CITY OF HOWARD LAKE

City Council Meeting

*The City of Howard Lake strives to build upon its good neighbor traditions –
A welcoming community for all, supported by vibrant and engaged businesses and community organizations, involved citizens, and diverse amenities that provide a well-rounded quality of life.*

TENTATIVE AGENDA
December 4, 2023 – 7:00 pm

A. CALL TO ORDER
B. PLEDGE OF ALLEGIANCE
C. APPROVAL OF AGENDA
Any additions, deletions, modifications to the agenda will be done at this time.
D. COUNCIL MEETING MINUTES
   a. Consider approving Council Minutes from the November 20, 2023 Meeting.
E. CITIZEN INPUT
F. COUNCIL/COMMITTEE REPORT
G. DEPARTMENT REPORTS
H. CONSENT AGENDA
   a. Consider Approving All Reports and Payment of Claims.
   b. Consider Approving to Not Waive Our Statutory Tort Limits.
   c. Consider 2024 City Council and Parks & Planning Meeting Dates.
I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS
J. NEW BUSINESS
   a. Consider Approving Personnel Policy Updates for ESST Compliance.
   b. Consider Various 2024 Levy & General Fund Budget Approvals.
      - Resolution 23-32 Adopting Final 2023 Tax Levy
      - Resolution 23-33 Adopting Final 2023 Debt Service Levy
      - Consider Adopting 2024 General Fund Budget.
   c. Consider Resolution 23-34 Increasing the Howard Lake Fireman's Relief Association Benefit.

K. OLD BUSINESS
L. ADMINISTRATOR'S REPORT
M. ADJOURN

NOTE: The City Council will adjourn to a study session immediately following the regular meeting.

CITY OF HOWARD LAKE

Nicholas A. Haggenmiller, City Administrator

625 8TH Avenue - PO Box 736 - Howard Lake, MN 55349

Phone: 320-543-3670 | cityadmin@howard-lake.mn.us | www.howard-lake.mn.us

HOWARD LAKE CITY COUNCIL
Howard Lake City Hall -
November 20, 2023

MEETING MINUTES

COUNCIL PRESENT	**COUNCIL ABSENT**
Mayor Zimmerman	Tom Kutz
Allan Munson	
Jason Deiter	
Gene Gilbert	

STAFF PRESENT
Nick Haggenmiller, City Administrator
Meagan Theisen, Assistant City Administrator
Josh Halvorson, City Engineer

ALSO PRESENT
None.

CALL TO ORDER
Mayor Zimmerman called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE
All present recited the Pledge of Allegiance.

APPROVAL OF AGENDA
Haggenmiller added a memo in New Business for consideration of a culvert on 13th Ave.

Council Member Deiter moved to approve the agenda with the addition of New Business 13th Ave culvert. The motion was seconded by Council Member Munson and passed unanimously.

APPROVAL OF MINUTES
Council Member Gilbert moved to approve the minutes from the October 16th regular Council meeting and the October 31, 2023 special Council meeting. The motion was seconded by Council Member Deiter and passed unanimously.

CITIZEN INPUT
None.

COUNCIL/COMMITTEE REPORT
Council Member Deiter provided a summary of the Waste Water Meeting earlier in the month.

DEPARTMENT REPORTS
a. Howard Lake Wine and Spirits Profit and Loss – Receive and File.

CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	61635-61803	$926,076.54
PAYROLL	27400-27425, 502995-503055	$90,177.68
ELECTRONIC	1542-1562	$56,623.63
TOTAL		**$1,072,877.85**
AMBULANCE CLAIMS	6016-6023	$9,459.13
ELECTRONIC	44	$84.72
TOTAL		**$9,543.87**

b. Consider Various Personnel Appointments.

c. Consider Approval of 2024 Liquor & Business Licenses.

Mayor Zimmerman thanked and congratulated Tim Berg for his dedication to the fire department and his retirement.
Council Member Deiter moved to approve the Consent Agenda. The motion was seconded by Council Member Munson and passed unanimously.

PUBLIC HEARING/PRESENTATION

a. Public Hearing: Assessing Delinquent Utility and Nuisance Charges

Mayor Zimmerman closed the regular meeting and opened the public hearing at 7:03 pm.

The Council reviewed the delinquent utility list.

Mayor Zimmerman closed the public hearing and reopened the regular meeting at 7:05 pm.

NEW BUSINESS

a. Consider Approval of Resolution 23-31 Assessing Delinquent Utility & Nuisance Charges

Council Member Gilbert moved to approve Resolution 23-31 Assessing Delinquent Utility & Nuisance Charges. The motion was seconded by Council Member Munson and passed unanimously.

b. Consider Approval of Scope of Services and Fee for Utility Rate Creation

City Engineer, Josh Halvorson, addressed the Council and reviewed the proposal from Bolton and Menk. He shared how the fees are established and the timeline moving forward and the tasks related to the study.

Council Member Munson asked how each property is analyzed to determine a rate.

Halvorson stated that it is a combination of lot size, impervious street frontage and zoning.

Council Member Deiter moved to approve the Scope of Services and Fees for the Utility Rate Creation. The motion was seconded by Council Member Gilbert and passed unanimously.

c. Consider Approval of Culvert Installation on 13th Avenue

Haggenmiller reviewed the staff report, highlighting the issues we have been having for several years due to water washing out the gravel road. MSB Excavating provided a quote for $19,641.2.
Council Member Munson asked about the railroad and if there will be issues with the dig in proximity to the railroad.
Haggenmiller said that the contractor reviewed the site and said there would be no impact on the railroad.

Council Member Gilbert moved to approve the installation of a culvert on 13th Ave. The motion was seconded by Council Member Deiter and passed unanimously.

d. Discuss – 2024 Budget and Levy

Haggenmiller reviewed updates to the budget for 2024. He highlighted areas of savings that will help lower the overall budget/levy. Staff will continue to review the budget and have it ready for approval at the December 4th Council meeting.

Council Member Deiter asked how COLA rates are determined.

Hagenmiller stated that COLA rates are determined based off other cities and cost of living changes. We receive these reports from David Drown Associates, who completes our Comp & Class study.

OLD BUSINESS

None.

ADMINISTRATORS REPORT

None.

ADJOURN

Council Member Deiter moved to adjourn the meeting at 7:50 pm. The motion was seconded by Council Member Munson and passed unanimously.

____________________________ ____________________________

Attest – City Administrator/Clerk Mayor

HOWARD LAKE CITY COUNCIL
WORK SESSION
November 20, 2023

7:52 pm
Employee Safe and Sick Time

Haggenmiller reviewed the staff report, sharing the new law for Earned Sick and Safe Leave that will be into effect in Minnesota on January 1, 2024. This will apply to full time, part time, seasonal employees, City Council, and Fire & Ambulance employees.

The City reviewed a survey from 19 other Minnesota Cities on what their draft policies look like. \

Council reviewed the survey and directed staff to draft a policy for employees who do not currently qualify for time off accrual to earn one hour for every 30 hours of work.

A draft policy will be brought forward to Council at the December 4, 2023 meeting for approval.

Meeting closed at 8:23 pm.

CITY OF HOWARD LAKE
CLAIMS & DONATIONS APPROVED
DATE - November 20, 2023 - December 4, 2023

GENERAL FUND	**CHECKS: 61804-64898**	**$1,166,045.91**
PAYROLL	**27426-27441, 503056-503090**	**83,919.93**
ELECTRONIC	**1563-1570**	**66,730.63**
TOTAL		**$1,316,696.47**

AMBULANCE CLAIMS	**CHECKS: 6024-6034**	**$9,317.50**
ELECTRONIC		
TOTAL		**$9,317.50**

Approved:

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CITY OF HOWARD LAKE

*Check Summary Register©

Checks 11/20/23-12/4/23

	Name	Check Date	Check Amt	
1010 CITIZEN ALLIANCE				
1563e	INTERNAL REVENUE SERVICE	11/20/2023	$9,125.18	PR 11-17-2023
1564e	MN DEPT OF REVENUE	11/20/2023	$1,698.41	PR 11-07-2023
1565e	PERA	11/20/2023	$7,550.06	PR 11-17-2023
1566e	LEAP-WEX	11/20/2023	$549.84	PR 11-17-2023
1567e	INTERNAL REVENUE SERVICE	12/4/2023	$33,209.29	PR 12-01-2023
1568e	MN DEPT OF REVENUE	12/4/2023	$6,157.31	PR 12-01-2023
1569e	PERA	12/4/2023	$7,890.50	PR 12-01-2023
1570e	LEAP-WEX	12/4/2023	$550.04	PR 12-01-2023
27426	DEITER, JASON	12/1/2023	$1,154.37	
27427	KUTZ, TOM	12/1/2023	$1,154.37	
27428	ZIMMERMAN, PETER A	12/1/2023	$2,100.96	
27429	GOEPFERT, THOMAS	12/1/2023	$431.16	
27430	ARNOLD, KAYLA	12/1/2023	$608.39	
27431	DICKENS, CHRISTENA M	12/1/2023	$234.89	
27432	DRUSCH, JACOB D	12/1/2023	$2,121.09	
27433	DRUSCH, KAREN	12/1/2023	$16,671.10	
27434	MAGES, ALEX	12/1/2023	$1,137.28	
27435	PETERSON, JEREMY	12/1/2023	$582.29	
27436	SHEROD, JOSEPH L.	12/1/2023	$678.65	
27437	STOLL, ERIC	12/1/2023	$4,130.27	
27438	WIECH, KYLE	12/1/2023	$487.81	
27439	MANZ, KRISTINA J	12/1/2023	$160.49	
27440	MILLER, EDWARD M	12/1/2023	$212.56	
27441	HARTNECK, SEAN M.	12/1/2023	$478.10	
61804	CONSTRUCTION SYSTEMS, INC	11/21/2023	$6,362.91	Application #3
61805	CONTEGRITYGROUP	11/21/2023	$27,208.06	Contegrity General
61806	CULLIGAN OF BUFFALO	11/21/2023	$62.12	Water Cooler rental
61807	KING OF PORTABLES CORPORA	11/21/2023	$290.00	Port-a-pottie
61808	NEW LOOK CONTRACTING, INC	11/21/2023	$256,359.40	Application #1
61809	OLYMPIC COMPANIES, INC.	11/21/2023	$120,686.10	Application #3
61810	VOS CONSTRUCTION	11/21/2023	$22,410.00	Application #1
61811	WENZEL-PLYMOUTH PLUMBING	11/21/2023	$9,975.00	Application #4
61812	XCEL ENERGY	11/21/2023	$458.08	Xcel
61813	HOWARD LAKE POSTMASTER	11/21/2023	$440.64	UB Billing postage
61814	BREAKTHRU BEVERAGE	11/22/2023	$922.67	
61815	CENTERPOINT ENERGY	11/22/2023	$440.33	
61816	CINTAS	11/22/2023	$80.05	
61817	CUSTOMIZED FIRE RESCUE TR	11/22/2023	$750.00	Class 9/26/23
61818	JACOB DRUSCH	11/22/2023	$50.86	Accountability board parts
61819	EARTHLINK INC	11/22/2023	$15.26	Earthlink
61820	EZ DOCK & LIFT LLC	11/22/2023	$172.50	Dock removal
61821	FLAHERTYS HAPPY TYME COM	11/22/2023	$78.00	
61822	HOWARD LAKE TIRE & AUTO	11/22/2023	$40.64	
61823	JK LANDSCAPE CONSTRUCTIO	11/22/2023	$10,005.00	Lions Park Design fee
61824	JOE'S SPORT SHOP	11/22/2023	$712.55	General supplies-Joes
61825	JOHNSON BROTHERS LIQUOR C	11/22/2023	$1,261.89	
61826	JOSEPH MULLIN TRUCKING, INC	11/22/2023	$1,265.56	
61827	KARIN ANDERSON GRANTWRITI	11/22/2023	$600.00	Fema Grant
61828	MARCO	11/22/2023	$407.45	
61829	MINN DEPARTMENT OF HEALTH	11/22/2023	$1,793.00	4Q2023 service connections
61830	MN STATE FIRE DEPT ASSN	11/22/2023	$225.00	2024 MSFDA Mmbr dues
61831	MN VALLEY TESTING LAB, INC	11/22/2023	$37.40	
61832	MUNICIPAL EMERGENCY SERVI	11/22/2023	$794.89	Fire Dex gloves
61833	NELSON ELECTRIC MOTOR REP	11/22/2023	$33,162.00	Control panel Lift #3

