensure the driver properly follows any rehabilitation program and submits to unannounced follow-up alcohol and controlled substance testing.
- **Follow-Up Testing**  
If the driver passes the return-to-duty test, he/she will be subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency for such follow-up testing will be as directed by the SAP and will consist of at least six tests in the first twelve months. These tests will be conducted under direct observation.
- **Refusal to test**  
All drivers and applicants have the right to refuse to take a required alcohol and/or controlled substance test. If an employee refuses to undergo testing, the employee will be considered to have tested positive and may be subject to disciplinary action, up to and including termination. Refer to Refusing to Test provided earlier in this policy.
- **Responsibility for Cost of Evaluation and Rehabilitation**  
Drivers will be responsible for paying the cost of evaluation and rehabilitation (including services provided by a Substance Abuse Professional) recommended or required by the City or FMCSA or DOT rules, except to the extent that such expense is covered by an applicable employee benefit plan or imposed on the City pursuant to a collective bargaining agreement.
- **Reporting to the FMCSA's CDL Drug and Alcohol Clearinghouse**  
In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements beginning January 6, 2020, the City will report the following information to the Clearinghouse within three business days:
  - ✓ A DOT alcohol confirmation test result with an alcohol concentration of 0.04 or greater;
  - ✓ A negative DOT return-to-duty test result;
  - ✓ The driver's refusal to submit to a DOT test for drug or alcohol use;
  - ✓ Actual knowledge a driver has used alcohol or controlled substances, based on the employer's direct observation, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances, or an employee's admission of alcohol or controlled substance abuse except as provided in § 382.121) of:
    - On duty alcohol use pursuant to § 382.205;
    - Pre-duty alcohol use pursuant to § 382.207;
    - Alcohol use following an accident pursuant to § 382.209;
    - Controlled substance use pursuant to § 382.213;
  - ✓ Employers will also report negative return-to-duty (RTD) test results and the successful completion of a driver's follow-up testing plan as ordered by a SAP.

### **Loss of CDL License for Traffic Violations in Commercial and Personal Vehicles**

Effective August 1, 2005, the FMCSA established strict rules impacting when CDL license holders can lose their CDL for certain traffic offenses in a commercial or personal vehicle. Employees are required to notify their supervisor immediately if the status of their CDL license changes in anyway.

### **Maintenance and Disclosure of Records**

Except as required or authorized by law, the City will not release driver's information that is contained in records required to be maintained by this policy or FMCSA and DOT regulations. Beginning in 2020, the city will be required to query and report to the agency's Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse prior to hiring new drivers, will conduct annual checks of existing CDL-drivers, and will report certain violations of the DOT drug and alcohol testing program for holders of CDLs. In addition, a driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or a controlled substance, including any records pertaining to his or her alcohol or controlled substance tests.

### **Policy Contact for Additional Information**

If you have any questions about this policy or the City's controlled substance and alcohol testing procedures, you may contact your immediate supervisor, obtain additional information.

### **Definitions**

#### **Accident:**

Means an occurrence involving a commercial motor vehicle operating on a public road which results in a fatality; bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. The term "accident" does not include an occurrence involving only boarding and alighting from a stationary motor vehicle; an occurrence involving only the loading or unloading of cargo; or an occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle unless the vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with 49 C.F.R. § 177.823; 49 C.F.R. § 382.303(a); 49 C.F.R. § 382.303(f).

#### **Alcohol Concentration (or Content):**

Means the alcohol on a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test. 49 C.F.R. § 382.107.

#### **Alcohol Use:**

Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol. 49 C.F.R. § 382.107.

#### **Applicant:**

Means a person applying to drive a commercial motor vehicle. 49 C.F.R. § 382.107.

#### **Breath Alcohol Technician or BAT:**

Means an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT). 49 C.F.R. § 40.3.

**City:**

Means City of Eagle Lake

**City Premises:**

Means all job sites, facilities, offices, buildings, structures, equipment, vehicles and parking areas, whether owned, leased, used or under the control of the City.

**Collection Site:**

Means a place designated by the City where drivers present themselves for the purpose of providing a specimen of their urine or breath to be analyzed for the presence of alcohol or controlled substances. 49 C.F.R. § 40.3.

**Commercial Motor Vehicle:**

Means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle (1) has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or (2) has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater; or (3) is designed to transport sixteen (16) or more passengers, including the driver; or (4) is of any size and is used in the transportation of materials found to be in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulation. (49 C.F.R. part 172, subpart F) § 382.107.

Fire trucks and other emergency fire equipment are not considered to be commercial vehicles under this policy.

**Confirmation (or Confirmatory) Test:**

For alcohol testing means a second test, following a positive non-evidential test, following a positive non-evidential (e.g., saliva) screening test or a breath alcohol screening test with the result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substance testing, "Confirmation (or Confirmatory) Test" means a second analytical procedure to identify the presence of a specific controlled substance or metabolite which is independent of the screen test and which uses a different technique and chemical principal from that of the screen test in order to ensure reliability and accuracy. 49 C.F.R. § 382.107.

**Controlled Substance:**

Means those substances identified in 49 C.F.R. § 40.85. Marijuana, amphetamines, opioids, (including heroin), phencyclidine (PCP), cocaine, and any of their metabolites are included within this definition. 49 C.F.R. § 382.107; 49 C.F.R. § 40.85.

**Department of Transportation or DOT:**

Means the United States Department of Transportation.

**DHHS:**

Means the Department of Health & Human Services or any designee of the Secretary, Department of Health & Human Services. 49 C.F.R. § 40.3.

**Disabling Damage:**

Means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if so driven. Disabling damage does not include damage which can be remedied temporarily at the scene of the accident without special tools or parts, tire disablement without other damage even if no spare tire is available, headlight or taillight damage or damage to turn signals, horn or windshield wipers which make them inoperative. 49 C.F.R. § 382.107.

**Driver:**

Means any person who operates a commercial motor vehicle. This includes, but is not limited to full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed by or under lease to the City or who operate a commercial motor vehicle at the direction of or with the consent of the City. For purposes of pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle. 49 C.F.R. § 382.107.

**Drug:**

Has the same meaning as “controlled substance.”

**Employee seeking a transfer:**

Refers to an employee who is not subject to DOT regulations seeking a transfer to a position that will subject them to DOT regulations in the sought after position.

**Evidential Breath Testing Device or EBT:**

Means a device approved by the National Highway Traffic Safety Administration (“NHTSA”) for the evidential testing of breath and placed on NHTSA’s “Conforming Products List of Evidential Breath Measurement Devices.” 49 C.F.R. § 40.3.

**Federal Motor Carrier Safety Administration or FMCSA:**

Means the Federal Motor Carrier Safety Administration of the United States Department of Transportation.

**Medical Review Officer or MRO:**

Means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by a controlled substance testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with his or her medical history and any other relevant biomedical information. 49 C.F.R. § 40.3

**Performing (a Safety-Sensitive Function):**

Means any period in which a driver is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. 49 C.F.R. § 382.107.

**Positive Test Result:**

Means a finding of the presence of alcohol or controlled substance, or their metabolites, in the sample tested in levels at or above the threshold detection levels established by applicable law.



**Reasonable Suspicion:**

Means a belief a driver has engaged in conduct prohibited by the FMCSA controlled substance and alcohol testing regulations, except when related solely to the possession of alcohol, based on specific contemporaneous, articulable observations made by a supervisor or City official who has received appropriate training concerning the appearance, behavior, speech or body odors of the driver. The determination of reasonable suspicion will be made in writing on a Reasonable Suspicion Record Form during, just preceding, or just after the period of the workday that the driver is required to be in compliance with this policy. In the case of a controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

**Safety-Sensitive Function:**

Means all time from the time a driver begins to work or is required to be in readiness to work until the time he or she is relieved from work and all responsibility for performing work. Safety-sensitive functions include:

- All time at a city plant, terminal, facility, or other property, or on any public property,
- waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- All time inspecting equipment as required by 49 C.F.R. § 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 C.F.R. § 393.76);
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle. 49 C.F.R. § 382.107.

**Screening Test (also known as Initial Test):**

In alcohol testing, mean an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in her or her system. Screening tests may be conducted by utilizing a non-evidential screening device included by the National Highway Traffic Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device (“EBT”) operated by a trained breath alcohol technician (“BAT”). In controlled substance testing, “Screening Test” means an immunoassay screen to eliminate “negative” urine specimens form further consideration. 49 C.F.R. § 382.107.

**Substance Abuse Professional” or “SAP”:**

Means a licensed physician (medical doctor or doctor of osteopathy), licensed or certified psychologist, licensed or certified social worker, licensed or certified employee assistance professional, or licensed or certified addiction counselor (certified by the National Association of Alcoholism and Controlled Substance Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders. 49 C.F.R. § 40.281.

This policy is adopted the 12<sup>th</sup> day of September 2022.

**DRUG AND ALCHOL TESITNG AND DRUG-FREE WORKPLAHCE ACT POLICY  
FOR NON-COMMERICAL DRIVERS (Non-DOT)**

**Purpose and Objectives**

The City of Eagle Lake ("city") has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The city of Eagle Lake does not intend to intrude into the private lives of its employees, but strongly believes that a drug- and alcohol-free workplace is in the best interest of employees and the public alike. Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of city property. The city of Eagle Lake's Drug and Alcohol Testing Non-DOT policy has been established for the purpose of providing a safe workplace for all.

City employees and applicants required to hold a commercial driver's license by the United States Department of Transportation ("DOT") for their job will be tested under the city's Policy on Controlled Substance and Alcohol Testing for Commercial Drivers (the "DOT Policy"). All other employees and job applicants offered employment with the city must undergo testing as described by this policy.

To ensure the policy is clearly communicated to all employees and applicants to whom offers of employment have been made, and to comply with state law, employees and applicants are required to review this policy and sign the "policy acknowledgement." A job applicant will also acknowledge in this form that he/she understands that passing the drug test is a requirement of the job.

**Persons Subject to Testing and Circumstances Under Which Testing May Be Required**

Under this policy, the city may test any applicant to whom an offer of employment has been made and may test any employee for alcohol and/or drugs under any of the following circumstances with a properly accredited or licensed testing laboratory, in accordance with Minn. Stat. § 181.953, subd. 1.

**(1) Pre-Employment Testing:**

Every job applicant offered employment with the city receives the offer conditioned upon successful completion of an alcohol and/or drug test, among other conditions. If the job offer is withdrawn based on alcohol and/or drug test results, the city will inform the applicant of the reasons for the withdrawal. A failure of the alcohol and/or drug test, a refusal to take the test, or failure to meet other conditions of the offer will result in a withdrawal of the offer of employment even if the applicant's provisional employment has begun. A negative or positive dilute test result (following a second collection), which has been confirmed, will also result in immediate withdrawal of an offer of employment to an applicant.

Temporary and seasonal employees are not subject to this policy except for those designated by the hiring department as safety-sensitive positions.

**(2) Reasonable Suspicion Testing:**

Consistent with Minn. Stat. § 181.951, subd. 3, employees will be subject to alcohol and/or drug testing when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol or a drug; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs or alcohol while working, while on city property, or while operating city vehicles, machinery or any other type of equipment; or
- Has sustained a personal injury as defined in Minn. Stat. § 176.011, subd. 16 or has caused another employee to sustain an injury or;
- Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol or drugs or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the city's policies concerning alcohol or drugs may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or a designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee. The medical facility or on-site collection service will take the urine or blood sample and will forward the sample to an approved laboratory for testing.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all city employees, as a condition of continued employment, will agree to abide by the terms of this policy and must notify the City Administrator of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. If required by law or government contract, the city will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

**(3) Treatment Program Testing:**

In accordance with Minn. Stat. § 181.951, subd. 6., the city may request or require an employee to undergo drug and alcohol testing if the employee has been referred by the city for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan. In such a case, the employee may be requested or required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

**(4) Routine Physical Examination Testing:**

The city may request or require an employee to undergo drug and/or alcohol testing as part of a routine physical examination. The city, in accordance with Minn. Stat. § 181.951, subd. 3, will request or require this type of testing no more than once annually, and the employee will be provided with at least two weeks' written notice that the test will be required as part of the physical examination.

**(5) Random Testing:**

In accordance with Minn. Stat. § 181.951, subd. 4, the city may require an employee to submit to random testing if the employee is in a safety-sensitive position.

**Right of Refusal:**

Employees and job applicants have the right to refuse to submit to an alcohol and/or drug test under this policy. However, such a refusal will subject an employee to immediate termination. If an applicant refuses to submit to applicant testing, any conditional offer of employment will be withdrawn.

Any intentional act or omission by the employee or applicant that prevents the completion of the testing process constitutes a refusal to test.

An applicant or employee who substitutes, or attempts to substitute, or alters, or attempts to alter a testing sample is considered to have refused to take a drug and/or alcohol test. In such a case, the employee is subject to immediate termination of employment, and in the case of an applicant, the job offer will be immediately withdrawn.

