

**CITY OF EAGLE LAKE**  
**December 4, 2023**  
**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 November 6 and November 20, 2023 Pg. 3

**CONSENT AGENDA**

1. Monthly Bills	Pg. 12	2. Treasurer's Report	Pg.
3. Police Report	Pg.	4. Fire Report	Pg. 50
5. Public Works Report	Pg. 52	6. Building and Zoning Permits	Pg. 53
7. Gambling Report	Pg.	8. Res. 2023-46 Write-In Vote Count	Pg. 54
9. Res. 2023-47 Designate Polling Place	Pg. 55	10. Res. 2023-48 Park Donation	Pg. 56
11. Res. 2023-49 Council Appointments for 2024	Pg. 57	12.	Pg.
13.	Pg.	14.	Pg.

## **PUBLIC HEARING**

1. Truth-In-Taxation Hearing for Final Property Tax Levy Collectible in 2024 Pg. 58

## **SCHEDULED GUESTS/PRESENTATIONS**

1. Introduction of Blue Earth County Sheriff's Office Lieutenant Appointed to Eagle Lake Pg. 82

## **OLD BUSINESS**

## **NEW BUSINESS**

1. Resolution Adopting Final Tax Levy Collectible in 2024 Pg. 83
2. Recommendation to Promote Mike Nicklay to Public Works Supervisor Pg. 86
3. Earned Sick and Safe Time Policy Pg. 91
4. Employee Request Received Related to Vacation Accrual Rate Pg. 99
5. Planning Commission Recommendation for Chapter 6 Amendments Pg.103

## **OTHER**

1. Letter from City Attorney Regarding Court of Appeals Ruling and MMS
2. Veterans Memorial (Mayor Norton and Council Member Whittington)

## **CITY ADMINISTRATOR REPORT**

Pg.124

1. Recap of Senate Capital Investment Committee Tour for Water Improvements Project
2. YTD Revenue and Expenditure Report
3. Upcoming Holiday Open House at City Hall: 12/18 from 10:00 a.m.-12:00 p.m.
4. GOGov App for Eagle Lake
5. Upcoming Special City Council Work Session: 12/7 at 3:00 p.m.

## **COUNCIL MEMBER REPORTS**

## **ANNOUNCEMENTS**

- Upcoming Regular **City Council** Meeting – January 8, 2024 at 6:00 PM, City Hall – Council Chambers, 705 Parkway Avenue
- Next Regular **EDA** Meeting – December 28, 2023 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Park Board** Meeting – December 14, 2023 at 6:45 AM, City Hall-Council Chambers, 705 Parkway Ave
- Next Regular **Planning Commission** Meeting – December 18, 2023 at 6:00 PM, City Hall-Council Chambers, 705 Parkway Ave

## **ADJOURNMENT**

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

**CALL TO ORDER**

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

**ROLL CALL**

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

**PUBLIC COMMENTS**

- None

**APPROVAL OF THE AGENDA**

- Council Member White moved, seconded by Council Member Rohrich, to approve the agenda.
- Administrator Bromeland requested to add repair pricing for the #4311 fire vehicle to the agenda.
- Council Member White moved to amend the motion, seconded by Council Member Rohrich, to include the repair pricing for the fire department vehicle under New Business. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

**APPROVAL OF MEETING MINUTES**

- Council Member Steinberg moved, seconded by Council Member Rohrich, to approve the October 2, 2023 City Council minutes. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

**CONSENT AGENDA**

- Mayor Norton brought to the Council's attention the resolution appointing Ben Metcalfe to the Fire Department Reserve Roster.
- Council Member Rohrich moved, seconded by Council Member Steinberg, to approve the consent agenda.

Monthly Bills	Treasurer's Report	Police Report
Fire Report	Public Works Report	Building & Zoning Permits
Gambling Report	Liquor License Approval for 2024	
Res. 2023-42 Accept Park Donations		
Res. 2023-43 Resignation of John Kopp		
Res. 2023-44 Resignation of Matt Trainor from Day Time Rescue		
Pitney Bowes Postage Meter Upgrade		

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

## **PUBLIC HEARING**

1. Ordinance Repealing and Replacing Chapter 3, Section 3.010 Subpart 4, Chapter 4, Section 4.200, and Chapter 10, Section 10.020 of Eagle Lake City Code
  - Administrator Bromeland explained that the draft ordinance before Council was drafted by legal counsel and would repeal and replace the Chapters 3.010 Subpart 4, Chapter 4.200, and Chapter 10.020 of Eagle Lake City code related to police protection, duties of city officers, and law enforcement duties. If the City Council wishes to move forward with a contract for law enforcement coverage with Blue Earth County Sheriff's Office then this public hearing is needed. If the Council would like to authorize publishing a summary of the ordinance, a four-fifths vote is needed.
  - City Attorney Christopher Kennedy explained that the suggested updates to City Code will conform to what they City is wanting to do and will allow for more options in the future, both by contracting police coverage or having a City run police department.
  - The public hearing was opened with no comments offered.
  - Council Member Steinberg moved, seconded by Council Member White, to close the public hearing. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

## **PRESENTATIONS**

1. Recap of October Law Enforcement Services with Blue Earth County Sheriff's Office: Sheriff Jeff Wersal and Chief Deputy Jeremy Brennan
  - Chief Deputy Jeremy Brennan stated that several deputies have worked traffic enforcement details in Eagle Lake concentrating on areas of concern. Several vehicles were stopped for traffic violations resulting in traffic citations and warnings. One party was arrested for Driving Under the Influence of Alcohol.
  - Lt. Mohr visited the fall clean up event and noted no traffic issues.
  - Deputies have been around the school during drop off and pickup times and things seemed to be working well. They patrolled the area looking for traffic violations to make sure kids were safe.
  - Deputies Dobie, Lund and Blakesley attended the Fun Run at the school as well as visited Little Sprouts Preschool and handed out stickers and let the kids tour the squads.
  - Deputy Madson attended the Eagle Lake Fire Department's Fire Prevention event at the Fire Department showing the squad and handing out stickers to kids.
  - Deputy Bauman and Chief Deputy Brennan attended the Halloween Community event at Epiphany Lutheran Church and participated in some of the activities, handed out treats and had some good conversations with kids and parents.
2. Update on Left Turn Lane Closure (Eastbound US 14 to Northbound CR 17): Scott Thompson, Traffic Engineer with MnDOT
  - MnDOT engineer Scott Thompson explained that he had previously shared with the City Council the observed crash pattern with eastbound left turning Highway 14 traffic to go northbound on County Road 17 in which left turning vehicles are failing to yield which results in crashes. In 2016 the J-turn was developed.
  - In 2020 two crash trends were observed, that of rear-end crashes and eastbound left turn crashes. Due to these trends sign clutter was removed in 2020. In January of 2022 an LED stop sign was installed.
  - Since 2016 nine eastbound left turn crashes have occurred, one of which was a fatality. Three were minor injury crashes, three possible injury crashes and two property damage only crashes. There were also four westbound left turn crashes, one of which was a minor injury crash and three property damage only crashes.
  - Mr. Thompson stated MnDOT will maintain and monitor the westbound left turn lane and close the eastbound left turn lane. They will release a press release approximately two weeks prior. Eastbound

motorists will be guided to the median U-turn and the turn lane will be closed with tubular markers. If needed, the tubular markers could be removed within three days.

- The use of the U-turn will encourage slower speeds and site lines would be improved due to higher elevation.
- The City Council expressed the need to make sure the tubular markers will be placed close enough to ensure drivers will not be able to access the closed section.
- The City Council asked about how this change will impact the Corridor study in which Eagle Lake, Blue Earth County, MnDOT and MAPO have agreed to partner. Mr. Thompson stated the study will still happen and that this change is to address a safety issue. Council Member Rohrich stated she likes this option and expressed her opinion that this change is a band-aid for a larger problem. She also stated that drivers need to take ownership for their driving and that the driving culture needs to change.
- Mayor Norton expressed concern that Eagle Lake needs to maintain highway access, especially as a growing community. She stated she is concerned that this change will show it is safer to not have highway access.
- Mr. Thompson explained that acceleration lanes when they were present resulted in serious and fatal accidents. Acceleration lanes are not a safety issue. County Road 56 crash history since the J-turn was installed has resulted in 8 crashes, four of which were rear ends accidents and two T-bone. Only one crash resulted in a possible injury.
- Council Members White and Rohrich stated they feel this change is a good thing to do at this time.

### 3. Fire Department Repairs, 2020 Fire Truck

- Assistant Fire Chief Trent Talle, 414 Thomas Drive, explained that the 2020 fire truck which was purchased from Custom Fire has had a bouncing issue between 2<sup>nd</sup> and 3<sup>rd</sup> gear since it was purchased. Mr. Talle also stated that the fire department has been working with Freightliner and Custom Fire since the purchase trying to fix the issue. An estimate was received today from Freightliner in the amount of \$4,152.71 to attempt to correct this issue but it is not a guaranteed fix.
- Mr. Talle went on to state that the repair could be delayed allowing for more due diligence to learn if a reimbursement could happen. He also stated this issue is a safety concern depending on the driver's experience.
- Attorney Chris Kennedy stated that if an attorney were involved with this issue a delay in repairs could happen and that the legal system for civil matters is not a quick process.
- Council discussion included verifying the issues with the vehicle have occurred since the vehicle was delivered and that the fire department has been working to remedy the issue since that time. Mr. Talle did confirm both items. He also stated that Custom Fire has not come to the table to remedy this issue and that Freightliner's engineers could re-engineer the truck but Custom Fires' engineers have already signed off on the vehicle.
- Council Member Steinberg moved, seconded by Council Member White, to accept Freightliner's quote of \$4,152.71 to repair the 2020 fire truck. The motion carried with Council Members Steinberg, Rohrich, White, Whittington and Mayor Norton voting in favor.

### 4. Mankato Area Planning Organization – ADA Transition Plan Update and Overview of Eagle Lake Infrastructure Inventory: Brit Berner, Senior Transportation Planner with Stonebrook Engineering, Inc.

- Brit Berner, Senior Transportation Planner with Stonebrook Engineering, Inc. presented information for the updated 2023 ADA's curb ramp and sidewalk infrastructure.
- Since the 2017 report Eagle Lake has completed 1% of sidewalk compliance work and has not addressed curb ramps and crosswalks. Ms. Berner stated that the City should address these compliance areas as projects take place.



- Council discussion included that new developments are brought into compliance as the development is constructed.
  - Ms. Berner stated no complaints or grievances have been received relating to ADA compliance.
5. Introduction of New Community Forestry Member with Climate Impact Corps
- Administrator Bromeland introduced Nathan Hyde who is serving the City of Eagle Lake as a Community Forestry Member through the Climate Impact Corps. Nathan is an environmental science student at Minnesota State University, Mankato, and has a background in ecology and conservation. Nathan spent two summers saving ash trees from Emerald Ash Borer via injections and is looking forward to assisting residents with any tree related questions.
  - Administrator Bromeland explained that the Community Forestry Initiative places members at local agencies that have a mission to preserve and protect our environment. By preserving and increasing tree canopy, Community Forestry Members like Nathan create a positive impact on our planet and well-being of the community.

### OLD BUSINESS

- None

### NEW BUSINESS

1. Adoption of Ordinance Repealing and Replacing Chapter 3, Section 3.010 Subpart 4, Chapter 4, Section 4.200, and Chapter 10, Section 10.020 of Eagle Lake City Code
  - Mayor Norton stated the City's attorney has reviewed the proposed ordinance changes.
  - Council Member Steinberg moved, seconded by Council Member White, to adopt the ordinance changes as presented. A roll call vote was taken and the motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
2. Memorandum of Understanding with BECSO for Law Enforcement Services Prior to the New January 1, 2024 Agreement Take Effect
  - Administrator Bromeland explained that before the City Council is a proposed Memorandum of Understanding (MOU) with the Blue Earth County Sheriff's Office (BECSO) for law enforcement services needed prior to the January 1, 2024 agreement taking effect. As per the MOU, the BECSO agrees to provide an average of 8 hours of patrol time per day with 4 hours occurring between 7:00 p.m. and 1:00 a.m. As compensation for services provided prior to January 1, 2024, the City would agree to exchange Eagle Lake Police Department equipment including the City's fully equipped 2020 and 2021 squads, portable radios, and Toughbook tablets.
  - Chief Deputy Brennan explained that purchasing new equipment is difficult at this time stating that the BECSO purchased vehicles several months ago with a delivery date of March or April of next year. He explained that by providing 56 hours a week of coverage for Eagle Lake for the remainder of 2023 for the trade of equipment would be a wash in terms of value.
  - Lieutenant Martin with BECSO explained that 2024 Fords for police use cannot be ordered, that Dodge has a six-month delivery period, and Chevy is one year out. Mobile radios are 1 year out, and portable radios are 6 months out.
  - Council Member Steinberg moved, seconded by Council Member White, to authorize Administrator Bromeland to sign the Memorandum of Understanding with Blue Earth County Sheriff's Office. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

3. Sale of Eagle Lake Police Department Firearms

- Administrator Bromeland explained that three quotes were received for the purchase of the Eagle Lake Police Department firearms. The firearm inventory consists of 7 handguns, 4 shotguns, and 2 rifles. The highest offer received is from Stock & Barrell Gun Club in the amount of \$3,600. The next highest offer is from Ahlman's Gun Shop in the amount of \$3,535, while the lowest offer is from Last Man Arms in the amount of \$2,525.
- Also explained was that City staff will coordinate the pickup of the firearms with the dealer whose offer is accepted, and that City staff will request a detailed receipt with serial numbers and a copy of the dealer's Federal Firearms License for the City's records.
- Council Member Steinberg moved, seconded by Council Member Rohrich, to accept the offer from Stock & Barrell in the amount of \$3,600 for the sale of the Police Department's firearms inventory. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

4. Proposals for Carpet Cleaning at City Hall

- Administrator Bromeland explained that two proposals were obtained to clean the carpet at City Hall. The scope of work includes the Police Department, front office, and Council Chambers. The lowest proposal obtained is from Fresh Start in the amount of \$475, while the other proposal is from Vanderberg Cleaning in the amount of \$741.20. The cleaning of carpet at City Hall was prompted because of the need for the Police Department carpet to be cleaned prior to the Sheriff's Office personnel assigned to Eagle Lake occupying that space beginning in January. Fresh Start would be able to clean carpets on November 22<sup>nd</sup>.
- Council Member Steinberg suggested that Zerme Clean be contacted for a quote for future carpet cleaning needs.
- Council Member White moved, seconded by Council Member Steinberg, to contract with Fresh Start to clean carpets at City Hall. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

5. Proposals for Painting of Police Office

- Administrator Bromeland explained that three proposals were obtained to paint the walls of the Police Department space. The scope of work includes making repairs to walls as needed and painting the walls. The lowest proposal received was from Painting Plus of MN in the amount of \$950. If approved the painting would be completed prior to the carpets being cleaned.
- Council Member Rohrich moved, seconded by Council Member Whittington, to accept the proposal from Painting Plus of MN. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

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

- Administrator Bromeland explained that a draw request in the amount of \$135,000 was received for the Fox Meadows Housing Development. Brian Sarff with Bolton and Menk has reviewed the request and has indicated that \$125,000 is a fair drawer request based on the sidewalk work completed in Phase 1.
- Council Member Whittington moved, seconded by Council Member White, to approve a draw request in the amount of \$125,000 for the Fox Meadows Housing Development. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

7. Updated Municipality Routine CSAH Maintenance Agreement

- Administrator Bromeland explained that before Council is an updated Municipality Routine CSAH Maintenance Agreement from Blue Earth County Engineer Ryan Thilges. According to the letter, the current annual maintenance payment to the City of Eagle Lake is \$2,524.74. Under the new agreement, the annual maintenance payment to the city will be \$3,311.26. The agreement has a 5 year term, with the current agreement expiring December 1, 2023. Public Works Director Hartman has no concerns with the updated agreement.

- Council Member Steinberg moved, seconded by Council Member, to approve entering into the updated agreement with Blue Earth County for Municipality Routine CSAH Maintenance. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
8. Certification of Special Assessments
- Administrator Bromeland explained that cities must certify special assessments to the County Auditor no later than November 30<sup>th</sup> of each year per Minnesota Statute 429.061, Subdivision 3. City staff compiled a listing of properties which will be assessed if payment is not received prior to November 30, 2023. Past practice has been that assessed balances are charged interest at 4%. City staff has sent notice to the properties listed advising that if payment is not made, the unpaid charges will be assessed for collection with property taxes. Included in the notice was the process to contest any unpaid charges.
  - Council Member Steinberg moved, seconded by Council Member Rohrich, to approve the list presented to be certified to the County Auditor if payment is not received. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
9. Quote for Notebook Computer
- Administrator Bromeland explained that a quote from CTS has been received for a new notebook computer totaling \$995. With the addition of the Community Forestry Member an additional notebook computer is needed. CTS has recommended that one of the notebook computers scheduled for replacement in 2024 be replaced now with the existing notebook computer be reconditioned and assigned to the new Community Forestry Member. The existing notebook computer is functional with no issues.
  - Council Member Whittington moved, seconded by Council member Rohrich, to authorize the purchase of a new notebook computer from CTS as was quoted. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton in favor.
10. Wangen Subdivision Developer's Agreement
- Administrator Bromeland explained that a draft agreement between the City of Eagle Lake and Tufte Wangen Real Estate, LLC for Wangen Subdivision was included with the October City Council Packet. The developer attended that meeting and requested that no action be taken on the matter until his attorney reviewed the agreement. Since that time, the developer's attorney has reviewed the agreement and provided revisions. The revisions were sent to the City's attorney for his review. To date, mutual agreement of the terms has not been achieved. Administrator Bromeland stated she would reach out to the developer.
  - Council Member Steinberg moved, seconded by Council Member White, to approve the City attorney's recommendation. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

## OTHER

1. Benefit for Fire Chief Vern Simpson and His Wife Brenda
- Mayor Norton explained that the Fire Chief Vern Simpson is undergoing cancer treatment and that his wife Brenda has just completed cancer treatment. A benefit has been planned for November 19<sup>th</sup> from 3:00-6:00 p.m. at the Fire Hall. Music will be provided by Neon Live and a pulled pork meal was donated by Dad Bod's BBQ. Donations can be dropped off at City Hall or the Fire Department.
2. Ribbon Cutting for "Gig Town" Fiber Designation November 15<sup>th</sup> at City Hall
- Administrator Bromeland stated that Fidium Fiber will be hosting a Gig Town Reveal at City Hall on November 15<sup>th</sup> at noon. Eagle Lake now has fiber internet access through both MetroNet and Fidium. The City Administrator, Mayor, and Community Development Coordinator will attend the event.