CITY OF HOWARD LAKE

*Check Summary Register©

Checks 11/20/23-12/4/23

	Name	Check Date	Check Amt	
61834	ODP BUSINESS SOLUTIONS	11/22/2023	$187.96	
61835	JIM OTTENSTROER	11/22/2023	$57.96	Jim pant
61836	PHILLIPS WINE & SPIRITS	11/22/2023	$1,934.73	
61837	CLAYTON PRESTIDGE	11/22/2023	$64.99	Clay-jeans
61838	REMER, TANYA	11/22/2023	$48.55	mileage
61839	STREICHER'S	11/22/2023	$290.00	P/T officer uniform
61840	THE BROKEN BOLT	11/22/2023	$656.00	Tahoe fuel line repair
61841	VIGILANTTACH L.L.C.	11/22/2023	$5,545.00	Outdoor camera
61842	VIKING COCA-COLA	11/22/2023	$392.40	
61843	WRIGHT HENNEPIN ELECTRIC	11/22/2023	$2,883.24	
61844	AMAZON CAPITAL SERVICES	11/29/2023	$152.56	
61845	BOARMAN KROOS VOGEL GRO	11/29/2023	$12,075.62	Library BKV Group
61846	BREAKTHRU BEVERAGE	11/29/2023	$764.20	
61847	C & C EMBROIDERY	11/29/2023	$141.00	
61848	CAPITOL BEVERAGE SALES	11/29/2023	$3,468.90	
61849	CINTAS	11/29/2023	$186.00	
61850	CORE & MAIN	11/29/2023	$231.64	
61851	DAHLHEIMER BEVERAGE GREE	11/29/2023	$11,869.75	
61852	GILBERT, DEBBIE	11/29/2023	$20.00	Swim lessons reimburse
61853	HOWARD LAKE FIRE EQUIP FUN	11/29/2023	$55,000.00	HL Fire capital eqpt 2023 budget
61854	HOWARD LAKE FIRE RELIEF AS	11/29/2023	$48,500.00	HL Fire Relief contribution 2023
61855	JOHNSON BROTHERS LIQUOR C	11/29/2023	$547.72	
61856	MIDWEST MACHINERY CO	11/29/2023	$453.97	
61857	MUMFORD SANITATION	11/29/2023	$11,891.78	COMPOST LEASE Nov 2023
61858	PHILLIPS WINE & SPIRITS	11/29/2023	$1,036.79	
61859	THE COUNTRY STORE-MUNSON	11/29/2023	$250.00	Return damage deposit SSEC
61860	THE HOME CITY ICE COMPANY	11/29/2023	$138.80	
61861	USA BLUEBOOK	11/29/2023	$669.47	
61862	VERIZON	11/29/2023	$120.03	
61863	VIKING COCA-COLA	11/29/2023	$270.45	
61864	VINOCOPIA, INC	11/29/2023	$245.00	
61865	VISA	11/29/2023	$2,615.93	
61866	WASTEWATER COMMISSION	11/29/2023	$60,540.36	Oct 2023
61867	KEITH BOBROWSKE	12/4/2023	$65.00	Cell Allowance
61868	BOLTON & MENK, INC	12/4/2023	$82,254.00	
61869	CENTURYLINK	12/4/2023	$631.63	Century Link
61870	CINTAS	12/4/2023	$80.05	
61871	FORSMAN PROPERTIES, LLC	12/4/2023	$110,890.83	2nd Half of TIF pay 2023
61872	NICK HAGGENMILLER	12/4/2023	$365.00	Cell Allowance
61873	HLWW FFA	12/4/2023	$3,000.00	FAA
61874	MYRA LAWAY	12/4/2023	$65.00	Cell Allowance
61875	MARCO TECHNOLOGIES LLC	12/4/2023	$518.62	
61876	DEBRA MCALPINE	12/4/2023	$65.00	Car Allowance
61877	MCSHANE, BRENDEN	12/4/2023	$298.32	Refund overpmt of UB 00 3381 01
61878	MEDIACOM LLC	12/4/2023	$136.90	
61879	JARED MERGES	12/4/2023	$65.00	Cell Allowance
61880	JIM OTTENSTROER	12/4/2023	$65.00	Cell Allowance
61881	PLUNKETT'S PEST CONTROL	12/4/2023	$123.83	Plunketts
61882	CLAYTON PRESTIDGE	12/4/2023	$65.00	Cell Allowance
61883	THE LODGE OF HOWARD LAKE,	12/4/2023	$10,103.80	2nd half of TIF pay 2023
61884	THE MILL POND	12/4/2023	$1,311.70	
61885	THEISEN, MEAGAN	12/4/2023	$463.80	Cell Allowance
61886	T-MOBILE	12/4/2023	$342.41	T-Mobile
61887	US BANK	12/4/2023	$550.00	Agent fees 2018A Bond
61888	CONSTRUCTION SYSTEMS, INC	12/4/2023	$1,198.29	Application 2305-4

CITY OF HOWARD LAKE

*Check Summary Register©

Checks 11/20/23-12/4/23

	Name	Check Date	Check Amt	
61889	CONTEGRITYGROUP	12/4/2023	$27,355.95	Contegrity site supervision
61890	DESIGN ELECTRICAL CONTRAC	12/4/2023	$11,504.26	Application #4
61891	HEARTLAND GLASS CO. INC.	12/4/2023	$22,264.24	Application #3
61892	MCDOWALL COMPANY	12/4/2023	$45,695.00	Application #1HLNPL-01
61893	MID CENTRAL DOOR	12/4/2023	$46,290.89	Application #2
61894	NEW LOOK CONTRACTING, INC	12/4/2023	$42,579.95	Application #3
61895	OLYMPIC COMPANIES, INC.	12/4/2023	$27,217.50	Application #4
61896	VEIT & COMPANIES, INC	12/4/2023	$1,370.00	Veit Company
61897	VOS CONSTRUCTION	12/4/2023	$8,417.00	Application #2
61898	WENZEL-PLYMOUTH PLUMBING	12/4/2023	$373.78	Connect gas hoses to heaters
503056e	CARGILL, ZACHARY C	12/1/2023	$310.84	
503057e	GILBERT, EMMAGENE	12/1/2023	$1,144.01	
503058e	HAGGENMILLER, NICHOLAS A	12/1/2023	$3,717.85	
503059e	MERGES, JARED M	12/1/2023	$2,034.70	
503060e	MUNSON, ALLAN W.	12/1/2023	$1,144.01	
503061e	REMER, TANYA M	12/1/2023	$1,437.75	
503062e	THEISEN, MEAGAN	12/1/2023	$2,121.08	
503063e	OTTENSTROER, JAMES D	12/1/2023	$1,957.71	
503064e	PRESTIDGE, CLAYTON P	12/1/2023	$1,547.51	
503065e	SWENDSEN, JENNIFER	12/1/2023	$1,859.76	
503066e	BERG, TIMOTHY W	12/1/2023	$828.94	
503067e	BOBROWSKE, KEITH	12/1/2023	$5,196.62	
503068e	BRAVINDER, SETH Z	12/1/2023	$871.78	
503069e	DALBEC, JOSHUA S	12/1/2023	$842.38	
503070e	DALBEC, MATTHEW R	12/1/2023	$992.78	
503071e	DRUSCH, ZACHARY R.	12/1/2023	$1,252.02	
503072e	IMHOLTE, SOPHIA C	12/1/2023	$266.22	
503073e	KITTOCK, BRIAN	12/1/2023	$1,848.96	
503074e	KITTOCK, NICOLE D	12/1/2023	$995.88	
503075e	LOEBERTMANN, AMANDA G	12/1/2023	$3,242.61	
503076e	LOEBERTMANN, CRAIG	12/1/2023	$825.95	
503077e	PETERSON, DAVID T	12/1/2023	$2,531.85	
503078e	RISCHMILLER, ALEX A	12/1/2023	$852.31	
503079e	STUEVEN, MARK J	12/1/2023	$1,091.63	
503080e	DE'ENGUARDE, ASPEN K.	12/1/2023	$497.05	
503081e	GROW, SAMANTHA L.	12/1/2023	$66.91	
503082e	LAWAY, MYRA	12/1/2023	$2,064.36	
503083e	MCALPINE, DEBRA-ANN	12/1/2023	$1,256.85	
503084e	MCALPINE, LEXI	12/1/2023	$39.25	
503085e	VIRNALA, TASIA, R	12/1/2023	$382.49	
503086e	JOHNSON, JACOB D	12/1/2023	$2,196.86	
503087e	PREUSSE, MITCHELL D	12/1/2023	$754.59	
503088e	SZCZEPANIK, DARIUSZ J	12/1/2023	$2,350.12	
503089e	THOMPSON, DAVID G	12/1/2023	$2,578.11	
503090e	THOMPSON, KYLE	12/1/2023	$474.41	
		Total Checks	$1,316,696.47	

FILTER: [Check Date] between #11/20/23# and #12/4/23# and [Check Nbr]>0 and [Cash Act]='1010'

CITY OF HOWARD LAKE

*Check Summary Register©

Checks 11/20/23-12/4/23

	Name	Check Date	Check Amt	
1012	**CAB - AMBULANCE**			
6024	ALLINA HEALTH EMS	11/22/2023	$1,000.00	Allina Health
6025	BOUNDTREE MEDICAL	11/22/2023	$2,044.12	Boundtree supplies
6026	CENTRAL MCGOWAN, INC	11/22/2023	$75.70	Cylinders
6027	CITY OF HOWARD LAKE	11/22/2023	$3,463.00	October Ambulance wages
6028	EAC SUBMISSIONS	11/22/2023	$56.70	Claims submissions
6029	EMERGENCY MEDICAL TRAININ	11/22/2023	$450.00	EMT/EMR training
6030	JOE'S SPORT SHOP	11/22/2023	$501.96	Gas-Joes
6031	KEAVENY PHARMACY	11/22/2023	$1,386.84	Keaveny supplies
6032	RIDGEVIEW MEDICAL CENTER	11/22/2023	$200.00	Ridgeview
6033	VISA	11/29/2023	$91.90	Gas-Pit Stop
6034	T-MOBILE	12/4/2023	$47.28	T-Mobile
		Total Checks	$9,317.50	

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HOWARD LAKE CITY COUNCIL MEETING

December 4, 2023

AGENDA ITEM: Consider Tort Liability Waiver for League of Minnesota Cities Insurance Trust Policy

SECTION: Consent

FROM: Nick Haggenmiller, City Administrator
Meagan Theisen, Assistant City Administrator

BACKGROUND: Annually, the council must decide if it wishes to not waive the city's salutatory tort limits for liability coverages.

COMMENTS: By <u>not</u> waiving our statutory tort limits, we are telling LMCIT that any claims where limits of liability apply will be governed by those limits. $500,000 per person | $1.5 Million of liability coverage.

FINANCIAL IMPACT: Open

LEGAL: This action is recommended by both legal counsel and insurance representation.

STAFF RECOMMENDATION: As in previous years, it is recommended that the city continues the practice of NOT waiving our statutory tort limits. Exercise

ATTACHMENTS:

1. LMC Form

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than $500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to $1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.

- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to $2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is $2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to $2,000,000, regardless of the number of claimants.

- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

145 University Avenue West
St. Paul, Minnesota 55103
PH: (651) 281-1200
TF: (800) 925-1122
FX: (651) 281-1298
www.lmc.org

LMCIT Member Name:
City of Howard Lake

Check one:

☑ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: December 4, 2023

Signature:________________________________ Position: __________________________________

HOWARD LAKE CITY COUNCIL MEETING

December 4, 2023

AGENDA ITEM: Consider 2024 Meeting Schedule

SECTION: Consent

FROM: Nick Haggenmiller, City Administrator
Meagan Theisen, Assistant City Administrator

BACKGROUND: Annually, part of the regular organizational matters of the City, council approves the date and time of regularly scheduled council meetings. The attached meeting schedule maintains once per month council meetings to be held the third Monday at 7:00 pm at Howard Lake City Hall. In the event of special circumstances such as holidays, elections etc. adjustments have been made.