**Refusal on Religious Grounds:**

An employee or job applicant who, on religious grounds, refuses to undergo drug and/or alcohol testing of a blood sample will not be considered to have refused testing, unless the employee or job applicant also refuses to undergo drug and/or alcohol testing of a urine sample.

**Cost of Required Testing:**

The city will pay for the cost of all drug and/or alcohol testing requested or required of all job applicants and employees, except for confirmatory retests. Job applicants and employees are responsible for paying for all costs associated with any requested confirmatory retests.

**Prohibition against Drugs and Alcohol**

**Use and Possession of Alcohol or Drug(s):**

Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, or drug paraphernalia while on duty; is on city premises; while operating any city vehicle, machinery, or equipment; or when performing any city business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter drugs used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by

any cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing cannabinoids, or pills) on the worksite by a person working as an employee at the city or while "on call" and subject to return to work. Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabinoids may be lawfully purchased and consumed in some circumstances does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use in certain circumstances. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates our equipment or vehicles or who is on one of our worksites. Applicants and employees are still subject to being tested under our drug and alcohol testing policy. And employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

**While Impaired of Alcohol or Drug(s):**

Employees are prohibited from being under the influence of alcohol or drugs or having a detectable amount of an illegal drug in the blood or urine when reporting for work; while on duty; is on the city's premises; while operating any city vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter drug used as intended by the manufacturer.

**Driving While Impaired:**

A conviction of driving while impaired in a city-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting city business, may result in discipline, up to and including discharge.

**Criminal Drug Convictions:**

Any employee convicted of any criminal drug statute must notify his or her supervisor [and the City Administrator] in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a drug-related conviction, the city will take appropriate personnel action against the employee up to and including discharge or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment. In accordance with the Federal Drug-Free Workplace Act of 1988, if the city is receiving federal grants or contracts of over \$25,000, the city will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

**Failure to Disclose Lawful Drugs:**

Employees taking a lawful drug, including prescription and over-the-counter drugs, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee's responsibility to seek out written information from his/her physician or pharmacist regarding medication and any job performance impairment and relay that information to his/her supervisor.

In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

### **Review and Notification of Test Results**

#### **Notification of Negative Test Results:**

In the case of job applicants and in accordance with Minn. Stat. § 181.953, (Human Resources) will notify a job applicant of a negative drug result within three days of receipt of result by the city, and the hiring process will resume. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the city within three working days of the confirmatory test result. A "Negative Test Results Notification" form will be sent to the job applicant, and the job applicant may request a copy of the test result report from (Human Resources).

In the case of current employees and in accordance with Minn. Stat. § 181.953, (Human Resources) will notify the employee of a negative drug and/or alcohol result within three days of receipt of result by the city. A "Negative Test Results Notification" form will be sent to the employee, and he or she may request a copy of the test result report from (Human Resources/the City Administrator).

#### **Notification of Positive Test Results:**

In the event of a confirmed positive blood or urine alcohol and/or drug test result, the city will notify the employee of a positive drug and/or alcohol result within three days of receipt of the result. The City Administrator will send to the employee or job applicant a "Positive Test Results Notification" letter containing further instructions. The employee or job applicant may contact Human Resources to request a copy of the test result report if desired. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the city within three working days of the confirmatory test result.

#### **Right to Provide Information after Receiving Test Results:**

Within three working days after notice of a positive drug or alcohol test result on a confirmatory test, the employee or job applicant may submit information to the city to explain the positive result. In accordance with Minn. Stat. § 181.953, subd. 10, if an employee submits information either before a test or within three working days after a positive test result that explains the positive test result, (such as medications the employee is taking), the city will not take an adverse employment action based on that information unless the employee has already been under an affirmative duty to provide the information before, upon, or after hire.

#### **Right to Confirmatory Retest:**

A job applicant or employee may request a confirmatory retest of the original sample at the job applicant's or employee's own expense after notice of a positive test result on a confirmatory test. Within five working days after notice of the confirmatory test result, the job applicant or employee must notify the city in writing of the job applicant's or employee's intention to obtain a confirmatory retest. Within three working days after receipt of the notice, the city will notify the original testing laboratory that the job applicant or employee has requested the laboratory to conduct the confirmatory retest or transfer the sample to another qualified laboratory licensed to conduct the confirmatory retest. The original testing laboratory will ensure the control and custody procedures are followed during transfer of the sample to the other laboratory. In accordance with Minn. Stat. § 181.953, subd. 3, the laboratory is required to maintain all samples

testing positive for a period of six months. The confirmatory retest will use the same drug and/or alcohol threshold detection levels as used in the original confirmatory test.

In the case of job applicants, if the confirmatory retest does not confirm the original positive test result, the city's job offer will be reinstated, and the city will reimburse the job applicant for the actual cost of the confirmatory retest. In the case of employees, if the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test will be taken against the employee, the employee will be reinstated with any lost wages or salary for time lost pending the outcome of the confirmatory retest result, and the city will reimburse the employee for the actual cost of the confirmatory retest.

**Access to Reports:**

In accordance with Minn. Stat. § 181.953, subd. 10, an employee will have access to information contained in his or her personnel file relating to positive test results and to the testing process, including all information gathered as part of that process.

**Dilute Specimens:**

A negative or positive dilute test result (following a second collection) which has been confirmed will subject an employee to immediate termination.

**Consequences for Employees Engaging in Prohibited Conduct**

**Job Applicants:**

The city's conditional offer of employment will be withdrawn from any job applicant who refuses to be tested or tests positive for illegal drugs as verified by a confirmatory test.

**Employees:**

- **No Adverse Action without Confirmatory Test.** The city will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee based on a positive test result from an initial screening test that has not been verified by a confirmatory test.
- **Suspension Pending Test Result.** The city may temporarily suspend a tested employee with or without pay or transfer that employee to another position at the same rate of pay pending the outcome of the requested confirmatory retest, provided the city believes that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public. The employee will be asked to return home and will be provided appropriate arrangements for return transportation to his or her residence. In accordance with Minn. Stat. § 181.953, subd. 10, an employee who has been suspended without pay will be reinstated with back pay if the outcome of the requested confirmatory retest is negative.

**Discipline and Discharge:**

**Confirmatory Positive Test Result:**

The city will not discharge an employee for a first confirmatory positive test unless the following conditions have been met:

- The city has first given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as

determined by the city after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. Participation by the employee in any recommended substance abuse treatment program will be at the employee's own expense or pursuant to the coverage under an employee benefit plan. The certified chemical use counselor or physician trained in the diagnoses and treatment of chemical dependency will determine if the employee has followed the rehabilitation program as prescribed; and

- The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a refusal to test or positive test result on a confirmatory test after completion of the program.

**Other Misconduct:**

Nothing in this policy limits the right of the city to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other city personnel policies.

**Emergency Call Back to Work Provisions:**

If an employee is called out for a city emergency and he or she reports to work and is suspected of being under the influence of drugs or alcohol, he or she will not be subject to the testing procedures of this policy but may be subject to discipline and will not be allowed to work. Appropriate arrangements for return transportation to the employee's residence will be made. It is the sole responsibility of the employee who is under the influence of alcohol and/or drugs and who is called out for a city emergency, to notify his or her supervisor of this information and advise if he or she is unable to respond to the emergency call back.

**Non-Discrimination**

The city of Eagle Lake policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., ch. 363, disability does not include conditions resulting from alcohol or other drug abuse which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of individuals.

Furthermore, the city will not retaliate against any employee for asserting his or her rights under this policy.

**Policy Contact for Additional Information**

If you have any questions about this policy or the city's drug and alcohol testing procedures, you may contact your immediate supervisor, Deputy City Clerk, or the City Administrator to obtain additional information.

By this policy, the city of Eagle Lake has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace and its policy of maintaining a drug-free workplace. Each city employee will receive a copy of this policy and will be required to read it.

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## **Definitions**

**Alcohol:** Means the intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl, or isopropyl alcohol. The term includes but is not limited to beer, wine, spirits, and medications such as cough syrup that contain alcohol.

**Alcohol use or usage:** Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

**Applicant:** Means a person applying for a job with the city.

**City:** Means the city of Eagle Lake.

**City premises:** Means, but is not limited to, all city job sites and work areas. For the purposes of this policy, city premises also includes any other locations or modes of transportation to and from those locations while in the course and scope of employment of the city.

**City vehicle:** Means any vehicle which employees are authorized to use solely for city business when used at any time; or any vehicle owned or leased by the city when used for city business.

**Collection site:** Means a place designated by the city where job applicants and employees present themselves for the purpose of providing a specimen of their breath, urine, and/or blood to be analyzed for the presence of drugs and alcohol.

**Confirmatory test:** Means a drug and/or alcohol test on a sample to substantiate the results of a prior drug and/or alcohol test on the same sample, and that uses a method of analysis allowed under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

**Drug:** Includes any "controlled substance" as defined in Minn. Stat. § 152.01, subd. 4, and also includes all cannabinoids, including those that are lawfully available for public consumption that do not otherwise qualify as being a "controlled substance" as defined in Minn. Stat. § 152.01, subd. 4.

**Drug and/or alcohol testing, and drug and/or alcohol test:** Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd. 1, for the purpose of measuring their presence or absence of drugs, alcohol, or their metabolites in the sample tested.

**Drug paraphernalia:** Has the meaning set forth in Minn. Stat. § 152.01, subd. 18.

**Employee:** Means a person who performs services for compensation for the city and includes independent contractors except where specifically noted in this policy.

**Initial screening test:** Means a drug and/or alcohol test that uses a method of analysis under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

**Job applicant:** Means a person who applies to become an employee of the city and includes a person who has received a job offer made contingent on the person passing drug testing.

**Positive test result:** Means a finding of the presence of alcohol, drugs, or their metabolites that exceeds the cutoff levels established by the city. Minimum threshold detection levels are subject to change as determined in the city's sole discretion.

**Random selection basis:** Means a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and (2) does not give an employer discretion to waive the selection of any employee selected under the mechanism.

**Reasonable suspicion:** Means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

**Safety-sensitive position:** Means a job, including any supervisory or management position, in which an impairment caused by drug and/or alcohol usage would threaten the health or safety of any person.

**Under the influence:** Means (1) the employee tests positive for alcohol or drugs, or (2) the employee's actions, appearance, speech, and/or bodily odors reasonably cause the city to conclude that the employee is impaired because of illegal drug use or alcohol use.

Adopted by City Council on September 12, 2022.

## COMPUTER USE POLICY

### **Purpose**

This policy serves to protect the security and integrity of the city's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

The city reserves the right to inspect any data, e-mails, social media content, files, setting or any other aspect or access made by a city-owned computer or related system and will do so on an as-needed basis as determined by the city administrator.

An employee who violates any aspect of this policy may be subject to disciplinary action including revocation of certain system privileges or termination.

### **Personal Use**

The city recognizes that some personal use of city-owned computers and related equipment has and will occur. Some controls are necessary, however, to protect the city's equipment and computer network and to prevent abuse of this privilege.

- Only city employees may use city-owned computers and related equipment. Family members or friends of employees are not allowed to use city equipment or technology resources.
- Personal use must take place during non-work hours (breaks, lunch hour, before or after work). Personal use should never preempt work use.
- Reasonable use of city e-mail systems for personal correspondence is allowable, provided it does not interfere with an employee's normal work and is consistent with all provisions in this policy. Employees should treat this privilege as they would the ability to make personal phone calls during work hours.
- Reasonable use of the city's access to the Internet for personal reasons is allowable, provided it does not interfere with normal work, and is consistent with all provisions in this policy.
- If an employee wants to use or connect their own peripheral tools or equipment to city-owned systems, (such as digital cameras, PDAs, disks, cell phones, mp3 players or flash drives), they must have prior approval from the City Administrator and must follow provided directions for protecting the city's computer network.
- Files from appropriate personal use of the city's equipment may be stored on your computer's local hard drive, providing the size of all personal files does not exceed 50 MB. At no time, may personal files that contain copyright material, such as mp3 files or photos, be stored on city computer systems. The city may inspect any data or information stored on its equipment or network, even if the information is personal to the employee.
- Use of city equipment or technology for personal business interest, for-profit ventures, political activities, or other uses deemed by the city administrator to be inconsistent with city activities is not allowed. If there is any question about whether a use is appropriate it should be forwarded to the city administrator for a determination.

### **Software, hardware, games, and screen savers**

In general, all software and hardware required for an employee to perform his or her job functions will be provided by the city. Request for new or different equipment or software should be made to your supervisor or directly to the technology department.

The follow is approved software that may be downloaded by employees without prior approval:

- Microsoft updates as provided in automatic updates to the user.
- Anti-virus updates as provided in automatic updates to the user.
- Microsoft clipart and photo files.

Unapproved software or downloads (free or purchased), hardware, games, screen savers, toolbars, clipart, music and movie clips, other equipment, software or downloads that have not been specifically approved by the city administrator may compromise the integrity of the city's computer system and are prohibited.

The city administrator, without notice, may remove all unauthorized programs of software, equipment, downloads, or other resources if they could harm systems or technology performance.