## **CITY ADMINISTRATOR REPORT**

1. Schedule Budget Work Session for November
  - Administrator Bromeland asked to schedule a budget work session prior to the December City Council meeting. A meeting was scheduled for Monday, November 20<sup>th</sup> at 7:00 p.m.
2. YTD Expenditure and Revenue Report for October
  - This report was provided to Council for review.
3. Holiday Open House at City Hall and Support Local Initiative
  - City staff will work with the EDA to develop a promotional piece about supporting local businesses and will discuss possible dates and times for an open house at City Hall.
4. Senate Capital Investment Tour
  - In response to a 2024 Capital Budget Request submitted to Minnesota Management and Budget (MMD) for Eagle Lake's proposed Water Treatment Project, Eagle Lake officials will have an opportunity to present our initiative during a Senate Capital Investment Bonding visit to be held at Eagle Lake City Hall on November 28<sup>th</sup>.
5. CGMC Fall Conference in Willmar
  - Mayor Norton and Administrator Bromeland will attend the fall CGMC conference in Willmar November 16-17<sup>th</sup>.

## **COUNCIL REPORTS**

1. Council Member White announced the birth of his baby.
2. Mayor Norton asked Council Members to let her know if there are committees they are interested in serving on for 2024.
3. Mayor Norton asked about the pavilion project. Administrator Bromeland explained that weather has delayed the project and the contractor does not want to rush project if weather is not cooperative. Council Member Rohrich asked if concrete can be laid with good results, she would like to see the project done properly. Public Works Director Hartman stated that to light the ballfield fence which is 650 feet would cost approximately \$800. Administrator Bromeland stated that the Park Board will discuss at their November meeting the limitations of power for lighting the park.

## **ADJOURNMENT**

- Council Member White moved, seconded by Council Member Steinberg, to adjourn the meeting at 7:41 p.m. The motion carried with Council Members Steinberg, Rohrich, Whittington, and Mayor Norton voting in favor.

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Lisa Norton, Mayor

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Kerry Rausch, Deputy Clerk

**CITY OF EAGLE LAKE  
SPECIAL CITY COUNCIL MEETING  
NOVEMBER 20, 2023**

**CALL TO ORDER**

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

**ROLL CALL**

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

**APPROVAL OF THE AGENDA**

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

**NEW BUSINESS**

1. Budget Work Session

- Administrator Bromeland explained that following the adoption of the preliminary levy on September 11<sup>th</sup>, the City Council approved a contract with the Blue Earth County Sheriff's Office for law enforcement services. Due to this contract an updated budget reflecting this change to the police budget is before Council. The overall general fund budget expenditures and revenues remain largely unchanged, however, after backing out health insurance for police officers, the levy has been reduced from 16% to 14%.
- Also explained was that a "truth-in-taxation" (TNT) public comment hearing has been scheduled for Monday, December 4<sup>th</sup> at 6:00 p.m. The final levy must be certified to the county auditor by or before December 28<sup>th</sup>. Cities must also file a certificate of compliance with the Department of Revenue by December 28<sup>th</sup>.
- The updated budget reduces the General Fund to \$925,580 which is a \$19,465 reduction from the preliminary budget. The EDA and Debt Service amounts remain the same. With this proposed change the total tax levy would be \$1,109,519 which is a 14% increase (\$136,257) from 2023.
- Administrator Bromeland also stated that the budget would be balanced but for planned deficit spending which is the intentional drawing down of capital outlay funds previously set aside in the general fund.
- Also explained was that the 2024 tax rate is below the 2023 tax rate, so if residents see an increase in their property taxes it would be due to an increase in their property's valuation. If residents have a question relating to their valuation, they should contact the county auditor's office.
- Administrator Bromeland stated that another area of the budget that has been updated is the training line items for the City Council, Mayor, and Community Development Coordinator. These line items have been increased by \$500. It was also explained that the City Council could determine whether to leave the tax levy at 16% or reduce it to the 14%. Either way, the budget is trim, without excess expenditures.
- Council discussion included the desire to keep funding in the budget that was approved when the preliminary levy was adopted at 16% to allow funding for lobbying efforts relating to the proposed water treatment facility. Money could be put into the professional services budget of the general government. Administrator Bromeland will research lawful lobbying guidelines for Minnesota cities.
- Also discussed was a backup plan if the city does not get a generator. Ideas included security cameras and public safety related items which would be allowable items.

- The City Council discussed the idea of paying the Planning Commission, EDA and Park Board members for their service. There was discussion in favor of and opposed to this idea. Administrator Bromeland stated that this is something that could be implemented at any time. Payments could be monthly or annually. Another option discussed was that in lieu of paying the volunteers on these boards and commissions could be recognized and thanked at an event open to the public.
- Administrator Bromeland stated that she will readjust the budget based on feedback received and provide an updated final draft with the December 4<sup>th</sup> packet. She also said that she will put together a short power point for the truth-and-taxation hearing.

#### ADJOURNMENT

- Council Member Steinberg moved, seconded by Council Member White, to adjourn the meeting at 7:32 p.m. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

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Lisa Norton, Mayor

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Kerry Rausch, Deputy Clerk

CITY OF EAGLE LAKE

**\*Check Summary Register©**

November 2023

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
1736e PERA	11/8/2023	\$2,228.00	BW 11-09-23
1737e WEX HEALTH INC:	11/8/2023	\$142.33	BW 11-09-23
1738e MN DEPT OF REVENUE	11/9/2023	\$3,702.00	October Sales Tax
1739e WEX HEALTH INC.	11/9/2023	\$24.75	October Fees
1740e PSN	11/13/2023	\$612.59	October Fees
1741e PERA	11/20/2023	\$2,313.59	BW 11-22-23
1742e WEX HEALTH INC.	11/20/2023	\$142.33	BW 11-22-23
1743e PERA	11/21/2023	\$45.00	MO 11-23
1744e AFLAC	11/27/2023	\$87.12	November Premiums
45795 ADP, LLC	11/6/2023	\$398.30	
45796 BOLTON & MENK INC	11/6/2023	\$3,294.50	Water Tower Rehab
45797 BROMELAND, JENNIFER	11/6/2023	\$35.83	Reimbursements
45798 CARRIAGE REPAIR INC	11/6/2023	\$4,098.10	DOT Inspection
45799 CHRISTOPHER KENNEDY	11/6/2023	\$657.00	October Fees
45800 DICKINSON, JIM	11/6/2023	\$124.05	Refund Utility Bill Overpayment
45801 EAGLE EXPRESS	11/6/2023	\$878.83	Fuel
45802 EMERGENCY APPARATUS	11/6/2023	\$1,365.07	Tanker 4321
45803 FROMMS AUTO	11/6/2023	\$103.77	2001 F350-Fire Dept
45804 KIBBLE EQUIPMENT	11/6/2023	\$1,520.66	Universal
45805 LINDE GAS & EQUIPMENT INC	11/6/2023	\$57.07	
45806 MADDEN GALANTER HANSEN	11/6/2023	\$451.50	October Services
45807 MATHESON TRI GAS INC	11/6/2023	\$200.01	
45808 MENARDS	11/6/2023	\$260.87	
45809 METRONET	11/6/2023	\$389.85	Acct 1959304
45810 MN DEPT OF LABOR & INDUSTR	11/6/2023	\$10.00	Pressure Vessel
45811 MN PAVING MATERIALS	11/6/2023	\$271.50	
45812 PETTY CASH-CITY OF EAGLE LA	11/6/2023	\$109.88	Replenish Petty Cash
45813 PRINCIPAL LIFE INSURANCE CO	11/6/2023	\$125.64	Nov/Dec Premium
45814 SCHWICKERTS	11/6/2023	\$784.00	Fall Maintenance
45815 TEAM LAB	11/6/2023	\$200.50	MS4 Storm Drain Stenciling
45816 UC LABORATORY	11/6/2023	\$299.73	
45817 UNITED STATES POSTAL SERVI	11/6/2023	\$152.00	Postal Box Rental #159
45818 Verizon Wireless	11/6/2023	\$29.46	
45819 WEBICINE	11/6/2023	\$102.92	Website Support
45820 STEPHEN WOLFE JR	11/6/2023	\$3,240.00	Crop Reimburse to form wind row
45821 XTREME GRAFIX	11/6/2023	\$696.00	Clothing and Stencils
45825 CASEYS BUSINESS MASTERCA	11/17/2023	\$1,634.48	
45826 DELTA DENTAL OF MN	11/17/2023	\$851.67	December Premium
45827 METRONET	11/17/2023	\$294.72	Acct 1959309 - Pump House
45829 ARAMARK	11/30/2023	\$437.54	
45830 BENCO ELECTRIC	11/30/2023	\$514.86	
45831 CANON FINANCIAL SERVICES IN	11/30/2023	\$217.00	Contract Charge
45832 CENTER POINT ENERGY	11/30/2023	\$384.70	Acct: 8000014147-5
45833 COALITION OF GREATER MN CI	11/30/2023	\$350.00	Call Conference
45834 COMPUTER TECHNOLOGY SOL	11/30/2023	\$1,610.00	Notebook
45835 ELAN FINANCIAL SERVICES	11/30/2023	\$1,943.45	
45836 EMERGENCY APPARATUS	11/30/2023	\$8,137.31	Truck 4324 (old 4311)
45837 FREE PRESS	11/30/2023	\$435.36	Annual Subscription
45838 FRESH START CLEANING AND	11/30/2023	\$100.00	October Cleaning
45839 GOPHER STATE ONE CALL	11/30/2023	\$229.50	October Fees
45840 GREAT PLAINS FIRE	11/30/2023	\$125.00	Gloves
45841 HAWKINS	11/30/2023	\$6,570.73	
45842 J.R. BRUENDER CONSTRUCTIO	11/30/2023	\$185.00	Skating Rink Location
45843 LJP ENTERPRISES	11/30/2023	\$12,683.96	Fall Clean Up 2 Drivers and 2 Trucks

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CITY OF EAGLE LAKE

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\*Check Summary Register©

November 2023

Name	Check Date	Check Amt	
45844	LLOYD MANAGEMENT	11/30/2023	\$85.43 Refund of Utility Bill Pmt 80 LeRay #4-Johnson
45845	LOFFLER COMPANIES INC	11/30/2023	\$176.00 Nov/Dec base rate
45846	M & H ENGRAVING	11/30/2023	\$48.00 Council and Mayor Name Tags
45847	MANKATO CLINIC	11/30/2023	\$849.91 Metcalfe
45848	CITY OF MANKATO	11/30/2023	\$25,386.52 Sanitary Sewer Fee
45849	MATHESON TRI GAS INC	11/30/2023	\$193.88 Small Medical/400 cymgmtfee
45850	MENARDS	11/30/2023	\$939.02 48" Driveway marker and Heater BK
45851	MINNESOTA WASTE PROCESSI	11/30/2023	\$7,853.84 October Charges
45852	NATIONAL FIRE PROTECTION A	11/30/2023	\$545.95 Banner and Box
45853	NORTON, LISA	11/30/2023	\$221.82 Flag for Essay Contest
45854	PAINTING PLUS OF MINNESOTA	11/30/2023	\$950.00 Painting Police Offices
45855	PITNEY BOWES GLOBAL FINAN	11/30/2023	\$562.29 Acct 8000-9000-0577-8760
45856	PLOOG ELECTRIC	11/30/2023	\$220.00 Locate Wires - 2 trips
45857	PRO IMAGE PARTNERS	11/30/2023	\$0.00 Nike Dri-Fit Micro Pique 2.0 Polo
45858	TECH SALES CO	11/30/2023	\$2,193.00 Area velocity sensor
45859	XCEL	11/30/2023	\$4,112.13 Acct 51-5580526-8
45862	EAGLE LAKE FIRE RELIEF ASSO	11/30/2023	\$5,074.00 City Contribution to cover pension deficit
45863	JOHN KOPP	11/30/2023	\$100.00
45864	BADGER METER	11/30/2023	\$112.14 Hosting Service
<b>Total Checks</b>			<b>\$115,483.96</b>

FILTER: ((([Act Year]='2023' and [period] in (11))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??') or [EFT])) and [Cash Act]='10100')

CITY OF EAGLE LAKE

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**\*Check Summary Register©**

November 2023

Name	Check Date	Check Amt	
<b>10120 Fire Equipment-Assig</b>			
45828 PRO IMAGE PARTNERS	11/29/2023	\$1,890.50	Shipping
45860 PRO IMAGE PARTNERS	11/30/2023	\$55.00	Nike Dri-FIT Polo
	<b>Total Checks</b>	<b>\$1,945.50</b>	

FILTER: (([Act Year]='2023' and [period] in (11))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??') or [EFT])) and [Cash Act]='10120'

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CITY OF EAGLE LAKE

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**\*Check Summary Register©**

Batch: EDA 11-30-23

	Name	Check Date	Check Amt	
10101	EDA Cash			
483	PITNEY BOWES GLOBAL FINAN	11/29/2023	\$42.21	ACCT 8000-9000-0577-8760
		<b>Total Checks</b>	<b>\$42.21</b>	

FILTER: ((([Act Year]='2023' and [period] in (11))) and (Source in ('EDA 11-30-23')))

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Pay Dates 11/09/2023, 11/22/2023, 11/30/2023

Payroll Name	Pay Date	Net Pay
Adomabea, Olivia	11/09/2023	1,221.70
Adomabea, Olivia	11/22/2023	1,221.71
Anderson, Jim	11/09/2023	384.89
Anderson, Jim	11/22/2023	474.67
Auringer, Mandy L	11/09/2023	830.60
Auringer, Mandy L	11/22/2023	830.59
Beckmann, Jacob Donald	11/09/2023	1,368.59
Beckmann, Jacob Donald	11/22/2023	1,284.85
Bromeland, Jennifer J	11/09/2023	2,888.28
Bromeland, Jennifer J	11/22/2023	2,888.28
Daschner, Phyllis J	11/22/2023	146.70
Hartman, Andrew R	11/09/2023	1,645.67
Hartman, Andrew R	11/22/2023	1,131.83
Konz, Noah J	11/30/2023	36.94
Larson, Karla W	11/22/2023	151.59
Nicklay, Michael L	11/09/2023	1,182.71
Nicklay, Michael L	11/22/2023	1,234.09
Norton, Elizabeth Jean	11/30/2023	393.08
Rausch, Kerry L	11/09/2023	1,247.71
Rausch, Kerry L	11/22/2023	1,599.28
Regnier, Carol Jo	11/22/2023	146.70
Rohrich, Elizabeth K	11/30/2023	323.22
Ruel, Nathan W	11/09/2023	1,177.36
Ruel, Nathan W	11/22/2023	1,188.03
Simpson, Vern L	11/30/2023	199.40
Steinberg, Garrett R	11/30/2023	323.22
White, Anthony D	11/30/2023	323.22
Whittington, Johnnie L	11/30/2023	323.23

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**Wire Transfers Made in 2023**

Date

Description

Initiated by

10/31/2023 Wire \$250,000 from ICS to Now Acct

Kerry

# ELFD FIRE CHIEF'S REPORT

## COUNT YOUR BLESSINGS

We are very fortunate to live in such a wonderful community. I want to thank everyone for all the support my wife and I have received during this past year as we continue battling with our two very different types of cancers. I am struggling to find the words to express all our gratitude for your support. A lot of effort by the Mayor, ELFD Members and their families was put into the planning and execution of a benefit to help us surpass the financial hardships encountered during this process. The turnout and the results of the benefit are quite humbling. By the blessings from God, the advancement of medicine and love from our friends and families, we are grateful to be alive and able to give back to the City of Eagle Lake and the surrounding community.

**THANK YOU!**

EAGLE LAKE FIRE DEPARTMENT 2023 CALL REPORT

TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	% OF TOTAL
Assist Law Enforcement	2	3	1	-	-	1	-	-	1	-	-	-	8	4.8%
Assist Law Enforcement (cancelled)	-	1	-	-	-	-	-	-	-	-	-	-	1	-
Explosion (No Fire)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire (Commercial)	-	-	-	-	-	-	-	-	-	-	1	-	1	0.6%
Fire (Residential)	-	-	1	-	-	-	1	-	-	-	-	-	2	1.2%
Fire (Standby)	1	-	-	-	-	-	-	-	-	-	-	-	1	0.6%
Fire (Vehicle)	-	-	-	-	-	1	-	1	-	-	-	-	2	1.2%
Fire (Wildland)	-	-	-	1	-	-	1	-	-	-	-	-	2	1.2%
Fire Alarm	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire Assist	-	1	-	-	-	-	-	1	-	-	1	-	2	1.2%
Fire CO	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Fire False Alarm	-	-	1	-	-	-	-	-	-	-	-	-	1	0.6%
Fire Mutual Aid	-	-	-	-	-	-	1	-	1	-	-	-	4	2.4%
Gas Leak	-	-	2	-	2	1	-	-	-	-	-	-	5	3.0%
Hazardous (No Fire)	-	-	-	-	1	-	-	-	-	-	-	-	1	0.6%
Medical (Cancelled)	-	-	-	-	1	1	1	-	1	-	-	-	4	2.4%
Medical (Response)	6	3	4	9	7	11	10	8	5	9	12	-	84	50.9%
Medical Lift Assist	1	4	-	3	3	3	2	1	6	2	4	-	29	17.6%
Missing Person Search	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Motor Vehicle Accident w/Injury	-	-	1	-	2	-	1	1	2	-	2	-	9	5.5%
Motor Vehicle Accident w/o Injury	1	1	-	1	-	-	-	-	-	-	-	-	3	1.8%
Motor Vehicle Accident (Fatality)	-	-	-	-	-	-	-	-	-	1	-	-	1	0.6%
Motor Vehicle Accident (Cancelled)	-	-	-	-	-	-	-	-	1	-	-	-	-	0.0%
Odor Investigation	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Power Lines	-	-	-	-	-	-	-	-	-	1	-	-	-	0.0%
Rescue (Entrapment/Machinery)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Rescue (Grain Bin)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Rescue (Water)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Rescue Investigation	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Smoke Investigation	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Smoke/CO Alarm Malfunction	-	-	1	-	-	-	-	-	1	-	-	-	2	1.2%
Special Incident	-	-	-	1	1	-	-	-	-	-	-	-	2	1.2%
Weather	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total	11	13	11	15	17	18	17	12	18	14	21	-	165	99%
<b>RESPONSE AREA</b>														
Eagle Lake	10	10	8	11	13	17	14	8	11	9	13	-	124	74.3%
St. Clair	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Good Thunder	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Janesville	-	-	-	-	-	-	-	-	-	1	-	-	1	0.6%
Kasota (Lime Twp)	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Le Ray TWP	1	3	3	3	4	1	1	3	4	4	5	-	32	19.2%
Madison Lake (Le Ray Twp)	-	-	-	-	-	-	-	-	-	-	1	-	1	0.6%
Mapleton	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Mankato	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Mankato Twp	-	-	-	1	-	-	2	1	3	-	2	-	9	5.4%
Total	11	13	11	15	17	18	17	12	18	14	21	-	167	100%



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

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December 2023

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

From: Andrew Hartman Public Works Director

**Water:** We have received the components for the SCADA and are just waiting for the electrician to get us an installation date. I have still been working with Jamie from Bolton and Menk to get the last of the punch list items done on the water tower. The temporary tower for Verizon should be coming down the beginning of December.

