

**CITY OF EAGLE LAKE  
CITY COUNCIL MEETING  
JANUARY 8, 2024**

**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, Community Development Coordinator Olivia Adomabea, Public Works Director Andrew Hartman, and Deputy Clerk Kerry Rausch.

**PUBLIC COMMENTS**

- Jodi McDonough, 116 N. Second Street, stated there is a person living in a fish house behind her house and would like to see it removed.

**APPROVAL OF THE AGENDA**

- Council Member White moved, seconded by Council Member Rohrich, to approve the agenda. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
- After the presentation portion of the agenda Mayor Norton asked if the Council would consider amending the agenda to add item 12 to approve the amendments to Chapter 6 of city code. Council Member Whittington moved, seconded by Council Member Steinberg, to add item 12 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 White moved, seconded by Council Member Rohrich, to approve the December 4, and December 7, 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 accepting donations for the park pavilion and thanked donors for their generosity.
- Council Member Rohrich moved, seconded by Council Member Whittington, to approve the consent agenda.

Monthly Bills	Treasurer’s Report	Police Report
Fire Report	Public Works Report	Building & Zoning Permits
Gambling Report	Res. 2024-02 Official Newspaper	Res. 2024-03 Fee Schedule
Res. 2024-04 Designate Bank Signatories & Delegating	Authorizing Electronic Fund Transfers	
Res. 2024-05 Accept Donations		
Res. 2024-06 Wages 2024		

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

## **PUBLIC HEARING**

### **1. Amendments to Chapter 6 of City Code Related to Planning & Zoning Regulations**

- Council Member White moved, seconded by Council Member Steinberg, to move into a public hearing.
- Community Development Coordinator Olivia Adomabea presented the following recommended amendments to Chapter 6 of City Code.
- General Arrangement of Code: The code will be organized into Articles allowing for ease in finding needed information by topics/categories.
- Scope Definition and Establishment of Districts: Updating scope and definitions to clarify meaning and create definitions where needed. Staff in consultation with the city attorney found it necessary to add this to promote orderly growth and development of the city to help avoid haphazard development. Upon recommendation of the city attorney the historical and architectural portion of code relating to bed and breakfast establishments will be removed due to being difficult to explain and defend. The section of code relating to bedrooms would be modified as well. One definition to be added would be for hard surfaces as asked for by the Planning Commission. Also added would be the word “required” yard. This would create for example a side yard and a required side yard.
- Administration & Enforcement: Currently City code states the Zoning Administrator will be the City Administrator. The proposed change would allow for another member of city staff to serve as Zoning Administrator as well. This would allow for more than one person to serve in this position and would provide backup to this role.
- Zoning Districts: A section titled classification of districts would be created. Each district would be rewritten to eliminate redundancy and simplify for ease of understanding. Information in the current code lists the same information in each zoning district. The proposed change would create a new section such as accessory structures so that all information is located in one place.
- Special Districts: Districts which do not fall under zoning districts because they do not follow zoning districts’ regulations, such as PUDs, Parkway Avenue District, manufactured homes, etc. will be included in a stand-alone section titled Special Districts sections. These districts follow specific regulations and usually go through a different process. Staff has consulted the city attorney regarding the existing chapter of the city code which addresses manufactured homes and details are still under discussion as to if this separate code should remain or move into Chapter 6. If changes are needed in the future, the recommendations will be brought before the City Council.
- Adult Uses: The city attorney feels there are terms that would be difficult to defend in this section those terms would be eliminated.
- Signs: The existing code does not address signs. There are many different types of signs which need to be established and defined and a sign permit application purpose will be established to set forth procedures. Suggested changes would also define which signs do and do not need a permit and where signs are allowed. The enforcement process of this section of code would also be included as well as legal actions.
- Mayor Norton asked if adult use would include cannabis and alcohol establishments. Administrator Bromeland responded that this question will be forwarded on to the City’s attorney.
- No comments were offered by the public.
- 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.

## **SCHEDULED GUEST/PRESENTATIONS**

### **1. MSU Graduate Student Studio Project Final Presentation for Land Use Plan Update**

- Mankato State University-Mankato's graduate students Aaron, Brandon, Maryse and Michael, as part of a Capstone Project, worked on the City of Eagle Lake's Land Use Plan and presented their Studio Final Presentation.
- It was explained that the Land Use Plan is a part of a City's Comprehensive Plan providing guidance for the City. The last time the Comprehensive Plan was updated was 1991. The Land Use Plan was last updated in 2017. The plan presented tonight is a result of the student's observations and it can be modified.
- The following demographic information was presented. A population pyramid which included the number of males and females by age group was presented and it was explained that this data provides much input and insight and can change over time. Household income was also presented, which is a good indication of economy and well-being. Through a demographic analysis, Eagle Lake's population has increased from 1,787 people to 3,064 people for a total increase of 1,277 residents between 2000 and 2020. The number of households increased from 651 to 1,229, which is an increase of 578 households during this same 20-year time period. If this growth trend continues it is estimated that by 2040 the population will be 6,926 and the number of required homes will be 2,547. The reason for Eagle Lake's growth is quality of life, the housing market, and its location.
- The purpose of land use planning is to provide efficiency and effectiveness as well as to protect, mitigate, manage, and minimize environmental conservation. Other key purposes of land use planning are to prepare for infrastructure and service needs such as roads and utilities and to allow for economic development for residential, commercial and industrial area. The city's established land use classifications were reviewed as well as the goal and objective of each classification. It was explained that land use classifications are important when considering future growth needs. A survey completed by Region 9 Development Commission in 2022 was included in the presentation and it was explained how those results can be used with land use planning. The results of the survey completed in 2023 as part of this Land Use Plan project indicated the desire for a balance between population/small town feel and the desire for more businesses. Participants indicated the desire for more public spaces and would like to see more single-family homes instead of multi-family housing.
- Maps for land use planning were presented and it was explained that economy, health and safety, convenience, harmony, aesthetics, functionality, and preservation all need to be considered. The following three scenarios for zoning districts were presented along with the strengths and weaknesses of each. Scenario 1 would keep the zoning districts as they are currently, scenario 2 would include northward development, scenario 3 would allow for southward development. Also presented were area transportation system and transit routes. Anticipated land use changes were also presented for the year 2023 and 2040.
- The following recommendations were presented. Zoning annexed areas and/or rezoning existing areas to provide adequate housing needs to coincide with MN Statute 473.859 subd. 2, bring water treatment facilities up to date, economic development, improve transit through the community, establish more public spaces (green spaces and community center), and lake rehabilitation.

## **NEW BUSINESS**

### **1. Contractor's Pay Request No. 2 for Water Tower Rehab Project**

- Administrator Bromeland stated a pay request for the water tower rehab project has been received in the amount of \$158,835. Bolton and Menk Engineer John Graupman recommends payment of the contractor's pay request.
- Council Member Whittington moved, seconded by Council Member White, to approve the pay request. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

2. Sale of Surplus ELPD Ammunition to BECSO

- Administrator Bromeland explained that the surplus Eagle Lake Police Department ammunition was inventoried and appraised based on recent invoices for ammunition. The Blue Earth County Sheriff's Office (BECSO) has submitted an offer of \$3,500. Per an inquiry to legal counsel, it is acceptable to sell the surplus ammunition to BECSO.
- Council Member Steinberg moved, seconded by Council Member White, to authorize the sale of police department surplus ammunition to BECSO in the amount of \$3,500. Motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

3. ASCAP License Agreement

- Administrator Bromeland stated that before Council is the paperwork for a license agreement with the American Society of Composers, Authors, and Publishers (ASCAP) to play copyrighted music on premises owned by the City of Eagle Lake. Any music played in a public space could potentially open the city up to liability without a license. The fee for the one-year license is \$434.
- Council Member White moved, seconded by Council Member Steinberg, to approve the licensing agreement with ASCAP. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

4. VOTER Funds Agreement

- Administrator Bromeland explained that according to Michael Stalberger with Blue Earth County Property and Environmental Resources, the Legislature enacted the first-of-its-kind ongoing state appropriation to support the cost of administering elections at the city, town, and county levels. The intent of the annual funding is to share the burden of certain election costs with the state, rather than it being solely a local taxpayer responsibility. Blue Earth County will retain Eagle Lake's share and use the funds for qualifying election expenses. This will reduce the City's cost for its election equipment contribution, ballot mailing costs, etc. that are typically billed back to Eagle Lake. By signing the VOTER funds agreement, the City of Eagle Lake is allowing Blue Earth County to retain all funds so that the City will not have any reporting or recordkeeping responsibilities for the VOTERS Funds. Eagle Lake's portion of these funds are \$170.73.
- Council Member Whittington moved, seconded by Council Member Rohrich, to approve the VOTERS Fund Agreement. The motion carried with Council Members Steinberg, Rohrich, White, Whittington and Mayor Norton voting in favor.

5. Intent to Cost Participate Agreement with Blue Earth County for Eagle Lake Pedestrian Connectivity Project

- Administrator Bromeland explained that before Council is an Intent to Cost Participate Agreement between Blue Earth County and the City of Eagle Lake. The purpose of this agreement is to define terms, responsibilities, and formalize County and City intent to participate in cost sharing for the Eagle Lake Pedestrian Connectivity Project development and design of pedestrian facilities including a shared-use trail along CSAH 27 (Agency Street) from Thomas Drive to 211<sup>th</sup> Street, a sidewalk along CSAH 27 (Agency Street) from Thomas Drive to Blace Avenue, and a sidewalk along 211<sup>th</sup> Street from Agency Street to Maple Lane.
- Administrator Bromeland provided background information stating the City was awarded a transportation Alternative Grant totaling \$475,982 in April 2023 to apply towards the construction cost of the Eagle Lake Pedestrian Connectivity Project in fiscal year 2026. To help offset the local share, the DNR grant application will be submitted. Under this agreement, if that application is unsuccessful, the City and County agree to pay their respective proportionate shares of the remaining project construction cost.
- Administrator Bromeland directed Council Members to Exhibit A in the packet which details the terms of the agreement as well as the responsibilities of the City and County. Blue Earth County approved and signed the agreement at its January 2, 2024 meeting.
- Mayor Norton asked for clarification if these sidewalks would be ADA compliant, which they would.

- Council Member Whittington moved, seconded by Council Member Steinberg, to approve entering into a Cost Participate Agreement with Blue Earth County for a Pedestrian Connectivity Project. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
6. Resolution 2024-07 Adopting ADA Transition Plan and Inventory for Public Right-of-Way
- Administrator Bromeland stated that the Americans with Disability Act (ADA) transition plan update is complete, the Mankato/North Mankato Area Planning Organization (MAPO) is asking that each governing body adopt the plan update. Before the Council is a resolution adopting Part I and Part II of the MAPO ADA Transition Plan and Inventory for Public Right-of-Way. The inventory has been updated. The previous plan was adopted in 2017.
  - Council Member White moved, seconded by Council Member Rohrich, to approve Resolution 2024-07 Part I and Part II of the MAPO ADA Transition Plan and Inventory for Public Right-of-Way. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
7. League of Minnesota Cities Grant Navigator Application
- Administrator Bromeland stated before Council is a resolution authorizing an application for grant navigation support for the City of Eagle Lake. The League of Minnesota Cities (LMC) has created a pilot Grants Navigation Program in which the LMC will provide grants up to \$5,000 per city to use with industry partners to ease the process of identifying matching funds to city projects and aid in the grant application process. City staff is seeking LMC Grant Navigator Funding to retain Bolton and Menk to assist with a 2024 grant application for the DNR Local Trail Connections Program. The DNR Local Trails Connection grant is a prime funding source that can fill the large gap left over from the Transportation Alternatives local match requirement. The cost of Bolton and Menk's help is \$4,200.
  - Council Member Steinberg moved, seconded by Council Member White, to approve resolution 2024-08 Authorizing Application for Grant Navigation Support for the City of Eagle Lake. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
8. Conditional State Approval of Floodplain Ordinance & Required Next Steps
- Administrator Bromeland directed Council to a letter of conditional approval of Eagle Lake's draft floodplain management ordinance. The ordinance is being amended to incorporate the updated Flood Insurance Rate Map panels and accompanying Flood Insurance Study for Blue Earth County, with an effective date of February 22, 2024, and maintain participation in the National Flood Insurance Program. The next step would be to schedule a public hearing for the February 5, 2024 City Council meeting.
  - Administrator Bromeland explained that the City's attorney has reviewed the draft ordinance and has suggested that Section 5 be deleted and added to Chapter 6 under the non-conformities section.
  - Council Member Rohrich moved, seconded by Council Member Steinberg, to schedule a public hearing for the February 5, 2024 City Council meeting. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
9. Proposal for State Lobbying Services for Water Treatment Plan Project
- Administrator Bromeland stated that before Council is a proposal for State Lobbying Services for the proposed Water Treatment Plant Project for which the City is seeking state capital investment funding. The Jacobson Law Group proposes to help the City secure 50% of the projected project cost in capital investment funding for a new water treatment facility, work with relevant legislative staff and counsel to draft legislation, if necessary, help facilitate and schedule meetings with lawmakers and other stakeholders, monitor the legislature on issues related to the City, attend hearings and report back to the City, and provide regular updates and recommendations for action.
  - Administrator Bromeland also explained that a Capital Budget Request was submitted in June 2023 totaling \$7,077,000 (50% of the estimated \$14,153,000 total project cost) for the construction of a new water treatment facility. During the 2023 legislative session, a bill was introduced relating to appropriating money for Eagle Lake's water project, but no funding was ultimately appropriated. A request for placement on the

Drinking Water Revolving Loan Fund (DWRLF) 2024 Intended Use Plan for water treatment improvements was submitted to the Minnesota Department of Health (MDH) DWRLF Program and Minnesota Public Facilities Authority in June 2023. Eagle Lake's Water Treatment Project is currently ranked 125<sup>th</sup> on the MDH 2024 PPL and assigned 2024 PPL points.

- Jacobson Law Group proposes a flat-fee retainer of \$15,000 for state and local government lobbying. City staff submitted a request for proposal to the Coalition of Grater MN Cities for lobbying services but has not yet received a response.
- Discussion included Mayor Norton stating she feels this would be a good fit and that Jacobson Law has former legislative people on staff and that they have community outreach ideas.
- Council Member Whittington asked why they would pursue only 50% of the needed funding. Administrator Bromeland explained that capital budget requests require a local share. This local share can be offset by low interest loans. City staff is looking into federal funding sources as well.
- Administrator Bromeland stated she has contacted larger cities who indicated they felt lobbying efforts were worthwhile when they contracted for these services.
- Council Member Rohrich moved, seconded by Council Member White, to approve the proposal from Jacobson Law Group for State Lobbying Services in the amount of \$15,000. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

10. Professional Credit Analysts of MN Retainer Agreement

- Administrator Bromeland explained that before Council is a retainer agreement form Professional Credit Analysts (PCA) of Minnesota to collect past due miscellaneous accounts receivables, such as accident and fire calls. City staff currently sends out past due notices each quarter. Currently, there are approximately \$5,000 in unpaid accident and fire calls.
- PCA charges a one-time set up fee of \$50.00 and the will collect a 40% contingency fee on all monies paid to PCA or to the City after referral to PCA. City staff will utilize the free contract review service by the League of Minnesota Cities for the PCA of MN agreement upon Council's approval.
- Council Member Steinberg moved, seconded by Council Member White, to approve entering into an agreement with Professional Credit Analysts of MN upon legal review by the League of MN Cities. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

11. Approve Selling Surplus ELPD Cellphones to Verizon

- Administrator Bromeland stated approval is being sought to sell five (5) Eagle Lake Police Department surplus cell phones back to Verizon at \$80 per phone, totaling \$400.00. City staff worked with IT to preserve data and ensure the phones were wiped.
- Council discussion included that the going rate for these phones may be higher on the open market, but also that staff time to research this needs to be considered.
- Council Member Steinberg moved, seconded by Council Member White, to do a quick online search for the going rate for these cell phones and utilize the best pricing to sell the phones. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

12. Approval of Chapter 6 Amendments

- Council Member Rohrich moved, seconded by Council Member White, to approve amendments to Chapter 6 of the Zoning Code as presented and to allow for a summary publication. A roll call vote was taken with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting gin favor. The motion carried.

**OTHER**

- None

## **CITY ADMINISTRATOR REPORT**

### 1. Alliance Pipeline Fueling Futures grant Award for Park Pavilion Project

- A grant award letter was received advising that the City's application has been approved in the amount of \$5,000 from Alliance Pipeline Fueling Futures Grant Program to apply towards the Park Pavilion Project. Paul Kleist with Alliance Pipeline will notify staff when he is available for a photo opportunity so that the City can recognize Mr. Kleist and Alliance Pipeline for their generous contribution to the Lake Eagle Park pavilion.

### 2. Expenditure and Revenue Report

- The unaudited year-end revenue and expenditures are included in the Council packet. A quick overview was presented stating that revenues came in higher than budgeted and expenditures lower than budgeted.

### 3. Recap of Recent Congressman Finstad Visit

- Council Member White, Mayor Norton, Administrator Bromeland and staff met with Congressman Finstad at City Hall regarding the need to secure funding for a water treatment plant, ongoing safety concerns with Highway 14, and the need to secure funding for a new fire hall. City officials will stay in communication with Congressman Finstad's office on these issues.
- An invitation was extended to Congressman Finstad for Eagle Lake to host a town hall meeting.

### 4. Employee Paid Leave Balances

- Discussion took place at the December meeting concerning paid leave and the desire to study paid leave in 2024 to ensure competitiveness with other cities. City staff is currently working with MVCOG to conduct a review of the City's leave program and will report findings in early 2024. In the meantime, before Council is a current listing of leave banks for employees to provide Council with a better idea of the current leave accruals.

## **COUNCIL REPORTS**

1. Council Member Steinberg stated that planning for Music on Parkway will begin soon and the location(s) for these events will be determined.
2. Mayor Norton stated that the meeting with Congressman Finstad was excellent and that he pledged his commitment to work towards securing \$5 million in funding for Eagle Lake
3. Mayor Norton stated she is very proud of the response of the Fire Department, Sheriff's department, and the residents of Eagle Lake for the turnout for Sargeant Cade Wolfe's fallen hero procession.

## **ADJOURNMENT**

- Council Member Steinberg moved, seconded by Council Member White, to adjourn the meeting at 8:12 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  
CITY COUNCIL MEETING  
FEBRUARY 5, 2024**

**CALL TO ORDER**

- Mayor Norton called the meeting to order at 6:01 p.m.

**ROLL CALL**

- Council Members present: Garrett Steinberg, Beth Rohrich, Anthony White, John Whitington, 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 Steinberg moved, seconded by Council Member White, to approve the agenda. The motion carried with Council Members Steinberg, Rohrich, White, Whitington, and Mayor Norton voting in favor.

**APPROVAL OF MEETING MINUTES**

- Council Member White moved, seconded by Council Member Steinberg, to approve the January 8, 2024 City Council minutes. The motion carried with Council Members Steinberg, Rohrich, White, Whitington, and Mayor Norton voting in favor.

**CONSENT AGENDA**

- Mayor Norton pointed out and thanked the people and business who donated to the Winter Park Event.
- Council Member Rohrich moved, seconded by Council Member Whitington, to approve the consent agenda.

Monthly Bills	Treasurer's Report	Public Works Report
Fire Report	BECSO Report	Gambling Report
Building & Zoning Permits	2024 Pay Equity Report	
Pomp's Tire Service Credit Application		
Resolution 2024-09 Donations	Winter Park Event	

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

**PUBLIC HEARING**

1. Revisions to the City's Floodplain Ordinance

- Council Member Steinberg moved, seconded by Council Member White, to open the public hearing. The motion carried with Council Members Steinberg, Rohrich, White, Whitington, and Mayor Norton voting in favor.
- Administrator Bromeland explained that new Federal Emergency Management Agency (FEMA) maps will be effective February 22, 2024. This means Eagle Lake needs to amend its floodplain management ordinance. The City of Eagle Lake only recently enrolled in the National Flood Insurance Plan (NFIP) in



2017. It was recommended that Eagle Lake adopt the updated version of the Floodplain Ordinance since it is required to maintain participation in NFIP. There are no impacted structures in Eagle Lake currently.

- Mayor Norton closed the public hearing with no comments being offered.

## **SCHEDULED GUEST/PRESENTATIONS**

### **1. Recap of GIS Study Findings and Recommendation for Pre-Design Services for Possible New Fire Hall**

- Fire Chief Vern Simpson explained that the fire department contracted with Five Bugles to conduct a GIS study to determine practical locations for a possible new fire station. Five Bugles identified 4 potential sites which are 100 Linda, City Hall, the corner of 598<sup>th</sup> and Parkway Ave and current location, which has been deemed to small.
- Chief Simpson stated the next step is to contract with a firm to have them see how a structure would fit on each parcel. The fire department has received bids from four companies, they reviewed the first three companies and chose Brunton Architects due to their experience. The fourth company's bid came in after they reviewed the first three.
- When asked Chief Simpson stated that all four locations are practical, but all will need quite a bit of work.
- Chief Simpson stated the bid from Brunton Architects is a not to exceed bid of \$27,500.
- Council Members asked about APX's bid of \$5,000 for the pre-design services and why the difference and also the Brunton's scope would include three (3) locations and the cost for the fourth location.
- Michael McCarty with the Fire Department explained that Brunton would look at only three locations and would use a step-by-step process and consider land constraints. He also stated the next step would be to recruit a design service firm to make final design looking at future site.
- Council Member Whittington expressed concern of spending \$27,500 just to determine if a structure would fit on a parcel.
- Council Member White asked if any consideration was given to sites that could be purchased, possibly on the west side of the city. Mr. McCarty stated that two of the four sites being considered are not currently owned by the City.
- Chief Simpson stated that the parcel to the west of the city being considered for the water treatment plant does not have infrastructure to it and that the response to calls for the rest of the community makes that site not feasible. There was another location identified north of 598<sup>th</sup> at LeSueur which was deemed not feasible. He also stated it is the desire of the fire department to have the truck bays at ground level and offices above.
- Council Member Rohrich stated consideration needs to be given to the proposed locations being considered and if/how that will affect the neighborhoods.
- The Council discussed at length the fact that APX's bid was so much lower and if there was a bid deadline date, which there was not. Jamie Jacobs, an Eagle Lake resident and APX Vice President was present, and Council asked her to input as to price difference. She stated the APX employees live in Eagle Lake and the company has a genuine interest in the community and for that reason are offering a partial in-kind service of \$5,000.

## **NEW BUSINESS**

### **1. Revisions to City Floodplain Ordinance**

- Administrator Bromeland that stated before the Council is the revised Floodplain Ordinance and if Council would want to authorize a summary publication, a four-fifths vote would be needed.
- Council Member Rohrich moved, seconded by Council Member Whittington, to adopt the revised floodplain ordinance and to authorize a summary publication.

