

**CITY OF LE CENTER
REGULAR COUNCIL MEETING
TUESDAY, MAY 9, 2023 – 7:00 PM
10 W. TYRONE ST. LE CENTER, MN 56057**

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. OATH OF OFFICE

A) Nathan Hintz, Term Ends December 31, 2024

4. APPROVAL OF THE AGENDA

5. CONSENT AGENDA

All items on the Consent Agenda are considered routine and have been made available to the City Council at least two (2) days in advance of the meeting. The items will be enacted in one motion. There will be no separate discussion of these items unless a council member or citizen so requests, in which event the item will be removed from this agenda and considered in normal sequence.

A) Approval of Minutes from the Regular Council Meeting held on April 11, 2023

B) Approval of Bills to be Paid

C) Approval of Resolution No. 2023I Appointing Nathan Hintz To The Le Center City Council

D) Approval of Resolution No. 2023J Accepting a Donation to the City from the Waseca-Le Sueur Regional Library

6. PUBLIC HEARING

A) Ordinance 2023-1 The Establishment of a Fee Schedule

7. PUBLIC COMMENT (3 min. time limit)

A) Petitions, Requests, Comments, or Communications from the General Public

8. REPORTS OF OFFICERS, BOARDS, COMMITTEES, DEPARTMENTS

A) E.D.A. Report – Dan Evans

B) P & Z Report – Corey Block

C) Liquor Store Report – Rebecca Vikla

D) Police Report – Derek Carlsrud

1) Accept Letter of Resignation from Police Chief Derek Carlsrud

E) Public Works Report – Dan Steinborn

F) Le Sueur Co. Commissioner Updates – Dave Preisler

G) Fair Board Association – Nancy Stauff

9. OLD BUSINESS

- A) 2nd Reading / Consider Approval of Ordinance No. 2023-1 an Ordinance Establishing a Fee Schedule
- B) Approval of Summary Publication for Ordinance No. 2023-1

10. NEW BUSINESS

- A) Approval of Resolution No. 2023K A Resolution to Approve The Seal Coating Quote By Means of Direct Negotiations
- B) Approval of Resolution No. 2023L A Resolution Accepting The Return of The Small Cities Grant Funds
- C) Discuss Expiring Commercial Building Lease at 200 E. Bowler Street.
- D) Discuss a New/Updated Logo for the City
- E) Review & Approve Police Chief Job Description
- F) Review & Approve Police Chief Salary Range & Job Posting
- G) Discuss Transitional Period, Interim Chief Law Enforcement Officer (CLEO) & Timeline

11. ADMINISTRATION & OTHER BUSINESS.

- A) Reminder of City Wide Clean-Up Day June 17th from 8am to Noon
- B) Le Sueur Co. Officials Meeting May 24, 2023 at 6:30 p.m. Location TBD

12. ADJOURNMENT

OATH OF OFFICE

STATE OF MINNESOTA

COUNTY OF LE SUEUR

CITY OF LE CENTER

Do you, Nathan Hintz, solemnly swear that you will support the
Constitution of the United States of America, the Constitution of the State of
Minnesota, and the Code of Ordinances for the City of Le Center, and that
you will faithfully & impartially perform the duties of Council Member to
which you have been appointed by Mayor Christian Harmeyer on March 14,
2023; to the best of your knowledge and ability, so help you God.

Signify to the affirmative by saying, "I Do"

Signature

ATTEST:

Dan Evans, City Administrator

Date

seal

**CITY OF LE CENTER
REGULAR COUNCIL MEETING
TUESDAY, APRIL 11, 2023 – 7:00 PM
10 W. TYRONE ST. LE CENTER, MN 56057**

*** MINUTES ***

1. CALL TO ORDER

Present: Mayor Christian Harmeyer, Council Members Jennifer Weiers, Dan Steffen, Collin Scott

Absent: None

Staff Present: City Administrator Dan Evans, Public Works Superintendent Dan Steinborn, Police Chief Derek Carlsrud, Liquor Manager Becky Vikla

Others Present: City Attorney Jason Moran

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF THE AGENDA

Motion by Weiers, seconded by Steffen to add County Fair Board update to Section 7 (G). All in favor, motion carried.

4. CONSENT AGENDA

Motion by Steffen, seconded by Scott to approve the consent agenda items list below. All in favor, motion carried.

- A) Approval of Minutes from the Regular Council Meeting held on March 14, 2023
- B) Approval of Bills to be Paid
- C) Approval of a State of MN Joint Powers Agreement & Court Amendment Agreement Resolution No. 2023E
- D) Approval of 2023 Liquor & Beer License Renewals
- E) Approval of Special Event Permit from Le Center Chamber / Kick Off to Summer Event

5. PUBLIC COMMENT

None

6. PRESENTATIONS

- A) Darian Hunt with House of Insurance presented the League of Minnesota Cities Insurance Trust 2023 Review. There was a premium increase in property and casualty insurance of \$12,197 from the prior period. The League recently re-valued city owned buildings and properties, and that drove much of the increase. The city increased the building values by just over 3 million or 12%. Part of the increase is due to inflation and what it would cost to construct a new building. Worker's Comp had an increase of \$3,929 from the prior period because the League is seeing an increased number of claims for certain city-related jobs like police and public works. Payroll increase is also a driver of larger premiums. Hunt

indicated the city did receive a dividend check in 2022 for \$12,174. Motion by Scott, seconded by Weiers to wave the statutory limit of \$500,000 and purchase a limit of \$2 million. All in favor, motioned carried.

7. REPORTS OF OFFICERS, BOARDS, COMMITTEES, & DEPARTMENTS

- A) E.D.A. Report – Evans showcased a City Profile that was put together by Leah Petricka with Region 9.
- B) P & Z Report - Director Block said a public hearing was held by the Planning and Zoning Commission on April 4, 2023 to hear testimony in regards to WINCO Inc. applying for a conditional use permit for an exterior liquid nitrogen tank. Block will request the council take action on this item in New Business Section 9 (C).
- C) Liquor Store Report - Manager Becky Vikla stated that March 2023 sales were \$99,071. March sales in 2022 were \$82,758. Sales were up \$16,312 from 2022. February gambling proceeds were \$10,993. March recap: St. Patrick's Day celebration, Pfeiffer tournament and a meat raffle. April events: 13 games were played for the free pool event. April 8th customer appreciation event took place with live music from Just Crista and Gary West.
- D) Police Report - Chief Derek Carlsrud reported on the police activities for the month of March: 238 calls / incidents @ 4679 miles patrolled. Three (3) arrests: (2) DWI (1) Warrant. Speed limit change on South Cordova Ave from Hwy 99 to East Woodridge Drive. MnDOT did a speed study and dropped that section from 55 mph to 45 mph. Chief Carlsrud also wanted to remind folks to renew their dog license for the year, tags can be picked up at city hall free of charge.
- E) Public Works Report - Public Works Superintendent Steinborn reported the following:
 - Continuing to sweep streets and patch roadways with cold mix.
 - Preparing the ball fields and getting them ready for spring sports.
 - Bathrooms will be open in the coming weeks.
 - Working on getting signage at the yard waste drop site.
- F) Le Sueur Co. Commissioner update – Dave Preisler District 4 Commissioner stated that the CSAH 11 (Cordova Ave) mill and overlay project bids will be ready in three weeks. Environmental services dept. moved into the 3rd floor at the government center. The highway dept. will be moving into the old environmental services building. In 2010 the county applied for Small Cities Grant Program Funds, to be loaned out to individuals throughout the county. As part of that program the homeowner would need to stay in their home for a period of 10 years or they would have to essentially pay back the loan. \$21,000 was paid back to the county program and the county will be returning the funds back to the originating city where the initial loan was taken out. The city will have to use the funds in accordance with the initial guidelines of the program.

- G) County Fair Board update – Nancy Stauff said the same carnival will be back again this year. Other events: sweet corn feed, zoo, ranch rodeo, demo derby, tractor pull. Various musicians will be performing during the fair.

8. OLD BUSINESS

- A) Motion by Steffen, seconded by Scott to approve Resolution No. 2023F A Resolution authorizing grant acceptance to seal an abandon city well. All in favor, motion carried.

9. NEW BUSINESS

- A) Police Officer Mitchel Toltzman to take Official Oath of Office administered by Chief Carlsrud.
- B) Motion by Scott, seconded by Weiers to approve Resolution No. 2023G A Resolution approving a mutual aid agreement with MnWarn. All in favor, motion carried.
- C) Motion by Scott, seconded by Steffen to approve Resolution No. 2023H a Resolution approving a conditional use permit for WINCO Inc. for the purposes of installing a 9000-gallon liquid nitrogen tank. All in favor, motion carried.
- D) 1st reading of Ordinance No. 2023-1, Evans explained this ordinance would establish a fee schedule for the various governmental actions, permits, licenses, zoning matters, utility rates, and other governmental functions.
- E) Motion by Weiers, seconded by Scott to set a public hearing for Ordinance No. 2023-1 on May 9, 2023, at 7:00 p.m. All in favor, motion carried.

10. ADMINISTRATION & MISC.

- A) A general discussion on technology in the council chambers was had. Evans indicated that a large television and or projector could be used to display the agenda packet and presentation materials. This would enhance the experience of individuals at the meeting and of those folks watching online or through the public access channel. The council generally agreed with this idea and Evans will work with staff at TCU schools as well as other tech companies to get more technology in the council chambers.
- B) Mayor Harmeyer reminded the council of the upcoming Le Sueur Co. Officials Meeting at 6:30 p.m. on April 26, 2023, location TBD.

11. ADJOURNMENT

There being no further business; Motion by Scott, Seconded by Steffen, for Mayor Harmeyer to adjourn the meeting at 7:47 p.m. All in favor, motion carried.

