

**CITY OF LE CENTER
REGULAR COUNCIL MEETING
TUESDAY, FEBRUARY 13, 2024 – 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 January 9, 2024
- B) Approval of Bills to be Paid
- C) Accept Resignation from Part-Time Liquor Store Employee Rachel Liebhard
- D) Approval of Le Sueur County St. Pat's Committee Special Event Permit for the St. Patrick's Day Parade
- E) Approval of American Legion Special Event Permit for the St. Patrick's Day Celebration
- F) Approval of Resolution No. 2024B A Resolution Appointing Election Judges for the 2024 Presidential Nomination Primary Election
- G) Approval of Resolution No. 2024C A Resolution Appropriating \$20,000 from the Public Safety Aid Fund to the Le Center Area Fire Commission
- H) Approval of Resolution No. 2024D A Resolution Appropriating \$20,000 from the Public Safety Aid Fund to the Le Center Ambulance Commission
- I) Approval of the "Fools in the Alley" Special Event Permit

5. PUBLIC HEARINGS

- A) None

6. PUBLIC COMMENT (3 min. time limit)

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

7. PRESENTATIONS

- A) Informational Meeting with MnDOT about the Hwy 99 Project within City limits

8. REPORTS OF OFFICERS, BOARDS, COMMITTEES, DEPARTMENTS

- A) E.D.A. Report – Dan Evans
- B) P & Z Report – Corey Block

- C) Liquor Store Report – Rebecca Vikla
- D) Police Report – Mitch Overn
- E) Public Works Report – Dan Steinborn
- F) Le Sueur Co. Commissioner Updates – Dave Preisler

9. OLD BUSINESS

- A) Discussion on 2nd Revision of City Logo & New Designs

10. NEW BUSINESS

- A) Approval of the 2024 Le Center Area Fire Commission Fire Service Contract
- B) Review & Discuss the Proposed 2025 Le Center Area Fire Commission Budget
- C) Approval of the 2024 Le Center Volunteer Ambulance Service Contract
- D) Approval of Resolution No. 2024E A Resolution to Approve the Purchase of GPS & GIS Professional Services
- E) Approval of Resolution No. 2024F A Resolution to Approve the Purchase of an Audio Visual System
- F) Approval of Resolution No. 2024G A Resolution to Approve the use of ARPA Funds for Technology Stabilization Professional Services
- G) Approval of Amended Snow Plowing, Snow Removal and Ice Control Policy

11. ADMINISTRATION & OTHER BUSINESS.

- A) City Offices will be Closed February 19th in Observation of Presidents' Day
- B) Le Sueur County Officials Association Meeting at 6:30 p.m. on Wednesday, February 28th location TBD

12. CLOSED SESSION

- A) Conducting Annual Review of City Administrator, under Minnesota State Statute 13D.05 Subd. 3(a)

13. OPEN SESSION

14. ADJOURNMENT

**CITY OF LE CENTER
REGULAR COUNCIL MEETING
TUESDAY, JANUARY 9, 2024 – 7:00 PM
10 W. TYRONE ST. LE CENTER, MN 56057**

*** MINUTES ***

1. CALL TO ORDER

Present: Mayor Christian Harmeyer, Council Members Antonio Ruiz-Mendez, 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 Corey Block

2. PLEDGE OF ALLEGIANCE

3. OATH OF OFFICE

A) Mayor Harmeyer swore in Council Member Antonio Ruiz-Mendez.

4. APPROVAL OF THE AGENDA

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

5. 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 December 12, 2023

B) Approval of Bills to be Paid

6. PUBLIC HEARINGS

A) Motion by Hintz, seconded by Scott to close the regular meeting and open the public hearing at 7:02 p.m. for Ordinance 2024-1, an ordinance amending Ordinance 2023-1 (2023 fee schedule). All in favor, motion carried. No comment from the public, nor were any written comments sent to the Clerk's Office prior to tonight's hearing. Motion by Hintz, seconded by Scott to close the public hearing and open the regular meeting at 7:04 p.m. All in favor, motion carried.

7. PUBLIC COMMENT

None

8. PRESENTATIONS

- A) Municipal Liquor Store technology upgrades by Computer Technology Solutions (CTS). Xac a representative from CTS advised that the much of the hardware and camera system was very outdated and not working properly. New cabling inside the building will also be needed. Currently the point-of-sale system is not working properly, and it's crashing roughly 10 to 15 times a day. Xac indicated the longevity of the camera system is about 7 years and the computers would be 5 years or so.
- B) The informational meeting with MnDOT on the Hwy 99 project will be tabled until the February meeting, as the representative was unable to attend the meeting, due to inclement weather in her area.

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

- A) E.D.A. Report – Evans advised no report.
- B) P & Z Report - Block advised no report.
- C) Liquor Store Report - Vikla stated that December 2023 sales were \$103,616. Total 2023 sales were \$1,192,492 compared to total 2022 sales which were \$1,122,587, an increase of \$69,904. November gambling proceeds were \$6,456. December recap: Music by Just Crita, Todd Jindra, Sohmer Karaoke, ham bingo, meat raffle, DJ Rich Kern. Vikla indicated here and staff did their annual “Be a Santa to a Senior” drive, which provides gifts and holiday cheer to Horizon Place, Carriage House, and Central Health Care. Vikla stated the point-of-sale system is crashing several times a day and is recommended have CTS make the necessary changes as they outlined in their presentation. Motion by Scott, seconded by Steffen to approve the quote from CTS to install the necessary equipment outlined for \$24,453.
- D) Police Report – Overn provided the report on the police activities for the month of December. Calls / incidents handled 159, miles patrolled 2,444, no arrests, call / incidents are down 15% from 2022. Overn stated that he has received zero application for the open full-time police officer position. Overn indicated his department can make the 24/7 schedule work with being one officer down. Part-time officers are picking up shifts and overtime is being issued to the full-time officer to cover shifts.
- E) Public Works Report - Steinborn reported the following:
 - Continuing to add water to the ice rink.
 - 2023 refuse and recycling totals: garbage 465 tons, 38 ton increase from last year. Recycling 130 tons, roughly 3 ton increase and cardboard 56 tons, roughly 3 ton increase.
 - Steinborn indicated there is a slight increase in illegal dumping at the shop where the refuse roll-offs are located. This has always been an issue but has been getting worse over the years. It was generally discussed that staff would secure a quote for a surveillance system at that location. Attorney Moran indicated that if good video evidence was captured for illegal dumping, that he would prosecute those cases.

- F) Bolton & Menk – Adam Jacobs presented the sanitary sewer flow monitoring results. Jacobs indicated that flow monitors were placed at strategic locations throughout the city. The main purpose of this study was to attempt to isolate specific legs of the sanitary sewer, to determine the amount of inflow and infiltration (I&I) into the system. Jacobs indicated that every time it rains, we get an increase in rainwater that will enter the system through I&I. Jacobs believes most of the I&I comes from the customer side of the service line, either through old clay pipes, footing tiles, or sump pumps that are illegally discharging into the sanitary sewer.
- G) Le Sueur Co. Commissioner Updates – Dave Preisler presented the following:
- County adopted a 4.9% levy increase for 2024.
 - Remodeling projects within the courthouse and other county owned facilities are continuing to finish up through the winter.
 - The county adopted a new financial policy and drainage manual.
 - Capital investment plan for the next five years.
 - The gravel section on Hwy 11 north of Le Center was graded, and that should improve that section of travel throughout the winter.

10. OLD BUSINESS

- A) Motion by Steffen, seconded by Scott to waive the 2nd reading and approve Ordinance 2024-1, an ordinance amending Ordinance 2023-1 the (2023 fee schedule). All in favor, motion carried.
- B) Motion by Hintz, seconded by Scott to approve the summary publication of Ordinance 2024-1. All in favor, motion carried.

11. NEW BUSINESS

- A) Lynnea Wetzel who is a local realtor with RE/MAX is representing the Hoffman family who are the sellers of 100 North Cordova Ave. The Hoffman's are requesting that the city waive the point-of-sale requirement for prohibited discharge into the sanitary sewer system. City staff in December of 2023 located foundation drains that were connected to the city's sanitary sewer. City Ordinance 42-156 states that no unpolluted water or stormwater shall be discharged to the sanitary sewer. The Hoffman's obtained a quote from Sycks Construction for \$23,000 to eliminate the connection to the city sanitary sewer, however the connection was under an addition to the home. Sycks estimate indicated they would not attempt to go under an existing support wall footing to eliminate the connection, as this may cause significant damage in the future by jeopardizing the structural integrity of the house. Wetzel indicated that two prior properties in the city limits had their foundation drain point-of-sale waived by prior city staff for a similar access issue. Attorney Moran presented the city council with a foundation drain variance document to be recorded against the property. Motion by Harmeyer, seconded by Scott to approve the request and grant a foundation drain variance. All in favor, motion carried.
- B) Motion by Scott, seconded by Hintz to approve Resolution 2024A annual appointments & designations. All in favor, motion carried.

- C) Motion by Steffen, seconded by Hintz to establish fund 225 Public Safety Aid in the amount of \$110,232.00. All in favor, motion carried.
- D) Evans provided a worksheet with acceptable expenditures for the public safety aid dollars. It was discussed and generally agreed upon that \$20,000 will be allocated to both the Le Center Area Fire Commission and the Le Center Area Ambulance Commission. The remaining balance of \$70,232 will remain in fund 225 to likely be used towards our cost share of the new county wide records management and CAD system. A formal resolution will be adopted at the next meeting with the aforementioned.

12. ADMINISTRATION & MISC.

- A) City offices will be closed January 15th in observation of Martin Luther King Jr. Day.
- B) Le Sueur County Officials Association meeting at 6:30 p.m. on Wednesday, January 31st location TBD.

13. ADJOURNMENT

There being no further business; Motion by Hintz, seconded by Scott, for Mayor Harmeyer to adjourn the meeting at 8:13 p.m. All in favor, motion carried.

Dan Evans, Administrator

CITY OF LE CENTER

02/09/24 7:52 AM

Bills Report

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DEPT Descr	Search Name	Check Nbr	Amount	Comments
101 General Fund				
	INTERNAL REVENUE SERVICE	000220	\$4,310.99	F/W/H-Medicare/FICa Pay # 1
	INTERNAL REVENUE SERVICE	000220	\$1,329.10	F/W/H-Medicare/FICa Pay # 1
	INTERNAL REVENUE SERVICE	000220	\$3,740.38	F/W/H-Medicare/FICa Pay # 1
	INTERNAL REVENUE SERVICE	000224	\$4,061.00	Pay # 2 F/W/H
	INTERNAL REVENUE SERVICE	000224	\$1,322.40	Pay # 2 Medicare
	INTERNAL REVENUE SERVICE	000224	\$3,712.70	Pay # 2 FICA
	COMMISSIONER OF REVENUE-SWH	000221	\$3,967.64	S/W/H-Pay # 1 & 2
	PUBLIC EMPLOYEES RETIREMENT-GE	047029	\$16,491.65	PERA Pay #1-2
	PUBLIC EMPLOYEES RETIREMENT-GE	047051	\$29.61	PERA
	METROPOLITAN LIFE INSURANCE	047026	\$2,112.26	Insurance
	MN TEAMSTERS LOCAL NO. 320	047093	\$166.48	Police union dues
	BLUE CROSS	047121	\$20,784.57	Insurance
	DELTA DENTAL OF MINNESOTA	047057	\$102.40	Insurance
	BLUE CROSS	046982	\$20,647.43	Insurance
	BOB KRENIK-EXPENSE CHECK	046992	\$263.01	Reimb Flex Plan 2023
	MINNESOTA NCPERS LIFE INS	047020	\$16.00	Insurance
	FURTHER	000223	\$1,865.60	HAS Account
	FURTHER	000225	\$1,865.60	HAS Pay # 1
			\$86,788.82	
Council	LEAGUE OF MN CITIES INS TRUST WC	047112	\$12.14	workers comp- Act # 40001532
Council	COMPUTER TECHNOLOGY SOLUTIONS	047012	\$322.95	Monthly Back-up, Firewall
Council	COMPUTER TECHNOLOGY SOLUTIONS	047110	\$322.95	Monthly back-up/firewall
41110 Council			\$658.04	
Administration	LEAGUE OF MN CITIES INS TRUST WC	047112	\$180.89	workers comp- Act # 40001532
Administration	LEAGUE OF MN CITIES INS TRUST WC	047112	\$1.17	workers comp- Act # 40001532
Administration	BUSINES ESSENTIALS	047001	\$213.79	Supplies
Administration	CREATIVE FORMS & CONCEPTS	047013	\$57.15	Forms
Administration	FIRST STATE BANK	000222	\$49.16	Deposit Slips
Administration	BUSINES ESSENTIALS	047034	\$108.97	Supplies
Administration	BUSINES ESSENTIALS	047034	\$15.98	Supplies
Administration	LEAGUE OF MINNESOTA CITIES	047111	\$499.00	Dan Evans- training
Administration	LEAGUE OF MINNESOTA CITIES	047111	\$40.00	Dan Evans-training
Administration	LEAGUE OF MINNESOTA CITIES	047111	\$125.00	Dan Evans-training
Administration	ABDO	046981	\$7,000.00	2023 Audit
Administration	CHRISTIAN, KEOGH & MORAN	047075	\$693.50	Adm
Administration	METRO FIBER NET LLC	047019	\$148.42	#1685620 Admin.
Administration	QUADIENT FINANCE USA INC	047118	\$140.00	Postage
Administration	APG MEDIA OF SOUTHERN MN	047069	\$258.89	Adm-adv
Administration	CENTERPOINT ENERGY	047010	\$553.22	Utilities
Administration	CENTERPOINT ENERGY	047010	\$98.29	Utilities
Administration	DWYER PLUMBING & HEATING-GENER	047081	\$142.75	City Hall
Administration	LE CENTER COMMUNITY CLUB	047060	\$60.00	Dan Evans-dues 2024
Administration	SOUTH CENTRAL SERVICE COOP	046989	\$75.00	Adm-dues 2024
Administration	LE CENTER COMMUNITY CLUB	047044	\$0.00	Membership
Administration	CINTAS CORPORATION #754	047002	\$41.03	Adm
Administration	CINTAS CORPORATION #754	047011	\$17.55	supplies
Administration	COMPUTER TECHNOLOGY SOLUTIONS	047012	\$1,140.46	Monthly Back-up, Firewall
Administration	COMPUTER TECHNOLOGY SOLUTIONS	047110	\$1,177.97	Monthly back-up/firewall
Administration	CINTAS CORPORATION #754	047076	\$17.55	Municipal Bldg
Administration	METRO SALES INCORPORATED	047090	\$260.66	Copier
Administration	CIVIC PLUS	046985	\$3,330.60	Adm- one year
Administration	MIDWEST BEST CLEANING	046988	\$85.00	City Hall Cleaning

