



New Richland City Council Regular Meeting Agenda September 25th, 2023

Agenda:

- 6:30 **Call to Order**
 Roll Call
 Pledge of Allegiance
 Approve Agenda

Consent Agenda Items

Items listed on the Consent Agenda are considered routine and non-controversial by the City Council. There will be no separate discussion of these items unless requested by the City Council.

1. Approve Minutes from the 9/11/23 regular City Council Meeting
2. Approve August 2023 Check Register
3. Approve August 2023 Financials

Public Comments

Notice: We welcome the attendance of residents of the City of New Richland to the City Council meetings. Any resident of the City of New Richland may request permission to speak at a regular scheduled council meeting on any topic that is relevant to the operation of the city. Any resident wishing to address the city council shall either call City Hall and request to be put on the agenda or they can sign-up 10 minutes prior to the start of the meeting. At the discretion of the mayor, the speaker may address the topic either during the public portion of the meeting or at the time the item is being addressed by the council. The mayor will call upon the speaker at the appropriate time. Speaker shall state their name and topic to be addressed. Residents are expected to use proper etiquette, decorum and respect when addressing the council.

Request and Presentations

1. Waseca County – Administrator & Commissioners

Public Hearings

1. 6:35pm – VRBO Ordinance

Ordinances and Resolutions

1. Ordinance 360: VRBO Ordinance
2. Resolution 23-16: A Resolution Updating the City Fee Schedule
3. Resolution 23-17: A Resolution Adopting the 2024 Preliminary Budget

Department Reports

1. Care Center Report – Bob Johannsen, Care Center Administrator
2. People Service Report – Shell Johnson
3. Street/Maintenance Report – Eric Hendrickson, Maintenance Lead

Unfinished Business

1. 2024 Preliminary Budget – Final Comments
2. Keeping of Chickens

New Business

1. FT Police Officer Position

Miscellaneous

Administrators Report

Mayor/Council Comments

Adjournment

The next Regular City Council meeting will be held on Monday October 9th, at 6:30 pm



New Richland City Council Regular Meeting Minutes

September 11th, 2023

Members Present

Loren Skelton
Jason Casey
Jody Wynnemer
Janda Ferguson

Staff Present

Anthony Martens-City Administrator
e Tanyce Bruegger-Chief of Police

Others Present

Pam Goehring
Jessica Lutgens
e Brenda Routh

Larry Goehring
Melissa Gregg

Members Absent

Chad Neitzel

The meeting was called to order by Deputy Mayor Loren Skelton at 6:30 p.m.

Roll Call - All members present except Chad Neitzel

Pledge of Allegiance

A moment of silence was observed for those that lost their lives on 9/11 and for the Neitzel family

Approval of Agenda

- Motion made by Janda Ferguson and seconded by Jason Casey to approve the agenda.
Carried (3 yes, 0 no)

Consent Agenda

- Motion made by Jason Casey and seconded by Janda Ferguson to approve the consent agenda.
Carried (3 yes, 0 no)

Public Comments

- None

Requests and Presentations

1. Melissa Gregg
 1. Asked the council to reconsider allowing chickens in the City of New Richland

Public Hearings

- None

Ordinances and Resolutions (see attached)

- None

Reports

1. Ambulance Report – In Writing
 - Ambulance report was presented in writing by Ambulance Director Sundve
 - Motion was made by Janda Ferguson and seconded by Jason Casey to approve the Ambulance Department report. Carried (3 yes, 0 no)
2. Fire Department Report – In Writing
 - Fire Department report was presented in writing by Chief Moen
 - Motion made by Jody Wynnemer and seconded by Janda Ferguson to approve the Fire Department report. Carried (3 yes, 0 no)



New Richland City Council Regular Meeting Minutes

September 11th, 2023

Reports Continued:

3. Police Department Report – Chief Bruegger
 - Police Department report was presented in writing by Chief Bruegger.
 - Motion made by Jason Casey and seconded by Janda Ferguson to approve the Police Department report. Carried (3 yes, 0 no)

Unfinished Business

1. City Website
 - Motion was made by Janda Ferguson and seconded by Jason Casey to migrate the City website to a new provider, Town Web. Carried (3 yes, 0 no)
2. 2024 Health Insurance
 - Administrator Martens provided an update on the City's health insurance for this year and going into 2024
3. 2024 Budget
 - Administrator Martens provided an overview of the 2024 budget and discussed preliminary figures that will be adopted at the next council meeting.

New Business

1. Legion Field Scoreboard
 - a. Motion made by Jason Casey and seconded by Jody Wynnemer to approve the purchase and down payment of a scoreboard for Legion Field by utilizing up to \$10,500 in donated funds. Carried (3 yes, 0 no)
2. Concession Stand Surplus Stock
 - a. Motion made by Jason Casey and seconded by Jody Wynnemer to approve the donation of surplus stock to the school to use in their concession stand. Carried (3 yes, 0 no)

Miscellaneous

Administrators Report

- Administrator Martens provided a report in writing to the council on tasks completed since last meeting.

Mayor/Council Comments

Adjournment – Motion for adjournment made by Jody Wynnemer and seconded by Janda Ferguson. Carried (3 yes, 0 no) 7:14 p.m.

Submitted by,

Anthony Martens
City Administrator

CITY OF NEW RICHLAND

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*Check Summary Register©

AUGUST 2023

	Name	Check Date	Check Amt	
10100	GENERAL CHECKING			
4687e	ISOLVED	8/2/2023	\$13,787.10	8-2-23 Payroll
4688e	PERA	8/2/2023	\$1,917.30	8-2-23 Payroll
4689e	NATIONWIDE	8/2/2023	\$215.00	8-2-23 Payroll
4690e	ISOLVED	8/10/2023	\$5,479.40	July 2023 Ambulance Payroll
4691e	NATIONWIDE	8/10/2023	\$65.00	July 2023 Amb Deductions
4692e	WORKPLACEPRO	8/7/2023	\$146.35	AMBULANCE SHIRTS
4693e	TRIZETTO PROVIDER SOLUTIO	8/7/2023	\$65.50	
4694e	WEX HEALTH INC	8/8/2023	\$11.00	ERIC HENDRICKSON
4695e	TELEDYNE	8/8/2023	\$1,186.62	FIX TESTING EQUIPMENT
4696e	MULTI REGIONAL TRNG CENTE	8/8/2023	\$189.00	9 CPR CARDS
4697e	MINNESOTA REVENUE	8/10/2023	\$1,116.00	July 2023 Sales Tax
4698e	ISOLVED	8/16/2023	\$13,864.09	8-16-23 Payroll
4699e	PERA	8/16/2023	\$1,747.69	8-16-23 Payroll
4700e	NATIONWIDE	8/16/2023	\$215.00	8-16-23 Payroll
4701e	POSTMASTER	8/15/2023	\$350.28	AUG WATER BILLS
4702e	AMPION	8/16/2023	\$1,073.14	6/1/23-6/30/23
4712e	POSTMASTER	8/17/2023	\$16.68	aug water bills
4713e	ISOLVED	8/30/2023	\$11,195.65	8-30-23 Payroll
4714e	PERA	8/30/2023	\$1,959.85	8-30-23 Payroll
4715e	NATIONWIDE	8/30/2023	\$215.00	8-30-23 Payroll
4716e	AMAZON.COM	8/29/2023	\$169.30	HDMI CABLE 10 FT
4717e	AMAZON.COM	8/29/2023	\$14.39	RIG RITE MARINE 3" RIBBING
4718e	AMAZON.COM	8/29/2023	\$15.94	PPWER BEAR 4K HDMI
4719e	AMAZON.COM	8/29/2023	\$268.98	TP-LINK DECO POWERLINE MESH WIFI
4720e	AMAZON.COM	8/29/2023	\$29.98	COUCIL ROOM WALL CLOCK
4721e	AMAZON.COM	8/29/2023	\$33.98	BLOOD PRESSURE CUFF
4722e	AMAZON.COM	8/29/2023	\$119.46	EYE WASH, SAFETY SLIP TAPE, SAFETY S
4723e	ISOLVED	9/8/2023	\$4,949.44	August 2023 Ambulance Payroll
4724e	NATIONWIDE	9/8/2023	\$65.00	Ambulance Pay Deduction
4725e	TRIZETTO PROVIDER SOLUTIO	9/6/2023	\$65.60	AMB BILLING
4726e	AMAZON.COM	9/7/2023	\$22.49	FEMALE CABLE
4727e	AMAZON.COM	9/7/2023	\$19.98	MALE TO FEMALE CABLE
4735e	STATE BANK OF NEW RICHLAN	9/19/2023	\$1.00	MONTHLY SERVICE FEE
4738e	AMAZON.COM	8/21/2023	\$20.00	SHORTED 288.98 BY \$20 ON ENTRY
4739e	AMAZON.COM	8/23/2023	\$33.98	BP WRIST MACHINE
4740e	AMAZON.COM	8/1/2023	\$29.88	CASTER WHEELS
4741e	AMAZON.COM	8/20/2023	\$21.47	LIME-AWAY TOILET CLEANER
4742e	AMAZON.COM	8/18/2023	\$253.98	EMT BOOK FOR CLASS - SARA JO
4743e	AMAZON.COM	8/18/2023	\$37.49	MICROBAN CLEANER
4744e	AMAZON.COM	8/18/2023	\$131.98	MSDS WALL STATION
4745e	SO CENTRAL SERVICE COOPER	9/21/2023	\$1,225.97	ERIC
4746e	PAYMENT SERVICES NETWORK	8/3/2023	\$362.95	UTILITY
4747e	BPAS	9/22/2023	\$933.31	ERIC HENDRICKSON
4748e	WORKPLACEPRO	8/17/2023	\$160.25	AMB TSHIRTS - CREW REIMBURSE
4749e	MN POST BOARD	8/25/2023	\$91.94	
28663	AIRGAS USA, LLC	8/8/2023	\$465.73	LARGE O2
28664	ASSURITY	8/8/2023	\$340.80	ERIC
28665	AT-SCENE, LLC	8/8/2023	\$1,010.00	CRIMEFIGHTER ANNUAL SUB.
28666	BOUND TREE MEDICAL , LLC	8/8/2023	\$21.99	STRAPS - EMS BOARD
28667	BUDACH IMPLEMENT	8/8/2023	\$270.38	
28668	CENTRAL FARM SERVICE	8/8/2023	\$1,494.52	MAINT
28669	Consolidated Communications	8/8/2023	\$55.47	WATER PLANT
28670	DAKOTA SUPPLY GROUP	8/8/2023	\$387.47	3/4"X10" REPAIR BALL CURB
28671	DEPT. OF HUMAN SERVICES	8/8/2023	\$13,513.30	ECPN PAYMENT CARE CENTER

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Check Summary Register©*AUGUST 2023**

	Name	Check Date	Check Amt	
28672	FLATNESS, ANDY	8/8/2023	\$500.00	WATER TESTING
28673	GOPHER STATE ONE-CALL, INC.	8/8/2023	\$17.55	LOCATES
28674	HEIMAN INC.	8/8/2023	\$930.00	PHOS-CHEK 5 GALLON PAIL
28675	JOHNSON HARDWARE COMPAN	8/8/2023	\$180.00	35-004 KEYED TO AA
28676	MAYO CLINIC	8/8/2023	\$344.93	INTERCEPT
28677	MIDCO	8/8/2023	\$651.95	AMBULANCE INTERNET
28678	MVTL LABORATORIES	8/8/2023	\$37.95	COLIFORM COLILERT
28679	NORMA BULAND	8/8/2023	\$285.46	REIMBURSE OVERPAYMENT TO AMBULA
28680	NR FARM & HOME SUPPLY	8/8/2023	\$68.89	SPONGE BRUSHES, MR CLEAN
28681	RENT N SAVE PORTABLE SERVI	8/8/2023	\$345.00	St. Olaf
28682	RIVERLAND COMMUNITY COLLE	8/8/2023	\$1,289.18	MONICA SCHUTROP
28683	SHIRLEY VOGELSANG	8/8/2023	\$200.00	REIMBURSE FOR AMBULANCE OVERPAYM
28684	STATE BANK OF NEW RICHLAN	8/8/2023	\$820.00	Note no. 16157
28685	THOMPSON SANITATION, INC	8/8/2023	\$5,308.96	317 CARTS
28686	U.S. BANK EQUIPMENT FINANC	8/8/2023	\$165.00	METRO PRINTER PAYMENT
28687	UTILITY SERVICE CO INC	8/8/2023	\$1,698.68	PEDISPHERE CITY TANK-MONTHLY
28688	WAGNER FOODS	8/8/2023	\$198.45	2013 CHARGE
28689	WASECA HARDWARE	8/8/2023	\$73.94	SPRINKLER PARTS
28690	WASTE MANAGEMENT	8/8/2023	\$6,384.64	GARBAGE - 165 CART
28691	ARNOLDS OF MANKATO	8/16/2023	\$3,803.69	RADIATOR, WINDSHIELD, REAR AXLE
28692	BOUND TREE MEDICAL , LLC	8/16/2023	\$214.10	I GEL MED ADULT
28693	EXPERT BILLING LLC	8/16/2023	\$522.00	APRIL BILL
28694	FERGUSON WATERWORKS	8/16/2023	\$5.72	GASKET
28695	HAWKINS WATER TREATMENT	8/16/2023	\$20.00	CHLORINE CYLINDERS
28696	LEXIPOL, LLC	8/16/2023	\$500.75	POST TRAINING AND TRACKER
28697	MID-AMERICAN RESEARCH CHE	8/16/2023	\$409.89	YELLOW PAINT, DE-ICER AND GLOVES
28698	MN FIRE SERVICE CERT BOARD	8/16/2023	\$25.00	RETEST FEE QUINTON ARNDT
28699	RICHLAND DIESEL, LLC	8/16/2023	\$605.37	2011 CHEVY
28700	VERIZON WIRELESS	8/16/2023	\$350.68	
28701	WW BLACKTOPPING	8/16/2023	\$82,182.92	2023 ROADWORK
28702	XCEL ENERGY	8/16/2023	\$23.86	STREET LIGHTS
28703	ADDICTIONS & STRESS CLINIC	8/23/2023	\$500.00	POLICE EVALUATION
28704	ASSURITY	8/23/2023	\$511.20	
28705	COMPANION LIFE INSURANCE	8/23/2023	\$407.62	
28706	DG Minnesota CS 2021, LLC	8/23/2023	\$67.29	302644135
28707	DOLLAR GENERAL STORE#1642	8/23/2023	\$20.90	LIFEGUARDS
28708	EXPERT BILLING LLC	8/23/2023	\$377.00	13 RUNS - AMB
28709	FIRE SAFETY USA	8/23/2023	\$2,667.75	OIL CHANGE, FUEL FILTER, OIL, LABOR
28710	L & D AG SERVICE	8/23/2023	\$43.28	BALL FIELD
28711	LACEYS LIFESAVERS & ABC RE	8/23/2023	\$4,500.00	3 EMT STUDENTS
28712	MADISON ENERGY INVESTMEN	8/23/2023	\$10.23	SOLAR
28713	METRO SALES INC	8/23/2023	\$194.05	COPIES
28714	MN DEPT OF HEALTH	8/23/2023	\$1,280.00	WATER METER SURCHARGE
28715	MN ENERGY RESOURCES COR	8/23/2023	\$518.83	LIBRARY
28716	NCPERS MINNESOTA	8/23/2023	\$16.00	ERIC H
28717	PEOPLES SERVICE, INC.	8/23/2023	\$13,091.00	WASTEWATER
28718	SCHEMBER, AVA	8/23/2023	\$200.00	REIMBURSE CLASS FEE - FULL SUMMER
28719	STEELE-WASECA COOP ELECT	8/23/2023	\$92.93	
28720	STREICHER'S	8/23/2023	\$174.98	DREW UNIFORM
28721	USABLE LIFE	8/23/2023	\$16.00	TANYCE
28722	XCEL ENERGY SOLUTION	8/23/2023	\$6,484.10	601 W DIVISION
28723	ABDO, LLP	8/29/2023	\$6,500.00	AUDIT SERVICES
28724	BOUND TREE MEDICAL , LLC	8/29/2023	\$40.82	GLUTOSE
28725	BUDACH IMPLEMENT	8/29/2023	\$445.82	MISC SHOP ITEMS
28726	Consolidated Communications	8/29/2023	\$55.47	WATER PLANT PHONE