If there is any question about whether software or hardware, downloads, etc. are appropriate it should be forwarded to the city administrator for a determination

### **Electronic Mail**

The city provides employees with an e-mail address for work-related use. Some personal use of the city e-mail system by employees is allowed, provided it does not interfere with an employee's normal work and is consistent with all city policies.

The city allows employees to access personal email accounts via the Internet provided such access occurs during non-work hours and fully complies with this computer use policy.

An employee's personal e-mail (and other personal documents) accessed via a city computer could be considered "public" data and may not be protected by privacy laws. Personal e-mail and computer use may be monitored as directed by the city administrator and without notice to the employee. Employees should not expect privacy in any activity conducted on a city-owned computer.

The following policies relate to both business and personal e-mail content sent from a city computer:

- Use common sense and focus primarily on using e-mail for city business. Never transmit an e-mail that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper.
- Do not correspond by e-mail on confidential communications (e.g. letters of reprimand, correspondence with attorneys, medical information).
- Do not open e-mail attachments or links from an unknown sender. Delete junk or "spam" e-mail without opening it if possible, do not respond to unknown senders.
- Do not gossip or include personal information about yourself or others in an e-mail.
- Do not use harassing language, including sexually harassing language or any remarks including insensitive language or derogatory, offensive, or insulting comments or jokes in an e-mail.
- All e-mails must comply with all city policies, including those related to respectful workplace, harassment prevention, and workplace violence.

### **Instant Messaging**

The city does not provide employees with resources or tools to communicate by Instant Messaging (IM) when conducting city business. Employees are not allowed to use IM as a mechanism for personal communication through the city's computer network or when using city equipment, and are not allowed to download or install any IM software on their city computer.

### **Social Media**

When using social media to support official city business in accordance with job duties, individuals should clearly identify themselves as connected to the city. Personal use of social media by city staff—whether about the city or not, and whether positive or negative—will reflect on the city as a whole. Personal use of social media should not violate any city policies already in existence, such as those on harassment prevention.

### **Storing and Transferring Documents**

Electronic documents, including e-mails, electronic communication, and business-related materials created on an employee's home or personal computer, should be stored on the city's network in accordance with city records retention policies and the Minnesota Data Practices Act. The following are some general guidelines that may be useful to consider:

- Electronic communication that is simple correspondence and not an official record or transaction of city business should be deleted as soon as possible and should be retained by employees for more than three months. The city will not retain electronic communication longer than one year on the network or in network back-ups.
- Electronic communication that constitutes an official record of city business must be kept in accordance with all records retention requirements and should be copied to appropriate network files for storage.
- City-related documents that an employee creates on his or her home computer or any other computer system should be copied to the city's network files.
- Documents or electronic communications that may be classified as protected or private information under data practices requirements should be stored separately from other materials.

If you are unsure whether an electronic communication or other document is a government record for purposes of records retention laws, or is considered protected or private under data practices, check with your supervisor, the city administrator, or the designated responsible authority for data practices. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact the city administrator.

Transferring data and documents between computer systems requires information to be stored on a floppy disk, CD-ROM, flash or USB drive, or other storage media. These items can also be used to transmit computer viruses or other items harmful to the city's computer network.

The city has installed anti-virus software on each computer to protect against these threats by automatically scanning storage media for viruses and similar concerns.

The anti-virus software provides automatic updates that employees will be notified of with a pop-up window from Symantec. All employees should follow directions for updating anti-virus software as prompted. If you have any questions about how to update your anti-virus software or check your storage media before you use it, check with the city administrator.

## **Internet**

The city provides Internet access to employees for work on city business. Employees may use this access for work-related matters in a professional manner.

Occasional personal use of the Internet is acceptable within the bounds of all city policies. The following considerations apply to all uses of the Internet whether business related or personal:

- There is not quality control on the Internet. All information found on the Internet should be considered suspect until confirmed by another source.
- Internet use during work hours must be limited to subjects directly related to job duties.
- Personal use of the Internet during non-work hours (breaks, lunch hour, before or after work) is permitted as authorized by the City Administrator. However, employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races or religions, or in manners that otherwise violate city policies related to respectful workplace and harassment prevention. This prohibition includes information on social media sites such as Facebook and MySpace, blogs and microblogs such as Twitter. If you are unsure whether a site may include inappropriate information, you should not visit it.
- No software or files may be downloaded from the Internet unless approved in advance by the city administrator. This includes but is not limited to free software or downloads, maps, weather information, toolbars, music or photo files, clipart, screensavers and games.
- Employees may not participate in any Internet chatroom-an online meeting place to discuss a particular topic, sometimes in semi-privacy-unless the topic area is related to city business.
- The city may monitor any employee's use of the Internet for any purpose without prior notice, as deemed appropriate by the City Administrator.

## **Passwords and Physical Security of Equipment**

Employees are responsible for maintaining computer passwords and following these guidelines:

- Passwords must be at least eight (8) characters long and include both lower- and upper-case characters, at least one number and at least one non-alpha-numeric character (e.g. \*, &, %, etc.). An example might be Pol!ci3S.
- Your password should not be shared or told to anyone. If it is necessary to access an employee's computer when he or she is absent, contact the City Administrator.
- Passwords should not be stored in any location on or near the computer. If necessary, store your password in a document or hard copy file that is locked when you are absent from your desk. Do not store it electronically in a palm pilot or cell phone system.

Lock your workstation (press Ctrl-Alt-Del keys) if you will be away from your desk or office for more than five minutes. Unlock your computer by doing the same and typing in your password.

Use caution if you leave equipment unattended because it is generally small and portable. Do not leave city computer equipment in an unlocked vehicle or unattended at any off-site facility (airport, restaurant, etc.). If your office or desk are in a high-traffic public area, check with the city administrator about appropriate security measures.

**Remote Access**

Certain employees may be given the ability to access the city's computer system from remote locations or from home, using either personal equipment or city-owned equipment.

Remote access is limited to staff classified as exempt and who frequently work independently on city business. Non-exempt staff may be given temporary access from time to time as needed, but only with the approval of the City Administrator.

Employees with remote access privileges will be given specific instructions from the city administrator about how to protect city equipment and information resources. If you have any questions about remote access to the city's network, check with the City Administrator.

**Notice of Computer Problems**

Employees are responsible for notifying the city administrator about computer problems or odd computer behavior. Employees should err on the side of caution when reporting issues because small problems may indicate a more serious network or computer system issue.

## CITY VEHICLES AND EQUIPMENT

### **City Driving Policy**

This policy applies to all employees who drive a vehicle on City business, whether driving a city-owned vehicle or their own personal vehicle. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first workday after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

### **Vehicles and Equipment Usage**

City vehicles and equipment shall be used only in conjunction with performance of city operations and duties. Persons operating city vehicles shall not provide rides to non-authorized passengers. Employees are prohibited from using city vehicles or other city equipment for personal purposes. Employees operating city vehicles and/or equipment shall observe all pertinent safety regulations. Failure to do so shall result in disciplinary action including possible termination.

### **Use and Safeguarding of City Property**

No member of the City Council, Commission or Board, official volunteer, contract employee, or regular employee shall use or permit the use of city owned vehicles, equipment, tools, machinery, materials, or other property for personal conveniences or profit.

All officers and employees of the City who have authority over or the use of city vehicles, equipment, machinery or property in the course of their duties must assume responsibility for the safeguarding and care of such items. Employees who damage or break city equipment by improper usage or willful neglect may be charged for the replacement of the equipment.

### **Telephone, Fax, and Copier Usage**

Personal calls should be kept to a minimum of both time and frequency. City telephones are provided for official business relating to city affairs. It is recognized that it is necessary in the course of the day for employees to make or receive personal calls relating to family matters, emergencies and medical and dental appointments. In no event, however, shall employees make or receive personal calls relating to non-city business matters, such as the sale or purchase of goods or services.

In the event an employee makes a personal long-distance call or received a personal collect call, the employee shall use their own personal calling card for such calls.

In the event that an employee makes personal faxes or copies, the employee must reimburse the City for the number of faxes or copies in accordance with the amount established by the City Council. Personal use must take place during non-working time such as before or after work, and during break periods.



## **Cell Phone Use**

Cellular phones are an effective tool for delivering services to the City of Eagle Lake customers.

## **Work Related**

Cellular phones are provided for official City business as determined by the City Administrator. The City Administrator will approve cellular phones assigned on a full-time basis to a City employee. Individuals who are assigned a cellular phone on a full-time basis and wish to use the phone for personal use will be required to participate in the City of Eagle Lake's Cellular Plan. If the employee chooses not to participate in the City of Eagle Lake's Cellular Plan, the City issued cellular phone cannot be used for personal reasons under any circumstances.

## **City of Eagle Lake Cell Plan**

This plan was designed because the City recognizes that employees periodically need to make and receive personal phone calls relating to family matters, emergencies, and medical appointments. Cell phones can be used for personal use only if the employee has signed and entered the City of Eagle Lake Cellular Plan. Plan details and authorization forms can be obtained from the City Administrator.

### General Understandings:

- Personal use may commence after receiving proper approval.
- Employees will receive a bill for overages because total usage may not frequently exceed 250 minutes. The employee and supervisor are responsible for monitoring usage.
- All employees are required to reimburse the City and be receipted for all extraneous charges on their bill derived from personal use (i.e. long-distance roaming, directory assistance, etc.)
- This plan can and will be modified and/or eliminated at the City's discretion.
- Employees may be removed from the plan at the City's discretion at any time.
- Employees may discontinue this plan at any time by completing and forwarding the Cell Phone Authorization form to the City Administrator.
- Monthly cell bills are City property and they are available to anyone upon request through the Minnesota Data Practices Act.

## **Cell Phone Procedures**

The following are guidelines and procedures on when and how to use a City-issued cell phone.

- Cell phones are not secure transmissions. Phone calls regarding sensitive information should be conducted on landlines.
- In no event shall employees make or receive personal calls relating to non-City for profit business matters during the employee's normal scheduled working hours. In other words, employees with their own personal businesses shall not conduct their personal business matters with City cell phones or on the City's premises while on-the-clock for the City.

- Employees may not make any calls that bill outside the normal long-distance services.

## SAFETY

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible an environment free from unnecessary hazards will be maintained and safety policies and procedures for each department will be established. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

### **Reporting Accidents and Illnesses**

Both Minnesota Workers' Compensation laws and federal Occupational Safety and Health Acts require that all job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or sick employee, to his/her supervisor.

If you are involved in an accident, remember:

1. All accidents involving city vehicles should be reported immediately or as soon as possible to the City Administrator's office.
2. All accidents involving city vehicles: notify the Police immediately.
3. Insist that all parties and property concerned remain at the scene of the accident.
4. Obtain identifying data from the driver of the other vehicle (name, address, and insurance company).
5. Secure names and addresses of injured persons and any witnesses to the accident.
6. All accidents and/or injuries must be reported on a form supplied by the City and should be returned within 72 hours of the accident.

### **Safety Equipment/Gear**

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment for that such equipment is worn by the employee.

### **Unsafe Behavior**

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

## SAFETY EQUIPMENT/GEAR

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment for such equipment to be worn by the employee.

Employees required to wear safety-toed boots shall be eligible for reimbursement annually. Appropriate foot protection shall be required for employees who are exposed to foot injuries from electrical hazards, hot, corrosive, poisonous substances, falling objects, slip and fall hazards, crushing or penetrating actions, which may cause injuries or who are required to work in abnormally wet locations.

1. Eligible employees identified are required to wear the required footwear while performing their duties. Failure to wear appropriate footwear may be grounds for disciplinary action, up to and including termination.

2. Footwear which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn.

Employees are eligible to be reimbursed up to \$200 on even years for one (1) pair of approved safety shoes (ANSI) Z4 1. If any employee begins employment in an odd year, they are eligible to receive up to \$100. Unused funds cannot be carried forward to the following year. The reimbursement will appear on the employee's paycheck. If the cost of the employee's shoes or boots exceed the maximum allowance, the employee will be responsible for covering the excess cost.

## CLOTHING ALLOWANCE

If an employee resigns or is terminated within one (1) year of service, the employee must reimburse the city a pro-rated amount for the clothing allowance used.

Administrative employees (city administrator, deputy city clerk, administrative clerk) are each eligible to be reimbursed up to \$150 annually to purchase clothing with the City's logo embroidered on each article of clothing.

~~Full time police officers are each eligible to be reimbursed up to \$700 annually for clothing allowance.  
Part time police officers are each eligible to be reimbursed up to \$550 annually for clothing allowance.~~

Public works department employees are provided with reflective safety clothing as needed. Work pants are rented from a third party and laundered weekly. The cost for this service is billed directly to the city.