**Sewer:** We have been monitoring the temporary controls at the main lift station. We have received the components for the SCADA and are just waiting for the electrician to get us an installation date. At the time of install we will be putting the new pump in for pump #3.

**Streets:** We have been getting winter equipment ready. We have been out sanding a couple times this year already.

**Parks:** Pavilion work has been started. MAYBA's contractor is in the process of installing the irrigation system on the ballfield. I am working with the plumber to get water to the Irrigation system.

**Storm Sewer:** We have been conducting MS4 inspections, we have discontinued leaf vac operations and have been working on cleaning out catch basins of leaves.

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

Andrew Hartman



## 2023 Building Permits Issued

<u>HOUSE #</u>	<u>STREET</u>	<u>VALUE</u>	<u>Project Description</u>
217	Blace Ave	\$ 12,500.00	Alterations
113	Creekside Dr	\$ 18,168.00	Reroof
120	N Second St	\$ 15,437.00	Reroof
314	LeSueur Ave	\$ 8,800.00	AC/Furnace
308	LeSueur Ave	\$ 14,000.00	AC/Furnace/Water Heater
406	Perry St	\$ 20,700.00	Reroof
125	Creekside	\$ 18,727.00	Reroof
120	Hawk Ave	\$ 14,250.00	Reroof
108	LeRay Ave	\$ 37,092.00	Reroof and Reside
1001	Timberidge Trl	\$ 20,259.00	Windows

**CITY OF EAGLE LAKE, MINNESOTA  
CITY COUNCIL RESOLUTION 2023-46**

**A Resolution Governing Write-In Vote Counting**

WHEREAS, Minnesota Statute § 204B.09, subd. 3 authorizes a city to adopt a resolution governing the counting of write-in votes;

WHEREAS, a city that adopts a resolution must do so before the first day of filing for office;

WHEREAS, city and county election officials spend considerable time and resources to count and individually record write-in votes cast, many of which are frivolous; and

WHEREAS, in order to save city and county time and resources, it is in the best interest of the City of Eagle Lake, to enforce restrictions on the counting of write-in votes consistent with the provisions of Minnesota Statute § 204B.09, subd. 3.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF EAGLE LAKE, MINNESOTA that votes for write-in candidates will only be individually recorded if the total number of write-in votes for an office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate for that office.

BE IT FURTHER RESOLVED, that pursuant to Minnesota Statute § 204B.09, subd. 3, this resolution shall remain in effect until a subsequent resolution on the same subject is adopted by the City of Eagle Lake.

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

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

ATTEST:

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

(S E A L)

**CITY OF EAGLE LAKE, MINNESOTA  
CITY COUNCIL RESOLUTION 2023-47**

**A Resolution Designating Polling Places Within the City of Eagle Lake**

WHEREAS, Minnesota Statutes 204B.16, subd. 1 requires municipalities to designate by ordinance or resolution any changes to a polling place location for each election precinct;

WHEREAS, this designation must be made by December 31 of each year for the following calendar year and beyond unless changed pursuant to statute; and

WHEREAS, the City of Eagle Lake elects to establish polling places by resolution.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF EAGLE LAKE, MINNESOTA THAT that the following is established as polling place:

For all precincts in City of Eagle Lake:

**Polling Location:  
Eagle Lake City Hall  
at 705 Parkway Avenue  
Eagle Lake Minnesota**

BE IT FURTHER RESOLVED, that this is the polling place for the year 2023 and beyond unless a change is made:

1. Due to an emergency pursuant to Minnesota Statutes 204B.175; or
2. Because a polling place has become unavailable; or
3. By a new resolution passed prior to December 31 of any year.

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

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

ATTEST:

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

(S E A L)

**CITY OF EAGLE LAKE, MINNESOTA  
CITY COUNCIL RESOLUTION 2023-48**

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

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

**WHEREAS** the following donation(s) has offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
Bradley and Kathy Brozik	\$100

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

To be applied towards the Eagle Lake Park pavilion costs.

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

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

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

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

Passed by the City Council of Eagle Lake, Minnesota this 6th day of November 2023.

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

Attested:

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

**CITY OF EAGLE LAKE, MINNESOTA  
CITY COUNCIL RESOLUTION 2023-49**

**Resolution Accepting the Mayor's 2024 Council Appointments for the City of Eagle Lake,  
Minnesota**

**WHEREAS**, the Mayor has full authority to appoint Councilors to various boards and committees; and

**WHEREAS**, the Mayor has appointed Councilors to the following committees for 2024; and

<b><u>Park Board</u></b> Beth Rohrich Lisa Norton	<b><u>EDA</u></b> Anthony White John Whitington	<b><u>Charitable Gambling Board</u></b> Full Council	<b><u>Personnel Committee</u></b> Beth Rohrich John Whitington
<b><u>Fire Board</u></b> Full Council	<b><u>Budget Committee</u></b> Full Council	<b><u>Safety Committee</u></b> Full Council	<b><u>Community Education Recreation</u></b> Beth Rohrich
<b><u>Mayor Pro Tem</u></b> Garrett Steinberg	<b><u>MAPO</u></b> Lisa Norton	<b><u>Music on Parkway</u></b> Garrett Steinberg	

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Eagle Lake, Minnesota that

Adopted by the City Council of Eagle Lake, Minnesota this 4th day of December 2023.

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

ATTEST:

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

( S E A L )



December 4, 2023

To: Honorable Mayor Norton and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Truth and Taxation Hearing and Final 2024 Tax Levy and Budget

A brief PowerPoint presentation has been prepared for the Truth-In-Taxation hearing that is scheduled for this evening at 6:00 p.m. An overview of the budget and tax levy process will be provided.

The final levy must be certified to the county auditor by or before December 28th. Cities must also file a certificate of compliance with the Department of Revenue by December 28<sup>th</sup>. The levy is comprised of the general fund, EDA, and debt service.

For reference purposes, last year's final levy was set at approximately 9% or an increase of \$80,36. Property taxes should have remained relatively flat unless a property's valuation increased.

Included is a spreadsheet used to show estimated net tax capacity and levy impact. This spreadsheet is used during the budget setting process to consider different scenarios by changing the proposed levy change cell and residential taxable market value cell. It should be noted that the estimated city tax cell is calculated using a residential 1% class rate, and this doesn't represent property classifications with a different class rate such as commercial or industrial. The local property tax rate is a function of the levy and total tax base. Taxable tax capacity is used to determine the local tax rate.  $[\text{city levy}] / [\text{taxable tax capacity}] = [\text{city tax rate}]$  A property's share of the City levy is based on the taxable value of the property relative to the full value of all other property in the City's taxing district.

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

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

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

Attached you will find a proposed final budget and other supporting information.

Discussion should ensue.

A motion is necessary to adopt Resolution No. 2023-50.

  
 Jennifer J. Bromeland  
 City Administrator



**CITY OF EAGLE LAKE, MINNESOTA  
CITY COUNCIL RESOLUTION 2023-50**

**A Resolution Setting the Fiscal Year 2024  
Final Property Tax Levy**

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

General Fund	\$ 945,045
EDA	\$ 51,000
Debt Service	<u>\$ 132,939</u>
<b>Total Tax Levy</b>	<b>\$ 1,128,984</b>

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

**WHEREAS**, a public hearing was held on the issue and public testimony was gathered.

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

Adopted by the City Council of Eagle Lake, MN this 4th day of December 2023.

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

ATTEST:

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

**Eagle Lake City**

data as of 6/20/2023

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

Payable	Preliminary
2023	2024

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

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

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

**Historical Information**

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

Approx Tax Rate (ave of regular and rur serv dist)

36.93%	37.47%	36.76%	34.79%	30.80%	32.54%	38.44%	38.49%
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## CITY OF EAGLE LAKE 2024 Revenue Budget Worksheet

Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget	2024 Budget	UnderLine
<b>FUND 101 GENERAL</b>							
R 101-31000 Property Taxes	\$711,848.42	\$769,952.00	\$419,193.01	\$350,758.99	54.44%	\$945,045.00	
R 101-32100 Business Licenses	\$3,075.00	\$3,000.00	\$3,075.00	-\$75.00	102.50%	\$3,000.00	
R 101-32210 Building Permits	\$56,001.21	\$60,000.00	\$139,987.32	-\$79,987.32	233.31%	\$75,000.00	
R 101-32211 Surcharge - Flat Fee	\$73.00	\$100.00	\$229.50	-\$129.50	229.50%	\$100.00	
R 101-32212 Surcharge - Value	\$1,915.00	\$1,500.00	\$6,793.00	-\$5,293.00	452.87%	\$1,500.00	
R 101-32213 Surcharge - Plumbing	\$11.00	\$10.00	\$63.00	-\$53.00	630.00%	\$75.00	
R 101-32214 Surcharge - Mechanical	\$12.00	\$10.00	\$63.00	-\$53.00	630.00%	\$75.00	
R 101-32215 Surcharge - Other	\$68.00	\$10.00	\$6.00	\$4.00	60.00%	\$10.00	
R 101-32220 Zoning Permit	\$1,520.00	\$1,150.00	\$1,200.00	-\$50.00	104.35%	\$1,150.00	
R 101-32221 Rental Inspection	\$401.38	\$20,000.00	\$23,180.00	-\$3,180.00	115.90%	\$1,000.00	
R 101-32240 Animal Permits & Licenses	\$1,550.00	\$1,500.00	\$1,280.00	\$220.00	85.33%	\$1,500.00	
R 101-32260 Refunds and Reimbursements	\$46,994.62	\$35,000.00	\$57,161.14	-\$22,161.14	163.32%	\$35,000.00	
R 101-33000 Intergovernmental Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-33100 Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-33400 State Grants and Aids	\$7,500.00	\$25,000.00	\$0.00	\$25,000.00	0.00%	\$25,000.00	
R 101-33401 Local Government Aid	\$685,922.00	\$699,884.00	\$349,942.00	\$349,942.00	50.00%	\$749,370.00	
R 101-33405 PERA Rate Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-33418 MN Police Relief Payment	\$25,041.08	\$28,353.00	\$32,668.27	-\$4,315.27	115.22%	\$28,353.00	
R 101-33419 MN Fire Relief Payment	\$28,331.54	\$23,582.00	\$0.00	\$23,582.00	0.00%	\$23,582.00	
R 101-33428 Payment in Leau of Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-34107 Adminstrative Service Fee	\$3,643.10	\$4,000.00	\$5,420.75	-\$1,420.75	135.52%	\$4,000.00	
R 101-34110 Planning & Zoning Fees	\$1,599.34	\$500.00	\$1,784.00	-\$1,284.00	356.80%	\$1,000.00	
R 101-34403 Refuse Collection Charges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-34404 Recycling Collection Charge	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-35000 Fines and Fees	\$5,038.47	\$3,500.00	\$2,732.94	\$767.06	78.08%	\$3,500.00	
R 101-36100 Special Assessments	-\$248.92	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-36101 Indust. Park - N. Lift Station	\$1,926.24	\$1,926.00	\$0.00	\$1,926.00	0.00%	\$1,926.00	
R 101-36102 Greenfilid Assessment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-36103 Joan Lane Special Assessment	\$0.00	\$951.00	\$0.00	\$951.00	0.00%	\$0.00	
R 101-36104 Lakeview Watermain 13 Sp. A	\$950.39	\$0.00	\$475.17	-\$475.17	0.00%	\$0.00	
R 101-36106 Sparrowhawk Sp. Assmt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-36200 Miscellaneous Revenues	\$68.46	\$2,000.00	\$5.00	\$1,995.00	0.25%	\$100.00	
R 101-36210 Interest Earnings	\$73,524.42	\$25,000.00	\$167,927.48	-\$142,927.48	671.71%	\$50,000.00	
R 101-36230 Contributions - General	\$6,550.00	\$5,000.00	\$8,304.60	-\$3,304.60	166.09%	\$7,500.00	
R 101-36231 Contributions - Park	\$4,722.85	\$15,000.00	\$4,670.14	\$10,329.86	31.13%	\$5,000.00	
R 101-36232 Contributions - Fire Departme	\$59,000.00	\$15,000.00	\$12,500.00	\$2,500.00	83.33%	\$20,000.00	
R 101-36233 Police - Seizure	\$0.00	\$500.00	\$0.00	\$500.00	0.00%	\$0.00	

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget	2024 Budget	UnderLine
R 101-36240 Fire Call Revenue	\$2,050.00	\$1,000.00	\$4,650.00	-\$3,650.00	465.00%	\$2,000.00	
R 101-36241 Fire Contract Payment	\$62,661.22	\$62,662.00	\$31,330.32	\$31,331.68	50.00%	\$62,662.00	
R 101-38020 Rental Revenue	\$300.00	\$500.00	\$880.00	-\$380.00	176.00%	\$500.00	
R 101-38021 Wireless Internet Rental Fee	\$19,337.22	\$19,000.00	\$18,182.37	\$817.63	95.70%	\$19,000.00	
R 101-38022 Contract For Deed	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-38050 Cable TV Franchise Fee	\$18,814.59	\$25,000.00	\$16,659.86	\$8,340.14	66.64%	\$17,500.00	
R 101-38051 Electric Franchise Fee	\$7,935.50	\$9,500.00	\$7,779.33	\$1,720.67	81.89%	\$9,500.00	
R 101-38052 Gas Franchise Fee	\$11,885.14	\$9,300.00	\$7,358.10	\$1,941.90	79.12%	\$9,300.00	
R 101-38053 Solar Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-38054 Small Cities Street Money	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-38200 Park Dedication	\$24,495.68	\$0.00	\$1,068.00	-\$1,068.00	0.00%	\$0.00	
R 101-38201 Eagle Heights Trail Dedication	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-38400 Internal Service Fund Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-39101 Sale of Equipment-Material	\$10,034.50	\$10,000.00	\$29,208.50	-\$19,208.50	292.09%	\$0.00	
R 101-39102 Issuance of Capital Lease	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$44,560.00	
R 101-39400 Escrow Funds Received	\$0.00	\$0.00	\$13.21	-\$13.21	0.00%	\$0.00	
<b>FUND 101 GENERAL</b>	<b>\$1,884,552.45</b>	<b>\$1,879,390.00</b>	<b>\$1,355,791.01</b>	<b>\$523,598.99</b>		<b>\$2,147,808.00</b>	
<b>FUND 201 STORM WATER DRAINAGE</b>							
R 201-32219 SWPPP Review	\$850.00	\$2,000.00	\$1,000.00	\$1,000.00	50.00%	\$2,000.00	
R 201-32260 Refunds and Reimbursements	\$0.00	\$1,050.00	\$0.00	\$1,050.00	0.00%	\$1,050.00	
R 201-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 201-37100 Sales for Services	\$49,758.34	\$56,350.00	\$51,780.57	\$4,569.43	91.89%	\$64,803.00	
R 201-39101 Sale of Equipment-Material	\$6,157.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 201-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
<b>FUND 201 STORM WATER DRAINAGE</b>	<b>\$56,765.34</b>	<b>\$59,400.00</b>	<b>\$52,780.57</b>	<b>\$6,619.43</b>		<b>\$67,853.00</b>	
<b>FUND 202 RECYCLING UTILITY</b>							
R 202-34404 Recycling Collection Charge	\$60,225.94	\$63,000.00	\$55,155.26	\$7,844.74	87.55%	\$63,000.00	
<b>FUND 202 RECYCLING UTILITY</b>	<b>\$60,225.94</b>	<b>\$63,000.00</b>	<b>\$55,155.26</b>	<b>\$7,844.74</b>		<b>\$63,000.00</b>	
<b>FUND 203 REFUSE UTILITY</b>							
R 203-34403 Refuse Collection Charges	\$194,564.12	\$181,000.00	\$179,041.05	\$1,958.95	98.92%	\$181,000.00	
<b>FUND 203 REFUSE UTILITY</b>	<b>\$194,564.12</b>	<b>\$181,000.00</b>	<b>\$179,041.05</b>	<b>\$1,958.95</b>		<b>\$181,000.00</b>	
<b>FUND 206 ECONOMIC DEVELOPMENT AUTHORITY</b>							
R 206-31000 Property Taxes	\$50,970.83	\$51,000.00	\$27,343.62	\$23,656.38	53.61%	\$15,000.00	
R 206-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 206-36210 Interest Earnings	\$1,784.35	\$100.00	\$9,621.81	-\$9,521.81	9621.81%	\$1,000.00	
R 206-39101 Sale of Equipment-Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 206-39201 Transfer from General Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget	2024 Budget	UnderLine
R 206-39203 Transfer from Other Fund	\$200,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 206 ECONOMIC DEVELOPMENT AUTH	\$252,755.18	\$51,100.00	\$36,965.43	\$14,134.57		\$16,000.00	
FUND 207 EDA REVOLVING LOAN FUND							
R 207-34900 Fromm EDA Loan 2013 Princip	-\$394.10	\$8,060.00	\$4,595.18	\$3,464.82	57.01%	\$0.00	
R 207-34901 Fromm EDA Loan 2013 Intere	\$983.83	\$1,270.00	\$986.48	\$283.52	77.68%	\$0.00	
R 207-34902 Loan Repayment-Miller	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 207-34920 Blue Earth County Loan to City	\$0.00	\$0.00	\$18,723.11	-\$18,723.11	0.00%	\$0.00	
R 207-36210 Interest Earnings	\$107.86	\$100.00	\$642.46	-\$542.46	642.46%	\$0.00	
R 207-36211 EDA Loan Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 207-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 207 EDA REVOLVING LOAN FUND	\$697.59	\$9,430.00	\$24,947.23	-\$15,517.23		\$0.00	
FUND 208 ACCOUNT TO CLOSE FOR PARKWAY							
R 208-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 208 ACCOUNT TO CLOSE FOR PARKW	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 210 SMALL CITIES GRANT FUND							
R 210-32260 Refunds and Reimbursements	\$0.65	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 210-36210 Interest Earnings	\$17.71	\$5.00	\$64.74	-\$59.74	1294.80%	\$0.00	
FUND 210 SMALL CITIES GRANT FUND	\$18.36	\$5.00	\$64.74	-\$59.74		\$0.00	
FUND 221 TAX INCREMENT DIST. 1-2 CEDAR							
R 221-31050 Tax Increments	\$96,585.55	\$96,586.00	\$52,005.37	\$44,580.63	53.84%	\$96,586.00	
FUND 221 TAX INCREMENT DIST. 1-2 CEDA	\$96,585.55	\$96,586.00	\$52,005.37	\$44,580.63		\$96,586.00	
FUND 222 TAX ABATEMENT-AUTUMN WIND							
R 222-31051 Property Tax - Tax Abatement	\$0.00	\$31,924.00	\$0.00	\$31,924.00	0.00%	\$35,904.00	
FUND 222 TAX ABATEMENT-AUTUMN WIND	\$0.00	\$31,924.00	\$0.00	\$31,924.00		\$35,904.00	
FUND 223 TIF #3 704-708 PARKWAY AVE							
R 223-31050 Tax Increments	\$11,786.56	\$12,215.00	\$5,883.61	\$6,331.39	48.17%	\$11,787.00	
R 223-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 223-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 223 TIF #3 704-708 PARKWAY AVE	\$11,786.56	\$12,215.00	\$5,883.61	\$6,331.39		\$11,787.00	
FUND 250 AMERICA RESCUE PLAN							
R 250-33400 State Grants and Aids	\$168,677.13	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 250 AMERICA RESCUE PLAN	\$168,677.13	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 310 RETIRED-CATE STREET							
R 310-31000 Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 310-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