The Parks & Planning Commission will approve the PPC meeting dates and time at the next PPC meeting.

DECISION MAKING METRICS:
FINANCIAL: This has no direct financial impact. Council compensation would remain the same on an annual basis regardless of changes made to the meeting schedule.

LEGAL: Council is required to adopt proposed meeting dates. Any special meetings or deviations require special notice to be in compliance with Open Meeting Law.

STRATEGIC PLAN: Sustain and Enhance Community Traditions

STAFF RECOMMENTAION: Approve the 2024 Meeting Dates as presented.

ALTERNATIVE OPTIONS: Open

ATTACHMENTS:

1. Proposed 2024 Meeting Schedule

CITY OF HOWARD LAKE

625 8TH Avenue - PO Box 736 - Howard Lake, MN 55349
Phone: 320-543-3670 | cityadmin@howard-lake.mn.us | www.howard-lake.mn.us

City Council
2024 Regular Meeting Schedule

3rd Monday of Every Month at 7 pm
**Except January, February and December

*January 16, 2024
*February 20, 2024
March 18, 2024
April 15, 2024
May 20, 2024
June 17, 2024
July 15, 2024
August 19, 2024
September 16, 2024
October 21, 2024
November 18, 2024
*December 2, 2024

Parks & Planning Commission
2024 Regular Meeting Schedule

2nd Wednesday of Every Month at 6 pm

February 14, 2024
March 13, 2024
April 10, 2024
May 8, 2024
June 12, 2024
July 10, 2024
August 14, 2024
September 11, 2024
October 9, 2024
November 13, 2024

AGENDA ITEM: **Consider Approval of Personnel Policy Modifications**

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The State of Minnesota enacted legislation providing Employee Safe and Sick Time (ESST) for all employees regardless of classification. This law will go into effect January 1, 2024. The state governs eligibility and application of the benefit. However, the statute provided employers discretion in accrual which may vary by classification.

At council direction, two primary policy considerations will be implemented based on classification. The City's Personnel Policy has long established definitions and classifications for employees. Upon review, "seasonal employee" was not defined and added. Otherwise, existing employee classifications were used.

<u>Full Time</u>

The City's current Personnel Policy meets and exceeds the current ESST requirements for PTO accrual and use. Therefore, full full time benefited employees will see very little change under this policy modification. The personnel policy modifications to implement include the following:

- Front loading 48 hours on January 1
- Requiring the use of ESST prior to PTO.
- Unused ESST is paid out in December, annually, at employees hourly rate or equivalent.

<u>Part Time [Including Fire & Ambulance and City Council]</u>

Employees will accrue one hour of ESST for every 30 hours worked. After 80 hours worked, employee will receive 2.66 hours of ESST. Employees are permitted to accrue up to 48 hours. Employees may carry over unused ESST into the next year. However, at no time can an employee's accrued ESST exceed 80 hours. Severance and/or payout of this benefit is prohibited.

<u>Fire Department Alternatives</u>

An adhoc group of council, HLFD and administration met late in the week to discuss anticipated issues within the fire department with this policy; specifically using the accrual method rather than front loaded option.

HLFD indicates the following:

- Current compensation plan uses multiple pay methods that do not require tracking of time
  - Fire response pays $12.50/hr
  - Ambulance
    - $75 metro transport
    - $50 regular transport
    - $25 response, no transport
- Officers are provided a stipend for officer duties
  - Chief $6,000
  - Assistant Chief (2) $2,000
  - Captains (3) $1,000
- Emergency services have erratic responses which make tracking time difficult.
- Bylaws would need to be updated to very clearly define "hours worked"
- Payroll administration will be complicated and time consuming for multiple departments
- The opportunity for annual payout was noted as a recruitment/retention benefit.

Administration Considerations:

- City reserves the right to change the policy and noted this is very likely due to so many unknowns with the statute.
- City may implement different policies and considerations for different classes and different departments but cautioned the precedence it would create as well as inequalities between departments.
- Difficult to provide and later retract a benefit vs waiting and providing the benefit after changes and unknowns are clarified with the legislation.

ALTERNATIVE 1

- HLFD has specifically requested 48 hours to be frontloaded January 1, 2024 which affords them the opportunity. By statute, any unused balance is paid out at hourly rates of $12.50/hr. Hours would be prorated based on employment start/severance dates.

  If this option is selected, the HLFD would need to account for an additional, estimated $18,000 in wages. If council selects this option and incorporates for all part time employees, significant cuts would need to be made across all city departments.

ALTERNATIVE 2

- To avoid the anticipated difficulties with payroll administration as well as avoid the financial consequences of paying out unused time, 80 hours may be front loaded on January 1, 2024 for employee use. Under the 80 hour option, there is no requirement for payout.

Meeting Notes:
There was no confirmed consensus following the discussion. HLFD requested council/admin to meet with membership to discuss implementation regardless of selected option. Haggenmiller noted that the members will be asked to track hours worked in 2024 regardless of selected option to ensure overall compensation is equitable and competitive.

Seasonal Employees
Employees will accrue one hour of ESST for every 30 hours worked. After 80 hours worked, employee will receive 2.66 hours of ESST. Employees are permitted to accrue up to 48 hours. Employees may carry over unused ESST into the next year if they return to work within 180 days. However, at no time can an employee's accrued ESST exceed 80 hours. Severance and/or payout of this benefit is prohibited.

It is noted that about two dozen cities were surveyed for their implementation of this statute. While examples of every type of implementation were found, there was a clear trend to arrange in roughly the same manner as proposed with our own modifications. Specifically, applying front loaded for existing full time employees who already receive PTO and accruing for part time employees.

It is noted that during staff discussions on this matter, the HLFD advocated for front loading hours which was not agreed to by council in workshop due to unknown budget consequences. However, the impacts will be monitored throughout the year with possible changes made at a future date.

DECISION MAKING METRICS:

FINANCIAL: The total budget consequence is not known and may vary year to year. That said, the manner in which this is structured, the largest impact potential would be related to full time employees. Under the provisions of this policy modification, it should be minimal as existing PTO hours are being separated into ESST hours (not added).

LEGAL: State Statute requires the City to provide this benefit for all employees beginning January 1, 2024. The proposed policy modifications have been reviewed and determined to meet the intent of the statute.

COUNCIL ACTION REQUESTED: Approve personnel policy modifications as presented.

ATTACHMENTS:

1. Personnel Policy (modifications highlighted)

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Some common qualifying events include: resignation, termination of employment, death of an employee, a reduction in an employee's hours resulting in loss of insurance coverage, a leave of absence, an employee's divorce or legal separation, dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rates. City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage.

V. UNEMPLOYMENT INSURANCE AND WORKERS COMPENSATION

Employees are eligible for unemployment compensation as outlined in M.S. Chapter 268 and workers' compensation as outlined in M.S. Chapter 176. For further information about coverage limits and eligibility, see the City Administrator.

VI. ANNUAL LEAVE/PAID TIME OFF (PTO) AND EARN SAFE & SICK TIME (ESST)

a) ACCRUAL RATES

Regular full-time employees shall receive paid time off hours in accordance with the following schedule:

Years of Service	Accrual Rates	Annual Accrual	PTO-ESST	Maximum Accrual
0-1	5.23 hours per pay period	136 hours	48	204 hours
2 – 4	6.00 hours per pay period	156 hours	48	234 hours
5 – 9	6.92 hours per pay period	180 hours	48	270 hours
10 – 14	8.31 hours per pay period	216 hours	48	324 hours
15 - 19	9.85 hours per pay period	256 hours	48	384 hours
20+	10.77 hours per pay period	280 hours	48	420 hours

b) PTO & ESST

All eligible non-union employees will accrue Paid Time Off (PTO) based on years of service with the City of Howard Lake.

The City of Howard Lake's PTO program exceeds the requirements of the State of Minnesota's Earned Sick & Safe Time (ESST) law required under state statute, both in terms of accrual amounts and authorized uses.

All employees will receive 48 hours of PTO put into a bank labeled PTO – ESST on January 1 of each year. These hours are part of the employee's standard accrual and are to be used prior to the use of PTO, Admin Leave, or Compensatory Time. Bi-weekly PTO accruals will be adjusted accordingly to accommodate for the front-loading of 48 hours of PTO-ESST. These hours can be used for any time-off that is allowed under the City's PTO and ESST policy.

New hires will receive a pro-rated number of hours in the bank based on their start date at a rate of 1 hour for every 30 hours remaining in the calendar work year, capped at 48 hours. Every regular full-time employee shall earn PTO on a per-pay-period basis, as follows, unless otherwise negotiated at the time of hire. The scale for earning PTO is as follows: PTO hours will be accrued to the employees PTO bank on a per-pay-period basis, apart from the 48 hour PTO-ESST bank provided on January 1. Hours worked in excess of 40 per week will not count in any accrual of PTO but will be subject to the City Compensatory Time/Overtime Policy for applicable employees.

Annual leave will not accrue during unpaid leaves. Annual leave will accrue on a pay-period basis up to a maximum of one-and-one-half times the employee's maximum annual accrual rate as noted above. Employees can carry over any annual leave that does not exceed the stated cap. No additional accrual will occur above the cap. Changes in the accrual rate of annual leave shall be made effective at the beginning of the payroll period following completion of the specified service requirement.

c) Use of PTO/PTO-ESST

If the need for PTO/PTO-ESST is foreseeable, the City requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for PTO/PTO-ESST as soon as practicable. If the leave is to be for one day or less, permission will be granted without notice if the department head feels that City service will not be adversely affected. Leave scheduling for employees is the responsibility of their supervisor.

HOWARD LAKE CITY COUNCIL MEETING

December 4, 2023

AGENDA ITEM: **Consider Various 2024 Budget and Levy Approvals**

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: Progress has continued on the 2024 Budget. Council is asked to review and discuss.

PERSONNEL

Cost of Living Adjustment

The preliminary levy & budget proposed a 5% COLA for all staff. Following the completion of the health insurance RFP and review of market cities for COLA, this has been modified to the following:

- 2.5% COLA for Union Employees – This was contractually negotiated as part of the collective bargaining agreement approval.
- 4% COLA for nonunion employees.

Wages

The preliminary budget and historical budgeting strategy has been to include plug figures that assume eligible step increases and COLA effective January 1st annually. However, by practice, employees receive the actual increase upon completion of a successful evaluation at their anniversary date. Adjusting this to their anniversary date is proposed to better reflect actual costs.

Staff Levels

- General Government Buildings REMOVES $15,000 as seed money for a facilities position.
- Allocations made transitioning the office manager to a full time position.
- Reduces Accounting Coordinator to a .85FTE

Incorporating these changes into the final document would result in a budgetary reduction of $37,000.

HLPD Wages

Wage increases have been aggressive throughout all organizations for Fiscal Years 2023 and 2024 due to inflation. However, police wages specifically have seen more significant increases due largely to increased risk analysis, difficulty recruiting and metro area Sherriff's Contracts increasing wages. Currently, part time officers earn about $27 per hour. All part time employees are eligible for step increases after working 2080 hours (equivalent to one year of full time hours).

Staff requested information from area agencies as well as consulted with our wage consultant. It appears that an adjustment to $33-$38 per hour. Council is asked to provide direction for wage increases for the final budget adoption in December.

Incorporating the costs associated with an increase to $35/hr and maintaining current coverage and overall patrol hours, we estimate an ***INCREASE to the police budget of $20,000.***

Health Insurance

The preliminary budget included assumptions for health insurance prior to the conclusion of the health insurance RFP. Following the selection of a new carrier, the budget has been updated to reflect changes in plans, policies and overall carrier.

Incorporating these changes results in a budget reduction of $68,000. **Enterprise funds will see additional savings.**

Fire Department
Includes increases for capital equipment and facility maintenance. City Council or the Public Safety Commission, will be encouraged to work with HLFD in 2024 to update their CIP to ensure there is a plan for the fire hall renovation in place.

Police Department
One time funding allocation is noted as public safety monies from the state totaling $93,000.

