

**Regular City Council Meeting  
Mountain Lake City Hall  
Monday, August 2, 2021  
6:30 p.m.**

**AGENDA**

1. Meeting Called to Order \*Additional information on agenda item is attached or at City Hall
2. Approval of Agenda and Consent Agenda
  - a. Bills: Checks # 25161-25192, 737E-738E (1-4)
  - b. Payroll: Checks # 661374-66153(5)
  - c. Approve June 8 Library Board Minutes, & June Library Report (6-7)
  - d. Approve July 22 Utilities Commission Minutes (8-9)
  - e. Approve July 19 City Council Minutes (10-11)
  - f. Approve July 20 Special City Council Minutes (12)
  - g. Approve July 21 Active Living Plan Committee Meeting (13-17)
  - h. Hiring of Maritza Lopez – EMT effective July 22, 2021
3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern or provide comments to the Council.
4. Street Department Report – *Daron Friesen, Street Superintendent* (18)
  - a. Discussion/update of 2022 Capital Improvement Plan
5. Approve Liquor License for Botanist, LLC(19-20)
6. Board of Equalization appoint at least one council member to complete the training.(21-22)
7. Floodplain Ordinance -Final State Approval (23)
8. Discuss/Approve Library quotes – computers/Copier(24)
9. 2021 Budget
  - a. Update – League of Minnesota Cities Budget Guide for Cities (26-38)
  - b. Update – 2022 LGA (39)
  - c. Update – 2022 Capital Improvement Plan (40-41)
10. City Attorney
11. City Administrator
12. Adjourn

CITY OF MOUNTAIN LAKE

\*Check Detail Register©

Batch: 7-26-21edacks-2,7-29-21WH,7-30-21cks

August 2, 2021  
mtg  
ck# 25141-25192  
737E-738E

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 United Prairie 10100</b>					
<b>25161</b>	07/26/21	<b>COTTONWOOD COUNTY AUD/TREAS</b>			
E 307-46300-430		Miscellaneous	\$39.60		DEED TAX-BUCKLIN LOT
		Total	\$39.60		
<b>25162</b>	07/29/21	<b>AFLAC</b>			
G 101-21713		AFLAC	\$206.08		
		Total	\$206.08		
<b>25163</b>	07/29/21	<b>AFSCME COUNCIL 65</b>			
G 101-21707		Union Dues	\$232.98		
		Total	\$232.98		
<b>25164</b>	07/29/21	<b>CITY OF MOUNTAIN LAKE</b>			
G 101-21710		Employee Flex Plan	\$189.00		
		Total	\$189.00		
<b>25165</b>	07/29/21	<b>COMMISSIONER OF REVENUE</b>			
G 101-21702		State Withholding	\$1,036.52		
		Total	\$1,036.52		
<b>25166</b>	07/29/21	<b>FURTHER</b>			
G 101-21714		HSA	\$638.46		
		Total	\$638.46		
<b>25167</b>	07/29/21	<b>GISLASON &amp; HUNTER</b>			
G 101-21712		Garnishments	\$445.66		
		Total	\$445.66		
<b>25168</b>	07/29/21	<b>IRS-DEPT OF TREASURY</b>			
G 101-21701		Federal Withholding	\$2,031.58		
G 101-21703		FICA Tax Withholding	\$2,852.12		
		Total	\$4,883.70		
<b>25169</b>	07/29/21	<b>PERA</b>			
G 101-21704		PERA	\$5,256.41		
		Total	\$5,256.41		
<b>25170</b>	07/29/21	<b>VALIC</b>			
G 101-21705		VALIC	\$63.00		
		Total	\$63.00		
<b>25172</b>	07/28/21	<b>TRISHA E PORTER</b>			
E 307-46300-430		Miscellaneous	\$1,000.00		REALTOR COMMISSION-BUCKLIN LOT
E 307-46300-430		Miscellaneous	\$100.00		REALTOR ADMIN FEE
		Total	\$1,100.00		
<b>25174</b>	08/02/21	<b>SYNCHRONY BANK/AMAZON</b>			
E 211-45500-590		Capital Outlay Books	\$66.86		LIBRARY BOOKS
E 211-45500-592		A.V. Materials	\$19.96		LIBRARY AV
E 211-45500-434		Project Expense	\$58.20		LIBRARY PROJECT EXP

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**\*Check Detail Register©**

Batch: 7-26-21edacks-2,7-29-21WH,7-30-21cks

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 211-45500-430		Miscellaneous	\$10.99		LIBRARY MISC
E 211-45500-200		Office Supplies	\$24.28		LIBRARY OFFICE SUPPLIES
		Total	\$180.29		
<b>25175</b>	08/02/21	<b>CASEYS BUSINESS MASTERCARD</b>			
E 101-42100-212		Motor Fuels	\$161.92		PD GAS
E 231-42154-212		Motor Fuels	\$118.11		AMB FUEL
E 205-46500-430		Miscellaneous	\$15.72	7/19/21	EDA LUNCH
		Total	\$295.75		
<b>25176</b>	08/02/21	<b>COMPUTER LODGE LLC</b>			
E 101-43100-200		Office Supplies	\$109.99	20451	512GB--ST DEPT
E 101-00000-430		Miscellaneous	\$130.93	20451	UT-MOVE COMPUTERS
E 101-00000-430		Miscellaneous	\$34.99	20451	WIRELESS MOUSE
		Total	\$275.91		
<b>25177</b>	08/02/21	<b>CONSUMER REPORTS</b>			
E 211-45500-591		Periodicals	\$30.00		LIBRARY PERIODICALS
		Total	\$30.00		
<b>25178</b>	08/02/21	<b>THE GLOBE</b>			
E 211-45500-591		Periodicals	\$113.80		LIBRARY-12 MONTH SUBSCRIPTION
		Total	\$113.80		
<b>25179</b>	08/02/21	<b>DAWN FAST</b>			
E 101-00000-430		Miscellaneous	\$100.00		FOR PETTY CASH
		Total	\$100.00		
<b>25180</b>	08/02/21	<b>DENNIS HULZEBOS</b>			
E 211-45500-400		Janitor-Repairs/Maint	\$345.00		AUGUST MAINTENANCE AT LIBRARY
		Total	\$345.00		
<b>25181</b>	08/02/21	<b>FRONTIER COMMUNICATIONS</b>			
E 101-41400-321		Telephone	\$208.03		CITY HALL PHONE 427-2999
E 101-42100-321		Telephone	\$224.64		POLICE DEPT PHONE 427-3403
E 101-43100-321		Telephone	\$116.31		ST DEPT PHONE & INTERNET 427-2997
E 101-45186-321		Telephone	\$77.86		SR CTR PHONE 427-2151
E 205-46500-321		Telephone	\$37.50		EDA PORTION OF DSL & 427-2999
E 101-00000-430		Miscellaneous	\$113.39		UT PHONE
		Total	\$777.73		
<b>25182</b>	08/02/21	<b>FRONTIER COMMUNICATIONS</b>			
E 211-45500-321		Telephone	\$83.04		LIBRARY PHONE-507-427-2506
		Total	\$83.04		
<b>25183</b>	08/02/21	<b>HERMEL WHOLESALE</b>			
E 101-41400-200		Office Supplies	\$43.24	884762	PAPER TOWELS FOR CITY HALL
		Total	\$43.24		
<b>25184</b>	08/02/21	<b>INDOFF INCORPORATED</b>			
E 101-41400-200		Office Supplies	\$12.91	3481196	FOLDERS,BINDER CLIPS

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**\*Check Detail Register©**