- A roll call vote was taken with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor. The motion carried.
2. Fire Department Recommendation for Pre-Design Services
- Mayor Norton asked if it is possible for the City to accept a service which contains an in kind donation. Administrator Bromeland stated that there are times when it is appropriate to accept an in kind donation. Her question is the difference in cost between Brunton and APX.
  - The Council asked if due diligence had been done. Chief Simpson explained that they met with three firms, two of which were online meetings.
  - The Council stated that at this time no more bids will be accepted and asked that the fire department meet with APX to ensure that they would be able to provide all the services that Brunton could provide. Michael McCarty stated that they used a scoring matrix with the other three firms.
  - Council Member Whittington moved, seconded by Council Member Steinberg, to table appointing a company for pre-design services until the March meeting. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
3. Pets in the Workplace Policy
- Administrator Bromeland explained that an employee recently brought a puppy to work. Per an inquiry to legal counsel, there is not a law that states an employer cannot allow pets in the workplace but if it does allow them, then it is advised that a policy be put in place. If an employee is allowed to bring a pet to work without a policy, precedent is being set that any employee can bring their pet to work, and that might not be manageable.
  - She went on to state that while there are benefits of allowing pets in the workplace, there are reasons why an employer may choose to not allow pets in the workplace. These might include employees having allergies or a fear of animals, too much of a distraction, there could be increased liability if someone gets bit or hurt by a pet, damage to property and other reasons.
  - Any decision made by the Council will need to be in compliance with state and federal anti-discrimination laws, including Americans with Disabilities Act, a service animal would always be exempt from a pet policy.
  - Council Member Steinberg moved, seconded by Council Member White, to direct staff to draft a pets in the workplace policy and bring back to an upcoming meeting for review and consideration. Motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
4. Audit Engagement Letter
- Administrator Bromeland directed the City Council to the engagement letter from Eide Bailly which represents their understanding of the audit services to be provide to the City of Eagle Lake for the year ending 2023. The fee for the audit is estimated to be \$26,500. Included in the 2024 budget for auditing services is \$32,000. The audit is scheduled for March.
  - New this year is the governance planning letter. This is standard across the board.
  - Council Member Whittington moved, seconded by Council Member Rohrich, to authorize Mayor Norton to sign the engagement letter with Eide Bailly. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
5. Congressional City Conference
- Mayor Norton stated she has spoken with other mayors and they recommend this conference. Its primary focus is lobbying for the water treatment plant project and to learn important skills that can be carried over to lobbying efforts at the local level for issues important to Eagle Lake. The City needs to advocate at the federal level in addition to the state level.
  - Administrator Bromeland and Mayor Norton would be able to meet with Eagle Lake's US Senators and Representative at the conference.

- Administrator Bromeland stated that when the budget was set, the City Council set aside \$20,000 in professional services for lobbying expenses for the water project. \$15,000 has been allocated for state lobbying and \$5,000 remains for federal lobbying. Per inquiry to the auditor, the City Council should designate the remaining funds to be used for the Congressional City Conference expenses if that is what it prefers.
  - Council Member Rohrich asked if the cost is more than what's available in professional services if there are other line items to use. Administrator Bromeland stated that there are funds available in education and training if costs exceed what is anticipated and that they are working to try and keep costs as conservative as possible and within the funds allocated in professional services line item for federal lobbying efforts.
  - Council Member Rohrich moved, seconded by Council Member Whittington, to authorize Mayor Norton and Administrator Bromeland to attend the Congressional City Conference in Washington D.C. March 9-14, 2024 and using funds allocated in professional services to do so. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.
6. Resolution Accepting LMC Grant Navigator Award
- Administrator Bromeland explained that the League of Minnesota Cities (LMC) has created a pilot Grants Navigator program in which the LMC provides grants up to \$5,000 per city to use with industry partners to ease the process of identifying matching funds to city projects and aid in the grant application process.
  - Also explained was that an application was submitted for the grant, to retain Bolton and Menk in the amount of \$4,200 to assist in applying for DNR Local Trail Connections grant funding to help offset the City's local share of the Pedestrian Connectivity Project. The City recently received notification that the LMC Grant Navigator Review Committee has completed the review of the current round of Grant Navigator applications and approved Eagle Lake's application for \$4,200 in funds for grant services.
  - Council Member Steinberg moved, seconded by Council Member White, to approve Resolution 2024-11 accepting Grant Navigator funding. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.

## **OTHER**

1. Save the Date: Emergency Management Public Officials Leadership Training
  - Administrator Bromeland asked the Council to mark their calendars to attend the Emergency Management Leadership Training for Public Officials on September 25, 2024.
2. Music on Parkway/in the Park Planning Committee for 2024
  - Administrator Bromeland and Council Member Steinberg will sit on the Music on Parkway committee along with others from the community. Council Member White volunteered to serve on this committee as well.

## **CITY ADMINISTRATOR REPORT**

1. YTD Revenue and Expenditures
  - This report is in a new format and is intended for the Council to review.
2. Modified Spring Curbside Cleanup Information from LJP Waste Solutions
  - A modified curbside Spring Cleanup has been confirmed with LJP, residents will need to bag and box items. A list of accepted items will be coming. LJP will not be picking up large furniture items such as couches and recliners.
  - The Fall Cleanup will be and always has been a drop off event.
3. Request for Congressionally Directed Spending Submitted for Water Treatment Plant
  - A \$5 million request for congressionally directed spending has been submitted to Representative Finstad's office. A similar request will be submitted to Senator Klobuchar once that opportunity opens. Requests

have been submitted in the past to Senators Klobuchar and Senator Smith's office but have not resulted in funding.

4. Update on Capital Improvements Planning for Years 2025-2029
5. Administrator Bromeland and Public Works Director Hartman will meet with Bolton and Menk and Shannon Sweeney with David Drown and Associates to review the updated CIP and discuss next steps to keep up with necessary capital improvement projects.
6. Recognize 2023 Fire Department Notables
  - The Fire Department recently held their annual banquet and recognized a few members for notable service. Nona Niemeier was recognized for making 129 out of 285 calls in 2023, Chris Willette achieved Firefighter 1 & 2 and EMT certification in one year, Steve Sandy had perfect meeting and drill attendance, Tim Stenzel and Brady Schloesser has perfect meeting attendance, Terry Olson was recognized as the most senior member of the Fire Department with 26.5 years of service, followed closely behind by Chad Witte who has 26.25 years of service, and Galen Mastin retired after 19 years of service. Administrator Bromeland thanked the fire department for the important work they provide.
7. Pavilion Update
  - Contractor Joe Murilla has stated he expects the pavilion to be completed by mid-March. They will be pouring concrete in the next week or so.
  - Public Works Director Andrew Hartman is still working on the auto-locks for doors in Lake Eagle Park.

## **COUNCIL REPORTS**

1. Council Member Rohrich asked about the trees and signs damaged along Parkway Avenue and how to move forward. Chief Deputy Brennan stated the City should ask for an accident report.
2. Council Member Rohrich thanked the public and Park Board members for attending and working the Winter Park Event and thanked the sponsors for their generous donations.
3. Council Member Rohrich stated the Park Board will be meeting Thursday to brainstorm ideas for their next project and will bring that information to the City Council.
4. Council Member Rohrich stated she attended the Community Education and Recreation meeting where she expressed her concerns relating to the ACES program. She also questioned her role on this board.
5. Mayor Norton stated she is now a member of the Park Board and expressed her frustration as to how this board operates.
6. Mayor Norton stated she attended the Region 9 annual meeting where climate change was discussed, and great networking opportunities were provided.
7. Mayor Norton thanked the Public Works department for ensuring that snowplows were ready for this winter.
8. Mayor Norton stated she attended the MAPO meeting in which TAC approved the Highway 14 study. Bolton and Menk were selected for this study. Mayor Norton stated that Bolton and Menk know Eagle Lake and that she feels they will be a good fit for this study.
9. February 20<sup>th</sup> Mayor Norton, Council Member Whittington, and Administrator Bromeland will be going to the state capital to talk about the water treatment funding plan.

## **ADJOURNMENT**

- Council Member White moved, seconded by Council Member Steinberg, to adjourn the meeting at 7:25 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  
FEBRUARY 26, 2024

CALL TO ORDER

Mayor Norton called the meeting to order at 7:00 p.m. The Pledge of Allegiance was said.

ROLL CALL

Council Members present: Garrett Steinberg, Beth Rohrich, Anthony White, John Whittington, and Mayor Lisa Norton. Staff Present: City Administrator Jennifer Bromeland.

NEW BUSINESS

1. Resolution Appointing Election Judges. Administrator Bromeland explained that a resolution must be adopted appointing election judges for the Presidential Nominating Primary. **Council Member Steinberg moved, seconded by Council Member White, to approve Resolution No. 2024-12, a resolution approving election judges for the 2024 Presidential Nominating Primary. The motion was carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

OTHER

1. Clean Drinking Water Advocacy Night at City Hall. Mayor Norton explained that an advocacy night is being held to bring awareness to the City's request for funding to construct a new water treatment facility to address water quality issues, including high levels of manganese. It was explained that residents in attendance could sign a petition, fill out a postcard, and take information with them about the project. Mayor Norton thanked those residents in attendance and encouraged any viewers at home to stop by City Hall.

ADJOURNMENT

**Council member Steinberg moved, seconded by Council Member White, to adjourn the meeting. The motion was 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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Jennifer J. Bromeland, City Administrator

**CITY OF EAGLE LAKE  
CITY COUNCIL MEETING  
MARCH 4, 2024**

**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 Steinberg, to approve the agenda. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

**APPROVAL OF MEETING MINUTES**

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

**CONSENT AGENDA**

- Mayor Norton thanked Alliance Pipeline for their generous donation, pointed out the resignations of Ben Ehlert from the fire department and Tom Paulson from the Planning Commission, the appointment of Ben Metcalfe to the fire department reserves, and the disposal of city records.
- **Council Member White moved, seconded by Council Member Steinberg, to approve the consent agenda.**

Monthly Bills

Treasurer's Report

Public Works Report

Fire Report

BECSO Report

Gambling Report

Res. 2024-13 Donations for Park

Res. 2024-14 Resignation of Ben Ehlert from Fire Department

Res. 2024-15 Disposal of City Records

Res. 2024-16 Resignation of Tom Paulson from Planning Commission

Res. 2024-17 Appoint Ben Metcalfe to Active Fire Department Roster

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

**OLD BUSINESS**

1. Fire Department Recommendation for Pre-Design Service

- Fire Chief Vern Simpson reviewed the process the fire department committee has taken to review all proposals. One proposal was substantially lower than the rest of them, however, the fire department

review committee was not comfortable with their experience. The Fire Department would like to work with a company NFPA compliance experience. The fire department is recommending Brunton Architect.

- Cory Bruton, Brunton Architect President and CEO and Jerry Streich who is on the public safety side, stated they have extensive experience in public safety. Mr. Brunton stated they have designed over fifty (50) fire halls and constructed over 30 of those. They look to create facilities with more than one function. The proposed study is one of the most important things they can do for the city and if they do the study and the city moves forward with them to design the building the study fees will be absorbed into the design fees, essentially making the study free of charge.
- Administrator Bromeland asked what the next step would be after the pre-design study. Mr. Brunton stated that a best value procurement process could be used, open bids are not required due to difficulty in getting apple to apple comparisons. The City would not be committed to utilizing Brunton in future stages of the project.
- Council Member Whittington asked what the Council could expect for deliverables from the pre-design work. Mr. Brunton stated the city would receive results of the feasibility studies, they would measure the existing building, look at deficiencies and opportunities to utilize the existing facilities and look at expansion possibilities. They would also look at other identified locations to ensure they would not be landlocked if future expansion was needed. They will look at several design criteria, cost per square foot, generate a cost estimate, and will include escalators for cost if construction is delayed a year or more. They need to make sure the design concepts are included, site analysis, safety and barriers, block diagrams. They will generate renderings, will help with open house discussions with the community, generate conceptual floor plans, and cost estimates. They will include a summary of their recommendation.
- Mayor Norton stated she attended the final interview and learned of the importance of utilize a firm with public safety experience to ensure the safety of the fire fighters.
- Administrator Bromeland reviewed that Brunton's bid is \$27,500 and there are funds budgeted for this.
- Chief Simpson stated issues with the existing fire bays and safety issues.
- **Council Member Rohrich moved, seconded by Council Member Whittington, to proceed with Brunton Architects and Engineers to perform the feasibility study of a new fire hall. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

## NEW BUSINESS

### 1. Pricing for Automatic Locks at Lake Eagle Park Bathrooms and Warming House

- Administrator Bromeland stated that before the Council is the pricing of automatic locks for the bathrooms and warming house in Lake Eagle Park. She explained that previously the police department locked the doors in the evenings and that the public works department would unlock them in the mornings. Without a local police department Park Board members have volunteered to lock the doors in the evenings.
- Administrator Bromeland explained that City staff would have the ability to schedule times when the doors are locked and unlocked and that this is advantageous since the facilities have a set schedule of being open to the public and it would promote more consistent operations and efficient use of staff time. City staff would have remote access to adjust the times as needed. If someone is using the facilities when the door is set to lock, they would still be able to exit the facility.
- Pricing from Freedom Security came in at \$9,735.85 which includes an access control system and a wireless broadband link. The pricing from Master Electric came in at \$23,594.12.



- Administrator Bromeland stated that per an inquiry to the City's legal counsel the one-time public safety funds cannot be used to pay for the automatic locks for the bathrooms and warming house at the park since the primary purpose is to protect the facility from vandalism. However, it was advised that budgeted public safety funds could be used for this purpose. This means that funds budgeted for contracting with the Blue Earth County Sheriff's Office could be used to pay for the automatic locks with the one-time public safety funds being used to pay for police protection.
- Administrator Bromeland and Public Works Director Hartman met and reviewed pricing. Meetings were held with both vendors to discuss the City's need for automatic locks at the park prior to obtaining pricing.
- Mike Bales with Freedom Security was present to answer questions. He explained that his bid is an aggressive bid and that his system includes wireless access between the two buildings and that a network is not needed and that no wires need to be pulled. Public Works Director Hartman stated that there is internet at the well house. This system would not be affected by a power outage.
- Administrator Bromeland stated that at this time consideration is being given to Lake Eagle Park due to limited funding available and that City Hall could be equipped later.
- **Council Member Whittington moved, seconded by Council Member Rohrich, to accept the bid from Freedom Security in the amount of \$9,735.85 to purchase and install automatic locks in Lake Eagle Park's restrooms and warming house. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

## 2. Pricing for Video Surveillance at Lake Eagle Park

- Administrator Bromeland explained that bids were received from Freedom Security (\$20,725) and Master Electric (\$10,490.21) to install video surveillance at Lake Eagle Park and City Hall. Per an inquiry to the City's legal counsel, one-time public safety funds can be used to monitor activities at the park and skating rink due to there being a public safety purpose to reduce violence in the community. Legal counsel further advised that installing cameras at City Hall would be a permissible use of the public safety funds since the main purpose is the safety of employees. However, legal counsel does not advise using the public safety funds to install a camera at the Public Works Building if the intent is to deter theft.
- Administrator Bromeland also explained that meetings were held with both vendors to discuss the City's need for surveillance cameras. There is a sizable cost difference which appears to be attributed to the amount of megapixels per camera. The more pixels, the better the resolution.
- Blue Earth County Lieutenant Gahler stated camera quality is very important with investigations to be able to read license plates and provide facial recognition. He also asked if the coverage area being recorded would be able to zoom in after the fact, which it is capable of doing. Lt. Gahler stated that the city may want to look to interlink facilities at city hall to disperse to all sites.
- Council discussion included the distance the cameras would be able to pick up. Cameras are to be placed at the ice rink warming house and pavilion area at the park.
- Mike Bales with Freedom Security explained that once the foundation for surveillance cameras is laid expansion is possible.
- Discussion took place about installing cameras inside City Hall. Administrator Bromeland stated that bullet proof glass should be a priority for inside City Hall to ensure the safety of employees working at the front counter.
- Council discussion included that surveillance cameras is to protect city assets and people. The locations were deemed appropriate.

- **Council Member White moved, seconded by Council Member Steinberg, to accept the bid from Freedom Security in the amount of \$20,725 to install surveillance cameras in Lake Eagle Park and at City Hall utilizing the one-time public safety funds. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

### 3. Pets at Work Policy

- Administrator Bromeland explained that discussion took place at the February 5, 2024 City Council meeting about whether pets should be allowed in the workplace. It was explained at that time that an employee recently brought a puppy to work and that there is not a policy in place addressing pets in the workplace. Per an inquiry to legal counsel, there is not a law that states that an employer cannot allow pets in the workplace but if it does allow them, then it was advised that a policy be put in place. If an employee is allowed to bring a pet to work without a policy, precedent is being set that any employee can bring their pet to work, and that might not be manageable. City Council directed staff to bring a draft policy to the March meeting for review and consideration.
- Administrator Bromeland also stated there are benefits of allowing pets in the workplace and there are reasons why an employer may choose to not allow pets in the workplace. These might include employees having allergies or a fear of animals, too much of a distraction, there could be increased liability if someone gets bit or hurt by a pet, damage to property, and other reasons.
- Administrator Bromeland reviewed two draft policies, one allowing pets at work and the other not allowing pets at work.
- Council discussion included both pros and cons to allowing pets at work.
- **Council Member White moved to adopt the policy presented which would allow pets at work. The motion died for the lack of a second.**
- **Council Member Whittington moved, seconded by Council Member Steinberg, to adopt the policy presented which would not allow pets at work. The motion carried with Council Members Steinberg, Whittington, and Mayor Norton voting in favor. Council Members Rohrich and White voted in opposition.**

### 4. Resolution Supporting Grant Application for Regional Trail Program

- Administrator Bromeland stated that before Council is a resolution supporting a grant application made to the Minnesota Department of Natural Resources (DNR) for the Regional Trail Program. The application is to construct approximately 5,000 feet of paved trail for the Eagle Lake sidewalk and trail network.
- Administrator Bromeland explained that the City was awarded \$475,982 in federal Transportation Alternatives (TA) funds for this project. To help offset the local share portion, additional grant funding is being sought. Approved at the February 5<sup>th</sup> meeting was a grant in the amount of \$4,200 from the League of Minnesota Cities Grant Navigator Program to hire Bolton and Menk to assist with the DNR Regional Trail Program grant application.
- **Council Member White moved, Council Member Steinberg seconded, to approve Resolution 2024-18 A resolution Supporting a Grant Application. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

### 5. Memorandum of Agreement with First Children's Finance for the Rural Child Care Innovation Program

- Administrator Bromeland stated that Community Development Coordinator (CDC) Olivia Adomabea applied for the Rural Child Care Innovation Program funding, which was approved. Before Council is the request to authorize Ms. Adomabea to sign the memorandum of agreement.

- **Council Member Steinberg moved, seconded by Council Member White, to authorize CDC Adomabea to sign the memorandum of agreement. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

## OTHER

### 1. Rural Service District Concept

- Administrator Bromeland explained that a meeting was held with property owners of land (approximately 150 acres) that was annexed into City limits but has not yet been developed. The landowners inquired about the possibility of establishing a rural taxing district with the effect of lowering taxes until which time the property is developed and becomes urban in nature. Legal counsel has advised that the City would need to pass an ordinance creating a rural service district.
- Council Member Whittington disclosed that the property owner who made this request is a personal friend and that he will abstain from voting on this matter. Councilor Whittington also stated that the City has spent thousands of dollars to annex this land and that eventually it should be a part of Eagle Lake and that this request seems reasonable.
- Mayor Norton stated she feels this request should be explored.
- Council Member Steinberg moved, seconded by Council Member White, directing staff to draft ordinance creating a rural service district and to bring before council for consideration.
- **A roll call vote was taken with Council Members Steinberg, Rohrich, White, and Mayor Norton voting in favor. Council Member Whittington abstained from the vote. The motion carried.**

### 2. Notice of Impound Agreement Cancellation

- Administrator Bromeland explained that the City received a notice from All Pets as required by the current impound agreement that they will no longer accept animals for impound as of March 31, 2024. The Blue Earth County Sheriff's Office is aware of the situation and is assisting Eagle Lake with identifying an alternative option for impounding animals.
- BENCHS is not interested in providing impound services to Eagle Lake and indicated that they currently provide impounding services to the cities of Mankato and North Mankato in very limited situations. BENCHS staff conveyed that a challenge with offering impound services is that an on-site vet is required.
- Lt. Gahler stated that the Blue Earth County Sheriff's Office is looking at options and that it would help if residents licensed their dogs.
- Discussion also included incentives to encourage dog owners to get their dogs licensed with the City.

## CITY ADMINISTRATOR REPORT

### 1. Spring Curbside Cleanup Information

- A modified spring cleanup has been scheduled for Saturday, May 11<sup>th</sup>. Some items previously accepted are no longer acceptable due to modifications made by LJP Waste Solutions to ensure the health and safety of their workers and prevent damage to trucks.

### 2. YTD Revenue and Expenditure Report

- This report was included in the Council packet for information purposes. The council was encouraged to contact the City Administrators with any questions.

### 3. Notice of Stormwater, Wastewater, and Community Resilience Planning Grant Award and Next Steps

- Notice was recently received informing the City that Eagle Lake has been selected for an SWC Planning Grant totaling \$48,680. It is anticipated that a grant award agreement will be included on the April 1<sup>st</sup> agenda for approval.
4. Status of Empower Small Communities Program Proposal Submitted and Next Steps
    - A proposal was submitted for the Empowering Small Minnesota Communities (ESMC) Program application. The ESMC program is funded by the Minnesota Legislature and run by University of Minnesota partners. The program aims to support small Minnesota communities in conceptualizing, designing, and finding paths to fund resilient, comprehensive infrastructure interventions. Eagle Lake's application is moving on to the next phase of the intake process which consists of a 45-minute interview. The purpose of the interview is to learn more about Eagle Lake's needs and determine if the city is good fit for the program.
  5. Upcoming Work Session to Discuss Capital Outlay Planning
    - City staff has been in conversation with Mankato Area Public Schools staff about childcare challenges in Eagle Lake and ways that MAPS might be able to help fill gaps. A meeting will be held in April with childcare providers and MAPS representatives to allow MAPS an opportunity to talk about their plans to use space at Eagle Lake Elementary to fill childcare gaps and address any misinformation in the community about their intentions along with serving as a listening session for staff to learn more about challenges unique to Eagle Lake.
  6. Upcoming Work Session to Discuss Capital Outlay Planning
    - City staff have been working with the City's engineer and finance advisor to talk about upcoming capital outlay needs and financing. A work session should be scheduled in April to review information compiled.
  7. Summer Rec Planning Update
    - City staff recently met with Community Education partners to brainstorm summer rec programming for Eagle Lake. In recent years, Community Ed has assisted with an outdoor movie night and Rec on the Go. Discussion took place about adding new programming so that there is an offering for all age groups in the community in lieu of just offering Rec on the Go. Ideas included a sand volleyball tournament, cards and puzzles at City Hall, limited Rec on the Go offerings, event at the park with music and foam, a corn on the cob feed at the park, and more.
  8. Upcoming LMC Day on the Hill and Update on Water Treatment Project Lobbying Efforts
    - Council Member Rohrich and Administrator Bromeland will be attending the League of Minnesota Cities Day on the Hill in St. Paul on March 7<sup>th</sup>. An online petition was recently added to the website that has been receiving a good response from community members. A meeting was held last week with a representative from Senator Amy Klobuchar's office to talk about Eagle Lake's project. City staff will submit a request for congressionally directed spending to Senator Klobuchar's office and Senator Tina Smith's office when the application period opens. A funding request has already been submitted to Congressman Brad Finstad's office.

## COUNCIL REPORTS

1. Council Member Rohrich stated that Community Ed and Rec are now fully staff and being very creative.

2. Council Member Rohrich requested that Public Works gather street sweeping bids to have included for the April City Council Meeting.
3. Mayor Norton stated that the lobbyists have been hard at work for the City as have Council Member Whittington and City Administrator Bromeland relating to the water treatment facility funding request. They along with Mayor Norton spent a day at the state capital lobbying on behalf of the City of Eagle Lake.
4. Mayor Norton stated that the children present at the water treatment facility open house really enjoyed the mock city council meeting. She stated it would be good to go into the school and hold a mock council meeting there with the students participating.
5. Mayor Norton stated that she and Administrator Bromeland will be traveling to Washington DC to a conference later this week and will be meeting with Senator Finstad and Senator Smith.