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AUGUST 2023

	Name	Check Date	Check Amt	
28727	DOBBERSTEIN BACKHOE	8/29/2023	\$2,743.75	RESHAPE LEGION FIELD
28728	EARL F. ANDERSON & ASSOC.	8/29/2023	\$61.05	24X18 HIP W/G
28729	MAYO CLINIC	8/29/2023	\$344.93	INTERCEPT
28730	NRHEG STAR EAGLE	8/29/2023	\$160.00	PUBLIC NOTICE
28731	STREICHER'S	8/29/2023	\$373.96	DREW UNIFORM
28732	VULCAN, SARA	8/29/2023	\$14.00	PATCHES ON JACKET AND 2 SHIRTS
28733	AIRGAS USA, LLC	9/7/2023	\$465.73	Cylinder Rentals
28734	ARNOLDS OF MANKATO	9/7/2023	\$221.78	WHEEL GAUGES
28735	ASPEN STENZEL	9/7/2023	\$185.00	REMIMBURSE FOR LIFE GAURD CLASS
28736	BROOKS SAFETY EQUIPMENT	9/7/2023	\$655.20	CITY HALL
28737	CENTRAL FARM SERVICE	9/7/2023	\$1,053.16	
28738	CITY BUILDING	9/7/2023	\$432.37	PERMITS AND FINAL
28739	FIRE SAFETY USA	9/7/2023	\$775.00	AMB MAINTENANCE
28740	FLATNESS, ANDY	9/7/2023	\$500.00	WATER TESTING
28741	GOPHER STATE ONE-CALL, INC.	9/7/2023	\$21.60	LOCATES
28742	LEAGUE OF MN. CITIES	9/7/2023	\$1,626.00	2023-2024 MEMBERSHIP DUES
28743	MACQUEEN EQUIPMENT, INC	9/7/2023	\$20.30	BREATHER
28744	MASTER PLUMBING	9/7/2023	\$907.06	CITY HALL BATHROOMS
28745	MIDCO	9/7/2023	\$487.97	AMBULANCE INTERNET
28746	MINNESOTA MAYORS ASSOCIA	9/7/2023	\$30.00	CHAD
28747	MVTL LABORATORIES	9/7/2023	\$18.97	COLIFORM COLILERT
28748	NR FARM & HOME SUPPLY	9/7/2023	\$24.67	PK NAILS
28749	RENT N SAVE PORTABLE SERVI	9/7/2023	\$250.00	St. Olaf
28750	SCHLAAK, KIM	9/7/2023	\$5,000.00	Fix-Up Grant 2023
28751	THOMPSON SANITATION, INC	9/7/2023	\$5,528.46	317 CARTS WEEKLY
28752	U.S. BANK EQUIPMENT FINANC	9/7/2023	\$165.00	METRO PRINTER PAYMENT
28753	WALDORF WELDING & MACHIN	9/7/2023	\$856.76	SNAIL BASKET
28754	WASECA CNTY PROPERTY & EL	9/7/2023	\$1,554.14	15.106.1060
28755	ZARNOTH BRUSH WORKS, INC.	9/7/2023	\$534.60	BROOM, SPRAY NOZZLE, DIRT SHOES, CL
Total Checks			\$252,845.34	

Current Period: AUGUST 2023

			2023 YTD Budget	2023 YTD Amt	AUGUST MTD Amt	2023 YTD Balance	% of Budget
GENERAL FUND							
		Revenues	\$1,224,280.00	\$869,032.76	\$42,014.75	\$355,247.24	70.98%
		Expenditures	\$1,224,280.00	\$967,937.46	\$226,845.87	\$256,342.54	79.06%
		Gain/(Loss)	\$0.00	(\$98,904.70)	(\$184,831.12)	\$98,904.70	0.00%
GOVERNMENT WIDE							
Active	R 101-00000-31000	GENERAL PR	\$339,555.00	\$357,292.75	\$0.00	(\$17,737.75)	105.22%
Active	R 101-00000-31020	PROPERTY T	\$0.00	\$6.63	\$0.00	(\$6.63)	0.00%
Active	R 101-00000-31250	PAYMENT IN	\$7,500.00	\$36,100.00	\$0.00	(\$28,600.00)	481.33%
Active	R 101-00000-31810	FRANCHISE T	\$7,000.00	\$4,486.79	\$1,494.00	\$2,513.21	64.10%
Active	R 101-00000-31811	FRANCHISE T	\$7,000.00	\$499.49	\$246.23	\$6,500.51	7.14%
Active	R 101-00000-31812	FRANCHISE T	\$5,000.00	\$2,968.00	\$0.00	\$2,032.00	59.36%
Active	R 101-00000-31910	PENALTIES A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-32110	LIQUOR LICE	\$4,675.00	\$3,100.00	\$0.00	\$1,575.00	66.31%
Active	R 101-00000-33410	LOCAL GOVE	\$454,100.00	\$227,050.00	\$0.00	\$227,050.00	50.00%
Active	R 101-00000-33430	MOBILE HOM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-33460	EQUALIZATIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-33620	OTHER	\$0.00	\$5,951.14	\$0.00	(\$5,951.14)	0.00%
Active	R 101-00000-36100	SPECIAL ASS	\$0.00	\$308.83	\$0.00	(\$308.83)	0.00%
Active	R 101-00000-36110	SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-36120	SPECIAL ASS	\$0.00	\$137.11	\$0.00	(\$137.11)	0.00%
Active	R 101-00000-36200	MISCELLANE	\$0.00	\$100.00	\$0.00	(\$100.00)	0.00%
Active	R 101-00000-36210	INTEREST ON	\$1,000.00	\$1,010.71	\$43.84	(\$10.71)	101.07%
Active	R 101-00000-36240	LMCIT DIVIDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-39200	OPERATING T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-39310	GENERAL OB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$825,830.00	\$639,011.45	\$1,784.07	\$186,818.55	77.38%
Total GOVERNMENT WIDE			\$825,830.00	\$639,011.45	\$1,784.07	\$186,818.55	77.38%
MAYOR AND COUNCIL							
Active	R 101-41100-36250	REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-100	WAGES/SALARI	\$12,000.00	\$4,815.00	\$0.00	\$7,185.00	40.13%
Active	E 101-41100-121	SOCIAL SECURI	\$750.00	\$298.53	\$0.00	\$451.47	39.80%
Active	E 101-41100-122	MEDICARE	\$185.00	\$69.82	\$0.00	\$115.18	37.74%
Active	E 101-41100-150	WORKERS COM	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-41100-200	OFFICE SUPPLI	\$250.00	\$369.00	\$0.00	(\$119.00)	147.60%
Active	E 101-41100-210	OPERATING EX	\$500.00	\$1,701.30	\$637.92	(\$1,201.30)	340.26%
Active	E 101-41100-308	SCHOOLING	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 101-41100-309	COMPUTER EX	\$0.00	\$249.00	\$0.00	(\$249.00)	0.00%
Active	E 101-41100-311	PERMITS/MEMB	\$50.00	\$30.00	\$30.00	\$20.00	60.00%
Active	E 101-41100-360	INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$14,085.00	\$7,532.65	\$667.92	\$6,552.35	53.48%
Total MAYOR AND COUNCIL			(\$14,085.00)	(\$7,532.65)	(\$667.92)	(\$6,552.35)	53.48%
CITY HALL							
Active	R 101-41400-33160	OTHER-FEDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-41400-36220	RENTS	\$5,500.00	\$875.00	\$125.00	\$4,625.00	15.91%
Active	R 101-41400-36230	CONTRIBUTI	\$2,000.00	\$2,088.00	\$0.00	(\$88.00)	104.40%
Active	R 101-41400-36250	REFUNDS AN	\$3,000.00	\$2,734.06	\$190.25	\$265.94	91.14%
Active	R 101-41400-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$10,500.00	\$5,697.06	\$315.25	\$4,802.94	54.26%
Active	E 101-41400-100	WAGES/SALARI	\$115,000.00	\$84,203.76	\$18,040.80	\$30,796.24	73.22%
Active	E 101-41400-101	WAGES/SALARI	\$3,000.00	\$989.59	\$0.00	\$2,010.41	32.99%
Active	E 101-41400-120	PERA	\$9,000.00	\$6,315.21	\$1,353.04	\$2,684.79	70.17%
Active	E 101-41400-121	SOCIAL SECURI	\$7,750.00	\$5,222.38	\$1,103.64	\$2,527.62	67.39%

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			2023	2023	AUGUST	2023	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-41400-122	MEDICARE	\$2,100.00	\$1,221.38	\$258.11	\$878.62	58.16%
Active	E 101-41400-130	HEALTH INSUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-131	LIFE INSURANC	\$240.00	\$61.20	\$6.80	\$178.80	25.50%
Active	E 101-41400-150	WORKERS COM	\$950.00	\$9.93	\$0.00	\$940.07	1.05%
Active	E 101-41400-200	OFFICE SUPPLI	\$2,000.00	\$2,836.90	\$331.00	(\$836.90)	141.85%
Active	E 101-41400-201	ORDINANCE EX	\$2,500.00	\$1,079.07	\$701.07	\$1,420.93	43.16%
Active	E 101-41400-210	OPERATING EX	\$6,000.00	\$7,437.79	\$180.00	(\$1,437.79)	123.96%
Active	E 101-41400-220	REPAIRS & MAI	\$2,500.00	\$3,929.14	\$989.69	(\$1,429.14)	157.17%
Active	E 101-41400-221	CITY HALL CLE	\$750.00	\$248.33	\$58.96	\$501.67	33.11%
Active	E 101-41400-230	VEHICLE OPER	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
Active	E 101-41400-300	PROFESSIONAL	\$8,000.00	\$7,364.71	\$789.66	\$635.29	92.06%
Active	E 101-41400-301	AUDITING SERV	\$30,000.00	\$31,025.00	\$13,000.00	(\$1,025.00)	103.42%
Active	E 101-41400-303	ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-304	LEGAL FEES	\$5,000.00	\$58.25	\$0.00	\$4,941.75	1.17%
Active	E 101-41400-307	CONTRACT FEE	\$3,000.00	\$530.31	\$194.05	\$2,469.69	17.68%
Active	E 101-41400-308	SCHOOLING	\$1,750.00	\$1,181.54	\$0.00	\$568.46	67.52%
Active	E 101-41400-309	COMPUTER EX	\$3,000.00	\$5,109.09	\$308.98	(\$2,109.09)	170.30%
Active	E 101-41400-311	PERMITS/MEMB	\$6,800.00	\$4,417.21	\$1,626.00	\$2,382.79	64.96%
Active	E 101-41400-316	CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-320	TELEPHONE	\$2,000.00	\$1,555.02	\$374.97	\$444.98	77.75%
Active	E 101-41400-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-331	MOTEL EXPENS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-340	ADVERTISING	\$1,000.00	\$135.00	\$0.00	\$865.00	13.50%
Active	E 101-41400-360	INSURANCE	\$10,500.00	\$4,910.43	\$0.00	\$5,589.57	46.77%
Active	E 101-41400-380	UTILITIES/ELEC	\$500.00	\$287.19	\$52.55	\$212.81	57.44%
Active	E 101-41400-383	UTILITIES/HEAT	\$1,500.00	\$1,048.60	\$28.12	\$451.40	69.91%
Active	E 101-41400-384	UTITLITES/GAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-417	UNIFORM ALLO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-430	MISCELLANEOU	\$1,000.00	\$2,472.07	\$0.00	(\$1,472.07)	247.21%
Active	E 101-41400-461	REGIONAL DEV	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41400-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			<u>\$226,390.00</u>	<u>\$173,649.10</u>	<u>\$39,397.44</u>	<u>\$52,740.90</u>	<u>76.70%</u>
Total CITY HALL			<u>(\$215,890.00)</u>	<u>(\$167,952.04)</u>	<u>(\$39,082.19)</u>	<u>(\$47,937.96)</u>	<u>77.80%</u>
ELECTIONS							
Active	R 101-41410-33620	OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
Active	E 101-41410-110	OTHER PAY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41410-210	OPERATING EX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41410-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41410-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
Total ELECTIONS			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
POLICE							
Active	R 101-42100-32240	ANIMAL LICE	\$300.00	\$230.00	\$75.00	\$70.00	76.67%
Active	R 101-42100-32260	GOLF CART O	\$400.00	\$330.00	\$20.00	\$70.00	82.50%
Active	R 101-42100-33610	POLICE STAT	\$18,000.00	\$0.00	\$0.00	\$18,000.00	0.00%
Active	R 101-42100-34210	POLICE SERV	\$100.00	\$15.00	\$0.00	\$85.00	15.00%
Active	R 101-42100-34261	POLICE TRAI	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
Active	R 101-42100-35100	POLICE FINE	\$5,000.00	\$2,834.48	\$69.99	\$2,165.52	56.69%
Active	R 101-42100-36200	MISCELLANE	\$500.00	\$75.00	\$0.00	\$425.00	15.00%
Active	R 101-42100-36230	CONTRIBUTI	\$2,000.00	\$2,475.64	\$0.00	(\$475.64)	123.78%
Active	R 101-42100-36250	REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42100-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			<u>\$32,300.00</u>	<u>\$5,960.12</u>	<u>\$164.99</u>	<u>\$26,339.88</u>	<u>18.45%</u>
Active	E 101-42100-100	WAGES/SALARI	\$106,000.00	\$70,812.68	\$10,346.96	\$35,187.32	66.80%
Active	E 101-42100-101	WAGES/SALARI	\$50,000.00	\$19,602.34	\$72.00	\$30,397.66	39.20%
Active	E 101-42100-120	PERA	\$23,000.00	\$13,618.99	\$1,831.41	\$9,381.01	59.21%

