

**CITY OF LE CENTER  
REGULAR COUNCIL MEETING  
TUESDAY, JUNE 13, 2023 – 7:00 PM  
10 W. TYRONE ST. LE CENTER, MN 56057**

**\*AGENDA\***

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF THE AGENDA**

**4. 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 May 9, 2023
- B) Approval of Bills to be Paid
- C) Approval of Resolution No. 2023N A Resolution Accepting a Donation to the City from the Le Sueur County Sheriff's Youth Project

**5. PUBLIC COMMENT (3 min. time limit)**

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

**6. PRESENTATIONS**

- A) Annual Financial Audit Report for 2022 by ABDO

**7. 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
- E) Public Works Report – Dan Steinborn
- F) Engineers Report – Adam Jacobs w/ Bolton and Menk
  - 1) Action plan for sewer backup from rain event
- G) Le Sueur Co. Commissioner Updates – Dave Preisler
- H) Fair Board Association – Nancy Stauff

**8. OLD BUSINESS**

- A) Approve Hiring Committee's Recommendation to Call a Special Meeting for the Purpose of Conducting Police Chief Candidate Interviews on June 28, 2023 at 6:00 p.m.

## **9. NEW BUSINESS**

- A) Approval of Proposed Personnel Policy Updates
  - 1) Legacy Vacation Leave and Standard Vacation Leave Policy
  - 2) Comp Time Policy
  - 3) Add Juneteenth and Friday Following Thanksgiving to Paid Holiday List,  
Remove Columbus Day
- B) Approval of Resolution No. 2023O A Resolution to Approve the City Hall Roof Repair  
Quote by Means of Direct Negotiations
- C) Set Public Hearing for June 27, 2023 at 7:00 p.m. for the Planning and Zoning  
Commission to hear testimony in regards to rezoning PID# 20.780.0560 from R-A  
Residential Agriculture District to R-1 Residential District

## **10. ADMINISTRATION & OTHER BUSINESS.**

- A) 2023 Legislative Session Overview
- B) TCU Logo Contest Update
- C) June 17<sup>th</sup> City-Wide Clean-up
- D) Request City Hall be Closed July 3<sup>rd</sup>, 2023

## **11. ADJOURNMENT**

**CITY OF LE CENTER  
REGULAR COUNCIL MEETING  
TUESDAY, MAY 9, 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, Nathan Hintz, 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 (remotely)

**2. PLEDGE OF ALLEGIANCE**

**3. OATH OF OFFICE**

A) Mayor Harmeyer read the Oath of Office to Council Member Nathan Hintz; Hintz term will run until December 31, 2024.

**4. APPROVAL OF THE AGENDA**

Motion by Scott, seconded by Weiers to add to agenda Resolution No. 2023M A Resolution appointing Samuel Ranta as Interim Police Chief for the Le Center Police Department to Section 10, New Business (H). All in favor, motion carried.

**5. CONSENT AGENDA**

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

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**

Mayor Harmeyer called the public hearing to order to hear testimony regarding Ordinance 2023-1 the establishment of a Fee Schedule. There was no one in the audience to speak on the matter and Evans indicated that there was no written testimony submitted to city hall beforehand. The public hearing was then closed.

**7. PUBLIC COMMENT**

None

## **8. REPORTS OF OFFICERS, BOARDS, COMMITTEES, & DEPARTMENTS**

- A) E.D.A. Report – Evans no report.
- B) P & Z Report - Director Block indicated that a Conditional Use Permit was submitted, however it was incomplete and sent back.
- C) Liquor Store Report - Manager Becky Vikla stated that April 2023 sales were \$94,608. April sales in 2022 were \$86,528. Sales were up \$8,080 from 2022. March gambling proceeds were \$5,366. April recap: April 8<sup>th</sup> customer appreciation event took place with live music from Just Crista and Gary West. May events: Cinco De Mayo, thrift store prom night, music by DJ Rich Kern.
- D) Police Report - Chief Derek Carlsrud reported on the police activities for the month of April: 222 calls / incidents @ 4216 miles patrolled. Six (6) arrests: (4) DWI (1) Warrant (1) Traffic. Carlsrud read his resignation letter to the Mayor and Council. His last official day will be June 4, 2023. Motion by Steffen, seconded by Hintz to accept the letter of resignation. All in favor, motion carried.
- E) Public Works Report - Public Works Superintendent Steinborn reported the following:
  - Soccer goals were installed at West Park.
  - Staff will start the pool opening operations next week.
  - Three trees were fell, arborvitaes bushes were trimmed along Hwy 99.
  - Walk-thru was completed for the 2020 Street Project and warranty worked was flagged for replacement. Bolton and Menk will also submit notice to the contractor on several areas of “pitting” in the surface of the concrete to see how they want to handle the issue.
  - Signage will be installed at the yard waste drop sites in the coming days.
- F) Le Sueur Co. Commissioner update – Dave Preisler District 4 Commissioner was not present, no report.
- G) County Fair Board update – Nancy Stauff was not present, no report.

## **9. OLD BUSINESS**

- A) Motion by Scott, seconded by Hintz to approve Ordinance No. 2023-1 An Ordinance establishing a Few Schedule. All in favor, motion carried.
- B) Motion by Steffen, seconded by Weiers to approve the summary publication for Ordinance No. 2023-1 as written. All in favor, motion carried.

## **10. NEW BUSINESS**

- A) Motion by Weiers, seconded by Scott to approve Resolution No. 2023K A Resolution to approve the seal coating quote by means of direct negotiations. Two quotes were submitted: WW Blacktopping, INC. for \$82,267.60 & Pearson Bros., INC. for \$89,442.10. Work was



awarded to WW Blacktopping. All in favor, motion carried.

- B) Motion by Scott, seconded by Hintz to approve Resolution No. 2023L A Resolution accepting the return of the Small Cities Grant Funds. All in favor, motion carried. Evans indicated that there are restrictions on the monies and that they must be used towards the initial guidelines for the grant program.
- C) The city discussed the commercial building lease at 200 E. Bowler. The current tenant Tri-Valley has notified the city administrator with their intent to leave by August 1<sup>st</sup>, 2023. Tri-Valley per the lease agreement is requesting to lease on a month-to-month basis until August 1<sup>st</sup>, 2023. Motion by Steffen, seconded by Scott for same. All in favor, motion carried. It was discussed that city staff should list the property as available space to lease soon.
- D) Evans indicated that staff has reached out to a small company to rework the city logo. Scott expressed interest in having TCU school kids compete in a contest for the best city logo design. Evans and Scott will work with the school to see if they are interested in this idea and implement a contest before school is out for summer break.
- E) Motion by Hintz, seconded by Scott to approve the Police Chief job description as written. All in favor, motion carried.
- F) Motion by Steffen, seconded by Scott to approve the Police Chief salary range of \$85,000 to \$105,000 and approval of the job posting as written. All in favor, motion carried.
- G) The council discussed the need for an interim Police Chief as Carlsrud will be leaving on June 4<sup>th</sup>, 2023. The police committee will vet all applications submitted and recommend to the council the best candidates to interview at a future special meeting.
- H) Motion by Scott, seconded by Weiers to approve Resolution No. 2023M A Resolution appointing Samuel Ranta as interim Police Chief. Ranta will begin his appointment on June 5<sup>th</sup>, 2023, not to exceed 30 hours per week unless approved by the city administrator. The rate of pay will be \$35.00 an hour and there are no health-related benefits added to the interim role. All in favor, motion carried.

## **11. ADMINISTRATION & MISC.**

- A) Reminder of the city-wide clean-up day on June 17<sup>th</sup> from 8am to noon.
- B) Mayor Harmeyer reminded the council of the upcoming Le Sueur Co. Officials Meeting at 6:30 p.m. on May 24, 2023, location TBD.

## **12. ADJOURNMENT**

There being no further business; Motion by Hintz, Seconded by Scott, for Mayor Harmeyer to adjourn the meeting at 7:49 p.m. All in favor, motion carried.

## CITY OF LE CENTER

06/07/23 11:21 AM

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## Bills Report

DEPT Descr	Search Name	Check Nbr	Amount	Comments
FUND 101 General Fund				
	INTERNAL REVENUE SERVICE	000117	\$8,573.30	FICA/Medicare/F/W/H- 4/30/23
	INTERNAL REVENUE SERVICE	000116	\$8,936.56	FICA/Medicare/F/W/H-4/15/23
	COMMISSIONER OF REVENUE-SWH	000115	\$3,776.76	S/W/H-April
	METROPOLITAN LIFE INSURANCE	046015	\$1,145.41	Insurance
	MN TEAMSTERS LOCAL NO. 320	046053	\$132.48	Police union dues
DEPT			\$22,564.51	
Administration	DELTA DENTAL OF MINNESOTA	046008	\$95.00	Insurance
Administration	CENTRAL FIRE PROTECTION	046037	\$51.25	Inspection
Administration	DEBIT CARD	000118	\$16.98	Amazon-Ribbons-City Logo
Administration	ABDO	046027	\$6,234.00	Audit
Administration	BOLTON & MENK, INC.	046035	\$675.50	T-Mobil
Administration	BOLTON & MENK, INC.	046035	\$193.00	AT & T
Administration	CHRISTIAN, KEOGH & MORAN	046038	\$190.00	Adm
Administration	AT & T MOBILITY	046032	\$44.65	Phones
Administration	DEBIT CARD	000119	\$34.89	Postage newsletter
Administration	METRO FIBER NET LLC	046014	\$147.22	Utilities
Administration	APG MEDIA OF SOUTHERN MN	046031	\$79.25	Public notice
Administration	CENTER POINT	046006	\$76.49	Utilities
Administration	MVEC	045996	\$137.23	Utilities
Administration	CENTER POINT	046006	\$344.95	Utilities
Administration	MVEC	045996	\$248.99	Utilities
Administration	DWYER PLUMBING & HEATING-GENER	046041	\$784.71	Repairs
Administration	WOELFEL BUILDING CONS-GENERAL	046058	\$3,823.00	Cabinets
Administration	BANYON DATA SYSTEMS	046033	\$840.00	Support
Administration	HEATHER HENRY	046045	\$65.00	Cleaning
Administration	HEATHER HENRY	045986	\$65.00	Cleaning 5-12-23
Administration	MIKES WINDOW WASHING SERVICE	046051	\$66.00	Cleaning 5-24-23
Administration	COMPUTER TECHNOLOGY SOLUTIONS	046039	\$52.50	Services
Administration	COMPUTER TECHNOLOGY SOLUTIONS	046039	\$503.76	Services
Administration	METRO SALES INCORPORATED	046050	\$651.99	RICHO Copier Lease
Administration	METRO SALES INCORPORATED	046050	\$247.45	RICHO Copier Lease
Administration	LORI WELLER	045992	\$325.00	Jan-Feb-March-April/Council meetings
DEPT 41400 Administration			\$15,993.81	
Police Department	DAKOTA COUNTY TECHNICAL	046040	\$500.00	Police training
Police Department	ALEX KLOBE	046003	\$161.13	Reimb Training-Reimb # 45598
Police Department	ALEX KLOBE	046003	\$37.00	Reimb Training-Reimb # 45598
Police Department	ALEX KLOBE	046004	\$125.62	Police-reimb training
Police Department	ALEX KLOBE	045598	-\$37.00	Reimb Training/meals
Police Department	ALEX KLOBE	045598	-\$161.13	Reimb training-mileage
Police Department	DEREK CARLSRUD	046009	\$437.50	Reimb Clothing Allow
Police Department	AMOCO OIL COMPANY	046029	\$1,787.41	Fuel
Police Department	CENTRAL FIRE PROTECTION	046037	\$109.70	Inspection
Police Department	BUSINES ESSENTIALS	045981	\$91.60	3
Police Department	STREICHER S	046000	\$14.99	Police-supplies
Police Department	STREICHER S	046000	\$1,736.99	M. Toltzman-Vest
Police Department	CHRISTIAN, KEOGH & MORAN	046038	\$2,350.00	Police
Police Department	METRO FIBER NET LLC	046014	\$52.74	Utilities
Police Department	AT & T MOBILITY	046032	\$46.84	Phones
Police Department	FRONTIER COMMUNICATIONS-GENERA	046011	\$95.08	utilities
Police Department	DEBIT CARD	000119	\$34.89	Postage newsletter
Police Department	ALWAYS THERE PLUMBING & HEATIN	046028	\$300.00	Animal Boarding-June

DEPT Descr	Search Name	Check Nbr	Amount	Comments
DEPT 42123 Police Department			\$7,683.36	
Building Official	C. BLOCK INSPECTIONS	046036	\$2,410.00	1-1-23 to 3-31-23
DEPT 42400 Building Official			\$2,410.00	
Streets Department	AMOCO OIL COMPANY	046029	\$426.20	Fuel
Streets Department	CENTRAL FIRE PROTECTION	046037	\$121.40	Inspection
Streets Department	ARAMARK	045978	\$136.42	Streets
Streets Department	ARAMARK	045978	\$136.42	Streets
Streets Department	DEBIT CARD	000119	\$34.89	Postage newsletter
Streets Department	ARAMARK	045978	\$136.42	Streets
Streets Department	W W BLACKTOPPING	046056	\$20,693.90	street repairs
Streets Department	EARL F. ANDERSEN & ASSOC	045984	\$144.30	Street Sign-Bowler Street
Streets Department	BOLTON & MENK, INC.	046035	\$1,129.00	2020 Street Project
Streets Department	MORSCHING S TREE SERVICE	046054	\$2,900.00	Tree Trimming
Streets Department	AT & T MOBILITY	046032	\$187.36	Phones
Streets Department	METRO FIBER NET LLC	046014	\$135.31	Utilities
Streets Department	MVEC	045996	\$110.50	Utilities
Streets Department	MVEC	045996	\$1,975.37	Utilities
Streets Department	CENTER POINT	046006	\$201.81	Utilities
Streets Department	MVEC	045996	\$74.80	Utilities
Streets Department	KOENING & SONS EQUIPMENT	046047	\$126.12	Sweeper-leaf gate flap
Streets Department	WONDRA AUTOMOTIVE	046059	\$629.78	Supplies
DEPT 43121 Streets Department			\$29,300.00	
Pool	GOLD MEDAL SNACKS	046043	\$368.15	Pool-popcorn
Pool	CENTRAL FIRE PROTECTION	046037	\$39.70	Inspection
Pool	DEBIT CARD	000119	\$34.89	Postage newsletter
Pool	MENARDS	046049	\$64.66	Pool
Pool	BATTERIES PLUS	046034	\$5.97	Pool
Pool	HAWKINS, INC.	046044	\$969.30	Pool
Pool	HAWKINS, INC.	045985	\$30.00	Chemicals
Pool	MVEC	045996	\$56.98	Utilities
Pool	CENTER POINT	046006	\$29.48	Utilities
Pool	JOHN & JEANS WOODCRAFTS	046046	\$164.13	Pool-countertops & trim cabinets
Pool	ANDERSON PAINTING & WOOD FINISHIN	046030	\$3,300.00	Pool
DEPT 45124 Pool			\$5,063.26	
Parks	AMOCO OIL COMPANY	046029	\$220.01	Fuel
Parks	DEBIT CARD	000119	\$34.89	Postage newsletter
Parks	LAURIES GARDEN CARE	046048	\$100.00	Watering & weeding Park sign
Parks	AG PARTNERS LS OFFICE	045977	\$37.50	Weed-N-Feed
Parks	AG PARTNERS LS OFFICE	045977	\$550.00	Strike Three
Parks	DWYER PLUMBING & HEATING-GENER	046041	\$106.40	Repairs
Parks	FRONTIER COMMUNICATIONS-GENERA	046011	\$78.74	utilities
Parks	MVEC	045996	\$15.00	Utilities
Parks	MVEC	045996	\$46.50	Utilities
Parks	MVEC	045996	\$31.87	Utilities
Parks	MVEC	045996	\$46.50	Utilities
Parks	MVEC	045996	\$28.77	Utilities
Parks	MVEC	045996	\$17.85	Utilities
DEPT 45200 Parks			\$1,314.03	
Library	HEATHER HENRY	045986	\$45.00	Cleaning 5-12-23
Library	HEATHER HENRY	046045	\$45.00	Cleaning
Library	METRO FIBER NET LLC	046014	\$52.74	Utilities
DEPT 45501 Library			\$142.74	
FUND 101 General Fund			\$84,471.71	