Batch: 7-26-21edacks-2,7-29-21WH,7-30-21cks

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41400-200		Office Supplies	\$5.66	3483087	MARKER & HIGHLIGHTERS
E 101-41400-200		Office Supplies	\$5.09	3487062	MECHANICAL PENCILS
		Total	\$23.66		
<b>25185</b>	08/02/21	<b>MARITZA LOPEZ</b>			
E 231-42154-308		Training & Instruction	\$2,046.24		MILEAGE TO EMT CLASSES & TEST FEE
		Total	\$2,046.24		
<b>25186</b>	08/02/21	<b>MINNESOTA ENERGY RESOURCES COR</b>			
E 101-45186-383		Gas Utilities	\$66.78		COMM CTR GAS-ACCT#0504742031
E 211-45500-383		Gas Utilities	\$19.24		LIBRARY GAS-ACCT#0502593301
E 101-43100-383		Gas Utilities	\$49.66		STREET GARAGE GAS-ACCT#0503270939
E 231-42154-383		Gas Utilities	\$15.87		AMB PORTION OF FIREHALL GAS
E 221-42200-383		Gas Utilities	\$32.22		FIRE DEPT PORTION FIREHALL GAS
E 101-41400-383		Gas Utilities	\$79.17		CITY HALL GAS-ACCT#0505387558
		Total	\$262.94		
<b>25187</b>	08/02/21	<b>MINNESOTA LIFE INSURANCE CO</b>			
E 101-42100-135		Employer Paid Other	\$1.70		AUGUST BRIAN LUNZ LIFE INSURANCE
E 101-42100-134		Employer Paid Life	\$6.80		AUGUST LIFE INS-POLICE DEPT (4)
E 211-45500-134		Employer Paid Life	\$1.70		AUGUST LIFE INS-LIBRARY
E 101-43100-134		Employer Paid Life	\$3.06		AUGUST LIFE INS-ST DEPT
E 101-41400-134		Employer Paid Life	\$1.70		AUGUST LIFE INS-OFFICE
E 101-45200-134		Employer Paid Life	\$1.02		AUGUST LIFE INS-PARKS DEPT
E 101-46200-134		Employer Paid Life	\$1.02		AUGUST LIFE INS-CEMETERY
E 205-46500-134		Employer Paid Life	\$3.40		AUGUSTLIFE INS-EDA ROB & TABITHA
G 101-21706		Hospitalization/Medical In	\$104.10		AUGUST LIFE INS-ROB ANDERSON
G 101-21706		Hospitalization/Medical In	\$17.30		AUGUST LIFE INS-DARON FRIESEN
G 101-21706		Hospitalization/Medical In	\$20.00		AUGUST LIFE INS-STEVE PETERS
G 101-21706		Hospitalization/Medical In	\$16.00		AUGUST LIFE INSURANCE-TABITHA GARLOFF
		Total	\$177.80		
<b>25188</b>	08/02/21	<b>MOUNTAIN LAKE UTILITIES</b>			
E 101-45200-380		Elec,Water,Sewer	\$113.37		LAWCON PARK LIGHT
E 101-41400-380		Elec,Water,Sewer	\$426.86		CITY HALL UT
E 101-45200-380		Elec,Water,Sewer	\$291.68		CITY PARK RESTROOMS UT
E 101-45186-380		Elec,Water,Sewer	\$390.40		SR CTR UT
E 101-43100-380		Elec,Water,Sewer	\$199.09		ST DEPT UT
E 221-42200-380		Elec,Water,Sewer	\$167.56		FIRE DEPT PORTION OF FIREHALL UT
E 231-42154-380		Elec,Water,Sewer	\$82.53		AMB PORTION OF FIREHALL UT
E 211-45500-380		Elec,Water,Sewer	\$403.82		LIBRARY UT
E 101-45183-380		Elec,Water,Sewer	\$1,045.74		UT AT CAMPGROUND
E 101-45200-380		Elec,Water,Sewer	\$59.99		UT AT CITY PARK SHELTERHOUSE
E 101-45171-380		Elec,Water,Sewer	\$59.21		UT AT SKATING RINK
		Total	\$3,240.25		
<b>25189</b>	08/02/21	<b>MOUNTAIN LAKE UTILITIES</b>			
E 101-00000-430		Miscellaneous	\$1,308.33		3RD QTR SAFETY TRAINING
E 101-43100-308		Training & Instruction	\$785.00		ST -3RD QTR SAFETY TRAINING
E 101-45200-308		Training & Instruction	\$261.67		PARKS-3RD QTR SAFETY TRAINING

CITY OF MOUNTAIN LAKE

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Batch: 7-26-21edacks-2,7-29-21WH,7-30-21cks

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-46200-308		Training & Instruction		\$261.66	CEMETERY 3RD QTR SAFETY TRAINING
		Total		\$2,616.66	
<b>25190</b>	08/02/21	<b>MUSKE, SUHRHOFF &amp; PIDDE</b>			
G 101-15506		PREPAID-LEGAL FEES		\$1,400.00	AUGUST LEGAL RETAINER
		Total		\$1,400.00	
<b>25191</b>	08/02/21	<b>VERIZON WIRELESS</b>			
E 101-42100-321		Telephone		\$41.75	PD PHONE #1
E 101-42100-321		Telephone		\$41.75	PD PHONE #2
E 231-42154-321		Telephone		\$46.75	AMB PHONE
E 101-42100-321		Telephone		\$35.01	PD TABLET #1
E 101-42100-321		Telephone		\$35.01	PD TABLET #2
		Total		\$200.27	
<b>25192</b>	08/02/21	<b>ZINNIEL TREE SERVICE</b>			
E 101-45200-402		Repairs/Maint- Ground		\$1,650.00	REMOVE 6 TREES IN CITY PARK
		Total		\$1,650.00	
		<b>10100 United Prairie 10100</b>		<b>\$27,953.99</b>	

Fund Summary

**10100 United Prairie 10100**

101 GENERAL FUND	\$23,071.60
205 ECONOMIC DEVELOPMENT AUTHORITY	\$56.62
211 LIBRARY FUND	\$1,176.89
221 FIRE DEPT FUND	\$199.78
231 AMBULANCE FUND	\$2,309.50
307 LAKEVIEW ESTATES-2007-2015A	\$1,139.60
	<u>\$27,953.99</u>

<b>737 e</b>	07/28/21	<b>NORTHLAND TRUST SERVICES INC.</b>			
E 607-46330-610		Interest		\$975.00	4 PLEX INTEREST PAYMENT
E 608-46330-610		Interest		\$3,698.75	8 PLEX INTEREST PAYMENT
		Total		\$4,673.75	
<b>738 e</b>	07/28/21	<b>UNITED PRAIRIE BANK</b>			
E 101-41400-301		Auditing and Acct g Servic		\$25.00	WIRE FEE-BOND PAYMENT
		Total		\$25.00	

CITY OF MOUNTAIN LAKE

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\*Check Summary Register©

Batch: PAY20210115.00

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Payroll

66137-66153

	Name	Check Date	Check Amt
<b>10100</b>	<b>United Prairie 10100</b>		
66137	ANDERSON, ROBERT M.	7/29/2021	\$1,129.05
66138	FAST, DAWN L.	7/29/2021	\$1,353.97
66139	GARLOFF, TABITHA	7/29/2021	\$986.02
66140	LARSON, DRU	7/29/2021	\$203.24
66141	BRISTOL, DOUGLAS G.	7/29/2021	\$1,981.09
66142	KINNETZ, ANDREW M.	7/29/2021	\$1,693.11
66143	MCHENRY, BENJAMIN	7/29/2021	\$541.03
66144	POHLMANN, WILLIAM	7/29/2021	\$1,593.84
66145	WATKINS, ADAM	7/29/2021	\$2,108.97
66146	FRIESEN, DARON J.	7/29/2021	\$1,329.77
66147	KARSCHNIK, JACOB	7/29/2021	\$1,264.49
66148	PETERS, STEVE M.	7/29/2021	\$1,392.38
66149	REMPER, CALVIN	7/29/2021	\$932.59
66150	HANSON, KARI	7/29/2021	\$1,364.48
66151	SCHROEDER, DANA	7/29/2021	\$230.91
66152	SCHROEDER, SANDY	7/29/2021	\$1,021.51
66153	STOESZ, KARIN	7/29/2021	\$164.29
	<b>Total Checks</b>		<b>\$19,290.74</b>

# Mountain Lake Public Library Board Minutes

## June 8, 2021

**Members Present:** Vickie K., Dennis C., Rachel S., Rick H.

Kari Hanson, director

**Members Absent:** Sarah M.

**Others Present:** Dana K., Michael S.

The meeting was called to order at 5:55 p.m. by chairperson, Vickie Krueger.

Addition to the agenda: First Grade from Mountain Lake Christian School tour attended by 4 students, 1 teacher. 3 cards were given out.

M/S Dana K/Dennis C., to approve the minutes of the May 11, 2021 meeting. Motion carried.

Kari presented the May monthly report indicating 1448 total circulation and expenditures in the amount of \$ 2,350.07. M/S Rick H./Dennis C. to accept the May report as given and to approve the May expenditures. Motion carried.

Kari updated the library board on the delivery truck. Regular delivery has resumed.

No regular library board meeting will be held in July. Next meeting will be August 10, 2021 at 6:00 PM.

The meeting adjourned at 6:25 p.m.

Respectfully submitted,



Dennis Cords, secretary

MOUNTAIN LAKE  
PUBLIC LIBRARY

JUNE 2021

<u>CIRCULATION</u>	<u>AUDIO</u>	<u>BOOKS</u>	<u>NON PRINT</u>	<u>MULTIMEDIA</u>	<u>PERIODICALS</u>	<u>VIDEOS</u>	<u>TOTALS</u>
Children's	16	1005	0	0	8	160	1,189
Adult	27	591	15	0	51	112	796
Other Physical Media	5						<u>5</u>
eBooks							1,990
Downloadable Audio							53
TOTAL CIRCULATION							<u>59</u>
							2,102
							SUBTOTAL

INTERLIBRARY LOAN

Sent	212
Received	192
ILLNon System	6

REVENUE

Cash Income	
County Revenue	
Donations (monetary)	
Fines	\$2.71
Misc. Revenue	
Meeting Room Rental	
Sale of Supplies	
TOTAL REVENUE	\$2.71

EXPENDITURES

Books	\$545.93
Periodicals	\$0.00
Audio/Visual	\$229.09
Supplies	\$320.34
Postage	
Telephone	\$63.05
Janitor	\$345.00
Rep&Maint	\$712.50
Project Exp	\$0.00
Tech/Aut Exp	
Gas Utilities	\$19.24
Travel	
TOTAL	\$2,235.15

*Kasi Hanson*

Library Director



**Mountain Lake Utilities Commission Meeting  
Mountain Lake City Hall  
Thursday, July 22, 2021  
7 AM**

Members Present: David Savage, Mark Langland, Brian Janzen, City Council  
Liaison Dean Janzen David Savage

Members Absent: Sue Garloff, Todd Johnson

Staff Present: Joe McCabe, Interim Clerk/Administrator; Lynda Cowell, Utilities Office  
Manager, Dave Watkins, Electric Superintendent; Taylor Nesmoe,  
Water/Wastewater Superintendent; Lane Anderson, Lineman; Scott  
Pankratz, Water/Wastewater Worker

Others Present: None

**Call to Order**

The meeting was called to order at 7 AM. Nothing added to the agenda.

**Approval of Minutes and Bills**

Motion by Savage, seconded by Janzen, to approve the July 8th Minutes, and Check  
Numbers 20995-21025 & 332e-333e. Motion carried.

**Water/Wastewater Department**

A broken manhole was repaired, mowing continues and ongoing pond maintenance.  
MPCA has accepted the work for the Primary Pond No. 1 to date. The pond water balance test  
will take place as soon as they get the water in the west pond.  
As soon as the testing is finished we can use the new ponds even if the dirt work is not done.