Dan Evans, Administrator

CITY OF LE CENTER

05/05/23 7:21 AM

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Bills Report

DEPT Descr	Search Name	Check Nbr	Amount	Comments
FUND 101 General Fund				
	INTERNAL REVENUE SERVICE	000106	\$3,814.16	2nd Half-FICA
	INTERNAL REVENUE SERVICE	000105	\$1,157.86	2nd Half- Medicare
	INTERNAL REVENUE SERVICE	000104	\$3,872.84	2nd Half F/W/H
	COMMISSIONER OF REVENUE-SWH	000103	\$7,054.67	S/W/H-March 2023
	PUBLIC EMPLOYEES RETIREMENT-GE	045917	\$15,650.76	PERA-April
	MINNESOTA NCPERS LIFE INS	045891	\$16.00	Insurance
	METROPOLITAN LIFE INSURANCE	045914	\$1,233.53	Insurance
	MN TEAMSTERS LOCAL NO. 320	045958	\$132.48	Police uin dues
	MATRIX TRUST COMPANY	045940	\$780.00	457 Plan 2-15-23 - 4-30-23
DEPT			\$33,712.30	
Council	LEAGUE OF MN CITIES INS TRUST WC	045939	\$7.85	10-1-21 to 10-1-22 Audit
DEPT 41110 Council			\$7.85	
Administration	DELTA DENTAL OF MINNESOTA	045883	\$95.00	Insurance
Administration	LEAGUE OF MN CITIES INS TRUST WC	045939	\$127.54	10-1-21 to 10-1-22 Audit
Administration	LEAGUE OF MN CITIES INS TRUST WC	045939	\$1.30	10-1-21 to 10-1-22 Audit
Administration	DEBIT CARD	000112	\$98.31	Bank-A-Count-deposit slips
Administration	LE SUEUR COUNTY NEWS	045888	\$87.15	Renewal one year Act # LCN-31372
Administration	BUSINES ESSENTIALS	045533	\$12.30	TO RECORD CHECK 45533
Administration	BUSINES ESSENTIALS	045926	\$128.12	Paper-newsletter
Administration	ABDO	045877	\$6,000.00	Bank Reconcilations 2022-2023
Administration	BOLTON & MENK, INC.	045900	\$173.00	Washington St/Mill Ave-ROW
Administration	CHRISTIAN, KEOGH & MORAN	045927	\$470.00	Statement # 39
Administration	LE SUEUR COUNTY RECORDER	045889	\$46.00	Recording Resolution # 2023H
Administration	METRO FIBER NET LLC	045913	\$147.22	Utilities
Administration	CENTERPOINT ENERGY	045922	\$509.61	Utilities
Administration	CENTER POINT	045902	\$125.66	
Administration	CENTERPOINT ENERGY	045922	\$125.66	Utilities
Administration	CENTER POINT	045902	-\$509.61	
Administration	CENTER POINT	045902	-\$125.66	
Administration	CENTER POINT	045902	\$509.61	
Administration	LE SUEUR COUNTY TREASURER	045910	\$3,752.00	20-029-4825
Administration	LE SUEUR COUNTY TREASURER	045910	\$9.00	20-999-0020
Administration	LE SUEUR COUNTY TREASURER	045910	\$9.00	20-999-0210
Administration	LE SUEUR COUNTY TREASURER	045910	\$9.00	20-999-0400
Administration	LE SUEUR COUNTY TREASURER	045910	\$9.00	20-999-0370
Administration	LE SUEUR COUNTY TREASURER	045910	\$6,280.00	20-032-5000
Administration	HEATHER HENRY	045934	\$65.00	Cleaning 4-29-23
Administration	HEATHER HENRY	045886	\$65.00	Cleaning 4-16-23
Administration	COMPUTER TECHNOLOGY SOLUTIONS	045929	\$1,600.00	Sophos Migration
Administration	COMPUTER TECHNOLOGY SOLUTIONS	045929	\$52.50	Monthly-Sophos Agreement
Administration	MIKES WINDOW WASHING SERVICE	045941	\$66.00	Cleaning 4-26-23
DEPT 41400 Administration			\$19,937.71	
Police Department	LEAGUE OF MN CITIES INS TRUST WC	045939	\$1,721.90	10-1-21 to 10-1-22 Audit
Police Department	BUREAU OF CRIMINAL APPREHENSIO	045880	\$375.00	A. Klobe- Police training
Police Department	AMOCO OIL COMPANY	045924	\$1,498.68	Fuel
Police Department	LE CENTER HARDWARE HANK	045956	\$15.96	Supplies
Police Department	MIDWEST RADAR & EQUIPMENT	045957	\$82.00	Police
Police Department	CHRISTIAN, KEOGH & MORAN	045927	\$1,730.00	Statement # 412
Police Department	FRONTIER COMMUNICATIONS-GENERA	045905	\$95.24	Utilities
Police Department	METRO FIBER NET LLC	045913	\$52.74	Utilities
DEPT 42123 Police Department			\$5,571.52	

DEPT Descr	Search Name	Check Nbr	Amount	Comments
Streets Department	LEAGUE OF MN CITIES INS TRUST WC	045939	\$13.31	10-1-21 to 10-1-22 Audit
Streets Department	LEAGUE OF MN CITIES INS TRUST WC	045939	\$1,219.35	10-1-21 to 10-1-22 Audit
Streets Department	AMOCO OIL COMPANY	045924	\$526.41	Fuel
Streets Department	TWEETENS ONE STOP INC	045948	\$61.13	Diesel
Streets Department	LAURIES GARDEN CARE	045938	\$600.00	Parks-flowers
Streets Department	LE CENTER HARDWARE HANK	045956	\$93.88	Supplies
Streets Department	WALLY BLASCHKO-EXPENSE	045899	\$298.45	Reimb Safety Glasses
Streets Department	ARAMARK	045878	\$136.42	Streets
Streets Department	NORTH AMERICAN SAFETY INC	045942	\$172.42	Streets
Streets Department	METRO FIBER NET LLC	045913	\$135.31	Utilities
Streets Department	CENTER POINT	045902	-\$463.85	
Streets Department	CENTER POINT	045902	\$463.85	
Streets Department	CENTERPOINT ENERGY	045922	\$463.85	Utilities
Streets Department	SAFEASSURE CONSULTANTS INC	045943	\$4,440.08	Safety Training
DEPT 43121 Streets Department			\$8,160.61	
Pool	LEAGUE OF MN CITIES INS TRUST WC	045939	\$265.32	10-1-21 to 10-1-22 Audit
Pool	LE CENTER HARDWARE HANK	045956	\$19.97	Supplies
Pool	LESUEUR-WASECA BOARD OF HEALTH	045911	\$720.00	License # 57036-Pool
Pool	HAWKINS, INC.	045885	\$4,030.85	Chemicals
Pool	HAWKINS, INC.	045885	\$30.00	Chemicals
Pool	CENTER POINT	045902	\$27.92	
Pool	CENTERPOINT ENERGY	045922	\$27.92	Utilities
Pool	CENTER POINT	045902	-\$27.92	
DEPT 45124 Pool			\$5,094.06	
Parks	LEAGUE OF MN CITIES INS TRUST WC	045939	\$186.16	10-1-21 to 10-1-22 Audit
Parks	DEBIT CARD	000108	\$74.95	Amazon-White Marking Paint parks
Parks	DWYER PLUMBING & HEATING-GENER	045954	\$16.63	Parks
Parks	LE CENTER HARDWARE HANK	045956	\$165.40	Supplies
Parks	FRONTIER COMMUNICATIONS-GENERA	045905	\$78.74	Utilities
DEPT 45200 Parks			\$521.88	
Library	HEATHER HENRY	045934	\$45.00	Cleaning 4-29-23
Library	HEATHER HENRY	045886	\$45.00	Cleaning 4-16-23
Library	METRO FIBER NET LLC	045913	\$52.74	Utilities
DEPT 45501 Library			\$142.74	
FUND 101 General Fund			\$73,148.67	
FUND 601 Water Fund				
Water Utilities	LEAGUE OF MN CITIES INS TRUST WC	045939	\$200.47	10-1-21 to 10-1-22 Audit
Water Utilities	MINNESOTA REVENUE/SALES TAX	000113	\$550.00	Sales Tax
Water Utilities	HAWKINS, INC.	045885	\$40.00	Chemicals
Water Utilities	GOPHER STATE ONE-CALL, INC.	045933	\$16.88	Locations
Water Utilities	FIRST STATE BANK	000114	\$5.00	ACH-April
Water Utilities	UTILITY CONSULTANTS	045950	\$46.20	Testing
Water Utilities	CENTER POINT	045902	\$35.71	
Water Utilities	CENTER POINT	045902	\$138.70	
Water Utilities	CENTER POINT	045902	-\$35.71	
Water Utilities	CENTERPOINT ENERGY	045922	\$138.70	Utilities
Water Utilities	CENTER POINT	045902	-\$138.70	
Water Utilities	CENTERPOINT ENERGY	045922	\$35.71	Utilities
DEPT 49440 Water Utilities			\$1,032.96	
FUND 601 Water Fund			\$1,032.96	
FUND 602 Sewer Fund				
Sewer Utilities	LEAGUE OF MN CITIES INS TRUST WC	045939	\$352.55	10-1-21 to 10-1-22 Audit
Sewer Utilities	MWOA	045915	\$40.00	Training/ Kaderlik-Steinborn