DEPT Descr	Search Name	Check Nbr	Amount	Comments
FUND 601 Water Fund				
Water Utilities	CENTRAL FIRE PROTECTION	046037	\$60.70	Inspection
Water Utilities	DWYER PLUMBING & HEATING-GENER	046041	\$18.00	Repairs
Water Utilities	HAWKINS, INC.	045985	\$20.00	Chemicals
Water Utilities	HAWKINS, INC.	046044	\$3,114.62	Water
Water Utilities	BANYON DATA SYSTEMS	046033	\$715.00	Support
Water Utilities	BOLTON & MENK, INC.	046035	\$702.00	Lead Service Line
Water Utilities	MINNESOTA DEPARTMENT OF HEALTH	046052	\$2,225.00	Qtr water fees
Water Utilities	FIRST STATE BANK	000121	\$5.00	ACH-May 2023
Water Utilities	UTILITY CONSULTANTS	046055	\$46.20	Testing
Water Utilities	DEBIT CARD	000119	\$34.89	Postage newsletter
Water Utilities	MVEC	045996	\$187.10	Utilities
Water Utilities	CENTER POINT	046006	\$49.64	Utilities
Water Utilities	CENTER POINT	046006	\$24.12	Utilities
Water Utilities	MVEC	045996	\$2,819.82	Utilities
Water Utilities	MVEC	045996	\$828.56	Utilities
Water Utilities	FRONTIER COMMUNICATIONS-GENERA	046042	\$268.58	Water- 2 months
Water Utilities	MVEC	045996	\$1,109.05	Utilities
Water Utilities	WONDRA AUTOMOTIVE	046059	\$46.22	Supplies
Water Utilities	ESRI	046010	\$790.00	Online GIS 5-11-23 to 5-10-24
Water Utilities	ITRON, INC.	045988	\$2,081.08	Maint. Agreement 6-1-23 to 5-31-24
DEPT 49440 Water Utilities			\$15,145.58	
FUND 601 Water Fund			\$15,145.58	
FUND 602 Sewer Fund				
Sewer Utilities	CENTRAL FIRE PROTECTION	046037	\$95.15	Inspection
Sewer Utilities	WONDRA AUTOMOTIVE	046059	\$18.99	Supplies
Sewer Utilities	HAWKINS, INC.	045985	\$20.00	Chemicals
Sewer Utilities	HAWKINS, INC.	046044	\$7,854.17	Plant
Sewer Utilities	HACH COMPANY	046012	\$128.57	Plant
Sewer Utilities	BANYON DATA SYSTEMS	046033	\$715.00	Support
Sewer Utilities	BOLTON & MENK, INC.	046035	\$372.00	200 North Lexington-sewer
Sewer Utilities	FIRST STATE BANK	000121	\$5.00	ACH-May 2023
Sewer Utilities	UTILITY CONSULTANTS	046055	\$1,364.78	Testing
Sewer Utilities	METRO FIBER NET LLC	046014	\$136.51	Utilities
Sewer Utilities	DEBIT CARD	000119	\$34.89	Postage newsletter
Sewer Utilities	WASTE MANAGEMENT OF SO MN	046057	\$227.51	Plant dumpster
Sewer Utilities	MVEC	045996	\$157.11	Utilities
Sewer Utilities	MVEC	045996	\$93.13	Utilities
Sewer Utilities	MVEC	045996	\$4,725.30	Utilities
Sewer Utilities	CENTER POINT	046006	\$222.46	Utilities
Sewer Utilities	ITRON, INC.	045988	\$2,081.09	Maint. Agreement 6-1-23 to 5-31-24
DEPT 49450 Sewer Utilities			\$18,251.66	
FUND 602 Sewer Fund			\$18,251.66	
FUND 603 Refuse Fund				
Refuse	MAYO CLINIC	046013	\$8.29	L. Schmidt
Refuse	K & R GRAPHICS	045990	\$455.00	Signs-Refuse
Refuse	DEBIT CARD	000119	\$34.89	Postage newsletter
Refuse	LJP ENTERPRISES WASTE	045991	\$2,425.50	Recycling
Refuse	MN WASTE PROCESSING CO	045995	\$3,696.17	Landfill
DEPT 43230 Refuse			\$6,619.85	
FUND 603 Refuse Fund			\$6,619.85	
FUND 609 Liquor Fund				

DEPT Descr	Search Name	Check Nbr	Amount	Comments
DEPT	METROPOLITAN LIFE INSURANCE	046015	\$175.05	Insurance
			\$175.05	
Municipal Liquor Store	DELTA DENTAL OF MINNESOTA	046008	\$95.00	Insurance
Municipal Liquor Store	LE CENTER HARDWARE HANK	046063	\$694.39	Supplies
Municipal Liquor Store	RADERMACHERS	045997	\$1,253.45	Act # 92059 Liqor Store Feb-March-April
Municipal Liquor Store	PEPSI COLA BOTTLING CO.	046064	\$452.60	bar supplies
Municipal Liquor Store	CITY OF LE CENTER GENERAL FUND	045982	\$60.00	Refuse Bags
Municipal Liquor Store	CINTAS CORPORATION #754	046061	\$246.17	Towels/rugs
Municipal Liquor Store	CENTRAL FIRE PROTECTION	046037	\$77.25	Inspection
Municipal Liquor Store	A.H. HERMEL	046060	\$516.30	Supplies/Mdse
Municipal Liquor Store	SCHWICKERTS TECTA AMERICA	046024	\$660.00	Wali in cooler thermostat
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	046022	\$1,171.60	Liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	046022	\$1,288.67	Liquor
Municipal Liquor Store	INDIAN ISLAND WINERY	045987	\$297.12	Liquor
Municipal Liquor Store	SOUTHERN GLAZERS OF MN	046025	\$267.84	Liquor
Municipal Liquor Store	SOUTHERN GLAZERS OF MN	046025	\$993.87	Liquor
Municipal Liquor Store	BREAKTHRU BEV MN WINE	046020	\$637.00	Liquor
Municipal Liquor Store	SOUTHERN GLAZERS OF MN	046016	\$529.48	Liquor
Municipal Liquor Store	BREAKTHRU BEV MN WINE	046020	\$72.00	Liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	045989	\$225.50	Liquor
Municipal Liquor Store	BREAKTHRU BEV MN WINE	045980	\$8,151.45	Liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	045989	\$525.45	Liquor- Old Invoices per Johnson Bros
Municipal Liquor Store	SOUTHERN GLAZERS OF MN	045999	\$1,142.45	Liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	045989	\$2,139.81	Liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	045989	\$457.90	Liquor
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046002	-\$120.25	Beer
Municipal Liquor Store	BREAKTHRU BEV MN- BEER	046005	\$4,397.65	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	046021	\$1,676.05	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046002	-\$40.00	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046002	-\$25.60	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	045983	\$558.10	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	045983	-\$18.15	Beer-Credit
Municipal Liquor Store	DAHLHEIMER BEVERAGE	046007	\$3,961.50	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046017	\$9,901.25	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046017	\$206.50	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046017	\$288.00	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046017	-\$115.04	Beer
Municipal Liquor Store	BREAKTHRU BEV MN- BEER	045979	\$1,877.10	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	046021	\$2,891.40	beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046017	-\$192.00	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046002	\$8,289.00	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046002	\$76.80	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046026	\$192.00	Beer Inv # 155916
Municipal Liquor Store	BREAKTHRU BEV MN- BEER	046019	\$2,794.20	Beer
Municipal Liquor Store	BREAKTHRU BEV MN- BEER	045979	\$1,356.65	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046026	-\$18.00	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046002	\$420.80	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046026	\$9,603.60	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046002	\$837.65	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046002	-\$525.20	Beer
Municipal Liquor Store	The Home City Ice Company	046065	\$245.04	Mdse for resale
Municipal Liquor Store	A.H. HERMEL	046060	\$3,192.12	Supplies/Mdse
Municipal Liquor Store	FIRE HOUSE PIZZA	046062	\$387.75	mdse for resale
Municipal Liquor Store	ABELRDO PEREZ	045976	\$500.00	Refund Rent Deposit
Municipal Liquor Store	LE SUEUR COUNTY TREASURER	046023	\$100.00	Tonaccoco License renewal

DEPT Descr	Search Name	Check Nbr	Amount	Comments
Municipal Liquor Store	MINNESOTA DEPARTMENT OF HEALTH	045994	\$40.00	2023 Hospitality fee- License # 57022
Municipal Liquor Store	TOAST INC	000124	\$0.63	Credit card
Municipal Liquor Store	KASEYA US LLC	000122	\$200.00	credit card fees
Municipal Liquor Store	TOAST INC	000123	\$0.41	credit card
Municipal Liquor Store	DEBIT CARD	000119	\$34.81	Postage newsletter
Municipal Liquor Store	CENTER POINT	046006	\$291.83	Utilities
Municipal Liquor Store	MVEC	045996	\$1,139.39	Utilities
Municipal Liquor Store	MIDCONTINENT	045993	\$379.40	Utilities
Municipal Liquor Store	TIM PALMQUIST	046001	\$593.16	Cleaning 5-16-23 to 5-31-23
Municipal Liquor Store	TIM PALMQUIST	046066	\$593.16	Cleaning 6-1-23 to 6-15-23
Municipal Liquor Store	SEAN BENZ	045998	\$200.00	Entertainment 5-19-23
DEPT 49770 Municipal Liquor Store			<u>\$78,127.01</u>	
FUND 609 Liquor Fund			<u>\$78,302.06</u>	
			<u>\$202,790.86</u>	

## Packet Report Revenues

Act Code	SOURCE Descr	Water		
		May 2023 Amt	2023 YTD Amt	2023 Budget
601-00000-37150	Water Connect/Re	\$0.00	\$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	\$693.00	\$3,603.45	\$8,500.00
601-00000-37180	Sales Tax Water	\$1,235.31	\$3,157.48	\$7,600.00
601-00000-37160	Late Charge	\$1,825.03	\$3,347.02	\$5,000.00
601-00000-37110	Water Sales	\$49,518.85	\$198,279.18	\$490,000.00
601-00000-36260	Reimbursement /	\$0.00	\$0.00	\$0.00
601-00000-36220	Rents / Lease Rev	\$1,571.40	\$17,388.20	\$39,600.00
601-00000-33439	Pension rev	\$0.00	\$0.00	\$0.00
601-00000-37170	Meter Rent	\$1,231.19	\$6,202.56	\$14,500.00
Act Code 601		\$56,074.78	\$234,027.89	\$565,200.00

## Packet Report Expenses

Act Code	OBJECT Descr	Water		
		May 2023 Amt	2023 YTD Amt	2023 Budget
601-49440-300	Professional Servic	\$16.88	\$4,672.27	\$1,000.00
601-49440-303	Engineer Fees	\$0.00	\$0.00	\$0.00
601-49440-310	Permits and Fees	\$5.00	\$2,373.00	\$10,000.00
601-49440-311	Testing	\$46.20	\$184.80	\$3,000.00
601-49440-322	Postage	\$34.89	\$572.55	\$2,000.00
601-49440-361	Insurance Premiu	\$0.00	\$9,753.00	\$8,800.00
601-49440-381	Utility Services	\$5,018.29	\$21,008.83	\$70,000.00
601-49440-401	Repair/Maint Buildi	\$0.00	\$0.00	\$0.00
601-49440-404	Repair/Maint Mach	\$0.00	\$682.24	\$5,000.00
601-49440-430	Miscellaneous Exp	\$0.00	\$0.00	\$0.00
601-49440-433	Dues & Subscriptio	\$2,871.08	\$2,871.08	\$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	\$154.31	\$1,010.45	\$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	\$0.00	\$35.23	\$0.00
601-47000-611	Bond Interest	\$0.00	\$22,756.35	\$45,046.00
601-49440-122	Social Security / M	\$153.80	\$2,173.66	\$3,200.00
601-49440-131	Health Insurance	\$0.00	\$0.00	\$5,000.00
601-49440-151	Workers Compens	\$200.47	\$200.47	\$1,400.00
601-49440-200	Sales Tax	\$0.00	\$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	\$20.00	\$11,580.51	\$50,000.00
601-49440-101	Full-time Employe	\$2,057.33	\$28,900.44	\$41,200.00
Act Code 601		\$10,578.25	\$176,541.53	\$620,946.00

## Packet Report Revenues

Act Code	SOURCE Descr	Sewer		
		May 2023 Amt	2023 YTD Amt	2023 Budget
602-00000-37210	Sewer Charges	\$43,762.00	\$162,150.52	\$395,000.00
602-00000-37250	Sewer Connect/Re	\$0.00	\$3,000.00	\$0.00
602-00000-39300	Debt Proceeds	\$9,617.87	\$38,471.48	\$115,000.00
602-00000-39301	Plant O & M	\$10,315.56	\$41,262.24	\$123,000.00
602-00000-39700	Capital Contributo	\$0.00	\$0.00	\$0.00
Act Code 602		\$63,695.43	\$244,884.24	\$633,000.00

