

**CITY OF LE CENTER  
REGULAR COUNCIL MEETING  
TUESDAY, NOVEMBER 14, 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 October 10, 2023
- B) Approval of Bills to be Paid
- C) Accept Officer Mitch Toltzman Letter of Resignation
- D) Approve Holly Daze Festival Special Event Permit for November 25, 2023

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

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

**6. PRESENTATIONS**

- A) Southern Minnesota Initiative Foundation (SMIF) Community and Region Updates

**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 – Mitch Overn
- E) Public Works Report – Dan Steinborn
- F) Le Sueur Co. Commissioner Updates – Dave Preisler

**8. OLD BUSINESS**

- A) Discussion on Two Proposed Earn Sick & Safe Time (ESST) Policies

**9. NEW BUSINESS**

- A) Accept Letter of Resignation from Council Member Jennifer Weires
- B) Discuss Process for Filling Council Seat Vacancy
- C) Discuss Proposed Dwelling Unit Calculations for Determining Utility Base Fees

- D) Approve Minnesota Municipal Utilities Association (MMUA) Consortium Member Agreement
- E) Approve Part-Time Police Officer Wage Increase to Match Step One in Police Collective Bargaining Agreement

**10. ADMINISTRATION & OTHER BUSINESS.**

- A) Reminder of Truth-in-Taxation Public Hearing on December 12, 2023, at 7:00 p.m.
- B) Le Sueur County Officials Meeting on November 29, 2023, at 6:30 p.m. location TBD
- C) Annual Holiday Festive Outfit Contest for Council and Staff at the December Council Meeting
- D) City Offices Will be Closed November 23<sup>rd</sup> for Thanksgiving and November 24<sup>th</sup> for Friday Following Thanksgiving Holiday

**11. ADJOURNMENT**

**CITY OF LE CENTER  
REGULAR COUNCIL MEETING  
TUESDAY, OCTOBER 10, 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, Liquor Manager Becky Vikla, Police Chief Mitch Overn

Others Present: City Attorney Jason Moran, Building Official/Zoning Administrator Corey Block

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF THE AGENDA**

Motion by Weiers, seconded by Scott to approve the agenda as distributed. All in favor, motion carried.

**4. CONSENT AGENDA**

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

- A) Approval of Minutes from the Regular Council Meeting held on September 12, 2023
- B) Approval of Bills to be Paid
- C) Approval of Resolution No. 2023BB A Resolution Accepting Donations to the Ron Germscheid Memorial Park

**5. PUBLIC COMMENT**

None

**6. PRESENTATIONS**

Mark Reedstrom and Xac Dinsmore with Computer Technology Solutions (CTS) were there to present a VIP Services package which would allow CTS to fully manage all the city's information technology (IT) needs.

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

- A) E.D.A. Report – Evans advised no report.
- B) P & Z Report - Block advised he is working on a rezone and alley vacation request. Block and Evans are working with the Council of Governments on an order of operation for the request as they are tied to one another.

- C) Liquor Store Report - Vikla stated that September 2023 sales were \$111,912 September sales in 2022 were \$96,791. Sales were up \$15,121 from 2022. August gambling proceeds were \$10,049. September recap: Live music by Sohmer, New TV and the BIG 10 network, 75<sup>th</sup> Anniversary Party.
- D) Police Report – Overn provided the report on the police activities for the month of September. Calls / incidents handled 188, miles patrolled 2,901, 2 arrest, miles patrolled are up 23% and call / incidents are up 25%. Overn indicated that he is working on several ordinance violations for nuisance properties. Overn said he is continuing to have major computer issues that make the job very challenging.
- E) Public Works Report - Steinborn reported the following:
- Annual bio solids were hauled to the city owned 80-acre site.
  - The smart cover level monitoring system has arrived for the manhole at Cordova Ave and Washington Street. Staff will be working on getting it installed.
  - Thein Well started the well sealing process. A ¾” cable was located at 120’ in the drilling process and needed to be removed. At 290’ the drill got stuck and needed to be jacked out of the bore hole. The Minnesota Department of Health and staff will be working towards a plan on sealing up the well. Thein well is apprehensive on going back into the bore hole in fear of having to cut and lose their tooling. Total depth to seal the well needs to be 302’.
- F) Le Sueur Co. Commissioner Updates – Dave Preisler was not present.

## **8. OLD BUSINESS**

- A) Motion by Scott, seconded by Hintz to approve Resolution No. 2023CC A Resolution Approving Membership to the Minnesota Association of Small Cities. All in favor, motion carried.

## **9. NEW BUSINESS**

- A) Motion by Steffen, seconded by Scott to approve the transition to VIP Services with Computer Technology Solutions. All in favor, motion carried.
- B) Evans discussed the Earned Sick and Safe Time (ESST) requirements for January 2024. This program was signed into law at the last legislative session and is a requirement for the city. Evans went over eligible uses, what is defined and a family member, who is eligible, how much time an employee can earn and accrual methods. Evans is currently working with the Council of Governments on developing a policy for ESST that will be brought to the council at a future meeting.
- C) Evans advised that he had a recent rating call with Moody’s Investor Services and the credit opinion went from an A3 to A2 credit rating.

## **10. ADMINISTRATION & MISC.**

A) Evans advised that the Minnesota Council of Governments will begin a compensation study for the city. They will review job descriptions, rate each position with a point value and construct a pay grade scale.

B) Le Sueur County Officials Meeting October 25, 2023, 6:30 p.m. location TBD.

**11. ADJOURNMENT**

There being no further business; Motion by Steffen, Seconded by Scott, for Mayor Harmeyer to adjourn the meeting at 7:54 p.m. All in favor, motion carried.