DEPT Descr	Search Name	Check Nbr	Amount	Comments
Sewer Utilities	USA BLUE BOOK	045949	\$191.13	Eyewash station/thermometer- Plant
Sewer Utilities	HAWKINS, INC.	045885	\$5,280.43	Chemicals
Sewer Utilities	HAWKINS, INC.	045885	\$40.00	Chemicals
Sewer Utilities	HAWKINS, INC.	045908	\$6,677.99	Plant-Ferric Chloride
Sewer Utilities	GOPHER STATE ONE-CALL, INC.	045933	\$16.87	Locations
Sewer Utilities	FIRST STATE BANK	000114	\$5.00	ACH-April
Sewer Utilities	UTILITY CONSULTANTS	045950	\$907.35	Testing
Sewer Utilities	METRO FIBER NET LLC	045913	\$136.51	Utilities
Sewer Utilities	CENTERPOINT ENERGY	045922	\$532.95	Utilities
Sewer Utilities	CENTER POINT	045902	-\$532.95	
Sewer Utilities	CENTER POINT	045902	\$532.95	
Sewer Utilities	EMPIRE PIPE SERVICES	045904	\$2,005.00	Sewer Inspections
Sewer Utilities	SANCO EQUIPMENT LLC	045894	\$67.97	Plant- cylinder
Sewer Utilities	TIM MILLER ELECTRIC INC	045945	\$790.59	Sewer Plant-mixer motor
Sewer Utilities	INTERSTATE POWER SYSTEMS	045935	\$502.45	Plant-generator fule supply pump
DEPT 49450 Sewer Utilities			\$17,546.79	
FUND 602 Sewer Fund			\$17,546.79	
FUND 603 Refuse Fund				
Refuse	LEAGUE OF MN CITIES INS TRUST WC	045939	\$342.24	10-1-21 to 10-1-22 Audit
Refuse	MINNESOTA REVENUE/SALES TAX	000113	\$1,342.00	Sales Tax
Refuse	G. C. DISTRIBUTING COMPANY	045906	\$3,511.20	Refuse Bags
Refuse	LE CENTER HARDWARE HANK	045956	\$64.99	Supplies
Refuse	LJP ENTERPRISES WASTE	045890	\$2,385.25	Recycling
DEPT 43230 Refuse			\$7,645.68	
FUND 603 Refuse Fund			\$7,645.68	
FUND 609 Liquor Fund				
	METROPOLITAN LIFE INSURANCE	045914	\$175.05	Insurance
	MINNESOTA REVENUE/SALES TAX	000113	\$9,526.00	Sales Tax
DEPT			\$9,701.05	
Municipal Liquor Store	DELTA DENTAL OF MINNESOTA	045883	\$95.00	Insurance
Municipal Liquor Store	LEAGUE OF MN CITIES INS TRUST WC	045939	\$419.01	10-1-21 to 10-1-22 Audit
Municipal Liquor Store	CINTAS CORPORATION #754	045928	\$246.17	Towels/Rugs
Municipal Liquor Store	PEPSI COLA BOTTLING CO.	045893	\$525.75	Bar supplies
Municipal Liquor Store	LE CENTER HARDWARE HANK	045956	\$72.42	Act # 154 Liquor Supplies
Municipal Liquor Store	PLUNKETT S PEST CONTRO-LIQUOR	045959	\$136.74	Pest Control Feb-April
Municipal Liquor Store	CITY OF LE CENTER GENERAL FUND	045881	\$60.00	Refuse Bags (2)
Municipal Liquor Store	PAPER ROLL SUPPLIES	045892	\$156.77	supplies
Municipal Liquor Store	SCHWICKERTS TECTA AMERICA	045895	\$350.00	Tp cooler repair
Municipal Liquor Store	DWYER PLUMBING & HEATING-LIQUO	045955	\$346.43	Repairs
Municipal Liquor Store	TAPPERS BEER LINE SERVICE LLC	045896	\$192.00	5-23-23 to 12-23-23 clean beer line
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	045936	\$2,098.21	Liquor
Municipal Liquor Store	SOUTHERN GLAZERS OF MN	045919	\$2,271.43	Liquor
Municipal Liquor Store	VINOCOPIA, INC	045921	\$210.50	Wine
Municipal Liquor Store	SOUTHERN GLAZERS OF MN	045944	\$793.84	Liquor
Municipal Liquor Store	SOUTHERN GLAZERS OF MN	045944	\$382.97	Liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	045936	\$1,868.87	Liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	045923	\$3,078.51	Liquor
Municipal Liquor Store	BREAKTHRU BEV MN WINE	045952	\$2,078.80	Liquor
Municipal Liquor Store	VINOCOPIA, INC	045951	\$458.43	Wine
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	045887	\$1,002.48	Liquor
Municipal Liquor Store	BREAKTHRU BEV MN WINE	045879	\$72.00	Liquor
Municipal Liquor Store	BREAKTHRU BEV MN WINE	045879	\$655.00	Liquor
Municipal Liquor Store	BREAKTHRU BEV MN WINE	045879	\$3,557.80	Liquor

DEPT Descr	Search Name	Check Nbr	Amount	Comments
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	045887	\$3,950.36	Liquor
Municipal Liquor Store	BREAKTHRU BEV MN- BEER	045901	\$3,002.10	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	045947	-\$24.30	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	045920	-\$12.48	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	045920	-\$171.00	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	045920	\$126.90	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	045920	\$7,411.65	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	045947	\$987.80	Beer
Municipal Liquor Store	BREAKTHRU BEV MN- BEER	045925	\$1,260.00	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	045903	\$945.06	Beer
Municipal Liquor Store	KINNEY CREEK BREWERY	045909	\$76.00	Mdse
Municipal Liquor Store	BREAKTHRU BEV MN- BEER	045925	-\$52.60	Beer
Municipal Liquor Store	KINNEY CREEK BREWERY	045937	\$74.00	liquor
Municipal Liquor Store	DAHLHEIMER BEVERAGE	045882	-\$94.40	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	045882	\$1,065.85	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	045930	\$1,587.85	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	045898	\$6,466.90	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	045953	\$812.10	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	045898	-\$191.60	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	045882	\$2,640.05	Beer
Municipal Liquor Store	BREAKTHRU BEV MN- BEER	045901	\$2,302.75	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	045898	\$9,534.95	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	045898	\$126.90	Beer
Municipal Liquor Store	FIRE HOUSE PIZZA	045931	\$223.75	Mdse for resale
Municipal Liquor Store	OKEEFE MEATS, INC	045916	\$815.97	Mdse
Municipal Liquor Store	GOLD MEDAL SNACKS	045907	\$221.30	Mdse
Municipal Liquor Store	LESUEUR-WASECA BOARD OF HEALTH	045911	\$550.00	Annual Food License fee
Municipal Liquor Store	SHIFT 4	000111	\$1,354.89	Credit Card Fees
Municipal Liquor Store	CENTER POINT	045902	\$587.30	Utilities
Municipal Liquor Store	CENTERPOINT ENERGY	045922	\$587.30	Utilities
Municipal Liquor Store	CENTER POINT	045902	-\$587.30	Utilities
Municipal Liquor Store	TIM PALMQUIST	045946	\$593.16	Cleaning 5-1-23 to 5-15-23
Municipal Liquor Store	TIM PALMQUIST	045897	\$593.16	Cleaning 4-16-23 to 4-30-23
Municipal Liquor Store	ABDO	045877	\$1,700.00	Payroll Consulting
Municipal Liquor Store	LE SUEUR COUNTY TREASURER	045910	\$2,976.00	20-470-0330
Municipal Liquor Store	LE SUEUR COUNTY TREASURER	045910	\$55.29	20-999-0070
Municipal Liquor Store	FIRST STATE BANK	000102	\$1,000.00	TO RECORD NSF CHECK
Municipal Liquor Store	RICH KERN	045918	\$350.00	Entertainment
Municipal Liquor Store	MELISSA SCHULZ	045912	\$300.00	Entertainment
Municipal Liquor Store	FIRST NATIONAL BANK LE CENTER	045932	\$1,082.08	Loan Payment 6-1-23
Municipal Liquor Store	FIRST NATIONAL BANK LE CENTER	045884	\$1,082.08	Loan Payment 5-1-23
DEPT 49770 Municipal Liquor Store			\$76,438.95	
FUND 609 Liquor Fund			\$86,140.00	
			\$185,514.10	

Packet Report Revenues

Act Code	SOURCE Descr	Water		
		April 2023 Amt	2023 YTD Amt	2023 Budget
601-00000-37150	Water Connect/Re	\$2,000.00	\$2,050.00	\$0.00
601-00000-50000	Holding Acct.	\$0.00	\$0.00	\$0.00
601-00000-39700	Capital Contributo	\$0.00	\$0.00	\$0.00
601-00000-37190	State Test Fee	\$632.20	\$2,910.45	\$8,500.00
601-00000-37180	Sales Tax Water	\$229.07	\$1,922.17	\$7,600.00
601-00000-37160	Late Charge	\$294.95	\$1,521.99	\$5,000.00
601-00000-37110	Water Sales	\$30,402.85	\$148,760.33	\$490,000.00
601-00000-36260	Reimbursement /	\$0.00	\$0.00	\$0.00
601-00000-36220	Rents / Lease Rev	\$5,383.88	\$15,816.80	\$39,600.00
601-00000-33439	Pension rev	\$0.00	\$0.00	\$0.00
601-00000-37170	Meter Rent	\$1,186.46	\$4,971.37	\$14,500.00
Act Code 601		\$40,129.41	\$177,953.11	\$565,200.00

Packet Report Expenses

Act Code	OBJECT Descr	Water		
		April 2023 Amt	2023 YTD Amt	2023 Budget
601-49440-300	Professional Servic	\$2.70	\$4,655.39	\$1,000.00
601-49440-303	Engineer Fees	\$0.00	\$0.00	\$0.00
601-49440-310	Permits and Fees	\$5.00	\$2,368.00	\$10,000.00
601-49440-311	Testing	\$46.20	\$138.60	\$3,000.00
601-49440-322	Postage	\$140.00	\$537.66	\$2,000.00
601-49440-361	Insurance Premiu	\$0.00	\$9,753.00	\$8,800.00
601-49440-381	Utility Services	\$4,972.42	\$15,990.54	\$70,000.00
601-49440-401	Repair/Maint Buildi	\$0.00	\$0.00	\$0.00
601-49440-404	Repair/Maint Mach	\$360.22	\$682.24	\$5,000.00
601-49440-430	Miscellaneous Exp	\$0.00	\$0.00	\$0.00
601-49440-433	Dues & Subscriptio	\$0.00	\$0.00	\$2,000.00
601-49440-520	Capital Improveme	\$0.00	\$0.00	\$10,000.00
601-49440-190	Pension Expense	\$0.00	\$0.00	\$0.00
601-49440-240	Equipment	\$0.00	\$230.83	\$5,000.00
601-49440-402	Repair/Maint Struc	\$0.00	\$0.00	\$30,000.00
601-49440-121	PERA Contribution	\$260.31	\$856.14	\$3,100.00
601-49440-203	Water Meters	\$0.00	\$0.00	\$6,000.00
601-49440-221	Repair/Maint Supp	\$0.00	\$8,950.22	\$10,000.00
601-47000-620	Fiscal Agent Fees	\$0.00	\$0.00	\$0.00
601-47000-601	Bond Principal	\$0.00	\$55,000.00	\$285,000.00
601-49440-102	Full-time Employe	\$35.23	\$35.23	\$0.00
601-47000-611	Bond Interest	\$0.00	\$22,756.35	\$45,046.00
601-49440-122	Social Security / M	\$251.20	\$2,019.86	\$3,200.00
601-49440-131	Health Insurance	\$0.00	\$0.00	\$5,000.00
601-49440-151	Workers Compens	\$0.00	\$0.00	\$1,400.00
601-49440-200	Sales Tax	\$550.00	\$2,096.00	\$8,200.00
601-49440-207	Training	\$0.00	\$0.00	\$1,000.00
601-49440-215	Operating Supplies	\$0.00	\$1,489.60	\$15,000.00
601-49440-216	Chemicals & Chem	\$40.00	\$11,560.51	\$50,000.00
601-49440-101	Full-time Employe	\$3,435.47	\$26,843.11	\$41,200.00
Act Code 601		\$10,098.75	\$165,963.28	\$620,946.00