## Packet Report Expenses

Act Code	OBJECT Descr	Sewer		
		May 2023 Amt	2023 YTD Amt	2023 Budget
602-49450-311	Testing	\$907.35	\$3,912.98	\$18,000.00
602-49450-310	Permits and Fees	\$5.00	\$1,575.00	\$100.00
602-49450-321	Telephone	\$136.51	\$1,893.18	\$1,500.00
602-49450-322	Postage	\$34.89	\$567.02	\$1,000.00
602-49450-325	Publications Misc.	\$0.00	\$0.00	\$0.00
602-49450-352	Disposal Fee	\$230.39	\$932.00	\$1,000.00
602-49450-603	Loan/Lease Payme	\$0.00	\$0.00	\$8,000.00
602-49450-381	Utility Services	\$5,198.00	\$21,909.39	\$57,000.00
602-49450-402	Repair/Maint Struc	\$0.00	\$2,005.00	\$30,000.00
602-49450-404	Repair/Maint Mach	\$1,293.04	\$11,454.71	\$5,000.00
602-49450-420	Depreciation Expe	\$0.00	\$0.00	\$0.00
602-49450-430	Miscellaneous Exp	\$0.00	\$0.00	\$0.00
602-49450-520	Capital Improveme	\$0.00	\$0.00	\$0.00
602-49450-361	Insurance Premiu	\$0.00	\$12,546.00	\$9,800.00
602-49450-303	Engineer Fees	\$0.00	\$5,111.00	\$0.00
602-49450-433	Dues & Subscriptio	\$2,081.09	\$2,164.09	\$2,000.00
602-47000-630	Discount bonds iss	\$0.00	\$0.00	\$0.00
602-49450-300	Professional Servic	\$16.87	\$5,194.06	\$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	\$11,891.07	\$71,525.36	\$115,000.00
602-49450-102	Full-time Employee	\$1,644.60	\$1,710.65	\$0.00
602-49450-121	PERA Contribution	\$1,015.17	\$4,862.37	\$8,700.00
602-49450-122	Social Security / M	\$1,024.28	\$5,494.66	\$8,800.00
602-49450-221	Repair/Maint Supp	\$128.57	\$128.57	\$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	\$11,904.95	\$45,000.00
602-49450-216	Chemicals & Chem	\$20.00	\$25,535.40	\$45,000.00
602-49450-215	Operating Supplies	\$191.13	\$237.11	\$10,000.00
602-49450-207	Training	\$0.00	\$325.00	\$1,500.00
602-49450-190	Pension Expense	\$0.00	\$0.00	\$0.00
602-49450-151	Workers Compens	\$352.55	\$352.55	\$3,400.00
Act Code 602		\$28,551.50	\$306,995.22	\$677,142.00



## Packet Report Revenues

Act Code	SOURCE Descr	Refuse		
		May 2023 Amt	2023 YTD Amt	2023 Budget
603-00000-37310	Refuse Collection F	\$6,415.88	\$32,232.45	\$79,000.00
603-00000-37330	Refuse bag sales	\$8,500.00	\$24,869.25	\$75,000.00
Act Code 603		\$14,915.88	\$57,101.70	\$154,000.00

## Packet Report Expenses

Act Code	OBJECT Descr	Refuse		
		May 2023 Amt	2023 YTD Amt	2023 Budget
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	\$563.20	\$601.78	\$1,000.00
603-43230-361	Insurance Premi	\$0.00	\$977.00	\$1,300.00
603-43230-352	Disposal Fee	\$6,121.67	\$25,371.24	\$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	\$169.64	\$489.28	\$4,200.00
603-43230-212	Motor Fuels	\$934.53	\$1,482.67	\$3,000.00
603-43230-215	Operating Supplies	\$742.62	\$5,024.27	\$10,000.00
603-43230-101	Full-time Employe	\$1,096.38	\$12,922.09	\$45,000.00
603-43230-103	Part-time Employe	\$2,863.87	\$11,269.48	\$11,000.00
603-43230-122	Social Security / M	\$298.85	\$1,827.58	\$4,300.00
603-43230-131	Health Insurance	\$0.00	\$0.00	\$3,000.00
603-43230-151	Workers Compens	\$350.53	\$1,350.53	\$3,100.00
603-43230-200	Sales Tax	\$0.00	\$3,716.00	\$15,000.00
603-43230-102	Full-time Employe	\$0.00	\$0.00	\$0.00
Act Code 603		\$13,141.29	\$65,031.92	\$195,300.00

## Packet Report Revenues

Act Code	SOURCE Descr	Liquor		
		May 2023 Amt	2023 YTD Amt	2023 Budget
609-00000-37913	Wine On-Sale	\$0.00	\$102.76	\$500.00
609-00000-37920	Gambling & Game	\$9,529.14	\$37,279.88	\$70,000.00
609-00000-37915	Liquor Miscellaneous	\$5,044.75	\$21,876.52	\$55,000.00
609-00000-37912	Beer On-Sale	\$13,597.53	\$93,029.56	\$125,000.00
609-00000-37911	Liquor On-Sale	\$7,485.74	\$46,057.19	\$80,000.00
609-00000-37813	Wine Off-Sale	\$3,309.28	\$18,916.69	\$45,000.00
609-00000-37811	Liquor Off-Sale	\$21,827.01	\$94,867.63	\$250,000.00
609-00000-36260	Reimbursement /	\$0.00	\$450.00	\$0.00
609-00000-36220	Rents / Lease Rev	\$1,800.00	\$15,934.25	\$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 Receipt	\$4,637.34	-\$14,858.20	\$0.00
609-00000-11500	Charge Sales	-\$3,186.73	-\$3,366.70	\$0.00
609-00000-37812	Beer Off-Sale	\$51,160.30	\$190,303.00	\$485,000.00
609-00000-37916	Cash Over (Short)	-\$81.20	-\$101.42	\$0.00
Act Code 609		\$115,123.16	\$500,491.16	\$1,132,100.00

## Packet Report Expenses

Act Code	OBJECT Descr	Liquor		
		May 2023 Amt	2023 YTD Amt	2023 Budget
609-49770-361	Insurance Premium	\$0.00	\$9,349.00	\$8,200.00
609-49770-381	Utility Services	\$1,995.70	\$11,814.60	\$25,000.00
609-49770-386	Cleaning	\$1,186.32	\$5,931.60	\$16,000.00
609-49770-325	Publications Misc.	\$34.81	\$1,534.81	\$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	\$0.00	\$1,700.00	\$0.00
609-49770-434	Property Taxes	\$0.00	\$3,031.29	\$3,400.00
609-49770-520	Capital Improveme	\$0.00	\$0.00	\$0.00
609-49770-603	Loan/Lease Payme	\$1,082.08	\$5,410.40	\$12,915.00
609-49770-190	Pension Expense	\$0.00	\$0.00	\$0.00
609-49770-313	Card Processing F	\$1,520.20	\$6,337.53	\$0.00
609-49770-442	Entertainment	\$200.00	\$3,070.00	\$4,000.00
609-49770-122	Social Security / M	\$960.45	\$5,304.32	\$12,500.00
609-49770-310	Permits and Fees	\$540.00	\$2,506.00	\$6,000.00
609-49770-435	NSF Check	\$0.00	\$0.00	\$0.00
609-49770-101	Full-time Employee	\$9,823.94	\$53,645.89	\$129,000.00
609-49770-102	Full-time Employee	\$247.00	\$1,907.23	\$0.00
609-49770-215	Operating Supplies	\$2,275.11	\$8,935.66	\$20,000.00
609-49770-121	PERA Contribution	\$755.31	\$4,166.48	\$12,300.00
609-49770-131	Health Insurance	\$3,777.17	\$18,910.45	\$47,800.00
609-49770-151	Workers Compens	\$419.01	\$419.01	\$3,400.00
609-49770-207	Training	\$0.00	\$0.00	\$0.00
609-49770-221	Repair/Maint Supp	\$346.43	\$1,119.29	\$3,000.00
609-49770-251	Purchase Liquor	\$21,264.28	\$93,218.35	\$225,000.00
609-49770-252	Purchase Beer	\$35,779.61	\$175,475.93	\$450,000.00
609-49770-259	Consumable Good	\$1,812.88	\$12,868.63	\$30,000.00
609-49770-301	Audit Fees	\$0.00	\$3,000.00	\$3,000.00
609-49770-103	Part-time Employee	\$2,943.00	\$16,077.75	\$33,300.00
Act Code 609		\$86,963.30	\$446,705.72	\$1,127,315.00

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

**A RESOLUTION ACCEPTING A DONATION TO THE CITY FROM THE LE SUEUR  
COUNTY SHERIFF'S YOUTH PROJECT**

**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:

Le Sueur County Sheriff's Youth Project	\$1500.00
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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 new soccer goals to be used at West Park.

Adopted by the City Council of Le Center, Minnesota this 13<sup>th</sup> day of June 2023.

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Christian Harmeyer, Mayor

Attest:

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Dan Evans, City Administrator



# City of Le Center

## 2022 Financial Statement Audit

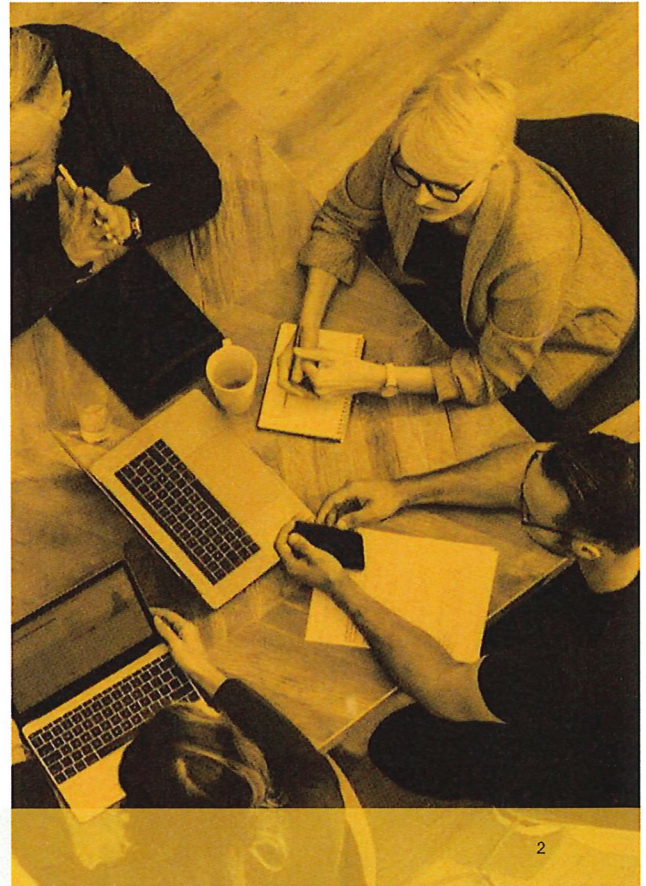
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# Introduction

- Audit Opinion and Responsibility
- General Fund Results
- Other Governmental Funds
- Enterprise Funds
- Key Performance Indicators



# Audit Results

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## Auditor's Opinion



Unmodified Opinion

## Minnesota Legal Compliance



No Instances of  
noncompliance noted

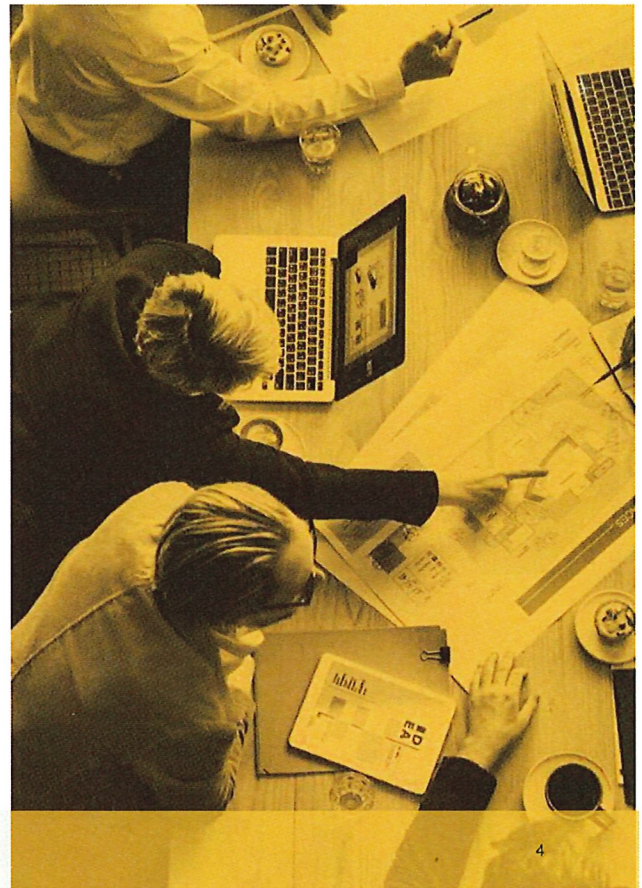


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# Audit Results 2022 Audit Findings

- Preparation of Financial Statements
  - Internal Control Finding
- Limited Segregation of Duties
  - Internal Control Finding
- Liquor Store Inventory Reconciliation
  - Internal Control Finding
- Material Audit Adjustments
  - Internal Control Finding

Abdo



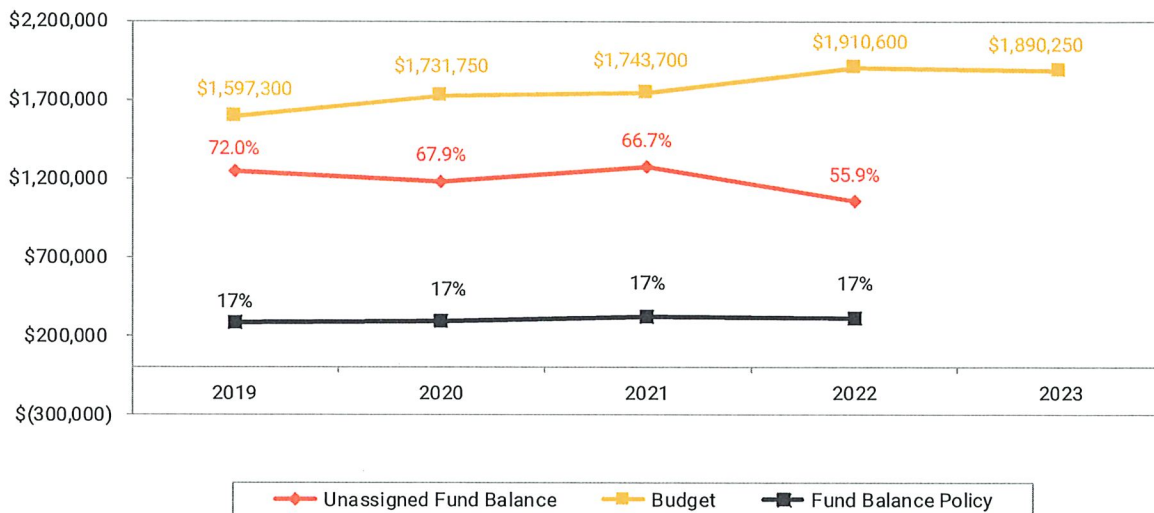


## Auditor Recommendations

- Tax Increment – 9 Country Neighbors district has been decertified and \$87,830 needs to be returned to the County. The City will receive 1/3 of this back with no restrictions.
- The General fund owes the EDA Revolving fund \$350,000, consider paying back to increase cash in the EDA Revolving fund.
- Potential increase of capitalization threshold from \$2,500 to \$5,000.