**Council Member Steinberg moved to enter into a closed meeting for the purpose of completing the annual performance evaluation of the city administrator, Jennifer Bromeland. Council Member White seconded the motion. The motion carried with Council Member Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

**Council Member Steinberg moved, seconded by Council Member White, to adjourn the closed meeting and move back into open session. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

#### ADJOURNMENT

**Council Member Steinberg moved, seconded by Council Member White, to adjourn the meeting. 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  
CITY COUNCIL MEETING  
APRIL 1, 2024**

**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, Community Development Coordinator Olivia Adomabea, Public Works Director Andrew Hartman, and Deputy Clerk Kerry Rausch.

**PUBLIC COMMENTS**

- None

**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.**

**APPROVAL OF MEETING MINUTES**

- **Council Member White moved, seconded by Council Member Steinberg, to approve the March 4, 2024 City Council minutes. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

**CONSENT AGENDA**

- **Council Member White moved, seconded by Council Member Rohrich, to approve the consent agenda.**

Monthly Bills	Treasurer’s Report	Public Works Report
Fire Report	BECSO Report	Gambling Report
Building and Zoning Permits		
Res. 2024-19 Appoint Brudvig to Fire Dept Reserves		
- **The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

**PUBLIC HEARING**

1. Preliminary and Final Plat for Bauer Jackson Addition
  - Mayor Norton opened the public hearing with no comments being offered. The public hearing was closed.

**NEW BUSINESS**

1. Preliminary and Final Plat for Bauer Jackson Addition
  - Community Development Director (CDC) Adomabea explained that there was no quorum at the March Planning Commission meeting so the preliminary and final plats for the Bauer Jackson addition

(R12.10.18.201.019) is before the Council for consideration. The present zoning of this parcel is R-3 Limited Multiple Family Residential District.

- Ms. Adomabea also explained that the city's discretion in approving or denying a preliminary and a final plat is limited to whether or not the proposed plat meets the standards outlined in the subdivision regulations and zoning ordinance. If it meets these standards, the city must approve the preliminary and final plat. The code regulations needing to be considered are Chapter 5, Subdivision and Development Regulations, Shoreland Management, and wetland protection. The developer's agreement will cover other items needed.
- Ms. Adomabea stated this parcel was rezoned to Limited Multiple Family Residential District after the February 27, 2023 Planning Commission meeting. The applicant is seeking to develop the proposed plat of 2.39 acres into four (4) apartment buildings with sixteen (16) bedroom 8-plex for each apartment building. The applicant and their engineer met with city staff to discuss the proposed plans and project and indicated that the concept plan is only exhibiting potential plans and use of the site and is subject to change. The applicant indicated they do not have a final development plan yet and are seeking to have only the plat recorded at this time.
- Ms. Adomabea stated it is believed that the construction of the proposed 8-plexes could result in more use of existing parks. The developer has the option to include parkland within the development or pay a parkland dedication fee.
- Ms. Adomabea explained that all standards of approval have been met and therefore staff are recommending approval of the preliminary and final plats.
- Discussion included the need to ensure there is adequate turn around space for emergency vehicles. Once the plans have been reviewed by the city's engineer, emergency response needs will be reviewed.
- Justin Bauer, developer, stated that he will be looping the water main at the southwest corner of this parcel.
- **Council Member Steinberg moved, seconded by Council Member White, to approve the preliminary and final plats for the Bauer Jackson Addition. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

## 2. AWAIR Policy

- Administrator Bromeland explained that before Council is a safety policy titled A Workplace Accident and Injury Reduction Program (AWAIR). This model policy has been vetted by MMUA and the League of Minnesota Cities and has been tailored to fit the City of Eagle Lake. Staff will review and update this policy annually.
- **Council Member Steinberg moved, seconded by Council Member Rohrich, to adopt the AWAIR policy as presented. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

## 3. Employee Right to Know Policy

- Administrator Bromeland stated before the Council is a model Employee Right to Know policy. This model policy has been tailored to fit Eagle Lake.
- **Council Member White moved, seconded by Council Member Rohrich, to adopt the Employee Right to Know Policy as presented. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

## 4. Pricing for New Warming House Door and Painting of Bathrooms

- Administrator Bromeland explained that Public Works Director Andrew Hartman recently obtained pricing for a new door at the warming house to accommodate the automatic locks to be installed. He also obtained pricing to paint the inside and outside of the bathrooms connected to the new park

pavilion. Since these items were not planned for and part of the 2024 budget, approval is needed this evening.

- Administrator Bromeland explained that a proposal from J.R. Murilla Construction in the amount of \$3,200 for a new warming house door has been received. Two quotes from Bellissimo Paint and Coatings. The first one totals \$2,800 to scrape the men and women's bathroom walls and wooden doors as needed, prime the walls and wooden stall doors as needed, and paint the walls and wooden stall doors. The second one totals \$4,100 to pressure wash the exterior of the park bathroom as needed, caulk, fill in new block areas as needed, prime the block and paint the block. The two metal doors on both sides of the bathroom will also need to be painted.
- Administrator Bromeland presented the current park board balance after these expenditures and the known remaining cost to complete the pavilion. The landscaping costs to complete the pavilion project are not known at this time.
- Public Works Director Hartman explained the reason for the new door for the warming house is due to the need to move from a residential door to a commercial door. He also stated the Public Works Department does not have the necessary equipment to paint the restrooms.
- **Council Member Rohrich moved, seconded by Council Member Steinberg, to accept the bid from Murilla Construction in the amount of \$3,200 and the two bids from Bellissimo Pant and Coatings in the amount of \$2,800 and \$4,100. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

5. SWC Resilience Planning Grant Award Agreement

- Administrator Bromeland stated that the grant award agreement has not yet been received and that it should be ready for the May 6<sup>th</sup> City Council meeting. The City has received notice that it will be awarded \$48,680.
- **Council Member White moved, seconded by Council Member Steinberg, to table discussion on the SWC Resilience Planning Grant Award Agreement until the May meeting. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

6. Resolution Approving County Project within Municipal Corporate Limits

- Administrator Bromeland explained that an email was received from Stefan Gantert, Assistant County Engineer with Blue Earth County, informing of bituminous overlay projects on two County State Aid Highways in Eagle Lake in 2024. CSAH 55 (LeRay Ave) between CSAH 56 (598<sup>th</sup>) and Highway 14 and CSAH 56 (598<sup>th</sup> Ave) between CSAH 17 (Parkway Ave) and Highway 14. In addition to the bituminous overlays, the projects will include upgrades to pedestrian ramps that are non-complaint with ADA. MnDOT State Aid is requesting municipal consent because the projects are within Eagle Lake city limits.
- Administrator Bromeland also stated that according to Mr. Gantert, vehicles will always have access to CSAH 55 and 56 during the bituminous overlay projects.
- **Council Member Whittington moved, seconded by Council Member Steinberg, to approve Resolution 2024-20. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

OTHER

1. Blue Earth County Sheriff's Office Update

- Lieutenant Gahler introduced Deputies Nick Lewis and Dan Grassman who have 13 years and 15 years of service respectively. Once they have completed training, they will be assigned to Eagle Lake.



- Today's open house in Eagle Lake was well attended. Lieutenant Gahler thanks all who attended.

## 2. Impound Update

- Lieutenant Gahler stated that he has met with the owner of Bella House of Doodles to learn how they can assist with the impounding of dogs. A contract is being drafted to set details of the agreement.

## 3. Recap of Congressional City Conference

- Administrator Bromeland and Mayor Norton reviewed highlights of the Congressional City Conference with a PowerPoint.
- Administrator Bromeland expressed the value of attending this conference and stated it would be worthwhile to budget for this annually, especially when the City is wanting to submit congressionally directed spending requests.

## 4. Dog License and Registration Discussion

- Administrator Bromeland reviewed the current process of licensing dogs and stated there are 233 dog licenses with 60 licenses expired. The burden of the current licensing process is the mailing of 75-100 letters each year and the time and cost of the monthly mailings. Blue Earth County has one microchip reader for the County, but Bella's House of Doodles has one the officers can use. Eagle Lake has typically impounded about six (6) dogs a year.
- Council discussion included the desire to minimize loose dogs, to address the issue of the same dogs repeatedly loose. The council indicated that they would like to discuss this issue more at the May City Council meeting.

## CITY ADMINISTRATOR REPORT

### 1. Highway 14 Eagle Lake Corridor Study Update

- The Project Management Team (PMT) meeting #1 will take place on April 3<sup>rd</sup> at 2:00 p.m. City Administrator Bromeland and the Community Development Coordinator Adomabea will attend the meeting on behalf of the City. Following the meeting, an update will be provided related to the schedule and public involvement activities.

### 2. YTD Revenue and Expenditure Report

- This report has been included in the Council packet for informational purposes only.

### 3. Mankato Area Public Schools Community Education Summer 2024 Update

- Mankato Area Public Schools Community Education has provided a proposal for 2024 summer programs which include three Rec on the Go visits and a kickoff summer event including an outdoor movie, Rec on the Go trailer with games and activities, face painting, and popcorn.

### 4. Assessment/Open Book Meeting Notice

- The upcoming Open Book meetings for Eagle Lake will be the week of April 22-26, 2024 at Blue Earth County. The purpose of the meeting is to determine whether property in the jurisdiction has been properly valued and classified by the assessor. If residents believe the value or classification of their property is incorrect, they can contact the assessor's office to discuss their concerns. If they are still not satisfied with the valuation or classification after discussing it with the assessor, they can appear before the County Board of Appeals and Equalization. The board will review the valuation, classification, or both if necessary, and shall correct it as needed.

5. Earth Day Community Activity

- Earth Day 2024 is scheduled for Monday, April 22<sup>nd</sup>. City staff proposes that the City offer residents garbage bags and gloves to help pick up trash at local parks and around town.

6. Lead Line Service Inventory and Next Steps/Timeline

- The City of Eagle Lake's application for funding to complete a lead service line inventory has been approved. The application was submitted last summer. Bolton and Menk will be assisting with the inventory process. The funding for Eagle Lake will allow for up to \$75,000 in charges from Bolton and Menk to complete the process. All public water systems must complete and submit to the state a lead service line inventory by October 16, 2024.

7. Damaged Trees on Parkway Avenue

- Two boulevard trees along Parkway Avenue were hit within the last couple of months. The City's community forester, Nathan, inspected both trees and reported that one seems to be healing well and is closing its wound. The other tree is having a harder time due to the wounds being spread out more on the trunk. Nathan will be adding soil when the weather permits. Nathan has advised that both trees should be able to survive but he will continue to monitor them over the next several months.

8. Recap of LMC Day on Hill and CGMC Legislative Action Day

- Council Member Rohrich, Community Development Coordinator Adomabea, and Administrator Bromeland attended the LMC Day on the Hill on March 14<sup>th</sup>. It was a full day of legislative updates, comments from Governor Walz, informal meetings with legislators, sitting in on a house hearing, and a tour of the MN State Capitol.
- Mayor Norton, Council Member Whittington, and Administrator Bromeland attended the CGMC Legislative Action Day. That too was a full day of legislative updates, meetings, with legislators, and a reception/dinner with legislators and other Greater MN Cities.

9. Generator for City Hall and Wells Update

- City staff has been working with vendors to obtain pricing for a generator for City Hall and the wells. Proposals will be included on the May 6<sup>th</sup> City Council agenda for review and approval. One-time public safety funds will be used for this purpose.

COUNCIL REPORTS

ADJOURNMENT

**Council Member Steinberg moved, seconded by Council Member White, to adjourn the meeting. 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  
CITY COUNCIL MEETING  
MAY 6, 2024**

**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**

- No public comments were offered.
- **Council Member Whittington moved, seconded by Council Member White, to reopen public comments. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
- Mike Guentzel, 60374 224<sup>th</sup> Lane, Madison Lake, stated he submitted a request to have the parcel his family purchased, on the northern most parcel annexed into the City for the motorsports project, to be detached from the City. He stated in the resolution to annex this land into the city that it stated that if nothing happened to the land within three years it would be allowed to go back to the township. He stated this land is rural in nature and there are no plans to develop it and there is no need for water and sewer. He also stated they have concerns with taxes, especially with the potential water treatment plant and possibly work on Highway 14. Mr. Guentzel stated the other property owner of the adjacent property have indicated they are not interested in the detachment process.
- Mayor Norton stated the city has no timeline for review due to the nature of this process.

**APPROVAL OF THE AGENDA**

- Administrator Bromeland asked that a change order for the pavilion and the invoice for the final bill for the pavilion be added under New Business. She also asked that under New Business that the Stop Sign Request be moved to item one under. **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.**

**APPROVAL OF MEETING MINUTES**

- The April 1, 2024 City Council minutes were not approved.

**CONSENT AGENDA**

- **Council Member White moved, seconded by Council Member Rohrich, to approve the consent agenda.**

Monthly Bills

Treasurer's Report

Public Works Report

Fire Report

BECSO Report

Gambling Report

Building and Zoning Permits

Res. 2024-21 Accept Donations for Summer Sounds

Res. 2024-22 Accept Donation for Basketball Hoop

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

## PRESENTATIONS

### 1. Council Chambers Rental Request: Pastor Matt Moldstad with Peace Lutheran Church

- Pastor Matt Moldstad explained that Peace Lutheran Church in North Mankato would like to rent the Council Chambers, kitchen, and hallway every Sunday for a year as his church is looking to expand its ministry into Eagle Lake. He asked to rent the facility from 8:00 a.m. to 12:00 p.m. beginning in the fall. They will take care of setting up and tearing down each week.
- Administrator Bromeland explained that per the rental agreement there is no rental fee for non-profit organizations. Currently the City would require the church to apply each week to reserve the Council Chambers and that the room could also be reserved by other parties. This request is to reserve it for a year in advance and would be best handled through an agreement.
- Administrator Bromeland also stated there might need to be a fee associated with the rental to offset costs incurred for cleaning and maintenance with the frequent use of the space. She also explained that the City does not allow intoxicating beverages.
- City staff advised for reference purposes that over the last couple of years, the Council Chambers has only been used a handful of times on a Sunday morning.
- Council discussion included Council Member Rohrich stated consideration should be given to the rental fee structure to include a minimum fee for cleaning and the cleaning of chairs.
- Administrator Bromeland stated that with more use a cleaning fee is important due to more traffic.
- **Council Member Steinberg moved, seconded by Council Member White, to allow Peace Lutheran Church to rent the Council Chambers on Sundays mornings for one year and to allow for the use of communion wine as part of the church service. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

## NEW BUSINESS

### 1. Water Treatment Plant Update

- John Graupman with Bolton and Menk provided an update on the water treatment plant stating that City staff has submitted a low interest loan and emerging contaminant grant application. These submissions will put the City in a more favorable position, if not for this year, then the following year. Mr. Graupman explained that the funding most likely will not be approved this year, but then the following year the City will move up on the existing list. The goal is to have the project shovel ready. The state's timeline requires plans to be submitted by March 2025, but it would be in the City's best interest to submit them prior to that date.
- Brian Sarff with Bolton and Menk stated surveying would begin after the legislative session ends.

### 2. Request from Resident for Stop Sign on Maple Lane

- Administrator Bromeland explained that a resident request was received wanting the City to install a stop sign at the intersection of Maple Lane and Oak Drive for northbound traffic. There are presently two stop signs on Oak Drive for both eastbound and westbound traffic. Administrator Bromeland, public works and law enforcement met on site with the resident that is requesting a stop sign. Following the meeting the City's engineer with Bolton and Menk was contacted for guidance on appropriate placement of a stop sign.
- Staff was informed that adding stop signs is not advised for speed control, 3-way stops might unintentionally create an awkward situation and subsequent potential unintended safety issues, this

intersection is in close proximity to 211<sup>th</sup> Street which is already stop-controlled, and it is advised that an engineering study be completed to allow for an informed decision in implementing multi-way stop control.

- Brian Sarff, Bolton and Menk engineer, stated that there are some guidelines relating to stop signs, but they are not great for low volume roads. He reiterated that stop signs are not recommended for speed control and that they can create more dangerous conditions. The location of the requested stop sign is approximately 1 ½ blocks from an existing stop sign.
- Lieutenant Gahler stated he believes that a stop sign will create more issues and that he has not seen much in the way of speed issues in this area.
- **Council Member White moved, seconded by Council Member Steinberg, to deny the request for a stop sign at the intersection of Maple Lane and Oak Drive. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

3. Assigned Committed Fund Balance for Capital Outlay

- Administrator Bromeland reported that per the recommendation of the City’s auditor with Eide Bailly, the City Council is advised to specially approve whatever amount is desired for year-end capital outlay balance for December 31, 2023. The ending balance is \$1,952,540. Capital outlay funds are reflected as “committed” funds on the balance sheet of the annual audit.
- **Council Member White moved, seconded by Council Member Steinberg, approve \$1,952,540 as the year end 2023 capital outlay fund balance. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

4. Engagement Letter for Actuarial Services for Fire Relief Association Pension

- Administrator Bromeland explained that according to the City’s auditing firm, Eide Bailly, a valuation report is needed to ensure compliance with GASB. According to MN State Statutes, the City is ultimately responsible for any shortfalls in the Fire Relief Association’s pension assets. This means that the related pension liability or pension assets need to be recorded on the City’s financial statements. To determine the dollar amount, there needs to be an actuarial valuation done so that the auditors can use that report to complete the audit and financial reporting. She also explained that proposals were obtained in 2021 with VIA Actuarial Solutions coming in the lowest.
- Due to time constraints Administrator Bromeland signed the engagement letter and is asking the Council to retroactively approve the engagement letter for pension actuarial services for the Eagle Lake Fire Relief Association.
- **Council Member Steinberg moved, seconded by Council Member White, to retroactively approve the engagement letter with VIA Actuarial Services. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

5. Public Works Summer Hours and On-Call Pay

- Administrator Bromeland explained that a request was received from the Public Works Department related to summer hours and on-call pay and that a meeting was held with the Personnel Committee, the City Administrator, and the Public Works Director and Supervisor to discuss the request.
- When considering the request to adjust summer hours and implement on-call pay, the City’s priorities are serving the public and doing so as effectively and efficiently as possible while also ensuring employee safety.
- The personnel Committee is recommending that Public Works summer hours be changed to 6:30 a.m. – 3:00 p.m. from May 1<sup>st</sup> to September 1<sup>st</sup> and revisit these hours annually. It was noted that if there are forecasted periods of extreme heat and humidity that the Public Works Department be allowed to adjust start and end times with approval by the City Administrator as has been the past practice.

- Administrator Bromeland stated that the Public Works Department has expressed concern about a lack of on-call pay and the inability of the person assigned to work the weekend to make plans due to needing to be available in the event of an emergency. Given the nature of the position, Public Works employees are required to be available for work upon short notice. Weekend maintenance is necessary every Saturday and Sunday. Presently, the Public Works Department assigns weekend work to one person. This work consists of performing checks of the City's critical infrastructure such as wells, lift stations, water tower, along with performing other routine miscellaneous maintenance tasks. The person assigned to perform routine maintenance currently works two hours each day on Saturday and Sunday, earned at a rate of time and a half. Employees also have the option to bank hours worked, also at a rate of one and a half times their hourly rate.
- In lieu of working a full two hours every Saturday and Sunday, the Public Works Department is requesting the ability to complete the necessary weekend checks and leave once weekend duties have been completed even if the two-hour period has not lapsed while still receiving compensation for the two hours.
- The Personnel Committee recognized the concern expressed and the need to explore on-call pay further. They value the public works employees and their need for personal time away from work. This matter will be explored further during the 2025 budget process since we are already in a budget cycle which do not have funds specifically allocated for on-call pay.
- **Council Member White moved, seconded by Council Member Steinberg, to approve Public Works summer hours from 6:30 a.m.– 3:00 p.m. from May 1-Sept 1 which will be revisited annually and to revisit on-call pay in the 2025 budget process. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

6. Amendment to Increase Vacation Accrual Rate for New Hires

- Administrator Bromeland explained that discussion took place at the December 4, 2023 City Council meeting about an employee request received related to the city's vacation accrual rate and wanting to see accrual rates increased. Following that meeting, city staff reached out to Minnesota Valley Council of Governments (MVCOG) staff to assist in surveying area cities to learn more about vacation accrual rates in comparison to Eagle Lake's.
- According to the survey findings, Eagle Lake appears competitive with the other cities surveyed except for the first year of service. Most cities offer employees 80 hours for the first year of service, whereas Eagle Lake currently offers employees in their 1<sup>st</sup> year of service a maximum of 40 hours. Then in years 2-6 and beyond, Eagle Lake's accrual rates are in line, and sometimes on the high end, with what other cities are offering employees for vacation and years of service.
- The Personnel Committee reviewed the findings and is recommending that the vacation leave accrual chart be modified by striking out the 1<sup>st</sup> year of service earning 1.538 hours of pay per pay period and replacing it with 1<sup>st</sup> year of service through the 6<sup>th</sup> year of service earning up to 80 hours. The recommended change will go into effect with new hires and not retroactively.
- **Council Member Whittington moved, seconded by Council Member Steinberg, to approve the Personnel Committee's recommendation to modify the vacation accrual chart to eliminate the 1<sup>st</sup> year of service earning 1.538 hours per pay period or 5 days or 40 hours and replace with the 1<sup>st</sup> year of service through the 6<sup>th</sup> year of service earning 3.077 hours per pay period or 10 days or 80 hours. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

7. Street Sweeping Proposal

- Public Works Director Hartman explained that a quote has been received from Loken's Asphalt Maintenance Inc. in the amount of \$4,200. He also explained that Loken's has provided better service than

other companies used previously. If approved, Loken's would be able to sweep the streets on May 8<sup>th</sup> and May 10<sup>th</sup>.