Packet Report Revenues

Act Code	SOURCE Descr	Sewer		
		April 2023 Amt	2023 YTD Amt	2023 Budget
602-00000-37210	Sewer Charges	\$26,700.21	\$118,388.52	\$395,000.00
602-00000-37250	Sewer Connect/Re	\$3,000.00	\$3,000.00	\$0.00
602-00000-39300	Debt Proceeds	\$0.00	\$28,853.61	\$115,000.00
602-00000-39301	Plant O & M	\$0.00	\$30,946.68	\$123,000.00
602-00000-39700	Capital Contributo	\$0.00	\$0.00	\$0.00
Act Code 602		\$29,700.21	\$181,188.81	\$633,000.00

Packet Report Expenses

Sewer				
Act Code	OBJECT Descr	April 2023 Amt	2023 YTD Amt	2023 Budget
Act Code 602				
602-49450-311	Testing	\$1,025.17	\$3,005.63	\$18,000.00
602-49450-310	Permits and Fees	\$5.00	\$1,570.00	\$100.00
602-49450-321	Telephone	\$136.51	\$1,756.67	\$1,500.00
602-49450-322	Postage	\$140.00	\$532.13	\$1,000.00
602-49450-325	Publications Misc.	\$0.00	\$0.00	\$0.00
602-49450-352	Disposal Fee	\$231.04	\$701.61	\$1,000.00
602-49450-603	Loan/Lease Payme	\$0.00	\$0.00	\$8,000.00
602-49450-381	Utility Services	\$5,116.30	\$16,711.39	\$57,000.00
602-49450-402	Repair/Maint Struc	\$2,005.00	\$2,005.00	\$30,000.00
602-49450-404	Repair/Maint Mach	\$304.44	\$10,161.67	\$5,000.00
602-49450-361	Insurance Premiu	\$0.00	\$12,546.00	\$9,800.00
602-49450-303	Engineer Fees	\$456.00	\$5,111.00	\$0.00
602-49450-433	Dues & Subscriptio	\$0.00	\$83.00	\$2,000.00
602-47000-630	Discount bonds iss	\$0.00	\$0.00	\$0.00
602-49450-300	Professional Servic	\$2.70	\$5,177.19	\$1,000.00
602-49450-401	Repair/Maint Buildi	\$0.00	\$3,032.28	\$0.00
602-47000-601	Bond Principal	\$0.00	\$88,902.11	\$247,903.00
602-47000-620	Fiscal Agent Fees	\$0.00	\$0.00	\$0.00
602-49450-101	Full-time Employee	\$12,123.42	\$59,634.29	\$115,000.00
602-49450-102	Full-time Employee	\$0.00	\$66.05	\$0.00
602-49450-121	PERA Contribution	\$909.25	\$3,847.20	\$8,700.00
602-49450-122	Social Security / M	\$899.81	\$4,470.38	\$8,800.00
602-49450-221	Repair/Maint Supp	\$0.00	\$0.00	\$5,000.00
602-47000-611	Bond Interest	\$0.00	\$23,719.78	\$47,439.00
602-49450-240	Equipment	\$0.00	\$0.00	\$5,000.00
602-49450-131	Health Insurance	\$2,380.99	\$9,523.96	\$45,000.00
602-49450-216	Chemicals & Chem	\$11,998.42	\$25,515.40	\$45,000.00
602-49450-215	Operating Supplies	\$0.00	\$45.98	\$10,000.00
602-49450-207	Training	\$40.00	\$325.00	\$1,500.00
602-49450-190	Pension Expense	\$0.00	\$0.00	\$0.00
602-49450-151	Workers Compens	\$0.00	\$0.00	\$3,400.00
Act Code 602		\$37,774.05	\$278,443.72	\$677,142.00

Packet Report Revenues

Act Code	SOURCE Descr	Refuse		2023 Budget
		April 2023 Amt	2023 YTD Amt	
603-00000-37310	Refuse Collection F	\$5,829.18	\$25,816.57	\$79,000.00
603-00000-37330	Refuse bag sales	\$4,890.50	\$16,369.25	\$75,000.00
Act Code 603		\$10,719.68	\$42,185.82	\$154,000.00

Packet Report Expenses

Act Code	OBJECT Descr	Refuse		2023 Budget
		April 2023 Amt	2023 YTD Amt	
603-43230-221	Repair/Maint Supp	\$0.00	\$0.00	\$2,000.00
603-43230-190	Pension Expense	\$0.00	\$0.00	\$0.00
603-43230-520	Capital Improveme	\$0.00	\$0.00	\$0.00
603-43230-430	Miscellaneous Exp	\$0.00	\$0.00	\$0.00
603-43230-420	Depreciation Expe	\$0.00	\$0.00	\$0.00
603-43230-405	Repair/Maint Vehic	\$38.58	\$38.58	\$1,000.00
603-43230-361	Insurance Premiu	\$0.00	\$977.00	\$1,300.00
603-43230-352	Disposal Fee	\$5,829.99	\$19,249.57	\$65,000.00
603-43230-325	Publications Misc.	\$0.00	\$0.00	\$0.00
603-43230-603	Loan/Lease Payme	\$0.00	\$0.00	\$27,400.00
603-43230-121	PERA Contribution	\$71.46	\$319.64	\$4,200.00
603-43230-212	Motor Fuels	\$0.00	\$548.14	\$3,000.00
603-43230-215	Operating Supplies	\$3,651.20	\$4,281.65	\$10,000.00
603-43230-101	Full-time Employe	\$952.77	\$11,825.71	\$45,000.00
603-43230-103	Part-time Employe	\$2,520.37	\$8,405.61	\$11,000.00
603-43230-122	Social Security / M	\$260.86	\$1,528.73	\$4,300.00
603-43230-131	Health Insurance	\$0.00	\$0.00	\$3,000.00
603-43230-151	Workers Compens	\$500.00	\$1,000.00	\$3,100.00
603-43230-200	Sales Tax	\$1,342.00	\$3,716.00	\$15,000.00
603-43230-102	Full-time Employe	\$0.00	\$0.00	\$0.00
Act Code 603		\$15,167.23	\$51,890.63	\$195,300.00

Packet Report Revenues

| Liquor

Act Code	SOURCE Descr	April 2023 Amt	2023 YTD Amt	2023 Budget
609-00000-37913	Wine On-Sale	\$30.92	\$102.76	\$500.00
609-00000-37920	Gambling & Game	\$6,294.57	\$27,750.74	\$70,000.00
609-00000-37915	Liquor Miscellaneo	\$4,793.50	\$16,831.77	\$55,000.00
609-00000-37912	Beer On-Sale	\$18,866.46	\$79,432.03	\$125,000.00
609-00000-37911	Liquor On-Sale	\$10,022.69	\$38,571.45	\$80,000.00
609-00000-37813	Wine Off-Sale	\$4,031.30	\$15,607.41	\$45,000.00
609-00000-37811	Liquor Off-Sale	\$17,978.19	\$73,040.62	\$250,000.00
609-00000-36260	Reimbursement /	\$0.00	\$450.00	\$0.00
609-00000-36220	Rents / Lease Rev	\$1,800.00	\$14,134.25	\$21,600.00
609-00000-36210	Interest Earnings	\$0.00	\$0.00	\$0.00
609-00000-33439	Pension rev	\$0.00	\$0.00	\$0.00
609-00000-11501	Credit Card Receip	-\$3,294.01	-\$19,495.54	\$0.00
609-00000-11500	Charge Sales	-\$272.58	-\$179.97	\$0.00
609-00000-37812	Beer Off-Sale	\$38,577.27	\$139,142.70	\$485,000.00
609-00000-37916	Cash Over (Short)	\$48.26	-\$20.22	\$0.00
Act Code 609		\$98,876.57	\$385,368.00	\$1,132,100.00

Packet Report Expenses

| Liquor

Act Code	OBJECT Descr	April 2023 Amt	2023 YTD Amt	2023 Budget
609-49770-361	Insurance Premiu	\$0.00	\$9,349.00	\$8,200.00
609-49770-381	Utility Services	\$2,190.58	\$9,818.90	\$25,000.00
609-49770-386	Cleaning	\$1,186.32	\$4,745.28	\$16,000.00
609-49770-325	Publications Misc.	\$0.00	\$1,500.00	\$2,500.00
609-49770-720	Operating Transfer	\$0.00	\$0.00	\$75,000.00
609-49770-401	Repair/Maint Buildi	\$0.00	\$971.50	\$5,000.00
609-49770-420	Depreciation Expe	\$0.00	\$0.00	\$0.00
609-49770-430	Miscellaneous Exp	\$1,700.00	\$1,700.00	\$0.00
609-49770-434	Property Taxes	\$3,031.29	\$3,031.29	\$3,400.00
609-49770-520	Capital Improveme	\$0.00	\$0.00	\$0.00
609-49770-603	Loan/Lease Payme	\$2,164.16	\$4,328.32	\$12,915.00
609-49770-190	Pension Expense	\$0.00	\$0.00	\$0.00
609-49770-313	Card Processing F	\$1,354.89	\$4,817.33	\$0.00
609-49770-442	Entertainment	\$1,750.00	\$2,870.00	\$4,000.00
609-49770-122	Social Security / M	\$996.28	\$4,343.87	\$12,500.00
609-49770-310	Permits and Fees	\$550.00	\$1,966.00	\$6,000.00
609-49770-435	NSF Check	\$0.00	\$0.00	\$0.00
609-49770-101	Full-time Employe	\$10,045.95	\$43,821.95	\$129,000.00
609-49770-102	Full-time Employe	\$660.78	\$1,660.23	\$0.00
609-49770-215	Operating Supplies	\$2,279.09	\$6,660.55	\$20,000.00
609-49770-121	PERA Contribution	\$803.00	\$3,411.17	\$12,300.00
609-49770-131	Health Insurance	\$3,777.17	\$15,133.28	\$47,800.00
609-49770-151	Workers Compens	\$0.00	\$0.00	\$3,400.00
609-49770-207	Training	\$0.00	\$0.00	\$0.00
609-49770-221	Repair/Maint Supp	\$772.86	\$772.86	\$3,000.00
609-49770-251	Purchase Liquor	\$22,048.79	\$71,954.07	\$225,000.00
609-49770-252	Purchase Beer	\$36,242.58	\$139,696.32	\$450,000.00
609-49770-259	Consumable Good	\$4,406.63	\$11,055.75	\$30,000.00
609-49770-301	Audit Fees	\$0.00	\$3,000.00	\$3,000.00
609-49770-103	Part-time Employe	\$2,775.00	\$13,134.75	\$33,300.00
Act Code 609		\$98,735.37	\$359,742.42	\$1,127,315.00

**CITY OF LE CENTER
RESOLUTION NO. 2023I**

**A RESOLUTION TO APPOINTING NATHAN HINTZ TO THE LE CENTER CITY
COUNCIL**

WHEREAS, on March 14, 2023, the Le Center City Council met and discussed the vacancy created by the resignation of Council Member Christian Harmeyer. Christian Harmeyer was elected Mayor for 2023-2024 and was duly qualified for the Office of Mayor thus creating a vacancy in the unexpired term of his seat on the Le Center Council; and

WHEREAS, the City Council discussed the process to fill said City Council Member vacancy; and

WHEREAS, a motion was made, duly seconded, and tied concerning an appointment. Further, that Mayor Harmeyer then, pursuant to M.S.A. §412.02 2a, made a direct appointment of Nathan Hintz to fill out the unexpired term as M.S.A. §412.02 2a authorizes the Mayor to directly appoint in the event of a tie vote.