DEPT Descr	Search Name	Check Nbr	Amount	Comments
Administration	LORI WELLER	046995	\$325.00	Sept-Oct-Nov-Dec 2023
Administration	MIDWEST BEST CLEANING	047047	\$85.00	City Hall Cleaning
Administration	CINTAS CORPORATION #754	047036	\$17.55	Supplies
Administration	MIKES WINDOW WASHING SERVICE	047049	\$66.00	cleaning 1-25-24
41400 Administration			\$17,025.55	
Police Department	LEAGUE OF MN CITIES INS TRUST WC	047112	\$4,237.68	workers comp- Act # 40001532
Police Department	ALEX KLOBE	046999	\$187.90	Reimb clothing allowance
Police Department	ALEX KLOBE	047068	\$77.93	Reimb clothing allowance
Police Department	KEVIN HUBER	046987	\$183.36	Reimb Clothing Allowance
Police Department	STREICHER S	047054	\$249.97	Clothing Allowance- M. Overn
Police Department	AMOCO OIL COMPANY	047033	\$1,050.97	Fuel
Police Department	RADERMACHERS	046997	\$19.95	Supplies-Act # 44509
Police Department	STREICHER S	046990	\$72.97	Police equipment
Police Department	YOUNGER GUNWORKS LLC	046991	\$2,661.98	Police equipment
Police Department	Kelly Mittman	047017	\$315.00	training 9 hrs @ 35.00
Police Department	Kelly Mittman	047088	\$262.50	Training
Police Department	CHRISTIAN, KEOGH & MORAN	047075	\$2,480.00	Police
Police Department	FRONTIER COMMUNICATIONS-GENERA	047016	\$101.69	utilities
Police Department	METRO FIBER NET LLC	047019	\$52.74	#1685620 PD
Police Department	AT & T MOBILITY	047072	\$91.73	Cell phones
Police Department	VERIZON WIRELESS	047122	\$70.02	Police
Police Department	VERIZON WIRELESS	046998	\$70.02	Police
Police Department	A-1 Towing	047032	\$193.10	Police car repair 2020
Police Department	BEER OIL & TIRE	047073	\$28.00	Police car-tire repair
Police Department	COMPUTER TECHNOLOGY SOLUTIONS	047012	\$1,217.90	Monthly Back-up, Firewall
Police Department	COMPUTER TECHNOLOGY SOLUTIONS	047110	\$1,217.90	Monthly back-up/firewall
Police Department	COMPUTER TECHNOLOGY SOLUTIONS	047078	\$137.60	police repair
Police Department	MIDWEST BEST CLEANING	046988	\$35.00	cleaning
Police Department	MIDWEST BEST CLEANING	047047	\$35.00	
Police Department	ALWAYS THERE PLUMBING & HEATIN	047000	\$300.00	Animal Boarding- January 2024
Police Department	ALWAYS THERE PLUMBING & HEATIN	047115	\$300.00	February-animal boarding
42123 Police Department			\$15,650.91	
Building Official	C. BLOCK INSPECTIONS	046994	\$2,918.25	4th Qtr 2023
42400 Building Official			\$2,918.25	
Streets Department	LEAGUE OF MN CITIES INS TRUST WC	047112	\$2,643.10	workers comp- Act # 40001532
Streets Department	AMOCO OIL COMPANY	047033	\$553.10	Fuel
Streets Department	C & S SUPPLY CO INC	047009	\$178.95	Supplies
Streets Department	LE CENTER HARDWARE HANK	047104	\$165.83	Act# 46
Streets Department	C & S SUPPLY CO INC	047107	\$168.98	Shop
Streets Department	MN DEPT OF LABOR & INDUSTRY	047117	\$10.00	Annual fee- garage
Streets Department	QUADIENT FINANCE USA INC	047118	\$140.00	Postage
Streets Department	WONDRA AUTOMOTIVE	047123	\$378.72	Shop supplies
Streets Department	C & S SUPPLY CO INC	047074	\$138.56	supplies
Streets Department	DAN STEINBORN	047080	\$69.99	Reimb supplies
Streets Department	BOLTON & MENK, INC.	047024	\$1,313.00	Courthouse
Streets Department	METRO FIBER NET LLC	047019	\$135.57	#1685622 Streets
Streets Department	AT & T MOBILITY	047072	\$187.92	Cell phones
Streets Department	CENTERPOINT ENERGY	047010	\$462.31	Utilities
Streets Department	SANCO EQUIPMENT LLC	047030	\$59.43	Bobcat seal & oil
Streets Department	SANCO EQUIPMENT LLC	047030	\$231.42	Bobcat Seal & Oil
Streets Department	Arnolds of Mankato	047071	\$918.09	Skid shoe/blade
Streets Department	SANCO EQUIPMENT LLC	047100	\$26.37	Antifreeze/coolant
Streets Department	MR. GARAGE	047095	\$53.03	96 Ford Dump Truck
Streets Department	CINTAS CORPORATION #754	047011	\$249.65	supplies
Streets Department	COMPUTER TECHNOLOGY SOLUTIONS	047012	\$351.18	Monthly Back-up, Firewall

DEPT Descr	Search Name	Check Nbr	Amount	Comments
Streets Department	COMPUTER TECHNOLOGY SOLUTIONS	047110	\$351.18	Monthly back-up/firewall
Streets Department	CINTAS CORPORATION #754	047076	\$132.25	Streets
Streets Department	CINTAS CORPORATION #754	047108	\$122.50	Streets
Streets Department	CINTAS CORPORATION #754	046984	\$122.50	Streets
Streets Department	CINTAS CORPORATION #754	047036	\$122.50	Supplies
43121 Streets Department			\$9,286.13	
Pool	LEAGUE OF MN CITIES INS TRUST WC	047112	\$579.86	workers comp- Act # 40001532
Pool	DEPARTMENT OF PUBLIC SAFETY	047015	\$100.00	Hazardous Chemicals
Pool	CENTERPOINT ENERGY	047010	\$79.56	Utilities
45124 Pool			\$759.42	
Parks	LEAGUE OF MN CITIES INS TRUST WC	047112	\$325.75	workers comp- Act # 40001532
Parks	LE CENTER HARDWARE HANK	047104	\$24.99	Act# 46
Parks	DWYER PLUMBING & HEATING-GENER	047081	\$16.00	Parks
Parks	FRONTIER COMMUNICATIONS-GENERA	047016	\$84.13	utilities
Parks	AG PARTNERS LS OFFICE	047007	\$90.86	LP gas- Ice Rink
Parks	KELLY CONSTRUCTION	047087	\$300.00	Ron Germerscheid Park-flag pole
45200 Parks			\$841.73	
Library	METRO FIBER NET LLC	047019	\$52.74	#1685620 Lib.
Library	MIDWEST BEST CLEANING	046988	\$55.00	Library Cleaning
Library	MIDWEST BEST CLEANING	047047	\$55.00	Library Cleaning
45501 Library			\$162.74	
101 General Fund			\$134,091.59	
211 ARPA				
General	TMI COATINGS, INC	047025	\$83,750.00	Water plant
00000 General			\$83,750.00	
211 ARPA			\$83,750.00	
601 Water Fund				
Debt Service	MN PUBLIC FACILITIES AUTHORI	047027	\$5,651.10	Bond Payments
Debt Service	MN PUBLIC FACILITIES AUTHORI	047027	\$1,047.75	Bond Payments
47000 Debt Service			\$6,698.85	
Water Utilities	LEAGUE OF MN CITIES INS TRUST WC	047112	\$175.54	workers comp- Act # 40001532
Water Utilities	MINNESOTA REVENUE/SALES TAX	CANCEL	-\$707.00	Sale Tax June 2022/water
Water Utilities	MINNESOTA REVENUE/SALES TAX	CANCEL	\$1,989.00	Sale Tax June 2022/water
Water Utilities	METERING & TECHNOLOGY SOLUTION	047018	\$509.00	water meter parts
Water Utilities	METERING & TECHNOLOGY SOLUTION	047018	\$36.66	water meter parts
Water Utilities	METERING & TECHNOLOGY SOLUTION	047046	\$151.64	Water meter parts
Water Utilities	MINNESOTA RURAL WATER ASSOC	047021	\$275.00	Pat Kaderlik-School
Water Utilities	MN RURAL WATER ASSOCIATION	047106	\$275.00	Tony Kortuem-water training
Water Utilities	HAWKINS, INC.	047003	\$20.00	Water
Water Utilities	HAWKINS, INC.	047003	\$10.00	Water
Water Utilities	HAWKINS, INC.	047059	\$2,557.71	Water-chemcicals
Water Utilities	LJP ENTERPRISES WASTE	047006	\$550.07	disposal fee
Water Utilities	GOPHER STATE ONE-CALL, INC.	047084	\$26.35	Locations
Water Utilities	DEPARTMENT OF PUBLIC SAFETY	047015	\$100.00	Hazardous Chemicals
Water Utilities	UTILITY CONSULTANTS	047103	\$71.37	Testing
Water Utilities	QUADIENT FINANCE USA INC	047118	\$140.00	Postage
Water Utilities	CENTERPOINT ENERGY	047010	\$209.32	Utilities
Water Utilities	CENTERPOINT ENERGY	047010	\$38.05	Utilities
Water Utilities	FRONTIER COMMUNICATIONS-GENERA	047058	\$137.40	Water plant
Water Utilities	API GARAGE DOOR, INC	047070	\$325.76	air swith/hose air/plugs
Water Utilities	TIM MILLER ELECTRIC INC	047061	\$146.46	Well # 1 repair otor lead
Water Utilities	MMUA	047092	\$366.00	Water Utility Member 2024

DEPT Descr	Search Name	Check Nbr	Amount	Comments
49440 Water Utilities			\$7,403.33	
601 Water Fund			\$14,102.18	
602 Sewer Fund				
Debt Service	MN PUBLIC FACILITIES AUTHORI	047027	\$1,596.73	Bond Payments
47000 Debt Service			\$1,596.73	
Sewer Utilities	LEAGUE OF MN CITIES INS TRUST WC	047112	\$546.45	workers comp- Act # 40001532
Sewer Utilities	MINNESOTA POLLUTION CONTROL	047105	\$55.00	Tony Kortuem- Class D- Training
Sewer Utilities	BUSINES ESSENTIALS	047001	\$134.07	Supplies
Sewer Utilities	LE SUEUR COUNTY PUBLIC HEALTH	047004	\$75.00	Hepatitis Shot- T. Kortuem
Sewer Utilities	HAWKINS, INC.	047003	\$10.00	Plant
Sewer Utilities	HAWKINS, INC.	047085	\$6,705.49	Plant-Ferric Chloride
Sewer Utilities	PLUNKETTS PEST CONTROL-GEN	047098	\$547.89	Plant one ear
Sewer Utilities	GOPHER STATE ONE-CALL, INC.	047084	\$26.35	Locations
Sewer Utilities	BOLTON & MENK, INC.	047024	\$6,198.00	Flow Monitoring
Sewer Utilities	BOLTON & MENK, INC.	046993	\$456.00	Dianees Billing
Sewer Utilities	DEPARTMENT OF PUBLIC SAFETY	047015	\$100.00	Hazardous Chemicals
Sewer Utilities	UTILITY CONSULTANTS	047103	\$1,323.60	Testing
Sewer Utilities	METRO FIBER NET LLC	047019	\$136.77	#1685621 Sewer
Sewer Utilities	QUADIENT FINANCE USA INC	047118	\$140.00	Postage
Sewer Utilities	WASTE MANAGEMENT OF SO MN	047120	\$227.64	Plant-dumpster
Sewer Utilities	CENTERPOINT ENERGY	047010	\$266.75	Utilities
Sewer Utilities	API GARAGE DOOR, INC	047070	\$325.75	air swith/hose air/plugs
Sewer Utilities	MINNESOTA PUMP WORKS	047091	\$544.30	Lift station repair
Sewer Utilities	MWOA	047028	\$60.00	Pat Kaderlik-renewal
Sewer Utilities	COMPUTER TECHNOLOGY SOLUTIONS	047012	\$287.49	Monthly Back-up, Firewall
Sewer Utilities	COMPUTER TECHNOLOGY SOLUTIONS	047110	\$287.49	Monthly back-up/firewall
49450 Sewer Utilities			\$18,454.04	
602 Sewer Fund			\$20,050.77	
603 Refuse Fund				
Refuse	LEAGUE OF MN CITIES INS TRUST WC	047112	\$562.89	workers comp- Act # 40001532
Refuse	QUADIENT FINANCE USA INC	047118	\$140.00	Postage
Refuse	RADERMACHERS	046997	\$527.88	Supplies-Act # 44509
Refuse	G. C. DISTRIBUTING COMPANY	047041	\$3,388.00	Refuse Bags
Refuse	LJP ENTERPRISES WASTE	047006	\$2,162.15	Disposal fee
Refuse	PONDEROSA LANDFILL	047022	\$23.00	disposal fee
Refuse	MN WASTE PROCESSING CO	047094	\$4,238.02	Landfill
Refuse	PONDEROSA LANDFILL	047099	\$23.00	Disposal
Refuse	MN WASTE PROCESSING CO	046996	\$3,856.39	Landfill-December 2023
43230 Refuse			\$14,921.33	
603 Refuse Fund			\$14,921.33	
609 Liquor Fund				
Municipal Liquor Store	LEAGUE OF MN CITIES INS TRUST WC	047112	\$921.53	workers comp- Act # 40001532
Municipal Liquor Store	LE CENTER HARDWARE HANK	047104	\$94.91	Act # 154
Municipal Liquor Store	A.H. HERMEL	047062	\$1,486.84	supplies
Municipal Liquor Store	RADERMACHERS	047066	\$295.38	supplies Act # 92059
Municipal Liquor Store	JUST NAME IT	047043	\$785.00	Shirts
Municipal Liquor Store	CITY OF LE CENTER GENERAL FUND	047037	\$60.00	Refuse Bags (2)
Municipal Liquor Store	PEPSI COLA BOTTLING CO.	047050	\$306.64	Bar supplies
Municipal Liquor Store	PETTY CASH LIQUOR	047097	\$111.73	supplies
Municipal Liquor Store	CINTAS CORPORATION #754	047076	\$381.20	Supplies
Municipal Liquor Store	PEPSI COLA BOTTLING CO.	047096	\$289.07	bar supplies
Municipal Liquor Store	CITY OF LE CENTER GENERAL FUND	047077	\$60.00	refuse bags (2)