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			2023	2023	AUGUST	2023	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-42100-121	SOCIAL SECURI	\$3,000.00	\$1,215.35	\$4.47	\$1,784.65	40.51%
Active	E 101-42100-122	MEDICARE	\$2,600.00	\$1,296.65	\$147.49	\$1,303.35	49.87%
Active	E 101-42100-130	HEALTH INSUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-131	LIFE INSURANC	\$75.00	\$30.60	\$3.40	\$44.40	40.80%
Active	E 101-42100-150	WORKERS COM	\$15,000.00	\$122.47	\$0.00	\$14,877.53	0.82%
Active	E 101-42100-200	OFFICE SUPPLI	\$500.00	\$297.44	\$0.00	\$202.56	59.49%
Active	E 101-42100-210	OPERATING EX	\$5,000.00	\$2,334.03	\$110.93	\$2,665.97	46.68%
Active	E 101-42100-220	REPAIRS & MAI	\$500.00	\$112.08	\$24.10	\$387.92	22.42%
Active	E 101-42100-230	VEHICLE OPER	\$3,000.00	\$1,060.64	\$97.38	\$1,939.36	35.35%
Active	E 101-42100-231	VEHICLE MAINT	\$5,000.00	\$1,153.00	\$1.08	\$3,847.00	23.06%
Active	E 101-42100-240	SMALL TOOLS A	\$300.00	\$264.38	\$0.00	\$35.62	88.13%
Active	E 101-42100-300	PROFESSIONAL	\$3,750.00	\$3,750.00	\$0.00	\$0.00	100.00%
Active	E 101-42100-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-304	LEGAL FEES	\$8,010.00	\$4,005.00	\$0.00	\$4,005.00	50.00%
Active	E 101-42100-305	MEDICAL FEES	\$500.00	\$500.00	\$500.00	\$0.00	100.00%
Active	E 101-42100-306	ANIMAL EXPEN	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42100-307	CONTRACT FEE	\$900.00	\$0.00	\$0.00	\$900.00	0.00%
Active	E 101-42100-308	SCHOOLING	\$6,000.00	\$2,717.26	\$0.00	\$3,282.74	45.29%
Active	E 101-42100-309	COMPUTER EX	\$4,000.00	\$756.68	\$138.00	\$3,243.32	18.92%
Active	E 101-42100-311	PERMITS/MEMB	\$1,000.00	\$250.00	\$0.00	\$750.00	25.00%
Active	E 101-42100-313	SHARED RECO	\$7,000.00	\$5,778.21	\$1,510.75	\$1,221.79	82.55%
Active	E 101-42100-320	TELEPHONE	\$1,500.00	\$1,217.72	\$220.06	\$282.28	81.18%
Active	E 101-42100-340	ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-42100-360	INSURANCE	\$8,900.00	\$7,728.23	\$0.00	\$1,171.77	86.83%
Active	E 101-42100-380	UTILITIES/ELEC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-383	UTILITIES/HEAT	\$1,000.00	\$1,048.60	\$28.12	(\$48.60)	104.86%
Active	E 101-42100-417	UNIFORM ALLO	\$3,000.00	\$1,358.20	\$950.90	\$1,641.80	45.27%
Active	E 101-42100-430	MISCELLANEOU	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42100-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-501	CAPITAL - UNDE	\$0.00	\$16,000.00	\$0.00	(\$16,000.00)	0.00%
Expenditure			\$261,135.00	\$157,030.55	\$15,987.05	\$104,104.45	60.13%
Total POLICE			(\$228,835.00)	(\$151,070.43)	(\$15,822.06)	(\$77,764.57)	66.02%
AMBULANCE							
Active	R 101-42153-33720	OTHER COUN	\$3,700.00	\$0.00	\$0.00	\$3,700.00	0.00%
Active	R 101-42153-34206	MEDICAL TRA	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
Active	R 101-42153-34250	AMBULANCE	\$150,000.00	\$88,879.72	\$10,032.60	\$61,120.28	59.25%
Active	R 101-42153-34260	AMB/FIRE SC	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	R 101-42153-36200	MISCELLANE	\$0.00	\$1,560.00	\$585.00	(\$1,560.00)	0.00%
Active	R 101-42153-36210	INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42153-36230	CONTRIBUTI	\$0.00	\$4,448.88	\$669.31	(\$4,448.88)	0.00%
Active	R 101-42153-36250	REFUNDS AN	\$0.00	\$417.10	\$232.73	(\$417.10)	0.00%
Active	R 101-42153-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$157,900.00	\$95,305.70	\$11,519.64	\$62,594.30	60.36%
Active	E 101-42153-102	WAGES/SALARI	\$12,000.00	\$9,012.50	\$2,000.00	\$2,987.50	75.10%
Active	E 101-42153-106	WAGES/SALARI	\$400.00	\$600.00	\$220.00	(\$200.00)	150.00%
Active	E 101-42153-110	OTHER PAY	\$60,000.00	\$38,175.00	\$7,051.75	\$21,825.00	63.63%
Active	E 101-42153-120	PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-121	SOCIAL SECURI	\$3,800.00	\$2,962.06	\$574.86	\$837.94	77.95%
Active	E 101-42153-122	MEDICARE	\$900.00	\$692.75	\$134.43	\$207.25	76.97%
Active	E 101-42153-150	WORKERS COM	\$5,250.00	\$33.10	\$0.00	\$5,216.90	0.63%
Active	E 101-42153-200	OFFICE SUPPLI	\$200.00	\$73.14	\$2.29	\$126.86	36.57%
Active	E 101-42153-210	OPERATING EX	\$2,000.00	\$1,495.08	\$133.64	\$504.92	74.75%
Active	E 101-42153-212	MEDICAL SUPP	\$12,000.00	\$12,836.74	\$2,193.01	(\$836.74)	106.97%
Active	E 101-42153-220	REPAIRS & MAI	\$4,000.00	\$789.90	\$775.00	\$3,210.10	19.75%
Active	E 101-42153-230	VEHICLE OPER	\$3,000.00	\$1,974.10	\$426.44	\$1,025.90	65.80%
Active	E 101-42153-231	VEHICLE MAINT	\$2,500.00	\$2,933.99	\$2,667.75	(\$433.99)	117.36%
Active	E 101-42153-300	PROFESSIONAL	\$7,500.00	\$5,222.00	\$899.00	\$2,278.00	69.63%
Active	E 101-42153-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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			2023	2023	AUGUST	2023	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-42153-304	LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-307	CONTRACT FEE	\$3,500.00	\$1,320.08	\$0.00	\$2,179.92	37.72%
Active	E 101-42153-308	SCHOOLING	\$6,000.00	\$7,392.34	\$6,043.16	(\$1,392.34)	123.21%
Active	E 101-42153-309	COMPUTER EX	\$1,000.00	\$1,194.11	\$182.60	(\$194.11)	119.41%
Active	E 101-42153-311	PERMITS/MEMB	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42153-316	CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-318	MEDICAL TRAIN	\$200.00	\$21.00	\$0.00	\$179.00	10.50%
Active	E 101-42153-320	TELEPHONE	\$500.00	\$520.50	\$97.55	(\$20.50)	104.10%
Active	E 101-42153-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-331	MOTEL EXPENS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-340	ADVERTISING	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 101-42153-360	INSURANCE	\$950.00	\$1,814.33	\$0.00	(\$864.33)	190.98%
Active	E 101-42153-380	UTILITIES/ELEC	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42153-383	UTILITIES/HEAT	\$1,200.00	\$1,048.60	\$28.12	\$151.40	87.38%
Active	E 101-42153-417	UNIFORM ALLO	\$2,500.00	\$523.55	\$0.00	\$1,976.45	20.94%
Active	E 101-42153-430	MISCELLANEOU	\$0.00	\$1,227.06	\$981.06	(\$1,227.06)	0.00%
Active	E 101-42153-441	BAD DEBT EXP	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 101-42153-442	INSURANCE WR	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00%
Active	E 101-42153-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$179,150.00	\$91,861.93	\$24,410.66	\$87,288.07	51.28%
Total AMBULANCE			(\$21,250.00)	\$3,443.77	(\$12,891.02)	(\$24,693.77)	-16.21%
FIRE							
Active	R 101-42200-31020	PROPERTY T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-33150	FEDERAL GR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-33600	FIRE STATE A	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
Active	R 101-42200-34251	FIRESERVICE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 101-42200-34260	AMB/FIRE SC	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	R 101-42200-36210	INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-36230	CONTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-36250	REFUNDS AN	\$0.00	\$98.40	\$0.00	(\$98.40)	0.00%
Active	R 101-42200-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$31,000.00	\$98.40	\$0.00	\$30,901.60	0.32%
Active	E 101-42200-124	PENSION PAYM	\$24,000.00	\$2,000.00	\$0.00	\$22,000.00	8.33%
Active	E 101-42200-150	WORKERS COM	\$3,500.00	\$19.86	\$0.00	\$3,480.14	0.57%
Active	E 101-42200-200	OFFICE SUPPLI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-210	OPERATING EX	\$3,000.00	\$787.98	\$515.97	\$2,212.02	26.27%
Active	E 101-42200-220	REPAIRS & MAI	\$3,000.00	\$186.85	\$65.83	\$2,813.15	6.23%
Active	E 101-42200-230	VEHICLE OPER	\$2,000.00	\$1,116.23	\$269.30	\$883.77	55.81%
Active	E 101-42200-231	VEHICLE MAINT	\$3,000.00	\$1,114.56	\$302.69	\$1,885.44	37.15%
Active	E 101-42200-300	PROFESSIONAL	\$250.00	\$654.75	\$0.00	(\$404.75)	261.90%
Active	E 101-42200-301	AUDITING SERV	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.00%
Active	E 101-42200-305	MEDICAL FEES	\$500.00	\$256.40	\$0.00	\$243.60	51.28%
Active	E 101-42200-307	CONTRACT FEE	\$1,400.00	\$0.00	\$0.00	\$1,400.00	0.00%
Active	E 101-42200-308	SCHOOLING	\$2,500.00	\$300.00	\$12.50	\$2,200.00	12.00%
Active	E 101-42200-309	COMPUTER EX	\$500.00	\$267.34	\$25.74	\$232.66	53.47%
Active	E 101-42200-320	TELEPHONE	\$0.00	\$144.22	\$31.25	(\$144.22)	0.00%
Active	E 101-42200-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-360	INSURANCE	\$2,250.00	\$1,961.77	\$0.00	\$288.23	87.19%
Active	E 101-42200-380	UTILITIES/ELEC	\$0.00	\$73.37	\$14.06	(\$73.37)	0.00%
Active	E 101-42200-383	UTILITIES/HEAT	\$1,500.00	\$1,578.44	\$44.45	(\$78.44)	105.23%
Active	E 101-42200-417	UNIFORM ALLO	\$7,500.00	\$10.15	\$10.15	\$7,489.85	0.14%
Active	E 101-42200-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-441	BAD DEBT EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-500	CAPITAL OUTLA	\$0.00	\$36,445.00	\$0.00	(\$36,445.00)	0.00%
Active	E 101-42200-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$56,700.00	\$46,916.92	\$1,291.94	\$9,783.08	82.75%