- Council discussion included if this would be too short of notice for residents and if Loken's will sweep more than gutter areas where there is sand on the roadways itself.
- Public Works Director Hartman stated that staff will be able to use the Tool Cat to clean up areas that Loken is not able to sweep.
- **Council Member Rohrich moved, seconded by Council Member White, accept the bid from Loken's in the amount of \$4,200. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

8. Pricing for Mosquito Control

- Administrator Bromeland presented a proposal for an Environmental Mosquito Management Program from Clarke. The two options consist of 9 bi-weekly treatments at \$875 per treatment, and the other option consists of 15 weekly treatments at \$821 per treatment. If the City is interested in a three-year agreement, the price per treatment will not exceed a 3% (three percent) increase over the previous year. It was explained that larval control is cost prohibitive.
- Council discussion included confirmation that treatment applications could be scheduled with community events in mind.
- **Council Member Whittington moved, seconded by Council Member Rohrich, approving the proposal form Clarke Environment Mosquito Management Inc for 9 bi-weekly treatments and to take advantage of the three-year agreement. The motion carried with Council Members Steinberg, Rohrich, Whittington, and Mayor Norton voting in favor. Council Member White voted against.**

9. Pricing for 2024 Bobcat 61" Mower and Attachment

- Public Works Director Hartman stated he is very happy with the Bobcat mower purchased in 2023 and that before the Council is a bid for at 2024 Bobcat 61" mower in the amount of \$13,272.93. The funds allocated in the capital outlay for this purchase were \$13,260. If approved, Director Hartman recommended the sale of the 2018 Country Clipper which has 1300 hours.
- **Council Member Whittington moved, seconded by Council Member Steinberg, authorizing the sale of the 2018 Country Clipper on MnBid, with a minimum bid amount of \$2,000. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
- **Council Member Rohrich moved, seconded by Council Member White, authorizing the purchase of the 2024 Bobcat 61" for the price of \$13,272.93. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

10. Minnesota Cities Stormwater Coalition Membership

- Administrator Bromeland stated that before Council is a Minnesota Cities Stormwater Coalition 2024 Membership Invitations from the Minnesota Cities Stormwater Coalition (MCSC). Eagle Lake's membership fee, based on population, is \$730. MCSC was founded in 2006 and has more than 120 member cities and boasts a collaborative approach to advocating for the interest of MS4 cities with the MPCA and other state regulatory agencies.
- Administrator Bromeland and Public Works staff attended the annual MCSC meeting in Monticello and found it to be very informative and worthwhile.
- **Council Member Steinberg moved, seconded by Council Member White, to approve the 2024 membership with Minnesota Cities Stormwater Coalition. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

#### 11. Pricing for Generator for City Hall and Wells

- Administrator Bromeland stated before the Council are quotes from Blue Star Power Systems for the purchase of a natural gas-powered generator for City Hall and one for primary wells # 2 and #3. The quote for the primary wells totals \$37,861.40 while the quote for City Hall totals \$36,798.20. Electrical work is not included in the quote and would be an additional expense.
- Public Works Director Hartman stated another known expense are the transfer switches, pads to set the generators on and plumbing work.
- Administrator Bromeland explained that several attempts to obtain pricing from another vendor have been unsuccessful. Per an inquiry to legal counsel, if the City does not receive a second quote, it can still proceed with the one vendor so long as we have documentation.
- Administrator Bromeland explained that of the \$143,617 of Public Safety Aid received, \$20,725.45 has been committed to the purchase and installation of surveillance cameras at Lake Eagle Park and City Hall, leaving a balance of \$122,891.55 to be applied towards the purchase of a generator for City Hall and the primary wells. The City's attorney was consulted, and this purchase meets eligibility requirements to use Public Safety Aid funds.
- Council discussion included the fire department's need for a generator as well. Fire Chief Simpson stated the fire department does have a way to open overhead doors in the case of a power outage, but that setup is not ideal and will result in delays in responding to a call.
- **Mayor Norton moved, seconded by Council Member White, to approve the purchase of two generators as presented using public safety aid funds and that unused funds could be used to improve the fire department's response time in the event of a power outage. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

#### 12. Pricing for Wildland Gear for Fire Department

- Administrator Bromeland stated before the Council is a quote from Great Plains Fire for the purchase of Wildland Gear for the Fire Department totaling \$33,031.25. Wildland fire suppression equipment meets wildland fire specifications. Of the \$337,354 in American Rescue Plan Act (ARPA) funding that was received, \$305,064.67 has been committed to the following projects: water tower rehab, lift station pump replacement, well maintenance, and SCADA system for the water tower and main lift station.
- City staff recommends that the remaining \$32,289.33 of unallocated ARPA funding be applied towards the purchase of wildland gear for the Fire Department.
- **Council Member Steinberg moved, seconded by Council Member White, to approve the purchase of wildland gear for the fire department using ARPA funds. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

#### 13. Pavilion Change Order and Countertop

- Administrator Bromeland explained that before Council is a change order for a countertop in the pavilion and that this was not included in the bid. Staff met with the contractor and a representative of Kitchen Baths and More to obtain pricing for a ADA compliant stainless steel countertop in the amount of \$2,350.
- Council discussion included if the necessary electrical outlets are in place and with the frustration of the time it has taken and the need to better understand what is and what should be included in bids and the thought that the countertop should have been included in the bid.
- Staff indicated that the construction should be complete within two weeks and that the flusher for the toilet is on back order and will hopefully arrive this week. MetroNet has been contacted and they were informed of the need to rush the installation of internet for the security cameras.



- Also discussed was that the restrooms are closed due to wiring not yet complete. The Council asked if a notice as to why they are closed could be posted on the restroom doors. It is anticipated that the restrooms will be open June 1<sup>st</sup>. City staff advised that there are three porta toilets at the park while the bathrooms connected to the pavilion are under work.
- **Council Member White moved, seconded by Council Member Steinberg, to approve the change order for the countertop for the pavilion in the amount of \$2,350. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
- Administrator Bromeland explained that late in the day she received an invoice from JR Murilla for the final bid payment for the pavilion. Joe Murilla stated that he will donate the cost of the building permit, which is \$2264.34, and a revised invoice is before Council.
- **Council Member White moved, seconded by Council Member Steinberg, to approve payment in the amount of \$89,958.34 to JR Murilla for the final pavilion invoice bid. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

## OTHER

### CITY ADMINISTRATOR REPORT

1. United Way Women with Hert Planning Committee
  - Administrator Bromeland explained that she is a member of this committee and that she would like to have city reps attend this event and try to find a sponsor for the rest of the table fee. It was noted that being a local unit of government and complying with lawful public purpose makes it difficult for the city to sponsor a table. It was noted that most area local units of government have found a way to sponsor a table and show support for the United Way and its initiatives and the positive impacts the organization's programs have on our local communities and residents. This particular event is geared towards women and encouraging kindness to self in order to be kind to others and is scheduled for August 7<sup>th</sup> from 11:30 to 1:00.
  - **Council Member Rohrich moved, seconded by Council Member Whittington, to approved to pay fees associated for female staff and election officials to attend the United Way Women with Heart event. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
2. Spring/Summer 2024 Newsletter
  - There was not a spring newsletter, but a Summer newsletter will be distributed soon.
3. Climate Impact Project Coordinator Awarded for 2024-2025
  - Currently Nathan is serving in this position and the City has been notified of being awarded another Climate Impact Project Coordinator once Nathan's term is completed.
4. TIF Phase II Update for Fox Meadows
  - Phase I of TIF will be done in June and the developer would like to move onto TIF Phase II in May or June. City staff will work with the developer and DDA on the TIF agreement.
5. TYD Expenditure and Revenue Report
  - This report is provided for Council's review.
6. Congressional Directed Spending Requests Submitted for WTP Project
  - Representative Finstad's office called to confirm funding could be spent by a specific date. The City should hear sometime in 2025 if funding will be awarded.

## COUNCIL REPORTS

1. Council Member Rohrich provided updates relating to Community Education and Recreation. The Park Board had a good work session and have identified short- and medium-term needs for the parks. Their priorities are tennis court repairs, repairing lighting on the trail, lights on the trail from LeSueur to circular flower bed. Park Board member Don Wesley is working to obtain donations for new basketball hoops and is planning to organize pickup basketball and hockey for youth.
2. Council Member White is working on obtaining donations for Summer Sound events.
3. Council Member Steinberg is working on obtaining donations for Summer Sounds events and the goal is to be able to offer more activities. There will be only one food vendor this year. Council discussion included if Verizon will have the soil restorations completed for the July event.
4. Council Member Whittington stated the EDA is working with the Rural Childcare Development Program and that EDA members are scheduling visits to local businesses.
5. Mayor Norton thanked Administrator Bromeland for her work on submitting funding requests for the water treatment plant. She also stated that she has been in contact with SMIF regarding Towards Zero Death Southern Area who are gathering information regarding sidewalks and other safety related items. She thanked Lieutenant Gahler for the work he has been providing.
6. Mayor Norton asked that an update on the Lake Eagle pond be brought to the June City Council meeting. Administrator Bromeland stated this would be her top personal priority for the parks and Council Member Rohrich stated the Park Board feels dredging the pond is cost prohibited. Mayor Norton stated the pond is the highlight of Lake Eagle Park. Council Member Whittington suggested that there be two budget line items for the parks, one for operations and another for the Park Board. Administrator Bromeland stated there are separate line items, but that there needs to be coordination between Public Works and the Park Board on what is needed for maintenance and what is needed for capital outlay.
7. It was asked that boards and committees provide updates for the council packet. Minutes from the meetings will be included in the council packet.
8. Council Member Rohrich mentioned that some south facing street signs have faded to the point of being unreadable.

## ADJOURNMENT

**Council Member White moved, seconded by Council Member Rohrich, to adjourn the meeting. 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  
CITY COUNCIL MEETING  
JUNE 3,2024**

**CALL TO ORDE**

- 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**

- No public comments were offered.

**APPROVAL OF THE AGENDA**

- Administrator Bromeland asked to move Petition for Detachment from New Business Item #1 to Presentations #3. **Council Member Steinberg moved, seconded by Council Member Rohrich, to approve the agenda as amended. 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 White, to approve the April 1, 2024 City Council minutes and the May 6, 2024. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

**CONSENT AGENDA**

- Mayor Norton thanked all the people making donations to the City for their generosity. She also pointed out Jeremy Horkey’s resignation from the Park Board and thanked him for his service.
- Administrator Bromeland stated that before Council is an updated Resolution 2024-27 which states the donor would like the Eagle Sculpture on display at City Hall specifically. She also stated there is a resolution appointing Michael Hughes to the Planning Commission and that there are two other people interested in serving on the Planning Commission.
- **Council Member Rohrich moved, seconded by Council Member Whittington, to accept the Eagle Sculpture from Todd and Diane Substad. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
- **Council Member Rohrich moved, seconded by Council Member White, to approve the consent agenda.**

Monthly Bills

Treasurer’s Report

Public Works Report

Fire Report

BECSO Report

Gambling Report

Building and Zoning Permits

Board and Commission Minutes

Res. 2024-23 Accept Donations for Basketball Hoop

Contiguous Area Permits

Res. 2024-224 Appoint Election Judges

Res. 2024-25 Accept Summer Sounds Donation

Res. 2024-26 Resignation of Horkey from Park Board

Res. 2024-27 Accept Donation of Eagle Sculpture

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

## PRESENTATIONS

1. Brian Sarff with Bolton and Menk: Survey Work for WTP Project
  - Mr. Sarff stated that the state bonding bill was not passed and explained that to keep this project moving forward survey work needs to be completed to allow design work to be started. He also stated it is necessary to complete the survey work to determine site feasibility. It is anticipated that the survey would not exceed \$4,000.
  - Administrator Bromeland asked that Bolton and Menk submit a letter of proposal for this work, if approved.
  - **Council Member Whittington moved, seconded by Council Member Rohrich, to approve the survey work proposal from Bolton and Menk, not to exceed \$4,000. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
  
2. Annette Larson and/or Mark Griffith with Toward Zero Deaths (TZD): Safe and Sober Ride
  - Annette Larson, State TZD Program and Operation Director explained the TZD program and that their goal is to reduce traffic fatalities to zero. This program focuses on seat belts, speed, distracted driving, and impairment though enforcement, engineering, education and outreach, EMS and Everyone. This program started in 2003 and to date has seen a 37% reduction in traffic related fatalities.
  - Mark Griffith, SC EMS Director explained that Joy Ride became in Blue Earth County in 2016 and is free to users. The goal of this program is to reduce drunk driving and they are looking to provide service again in 2024 during the Tator Days celebrations. This project is funded through sponsorships. Also explained that to date in 2024 there have been 151 traffic related deaths which is ahead of the 2023 numbers for the same time period.
  - Council discussion included that the City of Eagle Lake has partnered with JoyRide in 2016 and 2019.
  - **Council Member White moved, seconded by Council Member Steinberg, to partner with JoyRide by contributing \$1,000 and to review during the budget process to make this an annual expenditure. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
  
3. Petition for Detachment Received for Parcel ID R12.10.07.200.001
  - Administrator Bromeland explained that the City has received a property owner petition for the department of property from the City by Daryl and Cynthia Guentzel, owners of parcel R12.10.07.200.001.
  - Administrator Bromeland explained that the only way to detach land that is already part of a city is with the approval of the Municipal Boundary Adjustment Unit. To qualify, the land must be adjacent to the City's boundaries, rural in character, and not developed for urban-residential, commercial, or industrial purposes. The subject parcel is situated within the City of Eagle Lake, abuts the municipal boundary, and is in the County of Blue Earth.
  - Administrator Bromeland explained the reason detachment is being requested as per the petitioners is that since the annexation took place effective 2019, the property ownership has changed. The petitioners state that they have no intention of developing the property and wish to maintain its rural character by keeping it in crop production. The number of acres in the property proposed for detachment is 78.90.
  - Staff research with the Municipal Boundary Adjustment Unit and also after reviewing reference materials authored by the League of Minnesota Cities related to detachment, it appears that after receiving a detachment notice, the town board for the town to which the land is proposed to be attached may submit a

resolution stating that the town board supports, opposes, or is neutral to the petition. The failure to submit a resolution before any required hearing is deemed a position of neutrality. City staff reached out to LeRay Township to inquire about whether a detachment notice was received and if any action was taken. No response has been received to date, but Phyllis Daschner with LeRay Township is present. If both the City and Township submit a resolution opposing the petition, a hearing must not be held, and the chief administrative law judge shall deny the petition. In any other case, a hearing shall be held. The chief administrative law judge shall order parties to participate in a mediation session. The administrative law judge shall divide the costs of the mediation and hearing in an equitable manner, but unless the chief administrative law judge makes specific findings as to why a party shall be responsible for a greater share, the petitioning landowners are responsible for at least 50 percent of the total costs. It is entirely reasonable to expect fees in the range of \$10,000 or higher for mediation and a hearing.

- Administrator Bromeland stated she spoke with a representative of the Guentzel family to ask if there might be an interest in creating a rural service district to allow the parcel to be taxed at a lower rate. The representative indicated that while the rate of taxes is a concern, they do not wish to pursue a rural service district since they have no plans to develop the parcel and wish to keep it in crop production.
- Phyllis Daschner with LeRay Township indicated that the township wishes to remain neutral on this matter.
- Council discussion included if there is a way to recapture part of the \$53,000 the City paid to the township as part of the annexation process.
- **Council Member White moved, seconded by John Whittington, to support the detachment process for parcel R12.10.07.200.001. The motion carried with Council Members Steinberg, White, Whittington, and Mayor Norton voting in favor. Council Member Rohrich voted in opposition.**

4. Nathan Hyde with Climate Impact Corps: Community Forestry Member Presentation

- Mr. Hyde stated that his service term ends July 5, 2024 and that his presentation is an overview of what he has been working on for the City. Items included in Mr. Hydes report included Emerald Ash Bore (EAB), a Tree Identification and Planting Guide, and Minnesota's Problematic Plants Information Guide and the updating and expanding of the tree inventory created by former Community Forestry Members.
- Council discussion included options for the treatment of EAB and options for removal of buckthorn from city parks specifically interested in the use of goats. The Council also asked about possible treatments for wild cucumber and if this is something the city should address.
- Administrator Bromeland stated that the City adopted an EAB tree plan four years ago and reviews annually how many ash trees can be removed and replaced. It was noted that there is grant funding available and that the City has been successful in the past with securing a grant but that in recent years the amount available has decreased and become more competitive. The City will continue submitting grant applications for funding.

## NEW BUSINESS

1. Pricing for Replacement of Fire Department for AC

- Fire Chief Vern Simpson explained that the existing air conditioner was installed in 1992 and is no longer working. Davis Comfort Systems has submitted a quote in the amount of \$6,758 for the replacement of the air conditioning unit. This quote does not include electrical work which anticipated to cost approximately \$1,500.
- **Council Member Steinberg moved, seconded by Council Member White, to authorize the replacement of the air conditioning unit at the fire hall as presented. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

2. Replacement of Basketball Hoops at Lake Eagle Park

- Administrator Bromeland explained that Park Board member Don Wesely recently spearheaded an effort to secure donations from area individuals and businesses for the purpose of replacing four (4) basketball hoops and posts at Lake Eagle Park. The new hoops will be adjustable. To date, donations totaling \$10,250.01 have been received and the anticipated total project cost is \$10,676. Any cost above and beyond what is collected in donations will be paid for using budgeted park funds.
  - **Council Member White moved, seconded by Council Member Steinberg, to authorize the purchase and installation of basketball hoops as presented. The motion carried with Council Members Steinberg, Rohrich, Whiting, Whittington, and Mayor Norton voting in favor.**
3. Review City Code Related to Golf Cart and Registration
- Administrator Bromeland explained that the City has received complaints about kids driving golf carts on roads and that some do not have slow moving vehicle signs. In 2018 a resident requested the City adopt Blue Earth County’s ordinance relating to golf carts.
  - Administrator Bromeland further explained that prior to 2018, the City issued permits to residents wishing to operate golf carts on roadways in city limits. A resident approached the City Council in 2018 requesting that ATVs and golf carts register with Blue Earth County instead of both the County and City. The ordinance at that time was amended and persons wishing to register an ATV/UTV or golf cart were directed to contact Blue Earth County to obtain a permit. Staff is working with Blue Earth County Sheriff’s Office to ensure registration requirements as laid out in code are being adhered to by residents operating golf carts on roadways in city limits.
  - Council discussion included if permits/registration are even needed, if there is an age requirement to drive golf carts (must be a licensed driver) and that law enforcement can ask for proof of registration.
  - Council discussion also included electric scooters, pedal assist bicycles and if there is a desire to establish where these can be used. Council Member Steinberg asked that staff research electric scooters for the July meeting with Mayor Norton stating this may be better suited for a work session.
4. Annual Review of Emergency Management Response Plan
- Administrator Bromeland explained that before Council is an updated Emergency Response Plan. This plan should be reviewed and updated annually.
  - **Council Member White moved, seconded by Council Member Rohrich, to approve the updated Emergency Management Response Plan. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
5. Approval of Required Safety Policy for City Departments
- Administrator Bromeland stated the Blood Borne Pathogens policy is an OSHA required policy for cities and that if adopted there will be some expenses for sharps containers.
  - **Council Member Steinberg moved, seconded by Council Member White, to adopt the Blood Borne Pathogens policy. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton.**
6. Display of New Minnesota State Flag at City Facilities
- Administrator Bromeland explained the new Minnesota state flag became official on May 11, 2024. Per City staff’s research, there does not appear to be an official date by which cities must retire the former state flag and transition to the new flag. At the present time, the City has three (3) Minnesota state flags, located in front of City Hall, inside the Council Chambers, and on top of the Fire Hall.

- **Council Member White moved, seconded by Council Member Whittington, to continue using the old flag until it becomes mandatory to fly the new flag design. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

7. Fee Schedule for New Pavilion

- Administrator Bromeland stated that before the Council is the Park Board’s proposed fees for renting the pavilion.
- The Council discussed the need for a locked dumpster at Lake Eagle Park.
- Council determined there should be only one rental per day, the renters will need to provide the start and end time of their rental, and the fee for renting the pavilion shall be \$25 for Eagle Lake residents and \$100 for non-residents. All rentals shall require a \$50 refundable deposit.
- Also discussed was the desire to leave the gate open at the park and whether to place signage for no vehicles beyond this point.
- **Council Member White moved, seconded by Council Member Steinberg, to establish a rental policy of one rental per day, the renter will need to provide the start and end time for the rental and the fees shall be \$25 for Eagle Lake residents, \$100 for non-Eagle Lake residents, and all shall pay a \$50 refundable deposit. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voted in favor.**

8. Planning Grant Agreement for Stormwater, Wastewater, and Community Resilience

- Administrator Bromeland stated the City has been awarded a \$48,680 grant from Minnesota Pollution Control Agency for the Increasing Stormwater and Community Resilience in the City of Eagle Lake Project. The grant funds will be used to develop a future flooding resilience plan and develop a community-wide climate vulnerability assessment and compost site feasibility study. Also before the Council is a proposal from the City’s consultant that assists with stormwater, ISG, to assist in completing the tasks as outlined in the scope of services.
- **Council Member Whittington moved, seconded by Council Member Rohrich, to accept the grant agreement with Minnesota Pollution Control Agency. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
- **Council Member White moved, seconded by Council Member Steinberg, to accept the proposal from ISG for consultant services. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

9. Site Agreement for 2024-2025 Climate Impact AmeriCorps Member

- Administrator Bromeland stated that Eagle Lake’s request for another Community Forestry Member has been approved for the 2024-2025 service team. If adopted, the start date will be August 26, 2024. Administrator Bromeland shared that there is no cost for the member but she does have to provide supervision and direction to the member. It was also noted that this will be the fifth service term of the city having a member.
- **Council Member Steinberg moved, seconded by Council Member White, to authorize City staff to sign the site agreement. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

CITY ADMINISTRATOR REPORT

1. Boulevard Trees

- There has been an increase in questions from residents about boulevard trees and who is responsible for maintenance and removal, the city or the property owner. Per city code, Chapter 5, Section 5.080, F; property owners may plant trees in the boulevard but they are responsible for the care of the trees.
2. YTD Revenue and Expenditure Report
    - This report is for the Council’s review, and they were encouraged to contact Administrator Bromeland if they have any questions.
  3. Annual League of Minnesota Cities Conference
    - Administrator Bromeland, Mayor Norton, and Council Member Whittington will be attending the annual LMC conference June 26-28, 2024.
  4. Automatic Locking Doors and Surveillance Camera Project Update
    - The contractor, Freedom Security, has indicated they are working on this project and that the automatic locking doors and pavilion cameras should be installed and online by the end of this week.
  5. Fox Meadows Phase Two TIF Update
    - City staff has been in communication with the developer and TIF consultant about information needed to put together an agreement for Phase Two for TIF. An agreement will be forthcoming for the Council’s review and approval. With interest rates remaining high and the cost of building materials, TIF is an important economic development tool that many cities are using to encourage continued development for housing.
  6. Tree Planting Initiative with the Eagle Lake Area Lions Club
    - The Eagle Lake Area Lions Club is undertaking an environmental project to encourage the planting of more trees in Eagle Lake, especially in newer subdivisions. The City of Eagle Lake will be partnering with the Eagle Lake Area Lions to distribute tree seedlings to residents at no cost. The City’s community forestry member will be on hand to assist residents with any tree planting and maintenance questions. The seedlings are expected to arrive between June 10-13.
  7. Kids Concessions
    - A resident contacted the City to learn if their child could sell concessions at the park during games. The parent indicated that there would be no homemade items, no cooked/hot items, only candy, chips, water and pop. The council discussed this and felt that since the above criteria were met and that the child would only be selling in the park and not mobile throughout the community and would not be advertising, then this would be acceptable, and that no solicitor’s license would be needed.

## COUNCIL REPORTS

1. Council Member Rohrich gave a report on the Eagle Lake Aces program run by Community Education and Recreation.
2. Council Member White and Steinberg reported that shirts for Summer Sounds are being printed with a new look and new logo. Between the two they have received almost \$4,000 in sponsorships.
3. Council Member Whittington had no report since the EDA did not meet.



4. Mayor Norton reported that the legislature did not pass a bonding bill which means Eagle Lake’s funding request for the water treatment plant was not funded. She also stated that the upcoming November election may impact funding in the upcoming year(s). Federal funding for the water treatment plant is looking hopeful. Mayor Norton is looking to organize another townhall meeting and encourages residents to attend and ask their questions.

**ADJOURNMENT**

**Council Member White moved, seconded by Council Member Rohrich, to adjourn the meeting. 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  
CITY COUNCIL MEETING  
JUNE 26, 2024**

**CALL TO ORDER**

Mayor Norton called the meeting to order at 6:33 a.m. The Pledge of Allegiance was said.

**ROLL CALL**

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

**NEW BUSINESS**

1. Review Options for City Wide Cleanup of Water Damaged Debris Due to Recent Flooding Events.

- Administrator Bromeland explained that following the recent torrential rain events, many residents experienced flooded basements and now have carpet and other flood-damaged debris to dispose of. An announcement was made recently that Blue Earth County residents with flood-damaged household waste and construction and demolition debris from flood-damaged properties can be disposed of at the Ponderosa Landfill. Disposal costs/rates apply. The landfill is open Monday – Friday from 8:00 a.m. to 4:30 p.m. and on Saturdays from 8:00 a.m. to noon. In addition to the above-described disposal option, the City may wish to consider offering a debris disposal option open to Eagle Lake residents only.
- Per an inquiry to Jason Steffen, Landfill Supervisor with Blue Earth County, two options to consider include: utilizing a licensed hauler to place roll off containers at a specific location in Eagle Lake for residents to drop flood damaged debris or the City could issue vouchers to residents to bring debris directly to the landfill. Mr. Steffen said that the preferred method would be for the City to utilize a licensed hauler.
- The City's refuse hauler, LJP Waste Solutions, recommends that a drop site be established so that residents can load water logged materials into 30 yard roll off dumpsters. It is suggested that if possible, the public works department might be able to use equipment to help residents dump debris into the roll off dumpsters. The cost to haul each dumpster would be \$200 while the landfill disposal fee would be \$70 per ton.
- Council discussion included the desire to provide dumpsters for flood-damaged debris.
- **Council Member Steinberg moved, seconded by Council Member White, to approve up to five (5) dumpsters for flood-damaged debris to be located at Lake Eagle Park for the duration of one week. The motion was carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

2. Generator Rental for Well Site.

- Administrator Bromeland explained the purchase of generators for City Hall and the primary wells were approved at the May 6 City Council meeting. Directly following the meeting, an order was placed for the generators. Per an inquiry to Blue Star Power Systems, Inc., the soonest that the generator for the primary wells will be ready for installation is approximately three weeks out.