Capital Improvement Program
The preliminary budget allocates a $100,000/year increase for the CIP. While considerable work is underway for updating our CIP, the single biggest component revolves around the in progress Street and Utility Projects we are seeking USDA funding. Until we have that information, the remaining CIP cannot be fully finalized. Still, recognizing the initial estimates were drafted in 2019 assuming 3.5% annual inflation – the fund is anticipated to be largely UNDERFUNDED. That said, reducing the CIP increase or overall allocation is a source of potential budgetary cuts. For 11.20.23, an increase of $50,000 was used rather than $100,000.

Tax Rate and Property Consequences
At the time this memo was written, requested information from Wright County was not available. The proposed levy does seek to reduce our tax rate by an estimated 2% year-over-year. Therefore, properties with the same value from 2023 to 2024 would see a net reduction in the City portion of their tax bill. In review of the TNT notices staff was given by various residents, it appears to balance most property owners to see a tax increase equal to their valuation increase, the final levy increase must be less than about 14%.

DECISION MAKING METRICS:

FINANCIAL:

IN PROGRESS NOVEMBER 2023		
CERTIFIED LEVY		
2023 GF LEVY	$	1,223,338
2023 DEBT SERVICE LEVY	$	159,512
2023 TOTAL	**$**	**1,382,850**
2024 GF LEVY	$	1,323,138
2024 DEBT SERVICE LEVY	$	176,862
2024 TOTAL	**$**	**1,500,000**
PERENTAGE CHANGE		*8.00%*

LEGAL: The Truth in Taxation Hearing is scheduled for 12.4.23 at 6pm.

COUNCIL ACTION REQUESTED: Discuss

ATTACHMENTS:
1. Draft 2024 Budget
2. Debt Service Resolution
3. General Fund Resolution

CITY OF HOWARD LAKE 2024 PRELIMINARY LEVY CERTIFICATION		
General Fund Expenditures		
General Operational Budget	$	2,989,154
Total	**$**	**2,989,154**
General Fund Debt Service		
2024A Library Construction	$	-
Terning Trls/DLP Assessment	$	53,885
2019A Villas	$	52,050
2018A Series (HCH)	$	70,927
Total	**$**	**176,862**
General Fund Revenues		
LGA	$	689,047
Other Revenues	$	968,051
Taxes	$	1,500,000
Total	**$**	**3,157,098**
TOTAL EXPENDITURES & REVENUES		
Total Expenditures	$	3,166,016
Total Revenues	$	3,157,098
Budget (over)under	$	(8,918)
PRELIMINARY LEVY SEPTEMBER		
CERTIFIED LEVY		
2023 GF LEVY	$	1,223,338
2023 DEBT SERVICE LEVY	$	159,512
2023 TOTAL	**$**	**1,382,850**
2024 GF LEVY	$	1,323,138
2024 DEBT SERVICE LEVY	$	176,862
2024 TOTAL	**$**	**1,500,000**
PERENTAGE CHANGE		*8.00%*

ITY OF HOWARD LAKE xpenditures	2022 ACTUAL	2023 YTD	2023 BUDGET	2024 BUDGET	+/- PREVIOUS YR
EPT 411 MAYOR AND COUNCIL					
E 100-4100-411-101 WAGES - DEPARTMENT HEAD	$28,968	$ 20,250.00	$ 30,000.00	$ 30,000.00	$ -
E 100-4100-411-122 EMPLOYER FICA	$ 1,785.60	$ 1,255.50	$ 1,860.00	$ 1,860.00	$ -
E 100-4100-411-123 EMPLOYER MEDICARE	$ 417.70	$ 293.70	$ 435.00	$ 435.00	$ -
E 100-4100-411-141 UNEMPLOYMENT COMPENSATION	$ 57.15	$ -	$ -	$ -	$ -
E 100-4100-411-305 CONFERENCES AND TRAINING	$ -	$ -	$ 500.00	$ 500.00	$ -
E 100-4100-411-331 TRAVEL	$ -	$ -	$ 500.00	$ 500.00	$ -
E 100-4100-411-433 DUES AND SUBSCRIPTIONS	$ 400.00	$ 330.00	$ 250.00	$ 250.00	$ -
E 100-4100-411-437 MISCELLANEOUS	$ 362.53	$ -	$ 250.00	$ 250.00	$ -
E 100-4100-411-439 REIMBURSED EXPENSES	$ -	$ -	$ -	$ -	$ -
EPT 411 MAYOR AND COUNCIL	**$ 31,991.08**	**$ 22,129.20**	**$ 33,795.00**	**$ 33,795.00**	$ -
EPT 412 ACCOUNTANT					
E 100-4100-412-103 WAGES - OTHER	$ 34,465.68	$ 43,103.05	$ 52,654.00	$ 59,380.00	$ 6,726.00
E 100-4100-412-121 EMPLOYER PERA	$ 2,643.27	$ 3,157.63	$ 3,950.00	$ 4,584.00	$ 634.00
E 100-4100-412-122 EMPLOYER FICA	$ 2,130.01	$ 2,483.91	$ 3,265.00	$ 3,789.00	$ 524.00
E 100-4100-412-123 EMPLOYER MEDICARE	$ 498.19	$ 566.56	$ 764.00	$ 886.00	$ 122.00
E 100-4100-412-131 HEALTH INSURANCE	$ 3,181.23	$ 7,974.19	$ -	$ 11,220.00	$ 11,220.00
E 100-4100-412-132 LIFE INSURANCE	$ 5.40	$ 11.15	$ -		$ -
E 100-4100-412-141 UNEMPLOYMENT COMPENSATION	$ 1,962.60	$ -	$ -		$ -
E 100-4100-412-201 GENERAL SUPPLIES	$ -	$ -	$ 250.00	$ 250.00	$ -
E 100-4100-412-305 CONFERENCES AND TRAINING	$ -	$ -	$ 1,000.00	$ 1,000.00	$ -
E 100-4100-412-331 TRAVEL	$ -	$ -	$ 250.00	$ 250.00	$ -
E 100-4100-412-433 DUES AND SUBSCRIPTIONS	$ -	$ -	$ 250.00	$ 250.00	$ -
E 100-4100-412-512 EQUIPMENT PURCHASE		$ -	$ -		$ -
EPT 412 ACCOUNTANT	**$ 44,886.38**	**$ 57,296.49**	**$ 62,383.00**	**$ 81,609.00**	$ 19,226.00
EPT 413 GENERAL GOVT. BUILDINGS					
E 100-4100-413-103 WAGES & OTHER	$ 14,069.33	$ 12,576.43	$ 27,000.00	$ 20,000.00	($7,000.00)
E 100-4100-413-121 EMPLOYER PERA	$ 955.31	$ 728.25	$ 1,050.00	$ 2,625.00	$ 1,575.00
E 100-4100-413-122 EMPLOYER FICA	$ 867.48	$ 762.41	$ 930.00	$ 2,170.00	$ 1,240.00
E 100-4100-413-123 EMPLOYER MEDICARE	$ 202.87	$ 178.29	$ 235.00	$ 507.00	$ 272.00
E 100-4100-413-131 HEALTH INSURANCE	$ 3,038.48	$ 3,000.51	$ 3,200.00	$ 2,200.00	($1,000.00)
E 100-4100-413-201 GENERAL SUPPLIES	$ 3,321.59	$ 2,811.29	$ 5,000.00	$ 5,000.00	$ -
E 100-4100-413-211 CLEANING	$ 11.79	$ -	$ 500.00	$ 500.00	$ -
E 100-4100-413-321 TELEPHONE	$ -	$ 2,387.33	$ -	$ -	$ -
E 100-4100-413-331 TRAVEL	$ 300.00	$ 225.00	$ -	$ -	$ -
E 100-4100-413-381 UTILITY-ELECTRIC	$ 9,488.38	$ 10,278.76	$ 8,500.00	$ 8,500.00	$ -
E 100-4100-413-382 UTILITY - GAS	$ 2,794.59	$ 5,181.61	$ 3,000.00	$ 3,000.00	$ -
E 100-4100-413-384 REFUSE DISPOSAL	$ -	$ -	$ 250.00	$ 250.00	$ -
E 100-4100-413-401 R&M BUILDINGS	$ 28,137.34	$ 2,833.81	$ 15,000.00	$ 15,000.00	$ -
E 100-4100-413-437 MISCELLANEOUS	$ 1,683.67	$ 756.34	$ -	$ -	$ -
E 100-4100-413-438 LICENSE & FEES TO OTHER GOVTS	$ 17,956.96	$ -	$ -	$ -	$ -
E 100-4100-413-512 EQUIPMENT PURCHASE	$ -	$ -	$ -	$ -	$ -
EPT 413 GENERAL GOVT. BUILDINGS	**$ 82,827.79**	**$ 41,720.03**	**$ 64,665.00**	**$ 59,752.00**	($4,913.00)
EPT 414 ASSISTANT CITY ADMINISTRATOR					
E 100-4100-414-101 WAGES - DEPARTMENT HEAD	$ 75,605.88	$ 62,192.80	$ 81,900.00	$ 80,277.00	($1,623.00)
E 100-4100-414-121 EMPLOYER PERA	$ 5,771.32	$ 4,558.59	$ 6,143.00	$ 6,020.00	($123.00)
E 100-4100-414-122 EMPLOYER FICA	$ 4,217.46	$ 3,287.06	$ 5,078.00	$ 4,977.00	($101.00)
E 100-4100-414-123 EMPLOYER MEDICARE	$ 986.34	$ 754.41	$ 1,188.00	$ 1,164.00	($24.00)
E 100-4100-414-131 HEALTH INSURANCE	$ 15,715.11	$ 14,000.84	$ 14,850.00	$ 13,920.00	($930.00)
E 100-4100-414-132 LIFE INSURANCE	$ 19.44	$ 14.40	$ 30.00	$ 30.00	$ -
E 100-4100-414-201 GENERAL SUPPLIES	$ -	$ -	$ 250.00	$ 250.00	$ -
E 100-4100-414-305 CONFERENCES AND TRAINING	$ 47.63	$ -	$ 1,500.00	$ 1,500.00	$ -
E 100-4100-414-321 TELEPHONE	$ 780.00	$ 585.00	$ 780.00	$ 780.00	$ -
E 100-4100-414-331 TRAVEL	$ 1,800.00	$ 1,350.00	$ 1,000.00	$ 1,000.00	$ -
E 100-4100-414-433 DUES AND SUBSCRIPTIONS	$ -	$ -	$ -	2	$ -