Current Period: AUGUST 2023

			2023 YTD Budget	2023 YTD Amt	AUGUST MTD Amt	2023 YTD Balance	% of Budget
Total FIRE			(\$25,700.00)	(\$46,818.52)	(\$1,291.94)	\$21,118.52	182.17%
BLDG INSPECTION							
Active	R 101-42400-32200	BUILDING PE	\$15,000.00	\$9,310.02	\$319.54	\$5,689.98	62.07%
Active	R 101-42400-32210	RENTAL HOU	\$1,000.00	\$2,070.00	\$300.00	(\$1,070.00)	207.00%
Active	R 101-42400-36250	REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$16,000.00	\$11,380.02	\$619.54	\$4,619.98	71.13%
Active	E 101-42400-210	OPERATING EX	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-42400-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-302	BLDG PERMIT S	\$500.00	\$278.03	\$0.00	\$221.97	55.61%
Active	E 101-42400-303	ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-304	LEGAL FEES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42400-307	CONTRACT FEE	\$10,000.00	\$11,183.54	\$432.37	(\$1,183.54)	111.84%
Active	E 101-42400-308	SCHOOLING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-316	CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-360	INSURANCE	\$500.00	\$500.00	\$0.00	\$0.00	100.00%
Active	E 101-42400-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$12,100.00	\$11,961.57	\$432.37	\$138.43	98.86%
Total BLDG INSPECTION			\$3,900.00	(\$581.55)	\$187.17	\$4,481.55	-14.91%
CIVIL DEFENSE							
Active	R 101-42500-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42500-210	OPERATING EX	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42500-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42500-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42500-501	CAPITAL - UNDE	\$13,000.00	\$0.00	\$0.00	\$13,000.00	0.00%
Expenditure			\$13,500.00	\$0.00	\$0.00	\$13,500.00	0.00%
Total CIVIL DEFENSE			(\$13,500.00)	\$0.00	\$0.00	(\$13,500.00)	0.00%
STREETS							
Active	R 101-43100-32220	RIGHT-OF-W	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	R 101-43100-34300	STREET CHA	\$0.00	\$18.75	\$0.00	(\$18.75)	0.00%
Active	R 101-43100-34430	REFUSE COL	\$250.00	\$1,910.00	\$0.00	(\$1,660.00)	764.00%
Active	R 101-43100-36110	SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-36112	SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-36200	MISCELLANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-36230	CONTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-36250	REFUNDS AN	\$1,000.00	\$1,743.20	\$0.00	(\$743.20)	174.32%
Active	R 101-43100-39110	SALE OF ASS	\$0.00	\$171.90	\$0.00	(\$171.90)	0.00%
Active	R 101-43100-39312	MNDOT REIM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$1,650.00	\$3,843.85	\$0.00	(\$2,193.85)	232.96%
Active	E 101-43100-100	WAGES/SALARI	\$76,000.00	\$58,076.85	\$12,176.03	\$17,923.15	76.42%
Active	E 101-43100-101	WAGES/SALARI	\$6,500.00	\$9,153.75	\$2,880.00	(\$2,653.75)	140.83%
Active	E 101-43100-120	PERA	\$6,000.00	\$4,365.50	\$913.20	\$1,634.50	72.76%
Active	E 101-43100-121	SOCIAL SECURI	\$5,400.00	\$4,114.16	\$919.93	\$1,285.84	76.19%
Active	E 101-43100-122	MEDICARE	\$1,625.00	\$962.11	\$215.12	\$662.89	59.21%
Active	E 101-43100-130	HEALTH INSUR	\$12,750.00	\$10,717.74	\$1,936.95	\$2,032.26	84.06%
Active	E 101-43100-131	LIFE INSURANC	\$50.00	\$50.00	\$5.80	\$0.00	100.00%
Active	E 101-43100-140	UNEMPLOYMEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-150	WORKERS COM	\$5,500.00	\$95.99	\$0.00	\$5,404.01	1.75%
Active	E 101-43100-200	OFFICE SUPPLI	\$275.00	\$114.44	\$60.66	\$160.56	41.61%
Active	E 101-43100-210	OPERATING EX	\$10,000.00	\$11,686.73	\$1,996.67	(\$1,686.73)	116.87%
Active	E 101-43100-211	SNOW REMOVA	\$10,000.00	\$2,997.50	\$0.00	\$7,002.50	29.98%
Active	E 101-43100-215	TREE EXPENSE	\$3,000.00	\$399.99	\$0.00	\$2,600.01	13.33%
Active	E 101-43100-216	GRAVEL/ROCK	\$3,000.00	\$2,689.88	\$0.00	\$310.12	89.66%

Current Period: AUGUST 2023

			2023	2023	AUGUST	2023	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-43100-217	SPRING CLEAN-	\$2,000.00	\$19.98	\$0.00	\$1,980.02	1.00%
Active	E 101-43100-218	CHEMICALS/SP	\$1,000.00	\$726.00	\$0.00	\$274.00	72.60%
Active	E 101-43100-219	COUNTY DITCH	\$1,000.00	\$1,330.40	\$665.20	(\$330.40)	133.04%
Active	E 101-43100-220	REPAIRS & MAI	\$8,000.00	\$12,288.07	\$227.20	(\$4,288.07)	153.60%
Active	E 101-43100-225	LANDSCAPING	\$1,000.00	\$179.34	\$0.00	\$820.66	17.93%
Active	E 101-43100-230	VEHICLE OPER	\$8,000.00	\$5,707.34	\$1,485.24	\$2,292.66	71.34%
Active	E 101-43100-231	VEHICLE MAINT	\$2,000.00	\$1,801.73	\$0.00	\$198.27	90.09%
Active	E 101-43100-232	LAWN MOWER	\$4,000.00	\$5,183.07	\$4,025.47	(\$1,183.07)	129.58%
Active	E 101-43100-233	TRACTOR MAIN	\$3,000.00	\$546.70	\$33.99	\$2,453.30	18.22%
Active	E 101-43100-234	DUMP TRUCK M	\$3,000.00	\$75.99	\$0.00	\$2,924.01	2.53%
Active	E 101-43100-235	PICKUP MAINT	\$3,000.00	\$742.56	\$567.37	\$2,257.44	24.75%
Active	E 101-43100-236	SNOW EQUIP M	\$5,000.00	\$5,603.88	\$0.00	(\$603.88)	112.08%
Active	E 101-43100-237	SWEEPER MAIN	\$3,000.00	\$2,374.91	\$534.60	\$625.09	79.16%
Active	E 101-43100-240	SMALL TOOLS A	\$300.00	\$25.99	\$0.00	\$274.01	8.66%
Active	E 101-43100-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-303	ENGINEERING F	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43100-304	LEGAL FEES	\$0.00	\$368.75	\$0.00	(\$368.75)	0.00%
Active	E 101-43100-305	MEDICAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-307	CONTRACT FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-308	SCHOOLING	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 101-43100-309	COMPUTER EX	\$500.00	\$577.58	\$0.00	(\$77.58)	115.52%
Active	E 101-43100-311	PERMITS/MEMB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-314	REIMBURSEME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-320	TELEPHONE	\$2,000.00	\$1,225.72	\$157.72	\$774.28	61.29%
Active	E 101-43100-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-331	MOTEL EXPENS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-340	ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-43100-360	INSURANCE	\$6,000.00	\$3,522.13	\$0.00	\$2,477.87	58.70%
Active	E 101-43100-380	UTILITIES/ELEC	\$12,000.00	\$91.32	\$17.36	\$11,908.68	0.76%
Active	E 101-43100-383	UTILITIES/HEAT	\$1,500.00	\$3,349.10	\$71.64	(\$1,849.10)	223.27%
Active	E 101-43100-384	UTITLITES/GAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-390	STREET LIGHTI	\$13,000.00	\$10,280.56	\$23.86	\$2,719.44	79.08%
Active	E 101-43100-417	UNIFORM ALLO	\$1,000.00	\$529.36	\$0.00	\$470.64	52.94%
Active	E 101-43100-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-501	CAPITAL - UNDE	\$0.00	\$82,182.92	\$82,182.92	(\$82,182.92)	0.00%
Expenditure			<u>\$223,000.00</u>	<u>\$244,158.04</u>	<u>\$111,096.93</u>	<u>(\$21,158.04)</u>	<u>109.49%</u>
Total STREETS			(\$221,350.00)	(\$240,314.19)	(\$111,096.93)	\$18,964.19	108.57%
SANITATION							
Active	R 101-43200-34430	REFUSE COL	\$0.00	\$189.00	\$0.00	(\$189.00)	0.00%
Revenue			\$0.00	\$189.00	\$0.00	(\$189.00)	0.00%
Active	E 101-43200-210	OPERATING EX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43200-240	SMALL TOOLS A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43200-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43200-310	RECYCLE CONT	\$37,000.00	\$24,456.88	\$3,493.84	\$12,543.12	66.10%
Active	E 101-43200-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			<u>\$37,000.00</u>	<u>\$24,456.88</u>	<u>\$3,493.84</u>	<u>\$12,543.12</u>	<u>66.10%</u>
Total SANITATION			(\$37,000.00)	(\$24,267.88)	(\$3,493.84)	(\$12,732.12)	65.59%
NURSING HOME							
Active	R 101-44170-36250	REFUNDS AN	\$95,000.00	\$102,532.21	\$27,026.60	(\$7,532.21)	107.93%
Revenue			\$95,000.00	\$102,532.21	\$27,026.60	(\$7,532.21)	107.93%
Active	E 101-44170-305	MEDICAL FEES	\$95,000.00	\$121,619.70	\$13,513.30	(\$26,619.70)	128.02%
Expenditure			<u>\$95,000.00</u>	<u>\$121,619.70</u>	<u>\$13,513.30</u>	<u>(\$26,619.70)</u>	<u>128.02%</u>
Total NURSING HOME			\$0.00	(\$19,087.49)	\$13,513.30	\$19,087.49	0.00%
RECREATION-LEGION FIELD							
Active	R 101-45100-31030	PROPERTY T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Current Period: AUGUST 2023

			2023	2023	AUGUST	2023	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 101-45100-34790	RECREATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45100-36220	RENTS	\$50,000.00	\$250.00	\$0.00	\$49,750.00	0.50%
Active	R 101-45100-36230	CONTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45100-36250	REFUNDS AN	\$0.00	\$43.14	\$0.00	(\$43.14)	0.00%
Revenue			\$50,000.00	\$293.14	\$0.00	\$49,706.86	0.59%
Active	E 101-45100-210	OPERATING EX	\$1,000.00	\$776.88	\$60.96	\$223.12	77.69%
Active	E 101-45100-215	TREE EXPENSE	\$0.00	\$46.50	\$0.00	(\$46.50)	0.00%
Active	E 101-45100-216	GRAVEL/ROCK	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	E 101-45100-218	CHEMICALS/SP	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45100-220	REPAIRS & MAI	\$55,000.00	\$36,881.88	\$5,642.95	\$18,118.12	67.06%
Active	E 101-45100-230	VEHICLE OPER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-231	VEHICLE MAINT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-300	PROFESSIONAL	\$0.00	\$125.00	\$0.00	(\$125.00)	0.00%
Active	E 101-45100-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-303	ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-340	ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-45100-360	INSURANCE	\$4,700.00	\$2,881.13	\$0.00	\$1,818.87	61.30%
Active	E 101-45100-380	UTILITIES/ELEC	\$0.00	\$167.63	\$30.67	(\$167.63)	0.00%
Active	E 101-45100-384	UTITLITES/GAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-437	L.F. PUMP - EXP	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-45100-438	BB ASSN IMPRO	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	E 101-45100-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$66,800.00	\$40,879.02	\$5,734.58	\$25,920.98	61.20%
Total RECREATION-LEGION FIELD			(\$16,800.00)	(\$40,585.88)	(\$5,734.58)	\$23,785.88	241.58%
SKATING RINK							
Active	E 101-45150-210	OPERATING EX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45150-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45150-380	UTILITIES/ELEC	\$150.00	\$26.13	\$5.01	\$123.87	17.42%
Expenditure			\$150.00	\$26.13	\$5.01	\$123.87	17.42%
Total SKATING RINK			(\$150.00)	(\$26.13)	(\$5.01)	(\$123.87)	17.42%
PARKS-ST. OLAF PARK							
Active	R 101-45200-34780	PARK FEES-S	\$2,500.00	\$3,365.00	\$35.00	(\$865.00)	134.60%
Active	R 101-45200-34785	ST. OLAF LAK	\$1,500.00	\$853.62	\$469.66	\$646.38	56.91%
Active	R 101-45200-36210	INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45200-36230	CONTRIBUTI	\$100.00	\$180.00	\$0.00	(\$80.00)	180.00%
Active	R 101-45200-36250	REFUNDS AN	\$0.00	\$123.19	\$80.00	(\$123.19)	0.00%
Active	R 101-45200-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$4,100.00	\$4,521.81	\$584.66	(\$421.81)	110.29%
Active	E 101-45200-101	WAGES/SALARI	\$8,000.00	\$9,853.64	\$4,206.71	(\$1,853.64)	123.17%
Active	E 101-45200-121	SOCIAL SECURI	\$500.00	\$610.90	\$260.78	(\$110.90)	122.18%
Active	E 101-45200-122	MEDICARE	\$120.00	\$142.89	\$61.02	(\$22.89)	119.08%
Active	E 101-45200-150	WORKERS COM	\$900.00	\$13.24	\$0.00	\$886.76	1.47%
Active	E 101-45200-210	OPERATING EX	\$2,500.00	\$3,321.03	\$595.00	(\$821.03)	132.84%
Active	E 101-45200-213	LIFEGUARD SU	\$500.00	\$575.40	\$6.00	(\$75.40)	115.08%
Active	E 101-45200-214	CONCESSION S	\$2,000.00	\$1,950.42	\$0.00	\$49.58	97.52%
Active	E 101-45200-215	TREE EXPENSE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-218	CHEMICALS/SP	\$500.00	\$538.66	\$0.00	(\$38.66)	107.73%
Active	E 101-45200-220	REPAIRS & MAI	\$3,000.00	\$2,071.77	\$47.07	\$928.23	69.06%
Active	E 101-45200-300	PROFESSIONAL	\$0.00	\$235.50	\$0.00	(\$235.50)	0.00%
Active	E 101-45200-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-307	CONTRACT FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-308	SCHOOLING	\$1,500.00	\$845.00	\$385.00	\$655.00	56.33%
Active	E 101-45200-311	PERMITS/MEMB	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 101-45200-316	CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-320	TELEPHONE	\$0.00	\$145.80	\$0.00	(\$145.80)	0.00%
Active	E 101-45200-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-340	ADVERTISING	\$100.00	\$100.00	\$0.00	\$0.00	100.00%