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

1. Nathan Hintz has now taken the oath of office and is now duly qualified to fill said office and shall fill said office. Nathan Hintz shall serve as council member on the City Council until a duly qualified successor is seated pursuant to Law or until December 31, 2024, whichever occurs later.

Adopted by the City Council of Le Center, Minnesota this 9th day of May 2023.

Christian Harmeyer, Mayor

Attest:

Dan Evans, City Administrator

**CITY OF LE CENTER
RESOLUTION NO. 2023J**

**A RESOLUTION ACCEPTING A DONATION TO THE CITY FROM THE WASECA-
LE SUEUR REGIONAL LIBRARY**

WHEREAS, the City Council of the City of Le Center is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens and is specifically authorized to accept gifts, and

WHEREAS, the following entity have offered to contribute the cash amounts set forth below:

Waseca-Le Sueur Regional Library	\$1279.95
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WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law, and

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

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

1. The donation described above is accepted and shall be used for the purpose of purchasing a new bench to be placed in front of the Le Center Library.

Adopted by the City Council of Le Center, Minnesota this 9th day of May 2023.

Christian Harmeyer, Mayor

Attest:

Dan Evans, City Administrator

NOTICE OF PUBLIC HEARING CITY OF LE CENTER

Notice is hereby given that City of
Le Center will be holding a public
hearing on Tuesday, May 9,
2023 @ 7:00 pm at City Hall, 10 West
Tyrone Street, Le Center, to hear all
testimony regarding Ordinance No. 2023-1
The establishment of a Fee Schedule

All oral & written comments shall be
heard at that time or may be mailed to:
City of Le Center, Attn: Dan Evans,
10 West Tyrone St., Le Center, MN 56057.

Published in the Le Sueur Co. News on 04/27/2022.

LE CENTER
MUNICIPAL LIQUOR STORE

April 2022 Sales	\$86,528.27
April 2023 Sales	\$94,608.59
Increased	\$8,080.32
March Gambling	\$5,366.49
April C and N Sales	\$326.52 after \$225.00 Pool Removal Fee for Customer Appreciation Day.
Sunday Sales April 2022	\$4,257.08 Closed Easter Sunday
Sunday Sales April 2023	\$9,356.11
Sunday Sales April 2018	\$3,811.15 Closed Easter Sunday

Revenue Sources April 2023

Beer	\$18,866.46
Offsale Beer	\$38,595.89
Liquor	\$9,235.72
Offsale Liquor	\$18,765.16
Wine	\$30.92
Offsale Wine	\$4,031.30
Food	\$1,710.57

April Recap

April was a successful month. The first weekend we had phenomenal sales without any events. We had our customer appreciation event on April 8th. We had live music by Just Crista and Gary West, along with a meat raffle, food, prizes, and drink specials. We made \$8,096.81 compared to our customer appreciation in 2022 which brought in \$6,712.86. We also had a pfeiffer tournament on April 15th and live music by Melissa Schulz on Saturday, April 29th.

May Events

We had Cinco De Mayo specials all day on May 5th. On May 13th we have our Thrift Store Prom Night starting at 6pm. We will have free carriage rides from 6 to 8pm. Starting at 7:30pm we will have DJ Rich Kern and at 9pm we will have a grand march and the crowning of our king and queen. On Friday, May 19th from 6 to 8pm we will have live music by Sean Benz and on the 20th, we will have our final Pfeiffer tournament of the season. We will continue to have free pool on Tuesdays from 7 to 10pm. We started a Twin's special for Sunday games. Stop in and check it out!

Municipal Liquor Store Receipts

	On Sale	Off Sale	Misc	Food	Int./ Fire Dept/ Comm	Total (- sales tax)
Jan-21	13,619	67,984	2,588	795	45	85,031
Feb	17,822	54,258	2,685	884	4515	80,164
March	22,669	62,485	3,539	1466	5205	95,364
April	19,552	65,529	3,880	1236	8252	98,449
May	19,657	78,897	4,901	1229	8615	113,299
June	15,328	75,276	4,563	847	7099	103,113
July	17,186	76,231	4,903	1104	6544	105,968
Aug	15,666	69,051	5,694	945	6903	98,159
Sept	16,136	67,203	3,575	2570	7178	96,662
Oct	22,221	62,746	2,904	1471	7128	96,470
Nov	25,359	57,711	2,144	1481	7819	94,514
Dec	25,670	68,344	3,459	1347	6547	105,367
Jan-20	25,628	53,141	1,362	1680	9956	91,767
Feb	22,668	49,976	1,995	1544	746	76,929
March	26,341	51,728	2,468	1937	17127	99,601
April	24,521	56,262	3,611	1385	7359	93,138
May	17,332	70,238	3,624	1115	5364	97,673
June	19,454	74,576	6,996	1694	6588	109,308
July	19,210	78,718	3,769	2381	5696	109,774
Aug	18,816	72,167	2,185	1279	6099	100,546
Sept.	20,799	70,506	3,523	1366	8872	105,066
Oct	25,619	63,515	4,639	1473	7186	102,433
Nov	25,788	60,431	2,206	1535	6499	96,459
Dec	26,754	74,878	3,525	1809	7874	114,840
Jan-23	27,088	53,867	2,507	1587	6934	91,983
Feb	26,361	55,323	2,211	1424	8744	94,063
March	35,736	58,014	2,594	1710	11728	109,782
April	28,920	60,587	3,356	1437	6295	100,595

Le Center Police Department

Monthly Activity Report

APRIL 2023



Traffic Stop= 95

Warning= 77

Citation= 12

Security Check= 32

Medical= 23

Suspicious Activity / Person= 12

Animal Complaint= 12

Public Assist= 7

Firearm Permit to Purchase= 6

Assist Other Agency= 4

Driving Complaint= 4

Adult / Child Protection Report= 3

Motor Vehicle Accident= 3

Lost / Found Property= 3

Domestic= 2

Civil Issue= 2

Fraud/Scam= 2

Informational= 2

Welfare Check= 1

Disturbance= 1

Funeral Escort= 1

Ordinance Violation= 1

Motor Vehicle Theft= 1

Firearms Complaint= 1

Burn Complaint= 1

Assault= 1

Administrative Detail= 1

Child Custody= 1

Calls / Incidents= 222

Miles Patrolled= 4,216

Arrests= 6 (DWI= 4, WARRANT= 1, TRAFFIC= 1)

Comparison	2022	2023	Through APRIL
Calls / Incidents	617	887	+ 43.7%
Miles Patrolled	11,693	16,358	+ 39.8%



LE CENTER POLICE DEPARTMENT

May 2, 2023

To: Mayor Harmeyer, Councilman Scott, Councilwoman Weiers, Councilman Hintz, Councilman Steffen

Please accept this letter as my formal resignation from my position of Police Chief with the Le Center Police Department. My last day with the City of Le Center will be Sunday, June 4th, 2023.

I would like to thank you all for trusting me with this position. I have enjoyed working as a Police Officer for the City of Le Center for the past three and a half years. I have developed lifelong relationships as a result of working for the City of Le Center. It has been an honor to work with all city employees. I also appreciate the citizens of Le Center for supporting our police department.

I look forward to seeing what the Le Center Police Department will become under new leadership. I will assist with the transition to a new Police Chief as much as possible, including training and/or guidance. Please let me know if there is any other way I can be of assistance during this transition. Thank you!

Sincerely,

Derek Carlsrud

**CITY OF LE CENTER
ORDINANCE NO. 2023-1**

AN ORDINANCE ESTABLISHING A FEE SCHEDULE

WHEREAS, Minnesota Law provides that municipalities may enact an Ordinance establishing a Fee Schedule for governmental actions, permits, licenses, zoning matters, utility rates, and other governmental functions; and

WHEREAS, said Fee Schedule may, from time to time, be reviewed by the City Council and Amended in the City Council's discretion.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LE CENTER, MINNESOTA AS FOLLOWS:

1. The City of Le Center shall charge fees listed below as hereinafter set forth:

LICENSES/PERMITS & GENERAL FEES	
Peddler, Solicitors and Transient Merchants	Day: \$25.00 Annual: \$125
Food Stand	Day: 25.00 Annual: \$200
Golf Cart	3 year: \$30.00
Miscellaneous Past Due Invoices	10% of balance
Non-sufficient Funds (NSF)	\$30.00
Data Request/Search	Staff Time
Copies – Black & White	\$.25 per page
Copies – Color	\$.50 per page
<i>No charge for copies less than \$10.00</i>	

BEER/LIQUOR LICENSES & RENEWALS	
On-Sale Liquor	\$1500.00
Temporary On-Sale Liquor, For Special Events	\$100.00
Temporary On-Sale 3.2% Malt Liquor, For Special Events	\$25.00
Club License	\$100.00
Sunday Liquor	\$200.00
On-Sale Wine & Strong Beer License	\$100.00

RENTAL LICENSES –3 YEARS	
Base Fee Per Building	\$50.00
0-7 Units	\$22.00 per unit
8-13 Units	\$20.00 per unit
14 + Units	\$18.00 per unit
Re-inspection Fee	\$47.00 per unit
Rental/Renewal Application Late Fee after October 31 st	\$20.00
Failure to Renew Rental License	
By February 1 st	\$100.00
By March 1 st	\$200.00
By April 1 st	\$300.00