- Given recent severe weather events and planning for various emergency scenarios, the absence of a generator at the wells puts the City’s water system in a vulnerable position. If there were to be a power failure and low level of water in the tower, there could be a loss of pressure and no water and subsequent boil alert.
- Pricing from Ziegler Cat for a standby generator, to be installed at the well, is \$640 per week if is not run and \$855 per week for up to 40 hours of run time. Ploog Electric will be on site when the generator arrives to perform the necessary electrical work.
- **Council Member White moved, seconded by Council Member Whittington, to approve the rental of a portable generator until the new generator is installed at the primary wells. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

ADJOURNMENT

**Council Member Steinberg moved, seconded by Council Member White, to adjourn the meeting. The motion was 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  
CITY COUNCIL MEETING  
JULY 8, 2024**

**CALL TO ORDER**

- Mayor Norton called the meeting to order at 6:00 p.m. and the pledge was said.

**ROLL CALL**

- Council Members present: Garrett Steinberg, Beth Rohrich, Anthony White (arriving at 6:03 p.m.), John Whittington, and Mayor Lisa Norton.
- Staff present: City Administrator Jennifer Bromeland, Public Works Director Andrew Hartman, and Deputy Clerk Kerry Rausch.

**PUBLIC COMMENTS**

- Brian Fowler, 404 Thomas Drive, thanked the Blue Earth County Sheriff’s Office, the Public Works Department, and the City Council for the good work they are doing.

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF MEETING MINUTES**

- **Council Member Rohrich moved, seconded by Council Member Steinberg, to approve the June 3 and June 26, 2024 City Council minutes. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

**CONSENT AGENDA**

- Mayor Norton thanked those who made donations to Summer Sounds and the basketball hoops. She pointed out the resignations of Mandy Auringer, Olivia Adomabea, and Joe Anderson and thanked them for their service. She also mentioned the appointments of Aaron Stubbs and Tom Barna to the Planning Commission and Tony Bracken and Dylan Hardel to the police reserves.
- **Council Member Rohrich moved, seconded by Council Member White, to approve the consent agenda.**

Monthly Bills

Treasurer’s Report

Public Works Report

Fire Report

BECSO Report

Gambling Report

Building and Zoning Permits

Board and Commission Minutes

Res. 2024-30 Accept Donations for Summer Sounds

Res. 2024-31 Accept Donations for Basketball Hoops

Res. 2024-32 Accept Resignation of Mandy Auringer

Res. 2024-33 Accept Resignation of Olivia Adomabea

Res. 2024-34 Appoint Tony Bracken to Fire Dept. Reserves

Res. 2024-35 Appoint Dylan Hardel to Fire Dept. Reserves

Res. 2024-36 Accept Resignation of Joe Anderson

Tator Days Parade and Road Closure Permits

Res. 2024-37 Appoint Aaron Stubbs to Planning Commission

Res. 2024-38 Appoint Tom Barna to Planning Commission as Alternate

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

## PRESENTATIONS

1. Annual SWPPP Meeting and MS4 Presentation: Kelly Herfendal with ISG
  - Kelly Herfendal with ISG presented on the Municipal Separate Storm Sewer System (MS4) stating that Eagle Lake is included in this program being a city within an urbanized area as determined by the U.S. Census.
  - Stormwater is the leading cause of water pollution according to the EPA and carries all that it picks up as it flows across surfaces and enters the surface water, such as ponds, lakes and streams.
  - The six minimum control measures that are included in this program are public participation, public involvement, illicit discharge detection and elimination, construction site stormwater runoff control, post-construction stormwater management, and pollution prevention and good housekeeping for municipal operations. Each control measure was explained in more detail.
  - Through an internal audit of the City's MS4 program it was determined that the City of Eagle Lake is in compliance with all requirements.
  - Julie Blackburn with ISG explained that the City of Eagle Lake was awarded funds from the MPCA's Stormwater and Community Resilience program for June 2024 through June 2025. The projects primary purposes are to understand and mitigate flood impacts identified through future climate and buildout scenarios, implement a robust community wide climate vulnerability assessment to envision solutions for the community assets most at risk from extreme weather, and to evaluate compost site feasibility to increase resiliency for the community and stormwater infrastructure.
  - As part of the grant, the stormwater drainage study will be updated, a community-wide climate vulnerability assessment and compost site feasibility will be conducted.
2. Engineering Scope and Fee for Design and Bidding of Water Treatment Project: John Graupman with Bolton and Menk
  - John Graupman explained that to be ready for future grant funding it is important the water treatment project be shovel ready and that plans need to be submitted by May 2025. If a project is not initially awarded funding it will move up on the list. Mr. Graupman also explained that manganese was not initially included in the scoring process and because it is now included in the scoring process the City is now higher on the list.
  - Council discussion included if the land survey results are needed prior to starting design work. Mr. Graupman stated that no design work would begin prior to receiving the survey results. He also explained the payment schedule would be in increments between the years 2024 and 2025.
  - Administrator Bromeland explained that she has spoken with Shannon Sweeney with David Drown and Associates and he has recommended the City consider applying for another midi-loan.

## NEW BUSINESS

1. Engineering Scope and Fee Proposal for Design and Bidding of Water Treatment Plant
  - Administrator Bromeland presented that the next critical step is to become a certified project so that Eagle Lake's project will gain priority on upcoming funding lists, namely the Emerging Contaminant Grant for which the project is eligible based on elevated manganese in Eagle Lake's water. It appears that Eagle Lake may qualify for an Emerging Contaminant Grant in an amount up to \$10 million due to high manganese levels. A certified project is one that has plans submitted to the Minnesota Department of Health and is essentially shovel ready.

- **Council Member Whittington moved, seconded by Council Member Rohrich, to move forward with Bolton and Menk’s proposal for engineering scope and fee proposal for design and bidding of water treatment plant in the amount of \$1,095,000 as presented in the council packet.**
- Council discussion included if additional bids should be obtained for engineering services. City staff shared that Bolton and Menk has been serving the City for some time and has a lot of knowledge and history of Eagle Lake. It was explained that Bolton and Menk as the City’s engineers, have Eagle Lake’s GIS information and if another firm was selected that they may need to recreate this work and would charge for it.
- Administrator Bromeland stated that the City would be able to reimburse itself once financing is obtained.
- **The motion carried with Council Member Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
- **Council Member Whittington moved, seconded by Council Member Rohrich, to authorize Administrator Bromeland to submit an application for a midi-loan. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

2. Sale of 2018 Country Clipper Mower

- The 2018 Country Clipper Mower was recently advertised for sale on Minn Bid. The mower was listed with a minimum bid of \$2,000 and eventually sold for \$3,250. The amount due to the City of Eagle Lake is \$3,022.50, after deducting the 8.5% administrative portion owed to Minn Bid.
- **Council Member Steinberg moved, seconded by Council Member Whittington, to accept the sale proceeds and to put the funds back into capital outlay for streets. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

3. Review Draft Rural Service District Ordinance and Schedule Public Hearing

- Administrator Bromeland explained that the creation of a Rural Service District Ordinance is permitted by Minnesota Statute 272.67 which allows for a property that has been annexed into city limits that is rural in character and in need of fewer services to be taxed at a lower rate.
- Also explained was the idea of establishing a rural service district ordinance was spurred by a request from property owners of a parcel that was annexed into City limits within the past few years. The parcel is rural in character and does not receive any city services. Creating a rural service district could be a tool to utilize when seeking to annex into city limits property for future development or wanting to keep property that is rural in character within city limits for future development from being detached. A rural service district would only include land that has not yet been platted and has not yet been developed for commercial, industrial, or urban residential purposes and that is used for agricultural purposes.
- A change in use of property in a rural service district would trigger the need to transfer the property from a rural service district to an urban service district. The act of platting would also initiate the transfer of a property from a rural service district to an urban service district.
- Any property which is annexed to the City of Eagle Lake, after the adoption of a Rural Service District Ordinance, and which is included in the rural service district as part of the annexation order, would need to be reviewed by the City Council if not developed for a period of five (5) years after annexation to determine whether inclusion in the rural service district is still appropriate.
- No city services shall be provided to any property located in a rural service district.
- **Council Member Steinberg moved, seconded by Council Member White, to schedule a public hearing for a Rural Service District Ordinance for the August 5, 2024 City Council meeting. The**

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

4. Pricing for Eagle Heights Lift Station Pump Replacement

- Public Works Director Hartman explained that the pump at the Eagle Heights lift station which was installed in 2007 has failed and is at the end of its service life. The other pump at this location is the same age. The expected life of these pumps is 10- 15 years. Director Hartman requested Council's consideration to replace both pumps
- A bid from Minnesota Pump Works, the contractor that services Eagle Lake's lift stations, provided a quote of \$30,662.40 to replace the two pumps at the Eagle Heights Lift station. It was explained that Minnesota Pump Works has responded well in emergency situations.
- Council discussion included the desire to see multiple quotes for purchase requests and if one or both pumps should be replaced.
- **Council Member Rohrich moved, seconded by Mayor Norton, to authorize the purchase of two pumps for the Eagle Heights lift station from Minnesota Pump Works in the amount of \$30,662.40. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

5. Pricing for 2024 Street Repair Work

- Public Works Director Hartman explained that three bids have been received. Nielsen Blacktopping in the amount of \$42,074.25, WW Blacktopping in the amount of \$62,700.99 and a third one from Minnesota Paving and Materials in the amount of \$87,742.50. He also requested that Council consider accepting the bid from WW Blacktopping with the ability to spend up to an additional \$10,000 for any work deemed necessary related to street repair work such as manhole lowering and street patching around manholes.
- Director Hartman explained that while WW Blacktopping is not the lowest bid, their bid best represents the repairs needed, the City has utilized WW Blacktopping for street repairs previously and has been satisfied with the quality of their work.
- Council discussion included it the city has a street maintenance plan for future years. This is something the Public Works Director and Brian Sarff with Bolton and Menk review for needed reconstruction projects.
- **Council Member Steinberg moved to accept the bid from WW Blacktopping Inc. in the amount of \$62,700.99 and to authorize up to an additional \$10,000 additional street repair work that may be needed. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

6. Quote for Fire Truck Repair

- Administrator Bromeland explained that before Council is a quote from Custom Fire in the amount of \$17,689.06 to complete a needed repair to a fire truck that was recently damaged earlier in 2024.
- Council discussion included if other bids are needed.
- Insurance will cover the cost of the repair less the deductible.
- **Council Member Rohrich moved, seconded by Council Member Steinberg, to accept the bid from Custom Fire in the amount of \$17,689.06 to repair the fire truck. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

7. Public Works Summer Clothing Policy

- Administrator Bromeland explained that following a recent regional safety group training course in which heat illness was discussed, a request was received from the Public Works Department asking for permission to wear shorts during times when conditions are extreme, and the physical workload is demanding.
- Administrator Bromeland stated she contacted the City's regional safety group instructor and it was advised that when health risks are heightened outside due to environmental factors where there is heat illness exposure, additional precautions need to be implemented to ensure that as the employer we are not exposing our employees to higher risks of heat illness. Various precautions exist such as adjusting work hours around cooler times of the day, more frequent breaks, providing drinking water, use of fans, etc.
- Eagle Lake does not currently have a clothing policy. To be flexible, City staff recommend that the Public Works Director, and/or Public Works Supervisor in the Public Works Director's absence, have the discretion of determining when the environmental hazards are high enough to warrant the use of shorts.
- Proposed policy language was presented to the Council for approval.
- Council discussion included if and how this would affect the 2024 budget.
- **Council Member Steinberg moved, seconded by Council Member White, to approve the Public Works Summer Clothing Policy. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

8. Return to Work Program

- Administrator Bromeland explained that City staff meets with a League of Minnesota Cities Loss Control Consultant to review loss control suggestions to help guide risk management efforts. One of the items listed as missing is a formal Return to Work Program. This program typically includes a written process for management and injured employees to follow when a work-related injury results in an employee being unable to perform normal duties. Return to work programs offer guidance to management, the employee, and the medical team treating the injured employee. The program includes a policy statement, necessary paperwork for documentation of process, a list of light duties available to the returning employee, and other necessary forms. Return to work programs are most often supported by employers and employees because they promote work as therapy and allow injured employees to return to full health and full wages in the shortest possible time.
- **Council Member White moved, seconded by Council Member Steinberg, to approve the Return to Work Policy as presented. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

9. Government Relations Agreement Between City of Eagle Lake and Capitol Hill Associates

- Administrator Bromeland explained that Jacobson and Magnuson is now Capitol Hill Associates who provided lobbying efforts for the City. Before Council is an agreement to obtain lobbying services to assist in securing state bond funding for the Eagle Lake Water Treatment Improvements Project.
- Since the 2024 legislative session did not pass a bonding bill the City did not receive funding. The City feels it was included in the draft bill due to the efforts of the City's lobbyists making sure that Eagle Lake's project stood out amongst the hundreds of similar requests from other cities.
- If there is not a bonding bill considered during the 2025 legislative session there is a provision in the agreement stating that the agreement can be rolled over to the 2026 legislative session.
- Mayor Norton stated she would like to see the City budget for future NLC in the budgeting process and to do so annually.



- **Council Member Rohrich moved, seconded by Council Member Steinberg, accepting the Government Relations Agreement with Capitol Hill Associates. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

#### CITY ADMINISTRATOR REPORT

1. Schedule Special City Council Meeting to Review/Approve Updated Job Descriptions for Administrative Clerk and Community Development Coordinator Positions.
  - Administrator Bromeland stated that the Minnesota Valley Council of Governments will help with staffing at no charge.
  - A special meeting was set for July 25, 2024 at 5:00 p.m.
2. Schedule Budget Work Session
  - A budget work session was scheduled for Wednesday, July 31, 2024 at 6:00 p.m.
3. Schedule Work Session for Street & Utility Reconstruction Projects
  - A special work session has been scheduled for July 25 at 5:00 to review a capital improvement program analysis put together by Shannon Sweeney with David Drown and Associates.
4. Schedule Work Session to Discuss Cannabis Ordinance
  - Per a letter from legal counsel, the Minnesota Office of Cannabis Management (OCM) has issued its guide for local governments. The guidance provided is preliminary and state regulations have yet to be published. When this occurs, the guidance provided may be modified. Legal counsel suggests that a work session be scheduled to review and discuss next steps on how to proceed. This will be included in the July 25 special work session agenda.
5. YTD Revenue and Expenditure Report
  - This report is for Council's review.
6. Annual Audit Presentation Update
  - The annual audit has been completed and the presentation is scheduled for the August 5 City Council meeting. The City's general fund balance continues to be strong. Budgeted to actual expenditures were less than what was budgeted and revenues exceeded what was budgeted for the general fund.
7. Small Cities Assistance Program
  - Cities with a population of less than 5,000 will receive revenue from a \$11.35 million, one-time appropriation for the Small Cities Assistance Program. This is intended to provide short-term relief while revenues in the permanent Transportation Advancement Account are collected. Eagle Lake's amount appears to be \$31,999 to be aid in equal installments around July 26 and December 26.
8. CDS Update for Water Treatment Improvements Project
  - City staff has received confirmation from the offices of Senator Klobuchar and Smith and Representative Finstad that Eagle Lake's funding request is advancing through the process. Funding is not guaranteed at this point but the good news is that we are advancing through the process and have not yet been eliminated.

9. Eagle Lake Population Update

- The City has received a notice from the State Demographer showing a decrease in population. City staff has sent over challenge data for consideration in the matter.

10. Highway 14 Corridor Study Update

- An open house has been scheduled for Monday, July 29<sup>th</sup> from 5-7 p.m. at City Hall. Information about the upcoming open house will be pushed out to the community.

11. Cybersecurity Training for Elected Officials and Staff

- City staff recently attended the annual LMC conference and sat through an informative cybersecurity session. A staff meeting was held to begin the online cybersecurity training as a group and raise awareness to the threats while trying to strengthen our cybersecurity defense.

12. Recap of Heavy Rain Event

- Administrator Bromeland stated she is really pleased with how City staff, elected officials, and the community came together during a difficult time. Public Works staff worked tirelessly to make sure that no backups occurred because of the heavy rain events and high flows at the lift station. Staff appreciate elected officials trusting staff to do their jobs during the emergency and giving the necessary space while also reaching out to see what they could do or needed to do. Residents were asked to conserve water and they did, and we also hear countless stories of neighbors helping neighbors who had water in their basements. City staff will be meeting to review what worked well, what can be improved, and any other feedback to help better prepare and respond to emergencies such as this that threaten our critical infrastructure and residents.

13. Fire Station Feasibility Study Update and Next Steps

- Brunton Architects and the committee have been meeting to discuss fire station feasibility. Various potential sites have been identified. A closed session will be held to discuss the consideration of purchasing real estate.

14. City Council Notebook Computers

- Per a recent meeting with CTS to complete our annual IT assessment, one of the recommendations was to repurpose city council notebook computers, if they are not needed, to replace aging devices as we prepare for Windows 10 end of life and make sure that all systems are running supported operating systems. Council Members were asked to consider if they need their laptops and if not to turn them into the City office.

**COUNCIL MEMBER REPORTS**

- Council Member Rohrich thanked city staff and BECSO for their work with rain events.
- Council Member White stated that the June Summer Sounds event was rescheduled for August 6 and stated t-shirts have arrived.
- Council Member Whittington thanked staff and stated Olivia Adomabea will be missed.
- Mayor Norton stated the Public Works department did an amazing job with the flood and thanked all staff. There was great communication during this time.

ADJOURNMENT

**Council Member Steinberg moved, seconded by Council Member White, to adjourn the meeting. 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  
CITY COUNCIL MEETING  
JULY 25, 2024**

**CALL TO ORDER**

Mayor Norton called the meeting to order at 5:00 p.m. The Pledge of Allegiance was said.

**ROLL CALL**

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

**NEW BUSINESS**

1. Amend TIF Development Agreement for Fox Meadows Townhomes in Eagle Lake

- Shannon Sweeney with David Drown Associates explained that Troy Schrom of Schrom Construction has been working on the development of sixteen additional rental housing units within the Fox Meadows Development (Phase 2 project). Mr. Schrom has requested tax increment financing (TIF) assistance for the proposed Phase 2 project.
- TIF is a tool that captures new property taxes that are generated as a result of new development that occurs within the boundaries of a designed TIF District. For the proposed housing project, this capture period can extend for up to 26 years. For the Phase 1 project Mr. Schrom requested that the City reimburse 90% of the captured tax increment for a term of 13 years. The reimbursement amount for Phase 1 was capped at \$802,969 based on the projected revenue that would be received. If the same subsidy is provided for the Phase 2 project, the estimated reimbursement amount would be increased by \$174,070 and the term of the note would be extended by 1 year.
- A housing TIF district requires the implementation of certain income restrictions for rental housing projects. The developer must certify semi-annually that they are in compliance with those income restrictions for the duration of the subsidy. For the Fox Meadows Project those restriction include at least 20% of the residential units in the project must be occupied or available for occupancy by persons who incomes does not exceed 50% of the County median income and the limits described must be satisfied through the termination date. Income for occupants of said units shall be adjusted for family size in accordance with Section 142 (d) of the Internal Revenue Code and related regulations.
- An amended development agreement has been drafted by the City's legal council for consideration. If determined to be appropriate to proceed with the supplemental subsidy as proposed, the City Council would need to authorize execution of the amended agreement.
- Administrator Bromeland stated that TIF is a good economic development tool.
- **Council Member Rohrich moved, seconded by Council Member Steinberg, to amend the development agreement as drafted. The motion was carried with Council Members Steinberg, Rohrich, Whittington, and Mayor Norton voting in favor.**

2. Work Session to Review Capital Improvement Planning Project Financial Analysis for Street Construction and Utility Infrastructure Needs

- Shannon Sweeny with David Drown and Associates stated he has looked at construction projects numbers 2-7 on the Bolton and Menk CIP Plan as updated for 2025 to determine the impacts to property taxes and utility rates and explained that larger projects are more efficient.
- Based on the cost estimates Mr. Sweeny received the cost of all the projects totals \$6,297,960.63. Funding sources to be utilized to finance project costs are general obligation bonds and constructing fund earnings.
- Mr. Sweeny stated he is looking for feedback as to project priorities and special assessments. Things to consider are immediate needs and when to do construction work. Debt service assumes a 20 year period. The City is in a good position with cash reserves but there are not enough funds to fully fund the project.
- Discussion included that the lead service line responses have currently found four galvanized service lines.
- Administrator Bromeland asked of the timeframe to start if the City Councils wants to move forward. Mr. Sweeney stated the project could be completed in 1-2 construction seasons but to split over a couple of years it will cost more. If the project itself is split into phases, he recommends waiting 5-6 years between phases.
- The scope of the project as presented would be localized sections of the street and not necessarily the entire street.
- Mr. Sweeney stated the proposed tax levy to support the street reconstruction activity is estimated to be approximately \$200,000 per year for the bond issue. The 2023 tax levy was \$973,272 and this represents approximately a 21% increase to the 2023 tax levy.
- Mr. Sarff with Bolton and Menk explained that the proposed project would include storm sewer, sanity sewer, water, curb and gutter, and sidewalks. He also stated that the infrastructure in the proposed project areas are the last areas with cast iron water mains and clay sewer lines which are the original infrastructure. He also stated that this has been on the city's plan for the last 10-15 years and that the city should try to avoid emergencies.
- Public Works Director Hartman stated that a section of LeSueur, 2nd Steet and 3rd Street's infrastructure are 40-50 years old and the clay tile is starting to crumble and deteriorate. Some valves in the road are hard to turn and if a water main would break in those areas the result would be more people without water.
- Council ask Director Hartman to look at the project and what could be completed for \$3.5 million and to take into consideration time and cost with inflation and to present a priority list. The also asked Mr. Sarff to compile and present a list of the current infrastructures age.
- Mr. Sarff stated the City could do a later bid and open up the schedule on the backside.
- Council discussion included the impact to the tax levy and what assessments may look like. Also discussed was the future water treatment plant. Mr. Sweeney stated that the water treatment plant would ultimately be funded by the state to affordability levels and that affordability would increase each year.
- Administrator Bromeland explained that if the infrastructure is not addressed and it fails, the City will need to address it at that time. She also stated that inflation costs should be considered.