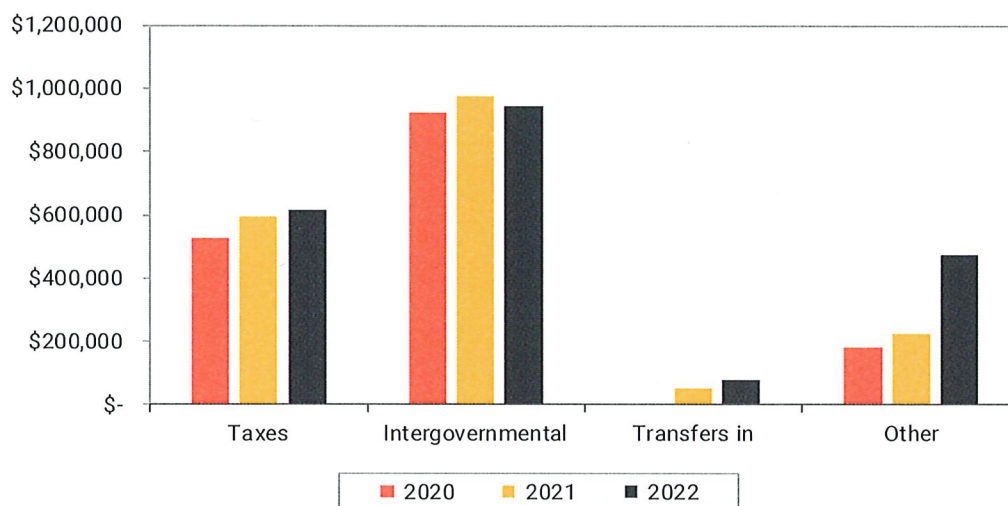
# General Fund Fund Balances



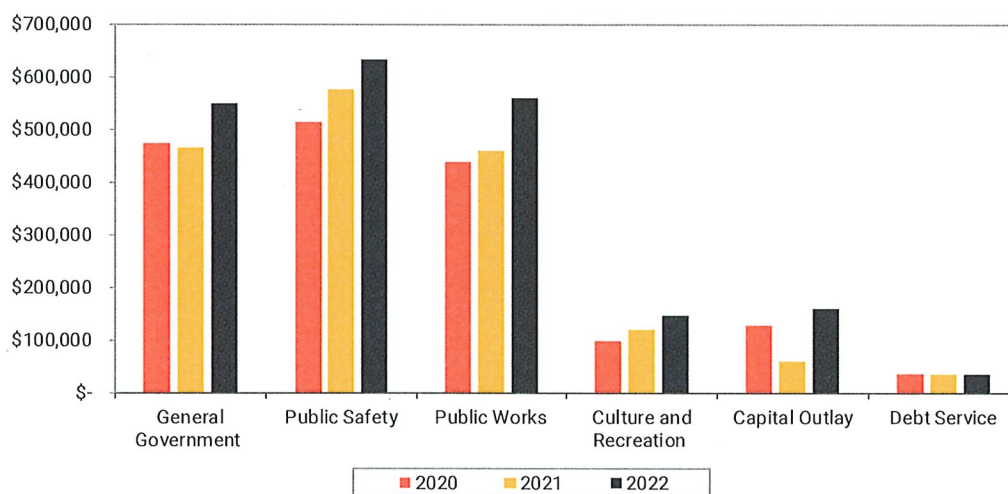
# General Fund Budget to Actual

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 1,642,304	\$ 1,750,761	\$ 108,457
Expenditures	1,910,600	2,086,477	(175,877)
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(268,296)</u>	<u>(335,716)</u>	<u>(67,420)</u>
Other Financing Sources (Uses)			
Sale of capital assets	-	283,643	283,643
Transfers in	60,000	78,283	18,283
Transfers out	-	(400,000)	(400,000)
Total Other Financing Sources (Uses)	<u>60,000</u>	<u>(38,074)</u>	<u>(98,074)</u>
Net Change in Fund Balances	<u>\$ (208,296)</u>	<u>(373,790)</u>	<u>\$ (165,494)</u>
Fund Balances, January 1		<u>1,555,299</u>	
Fund Balances, December 31		<u>\$ 1,181,509</u>	

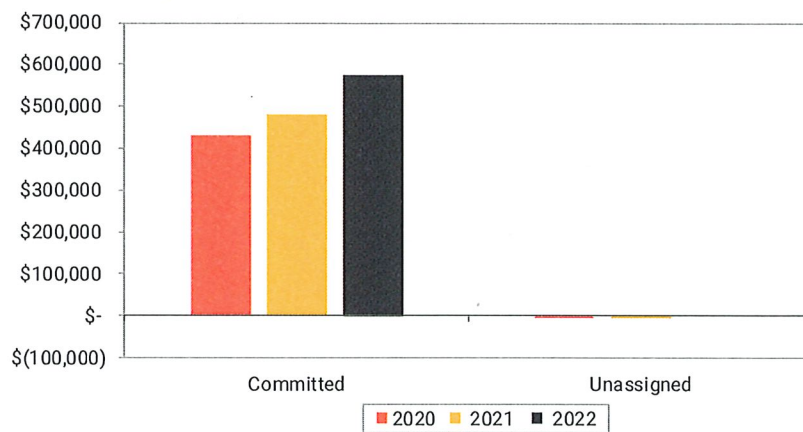
## General Fund Revenues by Type



## General Fund Expenditures by Type

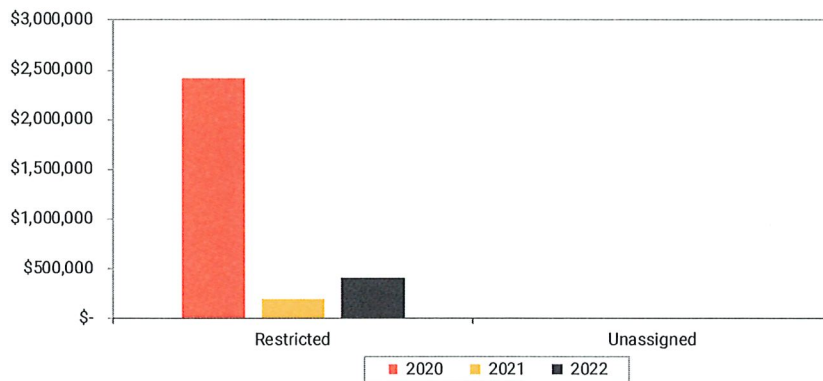


Fund	Fund Balances December 31,		Increase (Decrease)
	2022	2021	
COVID	\$ -	\$ -	\$ -
EDA Revolving	470,711	466,190	4,521
Tax Increment - 9 County Neighbors	83,738	104,215	(20,477)
Tax Increment - 16 Horizon Place	-	(375)	375
Total	<u>\$ 554,449</u>	<u>\$ 570,030</u>	<u>\$ (15,581)</u>



# Special Revenue Fund Balances

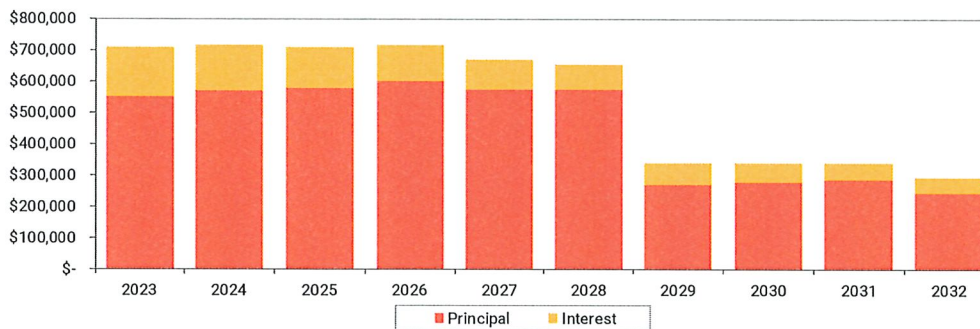
Fund	Fund Balances December 31,		Increase (Decrease)
	2022	2021	
Capital Improvement Fund	\$ 400,000	\$ -	\$ 400,000
2020 Street Project	-	187,320	(187,320)
Total	<u>\$ 400,000</u>	<u>\$ 187,320</u>	<u>\$ 212,680</u>



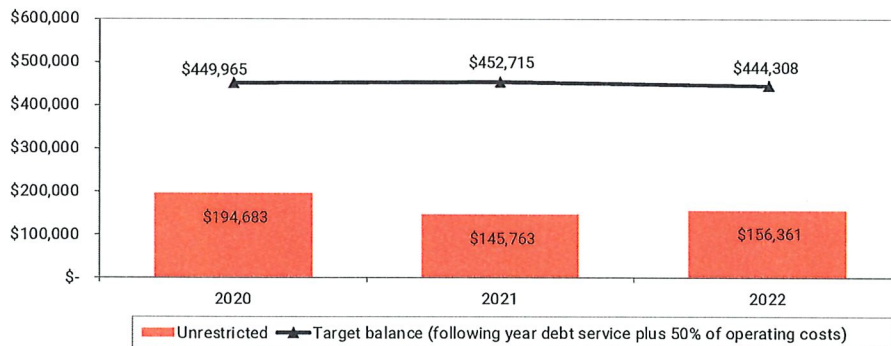
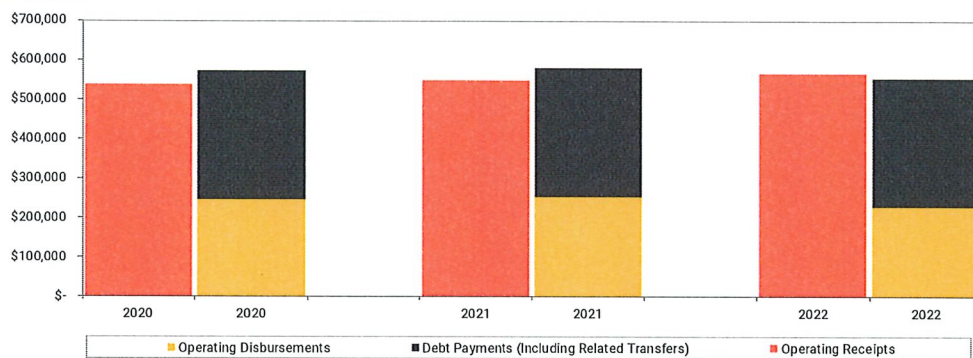
# Capital Project Fund Balances



Description		Total Cash and Investments	Total Assets	Bonds Outstanding	Year of Maturity
307	Tax Increment - 7 Royal American	\$ 339,101	\$ 339,101	\$ -	Matured
324	2010C G.O. Improvement Refunding Bonds	86,326	110,023	620,000	2026
325	2016A G.O. Improvement Bonds	311,153	565,575	512,394	2037
326	2014B G.O. Improvement Refunding Bonds	41,508	155,555	1,345,000	2028
329	2017A G.O. Improvement Refunding Bonds	119,932	219,264	395,000	2031
330	2020A G.O. Improvement Bonds	360,943	910,457	3,930,000	2041
Total		<u>\$ 1,258,963</u>	<u>\$ 2,299,975</u>	<u>\$ 6,802,394</u>	
Total Remaining Interest Payments				<u>\$ 1,180,845</u>	



# Debt Service



Abdo

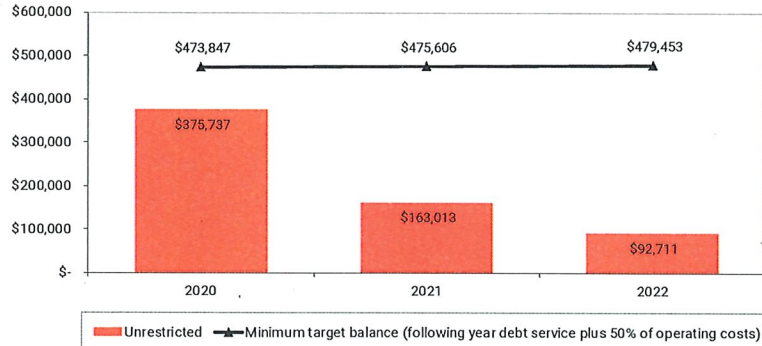
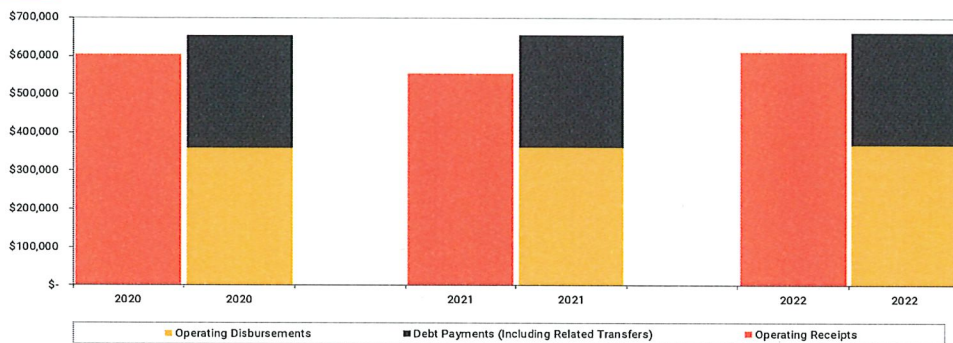
# Water Fund