Pick up FYI – Scott informed the commission that he is checking into State bids vs just buying  
from a dealer. The range for a pickup/utility box is around \$32,000 to \$39,000. They will keep  
looking.

**Electric Department**

At the 7-8-21 meeting it was stated that Mike Thielen found a structural engineer to help with the  
engine project, he has now indicated he found a mechanical engineer and still looking for a  
structural engineer.

Electric wires are being run for three duplex’s on the northside of Sunset Ave. Also the  
underground project by Seventh Ave. on the East side of Mountain Lake will begin. FYI-

CMPAS annual meeting for Utility Commission members, City Council and staff is being planned.

**Office:**

Second quarter Revenue and Expenses were reviewed.

**Adjourn**

The meeting was adjourned at 7:20 a.m.

**Approved July 22, 2021**

ATTEST:

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Lynda Cowell, Utilities Office Manager

**City of Mountain Lake  
Regular City Council Meeting  
Mountain Lake City Hall – 930 Third Ave  
Tuesday, July 19, 2021  
6:30 p.m.**

Members Present: Dean Janzen, Mike Nelson, Darla Kruser, Dana Kass (arrived late), Andrew Ysker

City Staff Present: Joe McCabe, Interim City Administrator/Clerk; Maryellen Suhrhoff, City Attorney;

Others Present: Doug Regehr, Adam Watkins, Ben McHenry

**Call to Order**

The meeting was called to order by Mayor Nelson at 6:30 p.m.

**Approval of Agenda & Consent Agenda**

Motion by Kruser seconded by Kass, to approve the agenda as amended. Motion carried 5 – 0.

- Bills: Checks #25113 – 25160, 733E – 736E
- Payroll: Checks #66097 – 66136
- Approve July 8 Utilities Commission Minutes
- Approve July 12 Lake Commission Minutes
- Approve July 6 City Council Minutes
- Approve to hire Randy Curry, EMT effective July 9, 2021

**Public**

No one spoke during this portion of the meeting.

Mayor Nelson to sign the contract with Ankeny Builders, Inc. for remodel of City Hall in the amount of \$ 86,500.00.

Affirmed the approval of the Mountain Lake Alliance Church for use of the city vacant lot across the street from church during the week of July 12-16 on a Motion by Janzen, seconded by Kruser. Motion carried 4-0.

A Motion was made by Kruser, seconded by Janzen to approve the hiring of Hanson Plumbing and Nickels Construction to do emergency repair of the sanitary sewer at the library with an anticipated cost of \$ 10,000.00. Motion carried 4-0.

A Motion was made by Janzen, seconded by Ysker to adopt Resolution # 16021 certifying the unpaid tree removal charges. Motion carried 4-0.

The council reviewed the 2<sup>nd</sup> quarter Revenue and Expenses. No action was taken.

**City Attorney**

The city attorney provided updates on various public nuisances with junk vehicles and items.

**Interim City Administrator**

The vandalism on the Band Shell was view by the League of Cities Insurance adjuster. The city staff is currently looking for contractors to get estimates as to repair/replace cost for the insurance company. The council recommended a 2 to 3 percent increase in tax levy for 2022. The council was reminded that the Capital Improvement Planning meeting is scheduled for July 20<sup>th</sup> starting at 2:30p;m.

**Adjourn**

The meeting was adjourned at 6:50 p.m.

Joe McCabe, Interim City Administrator

**City of Mountain Lake**

**Special City Council Meeting  
Mountain Lake City Hall – 930 Third Ave  
Tuesday, July 20, 2021  
2:30 p.m.**

Members Present: Dean Janzen, Mike Nelson, Darla Kruser, Andrew Ysker

City Staff Present: Joe McCabe, Interim City Administrator/Clerk

**Call to Order**

The meeting was called to order by Mayor Nelson at 2:30 p.m.

The purpose of the meeting was to review with the various city departments the Capital Improvement Plan.

The following individuals met for approximately 15 minutes with the council:

Kari Hanson – Librarian

Doug Bristol – Police Chief

Rob Anderson – EDA Director

Dave Watkins – Electric

Emily Adrian – Ambulance Manager

Jason Kruser – Lake Commission

**Adjourn**

The meeting was adjourned at 4:20 p.m.

Joe McCabe, Interim City Administrator

**Mt. Lake Active Living Plan Committee Meeting**

13

Wednesday, July 21<sup>st</sup>, 2021

*Held via Zoom*

**Present:** Luke, Jean, Rachel, Nicole, Mike, Kathy, Jill

**Guest Presenter:** Jason Walker (Southwest Regional Development Commission)

**Meeting Agenda/Minutes**

**1. Active Living Survey Review (see handout samples)**

**a. Active Living Plan amended engineering plan as of 5/27/2021 from SW Regional Development Commission:**

- i. *Goal:* Increase access and safety to the Mountain Lake Trail from the new business area on HWY 60.
- ii. *Strategy:* Connect the new Casey's General Store and A&W Restaurant business area on HWY 60 to the Mountain Lake Trailhead on the south end of Golf Course Road across from the old Casey's General Store location.
- iii. *Existing Conditions:* With the recent opening of a new Casey's General Store and A&W Restaurant at the corner of HWY 60 and CSAH 27 (570th Ave), along with the closing of the old Casey's General Store, people are now walking and biking along CSAH 27 (570th Ave) to reach these locations. This highway, however, has narrow shoulders and there are no sidewalks or trails connecting these new businesses to the rest of the city. It's not safe to walk along CSAH 27 to the new business area due to high speed traffic and little separation between pedestrians and oncoming traffic, but many residents of an apartment located on Golf Course Road are taking this route as well as other Mt. Lake residents.
- iv. *Recommendation:* The Planning Team recommends a trail along the east side of CSAH 27 (570th Ave), from the new Casey's General Store to the Mountain Lake Trailhead on the south end of Golf Course Road across from the old Casey's General store location. Additionally, it recommends that the county widen the shoulders when CSAH 27 (570th Ave) is scheduled for resurfacing. Having a safe connection to these destinations will increase safety and use of the trail. This is a critical connection within the City of Mountain Lake.
- v. *Feedback from Cottonwood County Engineering:* A). CSAH 27 already has what we consider to be wide shoulders. The road has a 12' paved driving lane plus 8' gravel shoulders. When CSAH 27 is resurfaced in 5-10 years we will also pave the gravel shoulders, but they will remain the same 8' width. B). Do we need a resolution from the Cottonwood County Board for this update or a letter of support from Cottonwood County Engineering? Luke, I really like the Mountain Lake has a group that is so proactive about these things. I love to see folks involved in their community. I think that if a trail is the ultimate goal that the City and County should partner with a railroad agreement. Having things addressed early with the railroad will make any TAP or other grant application much more competitive. The rail agreement could address both the paved shoulders at the crossing for the county as well as the feasibility/requirements for a future trail crossing.
- vi. Is there a way to expedite the widening of the road? We could look into paving the shoulders in 2023 with our CSAH 44 project. We will be resurfacing CSAH 44 west of Mountain Lake.
- vii. Do we need do we need to have a RR Study if we only go up to the track? The \$25,000 is kind of a "not to exceed" amount for the railroad to review our engineering plans. The county will likely

need an agreement even for paving the shoulders, so we could ask the railroad to also consider plans for a trail. The city cost would likely be under \$10,000 for the agreement and the County could probably “finance” this so that we are reimbursed over several years.

- viii. Ask about Federal Aid for transportation funding to go to a 80/20 Match- To my knowledge, the county doesn’t have any covid funds that would be eligible for this. The county is still looking for additional guidance from the federal government however. Historically, federal funds cannot be matched with other federal funds. I would recommend raising the funds through private donations. I believe there are wind project grants. Maybe the city can budget \$10,000/year over several years for the match? Maybe Casey’s and A&W would contribute if they see a benefit? Maybe the city could assess the lots in the business park?
- ix. Parties involve to create a loop—Mt. Lake EDA, City of Mt. Lake, Cottonwood County, private landowners—Correct.
- x. It would be nicer to have a trail vs. a wider shoulder.
- xi. Is there an opportunity for a Demonstration project? The RR has jurisdiction in their right of way. We could propose this to them, but I’m sure they would still want the agreement in place for their engineering costs. I think these projects are geared more toward pedestrian crossings on roadways. I haven’t seen any implemented at rail crossings.
- xii. Future meetings—if you would like me to attend a future meeting just let me know.
- xiii. Union Pacific Railroad Contact: Nik Shepard, Union Pacific Railroad, Contractor - Public Projects, C: 715-379-4686, E: [nshepar@upcontractor.up.com](mailto:nshepar@upcontractor.up.com)

a. **Action Step:**

b. Communitywide Survey Example (partnership with SRDC from June 2019):

- i. The numbers below represent active living plan questions we can ask residents about:
  - a. **Infrastructure Concerns:** There have been some concerns/complaints about the distancing to get to new locations in Mt. Lake.
    - i. Casey’s, AW Root Beer, and future Splash Pad trail/sidewalk connections;
    - ii. Casey’s General Store: the most dangerous part is Casey’s to Old Cottonwood Road (it would be nice to widen the shoulder to get to Cottonwood Road
    - iii. We should also develop a Mt. Lake Extended Loop
  - b. **Solutions:** Begin building relationships with the Cottonwood County Engineer Department and public works—learn history about infrastructure projects in Mt. Lake over the past years.
  - c. **Partnerships:** Work with Cottonwood County Engineer and SRDC on updating the Active Living Plan; have discussions with City of Mt. Lake and Cottonwood County Engineering.
- ii. Safe Routes to Schools planning—
  - 1. Set up a meeting with new elementary principal to determine interest in safe routes to school planning.