DEPT Descr	Search Name	Check Nbr	Amount	Comments
Municipal Liquor Store	VON ESSEN LOCKSMITH SERVICE	047114	\$126.84	Installation lock
Municipal Liquor Store	MANKATO REGRIGERATION SYSTEMS	047065	\$612.20	repair dishwasher
Municipal Liquor Store	DWYER PLUMBING & HEATING-LIQUO	047082	\$202.50	unplug drains
Municipal Liquor Store	BREAKTHRU BEV MN WINE	047008	\$278.75	Liquor
Municipal Liquor Store	SOUTHERN GLAZERS OF MN	047023	\$562.32	Liquor
Municipal Liquor Store	BREAKTHRU BEV MN WINE	046983	\$2,284.15	liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	047042	\$193.44	Liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	047042	\$454.42	Liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	047042	\$912.83	Liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	047042	\$346.97	Liquor
Municipal Liquor Store	SOUTHERN GLAZERS OF MN	047101	\$515.62	liquor
Municipal Liquor Store	KINNEY CREEK BREWERY	047089	\$78.00	liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	047086	\$1,683.53	liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	047086	\$2,521.26	Liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	047086	\$2,303.91	liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	047086	\$159.18	liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	047086	\$668.12	liquor
Municipal Liquor Store	JOHNSON BROTHERS WHOLESALE LIQ	047086	\$230.15	liquor
Municipal Liquor Store	TOW DISTRIBUTING CORP.	047005	\$935.37	Beer Inv # 178559
Municipal Liquor Store	TOW DISTRIBUTING CORP.	047005	\$6,587.00	Beer Inv # 179822
Municipal Liquor Store	DAHLHEIMER BEVERAGE	047014	\$2,374.80	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	047031	\$7,759.01	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	047116	\$1,313.85	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	047116	-\$25.60	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	046986	\$3,622.15	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	047055	\$67.20	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	047055	\$855.70	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	047038	\$3,068.55	Beer
Municipal Liquor Store	TOW DISTRIBUTING CORP.	047102	\$9,058.84	Beer
Municipal Liquor Store	DAHLHEIMER BEVERAGE	047079	\$4,185.95	beer
Municipal Liquor Store	The Home City Ice Company	047119	\$189.34	Mdse for resale
Municipal Liquor Store	GOLD MEDAL SNACKS	047064	\$221.30	Supplies
Municipal Liquor Store	A.H. HERMEL	046980	\$516.73	mdse
Municipal Liquor Store	FIRE HOUSE PIZZA	047039	\$48.75	Mdse for resale
Municipal Liquor Store	A.H. HERMEL	047067	\$630.95	mdse
Municipal Liquor Store	FIRE HOUSE PIZZA	047083	\$156.00	mdse for resale
Municipal Liquor Store	Fools In The Alley	047040	\$200.00	Donation
Municipal Liquor Store	LE CENTER COMMUNITY CLUB	047044	\$60.00	Membership
Municipal Liquor Store	Le Center Floral	047045	\$185.00	Donation Adopt A Senior
Municipal Liquor Store	Tr-City United Dollars for Scholars	047056	\$100.00	Donation
Municipal Liquor Store	ST. PATRICKS DAY COMMITTEE	047053	\$500.00	Sponsorship
Municipal Liquor Store	CENTERPOINT ENERGY	047010	\$313.35	utilities
Municipal Liquor Store	MIDCONTINENT	047113	\$468.95	Utiilities
Municipal Liquor Store	CITY OF LE CENTER GENERAL FUND	047109	\$254.29	Utility Bill
Municipal Liquor Store	MIDWEST BEST CLEANING	046988	\$914.86	Liquor Store Cleaning
Municipal Liquor Store	MIDWEST BEST CLEANING	047047	\$914.86	Liquor Store Cleaning
Municipal Liquor Store	COMPUTER TECHNOLOGY SOLUTIONS	047012	\$182.99	Monthly Back-up, Firewall
Municipal Liquor Store	COMPUTER TECHNOLOGY SOLUTIONS	047110	\$182.99	Monthly back-up/firewall
Municipal Liquor Store	Mike Poot	047048	\$400.00	Entertainment 2-2-24
Municipal Liquor Store	Christian Sohm	047035	\$250.00	entertainment
Municipal Liquor Store	SCOTT DUBAN	047052	\$460.00	Entertainment 2-17-24
Municipal Liquor Store	FIRST NATIONAL BANK LE CENTER	047063	\$1,082.08	Loan Payment 1-1-24
Municipal Liquor Store	FIRST NATIONAL BANK LE CENTER	047063	\$1,082.08	2-1-24 payment
49770 Municipal Liquor Store			\$68,043.83	
609 Liquor Fund			\$68,043.83	

DEPT Descr	Search Name	Check Nbr	Amount	Comments
			\$334,959.70	

Packet Report Revenues

Act Code	SOURCE Descr	Water		
		January 2024 Amt	2024 YTD Amt	2024 Budget
601-00000-37170	Meter Rent	\$1,318.56	\$1,318.56	\$15,000.00
601-00000-37160	Late Charge	\$760.17	\$760.17	\$5,000.00
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	\$840.56	\$840.56	\$8,500.00
601-00000-37180	Sales Tax Water	\$865.66	\$865.66	\$7,600.00
601-00000-37150	Water Connect/Re	\$0.00	\$0.00	\$0.00
601-00000-33439	Pension rev	\$0.00	\$0.00	\$0.00
601-00000-37110	Water Sales	\$48,477.92	\$48,477.92	\$500,000.00
601-00000-36416	Lease Interest Rev	\$0.00	\$0.00	\$0.00
601-00000-36260	Reimbursement /	\$0.00	\$0.00	\$0.00
601-00000-36220	Rents / Lease Rev	\$1,906.24	\$1,906.24	\$42,200.00
601-00000-37171	Delinquent Utilities	\$0.00	\$0.00	\$0.00
601		\$54,169.11	\$54,169.11	\$578,300.00

Packet Report Expenses

Act Code	OBJECT Descr	Water		
		January 2024 Amt	2024 YTD Amt	2024 Budget
601-49440-240	Equipment	\$0.00	\$0.00	\$5,000.00
601-49440-300	Professional Servic	\$0.00	\$0.00	\$1,000.00
601-49440-303	Engineer Fees	\$0.00	\$0.00	\$0.00
601-49440-310	Permits and Fees	\$100.00	\$100.00	\$10,000.00
601-49440-311	Testing	\$0.00	\$0.00	\$1,000.00
601-49440-322	Postage	\$56.08	\$56.08	\$1,600.00
601-49440-361	Insurance Premiu	\$0.00	\$0.00	\$8,800.00
601-49440-381	Utility Services	\$384.77	\$384.77	\$60,000.00
601-49440-401	Repair/Maint Buildi	\$0.00	\$0.00	\$7,000.00
601-49440-404	Repair/Maint Mach	\$146.46	\$146.46	\$5,000.00
601-49440-430	Miscellaneous Exp	\$0.00	\$0.00	\$0.00
601-49440-433	Dues & Subscriptio	\$0.00	\$0.00	\$3,000.00
601-49440-520	Capital Improveme	\$0.00	\$0.00	\$0.00
601-49440-131	Health Insurance	\$667.14	\$667.14	\$20,000.00
601-49440-221	Repair/Maint Supp	\$0.00	\$0.00	\$10,000.00
601-49440-402	Repair/Maint Struc	\$0.00	\$0.00	\$30,000.00
601-49440-121	PERA Contribution	\$219.50	\$219.50	\$3,700.00
601-49440-135	HSA Contributions	\$85.22	\$85.22	\$0.00
601-49440-216	Chemicals & Chem	\$2,587.71	\$2,587.71	\$50,000.00
601-47000-611	Bond Interest	\$20,221.35	\$20,221.35	\$39,943.00
601-47000-620	Fiscal Agent Fees	\$0.00	\$0.00	\$0.00
601-49440-102	Full-time Employe	\$164.63	\$164.63	\$0.00
601-47000-601	Bond Principal	\$50,000.00	\$50,000.00	\$284,000.00
601-49440-122	Social Security / M	\$218.03	\$218.03	\$3,600.00
601-49440-203	Water Meters	\$697.30	\$697.30	\$6,000.00
601-49440-215	Operating Supplies	\$0.00	\$0.00	\$4,000.00
601-49440-101	Full-time Employe	\$2,762.27	\$2,762.27	\$47,000.00
601-49440-207	Training	\$275.00	\$275.00	\$1,000.00
601-49440-134	Disability / Life	\$547.85	\$547.85	\$0.00
601-49440-200	Sales Tax	\$0.00	\$0.00	\$8,800.00
601-49440-190	Pension Expense	\$0.00	\$0.00	\$0.00
601-49440-151	Workers Compens	\$0.00	\$0.00	\$1,400.00
601		\$79,133.31	\$79,133.31	\$611,843.00

Packet Report Revenues

Act Code	SOURCE Descr	Sewer		
		January 2024 Amt	2024 YTD Amt	2024 Budget
602-00000-39301	Plant O & M	\$9,644.42	\$9,644.42	\$123,000.00
602-00000-39300	Debt Proceeds	\$9,671.77	\$9,671.77	\$115,000.00
602-00000-37250	Sewer Connect/Re	\$0.00	\$0.00	\$0.00
602-00000-37171	Delinquent Utilities	\$0.00	\$0.00	\$0.00
602-49450-39101	Gain (loss) on sale	\$0.00	\$0.00	\$0.00
602-00000-33439	Pension rev	\$0.00	\$0.00	\$0.00
602-00000-37210	Sewer Charges	\$35,660.25	\$35,660.25	\$400,000.00
602		\$54,976.44	\$54,976.44	\$638,000.00

Packet Report Expenses

Act Code	OBJECT Descr	Sewer		
		January 2024 Amt	2024 YTD Amt	2024 Budget
602-49450-303	Engineer Fees	\$0.00	\$0.00	\$1,000.00
602-49450-310	Permits and Fees	\$100.00	\$100.00	\$1,600.00
602-49450-321	Telephone	\$136.77	\$136.77	\$2,200.00
602-49450-322	Postage	\$56.05	\$56.05	\$1,600.00
602-49450-437	Contractual Servic	\$287.49	\$287.49	\$0.00
602-49450-352	Disposal Fee	\$0.00	\$0.00	\$2,400.00
602-49450-311	Testing	\$0.00	\$0.00	\$11,000.00
602-49450-381	Utility Services	\$266.75	\$266.75	\$57,000.00
602-49450-401	Repair/Maint Buildi	\$0.00	\$0.00	\$3,000.00
602-49450-402	Repair/Maint Struc	\$0.00	\$0.00	\$30,000.00
602-49450-404	Repair/Maint Mach	\$544.30	\$544.30	\$15,000.00
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
602-49450-325	Publications Misc.	\$0.00	\$0.00	\$0.00
602-49450-300	Professional Servic	\$0.00	\$0.00	\$1,000.00
602-49450-433	Dues & Subscriptio	\$60.00	\$60.00	\$2,000.00
602-47000-630	Discount bonds iss	\$0.00	\$0.00	\$0.00
602-49450-240	Equipment	\$0.00	\$0.00	\$5,000.00
602-49450-361	Insurance Premiu	\$0.00	\$0.00	\$9,800.00
602-47000-601	Bond Principal	\$91,183.06	\$91,183.06	\$252,469.00
602-47000-620	Fiscal Agent Fees	\$0.00	\$0.00	\$0.00
602-49450-101	Full-time Employe	\$6,867.02	\$6,867.02	\$170,000.00
602-49450-102	Full-time Employe	\$704.62	\$704.62	\$3,000.00
602-49450-121	PERA Contribution	\$567.89	\$567.89	\$8,700.00
602-49450-122	Social Security / M	\$567.62	\$567.62	\$8,800.00
602-49450-216	Chemicals & Chem	\$10,067.98	\$10,067.98	\$80,000.00
602-47000-611	Bond Interest	\$21,005.20	\$21,005.20	\$42,011.00
602-49450-221	Repair/Maint Supp	\$0.00	\$0.00	\$5,000.00
602-49450-131	Health Insurance	\$1,618.42	\$1,618.42	\$45,000.00
602-49450-215	Operating Supplies	\$209.07	\$209.07	\$4,000.00
602-49450-207	Training	\$315.00	\$315.00	\$1,500.00
602-49450-190	Pension Expense	\$0.00	\$0.00	\$0.00
602-49450-151	Workers Compens	\$0.00	\$0.00	\$3,400.00
602-49450-135	HSA Contributions	\$89.90	\$89.90	\$0.00
602-49450-134	Disability / Life	\$2,711.57	\$2,711.57	\$0.00
602		\$137,358.71	\$137,358.71	\$766,480.00