	2022 ACTUAL	2023 YTD	2023 BUDGET	2024 BUDGET	+/-
E 100-4100-414-437 MISCELLANEOUS	$ -	$ -	$ -		$ -
EPT 414 ASSISTANT CITY ADMINISTRATOR	**$ 104,943.18**	**$ 86,743.10**	**$ 112,719.00**	**$ 109,918.00**	($2,801.00)
EPT 415 CITY ADMINISTRATOR					
E 100-4100-415-101 WAGES - DEPARTMENT HEAD	$ 119,549.45	$ 97,925.44	$ 117,000.00	$ 118,892.80	$ 1,892.80
E 100-4100-415-104 WAGES - TEMPORARY	$ -	$ -	$ -		$ -
E 100-4100-415-121 EMPLOYER PERA	$ 9,125.90	$ 7,176.96	$ 8,775.00	$ 8,916.00	$ 141.00
E 100-4100-415-122 EMPLOYER FICA	$ 6,978.98	$ 5,464.60	$ 7,250.00	$ 7,371.00	$ 121.00
E 100-4100-415-123 EMPLOYER MEDICARE	$ 1,632.13	$ 1,263.97	$ 1,700.00	$ 1,723.00	$ 23.00
E 100-4100-415-131 HEALTH INSURANCE	$ 21,204.39	$ 19,484.52	$ 21,238.00	$ 14,508.00	($6,730.00)
E-100-4100-415-132 LIFE INSURANCE	$ 21.60	$ 15.84	$ 30.00	$ 30.00	$ -
E 100-4100-415-201 GENERAL SUPPLIES	$ -	$ 68.68	$ 250.00	$ 250.00	$ -
E 100-4100-415-305 CONFERENCES AND TRAINING	$ 97.63	$ 2,067.79	$ 2,500.00	$ 2,500.00	$ -
E 100-4100-415-321 TELEPHONE	$ 780.00	$ 585.00	$ 780.00	$ 780.00	$ -
E 100-4100-415-331 TRAVEL	$ 3,600.00	$ 2,700.00	$ 3,600.00	$ 3,600.00	$ -
E 100-4100-415-342 MARKETING AND PROMOTIONS	$ -	$ -	$ -		$ -
E 100-4100-415-433 DUES AND SUBSCRIPTIONS	$ 702.00	$ -	$ 1,500.00	$ 1,500.00	$ -
E 100-4100-415-437 MISCELLANEOUS	$ -	$ 73.98	$ 1,000.00	$ 1,000.00	$ -
EPT 415 CITY ADMINISTRATOR	**$ 163,692.08**	**$ 136,826.78**	**$ 165,623.00**	**$ 161,070.80**	($4,552.20)
EPT 416 PROFESSIONAL SERVICES					
E 100-4100-416-301 ACCOUNTING FEES	$ 21,340.00	$ 1,100.00	$ 12,000.00	$ 12,000.00	$ -
E 100-4100-416-302 ARCHITECTS FEES	$ -	$ -	$ -	$ -	$ -
E 100-4100-416-303 ENGINEERING FEES	$ 15,854.28	$ 13,264.50	$ 20,000.00	$ 20,000.00	$ -
E 100-4100-416-304 LEGAL FEES	$ 8,582.40	$ 12,304.08	$ 15,000.00	$ 15,000.00	$ -
E 100-4100-416-307 ASSESSING	$ 17,230.00	$ 19,380.00	$ 20,000.00	$ 20,000.00	$ -
E 100-4100-416-308 CONSTRUCTION	$ -	$ -	$ -	$ -	$ -
E 100-4100-416-309 CONSULTING FEES	$ 37,279.70	$ 31,076.80	$ 10,000.00	$ 10,000.00	$ -
E 100-4100-416-437 MISCELLANEOUS	$ -	$ 780.00	$ 10,000.00	$ 10,000.00	$ -
EPT 416 PROFESSIONAL SERVICES	**$ 100,286.38**	**$ 77,905.38**	**$ 87,000.00**	**$ 87,000.00**	$ -
EPT 417 PLANNING AND BLDG INSPECTION					
E 100-4100-417-106 MEETINGS	$ 775.00	$ -	$ 2,400.00	$ 2,400.00	$ -
E 100-4100-417-122 EMPLOYER FICA	$ -	$ -	$ -	$ -	$ -
E 100-4100-417-123 EMPLOYER MEDICARE	$ -	$ -	$ -	$ -	$ -
E 100-4100-417-309 CONSULTING FEES	$ 3,000.00	$ -	$ -	$ -	$ -
E 100-4100-417-310 INSPECTIONS	$ 36,353.07	$ 25,571.28	$ 20,000.00	$ 20,000.00	$ -
E 100-4100-417-496 PLANNING AND ZONING SURCHARGE	$ 4,085.88	$ 1,613.83	$ 1,250.00	$ 1,250.00	$ -
EPT 417 PLANNING AND BLDG INSPECTION	**$ 44,213.95**	**$ 27,185.11**	**$ 23,650.00**	**$ 23,650.00**	$ -
EPT 419 OTHER UNALLOCATED					
E 100-4100-419-124 FIRE RELIEF CONTRIBUTION	$ -	$ -	$ -		$ -
E 100-4100-419-151 WORKERS COMPENSATION	$ 38,689.85	$ 60,477.09	$ 25,000.00	$ 25,000.00	$ -
E 100-4100-419-201 GENERAL SUPPLIES	$ 3,497.05	$ 1,189.94	$ 4,500.00	$ 4,500.00	$ -
E 100-4100-419-202 DUPLICATING SUPPLIES	$ 4,870.77	$ 3,823.05	$ -	$ -	$ -
E 100-4100-419-203 COMPUTER SUPPLIES/TECHNOLOGY	$ 17,140.32	$ 27,319.71	$ -	$ -	$ -
E 100-4100-419-321 TELEPHONE	$ 5,347.17	$ 4,566.98	$ -	$ -	$ -
E 100-4100-419-322 POSTAGE	$ 1,679.77	$ 5,210.23	$ 2,700.00	$ 2,500.00	($200.00)
E 100-4100-419-342 MARKETING AND PROMOTIONS	$ 1,641.29	$ 1,465.82	$ 500.00	$ 500.00	$ -
E 100-4100-419-351 PUBLISHING LEGAL NOTICES	$ 2,793.62	$ 2,692.62	$ 2,000.00	$ 3,500.00	$ 1,500.00
E 100-4100-419-354 ELECTION EXPENDITURES	$ 2,483.97	$ 502.99	$ -	$ 5,000.00	$ 5,000.00
E 100-4100-419-361 INSURANCE	$ 68,786.38	$ 76,365.00	$ 68,500.00	$ 70,000.00	$ 1,500.00
E 100-4100-419-409 R&M PROPERTY	$ 482.00	$ 20,703.39	$ -		$ -
E 100-4100-419-433 DUES AND SUBSCRIPTIONS	$ 7,373.65	$ 3,366.09	$ 1,000.00	$ 1,000.00	$ -
E 100-4100-419-437 MISCELLANEOUS	$ 23,569.93	$ 25,961.22	$ 11,000.00	$ 25,000.00	$ 14,000.00
E 100-4100-419-438 LICENSE & FEES TO OTHER GOVTS	$ 312.00	$ 52.65	$ 1,000.00	$ 1,000.00	$ -
E 100-4100-419-514 LAND PURCHASE	$ 324,327.75	$ -	$ -	$ -	$ -
E 100-4100-419-720 OPERATING TRANSFERS	$ -	$ 21,569.43	$ -	$ -	$ -
EPT 419 OTHER UNALLOCATED	**$ 502,995.52**	**$ 255,266.21**	**$ 116,200.00**	**$ 138,000.00**	$ 21,800.00

	2022 ACTUAL	2023 YTD	2023 BUDGET	2024 BUDGET	+/-
EPT 421 POLICE					
E 100-4200-421-101 WAGES - DEPARTMENT HEAD	$ 96,195.91	$ 76,988.00	$ 110,095.00	$ 112,222.00	$ 2,127.00
E 100-4200-421-103 WAGES - OTHER	$ 142,710.93	$ 115,171.25	$ 159,554.00	$ 167,478.00	$ 7,924.00
E 100-4200-421-104 WAGES - TEMPORARY	$ 67,188.96	$ 53,847.72	$ 67,000.00	$ 84,000.00	$ 17,000.00
E 100-4200-421-121 EMPLOYER PERA	$ 51,804.16	$ 41,107.93	$ 59,587.00	$ 59,751.00	$ 164.00
E 100-4200-421-122 EMPLOYER FICA	$ 1,174.75	$ 501.53	$ 1,500.00	$ 1,000.00	($500.00)
E 100-4200-421-123 EMPLOYER MEDICARE	$ 4,383.35	$ 3,445.06	$ 3,500.00	$ 3,500.00	$ -
E 100-4200-421-131 HEALTH INSURANCE	$ 21,017.24	$ 21,919.10	$ 14,500.00	$ 21,924.00	$ 7,424.00
E-100-4100-421-132 LIFE INSURANCE	$ 64.80	$ 48.60	$ 100.00	$ 100.00	$ -
E 100-4200-421-141 UNEMPLOYMENT COMPENSATION	$ 14.51	$ -	$ -	$ -	$ -
E 100-4200-421-201 GENERAL SUPPLIES	$ 489.01	$ 211.58	$ 2,000.00	$ 2,250.00	$ 250.00
E 100-4200-421-203 COMPUTER	$ 8,517.80	$ 3,755.88	$ 9,000.00	$ 9,000.00	$ -
E 100-4200-421-212 VEHICLES - OIL/GAS	$ 16,876.61	$ 7,929.11	$ 11,500.00	$ 13,500.00	$ 2,000.00
E 100-4200-421-213 UNIFORMS	$ 1,078.86	$ 1,569.86	$ 3,500.00	$ 3,500.00	$ -
E 100-4200-421-304 LEGAL FEES	$ 16,648.48	$ 22,454.25	$ 20,000.00	$ 30,000.00	$ 10,000.00
E 100-4200-421-305 CONFERENCES AND TRAINING	$ 8,598.75	$ 3,020.50	$ 5,000.00	$ 5,000.00	$ -
E 100-4200-421-321 TELEPHONE	$ 1,226.56	$ 3,083.49	$ 1,500.00	$ 1,500.00	$ -
E 100-4200-421-322 POSTAGE	$ 21.51	$ 9.22	$ -	$ -	$ -
E 100-4200-421-323 RADIO/PAGER UNITS	$ -	$ -	$ 1,500.00	$ 95,000.00	$ 93,500.00
E 100-4200-421-405 R&M- EQUIP,VEH	$ 10,774.85	$ 19,615.24	$ 7,500.00	$ 9,000.00	$ 1,500.00
E 100-4200-421-433 DUES AND SUBSCRIPTIONS	$ 3,331.00	$ 760.00	$ 2,000.00	$ 2,000.00	$ -
E 100-4200-421-437 MISCELLANEOUS	$ 303.77	$ 1,142.58	$ 2,000.00	$ 3,000.00	$ 1,000.00
E 100-4200-421-438 LICENSE & FEES TO OTHER GOVTS	$ 2,264.26	$ 90.00	$ 150.00	$ 150.00	$ -
E 100-4200-421-440 DRUG ENFORCEMENT	$ 79.00	$ -	$ -	$ -	$ -
E 100-4200-421-512 EQUIPMENT PURCHASE	$ 6,754.09	$ 860.40	$ 5,000.00	$ 5,000.00	$ -
E 100-4200-421-521 SPECIAL VEHICLE PERMIT	$ -	$ -	$ -		$ -
EPT 421 POLICE	**$ 461,519.16**	**$ 377,531.30**	**$ 486,486.00**	**$ 628,875.00**	$ 142,389.00
EPT 422 FIRE					
E 100-4200-422-101 WAGES - DEPARTMENT HEAD	$ 13,125.00	$ 375.00	$ 23,000.00	$ 30,000.00	$ 7,000.00
E 100-4200-422-103 WAGES - OTHER	$ 23,736.48	$ -	$ 25,000.00	$ 30,000.00	$ 5,000.00
E 100-4200-422-122 EMPLOYER FICA	$ 2,269.47	$ 23.25	$ -	$ -	$ -
E 100-4200-422-123 EMPLOYER MEDICARE	$ 534.36	$ 5.44	$ -	$ -	$ -
E 100-4200-422-124 FIRE RELIEF CONTRIBUTION	$ 27,924.86	$ 30,637.27	$ 48,500.00	$ 48,500.00	$ -
E 100-4200-422-135 MEDICAL EXAMS/DRUG TESTING	$ 3,115.05	$ 3,467.00	$ 2,000.00	$ 2,000.00	$ -
E 100-4200-422-141 UNEMPLOYMENT COMPENSATION	$ 5.69	$ 3.70	$ -	$ -	$ -
E 100-4200-422-201 GENERAL SUPPLIES	$ 4,850.63	$ 5,411.76	$ 4,000.00	$ 8,000.00	$ 4,000.00
E 100-4200-422-202 DUPLICATING SUPPLIES	$ -	$ -	$ -	$ 1,000.00	$ 1,000.00
E 100-4200-422-203 COMPUTER	$ 1,499.84	$ 600.31	$ 1,000.00	$ 1,000.00	$ -
E 100-4200-422-212 VEHICLES - OIL/GAS	$ 2,784.99	$ 1,201.92	$ 2,250.00	$ 2,500.00	$ 250.00
E 100-4200-422-213 UNIFORMS	$ 2,499.36	$ -	$ 2,500.00	$ 2,500.00	$ -
E 100-4200-422-305 CONFERENCES AND TRAINING	$ 11,550.67	$ 9,516.30	$ 10,000.00	$ 10,000.00	$ -
E 100-4200-422-308 CONSTRUCTION	$ -	$ -	$ -	$ -	$ -
E 100-4200-422-309 CONSULTING FEES	$ 1,300.00	$ -	$ -	$ -	$ -
E 100-4200-422-321 TELEPHONE	$ 3,756.08	$ 2,642.60	$ 2,500.00	$ 3,000.00	$ 500.00
E 100-4200-422-322 POSTAGE	$ 72.00	$ -	$ -		$ -
E 100-4200-422-323 RADIO/PAGER UNITS	$ 6,362.83	$ 1,222.50	$ 5,500.00	$ 5,500.00	$ -
E 100-4200-422-331 TRAVEL	$ 1,093.84	$ -	$ 4,000.00	$ 4,000.00	$ -
E 100-4200-422-361 INSURANCE	$ -	$ -	$ -	$ -	$ -
E 100-4200-422-381 UTILITY-ELECTRIC	$ 3,308.71	$ 2,507.56	$ 3,000.00	$ 3,000.00	$ -
E 100-4200-422-382 UTILITY - GAS	$ 2,632.26	$ 1,611.07	$ 2,000.00	$ 2,000.00	$ -
E 100-4200-422-401 R&M BUILDINGS	$ 3,256.28	$ 197.70	$ 7,500.00	$ 10,000.00	$ 2,500.00