2. **Group Activities Subcommittee**

a. Tennis Courts Updates:

- i. Rachel shared that cracks on the tennis courts will be filled in on 6/17/2021 in the morning; Rachel went to Bargin to find out what volunteers can do; Bargin shared they can use silica sand to fill in the cracks, which were donated by Bargin.
- ii. **Action Step:**

- 1. Take a photo of the updated courts, and post to Facebook.
- 2. Both tennis nets are up; courts are open 7am-830am; there is no charge to play; preference is to have adults rather than youth.
- 3. Contractor: The preferred contractor is Barga Construction, located in Mt. Lake (507-427-2924);
- b. Pickle-ball Updates:
  - i. Nicole, Community Education will check with Mt. Lake Schools will let this be advertised for free through Mountain Lake Community Education.
- c. Bike Share System and Video:
  - i. The Bike Share System was recently rolled out; very minimal issues; Jean and Rachel will make a video soon.
- d. Mum's Group:
  - i. There is a new "Mum's group" that started in Mt. Lake recently; it is set up with different activities for moms to participate in.
- e. Mt. Lake Farmers Market:
  - i. Anna gave an update on the partnership with Fast Fresh Produce and the Mt. Lake Farmers Market Power of Produce (PoP) for youth and also Market Buck program for adults 18 years of age and older.
  - ii. For these programs to be successful, we would want to get market vendors on board with this.
  - iii. Tokens and Market Bucks are typically given out at Farmers Markets; these are free for everyone.
- f. Swimming Beach Project:
  - i. The current sand area is approximately 50'x50'. It is currently used mostly by people letting their dogs swim, fishermen, and people launching kayaks. Others come, but they seem to leave quickly. Work with the DNR to have an equal area 50'x50' x 18" of mud removed and replaced with clean sand. Have a maintenance plan to keep weeds from growing in the sand above the water and gathering along the water's edge.
- 3. **Trail/Infrastructure Improvements Subcommittee**
  - a. Lakes Commission Update (*the Lake Commission meets the second of Monday of each month*):
    - i.
- 4. **Splash Pad Update**
  - a. Future community meeting(s)?
    - i. Jill be discussing the Splash Pad with the new Mum's Group to see if they would be willing to help spearhead the volunteering.
    - ii. The location of the splash pad should be isolated from trees and dusty area; if there is a dirt trail, the road will need to be paved.
    - iii. **Action Step:** set up a date with Jeff and have a community event in the evening.
- 5. **Community Activities**
  - a. Trail Moments Campaign
    - i. Trail Moment signs have been placed around Mt. Lake.
  - b. Spring/Summer community/school events
    - i. Are there any activities we would like to do during the spring & summer?
      - 1. Bicycle Friendly Community Application
        - a. There is interest to explore Bike Friendly Community status.
      - 2. Bike/Walk Leadership Network presented by BikeMN.
        - a. For those who wish to participate in these month meetings, register here
- 6. **Grant Opportunities:**



- i. Estimated \$3,000 for Mt. Lake to use on projects; funding could be used for City of Mt. Lake, Mt. Lake Schools, etc.
  - 1. Bike racks at Casey’s and AW Root Beer, a community/school/youth garden (locate a location this year, but implement in 2022), put some money toward tennis courts, put some money toward the splash pad, and soccer balls for the school phy-ed program to incorporate soccer into the curriculum.
  - 2. Top choices were: Tennis court repair, Soccer unit at Mt. Lake Schools, Bicycle racks (these could be the Mt. Lake designed racks); Garden club (there is a garden club that meets in Mt. Lake at Heritage Village; there is a lot available that we can have, but we would want to know if the community would be interested in this project—if interested require individual to text or email Mike as soon possible).
  - 3. Jean shared an email on 5/20/2021 regarding the available funding from past grants; The AL Committee, through the various grants and expenses associated with them, has \$787.20 left associated with the grants. Through interest, funds from the bike rentals, etc. we currently have \$997.35 in the account. Michael feels it is always good to have a minimum of \$500 in the account for bike parts for the rental bikes but otherwise there are some funds available for the items you mentioned. The following grants would be worth exploring to help fund projects that public health funding is not able to provide local grants: Mt. Lake Area Foundation (this grant comes out two times a year); Big Bend Wind Grant ; Odell Wind Farm Grant ; Clif Bar Grant;
  - 4. The following grant items were purchased by Mt. Lake AL and Mt. Lake entities:
    - a. Jean purchased five bike-8 person bike-racks for AW Root Beer, Casey’s General Store, Fishing Pier, Beach, and Lawcon Park—bike racks have been placed at locations by the city.
    - b. Mt. Lake Education purchased basketballs for the school and Community ED programs—basketballs have been purchased and are being used.
    - c. Mt. Lake Schools purchased School-Based Agriculture items for class curriculum—equipment has been purchased and will be used.
    - d. We will explore community gardens over the next year.

**7. Virtual Learning Opportunities:**

- i. BikeMn Education
- ii. BikeMN Walk/Bike/Fun Training for Educators—this is FREE Training!
- iii. Parks/Trails Council of MN has webinars and resources available.

**8. Evaluation:**

- i. Bike/Ped Trail Counts 2021—MnDOT Eco-Counters and Manual Counting—
  - 1. We placed the trail counter at Lawcon Park from June 16<sup>th</sup> to June 28<sup>th</sup>, 2021; we will have the counter available in the autumn located at 560<sup>th</sup> Avenue which will help with justifying replacing the bridge in the west and gather more accurate number of trail users doing the entire 5.2 mile loop.
- ii. Determine locations and dates to put counters up: Lawcon Park, Yoder’s, Cemetery area.

b.

Next Committee Meeting:  
**Wednesday, August 18<sup>th</sup>, 2021**  
 7:00pm via Zoom meeting (Luke will send out invitation)

**Goals for Next Meeting: Goals will be updated prior to June 2021 meeting**

- Action Step: Luke will reach out to Nick at Cottonwood County regarding trail/sidewalk connection to Casey's and AW Root Beer, Jason will put together maps for trail/sidewalk connection to Casey's and AW Root Beer.
- Action Step: Community Garden Land will be posted on Facebook and bulletin board to seek interest in having community garden available.
- Action Step: If anyone knows folks who would be interested in Farmers Market, please reach out to them if they would like to be vendors; PoP program and Market Buck program will be available through Windom Area Health.
- Action Step: \$3,000 for SHIP funding is available, we will want to determine what to use the funding on— Tennis court repair, Soccer unit at Mt. Lake Schools, Bicycle racks (these could be the Mt. Lake designed racks); Garden club (there is a garden club that meets in Mt. Lake at Heritage Village, also there is a lot available that we can have, but we would want to know if the community would be interested in this project—if interested require individual to text or email Mike as soon possible).
- Action Step: Worthington YMCA will be hosting WBF Ambassador training on May 27<sup>th</sup> at 1230pm; if you are interested to attend, please register here: <https://wbfambassador-worthington.eventbrite.com>

**General Reminders:**

- City Council meets on the 1st and 3rd Mondays at 6:30pm at city hall (in-person).
- Michael puts together the agenda and packet together on the Thursday before the Monday meeting, so he would just need to know by the Wednesday before the Monday meeting if you wanted to be on the agenda.

# July STREET DEPT

- Complete Fence Locon Park
- Mow Cemetery, Parks, Campground, Tree Dump  
City @ EDA Properties, Paulson Property
- Make Commission Work, WEED Whip Boardwalk  
Disc Mow Trail, Broom Trail, Empty Weed Trucks  
Roundup Cracks in Trail.
- Ally by City Hall Bios Mer / Ground Zero
- Damage to Dano Schell
- REMOVE 5 ASST Trees City Park, 2 ASST Locon Park
- TREE Dump Routine Maint @ Mowing
- Service # 9
- Wash EQ / Clean shop Rain Days

On Sale License Fee \$400

License No. 2-21

**Wine, Beer and Liquor License  
State of Minnesota**

**County of Cottonwood**

**City of Mountain Lake**

License is Hereby Granted to Botanist, LLC for a wine, beer and liquor license at 302 North 10<sup>th</sup> Street in the City of Mountain Lake in said county and state for the term of five months beginning with the 2nd day of August, 2021 and ending on December 31, 2021; subject to the laws of the State of Minnesota and the ordinances and regulations of said City of Mountain Lake pertaining thereto.

Attest:

City Council  
of the City of Mountain Lake

By \_\_\_\_\_  
Mayor

\_\_\_\_\_  
Mountain Lake City Clerk  
(seal)

# License Summary

Licensee Name Botanist LLC  
 DBA Botanist  
 Address 302 N 10th St  
 City Mountain Lake  
 State MN  
 Zip Code 56159  
 County Cottonwood  
 Issuing Authority Mountain Lake  
 License Type Code ONSL  
 Telephone  
 Expired Date 12/31/2021  
 Change Date 7/8/2021  
 License Start Date 7/8/2021  
 License Status Approved

## Permits

Permit Number	Permit Type Code	Permit Expiration Date
64625	RIC	12/31/2021 12:00:00 AM

## Owners/Officers

Last Name	First Name
Bryant	Karina

**Please Note:**  
 The Liquor License Database is updated throughout  
 each business day

# OFFICE OF COTTONWOOD COUNTY ASSESSOR

21

900 THIRD AVENUE, WINDOM, MN 56101

(507)-831-2458

**GALE BONDHUS, SAMA**  
COUNTY ASSESSOR

DAVID GREV, CMAIQ  
APPRAISER

SARAH LANIER  
APPRAISER TRAINEE

WAYNE MARAS  
APPRAISER TRAINEE

JEN MUCHLINSKEE  
OFFICE MANAGER

July 7, 2021

TO: City & Township Clerks

RE: Board of Appeal and Equalization Training

Enclosed with this letter are the LBAE attendees from Cottonwood County cities and townships, along with the date their LBAE training expires. Please check the training expiration date for your board members.