Packet Report Revenues

Act Code	SOURCE Descr	Refuse		
		January 2024 Amt	2024 YTD Amt	2024 Budget
603-00000-37330	Refuse bag sales	\$555.00	\$555.00	\$77,000.00
603-00000-39101	Gain (loss) on sale	\$0.00	\$0.00	\$0.00
603-43230-36260	Reimbursement /	\$0.00	\$0.00	\$0.00
603-00000-33439	Pension rev	\$0.00	\$0.00	\$0.00
603-00000-36250	Miscellaneous Rev	\$0.00	\$0.00	\$0.00
603-00000-37310	Refuse Collection F	\$7,191.29	\$7,191.29	\$77,000.00
603		\$7,746.29	\$7,746.29	\$154,000.00

Packet Report Expenses

Act Code	OBJECT Descr	Refuse		
		January 2024 Amt	2024 YTD Amt	2024 Budget
603-43230-215	Operating Supplies	\$3,444.08	\$3,444.08	\$10,000.00
603-43230-520	Capital Improve	\$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	\$0.00	\$0.00	\$2,000.00
603-43230-361	Insurance Premiu	\$0.00	\$0.00	\$1,300.00
603-43230-352	Disposal Fee	\$23.00	\$23.00	\$72,000.00
603-43230-325	Publications Misc.	\$0.00	\$0.00	\$0.00
603-43230-221	Repair/Maint Supp	\$0.00	\$0.00	\$500.00
603-43230-603	Loan/Lease Payme	\$0.00	\$0.00	\$27,400.00
603-43230-121	PERA Contribution	\$267.04	\$267.04	\$4,200.00
603-43230-212	Motor Fuels	\$0.00	\$0.00	\$3,000.00
603-43230-101	Full-time Employe	\$2,408.53	\$2,408.53	\$45,000.00
603-43230-103	Part-time Employe	\$1,970.24	\$1,970.24	\$11,000.00
603-43230-122	Social Security / M	\$336.92	\$336.92	\$4,300.00
603-43230-131	Health Insurance	\$817.40	\$817.40	\$3,000.00
603-43230-134	Disability / Life	\$30.32	\$30.32	\$0.00
603-43230-135	HSA Contributions	\$167.27	\$167.27	\$0.00
603-43230-151	Workers Compens	\$0.00	\$0.00	\$3,100.00
603-43230-200	Sales Tax	\$0.00	\$0.00	\$15,000.00
603-43230-102	Full-time Employe	\$157.77	\$157.77	\$0.00
603		\$9,622.57	\$9,622.57	\$201,800.00

Packet Report Revenues

Act Code	SOURCE Descr	Liquor		
		January 2024 Amt	2024 YTD Amt	2024 Budget
609-00000-37912	Beer On-Sale	\$21,879.12	\$21,879.12	\$152,000.00
609-00000-37920	Gambling & Game	\$11,569.69	\$11,569.69	\$50,000.00
609-00000-37916	Cash Over (Short)	-\$39.74	-\$39.74	\$0.00
609-00000-37913	Wine On-Sale	\$335.03	\$335.03	\$400.00
609-00000-37911	Liquor On-Sale	\$11,141.19	\$11,141.19	\$110,000.00
609-00000-37813	Wine Off-Sale	\$3,139.62	\$3,139.62	\$45,000.00
609-00000-37812	Beer Off-Sale	\$35,550.77	\$35,550.77	\$490,000.00
609-00000-36260	Reimbursement /	\$0.00	\$0.00	\$0.00
609-00000-36220	Rents / Lease Rev	\$1,900.00	\$1,900.00	\$22,800.00
609-00000-36210	Interest Earnings	\$0.00	\$0.00	\$0.00
609-00000-33439	Pension rev	\$0.00	\$0.00	\$0.00
609-00000-11501	Credit Card Receip	\$1,059.29	\$1,059.29	\$0.00
609-00000-11500	Charge Sales	-\$505.20	-\$505.20	\$0.00
609-00000-37915	Liquor Miscellaneo	\$5,552.78	\$5,552.78	\$62,000.00
609-00000-37811	Liquor Off-Sale	\$27,931.99	\$27,931.99	\$250,000.00
609		\$119,514.54	\$119,514.54	\$1,182,200.00

Packet Report Expenses

Act Code	OBJECT Descr	Liquor		
		January 2024 Amt	2024 YTD Amt	2024 Budget
609-49770-313	Card Processing F	\$1,861.58	\$1,861.58	\$12,000.00
609-49770-325	Publications Misc.	\$0.00	\$0.00	\$2,500.00
609-49770-361	Insurance Premiu	\$3,956.00	\$3,956.00	\$10,100.00
609-49770-381	Utility Services	\$784.66	\$784.66	\$25,000.00
609-49770-386	Cleaning	\$1,829.72	\$1,829.72	\$16,000.00
609-49770-401	Repair/Maint Buildi	\$0.00	\$0.00	\$1,000.00
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	\$0.00	\$0.00
609-49770-434	Property Taxes	\$0.00	\$0.00	\$3,400.00
609-49770-442	Entertainment	\$2,510.00	\$2,510.00	\$9,200.00
609-49770-310	Permits and Fees	\$1,045.00	\$1,045.00	\$6,000.00
609-49770-570	Office Equipment	\$0.00	\$0.00	\$0.00
609-49770-603	Loan/Lease Payme	\$2,164.16	\$2,164.16	\$12,915.00
609-49770-135	HSA Contributions	\$216.34	\$216.34	\$0.00
609-49770-435	NSF Check	-\$60.00	-\$60.00	\$0.00
609-49770-122	Social Security / M	\$1,060.47	\$1,060.47	\$12,500.00
609-49770-301	Audit Fees	\$0.00	\$0.00	\$3,400.00
609-49770-437	Contractual Servic	\$182.99	\$182.99	\$0.00
609-49770-101	Full-time Employe	\$7,453.28	\$7,453.28	\$129,000.00
609-49770-102	Full-time Employe	\$0.00	\$0.00	\$2,000.00
609-49770-190	Pension Expense	\$0.00	\$0.00	\$0.00
609-49770-121	PERA Contribution	\$695.57	\$695.57	\$12,300.00
609-49770-131	Health Insurance	\$2,588.44	\$2,588.44	\$50,000.00
609-49770-134	Disability / Life	\$114.20	\$114.20	\$0.00
609-49770-151	Workers Compens	\$0.00	\$0.00	\$4,700.00
609-49770-207	Training	\$0.00	\$0.00	\$0.00
609-49770-215	Operating Supplies	\$3,385.06	\$3,385.06	\$20,000.00
609-49770-221	Repair/Maint Supp	\$612.20	\$612.20	\$3,500.00
609-49770-251	Purchase Liquor	\$15,870.68	\$15,870.68	\$215,000.00
609-49770-252	Purchase Beer	\$34,505.04	\$34,505.04	\$480,000.00
609-49770-259	Consumable Good	\$1,891.30	\$1,891.30	\$35,000.00
609-49770-103	Part-time Employe	\$6,668.55	\$6,668.55	\$33,300.00
609		\$89,335.24	\$89,335.24	\$1,173,815.00

To City of Le Center:

Please accept this as my formal resignation letter as a bartender at the liquor store.

Sincerely,

A handwritten signature in cursive script that reads "Rachel Liebhard". The signature is fluid and written in black ink.

Rachel Liebhard

01/03/24

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: Saturday, March 16th
Name of Person Responsible: Dan Germscheid
Address & Phone Number: Le Sueur Cnty. St. Pat's committee
26110 Le Sueur Creek Rd. / 507-327-7240
Dates: 3.16.24
Location: Minnesota St.
Detailed Description of Event: St. Patrick's Day parade

Applicant requests a permit to close Minnesota St. (Street/Avenue or Alley)
between Waterville and Lexington
from 1 am/pm to 3:30 am/pm on 3/16/24 (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:

Angie Napauer
(Signature certifies all information to be correct.)

Date:

3.7.24

City Staff Approval and Comments:

Police Chief: _____

City Clerk/Council: _____

Current/blockpartypermit

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: St. Patrick's Day / Concert Band Parade
Name of Person Responsible: Regina Pumper, Mayor
Address & Phone Number: 97 S. Park Ave
Dates: March 16th - 17th Am
Location: March 16th - 17th Am Between Sharon St
Detailed Description of Event: Between Sharon St. Minnesota St.
41st Annual St. Patrick's Day Concert and IV Play S. Park Ave
Applicant requests a permit to close 97 S. Park Ave (Street/Avenue or Alley)
between Sharon St. and Minnesota St.
from 8 am to midnight on 3/16/24 (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: Regina Pumper Date: 2/9/24

Regina Pumper
(Signature certifies all information to be correct.)

City Staff Approval and Comments:

Police Chief: _____

City Clerk/Council: _____

Current/blockpartypermit

**CITY OF LE CENTER
RESOLUTION NO. 2024B**

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE 2024 PRESIDENTIAL
NOMINATION PRIMARY ELECTION**

WHEREAS, the City of Le Center is dependent upon and appreciative of citizen assistance for its election process, and

WHEREAS, the Le Center 2024 Presidential Nomination Primary Election Judge appointment list consists of previously trained individuals recommended by the city administrator with the approval of the majority of city council, and

NOW THEREFORE, BE IT RESOLVED that the Mayor & Council do hereby approve the following appointments as Election Judges:

Precinct 1

Dan Evans (Head Judge)	Rita Martinez
Tara Nusbaum (Head Judge)	Amy Martinez
Carol Schloesser (Head Judge)	Patti Germscheid
Jeanie Stocker (Head Judge)	LuAnn Leach
Sharon Traxler	Allison Schmitt
Anita Janda	Connie Harmeyer
Madonna Russo	Jeanne Connolly
Marlene Hunt	Jack Von Bank

Adopted by the City Council of Le Center, Minnesota this 13th day of February 2024.

Christian Harmeyer, Mayor

Attest:

Dan Evans, City Administrator

**CITY OF LE CENTER
RESOLUTION NO. 2024C**

**A RESOLUTION APPROPRIATING \$20,000 FROM THE PUBLIC SAFETY AID FUND
TO THE LE CENTER AREA FIRE COMMISSION**

WHEREAS, the 2023 Minnesota Legislature enacted a one-time Public Safety Aid for aids payable in 2023. The one-time appropriation of \$300 million is allocated among all counties, cities, townships of a population of 10,000 or more, and Minnesota's 11 federally recognized tribal governments; and

WHEREAS, aid amounts were calculated based on population; and

WHEREAS, the City of Le Center received \$110,232.00; and

WHEREAS, the eligible uses of this aid include community violence prevention and intervention programs, community engagement, mental health crisis responses, victim services, training programs, first responder wellness, equipment related to fire, rescue, and emergency services, and other personnel or equipment costs; and

WHEREAS, the City Council believes in the best interest of public safety that a portion of these funds be appropriated to the Le Center Area fire Commission.

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

1. The city shall issue a one-time appropriation of \$20,000 to the Le Center are Fire Commission.
2. The use of the funds shall be in accordance with the eligible uses outlined from the Minnesota Legislature.

Adopted by the City Council of Le Center, Minnesota this 13th day of February 2024.

Christian Harmeyer, Mayor

Attest:

Dan Evans, City Administrator

**CITY OF LE CENTER
RESOLUTION NO. 2024D**

**A RESOLUTION APPROPRIATING \$20,000 FROM THE PUBLIC SAFETY AID FUND
TO THE LE CENTER AMBULANCE COMMISSION**

WHEREAS, the 2023 Minnesota Legislature enacted a one-time Public Safety Aid for aids payable in 2023. The one-time appropriation of \$300 million is allocated among all counties, cities, townships of a population of 10,000 or more, and Minnesota's 11 federally recognized tribal governments; and

WHEREAS, aid amounts were calculated based on population; and

WHEREAS, the City of Le Center received \$110,232.00; and

WHEREAS, the eligible uses of this aid include community violence prevention and intervention programs, community engagement, mental health crisis responses, victim services, training programs, first responder wellness, equipment related to fire, rescue, and emergency services, and other personnel or equipment costs; and

WHEREAS, the City Council believes in the best interest of public safety that a portion of these funds be appropriated to the Le Center Ambulance Commission.

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

1. The city shall issue a one-time appropriation of \$20,000 to the Le Center Ambulance Commission
2. The use of the funds shall be in accordance with the eligible uses outlined from the Minnesota Legislature.

Adopted by the City Council of Le Center, Minnesota this 13th day of February 2024.

Christian Harmeyer, Mayor

Attest:

Dan Evans, City Administrator

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: Fools in the Alley
Name of Person Responsible: Becky Vikla
Address & Phone: 10261 140th St W Montgomery MN 56069
Dates: Monday, April 1
Location: LeCenter MN Street from Waterville Ave to
Park Ave
Detailed Description of Event:
parade from alley from post office to Legion

Application requests a permit to close MN Street (Street/Avenue or Alley)
Between Waterville and Park
from 2 am/pm to 1 am/pm on 4/1/24 (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 be 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.

Application Signature:

Date:

Becky Vikla

2-8-24

(Signature certifies all information to be correct.)