- Administrator Bromeland asked when this project is completed, how long before the next project. Mr. Sarff stated that the best place to start is with a pavement management plan and then look at the utilities under the road. A pavement management plan would cost an estimated \$10,000.
  - **Council Member Whittington moved, seconded by Council Member Steinberg, to authorize a feasibility study for items 1-9 including pricing and pricing for a pavement management plan to be brought to the August City Council Meeting. The motion carried with Council Members Steinberg, Rohrich, Whittington, and Mayor Norton voting in favor.**
3. Pricing for Water Meters
- Public Works Director Hartman explained a quote has been received by Metering and Technology Solutions for 48 water meters totaling \$16,174 and explained that this request is to replenish the water meter inventory which is low.
  - **Council Member Steinberg moved, seconded by Council Member Rohrich, to authorize the purchase of water meters as presented. The motion carried with Council Members Steinberg, Rohrich, Whittington, and Mayor Norton voting in favor.**
4. Work Session to Review “A Guide for Local Governments on Adult -Use Cannabis” and Discuss Next Steps for an Ordinance to Regulate Cannabis Business.
- City Attorney Chris Kennedy explained that the Minnesota Office of Cannabis Management (OCM) has issued a guide for local governments on adult-use cannabis. The guide serves as a general overview of Minnesota’s new adult-use cannabis law and how local governments can expect to be invoiced. The states regulations governing the adult-use cannabis market have yet been published.
  - Mr. Kennedy also explained that a city needs to consider options for retail, wholesale, and industrial zones allows which would allow for manufacturing. The City also has the option of a municipal dispensary.
  - Administrator Bromeland stated that the City has until January 1, 2025 to establish an ordinance.
  - Mr. Kennedy stated that the city has the option to have the county manage cannabis but that may not be in the city’s best interest.
  - Council discussion included asking the city’s attorney to draft an ordinance.
5. Approve Updated Job Descriptions for Administrative Clerk and Community Development Coordinator and Commence Hiring Process.
- Administrator Bromeland stated before Council are job descriptions for the positions of Administrative Clerk and Community Development Coordinator. The Personnel Committee recently met to review job descriptions and recommends that the updated job descriptions be approved.
  - Administrator Bromeland explained that following approval of the job descriptions a motion would be needed to commence the hiring process. The interview would consist of a representative from the Minnesota Valley Council of Governments, the personnel committee, the City Administrator and the Deputy Clerk.
  - Administrator Bromeland expressed her appreciation of Deputy City Clerk Rausch for her loyalty and dedication to the City and especially during the transition period while we work to hire a new administrative clerk. Administrator Bromeland also advised that MVCOG has agreed to fill in and help answer phones and the front counter when needed and if available so staff can attend

meetings and trainings or take needed time off without having to close the office. It was noted that there will not be an additional charge for this service as it is covered by the City's membership dues to MVCOG.

- **Council Member Steinberg moved, seconded by Council Member Rohrich, to approve the job descriptions and to commence with the hiring process for the Administrative Clerk and Community Development Coordinator positions. The motion carried with Council Members Steinberg, Rohrich, Whittington, and Mayor Norton voting in favor.**

ADJOURNMENT

**Council Member Steinberg moved, seconded by Council Member Whittington, to adjourn the meeting. The motion was 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  
CITY COUNCIL MEETING  
AUGUST 5, 2024**

**CALL TO ORDER**

Mayor Norton called the meeting to order at 6:00 p.m. The Pledge of Allegiance was said.

**ROLL CALL**

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

**PUBLIC COMMENTS**

- Vern Simpson, 164 Creekside Court, stated that boulevard trees are hanging low over roads and that citizens are responsible for trimming, however the branches are hitting fire department vehicles. He stated he has concerns that some residents do not have the ability to trim branches and take them away. City Council responded by stating this is something they could consider at the September 2024 City Council meeting.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MEETING MINUTES**

- **Council Member White moved, seconded by Council Member Whittington, to approve the July 2 and July 25, 2024 City Council minutes as presented. The motion carried with Council Member Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

**CONSENT AGENDA**

Monthly Bills	Treasurer’s Report
Public Works Report	Fire Report
BECSO Report	Gambling Report
Building & Zoning Permits	Board & Commission Minutes
Planning Commission Resolution Appointing Regular Member - Barna	Planning Commission Appointing Regular Member - Hughes

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



## PUBLIC HEARING

### 1. Amendment to Chapter 6 to Create a Rural Service District

- The public hearing was opened with Administrator Bromeland explaining that before Council is a Rural Service District ordinance drafted by legal counsel. The creation of a Rural Service District Ordinance is permitted by Minnesota Statute 272.67. This would allow a property that has been annexed into city limits that is rural in character and in need of fewer services to be taxed at a lower rate.
- The notion of establishing a rural service district ordinance was spurred by a request from property owners of a parcel that was annexed into City limits within the past few years. The parcel is rural in character and does not receive any city services. Creating a rural service district could be a tool to utilize when seeking to annex into city limits property for future development or wanting to keep property that is rural in character within city limits for future development from being detached. A rural service district would only include land that has not yet been platted and has not yet been developed for commercial, industrial, or urban residential purposes and that is used for agricultural purposes.
- Administrator Bromeland also explained that a change in use of property in a rural service district would trigger the need to transfer the property from a rural service district to an urban service district. The act of platting would also initiate the transfer of a property from a rural service district to an urban service district. Any property which is annex to the City of Eagle Lake, after the adoption of a Rural Service District Ordinance, and which is included in the rural service district as part of the annexation order, would need to be reviewed by the City Council if not developed for a period of five (5) years after annexation to determine whether inclusion in the rural service district is still appropriate. No city services shall be provided to any property located in a rural service district.
- With no comments received the public hearing was closed.
- **Council Member Whittington moved, seconded by Council Member Rohrich, to adopt the Rural Service District Ordinance as presented. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

## PRESENTATION

### 1. Bradley Van Deise with Eide Bailly Annual Audit Presentation

- Mr. Van Deise presented the audit findings and stated the City has received a clean unmodified audit opinion and that the financial statements do not contain material misstatements and are fairly presented. They did note three findings which are common for smaller cities which are the preparation of financial statements, material journal entries and segregation of duties. A new finding included the Lack of Information Technology Controls which is a new auditable area. A fifth finding relates to recoding of expenses related to the water tower rehab project.
- The cash investment balance has steadily increased since 2020, the general fund saw a increase in revenue over the budgeted amount and less expenditures. The City has a fund balance policy that unassigned fund balance is at least 50% of the annual budget and the City complies with this policy.
- Other funds include debt service: revenues from property tax levies and special assessments have been sufficient to meet the required debt service payments. The water and sewer funds have a positive operating balance.

2. Alissa Oeltjenbruns, VP of Community Vitality with Southern Minnesota Initiative Foundation
  - Ms. Oeltjenbruns thanked the City Council for their past support and presented areas which Southern Minnesota Initiative Foundation (SMIF) focuses on. These focus areas include early childhood, entrepreneurship, and community vitality which all include grant opportunities. Eagle Lake has been on the receiving end of some of these grants.
  - Ms. Oeltjenbruns stated that Eagle Lake does have a community development foundation which has been inactive in recent years. Administrator Bromeland stated the foundation is something that would be beneficial to the community to re-activate.
  - **Council Member Whittington moved, seconded by Council Member Rohrich, to allocate \$1,000 in 2025 to SMIF. The motion carried with Council Members Rohrich, White, Whittington, and Mayor Norton voted in favor. Council Member Steinberg voted in opposition.**

#### NEW BUSINESS

1. Stray Dogs Contract for Service Agreement with Bella's House of Doodles
  - Administrator Bromeland explained that the Blue Earth County Sheriff's Office (BEC SO) drafted a contract for services for stray dogs between Bella's House of Doodles and the City of Eagle Lake. The City's legal counsel has reviewed the contract. The purpose of the contract is to obtain boarding services for lost and stray dogs found within the boundaries or in close proximity to the City through the Sheriff's Office liaison or designee until the owner can be identified.
  - In 2024 the City was notified by All Pets that they would no longer be accepting animals for impound as of March 31, 2024. Since that time, BEC SO has worked to secure an alternative option for impounding with Bella's House of Doodles in Eagle Lake.
  - The base impound fee is \$75 with a daily boarding fee of \$35 per day for any dog taken to Bella's House of Doodles. The dog owner shall pay Bella's House of Doodles directly for the services provided upon retaking possession of their dog. If disputed or the owner refuses to pay for the services, Bella's House of Doodles shall notify the Sheriff's Office liaison and invoice the City. The City will pursue remedies available to get reimbursed for costs incurred.
  - The agreement can be terminated by either party on 60 days written notice.
  - Lieutenant Gahler stated the owner of Bella's House of Doodles, Angela DeMartini, would work on adoption process for dogs not claimed within 5 days. Upon Councils approval Lieutenant Gahler would bring the contract to Bella's House of Doodles to obtain signatures.
  - Council discussion included if there was any liability for the city. Administrator Bromeland stated there would be mutual indemnification.
  - **Council Member Steinberg moved, seconded by Council Member Rohrich, to approve entering into a contract with Bella's House of Doodles for the purposes of impounding dogs. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voted in favor.**
  
2. Recommendations for Additional Speed Limit and Children at Play Signage and Proposal to Update Street Map
  - Administrator Bromeland explained that the City has received calls and emails with concerns that cars are driving faster than the speed limit. Lt. Gahler and Public Works Director Hartman have reviewed the street sign map which is from 2005. It would be beneficial to have this map updated.

- Lt. Gahler stated he has received complaints on Linda Drive, 598<sup>th</sup>, Agency St, LeSueur and LeRay Avenue. He reviewed where current speed limit signs are located and presented where he feels additional signs would be beneficial.
  - Council discussion included if it would be possible on S. Agency Street to lower the speed limit at the mobile home park so that it is reduced only one time in that area. Brian Sarff, an engineer with Bolton and Menk, stated that when speed studies are conducted there is the possibility that the study will show that speeds could be increased.
  - **Council Member Steinberg moved, seconded by Council Member Rohrich, to approve Lt. Gahler's recommendations of where to install additional speed limit signs. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
  - **Council Member Rohrich moved, seconded by Council Member Steinberg, authorizing Bolton and Menk to update the 2025 stop sign inventory map. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
3. Street and Utility Reconstruction Feasibility Proposal and Resolution Ordering Preparation of Report
- Brian Sarff with Bolton and Menk explained that the feasibility study would focus on reconstruction areas and would layout preliminary improvements needed, it would list priorities block by block. Potential areas at risk would be identified. The study would also include preliminary assessment amounts, and an implementation schedule. This study could be used to initiate the 429 process and could be completed for the September City Council meeting.
  - **Council Member Steinberg moved, seconded by Council Member White, authorizing the feasibility study by Bolton and Menk at an estimated cost of \$17,000. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
4. Pavement Management Plan Proposal
- Administrator Bromeland explained that a pavement management plan would assist the Public Works Department in identifying and prioritizing street and trail improvements and maintenance. The goal of the payment management plan is to objectively catalog payment conditions so that resources are efficiently delegated towards pavement preservation, resurfacing, and reconstruction. A comprehensive payment management plan is an effective tool that informs both the City's short-term maintenance program and longer-term capital improvement planning and budgeting.
  - Brian Sarff with Bolton and Menk explained the scope of services will include a project initiation with City staff to discuss data collection and evaluation process, current maintenance practices, budget amounts, and project priorities. It will also include data collection and processing using RoadBotics data collection on city streets, analysis, a final report, and deliverables such as a digital draft copy of the Pavement Management Plan and final report and presentation to the City Council. All applicable data will be incorporated into the current Bolton and Menk hosted GIS application. Mr. Sarff stated that county roads within city limits would not be included in this proposal. Trails can be added and would be done through manual inspections.
  - Mr. Sarff recommended that pavement inspections be completed every three to five years, which is the same timeline that seal coating is recommended.
  - **Council Member Rohrich moved, seconded by Council Member Steinberg, to accept the proposal from Bolton and Menk for a Pavement Management Plan at an estimated cost of**

**\$15,000. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

5. Amendment to Chapter 6 to Create a Rural Service District

- Administrator Bromeland stated that this ordinance if approved would go into effect upon publication.
- **Council Member Steinberg moved, seconded by Council Member White, to adopt Ordinance 2024-02 A Rural Service District. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

6. Schrom – Fox Meadows Draw

- Administrator Bromeland asked if this item could be added to the agenda.
- **Council Member White moved, seconded by Council Member Rohrich, approving to add Schrom-Fox Meadows Draw to New Business. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**
- Administrator Bromeland stated that Troy Schrom, Mike Nicklay with Public Works, Brian Sarff, and herself met and walked through the draw request.
- Mr. Sarff stated that there are some boulevard improvements still needed at the corner of Agency Street and Thomas Drive East as well as some stormwater cleanup. He also explained that at this stage one percent of escrow funds are typically retained which is approximately \$30,000.
- There are some sidewalks needing to be installed but developer is waiting until the certificates of occupancy are issued to avoid broken sidewalks.
- Administrator Bromeland mentioned that last year the sidewalk was moved to the south side of Blace and that the City would cover the cost of the pedestrian ramps. The City has not received information as to this cost.
- **Council Member Whittington moved, seconded by Rohrich, to release the remaining escrow funds for the Fox Meadow development, less a 1% retainage. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

CITY ADMINISTATOR REPORT

1. Fall Clean Up – scheduled for Saturday, October 19 from 8:00 am to noon at Lake Eagle Park
2. YTD Expenditure and revenue report is attached for Council review.
3. Rural Child Care Innovation Program Update. The Core Group continues to meet and work on the RCCIP process. She thanked Council Members Rohrich and Whittington for their time and efforts on this team.
4. Minnesota Climate Impact AmeriCorps Member for 2024-2025 will begin August 26 2024. Lake Crystal and Eagle Lake will be sharing this person.
5. A budget work session was scheduled for August 14<sup>th</sup> at 6:00 p.m. which will include department heads.
6. The filing period for Mayor and City Council seats opened on July 30<sup>th</sup> and closes at 5:00 p.m. on August 13<sup>th</sup>.
7. National Night Out and Summer Sounds took place on August 6<sup>th</sup> at Lake Eagle Park. Several organizations came together to make this a fun night for the community.

8. Applications are coming in for the Administrative Clerk and Community Development Coordinator positions. A first review of applications received for the Administrative Clerk position will take place on August 9<sup>th</sup>. Review of applications for the Community Development Coordinator will take place on August 23<sup>rd</sup>. Interview will be conducted by the Personnel Committee and representative with MVCOG.

#### COUNCIL REPORTS

1. Council Member White reported that the first Summer Sounds event was fun and that only 100 shirts remain.
2. Council Member Steinberg reported that Tuesday will be the second Summer Sounds event and will be held at Lake Eagle Park.
3. Mayor Norton stated that the September City Council meeting will be her last as she is moving to Sioux Falls.

Administrator Bromeland explained that a motion is needed to move into closed session as permitted by section 13D.05, subdivision 3 (c), to consider offers related to the City's potential purchase of land for a possible new fire station.

**Council Member Steinberg moved, seconded by Council Member White, to move into closed session. The motion carried with Council Members Steinberg, Rohrich, White, Whittington, and Mayor Norton voting in favor.**

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

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

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

#### ADJOURNMENT

**Council Member Steinberg moved, seconded by Council Member Whittington, to adjourn the meeting. The motion was 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  
CITY COUNCIL MEETING  
AUGUST 14, 2024**

**CALL TO ORDER**

Mayor Norton called the meeting to order at 6:04 p.m. The Pledge of Allegiance was said.

**ROLL CALL**

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

**NEW BUSINESS**

**1. Budget Work Session**

- Administrative Bromeland explained that cities must prepare and adopt a proposed budget and proposed property tax levy each year. By law in Minnesota, the fiscal year of a city and all its funds must be calendar year. A budget is one year of estimated money coming in or revenue, and expenditures or money going out. Cities over 500 in population that propose a property tax increase are required to provide notice of the proposed budget adoption and to allow public input on the proposed budget and property tax levy. The truth-in-taxation process (TNT) requires cities to certify proposed property tax levies to the county auditor on or before September 30<sup>th</sup>. The preliminary levy can be reduced once adopted but cannot be increased prior to the final levy being adopted. The levy is comprised of the general fund, EDA, and debt service. A TNT public comment hearing must occur sometime after November 24<sup>th</sup> and before December 27<sup>th</sup>. Cities must also file a certificate of compliance with the Department of Revenue by December 27<sup>th</sup>.
- The TNT meeting has tentatively been scheduled for December 2, 2024 at 6:00 p.m. at City Hall.
- The Minnesota Department of Revenue releases the certified Local Government Aid amounts for 2025. The 2025 LGA payments will be made in July and December. Eagle Lake's 2025 certified LGA amount is \$750,114 which is a \$744 increase over the 2024 amount. Together, LGA and property taxes account for approximately 80% of general fund revenues. The goal of LGA is to help equalize a city's ability to provide an average level of services at a reasonable property tax rate.
- Each year, a cost-of-living adjustment is made to wages using the consumer price index. This is intended to counteract inflation and the average change over time in products paid by consumers for goods and services. Discussion took place in 2021 that the City retains discretion as to the actual adjustment to wages for cost of living and is not bound by the CPI. This year, the percent change for the Midwest region from July 2023 to July 2024 is 2.7%. Most cities are budgeting anywhere from between 3%-4% for a cost-of-living adjustment for 2024. A 3% COLA will be factored into the 2025 budget.
- A wage survey was completed in 2023 that resulted in a revamped pay structure. Wages increased between 6.1% to 19.5% depending on position to be average of market comparable. The 2024 scale reflected a 3% step increase and a 3% COLA adjustment. Unless directed differently, a 3% step increase will be factored into the 2025 budget.

- Health insurance rates will not be known for 2025 until October but have been advised by our agent to budget for an 8% increase. It is anticipated that the renewal will be under 10% but budgeting higher until we know for sure.
- There are no changes in the Public Employee Retire Association employee or employer contribution rates for 2025, nor Medicare and Social Security rates.
- A new Minnesota law will create a state-administered mandatory paid family and medical leave insurance program beginning in January 2026. The program will provide a number of weeks of partial wage replacement for family and medical leave funded through a payroll tax applied to all employers. The program will be administered by Minnesota Department of Employment and Economic Development (DEED).
- City staff continue working on fine tuning the enterprise fund budgets and consulting with Shannon Sweeney with David Drown Associates on whether an updated rate analysis is needed based on projected operating expenses.
- Public Works Director Andrew Hartman presented proposed budget changes for the streets, parks, storm sewer funds, and sanitary sewer funds.
- Fire Chief Vern Simpson presented proposed budget increases for the fire department.
- Assistant Chief Trent Talle presented future capital outlay needs which include a new pumper truck, new ladder truck, and a new truck for daytime rescue along with anticipated costs and purchasing vs. leasing options.
- An increase from \$2,000 to \$2,700 to the Fire Department pension was proposed along with a tiered wage for responding to calls for service. An on-call wage for weekend coverage for officer pay was also presented. A proposed increase for the fire chief's annual wage to \$6,000 was presented as well as adding pay for both assistant fire chiefs in the amount of \$2,000 each. With the assistant fire chiefs becoming a paid position they would be assigned specific duties.
- An updated proposed budget will be presented in advance of the August 26th special budget work session which is scheduled for 6:00 p.m.

#### ADJOURNMENT

**Council Member White moved, seconded by Council Member Steinberg, to adjourn the meeting. The motion was 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  
CITY COUNCIL MEETING  
AUGUST 26, 2024**

**CALL TO ORDER**

Mayor Pro Tem Steinberg called the meeting to order at 6:01 p.m. The Pledge of Allegiance was said.

**ROLL CALL**

Council Members present: Garrett Steinberg, Beth Rohrich, Anthony White, and John Whittington.

Staff Present: City Administrator Jennifer Bromeland, Deputy Clerk Kerry Rausch, Fire Chief Vern Simpson, and Public Works Director Andrew Hartman.

**NEW BUSINESS**

**1. Budget Work Session**

- Administrative Bromeland explained that cities must prepare and adopt a proposed budget and proposed property tax levy each year. By law in Minnesota, the fiscal year of a city and all its funds must be calendar year. A budget is one year of estimated money coming in or revenue, and expenditures or money going out. Cities over 500 in population that propose a property tax increase are required to provide notice of the proposed budget adoption and to allow public input on the proposed budget and property tax levy. The truth-in-taxation process (TNT) requires cities to certify proposed property tax levies to the county auditor on or before September 30<sup>th</sup>. The preliminary levy can be reduced once adopted but cannot be increased prior to the final levy being adopted. The levy is comprised of the general fund, EDA, and debt service. A TNT public comment hearing must occur sometime after November 24<sup>th</sup> and before December 27<sup>th</sup>. Cities must also file a certificate of compliance with the Department of Revenue by December 27<sup>th</sup>.
- The TNT meeting has tentatively been scheduled for December 2, 2024 at 6:00 p.m. at City Hall.
- The Minnesota Department of Revenue has certified Local Government Aid amounts for 2025. Eagle Lake's 2025 certified LGA amount is \$750,114 which is a \$744 increase over the 2024 amount. Together, LGA and property taxes account for approximately 80% of general fund revenues.
- The city's Net Tax Capacity available for pay in 2025 is lower than what was available for pay 2024. According to Blue Earth County, there are many reasons tax capacity can change. For Eagle Lake this year, the primary reasons are a decrease in residential market valuations of approximately 4% and an increase in the residential homestead market valuation exclusion, which reduced taxable market valuations of residential homestead property.
- Administrator Bromeland reviewed how specific line items in the budget were calculated and that the proposed draft budget includes General Fund - \$1,108,066, EDA - \$20,000, and Debt Service - \$136,396 for a total of \$1,264,462. This is a 12% increase over the 2024 tax levy which was \$1,128,984 or a \$135,478 increase.
- All departmental requests have been included in the budget. The budget itself is very lean, with the only options able to be decreased are the expenses related to departmental requests.

- Council discussion included the need to increase cleaning services with the building being used more, the need to budget for future needs for the building. Also discussed was the need to replace faded street signs and that a replacement plan should be explored.
- The draft budget includes the fire department’s request for increased wages and a tiered wage for calls.
- Parks repair and maintenance was increase by \$15,000 and the Public Works Director is relied on to provide the necessary amount for work needed. The Park Board budget remains at the current level of \$50,000 and will not be used for repairs and maintenance. Administrator Bromeland stated she and the Public Works Director have met that it is understood that if there needs to be a change in equipment purchased then future purchases will need to be shifted.
- Administrator Bromeland stated she could provide different levy percentages if Council requests.
- Fire Chief Vern Simpson asked what should be budgeted for the next step for the Fire Hall project. It was discussed that Brunton Architects should be contacted to find out next steps.

ADJOURNMENT

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

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Lisa Norton, Mayor

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Kerry Rausch, Deputy Clerk

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

CALL TO ORDER

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

ROLL CALL

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

PUBLIC COMMENTS

- None.

APPROVAL OF AGENDA

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

APPROVAL OF MEETING MINUTES

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

CONSENT AGENDA

Monthly Bills  
Public Works Report  
BECSO Report  
Building & Zoning Permits  
Res. 2024-41 Not Waive Statutory Tort Limits

Treasurer's Report  
Fire Report  
Gambling Report  
Board & Commission Minutes  
Res. 2024-42 Appoint Adisyn Mankato Park Board Youth

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

## PUBLIC HEARING

- None.

## PRESENTATION

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

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

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

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

## NEW BUSINESS

### 1. Recommendation to Hire New Administrative Clerk

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

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

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

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

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

## 3. Pavilion Rental Reimbursement Request

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

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

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

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

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

5. 2025 Street and Utility Improvements Feasibility Study and Resolution

- See presentations

6. Skid Loader Trailer Request from Public Works

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

7. Wheel Loader Request from Public Works

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

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

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

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

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

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

## CITY ADMINISTATOR REPORT

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



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

#### COUNCIL REPORTS

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

#### ADJOURNMENT

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

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Garrett Steinberg, Mayor Pro Tem

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Kerry Rausch, Deputy Clerk

**CITY OF EAGLE LAKE  
CITY COUNCIL MEETING  
OCTOBER 7, 2024**

**CALL TO ORDER**

Mayor Pro Tem Garrett Steinberg called the meeting to order at 6:00 p.m. The Pledge of Allegiance was said.