Dan Evans, Administrator

## CITY OF LE CENTER

11/08/23 8:57 AM

Page 1

## Bills Report

DEPT Descr	Search Name	Check Nbr	Amount	Comments
101 General Fund				
	INTERNAL REVENUE SERVICE	000183	\$3,469.72	Pay # 20 - FICA
	INTERNAL REVENUE SERVICE	000183	\$1,231.34	Pay # 20 - Medicare
	INTERNAL REVENUE SERVICE	000183	\$3,429.37	Pay # 20 - F/W/H
	INTERNAL REVENUE SERVICE	000182	\$4,224.96	Pay # 19 FICA
	INTERNAL REVENUE SERVICE	000182	\$1,379.12	Pay # 19 Medicare
	INTERNAL REVENUE SERVICE	000182	\$4,793.89	Pay # 19 F/W/H
	COMMISSIONER OF REVENUE-SWH	000184	\$3,962.12	S/W/H-Pay 19 & 20
	PUBLIC EMPLOYEES RETIREMENT-GE	046681	\$16,337.45	PERA-October 2023
	METROPOLITAN LIFE INSURANCE	046693	\$1,180.82	Insurance
	MN TEAMSTERS LOCAL NO. 320	046713	\$204.72	Police Union Dues
	BLUE CROSS	046729	\$18,765.88	Health Insurance
	DELTA DENTAL OF MINNESOTA	046672	\$95.00	Insurance
	MATRIX TRUST COMPANY	046676	\$260.00	457 Plan 10-30-23
	MATRIX TRUST COMPANY	046676	\$260.00	457 Plan 9-30-23
	DAN STEINBORN	046732	\$400.00	Reimb Flex Plan
	MINNESOTA NCPERS LIFE INS	046696	\$16.00	Insurance
			\$60,010.39	
Administration	FIRST STATE BANK	000186	\$61.21	deposit slips
Administration	DAN EVANS	046687	\$49.31	Reimb expenses
Administration	Amazon Capital Services	046625	\$31.48	Lease Signs
Administration	BOLTON & MENK, INC.	046686	\$1,061.50	T-Mobil Project
Administration	CHRISTIAN, KEOGH & MORAN	046705	\$212.50	Attorney Fees
Administration	METRO FIBER NET LLC	046677	\$148.42	#1685620 Admin.
Administration	QUADIENT FINANCE USA INC	046723	\$140.00	Postage
Administration	DAN EVANS	046687	\$93.01	Reimb expenses
Administration	CENTERPOINT ENERGY	004662	\$23.05	Utilities
Administration	CENTERPOINT ENERGY	004662	\$51.56	Utilities
Administration	MVEC	046637	\$148.20	utilities
Administration	MVEC	046637	\$264.25	utilities
Administration	LE SUEUR COUNTY PUBLIC HEALTH	046675	\$120.00	(3) flu shots
Administration	FEDERAL LICENSING INC	046631	\$95.00	License fee
Administration	FEDERAL LICENSING INC	046631	-\$95.00	License fee
Administration	TASC	046640	\$1,202.88	Annual fee
Administration	MN VALLEY COUNCIL OF GOV.	046635	\$2,703.06	2nd half dues
Administration	MN ASSOC OF SMALL CITIES	046650	\$1,333.55	Dues
Administration	LORI WELLER	046712	\$325.00	Council Mtgs May-June-July-Aug
Administration	CINTAS CORPORATION #754	046671	\$41.03	Supplies
Administration	METRO SALES INCORPORATED	046692	\$252.11	RICHO Copier Lease
Administration	CINTAS CORPORATION #754	046706	\$17.50	supplies
Administration	COMPUTER TECHNOLOGY SOLUTIONS	046719	\$829.26	Moonthly backup
Administration	CINTAS CORPORATION #754	046645	\$17.55	City Hall- air freshners/soap
Administration	MIDWEST BEST CLEANING	046694	\$85.00	City Hall Cleaning
Administration	CINTAS CORPORATION #754	046731	\$17.55	Supplies
Administration	MIKES WINDOW WASHING SERVICE	046695	\$66.00	Cleaning 10-25-23
Administration	MIDWEST BEST CLEANING	046678	\$262.17	City Hall Cleaning
Administration	MIDWEST BEST CLEANING	046694	\$26.84	Cleaning Supplies
41400 Administration			\$9,583.99	
Police Department	LE CENTER REHAB	046648	\$50.00	CPR/AUD- refresher course
Police Department	LE CENTER REHAB	046648	\$50.00	CPR/AUD- refresher course
Police Department	LE CENTER REHAB	046648	\$50.00	CPR/AUD- refresher course
Police Department	LE CENTER REHAB	046648	\$50.00	CPR/AUD- refresher course
Police Department	LE CENTER REHAB	046648	\$50.00	CPR/AUD- refresher course

DEPT Descr	Search Name	Check Nbr	Amount	Comments
Police Department	LE CENTER REHAB	046648	\$50.00	CPR/AUD- refresher course
Police Department	AMOCO OIL COMPANY	046669	\$1,540.34	Fuel
Police Department	WONDRA AUTOMOTIVE	046727	\$290.97	Supplies
Police Department	YOUNGER GUNWORKS LLC	046641	\$1,471.22	Police
Police Department	J.P. COOKE COMPANY	046647	\$88.35	2024 Pet License
Police Department	Amazon Capital Services	046684	\$69.90	Otterbox Case
Police Department	CHRISTIAN, KEOGH & MORAN	046705	\$1,023.22	Attorney Fees
Police Department	FRONTIER COMMUNICATIONS-GENERA	046673	\$101.65	utilities
Police Department	METRO FIBER NET LLC	046677	\$52.74	#1685620 PD
Police Department	AT & T MOBILITY	046728	\$93.67	Cell Phones
Police Department	BUREAU OF CRIMINAL APPREHENSIO	046644	\$600.00	BCA-access fee
Police Department	MIDWEST BEST CLEANING	046694	\$35.00	Cleaning Supplies
Police Department	COMPUTER TECHNOLOGY SOLUTIONS	046719	\$2,335.08	Police computer
Police Department	MIDWEST BEST CLEANING	046678	\$35.00	Cleaning
42123 Police Department			\$8,037.14	
Ambulance Commission	LE CENTER AMBULANCE COMM.	046657	\$32,771.25	Monthly April-December
Ambulance Commission	LE CENTER AMBULANCE COMM.	046654	\$3,000.00	Shirley Ann Bartusek donation passthrough
42153 Ambulance Commission			\$35,771.25	
Emergency Management	ROADRUNNER	046682	\$308.30	2106 Ford Explorer-Emergency Manaement
42500 Emergency Management			\$308.30	
Streets Department	AMOCO OIL COMPANY	046669	\$688.02	Fuel
Streets Department	ARAMARK	046626	\$50.52	Streets
Streets Department	QUADIENT FINANCE USA INC	046723	\$140.00	Postage
Streets Department	RADERMACHERS	046638	\$139.12	Act # 44509
Streets Department	AG PARTNERS LS OFFICE	046624	\$26.00	Kerosene
Streets Department	C & S SUPPLY CO INC	046730	\$65.96	Streets supplies
Streets Department	LE CENTER HARDWARE HANK	046720	\$116.08	Act # 46
Streets Department	AG PARTNERS LS OFFICE	046717	\$169.90	Ice Melt
Streets Department	VALLEY ASPHALT PRODUCTS INC	046726	\$2,513.00	Winter Asphalt Mix
Streets Department	Amazon Capital Services	046684	\$37.98	Screen Prot
Streets Department	Amazon Capital Services	046684	\$94.80	Otterbox Case
Streets Department	MORSCHING S TREE SERVICE	046721	\$1,000.00	Tree Trimming
Streets Department	METRO FIBER NET LLC	046677	\$135.57	#1685622 Streets
Streets Department	AT & T MOBILITY	046728	\$189.88	Cell Phones
Streets Department	MINNESOTA PAVING & MATERIALS	046679	\$200.00	Disposal of leaves
Streets Department	MINNESOTA PAVING & MATERIALS	046649	\$200.00	Disposal of leaves
Streets Department	MINNESOTA PAVING & MATERIALS	046697	\$200.00	Disposal of leaves
Streets Department	MVEC	046637	\$1,929.59	utilities
Streets Department	CENTERPOINT ENERGY	004662	\$38.90	Utilities
Streets Department	MVEC	046637	\$20.24	utilities
Streets Department	MVEC	046637	\$98.43	utilities
Streets Department	LE SUEUR COUNTY HIGHWAY DEPT.	046674	\$386.31	Snow Plow blades
Streets Department	WONDRA AUTOMOTIVE	046727	\$156.81	Supplies
Streets Department	MN DEPT OF AGRICULTURE	046698	\$25.00	Renewal-Tree Insp.
Streets Department	TIM MILLER ELECTRIC INC	046702	\$174.90	Cable Locate
Streets Department	CINTAS CORPORATION #754	046731	\$132.25	Supplies
Streets Department	CINTAS CORPORATION #754	046628	\$132.25	Streets
Streets Department	CINTAS CORPORATION #754	046671	\$249.65	Supplies
Streets Department	CINTAS CORPORATION #754	004663	\$122.50	Streets
Streets Department	CINTAS CORPORATION #754	046706	\$122.50	supplies
43121 Streets Department			\$9,556.16	
Pool	HAWKINS, INC.	046646	\$10.00	Chemicals
Pool	CENTERPOINT ENERGY	004662	\$69.79	Utilities
Pool	MVEC	046637	\$97.96	utilities