City Staff Approval and Comments:

Police Chief:

City Clerk/Council:

**S.P. 4009-114, MN 99
7:00 PM, February 13, 2023
Le Center MN**

AGENDA

1. Introductions

2. Project Background

- a. Tentative project limits -East of S. Maple Ave to east of S Cordova Ave. (concrete portion of Hwy 99).
- b. The year 2029 was selected based on city input for utility work.
- c. Confirm city utility work.

3. Engagement

- a. Collect issues and define opportunities.
 - i. Examples -council meeting and open house
- b. Alternative analysis
 - i. Council and city input (examples open house, online survey, council meeting)
 - ii. Select preferred alternative.
- c. Inform city and public on preferred alternative.
 - i. Examples - open house and city council meeting.

4. Schedule (tentative)

- a. Preliminary Design/Alternatives Analysis: Spring 2024 – Winter 2024/2025
- b. Final Design: 2025 - 2028
- c. Construction (Tentative): 2029

5. Issues/opportunities discussion

A. Examples

- i. Traffic concerns?
- ii. Hydraulics issues?
- iii. Speed?
- iv. Pedestrian and bike traffic?

Barbara Schreiber Project Manager

2151 Bassett Drive | Mankato

Cell: 507-740-24-80

barbara.schreiber@state.mn.us

Peter Engelmeyer Principal Project Manager

2151 Bassett Drive | Mankato

Cell: 507-327-4951

peter.engelmeyer@state.mn.us

LE CENTER
MUNICIPAL LIQUOR STORE

January 2024 Sales	\$95,194.79
January 2023 Sales	\$85,676.47
Increased	\$9,518.32
December Gambling	\$10,658.57
January C and N Sales	\$690.54

Revenue Sources January 2024

Beer	\$19,046.34
Offsale Beer	\$31,549.74
Liquor	\$9,555.41
Offsale Liquor	\$26,425.08
Wine	\$255.86
Offsale Wine	\$2,693.41
Food	\$2,234.02

January Recap

- New Year's Day Party
- Dart Tournament
 - We have four dart teams and if they choose to go play at state, we will pay for the fee, however they need to host a tournament.
 - We had a fantastic turnout!
- Sohmer Karaoke
- Live Music by Gary West
- Football Drawing
- Craft Night
- Comedian Kevin Craft
- Computer Technology Services
 - Installed Windows 11

- Registered Firewall
- Applied Licensing
- Created a New Network
- Pulled and Installed Cables
- Installed PC in Office

February Events

- Live music by Mike Poot was February 3rd
- Staff Meeting and Christmas Party
- Super Bowl Party
- Live Music by Shenanigans on Saturday, February 17 at 7pm
- Soup and Chili contest on Sunday, February 25 at 1pm
- Sohmer Karaoke on Sunday, February 25 at 5pm

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-22	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
Nov	29,026	61,503	2335	1941	6919	101,724
Dec	26,440	59,101	3340	1675	7033	97,589
Jan-24	33,355	66,622	3318	2234	11570	117,099

Le Center Police Department

Monthly Activity Report

January 2024

Traffic Stop = 41

Warning = 32

Citation = 7

DWI = 2

911 = 3

Abandoned Vehicle = 0

Administrative Detail = 5

Agency Assist = 2

Alarm = 8

Animal Complaint = 5

Assault = 0

Assist = 3

Burn Complaint = 0

Child Custody = 0

Child Protection = 0

Civil Matter = 4

Criminal Sexual Conduct = 2

Directed Patrol = 2

Dispute = 1

Driving Complaint = 1

Domestic = 0

Firework Complaint = 0

Fire Call Out = 0

Found Property = 0

Funeral Escort = 2

Informational = 3

Intoxicated Person = 0

Juvenile Problem = 3

Lost/Missing Property = 1

Le Center City Ordinance = 0

Medical = 22

Missing Person = 0

Motor Vehicle Accident = 3

Noise Complaint = 2

Other = 0

Parking Complaint = 29

Permits = 3

Predatory Offender = 0

Property Damage = 2

Scam Investigation = 1

School Patrol = 0

Security Checks = 0

Solicitor = 0

Suicidal Person = 0

Suspicious Activity/Person/Vehicle = 5

Theft = 0

Traffic Complaint = 0

Trespassing = 2

Vandalism = 0

Void = 1

Violation of No Contact Order = 0

Warrant = 2

Weather Related = 0

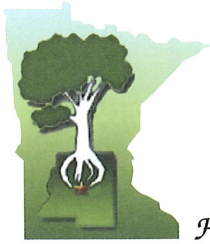
Welfare Check = 4

Calls / Incidents= 162

Miles Patrolled=

Arrests=

Comparison	2023	Through Jan 2024	
Calls / Incidents	230/230	162/162	-29%
Miles Patrolled		2378/38,385	



CITY OF LE CENTER

Heart of Le Sueur County

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

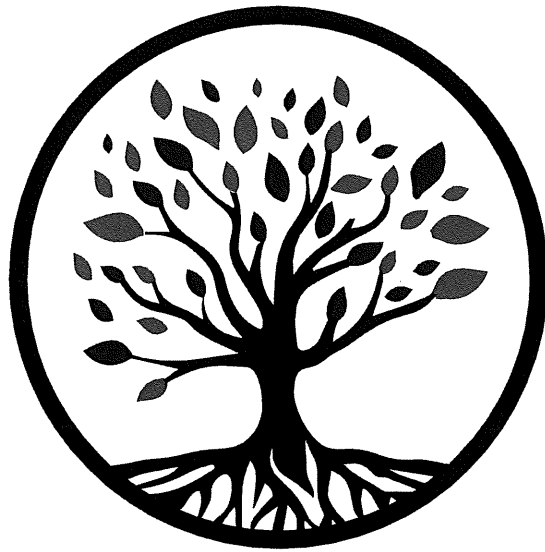


City of

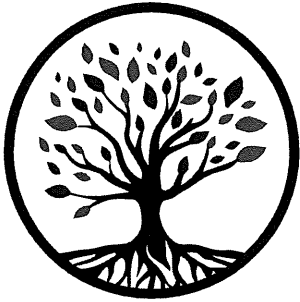




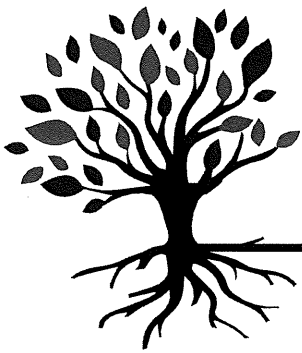
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Le Center Area Fire Commission Fire Service Contract

THIS AGREEMENT, Made and entered into this 1st day of January, 2024, by and between the Le Center Area Fire Commission existing under and by virtue of the laws of the State of Minnesota, hereinafter referred to as City, and City of Le Center Township, Le Sueur County, Minnesota, hereinafter referred to as Township.

WHEREAS, The Le Center Area Fire Commission owns and maintains certain fire protection service equipment and facilities for the purpose of furnishing fire protection services to all persons within the territorial limits of the City of Le Center; and

WHEREAS, The Le Center Volunteer Fire Department is a volunteer organization that renders said fire protection service; and

WHEREAS, The Le Center Volunteer Fire Department is authorized to attend calls outside the territorial limits of said City and may respond to calls in other political subdivisions of the State of Minnesota; and

WHEREAS, Municipalities are authorized by statutes of the State of Minnesota to enter into agreements with other political subdivisions in this state for fire protection service and to collect a charge for the service, and

WHEREAS, It is in the best interest of Le Center Area Fire Commission and Township that Le Center Area Fire Commission provides fire protection for Township's constituents.

NOW THEREFORE, For and in consideration of the covenants and agreements herein contained, the parties agree as follows:

ARTICLE I. The Le Center Area Fire Commission agrees to furnish fire service and fire protection for the following Sections of the Township:

Sections: Township of Cordova-Sections 1-18, 20-24, 26-29, 33-34; Township of Derrynane-Sections 28, 31-34, SW $\frac{1}{4}$, all but NE $\frac{1}{4}$ 35, SW $\frac{1}{4}$ 26, SW $\frac{1}{4}$ 27; Township of Lexington-Sections 2-11, 14-23, 25-36; Township of Sharon-Sections 12-14, 22-27, 35-36. City of Le Center-Corporate Limits.

For the compensation and on the conditions hereinafter set forth, and the Le Center Area Fire Commission further agrees that every reasonable effort will be made by its fire department to attend all fires within the said town area whenever it is notified of such fires, subject to the following conditions:

- A. Two or more fire calls received from the town officers or from property owners within the town area shall be answered in the order of their receipt unless the fire chief or other officers in charge of the fire department at the time otherwise direct.
- B. Road and weather conditions must be such that the fire run can be made with reasonable safety to the fireman and equipment of the Le Center Area Fire Commission. The decision of the fire chief or other officer in charge of the fire department at the time that the fire run cannot be made with reasonable safety to firemen and equipment shall be final.

This contract is executed in duplicate, each party has a copy, and each shall be deemed an original for all purposes.

IN WITNESS WHEREOF, The Le Center Area Fire Commission has caused this agreement to be executed by its Chairperson and the same to be attested by its Secretary by a resolution of the Township Board and has caused this agreement to be executed by its Chairperson and attested by its Town Clerk by resolution by the Town Board and the day and year first above written.

Le Center Area Fire Commission

Eugene Holich Chairperson

Attest: PA Polak Secretary

Township Of City of Le Center

County of Le Sueur

_____ Chairperson

Attest: _____ Township Clerk

2025 Budget Proposal

Expenses

Auto

Fuel	\$5,000
Truck Maintance	\$10,000
Truck Payments	\$69,000
Truck Insurance	\$8,200

Building Maintance	\$1,000
Caretakers	\$500
Secretary	\$500
Education	\$4,500
Equipment	\$10,000
Insurance	\$10,500
Office Supplies	\$125
Payroll	\$40,000
Postage	\$100
Utilities	

Gas & Electric	\$7,800
Telephone	\$1,775

Total	\$169,000
-------	-----------

Income

City of Le Center	50%	\$84,500	7000
Lexington Twsp	25%	\$42,250	3500
Cordova Twsp	17%	\$28,730	2380
Sharon Twsp	5%	\$8,450	700
Derrynane Twsp	3%	\$5,070	420

Proposed Budget

\$169,000

+ 14,000

AMBULANCE AGREEMENT

This AGREEMENT, made and entered into this 1st day of January, A.D. 2024, by and between the Le Center Volunteer Ambulance Service Inc., a non-profit corporation existing under the virtue of the laws of the State of Minnesota, and City of Le Center, Le Sueur County, Minnesota, a political subdivision of the State of Minnesota.

WHEREAS, the City of Le Center, Cleveland Township, Cordova Township, Derrynane Township, Lexington Township, and Sharon Township own and maintain an Ambulance for the purpose of furnishing Ambulance service to all person within the participating service area; and

WHEREAS, the payment of each political subdivision is as follows: City of Le Center \$43695.00, Cleveland Township \$1035.00, Cordova Township \$8145.00, Derrynane Township \$1755.00, Lexington Township \$11970.00, and Sharon Township \$4095.00; and

WHEREAS, a group of individuals have established in Le Center Ambulance Volunteers, which is a volunteer organization charged with the responsibility of rendering said ambulance service; and

WHEREAS, by the authority of the Le Center Ambulance Commission, a governing body of the Le Center Ambulance Volunteers Service Inc., the Le Center Ambulance Volunteers are authorized to attend and respond to all calls, both within and outside the participating service area, with the amount of fee being charged to be the distinguishing factor between within and outside calls; and

WHEREAS, it is in the best interest of the parties hereto that they jointly provide ambulance service for their constituents; and

WHEREAS, the Le Center Volunteer Ambulance Service Inc. is authorized by the statutes of the State of Minnesota to enter into agreements with other political subdivisions in the state for ambulance service and to collect a charge for the service.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE LE CENTER VOLUNTEER AMBULANCE SERVICE INC. AS FOLLOWS:

1. To furnish and keep in good condition sufficient ambulance, experienced drivers, and experienced attendants qualified in first aid work, together with, equipment and linens sufficient to equip and operate said ambulance in all emergencies as required by said participating service areas.
2. To promptly and efficiently answer and respond to all emergency calls when so requested.
3. To maintain an adequate paging service at the Le Sueur County Sheriff's Department and to have on duty at said page an attendant at all hours of the day or night to receive said emergency calls.
4. To operate said ambulance in accordance with the laws and ordinances of the State and the Le Center Ambulance Commission.
5. To indemnify and save harmless said participating service area (City or Township) from all loss occasioned by the operation of said ambulance for the maintenance of this service and in its behalf to keep the maintain an insurance policy with a standard collision provision which shall be approved by the Le Center Ambulance Commission.

THE CITY OR TOWNSHIP AGREES:

1. To pay the Le Center Volunteer Ambulance Service Inc. as compensation for all ambulance service furnished pursuant to this agreement, the sum of \$43695.00 dollars on or before the 31st day of December of each year the contract remains in force. The Le Center Ambulance Commission agrees to accept this sum in full payment for the use of its personnel and equipment and cost of any new equipment, compensation, ambulance attendants and the premiums on insurance, if any, purchased by the Le Center Volunteer Ambulance Service Inc. To indemnify itself for loss of or damage to any ambulance equipment while furnishing the ambulance services.
2. To make a city or township ambulance service tax levy or otherwise provide funds each year in amounts sufficient to pay the Le Center Volunteer Ambulance Service Inc. The compensation above agreed upon. The compensation is based on \$45.00 per household at the present time. The compensation may vary from year to year depending on the status of the household in the participating area. The rate for the City of Le Center is \$3,641.25 per month. The above rates are subject to change by the Le Center Ambulance Commission.

This contract shall be in force for a term beginning from the date it is executed by the duly authorized city or township officials and the Le Center Ambulance Commission Officers and ending on the 31st day of December, 2024.