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

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget	2024 Budget	UnderLine
R 332-31000 Property Taxes	\$76,706.78	\$0.00	\$380.45	-\$380.45	0.00%	\$73,176.00	
R 332-39203 Transfer from Other Fund	\$100,000.00	\$0.00	\$100,000.00	-\$100,000.00	0.00%	\$0.00	
R 332-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 332 FACILITIES 2021B	\$176,706.78	\$0.00	\$100,380.45	-\$100,380.45		\$73,176.00	
FUND 335 WATER TOWER REHAB 2023							
R 335-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 335 WATER TOWER REHAB 2023	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 431 AGENCY RECONSTRUCTION-CSAH 27							
R 431-39201 Transfer from General Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 431-39203 Transfer from Other Fund	\$600,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 431-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 431 AGENCY RECONSTRUCTION-CSA	\$600,000.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 435 WATER TOWER REHAB							
R 435-39203 Transfer from Other Fund	\$0.00	\$0.00	\$99,690.00	-\$99,690.00	0.00%	\$0.00	
R 435-39310 Bond Proceeds	\$0.00	\$0.00	\$449,310.00	-\$449,310.00	0.00%	\$0.00	
FUND 435 WATER TOWER REHAB	\$0.00	\$0.00	\$549,000.00	-\$549,000.00		\$0.00	
FUND 601 WATER FUND							
R 601-31300 State Sales and Use Tax	\$538.35	\$550.00	\$1,872.25	-\$1,322.25	340.41%	\$550.00	
R 601-31301 County Sales and Use Tax	\$56.94	\$40.00	\$143.06	-\$103.06	357.65%	\$40.00	
R 601-33405 PERA Rate Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 601-34407 Area Charges	\$77,400.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 601-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 601-36200 Miscellaneous Revenues	\$451.00	\$1,500.00	\$290.00	\$1,210.00	19.33%	\$500.00	
R 601-37100 Sales for Services	\$429,768.60	\$437,309.00	\$424,097.44	\$13,211.56	96.98%	\$459,175.00	
R 601-37110 Water Meter Sales	\$6,768.85	\$10,000.00	\$26,113.45	-\$16,113.45	261.13%	\$10,000.00	
R 601-37170 Hook Up Fee	\$5,000.00	\$6,300.00	\$20,500.00	-\$14,200.00	325.40%	\$6,600.00	
R 601-39101 Sale of Equipment-Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 601 WATER FUND	\$519,983.74	\$455,699.00	\$473,016.20	-\$17,317.20		\$476,865.00	
FUND 602 SEWER FUND							
R 602-32260 Refunds and Reimbursements	\$19,623.63	\$0.00	\$19,623.63	-\$19,623.63	0.00%	\$0.00	
R 602-33405 PERA Rate Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 602-34407 Area Charges	\$19,350.00	\$0.00	\$400.00	-\$400.00	0.00%	\$0.00	
R 602-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 602-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 602-37100 Sales for Services	\$484,646.22	\$515,000.00	\$466,924.22	\$48,075.78	90.66%	\$535,600.00	
R 602-37170 Hook Up Fee	\$4,400.00	\$5,000.00	\$16,400.00	-\$11,400.00	328.00%	\$5,200.00	
R 602-37255 I & I Penalty	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	2023 % of Budget	2024 Budget	UnderLine
R 602-37260 Late Fees	\$11,234.65	\$8,000.00	\$9,784.13	-\$1,784.13	122.30%	\$8,000.00	
R 602-39101 Sale of Equipment-Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
FUND 602 SEWER FUND	\$539,254.50	\$528,000.00	\$513,131.98	\$14,868.02		\$548,800.00	
	\$4,730,299.73	\$3,721,927.00	\$3,504,358.08	\$217,568.92		\$3,835,898.00	

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**CITY OF EAGLE LAKE**

**2024 Expenditure Budget Worksheet**

Account Descr	2022 Amt	2023 Budget	YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
<b>FUND 101 GENERAL</b>							
Dept 41000 General Government (GENERAL)							
E 101-41000-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41000-123 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41000-131 Employer Paid Health	\$79,069.82	\$80,250.00	\$73,693.77	\$6,556.23	91.83%	\$69,500.00	
E 101-41000-132 Employer Paid Health Saving	\$31,796.35	\$38,567.00	\$21,341.67	\$17,225.33	55.34%	\$36,171.00	
E 101-41000-133 Employer Paid Dental	\$3,783.02	\$7,906.00	\$4,935.32	\$2,970.68	62.43%	\$6,596.00	
E 101-41000-151 Work Comp Premium	\$20,280.50	\$19,171.00	\$22,303.50	-\$3,132.50	116.34%	\$23,000.00	
E 101-41000-300 Professional Svcs (GENERAL)	\$88.00	\$2,500.00	\$2,222.25	\$277.75	88.89%	\$2,500.00	
E 101-41000-362 Property & Liability Ins	\$30,466.48	\$23,016.00	\$36,205.44	-\$13,189.44	157.31%	\$25,000.00	
E 101-41000-400 CD purchase	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41000-430 Miscellaneous (GENERAL)	\$47,440.98	\$20,000.00	\$3,089.34	\$16,910.66	15.45%	\$20,000.00	
E 101-41000-433 Dues and Subscriptions	\$11,506.08	\$13,403.00	\$11,802.08	\$1,600.92	88.06%	\$14,000.00	
E 101-41000-438 Meeting & Education	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41000-445 Music on Parkway	\$9,848.49	\$10,000.00	\$6,315.15	\$3,684.85	63.15%	\$10,000.00	
E 101-41000-510 Capital Outlay-Actual Expens	\$5,927.61	\$0.00	\$2,550.00	-\$2,550.00	0.00%	\$0.00	
E 101-41000-550 Capital Outlay - Set Aside	\$0.00	\$2,500.00	\$0.00	\$2,500.00	0.00%	\$2,500.00	
E 101-41000-721 Transfer Out	\$300,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41000-740 ESCROW FUNDS RETURNED	\$107,069.00	\$0.00	\$46,057.50	-\$46,057.50	0.00%	\$0.00	
Dept 41000 General Government (GENERAL)	\$647,276.33	\$217,313.00	\$230,516.02	-\$13,203.02		\$209,267.00	
Dept 41100 City Council							
E 101-41100-100 Wages and Salaries (GENER	\$12,560.00	\$14,400.00	\$14,690.00	-\$290.00	102.01%	\$14,400.00	
E 101-41100-108 Video Intern Wages	\$440.00	\$640.00	\$400.00	\$240.00	62.50%	\$640.00	
E 101-41100-121 PERA	\$0.00	\$1,080.00	\$0.00	\$1,080.00	0.00%	\$1,080.00	
E 101-41100-122 FICA	\$806.00	\$892.00	\$935.58	-\$43.58	104.89%	\$892.00	
E 101-41100-123 Medicare	\$188.50	\$209.00	\$218.81	-\$9.81	104.69%	\$209.00	
E 101-41100-438 Meeting & Education	\$275.00	\$1,000.00	\$263.00	\$737.00	26.30%	\$2,000.00	
Dept 41100 City Council	\$14,269.50	\$18,221.00	\$16,507.39	\$1,713.61		\$19,221.00	
Dept 41200 Mayor							
E 101-41200-100 Wages and Salaries (GENER	\$4,300.00	\$4,800.00	\$4,800.00	\$0.00	100.00%	\$4,800.00	
E 101-41200-121 PERA	\$0.00	\$360.00	\$0.00	\$360.00	0.00%	\$360.00	
E 101-41200-122 FICA	\$0.00	\$298.00	\$297.60	\$0.40	99.87%	\$298.00	
E 101-41200-123 Medicare	\$62.35	\$70.00	\$69.62	\$0.38	99.46%	\$70.00	
E 101-41200-438 Meeting & Education	\$30.00	\$1,500.00	\$1,882.84	-\$382.84	125.52%	\$2,500.00	
Dept 41200 Mayor	\$4,392.35	\$7,028.00	\$7,050.06	-\$22.06		\$8,028.00	
Dept 41400 Elections							
E 101-41400-100 Wages and Salaries (GENER	\$1,880.07	\$0.00	\$481.85	-\$481.85	0.00%	\$2,811.00	

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Account Descr	2022 Amt	2023 Budget	YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
E 101-41400-122 FICA	\$116.56	\$0.00	\$29.87	-\$29.87	0.00%	\$175.00	
E 101-41400-123 Medicare	\$27.26	\$0.00	\$6.99	-\$6.99	0.00%	\$41.00	
E 101-41400-430 Miscellaneous (GENERAL)	\$716.47	\$500.00	\$1,883.87	-\$1,383.87	376.77%	\$2,000.00	
E 101-41400-510 Capital Outlay-Actual Expens	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 41400 Elections	\$2,740.36	\$500.00	\$2,402.58	-\$1,902.58		\$5,027.00	
Dept 41500 Administration							
E 101-41500-100 Wages and Salaries (GENER	\$101,986.80	\$91,500.00	\$88,719.64	\$2,780.36	96.96%	\$98,169.00	
E 101-41500-121 PERA	\$7,301.40	\$6,863.00	\$6,821.68	\$41.32	99.40%	\$7,363.00	
E 101-41500-122 FICA	\$4,854.28	\$5,673.00	\$4,608.50	\$1,064.50	81.24%	\$6,087.00	
E 101-41500-123 Medicare	\$1,135.29	\$1,327.00	\$1,077.77	\$249.23	81.22%	\$1,424.00	
E 101-41500-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-151 Work Comp Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-210 Operating Supplies (GENERAL)	\$12,495.03	\$9,000.00	\$9,817.53	-\$817.53	109.08%	\$9,500.00	
E 101-41500-320 Communications (GENERAL)	\$4,005.21	\$5,000.00	\$3,643.77	\$1,356.23	72.88%	\$6,000.00	
E 101-41500-351 Legal Notices-Public Hearing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-352 Publications	\$1,118.49	\$1,000.00	\$510.03	\$489.97	51.00%	\$1,500.00	
E 101-41500-362 Property & Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-390 Operating Agreement-ASA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-430 Miscellaneous (GENERAL)	\$427.63	\$500.00	\$251.89	\$248.11	50.38%	\$0.00	
E 101-41500-433 Dues and Subscriptions	\$50.00	\$0.00	\$50.00	-\$50.00	0.00%	\$0.00	
E 101-41500-438 Meeting & Education	\$2,212.79	\$4,500.00	\$2,214.45	\$2,285.55	49.21%	\$5,500.00	
E 101-41500-510 Capital Outlay-Actual Expens	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-550 Capital Outlay - Set Aside	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-602 Capital Principal	\$1,272.00	\$1,275.00	\$1,228.75	\$46.25	96.37%	\$0.00	
E 101-41500-605 Capital Lease Issued	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-612 Capital Interest	\$84.86	\$116.00	\$25.25	\$90.75	21.77%	\$0.00	
Dept 41500 Administration	\$136,943.78	\$126,754.00	\$118,969.26	\$7,784.74		\$135,543.00	
Dept 41600 Professional							
E 101-41600-300 Professional Svcs (GENERAL)	\$9,048.90	\$5,000.00	\$5,066.62	-\$66.62	101.33%	\$27,465.00	
E 101-41600-301 Auditing and Acct g Services	\$24,500.00	\$26,500.00	\$29,000.00	-\$2,500.00	109.43%	\$32,000.00	
E 101-41600-303 Engineering Fees	\$17,989.50	\$7,500.00	\$5,144.00	\$2,356.00	68.59%	\$7,500.00	
E 101-41600-304 Legal Fees	\$19,400.45	\$20,000.00	\$18,129.10	\$1,870.90	90.65%	\$30,000.00	
E 101-41600-310 Computer Technical Support	\$29,703.01	\$24,000.00	\$37,449.07	-\$13,449.07	156.04%	\$40,000.00	
E 101-41600-311 Building Inspector Fees	\$43,628.60	\$35,000.00	\$68,067.64	-\$33,067.64	194.48%	\$35,000.00	
E 101-41600-313 State Surcharge Fee	\$1,886.02	\$1,500.00	\$3,496.85	-\$1,996.85	233.12%	\$1,500.00	
E 101-41600-314 Service Agreements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41600-315 City History	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41600-316 Payroll Processing	\$5,373.24	\$6,100.00	\$5,360.52	\$739.48	87.88%	\$6,500.00	

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
E 101-41600-433 Dues and Subscriptions	\$4,900.00	\$5,500.00	\$5,105.00	\$395.00	92.82%	\$5,500.00	
Dept 41600 Professional	\$156,429.72	\$131,100.00	\$176,818.80	-\$45,718.80		\$185,465.00	
Dept 41800 Planning & Zoning Comm. Devel.							
E 101-41800-100 Wages and Salaries (GENERA	\$0.00	\$46,801.00	\$24,341.36	\$22,459.64	52.01%	\$54,000.00	
E 101-41800-102 Overtime	\$0.00	\$500.00	\$0.00	\$500.00	0.00%	\$500.00	
E 101-41800-121 PERA	\$0.00	\$3,510.00	\$0.00	\$3,510.00	0.00%	\$4,088.00	
E 101-41800-122 FICA	\$0.00	\$2,902.00	\$1,509.17	\$1,392.83	52.00%	\$3,379.00	
E 101-41800-123 Medicare	\$0.00	\$679.00	\$352.94	\$326.06	51.98%	\$791.00	
E 101-41800-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41800-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41800-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41800-210 Operating Supplies (GENERA	\$0.00	\$0.00	\$50.00	-\$50.00	0.00%	\$0.00	
E 101-41800-351 Legal Notices-Public Hearing	\$446.45	\$200.00	\$356.55	-\$156.55	178.28%	\$500.00	
E 101-41800-430 Miscellaneous (GENERAL)	\$156.00	\$400.00	\$273.00	\$127.00	68.25%	\$500.00	
E 101-41800-438 Meeting & Education	\$0.00	\$0.00	\$916.77	-\$916.77	0.00%	\$2,000.00	
E 101-41800-439 Refund & Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 41800 Planning & Zoning Comm. Devel	\$602.45	\$54,992.00	\$27,799.79	\$27,192.21		\$65,758.00	
Dept 41900 City Hall							
E 101-41900-210 Operating Supplies (GENERA	\$512.31	\$1,000.00	\$104.54	\$895.46	10.45%	\$1,000.00	
E 101-41900-220 Repair/Maint Supply (GENE	\$3,494.74	\$6,000.00	\$3,970.52	\$2,029.48	66.18%	\$6,000.00	
E 101-41900-381 Electric Utilities	\$10,985.94	\$11,000.00	\$10,256.02	\$743.98	93.24%	\$12,500.00	
E 101-41900-510 Capital Outlay-Actual Expens	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41900-550 Capital Outlay - Set Aside	\$0.00	\$2,500.00	\$0.00	\$2,500.00	0.00%	\$2,500.00	
Dept 41900 City Hall	\$14,992.99	\$20,500.00	\$14,331.08	\$6,168.92		\$22,000.00	
Dept 42100 Streets							
E 101-42100-100 Wages and Salaries (GENE	\$41,513.22	\$41,310.00	\$39,224.69	\$2,085.31	94.95%	\$45,180.00	
E 101-42100-121 PERA	\$2,422.75	\$3,100.00	\$2,902.79	\$197.21	93.64%	\$3,389.00	
E 101-42100-122 FICA	\$1,977.40	\$2,562.00	\$2,245.70	\$316.30	87.65%	\$2,802.00	
E 101-42100-123 Medicare	\$462.44	\$599.00	\$525.19	\$73.81	87.68%	\$656.00	
E 101-42100-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42100-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42100-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42100-151 Work Comp Premium	\$0.00	\$0.00	\$3,619.00	-\$3,619.00	0.00%	\$0.00	
E 101-42100-210 Operating Supplies (GENERA	\$4,822.78	\$5,500.00	\$7,322.56	-\$1,822.56	133.14%	\$5,500.00	
E 101-42100-212 Fuel	\$7,024.21	\$8,800.00	\$9,176.49	-\$376.49	104.28%	\$11,000.00	
E 101-42100-220 Repair/Maint Supply (GENE	\$6,365.68	\$7,000.00	\$9,374.12	-\$2,374.12	133.92%	\$8,000.00	
E 101-42100-224 Street Repair-General Mainte	\$76,848.10	\$100,000.00	\$75,665.29	\$24,334.71	75.67%	\$110,000.00	
E 101-42100-300 Professional Svcs (GENERAL)	\$2,375.34	\$5,000.00	\$2,933.56	\$2,066.44	58.67%	\$5,000.00	
E 101-42100-320 Communications (GENERAL)	\$1,007.08	\$1,000.00	\$802.98	\$197.02	80.30%	\$1,500.00	

Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
E 101-42100-362 Property & Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42100-381 Electric Utilities	\$1,574.40	\$1,700.00	\$1,504.65	\$195.35	88.51%	\$1,700.00	
E 101-42100-383 Gas Utility	\$1,570.74	\$1,157.00	\$566.27	\$590.73	48.94%	\$1,157.00	
E 101-42100-430 Miscellaneous (GENERAL)	\$84.98	\$0.00	\$1,018.87	-\$1,018.87	0.00%	\$0.00	
E 101-42100-437 Clothing Allowance	\$624.93	\$700.00	\$808.46	-\$108.46	115.49%	\$750.00	
E 101-42100-438 Meeting & Education	\$0.00	\$0.00	\$1,293.00	-\$1,293.00	0.00%	\$0.00	
E 101-42100-510 Capital Outlay-Actual Expens	\$340.60	\$11,000.00	\$32,413.00	-\$21,413.00	294.66%	\$124,000.00	
E 101-42100-550 Capital Outlay - Set Aside	\$0.00	\$73,553.00	\$0.00	\$73,553.00	0.00%	\$154,616.00	
E 101-42100-560 Capital Outlay - Sidewalks	\$15,000.00	\$20,000.00	\$12,225.00	\$7,775.00	61.13%	\$45,000.00	
Dept 42100 Streets	\$164,014.65	\$282,981.00	\$203,621.62	\$79,359.38		\$520,250.00	
Dept 42110 Street Lighting							
E 101-42110-381 Electric Utilities	\$43,921.98	\$40,000.00	\$42,632.05	-\$2,632.05	106.58%	\$45,000.00	
Dept 42110 Street Lighting	\$43,921.98	\$40,000.00	\$42,632.05	-\$2,632.05		\$45,000.00	
Dept 42120 Refuse & Recycling							
E 101-42120-384 Refuse Collection Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42120-386 Recycling Collection Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42120-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42120-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 42120 Refuse & Recycling	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Dept 42200 Police Department							
E 101-42200-100 Wages and Salaries (GENER	\$173,561.60	\$239,562.00	\$141,438.26	\$98,123.74	59.04%	\$0.00	
E 101-42200-102 Overtime	\$15,522.68	\$15,000.00	\$8,416.07	\$6,583.93	56.11%	\$0.00	
E 101-42200-103 Part-Time Police Wages	\$14,758.43	\$5,000.00	\$0.00	\$5,000.00	0.00%	\$0.00	
E 101-42200-106 TZD Wages	\$7,842.25	\$10,000.00	\$8,312.32	\$1,687.68	83.12%	\$0.00	
E 101-42200-107 On Call Police Wages	\$6,088.74	\$3,000.00	\$4,842.11	-\$1,842.11	161.40%	\$0.00	
E 101-42200-109 Blue Earth County	\$0.00	\$0.00	\$16,045.00	-\$16,045.00	0.00%	\$502,150.00	
E 101-42200-121 PERA	\$45,307.82	\$46,799.00	\$28,639.36	\$18,159.64	61.20%	\$0.00	
E 101-42200-122 FICA	\$2,229.28	\$0.00	\$2,110.10	-\$2,110.10	0.00%	\$0.00	
E 101-42200-123 Medicare	\$3,207.84	\$3,952.00	\$2,358.15	\$1,593.85	59.67%	\$0.00	
E 101-42200-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-151 Work Comp Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-210 Operating Supplies (GENERA	\$4,854.57	\$6,035.00	\$1,064.67	\$4,970.33	17.64%	\$0.00	
E 101-42200-212 Fuel	\$12,816.97	\$16,065.00	\$6,115.01	\$9,949.99	38.06%	\$0.00	
E 101-42200-220 Repair/Maint Supply (GENERAL)	\$3,723.28	\$7,598.00	\$3,067.33	\$4,530.67	40.37%	\$0.00	
E 101-42200-300 Professional Svcs (GENERAL)	\$5,935.72	\$4,494.00	\$4,648.25	-\$154.25	103.43%	\$0.00	
E 101-42200-306 Physicals	\$208.59	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-312 New Officer Hiring/Physicals	\$458.59	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00	

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
E 101-42200-320 Communications (GENERAL)	\$5,850.32	\$5,184.00	\$4,676.42	\$507.58	90.21%	\$0.00	
E 101-42200-362 Property & Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-430 Miscellaneous (GENERAL)	\$2,927.33	\$3,000.00	\$4,182.95	-\$1,182.95	139.43%	\$0.00	
E 101-42200-433 Dues and Subscriptions	\$771.94	\$1,000.00	\$462.00	\$538.00	46.20%	\$0.00	
E 101-42200-437 Clothing Allowance	\$4,822.95	\$6,300.00	\$1,145.95	\$5,154.05	18.19%	\$0.00	
E 101-42200-438 Meeting & Education	\$4,061.10	\$6,353.00	\$3,445.95	\$2,907.05	54.24%	\$0.00	
E 101-42200-439 Refund & Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42200-510 Capital Outlay-Actual Expens	\$0.00	\$28,355.00	\$0.00	\$28,355.00	0.00%	\$0.00	
E 101-42200-540 Capital Outlay - Seizure	\$0.00	\$0.00	\$54.44	-\$54.44	0.00%	\$0.00	
E 101-42200-550 Capital Outlay - Set Aside	\$0.00	\$60,664.00	\$0.00	\$60,664.00	0.00%	\$0.00	
Dept 42200 Police Department	\$314,950.00	\$469,361.00	\$241,024.34	\$228,336.66		\$502,150.00	
Dept 42300 Fire Department							
E 101-42300-100 Wages and Salaries (GENER	\$25,630.00	\$8,000.00	\$4,400.00	\$3,600.00	55.00%	\$10,000.00	
E 101-42300-104 Calls & Training Wages	\$0.00	\$25,000.00	\$0.00	\$25,000.00	0.00%	\$30,000.00	
E 101-42300-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42300-122 FICA	\$1,589.06	\$2,046.00	\$272.80	\$1,773.20	13.33%	\$2,480.00	
E 101-42300-123 Medicare	\$371.64	\$479.00	\$63.80	\$415.20	13.32%	\$580.00	
E 101-42300-124 Fire Relief Payment	\$40,995.54	\$37,000.00	\$5,074.00	\$31,926.00	13.71%	\$60,000.00	
E 101-42300-151 Work Comp Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42300-210 Operating Supplies (GENERA	\$14,170.73	\$7,000.00	\$14,819.01	-\$7,819.01	211.70%	\$15,000.00	
E 101-42300-212 Fuel	\$3,526.41	\$3,000.00	\$1,948.46	\$1,051.54	64.95%	\$3,300.00	
E 101-42300-220 Repair/Maint Supply (GENER	\$57,390.21	\$28,000.00	\$28,065.63	-\$65.63	100.23%	\$30,800.00	
E 101-42300-300 Professional Svcs (GENERAL)	\$6,265.80	\$6,000.00	\$4,721.67	\$1,278.33	78.69%	\$6,600.00	
E 101-42300-306 Physicals	\$3,086.00	\$4,000.00	\$4,124.91	-\$124.91	103.12%	\$4,400.00	
E 101-42300-320 Communications (GENERAL)	\$2,156.09	\$6,000.00	\$3,268.60	\$2,731.40	54.48%	\$6,600.00	
E 101-42300-362 Property & Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42300-381 Electric Utilities	\$2,553.59	\$2,500.00	\$2,030.44	\$469.56	81.22%	\$2,750.00	
E 101-42300-383 Gas Utility	\$3,367.84	\$4,000.00	\$1,862.02	\$2,137.98	46.55%	\$4,400.00	
E 101-42300-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42300-433 Dues and Subscriptions	\$1,120.00	\$2,000.00	\$2,077.50	-\$77.50	103.88%	\$2,200.00	
E 101-42300-438 Meeting & Education	\$15,896.74	\$15,000.00	\$13,593.50	\$1,406.50	90.62%	\$16,500.00	
E 101-42300-510 Capital Outlay-Actual Expens	\$48,763.69	\$80,000.00	\$22,806.20	\$57,193.80	28.51%	\$25,000.00	
E 101-42300-520 Fire Dept Equipment-Gambli	\$26,802.55	\$16,000.00	\$10,092.30	\$5,907.70	63.08%	\$10,000.00	
E 101-42300-530 Capital Outlay - Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42300-535 Capital Outlay-Facilities	\$0.00	\$25,000.00	\$0.00	\$25,000.00	0.00%	\$27,500.00	
E 101-42300-550 Capital Outlay - Set Aside	\$0.00	\$129,865.00	\$0.00	\$129,865.00	0.00%	\$136,370.00	
Dept 42300 Fire Department	\$253,685.89	\$400,890.00	\$119,220.84	\$281,669.16		\$394,480.00	
Dept 42400 School Patrol							
E 101-42400-100 Wages and Salaries (GENER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42400-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 Balance	%YTD Budget	2024 Budget	UnderLine
E 101-42400-123 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42400-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 42400 School Patrol	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Dept 42410 Animal Patrol							
E 101-42410-210 Operating Supplies (GENERAL)	\$0.00	\$200.00	\$0.00	\$200.00	0.00%	\$200.00	
E 101-42410-300 Professional Svcs (GENERAL)	\$56.45	\$500.00	\$0.00	\$500.00	0.00%	\$500.00	
Dept 42410 Animal Patrol	\$56.45	\$700.00	\$0.00	\$700.00		\$700.00	
Dept 42430 Civil Patrol							
E 101-42430-220 Repair/Maint Supply (GENER	\$0.00	\$1,300.00	\$0.00	\$1,300.00	0.00%	\$0.00	
E 101-42430-381 Electric Utilities	\$593.91	\$1,000.00	\$555.93	\$444.07	55.59%	\$1,000.00	
E 101-42430-510 Capital Outlay-Actual Expens	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	
Dept 42430 Civil Patrol	\$593.91	\$2,300.00	\$555.93	\$1,744.07		\$2,000.00	
Dept 42500 Park & Recreation							
E 101-42500-100 Wages and Salaries (GENER	\$38,804.34	\$43,605.00	\$41,292.93	\$2,312.07	94.70%	\$47,690.00	
E 101-42500-121 PERA	\$7,851.45	\$3,271.00	\$3,063.73	\$207.27	93.66%	\$3,577.00	
E 101-42500-122 FICA	\$2,113.73	\$2,704.00	\$2,363.55	\$340.45	87.41%	\$2,957.00	
E 101-42500-123 Medicare	\$494.38	\$633.00	\$552.83	\$80.17	87.33%	\$692.00	
E 101-42500-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-151 Work Comp Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-210 Operating Supplies (GENERAL	\$11,222.53	\$12,000.00	\$7,455.38	\$4,544.62	62.13%	\$12,000.00	
E 101-42500-212 Fuel	\$5,234.53	\$5,000.00	\$5,947.05	-\$947.05	118.94%	\$5,900.00	
E 101-42500-220 Repair/Maint Supply (GENER	\$9,789.74	\$10,000.00	\$11,695.41	-\$1,695.41	116.95%	\$11,000.00	
E 101-42500-300 Professional Svcs (GENERAL)	\$22,607.30	\$20,000.00	\$20,305.00	-\$305.00	101.53%	\$42,500.00	
E 101-42500-320 Communications (GENERAL)	\$1,019.02	\$900.00	\$882.10	\$17.90	98.01%	\$1,500.00	
E 101-42500-362 Property & Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-381 Electric Utilities	\$5,699.43	\$6,000.00	\$4,476.68	\$1,523.32	74.61%	\$6,000.00	
E 101-42500-383 Gas Utility	\$1,437.21	\$1,157.00	\$825.39	\$331.61	71.34%	\$1,500.00	
E 101-42500-390 Operating Agreement-ASA	\$1,809.57	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-430 Miscellaneous (GENERAL)	\$2,044.98	\$0.00	\$759.76	-\$759.76	0.00%	\$1,500.00	
E 101-42500-437 Clothing Allowance	\$617.61	\$700.00	\$838.49	-\$138.49	119.78%	\$0.00	
E 101-42500-438 Meeting & Education	\$0.00	\$0.00	\$18.00	-\$18.00	0.00%	\$0.00	
E 101-42500-510 Capital Outlay-Actual Expens	\$8,733.08	\$11,000.00	\$11,895.36	-\$895.36	108.14%	\$13,260.00	
E 101-42500-550 Capital Outlay - Set Aside	\$0.00	\$5,500.00	\$0.00	\$5,500.00	0.00%	\$10,000.00	
E 101-42500-570 Capital Outlay - Park Board	\$36,571.20	\$50,000.00	\$387.15	\$49,612.85	0.77%	\$50,000.00	
E 101-42500-572 Active Community	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 42500 Park & Recreation	\$156,050.10	\$172,470.00	\$112,758.81	\$59,711.19		\$210,076.00	
FUND 101 GENERAL	\$1,910,920.46	\$1,945,110.00	\$1,314,208.57	\$630,901.43		\$2,324,965.00	

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
<b>FUND 201 STORM WATER DRAINAGE</b>							
Dept 00000 No Department							
E 201-00000-100 Wages and Salaries (GENERAL)	\$8,292.29	\$21,484.00	\$20,691.96	\$792.04	96.31%	\$23,458.00	
E 201-00000-121 PERA	\$601.95	\$1,612.00	\$1,561.88	\$50.12	96.89%	\$1,762.00	
E 201-00000-122 FICA	\$486.52	\$1,332.00	\$1,131.92	\$200.08	84.98%	\$1,455.00	
E 201-00000-123 Medicare	\$113.79	\$312.00	\$264.73	\$47.27	84.85%	\$340.00	
E 201-00000-131 Employer Paid Health	\$0.00	\$9,229.00	\$0.00	\$9,229.00	0.00%	\$7,595.00	
E 201-00000-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 201-00000-133 Employer Paid Dental	\$0.00	\$495.00	\$0.00	\$495.00	0.00%	\$600.00	
E 201-00000-210 Operating Supplies (GENERAL)	\$1,682.75	\$1,000.00	\$1,618.00	-\$618.00	161.80%	\$1,500.00	
E 201-00000-212 Fuel	\$1,630.50	\$2,000.00	\$1,550.78	\$449.22	77.54%	\$2,000.00	
E 201-00000-220 Repair/Maint Supply (GENERAL)	\$10,515.42	\$9,250.00	\$6,000.48	\$3,249.52	64.87%	\$9,250.00	
E 201-00000-300 Professional Svcs (GENERAL)	\$14,849.52	\$20,000.00	\$2,577.69	\$17,422.31	12.89%	\$20,000.00	
E 201-00000-320 Communications (GENERAL)	\$850.39	\$800.00	\$2,264.16	-\$1,464.16	283.02%	\$800.00	
E 201-00000-430 Miscellaneous (GENERAL)	\$2,974.98	\$0.00	\$759.78	-\$759.78	0.00%	\$0.00	
E 201-00000-437 Clothing Allowance	\$617.67	\$700.00	\$808.51	-\$108.51	115.50%	\$750.00	
E 201-00000-438 Meeting & Education	\$1,520.00	\$2,000.00	\$1,143.00	\$857.00	57.15%	\$2,000.00	
E 201-00000-510 Capital Outlay-Actual Expns	\$340.60	\$11,000.00	\$10,239.00	\$761.00	93.08%	\$11,000.00	
E 201-00000-550 Capital Outlay - Set Aside	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$10,000.00	
E 201-00000-721 Transfer Out	\$0.00	\$8,953.00	\$0.00	\$8,953.00	0.00%	\$8,892.00	
Dept 00000 No Department	\$44,476.38	\$100,167.00	\$50,611.89	\$49,555.11		\$101,402.00	
FUND 201 STORM WATER DRAINAGE	\$44,476.38	\$100,167.00	\$50,611.89	\$49,555.11		\$101,402.00	
<b>FUND 202 RECYCLING UTILITY</b>							
Dept 00000 No Department							
E 202-00000-386 Recycling Collection Expense	\$54,729.64	\$60,503.00	\$55,028.52	\$5,474.48	90.95%	\$60,503.00	
E 202-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$54,729.64	\$60,503.00	\$55,028.52	\$5,474.48		\$60,503.00	
FUND 202 RECYCLING UTILITY	\$54,729.64	\$60,503.00	\$55,028.52	\$5,474.48		\$60,503.00	
<b>FUND 203 REFUSE UTILITY</b>							
Dept 00000 No Department							
E 203-00000-105 Board & Commission Wages	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 203-00000-384 Refuse Collection Expense	\$162,364.65	\$167,310.00	\$155,719.40	\$11,590.60	93.07%	\$167,310.00	
E 203-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$162,364.65	\$167,310.00	\$155,719.40	\$11,590.60		\$167,310.00	
FUND 203 REFUSE UTILITY	\$162,364.65	\$167,310.00	\$155,719.40	\$11,590.60		\$167,310.00	
<b>FUND 206 ECONOMIC DEVELOPMENT AUTHORITY</b>							

Account Descr	2022 Amt	2023 Budget	YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
Dept 00000 No Department							
E 206-00000-300 Professional Svcs (GENERAL)	\$0.00	\$20,000.00	\$15,840.16	\$4,159.84	79.20%	\$0.00	
E 206-00000-430 Miscellaneous (GENERAL)	\$856.70	\$500.00	\$125.83	\$374.17	25.17%	\$500.00	
E 206-00000-433 Dues and Subscriptions	\$7,178.82	\$7,179.00	\$7,187.58	-\$8.58	100.12%	\$8,084.00	
E 206-00000-438 Meeting & Education	\$46.98	\$100.00	\$202.64	-\$102.64	202.64%	\$100.00	
E 206-00000-721 Transfer Out	\$200,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$208,082.50	\$27,779.00	\$23,356.21	\$4,422.79		\$8,684.00	
FUND 206 ECONOMIC DEVELOPMENT AUTHOR	\$208,082.50	\$27,779.00	\$23,356.21	\$4,422.79		\$8,684.00	
FUND 207 EDA REVOLVING LOAN FUND							
Dept 00000 No Department							
E 207-00000-430 Miscellaneous (GENERAL)	-\$75.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 207-00000-450 Loan Forgiveness	\$515.80	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 207-00000-497 EDA Loan Issuance	\$0.00	\$0.00	\$14,075.01	-\$14,075.01	0.00%	\$0.00	
E 207-00000-498 Loan Payment to Blue Earth	\$510.38	\$100.00	\$121.79	-\$21.79	121.79%	\$1,206.00	
E 207-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$951.18	\$100.00	\$14,196.80	-\$14,096.80		\$1,206.00	
FUND 207 EDA REVOLVING LOAN FUND	\$951.18	\$100.00	\$14,196.80	-\$14,096.80		\$1,206.00	
FUND 208 ACCOUNT TO CLOSE FOR PARKWAY							
Dept 00000 No Department							
E 208-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 208 ACCOUNT TO CLOSE FOR PARKWAY	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 221 TAX INCREMENT DIST. 1-2 CEDAR							
Dept 00000 No Department							
E 221-00000-300 Professional Svcs (GENERAL)	\$1,000.00	\$1,000.00	\$1,053.21	-\$53.21	105.32%	\$1,054.00	
E 221-00000-352 Publications	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 221-00000-442 Tax Increment Payment	\$93,591.32	\$88,087.00	\$49,405.10	\$38,681.90	56.09%	\$94,592.00	
E 221-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$94,591.32	\$89,087.00	\$50,458.31	\$38,628.69		\$95,646.00	
FUND 221 TAX INCREMENT DIST. 1-2 CEDAR	\$94,591.32	\$89,087.00	\$50,458.31	\$38,628.69		\$95,646.00	
FUND 222 TAX ABATEMENT-AUTUMN WIND							
Dept 00000 No Department							
E 222-00000-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 222-00000-443 Tax Abatement Payment	\$31,923.33	\$31,924.00	\$0.00	\$31,924.00	0.00%	\$35,094.00	
Dept 00000 No Department	\$31,923.33	\$31,924.00	\$0.00	\$31,924.00		\$35,094.00	