You need to have a quorum, including at least one trained person at your 2022 LBAE meeting in order to have a valid board of appeal and equalization meeting.

Enclosed is the certified LBAE attendance list as of 3/31/2021. If there is no one listed from your district, it means you do not have any one certified for the 2022 assessment. You are also receiving this letter if you have only one certified trained board member and may wish to have another one receive the training as a back up just in case your certified board member is unavailable the date of the local board of equalization meeting.

Also enclosed are the directions accessing the online training with the Minnesota Department of Revenue. You must have your training completed by 5:00 p.m. on February 1, 2022. It will be available 24/7 until that date.

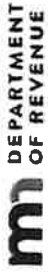
Please contact me if you have any questions.

Sincerely,

*Gale Bondhus*

Gale Bondhus  
Cottonwood County Assessor

Enclosures



Local Board of Appeal and Equalization Training Attendance List

Updated 3/31/2021

sorted by county. Use the search function within the filter to narrow your search results

Last Name	First Name	Title/Position	City or Township	County	Date Attended	Training Expires
Bierman	David	Supervisor	Amboy Township	Cottonwood	Online	7/1/2021
Piotter	Kendall	Supervisor	Amboy Township	Cottonwood	Online	7/1/2021
Neison	Dean	Supervisor	Amo Township	Cottonwood	Online	7/1/2021
Warner	Lowell	Supervisor	Ann	Cottonwood	Online	7/1/2021
Enstad	Don	Supervisor	Ann Township	Cottonwood	Online	7/1/2022
Easler	Daphne	Council Member	Bingham Lake	Cottonwood	Online	7/1/2022
Sokolofsky	Ryan	Mayor	Bingham Lake	Cottonwood	Online	7/1/2022
Bartsch	Cary	Supervisor	Carson Township	Cottonwood	Online	7/1/2021
Espenson	Ryley	Board Member	Carson township	Cottonwood	Online	7/1/2024
Schmidt	Roy	Supervisor	Carson Township	Cottonwood	Online	7/1/2021
Winters	Travis	Supervisor	Carson Township	Cottonwood	Online	7/1/2021
Krumwiede	Mary	Council Member	City of Bingham Lake	Cottonwood	Online	7/1/2024
Dorr-Jones	Shawna	Council Member	City of Jeffers	Cottonwood	Online	7/1/2021
Ryker	Sheila	Board Member	City of Jeffers	Cottonwood	Online	7/1/2021
Savage	David	Council Member	City of Mountain Lake	Cottonwood	Online	7/1/2021
Swenson	Gale	Council Member	City of Storden	Cottonwood	Online	7/1/2024
Phelps	Dennis	Mayor	City of Westbrook	Cottonwood	Online	7/1/2022
Byam	Rodney	Council Member	City of Windom	Cottonwood	Online	7/1/2022
Ray	JoAnn	Board Member	City of Windom	Cottonwood	Online	7/1/2022
Smith	Jerome	Supervisor	Dale Township	Cottonwood	Online	7/1/2021
Determan	Troy	Supervisor	Delton Township	Cottonwood	Online	7/1/2021
Oeltjenbruns	Kevin	Supervisor	Delton Township	Cottonwood	Online	7/1/2021
Dammann	Guy	Supervisor	Germantown Township	Cottonwood	Online	7/1/2023
Olson	Gary	Supervisor	Great Bend Township	Cottonwood	6/20/2017	7/1/2021
Engen	Kenneth	Supervisor	Highwater township	Cottonwood	Online	7/1/2024
Quiring	Terry	Supervisor	Highwater Township	Cottonwood	6/19/2018	7/1/2022
Smith	Larry R	Supervisor	Lakeside township	Cottonwood	Online	7/1/2021
Kass	Dana	Council Member	Mountain Lake	Cottonwood	Online	7/1/2021
Erickson	Lee	Supervisor	Mountain Lake Township	Cottonwood	Online	7/1/2024
Harder	Perry	Supervisor	Mountain Lake Township	Cottonwood	Online	7/1/2024
Gundermann	Bruce	Supervisor	Rosehill Township	Cottonwood	Online	7/1/2021
Olson	Luke	Supervisor	Rosehill Township	Cottonwood	Online	7/1/2023
Anacker	Kenneth	Supervisor	Selma Township	Cottonwood	Online	7/1/2021
Junker	Steve	Board Member	Selma Township	Cottonwood	Online	7/1/2021
Lindbeck	Clark	Board Member	Selma Township	Cottonwood	Online	7/1/2021

July 22, 2021

Mr. Frank Shockey  
FEMA – Region 5  
536 Clark Street South  
Chicago, IL 60605

Dear Mr. Shockey,

FINAL STATE APPROVAL OF FLOODPLAIN ORDINANCE FOR CITY OF MOUNTAIN LAKE, COTTONWOOD COUNTY

The Minnesota Department of Natural Resources Floodplain Unit has been assisting communities in Cottonwood County to update their floodplain ordinances by September 24, 2021. This is the effective date of the updated Flood Insurance Study and Flood Insurance Rate Map for all communities in Cottonwood County. It is my pleasure to provide a certified copy of the updated floodplain ordinance for the City of Mountain Lake that was adopted on June 23, 2021, and became effective on June 30, 2021 (the date of publication).

I have also included the affidavit of publication for the hearing and ordinance summary. The final adopted ordinance is consistent with the draft ordinance that was conditionally approved on May 17, 2021. This ordinance is in compliance with state floodplain management standards and, to the best of my knowledge, is in compliance with the floodplain management standards of the Federal Emergency Management Agency. Should you have any questions on this matter, please contact me at (651) 259-5713 or [ceil.strauss@state.mn.us](mailto:ceil.strauss@state.mn.us).

Sincerely,



Ceil Strauss  
State Coordinator, National Flood Insurance Program  
DNR Ecological & Water Resources

Enclosures

c: Joe McCabe, Interim City Administrator – City of Mountain Lake  
Todd Kolander, DNR EWR District Manager  
Tom Kresko, DNR Area Hydrologist



Library Computer Quotes – CDWG

Dell OptiPlex 7080 - \$ 1,130.20 – Staff computer

Dell OptiPlex 3080 - \$ 1,561.10 – 2 circulation computers

Acer V246HOL Ebmid- V6 Series LED monitor – Full HD – 23.6 \$ 409.08 – 3 monitors

Grand total \$ 3,100.38

A & B Business, Inc. – State Bid

Ricoh IM C 300F

63 month lease @ 106.97 = \$ 6,739.11

Purchase price \$ 2,406.76 + \$ 50.96 per month maintenance Agmt. = \$ 5,464.36

Recommend purchase - current copier was purchased in 2003.

## INFORMATION MEMO

# Budget Guide for Cities

*Learn about new and current state and federal laws that significantly affect city budget decisions, including annual financial figures for minimum wage, cost-of-living adjustments, local government aid (LGA), and more. Includes information on taxation notification procedure for fuel excise tax.*

### RELEVANT LINKS:

Handbook, *Budgeting*.

See State Auditor's  
Accounting Manual for  
Small Cities and Towns.

Handbook, *Property Tax  
Levy*.

Minnesota House  
Research Department:  
State Aids.

Minn. Stat. § 477A.014,  
subd. 1.

## I. Basic budget information

This guide presents recent legislative and administrative changes, as of its revision date, which might be considerations in developing a budget for the coming year. Please note, this guide reflects changes following the 2021 regular and first special legislative sessions, and it will be updated to account for changes due to subsequent special sessions as appropriate. Basic budgeting for cities, such as how to compose an annual budget and the legal timeline for budgeting, are not in this guide. Please see chapters 20 and 21 of the *Handbook for Minnesota Cities* for this information.

Handbook chapter 20 describes what a budget is, and how to use it to communicate to the public. It describes what revenues and expenditures a city must examine as a necessary part of budgeting, other factors that may affect the city's budget, and where to find more information on the budgeting process.

Handbook chapter 21 gives more background information on taxes and taxation notification law. For information on the new laws affecting cities, see the League's *2021 Law Summaries*, which will be released as soon as possible after the Legislature's special session or sessions.

## II. Local government aid (LGA)

The House Research Department has updated estimates of 2022 LGA and a wealth of other related data. City officials should keep in mind that the amounts displayed in the revenue document are estimates only at this point. Aid amounts for 2022 will be certified by August 2021.

## III. Legislative changes for 2021

Every year, the League of Minnesota Cities (LMC) publishes the Law Summaries, a comprehensive guide to changes and proposed changes from the last legislative session(s). As of the publication date of this guide, the 2021 Law Summaries will be released soon. Budget-related highlights from the regular and first special 2021 legislative sessions include the following.

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

**RELEVANT LINKS:**

2021 Minn. Laws Ch. 10,  
Art. 2, §20.

Minn. Stat. § 116J.8731.

DEED RLF Onetime  
Exception.(not updated  
for 2021 at publication).

2021 Minn. Laws Ch. 12,  
Art. 4, §5 *to be codified as*  
Minn. Stat. § 203B.082.

Election Administration  
and Campaigns, Secretary  
of State.

2021 Minn. Laws Ch. 14,  
Art. 4, §7 *amending* Minn.  
Stat. § 297A.71.

Minn. Stat. §297A.75.  
Refund Requests for Sales  
and Use Tax, MN Dept. of  
Revenue.

2021 Minn. Laws Ch. 14,  
Art. 6, § 1 *amending*  
Minn. Stat. § 144F.01.

**Onetime exception to restrictions on use of Minnesota Investment Fund (MIF).** Effective Aug. 1, 2021, cities that have uncommitted money in their revolving loan fund (RLF) may use 80% of those funds as a general purpose aid for any lawful, provided the other 20% of the money is transferred to the state before June 30, 2022.