This contract is executed in duplicate. Each party has a copy and each copy is deemed an original for all purposes.

Le Center Ambulance Commission

By 

ATTEST:

By 

Stanley D. Stocker

_____ of _____

County of Le Sueur, Minnesota

By _____

Title _____

ATTEST:

By _____

Clerk



Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

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

February 1, 2024

Dan Evans
City Administrator
10 Tyrone Street West
Le Center, MN 56057

RE: Proposal for GPS and GIS Professional Services
City of Le Center, MN

Dear Mr. Evans:

Per your request, Bolton & Menk is pleased to submit the following proposal for GPS and GIS Professional Services. Our proposal highlights a work plan that will both collect highly accurate locations of infrastructure as well as provide the city access to a mobile compliant web-based GIS application using the ArcGIS Online platform.

Geographical Information Systems (GIS) is a software platform for maintaining and delivering organizational spatial related data. While GIS can be thought of as a mapping tool, it also provides access to additional information pertinent to the object. This may include taxpayer information for parcels, cemetery management, scanned engineering plans, maintenance records, pipe sizes, or manhole depths for utilities. Having an accurate and well documented GIS allows organizations much more efficient retrieval of information as well as a tool that assists the transition of knowledge.

Bolton & Menk has a team of professional and knowledgeable GIS staff. We have been a part of more than 100 municipal GIS implementations in the Upper Midwest and are committed to providing a quality project for the City of Le Center. Some of the unique features and capabilities that set Bolton & Menk's GIS services apart from our competitors include:

- ArcGIS Online Implementation Expertise (Esri Business Partner)
- Extending ArcGIS Online for public information portals
- Free infrastructure mapping updates for projects performed by Bolton & Menk
- Cost savings for data collection by utilizing student interns

Thank you for the opportunity to provide you with this proposal. We look forward to continuing to advance the GIS capabilities with the City of Le Center.

Sincerely,
Bolton & Menk, Inc.

Adam Jacobs, P.E.
Principal Engineer



Contact Information

Bolton & Menk, Inc. • Adam Jacobs, PE, Principal Engineer • 1960 Premier Drive, Mankato, MN 56001 • P: 507-625-4171 • C: 507-995-5546 • adam.jacobs@bolton-menk.com

Bolton & Menk, Inc. understands the increasing role Geographic Information Systems (GIS) plays in the management of organizational data. We also understand that now, more than ever, organizations must work efficiently, cost effectively, and interdependently with each other. We recognize the value and broad potential GIS offers in helping clients attain these performance levels. When expertly applied, GIS elegantly converts creative ideas into tangible tools—tools that are illustrative and intuitive to the end user, helping them extract, manipulate, and analyze data with relative ease. Bolton & Menk has successfully completed several GIS projects for public clients; our understanding of the details and real-world applications sets us apart from other firms.

Bolton & Menk provides the following core technical GIS services:

- GIS Project & Technical Management
- GIS Web Application Development
- Geospatial Data Collection
- ArcGIS Enterprise & Online Implementation
- Desktop GIS Customization
- Data Automation & Analysis
- UAV Services & Remote Sensing



Bolton & Menk's GIS group employs a team of Certified GIS Professionals (GISP) and technicians with a variety of municipal and private sector GIS experience. Whether clients are interested in

developing new GIS initiatives or are looking to maintain and enhance their existing systems, our professionals have the expertise and experience to complement clients in meeting their goals. We have used the industry leading Esri GIS software platform since 1999, which provides flexibility to integrate with many business systems and data sources. We currently manage web GIS mapping applications and solutions for more than 100 communities and organizations.

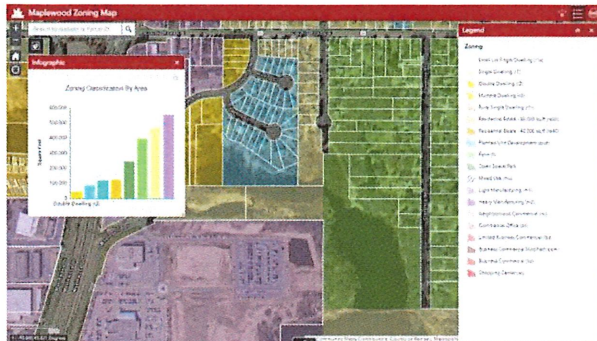
Bolton & Menk promotes and uses the most current Esri GIS software, including ArcGIS Pro, ArcGIS Online, and ArcGIS Enterprise. Bolton & Menk is proud to be an Esri Business Partner and understands that there is not a one size fits all for GIS solutions, so we help our clients choose and implement the right platform for their needs.

Project Understanding

Mapping and geographical information systems are only as accurate as the data rendered within. Currently, the utility mapping for the City of Le Center is based on recorded information which is schematic in nature. This means that while we believe the maps to be representative of current conditions, not all structures have been field verified or inventoried. After speaking with city staff, their goal is to have an accurate representation of all sanitary, storm sewer, and water distribution infrastructure. Our recommendation includes conducting a GPS collection, which is an effective way of collecting large amounts of spatial data for a GIS system. This creates both an accurate depiction of the existing conditions and serves as an infrastructure inventory.

Bolton & Menk recommends the use of the ArcGIS Online as the GIS platform of choice. The ArcGIS Online cloud-based platform will allow for Bolton & Menk to manage the city's GIS data and applications. Our GIS staff will develop a fully web-based GIS application on the ArcGIS Online platform for city staff access. ArcGIS Online is an ideal platform for a multi-agency editing scenario, it will allow city staff as well as our GIS staff to share in data editing. It will also allow for the city to deploy additional

applications and solutions intended for public consumption and targeted department data collection. Some examples of the public applications may include Story Maps, Citizen Problem Reporting and other web-based viewing applications.



Our project approach will outline tasks to adopting the ArcGIS Online from setup to user connections. Bolton & Menk will also provide additional project tasks in this proposal which include ArcGIS Online setup, existing data migration, GPS data collection, web map development, and ongoing GIS project support. Bolton & Menk's GIS team are experts in this platform and will consult the City of Le Center on the implementation of any new capabilities needed that are outside this project scope.

Project Approach – Base Project Tasks

Task 1 – Project Scoping & Communication

Upon project initiation, Bolton & Menk recommends a kickoff meeting with project stakeholders. This will provide for effective communication and project management services for the duration of the project. The kick-off meeting will accomplish the following objectives:

- Review and confirm the scope of the project
- Review available information relative to the project, including existing GIS data, CAD data, hard copy maps, and Excel spreadsheets
- Review and verify project schedule and availability of City staff for assistance.

Task 2 – ArcGIS Online Implementation

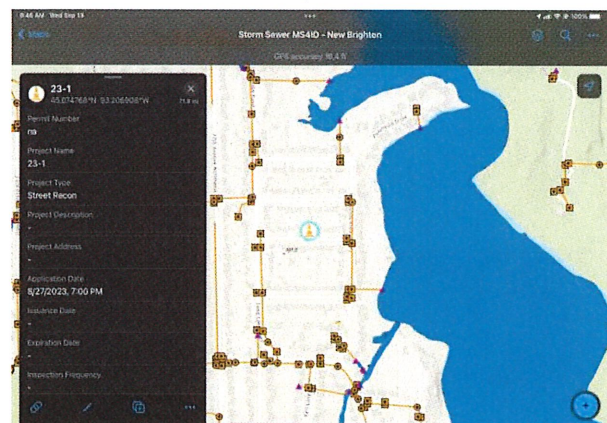
The City of Le Center already has an ArcGIS Online presence due to the 2023 deployment of the Lead Service Line Solution. Within this task, we will customize the deployment and initiate the setup of the platform. The city will initially have access via one administrative account and one viewer account, with the ability to add more users in the future. Our GIS staff will initiate the creation of organizational groups in which content and apps can be managed.

The city will be required to maintain their annual subscription to the ArcGIS Online platform. The current cost will be \$875 annually with the ability to add additional users from \$100-\$350 each depending on required capabilities.

All associated ArcGIS Online licensing fees will be paid directly to Esri based on their customer agreement with the City of Le Center.

Task 3 – GPS Data Collection & Mapping

Bolton & Menk will complete a GPS data collection of the sanitary, storm sewer and water distribution systems. All data collection will be done through the ArcGIS Field Maps application which is available through the ArcGIS Online platform. The ArcGIS Field Maps software will be used in conjunction with an EOS Arrow Gold mapping grade GPS data collector. On average, the accuracy achieved with these devices is less than 3-inch horizontal accuracy on center of each structure. Bolton & Menk staff will use existing schematic utility mapping as a guide during the collection. Structure types that are a part of this collection include manholes, catch basins, flared ends, hydrants, hydrant valves, outfalls, lift stations, valves, and other miscellaneous components. Water Curb Stops will not be part of the base collection but as an optional task which has been included in this proposal.



GPS collections can also incorporate attribute data to record a visual inspection. At this time, city staff has not indicated that structure inspections are required. The GPS units proposed for use in Le Center will be capable of taking photos and linking to the GIS point feature in GIS applications.

Bolton & Menk will provide trained staff and equipment for the GPS collection. We will also provide a live web-map showing collected points for the Le Center city staff to review and for quality assurance. As a cost saving advantage to the city, Bolton & Menk routinely uses summer interns to complete GPS collection work. The GPS collector interns are typically available from June 1 through August 31 annually.



Utility Mapping

Following the completion of the GPS collection, Bolton & Menk will initiate the utility mapping process to generate the pipe network. This will include using existing CAD drawings and maps as a guide to how the pipe networks are inter-connected with the GPS-collected structure locations. Any information that can easily be attained from existing maps including structure information, pipe size, pipe slope, material type, and year installed will be included as pipe attributes during the mapping process. All gravity pipes will be drawn based on the perceived direction of flow and will be topologically correct. Our GIS team will engage with city staff to help field investigate any question areas that require map revisions.

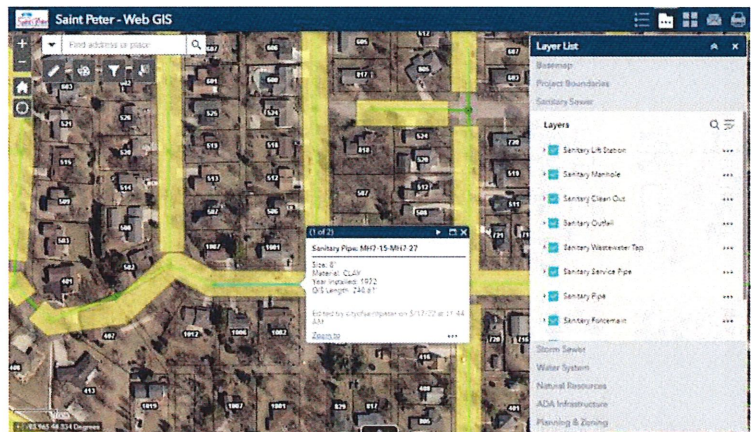
Task 4– Data Acquisition & Migration

Bolton & Menk will work with both the City of Le Center and Le Sueur County to obtain relevant publicly available data to display within the proposed mapping application. Specifically, Bolton & Menk will incorporate these City identified and available GIS layers:

- Publicly available imagery
- County parcel layer
- Zoning Map
- National Wetland Inventory
- FEMA Flood Zones
- Lidar Contours

Task 5 – ArcGIS Web App Builder Deployment

Bolton & Menk GIS staff will assist the City of Le Center to operationalize its GIS mapping by building a web-based mapping application for use on any device. Our GIS staff will coordinate the development of an ArcGIS Web App Builder application for use by city staff. This web-based application will be configured with out-of-the-box components that will allow for map and data sharing. This web-based mapping application will contain access to all GIS layers created in this project.



This web application will provide the most commonly used GIS functionality in a web-based interface and include the following, as core functions:

- Mailing label generation for both property address and taxpayer address
- Rental License Editing Functionality
- Selection and buffering tools
- Attributes exportable to Excel format
- Map Printing functionality
- Web markups for customizing maps
- Search mechanism for PID, owner name, property address and subdivision name
- Linking to Le Center Property Information webpage
- Password secured access for City staff and Bolton & Menk employees

Once finalized, Bolton & Menk will schedule a training session with designated City of Le Center staff. The training session lasts approximately two hours and will be accompanied by a reference guide. Our GIS staff will be available for any questions or on-going support.

Task 6 - Record Plan Scanning & Linking

Bolton & Menk will create a database of all available record drawings for the street and utility improvement projects on record in Le Center. All available plans will be scanned as PDF files at a minimum resolution of 200 dpi. Each scanned document will correlate to a shape on the map which defines the general limits of the project. The GIS layer will have the following fields which will be populated when the information is readily available: project name, project description, year project was constructed, number of sheets, type of project, project number, and a hyperlink to the PDF files. Once complete, the general project limits will be available on the Le Center web GIS application as a layer which can be displayed, queried, and will link to the associated scanned pdf document. We estimate a maximum of 50 plans to be included as part of this task.

On-Going Data Maintenance and Map Creation

A key to having a well-established and current GIS is consistent data maintenance. Following completion of tasks in this proposal, Bolton & Menk can support

the city with GIS data updates and additions. The cost to provide these updates and additions will be based on our current fee schedule and cost estimates will be provided as requested. Among the types of on-going data management services that may be advisable are:

- Adding new data layers
- Modifying existing layers based on new data provided by the city
- Zoning designation changes
- Utility map updates designed by others
- Linked file inclusion or updates
- Other data additions or updates
- Creating New Targeted Use Applications
- Creating Public Facing Applications

Bolton & Menk can provide additional scope for any new applications or layers the city may want to add.