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Account Descr	2022 Amt	2023 Budget	YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
FUND 222 TAX ABATEMENT-AUTUMN WIND	\$31,923.33	\$31,924.00	\$0.00	\$31,924.00		\$35,094.00	
FUND 223 TIF #3 704-708 PARKWAY AVE							
Dept 00000 No Department							
E 223-00000-430 Miscellaneous (GENERAL)	\$1,000.00	\$1,000.00	\$1,053.22	-\$53.22	105.32%	\$1,054.00	
E 223-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$1,000.00	\$1,000.00	\$1,053.22	-\$53.22		\$1,054.00	
FUND 223 TIF #3 704-708 PARKWAY AVE	\$1,000.00	\$1,000.00	\$1,053.22	-\$53.22		\$1,054.00	
FUND 250 AMERICA RESCUE PLAN							
Dept 00000 No Department							
E 250-00000-210 Operating Supplies (GENERAL)	\$0.00	\$337,354.00	\$153,303.29	\$184,050.71	45.44%	\$0.00	
E 250-00000-721 Transfer Out	\$0.00	\$0.00	\$99,690.00	-\$99,690.00	0.00%	\$0.00	
Dept 00000 No Department	\$0.00	\$337,354.00	\$252,993.29	\$84,360.71		\$0.00	
FUND 250 AMERICA RESCUE PLAN	\$0.00	\$337,354.00	\$252,993.29	\$84,360.71		\$0.00	
FUND 311 RETIRED-CITY FACILITIES							
Dept 00000 No Department							
E 311-00000-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 311-00000-601 Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 311-00000-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 311 RETIRED-CITY FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 326 PFA							
Dept 00000 No Department							
E 326-00000-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 326-00000-601 Debt Srv Bond Principal	\$28,000.00	\$28,000.00	\$28,000.00	\$0.00	100.00%	\$28,000.00	
E 326-00000-611 Bond Interest	\$4,337.52	\$3,878.00	\$3,877.48	\$0.52	99.99%	\$3,418.00	
E 326-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$32,337.52	\$31,878.00	\$31,877.48	\$0.52		\$31,418.00	
FUND 326 PFA	\$32,337.52	\$31,878.00	\$31,877.48	\$0.52		\$31,418.00	
FUND 329 RETIRED-JOAN LANE REFUND 2021B							
Dept 00000 No Department							
E 329-00000-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 329-00000-601 Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 329-00000-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	

Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
FUND 329 RETIRED-JOAN LANE REFUND 2021	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 330 2ND, LINDA, STORM 2017A CROSSO							
Dept 00000 No Department							
E 330-00000-300 Professional Svcs (GENERAL)	\$435.00	\$435.00	\$435.00	\$0.00	100.00%	\$435.00	
E 330-00000-430 Miscellaneous (GENERAL)	\$495.00	\$495.00	\$495.00	\$0.00	100.00%	\$495.00	
E 330-00000-601 Debt Srv Bond Principal	\$55,000.00	\$55,000.00	\$55,000.00	\$0.00	100.00%	\$60,000.00	
E 330-00000-611 Bond Interest	\$9,656.25	\$8,639.00	\$8,638.75	\$0.25	100.00%	\$8,130.00	
E 330-00000-730 Cost of Issuance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$65,586.25	\$64,569.00	\$64,568.75	\$0.25		\$69,060.00	
FUND 330 2ND, LINDA, STORM 2017A CROSSO	\$65,586.25	\$64,569.00	\$64,568.75	\$0.25		\$69,060.00	
FUND 331 CSAH 27/AGENCY ST 2021A							
Dept 00000 No Department							
E 331-00000-300 Professional Svcs (GENERAL)	\$750.00	\$750.00	\$500.00	\$250.00	66.67%	\$750.00	
E 331-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 331-00000-601 Debt Srv Bond Principal	\$0.00	\$80,000.00	\$80,000.00	\$0.00	100.00%	\$80,000.00	
E 331-00000-611 Bond Interest	\$16,613.35	\$14,080.00	\$14,080.00	\$0.00	100.00%	\$18,390.00	
Dept 00000 No Department	\$17,363.35	\$94,830.00	\$94,580.00	\$250.00		\$99,140.00	
FUND 331 CSAH 27/AGENCY ST 2021A	\$17,363.35	\$94,830.00	\$94,580.00	\$250.00		\$99,140.00	
FUND 332 FACILITIES 2021B							
Dept 00000 No Department							
E 332-00000-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$300.00	-\$300.00	0.00%	\$0.00	
E 332-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 332-00000-601 Debt Srv Bond Principal	\$194,000.00	\$188,000.00	\$188,000.00	\$0.00	100.00%	\$162,000.00	
E 332-00000-611 Bond Interest	\$17,429.32	\$12,210.00	\$12,210.00	\$0.00	100.00%	\$10,285.00	
Dept 00000 No Department	\$211,429.32	\$200,210.00	\$200,510.00	-\$300.00		\$172,285.00	
FUND 332 FACILITIES 2021B	\$211,429.32	\$200,210.00	\$200,510.00	-\$300.00		\$172,285.00	
FUND 335 WATER TOWER REHAB 2023							
Dept 00000 No Department							
E 335-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$6,242.50	-\$6,242.50	0.00%	\$0.00	
E 335-00000-601 Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 335-00000-611 Bond Interest	\$0.00	\$0.00	\$9,047.50	-\$9,047.50	0.00%	\$0.00	
Dept 00000 No Department	\$0.00	\$0.00	\$15,290.00	-\$15,290.00		\$0.00	
FUND 335 WATER TOWER REHAB 2023	\$0.00	\$0.00	\$15,290.00	-\$15,290.00		\$0.00	
FUND 431 AGENCY RECONSTRUCTION-CSAH 27							
Dept 00000 No Department							

Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
E 431-00000-300 Professional Svcs (GENERAL)	\$126,157.45	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 431-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 431-00000-721 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 431-00000-730 Cost of Issuance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$126,157.45	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 431 AGENCY RECONSTRUCTION-CSAH 2	\$126,157.45	\$0.00	\$0.00	\$0.00		\$0.00	
FUND 435 WATER TOWER REHAB							
Dept 00000 No Department							
E 435-00000-300 Professional Svcs (GENERAL)	\$18,371.50	\$0.00	\$270,217.00	-\$270,217.00	0.00%	\$0.00	
E 435-00000-430 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 00000 No Department	\$18,371.50	\$0.00	\$270,217.00	-\$270,217.00		\$0.00	
FUND 435 WATER TOWER REHAB	\$18,371.50	\$0.00	\$270,217.00	-\$270,217.00		\$0.00	
FUND 601 WATER FUND							
Dept 00000 No Department							
E 601-00000-100 Wages and Salaries (GENER	\$98,204.53	\$116,597.00	\$112,043.47	\$4,553.53	96.09%	\$127,328.00	
E 601-00000-121 PERA	\$7,304.66	\$8,745.00	\$8,445.66	\$299.34	96.58%	\$9,550.00	
E 601-00000-122 FICA	\$5,374.95	\$7,229.00	\$6,151.18	\$1,077.82	85.09%	\$7,894.00	
E 601-00000-123 Medicare	\$1,257.03	\$1,691.00	\$1,438.58	\$252.42	85.07%	\$1,846.00	
E 601-00000-131 Employer Paid Health	\$20,687.82	\$23,073.00	\$18,377.89	\$4,695.11	79.65%	\$30,377.00	
E 601-00000-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-133 Employer Paid Dental	\$945.81	\$1,237.00	\$1,233.83	\$3.17	99.74%	\$2,399.00	
E 601-00000-142 Unemployment Benefit Paym	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-151 Work Comp Premium	\$0.00	\$4,793.00	\$11,151.75	-\$6,358.75	232.67%	\$11,299.00	
E 601-00000-190 Pension Expense	\$7,341.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-210 Operating Supplies (GENERA	\$52,866.21	\$40,000.00	\$67,474.89	-\$27,474.89	168.69%	\$55,000.00	
E 601-00000-212 Fuel	\$1,022.06	\$850.00	\$1,145.54	-\$295.54	134.77%	\$1,000.00	
E 601-00000-220 Repair/Maint Supply (GENER	\$19,229.21	\$22,000.00	\$9,390.75	\$12,609.25	42.69%	\$22,000.00	
E 601-00000-300 Professional Svcs (GENERAL)	\$26,751.24	\$30,000.00	\$10,605.96	\$19,394.04	35.35%	\$30,000.00	
E 601-00000-320 Communications (GENERAL)	\$5,717.13	\$4,000.00	\$4,878.68	-\$878.68	121.97%	\$4,000.00	
E 601-00000-362 Property & Liability Ins	\$25,373.32	\$5,754.00	\$18,102.88	-\$12,348.88	314.61%	\$12,452.00	
E 601-00000-381 Electric Utilities	\$22,774.45	\$18,000.00	\$24,840.90	-\$6,840.90	138.01%	\$23,000.00	
E 601-00000-383 Gas Utility	\$2,536.50	\$2,000.00	\$1,307.58	\$692.42	65.38%	\$2,500.00	
E 601-00000-420 Depreciation	\$55,942.66	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-430 Miscellaneous (GENERAL)	\$84.99	\$0.00	\$759.78	-\$759.78	0.00%	\$0.00	
E 601-00000-433 Dues and Subscriptions	\$365.00	\$400.00	\$433.00	-\$33.00	108.25%	\$500.00	
E 601-00000-437 Clothing Allowance	\$625.03	\$700.00	\$808.58	-\$108.58	115.51%	\$750.00	
E 601-00000-438 Meeting & Education	\$1,596.50	\$2,500.00	\$18.00	\$2,482.00	0.72%	\$2,500.00	
E 601-00000-439 Refund & Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

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Account Descr	2022 Amt	2023 Budget	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2024 Budget	UnderLine
E 601-00000-441 State Sales Tax	\$600.64	\$600.00	\$5,219.00	-\$4,619.00	869.83%	\$0.00	
E 601-00000-444 County Sales Tax	\$123.00	\$101.00	\$472.00	-\$371.00	467.33%	\$150.00	
E 601-00000-499 Amortization Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-510 Capital Outlay-Actual Expns	\$20,614.16	\$11,000.00	\$33,782.58	-\$22,782.58	307.11%	\$11,000.00	
E 601-00000-550 Capital Outlay - Set Aside	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$10,000.00	
E 601-00000-601 Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-00000-721 Transfer Out	\$50,000.00	\$118,009.00	\$49,999.99	\$68,009.01	42.37%	\$176,849.00	
Dept 00000 No Department	\$427,337.90	\$429,279.00	\$388,082.47	\$41,196.53		\$542,394.00	
FUND 601 WATER FUND	\$427,337.90	\$429,279.00	\$388,082.47	\$41,196.53		\$542,394.00	
FUND 602 SEWER FUND							
Dept 00000 No Department							
E 602-00000-100 Wages and Salaries (GENER	\$98,153.45	\$116,597.00	\$112,019.06	\$4,577.94	96.07%	\$127,328.00	
E 602-00000-121 PERA	\$7,300.73	\$8,745.00	\$8,443.63	\$301.37	96.55%	\$9,550.00	
E 602-00000-122 FICA	\$5,372.08	\$7,229.00	\$6,149.84	\$1,079.16	85.07%	\$7,894.00	
E 602-00000-123 Medicare	\$1,256.40	\$1,691.00	\$1,438.27	\$252.73	85.05%	\$1,846.00	
E 602-00000-131 Employer Paid Health	\$20,687.87	\$23,073.00	\$18,377.90	\$4,695.10	79.65%	\$30,377.00	
E 602-00000-132 Employer Paid Health Saving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-133 Employer Paid Dental	\$945.81	\$1,237.00	\$1,233.82	\$3.18	99.74%	\$2,399.00	
E 602-00000-151 Work Comp Premium	\$0.00	\$4,793.00	\$11,151.75	-\$6,358.75	232.67%	\$11,299.00	
E 602-00000-190 Pension Expense	\$6,899.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-210 Operating Supplies (GENERA	\$7,964.35	\$6,600.00	\$4,743.91	\$1,856.09	71.88%	\$7,000.00	
E 602-00000-212 Fuel	\$895.53	\$1,000.00	\$902.63	\$97.37	90.26%	\$1,000.00	
E 602-00000-220 Repair/Maint Supply (GENER	\$18,697.95	\$16,000.00	\$9,491.80	\$6,508.20	59.32%	\$18,000.00	
E 602-00000-300 Professional Svcs (GENERAL)	\$35,810.43	\$33,000.00	\$30,516.85	\$2,483.15	92.48%	\$35,000.00	
E 602-00000-320 Communications (GENERAL)	\$3,994.72	\$3,500.00	\$3,313.17	\$186.83	94.66%	\$4,000.00	
E 602-00000-362 Property & Liability Ins	\$25,373.32	\$5,754.00	\$18,102.88	-\$12,348.88	314.61%	\$12,452.00	
E 602-00000-381 Electric Utilities	\$10,200.82	\$10,000.00	\$9,622.55	\$377.45	96.23%	\$12,000.00	
E 602-00000-383 Gas Utility	\$1,796.09	\$1,200.00	\$825.42	\$374.58	68.79%	\$2,000.00	
E 602-00000-385 Mankato User Charge Fee	\$202,982.16	\$263,331.00	\$177,705.64	\$85,625.36	67.48%	\$218,324.00	
E 602-00000-420 Depreciation	\$46,467.24	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-430 Miscellaneous (GENERAL)	\$84.99	\$0.00	\$759.78	-\$759.78	0.00%	\$0.00	
E 602-00000-433 Dues and Subscriptions	\$23.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-437 Clothing Allowance	\$617.72	\$700.00	\$808.61	-\$108.61	115.52%	\$750.00	
E 602-00000-438 Meeting & Education	\$10.00	\$2,500.00	\$888.09	\$1,611.91	35.52%	\$2,500.00	
E 602-00000-439 Refund & Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-00000-510 Capital Outlay-Actual Expns	\$0.00	\$11,000.00	\$10,239.00	\$761.00	93.08%	\$11,000.00	
E 602-00000-550 Capital Outlay - Set Aside	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$10,000.00	
E 602-00000-721 Transfer Out	\$350,000.00	\$50,000.00	\$50,000.00	\$0.00	100.00%	\$50,000.00	



Account Descr	2022		2023		2023		2023		2024	
	Amt	Budget	YTD Amt	Budget	YTD Amt	Balance	%YTD Budget	Budget	Budget	UnderLine
Dept 00000 No Department	\$845,533.66	\$577,950.00	\$476,734.60	\$577,950.00	\$476,734.60	\$101,215.40		\$574,719.00		
FUND 602 SEWER FUND	\$845,533.66	\$577,950.00	\$476,734.60	\$577,950.00	\$476,734.60	\$101,215.40		\$574,719.00		
	\$4,253,156.41	\$4,159,050.00	\$3,459,486.51	\$4,159,050.00	\$3,459,486.51	\$699,563.49		\$4,284,880.00		

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December 4, 2023

To: Honorable Mayor Norton and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: New Lieutenant for Eagle Lake

Blue Earth County Chief Deputy Jeremy Brennan will be at the meeting to introduce the new Lieutenant appointed for Eagle Lake – Mitch Gahler. Lieutenant Gahler will officially be starting in his new role in Eagle Lake on January 2<sup>nd</sup>.

The Sheriff's Office is currently advertising for two (2) deputies that will be assigned to Eagle Lake.

  
Jennifer J. Bromeland  
City Administrator



December 4, 2023

To: Honorable Mayor Norton and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Truth and Taxation Hearing and Final 2024 Tax Levy and Budget

A brief PowerPoint presentation has been prepared for the Truth-In-Taxation hearing that is scheduled for this evening at 6:00 p.m. An overview of the budget and tax levy process will be provided.

The final levy must be certified to the county auditor by or before December 28th. Cities must also file a certificate of compliance with the Department of Revenue by December 28<sup>th</sup>. The levy is comprised of the general fund, EDA, and debt service.

For reference purposes, last year's final levy was set at approximately 9% or an increase of \$80,36. Property taxes should have remained relatively flat unless a property's valuation increased.

Included is a spreadsheet used to show estimated net tax capacity and levy impact. This spreadsheet is used during the budget setting process to consider different scenarios by changing the proposed levy change cell and residential taxable market value cell. It should be noted that the estimated city tax cell is calculated using a residential 1% class rate, and this doesn't represent property classifications with a different class rate such as commercial or industrial. The local property tax rate is a function of the levy and total tax base. Taxable tax capacity is used to determine the local tax rate.  $[\text{city levy}] / [\text{taxable tax capacity}] = [\text{city tax rate}]$  A property's share of the City levy is based on the taxable value of the property relative to the full value of all other property in the City's taxing district.

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


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

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

Attached you will find a proposed final budget and other supporting information.

Discussion should ensue.

A motion is necessary to adopt Resolution No. 2023-50.

  
 Jennifer J. Bromeland  
 City Administrator

**CITY OF EAGLE LAKE, MINNESOTA  
CITY COUNCIL RESOLUTION 2023-50**

**A Resolution Setting the Fiscal Year 2024  
Final Property Tax Levy**

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

General Fund	\$ 945,045
EDA	\$ 51,000
Debt Service	<u>\$ 132,939</u>
<b>Total Tax Levy</b>	<b>\$ 1,128,984</b>

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

**WHEREAS**, a public hearing was held on the issue and public testimony was gathered.

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

Adopted by the City Council of Eagle Lake, MN this 4th day of December 2023.

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

ATTEST:

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



December 4, 2023

To: Honorable Mayor Norton and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Recommendation to Promote Mike Nicklay to Public Works Supervisor

A meeting was recently held with Public Works Director Andrew Hartman, Public Works Worker Mike Nicklay, the Personnel Committee – Council members Beth Rohrich and John Whittington, and me to discuss filling the position of Public Works Supervisor, effective January 1, 2024.

For purposes of providing background, the Public Works Supervisor position was left vacant following the promotion of Andrew Hartman to Public Works Director in February 2023 because we were in the process of hiring two new Full-Time Public Works Workers and no immediate need presented itself for a Public Works Supervisor at that time.


The role of the Public Works Supervisor is to supervise full-time, part-time, and seasonal public works staff; and to determine priorities, schedule work, and ensure the proper completion of work in the absence of the Public Works Director. By filling the Public Works Supervisor position, the framework is established for a hierarchy within the department to effectively monitor and ensure that work flow continues in the absence of the Public Works Director.

The current roster for the Public Works Department includes the following: Public Works Director, Public Works Workers (3), and Part-Time Public Works Worker.