DEPT Descr	Search Name	Check Nbr	Amount	Comments
45124 Pool			\$177.75	
Parks	AMOCO OIL COMPANY	046669	\$162.49	Fuel
Parks	AG PARTNERS LS OFFICE	046683	\$25.00	Grass Seed
Parks	AG PARTNERS LS OFFICE	046668	\$2,500.00	Lawn seed
Parks	AG PARTNERS LS OFFICE	046668	-\$2,500.00	Lawn seed
Parks	LAURIES GARDEN CARE	046710	\$200.00	Park Project
Parks	MVEC	046637	\$75.64	utilities
Parks	MVEC	046637	\$133.45	utilities
Parks	MVEC	046637	\$16.43	utilities
Parks	MVEC	046637	\$41.93	utilities
Parks	MVEC	046637	\$45.00	utilities
Parks	MVEC	046637	\$23.46	utilities
Parks	FRONTIER COMMUNICATIONS-GENERA	046673	\$84.10	utilities
Parks	WONDRA AUTOMOTIVE	046727	\$26.99	Supplies
45200 Parks			\$834.49	
Library	METRO FIBER NET LLC	046677	\$52.74	#1685620 Lib.
Library	MIDWEST BEST CLEANING	046694	\$55.00	Library Cleaning
Library	MIDWEST BEST CLEANING	046678	\$55.00	Library Cleaning
45501 Library			\$162.74	
101 General Fund			\$124,442.21	
601 Water Fund				
Water Utilities	MINNESOTA REVENUE/SALES TAX	000185	\$711.00	Sales tax September
Water Utilities	UNITED SYSTEMS & SOFTWARE INC	046724	\$411.76	water meters
Water Utilities	BATTERIES PLUS	046685	\$32.88	Water Plant
Water Utilities	METERING & TECHNOLOGY SOLUTION	004666	\$45.09	Water supplies
Water Utilities	HAWKINS, INC.	046646	\$20.00	Chemicals
Water Utilities	GOPHER STATE ONE-CALL, INC.	046709	\$66.65	Locations
Water Utilities	UTILITY CONSULTANTS	046725	\$46.20	testing
Water Utilities	QUADIANT FINANCE USA INC	046723	\$140.00	Postage
Water Utilities	MVEC	046637	\$2,757.30	utilities
Water Utilities	MVEC	046637	\$79.21	utilities
Water Utilities	MVEC	046637	\$817.10	utilities
Water Utilities	CENTERPOINT ENERGY	004662	\$16.11	Utilities
Water Utilities	FRONTIER COMMUNICATIONS-GENERA	046690	\$137.29	Water Plant
Water Utilities	MVEC	046637	\$1,178.44	utilities
Water Utilities	CENTERPOINT ENERGY	004662	\$64.80	Utilities
Water Utilities	MN RURAL WATER ASSOCIATION	046680	\$874.00	Membership
49440 Water Utilities			\$7,397.83	
601 Water Fund			\$7,397.83	
602 Sewer Fund				
Sewer Utilities	BETTERIES PLUS	046703	\$22.52	Plant-battery
Sewer Utilities	ESS BROTHERS AND SONS, INC	046733	\$732.60	Catch Basin
Sewer Utilities	HACH COMPANY	046691	\$180.25	Plant
Sewer Utilities	HAWKINS, INC.	046646	\$20.00	Chemicals
Sewer Utilities	HAWKINS, INC.	004664	\$864.85	Chemicals
Sewer Utilities	GOPHER STATE ONE-CALL, INC.	046709	\$66.65	Locations
Sewer Utilities	BOLTON & MENK, INC.	046686	\$1,031.00	Flow Monitoring
Sewer Utilities	UTILITY CONSULTANTS	046725	\$1,179.96	testing
Sewer Utilities	METRO FIBER NET LLC	046677	\$136.77	#1685621 Sewer
Sewer Utilities	QUADIANT FINANCE USA INC	046723	\$140.00	Postage
Sewer Utilities	WASTE MANAGEMENT OF SO MN	046738	\$235.21	Plant dumpster
Sewer Utilities	CENTERPOINT ENERGY	004662	\$40.60	Utilities
Sewer Utilities	MVEC	046637	\$65.86	utilities



DEPT Descr	Search Name	Check Nbr	Amount	Comments
Sewer Utilities	MVEC	046637	\$4,224.23	utilities
Sewer Utilities	MVEC	046637	\$75.23	utilities
Sewer Utilities	SANCO EQUIPMENT LLC	046639	\$85.75	Skidloader
49450 Sewer Utilities			\$9,101.48	
602 Sewer Fund			\$9,101.48	
603 Refuse Fund				
Refuse	MINNESOTA REVENUE/SALES TAX	000185	\$1,469.00	Sales tax September
Refuse	RADERMACHERS	046638	\$252.25	Act # 44509
Refuse	QUADIENT FINANCE USA INC	046723	\$140.00	Postage
Refuse	MN WASTE PROCESSING CO	046636	\$3,918.96	Landfill
Refuse	LJP ENTERPRISES WASTE	046633	\$1,910.95	Recycling
Refuse	MBFS USA, LLC	046634	\$27,349.28	Freightliner Garbage Truck Payment
43230 Refuse			\$35,040.44	
603 Refuse Fund			\$35,040.44	
609 Liquor Fund				
	MINNESOTA REVENUE/SALES TAX	000185	\$9,996.00	Sales tax September
			\$9,996.00	
Municipal Liquor Store	CITY OF LE CENTER GENERAL FUND	046629	\$60.00	Refuse Bags(2)
Municipal Liquor Store	A.H. HERMEL	046716	\$319.92	supplies
Municipal Liquor Store	PLUNKETT S PEST CONTRO-LIQUOR	046714	\$264.28	Pest Control Aug-Oct
Municipal Liquor Store	CINTAS CORPORATION #754	046652	\$309.13	Towels/Rugs
Municipal Liquor Store	LE CENTER HARDWARE HANK	046720	\$255.65	Act # 215
Municipal Liquor Store	LE SUEUR COUNTY NEWS	046660	\$91.55	newspaper renewal
Municipal Liquor Store	PETTY CASH LIQUOR	046655	\$809.87	Tv-Supplies
Municipal Liquor Store	CITY OF LE CENTER GENERAL FUND	046707	\$60.00	(2) refuse bags
Municipal Liquor Store	A.H. HERMEL	004661	\$49.55	Supplies
Municipal Liquor Store	TIM MILLER ELECTRIC INC	046702	\$93.51	Repair Entry light
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	046643	\$1,321.43	Liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	046643	\$178.40	Liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	046643	\$814.52	Liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	046643	\$3,410.12	Liquor
Municipal Liquor Store	SOUTHERN GLAZERS OF MN	046656	\$1,050.10	Liquor
Municipal Liquor Store	BREAKTHRU BEV MN WINE	046627	\$455.05	Liquor
Municipal Liquor Store	BREAKTHRU BEV MN WINE	046704	\$1,900.55	Liquor
Municipal Liquor Store	SOUTHERN GLAZERS OF MN	046700	\$899.65	Liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	046653	\$118.75	Liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	046653	\$40.16	Liquor
Municipal Liquor Store	KINNEY CREEK BREWERY	004665	\$117.00	Wine
Municipal Liquor Store	TOW DISTRIBUTING CORP.	004667	\$8,364.90	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	004667	-\$19.20	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046715	\$70.05	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046715	\$152.95	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	004667	\$393.60	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046715	-\$18.20	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	046708	\$5,503.15	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	046708	\$1,747.90	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	046630	\$5,259.10	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046715	\$479.00	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046715	\$7,839.65	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046715	\$5,439.40	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046651	\$6,082.95	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046651	\$224.40	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046715	\$60.00	Beer