Current Period: AUGUST 2023

			2023	2023	AUGUST	2023	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-45200-360	INSURANCE	\$3,400.00	\$3,046.13	\$0.00	\$353.87	89.59%
Active	E 101-45200-380	UTILITIES/ELEC	\$1,250.00	\$2,572.46	\$476.51	(\$1,322.46)	205.80%
Active	E 101-45200-384	UTITLITES/GAR	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 101-45200-430	MISCELLANEOU	\$0.00	\$70.00	\$0.00	(\$70.00)	0.00%
Active	E 101-45200-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$25,420.00	\$26,092.84	\$6,038.09	(\$672.84)	102.65%
Total PARKS-ST. OLAF PARK			(\$21,320.00)	(\$21,571.03)	(\$5,453.43)	\$251.03	101.18%
SUMMER RECREATION							
Active	R 101-45300-34790	RECREATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-316	CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total SUMMER RECREATION			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SENIOR CITIZENS BUS							
Active	E 101-45400-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total SENIOR CITIZENS BUS			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIBRARY							
Active	R 101-45500-36250	REFUNDS AN	\$0.00	\$200.00	\$0.00	(\$200.00)	0.00%
Active	R 101-45500-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$0.00	\$200.00	\$0.00	(\$200.00)	0.00%
Active	E 101-45500-101	WAGES/SALARI	\$1,000.00	\$354.75	\$0.00	\$645.25	35.48%
Active	E 101-45500-121	SOCIAL SECURI	\$100.00	\$21.99	\$0.00	\$78.01	21.99%
Active	E 101-45500-122	MEDICARE	\$50.00	\$5.15	\$0.00	\$44.85	10.30%
Active	E 101-45500-210	OPERATING EX	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45500-220	REPAIRS & MAI	\$4,000.00	\$24.10	\$24.10	\$3,975.90	0.60%
Active	E 101-45500-221	CITY HALL CLE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-300	PROFESSIONAL	\$0.00	\$27.28	\$0.00	(\$27.28)	0.00%
Active	E 101-45500-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-320	TELEPHONE	\$600.00	\$8.10	\$0.00	\$591.90	1.35%
Active	E 101-45500-360	INSURANCE	\$3,400.00	\$3,301.75	\$0.00	\$98.25	97.11%
Active	E 101-45500-380	UTILITIES/ELEC	\$3,000.00	\$16,715.84	\$4,727.73	(\$13,715.84)	557.19%
Active	E 101-45500-383	UTILITIES/HEAT	\$1,200.00	\$1,293.17	\$24.91	(\$93.17)	107.76%
Active	E 101-45500-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$13,850.00	\$21,752.13	\$4,776.74	(\$7,902.13)	157.06%
Total LIBRARY			(\$13,850.00)	(\$21,552.13)	(\$4,776.74)	\$7,702.13	155.61%
ECONOMIC DEVELOPMENT							
Active	E 101-46500-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46500-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46500-720	TRANSFERS OU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total ECONOMIC DEVELOPMENT			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
HISTORIC PRESERVATION							
Active	E 101-46600-000	CONTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46600-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46600-303	ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46600-386	UTILITIES/SOFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46600-720	TRANSFERS OU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total HISTORIC PRESERVATION			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEBT SERVICE							
Active	E 101-47000-600	PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Current Period: AUGUST 2023

		2023 YTD Budget	2023 YTD Amt	AUGUST MTD Amt	2023 YTD Balance	% of Budget
Active	E 101-47000-610 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total DEBT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
UNALLOCATED						
Active	E 101-49200-430 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total UNALLOCATED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
OPERATING TRANSFERS OUT						
Active	E 101-49310-720 TRANSFERS OU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total OPERATING TRANSFERS OUT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total GENERAL FUND	\$0.00	(\$98,904.70)	(\$184,831.12)	\$98,904.70	0.00%

Current Period: AUGUST 2023

			2023 YTD Budget	2023 YTD Amt	AUGUST MTD Amt	2023 YTD Balance	% of Budget
WATER UTILITY FUND							
	Revenues		\$276,000.00	\$181,529.86	\$18,986.11	\$94,470.14	65.77%
	Expenditures		\$276,000.00	\$89,785.21	\$11,625.36	\$186,214.79	32.53%
	Gain/(Loss)		\$0.00	\$91,744.65	\$7,360.75	(\$91,744.65)	0.00%
GOVERNMENT WIDE							
Active	R 601-00000-33439 PERA PENSI		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Revenue		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total GOVERNMENT WIDE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
WATER UTILITIES							
Active	R 601-49400-31000 GENERAL PR		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-33620 OTHER		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-36110 SPECIAL ASS		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-36200 MISCELLANE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-36210 INTEREST ON		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-36250 REFUNDS AN		\$0.00	\$5,360.58	\$0.00	(\$5,360.58)	0.00%
Active	R 601-49400-37100 WATER SALE		\$276,000.00	\$175,969.28	\$18,986.11	\$100,030.72	63.76%
Active	R 601-49400-39110 SALE OF ASS		\$0.00	\$200.00	\$0.00	(\$200.00)	0.00%
Active	R 601-49400-39200 OPERATING T		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-39999 CONTRIBUTI		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Revenue		\$276,000.00	\$181,529.86	\$18,986.11	\$94,470.14	65.77%
Active	E 601-49400-100 WAGES/SALARI		\$31,000.00	\$21,436.06	\$4,543.97	\$9,563.94	69.15%
Active	E 601-49400-120 PERA		\$2,500.00	\$1,607.81	\$340.82	\$892.19	64.31%
Active	E 601-49400-121 SOCIAL SECURI		\$2,000.00	\$1,316.32	\$278.53	\$683.68	65.82%
Active	E 601-49400-122 MEDICARE		\$750.00	\$307.87	\$65.15	\$442.13	41.05%
Active	E 601-49400-129 PERA CHANGE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-130 HEALTH INSUR		\$5,000.00	\$266.66	\$233.33	\$4,733.34	5.33%
Active	E 601-49400-131 LIFE INSURANC		\$20.00	\$0.00	\$0.00	\$20.00	0.00%
Active	E 601-49400-140 UNEMPLOYMEN		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-150 WORKERS COM		\$1,100.00	\$16.55	\$0.00	\$1,083.45	1.50%
Active	E 601-49400-200 OFFICE SUPPLI		\$1,000.00	\$108.61	\$0.00	\$891.39	10.86%
Active	E 601-49400-210 OPERATING EX		\$7,650.00	\$12,794.56	\$345.54	(\$5,144.56)	167.25%
Active	E 601-49400-218 CHEMICALS/SP		\$5,000.00	\$3,323.14	\$20.00	\$1,676.86	66.46%
Active	E 601-49400-220 REPAIRS & MAI		\$28,000.00	\$7,155.49	\$491.28	\$20,844.51	25.56%
Active	E 601-49400-222 WATER METER		\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 601-49400-230 VEHICLE OPER		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 601-49400-231 VEHICLE MAINT		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 601-49400-233 TRACTOR MAIN		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-235 PICKUP MAINT		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 601-49400-238 GENERATOR EX		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 601-49400-240 SMALL TOOLS A		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 601-49400-300 PROFESSIONAL		\$6,000.00	\$4,000.00	\$1,000.00	\$2,000.00	66.67%
Active	E 601-49400-301 AUDITING SERV		\$1,750.00	\$0.00	\$0.00	\$1,750.00	0.00%
Active	E 601-49400-303 ENGINEERING F		\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	E 601-49400-304 LEGAL FEES		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-307 CONTRACT FEE		\$20,280.00	\$13,421.10	\$1,698.68	\$6,858.90	66.18%
Active	E 601-49400-308 SCHOOLING		\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	E 601-49400-309 COMPUTER EX		\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 601-49400-311 PERMITS/MEMB		\$1,000.00	\$435.00	\$0.00	\$565.00	43.50%
Active	E 601-49400-316 CREDIT/DEBIT S		\$1,200.00	\$1,336.05	\$181.48	(\$136.05)	111.34%
Active	E 601-49400-320 TELEPHONE		\$1,000.00	\$554.90	\$194.24	\$445.10	55.49%
Active	E 601-49400-330 MILEAGE EXPE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-331 MOTEL EXPENS		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-340 ADVERTISING		\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 601-49400-360 INSURANCE		\$4,000.00	\$5,527.13	\$0.00	(\$1,527.13)	138.18%
Active	E 601-49400-380 UTILITIES/ELEC		\$30,000.00	\$12,158.24	\$2,068.00	\$17,841.76	40.53%
Active	E 601-49400-383 UTILITIES/HEAT		\$3,500.00	\$3,402.57	\$164.34	\$97.43	97.22%
Active	E 601-49400-417 UNIFORM ALLO		\$1,000.00	\$136.00	\$0.00	\$864.00	13.60%

Current Period: AUGUST 2023

			2023	2023	AUGUST	2023	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 601-49400-420	DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-430	MISCELLANEOU	\$500.00	\$481.15	\$0.00	\$18.85	96.23%
Active	E 601-49400-440	HWY 30/WATER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-441	BAD DEBT EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-600	PRINCIPAL	\$108,000.00	\$0.00	\$0.00	\$108,000.00	0.00%
Active	E 601-49400-610	INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-620	FISCAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-999	CONTRIBUTED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			<u>\$276,000.00</u>	<u>\$89,785.21</u>	<u>\$11,625.36</u>	<u>\$186,214.79</u>	<u>32.53%</u>
Total WATER UTILITIES			<u>\$0.00</u>	<u>\$91,744.65</u>	<u>\$7,360.75</u>	<u>(\$91,744.65)</u>	<u>0.00%</u>
Total WATER UTILITY FUND			<u>\$0.00</u>	<u>\$91,744.65</u>	<u>\$7,360.75</u>	<u>(\$91,744.65)</u>	<u>0.00%</u>

Current Period: AUGUST 2023

			2023	2023	AUGUST	2023	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
SEWER UTILITY FUND							
		Revenues	\$330,000.00	\$212,853.35	\$22,581.17	\$117,146.65	64.50%
		Expenditures	\$330,000.00	\$213,561.22	\$16,388.50	\$116,438.78	64.72%
		Gain/(Loss)	\$0.00	(\$707.87)	\$6,192.67	\$707.87	0.00%
SEWER UTILITIES							
Active	R 602-49450-36200	MISCELLANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-36210	INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-36250	REFUNDS AN	\$0.00	\$680.00	\$0.00	(\$680.00)	0.00%
Active	R 602-49450-37100	WATER SALE	\$0.00	\$1,930.57	\$0.00	(\$1,930.57)	0.00%
Active	R 602-49450-37200	SEWER CHA	\$330,000.00	\$210,242.78	\$22,581.17	\$119,757.22	63.71%
Active	R 602-49450-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-39200	OPERATING T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-39311	PFA LOAN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-39999	CONTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Revenue		\$330,000.00	\$212,853.35	\$22,581.17	\$117,146.65	64.50%
Active	E 602-49450-210	OPERATING EX	\$40,000.00	\$17,111.51	\$430.59	\$22,888.49	42.78%
Active	E 602-49450-220	REPAIRS & MAI	\$55,000.00	\$32,564.62	\$2,279.03	\$22,435.38	59.21%
Active	E 602-49450-230	VEHICLE OPER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-233	TRACTOR MAIN	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	E 602-49450-300	PROFESSIONAL	\$5,000.00	\$9,375.00	\$0.00	(\$4,375.00)	187.50%
Active	E 602-49450-301	AUDITING SERV	\$1,300.00	\$0.00	\$0.00	\$1,300.00	0.00%
Active	E 602-49450-304	LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-307	CONTRACT FEE	\$158,000.00	\$117,819.00	\$13,091.00	\$40,181.00	74.57%
Active	E 602-49450-308	SCHOOLING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-309	COMPUTER EX	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 602-49450-311	PERMITS/MEMB	\$2,000.00	\$1,450.00	\$0.00	\$550.00	72.50%
Active	E 602-49450-316	CREDIT/DEBIT S	\$1,200.00	\$1,336.03	\$181.47	(\$136.03)	111.34%
Active	E 602-49450-330	MILEAGE EXPE	\$0.00	\$459.00	\$0.00	(\$459.00)	0.00%
Active	E 602-49450-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-360	INSURANCE	\$3,500.00	\$9,113.75	\$0.00	(\$5,613.75)	260.39%
Active	E 602-49450-380	UTILITIES/ELEC	\$17,500.00	\$7,076.46	\$321.73	\$10,423.54	40.44%
Active	E 602-49450-383	UTILITIES/HEAT	\$3,500.00	\$2,328.35	\$84.68	\$1,171.65	66.52%
Active	E 602-49450-384	UTITLITES/GAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-420	DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-425	DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-441	BAD DEBT EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-501	CAPITAL - UNDE	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.00%
Active	E 602-49450-600	PRINCIPAL	\$14,000.00	\$14,556.50	\$0.00	(\$556.50)	103.98%
Active	E 602-49450-610	INTEREST	\$2,000.00	\$371.00	\$0.00	\$1,629.00	18.55%
Active	E 602-49450-620	FISCAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Expenditure		\$330,000.00	\$213,561.22	\$16,388.50	\$116,438.78	64.72%
	Total SEWER UTILITIES		\$0.00	(\$707.87)	\$6,192.67	\$707.87	0.00%
	Total SEWER UTILITY FUND		\$0.00	(\$707.87)	\$6,192.67	\$707.87	0.00%

Current Period: AUGUST 2023

	2023 YTD Budget	2023 YTD Amt	AUGUST MTD Amt	2023 YTD Balance	% of Budget
Report Total	\$0.00	(\$7,867.92)	(\$171,277.70)	\$7,867.92	#Div/0!

CITY OF NEW RICHLAND

WASECA COUNTY, MINNESOTA

VACATION RENTAL BY OWNER (VRBO) ORDINANCE

ORDINANCE NO.: 360

§ Vacation By Owner Rentals.

(A) Purpose. The purpose of this Ordinance is to allow and provide for the Licensing, Inspection, and Rental of Short Term Vacation Properties which consist of non-traditional lodging for over-night stays on a daily or weekly basis of thirty (30) days or less of a private single-family dwelling, cabin, or condominium which provides basic living accommodations including sleeping space, toilet, and cooking space. This does not include Bed and Breakfasts, Resorts, Campgrounds, or Hotels/Motels. Attached garages, and accessory structures including, but not limited to, boat houses, detached garages, sheds, and/or barns are not acceptable dwelling units.

(B) Land Use Performance Standards/General Requirements and General Regulations.