The Personnel Committee and Public Works Director recommend that Mike Nicklay be promoted to the position of Public Works Supervisor, effective January 1, 2024. Mr. Nicklay was hired in November 2020 as a Full-Time Public Works Worker.

Attached you will find a job description for the position of Public Works Supervisor.

A motion is necessary to accept the recommendation listed above.

  
Jennifer J. Bromeland  
City Administrator

**JOB DESCRIPTION  
CITY OF EAGLE LAKE**

**JOB TITLE:** Public Works Supervisor

**DEPARTMENT:** Public Works

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**POSITION SUMMARY**

Performs semi-skilled to skilled manual maintenance work in the water, wastewater, streets, and parks/recreation departments and provides supervisory direction to part-time and Public Works Worker position.

**POSITION AUTHORITY**

Works under the general and technical direction of the Public Works Director.

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**RELATIONSHIPS**

**IMMEDIATE SUPERVISOR**

Public Works Director

**SUPERVISES**

**Part-Time, Seasonal Employees, Public Works Worker**

**EMPLOYEE CONTACTS**

Public Works Department personnel, City other employees and City Council.

**OUTSIDE CONTACTS**

Consultants, Contractors and the public.

**RESPONSIBILITIES**

- Operate all types of heavy and light equipment including tractor, mowers, trucks, etc.
- **Supervise Public Works Worker, part-time and seasonal staff in the absence of the Public Works Director.**
- Operate and perform light maintenance on all equipment engaged in municipal activities.
- **Determine priorities, schedule the work, and ensure proper completion in the absence of the Public Works Director.**
- Remove snow from City streets, City property, alleys, parking lots, and ice rink.
- Erect and maintain playground equipment and skating rink.

- Maintain equipment and grounds of ball fields.
- Flood and maintain ice rink.
- Assist in utility customer meter reading.
- Assist in water, wastewater, and storm sewer line maintenance and replacement.
- Assist in maintaining the sanitary sewer system; operate, inspect, troubleshoot, and maintain lift stations.
- Assist in maintaining the water system; wells, water tower, fire hydrants, water mains, water meters and chemical feed pumps
- Assist in maintaining the storm water system and compliance with MS4 program requirements.
- Assist in mosquito spraying.
- Service and maintain a variety of tools; maintain parts inventory for departmental vehicles.
- Assist in completing required federal and state reports and forms.
- Purchase equipment and supplies in accordance with the budget.
- Work with area contractors as needed and oversee the work of City contractors for large projects.
- Attend continuing education classes in water and wastewater to satisfy state certification requirements for required licenses.
- Responsible for working overtime, emergency call outs, or to be on call as necessary or assigned.
- Perform other work as required and as directed by the Public Works Director.

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## EMPLOYMENT STANDARDS

### EDUCATION AND EXPERIENCE

- High School diploma or equivalent. Must possess a valid Minnesota Class D driver's license and Class D Water and Class S/D Wastewater licenses. Must have **four** years experience in maintenance, construction, or related equipment operation.

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## NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of traffic laws, ordinances, and regulations involved in municipal equipment.
- Considerable knowledge of the occupational hazards involved and the safety precautions necessary in equipment operation.
- Considerable knowledge of the practices of operation and servicing of heavy equipment, including the adaptations and specialized uses to which equipment can be put in meeting emergency or other unusual conditions.
- Considerable ability to use a telephone or radio for work calls.
- Considerable ability to use a computer.
- Working ability to plan for needs and improvement in municipal utility systems.
- Considerable ability to safely and effectively operate light and heavy equipment, including the operation of all types of vehicles and other maintenance equipment.
- Considerable ability to use good vision including night vision and good hearing to detect problems and make repairs or maintain the systems on an ongoing basis.
- Considerable ability to perform a variety of assigned maintenance duties including manually excavating and digging.
- Working ability to establish effective working relationships with supervisors, other employees, public officials, and to deal with the public in a pleasant, courteous, and tactful manner.
- Working ability to understand and follow written and oral instructions.
- **Considerable ability to supervise staff and schedule work effectively.**
- Working ability to be on call for work on weeknights, weekends, and holidays.

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## WORK ENVIRONMENT

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

- Considerable ability to stand, walk, bend, crouch, stoop, pull and push, twist and turn and work in confined spaces when installing and making repairs to water, wastewater or storm sewer distribution systems, sometimes for long periods and/or repetitively.

- Considerable ability to frequently lift and carry objects of varying weight up to 100 pounds. Use both large and fine motor skills and a keen sense of touch and smell daily to perform work.
  - Considerable ability to work at heights up to 140 feet (water tower) with some regularity and to maintain balance.
  - Considerable ability to perform manual excavation to locate and repair or place underground mains when necessary.
  - Considerable ability to work with and around hazardous chemicals irritants, and strong fumes, and to work with potential exposure to infectious disease.
  - Considerable ability to use good vision including night vision and good hearing to detect problems and make repairs or maintain the systems on an ongoing basis.
  - Considerable ability to use both large and fine motor skills and a keen sense of touch and smell daily to perform work.
  - Considerable ability to work outside in all types of weather.
  - The noise level in the work environment is usually moderate.
- 

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Updated: December 4, 2023



December 4, 2023

To: Honorable Mayor Norton and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Earned Sick and Safe Time Policy

Effective January 1, 2024, Minnesota’s earned sick and safe time (ESST) law requires employers to provide earned sick and safe paid leave to employees who work in Minnesota. An employee is anyone who works at least 80 hours in a year for an employer in Minnesota but does not include independent contractors. Temporary and part-time employees are covered under the law. Employers must provide each employee with one hour of ESST for every 30 hours worked, with the ability to accumulate at least 48 hours of ESST each year.

ESST is job protected paid time off. It is earned at one hour of ESST for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. For all full-time benefit eligible employees, ESST accrual hours are not in addition to the already accumulated sick leave hours. As per the City’s current policy, all full-time employees accrue 8 hours of sick leave per month or 96 hours per year. The current sick leave accrual for full-time employees meets the minimum ESST earning threshold of one hour per 30 hours, meaning the City is not required to offer additional leave hours. ESST requires employers to allow the use of ESST for events that meet the eligibility criteria. ESST hours are an allotment of job protected leave associated with already accrued paid sick leave accrual hours. The ESST hours are essentially a subset of the traditional sick leave hours offered to full-time employees. The 48 ESST hours have a broader use for employees than a traditional sick leave plan. For all other employees (part-time, seasonal, temporary), ESST is a paid leave bank and can be used as per the City’s ESST policy, a draft copy of which is attached.

We currently outsource payroll processing to ADP and are working with them to get the tracking of ESST hours set up so that it is compliant with Minn. Statute 181.032.

Attached is an ESST policy for your review and approval. The ESST policy applies to all employees. Also attached is a notice informing employees about earned sick and safe time as required under law. This notice will be distributed to employees shortly.

A motion is needed to adopt the ESST policy.

  
Jennifer J. Bromeland  
City Administrator



## **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.

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Lisa Norton  
Mayor

---

Jennifer J. Bromeland  
City Administrator



## Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is: calendar year – January 1 – December 31.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

## Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

If an employee plans to use earned sick and safe time for an appointment, preventive care, or another permissible reason they know of in advance, inform your supervisor by phone, email, text, or in person as far in advance as possible, but at least seven days in advance. In situations where an employee cannot provide advance notice, the employee should contact their supervisor via phone, email, text as soon as they know they will be unable to work.





December 4, 2023

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

A request has been received from an employee seeking to increase their vacation accrual from 80 hours per year to 160 hours per year. A meeting was held with the Personnel Committee to review the request with the employee. The Personnel Committee is not in clear agreement on whether to recommend that the request be approved or denied. The City Administrator does not have the authority to approve a request related to compensation that is contrary to established policy. The City Council has the authority to approve or deny the request.

Attached is an excerpt from the City's Personnel Policy related to vacation leave earnings and accumulation information. The employee will be starting their 6<sup>th</sup> year of employment, effective January 1, 2024. Beginning in year 7 (January 1, 2025), the employee will begin earning 120 hours of vacation per year.

If the City Council is interested in approving the employee's request, you may wish to look at adjusting the vacation accrual chart for all employees versus just a single employee to avoid any potential negative impacts to morale by treating employees differently. Additionally, making an exception for one employee creates precedence for future similar requests that may be received from other employees. The overall budgetary impact should also be factored when contemplating whether to adjust vacation accruals for employees.

Discussion should ensue.

Jennifer J. Bromeland  
City Administrator

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.

### **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.

<u>LENGTH</u>	<u>HOURS PER</u>			<u>Carry Over</u>	<u>Max On</u>
<u>OF SERVICE</u>	<u>PAY PERIOD</u>	<u>DAYS</u>	<u>HOURS</u>	<u>Amt</u>	<u>Books</u>
1ST YEAR	1.538	5	40	20	60
BEG OF 2 - 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



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


December 4, 2023

To: Honorable Mayor Norton and City Council  
From: Jennifer J. Bromeland, City Administrator  
Re: Schedule Public Hearing for Chapter 6 Amendments

With the assistance of Community Development Coordinator Olivia Adomabea, the Planning Commission has completed a review of Chapter 6 and is recommending that it be amended. Ms. Adomabea will be at the meeting to walk you through the proposed changes. Due to the large file size, a draft of Chapter 6 has been posted to the website under "City Code" instead of being printed and included with the packet.

A city may choose to publish a summary of a complete public notice. The City Council must approve summary publication by fourth fifths vote.

A motion is needed to schedule a public hearing for the January 8th meeting and approve summary publication.

  
Jennifer J. Bromeland  
City Administrator



November 27, 2023

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

Re: In the Matter of the Determination of the Need for an Environmental Impact Statement  
For the Mankato Motorsports Park  
Court File: A23-0091

Dear Mayor Norton and Councilmembers:

As many of you may already know, the Minnesota Court of Appeals has ruled on the second appeal in regard to the Mankato Motorsports Park. They have again reversed and remanded this matter. The Court of Appeals has found that the City/Applicant did not have enough information to determine the impacts of the project on wildlife and cumulative impact that it would have on greenhouse gas emissions.

The opinion is vague in what the Court would like to see in regard to the impacts on wildlife but it appears to be swayed by the concerns raised by the DNR. The wildlife concerns focused on noise levels and the Court of Appeals has rejected the conclusions of Bolton & Menk in part as the study that was cited was limited to a single bird species. The Court also raised a concern that the wildlife impact that was addressed was limited to noise and did not address the loss of habitat and other concerns.

The concerns over greenhouse gas emissions were also based in part on concerns raised by the Minnesota DNR. The Court of Appeals is indicating that additional information would be necessary in regards to the green house gas emissions related to individuals flying into the airport.

Mr. Ruevers will advising the Council of options in this matter. This may include an appeal to the Minnesota Supreme Court. There are a number of reasons that would support such a request but ultimately it would be up to the Minnesota Supreme Court to determine if it would take the appeal.

If the Council determines not to appeal the decision, then this matter will be back to square one. It is clear that the Court of Appeals is going to strongly consider any objection that is raised by the DNR, for this project to go forward there concerns will need to be addressed. Based on the comments that we have received from the engineers for the developer, I am not certain that those concerns will be able to be addressed without a full Environmental Impact Study.

99 Navaho Avenue, Suite 104 Mankato, MN 56001  
Phone: 507/345-4582 Fax: 507/345-1010  
Email: knklaw@hickorytech.net  
Website: kennedykennedylaw.lawoffice.com

\* Also Admitted in Iowa

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Sincerely,

KENNEDY & KENNEDY

Christopher M. Kennedy  
CMK/cm

A handwritten signature in black ink, appearing to be 'Christopher M. Kennedy', written over the typed name. The signature is stylized and cursive.

*This opinion is nonprecedential except as provided by  
Minn. R. Civ. App. P. 136.01, subd. 1(c).*

**STATE OF MINNESOTA  
IN COURT OF APPEALS  
A23-0091**

In the Matter of the Determination of the Need for an Environmental Impact Statement  
for the Mankato Motorsports Park.

**Filed November 27, 2023  
Reversed and remanded  
Cochran, Judge**

City of Eagle Lake  
Resolution No. 2022-46

David M. Robbins, Marshall H. Tanick, Meyer Njus Tanick, PA, Minneapolis, Minnesota  
(for relators Citizens Against Motorsports Park (CAMP), Michael Guentzel, Erin  
Guentzel)

Paul Donald Reuvers, Andrew A. Wolf, Iverson Reuvers, Bloomington, Minnesota (for  
respondent City of Eagle Lake)

Bradford Development, Mankato, Minnesota (respondent)

Considered and decided by Cochran, Presiding Judge; Johnson, Judge; and  
Klaphake, Judge.\*

**NONPRECEDENTIAL OPINION**

**COCHRAN, Judge**

In this certiorari appeal, relators challenge respondent's decision that an  
environmental impact statement (EIS) is not needed for a proposed motorsports park (the  
project) following a remand by this court. *See In re Determination of Need for Env't*

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\* Retired judge of the Minnesota Court of Appeals, serving by appointment pursuant to  
Minn. Const. art. VI, § 10.

*Impact Statement for Mankato Motorsports Park*, No. A20-0952, 2021 WL 1604359, at \*1 (Minn. App. Apr. 26, 2021) (*CAMP I*). Relators argue that respondent's determination that the project does not have the potential for significant environmental effects is arbitrary, capricious, and unsupported by substantial evidence because the respondent inadequately considered (1) impacts to wildlife and (2) cumulative potential effects. Because respondent's determination regarding impacts to wildlife is not supported by substantial evidence and respondent failed to adequately consider the potential cumulative impacts from greenhouse gas (GHG) emissions resulting from the project, we reverse and remand for a new determination on the need for an EIS.

### FACTS

Respondent Bradford Development (the developer) proposes to construct the Mankato Motorsports Park in the city of Eagle Lake.<sup>1</sup> Respondent City of Eagle Lake (the city) is the responsible government unit (RGU) charged with determining what level of environmental review is required for the project. *See* Minn. R. 4410.0200, subps. 75-76 (defining "responsible government unit" and "RGU"), .4300, subp. 36.A. (requiring an EAW for the conversion of 80 or more acres of agricultural land and designating the local governmental unit as the RGU) (2021).

The project site encompasses approximately 230 acres of agricultural land, most of which is farmland but some of which contains wetlands. The project site is adjacent to the southeastern shore of Eagle Lake, a designated wildlife lake, and is bounded on the

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<sup>1</sup> The developer has not filed a brief with this court.

southern side by U.S. Route 14, a four-lane highway with a 65 mile-per-hour speed limit. *CAMP I*, 2021 WL 1604359, at \*1. The project site is also near the Mankato Regional Airport. The developers located the project near the airport because the project is intended to be a “destination course.”

The project would include a three-mile track for high-performance vehicles, a track clubhouse, car condos,<sup>2</sup> associated parking lots, a hotel, and a golf entertainment center.<sup>3</sup> *Id.* The track would be a private club for members “to drive at their desired pace in order to experience the optimal performance of their automobiles.” *Id.* The track also would be available to the public during “driving events, including performance driving schools, teen driving school, and exotic car rentals.” *Id.* The track would be open seasonally from April through October.

Because the project would convert approximately 230 acres of agricultural land to industrial use, the project required an Environmental Assessment Worksheet (EAW) to determine whether a full EIS is required for the project. *Id.*; Minn. R. 4410.4300, subps. 1, 36 (2021). As the RGU, the city was responsible for complying with the EAW process and hired a consultant to prepare an EAW. *CAMP I*, 2021 WL 1604359, at \*1; Minn. R. 4410.4300, subps. 1, 36. Based on the EAW and related public comments, the city council

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<sup>2</sup> Based on the EAW, “car condos are multi-unit ‘seasonable living areas’ that include a garage.” *CAMP I*, 2021 WL 1604359, at \*1 n.2. While car condos are not residences, they do provide storage for cars as well as amenities for car owners. *Id.*

<sup>3</sup> In response to comments on the EAW, the city explained that the hotel and golf entertainment center were “no longer being considered as part of this development.” *CAMP I*, 2021 WL 1604359, at \*1-2. The city confirmed this position in its second decision on the need for an EIS.

determined that the project did not have the potential for significant environmental effects and therefore an EIS was not required for the project to move forward: *CAMP I*, 2021 WL 1604359, at \*2.

Relators Citizens Against Motorsports Park (CAMP), Michael Guentzel, and Erin Guentzel appealed the city's initial negative declaration on the need for an EIS, arguing that the city's decision was arbitrary and capricious and unsupported by substantial evidence. *Id.* at \*1. This court concluded that substantial evidence supported the city's determination that an EIS was not required to address "noise impacts on humans, waste storage and disposal, land alterations, and wetlands." *Id.* But, because the city "did not rely on substantial evidence to determine whether the project would have the potential for significant effects on wildlife and failed to address agency and county concerns about the potential for cumulative effects from greenhouse gas emissions," we reversed and remanded "for a new determination on the need for an EIS." *Id.* Regarding wildlife, we specifically noted that "the record contains no evidence about the project's effect on wildlife because there was no attempt to identify, survey, or catalog the wildlife in the project area." *Id.* at \*7.

*Supplemental EAW*

Following our decision, the city's consultant prepared a supplemental EAW to further evaluate whether the project has the potential for significant environmental effects. Below, we summarize the supplemental EAW's analysis of the project's potential impacts on wildlife and the project's potential for cumulative effects from GHG emissions.

### Potential Effects on Wildlife

Regarding the 230-acre project site itself, the supplemental EAW considers the potential impacts on wildlife in very general terms and does not identify or list the wildlife that use or inhabit the project site. The supplemental EAW notes that wildlife in the project area may be disturbed by the construction and by “human activity and noise associated with the proposed road course and associated development.” The supplemental EAW also states that “[m]ost of the wildlife species in the study area already tolerate some measure of human activity along the project corridor.” And the supplemental EAW concludes that the project “is expected to have little effect on wildlife resources found in the project area since the entire project is located within an existing agricultural field.” But the supplemental EAW reaches this conclusion without listing or identifying the wildlife species that use or inhabit the project site.