DEPT Descr	Search Name	Check Nbr	Amount	Comments
Municipal Liquor Store	TOW DISTRIBUTING CORP.	046715	-\$117.00	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	046659	\$2,416.49	Beer
Municipal Liquor Store	FIRE HOUSE PIZZA	046688	\$106.00	Mdse for resale
Municipal Liquor Store	FIRE HOUSE PIZZA	046642	\$127.15	Mdse for resale
Municipal Liquor Store	The Home City Ice Company	046701	\$133.63	Mdse for resale
Municipal Liquor Store	A.H. HERMEL	004661	\$492.55	Mdse for resale
Municipal Liquor Store	A.H. HERMEL	046658	\$397.25	mdse for resale
Municipal Liquor Store	OKEEFE MEATS, INC	046722	\$755.48	Mdse
Municipal Liquor Store	A.H. HERMEL	046658	\$89.75	mdse for resale
Municipal Liquor Store	A.H. HERMEL	046716	\$1,017.22	supplies
Municipal Liquor Store	PEPSI COLA BOTTLING CO.	046699	\$501.80	Bar supplies
Municipal Liquor Store	LE CENTER CHAMBER OF COMMERCE	046711	\$125.00	2024 Membership
Municipal Liquor Store	KASEYA US LLC	000180	\$200.00	point of sale
Municipal Liquor Store	KASEYA US LLC	000188	\$200.00	
Municipal Liquor Store	CENTERPOINT ENERGY	046670	\$123.41	Utilities
Municipal Liquor Store	CITY OF LE CENTER GENERAL FUND	046718	\$226.36	Utility Bill-October
Municipal Liquor Store	MIDWEST BEST CLEANING	046694	\$914.86	Liquor Store Cleaning
Municipal Liquor Store	MIDWEST BEST CLEANING	046678	\$914.86	Liquor Store Cleaning
Municipal Liquor Store	SCHWICKERTS TECTA AMERICA	046736	\$763.14	Repair Roof
Municipal Liquor Store	FIRST STATE BANK	000187	\$300.00	NSF Check-Jessy Holicky
Municipal Liquor Store	MELISSA SCHULZ	046734	\$300.00	Entertainment
Municipal Liquor Store	RICH KERN	046735	\$350.00	Entertainment
Municipal Liquor Store	SOHMER KARAOKE	046737	\$250.00	Entertainment
Municipal Liquor Store	FIRST NATIONAL BANK LE CENTER	046689	\$1,082.08	Loan Payment 12-1-23
Municipal Liquor Store	FIRST NATIONAL BANK LE CENTER	046632	\$1,082.08	Loan Payment 11-1-23
49770 Municipal Liquor Store			\$66,950.95	
609 Liquor Fund			\$76,946.95	
			\$252,928.91	

## Packet Report Revenues

Act Code	SOURCE Descr	Water		
		October 2023 Amt	2023 YTD Amt	2023 Budget
601				
601-00000-36220	Rents / Lease Rev	\$5,423.17	\$36,839.80	\$39,600.00
601-00000-36260	Reimbursement /	\$0.00	\$0.00	\$0.00
601-00000-36416	Lease Interest Rev	\$0.00	\$0.00	\$0.00
601-00000-37110	Water Sales	\$47,437.32	\$423,595.98	\$490,000.00
601-00000-37160	Late Charge	\$370.55	\$5,434.17	\$5,000.00
601-00000-37190	State Test Fee	\$709.09	\$7,307.65	\$8,500.00
601-00000-37180	Sales Tax Water	\$675.93	\$6,333.17	\$7,600.00
601-00000-39700	Capital Contributo	\$0.00	\$0.00	\$0.00
601-00000-50000	Holding Acct.	\$0.00	\$0.00	\$0.00
601-00000-37150	Water Connect/Re	\$0.00	\$3,350.00	\$0.00
601-00000-37171	Delinquent Utilities	\$0.00	\$252.96	\$0.00
601-00000-37170	Meter Rent	\$1,230.31	\$12,518.74	\$14,500.00
601-00000-33439	Pension rev	\$0.00	\$0.00	\$0.00
601		\$55,846.37	\$495,632.47	\$565,200.00

## Packet Report Expenses

Act Code	OBJECT Descr	Water		
		October 2023 Amt	2023 YTD Amt	2023 Budget
601-49440-433	Dues & Subscriptio	\$874.00	\$3,745.08	\$2,000.00
601-49440-310	Permits and Fees	\$0.00	\$6,818.00	\$10,000.00
601-49440-311	Testing	\$46.20	\$462.00	\$3,000.00
601-49440-322	Postage	\$0.00	\$1,320.89	\$2,000.00
601-49440-361	Insurance Premiu	\$0.00	\$9,753.00	\$8,800.00
601-49440-381	Utility Services	\$5,046.31	\$48,304.51	\$70,000.00
601-49440-401	Repair/Maint Buildi	\$0.00	\$0.00	\$0.00
601-49440-402	Repair/Maint Struc	\$0.00	\$4,230.00	\$30,000.00
601-49440-404	Repair/Maint Mach	\$618.41	\$1,388.31	\$5,000.00
601-49440-430	Miscellaneous Exp	\$0.00	\$0.00	\$0.00
601-49440-203	Water Meters	\$1,438.00	\$1,438.00	\$6,000.00
601-49440-520	Capital Improveme	\$0.00	\$0.00	\$10,000.00
601-49440-134	Disability / Life	\$36.31	\$86.90	\$0.00
601-49440-303	Engineer Fees	\$0.00	\$4,800.00	\$0.00
601-49440-420	Depreciation Expe	\$0.00	\$0.00	\$0.00
601-49440-122	Social Security / M	\$197.25	\$3,070.92	\$3,200.00
601-47000-601	Bond Principal	\$0.00	\$285,000.00	\$285,000.00
601-47000-611	Bond Interest	\$0.00	\$45,045.20	\$45,046.00
601-49440-215	Operating Supplies	\$312.20	\$2,579.13	\$15,000.00
601-49440-300	Professional Servic	\$1,123.68	\$8,359.62	\$1,000.00
601-49440-101	Full-time Employe	\$2,630.88	\$40,505.80	\$41,200.00
601-49440-121	PERA Contribution	\$197.34	\$1,910.69	\$3,100.00
601-49440-131	Health Insurance	\$575.39	\$1,439.37	\$5,000.00
601-49440-151	Workers Compens	\$1,273.04	\$1,473.51	\$1,400.00
601-49440-190	Pension Expense	\$0.00	\$0.00	\$0.00
601-49440-200	Sales Tax	\$711.00	\$6,883.44	\$8,200.00
601-49440-207	Training	\$0.00	\$150.00	\$1,000.00
601-49440-216	Chemicals & Chem	\$4,959.29	\$38,506.40	\$50,000.00
601-49440-221	Repair/Maint Supp	\$407.10	\$20,073.42	\$10,000.00
601-49440-240	Equipment	\$0.00	\$230.83	\$5,000.00
601-49440-102	Full-time Employe	\$0.00	\$431.86	\$0.00
601		\$20,446.40	\$538,006.88	\$620,946.00

## Packet Report Revenues

Act Code	SOURCE Descr	Sewer		
		October 2023 Amt	2023 YTD Amt	2023 Budget
602-00000-39301	Plant O & M	\$9,644.42	\$90,155.48	\$123,000.00
602-00000-39700	Capital Contributo	\$0.00	\$0.00	\$0.00
602-49450-39101	Gain (loss) on sale	\$0.00	\$0.00	\$0.00
602-00000-37171	Delinquent Utilities	\$0.00	\$252.95	\$0.00
602-00000-37210	Sewer Charges	\$34,902.80	\$331,844.99	\$395,000.00
602-00000-37250	Sewer Connect/Re	\$0.00	\$4,500.00	\$0.00
602-00000-39300	Debt Proceeds	\$9,671.77	\$86,776.43	\$115,000.00
602-00000-36260	Reimbursement /	\$0.00	\$0.00	\$0.00
602		\$54,218.99	\$513,529.85	\$633,000.00