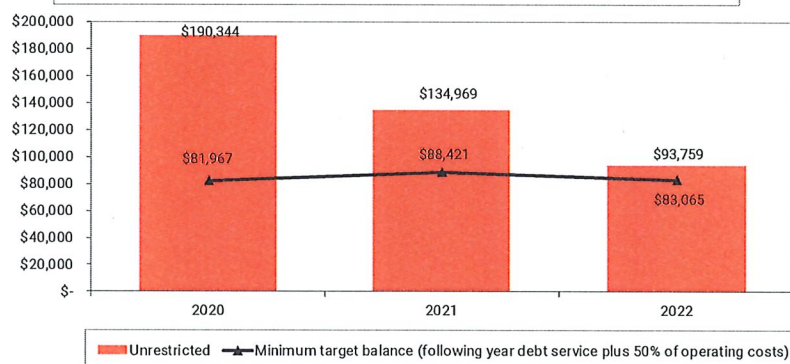
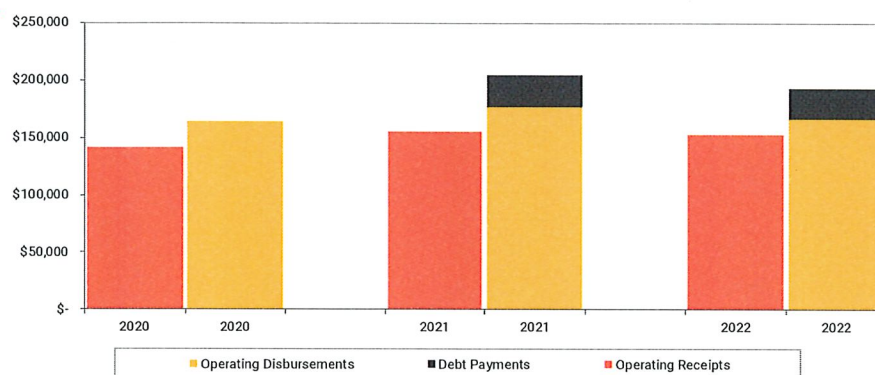
*Cash Flows from Operations and Cash Balances*



# Sewer Fund

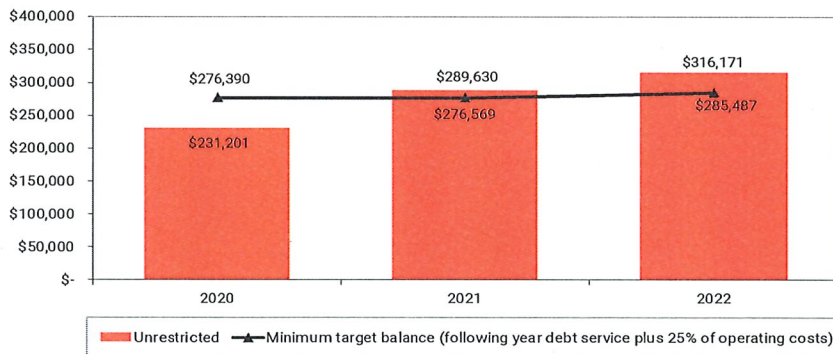
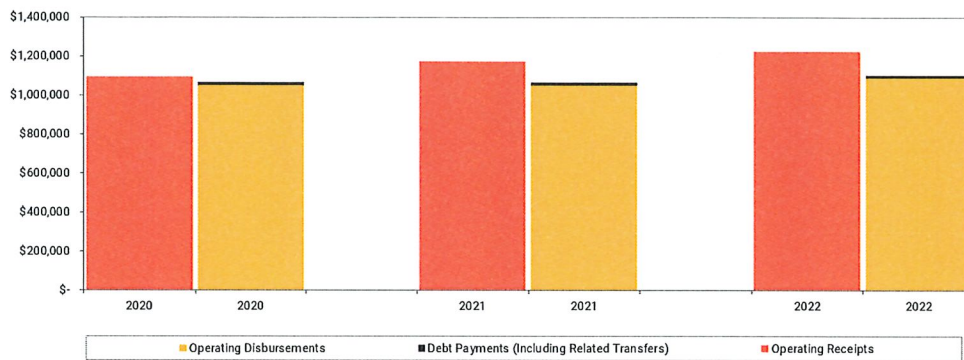
## Cash Flows from Operations and Cash Balances





# Refuse Fund

*Cash Flows from Operations and Cash Balances*



# Liquor Fund

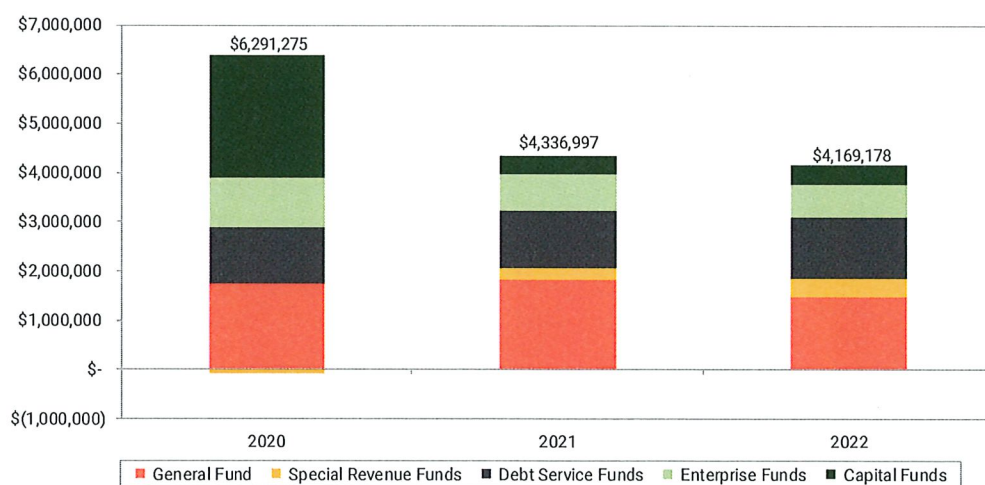
## Cash Flows from Operations and Cash Balances

# Liquor Fund – Le Center and Statewide Averages

	City of Le Center			Statewide Averages On-Sale and Off-Sale		
	2020 Percent of Sales	2021 Percent of Sales	2022 Percent of Sales	2019 Percent of Sales	2020 Percent of Sales	2021 Percent of Sales
Sales	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %
Cost of sales	(69.1)	(68.8)	(65.8)	(59.9)	(64.9)	(61.7)
Gross profit	30.9	31.2	34.2	40.1	35.1	38.3
Operating expenses	(32.6)	(28.2)	(32.2)	(36.4)	(32.7)	(31.8)
Operating income (loss)	(1.7)	3	2.0	3.7	2.4	6.5
Nonoperating income	6.3	8.7	6.4	0.7	1.6	1.8
Income Before Transfers	4.6 %	11.7 %	8.4 %	4.9 %	4.5 %	8.3 %

Source: Analysis of Municipal Liquor Store Operations, for the year ended December 31, 2021.  
Published by the Minnesota Office of the State Auditor.

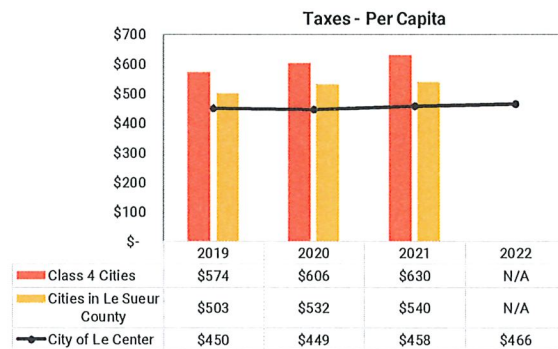
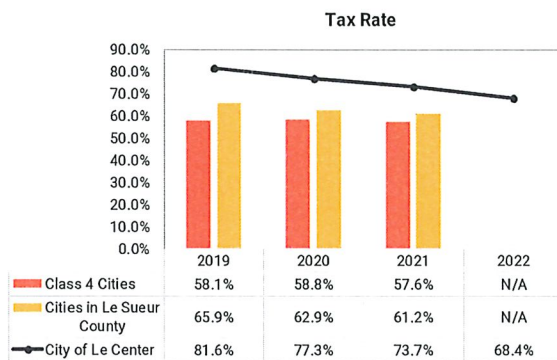
# City Cash and Investments Balances by Fund Type





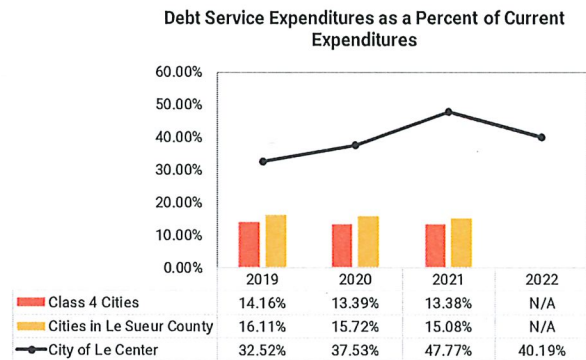
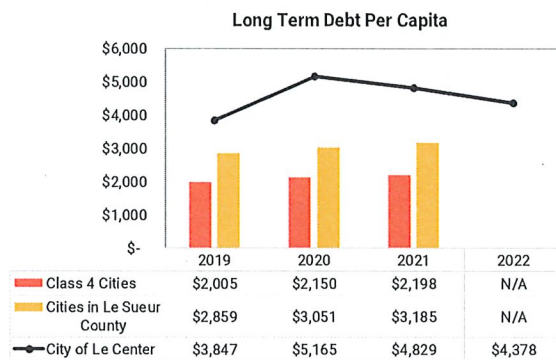
# Taxes

## Key Performance Indicators



# Debt

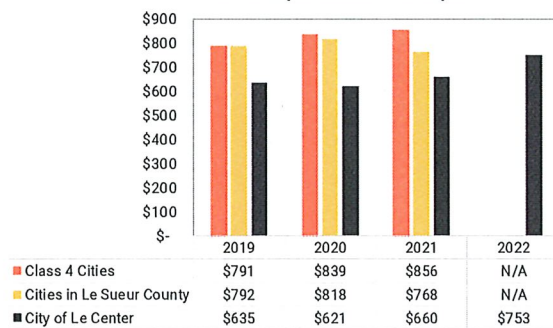
## Key Performance Indicators



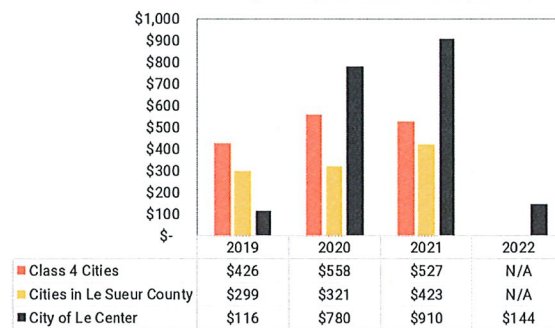
# Expenditures

## Key Performance Indicators

Current Expenditures - Per Capita



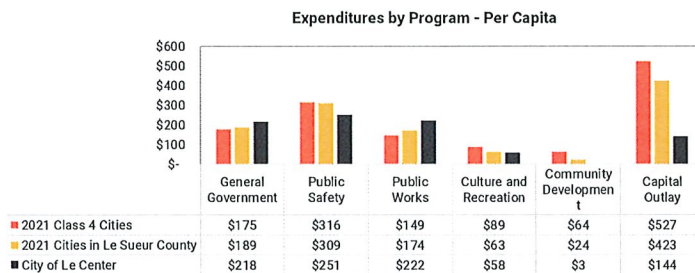
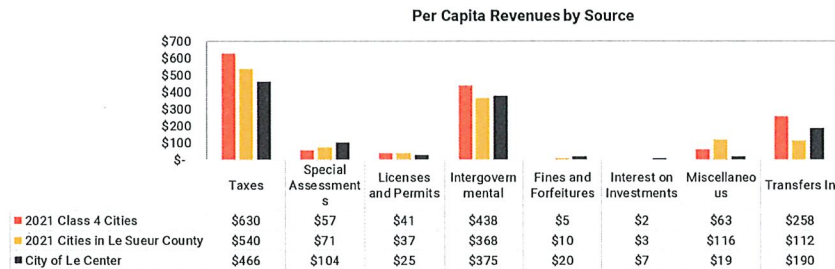
Capital Expenditures - Per Capita





# Revenues and Expenditures

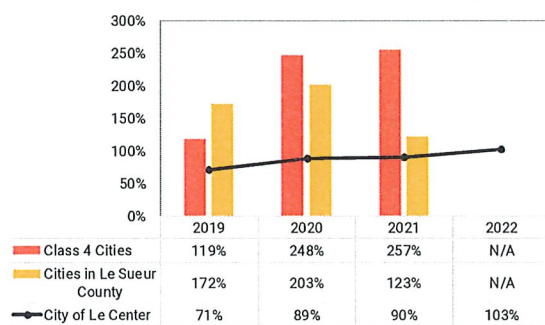
## Key Performance Indicators



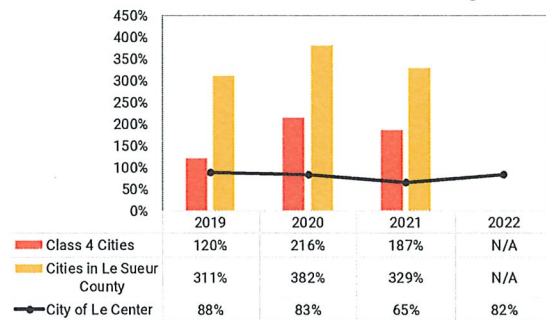
# Enterprise Funds

## Key Performance Indicators

Water Fund Debt Service Coverage



Sewer Fund Debt Service Coverage



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# Your Abdo Team



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# Executive Governance Summary

## City of Le Center

Le Center, Minnesota

For the year ended December 31, 2022



### *Edina Office*

5201 Eden Avenue, Ste 250  
Edina, MN 55436  
P 952.835.9090

### *Mankato Office*

100 Warren Street, Ste 600  
Mankato, MN 56001  
P 507.625.2727

### *Scottsdale Office*

14500 N Northsight Blvd, Ste 233  
Scottsdale, AZ 85260  
P 480.864.5579





May 19, 2023

Management, Honorable Mayor and City Council  
City of Le Center, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Le Center, Minnesota (the City), for the year ended December 31, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter dated January 6, 2023. Professional standards require that we provide you with the following information related to our audit.