## FIREARMS AT WORK

The City of Eagle Lake hereby establishes a policy prohibiting all employees, ~~except sworn employees of the Police Department,~~ from carrying or possessing firearms while acting in the course and scope of employment for the city. The possession or carrying of a firearm by ~~employees other than sworn Police Officers~~ is prohibited while working on city property or while working in any location on behalf of the city. This includes but is not limited to:

- Driving on city business;
- Riding as a passenger in a car or any type of mass transit on city business;
- Working at city hall or any other city-owned work site;
- Working off-site on behalf of the city;
- Performing emergency or on-call work after normal business hours and on weekends;
- Working at private residences and at businesses on behalf of the city;
- Attending training or conferences on behalf of the city;

When responding to on-call work from home after regular work hours, an employee is prohibited from bringing a firearm in their private vehicle unless the vehicle remains in a parking lot and is not needed in order to respond to the call.

This policy applies to all employees, including volunteer fire department members. Elected officials are not considered employees and therefore this policy does not apply to them.

Violations of this policy are subject to disciplinary action in accordance with the city's disciplinary procedures policy.

## PURCHASING POLICY

### SECTION I. PURPOSE

The purpose of this policy is to establish procedures for purchases made on behalf of the City of Eagle Lake. This policy has the following objectives:

1. To ensure that purchases comply with all applicable laws;
2. To ensure that taxpayers receive the lowest price and the best value for their tax dollars when the City purchases goods and services;
3. To provide clear and consistent guidelines for authorized City employees/purchasers to follow;
4. To limit the discretion of City officials and in turn limit the possibility of fraud or favoritism.

### SECTION II. PURCHASING OVERSIGHT

The City Administrator is the purchasing agent for the City of Eagle Lake. Department heads shall be responsible for purchasing items within their respective budgets. All contracts, bonds, and instruments of every kind to which the City is a party shall be signed by the Mayor and the City Administrator on behalf of the City and shall be executed in the name of the City.

### SECTION III. PURCHASING LEVELS

Department heads shall have the authority to purchase or supervise the purchase of all materials, supplies, and equipment for which funds are provided in the budget necessary for operation or maintenance of services for amounts up to and including \$2,500. The City Administrator shall have the authority to do the same for amounts up to and including \$5,000. Anything more than \$5,000 requires prior approval from the City Council.

If the contract is expected to exceed \$25,000 but not exceed \$100,000, the City can choose to either use the competitive bidding process or to directly negotiate the contract. If using direct negotiation, the City must get at least two quotations when possible and keep them on file for at least one year. If the contract likely will not exceed \$25,000, the City Council has the discretion to make the contract by either obtaining quotes or simply buying or selling the item on the open market. If the City Council chooses to obtain quotes, it must, as far as practicable, obtain at least two quotes and keep them on file for at least one year. All purchases over \$100,000 require the advertisement for sealed competitive bids. The City may purchase goods, materials, supplies and equipment off the State of Minnesota contract and any other qualifying purchase agreement as a means of complying with the competitive bidding requirements.

### SECTION IV. EMERGENCY PURCHASES

Emergency purchases are those made by a department when an immediate purchase is necessary to correct a situation which would adversely affect the life, health, or safety of the citizens. If the emergency occurs during non-working hours, every effort should be made to contact the City Administrator the next working day so that an explanation can be provided to the City Council.

### SECTION V. INVOICES

Invoices must be attached to any accounts payable payment, purchase order, or expense voucher along with proper authorization.

### SECTION VI. AUTHORIZED CHECK SIGNERS

The City authorizes the Mayor, City Administrator, and Deputy City Clerk to sign checks disbursing City funds. Two authorized signatures are required on all checks. In the absence of the City Administrator, the

Deputy City Clerk is authorized to sign checks after receiving verbal approval to do so from the Mayor.

**SECTION VII. PETTY CASH**

It is the City's policy to hold petty cash purchases to a minimum. No employee shall make such a purchase without prior approval. The petty cash fund shall be managed by the Deputy City Clerk. The petty cash fund shall require that each disbursement be supported by proper documentation. Petty cash purchases shall be held under \$50 when practical. Expenses for travel, schools, luncheons, etc. should not normally be reimbursed by the petty cash fund, but rather by submitting an Expense Reimbursement Form.

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## SOCIAL MEDIA

### **Purpose**

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information, which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the City of Eagle Lake's social media sites by its representatives.

The City of Eagle Lake wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for City representatives regarding the use of social media for communication with residents, colleagues and all other followers.

### **Policy**

The City of Eagle Lake will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

City of Eagle Lake social media accounts are considered a City asset and administrator access to these accounts must be securely administered in accordance with the City's Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Eagle Lake, including a link to the City's official web site.

### **Scope**

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of Eagle Lake. This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, Council members, appointed board or commission members and all public safety volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the City Administrator.

### **Definition**

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other



information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, Nextdoor, and online dating services/mobile apps
- Blogs
- Social news sites such as Reddit and Buzzfeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, "employees and agents" means all City representatives, including its employees and other agents of the City, such as independent contractors or Council members.

### **Rules of Use**

City employees and agents with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Administrator in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of Eagle Lake site and will be linked with the official City website ([www.eaglelakemn.com](http://www.eaglelakemn.com)). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy.

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact the City Administrator.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Computer Use policies
- Use only appropriate language
- Proofread all information before posting to avoid misspellings and other grammatical errors

Be aware that content will not only reflect on the writer but also on the City of Eagle Lake as a whole, including elected officials and other city employees and agents. Make sure information is accurate and free of grammatical errors. Not providing private or confidential information, including names, or using such material aspect of any content added to a site.

- Not negatively commenting on community partners or their services or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be moderated by City staff, with administrative rights, before posting. Where moderation prior to posting is not an option, sites will be regularly monitored by City staff during normal working hours. Non-exempt employees are not authorized to be posting or commenting on behalf of the City during non-working hours. A disclaimer should be posted that staff may not respond to every comment or question posted on the City's social media sites. Any responses to comments will be posted within office hours and within the varying parameters of staff availability.

City of Eagle Lake's staff with administrative rights will not edit any posted comments. However, comments posted by members of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

### **Personal Social Media Use**

The City of Eagle Lake respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Eagle Lake, its personnel, its operation or its property. Employees, agents, and others affiliated with the City may not use a City of Eagle Lake logo on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as City employees or agents when responding to or commenting on blogs with personal opinions or views. **If an employee or agent chooses to identify him or herself as a City of Eagle Lake employee or agent, and posts a statement on a matter related to City business, a disclaimer like the following must be used:**

**"These are my own opinions and do not represent those of the City."**

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City's Computer Use policy and the City's Respectful Workplace policy. Employees and agents should also review the Data Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Cyber-bullying, stalking or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact the City Administrator.
- Unlawful activities
- Misuse of City-owned social media
- Inappropriate use of the City's name, logo or the employee's position or title
- Using City-owned equipment or City-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with the City Administrator.

### **Data Ownership**

All social media communications or messages composed, sent, or received on City equipment in an official capacity are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of Eagle Lake also maintains the sole property rights to any image, video or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee's social media use on City equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

### **Policy Violations**

Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.



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

October 7, 2024

To: Honorable Mayor Pro Tem Steinberg and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Ped Ramps in Fox Meadows

A request was received in 2023 from a resident to move the sidewalk in the Fox Meadows Housing Development on Blace Avenue to the south side instead of the north side. Additional pedestrian ramps would be needed if moved to the south side. Discussion took place at that time about the City absorbing the cost for the pedestrian ramps along Blace Avenue since the decision to move the sidewalk to the other side of the road was made after the plans were approved. A copy of the actual costs for the pedestrian ramps will be available at the meeting for review. In 2023, it was noted that it would cost approximately \$1,225 per pedestrian ramp.

Discussion should ensue and a determination made as to whether the City will cover the cost for the pedestrian ramps.

A motion is needed to approve payment for the cost of the pedestrian ramps.

Jennifer J. Bromeland  
City Administrator

2024



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

October 7, 2024

To: Honorable Mayor Pro Tem Steinberg and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Public Purpose Expenditure Policy

Discussion has taken place in the past about whether a city can establish a recognition and engagement program for employees. Per City staff's research, it appears that such a program can be established through a formal Employee Recognition Program. Every Eagle Lake expenditure must be valid based upon the public purpose for which it is purchased.

A draft public expenditure policy will be presented at the meeting and reviewed in detail. The purpose of the public purpose expenditure policy will be to provide assistance and guidance to the officials, employees and representatives of the City of Eagle Lake to aid in the determination of when public funds may be spent for a public purpose.

  
Jennifer J. Bromeland  
City Administrator



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

October 7, 2024

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

1. Health Insurance Rates for 2025 Update. A meeting was held last week with the City's insurance agent and staff to review health insurance rates for 2025. The actual rates are higher than what our insurance agent projected. He is recommending that we obtain a bid from the South-Central Service Cooperative. When the bid is received, it will be reviewed with the City Council to determine if the City will stay with Blue Cross Blue Shield or switch plans to Medica. The plans would be nearly identical as far as deductibles and coverage so that employees aren't negatively affected.
2. Community Development Hiring Update. A conditional offer was extended and accepted for the position of Community Development Coordinator; however, the candidate withdrew his acceptance after receiving a counteroffer that he said he couldn't turn down from his current employer. City staff will work together with MVCOG to discuss reposting the position.
3. Climate Resiliency Project - Survey. If you haven't already done so, please take a few minutes and complete the climate resiliency project survey.
4. Rural Child Care Innovation Program – Survey and Town Hall Event. If you haven't already done so, please take a few minutes and complete the survey and register for the upcoming Town Hall event.
5. Upcoming Tree Identification Walk at Lake Eagle Park. The City's Community Forestry Member, Luke, will be hosting a tree identification walk at Lake Eagle Park on October 25<sup>th</sup> from 4-4:30 p.m.
6. Mayors and Clerks Meeting. The City of Eagle Lake will be hosting a Mayors and Clerks meeting on October 10 at 6:30 p.m. at City Hall. Blue Earth County will be providing an opioid settlement update along with providing a K9 demonstration.
7. Fall CGMC Conference in Alexandria. Council Member John Whittington and I will be attending the fall Coalition of Greater Minnesota Cities conference in Alexandria, November 21-22.

8. Year to Date Expenditures and Revenues. Attached you will find year-to-date expenditures and revenues. Please let me know if you would like more detail for any of the line items.

  
Jennifer J. Bromeland  
City Administrator

**CITY OF EAGLE LAKE**  
**\*Expenditure Guideline**

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Current Period: October 2024

Account Descr	2024 YTD Budget	October 2024 Amt	2024 YTD Amt	Enc Current	2024 YTD Balance	% of YTD Budget
<b>FUND 101 GENERAL</b>						
E 101-41000-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41000-123 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41000-131 Employer Paid Heal	\$69,500.00	\$81.06	\$55,646.83	\$0.00	\$13,853.17	80.07%
E 101-41000-132 Employer Paid Heal	\$36,171.00	\$0.00	\$20,556.25	\$0.00	\$15,614.75	56.83%
E 101-41000-133 Employer Paid Den	\$6,596.00	\$0.00	\$3,259.80	\$0.00	\$3,336.20	49.42%
E 101-41000-151 Work Comp Premiu	\$23,000.00	\$0.00	\$16,069.00	\$0.00	\$6,931.00	69.87%
E 101-41000-300 Professional Srvs (	\$2,500.00	\$0.00	\$167.75	\$0.00	\$2,332.25	6.71%
E 101-41000-362 Property & Liability	\$25,000.00	\$0.00	\$18,235.00	\$0.00	\$6,765.00	72.94%
E 101-41000-400 CD purchase	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41000-430 Miscellaneous (GE	\$20,000.00	\$0.00	\$3,628.58	\$0.00	\$16,371.42	18.14%
E 101-41000-433 Dues and Subscript	\$14,000.00	\$325.00	\$9,424.04	\$0.00	\$4,575.96	67.31%
E 101-41000-438 Meeting & Educatio	\$0.00	\$0.00	\$125.00	\$0.00	-\$125.00	0.00%
E 101-41000-445 Summer Sounds	\$10,000.00	\$0.00	\$12,450.56	\$0.00	-\$2,450.56	124.51%
E 101-41000-510 Capital Outlay-Actu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41000-550 Capital Outlay - Set	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
E 101-41000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41000-740 ESCROW FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41100-100 Wages and Salarie	\$14,400.00	\$0.00	\$11,550.00	\$0.00	\$2,850.00	80.21%
E 101-41100-108 Video Intern Wages	\$640.00	\$0.00	\$80.00	\$0.00	\$560.00	12.50%
E 101-41100-121 PERA	\$1,080.00	\$0.00	\$0.00	\$0.00	\$1,080.00	0.00%
E 101-41100-122 FICA	\$892.00	\$0.00	\$721.06	\$0.00	\$170.94	80.84%
E 101-41100-123 Medicare	\$209.00	\$0.00	\$168.64	\$0.00	\$40.36	80.69%
E 101-41100-438 Meeting & Educatio	\$2,000.00	\$0.00	\$535.00	\$0.00	\$1,465.00	26.75%
E 101-41200-100 Wages and Salarie	\$4,800.00	\$0.00	\$3,750.00	\$0.00	\$1,050.00	78.13%
E 101-41200-121 PERA	\$360.00	\$0.00	\$0.00	\$0.00	\$360.00	0.00%
E 101-41200-122 FICA	\$298.00	\$0.00	\$232.50	\$0.00	\$65.50	78.02%
E 101-41200-123 Medicare	\$70.00	\$0.00	\$54.39	\$0.00	\$15.61	77.70%
E 101-41200-438 Meeting & Educatio	\$2,500.00	\$0.00	\$2,389.24	\$0.00	\$110.76	95.57%
E 101-41400-100 Wages and Salarie	\$2,811.00	\$0.00	\$1,179.95	\$0.00	\$1,631.05	41.98%
E 101-41400-122 FICA	\$175.00	\$0.00	\$73.15	\$0.00	\$101.85	41.80%
E 101-41400-123 Medicare	\$41.00	\$0.00	\$17.11	\$0.00	\$23.89	41.73%
E 101-41400-430 Miscellaneous (GE	\$2,000.00	\$0.00	\$114.29	\$0.00	\$1,885.71	5.71%
E 101-41400-510 Capital Outlay-Actu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41500-100 Wages and Salarie	\$98,169.00	\$3,023.14	\$74,866.58	\$0.00	\$23,302.42	76.26%
E 101-41500-121 PERA	\$7,363.00	\$226.73	\$5,590.80	\$0.00	\$1,772.20	75.93%
E 101-41500-122 FICA	\$6,087.00	\$160.69	\$3,929.27	\$0.00	\$2,157.73	64.55%
E 101-41500-123 Medicare	\$1,424.00	\$37.58	\$918.93	\$0.00	\$505.07	64.53%
E 101-41500-131 Employer Paid Heal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41500-132 Employer Paid Heal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41500-133 Employer Paid Den	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41500-151 Work Comp Premiu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41500-210 Operating Supplies	\$9,500.00	\$0.00	\$5,839.14	\$0.00	\$3,660.86	61.46%
E 101-41500-320 Communications (	\$6,000.00	\$136.18	\$4,073.52	\$0.00	\$1,926.48	67.89%
E 101-41500-351 Legal Notices-Publi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41500-352 Publications	\$1,500.00	\$0.00	\$273.84	\$0.00	\$1,226.16	18.26%
E 101-41500-362 Property & Liability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41500-390 Operating Agreeeme	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41500-430 Miscellaneous (GE	\$0.00	\$0.00	\$266.10	\$0.00	-\$266.10	0.00%
E 101-41500-433 Dues and Subscript	\$0.00	\$0.00	\$50.00	\$0.00	-\$50.00	0.00%