## Packet Report Expenses

Act Code	OBJECT Descr	Sewer		
		October 2023 Amt	2023 YTD Amt	2023 Budget
602-49450-322	Postage	\$0.00	\$1,239.12	\$1,000.00
602-49450-401	Repair/Maint Buildi	\$0.00	\$3,614.43	\$0.00
602-49450-321	Telephone	\$136.77	\$2,576.02	\$1,500.00
602-49450-325	Publications Misc.	\$0.00	\$0.00	\$0.00
602-49450-352	Disposal Fee	\$237.06	\$2,089.96	\$1,000.00
602-49450-361	Insurance Premiu	\$0.00	\$12,546.00	\$9,800.00
602-49450-381	Utility Services	\$4,405.92	\$45,871.19	\$57,000.00
602-49450-402	Repair/Maint Struc	\$7,360.98	\$34,020.37	\$30,000.00
602-49450-404	Repair/Maint Mach	\$630.05	\$39,491.60	\$5,000.00
602-49450-430	Miscellaneous Exp	\$0.00	\$0.00	\$0.00
602-49450-520	Capital Improve	\$0.00	\$0.00	\$0.00
602-49450-134	Disability / Life	\$96.51	\$239.52	\$0.00
602-49450-420	Depreciation Expe	\$0.00	\$0.00	\$0.00
602-49450-311	Testing	\$2,458.18	\$11,523.55	\$18,000.00
602-49450-603	Loan/Lease Payme	\$0.00	\$0.00	\$8,000.00
602-49450-102	Full-time Employe	\$0.00	\$4,513.33	\$0.00
602-47000-601	Bond Principal	\$0.00	\$247,902.11	\$247,903.00
602-47000-611	Bond Interest	\$0.00	\$47,439.56	\$47,439.00
602-47000-620	Fiscal Agent Fees	\$0.00	\$0.00	\$0.00
602-49450-310	Permits and Fees	\$0.00	\$1,570.00	\$100.00
602-49450-433	Dues & Subscriptio	\$0.00	\$2,164.09	\$2,000.00
602-49450-101	Full-time Employe	\$6,540.59	\$114,445.50	\$115,000.00
602-49450-121	PERA Contribution	\$490.53	\$8,291.53	\$8,700.00
602-49450-122	Social Security / M	\$490.70	\$8,930.08	\$8,800.00
602-49450-131	Health Insurance	\$1,446.08	\$22,663.52	\$45,000.00
602-49450-240	Equipment	\$0.00	\$790.43	\$5,000.00
602-49450-303	Engineer Fees	\$0.00	\$10,941.00	\$0.00
602-47000-630	Discount bonds iss	\$0.00	\$0.00	\$0.00
602-49450-300	Professional Servic	\$618.75	\$8,376.49	\$1,000.00
602-49450-151	Workers Compens	\$3,737.04	\$4,089.59	\$3,400.00
602-49450-221	Repair/Maint Supp	\$187.33	\$877.49	\$5,000.00
602-49450-216	Chemicals & Chem	\$8,175.36	\$68,578.29	\$45,000.00
602-49450-215	Operating Supplies	\$285.60	\$998.77	\$10,000.00
602-49450-207	Training	\$0.00	\$982.24	\$1,500.00
602-49450-190	Pension Expense	\$0.00	\$0.00	\$0.00
602		\$37,297.45	\$706,765.78	\$677,142.00

### Packet Report Revenues

Act Code	SOURCE Descr	Refuse		
		October 2023 Amt	2023 YTD Amt	2023 Budget
603-00000-37310	Refuse Collection F	\$6,229.39	\$64,638.50	\$79,000.00
603-00000-39101	Gain (loss) on sale	\$0.00	\$0.00	\$0.00
603-00000-36250	Miscellaneous Rev	\$0.00	\$0.00	\$0.00
603-00000-33439	Pension rev	\$0.00	\$0.00	\$0.00
603-00000-37330	Refuse bag sales	\$4,560.00	\$53,650.25	\$75,000.00
603		\$10,789.39	\$118,288.75	\$154,000.00

### Packet Report Expenses

Act Code	OBJECT Descr	Refuse		
		October 2023 Amt	2023 YTD Amt	2023 Budget
603-43230-352	Disposal Fee	\$5,829.91	\$61,077.03	\$65,000.00
603-43230-215	Operating Supplies	\$519.38	\$11,648.14	\$10,000.00
603-43230-603	Loan/Lease Payme	\$27,349.28	\$27,349.28	\$27,400.00
603-43230-405	Repair/Maint Vehic	\$0.00	\$640.76	\$1,000.00
603-43230-361	Insurance Premiu	\$0.00	\$977.00	\$1,300.00
603-43230-134	Disability / Life	\$23.90	\$54.33	\$0.00
603-43230-122	Social Security / M	\$302.02	\$3,296.42	\$4,300.00
603-43230-101	Full-time Employe	\$2,293.92	\$21,883.11	\$45,000.00
603-43230-325	Publications Misc.	\$0.00	\$0.00	\$0.00
603-43230-103	Part-time Employe	\$1,751.03	\$21,780.31	\$11,000.00
603-43230-102	Full-time Employe	\$0.00	\$152.54	\$0.00
603-43230-121	PERA Contribution	\$242.23	\$1,536.20	\$4,200.00
603-43230-131	Health Insurance	\$567.42	\$1,419.79	\$3,000.00
603-43230-151	Workers Compens	\$2,771.59	\$4,122.12	\$3,100.00
603-43230-190	Pension Expense	\$0.00	\$0.00	\$0.00
603-43230-200	Sales Tax	\$1,469.00	\$12,047.44	\$15,000.00
603-43230-212	Motor Fuels	\$0.00	\$3,157.89	\$3,000.00
603-43230-221	Repair/Maint Supp	\$0.00	\$0.00	\$2,000.00
603		\$43,119.68	\$171,142.36	\$195,300.00

## Packet Report Revenues

Act Code	SOURCE Descr	Liquor		
		October 2023 Amt	2023 YTD Amt	2023 Budget
609-00000-37915	Liquor Miscellaneous	\$4,624.56	\$59,022.95	\$55,000.00
609-00000-37920	Gambling & Game	\$9,048.62	\$80,858.61	\$70,000.00
609-00000-37913	Wine On-Sale	\$101.96	\$471.23	\$500.00
609-00000-37912	Beer On-Sale	\$20,715.42	\$169,391.18	\$125,000.00
609-00000-37911	Liquor On-Sale	\$10,352.56	\$87,475.89	\$80,000.00
609-00000-37813	Wine Off-Sale	\$3,861.08	\$35,488.76	\$45,000.00
609-00000-11500	Charge Sales	-\$498.05	-\$4,598.50	\$0.00
609-00000-37812	Beer Off-Sale	\$44,241.67	\$430,615.58	\$485,000.00
609-00000-11501	Credit Card Receipt	\$252.29	-\$12,749.62	\$0.00
609-00000-33439	Pension rev	\$0.00	\$0.00	\$0.00
609-00000-36210	Interest Earnings	\$0.00	\$1,246.75	\$0.00
609-00000-36220	Rents / Lease Rev	\$1,800.00	\$24,934.25	\$21,600.00
609-00000-36260	Reimbursement /	\$4,426.73	\$12,343.73	\$0.00
609-00000-37811	Liquor Off-Sale	\$20,683.35	\$200,014.27	\$250,000.00
609-00000-37916	Cash Over (Short)	-\$102.52	\$154.58	\$0.00
609		\$119,507.67	\$1,084,669.66	\$1,132,100.00