BUILDING PERMIT FIXED FEES		MN Surcharge
Window Replacement	\$54.00	\$1.00
Re-siding	\$64.00	\$1.00
Re-roofing	\$64.00	\$1.00
Demolition	\$69.00	\$1.00
Manufactured Home Installation	\$69.00	\$1.00
Deck	\$144.00	\$1.00
Lower-Level Finish	\$144.00	\$1.00
Existing Foundation Anchors/Bracing	\$144.00	\$1.00
Existing Foundation Drain Tile/Sump	\$104.00	\$1.00
Drain Tile + Foundation Anchoring (completed together)	\$144.00	\$1.00
Below Ground Pool	\$304.00	\$1.00
Bathroom Finish/Refinish	\$64.00	\$1.00
Mechanical/Plumbing		
Water Heater	\$34.00	\$1.00
Air Conditioner	\$34.00	\$1.00
Furnace	\$34.00	\$1.00
BUILDING PERMIT FEES BASED ON VALUATION		
VALUATION		PERMIT FEE
\$ 1.00 -	\$ 500.00	\$ 23.50
\$ 501.00 -	\$ 2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$ 2,001.00 -	\$ 25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$ 25,001.00 -	\$ 50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00

\$ 50,001.00 - \$ 100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$ 100,001.00 - \$ 500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$ 500,001.00 - \$ 1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$ 1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof.
Each permit based on valuation will include an additional Plan Review Fee and State Surcharge . The valuation shall include the cost of labor and materials and shall be determined by the Building Official.	
BUILDING PERMIT RELATED FEES	
Plan review	65% of permit fee
Working without a permit	200% of permit fee
Reactivate expired permit (no changes made)	Up to 50% of original permit fee
Inspections outside of normal business hours (minimum charge – two hours)	\$47.00 per hour *
Re-inspection fees	\$47.00 per hour *
Inspection for which no fee is specifically indicated (minimum charge – two hours)	\$47.00 per hour *
Additional plan review required by changes, additions, or revisions to approved plans (minimum charge – two hours)	\$47.00 per hour *
For use of outside consultants for plan checking and inspection, or both	Actual Cost **
* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
** Actual costs include administrative and overhead costs.	

PLANNING AND ZONING	
Zoning Permit Fixed Fees	
Residential Driveway Construction Permit	\$50.00
Shed Under 200 Square Feet	\$50.00
Zoning Permit Fees Base on Valuation	
\$0-\$400.00	\$15.00
\$401.00-800.00	\$20.00
\$801.00-\$1,000.00	\$25.00
\$1001.00-\$2,000.00	\$35.00

\$2,001.00-\$4,500.00	\$50.00
\$4,501.00-\$10,000.00	\$100.00
\$10,001-\$30,000.00	\$200.00
\$30,001 and up	\$300.00
Working Without a Zoning Permit	200% permit fee
Annexation Petition Request	\$500.00
Easement, Vacation Request	\$500.00
Conditional Use Permit	\$350.00
Variance Request	\$350.00
Rezone Request	\$400.00
Zoning Ordinance Amendment Request	\$400.00
Park Land Dedication Payment (In Lieu of Land Dedication)	5% of land valuation
Conceptual/Concept Review (Sketch Plan)	\$200.00
Subdivision/Plat - Preliminary Plat Application + \$10 per lot over 12 lots	\$750.00
Subdivision/Plat – Final Plat Application + \$10 per lot over 12 lots	\$350.00
Subdivision/Plat – Minor Subdivision Application (1-2 lots)	\$100.00
Administrative Lot Combination/Split	\$30.00
Right-of-Way Permit (ROW)	
Hole	\$90.00
Trench / Bore + Hole Fee	\$.20 per linear ft.
Obstruction Permit up to 7 days	\$50.00
Permit Extension up to 7 days	\$50.00
<i>In addition to the fees listed above, other consultant fees could be charged on an actual cost basis (i.e. City Engineer, City Attorney, Planning Consultant, Le Sueur County Recording Fees).</i>	

POLICE DEPARTMENT FEES & ADMINISTRATIVE FINES

Police Report	\$5.00
Color Photos For A Police Report	\$5.00
DL (Driver's License) Check	\$5.00
Paper Service	\$10.00
Civil Standby: Less Than 1 Hour; Free	\$25.00 per additional hour
Parking Violation	\$25.00
Animal at Large:	
1 st Offense	\$50.00
2 nd Offense	\$100.00
3 rd Offense	\$150.00
Pet Nuisance	\$40.00
Public Nuisance Generally: High Grass, Sidewalk Debris Removal (minimum charge one hour)	\$75.00 per hour
Clean-up of Blight	Actual Cost

RESIDENTIAL & COMMERCIAL UTILITY RATES	
Water	
Monthly Base Fee	\$19.00 per unit
Tiered Usage Rate:	
0 – 3,000 gallons used	5.50 per 1,000 gallons
3,001 – 6,000 gallons used	5.80 per 1,000 gallons
6,001 + gallons	6.00 per 1,000 gallons
Bulk Water *minimum charge of 1,000 gallons per fill	\$35.00 per 1,000 gallons
MN Water Test	\$9.72 per year
Meter Rent (Monthly)	
5/8”-3/4”	\$1.25
1”	\$2.25
1 1/4”	\$3.35
Above 1 1/4”	Actual Cost
Sanitary Sewer	
Monthly Base Fee	\$15.11 per unit
Usage Rates	\$4.82 per 1,000 gallons used
Sump Pump Non-compliance Surcharge	\$100.00 per month
Radio Read Meter Non-compliance Surcharge	\$100.00 per month
Refuse	
33-gallon bag	\$2.25 per bag \$22.50 pack of 10
40-gallon bag	\$3.00 per bag \$30.00 pack of 10
Solid Waste Fee	\$7.00 per month

UTILITY ADMINISTRATIVE FEES	
Finance Charge for Unpaid Balance on Bills Past Due	15%
Frozen/Damaged Meter Repair	Actual Cost
Water Meter Test Request	\$50.00 per meter + Actual Cost
Delinquent Utilities Levied on Real Estate	Balance + 8% Interest
Water Reconnection Fee	\$100.00
Water Access Fee (WAC)	\$1000.00
Sewer Access Fee (SAC)	\$1500.00

PUBLIC WORKS DEPARTMENT - EQUIPMENT & OPERATOR RATES	
<i>Equipment may be made available for rental only upon the approval of the Public Works Superintendent or their representative and at the rates hereby designated. Rentals are made at the convenience of the City for a min. of one hour. A City employee must operate all equipment when rented as determined by the City.</i>	
Equipment	Hourly Rate

Trailer Mounted Pump 6"	\$50.00
Trailer Mounted Pump 4"	\$40.00
Small Trash Pump 3"	\$25.00
Jetter	\$100.00
Portable Generator (15kw Katolight)	\$30.00
Single Axle Dump Truck (sterling)	\$50.00
Payloader (Volvo)	\$75.00
Street Sweeper (Global)	\$65.00
Garbage Truck	\$65.00
Pickup Truck (1/2 ton)	\$20.00
1 Ton Dump Truck (3500 Chevy)	\$35.00
Chain Saw	\$6.00
Paint Striper	\$20.00
Concrete Saw	\$6.00
Pole chain Saw	\$6.00
Blacktop Roller	\$35.00
Tractor (Massey)	\$30.00
Sander	\$50.00
Weed Trimmer	\$6.00
Skid Loader Attachments	\$15.00
Tractor Attachments	\$15.00
Lawn Mower Use	\$50.00
Personnel	
Equipment Operator	\$55.00
Labor/Ground Worker	\$50.00

Pool	
Daily Pass	
Baby Pool Accompanied by an Adult	\$3.00
Children (17 years of age and younger)	\$5.00
Adults	\$5.00
Senior Citizen (50 years of age and older)	\$3.00
Punch Card (10 admittances / adults only)	\$35.00
Season Pass	
Individual	\$150.00
Family (up to 4 children and 2 parents from the same household)	\$225.00
Each additional child from the same household	\$50.00 per child
Lessons	\$50.00
Private Party Rentals	
Up to 40 Swimmers	\$150.00
Up to 75 Swimmers	\$175.00

Adopted by the City Council of Le Center, Minnesota this 9th day of May 2023.

This Ordinance shall become effective upon publication in the official newspaper as required by law.

Christian Harmeyer, Mayor

Attest:

Dan Evans, City Administrator

Summary Publication

The Le Center City Council met on May 9, 2023 at its regularly scheduled meeting and held a public hearing concerning Ordinance No. 2023-1 regarding the establishment of a Fee Schedule. This Ordinance sets forth various fees that the City charges for building permits, zoning permits, other permits, licenses, administrative fines, and utility rates, among other things the City can and does charge for.

This is a Summary of Ordinance No. 2023-1. To obtain a full copy of the Amended Ordinance, please contact Dan Evans, City Administrator at (507) 357-4450. A copy can also be picked up at City Hall located at 10 West Tyrone Street, Le Center, MN 56057. The Ordinance is effective upon this Summary Publication.

**CITY OF LE CENTER
RESOLUTION NO. 2023K**

**A RESOLUTION TO APPROVE THE SEAL COATING QUOTE BY MEANS OF
DIRECT NEGOTIATIONS**

WHEREAS, city staff inquired to seal coat approximately 47,830 square yards of asphalt surface within the city; and

WHEREAS, the process of seal coating will extend the useful life of a roadway; and

WHEREAS, city staff obtained two quotes for said work and they were received as follows; and

Company	Total
WW Blacktopping, INC	\$82,267.60
Pearson Bros., INC	\$89,442.10

WHEREAS, city staff recommends accepting the lowest cost quote submitted by WW Blacktopping, INC of Mankato, Minnesota.

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

1. The quote submitted by WW Blacktopping, INC of Mankato, Minnesota in the amount of \$82,267.60. for seal coating is hereby accepted.
2. Funding for the work shall be from the 2023 street maintenance budget.

Adopted by the City Council of Le Center, Minnesota this 9th day of May 2023.

Christian Harmeyer, Mayor

Attest:

Dan Evans, City Administrator

Pearson Bros., Inc.