Cities that take advantage of this authority must submit to “the chairs of the legislative committees with jurisdiction over economic development policy and finance” an accounting and explanation on the use and distribution of the funds by Feb. 15, 2023.

**Absentee ballot drop boxes.** Effective Aug. 1, 2021, cities may provide secure, clearly-marked drop boxes in which voters may deposit a completed absentee ballot, so long as the ballots are collected once per day, properly date stamped, and stored consistent with the statutory requirements for storing absentee ballots.

The city clerk must provide a list of designated absentee ballot drop box locations to the secretary of state no later than 40 days prior to the start of the absentee voting period for any election. The list must be published on the website of the municipality and on the website of the secretary of state at least 35 days prior to the absentee voting period. If any changes are made to the locations, an updated list must be provided to the secretary of state no later than 20 days prior to the absentee voting period for any election, and this list must be published on the city website and the website of the secretary of state at least 15 days prior to the start of the absentee voting period.

Funding is provided for grants from the secretary of state’s office for implementing absentee ballot drop boxes.

**Tax exemption for public safety facilities.** Materials and supplies purchased after June 30, 2021, for the purposes of construction, remodeling, expansion, or improvement of a fire department, a police station, and any related facilities are exempt from taxes. The term “related facilities” includes access roads, lighting, sidewalks, and utility components on or adjacent to the property on which the public safety facility is located that are necessary for safe access and use of those buildings.

The tax must be imposed and collected and then refunded, following the procedures in Minn. Stat. § 297A.75.

**Special taxing district for fire protection or emergency services.** Effective June 30, 2021, two or more local units of government, including cities, may create a special taxing district to jointly provide fire protection as well as emergency medical services.

**RELEVANT LINKS:**

2021 Minn. Laws Ch. 14,  
Art. 9 *amending* Minn.  
Stat. § 469.176 et seq.

The district must be governed by a board of representatives consisting of elected members of each participating political subdivision. The board governing the special taxing district has the authority to levy a tax to pay for services.

**Temporary TIF use authority.** This temporary authority allows cities to use unobligated tax increment financing (TIF) increments to provide improvements, loans, interest rate subsidies, or assistance in any form to private development consisting of construction or substantial rehabilitation of buildings. This also allows for expenditure on some housing projects located outside of the district, including qualifying owner-occupied housing. This use authority is effective July 1, 2021, and applies to increments from any district that are unobligated on that date.

The authority to transfer increments under this provision expires on Dec. 31, 2022. All transferred increments must be spent by Dec. 31, 2025. Increment not spent by Dec. 31, 2025, must be returned to the district.

The Legislature also extended the five-year rule to eight years for redevelopment districts certified after Dec. 31, 2017, and before June 30, 2020.

2021 Minn. Laws Ch. 14,  
Art. 7, §5.

**One-time supplemental Local Government Aid.** This supplemental LGA offsets a reduction for cities whose 2022 LGA amount is less than the amount certified in 2021. This is effective for aid payable in calendar year 2022.

2021 Minn. Laws Ch. 14,  
Art. 7, §7.

*Enbridge Energy, Ltd.  
P'ship v. Comm'r of  
Revenue*, 945 N.W.2d 859  
(Minn. 2020).

**Property tax refunds for Enbridge Tax Court Decision.** A onetime appropriation is available to assist the 13 counties impacted by the recent Tax Court decision regarding the valuation of state-assessed properties. Counties must use the funds to pay refund amounts owed by the county and cities within the county.

Affected counties are: Aitkin, Beltrami, Carlton, Cass, Clearwater, Hubbard, Itasca, Kittson, Marshall, Pennington, Polk, Red Lake, and Saint Louis counties. This appropriation is effective on July 1, 2021.

2021 Minn. Laws Ch. 14,  
Art. 6, § 12 *amending*  
Minn. Stat. § 275.065.

**Additional summary budget information for county auditor.** Cities over 500 population should be aware that beginning fall 2022 (effective for taxes payable 2023), additional summary budget information must be provided to the county auditor on or before adoption of the city's proposed levy. The supplemental information must include the following:

Minn. Stat. § 6.745.

- Summary budget data reported to the state auditor.
- Revenues separately listed by category of property taxes, special assessments, state general aid, and state categorical aids.
- Expenditures separately listed by category, with each category carefully defined, including general government, public safety, streets and highways and many others.

**RELEVANT LINKS:**

Minn. Stat. § 275.065,  
subd. 1.

Minn. Stat. § 275.066.

Minn. Stat. § 275.065,  
subd. 1.

Department of Revenue:  
Truth in Taxation.  
See *Adopting the Final  
Property Tax Levy*, LMC  
Model Resolution.  
Minn. Stat. § 275.065,  
subd. 3, paragraphs (c),  
(i).

## IV. Taxation notification procedure

The table below outlines the annual taxation notification procedure and deadlines (sometimes called “truth in taxation” or “TNT”). The deadline for cities to adopt the preliminary tax levy and certify it to the county auditor is Sept. 30. The deadline for “special taxing districts,” such as economic development authorities (EDAs), housing and redevelopment authorities (HRAs), port authorities, and others, is also Sept. 30.

According to the Department of Revenue, cities with populations of 500 or less and all special taxing districts (except the Metropolitan Council, the Metropolitan Airports Commission, and the Metropolitan Mosquito Control Commission) are exempt from the requirement to hold a meeting with public input prior to adoption of the final levy. All cities, including cities with populations of 500 or less, and special taxing districts must still certify proposed property tax levies to the county auditor on or before Sept. 30, 2021.

**Taxation Notification Summary Chart for Taxes Payable 2022**

<b>Date</b>	<b>Action</b>
On or before Sept. 30	All cities and special taxing districts must adopt any proposed property tax levy and certify the proposed levy to the county auditor.
On or before Sept. 30	<p>At one meeting, in cities of population greater than 500, the city council adopts the proposed property tax levy and announces the time and place of a future city council meeting at which the budget and levy will be discussed and public input allowed, prior to final budget and levy determination. This public input meeting must occur after Nov. 24 and must start at or after 6 p.m. The time and place of the public input meeting must be included in the minutes, but newspaper publication of the minutes is not required.</p> <p>Cities over 500 population must provide the county auditor with the following information*:</p> <ul style="list-style-type: none"> <li>• The time and place of the meeting at which the budget and levy will be discussed and public input allowed. (Again, meeting must occur after Nov. 24, and must not start before 6 p.m.)</li> <li>• A phone number that city tax payers may call if they have questions related to the auditor’s property tax notice; this does not require listing a private phone number.</li> <li>• An address where comments will be received by mail; this does not require listing a private address.</li> </ul> <p><u>* As noted above, the list of information for the county auditor substantially expands beginning in fall 2022.</u></p>

**RELEVANT LINKS:**

Nov. 11 to Nov. 24	County auditor prepares and sends parcels specific notices.
Nov. 25 to Dec. 28	Cities of population greater than 500 hold meeting (at 6 p.m. or later) to discuss the budget and property tax levy and, before a final determination, allows public input.
On or before Dec. 28	Cities certify the final levy. Cities must also file the certificate of compliance with the Department of Revenue by Dec. 28, 2021. The department usually supplies a Form TNT for these purposes closer to the time of certification.

Minn. Stat. § 275.07, subd. 1.

26 U.S.C.A. § 3121. (b)(B)(7)(F) (iv). Circular E Employers' Tax Guide (IRS Publication 15).

Social Security Administration, Election Workers (Defined). Election Officials and Workers.

Internal Revenue Service, *Election Workers: Reporting and Withholding.*

PERA Employer Manual, Ch. 3. Minn. Stat. § 353.01, subd. 2b(a)(3).

All cities and special taxing districts must certify the final property tax levy to the county auditor on or before Dec. 28, 2021 (five working days after Dec. 20). If this deadline is missed, the final levy will stay the same as it was in the preceding year.

**V. Election judge wages and withholding**

**Income tax withholding.** Election judges' pay is exempt from state and federal income tax withholding. Election judges are responsible for declaring the wages as personal income and may have to pay income tax depending on the judge's personal situation — but the city need not withhold income taxes.

**Federal and/or state tax withholding, including withholding for Social Security and Medicare.** If an election judge is paid less than \$1,900 in 2021, no Social Security or Medicare taxes are withheld. Cities do not need to issue W-4s for judges earning less than \$1,900. At the time of publication, the threshold for 2022 had not been established.

**Issuing W-2s.** If an election judge earns \$600 or more in a year, cities must issue that person a W-2. According to IRS contacts, W-2s may be issued to judges earning less than \$600 for software and bookkeeping purposes.

**PERA withholding.** Election judges are local governmental employees, but the wages earned in these positions are not subject to PERA withholding. For example, if a city employee is also employed by the city as an election judge, the wages earned as a city employee are subject to PERA withholding (assuming the earnings threshold is met).

However, any wages paid for the election judge services must be subtracted from the gross wages prior to calculating the PERA contributions, as the earnings as an election judge are excluded from PERA withholding.

**RELEVANT LINKS:**

IRS Standard Mileage Rates.

PERA.

**Payroll.** The federal government classifies election judges as employees. Therefore, it seems reasonable to pay them through the payroll system, rather than other accounts, to ensure accurate tracking of wages paid to each judge. However, this is offered as a practical tip, not as a requirement in law or rule.

## VI. Employment-related changes

### A. Optional standard IRS mileage rate

IRS Standard Mileage Rate for 2021 is 56 cents per mile for business miles driven, down from 57.5 cents for 2020.

The IRS normally updates the mileage rates once a year in the fall for the next calendar year. *At the time of publication, 2022 rates are not yet available.*

### B. 2020 PERA contribution rates

The 2021 regular legislative session resulted in no changes to employer or employee contributions to either the defined benefit or defined contribution plans.