**ROLL CALL**

Council Members present: Garrett Steinberg, Beth Rohrich, Anthony White, John Whittington. Staff Present: City Administrator Jennifer Bromeland, Fire Chief Vern Simpson, and Public Works Director Andrew Hartman. Blue Earth County Sheriff's Office Liaison: Lieutenant Mitch Gahler.

**PUBLIC COMMENTS**

- None.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MEETING MINUTES**

- **Council Member White moved, seconded by Council Member Rohrich, to approve the September 9, 2024 City Council minutes as presented. The motion was carried with Council Member Steinberg, Rohrich, White, and Whittington voting in favor.**

**CONSENT AGENDA**

Monthly Bills	Treasurer's Report
Public Works Report	Fire Report
BECSO Report	Gambling Report
Building & Zoning Permits	Board & Commission Minutes
Res. 2024-44 Ditschler-Ploog to Fire Dept. Reserves	

- **Council Member White moved, seconded by Council Member Whittington, to approve the consent agenda as presented with Council Member Rohrich abstaining. The motion was carried with Council Members Steinberg, White, and Whittington voting in favor.**

**PUBLIC HEARING**

- None.

**PRESENTATION**

1. Shannon Sweeney with David Drown Associates: 2024A GO Temporary Water Revenue Note

- Shannon Sweeney with David Drown Associates, Inc. was at the meeting to present recommendations regarding the sale of bonds to temporarily finance engineering and design costs for the proposed water treatment facility project. CornerStone State Bank has agreed to purchase the temporary note at an interest rate of 4.5% which Mr. Sweeney stated that he felt was competitive with other alternatives. Discussion ensued regarding the terms of the \$1,259,000 General Obligation Temporary Water Revenue Note. It was stated that if the City Council chooses to finance the project costs as proposed in the cash flow/payment schedule included with the council packet materials, the following were recommended: 3 year term on financing which is the maximum allowed under statute; bonds callable at any time without penalty; bank placement with CornerStone State Bank using the MN Rural Water Mega Loan Program which reduces the costs of issuance; and interest rate of 4.5% fixed for the duration. If determined appropriate to proceed, it was noted that the award sale would take place on October 7, 2024 with the closing taking place on November 1, 2024. Included with the council packet materials is Resolution No. 2024-45, providing for the award of sale which has been prepared by the City's bond counsel (Taft). Mr. Sweeney stated that he recommends that the City Council approve the resolution if it is determined to be appropriate to proceed with the temporary project financing as proposed. Discussion further ensued.

#### NEW BUSINESS

1. Resolution Providing for the Issuance and Sale of a \$1,259,000 Temporary General Obligation Water Revenue Note, Series 2024A
  - **Council Member White moved, seconded by Council Member Rohrich, to approve Resolution No. 2024-45, providing for the award of sale of a \$1,259,000 temporary general obligation water revenue note, Series 2024A, and pledging net revenues for the security thereof in anticipation of long-term financing. The motion carried with Council Member Steinberg, Rohrich, White, and Whittington voting in favor.**
2. Quote for New Meter at Well Site for Generator
  - Administrator Bromeland shared that attached with the memo in the packet was a quote from CenterPoint Energy for a new gas meter for the generator at the well site. It was explained that the new meter will replace the existing meter due to added generator load. The cost of the new meter is quoted at \$10,100. Administrator Bromeland went on to provide background that Eagle Lake received \$143,617 in one-time public safety aid in 2024 and that there is currently \$36,440.42 remaining of which the cost for the new meter will be deducted. It was noted that the cost for the new meter for the generator at City Hall will be \$3,500. This is the final step in the process as the new generator has been installed and we are just waiting for the new gas meter. In the meantime, the City will continue renting the other generator until the new one is fully operational.
  - **Council Member White moved, seconded by Council Member Rohrich, to approve the quote from CenterPoint Energy for a new gas meter in the amount of \$10,100. The motion was carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**
3. Minnesota Transportation Alliance Membership
  - Administrator Bromeland explained that attached to the memo in the packet is a Minnesota Transportation Alliance (MTA) membership application form for the City of Eagle Lake. The cost for

an annual membership is \$325. It was further explained that MTA addresses transportation funding and policy issues involving all modes of transportation, and at all levels of government. Area organizations that are currently members include the cities of New Ulm, St. Peter, North Mankato, while the Blue Earth County engineer and Mankato engineer are also members. Benefits of membership include access to timely, reliable information on current legislative activity and opportunities to talk with lawmakers and network with other transportation industry members and advocates. Administrator Bromeland stated that she recommended that the City of Eagle Lake become a member of MTA as the Highway 14 Corridor Study progresses and future funding needed to make the roadway safer.

- Discussion ensued.
- **Council Member Whittington moved, seconded by Council Member Rohrich, to approve becoming a member of MTA at a cost of \$325 for a 12-month membership. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

#### 4. Updated Personnel Employee Handbook

- Administrator Bromeland explained that an updated copy of the City of Eagle Lake Personnel Policies Handbook was attached to the memo in the packet. It was noted that the handbook was adopted in 2016 and is a work in progress as there are ongoing necessary revisions and updates. Ideally, the City Council should review annually and consider major revisions and overhauls at least once every 3 to 5 years. City staff indicated that she is in the process of working with MN Valley Council of Governments to conduct a thorough review in 2025 to ensure compliance with most recent state and federal laws.
- **Council Member White moved, seconded by Council Member Rohrich, to approve the updated handbook. The motion was carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

#### 5. City Cost-Share Portion of Pedestrian Ramps in Fox Meadows Housing Development

- Administrator Bromeland shared that a request was received in 2023 from a resident to move a sidewalk prior to construction in the Fox Meadows Housing Development along Blace Avenue to the south side instead of the north side. Additional pedestrian ramps would be needed if the sidewalk was moved to the south side. Discussion took place at that time about the City absorbing the cost for the pedestrian ramps along Blace Avenue since the decision to move the sidewalk to the other side of the road was made after the plans were approved. The cost per pedestrian ramp is \$1,225 with four pedestrian ramps needed totaling \$4,900.
- Discussion ensued.
- **Council Member Rohrich moved, seconded by Council Member Whittington, to approve reimbursing Fox Meadows Housing Development/Troy Schrom \$4,900 for pedestrian ramps because of moving the sidewalk along Blace Avenue from the north side to the south side. The motion was carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

#### 6. Public Purpose Expenditure Policy

- Administrator Bromeland explained that due to being short-staffed, she has not yet had the time to complete the policy and would like to table the matter. It was explained that the City Council

inquired a while back about holding an employee appreciation event and that after doing some research, City staff learned that to hold such an event, that a policy would be needed. No action was taken.

7. Broken Fire Hydrant at the Intersection of Peggy Lane and Linda Drive

- Public Works Director Andrew Hartman presented pricing to purchase a new water hydrant to replace the existing one at the intersection of Peggy Lane and Linda Drive. The pricing is from Core and Main in the amount of \$7,611.40. It was explained that the new hydrant is needed to replace the one that was at Peggy Lane and Linda Drive that is no longer operational.
- City Administrator Bromeland asked Public Works Director Hartman if the hydrant was hit by a contractor as she was contacted by a resident concerned that a contractor hit it and broke the hydrant.
- Public Works Director Hartman explained that the contractor that was in town to clean the sewer lines picked random hydrants around town to draw water and happened to pick this hydrant. Apparently, they tried to use it and the entire top of the hydrant came off. When asked if the contractor broke the hydrant, Public Works explained that it does not appear that the contractor broke the hydrant as there was a rust ring visible and that it hadn't been used for some time.
- Discussion ensued.
- **Council Member White moved, seconded by Council Member Rohrich, to approve the pricing obtained to purchase a new hydrant from Core and Main in the amount of \$7,611.40. The motion was carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

CITY ADMINISTRATOR REPORT

1. Health Insurance Rates for 2025 Update

- Per a meeting with the City's insurance agent, health insurance rates for 2025 are higher than anticipated. The City's insurance agent recommends obtaining multiple bids and has suggested that a bid be obtained from the South-Central Service Cooperative. When the bid is received, it will be reviewed with the City Council and staff to determine if the City will stay with Blue Cross Blue Shield or switch plans to Medica. According to the City's insurance agent, the plans would be nearly identical as far as deductibles and coverage so that the employees aren't negatively affected.

2. Community Development Hiring Update

- A conditional offer was extended and accepted for the position of Community Development Coordinator; however, the candidate withdrew his acceptance after receiving a counteroffer that he said he couldn't turn down from his current employer. City staff will work together with MVCOG to discuss reposting the position.

3. Climate Resiliency Project – Survey.

- City Council members were encouraged to take a few minutes and complete the climate resiliency project survey.

4. Rural Child Care Innovation Program -Survey and Town Hall Event

- City Council members were encouraged to take a few moments to complete the survey and register for the Town Hall event.

5. Tree Identification Walk at Lake Eagle Park

- A tree identification walk will be led by the City’s Climate Impact Corps Member on October 25<sup>th</sup> from 4-4:30 p.m.
- 6. Mayors and Clerks Meeting
  - The City of Eagle Lake will be hosting a Mayors and Clerks meeting on October 10 at 6:30 p.m. at City Hall. Blue Earth County will be providing an opioid settlement update along with providing a K9 demonstration.
- 7. Fall Conference in Alexandria
  - Council member John Whittington and City Administrator Bromeland will be attending the fall Coalition of Greater MN Cities conference in Alexandria, November 21-22.
- 8. Year to Date Expenditures and Revenues.
  - Attached to the packet was a year-to-date expenditure and revenue report.

#### COUNCIL REPORTS

1. Council Member Rohrich reported that the Park Board has been working on exciting initiatives to engage different groups in the community.
2. Council Member Whittington said that the RCCIP process is underway and encouraged everyone to sign up for the Town Hall event and to please take the survey.

#### ADJOURNMENT

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

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Garrett Steinberg, Mayor Pro Tem

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Jennifer J. Bromeland, City Administrator

**CITY OF EAGLE LAKE  
CITY COUNCIL MEETING  
November 4, 2024**

**CALL TO ORDER**

Mayor Pro Tem Garrett Steinberg called the meeting to order at 6:00 p.m. The Pledge of Allegiance was said.

**ROLL CALL**

Council Members present: Garrett Steinberg, Beth Rohrich, Anthony White, and John Whittington.

Staff Present: City Administrator Jennifer Bromeland, Deputy Clerk Kerry Rausch, Fire Chief Vern Simpson, and Public Works Director Andrew Hartman. Blue Earth County Sheriff's Office Liaison: Lieutenant Mitch Gahler.

**PUBLIC COMMENTS**

- None.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MEETING MINUTES**

- **Council Member White moved, seconded by Council Member Rohrich, to approve the October 7, 2024 City Council minutes as presented. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

**CONSENT AGENDA**

Monthly Bills	Treasurer's Report
Public Works Report	Fire Report
BECSO Report	Gambling Report
Building & Zoning Permits	Board & Commission Minutes
Res. 2024-46 Resignation -Ryan Short from Park Board	Res. 2024-47 2025 Polling Place
Res. 2024-48 Donation to Fire Dept.	Res. 2024-49 Donation Park Lighting
Renew 2025 Liquor Licenses for Caseys, Eagle's Nest and American Legion	
Res. 2024-50 Donation Active Adults	Res. 2024-51 Appoint Hardel to Fire Dept Roster
Res. 2024-52 Appoint Backen to Fire Dept Roster	

- Mayor Pro Tem Steinberg thanked the American Legion for their donation.
- **Council Member Rohrich moved, seconded by Council Member White, to approve the consent agenda as presented. The motion was carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

## PUBLIC HEARING

### 1. Improvement Hearing for 2025-2026 Street and Utility Improvements

- Mr. Brian Sarff with Bolton and Menk explained the purpose of the improvement hearing and the scope of the potential project which is approximately 15 blocks which includes LeSueur Avenue between Linda Drive and Agency Street, Maywood Avenue between Diane Drive and Agency Street, Diane Drive between Maywood Avenue and LeSueur Avenue, Plainview Street between LeSeuer Avenue and Parkway Avenue, Third Street between Maywood Avenue and Parkway Avenue, and Second Street between Maywood Avenue and Parkway Avenue.
- The project area is included in the City's Capital Improvement Plan (CIP) due to aged infrastructure.
- The existing condition of the sanitary sewer collection system has 8-to-10-inch clay pipe which is in poor condition. The proposed improvements would include 8-to-10-inch PVC pipe, new precast concrete manholes with gasketed joints and sanitary sewer services reconstructed from the main to the property line.
- The existing water distribution system has 4-to-8-inch cast iron water main and most infrastructure was most likely installed in the 1950s. Corroding pipes have resulted in watermain breaks. Proposed improvements would include new 8-to-12-inch PVC watermain (per 2006 Comprehensive Plan), new fire hydrants and isolation valves. The water service lines would be reconstructed from the main to the property line.
- The existing storm sewer system has 12-to-21-inch pipe, mostly concrete which was constructed in the early to mid-1990s. Some intersections are void of adequate storm sewer. The proposed improvements would include 12-to-24-inch reinforced concrete pipe, increased inlet capacity sized to meet current city standards and combination subsurface and sump pump lines.
- The city will work with private utility service providers on necessary relocations or replacements as design progresses. Private utility owners will be responsible for this work.
- Existing road and street surface is typically 36-foot urban roadway; however, Plainview Street is 29 feet and Third Street is 22 feet. There are 5-foot-wide sidewalks on the west side of LeSueur Avenue, the west side of Second Street, the west side of Diane Drive and Plainview Street. Most sidewalks are in good condition. The proposed improvements would include a 36-foot urban roadway, with Plainview Street and Third Street to be narrower to fit within the available space. Pedestrian accommodations will include ADA complaint pedestrian ramps. Boulevard restoration will include reconstruction of concrete driveway aprons through sidewalk and turf reestablishment.
- The cost of each segment of the project was discussed with the estimated project costs of all segments of the project is \$6,100,600.
- Special assessments for the project were discussed. Discussion included current city code relating to assessments, City Council's approach with recent assessments, and that more discussion by Council will need to occur. The City will follow the requirements of Minnesota Statute 429 and actual assessment amount for each property will be provided in mailed notice approximately two weeks before the assessment hearing. Final assessment amounts will be certified to the County Auditor and added to property tax statements starting in 2025. Assessments can be pre-paid with no interest. Remaining principal and accrued interest can be prepaid in future years with no penalty.
- The anticipated project schedule was presented.
- The Public Hearing was opened with the following discussion.



- Brett Anderson, 91 Valley Lane, stated that the properties he owns along Parkway Avenue do not have access to storm sewer and asked it would be able to connect with this project. Mr. Sarff stated if it is within the project area it would be connected.
- Jan Hughes, 110 Plainview St, asked how people could be assessed before final bids are approved and also asked about the existing storm water retention pond and the maintenance of that and if the storm water would be routed to that pond. Mr. Sarff explained that bids will be received prior to determining the assessment amount. Mrs. Hughes also asked about sidewalk width. Mr. Sarff explained that 6 foot width is recommended when a sidewalk is located next to a road and that he is not able to give an exact width on the spot.
- Al Rykhus, 409 LeSueur Ave, asked where the project ends on LeSueur and how assessments will work in that area. Mr. Sarff explained that the scope of the project in that area will be determined by the need to reconstruct the underground utilities. Properties not fronted by the project will not be assessed.
- The resident at 105 S 2<sup>nd</sup> Street asked how assessments on corner lots will be handled. Mr. Sarff explained that there are provisions on how assessment will be handled for corner lots and what can and cannot be done.
- Deb Bertek, 105 Diane Drive, expressed her concern with assessments for corner properties. Mr. Sarff stated the ordinance does not double assess corner lots. Mrs. Bertek also stated that Diane Drive is heavily used due to proximity to the school.
- Ken Reichel, 101 Maywood Ave, stated he currently is not able to hook up to storm sewer in front of is property. Mr. Sarff stated that connections are typically installed 10 feet from the curb.
- Mr. Sarff also stated that a property could not be assessment an amount more than the property benefits from the improvements and that the terms of the assessment have not yet been discussed but 15-year assessments are common.
- **Council Member Rohrich moved, seconded by Council Member White, to close the public hearing. The motion carried with Council Members Steinberg, Rohrich, White and Whittington voting in favor.**

## PRESENTATION

### 1. Water Treatment Facility Site Drawings: Brian Sarff with Bolton and Menk

- Mr. Sarff presented two options for the water treatment facility on the potential site along with the pros and cons of each option. Option 1 would abut up to Breckenridge Townhomes and Option 2's access would be located west of Peregrine Ave. Option 2 would allow for develop to the north of the plant.
- The proposed parcel has an exclusive easement that cannot be built upon.
- Council discussion included if the city needs to purchase the portion of the land which is unbuildable. Discussion with the property owner would need to take place to address this question.
- The possibility of using this land for a leaf collection site would need to be looked into.
- **Council Member Rohrich moved, seconded by Council Member Whittington, to establish a subcommittee comprised of Council Members Steinberg and White and City Administrator Bromeland to negotiate land with property owners. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

## 2. Minnesota Solar on Public Buildings Grant Program

- Sabri Fair with Region 9 Development Commission was present and explained that state and federal grants are available in the Xcel service area for solar on public buildings. Peter Lindstrom with Region 9 Development Commission's clean energy resource team and Jennifer Lindahl, Regional Coordinator in SE Minnesota were present online.
- It was explained that the grant allows for a up to 40kW system or up to 120% of the average annual electricity consumption. The system must be installed on or adjacent to the public building that consumes the electricity generated by the system and on property within the service territory of the utility currently providing electric service to the public building. The size of a 40kW system would be the approximate size of a tennis court and would generate electricity about equal to the consumption of 5-6 homes. It would not be a money generator but would instead reduce the cost of electricity consumption.
- Eagle Lake would qualify for the highest grant level which would be 70% of the system cost and 30% direct pay incentives from the IRS after the project has been implemented. The City would be responsible for the up front costs and then be reimbursed through the grant.
- The next steps would be to request a project ID number by sending an email to the State, engage with Xcel to determine if they can host this program at the City's location, and submit the readiness assessment by December 2<sup>nd</sup>. The state would have 30 days to respond to let the City know if they would be eligible to participate. The City would then need to select an installer and begin the procurement process. In the spring the installer would submit the full grant application on the City's behalf. The project would need to be completed within 18 months of approval.
- Council discussion included if the system would generate the full 40kW or something less than that, how roof repairs would be handled with a rooftop solar system, if such a system would require engineering costs, and the desire to get references.
- Council expressed interest in exploring this option more but also concern with end-of-life costs when the panels fail.
- **Council Member Steinberg moved, seconded by Council Member White, to authorize staff to submit a readiness assessment. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

## NEW BUSINESS

### 1. Resolution Ordering Improvement and Preparation of Plans for 2025-2026 Street and Utility Improvements Project

- Mr. Sarff explained that the resolution includes all 15 blocks for the scope of the project and would need a 4/5<sup>th</sup> vote to be approved.
- Council discussion included the need to be clear on the end point of construction on LeSueur Ave, the storm sewer on Plainview, not going smaller on sidewalks and the need to work with residents.
- **Council Member White moved, seconded by Council Member Whittington, to approve Resolution 2024-53 Ordering Improvement and Preparation of Plans. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**
- **Council Member Steinberg moved, seconded by Council Member White, to take a short break. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

- **Council Member White moved, seconded by Council Member Rohrich to resume the council meeting. The motion carried with Council Members Steinberg, Rohrich, White and Whittington voting in favor.**
2. Tri-County Mutual Aid Agreement
- Administrator Bromeland explained that before the Council is a proposed Blue Earth, Nicollet, and LeSueur County Mutual Aid Agreement. This agreement is made pursuant to Minnesota Statutes 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of the agreement is to make equipment, personnel, and other resources available to political subdivisions from other political subdivisions. Types of assistance might include public works personnel and equipment, fire and/or emergency medical services personnel and equipment, law enforcement personnel and equipment, utility personnel and equipment, and public health.
  - The current Memorandum of Understanding expires December 31, 2024, while the new agreement will continue in force until January 1, 2030.
  - Fire Chief Vern Simpson and Public Works Director Andrew Hartman have recommended approval of the above-described agreement.
  - **Council Member White moved, seconded by Council Member Rohrich, to approve the Tri-County Mutual Aid Agreement as presented. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**
3. Pricing for Panic Button System at City Hall
- Administrator Bromeland explained the purpose of installing a panic button system is to be able to discreetly contact authorities in an emergency. The desire for a panic button system at City Hall has been prompted by a couple incidents in recent months in which City staff felt it was necessary to contact law enforcement for assistance. A panic button system in City Hall is justified because it provides a readily accessible way for staff to immediately alert law enforcement or emergency services of an emergency, and it serves as a crucial safety measure for employees and visitors alike, especially in public-facing areas.
  - Quotes were received, one from Freedom Security in the amount of \$1,531.40 for three panic buttons plus \$32 per month for monitoring services, and the second from Heartland Security in the amount of \$825 for four panic buttons plus \$32.95 per month for monitoring services.
  - Discussion included the location of where the buttons would be installed as well as the benefit of having one vendor provide all security services for the City.
  - **Council Member White moved, seconded by Council Member Whittington, to install as many panic buttons as necessary at City Hall with Freedom Security. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**
4. Fire Department Request to Increase Per Call Pay and Increase Officer Salaries
- Administrator Bromeland stated she and the personnel committee met with the fire department. The proposed pay schedule is a result of this meeting and is an attempt to retain and recruit members.
  - The current pay per call is \$10. The Fire Department is proposing a pay per call to incentivize better response from members. Under the proposal, the minimum response percentage to qualify for pay per call is 10%. If a firefighter responds to 20%-29% of calls, payment per call is \$15. If a firefighter responds to 30%-39% of calls, payment per call is \$20. If a firefighter responds to 40% or more of calls, payment per call is \$25.

- The department is also proposing that for a fire or rescue call lasting longer than 60 minutes, all personnel at those calls earn \$25 per hour. At the same time, the Fire Department recommended the fire/rescue charge be increased from \$500 per call to \$500 per hour to absorb the proposed pay structure difference. If the City Council wishes to implement the fire call charge increase, this should be reflected in the annual fee schedule in which the fire call charge is included.
- The fire department is paid once annually for fire calls with the payment made in December of each year. This means that if approved, the increase in how calls are paid would be reflected in the December payroll for the fire department. The 2024 budget reflects a \$5,000 increase in calls and training wages to account for a possible increase.
- In addition, the fire department is requesting that the salary of the Fire Chief be increased to \$6,000 per year. The Assistant Chiefs and the Fire Department President do not currently earn a salary. The fire department is requesting that the two Assistant Chiefs be compensated at \$2,000 per year and the Fire Department President at \$1,000 per year.
- Council discussion included being in favor of increasing the fee for fire calls, the desire to survey other cities to learn their fees, and liking the tiered pay approach.
- A special City Council meeting to further discuss fire department pay was scheduled for Monday, November 18<sup>th</sup> at 8:00 a.m.