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Account Descr	2024 YTD Budget	October 2024 Amt	2024 YTD Amt	Enc Current	2024 YTD Balance	% of YTD Budget
E 101-41500-438 Meeting & Educatio	\$5,500.00	\$30.00	\$4,191.63	\$0.00	\$1,308.37	76.21%
E 101-41500-510 Capital Outlay-Actu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41500-550 Capital Outlay - Set	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41500-602 Capital Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41500-605 Capital Lease Issue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41500-612 Capital Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41600-300 Professional Srvs (	\$27,465.00	\$68.23	\$27,180.50	\$0.00	\$284.50	98.96%
E 101-41600-301 Auditing and Acct g	\$32,000.00	\$0.00	\$29,424.00	\$0.00	\$2,576.00	91.95%
E 101-41600-303 Engineering Fees	\$7,500.00	\$0.00	\$7,656.00	\$0.00	-\$156.00	102.08%
E 101-41600-304 Legal Fees	\$30,000.00	\$225.00	\$7,898.00	\$0.00	\$22,102.00	26.33%
E 101-41600-310 Computer Technica	\$40,000.00	\$2,898.10	\$33,053.55	\$0.00	\$6,946.45	82.63%
E 101-41600-311 Buidling Inspector	\$35,000.00	\$0.00	\$61,500.86	\$0.00	-\$26,500.86	175.72%
E 101-41600-313 State Surcharge Fe	\$1,500.00	\$1,473.60	\$3,024.36	\$0.00	-\$1,524.36	201.62%
E 101-41600-314 Service Agreement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41600-315 City History	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41600-316 Payroll Processing	\$6,500.00	\$0.00	\$4,013.16	\$0.00	\$2,486.84	61.74%
E 101-41600-433 Dues and Subscript	\$5,500.00	\$0.00	\$2,423.00	\$0.00	\$3,077.00	44.05%
E 101-41800-100 Wages and Salarie	\$54,000.00	\$0.00	\$33,289.63	\$0.00	\$20,710.37	61.65%
E 101-41800-102 Overtime	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-41800-121 PERA	\$4,088.00	\$0.00	\$0.00	\$0.00	\$4,088.00	0.00%
E 101-41800-122 FICA	\$3,379.00	\$0.00	\$2,008.68	\$0.00	\$1,370.32	59.45%
E 101-41800-123 Medicare	\$791.00	\$0.00	\$469.77	\$0.00	\$321.23	59.39%
E 101-41800-131 Employer Paid Heal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41800-132 Employer Paid Heal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41800-133 Employer Paid Den	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41800-210 Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41800-351 Legal Notices-Publi	\$500.00	\$0.00	\$144.51	\$0.00	\$355.49	28.90%
E 101-41800-430 Miscellaneous (GE	\$500.00	\$0.00	\$121.00	\$0.00	\$379.00	24.20%
E 101-41800-438 Meeting & Educatio	\$2,000.00	\$0.00	\$921.79	\$0.00	\$1,078.21	46.09%
E 101-41800-439 Refund & Reimburs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41900-210 Operating Supplies	\$1,000.00	\$0.00	\$671.48	\$0.00	\$328.52	67.15%
E 101-41900-220 Repair/Maint (GEN	\$6,000.00	\$0.00	\$4,583.33	\$0.00	\$1,416.67	76.39%
E 101-41900-381 Electric Utilities	\$12,500.00	\$1,152.16	\$7,192.50	\$0.00	\$5,307.50	57.54%
E 101-41900-510 Capital Outlay-Actu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41900-550 Capital Outlay - Set	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
E 101-42100-100 Wages and Salarie	\$45,180.00	\$1,567.39	\$34,246.37	\$0.00	\$10,933.63	75.80%
E 101-42100-121 PERA	\$3,389.00	\$117.56	\$2,568.55	\$0.00	\$820.45	75.79%
E 101-42100-122 FICA	\$2,802.00	\$90.91	\$2,031.78	\$0.00	\$770.22	72.51%
E 101-42100-123 Medicare	\$656.00	\$21.26	\$475.17	\$0.00	\$180.83	72.43%
E 101-42100-131 Employer Paid Heal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42100-132 Employer Paid Heal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42100-133 Employer Paid Den	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42100-151 Work Comp Premiu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42100-210 Operating Supplies	\$5,500.00	\$0.00	\$2,685.19	\$0.00	\$2,814.81	48.82%
E 101-42100-212 Fuel	\$11,000.00	\$358.10	\$5,166.51	\$0.00	\$5,833.49	46.97%
E 101-42100-220 Repair/Maint (GEN	\$8,000.00	\$1,851.10	\$18,125.97	\$0.00	-\$10,125.97	226.57%
E 101-42100-224 Street Repair-Gene	\$110,000.00	\$537.61	\$60,922.95	\$0.00	\$49,077.05	55.38%
E 101-42100-300 Professional Srvs (	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
E 101-42100-320 Communications (	\$1,500.00	\$35.96	\$658.33	\$0.00	\$841.67	43.89%
E 101-42100-362 Property & Liability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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**CITY OF EAGLE LAKE**  
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Account Descr	2024 YTD Budget	October 2024 Amt	2024 YTD Amt	Enc Current	2024 YTD Balance	% of YTD Budget
E 101-42100-381 Electric Utilities	\$1,700.00	\$62.07	\$1,009.39	\$0.00	\$690.61	59.38%
E 101-42100-383 Gas Utility	\$1,157.00	\$9.36	\$880.62	\$0.00	\$276.38	76.11%
E 101-42100-430 Miscellaneous (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42100-437 Clothing Allowance	\$750.00	\$44.78	\$700.58	\$0.00	\$49.42	93.41%
E 101-42100-438 Meeting & Educatio	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42100-510 Capital Outlay-Actu	\$124,000.00	\$0.00	\$164,393.00	\$0.00	-\$40,393.00	132.58%
E 101-42100-550 Capital Outlay - Set	\$154,616.00	\$0.00	\$0.00	\$0.00	\$154,616.00	0.00%
E 101-42100-560 Capital Outlay - Sid	\$45,000.00	\$0.00	\$0.00	\$0.00	\$45,000.00	0.00%
E 101-42110-381 Electric Utilities	\$45,000.00	\$0.00	\$30,460.87	\$0.00	\$14,539.13	67.69%
E 101-42120-384 Refuse Collection E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42120-386 Recycling Collectio	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42120-430 Miscellaneous (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42120-721 Transfer Out	\$0.00	\$0.00	\$0.01	\$0.00	-\$0.01	0.00%
E 101-42200-100 Wages and Salarie	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-102 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-103 Part-Time Police W	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-106 TZD Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-107 On Call Police Wag	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-109 Blue Earth County	\$502,150.00	\$0.00	\$427,497.13	\$0.00	\$74,652.87	85.13%
E 101-42200-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-123 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-131 Employer Paid Heal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-132 Employer Paid Heal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-133 Employer Paid Den	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-151 Work Comp Premiu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-210 Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-212 Fuel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-220 Repair/Maint (GEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-300 Professional Srvs (	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-306 Physicals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-312 New Officer Hiring/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-320 Communications (	\$0.00	\$0.00	-\$64.98	\$0.00	\$64.98	0.00%
E 101-42200-362 Property & Liability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-430 Miscellaneous (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-433 Dues and Subscript	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-437 Clothing Allowance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-438 Meeting & Educatio	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-439 Refund & Reimburs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-510 Capital Outlay-Actu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42200-540 Capital Outlay - Sei	\$0.00	\$0.00	\$1,000.00	\$0.00	-\$1,000.00	0.00%
E 101-42200-550 Capital Outlay - Set	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42300-100 Wages and Salarie	\$10,000.00	\$0.00	\$4,201.26	\$0.00	\$5,798.74	42.01%
E 101-42300-104 Calls & Training W	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%
E 101-42300-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42300-122 FICA	\$2,480.00	\$0.00	\$223.20	\$0.00	\$2,256.80	9.00%
E 101-42300-123 Medicare	\$580.00	\$0.00	\$52.20	\$0.00	\$527.80	9.00%
E 101-42300-124 Fire Relief Payment	\$60,000.00	\$0.00	\$35,306.98	\$0.00	\$24,693.02	58.84%
E 101-42300-151 Work Comp Premiu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42300-210 Operating Supplies	\$15,000.00	\$0.00	\$12,886.50	\$0.00	\$2,113.50	85.91%

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**CITY OF EAGLE LAKE**  
**\*Expenditure Guideline**