11079 Lamont Avenue N.E. ~ Hanover, MN 55341
Phone: (763) 391-6622 ~~ Fax: (763) 391-6627

ATTENTION: Dan Steinborn

PHONE #: 507-340-6574

FAX #: dan.steinborn@cityoflecenter.com

JOB LOCATION: LeCenter
ADDRESS:

DATE: April 25, 2023

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: (47,830) APPROX. SQUARE
YARDS OF BITUMINOUS SEAL COATING.

PRE-SEAL: Area to be swept by Pearson Bros., Inc.

LIQUID APPLICATION: Pearson Bros., Inc. will furnish and install CRS-2P Liquid Asphalt at .25
gallons per square yard.

AGGREGATE COVER: Pearson Bros., Inc. will furnish and install 1/8" Trap Rock
15 lbs per square yard.

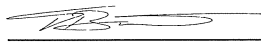
ROLLING: Entire area shall be rolled with (2) Eleven (11) Wheel Pneumatic Tire Rollers.

PICK-UP SWEEP: Excess rock shall be picked up by and disposed of by Pearson Bros., Inc.

START DATE: No earlier than: May 15, 2023 COMPLETION DATE: No later than: Sep 15th, 2023

We Proposed Hereby to Furnish Material and Labor -- Complete in Accordance with the Above Specifications,
for the Sum of: \$89,442.10 Chip Seal (47,830 sq yds @ \$1.87 per sq yd)

AUTHORIZED SIGNATURE:



Payment Due Upon Completion

TODD BARTELS
PEARSON BROS., INC.

ACCEPTANCE OF PROPOSAL -- The above prices,
specifications and conditions are satisfactory and
are hereby accepted. You are authorized to do the
work as specified. Payment will be made as
outlined above.

SIGNATURE: _____

DATE: _____

Proposal good for 30 days. Please read and initial disclaimer - Bottom right tab

City of LeCenter



W W BLACKTOPPING, INC.

700 INDUSTRIAL ROAD

MANKATO MN 56001

OFFICE 507-387-1518

FAX 507-387-2228

ATTENTION:
DATE OF EST.
PROJECT ID
PROJECT #
BID DATE

EST. PREPARED BY Mitchell Wolff

ITEM	DESCRIPTION	QUANTITY	UNIT		
10	MOBILIZATION	1.00	LS		
	NORTH PARK , CITY HALL, MAPLE AVE WATER MAIN BREAK				
20	4" BITUMINOUS PATCH 20'X7'	15.50	SY		
30	4" BITUMINOUS PATCH BEHIND CITY HALL 12.5X10'	14.00	SY		
40	8" BITUMINOUS PATCH MAPLE AVE 28X18	56.00	SY		
	TOTAL PATCH WORK				7,323.50
	KILKENNY AVE STREET REPAIR				
50	MILL BITUMINOUS SURFACE WEST HALF OF STREET 1.5"	732.00	SY		
60	TYPE SP 12.5 WEAR CRS MIX (3C) 1 1/2" THICK	732.00	SY		
	TOTAL KILKENNY STREET				11,858.40
	NORTH MILL ST TYRONE INTSECTION				
70	MILL BITUMINOUS SURFACE 1.5"	54.00	SY		
80	TYPE SP 12.5 WEAR CRS MIX (3C) 1 1/2" THICK	54.00	SY		
	TOTAL NORTH MILL AND TYRONE				1,512.00
	CITY PARKING LOT REPAIRS				
90	REMOVE BITUMINOUS PAVEMENT	870.00	SY		
100	TOLERANCE PATCHES	870.00	SY		
110	TYPE SPNWB330B NON WEAR CRS MIX 2" THICK	870.00	SY		
120	TYPE SP 12.5 WEAR CRS MIX (3C) 2" THICK	870.00	SY		
	TOTAL CITY PARKING LOT REPAIRS				30,667.50

ITEM	DESCRIPTION	QUANTITY	UNIT		
	SEAL COAT STREETS WEST CENTRAL 2023				
130	SEALCOAT STREETS WEST CENTRAL AREA	47,830.00	SY		
	TOTAL SEALCOAT STREETS WEST CENTRAL				82,267.60

GRAND TOTAL

\$133,629.00

NOTES:

PRICE DOES NOT INCLUDE BOND, TRAFFIC CONTROL QUOTE IS VALID FOR 30 DAYS FROM BID DATE

**CITY OF LE CENTER
RESOLUTION NO. 2023L**

**A RESOLUTION ACCEPTING THE RETURN OF THE SMALL CITIES GRANT
FUNDS**

WHEREAS, in 2010, Le Sueur County received a \$483,000 grant from the State of Minnesota to implement the Small Cities Development Grant Program; and

WHEREAS, the County worked collaboratively with several cities in the County to improve residential housing stock by incentivizing residential rehabilitation work on distressed properties; and

WHEREAS, individuals who participated in the program and received funds were required to occupy the home for a required period of time. If they failed to occupy the home for the required period, funds were required to be paid back to the County; and

WHEREAS, Le Sueur County received a total of \$110,846 in program income funds returned from individuals who participated in the program from 2015-2020; and

WHEREAS, Le Sueur County no longer has an active program and wishes to invest program income from the program back into the communities where the payments originated; and

WHEREAS, Le Sueur County will return the sum of \$21,000 back to the City of Le Center with the expectation that the funds be used on Small Cities Development Grant eligible expenses.

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

- 1) The city accepts the returned grant dollars in the amount of \$21,000.
- 2) The city will use these funds for Small Cities Development Grant eligible expenses.
- 3) Projects must meet one of three federal objectives.
 - a. Benefit people of low and moderate incomes.
 - b. Eliminate slum and blight conditions.
 - c. Eliminate and urgent threat to public health or safety.

Adopted by the City Council of Le Center, Minnesota this 9th day of May 2023.

Christian Harmeyer, Mayor

Attest:

Dan Evans, City Administrator

COMMERCIAL BUILDING LEASE

THIS LEASE, made this 1st day of June 2022, by and between the City of Le Center, a municipal government entity, and Tri-Valley Opportunity Council, Inc. (Tri-Valley)

WHEREAS, Tri-Valley desires to lease from the City of Le Center that certain property located at 200 E. Bowler St., Le Center, MN, hereinafter referred to as the "Premises."

For and in consideration of the agreements and covenants contained in this agreement, the parties hereto mutually agree as follows:

1. **TERM:** The lease term agreement contemplated herein is a one (1) year lease agreement beginning on June 1, 2022. The parties have, however, agreed that beginning on June 1, 2023, Tri-Valley and the City of Le Center shall be entitled to review its financial portion and elect to continue with a month-to-month lease term or to exercise its option to pull out of the lease agreement, without penalty, with 30 days written notice.

2. **RENT:** Tri-Valley agrees to the following rental payment schedule:

\$600 per month @ City of Le Center pays utilities (gas & electric).

Rent shall be due on the first day of each month and shall be received by the City of Le Center via hand deliver or US Mail at 10 West Tyrone St., Le Center, MN 56057.

3. **USE OF PREMISES:** The leased Premises shall be used for the purpose of conducting all activities incident to a professional business. No part of the leased Premises shall be used for any purpose which is illegal, offensive, termed extra hazardous by insurance companies or which make void or voidable any insurance on the building or which may increase the premiums therefore, or which will interfere with the general safety of the surrounding neighborhood.
4. **ACCEPTANCE OF PREMISES:** Having taking possession of the leased Premises by Tri-Valley, shall be conclusive evidence the leased Premises were, on that date, in good, clean and tenantable condition and as represented by City of Le Center, providing that any defects shall be corrected by the City of Le Center during the duration of this lease.
5. **RIGHT TO ASSIGN OR SUBLET:** Tri-Valley shall not have the right to sublet any or all portion of the leased Premises, except with written consent of the City.
6. **SIGNS:** Tri-Valley shall have the right to erect any and all signs on theses Premises so long as said signs are in compliance with the local ordinances and any state and federal statutes or regulations. City of Le Center shall be responsible for all major maintenance and upkeep of the permanent outside signs except that Tri-Valley shall be responsible for all light bulbs and general maintenance of the signs.

7. **RULES AND REGULATIONS:** Tri-Valley shall use the leased Premises and the public areas in the building in accordance with such rules and regulations as may from time to time be made by City of Le Center for the general safety, comfort and convenience of the owners, occupants and tenants of the building, and shall cause Tri-Valley customers, employees, and invitees to abide by such rules and regulations.
8. **WASTE:** Tri-Valley shall use best efforts to conserve heat, air conditioning, water, electricity and shall use due care in the use of the leased Premises and the public areas in the building.
9. **RIGHT TO ENTER:** The City of Le Center, its agents and representatives may at any reasonable time after having advised Tri-Valley it intends to do so, enter and view and inspect the leased Premises. The City of Le Center, its agents and representatives may at any time in case of emergency, enter the leased Premises to do such act as the City of Le Center may deem proper in order to protect the leased Premises, the building or any occupants of the building.
10. **UTILITIES:** It is agreed that Tri-Valley shall pay for telephone, internet access, city water bill, and garbage removal associated with the Premises. Tri-Valley will be responsible for any hazardous waste removal generated by their business. Tenant shall have the duty to remove all snow and maintain the sidewalk and adjacent Premises in a neat and clean condition, and will be held liable should emergency vehicles not be able to gain proper access to the Premises. City of Le Center will plow the parking lot. City of Le Center will mow the lawn.
11. **EQUIPMENT:** Tri-Valley has use of all equipment within the Premises and is responsible for all associated maintenance and repairs of said equipment; and will return such equipment back to the City of Le Center in working order, but is not responsible for the normal wear and tear or the expended useful life of such equipment.
12. **REPAIRS, UPKEEP, MAINTENANCE, & ALTERATIONS:** During the term of this lease, Tri-Valley may make such alterations, additions or changes of a non-structural nature which are necessary and convenient for business needs. In addition, upon the City of Le Center's prior written consent, Tri-Valley may make any structural additions or changes they find necessary. Tri-Valley shall be responsible for all repairs, maintenance and the upkeep of non-structural portions of the leased Premises of the building, including the costs of all glass repaired not covered by insurance. The City of Le Center shall be responsible for all major repairs and maintenance to structural portions of the building, including the roof, walls, foundation, furnace, plumbing, water-softener, air-conditioner or other appliances.
13. **INSURANCE:** The City of Le Center agrees during the term of this lease they will carry public liability insurance on the Premises for property damage liability in the amount of not less than \$150,000 and general liability insurance to afford protections to a limit of at least \$500,000 in respect to injury or death of any one person and to a limit of at least \$1,000,000 in respect to any one accident or occurrence.