#### 5. Fire Department Request to Increase Annual Pension Amount

- Trent Talle with the fire department explained that the last pension increase was in 2017 where it increased from \$1,900 to \$2,000. Pension amounts for surrounding departments averages \$2,700. He also stated that the maximum benefit Eagle Lake Fire Department is eligible for is \$2,700.
- **Council Member White moved, seconded by Council Member Rohrich, to approve Resolution 2024-54 to increase the fire department pension benefit from \$2,000 to \$2,700 for the Paid On-Call Volunteer Fire Department. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

#### 6. Schedule Special City Council Canvassing Board Meeting

- Administrator Bromeland explained that between the third and 10<sup>th</sup> day after the city general election, the council must meet as a canvassing board and declare the results of the local election. The Open Meeting Law applies to this meeting, meaning that the meeting should be properly noticed and open to the public. Once the Council has announced the results of the election and notified candidates of their election, any challenge needs to go through the county's district court under the contested elections procedure. The candidate receiving the highest number of votes is elected.
- The canvassing board can meet either on the 13, 14, or 15 of November.
- **Council Member White moved, seconded by Council Member Rohrich, to schedule a Special City Council Canvassing Board for Thursday, November 14<sup>th</sup> at 8:00 a.m. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

#### 7. 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> each year per Minnesota Statute 429.061, Subdivision 3.
- City staff has compiled a listing of properties, which is before Council, that will be assessed if payment is not received prior to November 30, 2024. Past practice has been that assessed balances are charged

interest at 4%. City staff have 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 is the process to contest any unpaid charges.

- **Council Member Whittington moved, seconded by Council Member Rohrich, authorizing staff to certify the special assessments to the County Auditor for unpaid charges. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

#### CITY ADMINISTRATOR REPORT

##### 1. Year to Date Expenditures and Revenues

- Report is included in packet for Council review.

##### 2. LMC Cybersecurity Training for City Staff

- Christian Torkelson with the League of Minnesota Cities will be conducting a training at City Hall with staff during the month of November at no charge.

##### 3. Climate Resiliency Advisory Committee and Survey

- Council and residents were urged to complete the climate resiliency project survey if they have not already done so. A City Council member will need to serve on the advisory committee.

##### 4. Rural Child Care Innovation Program – Survey and Town Hall Event

- Council Members were urged to register for the upcoming Town Hall event on November 20<sup>th</sup> at 5:30 p.m. at the American Legion.

##### 5. Recap of Provider Appreciation Event.

- The childcare provider appreciation event was held two weeks ago was attended by 18 providers in Eagle Lake. Childcare is an economic driver for communities like Eagle Lake and childcare shortages have significant impacts on families and the local economy.

##### 6. Holiday Lights Contest and Open House

- Each year, the City of Eagle Lake encourages residents and businesses to light up the town. In addition, City Hall hosts a holiday open house to encourage supporting local during the holiday season while also encouraging community during the holiday season. More details will follow.

##### 7. Public Nuisance Property Update

- The City's attorney has been contacted and the City is limited in vacant properties and what they can do. Issues must be a public nuisance.

#### COUNCIL REPORTS

- None

ADJOURNMENT

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

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Garrett Steinberg, Mayor Pro Tem

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Kerry Rausch, Deputy City Clerk

**CITY OF EAGLE LAKE  
CANVASSING BOARD  
CITY COUNCIL MEETING  
NOVEMBER 14, 2024**

**CALL TO ORDER**

- Mayor Pro Tem Steinberg called the meeting to order at 8:00 a.m.

**ROLL CALL**

- Council Members present: Garrett Steinberg, Beth Rohrich, Anthony White, and John Whittington.
- Staff present: Deputy City Clerk Kerry Rausch.

**AGENDA**

1. Canvassing of General Municipal Election Results

- Deputy City Clerk Kerry Rausch reviewed the results of the municipal election which included John Whittington being elected as Mayor and Beth Rohrich and Anthony White being elected to City Council
- Deputy Clerk Rausch stated there were 197 newly registered voters and there were 1,773 voters in total which is an 82% voter turnout.
- Council Member White moved, seconded by Council Member Rohrich, to approve Resolution 2024-55 Certifying the Elections Results as shown on the Abstract of Votes Cast.

**ADJOURNMENT**

- Council Member White moved, seconded by Council Member Rohrich, to adjourn the meeting at 8:07 a.m. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington.

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Garrett Steinberg, Mayor Pro Tem

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Kerry Rausch, Deputy Clerk

**CITY OF EAGLE LAKE  
SPECIAL CITY COUNCIL MEETING  
NOVEMBER 18, 2024**

**CALL TO ORDER**

- Mayor Pro Tem Steinberg called the meeting to order at 8:00 a.m. The Pledge of Allegiance was said.

**ROLL CALL**

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

**APPROVAL OF AGENDA**

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

**AGENDA**

**1. Fire Department Request to Increase Per Call Rates and Officer Salaries**

- Administrator Bromeland explained that the Eagle Lake Fire Department is requesting that the City Council increase the per call wages and officers salaries for the Fire Chief, Assistant Chiefs, and Fire Department President.
- The current per call pay is \$10. The Fire Department is proposing a pay per call to incentivize better response from members. Under the proposal, the minimum response percentage to qualify for pay per call is 10%. If a firefighter responds to 10% to 19% of calls, payment per call is \$10. If a firefighter responds to 20% to 29% of calls, payment per call is \$15. If a firefighter responds to 30% to 39% of calls, payment per call is \$20. If a firefighter responds to 40% or more calls, payment per call is \$25.
- The department is also proposing that for a fire or rescue call lasting longer than 60 minutes, all personnel at those calls earn \$25 per hour. At the same time, the Fire Department recommends that the fire/rescue charge be increased from \$500 per call to \$500 per hour to absorb the proposed pay structure difference. If the City Council wishes to implement the fire call charge increase, this should be reflected in the annual fee schedule in which the fire call charge is included.
- The Fire Department is paid once annually for fire calls with the payment made in December of each year. This means that if approved, the increase in how calls are paid would be reflected in the December payroll for the Fire Department. The 2024 budget reflects a \$5,000 increase in calls and training wages to account for a possible increase.
- The Fire Department is also requesting that the salary of the Fire Chief be increased to \$6,000 per year. The Assistant Fire Chiefs and the Fire Department President do not currently earn a salary. The Fire Department is requesting that the two Assistant Chiefs be compensated at \$2,000 per year and the Fire Department President at \$1,000 per year.
- Administrator Bromeland presented surveys of other communities and their pay for calls, training, meetings and officers.
- Council discussion included no other cities offer a tiered pay structure, the fact that pay would change with a call lasting more than 60 minutes could be complicated to track and pay correctly.
- Discussion also included asking if firefighters would respond to more calls if their pay increased.



- Because many pay options were discussed, Administrator Bromeland stated that it would be appropriate to run numbers prior to voting anything not previously analyzed to make sure the City is able to absorb pay increases.
- **Council Member White moved, seconded by Council Member Whittington, to adjust the officers annual pay to Fire Chief \$6,000, Assistant Fire Chiefs \$2,000, and President \$1,000. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**
- **Council Member White moved, seconded by Council Member Rohrich, to table discussion relating to pay for fire department calls to a time the Fire Department could attend, stating they would have attended today's meeting but for a fire call. Council Members Steinberg, Rohrich, White, and Whittington voted in favor.**
- Administrator Bromeland will contact the Fire Department to schedule a special meeting, looking at December 9<sup>th</sup>.

#### **ADJOURNMENT**

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

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Garrett Steinberg, Mayor Pro Tem

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Kerry Rausch, Deputy Clerk

**CITY OF EAGLE LAKE  
CITY COUNCIL MEETING  
December 2, 2024**

**CALL TO ORDER**

Mayor Pro Tem Garrett Steinberg called the meeting to order at 6:00 p.m. The Pledge of Allegiance was said.

**ROLL CALL**

Council Members present: Garrett Steinberg, Beth Rohrich, Anthony White, and John Whittington.

Staff Present: City Administrator Jennifer Bromeland, Deputy Clerk Kerry Rausch, Fire Chief Vern Simpson, and Public Works Director Andrew Hartman. Blue Earth County Sheriff's Office Liaison: Lieutenant Mitch Gahler.

**PUBLIC COMMENTS**

- None.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MEETING MINUTES**

- **Council Member White moved, seconded by Council Member Whittington, to approve the November 4, November 14, and November 18, 2024 City Council minutes as presented. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

**CONSENT AGENDA**

Monthly Bills

Public Works Report

BECSO Report

Building & Zoning Permits

Res. 2024-56 Donations to Active Adults

Treasurer's Report

Fire Report

Gambling Report

Board & Commission Minutes

Res. 2024-57 2025 Donation to Parks

- **Council Member Rohrich moved, seconded by Council Member White, to approve the consent agenda as presented. The motion was carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

**PUBLIC HEARING**

1. Truth In Taxation Hearing for Final Property Tax Levy Collectible in 2025

- Administrator Bromeland explained that the purpose of the Truth In Taxation hearing is to give an overview of the proposed final budget and tax levy collectible in 2025. Before a final determination is made, public input is allowed. The final levy must be certified on for before December 27<sup>th</sup> and a certificate of compliance with the Department of Revenue must be filed by this date as well.

- Administrator Bromeland also explained that included on property tax statements are all levy authorities, not just the city. Other levy authorities include the county, school district, special taxing districts, and the state of Minnesota. Proposed property tax statements include taxable market value for taxes payable in 2024 and 2025. Included are what was actually paid for taxes in 2024 and an estimate for 2025 based on the preliminary levy certified.
- An overview of Eagle Lake’s general fund budget was presented. Eagle Lake’s preliminary tax levy was set at 14% over what was collected in 2024. This equates to an increase of approximately \$158,058. The proposed final general fund revenues are \$2,510,692, the proposed final general fund expenditures are \$2,395,036. The budget would be balanced but for planned deficit spending using capital outlay reserves. These are reserved that were previously set aside for capital outlay expenditures.
- The final proposed property tax levy is General Fund - \$1,130,646, EDA - \$20,000, and Debt Service - \$136,396 for a total of \$1,287,042.
- Administrator Bromeland explained that local government aid comprises approximately 31% of the city’s revenues, while property taxes comprise about 47%. Miscellaneous revenues comprise the remaining revenues. Police, fire and streets make up approximately 61% of the expenditure budget for the general fund.
- The city’s financial health is good with a AA- Standard & Poor’s bond rating. The City has a policy to maintain a minimum unassigned general fund balance of 50% of the annual general fund budget. The City’s positive fund balance offers a cushion for unexpected expenditures or revenue shortfalls.
- **Mayor Pro Tem Steinberg opened the public hearing. With no comments being offered Council Member Rohrich moved, seconded by Council Member White, to close the public hearing. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

## PRESENTATION

### 1. Tree Inventory Update: Luker Drummer, Climate Impact Corps Member

- Luke Drummer explained that the city’s tree inventory, which includes trees in parks, public spaces, boulevards, and the public right of way, was completed in October. The total number of trees inventoried totaled 1,983 trees.
- Mr. Drummer provided the numbers of each species of trees and stated there that are about 350 ash trees and if all were to be removed due to emerald ash bore, the cost to replace them would be approximately \$800,000.
- The benefit of trees in Eagle Lake includes carbon sequestration, minimizing runoff, and pollution removal. The monetary benefits totals \$11.73 thousand.
- Mr. Drummer also presented current and potential tree disease outbreaks. Apple Scab is a non-lethal disease affecting many of the crabapple trees along Parkway Avenue. Hawthorn Rust is also present in many of the Hawthorn trees along Parkway Avenue, this too is usually non-lethal and causes fungal tendrils to sprout from the berries.
- Maple trees in Eagle Lake have been overplanted and residents should be encouraged to diversify when planting new trees. Tree recommendations were made for large, medium and small trees.

2. Fire Department Request to Increase Per Call Pay: Vern Simpson, Fire Chief and Trent Talle, Assistant Fire Chief

- Administrator Bromeland explained that the last scheduled meeting to discuss fire department pay was not possible due to a fire call. She also explained that Deputy Clerk Rausch received information relating to fire calls and meeting attendance and calculated the pay amount based on the tiered pay structure. The drill data was estimated using 2023 numbers. The gross pay amount was presented along with the cost of the current pay structure cost. The proposed tiered pay structure is significantly higher and more than what was budgeted.
- It was also stated that the tiered pay structure is to incentivize members to attend calls in the attempt to have a 33% response rate from members of the department.
- Administrator Bromeland stated that discussion should include if any adopted pay changes would be retroactive or effective for 2025 pay.
- Assistant Fire Chief Talle stated that the department would be willing to modify the proposed tiered structure to \$10-\$20 per call to bring the payroll amount within budget for 2024 and \$0-\$20 per call for 2025.
- Council discussion included if the proposed pay would be in line with other departments throughout the state. Mr. Talle stated that Administrator Bromeland researched this and found that rates vary and that most pay rates are a flat rate. Also included in the discussion was the previously discussed proposed pay increase for calls over one hour. Council indicated that this could be challenging to calculate accurately.
- Public Works Director Hartman asked if consideration could be given to Day Time Rescue (DTR), stating that during the day it is difficult to have enough people to respond to calls based on work schedules and that consideration should be given to keep DTR at a minimum pay of \$10 per call.

3. Possible Future Annexation Request: Jake Winkler

- Administrator Bromeland stated that Jake Winkler is not present and that he wanted to talk with the City Council and therefore recommended that this be tabled until Mr. Winkler reaches back out to the City.
- Council consensus was to reschedule to a date that will work for Mr. Winkler.

NEW BUSINESS

1. Fire Department Request to Increase Per Call Pay

- **John Whittington moved, seconded by Council Member Rohrich, to change the fire department's pay structure to a tiered structure based on percentage of calls attended with pay ranging from \$10-\$20 per call retroactive for all pay relating to 2024 and for 2025 to implement a tiered pay structure based on percentage of calls attended with pay ranging from \$0-\$20 per call and in 2025 Day Time Rescue pay will range from \$10-\$20 per calls based on percentage of calls attended. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

2. Pricing to Purchase Fire Department Hose Nozzles

- Administrator Bromeland stated before Council is pricing from Heiman Fire Equipment in the amount of \$5,810 for fire hose nozzles. The Fire Department reviewed inventory and would like to order new nozzles.

- Trent Talle, Assistant Fire Chief, stated the current nozzles are older than 2006 and this would replace all to bring them up to today's standards. Two quotes were received.
  - **Council Member Rohrich moved, seconded by Council Member White, authorizing the purchase of nozzles from Heiman Fire Equipment in the amount of \$5,810. The motion carried with Council Members Steinberg, Rohrich, White and Whittington voting in favor.**
  - Council Member White asked that the old nozzles that are in good condition be saved for use in flooding the ice rink.
3. Quotes for Fire Department Turnout Gear
- Spencer Kolles with the Fire Department stated that turnout gear is good for 10 years and the current gear was purchased 6 years ago. He also stated that when gear is washed it takes several hours to dry. They would like to begin replacing turnout gear every five years and this would allow for backup gear to be available when needed.
  - Two quotes were received and the Fire Department recommended that the quote from Great Plains Fire in the amount of \$79,444.25 for 25 pairs of turnout gear be approved using a combination of capital outlay and gambling funds. There are funds set aside for this purpose in the 2025 capital outlay. Any cost above what is available in capital outline will be paid for using gambling cash.
  - Discussion included that there is a 9–10-week lead time which would put this expense into 2025.
  - **Council Member White moved, seconded by Council Member Rohrich, to approve the purchase of 25 pairs of turnout gear. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**
4. Proposal for Special Benefit Analysis for 2025-2026 Street and Utility Improvements Project
- Administrator Bromeland stated that before Council is pricing from Valuation Counselors in the amount of \$10,000 to complete a special benefit analysis for the upcoming 2025-2026 Street and Utility Improvements Project. A special benefits analysis considers factors such as special benefit, assessment, project cost, assessable cost, per-foot assessment rate, preliminary assessment, secondary assessment, and final assessment.
  - **Council Member Rohrich moved, seconded by Council Member Whittington, to authorize a special benefits analysis to be completed by Christine Mackaman with Valuation Counselors in a not to exceed amount of \$10,000. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**
5. Resolution Supporting Addendum to Original Detachment Petition Approved June 2024
- Administrator Bromeland explained that before Council is an Addendum to the Original Petition for Detachment of Property from a City, received by Daryl and Cynthia Guentzel, owners of parcel R12.10.07.200.001.
  - Mike Guentzel, 60374 224<sup>th</sup> Lane, Madison Lake, explained that due to the county road being redone with a right-of-way there is a 50-foot strip that needs to be added to the addendum.
  - **Council Member White moved, seconded by Council Member Whittington, to approve Resolution 2024-58. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

## 6. Schedule Public Hearing for Cannabis Ordinance

- Administrator Bromeland stated before Council is a draft cannabis ordinance authored by the City's attorney, Chris Kennedy. The current moratorium is set to expire on January 1, 2025. This means that the City of Eagle Lake will want to have the ordinance in place as soon as practical after that date.
- At the end of the 2023 legislative session a new law was enacted and then amended during the 2024 legislative session that legalized adult-use cannabis in Minnesota and established a regulatory framework over the cannabis industry. The new law legalized the possession, use, manufacturing, and sale of certain cannabis products within the state. It established the Office of Cannabis Management (OCM), which is charged with enforcing regulation for the cannabis industry and hemp consumer industry. OCM is expected to be able to issue licenses on or around January 1, 2025. Municipalities are required to allow operation of cannabis businesses licensed by the State. Once the State license is issued, the City will regulate these businesses locally by issuing a local registration.
- The City shall limit the number of cannabis retail businesses to two (2) and establish minimum buffer requirements such as a cannabis business shall not be located within 1,000 feet of a school, a cannabis business shall not be located within 500 feet of a daycare, a cannabis retail business shall not be located within 500 feet of a residential treatment facility, a cannabis retail business shall not be located within 500 feet of a public park or any attraction that is regularly used by minors including playgrounds and athletic fields and, finally, cannabis retail business shall not be located within 500 feet of another cannabis retail business.
- At least once a year, cities are required to conduct compliance checks of every cannabis and hemp business. A city may impose an initial retail registration fee of \$500 or up to half the amount of the State's license fee, whichever is less. City staff's recommendation is to charge the maximum registration fee amount allowed until a better handle on the staff time involved with the registration process.
- **Council Member White moved, seconded by Council Member Whittington, to authorize the scheduling of a public hearing on January 6, 2025 for a Cannabis Ordinance. The motion carried with Council Members Steinberg, Rohrich, White and Whittington voting in favor.**

## 7. Personnel Committee Recommendation Regarding Approving Health Insurance Bid

- Administrator Bromeland explained that the City has health insurance through Blue Cross Blue Shield and the rates for 2025 are increasing 14.5%. Due to the steep increase in premiums, a bid was obtained from Minnesota Healthcare Consortium for 2025. Instead of age-based rates, there is a single rate and family rate. If the City were to switch to the Minnesota Healthcare Consortium for 2025, the benefits would not change but the insurance carrier would be Medica instead of BCBS. The total cost savings to the City (employer) by switching to the consortium is approximately \$8,000.
- A perk to joining the consortium is that the City of Eagle Lake will have the opportunity to establish a health and wellness program using an annual budget for worksite wellness, tailored to Eagle Lake's number of contracts. The program is designed not only to enhance employee well-being but also to lower insurance rates. It is a proactive step towards a healthier and productive workforce.
- If a change is made, a Joint Powers agreement would need to be approved.

- **Council Member Whittington moved, seconded by Council Member White, to authorize the change of health insurance provider to Medica and to approve the joint powers agreement. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**
8. Resolution Adopting Final Tax Levy Collectible in 2025
- **Council Member White moved, seconded by Council Member Rohrich, to approve Resolution 2024-59 Setting the Fiscal Year 2025 Final Property Tax Levy. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

#### CITY ADMINISTRATOR REPORT

1. Year to Date Expenditures and Revenues
  - The Expenditure and Revenue reports are in the Council packet for review.
2. Appoint Climate Resiliency Advisory Committee Council Representative
  - The stakeholder committee will identify unique challenges, opportunities, and collaborations during the evaluation phase and at the Master Plan Draft. The stakeholder advisory committee will meet 4 times a throughout the project duration. The next meeting is tentatively scheduled for Tuesday, December 17<sup>th</sup> with the time still to be determined.
  - Council Member Anthony Whited volunteered to being the Council Representative for this committee.
3. Recap of RCCIP Town Hall Event
  - A Town Hall event was held on November 19<sup>th</sup> at the Eagle Lake American Legion. Approximately 30 people attended. The next step is for the Core Team to meeting on December 11<sup>th</sup> at the fire hall to further refine ideas discussed at the town hall. After that, a community action plan will be put together followed by implementation activities.
4. Holiday Lights Contest and Open House
  - The 7<sup>th</sup> Annual Holiday Lights Contest is underway. Community Members have until December 11<sup>th</sup> to sign up. Judging will take place between December 16 and December 19, with the winners announced on December 20.
5. SCSC Health and Wellness Program
  - City staff will be meeting with SCSC Health and Wellness reps on January 28 to learn about funds available through SCSC to establish a health and wellness program for employees.
6. Well Site Generator Update
  - CenterPoint Energy has installed a new gas line and meter at the well site for the generator. Once the generator has gone through the startup process, the rental from Ziegler Cat will be returned.
7. Active Adults Group
  - A meeting was recently held with Active Adults organizers. They are busy planning guest speakers and activities, including Bingo up to four times a year, for 2025. A schedule will be posted.

8. Fire Contracts with Townships

- The current contract is set to expire December 31, 2024. There is a one-year automatic renewal provision and given the uncertainty of whether the City will be pursuing a new fire hall in the not-too-distant future, City staff recommends that the agreements be renewed for one year with negotiation taking place in 2025 for years 2026-2028 contracts.

9. Recap of Meeting with Regency Reps.

- A meeting was recently held with representatives from Regency management, City staff, and BECSO staff to talk about ways they can all work together to address nuisance concerns.

## COUNCIL REPORTS

1. Council Member Rohrich stated that childcare is a concern and that she has concerns with the referendum that passed, specifically that there would be expansion to accommodate childcare, and this needs to move forward. Ms. Rohrich stated that in April Eagle Lake had 8 home-based childcares and 2 centers and today there are only 5 home-based childcares and 1 one center. The committee is looking at ways to encourage more in-homes childcare and the committee is working with Star Light. She is concerned that the lack of childcare will hurt people wanting to move to Eagle Lake.

Council Member Rohrich also stated she has received a call from a resident who lives on Connie Lane about the issues with Connie Lane and Connie Lane East and that mail is being delivered to the wrong addresses. She stated she feels a conversation is needed with mail carriers, she has concerns with fire and rescue calls, and the nuisance of mail being misdelivered. She asked what the City could do to help correct this and that house numbers need to continue on from where they left off.

2. Council Member White stated he has talked to the school district on behalf of the Park Board about open gym. They have agreed on one night a week, and he is hoping to get another night scheduled. He will meet with district staff and learn of their rules.
3. Council Member Whittington stated he has been involved with the EDA who has been talking more about childcare and that the EDA has approved a holiday mailer to be sent to residents.

Administrator Bromeland stated that the EDA asked to add a business listing to the holiday mailer. This will take time to update and the mailer will be sent out with this information. Because of the time involved with this update, the Holiday Open house at City Hall will be held December 20. Administrator Bromeland also stated that Start Light Childcare is closing effective January 2025 and that staff is working with Start Light to see how the City can help them. Council Member Rohrich stated that Eagle Lake has a shortage of childcare for 200 non-school age children and that this does not include school age children.

Administrator Bromeland explained that per Minnesota Statute section 13D.05, subdivision 3(c), to develop or consider offers for the purchase of land owned by Gary and Kim Hiniker for the purpose of acquiring land to construct a possible future new water treatment plant.

**Council Member Whittington moved, seconded by Council Member Rohrich, to move into closed session. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**



**Council Member White moved, seconded by Council Member Rohrich, to reopen into a public meeting. The motion carried with Council Members Steinberg, Rohrich, White, and Whittington voting in favor.**

**ADJOURNMENT**

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

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Garrett Steinberg, Mayor Pro Tem

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Kerry Rausch, Deputy City Clerk