## Packet Report Expenses

Act Code	OBJECT Descr	Liquor		
		October 2023 Amt	2023 YTD Amt	2023 Budget
609-49770-720	Operating Transfer	\$0.00	\$0.00	\$75,000.00
609-49770-420	Depreciation Expe	\$0.00	\$0.00	\$0.00
609-49770-430	Miscellaneous Exp	\$0.00	\$3,732.70	\$0.00
609-49770-386	Cleaning	\$1,829.72	\$13,910.40	\$16,000.00
609-49770-434	Property Taxes	\$0.00	\$3,031.29	\$3,400.00
609-49770-401	Repair/Maint Buildi	\$1,000.00	\$1,971.50	\$5,000.00
609-49770-435	NSF Check	\$0.00	\$49.29	\$0.00
609-49770-442	Entertainment	\$1,010.00	\$6,930.00	\$4,000.00
609-49770-520	Capital Improveme	\$0.00	\$0.00	\$0.00
609-49770-603	Loan/Lease Payme	\$2,164.16	\$10,820.80	\$12,915.00
609-49770-381	Utility Services	\$2,450.88	\$22,907.93	\$25,000.00
609-49770-134	Disability / Life	\$114.20	\$304.81	\$0.00
609-49770-251	Purchase Liquor	\$13,583.38	\$169,336.17	\$225,000.00
609-49770-570	Office Equipment	\$0.00	\$4,850.75	\$0.00
609-49770-190	Pension Expense	\$0.00	\$0.00	\$0.00
609-49770-259	Consumable Good	\$2,983.13	\$34,600.08	\$30,000.00
609-49770-122	Social Security / M	\$1,433.22	\$10,733.60	\$12,500.00
609-49770-121	PERA Contribution	\$1,099.53	\$8,142.17	\$12,300.00
609-49770-103	Part-time Employee	\$5,139.00	\$35,451.75	\$33,300.00
609-49770-102	Full-time Employee	\$518.93	\$3,912.10	\$0.00
609-49770-101	Full-time Employee	\$13,316.51	\$105,302.56	\$129,000.00
609-49770-361	Insurance Premiu	\$0.00	\$9,349.00	\$8,200.00
609-49770-151	Workers Compens	\$4,766.55	\$5,185.56	\$3,400.00
609-49770-207	Training	\$0.00	\$0.00	\$0.00
609-49770-215	Operating Supplies	\$2,170.91	\$22,061.61	\$20,000.00
609-49770-221	Repair/Maint Supp	\$0.00	\$5,868.98	\$3,000.00
609-49770-252	Purchase Beer	\$41,386.90	\$422,148.53	\$450,000.00
609-49770-301	Audit Fees	\$0.00	\$3,000.00	\$3,000.00
609-49770-310	Permits and Fees	\$0.00	\$5,390.64	\$6,000.00
609-49770-313	Card Processing F	\$1,482.89	\$13,987.47	\$0.00
609-49770-325	Publications Misc.	\$0.00	\$1,534.81	\$2,500.00
609-49770-131	Health Insurance	\$2,413.16	\$37,451.66	\$47,800.00
609		\$98,863.07	\$961,966.16	\$1,127,315.00

## Letter of Resignation

Mitch Toltzman <mitch.toltzman@cityoflecenter.com>

Mon 10/23/2023 1:50 AM

To: Mitch Overn <mitch.overn@cityoflecenter.com>

10/22/2023

Dear Mitch Overn

Please accept this letter as my formal resignation from my position as a Full-time Police Officer at Le Center Police Department. My last Full-Time scheduled shift will be on 11/05/23.

With your/city council's approval I would like to be moved to the Part-Time opening position.

Thank you.

-Mitchel Toltzman

CITY OF LE CENTER  
10 West Tyrone Street  
Le Center, MN 56057  
ph. 507-357-4450/ fax 507-357-6888

APPLICATION FOR: SPECIAL EVENT / PERMIT TO CLOSE STREET

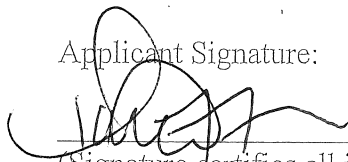
Event: Holly Daze Festival  
Name of Person Responsible: LeCenter Chamber  
Address & Phone Number: 357-6737  
Dates: Sat Nov 25th  
Location: Minnesota St and Courthouse Park  
Detailed Description of Event: Parade, Park lighting Ceremony

Applicant requests a permit to close Minnesota St (Street/Avenue or Alley)  
between Dwyer Plumbing and Anderson Enterprises  
from 4:00 am/pm to 8:00 am/pm on 11/25/23 (Date)(s)

I understand that I am responsible for contacting Le Center City Hall (507)357-4450 at least 4 weeks in advance of event to arrange for city council approval, police approval and barricades to delivered.

By signing this form I agree to notify the City of Le Center of any changes that occur before or during the issuance of this permit.

Applicant Signature:



(Signature certifies all information to be correct.)

Date:

11/1/23

City Staff Approval and Comments:

Police Chief: \_\_\_\_\_

City Clerk/Council: \_\_\_\_\_

Current/blockpartypermit



LE CENTER  
MUNICIPAL LIQUOR STORE

October 2023 Sales	\$96,961.40
October 2022 Sales	\$95,655.02
Increased	\$1,306.38
September Gambling	\$8,430.21
October C and N Sales	\$587.75

**Revenue Sources October 2023**

Beer	\$18,866.44
Offsale Beer	\$40,049.58
Liquor	\$9,526.20
Offsale Liquor	\$19,355.88
Wine	\$45.10
Offsale Wine	\$3,553.65
Food	\$1,660.85

**October Recap**

- Live music by Lukas Graff
- Dart league started on October 10<sup>th</sup>. We have four teams.
- Karaoke by Sohmer on Sunday, October 15<sup>th</sup>
- Pfeiffer tournament on Saturday, October 21<sup>st</sup>
- Hotdish contest on Sunday, October 22<sup>nd</sup>
- Live Music by Shenanigans on Saturday, October 28<sup>th</sup>
- Potluck party on Sunday, October 29<sup>th</sup>
- We purchased one more new smart television and we took down the fifteen-year-old television in the back corner.

**November Events**

- November 11<sup>th</sup>, live music by Melissa Schulz at 8pm

20 N WATERVILLE AVE • LE CENTER, MN • 56057  
PHONE: 507-357-4451  
EMAIL: BECKY.VIKLA@CITYOFLECENTER.COM

- November 12<sup>th</sup>, karaoke by Sohmer at 5pm
- November 17<sup>th</sup>, turkey bingo at 6pm
- November 18<sup>th</sup>, pfeiffer tournament at 1pm
- November 22<sup>nd</sup>, meat raffle at 6pm
- November 23<sup>rd</sup> closed for Thanksgiving
- November 25<sup>th</sup>, Hollidazzle parade and DJ Rich Kern at 7pm

**Save the Date**

- Monday, April 1<sup>st</sup> will be Fools in the Alley with live music by Gary West in the back parking lot of the Muni.

## 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
June	19,781	77,747	4,674	1442	7966	111,610
July	20,299	79,489	5,614	1480	8031	114,913
Aug	23,025	67,780	4,452	1712	8483	105,452
Sept.	23,874	68,229	11282	1864	10049	115,298
Oct	31,170	68,786	2964	1660	9048	113,628

# Le Center Police Department

## Monthly Activity Report

### October 2023

Traffic Stop= 37  
 Warning= 34  
 Citation= 2  
 DWI= 1

911 = 2

Abandoned Vehicle = 1

Agency Assist =5

Alarm = 9

Animal Complaint = 9

Assist = 6

Burn Complaint = 2

Child Custody = 1

Child Protection = 2

Civil Matter = 1

Criminal Sexual Conduct = 1

Directed Patrol = 3

Dispute = 1

Domestic = 4

Fire Call Out = 1

Found Property = 2

Funeral Escort = 4

Informational = 2

Juvenile Problem = 3

Le Center City Ordinance = 1

Medical = 23

Missing Person = 2

Motor Vehicle Accident = 1

Other = 1

Parking Complaint = 1

Permits = 1

Property Damage = 2

Security Checks = 17

Solicitor = 1

Suicidal Person = 1

Suspicious Activity/Person/Vehicle = 9

Theft = 1

Traffic Complaint = 1

Trespassing = 1

Vandalism = 3

Warrant = 1

Weather Related = 1

Welfare Check = 4

**Calls / Incidents= 168**

**Miles Patrolled= 3298**

**Arrests= 3**

Comparison	2022	Through October 2023	
Calls / Incidents	204/1,693	167/2159	+27.5%
Miles Patrolled	3,170/27,288	3298/38,982	+29%

## ESST OPTION 1

### Section 12.01 Earned Sick and Safe Leave

"Earned Sick and Safe Leave" is paid time off that applies to all employees performing work for at least 80 hours in a year for the City. Earned Sick and Safe Leave policy is in accordance with Minn. Stat. § 181.9445 – 181.9448 as amended from time to time.