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Account Descr	2024 YTD Budget	October 2024 Amt	2024 YTD Amt	Enc Current	2024 YTD Balance	% of YTD Budget
E 101-42300-212 Fuel	\$3,300.00	\$0.00	\$2,035.55	\$0.00	\$1,264.45	61.68%
E 101-42300-220 Repair/Maint (GEN	\$30,800.00	\$0.00	\$41,335.21	\$0.00	-\$10,535.21	134.21%
E 101-42300-300 Professional Srvs (	\$6,600.00	\$0.00	\$5,524.15	\$0.00	\$1,075.85	83.70%
E 101-42300-306 Physicals	\$4,400.00	\$0.00	\$6,341.77	\$0.00	-\$1,941.77	144.13%
E 101-42300-320 Communications (	\$6,600.00	\$129.95	\$5,047.93	\$0.00	\$1,552.07	76.48%
E 101-42300-362 Property & Liability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42300-381 Electric Utilities	\$2,750.00	\$220.78	\$1,375.81	\$0.00	\$1,374.19	50.03%
E 101-42300-383 Gas Utility	\$4,400.00	\$32.36	\$1,671.46	\$0.00	\$2,728.54	37.99%
E 101-42300-430 Miscellaneous (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42300-433 Dues and Subscript	\$2,200.00	\$500.00	\$1,880.00	\$0.00	\$320.00	85.45%
E 101-42300-437 Clothing Allowance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42300-438 Meeting & Educatio	\$16,500.00	\$3,024.58	\$14,724.12	\$0.00	\$1,775.88	89.24%
E 101-42300-510 Capital Outlay-Actu	\$25,000.00	\$0.00	\$14,072.28	\$0.00	\$10,927.72	56.29%
E 101-42300-520 Fire Dept Equipme	\$10,000.00	\$0.00	\$2,809.80	\$0.00	\$7,190.20	28.10%
E 101-42300-530 Capital Outlay - Eq	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42300-535 Capital Outlay-Facil	\$27,500.00	\$0.00	\$1,250.00	\$0.00	\$26,250.00	4.55%
E 101-42300-550 Capital Outlay - Set	\$136,370.00	\$0.00	\$10,847.75	\$0.00	\$125,522.25	7.95%
E 101-42400-100 Wages and Salarie	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42400-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42400-123 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42400-430 Miscellaneous (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42410-210 Operating Supplies	\$200.00	\$0.00	\$32.44	\$0.00	\$167.56	16.22%
E 101-42410-300 Professional Srvs (	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-42430-220 Repair/Maint (GEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42430-381 Electric Utilities	\$1,000.00	\$0.00	\$455.25	\$0.00	\$544.75	45.53%
E 101-42430-510 Capital Outlay-Actu	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-42500-100 Wages and Salarie	\$47,690.00	\$1,654.40	\$36,154.91	\$0.00	\$11,535.09	75.81%
E 101-42500-121 PERA	\$3,577.00	\$124.08	\$2,711.65	\$0.00	\$865.35	75.81%
E 101-42500-122 FICA	\$2,957.00	\$95.96	\$2,145.06	\$0.00	\$811.94	72.54%
E 101-42500-123 Medicare	\$692.00	\$22.44	\$501.67	\$0.00	\$190.33	72.50%
E 101-42500-131 Employer Paid Heal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42500-132 Employer Paid Heal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42500-133 Employer Paid Den	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42500-151 Work Comp Premiu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42500-210 Operating Supplies	\$12,000.00	\$0.00	\$10,519.91	\$0.00	\$1,480.09	87.67%
E 101-42500-212 Fuel	\$5,900.00	\$498.25	\$4,092.80	\$0.00	\$1,807.20	69.37%
E 101-42500-220 Repair/Maint (GEN	\$11,000.00	\$358.92	\$5,804.45	\$0.00	\$5,195.55	52.77%
E 101-42500-300 Professional Srvs (	\$42,500.00	\$0.00	\$26,561.20	\$0.00	\$15,938.80	62.50%
E 101-42500-320 Communications (	\$1,500.00	\$90.49	\$939.24	\$0.00	\$560.76	62.62%
E 101-42500-362 Property & Liability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42500-381 Electric Utilities	\$6,000.00	\$393.74	\$3,532.64	\$0.00	\$2,467.36	58.88%
E 101-42500-383 Gas Utility	\$1,500.00	\$9.36	\$880.62	\$0.00	\$619.38	58.71%
E 101-42500-390 Operating Agreeeme	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42500-430 Miscellaneous (GE	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 101-42500-437 Clothing Allowance	\$0.00	\$44.77	\$700.59	\$0.00	-\$700.59	0.00%
E 101-42500-438 Meeting & Educatio	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42500-510 Capital Outlay-Actu	\$13,260.00	\$0.00	\$16,646.49	\$0.00	-\$3,386.49	125.54%
E 101-42500-550 Capital Outlay - Set	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
E 101-42500-570 Capital Outlay - Par	\$50,000.00	\$0.00	\$190,466.82	\$0.00	-\$140,466.82	380.93%
E 101-42500-572 Active Community	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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**CITY OF EAGLE LAKE**  
**\*Expenditure Guideline**

Current Period: October 2024

Account Descr	2024 YTD Budget	October 2024 Amt	2024 YTD Amt	Enc Current	2024 YTD Balance	% of YTD Budget
FUND 101 GENERAL	\$2,324,965.00	\$21,733.65	\$1,702,493.22	\$0.00	\$622,471.78	73.23%
<b>FUND 201 STORM WATER DRAINAGE</b>						
E 201-00000-100 Wages and Salarie	\$23,458.00	\$771.09	\$17,842.69	\$0.00	\$5,615.31	76.06%
E 201-00000-121 PERA	\$1,762.00	\$57.83	\$1,335.56	\$0.00	\$426.44	75.80%
E 201-00000-122 FICA	\$1,455.00	\$43.10	\$1,001.62	\$0.00	\$453.38	68.84%
E 201-00000-123 Medicare	\$340.00	\$10.08	\$234.26	\$0.00	\$105.74	68.90%
E 201-00000-131 Employer Paid Heal	\$7,595.00	\$0.00	\$0.00	\$0.00	\$7,595.00	0.00%
E 201-00000-132 Employer Paid Heal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 201-00000-133 Employer Paid Den	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
E 201-00000-210 Operating Supplies	\$1,500.00	\$0.00	\$853.33	\$0.00	\$646.67	56.89%
E 201-00000-212 Fuel	\$2,000.00	\$0.00	\$202.43	\$0.00	\$1,797.57	10.12%
E 201-00000-220 Repair/Maint (GEN	\$9,250.00	\$271.99	\$6,926.28	\$0.00	\$2,323.72	74.88%
E 201-00000-300 Professional Srvs (	\$20,000.00	\$11,511.67	\$39,009.61	\$0.00	-\$19,009.61	195.05%
E 201-00000-320 Communications (	\$800.00	\$29.44	\$877.32	\$0.00	-\$77.32	109.67%
E 201-00000-430 Miscellaneous (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 201-00000-437 Clothing Allowance	\$750.00	\$44.77	\$700.60	\$0.00	\$49.40	93.41%
E 201-00000-438 Meeting & Educatio	\$2,000.00	\$0.00	\$20.00	\$0.00	\$1,980.00	1.00%
E 201-00000-510 Capital Outlay-Actu	\$11,000.00	\$0.00	\$153.00	\$0.00	\$10,847.00	1.39%
E 201-00000-550 Capital Outlay - Set	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
E 201-00000-721 Transfer Out	\$8,892.00	\$0.00	\$0.00	\$0.00	\$8,892.00	0.00%
FUND 201 STORM WATER DRAINAGE	\$101,402.00	\$12,739.97	\$69,156.70	\$0.00	\$32,245.30	68.20%
<b>FUND 202 RECYCLING UTILITY</b>						
E 202-00000-386 Recycling Collectio	\$60,503.00	\$0.00	\$49,879.37	\$0.00	\$10,623.63	82.44%
E 202-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 202 RECYCLING UTILITY	\$60,503.00	\$0.00	\$49,879.37	\$0.00	\$10,623.63	82.44%
<b>FUND 203 REFUSE UTILITY</b>						
E 203-00000-105 Board & Commissi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 203-00000-384 Refuse Collection E	\$167,310.00	\$0.00	\$164,390.35	\$0.00	\$2,919.65	98.25%
E 203-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 203 REFUSE UTILITY	\$167,310.00	\$0.00	\$164,390.35	\$0.00	\$2,919.65	98.25%
<b>FUND 206 ECONOMIC DEVELOPMENT AUTHORITY</b>						
E 206-00000-300 Professional Srvs (	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 206-00000-430 Miscellaneous (GE	\$500.00	\$0.00	\$15.48	\$0.00	\$484.52	3.10%
E 206-00000-433 Dues and Subscript	\$8,084.00	\$0.00	\$8,051.58	\$0.00	\$32.42	99.60%
E 206-00000-438 Meeting & Educatio	\$100.00	\$0.00	\$42.98	\$0.00	\$57.02	42.98%
E 206-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 206 ECONOMIC DEVELOPMENT A	\$8,684.00	\$0.00	\$8,110.04	\$0.00	\$573.96	93.39%
<b>FUND 207 EDA REVOLVING LOAN FUND</b>						
E 207-00000-430 Miscellaneous (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 207-00000-450 Loan Forgiveness	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 207-00000-497 EDA Loan Issuanc	\$0.00	\$0.00	\$10,294.69	\$0.00	-\$10,294.69	0.00%
E 207-00000-498 Loan Payment to BI	\$1,206.00	\$0.00	\$657.10	\$0.00	\$548.90	54.49%
E 207-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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**CITY OF EAGLE LAKE**  
**\*Expenditure Guideline**

Current Period: October 2024

Account Descr	2024 YTD Budget	October 2024 Amt	2024 YTD Amt	Enc Current	2024 YTD Balance	% of YTD Budget
FUND 207 EDA REVOLVING LOAN FUND	\$1,206.00	\$0.00	\$10,951.79	\$0.00	-\$9,745.79	908.11%
FUND 208 ACCOUNT TO CLOSE FOR PARKWAY						
E 208-00000-430 Miscellaneous (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 208 ACCOUNT TO CLOSE FOR PA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 221 TAX INCREMENT DIST. 1-2 CEDAR						
E 221-00000-300 Professional Srvs (	\$1,054.00	\$0.00	\$868.81	\$0.00	\$185.19	82.43%
E 221-00000-352 Publications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 221-00000-442 Tax Increment Pay	\$94,592.00	\$53,453.39	\$53,453.39	\$0.00	\$41,138.61	56.51%
E 221-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 221 TAX INCREMENT DIST. 1-2 CE	\$95,646.00	\$53,453.39	\$54,322.20	\$0.00	\$41,323.80	56.80%
FUND 222 TAX ABATEMENT-AUTUMN WIND						
E 222-00000-300 Professional Srvs (	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 222-00000-443 Tax Abatement Pay	\$35,904.00	\$0.00	\$35,904.00	\$0.00	\$0.00	100.00%
FUND 222 TAX ABATEMENT-AUTUMN WI	\$35,904.00	\$0.00	\$35,904.00	\$0.00	\$0.00	100.00%
FUND 223 TIF 3-1 704-708 PARKWAY AVE						
E 223-00000-430 Miscellaneous (GE	\$1,054.00	\$0.00	\$868.81	\$0.00	\$185.19	82.43%
E 223-00000-721 Transfer Out	\$0.00	\$0.00	\$44,560.00	\$0.00	-\$44,560.00	0.00%
FUND 223 TIF 3-1 704-708 PARKWAY AV	\$1,054.00	\$0.00	\$45,428.81	\$0.00	-\$44,374.81	4310.13%
FUND 224 TIF 3-2 FOX MEADOWS						
E 224-00000-300 Professional Srvs (	\$0.00	\$0.00	\$868.81	\$0.00	-\$868.81	0.00%
E 224-00000-442 Tax Increment Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 224 TIF 3-2 FOX MEADOWS	\$0.00	\$0.00	\$868.81	\$0.00	-\$868.81	0.00%
FUND 250 AMERICA RESCUE PLAN						
E 250-00000-210 Operating Supplies	\$0.00	\$0.00	\$80,289.33	\$0.00	-\$80,289.33	0.00%
E 250-00000-510 Capital Outlay-Actu	\$0.00	\$0.00	\$1,496.96	\$0.00	-\$1,496.96	0.00%
E 250-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 250 AMERICA RESCUE PLAN	\$0.00	\$0.00	\$81,786.29	\$0.00	-\$81,786.29	0.00%
FUND 255 PUBLIC SAETY AID						
E 255-00000-210 Operating Supplies	\$0.00	\$0.00	\$94,522.38	\$0.00	-\$94,522.38	0.00%
FUND 255 PUBLIC SAETY AID	\$0.00	\$0.00	\$94,522.38	\$0.00	-\$94,522.38	0.00%
FUND 326 PFA						
E 326-00000-300 Professional Srvs (	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 326-00000-601 Debt Srv Bond Prin	\$28,000.00	\$0.00	\$28,000.00	\$0.00	\$0.00	100.00%
E 326-00000-611 Bond Interest	\$3,418.00	\$0.00	\$3,417.44	\$0.00	\$0.56	99.98%
E 326-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 326 PFA	\$31,418.00	\$0.00	\$31,417.44	\$0.00	\$0.56	100.00%
FUND 330 2ND, LINDA, STORM 2017A CROSSO						

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**CITY OF EAGLE LAKE**  
**\*Expenditure Guideline**