1. Maximum capacity. No more than three (3) occupants, excluding children under age three (3), per bedroom shall be allowed to stay on the property onsite overnight (overnight being defined from sunset to sunrise). During the daytime hours, as defined from sunrise to sunset, that maximum capacity shall be no more than 1.5 times the overnight capacity.
2. A maximum of one (1) rental unit per conforming dwelling lot of record. The one (1) rental unit allowed must be the primary structure associated with the lot in question and cannot be an outbuilding, camper, motor vehicle, recreational vehicle, guest house, guest cottage, or any other structure. Variances from this requirement can be requested as part of the licensing procedure and the same shall be handled as a Variance from the City's Zoning Code.
3. Onsite parking only. Parking must be in designated parking spaces only. This includes all motorized vehicles, fish houses, campers, and trailers. There shall be one (1) designated and dedicated parking space per bedroom. The number and location of parking spaces must be included and clearly defined and delineated on the VRBO License Application. All parking spaces shall be a minimum of two-hundred (200) square feet and be on an impervious surface.
4. Ice Houses, Fish Houses, Campers, Tents, Recreational Vehicles, All-Terrain-Vehicles, and Golf Carts must be placed in a designated parking spot. Such items cannot be parked in the yard on the grass. All must be parked on an impervious surface.

5. Rentals of motorized watercraft and recreational vehicles are allowed if they display a valid permit issued by the Minnesota Department of Natural Resources.
6. Quiet Hours. Quiet Hours shall be from 10 PM to 7 AM. During this time, excessive or loud noise is prohibited. Excessive or loud noise shall be defined as unreasonably loud, boisterous, obscene, offensive, or abusive language or noise as heard from a neighboring property to the licensed property. It shall include, but not necessarily be limited to the following types of conduct: shouting, yelling, playing loud music, unreasonably loud conversation, or loud partying, all as heard from the neighboring property.
7. Property lines shall be clearly marked with the applicant submitting a map with clearly delineated property lines on the application.
8. Fireworks shall be prohibited.
9. Garbage and Garbage Removal. All garbage, refuse, or recycling shall be stored completely enclosed in designated garbage containers. The property shall be serviced for garbage removal by a professional removal company per the City's Ordinances. Per City Ordinance garbage cans are also to be removed from the boulevards by the day following garbage pickup.
10. Campfires. All campfires shall be confined to a three (3) foot by three (3) foot maximum size. There shall be no unattended campfires. Campfires shall be in designated areas only.
11. Sewage.
 - a. The property must have a fully operational and fully compliant subsurface sewage treatment system (SSTS) or be connected to municipal services.
 - b. Holding tanks are prohibited.
 - c. The property must follow and comply with Waseca County's compliance inspection time parameters.
 - d. The system must be properly sized for proper use.
 - e. The SSTS must be kept in a constant state of compliance and under a valid Operating Permit.
12. The discharge of firearms, including CO2, pellet, or BB guns, is prohibited.
13. Pets shall be attended to and be leashed at all times.

14. All properties must be Registered and Licensed by the City of New Richland.
15. The applicant for a License shall acquire and keep in full force and effect for the duration of the permit, liability insurance in the minimum amount of \$1,000,000 that specifically covers use of the property as a VRBO.
16. All properties shall have a manager of the property who is capable of effectively handling complaints and issues arising at the property. The rental owner, operator, or manager shall designate a local contact on the license application that meets the following requirements:
 - a. Must be able to respond within ten (10) minutes via phone and within thirty (30) minutes in person.
 - b. Has administrative authority over the property and guests.
 - c. Has knowledge of the vacation rental unit, the property, rental and City rules, standards, and procedures, and effectively handles the same.
17. An operations Guide shall be available within the premises and provided to users of the property that includes the following information:
 - a. Manager Contact Information
 - b. Maximum Capacity
 - c. Parking Restrictions
 - d. Quiet House
 - e. Campfire Information
 - f. Watercraft Information
 - g. Rules of the Rental
 - h. Emergency contacts (police, fire, hospital, City Offices)
 - i. Boundary Lines

(C) Licenses.

1. It shall be unlawful for any person, firm, corporation, partnership, or otherwise to operate a lodging establishment herein called for within the City who does not possess a valid VRBO license.
2. Application. Any person desiring to operate a property or structure thereon which consist of non-traditional lodging for over-night stays on a daily or weekly basis of thirty (30) days or less of a private single-family dwelling, cabin, or condominium which provides basic living accommodations including sleeping space, toilet, and cooking space shall first be licensed by the City of New Richland. Any such person or entity shall apply for the License through the City Administrator or the City Administrator's Designee.

3. Inspections-Initial Inspection and Thereafter Every Three Years. The property shall initially be inspected by a licensed building inspector and pass such inspection. Inspections, and passage of the same, shall take place upon initial grant of the License with an additional inspection each three (3) years thereafter.
4. Licenses-Renewal. Each license shall be good for one year. Licenses shall be issued during the year and shall expire on December 31 of each and every year. Automatic renewals do not occur. License renewal applications shall be submitted to the City on forms provided by it, with the renewal fee, no later than one month proceeding the date of expiration.
5. Renewal Fee Schedule. Initial and renewal license applications shall be accompanied by the applicable fee. All license fees are non-refundable. License fees shall be established in accordance with the City's Fees Schedule as it may be Amended from time to time.
6. Licenses are Non-Transferable including change of ownership situations.

(D) Inspection/Enforcement.

1. The City shall contract with a professional inspector to verify compliance with the terms and conditions of this Ordinance.
2. The establishment to be regulated hereunder shall fully comply with the Minnesota State Building Code, State Fire Code, State Mechanical Code, City's Ordinances, City's Zoning Code, and the Terms and Provisions of this Ordinance.
3. The person operating an established shall, upon request of the City or City's Inspector, permit access to all parts of the establishment at any reasonable time for the purpose of inspecting and shall exhibit and provide such records necessary to ascertain compliance with the provisions of this Ordinance.
4. Any noted deficiencies noted by the inspector shall be remedies timely as determined by the Inspector.

(E) Suspension And/Or Revocation of License.

- a. Licenses may be suspended temporarily by the City Administrator, at any time for failure of the license holder to comply with the terms and requirements of this Ordinance. Notice of temporary suspension shall be mailed by first class U.S. Mail to the address indicated on the License Application. The Applicant shall be entitled to an opportunity for a hearing before the City Council to

address the temporary suspension. Said request for hearing shall be filed with the City Administrator within ten (10) working days of the City Administrator's notice of revocation. In the event that the time parameter set forth herein is not complied with then the License Holder shall be deemed to have waived their right to a hearing on the suspension issue.

- b. Emergency Closure. Whenever the City finds that an emergency exists which requires immediate action to protect public health, it may, without notice or hearing, issue an Order reciting the existence of an emergency and require that such action be taken as deemed necessary to meet the emergency. Notwithstanding the other provisions of this Ordinance, such Order shall be effective immediately. Any person to whom an Emergency Order is directed shall comply therewith immediately.
 - i. Emergency Closure Procedure. Emergency Closure of an establishment will be ordered if a prohibited activity is occurring or it is determined that the Establishment is an imminent health hazard.
 - ii. Following an Emergency Closure, the establishment shall not reopen or allow others to be permitted to be on the site, without written permission from the City.
 - iii. The City must give written permission to reopen upon submission of satisfactory proof that the property condition(s) causing the need for emergency closure have been corrected or removed by the operator(s).

(F) Penalty for Violation. Any violation of the Ordinance, by either the owner, tenant, occupant, manager, or such other person having control over or being present at the establishment is a Misdemeanor Offense punishable a fine of up to \$1,000 or ninety (90) days imprisonment. The first offense shall be a scheduled fine of \$250, the second offense shall be a scheduled fine of \$500 and the third offense shall be a scheduled fine of \$1,000.

(G) Revocation of License. Upon an license holder's third conviction in two years for any violation of the terms and conditions of this Ordinance or the terms and conditions of any provision of the City's nuisance ordinances, the license shall be reviewed by the City Council for possible revocation and upon a fourth violation in two years it shall be automatically revoked by the City Council. Upon either situation, the Applicant shall be entitled to an opportunity for a hearing before the City Council to address the revocation issue. Said request for hearing shall be filed with the City Administrator within ten (10) working days of the City Administrator's notice of revocation. In the event that the time parameter set forth herein is not complied with then the License Holder shall be deemed to have waived their right to a hearing on the suspension issue.

(H) Effective Date. The Ordinance shall be in full force and effect as of September 25th, 2023, or upon its publication, whichever occurs later.



RESOLUTION 23-16

To Enact an Amendment to Appendix D Of the City of New Richland Code of Ordinances, Addressing Fee Schedule for The City of New Richland

WHEREAS, The City Council of the City of New Richland has determined that the fee schedule for services of the city needs to be amended to reflect the current needs of the City and the addition of sections to the Code of Ordinances:

NOW THEREFORE, Appendix D of the City of New Richland Code of Ordinances is hereby amended to as follows:

Appendix D Schedule of Fees and Charges:

Description		Fees
Licenses and Permits:		
On – Sale Liquor		\$1,250.00
Off – Sale Liquor		\$100.00
Sunday Liquor		\$200.00
Temporary On- Sale		\$25.00
Club Liquor		\$100.00
On – Sale 3.2		\$25.00
Off – Sale 3.2		\$5.00
Wine License		\$350.00
Animal License –Lifetime Fee		\$25.00
Lost Animal License Replacement		\$2.00
Animal Impound Release Fee		\$25.00
Rental Property 1 st building		\$25.00
Rental additional buildings same yr/owner		\$20.00
Rental Inspection Fee each 1-4 units		\$50.00
Rental Inspection Fee each 5 or more units		\$20.00
Rental Re-Inspection Fee per unit		\$25.00
VRBO-Short-Term Rental License		\$125.00
Building Permit		See Schedule Adopted by Resolution
Golf Cart Permit	Calendar Year All or Part	\$10.00
Elevation Benchmark		\$200.00
Zoning Permit		\$25.00
Variance		\$50.00

Conditional Use Permit		\$50.00
Right of Way Permit		\$100.00
Adult Entertainment		\$100.00
Exhibition Permit		\$25.00
Peddler Permit		\$35.00
Building Mover Permit		Bond
Emergency Service Charges		
Police Reports		\$10.00
CPR Training - Ambulance		\$65.00/person
Fire Department Rescue Auto Extrication and all rescues where tools or multiple vehicles and personnel are required		\$500.00
Structure Fire Charge		\$1,000.00
Fire Service Charge Non Structure Fires		\$500.00
Provide Landing Zone, Traffic Control, Scene Safety and Cleaning Roads		\$250.00
For any Fire Incident over 3 hours in duration		Cost Up To The Actual Cost of Fuel Consumed
Foam Used in Fire Fighting Activity		Cost of Foam Consumed
Ambulance Call Base Rate		\$750.00
Per Loaded Mile		Medicare Approved Rate Plus 10%
Ambulance Call Base Rate Non-Primary Service Area		\$870.00
Per Loaded Mile Non-Primary Service Area		Medicare Approved Rate Plus 10%
No Transport City Limits		\$148.00
No Transport Outside City Limits		\$255.00
Intercept	Added to Other Charges	\$450.00
Lift Assist only		\$67.00
Charges for City Services		
Office Services		
Photo Copies Letter/Legal	B&W	.15 per page
Photo Copies 11X17	B&W	.35 per page
Fax Sending or receiving		\$1.00 per page
NSF Checks		\$20.00
Color Copies		.75 per page
Assessment Services		
TIF District		\$300 set up/\$150 per Year/\$200 modification
Delinquent Charges collected with taxes		\$10.00 per property charge certified



Special Assessments		\$5.00 per parcel
City Hall		
Hall Rent		\$125.00
Hall 3hr max meeting	Business Meeting rate	\$75.00
Water Department		
Residential Water Service Connection Fee		\$100.00
Commercial Water Connection Fee		\$200.00
Meter		Cost plus 10%
Clean Service Line		\$30.00
Shutoff Fee		\$25.00
Between Nov 15 & Mar 15		\$50.00
Turn on Fee		\$25.00
Between Nov 15 & Mar 15		\$50.00
Disconnect Notice Fee	(Resolution 21-01)	\$25.00
Late Payment Fee		5% of past due amount W/Min. \$3.00 per month
Water Rates		\$7.87 base connection fee plus \$9.63 per 1,000 gal.
Bulk Water Sales		\$11.64 per 1000 gal.
Outdoor Water Meter		\$200
Sewer Department		
Sewer Service Connection Fee		\$50.00
Late Payment Fee		5% of past due amount W/Min. \$3.00 per month
Sewer Rates		\$10.00 base connection fee plus \$12.00 per 1,000 gal. of water used
Flat Fee for Sewer Only		\$66.40 per Month
Trash Collection		
Trash Collection Charge		\$17.60 / Account
Maintenance Department		
Mowing		\$50.00 per hour 1 hour min.
Sidewalk Snow Removal		\$40.00 per hour
Sweeper		\$80.00 per hour
Tractor		\$80.00 per hour
Dump Truck		\$80.00 per hour
Sanding		Dump Truck Fee plus Sand Cost
Chg For Employee Labor		\$45.00 per hour
Administrative		Penalty for

Offenses – Violation of City Code Section:		Violation
Section 220	Abandoned Property	\$25.00
Section 230	Trees	\$25.00
Section 300	Animals	\$25.00
Section 310	Exhibitions	\$25.00
Section 330	Peddlers	\$50.00
Section 340	Building Movers	\$50.00
Section 350	Rental Housing	\$50.00
Chapter 4	Alcoholic Beverages	\$25.00
Chapter 5	Nuisances	\$25.00
Section 550.3	Unlawful Disposal	\$100.00
Section 610	Parking	\$25.00
Section 620	Snowmobiles	\$25.00
Section 630	Bicycles	\$25.00
Section 720	Right of Way Management	\$200.00
Section 800	Water	\$25.00
Section 810	Sewer	\$25.00
Chapter 9	Building and Housing	\$50.00
Chapter 10	Zoning	\$50.00
Chapter 11	Adult Uses	\$200.00

Passed by the City Council of the City of New Richland, Minnesota, this 25th Day of September 2023.

(Mayor)

ATTEST:

(City Administrator)



RESOLUTION 23-17

A RESOLUTION ADOPTING THE 2024 PRELIMINARY BUDGET AND TAX LEVY COLLECTABLE IN 2024 AND SETTING DATE FOR PUBLIC HEARING

WHEREAS, Current tax law requires cities over 500 population to certify a proposed tax levy and budget hearing date to the county auditor by September 30th, and

NOW, THEREFORE BE IT RESOLVED, by the city council of the City of New Richland, Waseca County, Minnesota that the following **proposed preliminary** 2024 property tax levies for the city is as follows:

General Fund	\$378,833
Capital Fund	\$178,600
Fire Relief	\$450
2014 GO Imp Bond	\$130,000
2024 Adjusted Tax Levy	\$687,883

BE IT FURTHER RESOLVED, that a hearing of comments from all citizens wishing to comment on the proposed budget before final adoption will be held at the regular meeting of the City Council on December 11th, 2023 at 6:35 p.m. at the New Richland City Hall.