### Significant Audit Findings

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did identify one deficiency in internal control that we consider to be a material weakness described in the accompanying Schedule of Findings and Responses as item 2022-004. However, material weaknesses may exist that have not been identified. We identified certain deficiencies in internal control, described in the accompanying Schedule of Findings and Responses as items 2022-001, 2022-002 and 2022-003 that we consider to be significant deficiencies.

<u>Finding</u>	<u>Description</u>
<b>2022-001</b>	<b>Segregation of Duties</b>
<i>Condition:</i>	During our audit we reviewed internal control procedures over payroll, disbursements, cash receipts, utility billing and investments and found the City to have limited segregation of duties in these areas as noted below.
<i>Criteria:</i>	There are four general categories of duties: authorization, custody, record keeping and reconciliation. In an ideal system, different employees perform each of these four major functions. In other words, no one person has control of two or more of these responsibilities.
<i>Effect:</i>	The existence of this limited segregation of duties increases the risk of fraud and misstatement.

#### **Internal Control Over Payroll**

<i>Cause:</i>	The Deputy Clerk controls and maintains the check stock, sets up employee records, posts activity to the general ledger, prepares payroll tax returns, and maintains the payroll records.
<i>Recommendation:</i>	While we recognize the number of staff is not large enough to eliminate this deficiency it is important that the Council is aware of this condition and monitor all financial information. We recommend that in addition to approving payroll disbursements and wage rates, the Council review amounts earned and accrued for compensated absences on an annual basis to compensate for control deficiencies with respect to payroll accruals. Additional controls might include review of payroll registers, earnings records, payroll reports, etc.

#### *Management Response:*

For now, the City's management accepts the degree of risk associated with this condition.

#### *Updated Progress from Prior Year:*

No progress has been made in addressing this finding in the current year.

#### **Internal Control Over Cash Disbursements**

<i>Cause:</i>	The Deputy Clerk has control over the check stock, sets up and maintains vendors, prepares checks, enters transactions into the accounting system, and also opens mail and mails checks to vendors.
	While we recognize staff is not large enough to eliminate this deficiency, we recommend that an individual separate from the Deputy Clerk review cancelled checks received with bank statement and investigate items such as: voided checks, inconsistencies in check sequence, possible alterations, and unusual payees. It is important that the Council is aware of this condition and monitor all financial information. We also recommend an individual other than the Deputy Clerk open mail and mail checks to vendors.

#### *Management Response:*

For now, the City's management accepts the degree of risk associated with this condition.

#### *Updated Progress from Prior Year:*

No progress has been made in addressing this finding in the current year.



<u>Finding</u>	<u>Description</u>
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<b>2022-001</b>	<b>Segregation of Duties (Continued)</b>
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**Internal Control Over Cash Receipts**

*Cause:* The Deputy Clerk sets up and maintains customers, maintains receipts journal, posts to the general ledger, maintains accounts receivable records, and also opens mail, prepares deposits, and receives and endorses checks.

*Recommendation:* We recommend that an individual separate from the Deputy Clerk open mail and prepare the deposit as well as receive and endorse checks. It is important that the Council is aware of this condition and monitor all financial information.

*Management Response:*

For now, the City's management accepts the degree of risk associated with this condition.

*Updated Progress from Prior Year:*

No progress has been made in addressing this finding in the current year.

**Internal Control Over Utility Billing**

*Cause:* The Deputy Clerk approves new accounts, sets up customers and rates in the billing systems, generates statements, enters readings, prepares the deposit, and reconciles the utility subledger with the general ledger.

*Recommendation:* We recommend that an individual, separate from the Deputy Clerk as the Clerk-Administrator, prepare deposits and review bank reconciliations for accuracy and timeliness of preparation. It is important that the Council is aware of this condition and monitor all financial information.

*Management Response:*

For now, the City's management accepts the degree of risk associated with this condition.

*Updated Progress from Prior Year:*

No progress has been made in addressing this finding in the current year.

**Internal Control Over Investment Transactions**

*Cause:* As a result of the number of staff, the Clerk-Administrator receives investment statements in the mail, initiates investment transactions, maintains investment subledger and spreadsheet and reconciles investment accounts.

*Recommendation:* It is important that the Council is aware of this condition and monitor all financial information.

*Management Response:*

For now, the City's management accepts the degree of risk associated with this condition.

*Updated Progress from Prior Year:*

No progress has been made in addressing this finding in the current year.





<u>Finding</u>	<u>Description</u>
<b>2022-002</b>	<b>Financial Report Preparation</b>
<i>Condition:</i>	As in prior years, we were requested to assist in drafting the audited financial statements and related footnote disclosures as part of our regular audit services. Auditing standards require auditors to communicate this situation to the Council as an internal control deficiency. Ultimately, it is management's responsibility to provide for the preparation of your statements and footnotes, and the responsibility of the auditor to determine the fairness of presentation of those statements. From a practical standpoint we do both for you at the same time in connection with our audit. This is not unusual for us to do with organizations of your size. However, based on recent auditing standards, it is our responsibility to inform you that this deficiency could result in a material misstatement to the financial statements that could have been prevented or detected by your management. Essentially, the auditors cannot be part of your internal control process.
<i>Criteria:</i>	Internal controls should be in place to provide reasonable assurance over financial reporting.
<i>Cause:</i>	From a practical standpoint we do both for you at the same time in connection with our audit. This is not unusual for us to do with organization of your size.
<i>Effect:</i>	The effectiveness of the internal control system relies on enforcement by management. The effect of deficiencies in internal controls can result in undetected errors in financial reporting.
<i>Recommendation:</i>	It is your responsibility to make the ultimate decision to accept this degree of risk associated with this condition because of cost or other considerations. As in prior years, we have instructed management to review a draft of the auditor prepared financials in detail for their accuracy; we have answered any questions they might have, and have encouraged research of any accounting guidance in connection with the adequacy and appropriateness of classification of disclosure in your statements. We are satisfied that the appropriate steps have been taken to provide you with the completed financial statements. While the City is reviewing the financial statements we recommend a disclosure checklist is utilized to ensure all required disclosures are presented and the City should agree its financial software to the numbers reported in the financial statements.
<i>Management Response:</i>	For now, the City's management accepts the degree of risk associated with this condition and thoroughly reviews a draft of the financial statements.
<i>Updated Progress from Prior Year:</i>	No progress has been made in addressing this finding in the current year.





<u>Finding</u>	<u>Description</u>
<b>2022-003</b>	<b>Liquor Store Inventory Reconciliation</b>
<i>Condition:</i>	During 2022, we noted that cycle counts at the off-sale liquor store were not performed for the majority of the year.
<i>Criteria:</i>	Internal controls should be in place to ensure adequate internal control over safeguarding of assets and the reliability of financial records and reporting. Cycle counts should be performed so the City has accurate information on the inventory levels and other valuable information.
<i>Cause:</i>	Unknown.
<i>Effect:</i>	Without reconciliation of the point of sale system to the actual inventory, management is not able to track current inventory balances, gross profit percentages and other valuable information.
<i>Recommendation:</i>	We recommend cycle counts be done on a semi-monthly basis until management, the City Administrator, and City Council are comfortable the system is operating properly. Cycle counts consist of counting all of one type of product and matching it to the inventory point of sale system. Once management is satisfied that the system is operating properly, cycle counts could be done on a monthly basis. Inventory adjustment reports should be printed and retained for each cycle count. Management can then use these reports to notice trends such as whether they are making adjustments to the same products each time a count is performed. If this is the case, it may raise concerns of theft. Currently, there is no way of determining whether theft has occurred other than seeing a drop in gross profit percentage at the end of the year.
<i>Management Response:</i>	
Management will implement the recommendation.	

<u>Finding</u>	<u>Description</u>
<b>2022-004</b>	<b>Material Audit Adjustments</b>
<i>Condition:</i>	During our audit, material entries were needed to adjust debt, payroll, accounts payable and grant activity.
<i>Criteria:</i>	Such adjustments should be detected and made by City personnel.
<i>Cause:</i>	City staff has not prepared a year end trial balance reflecting all necessary accruals and yearend adjustments without auditor assistance.
<i>Effect:</i>	It is likely that if a misstatement were to occur, it would not be detected by the City's system of internal control. The audit firm cannot serve as a compensating control over this deficiency.
<i>Recommendation:</i>	We recommend that management review each journal entry, obtain an understanding of why the entry was necessary and modify current procedures to ensure that future corrections are not needed.

*Management Response:*

Management will review each journal entry, obtain an understanding of why the entry was necessary and modify current procedures to ensure that future corrections are not needed.



## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* or Minnesota statutes.

## Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. The City changed accounting policies during the year ended December 31, 2022 related to the accounting and financial reporting for lease activities (GASB 87). We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements are included below:

- Management's estimate of depreciation is based on estimated useful lives of the assets. Depreciation is calculated using the straight-line method.
- Allocations of gross wages and payroll benefits are approved by the City Council within the City's budget and are derived from each employee's estimated time to be spent servicing the respective function of the City. These allocations are also used in allocating accrued compensated absences payable.
- Management's estimate of its pension liability is based on several factors including, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases and form of annuity payment upon retirement.
- Management's estimate of its lease receivable is based on the present value of lease payments expected to be received during the lease term.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that it is reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

## Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

## Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.





## **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

## **Management Representations**

We have requested certain representations from management that are included in the management representations letter dated May 19, 2023

## **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

## **Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

## **Other Matters**

We applied certain limited procedures to the required supplementary information (RSI) (Management's Discussion and Analysis, the Schedules of Employer's Share of the Net Pension Liability, the Schedules of Employer's Contributions, and the Schedule of Changes in Net Pension Liability (Asset) and Related Ratios), which is information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (combining and individual fund financial statements and schedules), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section, which accompany the financial statements but is not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.



## Future Accounting Standard Changes

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future City financial statements: <sup>(1)</sup>

### **GASB Statement No. 94 - Public-Private and Public-Public Partnerships and Availability Payment Arrangements**

#### **Summary**

The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which the Board defines in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement.

This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction.

#### **Effective Date and Transition**

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged.

PPPs should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or if applicable to earlier periods, the beginning of the earliest period restated).

#### **How the Changes in This Statement Will Improve Accounting and Financial Reporting**

The requirements of this Statement will improve financial reporting by establishing the definitions of PPPs and APAs and providing uniform guidance on accounting and financial reporting for transactions that meet those definitions. That uniform guidance will provide more relevant and reliable information for financial statement users and create greater consistency in practice. This Statement will enhance the decision usefulness of a government's financial statements by requiring governments to report assets and liabilities related to PPPs consistently and disclose important information about PPP transactions. The required disclosures will allow users to understand the scale and important aspects of a government's PPPs and evaluate a government's future obligations and assets resulting from PPPs.





## **Future Accounting Standard Changes (Continued)**

### **GASB Statement No. 96 - Subscription-Based Information Technology Arrangements**

#### **Summary**

This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended.

Under this Statement, a government generally should recognize a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability. A government should recognize the subscription liability at the commencement of the subscription term, - which is when the subscription asset is placed into service. The subscription liability should be initially measured at the present value of subscription payments expected to be made during the subscription term. Future subscription payments should be discounted using the interest rate the SBITA vendor charges the government, which may be implicit, or the government's incremental borrowing rate if the interest rate is not readily determinable. A government should recognize amortization of the discount on the subscription liability as an outflow of resources (for example, interest expense) in subsequent financial reporting periods.

This Statement provides an exception for short-term SBITAs. Short-term SBITAs have a maximum possible term under the SBITA contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. Subscription payments for short-term SBITAs should be recognized as outflows of resources.

This Statement requires a government to disclose descriptive information about its SBITAs other than short-term SBITAs, such as the amount of the subscription asset, accumulated amortization, other payments not included in the measurement of a subscription liability, principal and interest requirements for the subscription liability, and other essential information.

#### **Effective Date and Transition**

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged. Assets and liabilities resulting from SBITAs should be recognized and measured using the facts and circumstances that existed at the beginning of the fiscal year in which this Statement is implemented. Governments are permitted, but are not required, to include in the measurement of the subscription asset capitalizable outlays associated with the initial implementation stage and the operation and additional implementation stage incurred prior to the implementation of this Statement.

#### **How the Changes in This Statement Will Improve Accounting and Financial Reporting**

The requirements of this Statement will improve financial reporting by establishing a definition for SBITAs and providing uniform guidance for accounting and financial reporting for transactions that meet that definition. That definition and uniform guidance will result in greater consistency in practice. Establishing the capitalization criteria for implementation costs also will reduce diversity and improve comparability in financial reporting by governments. This Statement also will enhance the relevance and reliability of a government's financial statements by requiring a government to report a subscription asset and subscription liability for a SBITA and to disclose essential information about the arrangement. The disclosures will allow users to understand the scale and important aspects of a government's SBITA activities and evaluate a government's obligations and assets resulting from SBITAs.



## Future Accounting Standard Changes (Continued)

### GASB Statement No. 99 - Omnibus 2022

#### Summary

The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees. The practice issues addressed by this Statement are as follows:

- Classification and reporting of derivative instruments within the scope of Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*, that do not meet the definition of either an investment derivative instrument or a hedging derivative instrument
- Clarification of provisions in Statement No. 87, *Leases*, as amended, related to the determination of the lease term, classification of a lease as a short-term lease, recognition and measurement of a lease liability and a lease asset, and identification of lease incentives
- Clarification of provisions in Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, related to (a) the determination of the public-private and public-public partnership (PPP) term and (b) recognition and measurement of installment payments and the transfer of the underlying PPP asset
- Clarification of provisions in Statement No. 96, *Subscription-Based Information Technology Arrangements*, related to the subscription-based information technology arrangement (SBITA) term, classification of a SBITA as a short-term SBITA, and recognition and measurement of a subscription liability
- Extension of the period during which the London Interbank Offered Rate (LIBOR) is considered an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap that hedges the interest rate risk of taxable debt
- Accounting for the distribution of benefits as part of the Supplemental Nutrition Assistance Program (SNAP)
- Disclosures related to nonmonetary transactions
- Pledges of future revenues when resources are not received by the pledging government
- Clarification of provisions in Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, as amended, related to the focus of the government-wide financial statements
- Terminology updates related to certain provisions of Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*
- Terminology used in Statement 53 to refer to resource flows statements.