#### a) Eligibility/Accrual

Full-time employees shall accrue sick and safe leave at the rate of eight (8) hours per month. Sick and safe time leave shall accrue to a maximum of 800 hours. Upon reaching 800 hours of accrued leave, no further accruals shall be allowed.

Part-time employees, seasonal employees, temporary employees, and election judges shall accrue sick and safe leave at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum of eighty (80) hours accrued overall. When the 80-hour overall limit is reached, accrual immediately stops until usage occurs, at which time accrual restarts (until overall limit is reached).

The year starts on January 1 and ends on December 31. All employees begin accruing hours on the first day of work, regardless of whether they are full-time, part-time, seasonal or temporary workers.

#### b) Use/Purpose

All employees are permitted to use the leave in increments of not less than fifteen (15) minutes. Earned Sick and Safe Leave can be used as it is accrued.

Paid Earned Sick and Safe Leave hours will be compensated at the employee's regular rate of pay.

Employees may use sick and safe leave for one of the authorized reasons listed below.

#### Illness

- The employee or family members:
  - Mental or physical illness, injury or other health condition
    - Need for medical diagnosis, care or treatment, of a mental or physical illness
    - injury or health condition
    - Need for preventative care
  - When it has been determined by health authority or a health care professional that the employee or family member is at risk of infecting others with a communicable disease. Whether or not the employee or family member has actually contracted the communicable disease.
  - The employee's inability to work or telework because the employee is:
    - Prohibited from working by the City due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
    - Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the City has requested a test or diagnosis;

#### Safety

- The employee or family members:
  - Absence due to domestic abuse, sexual assault, or stalking of the employee or family member provided the absence is to:

- Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
- Obtain services from a victim service organization.
- Obtain psychological or other counseling.
- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking.
- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

### Closure

- Closure of the employee's workplace due to weather or other public emergency
- A family member's school or place of care has been closed due to weather or other public emergency.

#### **c) Family member includes an employee's:**

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis.
- Sibling, step sibling or foster sibling
- Biological, adoptive, or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child.
- Grandchild, foster grandchild, or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.
- Up to one individual annually designated by the employee.

#### **d) Advance Notice for use of Earned Sick and Safe Leave**

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable.

When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition.

In accordance with state law, the city will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

The City must maintain the confidentiality of Earned Sick and Safe records, medical certifications, histories and documents information pertaining to domestic abuse, sexual assault or stalking, and any statement from the employee about the need for leave. Medical records will be maintained confidentially and apart from personnel files. Per the statute, employees may request the city to destroy or return records under Earned Sick and Safe Leave that are older than three years prior to the current calendar year.

**e) Carry Over of Earned Sick and Safe Leave**

Full-time employees are eligible to carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 800 hours.

Part-time employees, seasonal employees, temporary employees, and election judges are eligible to carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.

**f) Retaliation Prohibited**

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

**g) Benefits and Return to Work Protections**

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums. An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

**h) Separation of Employment**

Full-time employees leaving in good standing following a separation of employment, voluntary or otherwise shall be paid out one half (1/2) the amount of earned sick and safe leave accrued to the day of separation provided said employee has served a minimum of five (5) consecutive years prior to separation and has given at least two (2) weeks' notice prior to the effective date of such separation.

Part-time employees, seasonal employees, temporary employees, and election judges will not be paid for any accrued but unused sick and safe leave upon termination of employment, voluntary or otherwise.

If an employee separates from employment and is rehired within 180 days, any earned and unused sick and safe leave that the employee had at the time of separation will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

## ESST OPTION 2

### Section 12.02      Earned Sick and Safe Leave

“Earned Sick and Safe Leave” is paid time off earned at one hour of Earned Sick and Safe for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. This specific leave applies to all employees (including part-time, seasonal and temporary employees) performing work for at least 80 hours in a year for the City. Earned Sick and Safe Leave policy is in accordance with Minn. Stat. § 181.9445 – 181.9448.

#### **a) Eligibility/Accrual**

All full-time, part-time, temporary, seasonal employees are entitled to earn sick and safe leave at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours accrued yearly. Accrued and unused hours carry over into future years, up to a maximum of eighty (80) hours accrued overall. When the 80-hour overall limit is reached, accrual immediately stops until usage occurs, at which time accrual restarts (until either the yearly or overall limit is reached). When the 48-hour yearly limit is reached, accrual does not restart until the following year. The year starts on January 1 and ends on December 31. All employees begin accruing hours on the first day of work, regardless of whether they are full-time, part-time, seasonal or temporary workers.

An employee who is exempt from the overtime provisions of the Fair Labor Standards Act is assumed to work 40 hours per week.

#### **b) Use/Purpose**

All employees are permitted to use the leave in increments of not less than fifteen (15) minutes. Earned Sick and Safe Leave can be used as it is accrued.

Paid Earned Sick and Safe Leave hours will be compensated at the employee’s regular rate of pay.

Employees may use sick and safe leave for one of the authorized reasons listed below.

#### **Illness**

- The employee or family members:
  - Mental or physical illness, injury or other health condition
    - Need for medical diagnosis, care or treatment, of a mental or physical illness
    - injury or health condition
    - Need for preventative care



- When it has been determined by health authority or a health care professional that the employee or family member is at risk of infecting others with a communicable disease. Whether or not the employee or family member has actually contracted the communicable disease.
- The employee's inability to work or telework because the employee is:
  - Prohibited from working by the City due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
  - Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the City has requested a test or diagnosis;

### Safety

- The employee or family members:
  - Absence due to domestic abuse, sexual assault, or stalking of the employee or family member provided the absence is to:
    - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
    - Obtain services from a victim service organization.
    - Obtain psychological or other counseling.
    - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking.
    - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

### Closure

- Closure of the employee's workplace due to weather or other public emergency
- A family member's school or place of care has been closed due to weather or other public emergency.

### **c) Family member includes an employee's:**

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis.
- Sibling, step sibling or foster sibling
- Biological, adoptive, or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child.
- Grandchild, foster grandchild, or step grandchild
- Grandparent or step grandparent

- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.
- Up to one individual annually designated by the employee.

#### **d) Advance Notice for use of Earned Sick and Safe Leave**

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable.

When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition.

In accordance with state law, the city will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

The City must maintain the confidentiality of Earned Sick and Safe records, medical certifications, histories and documents information pertaining to domestic abuse, sexual assault or stalking, and any statement from the employee about the need for leave. Medical records will be maintained confidentially and apart from personnel files. Per the statute, employees may request the city to destroy or return records under Earned Sick and Safe Leave that are older than three years prior to the current calendar year.

#### **e) Carry Over of Earned Sick and Safe Leave**

Employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.

#### **f) Retaliation Prohibited**

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

#### **g) Benefits and Return to Work Protections**

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

#### **h) Separation of Employment**

Employees will not be paid for any accrued but unused sick and safe leave upon termination of employment. If an employee separates from employment and is rehired within 180 days, any earned and unused sick and safe leave that the employee had at the time of separation will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

**Sick Leave:** Full time employees are eligible for sick leave. Part-time employees working fewer than 40 hours per week on a regularly scheduled basis and temporary employees do not receive sick leave. Sick leave accrues at the rate of eight (8) hours per month. Sick leave may be accumulated to a total of not more than 800 hours.

Sick leave shall be granted only in case of actual sickness, injury, and disability to the employee; for dental appointments, eye examination, or physical examinations, or as funeral leave. Sick leave will not be granted in less than one hour increments. Any fraction thereof will be considered one hour. Absences for doctor and dental appointments must receive approval from the employee's department director. In the event that an employee must attend to members of the employee's immediate family, up to twenty-four hours of sick leave may be used for that purpose. Immediate family is defined as the employee's spouse, child, father, mother, brother, sister, parent-in-law, sister-in-law, brother-in-law, or a person living in the same household as a member of the family.