BE IT FURTHER RESOLVED, that 1) this proposed tax levy resolution is being submitted by the city in accordance with Minnesota Statutes; 2) the city council of the City of New Richland may reduce this levy prior to final adoption, but may not increase the final levy over the amount specified in this resolution; and 3) the resolution represents a good faith effort by the city to substantially comply with applicable law and the guidance supplied by the Minnesota Department of Revenue and Waseca County.

The City Administrator is hereby instructed to transmit a certified copy of this resolution to the county auditor of Waseca County, MN.

Adopted by the City Council of the City of New Richland, Minnesota, this 25th Day of September 2023.

(Mayor)

Attest:

(City Administrator)

New Richland City Council

25 Sep 2023

New Richland Care Center

Operations:

Average census = 34.32 (Medicaid 22.26, Private 10.32, Med A 1.06, Managed Care 0.68)

Financials:

Net Income = \$21,000

Projects:

New Benefits Plan through Intellicents. Similar to the plan the city is looking at offering.

Money from MN DHS (\$225,000) earmarked for building improvements:

- PTEC Units for heat and air conditioning in resident rooms
- Spa Room on the east side of the building
- Ceiling Lifts to provide for bariatric residents
-

Staff Openings:

Certified Nurse Aides

RN or LPN



Date: September 19, 2023

To: City of New Richland

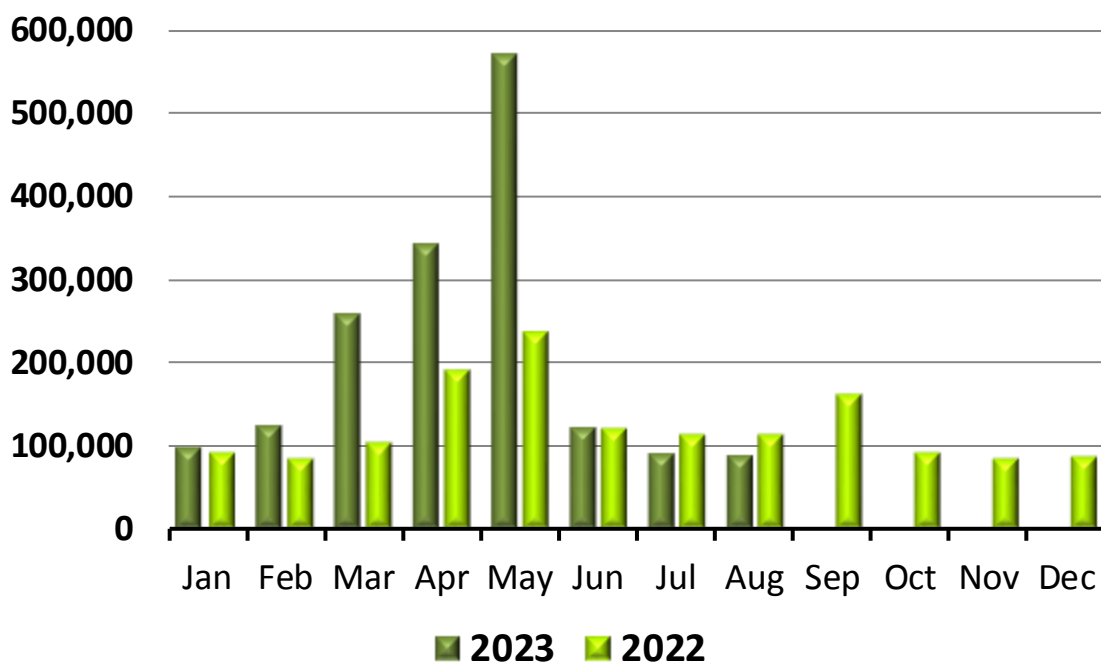
From: Shell Johnson, Operator

O & M Report: August 2023

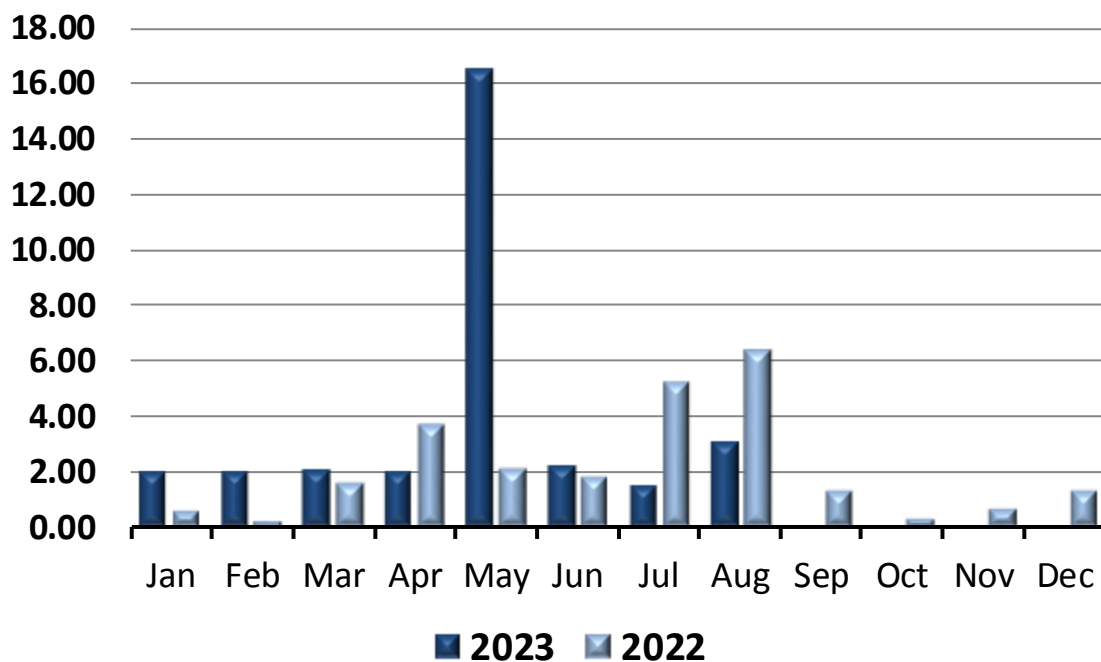
Wastewater Operation & Maintenance

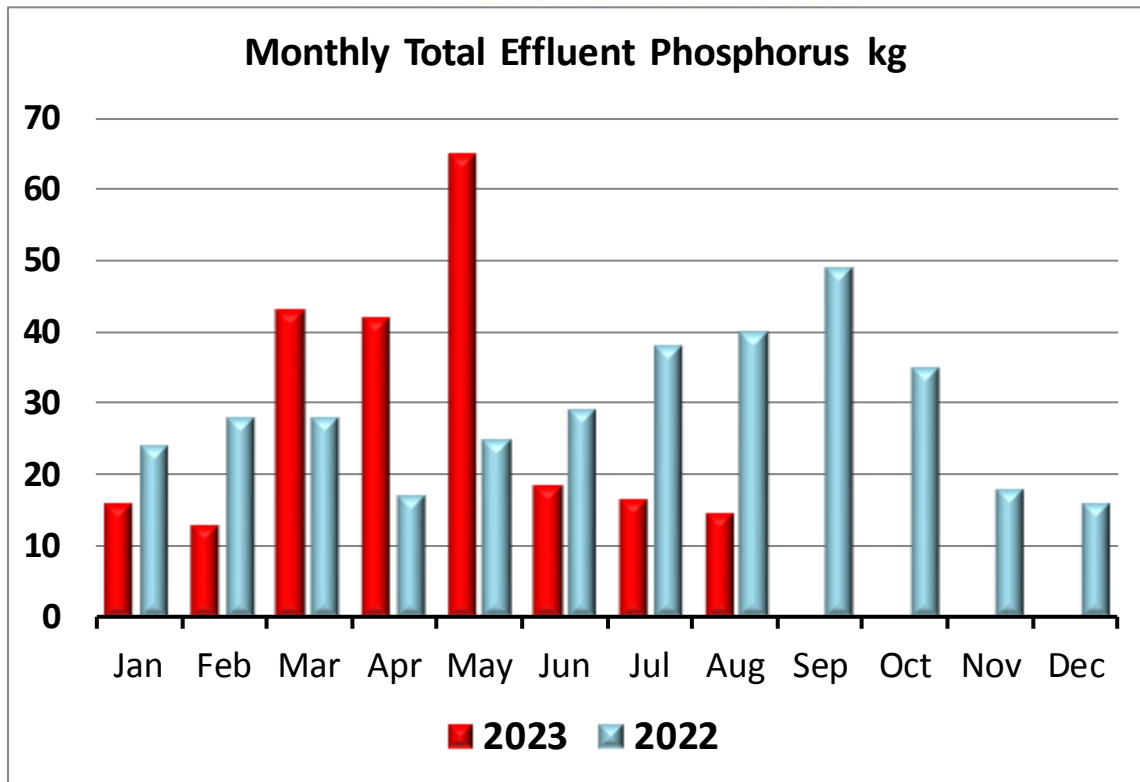
- Jim & Dudes looked at the Exhaust fan in the preliminary building, it has not worked in a very long time. The metal mounts and cage were breaking off the exhaust, due to the environment it is in. Here is a quote for parts to get by, or the whole exhaust, this exhaust is used spring until winter starts. Fresh air is needed in this building to due to the gases and low oxygen.
- Snail catcher is working wonderful. Was wondering if I could get one more made for the area of where the influent comes in on the top side of primary clarifier to catch garbage and debris? Our system is an older system and with this day and age of wipes, etc., the older rake in the bar screen does not catch all of it.
- Bio-Solids samples were taken for the fall discharge.
- I went to the 3-day safety refresher in Iowa for PeopleService.
- All work orders for august were completed.
- Hung up all the safety signs for Chlorine, Sulphur Dioxide and Ferric on all their buildings.
- Started with the safety strips on all indoor steps,
- All fire extinguishers were inspected and reloaded.

Average Daily Wastewater Pumped - In Gallons



Total Monthly Precipitation





		August-23	July-23	August-22
Water	Units			
Wastewater				
CBOD				
CBOD Influent	mg/L	168	155	137
CBOD Influent Design	mg/L	338	338	338
CBOD Effluent	mg/L	3.6	6.3	1.5
CBOD Effluent Permit Limit	mg/L	15	15	15
CBOD kg/day	kg/day	1.3	2.5	2.4
CBOD kg/day Permit Limit	kg/day	34	34	34
CBOD % Removal	%	98%	96%	98%
CBOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent	mg/L	170	248	113
TSS Influent Design	mg/L	365	365	365
TSS Effluent	mg/L	6	18	4
TSS Effluent Permit Limit	mg/L	30	30	30
TSS kg/day	kg/day	2.3	7.1	6.2
TSS kg/day Permit Limit	kg/day	68	68	68
TSS % Removal	%	96%	93%	92%
TSS % Removal Permit Limit	%	85%	85%	85%
Phosphorus				
Phos Influent	mg/L	3.22	19.78	3.80
Phos Effluent	mg/L	1.39	1.57	3.00
Phos Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Phos Effluent Monthly Total	kg	14.49	16.63	40.00
Phos Effluent kg Per Year	kg	31.15	150.00	79.00
Phos Effluent kg Per Year Total Limit	kg	829.00	829.00	829.00
Fecal Coliform				
Fecal Effluent	ml	15	116	27
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
Dissolved Oxygen				
DO Effluent	mg/L	3.33	3.63	0.00
DO Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Effluent Flow				
Average Daily	gallons	89,000	90,000	113,000
Maximum Daily	gallons	135,000	125,000	227,000
Total Monthly	gallons	2,747,000	2,799,000	3,492,000
Precipitation Monthly Total	inches	3.06	1.53	6.30
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$7,146.00	\$2,108.00	29%	67%
Total	\$7,146.00	\$2,108.00	29%	67%

Wastewater Plant Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
08/22/23	Schaeffer Manufacturing Co.	Gear Lube for Maintenance at Plant	\$492
08/31/23	Venders (1)	Misc Invoices under \$50 (1)	\$37

Total	\$529
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Wastewater System Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
08/03/23	Venders (1)	Misc Invoices under \$50 (1)	\$18

Total	\$18
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Total Expenditures

W/W Plant Maintenance	\$529
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W/W System Maintenance	\$18
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Total For This Month	\$547
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Total Maintenance Dollars Spent Year-to-Date	\$2,108
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(January 1, 2023 to End of This Report Month)

Annual Maintenance Budget	\$7,146
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(Jan. 1, 2023 - Dec. 31, 2023)

Percent Maintenance Budget Spent Year-to-Date	29%
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Datecompleted	Equipment	Location	Notes	Task	Taskdesc
8/2/2023	Influent Sampler	5052 New Richland, MN	Replaced pump on sampler, new suction hose, new hose inside. works great. <4 degrees.	Monthly PM	Clean, inspect pump hose
8/2/2023	Influent Sampler	5052 New Richland, MN	influent sampler pump went out, replaced pump , suction hose and peristaltic hose. all good parts were thru teledyne, pump #605804128, rubber pump tubing #606700062, suction hose #681680058	Unscheduled Work Order	influent sampler pump went out, replaced pump , suction hose and peristaltic hose. all good parts were thru teledyne, pump #605804128, rubber pump tubing #606700062, suction hose #681680058
8/6/2023	Air Compressor	5052 New Richland, MN	checked oils, runs only when pulling secondary scum, it does not need to run 24 hrs a day. also, the psi going from regulator to the diaphragm pump is set at 75, recommended for this size pump.	Monthly PM	Check oil, belt tension, relief valves & drain water. See manual.
8/6/2023	Effluent Sampler	5052 New Richland, MN	reset pump hose, all good <4 degrees	Monthly PM	Clean, inspect pump hose & check dessicant on unit. See manual
8/6/2023	East Ras Flowmeter	5052 New Richland, MN	east digital works and percentage	Monthly PM	Clean unit & check following: 1. If #'s are visable in totalizer display window 2. Red needle in percent of flow display window actuates. 3. #'s on the totalizer are changing with the flow.
8/6/2023	Eyewash Station	5052 New Richland, MN	ran out for a good 3 minutes all good	Monthly PM	Inspect eyewash for proper operation. Located at lab sink.
8/6/2023	Gas Detector	5052 New Richland, MN	N/A	Monthly PM	Turn on, check batteries and if calibration is due.
8/6/2023	Office Air Conditioner	5052 New Richland, MN	filter and been working good since charge put in	Monthly PM	Clean filter & unit. May need more cleaning during heavy use.
8/6/2023	NO 1 RAS	5052 New Richland, MN	not in service at this time	Monthly PM	Grease the zirks on the pump if the pump running this month.