EMPLOYEE CONTRIBUTIONS		
Defined Benefit Plan (DBP)	Calendar year 2021	Calendar year 2022
Basic	9.10%	9.10%
Coordinated	6.50%	6.50%
Police and Fire	11.8%	11.8%
Defined Contribution Plan (DCP)	Calendar year 2021	Calendar year 2022
Elected Officials	5.00%	5.00%
Physicians	5.00%	5.00%
City Managers/Administrators	6.5%	6.5%
Ambulance/Rescue Squad Personnel	Rate set by employer	Rate set by employer
Certain volunteer or on-call firefighters not covered for that service by the PERA Police and Fire Plan or by a relief association under chapter 424A.	7.5% or more made either solely from compensation paid to the firefighter or through a combination of member and employer contributions.	7.5% or more made either solely from compensation paid to the firefighter or through a combination of member and employer contributions.

RELEVANT LINKS:

EMPLOYER CONTRIBUTIONS		
Defined Benefit Plan (DBP)	Calendar year 2021	Calendar year 2022
Basic	11.78% <sup>1</sup>	11.78%
Coordinated	7.50% <sup>2</sup>	7.50%
Police and Fire	17.7%	17.7%
Defined Contribution Plan (DCP)	Calendar year 2021	Calendar year 2022
Elected Officials/Physicians	5.00%	5.00%
City Managers/Administrators	6.5%	6.5%
Ambulance or Rescue Squad Personnel	Rate set by employer	Rate set by employer
Volunteer or On-call Firefighters not covered for that service by the PERA Police and Fire Plan or by a relief association under chapter 424A.	7.5% or more made either solely from compensation paid to the firefighter or through a combination of member and employer contributions	7.5% or more made either solely from compensation paid to the firefighter or through a combination of member and employer contributions
<p>1 This represents the employer match of the Basic Plan employee deduction (9.10%) and an employer additional amount at 2.68%.</p> <p>2 This rate represents the employer match of the Coordinated Plan employee deduction (6.50%) and an employer additional amount of 1%.</p>		

Minnesota Deferred Compensation Plan.

**C. Employee contributions to deferred compensation**

**Deferred compensation.** Please note: Each calendar year in the fall, the IRS updates the annual contribution limits, based on cost-of-living adjustments (COLA). *At the time of publication, 2022 information is not available.*

2021 Annual Maximum Contribution Limits\*

Participant age	Contribution Limits
Under age 50	\$19,500
Age 50 and over	\$26,000
Catch up provision	\$39,000



**RELEVANT LINKS:**

See IRS Circular E, Employers' Tax Guide (IRS Publication 15).

2021 Social Security and Medicare Tax Rates.

Unemployment Insurance Minnesota.

IRS Affordable Care Act Guidance.

COVID-19 Costs.

Cash in Lieu of Benefits.

\*The maximum deferral amounts change each year due to changes in the COLA, if any. Although the employee contributions to a deferred compensation plan reduce the individual's taxable income, the city will still need to budget for the employer's share of Social Security and Medicare to the same extent that these withholdings would be required on the employee's regular earnings.

**D. Social Security and Medicare withholding**

The 2022 Social Security and Medicare withholding amounts are not available at the time of this publication.

In 2020, for employers:

- The Social Security tax rate is 6.2%.
- The Medicare tax rate is 1.45%.

This combined rate of 7.65% is unchanged from 2020.

**E. Unemployment costs**

A conservative estimate of the amount of unemployment benefits a city may pay a laid off employee is approximately half the employee's average weekly wage, up to the maximum of \$762 per week. Most cities are classified as "reimbursing employers." This means the city reimburses the state for unemployment benefits paid out to a former employee.

**F. Health and dental insurance costs**

Cities need to make sure they are complying with the federal Affordable Care Act (ACA). On Feb. 10, 2014, the IRS released the final regulations implementing the employer shared responsibility mandate which affects many cities.

While it is unclear what the impacts of the pandemic will be in regard to health insurance costs, it's possible that some plans may see larger-than-normal cost increases due to the uncertainty in potential increased claims costs as a result of the pandemic (i.e., delayed preventive care, increase in high costs cases, alcohol/substance abuse, etc.). It's important that cities understand how each carrier is factoring this into claims and renewals. We recommend that cities talk with their broker or health plan about projected costs, including understanding how the carrier is factoring the unknowns of COVID into the renewals/RFP results.

The U.S. Department of Labor (DOL) released guidance in 2014 pertaining to employers reimbursing employees for individual health insurance plans, on either a pre-tax or after-tax basis. This guidance primarily affects cities that do not meet the definition of "large employer" under the ACA because large employers typically do not offer this type of arrangement.

**RELEVANT LINKS:**

IRS FAQs on ACA.

DOL FAQs on ACA.

LMC website, Healthcare Reform Provisions Unique to Small Employers.

LMC website, Federal Health Care Reform.

Gallagher guidance on 6055 and 6056 Reporting. (Cancel or close pop-up login box).

Minnesota Economy at a Glance from the BLS Midwest Information Office.

Employers are permitted to disregard seasonal employees when determining employer size if the employer's workforce exceeds 50 full-time equivalent (FTE) employees for no more than 120 consecutive days and the number of employees exceeding 50 during that time were seasonal employees, based upon the prior years' average number.

While most health care reform provisions apply to employers uniformly, regardless of size, there are a few provisions that may specifically benefit small cities that qualify as small employers. The benefits to small employers include:

- Exemption from penalties since they need not offer coverage.
- Availability of coverage through state exchanges effective Jan. 1, 2014.
- Exemption from reporting health care costs on W-2s.
- The ability to use a SIMPLE Cafeteria Plan.
- Since January 1, 2017, small employers can provide a Qualified Small Employer Health Reimbursement Arrangement (QSEHRA) that reimburses employees for the medical care expenses of the employee, the employee's spouse, and the employee's dependent children, including individual health insurance policies purchased on the individual market. Certain requirements must be met before a city offers a QSEHRA.

There are other provisions and compliance issues associated with health care reform for all employers such as requirements for coverage of preventive care, prohibitions against pre-existing exclusions, essential benefits, break times for nursing mothers, and other employee protections.

The DOL and the IRS continue issuing critical guidance regarding implementation details for health care reform. We recommend you visit the LMC website for the most up-to-date information and guidance on federal health care reform legislation and pending regulations.

The ACA has reporting requirements for providers of health insurance and applicable large employers that must be sent to covered individuals and the IRS which started the beginning of 2016. Cities are encouraged to plan ahead each year to meet the reporting deadlines as they will occur each year and continue with the reporting requirements until further notice.

## **G. Cost-of-living adjustment information**

Cities often look at cost-of-living adjustments when setting salaries for the coming year. One measure is the consumer price index (CPI), published by the Bureau of Labor Statistics, U.S. Department of Labor. The CPI is a measure of the average change over time in prices paid by consumers for goods and services.

**RELEVANT LINKS:**

See the BLS Consumer Price Index, Midwest Region, April 2020.

The CPI for the Midwest urban region increased 4.9% between April 2020 and April 2021. Other methods of adjusting salaries for inflation may also exist, depending upon the particular city, and these may be used instead of the CPI.

## VII. Coverage and dues

*These are not guarantees. Annual actuarial reviews, other rate development work, and reinsurance costs will be calculated this fall, at which time League of Minnesota Cities Insurance Trust (LMCIT) will be able to give a definite answer on premium rates for 2020-21. Final rates can vary substantially from our preliminary estimates. For example, preliminary estimates last year suggested workers' compensation rate increases of 5 to 10% range. Projected PTSD claim costs continue to skyrocket beyond expectations, resulting in the need for a 13.5% rate increase to keep pace with PTSD.*

There are two circumstances this year that make it particularly difficult to provide guidance on projected premium rate levels with precision:

- 1) We're conducting class rate relativity adjustments for 2022, which means specific rates for specific job classes will increase for some and decrease for others, so members will be impacted differently depending on their specific mix of job classes and payroll.
- 2) LMCIT is conducting a fund balance adequacy review project, which could affect our evaluation of how large a fund balance we need to maintain.

LMC information memos, Reducing LMCIT Premium Costs and Comparing Coverage Quotes.

LMC website, Premium Rates.

### A. LMCIT coverage

Most Minnesota cities are members of LMCIT for property, liability, auto, and workers' compensation coverage. Cities purchasing insurance from a private company should ask their provider about insurance coverage options, claim trends, and costs. Cities looking for possible ways to reduce their premiums can reference the memo *Reducing LMCIT Premium Costs*.

LMCIT members' annual premium costs are affected by rates, exposures, and experience. In addition to rates, which are set by LMCIT in the fall, cities' costs can fluctuate if there are changes in exposures — such as payrolls, city expenditures, or property values — or changes in experience rating for workers' compensation, municipal liability, or auto liability.

This memo discusses LMCIT experience rating formulas, but generally the formulas compare expected losses for individual members within a recent three-year period to the actual losses during the same period, and if losses are greater (or less) than expected, a premium debit (or credit) is applied.

RELEVANT LINKS:

Below are preliminary estimates for premium rates, which would take effect for property/casualty coverages renewing on or after Nov. 15, 2020, and workers' compensation coverages renewing on or after Jan. 1, 2021.

As always, cities can check with LMCIT starting in October for an updated outlook on premiums. Or if you'd like to learn more about your city's specific situation, contact your LMCIT underwriter.

*Workers' compensation.* Data as of the end of 2020 shows total incurred costs for claims occurring in 2019 and 2020 were relatively high — driven in large part by a rapid increase in PTSD claim costs. There's still a lot of uncertainty behind how PTSD claim costs will continue to develop, but there's not been any indication they're slowing down.