	2022 ACTUAL	2023 YTD	2023 BUDGET	2024 BUDGET	+/-
E 100-4200-422-405 R&M- EQUIP,VEH	$ 6,877.69	$ 4,183.13	$ 8,000.00	$ 8,500.00	$ 500.00
E 100-4200-422-431 FIRE DEPARTMENT CONTRACTS	$ 1,200.00	$ -	$ -		$ -
E 100-4200-422-433 DUES AND SUBSCRIPTIONS	$ 550.00	$ 358.75	$ 200.00	$ 200.00	$ -
E 100-4200-422-437 MISCELLANEOUS	$ 1,589.94	$ 2,921.61	$ 1,000.00	$ 3,000.00	$ 2,000.00
E 100-4200-422-438 LICENSE & FEE TO OTHER	$ 2,234.00	$ -	$ -	$ -	$ -
E 100-4200-422-439 REIMBURSED EXPENSES	$ -	$ -	$ -	$ -	$ -
E 100-4200-422-510 CAPITAL EXPENDITURES	$ 45,000.00	$ -	$ 55,000.00	$ 60,000.00	$ 5,000.00
E 100-4200-422-512 EQUIPMENT PURCHASE	$ 20,894.47	$ 42,709.40	$ 18,000.00	$ 20,000.00	$ 2,000.00
E 100-4200-422-720 OPERATING TRNSFR OUT	$ 114,101.77	$ -	$ -	$ -	$ -
EPT 422 FIRE	**$ 308,126.27**	**$ 109,596.27**	**$ 224,950.00**	**$ 254,700.00**	$ 29,750.00
EPT 423 TZD					
E 100-4200-423-101 WAGES - DEPARTMENT HEAD	$ -	$ -	$ -	$ -	$ -
E 100-4200-423-121 EMPLOYER PERA	$ -	$ -	$ -	$ -	$ -
E 100-4200-423-123 EMPLOYER MEDICARE	$ -	$ -	$ -	$ -	$ -
E 100-4200-423-131 HEALTH INSURANCE	$ -	$ -	$ -	$ -	$ -
DEPT 423 TZD	**$ -**	**$ -**	**$ -**	**$ -**	$ -
EPT 425 CIVIL DEFENSE					$ -
E 100-4200-425-101 WAGES - DEPARTMENT HEAD	$ 250.00	$ -	$ 250.00	$ 250.00	$ -
E 100-4200-425-405 R&M- EQUIP,VEH	$ 288.10	$ 600.00	$ 2,500.00	$ 2,500.00	$ -
E 100-4200-425-437 MISCELLANEOUS	$ -	$ -	$ -		$ -
EPT 425 CIVIL DEFENSE	**$ 538.10**	**$ 600.00**	**$ 2,750.00**	**$ 2,750.00**	$ -
EPT 426 AMBULANCE					
E 100-4200-426-103 WAGES - OTHER	$ 77,759.69	$ 29,439.50	$ 90,000.00	$ 90,000.00	$ -
E 100-4200-426-121 EMPLOYER PERA	$ -	$ -	$ -		$ -
E 100-4200-426-122 EMPLOYER FICA	$ 4,793.62	$ 1,825.28			$ -
E 100-4200-426-123 EMPLOYER MEDICARE	$ 1,121.33	$ 427.10			$ -
E 100-4200-426-141 UNEMPLOYMENT COMPENSATION	$ 701.42	$ -	$ -		$ -
E 100-4200-426-201 GENERAL SUPPLIES	$ -	$ -	$ -		$ -
E 100-4200-426-212 VEHICLES - OIL/GAS	$ -	$ -	$ -		$ -
E 100-4200-426-305 CONFERENCES AND TRAINING	$ -	$ -	$ -		$ -
E 100-4200-426-405 R&M- EQUIP,VEH	$ -	$ -	$ -		$ -
E 100-4200-426-433 DUES AND SUBSCRIPTIONS	$ -	$ -	$ -		$ -
E 100-4200-426-436 MINN. SALES TAX	$ -	$ -	$ -		$ -
E 100-4200-426-437 MISCELLANEOUS	$ -	$ -	$ -		$ -
E 100-4200-426-439 REIMBURSED EXPENSES	$ -	$ -	$ -		$ -
E 100-4200-426-510 CAPITAL EXPENDITURES	$ -	$ -	$ -		$ -
EPT 426 AMBULANCE	**$ 84,376.06**	**$ 31,691.88**	**$ 90,000.00**	**$ 90,000.00**	$ -
EPT 428 OTHER					
E 100-4200-428-493 ANIMAL CONTROL	$ 221.74	$ 567.61	$ -	$ -	$ -
EPT 428 OTHER	**$ 221.74**	**$ 567.61**	**$ -**	**$ -**	$ -
EPT 431 STREETS AND HIGHWAYS					
E 100-4300-431-101 WAGES - DEPARTMENT HEAD	$ 42,854.08	$ 30,063.94	$ 8,681.00	$ 7,909.00	($772.00)
E 100-4300-431-103 WAGES - OTHER	$ 23,802.15	$ 10,169.09	$ 89,629.00	$ 75,850.00	($13,779.00)
E 100-4300-431-121 EMPLOYER PERA	$ 5,061.56	$ 2,907.77	$ 7,374.00	$ 5,688.00	($1,686.00)
E 100-4300-431-122 EMPLOYER FICA	$ 3,664.60	$ 2,144.38	$ 6,096.00	$ 4,702.00	($1,394.00)
E 100-4300-431-123 EMPLOYER MEDICARE	$ 857.05	$ 491.15	$ 1,426.00	$ 1,099.00	($327.00)
E 100-4300-431-131 HEALTH INSURANCE	$ 23,346.24	$ 16,938.22	$ 20,000.00	$ 18,402.00	($1,598.00)
E-100-4300-431-132 LIFE INSURANCE	$ 24.65	$ 13.77	$ -	$ -	$ -
E-100-4300-431-151 WORKERS COMPENSATION INS	($2,653.90)	$ 244.44	$ -	$ -	$ -
E 100-4300-431-201 GENERAL SUPPLIES	$ 6,057.19	$ 3,889.77	$ 3,500.00	$ 3,500.00	$ -
E 100-4300-431-203 COMPUTER SUPPLIES/TECHNOLOGY	$ 882.62	$ 356.63	$ -	$ 1,000.00	$ 1,000.00
E 100-4300-431-212 VEHICLES - OIL/GAS	$ 11,316.18	$ 12,896.72	$ 8,500.00	$ 15,000.00	$ 6,500.00

	2022 ACTUAL	2023 YTD	2023 BUDGET	2024 BUDGET	+/-
E 100-4300-431-213 UNIFORMS	$ 556.36	$ 183.99	$ 500.00	$ 1,500.00	$ 1,000.00
E 100-4300-431-224 STREET MATERIALS	$ 38,575.53	$ 13,469.34	$ 7,500.00	$ 7,500.00	$ -
E 100-4300-431-226 SIGNS	$ 298.50	$ 4,799.36	$ 1,000.00	$ 2,500.00	$ 1,500.00
E 100-4300-431-305 CONFERENCES AND TRAINING	$ 364.63	$ -	$ 1,000.00	$ 1,000.00	$ -
E 100-4300-431-321 TELEPHONE	$ 637.00	$ 3,012.67	$ 500.00	$ 1,000.00	$ 500.00
E 100-4300-431-323 RADIO/PAGER UNITS	$ -	$ -	$ -	$ -	$ -
E 100-4300-431-331 TRAVEL	$ -	$ -	$ 500.00	$ 500.00	$ -
E 100-4300-431-381 UTILITY-ELECTRIC	$ 38,665.31	$ 32,052.92	$ 25,000.00	$ 30,000.00	$ 5,000.00
E 100-4300-431-382 UTILITY - GAS	$ 3,401.96	$ 2,562.91	$ 3,000.00	$ 3,000.00	$ -
E 100-4300-431-384 REFUSE DISPOSAL	$ -	$ -	$ -	$ -	$ -
E 100-4300-431-387 WEED CONTROL/PROPERTY MAINT	$ 177.14	$ -	$ -	$ -	$ -
E 100-4300-431-389 SNOW REMOVAL	$ 18,617.46	$ 12,088.81	$ 15,000.00	$ 18,000.00	$ 3,000.00
E 100-4300-431-401 R&M BUILDINGS	$ 2,285.08	$ 1,342.42	$ 4,000.00	$ 5,000.00	$ 1,000.00
E 100-4300-431-402 R&M STRUCTURES	$ 1,854.00	$ 1,112.00	$ 5,000.00	$ 5,000.00	$ -
E 100-4300-431-405 R&M- EQUIP,VEH	$ 47,026.39	$ 39,662.72	$ 15,000.00	$ 20,000.00	$ 5,000.00
E 100-4300-431-406 R&M STREETS	$ 91,816.33	$ 161,341.03	$ 5,000.00	$ 5,000.00	$ -
E 100-4300-431-408 R&M SIDEWALKS	$ -	$ -	$ 5,000.00	$ 5,000.00	$ -
E 100-4300-431-437 MISCELLANEOUS	$ 6,213.69	$ 4,787.25	$ 2,000.00	$ 2,000.00	$ -
E 100-4300-431-438 LICENSE & FEES TO OTHER GOVTS	$ 119.85	$ -	$ -	$ -	$ -
E 100-4300-431-512 EQUIPMENT PURCHASE	$ -	$ 1,818.34		$ -	$ -
E 100-4300-431-516 LEASE PAYMENTS	$ -	$ -	$ -	$ -	$ -
E 100-4300-431-800 INTER-GOVERNMENTAL EXPENSE	$ 1,500.00	$ 1,500.00	$ -	$ -	$ -
EPT 431 STREETS AND HIGHWAYS	**$ 367,321.65**	**$ 359,849.64**	**$ 235,206.00**	**$ 240,150.00**	$ 4,944.00
EPT 434 SANITATION & WASTE REMOVAL					
E 100-4300-434-322 POSTAGE	$ 1,163.54	$ 1,115.13	$ 1,000.00	$ 1,000.00	$ -
E 100-4300-434-384 REFUSE DISPOSAL	$ 116,574.33	$ 69,029.15	$ 116,000.00	$ 116,000.00	$ -
E 100-4300-434-386 RECYCLING	$ 29,509.85	$ 12,968.55	$ 30,000.00	$ 30,000.00	$ -
E 100-4300-434-390 COMPOST SITE	$ 10,814.96	$ 18,160.92	$ 10,000.00	$ 10,000.00	$ -
E 100-4300-434-436 MINN. SALES TAX	$ 15,237.00	$ 15,772.00	$ 10,000.00	$ 10,000.00	$ -
EPT 434 SANITATION & WASTE REMOVAL	**$ 173,299.68**	**$ 117,045.75**	**$ 167,000.00**	**$ 167,000.00**	$ -
EPT 493 GENERAL PUBLIC WORKS					
E 100-4300-493-103 WAGES - OTHER	$ -	$ -	$ 5,000.00	$ -	($5,000.00)
E 100-4300-493-385 MOSQUITO CONTROL	$ 14,389.00	$ -	$ -	$ 10,000.00	$ 10,000.00
E 100-4300-493-387 WEED CONTROL/PROPERTY MAINT	$ -	$ -	$ 3,500.00	$ 3,500.00	$ -
E 100-4300-493-493 ANIMAL CONTROL	$ -	$ -	$ -		$ -
EPT 493 GENERAL PUBLIC WORKS	**$ 14,389.00**	**$ -**	**$ 8,500.00**	**$ 13,500.00**	$ 5,000.00
EPT 451 PARKS					
E 100-4500-451-104 WAGES - TEMPORARY	$ 28,557.90	$ 22,558.20	$ 5,000.00	$ 5,000.00	$ -
E 100-4500-451-121 EMPLOYER PERA	$ 2,183.34	$ 1,648.40	$ 350.00	$ 350.00	$ -
E 100-4500-451-122 EMPLOYER FICA	$ 1,766.61	$ 1,362.66	$ 325.00	$ 325.00	$ -
E 100-4500-451-123 EMPLOYER MEDICARE	$ 413.16	$ 318.69	$ 75.00	$ 75.00	$ -
E 100-4500-451-201 GENERAL SUPPLIES	$ 3,609.95	$ 2,411.52	$ 2,500.00	$ 2,500.00	$ -
E 100-4500-451-203 COMPUTER SUPPLIES/TECHNOLOGY	$ -	$ -	$ -	$ -	$ -
E 100-4500-451-212 VEHICLES - OIL/GAS	$ 1,824.06	$ 2,121.82	$ 500.00	$ 500.00	$ -
E 100-4500-451-321 TELEPHONE	$ 292.50	$ 292.50	$ -	$ 300.00	$ 300.00
E 100-4500-451-381 UTILITY-ELECTRIC	$ 4,527.57	$ 3,821.31	$ 2,500.00	$ 2,500.00	$ -
E 100-4500-451-384 REFUSE DISPOSAL	$ -	$ -	$ 1,500.00	$ 1,500.00	$ -
E 100-4500-451-387 WEED CONTROL/PROPERTY MAINT	$ 8,061.14	$ -	$ -	$ -	$ -
E 100-4500-451-401 R&M BUILDINGS	$ 2,505.29	$ 1,297.08	$ 6,000.00	$ 6,000.00	$ -
E 100-4500-451-402 R&M STRUCTURES	$ 6,706.89	$ 6,887.41	$ 10,000.00	$ 10,000.00	$ -
E 100-4500-451-405 R&M- EQUIP,VEH	$ 9,691.30	$ 903.48	$ 2,500.00	$ 2,500.00	$ -
E 100-4500-451-437 MISCELLANEOUS	$ 5,770.02	$ 3,488.91	$ 7,500.00	$ 7,500.00	$ -
E 100-4500-451-512 EQUIPMENT PURCHASE	$ -	$ -	$ 2,500.00	$ 2,500.00	$ -
EPT 451 PARKS	**$ 75,909.73**	**$ 47,111.98**	**$ 41,250.00**	**$ 41,550.00**	$ 300.00
EPT 452 COMMUNITY CENTER					