Included Data Maintenance

Based on our ongoing relationship with Le Center, Bolton & Menk will provide annual Le Center County parcel updates with no separate GIS update fees. This includes any parcel and linked taxpayer data maintained by the county. Any public works improvement projects that Bolton & Menk designs and administers for the city will be updated and added to the web application as part of the project with no separate GIS update fees. These include:

- Acquisition of current parcel data from Le Sueur County
- Utility features (structures, pipes)
- Project boundaries
- Scanned record drawings



Optional Tasks

GPS Data Collection – Curb Stops

Bolton & Menk will work with city staff to collect all water curb stops within city limits. In order to complete this task, it is required that city staff locate and mark curb stop locations by flag or paint. Bolton & Menk will then send our GPS collection staff to collect all features which have been identified for collection. Based on current estimates we expect approximately 1,300 total curb stops will be collected

Project Schedule

With initial and consistent emphasis on completing project tasks and commitment of the necessary staff, Bolton & Menk is prepared to deliver this work in a timely manner to the City of Le Center. The expected timeframe for completing this project will be six months from start of GPS collection. Project completion timeframe will be subject to GPS collection schedule; any delays can extend the full project completion date. The GPS Collection Intern which has been included in this proposal is available from June 1 through August 31.

Project Cost

The following spreadsheet demonstrates the breakdown of tasks and costs for services to be provided on this project. Any additional tasks requested by the City of Le Center and outside the scope of this scope and fee letter will be performed at our regular hourly fee schedule rates, to be updated annually in consultation with the city. The total estimated project cost for Bolton & Menk to provide base project tasks to the City of Le Center as outlined in this document is approximately **\$47,444**. The optional GPS data collection for curb stops is approximately **\$9,772**. ArcGIS Online subscription costs are estimated to be an additional **\$1,200 annually**.

Detailed Cost Estimate

Client: City of Le Center, MN		
Project: GPS & GIS Professional Services		
Task No.	Work Task Description	Total Cost
1.0	Project Scoping & Communication	\$782
2.0	ArcGIS Online Implementation	\$1,206
GPS Data Collection & Mapping		
3.1	Sanitary Sewer System	\$10,075
3.2	Storm Sewer System	\$11,203
3.3	Watermain System	\$14,595
4.0	Data Acquisition & Migration	\$3,665
5.0	ArcGIS Web App Builder Deployment	\$2,896
6.0	Record Plan Scanning & Linking	\$3,022
Total Fee		\$47,444

Optional Tasks		
1.0	GPS Data Collection - Curb Stops	\$9,772
Total Fee		\$9,772

**CITY OF LE CENTER
RESOLUTION NO. 2024E**

**A RESOLUTION TO APPROVE THE PURCHASE OF GPS & GIS PROFESSIONAL
SERVICES**

WHEREAS, the City Council of the City of Le Center recognizes the critical importance of accurate and up-to-date mapping of underground utilities for infrastructure planning, maintenance, and safety; and

WHEREAS, the City acknowledges the limitations of relying solely on outdated as-built maps for identifying underground utilities, which may be inaccurate, incomplete, or outdated; and

WHEREAS, the City understands the necessity of employing modern technology such as GPS (Global Positioning System) and GIS (Geographic Information System) for precise mapping and management of underground utilities; and

WHEREAS, the City recognizes the potential for integrating multiple layers of geographic data, including but not limited to parks, trails, zoning districts, subdivisions, annexes, and tree inventory, into the underground utilities mapping project, thereby creating a comprehensive and multi-functional GIS database for effective land management and urban planning; and

WHEREAS, Bolton and Menk, a reputable professional services firm specializing in GPS and GIS technologies, has presented a comprehensive proposal for mapping all underground utilities within the City of Le Centers corporate limits; and

WHEREAS, Bolton and Menk's proposal offers the expertise, technology, and resources necessary to accurately identify, document, and update the location and attributes of underground utilities using advanced GPS and GIS techniques; and

WHEREAS, the completion of this mapping project will enhance the City's ability to make informed decisions regarding infrastructure development, maintenance, and emergency response.

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

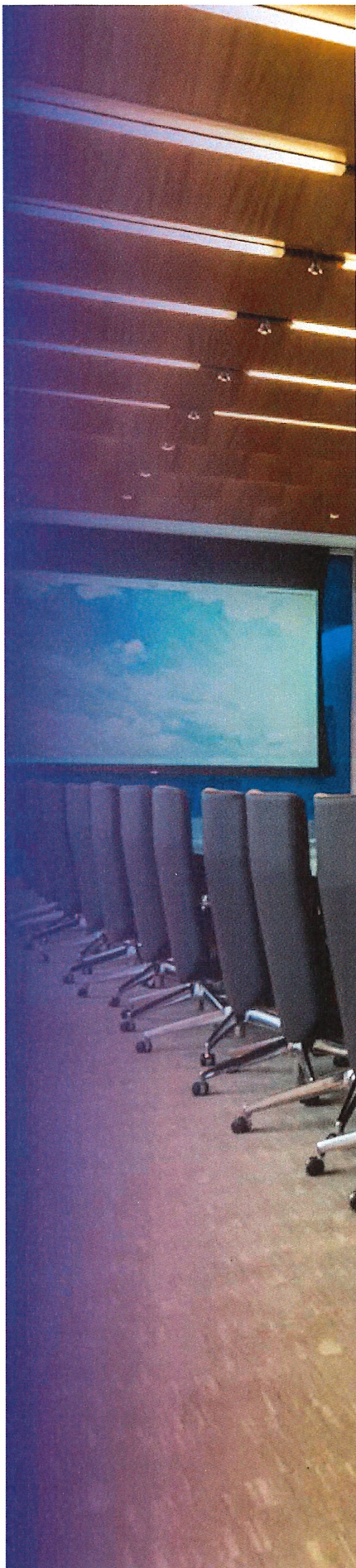
1. The City hereby approves the purchase of GPS and GIS professional services from Bolton and Menk for the purpose of mapping all underground utilities within the City's corporate limits.
2. The City authorizes the allocation of America Rescue Plan Act (ARPA) funds in the amount of \$47,444 to cover the costs associated with the mapping project, as outlined in Bolton and Menk's proposal.

Adopted by the City Council of Le Center, Minnesota this 13th day of February 2024.

Christian Harmeyer, Mayor

Attest:

Dan Evans, City Administrator



PROJECT PROPOSAL

DATE: January 29, 2024

SUBJECT: Council Chambers

City of Le Center
10 Tyrone St W
Le Center, MN 56057

PROJECT ADDRESS:

City Of Le Center
Dan Evans
10 Tyrone St W
Le Center, MN 56057

PREPARED BY:

EPA Audio Visual, Inc.
7910 Highway 55
Rockford, MN 55373
763-477-6931

Account Manager:
Systems Engineer:

Quentin McDermid
Matt Peterson

SUBJECT: Council Chambers

City of Le Center - Dan - Council Chambers - 012924

Based on the information given and site visit, we have prepared this proposal to install the audio visual system at the City of Le Center. This proposal includes the scope of work, system costs, standard warranty, scheduling, and implementation.

EPA Audio Visual, Inc. is a premier communication technology integration firm. We specialize in design and design/build A/V solutions as well as A/V technology upgrade solutions for integrated multimedia presentation systems, audio systems, distributed media, video conferencing, and portable systems.

Scope of Work

Council Chambers:

During the proposed installation EPA Audio Visual, Inc. will be incorporating a presentation system.

Video:

- A pair of 85" displays will be wall-mounted at the front and side of the room.
- Input sources will include a wireless presentation system.
- The output of the wireless presentation will be split to feed both monitors with the same signal.

Notes:

- *Construction and electrical requirements necessary to complete this project are not included in the proposal. A general and electrical contractor may have to be contracted by the owner.*
- *Customer will need to provide a duplex receptacle at the display location.*
- *Customer will need to provide network connections at appropriate locations.*

System Implementation

EPA provides a turnkey audio visual system, including equipment, materials, testing, training and warranty. Installation includes engineering, labor, and hardware for display, audio, video, control systems, equipment rack, equipment mounting, plates, panels, connectors and cables. The following items are dependent on project requirements:

Application Engineering:

- Meet with the client's representatives to answer questions during proposal and project reviews.
- Develop and review equipment lists and scope of work to ensure functionality of proposed system.
- Advise conduit and electrical requirements when applicable.
- Review architectural, electrical, and millwork drawings.
- Recommend or review acoustical changes or requirements.
- Provide speaker placement for proper coverage.

Project Management:

- Meetings with client's technical/contract representatives to answer questions and/or resolve issues.
- Coordinate installation process, system implementation, monitoring, and submittal review with client and their contractors.
- Stage equipment and materials at our location.
- Submit owner's manuals and equipment documentation upon request.
- Supervise end user training on systems.

Installation Labor:

- Terminate and label AV system cable that is part of our project.
- Mount/rack AV equipment as specified in the scope of work.
- Adjusting and balancing audio gain settings, equalization, and DSP configuration.
- Assure that the system meets design criteria and functions per the scope of work.
- Site clean-up, disposal of packaging, etc. This does not include existing equipment recycling.
- Pricing is based upon standard business hours of 8:00 a.m. until 4:30 p.m. CST Monday through Friday. Second and third shifts may require additional labor unless a prior agreement has been made.
- Proposed labor assumes all rooms and impacted spaces will be available during the entirety of the project to allow for consecutive scheduling.

Exclusions:

- All conduit, high voltage wiring, breakers, relays, boxes, receptacles, etc.
- Building, site construction, or demolition.
- Concrete cutting, core drilling etc.
- Sheet rock replacement or repair necessary for implementation of AV system.
- Ceiling tile or grid work removal or replacement.
- All millwork (moldings, trim, etc.).
- Permits, bid bonds, performance/payment bonds, etc. (unless specified in contract).
- Painting or refinishing necessary for implementation of AV system.

System Costs

The system costs include the provision of equipment, hardware, cable, connectors, etc., as well as all engineering, project management, and field installation labor necessary to provide a complete operational system as described above.

Video Equipment:

Qty	Brand	Model and Description	\$Each	\$Extended
2	Sony	FW-85BZ30L, 85" 4K/UHD HDR Pro Bravia Display 440 nit	3,119.63	6,239.26
2	Chief	XTM1U, X-Large Fusion Micro-Adjust Tilt Mount	338.00	676.00
1	Barco	R9861613USB2, ClickShare CX-30 Meeting Room Wireless Conference System	2,278.00	2,278.00
1	Liberty	DL-HD12-H2, 18G 4K60 4:4:4 1x2 HDMI Splitter	83.00	83.00
1	Liberty	HALO-HCP15M, 18G HDMI 2.0 4K60 4:4:4 Plenum Rated Active Optical Cable	238.00	238.00
1	Liberty	HALO-HC02M, 6' High Speed 18G HDMI Cable	16.00	16.00

Summary	\$Totals
Equipment Total:	9,530.26
Installation Materials:	450.00
Installation Labor/Project Management:	2,340.00
Design/Engineering:	280.00
Shipping:	476.00
Project Total:	13,076.26

- Sales Tax not included, if applicable.
- This proposal is valid for 30 days. Thereafter it is subject to change.
- Proposed labor assumes all rooms and impacted spaces will be available during the entirety of the project to allow for consecutive scheduling. Change Orders will be executed if a project PO is already issued and changes to the schedule occur.

Payment Schedule

All payments are due Net-30 days from date of delivery on equipment with an active account. All others will be required to pay fifty percent (50%) upon order and the balance at completion of the project. If there is a delay in scheduling due to room availability, electrical, construction, etc., equipment will be billed at that time. Should delays occur with specific products from our vendors preventing the completion of a project, delivery and partial billing of any received equipment and/or labor shall occur or could be subject to manufacturer price increase. Payment(s) can be made in the form of EFT's, Check or Credit Card. If a Credit Card is used, it must be presented at the time of order and will be subject to a 3% processing fee. Credit Cards may not be used after a project has been invoiced on Net terms.

Remit and Order Address: (All payments must be mailed to address below)

EPA Audio Visual, Inc.
7910 State Hwy 55
Rockford, MN 55373

All Purchase Orders should be submitted to: Orders@epaaudio.com | (763) 477-4395 Fax

Standard Warranty

- EPA warrants the audio visual system furnished to be free from defects in workmanship (i.e. cables, connections, structures) failure for a period of one (1) year from the date of acceptance or first beneficial use, whichever occurs first. Warranty service for such defects will be handled in a reasonable and timely manner from the time of notification to EPA by the owner or their agent.
- Warranty applies only to equipment sold on contract through EPA Audio Visual, Inc. and does not include existing or owner-furnished equipment.
- EPA will provide a 24-hour support phone number. It will be determined at the time of the call if a service technician will be required to make a service call. If a service call is needed, a service technician will be sent to the owner's location within a reasonable amount of time.
- Warranty period on equipment shall start on the day of installation of equipment.
- Manufacturer's equipment warranties are of varying lengths (usually 90 days to 3 years).
- EPA will warrant equipment for the term established by the manufacturer.
- Warranty does not apply to any product that has been subject to misuse, neglect, accident, changes in external or internal settings, reconfiguration of the wiring, or operational error.
- Owner changes to network, computers, peripherals, voice/video servers, or infrastructure requiring the reconfiguration of the audio visual equipment after system deployment is not covered under the standard warranty.

Implementation Team

Quentin McDermid, (763) 477-6931 will serve as your **Account Manager** and will provide primary coordination of systems and equipment recommendations and pricing for the project.

Matt Peterson, (763) 477-6931 will serve as **Project Engineer** and will oversee the various disciplines within the EPA team.

Other members of the EPA technical and administrative staff will be utilized as required for the project.

Summary

We are confident that our participation in your project will contribute to its success. We appreciate the opportunity to submit this proposal package and look forward to your authorization to proceed.

Sincerely,



Quentin McDermid
Regional Sales Manager
EPA Audio Visual, Inc.

Customer or Authorized Representative:

Your signature below acknowledges you have read and agree to the stated proposed information and authorize EPA Audio Visual, Inc. to proceed with the project.