This was noted above, but members that have had large claims — PTSD or other — in recent years, may see higher experience rating modifiers, which is something else to keep in mind. Contact your underwriter with questions about whether your city's experience rating factor looks like it will increase next year.

Something new that's come up in 2021 that we are monitoring closely is the potential introduction of additional presumptions for public safety classes, which might cause additional pressure on rates if it looks like we will be seeing new types of costly claims.

Some uncertainty remains behind how COVID-19 is impacting workers' compensation costs. LMCIT had several hundred claims and several million dollars in incurred COVID claim costs. While the intake of new claims has cooled off, the exposure remains and the long-term impact of accepted claims is unknown.

LMCIT suggests cities allow for a workers' compensation premium rate increase in the 10 to 15% range for the average member. However, with the way rates for individual job classes will change, it may be safer to budget closer to a 20% rate increase in case your city has a high percentage of payroll in one or more of the job classes that will increase more because of the relativity study adjustments discussed on the previous page. It's not unlikely, for example, that the police officer job class rate will need to increase more than for other job classes. (It's also possible that your city will have a high percentage of payroll in classes for which rates will either decrease or increase by less, but LMCIT suggests that cities be prepared for a larger increase if that's how things shake out).

*Property.* Property losses in the past couple of years haven't been overly concerning. We've dodged bad summer storm losses in large part — so LMCIT members' property claim experience doesn't appear like it will put pressure on rates, but we'll see what happens this summer.

**RELEVANT LINKS:**

The most relevant factor for property rates is the reinsurance market, which is in a harder cycle than what we're accustomed to. Reinsurance costs are a significant part of LMCIT expense for property coverage and it's uncertain how the reinsurance market will behave later this year. (We don't expect it to suddenly soften up, based on what we're reading and what we're hearing from other sister pools in other states). Given the experience other pools have had in recent months, we anticipate the possibility for increased costs.

We're also reviewing how we price individual building types — we're identifying types of buildings we may be undercharging or overcharging for based on actual claim experience. It's likely we will be making some pricing adjustments for specific building types. Depending on members' specific mixes of building types, some members could see higher or lower premium changes than others. The initial data suggest some of the utility property classes (e.g. electric, water, sewer) will need to increase quite a bit relative to other property types.

Claims paid under LMCIT cyber and crime coverages have historically been funded with property coverage premiums. We may need to start charging for those coverage types separately and explicitly, due to changes in claim patterns and reinsurance considerations.

Given the reinsurance uncertainty, for budgeting purposes cities may want to allow for a 5 to 10% increase for property coverage rates on average. Because of the changes to how individual building types will be priced, some members may see decreases or smaller increases, and some members may see much higher increases, depending on each member's mix of building types. For this reason, for member-specific guidance, we'd suggest giving your underwriting a call if you're looking for the most up-to-date information on budgeting for rate increases.

*Liability.* Loss costs in 2020 for municipal liability claims were average overall, but patterns for specific types of liability claims continue to evolve, as is the case with police liability, sewer backup liability, employment practices, and land use litigation, for example. LMCIT continues to monitor change in the police liability environment, potential federal or state reforms, and the escalation of the value of serious claims — all of which could impact pricing for police liability as well as excess liability limits.

LMCIT suggests cities allow for possible rate increases in the range of 3 to 7%, in part to account for the potential for an uptick in inflationary effects, and slightly more, maybe 8 to 12%, for members with police liability or excess liability limits, as the reinsurance market for excess limits is a bit in flux and causes some uncertainty.

**RELEVANT LINKS:**

*Auto.* Auto coverage loss costs in 2020 were in line generally with previous years. LMCIT expects overall auto rates to remain relatively stable and we suggest allowing for 3 to 7% increases for auto rates to be safe and, like liability, to account for the potential for an uptick in inflationary effects.

## B. League dues

Many factors influence the LMC Board's decision when setting dues, including cities' financial situations, inflation, strategic plan initiatives, non-dues revenue sources, and various other factors.

To estimate dues payable Sept. 1, 2022, cities should complete the following three steps:

1. Estimate the city's population for 2020.
2. Find the estimated population from step 1 in the table below to compute the estimated dues payable Sept. 1, 2021.
3. Take the amount calculated in step 2 and increase it by 3% to estimate the dues payable Sept. 1, 2022.

League dues for the upcoming fiscal year (2022) are billed on Sept. 1, 2021, and cover membership from September 2021-August 2022. The estimated dues payable on Sept. 1, 2021, are computed based on the maximum dues schedule below:

Population	Amount	Per capita rate
249 OR LESS	\$424	0
250 - 4,999	\$148	1.1201
5,000 - 9,999	\$1,169	0.9156
10,000 - 19,999	\$2,534	0.7790
20,000 - 49,999	\$8,649	0.4733
50,000 - 299,999	\$25,602	0.1344
300,000 AND OVER	\$43,117	0.0759

For example: If your city's estimated 2020 population is 6,251 residents, your estimated dues payable on Sept. 1, 2021, would be \$6,892 (\$1,169 + 6,251\*0.9156). Based on that calculation, your estimated dues payable on Sept. 1, 2022, would be \$7,099 (\$6,892\*1.03).

If you need assistance estimating population or dues, call the League's assistant finance director.

Contact Milton Ferris at the League at [mferris@lmc.org](mailto:mferris@lmc.org) or (651) 215-4023 or (800) 925-1122.

**RELEVANT LINKS:**

See IRS Publication 510  
Appendix for Model  
Certificates:  
M - Ultimate Purchaser;  
P - Diesel Fuel Tax  
Exemption; and  
R - Buyer of Taxable  
Fuel.

**VIII. Excise taxes on motor fuel**

Cities are exempt from federal excise tax on diesel fuel and gasoline under various sections of the Internal Revenue Code. Cities may make tax-exempt purchases or apply for a refund of taxes paid upon filing certain certificates.

CITY NAME	Certified 2022 LGA (Including Supplemental 2022 City Aid Distribution)
<b>TOTALS</b>	<b>\$569,913,567</b>
MORRISTOWN	\$326,337
MORTON	\$142,705
MOTLEY	\$186,296
MOUND	\$313,146
MOUNDS VIEW	\$850,373
MOUNTAIN IRON	\$1,416,805
MOUNTAIN LAKE	\$934,150
MURDOCK	\$53,631
MYRTLE	\$9,793
NASHUA	\$0
NASHWAUK	\$354,409
NASSAU	\$13,808
NELSON	\$32,152
NERSTRAND	\$39,311
NEVIS	\$68,486
NEW AUBURN	\$143,304
NEW BRIGHTON	\$755,071
NEW GERMANY	\$31,882
NEW HOPE	\$866,708
NEW LONDON	\$369,774
NEW MUNICH	\$79,553
NEW PRAGUE	\$964,655
NEW RICHLAND	\$444,559
NEW TRIER	\$4,402
NEW ULM	\$4,511,374
NEW YORK MILLS	\$418,177
NEWFOLDEN	\$101,277
NEWPORT	\$527,195
NICOLLET	\$283,165
NIELSVILLE	\$25,850
NIMROD	\$7,858
NISSWA	\$0
NORCROSS	\$12,347
NORTH BRANCH	\$834,564
NORTH MANKATO	\$1,973,070
NORTH OAKS	\$0





2022 Capital Improvement Plan

	2021	2022	2023	2024	2025+
<b>Electric</b>					
		Engine Room Ceiling (EJ) \$70,000			
	Upgrades Driven by Business (EJ) \$20,000	Upgrades Driven by Business (EJ) \$20,000		Upgrades Driven by Business (EJ) \$20,000	Upgrades Driven by Business (EJ) \$20,000
	Pole Line Replacement \$40,000 (EJ)	Pole Line Replacement \$40,000 (EJ)		Pole Line Replacement \$40,000 (EJ)	Pole Line Replacement \$40,000 (EJ)
	Electric Meters (EJ) \$10,000			Breaker and Relay testing in switch gear rooms \$18,000	
	Relay Testing in Switch Gear Rooms (EJ) \$6,000				
	Meg. Engines 1, & 3 (EJ) \$6,000			Meg. Engines 2, 4 & 5 (EJ) \$8,000	
	Underground Project (EJ) \$15,000	Underground Project (EJ) \$15,000		Underground Project (EJ) \$15,000	Underground Project (EJ) \$15,000
		Utility Body Truck \$50,000			
	Engine Maintenance (EJ) \$10,000	Engine Maintenance (EJ) \$10,000		Engine Maintenance (EJ) \$10,000	Engine Maintenance (EJ) \$10,000
<b>Library</b>					
		<-2 computers (Public Use) as needed-			
<b>Ambulance</b>					
			Fire/Ambulance Hall Roof or New Building (F & A)		
		Purchase Second 12 Lead Defibrillator (A) \$15,000		New Ambulance (A) \$185,000	
<b>Fire</b>					
				Fire/Ambulance Hall Roof/Repairs or New Building (F&A)	
	3 sets of turn-out gear, \$2,500 per set (F) Lease Payment for SCBA Equipment (F) \$12,000	3 sets of turn-out gear, \$2,500 per set (F) Lease Payment for SCBA Equipment (F) \$12,000	3 sets of turn-out gear, \$2,500 per set (F) Lease Payment for SCBA Equipment (F) \$12,000	3 sets of turn-out gear, \$2,500 per set (F) Lease Payment for SCBA Equipment (F) \$12,000	3 sets of turn-out gear, \$2,500 per set (F) Lease Payment for SCBA Equipment (F) \$12,000
				New Fire Pumper Loan Payment 12,000 - 15,000 (F)	
<b>Radios</b>					
					\$120/ unit set-aside for future replacement of ARMER Radios and Pagers for PD, Ambulance, Fire, Public Works and Utilities