	2022 ACTUAL	2023 YTD	2023 BUDGET	2024 BUDGET	+/-
E 100-4500-452-201 GENERAL SUPPLIES	$ 1,487.73	$ 924.95	$ 8,000.00	$ 8,000.00	$ -
E 100-4500-452-211 CLEANING	$ -	$ -	$ -	$ -	$ -
E 100-4500-452-381 UTILITY-ELECTRIC	$ 10,055.56	$ 8,055.67	$ 10,000.00	$ 10,000.00	$ -
E 100-4500-452-382 UTILITY - GAS	$ 7,382.10	$ 4,928.34	$ 10,000.00	$ 10,000.00	$ -
E 100-4500-452-401 R&M BUILDINGS	$ 783.76	$ 186.78	$ 2,500.00	$ 2,500.00	$ -
E 100-4500-452-437 MISCELLANEOUS	$ 379.70	$ -	$ -	$ -	$ -
EPT 452 COMMUNITY CENTER	**$ 20,088.85**	**$ 14,095.74**	**$ 30,500.00**	**$ 30,500.00**	$ -
EPT 453 SUMMER RECREATION					
E 100-4500-453-104 WAGES - TEMPORARY	$ 6,969.87	$ 2,300.34	$ 8,000.00	$ 8,000.00	$ -
E 100-4500-453-122 EMPLOYER FICA	$ -	$ -	$ -	$ -	$ -
E 100-4500-453-123 EMPLOYER MEDICARE	$ -	$ -	$ -	$ -	$ -
E 100-4500-453-213 UNIFORMS	$ -	$ -	$ -	$ -	$ -
E 100-4500-453-331 TRAVEL	$ -	$ 250.00	$ -	$ -	$ -
E 100-4500-453-410 R & M OF BALL FIELDS	$ -	$ -	$ -	$ -	$ -
E 100-4500-453-411 RENTAL EXP	$ -	$ -	$ -	$ -	$ -
E 100-4500-453-437 MISCELLANEOUS	$ 405.50	$ 757.50	$ -	$ -	$ -
E 100-4500-453-512 EQUIPMENT PURCHASE	$ -	$ 423.00	$ -	$ -	$ -
EPT 453 SUMMER RECREATION	**$ 7,375.37**	**$ 3,730.84**	**$ 8,000.00**	**$ 8,000.00**	$ -
EPT 454 SKATING RINK					
E 100-4500-454-201 GENERAL SUPPLIES	$ -	$ -	$ -	$ -	$ -
E 100-4500-454-240 TOOLS/MINOR EQUIP	$ -	$ -	$ -	$ -	$ -
E 100-4500-454-381 UTILITY-ELECTRIC	$ 326.67	$ 235.85	$ -	$ -	$ -
E 100-4500-454-382 UTILITY - GAS	$ 217.54	$ 123.10	$ -	$ -	$ -
E 100-4500-454-401 R&M BUILDINGS	$ -	$ -	$ -	$ -	$ -
EPT 454 SKATING RINK	**$ 544.21**	**$ 358.95**	**$ -**	**$ -**	$ -
EPT 463 COMMUNITY EVENTS					
100-4500 -463-392 GOOD NEIGHBOR DAYS	$ 4,888.24	$ 2,645.00	$ 5,000.00	$ 5,000.00	$ -
100-4500-463-393 NATIONAL NIGHT OUT	$ 916.70	$ 842.62	$ 500.00	$ 500.00	$ -
100-4500-463-394 FARMERS MARKET	($1,843.04)	$ 110.00	$ 1,000.00	$ 1,000.00	$ -
100-4500-463-395 ROYALTY	$ 2,175.00	$ 1,750.00	$ 2,000.00	$ 2,000.00	$ -
EPT 463 COMMUNITY EVENTS	**$ 6,136.90**	**$ 5,347.62**	**$ 8,500.00**	**$ 8,500.00**	$ -
EPT 460 SOUTH SHORE EVENT CENTER					
E 100-4500-460-101 WAGES - DEPARTMENT HEAD	24346.62	$ 17,649.18	$ 25,000.00	$ 25,534.00	$ 534.00
E 100-4500-460-103 WAGES - OTHER	701.77	$ 37.90	$ -	$ -	$ -
E 100-4500-460-121 EMPLOYER PERA	1867.94	$ 1,323.63	$ 1,750.00	$ 1,915.00	$ 165.00
E 100-4500-460-122 EMPLOYER FICA	1422.09	$ 970.77	$ 1,550.00	$ 1,583.00	$ 33.00
E 100-4500-460-123 EMPLOYER MEDICARE	332.46	$ 227.10	$ 625.00	$ 370.00	($255.00)
E 100-4500-460-131 HEALTH INSURANCE	6183	$ 5,968.86	$ -	$ 4,333.00	$ 4,333.00
E 100-4500-460-132 LIFE INSURANCE	6	$ 4.85	$ -	$ -	$ -
E 100-4500-460-201 GENERAL SUPPLIES	5687.58	$ 2,179.40	$ 2,500.00	$ 2,500.00	$ -
E 100-4500-460-203 COMPUTER SUPPLIES/TECHNOLOGY	0	$ -	$ 500.00	$ 500.00	$ -
E 100-4500-460-211 CLEANING	59.7	$ 32.00	$ -	$ -	$ -
E 100-4500-460-321 TELEPHONE	507.33	$ 578.40	$ -	$ 900.00	$ 900.00
E 100-4500-460-341 ADVERTISING	3115.04	$ 7,999.00	$ 2,500.00	$ 2,500.00	$ -
E 100-4500-460-361 INSURANCE	0	$ -	$ -	$ -	$ -
E 100-4500-460-409 R&M PROPERTY	2041.2	$ 3,453.76	$ 2,500.00	$ 2,500.00	$ -
E 100-4500-460-433 DUES AND SUBSCRIPTIONS	0	$ -	$ -	$ -	$ -
E 100-4500-460-437 MISCVELLANEOUS	2334.93	$ 2,940.87	$ 500.00	$ 500.00	$ -
E 100-4500-460-438 LICENSE & FEES TO OTHER GOVT	0	$ -	$ -		$ -
E 100-4500-460-512 EQUIPMENT PURCHASE	0	$ -	$ -		$ -
EPT 460 SOUTH SHORE EVENT CENTER	**$ 48,605.66**	**$ 43,365.72**	**$ 37,425.00**	**$ 43,135.00**	$ 5,710.00
EPT 481 CABLE					
E 100-4800-481-101 WAGES - DEPARTMENT HEAD	$ -	$ -	$ 1,200.00	$ 1,200.00	$ -
E 100-4800-481-103 WAGES - OTHER	$ -	$ -	$ -	$ -	$ -
E 100-4800-481-201 GENERAL SUPPLIES	$ 3,576.00	$ 3,576.00	$ 2,500.00	$ 2,500.00	$ -

	2022 ACTUAL	2023 YTD	2023 BUDGET	2024 BUDGET	+/-
E 100-4800-481-405 R&M- EQUIP,VEH	$ -	$ -	$ 2,500.00	$ 2,500.00	$ -
E 100-4800-481-437 MISCELLANEOUS	$ 3,281.34	$ 3,942.83	$ -	$ -	$ -
E 100-4800-481-512 EQUIPMENT PURCHASE	$ -	$ -	$ -	$ -	$ -
EPT 481 CABLE	**$ 6,857.34**	**$ 7,518.83**	**$ 6,200.00**	**$ 6,200.00**	$ -
EPT 483 CEMETERY					
E 100-4800-483-387 WEED CONTROL/PROPERTY MAINT	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ -
E 100-4800-483-437 MISCEELANEOUS	$ -	$ 850.00	$ -	$ -	$ -
EPT 483 CEMETERY	**$ 10,000.00**	**$ 10,850.00**	**$ 10,000.00**	**$ 10,000.00**	$ -
EPT 484 INTERNET - Rename "INFORMATION TECHNOLOGY"					
E 100-4800-484-201 GENERAL SUPPLIES	$ 4,110.00	$ 3,450.00	$ 4,000.00	$ 4,000.00	$ -
E 100-4800-484-202 DUPLICATING SUPPLIES	$ -	$ -	$ 3,000.00	$ 3,000.00	$ -
E 100-4800-484-203 COMPUTER SUPPLIES/TECHNOLOGY	$ -	$ -	$ 20,000.00	$ 20,000.00	$ -
E 100-4800-484-309 CONSULTING FEES	$ 350.00	$ 1,150.00	$ 5,000.00	$ 5,000.00	$ -
E 100-4800-484-321 TELEPHONE	$ -	$ -	$ 2,500.00	$6,500	$ 4,000.00
E 100-4800-484-433 DUES AND SUBSCRIPTIONS	$ -	$ -	$ -	$ -	$ -
EPT 484 INTERNET	**$ 4,460.00**	**$ 4,600.00**	**$ 34,500.00**	**$ 38,500.00**	$ 4,000.00
EPT 491 OTHER FINANCING USES					
E 100-4900-491-720 OPERATING TRNSFR OUT	**$ -**	**$ -**	**$ 650,000.00**	**$ 700,000.00**	$ 50,000.00
E 100-4900-491-726 PRIOR PERIOD ADJUSTMENT	$ -	0	0		$ -
ADDED CONSTRUCTION AND DEVELOPMENT					
E 100-4600-461-723	$ -	$ 250,000.00	$ -	$ -	$ -
	$ 2,665,606.08	**$ 2,088,934.43**	**$ 2,707,302.00**	**$ 2,978,154.80**	**$ 270,852.80**