Signature

Print Name

Title

Date

Project Total: \$13,076.26

- **Sales Tax not included, if applicable.**
 - **This proposal is valid for 30 days. Thereafter it is subject to change.**
- City of Le Center - Dan - Council Chambers - 012924

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- Copyright pertains to equipment list, design, function, drawings, graphics, overlays, programming, layouts etc. related to this proposal.
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- If extra copies of the document or drawings are necessary, a written request can be made to EPA Audio Visual, Inc.

**CITY OF LE CENTER
RESOLUTION NO. 2024F**

A RESOLUTION TO APPROVE THE PURCHASE OF AN AUDIO VISUAL SYSTEM

WHEREAS, the City Council of the City of Le Center recognizes the importance of leveraging modern technology to enhance transparency, accessibility, and engagement in city governance processes; and

WHEREAS, the City acknowledges the need for an audio visual system in the council chambers to facilitate effective communication, presentation, and information dissemination during city council meetings; and

WHEREAS, EPA Audio Visual Inc., a reputable provider of audio visual solutions, has presented a proposal for the installation of an audio visual system tailored to the specific needs of the council chambers; and

WHEREAS, the proposed audio visual system includes visual displays capable of showcasing presentations, agendas, and relevant documents, thereby enhancing the ability of council members, staff, and citizens to follow and participate in city council meetings.

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

1. The City hereby approves the purchase of an audio visual system from EPA Audio Visual Inc. for installation in the council chambers to enhance technology and communication during city council meetings.
2. The City authorizes the allocation of America Rescue Plan Act (ARPA) funds in the amount of \$13,076.26 to cover the costs associated with the purchase, installation, and integration of the audio visual system as outlined in the proposal.

Adopted by the City Council of Le Center, Minnesota this 13th day of February 2024.

Christian Harmeyer, Mayor

Attest:

Dan Evans, City Administrator

Computer Technology Solutions,
Inc.
200 Belgrade Ave.
North Mankato, MN 56003
(507) 388-3880



Bill To:
City of Le Center Attn: Dan Evans 10 W Tyrone St. Le Center, MN 56057

Date	Invoice
01/15/2024	131620

Terms	Due Date	PO Number	Reference
Net 30 days	02/14/2024		

Project Name	Environment Stabilization			
Billing Type	Standard			
Company Name	City of Le Center			
Other Charges	Quantity	Price	Amount	
Fixed Fee			\$8,960.00	
Total Other Charges:			\$8,960.00	
Make checks payable to Computer Technology Solutions, Inc.		Invoice Subtotal:	\$8,960.00	
		Sales Tax:	\$0.00	
		Invoice Total:	\$8,960.00	
		Payments:	\$0.00	
		Credits:	\$0.00	
		Balance Due:	\$8,960.00	

Office Hours: M-F 8:00am - 5:00pm
For billing questions, please contact Accounts Receivable at accountsreceivable@yourcts.com

All invoices include a 3% cash/check payment discount. Payment by credit/debit card shall result in forfeiture of this discount.

Computer Technology Solutions,
Inc.
200 Belgrade Ave.
North Mankato, MN 56003
(507) 388-3880



Bill To:
City of Le Center Attn: Dan Evans 10 W Tyrone St. Le Center, MN 56057

Date	Invoice
01/15/2024	131621

Terms	Due Date	PO Number	Reference
Net 30 days	02/14/2024		

Project Name	New VIP Customer			
Billing Type	Standard			
Company Name	City of Le Center			
Other Charges	Quantity	Price	Amount	
Fixed Fee			\$1,890.00	
Total Other Charges:			\$1,890.00	
Make checks payable to Computer Technology Solutions, Inc.		Invoice Subtotal:	\$1,890.00	
		Sales Tax:	\$0.00	
		Invoice Total:	\$1,890.00	
		Payments:	\$0.00	
		Credits:	\$0.00	
		Balance Due:	\$1,890.00	

Office Hours: M-F 8:00am - 5:00pm
For billing questions, please contact Accounts Receivable at accountsreceivable@yourcts.com
All invoices include a 3% cash/check payment discount. Payment by credit/debit card shall result in forfeiture of this discount.

**CITY OF LE CENTER
RESOLUTION NO. 2024G**

**A RESOLUTION TO APPROVE THE USE OF ARPA FUNDS FOR TECHNOLOGY
STABILIZATION PROFESSIONAL SERVICES**

WHEREAS, the City Council of the City of Le Center acknowledges the importance of leveraging ARPA funds to address technological needs and enhance the resilience of municipal services in the wake of the pandemic; and

WHEREAS, Computer Technology Solutions (CTS), a reputable technology services provider, has performed professional services specifically designed to stabilize and enhance the technological infrastructure of the municipality; and

WHEREAS, the technology stabilization services offered by CTS include but are not limited to cybersecurity enhancements, network optimization, software upgrades and hardware upgrades. which are essential for ensuring the reliability, security, and efficiency of municipal operations.

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

1. The City authorizes the allocation of America Rescue Plan Act (ARPA) funds in the amount of \$10,850.00 to cover the costs associated with the technology stabilization services provided by CTS.

Adopted by the City Council of Le Center, Minnesota this 13th day of February 2024.

Christian Harmeyer, Mayor

Attest:

Dan Evans, City Administrator

City of Le Center

Snow Plowing, Snow Removal and Ice Control Policy

1. Determination of Need and Introduction

The City of Le Center has determined it is in the best interest of the residents that the City assume basic responsibilities for the control of snow and ice on those streets under the jurisdiction of the City. Appropriate and timely snow and ice control is necessary for emergency services as well as routine travel. Providing this service in the most cost effective and efficient manner is a discretionary decision of the Le Center City Council. The City will utilize city employees, equipment and/or contract services as deemed appropriate to provide this service. Therefore, this policy shall be the guiding document for providing direction and basic guidelines for City employees and residents based upon the availability of resources for the purpose of control of snow or ice on City streets.

The City of Le Center has approximately 26 miles of streets under its jurisdiction. This policy is intended to provide guidelines for snow and ice control operations on the public streets as identified within its jurisdictional boundaries.

2. Commencement of Operations

Snow plowing and/or ice control operations shall commence under the discretion of the Public Works Superintendent. In the absence of the Superintendent, a designated representative shall determine at what point in time the operations shall commence, and to what extent.

The basis of commencing snow and ice control operations shall be as follows:

- a. Snow accumulation of 1" or more with continuous accumulation, warrants the mobilization of plowing operations.
- b. The drifting of snow may warrant the mobilization of partial or complete plowing operations, depending on weather conditions.
- c. Icing of public streets may warrant the mobilization of partial or complete ice control operations, depending on weather conditions.

- d. The Public Works Superintendent, or designated representative, shall determine the time to start operations and the extent of such operations.

Inclement weather forecasts for late afternoon or evening hours may be the basis for the Public Works Superintendent splitting a shift and sending crews home in order to be called out later in the evening. Likewise, inclement weather conditions in the morning hours may be the basis for requiring crews to report for duty at a later time than under normal weather conditions.

3. Suspension of Operations

Snow and ice control operations shall continue until all public streets are with an initial access path. Widening and clean-up operations may continue immediately or on the following regular work day depending on conditions and circumstances. The safety of the crews and the public is equally crucial. For this reason, snow and ice control operations may be suspended or terminated following 10-12 of continuous man hours to allow crews adequate time for rest. There may be circumstances where this is not possible depending on storm conditions and other circumstances. Operations may also be suspended or terminated due to weather conditions of limited or zero visibility. Decisions to suspend or terminate snow and ice control operations shall be made at the discretion of the of the Public Work Superintendent and such decisions shall be based on the current or forecasted weather conditions.

4. Plow Routes and Sequencing

Municipal streets, parking lots and ice rinks under the jurisdiction of the City of Le Center shall be affected by this policy. Municipal parking lots and rinks shall be cleared by municipal crews. However, such facilities may be cleared in conjunction with street routes or after street routes have been completed.

The Public Works Superintendent has the responsibility of determining plow routes and the sequencing of operations. The Superintendent shall retain the latitude to adjust route assignments or sequencing based on the weather conditions, availability of equipment, or additional conditions.

5. Level of Service

The intent of this policy is to provide safe winter driving conditions appropriate for the mode of travel necessary on municipal roadways. The level of service described herein shall be considered a guideline with the

understanding that immediately following inclement weather, the level of service provided may be less than described herein and may vary across the municipality depending on conditions and other circumstances. Streets shall be plowed and/or sanded to provide intersection approaches and curves to be as safe as conditions allow. Gravel and dirt road services shall be plowed to provide a hard packed surface with sand spread as necessary for traction. A minimum of conditions shall be utilized in order to achieve the conditions stated and to provide adequate stock of salt or sand.

In the event of light to moderate snowfalls streets will be plowed to full width as soon as possible following the first pass. In the event of heavier snowfall, streets shall be cleared as wide as possible at initial pass and plowed to full width as the intensity of the inclement weather lessens. Following all passes, clean-up operations shall commence and include the clearing of intersections and snow storage of areas along corners and boulevards. It is the intent of the City of Le Center to complete initial plowing and widening operations within twenty-four (24) hours of cessation of inclement weather. Clean-up operations shall be completed within twenty-four (24) hours for light to moderate snowfall and within seventy-two (72) hours for heavy snowfall.

6. Parking Restrictions

On street parking is not compatible with efficient and effective snow plowing and removal operations. Vehicles left parked on streets for extended periods of time hinder snow removal operations and create safety conditions of packed ice and snow around the perimeter of the vehicle. The practice of ticketing and towing these vehicles may concur in conformance with City Ordinances. Additionally, following measurable accumulations of snow, the City may find it advisable to prescribe parking restrictions to facilitate snow plowing and removal operations.

7. Snow Removal

Specified locations within the City of Le Center shall require additional service following the cessation snow plowing operations. This shall be referred to as “snow removal”. Snow removal hereinafter will be defined as the loading and truck mobilization of snow to an approved site under the direction and discretion of the Public Works Superintendent or designated representative. This service shall be provided when there is no area specified for snow storage.

Snow removal operations begin within twenty-four (24) hours following the cessation of snow plowing.

At present these areas of the City shall be affected by a snow removal emergency:

The Downtown Business District:

- a. Minnesota Street from ~~Montgomery-Cordova~~ Avenue to ~~Kilkenny~~ ~~Maple~~ Avenue
- b. Sharon Street from Waterville Avenue to Lexington ~~Street-Avenue~~
- c. Tyrone Street from Waterville Avenue to ~~Lexington-Street~~~~Kilkenny~~ ~~Avenue~~
- d. Waterville Avenue from Sharon Street ~~to Washington Street~~
- e. Park Avenue from ~~Tyrone-Washington~~ Street to Ottawa Street
- f. ~~Lexington Street-Avenue~~ from ~~Minnesota-Washington~~ Street to ~~Sharon~~ ~~Derrynane~~ Street
- f.g. ~~Washington Street from Lexington Avenue to School Cul-de-sac~~
- g.h. ~~The radii of intersections to permit improved visibility and facilitate spring run-off.~~

All of the above-mentioned areas may require snow removal operations. The Downtown Business District may be service at a greater frequency with remaining areas of the City serviced at the discretion of the Public Works Superintendent.

8. Property Damage

Even under the best of circumstances and care on part of the operators, damage to public and private property may occur during the course of snow and ice control operations. Most damage occurs within the City right-of-way which extends approximately fifteen (15) feet beyond the physical location of the curb. The intent of the right-of-way is to provide area for snow storage, public utilities, boulevard trees, sidewalks and other municipal uses.

With the exception of mailboxes, the City shall not accept responsibility, nor shall the City make restoration to, private improvements within any platted right-of-way. The City shall repair, replace, or reimburse a resident for any damages to mailboxes in those instances where the City is responsible for the damage. The City reserves the right to specify under what circumstances the damage is the responsibility of the City and when it shall be the responsibility of the property owner. The City will repair mailboxes that have been damaged by the plow blade or other municipally-owned implement. It is assumed that mailboxes and street lights shall be constructed sturdy-enough to withstand the weight of snow rolling off a blade or wing. Therefore, damage resulting from snow is the responsibility

of the resident. The City shall have the discretion of repairing, replacing or reimbursing for the cost of materials when it is in the best interest of the City to do so. Lawns damaged by the City shall be repaired by topdressing and seeding and residents are encouraged by assist the City with these repairs.

In the instance the homeowner and the City disagree about the source and responsibility of the damages, the Administration and/or the Police Department shall have the discretion to determine whom is responsible.

9. Property Damage

Inclement weather creates numerous inconveniences. This policy has identifies streets, parking lots and ice rinks that the City of Le Center shall be responsible for clearing.

However, residents shall have certain responsibilities. These shall include the clearing of private driveways and sidewalks in addition to municipal sidewalk adjacent to private property. Additionally, residents shall clear areas for trash pick-up, mailbox delivery and fire hydrants adjacent to their property. These areas shall be cleared without depositing any snow onto the street. The City shall not clear private driveways, sidewalks or sidewalks located within the public right-of-way.

Snow plowing may cause additional snow to be deposited in driveway approaches and around roadside obstacles. Because it is not possible to eliminate this situation, residents shall have the responsibility to clear their own driveways following any pass of the snow plow.

Complaints regarding snow and ice control or damage shall be taken by the administrative office during normal business hours and handled in accordance with the City complaint procedure. High priority complaints, those involving access to private property or others requiring immediate attention, shall be handled on a priority basis. Response time to complaints shall not exceed twenty-four (24) hours if filed within the normal work week. It is the intent of the City that all complaints be handled in a timely manner and all residents be treated uniformly. All complaints in relation to the City Snow and Ice Control Policy shall be logged and this policy shall be revised as necessary in consideration of the constraints of City resources.

Snow removal Area