14. **MECHANIC'S LIEN AND USE OF PREMISES:** Tri-Valley shall keep the Premises free from all mechanic's liens, and if any mechanic's liens or liens of any kind shall be filed against the Premises, Tri-Valley shall within thirty (30) days thereafter, at its own cost and expense, cause such liens to be discharged or in the event it desires to contest said liens, it shall file a bond sufficient to indemnify the City of Le Center against all costs arising out of the mechanic's liens.
15. **FIXTURES:** Upon termination of this lease for any cause, Tri-Valley may remove any fixtures or equipment, regardless of whether such fixtures are attached, which have been installed on the Premises by Tri-Valley. However, any injury or damage to the building caused by the removal of such personal property, shall be repaired by Tri-Valley itself.
16. **CASUALTY:** In the event of total destruction of the leased Premises by fire, explosion, act of God or other casualty, this lease shall terminate upon the option of Tri-Valley. In the event of a partial destruction, the rent shall be abated in the proportion that the non-tenantable portion of the leased Premises bears to the entire leased Premises.
17. **CONDEMNATION:** In the event of condemnation by public authorities of the entire Premises or so much thereof that the balance is not useful for the purpose intended under the lease, then this lease shall cease and terminate as of the date of its taking.
18. **DEFAULT:** In the event a default shall be made by Tri-Valley in any payment provided herein, or in the case any mechanic's liens shall be placed against the leased Premises, then upon such event the City of Le Center shall send Tri-Valley written notice of such default, and if such default is not cured within thirty (30) days after such notice is sent, this lease shall be cancelled and terminated and the City of Le Center may without further notice or demand re-enter the leased Premises either with or without process of law and remove Tri-Valley from the Premises. Tri-Valley agrees that upon termination of this lease as herein provided, it will surrender and deliver the Premises peaceably to City of Le Center immediately upon such termination; including all entry keys to the building.
19. **ENTIRE AGREEMENT:** This agreement constitutes the entire agreement between the parties hereto and shall not be modified, amended, altered or changed except by written agreement signed by both parties to this agreement.
20. **NOTICES:** All notices to be given for any provisions of this lease shall be in writing and mailed to the other party at such address as the parties may provide in writing from time to time.

IN WITNESS WHEREOF, the parties hereto have executed this agreement this 1st day
of June, 2022.

Tri-Valley Opportunity Council, Inc.

By: _____
Its:

City of Le Center

By: _____
Its: Administrator

**City of Le Center
Position Description**

CHIEF OF POLICE			
DEPARTMENT Police	SUPERVISOR City Administrator	SUPERVISES Patrol Officer	FLSA CLASSIFICATION Exempt

POSITION OVERVIEW

This is a Full-time appointed position, as the department head of the Le Center Police, requiring 40+ hours per week with attendance at meetings and functions outside of normal office hours. To provide leadership in the areas of crime prevention, law enforcement, and public safety within the City of Le Center. These objectives must be achieved in a manner which is fair and impartial and always commands the respect and confidence of citizens. To perform the duties prescribed by law and insure the Le Center Police Department operates at the highest level obtainable to maintain law and order, and protection of life and property.

SCOPE OF AUTHORITY AND DISCRETIONARY JUDGEMENT

The individual has decision making authority regarding the following:

- Planning, organization, and function of the Police Department staff to achieve objectives of the department.
- Define and communicate department rules, regulations, and operational policies.
- Administer and coordinate all police record keeping.
- Review and evaluate Police budgets to make sound financial judgements in the operation of the department.
- Evaluation of performance criteria for Police Officers within the Le Center Police Department.

ESSENTIAL FUNCTIONS

- Exercises general and technical supervision over the Police Officers in the department.
- Supervision of department staff in the performance of their duties including training personnel in work methods and procedures; assignment of work and performance evaluations; approving overtime, vacations, and leaves; rewarding/disciplining employees; recommendations on hiring, suspension, and dismissal of employees.
- Continuous review and evaluation of all phases of the ongoing department operations and staff development programs as a basis for development of improved organizational methods and policies.
- Conducts and or oversees investigations of crimes and accidents; refers cases to county and

state agencies as appropriate.

- Maintains effective community relations.
- Participates in the development and administration of the Police department budget, tracks, approves, and monitors expenditures.
- Attends the regular city council meetings to present the monthly police activity log and address any other concerns.
- Represents the city in various police related organizations to assure sound communications between the city and other governmental jurisdictions.
- Completes and submits applications for state aid reimbursement for training and related expenses.
- Sets up training programs and assures that department members maintain current peace officers licensing with the state of Minnesota. Maintains any such training records.
- Serves as the primary Public Safety Officer: recommending measures to be taken and ordinance revisions to ensure the safety and welfare of the citizens of the City of Le Center.
- Performs the following duties as an on-duty Police Officer:
 - Serves civil and criminal process papers, and warrants.
 - Patrols the community to enforce laws and ordinances.
 - Apprehends and arrests law violators, prepares written reports, and assists in prosecution.
 - Collects and preserves evidence; takes pictures.
 - Enforces traffic laws, operates radar, and writes violations.
 - Responds to accident and fire scenes, administers first aid until more qualified personnel arrive on the scene. Directs traffic and assists as needed.
 - Testifies in court as an arresting officer.
 - Interviews witnesses and victims, takes statements, and interrogates suspects.
 - Makes public presentations at schools and community functions.
 - Transports prisoners and suspects for incarceration and or testing.
 - Removes hazards in roadways and on sidewalks and places barricades as needed.
 - Answers citizens questions; directions, regulations, ordinances.
 - Maintains and utilizes a call list of priority notifications for severe weather.
- The ability to receive phone calls from patrol officers or other government agencies outside of normal working hours to assist in the overall success of the police department.
- Assumes other responsibilities as apparent or as delegated by the City Council, City Administrator, or the City Attorney.

PUBLIC RELATIONS

Maintaining a public relations atmosphere which allows the community as a whole to understand and respect the intent of city ordinances, and the need for enforcement to attain the common good, is of utmost importance. To accomplished this, a minimum of the following activities must be undertaken:

- Promote a cooperative work effort with other city departments, appropriate community

groups and other law enforcement agencies in the area.

- Maintain a sensitivity to the need for achieving favorable public relations in the community which will develop understanding and respect for the various ordinances which must be enforced.
- Recognize and accept opportunities to address civic, school, and church groups, on important aspects of police work to broaden their understanding and cooperation with the need for sound and efficient law enforcement.
- Keep City Council informed of all developments necessary to function effectively as the City's Police Chief.
- Make written and verbal reports to the City Council and the City Administrator as requested.

KNOWLEDGE, SKILLS, AND ABILITY

The individual must possess the following skills:

- Considerable knowledge of police procedures and techniques including operation of police vehicles, computers, radios, radar, and related equipment.
- Considerable knowledge of federal, state, and local laws.
- Considerable knowledge of city layout including important buildings and the street system.
- Considerable skill in handling and discharging firearms in an efficient and safe manner.
- Considerable skill to expertly drive a motor vehicle under any condition.
- Thorough ability to analyze situations and determine appropriate action and to respond quickly and appropriately to crisis and emergency situations.
- Thorough ability to apply laws to specific incidents.
- Considerable ability to cope with situations firmly, courteously, tactfully, and with respect for citizen's rights.
- Considerable ability to observe and remember people, facts, and circumstances.
- Considerable ability to investigate crimes and accidents.
- Considerable ability to communicate effectively both orally and in writing with elected officials, city staff, other law enforcement agencies, and the public.
- Considerable ability to prepare accurate and thorough reports.
- Considerable ability to supervise staff and ensure all policies, procedures, and protocols are followed.
- Considerable ability to prepare and administer budgets.
- Working ability to maintain certifications as a peace officer.

MINIMUM QUALIFICATIONS

- Licensed as a Peace Officer in the State of Minnesota.
(P.O.S.T. Certified)
- Associate degree in law enforcement or criminal justice.
- Five years of experience as a police officer.
- Valid Minnesota Class D driver's license.

- This position is an essential employee. Therefore, it is required that residence within 15 minutes response time to the Le Center City Hall be established and maintained within 90 days of beginning employment.
- It is a requirement of the City of Le Center that any applicant being considered for this position undergo the following pre-employment examinations and checks, arranged for and at the expense of the City of Le Center, before an offer of employment is made:
 - Psychological Examination.
 - Physical Examination.
 - Background Check.

WORK ENVIRONMENT

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

- Standing or walking for long periods.
- Sitting for long periods.
- Bending, crouching, stooping, stretching, or crawling.
- Operating a motor vehicle.
- Grappling with others.
- Lifting objects up to and more than 80 pounds.
- Use of a gun, weapons.
- Operation of telephone and radio.
- Operation of police equipment.
- Operation of computer, typewriter.
- Good vision, good hearing, sense of touch, sense of smell, large motor skills, fine motor skills.

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

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

Revised: May 9, 2023

Police Chief

City of Le Center MN

An Equal Opportunity Employer

SALARY RANGE: \$ ___,000 - \$ ___,000 annually

OPENING DATE: May 10, 2023

CLOSING DATE: June 4, 2023 at midnight

The City of Le Center, approximately 2519 residents, is seeking an experienced and motivated individual to serve as Chief of Police. The Police Department consists of the Chief, three (3) full-time police officers and several part-time police officers. The Chief of Police will be responsible for managing and administering all law enforcement activities of the Police Department, knowledge of budget preparation and management, supervising, training, and evaluating staff, fostering positive community relations, and ensuring compliance with state and federal laws and regulations. Minimum of five (5) years of experience as a police officer. Supervisory law enforcement experience is preferred. Other requirements include strong communication and interpersonal skills, ability to establish and maintain effective working relationships with employees, elected officials, and the general public, and demonstrated commitment to community policing principles. The city offers a comprehensive benefits package, including medical, life, disability, and retirement benefits. Candidates must possess an active full-time Peace Officer license from the MN POST Board or be eligible to be licensed at the time of employment, pass a full background check, psychological examination, oral interview, & physical examination. Please visit our website at <http://www.cityoflecenter.com/i-want-to/apply-employment.php> for a complete job description and application. Return the completed application along with a cover letter and resume to the City Administrator at dan.evans@cityoflecenter.com or 10 West Tyrone Street, Le Center, MN 56057 by Sunday at midnight, June 4, 2023.