Current Period: October 2024

Account Descr	2024 YTD Budget	October 2024 Amt	2024 YTD Amt	Enc Current	2024 YTD Balance	% of YTD Budget
E 330-00000-300 Professional Srvs (	\$435.00	\$0.00	\$1,045.00	\$0.00	-\$610.00	240.23%
E 330-00000-430 Miscellaneous (GE	\$495.00	\$0.00	\$300.00	\$0.00	\$195.00	60.61%
E 330-00000-601 Debt Srv Bond Prin	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$0.00	100.00%
E 330-00000-611 Bond Interest	\$8,130.00	\$0.00	\$7,485.00	\$0.00	\$645.00	92.07%
E 330-00000-730 Cost of Issuance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 330 2ND, LINDA, STORM 2017A CR</b>	<b>\$69,060.00</b>	<b>\$0.00</b>	<b>\$68,830.00</b>	<b>\$0.00</b>	<b>\$230.00</b>	<b>99.67%</b>
<b>FUND 331 CSAH 27/AGENCY ST 2021A</b>						
E 331-00000-300 Professional Srvs (	\$750.00	\$0.00	\$500.00	\$0.00	\$250.00	66.67%
E 331-00000-430 Miscellaneous (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 331-00000-601 Debt Srv Bond Prin	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	100.00%
E 331-00000-611 Bond Interest	\$18,390.00	\$0.00	\$13,760.00	\$0.00	\$4,630.00	74.82%
<b>FUND 331 CSAH 27/AGENCY ST 2021A</b>	<b>\$99,140.00</b>	<b>\$0.00</b>	<b>\$94,260.00</b>	<b>\$0.00</b>	<b>\$4,880.00</b>	<b>95.08%</b>
<b>FUND 332 FACILITIES 2021B</b>						
E 332-00000-300 Professional Srvs (	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 332-00000-430 Miscellaneous (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 332-00000-601 Debt Srv Bond Prin	\$162,000.00	\$0.00	\$162,000.00	\$0.00	\$0.00	100.00%
E 332-00000-611 Bond Interest	\$10,285.00	\$0.00	\$10,285.00	\$0.00	\$0.00	100.00%
<b>FUND 332 FACILITIES 2021B</b>	<b>\$172,285.00</b>	<b>\$0.00</b>	<b>\$172,285.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>100.00%</b>
<b>FUND 335 WATER TOWER REHAB 2023</b>						
E 335-00000-430 Miscellaneous (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 335-00000-601 Debt Srv Bond Prin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 335-00000-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 335 WATER TOWER REHAB 2023</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 431 AGENCY RECONSTRUCTION-CSAH 27</b>						
E 431-00000-300 Professional Srvs (	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 431-00000-430 Miscellaneous (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 431-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 431-00000-730 Cost of Issuance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 431 AGENCY RECONSTRUCTION-</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 435 WATER TOWER REHAB</b>						
E 435-00000-300 Professional Srvs (	\$0.00	\$0.00	\$168,742.00	\$0.00	-\$168,742.00	0.00%
E 435-00000-430 Miscellaneous (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 435 WATER TOWER REHAB</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$168,742.00</b>	<b>\$0.00</b>	<b>-\$168,742.00</b>	<b>0.00%</b>
<b>FUND 601 WATER FUND</b>						
E 601-00000-100 Wages and Salarie	\$127,328.00	\$4,204.10	\$96,742.77	\$0.00	\$30,585.23	75.98%
E 601-00000-121 PERA	\$9,550.00	\$315.31	\$7,242.29	\$0.00	\$2,307.71	75.84%
E 601-00000-122 FICA	\$7,894.00	\$235.70	\$5,454.94	\$0.00	\$2,439.06	69.10%
E 601-00000-123 Medicare	\$1,846.00	\$55.12	\$1,275.73	\$0.00	\$570.27	69.11%
E 601-00000-131 Employer Paid Heal	\$30,377.00	\$17.37	\$13,877.35	\$0.00	\$16,499.65	45.68%
E 601-00000-132 Employer Paid Heal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 601-00000-133 Employer Paid Den	\$2,399.00	\$0.00	\$814.98	\$0.00	\$1,584.02	33.97%

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**CITY OF EAGLE LAKE**  
**\*Expenditure Guideline**

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Current Period: October 2024

Account Descr	2024 YTD Budget	October 2024 Amt	2024 YTD Amt	Enc Current	2024 YTD Balance	% of YTD Budget
E 601-00000-142 Unemployment Ben	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 601-00000-151 Work Comp Premiu	\$11,299.00	\$0.00	\$8,034.50	\$0.00	\$3,264.50	71.11%
E 601-00000-190 Pension Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 601-00000-210 Operating Supplies	\$55,000.00	\$5,726.81	\$35,506.59	\$0.00	\$19,493.41	64.56%
E 601-00000-212 Fuel	\$1,000.00	\$87.00	\$328.06	\$0.00	\$671.94	32.81%
E 601-00000-220 Repair/Maint (GEN	\$22,000.00	\$271.99	\$2,412.12	\$0.00	\$19,587.88	10.96%
E 601-00000-300 Professional Srvs (	\$30,000.00	\$2,839.89	\$77,786.64	\$0.00	-\$47,786.64	259.29%
E 601-00000-320 Communications (	\$4,000.00	\$305.43	\$7,959.23	\$0.00	-\$3,959.23	198.98%
E 601-00000-362 Property & Liability	\$12,452.00	\$0.00	\$9,117.50	\$0.00	\$3,334.50	73.22%
E 601-00000-381 Electric Utilities	\$23,000.00	\$1,236.91	\$14,819.90	\$0.00	\$8,180.10	64.43%
E 601-00000-383 Gas Utility	\$2,500.00	\$32.36	\$1,325.12	\$0.00	\$1,174.88	53.00%
E 601-00000-420 Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 601-00000-430 Miscellaneous (GE	\$0.00	\$0.00	\$110.00	\$0.00	-\$110.00	0.00%
E 601-00000-433 Dues and Subscript	\$500.00	\$0.00	\$410.00	\$0.00	\$90.00	82.00%
E 601-00000-437 Clothing Allowance	\$750.00	\$44.78	\$700.62	\$0.00	\$49.38	93.42%
E 601-00000-438 Meeting & Educatio	\$2,500.00	\$0.00	\$1,437.96	\$0.00	\$1,062.04	57.52%
E 601-00000-439 Refund & Reimburs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 601-00000-441 State Sales Tax	\$0.00	\$257.00	\$2,689.00	\$0.00	-\$2,689.00	0.00%
E 601-00000-444 County Sales Tax	\$150.00	\$29.00	\$264.00	\$0.00	-\$114.00	176.00%
E 601-00000-499 Amortization Expen	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 601-00000-510 Capital Outlay-Actu	\$11,000.00	\$16,329.64	\$23,174.95	\$0.00	-\$12,174.95	210.68%
E 601-00000-550 Capital Outlay - Set	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
E 601-00000-601 Debt Srv Bond Prin	\$0.00	\$0.00	\$39,000.00	\$0.00	-\$39,000.00	0.00%
E 601-00000-611 Bond Interest	\$0.00	\$0.00	\$16,593.75	\$0.00	-\$16,593.75	0.00%
E 601-00000-721 Transfer Out	\$176,849.00	\$0.00	-\$0.01	\$0.00	\$176,849.01	0.00%
<b>FUND 601 WATER FUND</b>	<b>\$542,394.00</b>	<b>\$31,988.41</b>	<b>\$367,077.99</b>	<b>\$0.00</b>	<b>\$175,316.01</b>	<b>67.68%</b>
<b>FUND 602 SEWER FUND</b>						
E 602-00000-100 Wages and Salarie	\$127,328.00	\$4,203.37	\$96,737.62	\$0.00	\$30,590.38	75.98%
E 602-00000-121 PERA	\$9,550.00	\$315.26	\$7,241.75	\$0.00	\$2,308.25	75.83%
E 602-00000-122 FICA	\$7,894.00	\$235.67	\$5,454.70	\$0.00	\$2,439.30	69.10%
E 602-00000-123 Medicare	\$1,846.00	\$55.12	\$1,275.70	\$0.00	\$570.30	69.11%
E 602-00000-131 Employer Paid Heal	\$30,377.00	\$17.37	\$13,877.31	\$0.00	\$16,499.69	45.68%
E 602-00000-132 Employer Paid Heal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-00000-133 Employer Paid Den	\$2,399.00	\$0.00	\$814.89	\$0.00	\$1,584.11	33.97%
E 602-00000-151 Work Comp Premiu	\$11,299.00	\$0.00	\$8,034.50	\$0.00	\$3,264.50	71.11%
E 602-00000-190 Pension Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-00000-210 Operating Supplies	\$7,000.00	\$365.99	\$4,302.19	\$0.00	\$2,697.81	61.46%
E 602-00000-212 Fuel	\$1,000.00	\$0.00	\$105.94	\$0.00	\$894.06	10.59%
E 602-00000-220 Repair/Maint (GEN	\$18,000.00	\$271.99	\$3,867.50	\$0.00	\$14,132.50	21.49%
E 602-00000-300 Professional Srvs (	\$35,000.00	\$0.00	\$30,984.31	\$0.00	\$4,015.69	88.53%
E 602-00000-320 Communications (	\$4,000.00	\$45.53	\$2,945.54	\$0.00	\$1,054.46	73.64%
E 602-00000-362 Property & Liability	\$12,452.00	\$0.00	\$9,117.50	\$0.00	\$3,334.50	73.22%
E 602-00000-381 Electric Utilities	\$12,000.00	\$922.08	\$7,667.11	\$0.00	\$4,332.89	63.89%
E 602-00000-383 Gas Utility	\$2,000.00	\$9.36	\$880.66	\$0.00	\$1,119.34	44.03%
E 602-00000-385 Mankato User Char	\$218,324.00	\$0.00	\$160,224.50	\$0.00	\$58,099.50	73.39%
E 602-00000-420 Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-00000-430 Miscellaneous (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-00000-433 Dues and Subscript	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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**CITY OF EAGLE LAKE**  
**\*Expenditure Guideline**

Current Period: October 2024

Account Descr	2024 YTD Budget	October 2024 Amt	2024 YTD Amt	Enc Current	2024 YTD Balance	% of YTD Budget
E 602-00000-437 Clothing Allowance	\$750.00	\$44.78	\$700.62	\$0.00	\$49.38	93.42%
E 602-00000-438 Meeting & Educatio	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
E 602-00000-439 Refund & Reimburs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-00000-510 Capital Outlay-Actu	\$11,000.00	\$0.00	\$153.00	\$0.00	\$10,847.00	1.39%
E 602-00000-550 Capital Outlay - Set	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
E 602-00000-721 Transfer Out	\$50,000.00	\$0.00	\$0.11	\$0.00	\$49,999.89	0.00%
<b>FUND 602 SEWER FUND</b>	<b>\$574,719.00</b>	<b>\$6,486.52</b>	<b>\$354,385.45</b>	<b>\$0.00</b>	<b>\$220,333.55</b>	<b>61.66%</b>
	<b>\$4,285,690.00</b>	<b>\$126,401.94</b>	<b>\$3,574,811.84</b>	<b>\$0.00</b>	<b>\$710,878.16</b>	<b>83.41%</b>

FILTER: None

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**CITY OF EAGLE LAKE**  
**\*Revenue Guideline**

Current Period: October 2024

Account Descr	2024 YTD Budget	October 2024 Amt	2024 YTD Amt	YTD Balance	% of YTD Budget
<b>FUND 101 GENERAL</b>					
R 101-31000 Property Taxes	\$945,045.00	\$0.00	\$485,455.95	\$459,589.05	51.37%
R 101-32100 Business Licenses	\$3,000.00	\$0.00	\$5,000.00	-\$2,000.00	166.67%
R 101-32210 Building Permits	\$75,000.00	\$559.06	\$55,365.87	\$19,634.13	73.82%
R 101-32211 Surcharge - Flat Fee	\$100.00	\$4.00	\$107.00	-\$7.00	107.00%
R 101-32212 Surcharge - Value	\$1,500.00	\$5.00	\$2,258.00	-\$758.00	150.53%
R 101-32213 Surcharge - Plumbing	\$75.00	\$0.00	\$7.00	\$68.00	9.33%
R 101-32214 Surcharge - Mechanical	\$75.00	\$0.00	\$8.00	\$67.00	10.67%
R 101-32215 Surcharge - Other	\$10.00	\$0.00	\$1.00	\$9.00	10.00%
R 101-32220 Zoning Permit	\$1,150.00	\$80.00	\$1,480.00	-\$330.00	128.70%
R 101-32221 Rental Inspection	\$1,000.00	\$0.00	\$1,763.35	-\$763.35	176.34%
R 101-32240 Animal Permits & Licen	\$1,500.00	\$30.00	\$1,229.00	\$271.00	81.93%
R 101-32260 Refunds and Reimburs	\$35,000.00	\$12,845.62	\$33,419.49	\$1,580.51	95.48%
R 101-33000 Intergovernmental Reve	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-33100 Federal Grants and Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-33400 State Grants and Aids	\$25,000.00	\$0.00	\$8,038.07	\$16,961.93	32.15%
R 101-33401 Local Government Aid	\$749,370.00	\$0.00	\$410,254.00	\$339,116.00	54.75%
R 101-33405 PERA Rate Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-33418 MN Police Relief Paym	\$28,353.00	\$0.00	\$20,019.72	\$8,333.28	70.61%
R 101-33419 MN Fire Relief Payment	\$23,582.00	\$0.00	\$68,619.95	-\$45,037.95	290.98%
R 101-33428 Payment in Leau of Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-34107 Adminstrative Service F	\$4,000.00	\$150.00	\$3,455.00	\$545.00	86.38%
R 101-34110 Planning & Zoning Fees	\$1,000.00	\$0.00	\$614.00	\$386.00	61.40%
R 101-34403 Refuse Collection Char	\$0.00	\$0.00	\$105.00	-\$105.00	0.00%
R 101-34404 Recycling Collection Ch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-35000 Fines and Fees	\$3,500.00	\$0.00	\$1,191.98	\$2,308.02	34.06%
R 101-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-36101 Indust. Park - N. Lift Sta	\$1,926.00	\$0.00	\$0.00	\$1,926.00	0.00%
R 101-36102 Greenfield Assessment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-36103 Joan Lane Special Asse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-36104 Lakeview Watermain 13	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-36106 Sparrowhawk Sp. Assm	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-36200 Miscellaneous Revenue	\$100.00	\$0.00	\$510.00	-\$410.00	510.00%
R 101-36210 Interest Earnings	\$50,000.00	\$0.00	\$145,053.77	-\$95,053.77	290.11%
R 101-36230 Contributions - General	\$7,500.00	\$0.00	\$4,040.25	\$3,459.75	53.87%
R 101-36231 Contributions - Park	\$5,000.00	\$0.00	\$18,016.44	-\$13,016.44	360.33%
R 101-36232 Contributions - Fire Dep	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
R 101-36233 Police - Seizure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-36240 Fire Call Revenue	\$2,000.00	\$0.00	\$3,830.00	-\$1,830.00	191.50%
R 101-36241 Fire Contract Payment	\$62,662.00	\$0.00	\$31,330.62	\$31,331.38	50.00%
R 101-38020 Rental Revenue	\$500.00	\$25.00	\$780.00	-\$280.00	156.00%
R 101-38021 Wireless Internet Rental	\$19,000.00	\$1,690.34	\$16,737.70	\$2,262.30	88.09%
R 101-38022 Contract For Deed	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-38050 Cable TV Franchise Fe	\$17,500.00	\$3,792.95	\$12,485.81	\$5,014.19	71.35%
R 101-38051 Electric Franchise Fee	\$9,500.00	\$0.00	\$6,223.08	\$3,276.92	65.51%
R 101-38052 Gas Franchise Fee	\$9,300.00	\$0.00	\$5,789.20	\$3,510.80	62.25%
R 101-38053 Solar Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-38054 Small Cities Street Mon	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-38200 Park Dedication	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-38201 Eagle Heights Trail Dedi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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**CITY OF EAGLE LAKE**  
**\*Revenue Guideline**