## Future Accounting Standard Changes (Continued)

### Effective Date and Transition

The requirements of this Statement that are effective as follows:

- The requirements related to extension of the use of LIBOR, accounting for SNAP distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in Statement 34, as amended, and terminology updates related to Statement 53 and Statement 63 are effective upon issuance.
- The requirements related to leases, PPPs, and SBITAs are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.
- The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53 are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

The Board considered the effective dates for the requirements of this Statement in light of the COVID-19 pandemic and in concert with Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*.

### How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will enhance comparability in the application of accounting and financial reporting requirements and will improve the consistency of authoritative literature. Consistent authoritative literature enables governments and other stakeholders to more easily locate and apply the correct accounting and financial reporting provisions, which improves the consistency with which such provisions are applied. The comparability of financial statements also will improve as a result of this Statement. Better consistency and comparability improve the usefulness of information for users of state and local government financial statements.

### **GASB Statement No. 100 - Accounting Changes and Error Corrections - an amendment of GASB Statement No. 62**

#### Summary

The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability.

This Statement defines *accounting changes* as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. As part of those descriptions, for (1) certain changes in accounting principles and (2) certain changes in accounting estimates that result from a change in measurement methodology, a new principle or methodology should be justified on the basis that it is preferable to the principle or methodology used before the change. That preferability should be based on the qualitative characteristics of financial reporting—understandability, reliability, relevance, timeliness, consistency, and comparability. This Statement also addresses corrections of errors in previously issued financial statements.

This Statement prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections. This Statement requires that (a) changes in accounting principles and error corrections be reported retroactively by restating prior periods, (b) changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and (c) changes in accounting estimates be reported prospectively by recognizing the change in the current period. The requirements of this Statement for changes in accounting principles apply to the implementation of a new pronouncement in absence of specific transition provisions in the new pronouncement. This Statement also requires that the aggregate amount of adjustments to and restatements of beginning net position, fund balance, or fund net position, as applicable, be displayed by reporting unit in the financial statements.





## **Future Accounting Standard Changes (Continued)**

This Statement requires disclosure in notes to financial statements of descriptive information about accounting changes and error corrections, such as their nature. In addition, information about the quantitative effects on beginning balances of each accounting change and error correction should be disclosed by reporting unit in a tabular format to reconcile beginning balances as previously reported to beginning balances as restated.

Furthermore, this Statement addresses how information that is affected by a change in accounting principle or error correction should be presented in required supplementary information (RSI) and supplementary information (SI). For periods that are earlier than those included in the basic financial statements, information presented in RSI or SI should be restated for error corrections, if practicable, but not for changes in accounting principles.

## **Effective Date and Transition**

The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.

## **How the Changes in This Statement Will Improve Accounting and Financial Reporting**

The requirements of this Statement will improve the clarity of the accounting and financial reporting requirements for accounting changes and error corrections, which will result in greater consistency in application in practice. In turn, more understandable, reliable, relevant, consistent, and comparable information will be provided to financial statement users for making decisions or assessing accountability. In addition, the display and note disclosure requirements will result in more consistent, decision useful, understandable, and comprehensive information for users about accounting changes and error corrections.

## **GASB Statement No. 101 - *Compensated Absences***

### **Summary**

The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors such as employment policies related to compensated absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.

This Statement requires that a liability for certain types of compensated absences—including parental leave, military leave, and jury duty leave—not be recognized until the leave commences. This Statement also requires that a liability for specific types of compensated absences not be recognized until the leave is used.

This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.





## Future Accounting Standard Changes (Continued)

With respect to financial statements prepared using the current financial resources measurement focus, this Statement requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources.

## Effective Date and Transition

The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.

## How the Changes in This Statement Will Improve Accounting and Financial Reporting

The unified recognition and measurement model in this Statement will result in a liability for compensated absences that more appropriately reflects when a government incurs an obligation. In addition, the model can be applied consistently to any type of compensated absence and will eliminate potential comparability issues between governments that offer different types of leave.

The model also will result in a more robust estimate of the amount of compensated absences that a government will pay or settle, which will enhance the relevance and reliability of information about the liability for compensated absences

<sup>(1)</sup> Note. From GASB Pronouncements Summaries. Copyright 2022 by the Financial Accounting Foundation, 401 Merritt 7, Norwalk, CT 06856, USA, and is reproduced with permission.

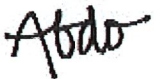
\* \* \* \*

## Restriction on Use

This purpose of this communication is solely for the information and use of the City Council and management of the City and is not intended to be, and should not be used by anyone other than those specified parties.

Our audit would not necessarily disclose all weaknesses in the system because it was based on selected tests of the accounting records and related data. The comments and recommendations in the report are purely constructive in nature, and should be read in this context.

If you have any questions or wish to discuss any of the items contained in this letter, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.



**Abdo**  
Mankato, Minnesota  
May 19, 2023



LE CENTER  
MUNICIPAL LIQUOR STORE

May 2023 Sales	\$103,373.01
May 2022 Sales	\$92,508.06
Increased	\$10,864.95
April Gambling	\$8,875.53
May C and N Sales	\$653.61
Sunday Sales May 2023	\$9,090.11 (Four)
Sunday Sales May 2022	\$10,456.12 (Five)
Sunday Sales May 2018	\$4,780.57 (Four)

**Revenue Sources May 2023**

Beer	\$13,597.53
Offsale Beer	\$51,161.20
Liquor	\$7,485.74
Offsale Liquor	\$21,827.01
Wine	\$0.00
Offsale Wine	\$3,309.28
Food	\$1,472.17

**May Recap**

- Cinco De Mayo
- May 13<sup>th</sup> Thrift Store Prom Night
  - DJ Rich Kern
  - Grand March
  - King and Queen Crowning
- May 19<sup>th</sup> Live Music by Sean Benz
- May 20<sup>th</sup> Pfeiffer Tournament
- Successful Memorial Day Weekend

- Breakthru Beer is now Dalheimer (Miller Lite)

### **June Events**

- Saturday, June 17 at 4 p.m. Bean Bag Tournament
- Friday, June 23 at 7 p.m. Live Music by GTX Duo
- Tuesday's 7 to 10 p.m. Free Pool and Darts
- Sunday's Minnesota Twins Specials During Game
- We are busy catering graduation parties!

## 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
May	21,083	76,297	3,572	1472	9529	111,953

# Le Center Police Department

## Monthly Activity Report

### MAY 2023

Traffic Stop=78

Warning=64

Citation=14

DL=5

DWI=3

Speed=2

Equip=1

Drugs=1

Carless=1

Registration=1

Security Check= 45

Public Assist=17

Medical=14

Suspicious Activity/Person=10

Animal Complaint=10

Assist Other Agency=8

Domestic=7

Motor Vehicle Accident=4

Welfare Check=3

Funeral Escort=3

Driving Complaint=3

Noise Complaint=3

Trespassing=3

Missing Persons=2

Intoxicated Person=2

Disturbance=2

Assault=2

Theft=2

Firearm Permit to Purchase=2

Adult / Child Protection Report=2

Fire Call Out=2

Harassment/Threats=2

Drugs=1

Civil Issue=1

Fraud/Scam=1

Ordinance Violation=1

Administrative Detail=1

Child Custody=1

Alarm=1

Order for Protection Violation=1

Lost / Found Property=0

Motor Vehicle Theft=0

Firearms Complaint=0

Burn Complaint=0

**Calls / Incidents= 244**

**Miles Patrolled= 4,987**

**Arrests= (DWI=3, Domestic=1)**

Comparison	2022	Through May 2023	
Calls / Incidents	167/784	1,132	+ 30.8%
Miles Patrolled	3,446/15,139	21,345	+ 29.1%



Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

Ph: (507) 625-4171  
Fax: (507) 625-4177  
Bolton-Menk.com

## MEMORANDUM

Date: June 7, 2023

To: Le Center City Council

From: Adam Jacobs, P.E. Bolton & Menk, Inc.

Subject: Sewer Backups and Inflow & Infiltration

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On the night of May 13<sup>th</sup> and into the morning of May 14<sup>th</sup>, the City of Le Center received approximately 4.5-inches of rain in a 24-hour period. This rainfall event caused the sanitary sewer system to overwhelm the lift station on Rolling Hills Drive, surcharge the manholes in the vicinity of Cordova Avenue and Washington Street, and caused backups into the basements of some houses along Cordova Avenue. City staff mobilized pumps to the lift station and the manhole in the Cordova/Washington intersection to help alleviate surcharging of the sanitary sewer system.

A meeting with City staff was held to develop an action plan to address the issues experienced on May 13<sup>th</sup>-14<sup>th</sup>. The recommended action plan is as follows:

### Immediate

- Install a sensor and alarm in the manhole at Cordova/Washington to alert staff when the surcharging is occurring.
- Install backflow preventors on service lines to properties that experienced backups.
- Maintain and test pumps regularly to ensure they are in working order.
- Clean and jet sanitary sewer along Cordova Avenue.

### Intermediate (1-2 years)

- Raise buried manholes to the surface in farm field between Sunrise Avenue and Rolling Hills Drive to provide access for cleaning, maintenance, and televising.
- Install flow monitors in the Rolling Hills Drive lift station service area to gather data to analyze potential sources of I & I (inflow & infiltration).

### Long Term (5-10 years)

- Reconstruct sanitary sewer along Cordova Avenue.
- Evaluate lift station on Rolling Hills Drive and study alternate discharge locations for lift station.

## Current Vacation Leave Policy:

**Vacation Leave:** Full-time employees are eligible for vacation leave. Part-time employees working fewer than 40 hours per week on a regularly scheduled basis do not receive vacation leave. Probationary employees cannot use vacation leave until after successful completion of the probationary period, although vacation leave accumulates during this time.

Years of service are calculated from the anniversary date of employment. Permanent employees shall receive vacation in accordance with the following schedule:

<u>Years of Service</u>	<u>Hours of Vacation Leave</u>
0-1	40 Hours per year = 5 Days
2-5	80 Hours per year = 10 Days
6	88 Hours per year = 11 Days
7	96 Hours per year = 12 Days
8	104 Hours per year = 13 Days
9	112 Hours per year = 14 Days
10	120 Hours per year = 15 Days
11-12	128 Hours per year = 16 Days
13-14	136 Hours per year = 17 Days
15-16	144 Hours per year = 18 Days
17-18	152 Hours per year = 19 Days
19	160 Hours per year = 20 Days
20	200 Hours per year = 25 Days

All employees must receive permission from the department director at least 10 working days prior to taking vacation leave when such leave is to extend for a period of more than two consecutive days. If the vacation leave is to be for two days or less, permission will be granted without notice if the department director feels that City services will not be affected. Priority will be given in vacation leave scheduling based on the earliest date of request and/or seniority. Vacation leave scheduling for departmental employees is the responsibility of the department directors. Vacation leave will not be granted in less than one hour increments. Any fraction thereof shall be considered on hour.

The rate of vacation pay shall be at the employee's regular straight time rate in effect at the time that the employee takes vacation.

Any employee leaving the service of the City in good standing will be compensated for vacation leave accrued to the day of separation provided said employee has served at least twelve (12) consecutive months prior to separation and has given the City at least two weeks' notice prior to the effective date of such separation.



Upon severance of employment, an employee shall be compensated at his/her current rate of pay for vacation leave accrued and unused to the date of the separation.

All vacation leaves of more than two hours must be approved by your department head.

We recommend no vacation may be carried over from one year to the next without prior approval of the City Council.

# Proposed Vacation Leave Policy:

## Legacy Vacation Leave:

Full-time employees hired prior to January 1, 2000, are eligible for the City’s Legacy Vacation Leave. Years of service are calculated from the anniversary date of employment. Permanent employees shall receive vacation in accordance with the following schedule:

<u>Anniversary Year</u>	<u>Hours of Vacation Leave Earned on Anniversary Date</u>
20+	200 Hours per year = 25 Days

All employees must receive approval from the department director at least 10 working days prior to taking vacation leave when such leave will exceed two consecutive days. If the vacation leave is to be for two consecutive days or less, permission will be granted without notice if the department director feels that City services will not be affected. Priority will be given in vacation leave scheduling based on the earliest date of request. Vacation leave scheduling for departmental employees is the responsibility of the department directors.

Vacation leave will be granted in quarter-hour (15 minute) increments.

As a voluntary benefit to employees, paid sick hours used will be included in weekly FLSA overtime threshold calculations, however, employees may not use vacation or any other type of paid time off to an extent that would cause overtime for that week. For example, if an employee uses 8 hours of vacation on a Monday, works their normal schedule over the remainder of the week but is required to stay 4 hours late on a Friday due to a snow emergency, the employee would be required to reduce the vacation hours used for the preceding Monday to 4 hours, for a weekly total of 40 hours.

The rate of vacation pay shall be at the employee’s regular straight time rate in effect at the time that the employee takes vacation.

Any employee leaving the service of the City in good standing will be compensated for vacation leave accrued to the day of separation provided said employee has been employed for at least twelve (12) consecutive months prior to separation and has given the City at least two weeks’ notice prior to the effective date of such separation.

Upon severance of employment, an employee shall be compensated at their current rate of pay for vacation leave accrued and unused to the date of the separation.

Employees may carryover a maximum of 40 earned but unused vacation hours into the following calendar year and any hours exceeding 40 will be forfeited. If, due to special unforeseen City demands or circumstances, an employee has a balance exceeding 40 hours at the end of the calendar year, the City Administrator may consider the approval of a one-time carryover exceeding 40 hours.

### Standard Vacation Leave:

Full-time employees hired on or after January 1, 2000, are eligible for the City's Standard Vacation Leave.

Employees are generally eligible to receive vacation based on their length of service with the City. New employees begin to accrue vacation each payroll immediately following their hire date and are eligible to use accrued vacation after 2 months of service. Vacation is accrued according to the following schedule.

#### Vacation Accrual Factors

Length of Service	Accrual Rate (per payroll)	Total Vacation Earned (per year)	Maximum Vacation Balance
Hire Date	2.54 hours	66.00 hours	106.00 hours
12 months (1 year)	2.77 hours	72.00 hours	112.00 hours
24 months (2 years)	3.70 hours	96.00 hours	136.00 hours
36 months (3 years)	4.31 hours	112.00 hours	152.00 hours
48 months (4 - 9 years)	4.62 hours	120.00 hours	160.00 hours
120 months (10 – 15 years)	5.24 hours	136.00 hours	176.00 hours
192 months (16 – 20 years)	6.16 hours	160.00 hours	200.00 hours
252 months (21+ years)	7.70 hours	200.00 hours	240.00 hours

New accrual rates take effect in the first payroll following the anniversary of the employee's hire date. Because vacation accrual is an ongoing process unrelated to the calendar/fiscal year, employees will be allowed to accrue vacation up to a maximum balance equal to their current accrual rate multiplied by 26 payrolls plus 40 'carryover' hours. (EXAMPLE: An employee has an accrual rate of 2.54 hours per payroll. Their maximum balance would be  $2.54 \times 26 + 40$ , or 106.04 hours). If this maximum balance is reached, the employee will cease to accrue additional vacation until vacation is used and the balance is reduced accordingly.