If an employee is receiving payments in accordance with Worker's Compensation, the City will pay the employee only that portion of his/her salary that, together with Worker's Compensation payment received, equal his/her regular salary.

When an employee is required to take sick leave, the employee's department director must be notified. Such notice should be given at the earliest possible time, preferably before the start of the scheduled working hours. The supervisor or Administrator may request a doctor's certificate for illness involving more than (3) three consecutive days. Claiming sick leave under false pretense may be cause for disciplinary action, including cancellation of sick leave benefits, suspension, demotion or dismissal.

Eligible employees leaving the service of the city in good standing will be compensated for fifty percent (50%) of the sick leave accrued to the day of separation provided said employee has served at least five consecutive years prior to separation and has given the City at least two weeks' notice prior to the effective date of such separation.

**Bereavement Leave:** Paid leave time may be used by an employee in the case of death of his/her immediate family. Leave time allowed shall be as actually required, but not to exceed three (3) days. Time used shall not be charged against the employee's sick leave or vacation leave upon approval for leave from the employee's supervisor.

The determine of "immediate" family shall be spouse, child, mother, father, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents and grandchildren.

**Parental Leave:** Parental leave will be granted to eligible employees in accordance with Minnesota Statutes, Section 181.94. Sick leave may be utilized by an employee for doctor appointments, illness, and/or disability relating to pregnancy.



# CITY OF LE CENTER

*Heart of Le Sueur County*

10 West Tyrone St. • Le Center, MN 56057 • 507-357-4450

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## Memorandum

TO: Mayor and Members of the City Council

FROM: Dan Evans, City Administrator

RE: Utility Base Fees for Multi-Unit Residence

DATE: 11/09/2023

### **Action/Recommendation**

Consider the proposed methods for determining water and sewer base fees for multi-unit residence.

### **Background**

I am writing to clarify the method for calculating base fees for dwelling units within multi-family residences, as per the established criteria. The definition of a dwelling unit, as outlined per State Statute, as follows:

"Dwelling unit means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation."

In accordance with this definition, each separate individual dwelling unit in a multi-family residence is treated as a distinct unit for the purpose of determining base fees.

Furthermore, for individual living units within a multi-unit residence that do not meet the criteria of a dwelling unit, the base fees will be calculated at one half (1/2) the number of total units.

This approach ensures an equitable and accurate assessment of base fees, taking into consideration the nature of each living unit within a multi-family residence.

If you have any questions or require further clarification, please feel free to reach out. Your understanding and cooperation in implementing this calculation method are highly appreciated.

/DE

## Consortium Member Agreement

This agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the MMUA Drug and Alcohol Testing Consortium (The Consortium) and \_\_\_\_\_(Employer/Contractor).

The Consortium and the Employer/Contractor agree as follows:

1. In order to comply with the requirements for alcohol and controlled substances testing programs for commercial drivers as set out at 49 CFR Part 40 and Part 382 (the Regulations), the Employer/Contractor will adopt The Consortium's "Substance Abuse Prevention Program for Commercial Drivers" (Program).
2. The Program is offered by The Consortium as a service to its members, but responsibility for compliance with the Regulations remains with the Employer/Contractor.
3. The Consortium will administer the Program as a consortium. Membership in The Consortium will be open to all municipal employees in Minnesota Municipal Utilities Association member cities, certain MMUA employees and contractors who regularly perform work for these cities and other governmental entities.
4. The Consortium will perform all duties necessary in the operation of the consortium, including arranging for the services of a DHHS-certified drug testing laboratory and a Medical Review Officer (MRO).
5. The Employer/Contractor will comply with all elements of The Consortium Program and with all applicable provisions of the Regulations.
6. The Employer or Contractor, as appropriate, will pay to The Consortium the fees set out in the attached Fee Schedule [Attachment "A"]. The Fee Schedule is subject to periodic amendment as set out in Paragraph Seven.
7. The fees set out at Attachment "A" will remain in effect through September 30, 2023, except that drug testing fees for tests other than random may be amended during the program, if fees charged to The Consortium have increased by more than 10 percent. The amount of such increase will not exceed the increase in the drug testing fees.
8. The Consortium will make a reasonable attempt to arrange for local specimen collection site. However, collection site fees will be billed by the site directly to the Employer or Contractor and are the responsibility of the Employer or Contractor, as appropriate. The Consortium will work with the employer in identifying alternative collection sites that may be more convenient or cost effective.

9. The Employer/Contractor will provide to The Consortium upon entering the consortium the name of each employee subject to drug and alcohol testing under the Program. The Consortium and/or its third party administrator will work with the Employer/Contractor to assign an identifying number for each employee.

10. The Employer/Contractor will provide timely notification to The Consortium of the name of each new employee covered by the program. The Consortium and/or its third party administrator will work with the Employer/Contractor to assign an identifying number for each employee. The employer will provide timely notification to The Consortium when an employee is terminated or otherwise no longer subject to drug testing under the Program.

11. This agreement shall remain in force and in effect until terminated by one of the parties or until such time as the federal regulations under which this agreement is executed are no longer applicable.

12. The Employer/Contractor may terminate this agreement at the conclusion of a program year by providing written notice of termination to The Consortium at least thirty days prior to the commencement of the new program year.

13. The Consortium or the Employer/Contractor may terminate this agreement upon 90 days written notice for good cause, including failure to pay the required fees or failure to comply with the provisions of the Program or the Regulations.

WITNESS this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Employer/Contractor

DRUG AND ALCOHOL  
TESTING CONSORTIUM

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title



Attachment A

MMUA Drug and Alcohol Testing Consortium  
Member Agreement Fee Schedule  
Effective: January 1, 2023

The following fees apply for MMUA Drug and Alcohol Testing Consortium services. The program year commences on January 1 of each calendar year.

1. **Initial Fee**—Each participating employer or independently participating contractor is assessed an initial fee of fifty dollars (\$50). Contractors whose employees participate as part of a member's substance abuse prevention program are not assessed the annual fee. Contractors who join the Consortium as an independent entity are assessed the annual fee.
2. **Random Drug Testing Fee**—A random drug testing fee of \$35.00 per program year is assessed for each covered employee subject to random drug testing. The Random Drug Testing Fee is assessed for subsequent years of employment.
3. **Additional Drug Testing Fee**—A fee of \$41.25 is assessed for each pre-employment, post accident, reasonable suspicion, return to duty or follow-up drug test.
4. **Alcohol Testing**—The Consortium's selected vendor will give notice of random alcohol testing in conjunction with random drug testing. Consortium members must communicate back to the Consortium Third Party Administrator all alcohol test results.

**Not included** in this fee schedule are the services performed by local sites, which collect the urine specimen for drug testing, complete the required chain of custody form, and forward the specimen to the lab in a post-paid overnight package. Nor does the fee schedule include local services conducted by the employer, at a collection site, or by a cooperating law enforcement agency. Collection and breath testing fees are set by each collection agency and are separately billed by the collection agency to the participating member or contractor. Additional charges may also apply to extra copies of printed materials and for workshop registration.



**2023 SALARY SCHEDULE**  
Reflects a (3.0%) increase

2023	Start thru 12 months	13 thru 24 months	25 thru 30 months	31 thru 36 months	37 thru 42 months	43 thru 48 months	49 months and after
Hourly	\$27.17	\$28.33	\$28.96	\$29.50	\$30.12	\$30.71	\$32.57
Monthly	\$4,709.47	\$4,910.53	\$5,019.73	\$5,113.33	\$5,220.80	\$5,323.07	\$5,219.07
Annually	\$56,513.60	\$58,926.40	\$60,236.80	\$61,360.00	\$62,649.60	\$63,876.80	\$67,745.60

Shift Differential: Employees shall receive pay of \$1.75 in 2023 in addition to their regular rate of pay for hours worked between 4:00 p.m. and 4:00 a.m.

Sergeant positions will receive \$1.00 per hour in addition to their regular rate of pay.