CITY OF HOWARD LAKE
Revenues

Account	DEPT Descr	2022 PROPOSED BUDGET	2022 YTD	2023 PROPOSED BUDGET	2023 YTD	2024 PROPOSED BUDGET	+/- PREVIOUS YR
R 100-311-3100	TAXES	$ 1,220,000.00	$ 667,494.61	$ 1,382,850.00	$ 729,311.77	$ 1,500,000.00	$ 117,150
R 100-313-3100	TAX INCREMENTS	$ -		$ -	$ -	$ -	$ -
R 100-321-3200	3.2 BEER LICENSE	$ 250.00		$ 250.00	$ 200.00	$ 250.00	$ -
R 100-322-3200	ANIMAL LICENSES	$ 250.00	$ 330.00	$ 400.00	$ 435.00	$ 500.00	$ 100
R 100-323-3200	LIQUOR LICENSES	$ 6,000.00		$ 6,000.00	$ -	$ 6,000.00	$ -
R 100-324-3200	BOWLING ALLEY LICENSES	$ 60.00		$ -	$ -	$ -	$ -
R 100-325-3200	ELECTRONIC GAMES LICENSES	$ 20.00		$ -	$ -	$ -	$ -
R 100-326-3200	TOBACCO LICENSES	$ 250.00		$ 250.00	$ -	$ 250.00	$ -
R 100-327-3200	BUILDING PERMITS/P & Z FEES	$ 50,000.00	$ 65,123.34	$ 70,000.00	$ 59,599.34	$ 80,000.00	$ 10,000
R 100-328-3200	PEDDLER S LICENSE	$ 200.00		$ 200	$ 1,095	$ 500	$ 300
R 100-330-3300	FIRE CONTRACTS	$ 95,400.00	$ 46,020.00	$ 120,000	$ 49,812	$ 132,000	$ 12,000
R 100-331-3300	LOCAL GOVERNMENT AID	$ 620,000.00		$ 625,000	$ 311,892	$ 689,040	$ 64,040
R 100-334-3300	POLICE AID	$ 25,000.00		$ 30,000		$ 123,000	$ 93,000
R 100-335-3300	FIRE RELIEF AID	$ 23,500.00	$ 27,924.86	$ 28,000	$ 29,770	$ 30,000	$ 2,000
R 100-336-3300	INTERGOVERNMENTAL REVENUE	$ 15,000.00	$ 2,325.00	$ 15,000	$ 3,088	$ 15,000	$ -
R 100-336-3600	Cannabis Licensing Fees				$ 1,341	$ 4,000	$ 4,000
R 100-339-3300	OTHER - INTERGOVERNMENTAL REVENUE	$ -		$ -		$ -	$ -
R 100-340-3300	STATE AID - STREETS	$ 20,000.00		$ -		$ 45,000	$ 45,000
R 100-342-3400	RECYCLING	$ 25,000.00	$ 12,856.57	$ 30,000	$ 19,765	$ 30,000	$ -
R 100-343-3400	REFUSE SERVICES	$ 105,000.00	$ 67,920.71	$ 140,000	$ 86,929	$ 140,000	$ -
R 100-344-3400	PARK FEES	$ 3,200.00	$ 200.00	$ 3,200	$ 285	$ 3,200	$ -
R 100-345-3400	COMMUNITY CENTER FEES	$ 1,000.00	$ 881.00	$ 1,000	$ 1,050	$ 1,500	$ 500
R 100-346-3400	RECREATION FEES	$ 2,000.00		$ -	$ -	$ -	$ -
R 100-347-3400	POLICE DEPT	$ 40,000.00	$ 6,139.87	$ 40,000	$ 16,632	$ 50,000	$ 10,000
R 100-348-3400	ASSESSMENT SEARCH FEES	$ 2,000.00	$ 1,175.00	$ 2,000	$ 1,625	$ 2,000	$ -
R 100-349-3400	OTHER - CHARGES FOR SERVICES	$ 5,000.00	$ 429.75	$ 1,000	$ 105	$ 25,000	$ 24,000
R 100-352-3500	FINES - CITY	$ 100.00		$ 100	$ 25	$ 100	$ -
R 100-353-3500	FORFEITURES	$ 1,000.00	$ 6,659.78	$ 1,000	$ -	$ 1,000	$ -
R 100-355-3500	PUBLIC NUISANCE	$ 250.00	$ 738.61	$ 250	$ -	$ 250	$ -
R 100-361-3600	DONATIONS RECEIVED	$ -	$ 15,000.00	$ 15,000	$ 34,100	$ 20,000	$ 5,000
R 100-362-3600	INTEREST - INVESTMENTS - MISCELLANEOUS	$ -				$ 5,000	$ 5,000
R 100-362-3625	INTEREST - INVESTMENTS - INTEREST INCOME	$ 5,000.00	$ 415.29	$ 5,000	$ -	$ 5,000	$ -
R 100-363-3600	INTEREST - CHECKING	$ -		$ -	$ 2,018	$ 2,500	$ 2,500
R 100-364-3600	REIMBURSEMENTS - MISCELLANEOUS	$ 10,000.00		$ 10,000	$ 500	$ 10,000	$ -
R 100-365-3600	CABLE	$ 10,000.00	$ 7,600.81	$ 10,000	$ 4,329	$ 10,000	$ -
R 100-366-3600	INSURANCE CLAIMS/REIMB	$ 60,000.00	$ 814.68	$ 20,000	$ -	$ 20,000	$ -
R 100-367-3600	AMBULANCE	$ 50,000.00	$ 32,018.22	$ 90,000	$ 22,077	$ 90,000	$ -
R 100-370-3600	TIF FUND LOAN REIMB			$ -	$ -	$ 40,000	$ 40,000
R 100-371-3700	SPECIAL ASSESSMENTS	$ 15,000.00	$ 2,194.98	$ 2,500	$ 2,570	$ 2,500	$ -
R 100-391-3900	SALE OF FIXED ASSESTS	$ -		$ -	$ -	$ -	$ -
R 100-392-3900	OPERATING TRANSFERS IN	$ 30,000.00		$ 30,000	$ 18,186	$ 30,000	$ -
R 100-395-3900	SALE OF INVESTMENTS	$ -		$ -	$ -	$ -	$ -
R 100-396-9999	GAIN ON SALE OF FIXED ASSETS	$ -		$ -		$ -	$ -
R 100-460-3400	CHARGES FOR SERVICE - SSEC		$ 6,390.00	$ 30,000	$ 10,900	$ 30,000	$ -
R 100-465-3400	CHARGES FOR SERVICE - SSEC DAMAGE	$ -	$ 250.00	$ -	$ -	$ -	$ -
R 100-466-3600	Added Farmers Market				$ 2,050	$ 3,000	
R 100-604-3300	TZD	$ 1,500.00	$ 342.32	$ 1,500	$ -	$ -	($1,500.00)
R 100-613-3600	FIRE DEPT REIMBURSEMENTS	$ 5,000.00		$ 5,000	$ 4,720	$ 5,000	$ -
R 100-617-3200	SPECIAL VEHICLE PERMIT	$ 900.00	$ 1,000.00	$ 1,000	$ 960	$ 2,000	$ 1,000
R 100-618-3400	CHARGES FOR SERVICE - SSEC SECURITY	$ -	$ 360.00	$ 500	$ 570	$ 3,500	$ 3,000
R 100-999-9999	PRIOR PERIOD ADJUSTMENT						$ -

REVENUES	$ 1,227,880.00	$ 308,220.74	$ 1,334,150	$ 1,415,939	$ 1,657,090	$ 319,940
LEVY	$ 1,220,000.00	$ 667,494.61	$ 1,382,850	$ 729,312	$ 1,500,001.00	$ 117,150
TOTAL REVENUE	$ 2,447,880.00	$ 975,715.35	**$ 2,717,000**	$ 2,145,251	**$ 3,157,091**	**$ 437,090**

RESOLUTION 23-33
ADOPTING PROPOSED DEBT SERVICE LEVY, COLLECTIBLE IN 2024

WHEREAS, the City of Howard Lake adopts a levy each year to pay for costs of city services; and

WHEREAS, the city council is required by law to submit preliminary tax levy and debt service levy to Wright County by December 31, 2023.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Howard Lake, County of Wright, Minnesota, that the following sums of money be levied for the current year, collectible in 2024, upon taxable property in the City of Howard Lake, for purposes as outlined in the annual budget.

Total Debt Service Levy: $176,862

GO Refunding of 2006 - currently referred to as 2014A SERIES2010 A Bonds
2018 Series A Bonds – Historic City Hall Preservation & Accessibility
2019 Series A Bonds – Villas of Howard Lake

The city administrator/clerk is hereby instructed to transmit a certified copy of this resolution to the county auditor of Wright County, Minnesota. Adopted by the Council this 4th day of December, 2023.

ATTEST:

________________________ ______________________
Pete Zimmerman, Mayor

________________________ ______________________
Nick Haggenmiller, City Administrator/Clerk

RESOLUTION 23-32

ADOPTING PROPOSED PROPERTY TAX LEVY, COLLECTIBLE IN 2024

WHEREAS, the City of Howard Lake adopts a levy each year to pay for costs of city services; and

WHEREAS, the city council is required by law to submit a final tax levy by December 31, 2023.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Howard Lake, County of Wright, Minnesota, that the following sums of money be levied for the current year, collectible in 2024, upon taxable property in the City of Howard Lake, for purposes as outlined in the annual budget.

Total Levy: $1,323,138

The city administrator/clerk is hereby instructed to transmit a certified copy of this resolution to the county auditor of Wright County, Minnesota. Adopted by the Council this 4th day of December, 2023.

ATTEST:

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Peter Zimmerman, Mayor

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Nick Haggenmiller/City Administrator/Clerk

HOWARD LAKE CITY COUNCIL MEETING

DECEMBER 4, 2023

AGENDA ITEM: Consider Resolution 23-34 Approving Increase to the Howard Lake Fire Relief Association

SECTION: New Business

FROM: Howard Lake Fire Relief Association
Keith Bobrowske, Howard Lake Fire Chief

BACKGROUND: At the annual Howard Lake Fire Relief Association meeting, the membership reviewed investments, funding ratio and did a general census of similar sized pension funds. Currently, the fund is over 100% funded. The current funding level is $2,300 per year of service payable after personnel is fully vested at 20 years and 50 years of age. The membership voted to increase the amount by $100 per year of service $2,400 per year of service.

This increase is consistent with previous years. Currently, Howard Lake is one of the lowest retirement contributions in Wright County. A funding increase of this amount should permit the fund to remain fully funded in excess of 100%.

Per city ordinance and state statute, the city council must formally adopt the increase by resolution. If passed, the increase would go into effect on January 1, 2024.

DECISION MAKING METRICS:

FINANCIAL: The City budgets for relief contribution and has a financial obligation in the event the fund becomes underfunded. This does not appear to be likely.

LEGAL: The City must pass the resolution and submit to the state for execution before going into effect.

STRATEGIC PLAN: Deliver High Quality, Reliable Infrastructure and Public Services

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COUNCIL ACTION REQUESTED: Approve Resolution 23-34 Approving Increase to Fire Relief Pension Fund of the Howard Lake Fire Relief Association.

ATTACHMENTS:

1. Resolution 23-34 Approving Increase to Howard Lake Fire Relief Association

CITY OF HOWARD LAKE
RESOLUTION 23-34

RESOLUTION INCREASING THE HOWARD LAKE FIREMAN'S RELIEF ASSOCIATION BENEFIT

WHEREAS, the Howard Lake Fireman's Relief Association has requested an increase in benefits of $100 per year effective January 1, 2024.

WHEREAS, the city contribution will not exceed budgeted payments in mandatory city contributions.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Howard Lake, Minnesota approves the following;

1. A revision to the Howard Lake Fireman's Association by-laws that reads as follows:
   a) ARTICLE VII section 1: The association shall pay such member the sum of $2,400 for each year served as an active firefighter in the Howard Lake Fire Department.
   b) ARTICLE VIII section 1: to the estate of such deceased member, the sum of $2,400 for each year that the deceased member served as an active firefighter in the Howard Lake Fire Department.
   c) ARTICLE VIII section 2: The sum of $2,400 for each year served as an active firefighter in said fire department.

PASSED AND ADOPTED this 4th day of December 2023.

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Peter Zimmerman, Mayor

ATTEST:

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Nicholas Haggenmiller, City Administrator-Clerk