Time off using vacation must be requested with as much advance notice as possible, usually 14 days or more. Employees must follow all established departmental processes for time off requests and all requested time off must be authorized by the employee's Supervisor.

Employees are not allowed to borrow against vacation that has not been accrued unless prior supervisor approval is obtained. Once an employee has exhausted these benefits, they may be allowed to take unpaid leave at the City Administrator's discretion.

As a voluntary benefit to employees, paid sick hours used will be included in weekly FLSA overtime threshold calculations, however, employees may not use vacation or any other type of



paid time off to an extent that would cause overtime for that week. For example, if an employee uses 8 hours of vacation on a Monday, works their normal schedule over the remainder of the week but is required to stay 4 hours late on a Friday due to a snow emergency, the employee would be required to reduce the vacation hours used for the preceding Monday to 4 hours, for a weekly total of 40 hours.

Any employee leaving the service of the City in good standing will be compensated for earned vacation leave accrued to the day of separation provided said employee has been employed for at least twelve (12) consecutive months prior to separation and has given the City at least two (2) weeks' notice prior to the effective date of such separation. In other situations, employees will generally not be paid for unused vacation.

Upon the termination of employment, an employee shall be compensated at their current rate of pay for vacation leave accrued and unused to the date of the separation.

Exempt employees who do not use the City's recommended methods for reporting and tracking vacation use will not be paid for unused vacation in the event of a resignation.

## ADMINISTRATION OF VACATION

To administer the vacation program fairly, the following policies and guidelines have been established:

- Employees should follow all established vacation request and approval processes, providing adequate notice to department director whenever possible.
- Department directors have the discretion to approve or deny vacation requests based on department needs, seniority and date of request.
- An authorized City holiday which falls on a normal business day during an employee's vacation is not counted as a day of vacation.
- If an employee is hospitalized during a vacation, those days and any days medically required for recovery will be charged to available sick leave rather than to vacation, up to the amount of sick leave time available.
- Choice of vacation dates, if there is a conflict, is determined by date of request.
- An employee may not take pay instead of vacation time, except upon termination of employment and pursuant to the terms of this policy.
- Vacation and sick leave may not be used to extend an employee's termination date. The last day an employee actually works will be the termination date. Any remaining vested vacation time will be paid out in a lump sum. The lump sum vacation pay-out does not include any holiday pay that the employee might otherwise have been entitled to if the employee had remained at the City.
- Employees are not allowed to use vacation after providing their voluntary resignation notice, unless approved by the City Administrator.

## Current Comp Time Policy:

**Compensatory Time:** Notwithstanding labor contract provisions, the following conditions shall apply to the accrual and use of compensatory time for all City employees.

**Non-Supervisory Employees:** Authorized overtime work by non-supervisory employees will usually be compensated for by allowing the employee time off. When deemed appropriate, the Administrator may give monetary compensation for authorized overtime at the rate of one and one half (1 ½) times regular pay. Adequate records will be maintained by the employee and his/her department director. Prior to working overtime hours, an employee must receive authorization for his/her supervisor. Unless otherwise specified by a labor contract, one and one half (1 ½) hours of compensatory time shall be earned for each full hour of authorized overtime worked. No more than 180 hours of compensatory time may be accumulated at any time. Compensatory time can be carried into the following calendar year. As with any leave time, an employee must receive supervisory approval prior to taking compensatory time leave.

## Proposed Comp Time Policy:

The Federal Fair Labor Standards Act (FLSA) permits a public employer to pay overtime compensation in the form of cash or compensatory time off.

Non-exempt employees will be required, on a quarterly basis, to make a formal election, prior to working overtime hours, to indicate how they would like overtime to be processed by the City, either electing to be paid out in cash at the time worked or to be accrued as compensatory time.

Non-exempt employees may accrue one and one-half hours of compensatory time off for each hour of FLSA overtime worked, up to a maximum accrual of 180.00 hours. Once an employee has reached the 180 maximum balance, no further compensatory time may accrue until compensatory time has been used. Once the maximum compensatory time balance has been reached, all overtime worked until the balance is reduced will be paid in the form of cash at a rate of one and one half (1 ½) times the employee's regular rate of pay.

At the end of each calendar year, any remaining earned but unused compensatory time, up to the maximum balance of 180 hours, may be carried forward into the next calendar year. At no time may an employee's compensatory time balance exceed 180 hours.

Upon the termination of employment, all accumulated compensatory time off shall be converted to cash and paid to the employee at the rate of pay in effect at the time of employment ends.



## Current Holiday Policy:

### HOLIDAYS:

All full-time employees of the City of Le Center are eligible for the following holidays:

New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and one-half day on Good Friday.

If a permanent full-time employee works on a paid holiday, he/she will receive their regular eight hour Holiday pay plus 1 ½ times their regular rate of pay.

Whenever a holiday falls on a Sunday, the following Monday will be considered the holiday. Whenever a holiday falls on a Saturday, the proceeding Friday will be considered the holiday. This provision does not apply to those employees regularly required to work on Saturdays and/or Sundays, provided that all eligible employees shall receive the same number of holidays. If the holiday is observed on an employee's scheduled day off, the employee shall be given a compensatory day off for the holiday.

These holiday dates are not set in stone, and may, at the discretion of the department heads be switched or traded. Consideration must be given foremost to the continued operations of city services.

## Proposed Holiday Policy:

### HOLIDAYS:

All full-time employees of the City of Le Center are eligible for the following holidays:

New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday Following Thanksgiving, Christmas Day, and one-half day on Good Friday.

If a permanent full-time employee works on a paid holiday, he/she will receive their regular eight hour Holiday pay plus 1 ½ times their regular rate of pay.

Whenever a holiday falls on a Sunday, the following Monday will be considered the holiday. Whenever a holiday falls on a Saturday, the proceeding Friday will be considered the holiday. This provision does not apply to those employees regularly required to work on Saturdays and/or Sundays, provided that all eligible employees shall receive the same number of holidays. If the holiday is observed on an employee's scheduled day off, the employee shall be given a compensatory day off for the holiday.

These holiday dates are not set in stone, and may, at the discretion of the department heads be switched or traded. Consideration must be given foremost to the continued operations of city services.

April 20, 2023

Dan Steinborn  
City of LeCenter  
507-357-4450

Dan.steinborn@cityoflecenter.com



**NIEMAN ROOFING CO., INC.**

P.O. Box 64  
New Prague, MN 56071  
(952) 758-4791  
Fax (952) 758-2677  
Niemmanroofing@yahoo.com

**PROPOSAL FOR: The Middle Roof**

- Remove existing roofing down to existing insulation and dispose of in a certified landfill
- Sheet metal (remove & reuse)
- Replace any wet insulation or deteriorated insulation at \$4.00 inch per board foot
- Install ½" HP Board
- Mechanically fasten insulation
- Install sumps and crickets as needed to assist in water drainage, if needed
- Install wood blocking at roof perimeter as required to accommodate new insulation height, if needed
- Install a 60 mil EPDM Fully Adhered Rubber Roof by Carlisle
- All details and penetrations according to Carlisle specifications for walls, curbs, pitch pans, roof drains, pipes, stacks and roof penetrations
- Nieman Roofing 2-year Contractors Warranty is Included  
20-year Manufacturer's labor and Materials Warranty
- Building Permit is included in this proposal and is subject to approval by the authority having jurisdiction.
- Any mechanical or electrical work (if needed) by owner
- Snow, ice and water removal is not included in this proposal
- This proposal/contract includes all state, county and city sales tax (if applicable)
- Owner requests for alterations and/or changes must be approved by Nieman Roofing as they may affect the quote price, roof system performance and/or Manufacturer's
- Repair or replace deteriorated/rotten decking, roof edge and/or masonry wall as required. This work is not included in the contract price and shall be performed on a time and material basis.
- Different types of Roof Decking could alter the system or price
- Nieman Roofing is not responsible for any ponding water that may occur due to the deflection of the structure or decking. Owner's decision for new insulation or existing insulation
- Nieman Roofing is not held liable for inadvertently puncturing electrical or mechanical conduits or pipes on top of, inside and/or under roof deck during material insulations involving penetrations.
- Verify deck and/or ceiling thickness is acceptable to manufacturer's fasteners
- Nieman Roofing cannot be held responsible for existing or future mold conditions caused by wet materials or leaks.
- Nieman Roofing's scope of work does not include the identification, detection, abatement, encapsulation or removal of asbestos or similar hazardous materials. Owner shall correct before continuation of work.



- Nieman Roofing is not responsible for unforeseen conditions (building conditions as in structural, under roof, deck or sheet metal) that aren't readily apparent or not called to our attention at the time of information gathering to offer a proposal. Examples; broken roof drain, heat stacks, pipes. Owner will be notified additional costs may occur.
- All work by Nieman Roofing is excluded from any damage to the building or its contents.
- During tear-off and the roofing process dust and debris, including dust resting on the joists, may enter the building. The owner is responsible to cover and protect the contents within the building interior.
- The re-roofing process may somewhat change the dead loading on the roof structure and cause some structural movement within the ceiling and/or wall assembly. Nieman Roofing is not responsible for any interior damage due to such movement.
- By signing this proposal, you accept and understand the terms, conditions and owner financial responsibility.
- All additional work beyond proposal scope of work will be on a Time and Material basis. A written change order will be provided upon Owner Request
- Warranty will be issued only after roof is fully paid for.

#### **PRE-LIEN NOTICE OF PRIME CONTRACTOR**

“(a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

(b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR AND MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE”

**PAYMENT TERMS:** Owner agrees that all payments required under this Contract shall be due and payable within 20 days of the date of Invoice whether billing is for job prep, stored material, work completed each month or final payment. Owner further agrees that Contractor may charge interest

at the rate of eighteen percent (18%) annually, unless a lesser percentage is required by law on any sum due under this Contract which is not paid within 30 days of Invoice date. If payments are not made when due, Interest, costs incidental to collection and Attorneys' fees (If an Attorney is retained for collection) shall be added to the unpaid balance. Contractor reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Contractor when due. Owner hereby releases Contractor of notice of requirements for lien rights in the event payments are not made when due as outlined in this paragraph. This Proposal/Contract may be withdrawn by Contractor if not accepted within 30 days, or at any time, subject to increases related to material prices as noted above.

Attached to this Proposal/Contract are Special Conditions. The terms and conditions contained in the attached Special Conditions to Proposal/Contract are incorporated into and are an integral part of this Proposal/Contract.

**FOR A PRICE OF: \$36,000.00**

**ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_**

**In lieu of the ½" HP Board, install 1.5" of Isocyanurate**

**FOR AN ADDITIONAL (+) PRICE OF: (+) \$1,200.00**

**ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_**

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124 East Bay Drive, Madison Lake, MN 56063  
PHONE: 1-507-243-4434 | FAX: 1-507-243-3972

DATE: May 9, 2023

TO: City of Le Center  
10 W Tyrone  
Le Center, MN 56097

DESCRIPTION: EPDM + R30 Insulation

We hereby purpose to furnish the materials and perform the labor necessary for the completion of the scope listed below for: 10 W Tyrone, Le Center, MN 56097

**SCOPE OF WORK:**

- Remove perimeter metal.
- Remove and dispose of rock ballast.
- Remove roofing membrane and insulation down to roof deck.
- Dispose of debris at a certified landfill.
- Build 13' wood wall to separate proposed roof from newer section. Tie in and flash according to manufacture specs.
- Install wood blocking at perimeter walls to accommodate tapered insulation.
- Mechanically fasten ¼" tapered insulation sloping towards interior drain. R30 value, state code.
- Install RTS strip at roof perimeter and roof penetrations.
- Install 60 mil fully adhered EPMD membrane roofing system per manufacturer's written specifications.
- Flash all walls, curbs, pitch pans, roof drains, and roof penetrations with one (1) ply flashing membrane or pipe boots.
- Install new perimeter metal.
- Install termination bar as necessary.
- Clean all work areas.
- Building permit included.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the specifications submitted for above work and completed in a substantial workmanlike manner for the sum of: Seventy-two-thousand-eight-hundred-fifty and no/100 Dollars. (\$72,850.00)

15-year warranty on material and labor included

Alternate One: 20-year warranty on material and labor add \$3,300.00 \_\_\_\_\_  
initial

With payments to be made as follows: 50% DOWN AND BALANCE DUE UPON COMPLETION.

Note: This proposal may be withdrawn if not accepted within 30 days.

City of Le Center  
5.9.23

Respectfully submitted by *Tim Meisner*  
Tim Meisner  
507-382-7554

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#### 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. ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

Signee agrees that balances not paid within 14 days of invoice date will be charged interest at the annual rate of eighteen percent (18%)

SIGNATURE \_\_\_\_\_  
TITLE \_\_\_\_\_  
DATE \_\_\_\_\_

Contractor License #: BC388576

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

**A RESOLUTION TO APPROVE THE CITY HALL ROOF REPAIR QUOTE BY  
MEANS OF DIRECT NEGOTIATIONS**

**WHEREAS**, several water leaks have been observed in the ceiling tiles at various locations throughout the city hall building; and

**WHEREAS**, city staff consulted a subject matter expert to evaluate the condition of the roof; and

**WHEREAS**, said expert recommends applying an EPDM rubber membrane to the roof to extend the useful life of the building and its contents; and

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

<b>Company</b>	<b>Total</b>
Nieman Roofing Co. Inc.	\$36,000.00
Meisner Roofing & Building Maint. Inc.	\$72,850.00

**WHEREAS**, city staff recommends accepting the lowest cost quote submitted by Nieman Roofing Co. Inc. of New Prague, Minnesota.

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

1. The quote submitted by Nieman Roofing Co. Inc. of New Prague, Minnesota in the amount of \$36,000.00. for city hall roof repairs is hereby accepted.
2. Funding for the work shall be from the Capitol Improvement Fund.

Adopted by the City Council of Le Center, Minnesota this 13<sup>th</sup> day of June 2023.

\_\_\_\_\_  
Christian Harmeyer, Mayor

Attest:

\_\_\_\_\_  
Dan Evans, City Administrator