With regard to wildlife in the vicinity of nearby Eagle Lake, the supplemental EAW does identify some of the wildlife species that may use or inhabit the lake. The supplemental EAW explains that Eagle Lake, a designated “wildlife lake,” is a shallow lake and that “shallow lakes provide important habitat for waterfowl, other water birds, fur-bearing mammals, amphibians, reptiles and fish,” as well as breeding grounds for over-water nesting waterfowl. The supplemental EAW also identifies individual species that have been known to visit or inhabit Eagle Lake in the past, using information from two resources: (1) Department of Natural Resources (DNR) surveys of south Eagle Lake (conducted in 2003 and 2010) and Eagle Lake as a whole (conducted in 1953, 1970, 2002, and 2011), and (2) a U.S. Fish and Wildlife Service (USFWS) “screening” of species under

its jurisdiction. But the supplemental EAW specifically recognizes that the DNR surveys “do not provide an exhaustive list of all species that may use Eagle Lake” because the surveys were conducted on a single day in each of the relevant years—the most recent of which was 2011. And the USFWS screening identifies only two migratory birds—the Bald Eagle and the Lesser Yellowlegs—as being in or near the project area.<sup>4</sup>

In addition to identifying these species, the supplemental EAW discusses the potential effects on Eagle Lake wildlife. The analysis focuses primarily on the potential impacts to waterfowl from noise that would be generated by the project. The supplemental EAW notes that a second sound study was conducted in 2022 “to determine the increase in noise levels of the proposed track on Eagle Lake.” The study considered the impact of noise from the proposed track and noise from the nearby highway. Based on the results of the study, the supplemental EAW concluded that the increase in noise from the project would be negligible and noise from the project “will not affect nesting waterfowl along the lake shore.”

The supplemental EAW also addresses the potential effects from lighting associated with the project on wildlife. The supplemental EAW explains that the buildings and parking areas would be lighted in accordance with city ordinances but that the driving track would not be lighted. The supplemental EAW also notes that the project would not include

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<sup>4</sup> The supplemental EAW stated that the Bald Eagle was most likely to be in the project area from January through April, while the Lesser Yellowlegs was most likely to be in the project area in March. The supplemental EAW also identified the Bald Eagle’s breeding season as December through August.

flashing lights or shine lights into the sky. For these reasons, the supplemental EAW concludes that “[l]ighting is not anticipated to affect wildlife in or near the project area.”

Lastly, the supplemental EAW acknowledges that human and vehicle traffic associated with the project could disturb some species, leading to relocation or possibly increased mortality for species less tolerant of the disturbances. But the supplemental EAW nevertheless concludes that such traffic likely would not affect wildlife.

Based on the foregoing information, the supplemental EAW concludes that the project will not increase “known wildlife disturbances to a level that will affect wildlife on Eagle Lake.” “Therefore, an in-depth wildlife study of Eagle Lake was not conducted.”

#### Potential Effects from Air Emissions

The supplemental EAW also considered the project’s effects on “global climate change” primarily by estimating the project’s annual GHG emissions. After evaluating (1) agricultural emissions data from 2008, (2) automobile emissions data from 2019, (3) facility operations emissions data from 2021, (4) water energy estimates, and (5) emission estimates from a similar motorsports park project in California, the supplemental EAW estimated that the project would increase GHG emissions in the area by 35,221.87 metric tons of carbon dioxide equivalent per year. Based on this estimate, the supplemental EAW concluded that the project’s contribution to GHG emissions in the area would be “negligible” in light of other development and emphasized that its “incremental contribution to global GHGs cannot be translated into effects on climate change globally or regionally.” The supplemental EAW did not consider whether the



project would increase air travel to and from the Mankato Regional Airport and therefore did not include emissions from air travel in its emissions estimate.

### *Public Comments and Responses*

The supplemental EAW was published in the Environmental Quality Board Monitor on September 20, 2022. The 30-day public-comment period ran from September 20, 2022 to October 20, 2022, pursuant to Minn. R. 4410.1700, subp. 2.A (2021).

During the public-comment period, the city received comments from 17 parties, including the U.S. Army Corps of Engineers, the Minnesota Department of Transportation (MnDOT), DNR, and 13 members of the public. On November 7, 2022, the city council voted to postpone “its EIS decision” until December 5, 2022, to give the developer an opportunity to “provide a response to all substantive comments which they have not yet provided.” Below is a summary of the relevant comments and the developer’s responses.<sup>5</sup>

### DNR

With respect to wildlife impacts, the DNR expressed concerns about the supplemental EAW’s reliance on the 2022 noise study and the DNR wildlife surveys. Starting with the noise study, the DNR stated that the noise modeling “does not appear to cumulate the effect of noise” from Highway 14 and the project. The DNR also expressed concerns that the noise study did not account for the change to ambient noise conditions throughout the year. In response, the developer stated that “[n]oise from highway and development cannot be cumulated.” The developer also stated that “[n]oise propagates

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<sup>5</sup> The comments from the U.S. Army Corps of Engineers and MnDOT were not substantive.

best under inversion conditions which typically occur at nighttime and early morning hours” and that the “[t]rack will not operate at night.” Therefore, according to the developer, “maximum noise from the track typically is not at the same time as maximum noise from [the] highway.”

Regarding the Eagle Lake wildlife surveys, DNR emphasized that the DNR surveys relied upon by the city in the supplemental EAW “illustrate a one-day visit and are not intended to provide a full picture of wildlife use from day to day or throughout the year.” DNR recommended that “an in-depth wildlife use study (focusing on avian use) for the lake including nesting, migration, and other activities” be completed at “biologically relevant times.” The developer responded by stating: “Current research indicates that noise is unlikely to be a factor on avian use and will unlikely change the findings of the EAW.” The developer then cited a 2012 study titled: “Population, Behavioural and Physiological Responses of an Urban Population of Black Swans to an Intense Annual Noise Event.” The developer did not address any other potential impacts to wildlife.

Lastly, with respect to GHG emissions, DNR stated that the supplemental EAW identifies the project as “a destination location for those traveling in from the local airport” but does not quantify how much increased air traffic would contribute to the project’s overall GHG emissions. DNR asserted that “[emissions] from airplane travel are a significant source of [GHGs] and should be included in the analysis.” In response, the developer stated that the “[p]roject is not anticipated to have an impact on adjacent airplane or railroad travel and therefore these emission levels should remain static regardless of the proposed project” but did not provide any support for this statement.

### Members of the Public

Comments from members of the public addressed similar concerns as those expressed by DNR. One person with degrees in ecology and conservation biology and expertise in “avian ecology and wildlife management” specifically commented that the supplemental EAW erroneously excluded species that the person had observed recently in the project area. The developer “noted” this person’s concerns.

### *Second Negative EIS Declaration*

On December 5, 2022, the city council approved findings of fact and a decision on the need for an EIS. Based on the information generated through the supplemental environmental-review process, the city again concluded that the proposed project “does not have the potential for significant environmental effects” and that an EIS is not required. The city also concluded that “[a]reas where potential environmental effects have been identified . . . will be addressed” and that mitigation measures would be incorporated into the project design and permitting processes.

Relators now seek review by way of a petition for a writ of certiorari.

### **DECISION**

The city’s decision not to require an EIS is subject to review under the appeal provisions of the Minnesota Administrative Procedure Act—Minnesota Statutes sections 14.63-.69 (2022). Minn. Stat. § 116D.04, subd. 10 (2022); *In re City of Cohasset’s Decision on the Need for an Env’t Impact Statement for the Proposed Frontier Project*, 985 N.W.2d 370, 377 (Minn. App. 2023) (noting that this court applies the standards set forth in Minn. Stat. § 14.69 in its review of a negative EIS declaration). We may reverse

or modify the city's decision if it is, among other things, "arbitrary or capricious" or unsupported by substantial evidence. Minn. Stat. § 14.69. An RGU's decision is "arbitrary and capricious" if it "(1) is based on factors that the legislature did not intend for the RGU to consider; (2) entirely fails to address an important aspect of the problem; (3) offers an explanation that is counter to the evidence; or (4) is so implausible that it could not be explained as a difference in view or the result of the RGU's decision-making expertise." *Friends of Twin Lakes v. City of Roseville*, 764 N.W.2d 378, 381 (Minn. App. 2009). Stated differently, the RGU's decision is arbitrary and capricious if it "represents [the RGU's] will and not its judgment." *In re Denial of Contested Case Hearing Requests & Issuance of NPDES/SDS Permit No. MN0071013*, 993 N.W.2d 627, 646 (Minn. 2023) (quotation omitted). An RGU's decision is unsupported by substantial evidence if it is not supported by (1) "such relevant evidence as a reasonable mind might accept as adequate to support a conclusion;" (2) "more than a scintilla of evidence;" (3) "more than 'some evidence;'" (4) "more than 'any evidence;'" and (5) "evidence considered in its entirety." *CARD*, 713 N.W.2d at 832 (quotation omitted). The party challenging an RGU's decision bears "the burden of proving that its findings are unsupported by the evidence as a whole." *Friends of Twin Lakes*, 764 N.W.2d at 381.

Relators argue that the city's second negative EIS declaration is arbitrary, capricious, and unsupported by substantial evidence. Before turning to the merits of relators' arguments, we begin by summarizing Minnesota's environmental-review process.

### A. Minnesota's Environmental-Review Process

Minnesota requires different types of environmental review depending on the nature of the project being proposed. *See, e.g.*, Minn. R. 4410.1000 (projects requiring an EAW), .2000 (projects requiring an EIS) (2021). If a project proposes to convert 80 or more acres of agricultural land to a different use, an EAW is required. Minn. R. 4410.4300, subp. 36.A. An EAW is “a brief document which is designed to set out the basic facts necessary to determine whether an environmental impact statement is required” for the proposed project. Minn. Stat. § 116D.04, subd. 1a(c) (2022).

By contrast, an EIS is a more “exhaustive environmental review,” required when a project has the potential for significant environmental effects. *CARD*, 713 N.W.2d at 824; Minn. Stat. § 116D.04, subd. 2a(a) (2022). An EIS provides information to governmental units, the project proposer, and other interested parties so that they may evaluate the project, consider possible alternatives, and “explore methods for reducing adverse environmental effects.” Minn. R. 4410.2000, subp. 1.

When an RGU is determining whether a proposed project has the potential for significant environmental effects and therefore requires an EIS, the RGU must consider: (1) the “type, extent, and reversibility of environmental effects”; (2) the “cumulative potential effects” of the project; (3) “the extent to which the environmental effects are subject to mitigation by ongoing public regulatory authority”; and (4) “the extent to which environmental effects can be anticipated and controlled as a result of other available environmental studies,” such as an EIS. Minn. R. 4410.1700, subp. 7 (2021).

The RGU must balance all four factors when deciding whether to require an EIS. *See CARD*, 713 N.W.2d at 825.

Here, the city determined that the project does not have the potential for significant environmental effects because: (1) the project “includes various measures to reduce adverse impacts to the environment and existing natural resources”; (2) “there are no known cumulative impacts”; (3) the project is subject to city, county, state, and federal laws, and the proposer will acquire all necessary permits and adhere to them; and (4) the project’s environmental effects “can be adequately anticipated, controlled, and mitigated,” in light of “the results of environmental review and permitting processes for similar projects.”

#### **B. Relators’ Challenges to the City’s Second Negative EIS Declaration**

Relators argue that the city’s second negative EIS declaration is arbitrary, capricious, and unsupported by substantial evidence because the city did not adequately consider the project’s potential effects on wildlife or cumulative potential effects.<sup>6</sup> We agree.

##### **1. Wildlife**

Relators contend that the city’s determination that the project does not have the potential for significant effects on wildlife is arbitrary and unsupported by substantial evidence for two reasons. First, relators contend that the city made no attempt to catalog the species in the project area and instead relied on resources that provide “mere snapshots”

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<sup>6</sup> We treat relators’ arguments regarding the supplemental EAW as included within their challenge to the city’s second negative EIS determination.

of wildlife in and around Eagle Lake. Second, relators assert that the city did not adequately consider the project's potential effects on wildlife. Relators specifically challenge "the validity of the noise studies" and echo DNR's concerns that the noise studies "do[] not appear to cumulate the effect of noise" from Highway 14 and the project on local wildlife.

The city argues that it reasonably determined that the project "would not significantly affect Eagle Lake wildlife." The city notes that it conducted a supplemental noise study on Eagle Lake and that this study established that the project would not significantly affect local waterfowl, rendering an inventory of species unnecessary. The city also asserts that its noise studies were valid and accurately modeled the cumulative effects of noise from Highway 14 and the project on wildlife.

In *CAMP I*, we concluded the city's negative declaration on the need for an EIS was unsupported by substantial evidence in part because the city made "no attempt to identify, survey, or catalog the wildlife in the project area." *CAMP I*, 2021 WL 1604359, at \*7-8. We conclude that the city's second negative EIS declaration suffers from the same deficiency. Neither the EAW nor the supplemental EAW contain a complete discussion of the species that use or inhabit the 230-acre project site, a portion of which will be paved over to accommodate the track, track clubhouse, car condos, parking lots, and other elements of the project. Likewise, neither the EAW nor the supplemental EAW provide a current or complete discussion of the species that use or inhabit Eagle Lake, a designated wildlife lake. The supplemental EAW does list some species that have been observed in or near Eagle Lake in the past, but it does not identify the species currently known to use

or inhabit the area. Without knowing which species use or inhabit a project area, an RGU cannot ascertain the “type, extent, and reversibility of environmental effects” on wildlife in that area. Minn. R. 4410.1700, subp. 7. And without knowing a project’s environmental effects on wildlife, an RGU cannot determine whether the project has the potential for significant environmental effects. *See id.*; *CARD*, 713 N.W.2d at 825. Accordingly, the city’s determination that the project does not have the potential for significant effects on wildlife is arbitrary and not supported by substantial evidence.

We are not persuaded otherwise by the city’s argument that it was not required to catalog the species in the project area because the supplemental noise study suggests that the project would not have any effect on birds residing in or near Eagle Lake. We reject this argument for two reasons. First, the supplemental noise study focused only on the potential effects of *noise* on wildlife—it did not consider other potential effects, such as habitat loss from the construction and use of the three-mile track, the track clubhouse, the car condos, and the associated parking lots. Second, the supplemental noise study centered on the potential effects of noise from the project on waterfowl alone, rather than all the species in the project area. Thus, the city’s reliance on the supplemental noise study is unavailing.

We also note that, while we did not expressly require the city to catalog the species in the project area in *CAMP I*, we did indicate that the city’s decision on the need for an EIS would lack substantial evidence if the city failed to “attempt to identify, survey, or catalog the wildlife in the project area.” 2021 WL 1604359, at \*7. Because the city neglected to identify the species that use or inhabit the project area on remand, it did not



take the necessary “hard look at the problems involved,” nor did it “genuinely engage[] in reasoned decision-making.” *CARD*, 713 N.W.2d at 832 (quotations omitted). We therefore conclude that the city lacks substantial evidence to support its determination that the project does not have the potential to significantly affect wildlife and that the determination is arbitrary and capricious.<sup>7</sup>

## 2. Cumulative Potential Effects

Relators argue that the supplemental EAW fails to fully address the cumulative potential effects of GHG emissions associated with the project. This argument is persuasive.

As discussed above, an RGU must consider the “cumulative potential effects” of a proposed project when determining whether the project has the potential for significant environmental effects. Minn. R. 4410.1700, subp. 7.B. “Cumulative potential effects” are environmental effects resulting “from the incremental effects of a project in addition to other projects in the environmentally relevant area” that may affect the same resources. Minn. R. 4410.0200, subp. 11a (2021). This criterion “put[s] the proposed project into context . . . to determine whether the project, which may not individually have the potential

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<sup>7</sup> We acknowledge that no statute or rule requires an RGU, in the context of an EAW, to undertake the type of in-depth wildlife study that the DNR requests. But our decision is based on the city’s failure to undertake *any* effort to identify the species that currently use or inhabit the project site itself. It is also based on the fact that the city’s effort to identify species that currently use or inhabit adjacent Eagle Lake was minimal at best. On remand, we defer to the city to determine how best to identify the species that use or inhabit the project area. While the city may choose to conduct an in-depth wildlife study, we acknowledge that there may be other methods of identifying species short of an in-depth study that would allow the city to properly assess the “type, extent, and reversibility of environmental effects” on wildlife in the project area. Minn. R. 4410.1700, subp. 7.A.

to cause significant environmental effects, could have a significant effect” in light of other existing or future projects. *CARD*, 713 N.W.2d at 829.

In *CAMP I*, we concluded that the city’s determination that the project would not have any significant cumulative effects was arbitrary and capricious because the city failed to address the project’s potential for cumulative effects from GHG emissions. *CAMP I*, 2021 WL 1604359, at \*1, 11. In response to our decision, the supplemental EAW includes a discussion of GHG emissions. The supplemental EAW estimates that the project would increase GHG emissions in the area by 35,221.87 MTCO<sub>2</sub>e per year. But the supplemental EAW’s estimate does not include anticipated GHG emissions from visitors who arrive by plane, even though the project includes a “destination course,” intentionally located near the Mankato Regional Airport.

The city’s decision not to consider emissions from air travel appears to be based on the city’s conclusion (set forth in its response to comments) that the project would not “have an impact on adjacent airplane . . . travel.” There is no evidence in the record to support this conclusion. Indeed, the only relevant evidence in the record supports the contrary conclusion. The supplemental EAW explains that the project “needed to be near the Mankato Regional Airport” because it would be a “destination course.” The only reasonable conclusion from this statement is that the project would increase regional air travel because at least some patrons would reach the project through the Mankato Regional Airport. By declining to consider how regional air travel to the project would affect the project’s overall GHG emissions, the city “entirely fail[ed] to address an important aspect of the problem” and ignored evidence in the record. *Friends of Twin Lakes*, 764 N.W.2d

at 381. We therefore conclude that the city's analysis of the potential GHG emissions associated with the project is arbitrary, capricious, and not supported by substantial evidence.

In conclusion, because the city failed to adequately consider which species use or inhabit the project area and ignored an important source of GHG emissions from the project, the city's determination that the project does not have the potential for significant environmental effects is arbitrary, capricious, and not supported by substantial evidence. Accordingly, we conclude that the city's negative EIS declaration is arbitrary and capricious, and we reverse and remand for a new decision on the need for an EIS. We again express no opinion about whether an EIS is required.

**Reversed and remanded.**



December 4, 2023

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

1. Recap of Senate Capital Investment Committee Tour Stop in Eagle Lake. A brief recap will be provided of the presentation given to the Senate Capital Investment Committee during their tour stop in Eagle Lake on 12/28.
2. Expenditure and Revenue Report. Please refer to the YTD expenditures and revenues included with the budget in your packet. This is included for informational purposes only. Let me know if any questions or if you would like more detail.
3. Holiday Open House at City Hall and Support Local Initiative. A holiday open house has been scheduled for City Hall on December 20<sup>th</sup> from 10 am-Noon. A holiday mailer advertising the open house and encouraging community members to shop local will be mailed shortly.
4. GOGov App. Marketing efforts will begin this week to roll out the new app via GOGov to help better connect residents to city information.
5. Upcoming Special City Council Work Session. A work session has been scheduled for Thursday, December 7<sup>th</sup> at 3:00 p.m. for the purpose of reviewing roles and responsibilities of both elected and appointed officials. City Attorney Chris Kennedy will be attending the work session.

  
Jennifer J. Bromeland  
City Administrator