Current Period: October 2024

Account Descr	2024 YTD Budget	October 2024 Amt	2024 YTD Amt	YTD Balance	% of YTD Budget
R 101-38400 Internal Service Fund R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-39101 Sale of Equipment-Mate	\$0.00	\$0.00	\$6,522.50	-\$6,522.50	0.00%
R 101-39102 Issuance of Capital Lea	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-39203 Transfer from Other Fu	\$44,560.00	\$0.00	\$44,560.00	\$0.00	100.00%
R 101-39400 Escrow Funds Received	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 101 GENERAL</b>	<b>\$2,147,808.00</b>	<b>\$19,181.97</b>	<b>\$1,394,271.75</b>	<b>\$753,536.25</b>	<b>64.92%</b>
<b>FUND 201 STORM WATER DRAINAGE</b>					
R 201-32219 SWPPP Review	\$2,000.00	\$0.00	\$800.00	\$1,200.00	40.00%
R 201-32260 Refunds and Reimburs	\$1,050.00	\$0.00	\$0.00	\$1,050.00	0.00%
R 201-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 201-37100 Sales for Services	\$64,803.00	\$6,804.81	\$64,703.29	\$99.71	99.85%
R 201-39101 Sale of Equipment-Mate	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 201-39203 Transfer from Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 201 STORM WATER DRAINAGE</b>	<b>\$67,853.00</b>	<b>\$6,804.81</b>	<b>\$65,503.29</b>	<b>\$2,349.71</b>	<b>96.54%</b>
<b>FUND 202 RECYCLING UTILITY</b>					
R 202-34404 Recycling Collection Ch	\$63,000.00	\$5,704.56	\$54,848.03	\$8,151.97	87.06%
<b>FUND 202 RECYCLING UTILITY</b>	<b>\$63,000.00</b>	<b>\$5,704.56</b>	<b>\$54,848.03</b>	<b>\$8,151.97</b>	<b>87.06%</b>
<b>FUND 203 REFUSE UTILITY</b>					
R 203-34403 Refuse Collection Char	\$181,000.00	\$18,703.16	\$180,243.46	\$756.54	99.58%
<b>FUND 203 REFUSE UTILITY</b>	<b>\$181,000.00</b>	<b>\$18,703.16</b>	<b>\$180,243.46</b>	<b>\$756.54</b>	<b>99.58%</b>
<b>FUND 206 ECONOMIC DEVELOPMENT AUTHORITY</b>					
R 206-31000 Property Taxes	\$15,000.00	\$0.00	\$30,350.18	-\$15,350.18	202.33%
R 206-36200 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 206-36210 Interest Earnings	\$1,000.00	\$0.00	\$7,885.94	-\$6,885.94	788.59%
R 206-39101 Sale of Equipment-Mate	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 206-39201 Transfer from General F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 206-39203 Transfer from Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 206 ECONOMIC DEVELOPMENT A</b>	<b>\$16,000.00</b>	<b>\$0.00</b>	<b>\$38,236.12</b>	<b>-\$22,236.12</b>	<b>238.98%</b>
<b>FUND 207 EDA REVOLVING LOAN FUND</b>					
R 207-34900 Fromm EDA Loan 2013	\$0.00	\$0.00	\$1,329.26	-\$1,329.26	0.00%
R 207-34901 Fromm EDA Loan 2013	\$0.00	\$0.00	\$1,067.81	-\$1,067.81	0.00%
R 207-34902 Loan Repayment-Miller	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 207-34920 Blue Earth County Loan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 207-36210 Interest Earnings	\$0.00	\$0.00	\$670.74	-\$670.74	0.00%
R 207-36211 EDA Loan Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 207-39203 Transfer from Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 207 EDA REVOLVING LOAN FUND</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,067.81</b>	<b>-\$3,067.81</b>	<b>0.00%</b>
<b>FUND 208 ACCOUNT TO CLOSE FOR PARKWAY</b>					
R 208-36200 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**CITY OF EAGLE LAKE**  
**\*Revenue Guideline**

Current Period: October 2024

Account Descr	2024 YTD Budget	October 2024 Amt	2024 YTD Amt	YTD Balance	% of YTD Budget
FUND 208 ACCOUNT TO CLOSE FOR PA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 210 SMALL CITIES GRANT FUND					
R 210-32260 Refunds and Reimburs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 210-36210 Interest Earnings	\$0.00	\$0.00	\$61.55	-\$61.55	0.00%
FUND 210 SMALL CITIES GRANT FUND	\$0.00	\$0.00	\$61.55	-\$61.55	0.00%
FUND 221 TAX INCREMENT DIST. 1-2 CEDAR					
R 221-31050 Tax Increments	\$96,586.00	\$0.00	\$56,266.73	\$40,319.27	58.26%
FUND 221 TAX INCREMENT DIST. 1-2 CE	\$96,586.00	\$0.00	\$56,266.73	\$40,319.27	58.26%
FUND 222 TAX ABATEMENT-AUTUMN WIND					
R 222-31051 Property Tax - Tax Abat	\$35,904.00	\$0.00	\$0.00	\$35,904.00	0.00%
FUND 222 TAX ABATEMENT-AUTUMN WI	\$35,904.00	\$0.00	\$0.00	\$35,904.00	0.00%
FUND 223 TIF 3-1 704-708 PARKWAY AVE					
R 223-31050 Tax Increments	\$11,787.00	\$0.00	\$6,371.63	\$5,415.37	54.06%
R 223-36200 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 223-39203 Transfer from Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 223 TIF 3-1 704-708 PARKWAY AV	\$11,787.00	\$0.00	\$6,371.63	\$5,415.37	54.06%
FUND 224 TIF 3-2 FOX MEADOWS					
R 224-31050 Tax Increments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 224 TIF 3-2 FOX MEADOWS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 250 AMERICA RESCUE PLAN					
R 250-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 250 AMERICA RESCUE PLAN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 255 PUBLIC SAETY AID					
R 255-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 255 PUBLIC SAETY AID	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 310 RETIRED-CATE STREET					
R 310-31000 Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 310-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 310 RETIRED-CATE STREET	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 311 RETIRED-CITY FACILITIES					
R 311-31000 Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 311-39203 Transfer from Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 311 RETIRED-CITY FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 326 PFA					
R 326-31000 Property Taxes	\$0.00	\$0.00	\$537.33	-\$537.33	0.00%

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**CITY OF EAGLE LAKE**  
**\*Revenue Guideline**

Current Period: October 2024

Account Descr	2024 YTD Budget	October 2024 Amt	2024 YTD Amt	YTD Balance	% of YTD Budget
R 326-36100 Special Assessments	\$0.00	\$0.00	\$7,485.26	-\$7,485.26	0.00%
R 326-36200 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 326-39203 Transfer from Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 326 PFA</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,022.59</b>	<b>-\$8,022.59</b>	<b>0.00%</b>
<b>FUND 327 RETIRED-LINDA DR EXTENSION</b>					
R 327-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 327 RETIRED-LINDA DR EXTENSI</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 328 RETIRED STORM SEWER IMPROV2010</b>					
R 328-31000 Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 328 RETIRED STORM SEWER IMP</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 329 RETIRED-JOAN LANE REFUND 2021B</b>					
R 329-31000 Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 329-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 329 RETIRED-JOAN LANE REFUN</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 330 2ND, LINDA, STORM 2017A CROSSO</b>					
R 330-31000 Property Taxes	\$50,599.00	\$0.00	\$57,249.29	-\$6,650.29	113.14%
R 330-36100 Special Assessments	\$17,531.00	\$0.00	\$1,668.42	\$15,862.58	9.52%
R 330-39203 Transfer from Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 330-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 330 2ND, LINDA, STORM 2017A CR</b>	<b>\$68,130.00</b>	<b>\$0.00</b>	<b>\$58,917.71</b>	<b>\$9,212.29</b>	<b>86.48%</b>
<b>FUND 331 CSAH 27/AGENCY ST 2021A</b>					
R 331-31000 Property Taxes	\$9,283.00	\$0.00	\$10,503.08	-\$1,220.08	113.14%
R 331-36100 Special Assessments	\$39,706.00	\$0.00	\$46,265.07	-\$6,559.07	116.52%
R 331-39203 Transfer from Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 331-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 331 CSAH 27/AGENCY ST 2021A</b>	<b>\$48,989.00</b>	<b>\$0.00</b>	<b>\$56,768.15</b>	<b>-\$7,779.15</b>	<b>115.88%</b>
<b>FUND 332 FACILITIES 2021B</b>					
R 332-31000 Property Taxes	\$73,176.00	\$0.00	\$0.00	\$73,176.00	0.00%
R 332-36100 Special Assessments	\$0.00	\$0.00	\$177.40	-\$177.40	0.00%
R 332-39203 Transfer from Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 332-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 332 FACILITIES 2021B</b>	<b>\$73,176.00</b>	<b>\$0.00</b>	<b>\$177.40</b>	<b>\$72,998.60</b>	<b>0.24%</b>
<b>FUND 335 WATER TOWER REHAB 2023</b>					
R 335-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 335 WATER TOWER REHAB 2023</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 431 AGENCY RECONSTRUCTION-CSAH 27</b>					
R 431-39201 Transfer from General F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 431-39203 Transfer from Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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**CITY OF EAGLE LAKE**  
**\*Revenue Guideline**

Current Period: October 2024

Account Descr	2024 YTD Budget	October 2024 Amt	2024 YTD Amt	YTD Balance	% of YTD Budget
R 431-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 431 AGENCY RECONSTRUCTION-</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 435 WATER TOWER REHAB</b>					
R 435-39203 Transfer from Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 435-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 435 WATER TOWER REHAB</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 601 WATER FUND</b>					
R 601-31300 State Sales and Use Ta	\$550.00	\$0.00	\$817.56	-\$267.56	148.65%
R 601-31301 County Sales and Use	\$40.00	\$0.00	\$59.45	-\$19.45	148.63%
R 601-33405 PERA Rate Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 601-34407 Area Charges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 601-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 601-36200 Miscellaneous Revenue	\$500.00	\$0.00	\$548.00	-\$48.00	109.60%
R 601-37100 Sales for Services	\$459,175.00	\$46,816.25	\$386,087.23	\$73,087.77	84.08%
R 601-37110 Water Meter Sales	\$10,000.00	\$0.00	\$11,786.50	-\$1,786.50	117.87%
R 601-37170 Hook Up Fee	\$6,600.00	\$0.00	\$6,000.00	\$600.00	90.91%
R 601-39101 Sale of Equipment-Mate	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 601-39203 Transfer from Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 601-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 601 WATER FUND</b>	<b>\$476,865.00</b>	<b>\$46,816.25</b>	<b>\$405,298.74</b>	<b>\$71,566.26</b>	<b>84.99%</b>
<b>FUND 602 SEWER FUND</b>					
R 602-32260 Refunds and Reimburs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-33405 PERA Rate Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-34407 Area Charges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-36200 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-37100 Sales for Services	\$535,600.00	\$44,484.87	\$444,542.87	\$91,057.13	83.00%
R 602-37170 Hook Up Fee	\$5,200.00	\$0.00	\$4,800.00	\$400.00	92.31%
R 602-37255 I & I Penalty	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-37260 Late Fees	\$8,000.00	\$17.50	\$7,766.60	\$233.40	97.08%
R 602-39101 Sale of Equipment-Mate	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 602 SEWER FUND</b>	<b>\$548,800.00</b>	<b>\$44,502.37</b>	<b>\$457,109.47</b>	<b>\$91,690.53</b>	<b>83.29%</b>
	<b>\$3,835,898.00</b>	<b>\$141,713.12</b>	<b>\$2,785,164.43</b>	<b>\$1,050,733.57</b>	<b>72.61%</b>

FILTER: None

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