8/6/2023	Sludge Transfer Pump 1	5052 New Richland, MN	greased and checked oil if the pump seems not to be pumping ever, straight about it is a valve, hook a hose to it and burp the air out. the pump will run more efficient. do not do this without a hose on it, sludge will come out.	Inspection	2 zirks with 2 shots of grease.
8/6/2023	Eye Wash Station	5052 New Richland, MN	initialed and checked all good	Flush Eyewash Station	1.Clean portable eyewash station 2.Rinse with potable water 3. Add entire 40z preservative bottle and fill the station with potable water to the bottom of the cap opening 4. Date inspection tag and apply tamper seal over the cap 5. Change solution every 90 days minimum 6. Follow manufactures instructions for testing the portable eyewash station.
8/6/2023	IBC Boiler	5052 New Richland, MN	need a screen for the in and out flows otherwise not in service at this time	Blower Monthly	Check the inlet pressure, the BTU and return temp. Check site tube on the water tank.
8/7/2023	Alarms	5052 New Richland, MN	SO2 alarm went off , all good	Test alarm dialer	1. Test alarm function and verify communications equipment can reach emergency contact personnel for the WWTP at your project. 2. Trip the high level float and clean if necessary in sump pump un basement.
8/7/2023	NO 3 RAS	5052 New Richland, MN	greased, checked safety cage, all good	Monthly PM	Grease the zirks on the pump if the pump running this month.
8/7/2023	FIRE EXTINGUISHERS	5052 New Richland, MN	all checked and initialed, Al Brooks from albert lea will be inspecting the month of september	Fire Extinguisher Monthly	Make sure clear path to extinguisher, gauge is in green, pin is in place. Remove from wall mount and turn upside down several times. Document back of inspection tag with month and initials.

8/7/2023	NO 2 RAS	5052 New Richland, MN	greased, checked the safety cage,	Monthly PM	Grease the zirks on the pump if the pump running this month.
8/7/2023	Basement Sump Pump	5052 New Richland, MN	set alarm off all good	Monthly PM	Open pit, turn on pump in controls and verify pump pumps water down.
8/7/2023	Primary Clarifier	5052 New Richland, MN	drew water off, having a issue with the dust shield in the lower ring. greased, oils checked all good Did call Crane engineering about the dust shield, he sent the skematics for the primary	Monthly PM	Check oil levels, add as required Grease all fittings Open drain valve 9 under the worm housing(upper reservoir) and open valves 7 & 8 (lower reservoir) and dra off small quantity of oil to remove any accumulated water. Lubricate drive chain
8/8/2023	Blower NO 1	5052 New Richland, MN	oils checked, belt and inner and outer filters. Back on line 8/8/23	Monthly PM	Check belt tension, check motor, air filters ect. See manual Belt Dayco Wedge-Band belt #R5VX630-2
8/8/2023	Blower NO 2	5052 New Richland, MN	oils , belt, filters all checked all good off on 8/8/23	Blower Monthly	Check oil level and belt tension, Check filter and clean/replace if needed. inspect units for abnormal wear and leaks.
8/30/2023	Lift Station #2 - 3rd Street	5052 New Richland, MN	All I can do is call alarm. Mn pump works will clean transducer sept 10	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
8/30/2023	Final Clarifier NO 2	5052 New Richland, MN	Cleaned vent greased check oil	Monthly PM	Grease, clean air vent for gear box skimmer. Give 3-4 shots of grease each zerk.
8/30/2023	Emergency Generator	5052 New Richland, MN	checked oils, coolant, battery trickle charge, reg. digital readout. ran for 36 min total. GSS will be here in the next few months for a complete inspecgion.	Generator Monthly	Check all fluids including fuel. Inspect unit for leaks or abnormal wear. Exercise under load and document hour meter.

8/30/2023	Lift Station #1 - WWTP	5052 New Richland, MN	floats are cleaned, there is a rope tied to it at the moment. mn pump works will be here sept. 11th for a complete inspection and quotes on moving the floats and putting on safety cages.	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
8/30/2023	Lift Station #1 - WWTP	5052 New Richland, MN	This is done by mn pump works and will be done on sept 9	LS Annual PM	1. Check electrical condition or insulation on power cable and on power cable and on all phases of motor windings (resistance check). 2. Check for any loose or faulty electrical connections within the pump control panel. 3. Check voltage supply between all phases on the line side of the electrical control panel 4. Check amperage draws on all phases of the pump motor. 5. Check voltage between all phases on the load side of the pump control (line side for sing phase), pump off. 6. Check condition and operation of motor thermal protectors (if you equipped). 7. Removal of pump from lift station for physical inspection. 8. Check condition of upper shaft seals (inspect condition of oil). 9. Check condition and operation of leakage detector (if you equipped). 10. Check lower shaft seals (inspect condition of oil). 11. Change oil (if required). 12. Check for worn or loose impeller
8/30/2023	Lift Station #3 - Elm Ave	5052 New Richland, MN	Floats are clean alarm was set off. Mn pump works coming sept 10th to look at pump 1 and inspect both	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.

8/30/2023	Trickling Filter	5052 New Richland, MN	Cleaned filters up top cleaned arms checked oil	Monthly PM	Make sure the flow on the arm is even. Marathon Electric Cat N- K004 Model YVF56T17D2092E HP- 1 RPM-1725 Belt Size- A33 /9002 2033
8/30/2023	Final Clarifier NO 1	5052 New Richland, MN	Cleaned vent checked oil greased	Monthly PM	Grease, clean air vent for gear box skimmer. refer to manual, numerous tasks. Give 3-4 shots to each zerk to grease.

City Of New Richland

Date : Sep 25, 2023

To : City board of New Richland

From : Eric Hendrickson Lead Maintenance

Water and Street Report

PROJECTS COMPLETED

- 28 Blue cards were issued to residents this month.
- 0 Shut offs, due to lack of payment of blue cards.
- Weekly maintenance of Legion field, City Park, City Hall, City Shop, Library, Water Plant, and St. Olaf Lake.
- Working on the infield at the Legion Field and back stop
- Winterized Lake Park, and pulled ropes in
- Hydrant flushing 9/20
- Waldorf welding (water plant)
- Al Brooks serviced all the Fire Extinguishers

FUTURE PROJECTS

- Their well will be serving well one.
- New back stop Legion Field (Baseball)
- Score Board
- Shut down Legion Field and winterized.
- Sweeping roads
- Generator repair

SEEKING RECOMMENDATION

John Whiteside Blue truck repair (waiting for bid)

John Hollapeter to lay cement around the water plant. (waiting for bid)

City of New Richland
Water System Monthly Report
 Month: August Year: 2023

I. Water System / Monthly Pumpage / Performance

Well No. 1

Total Monthly Pumpage	Gals/Month	1,289,000
Average Daily Pumpage	Gals/day	41,580
Maximum Daily Pumpage	Gals/day	132,000
Total monthly hours	Hrs./month	143
Well Efficiency (GPM)	Gals/min	160

Well No. 2

Total Monthly Pumpage	Gals/Month	221,000
Average Daily Pumpage	Gals/day	7,129
Maximum Daily Pumpage	Gals/day	82,000
Total monthly hours	Hrs./month	24
Well Efficiency (GPM)	Gals/min	160

Well No. 3

Total Monthly Pumpage	Gals/Month	1,632,000
Average Daily Pumpage	Gals/day	52,645
Maximum Daily Pumpage	Gals/day	143,000
Total monthly hours	Hrs./month	181
Well Efficiency (GPM)	Gals/min	150

Total Combined Monthly Pumpage	Gals/Month	3,142,000
Average Combined Daily Pumpage	Gals/day	101,354
Total Combined Monthly Hours	Hrs./month	348
Booster Pump Monthly Hours	Hrs./month	62
Booster Pump daily Avg. Hours	Hrs./day	2
Booster Pump efficiency (GPM)	Gals/min.	155
Booster Pump 2 Monthly Hours	Hrs./month	77
Booster Pump 2 Daily Avg. Hours	Hrs/day	2.48
Booster Pump 2 efficiency (GPM)	Gals/min	155
Total Chlorine Consumption	Lbs./month	25
Average Chlorine daily Consumption	Lbs./day	.80
Total Fluoride Consumption	Gals/month	10.7
Average Fluoride daily Consumption	Gals/day	.34

Memo

To: City Council

From: Anthony Martens

cc:

Date: 9/22/23

Re: 2024 Preliminary Budget

After lowering the anticipated costs for insurance and doing a few minor adjustments, the preliminary numbers work out to be at a 14.65% increase.

This is only a preliminary estimate at this time. As a reminder, the council may not increase the budget but may reduce the budget up until the final budget hearing in December.

The budget discussion will remain on all future council agenda's through the final budget adoption in December.

Memo

To: City Council

From: Anthony Martens

cc:

Date: 9/22/23

Re: Health Insurance - 2024

Attached are the documents for us to migrate to our own insurance policies outside of the coop. This should significantly decrease our insurance costs for employees.

Should council wish to continue in this direction, they should consider directing staff to sign agreements and continue this process.

BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement ("Agreement") is entered into by and between The City of New Richland on behalf of the Plan ("Covered Entity") and intellicents, inc., a Minnesota corporation ("Business Associate").

I. Purpose

- A. Business Associate is contractually obligated to provide certain services related to one or more "covered entities" as that term is defined and regulated under HIPAA. The parties to this Agreement acknowledge that (1) Business Associate is a "business associate" as that term is defined and regulated under the Health Insurance Portability and Accountability Act of 1996, as amended ("HIPAA"); and (2) Business Associate provides services to one of more "covered entities" as that term is defined and regulated under HIPAA.
- B. This Agreement is intended to constitute a "business associate" agreement between the Plan, as a Covered Entity, and the Business Associate, as required under the privacy and security provisions of HIPAA, as amended. Portions of HIPAA apply directly to Business Associate as provided in the Health Information Technology for Economic and Clinical Health Act ("HITECH"), part of the American Recovery and Reinvestment Act of 2009 ("ARRA"). Business Associate's obligations under this Agreement may be the same as, or in some cases in addition to, Business Associate's own obligations under HIPAA as provided in HITECH.

II. Special Definitions

The following definitions are used by this Agreement:

- A. **ARRA** – means the American Recovery and Reinvestment Act of 2009.
- B. **Agreement** - means this Business Associate Agreement, which is an agreement required under 45 C.F.R. Section 164.314(a)(2) between a Business Associate and a Covered Entity.
- C. **Breach** – means the unauthorized acquisition, access, use, or disclosure of Protected Health Information regarding a Covered Individual that compromises the security or privacy of the Protected Health Information as determined in accordance with 45 C.F.R. Section 164.402. Notwithstanding the foregoing, a Breach does not include: (1) any unintentional acquisition, access, or use of Protected Health Information by an employee or individual acting under the authority of Covered Entity or Business Associate and in the scope of the employment or relationship between the employee or individual and Covered Entity or Business Associate, provided such information is not further acquired, accessed, used, or disclosed by any person without authorization; (2) any inadvertent disclosure by an individual who is authorized to access Protected Health Information at Covered Entity's or Business Associate's facility to another similarly situated individual at the same facility, provided such information is not further acquired, accessed, used, or disclosed by any person without authorization; and (3) a disclosure of Protected Health Information in a situation in which Business Associate has a good faith belief that the person(s) to which the unauthorized disclosure was made would not reasonably have been able to retain such information.
- D. **Business Associate** – means intellicents, inc., a person described in 45 C.F.R. Section 160.103 who performs certain functions on behalf of a Covered Entity.

- E. **Covered Electronic Transactions** – shall have the meaning given to the term “transaction” in 45 C.F.R. Section 160.103.
- F. **Covered Entity** – means the Plan, an entity described in 45 C.F.R. Section 160.103.
- G. **Covered Individual** – means a person who is eligible for payment of certain services or supplies rendered or sold to the person or the person’s eligible dependents under the terms, conditions, limitations, and exclusions of the Plan.
- H. **Data Aggregation** – means, with respect to Protected Health Information created or received by Business Associate in its capacity as a business associate (as that term is defined in 45 C.F.R. Section 160.103) of the Plan, the combining of such Protected Health Information by Business Associate with the Protected Health Information received by Business Associate in its capacity as a business associate of another covered entity (as those terms are defined in 45 C.F.R. Section 160.103), to permit data analyses that relate to the health care operations of the respective covered entities.
- I. **Designated Record Set** – means a group of records maintained by or for Covered Entity that is (1) the medical records and billing records about Individuals maintained by or for a covered health care provider, (2) the enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for Covered Entity, or (3) used, in whole or in part, by or for Covered Entity to make decisions about Individuals. As used herein, the term “Record” means any item, collection, or grouping of information that includes Protected Health Information and is maintained, collected, used or disseminated by or for Covered Entity.
- J. **Effective Date** – means 09/01/2023, unless specifically noted otherwise herein.
- K. **Electronic Health Record** – means an electronic record of health-related information regarding an Individual that is created, gathered, managed, and consulted by authorized health care clinicians and their staff.
- L. **Electronic Protected Health Information** – shall have the same meaning as the term “electronic protected health information” in 45 C.F.R. 160.103, limited to the information created, received, maintained, or transmitted by Business Associate from or on behalf of Covered Entity.
- M. **HITECH** – means Health Information Technology for Economic and Clinical Health Act.
- N. **HHS** – means the United States Department of Health and Human Services.
- O. **Including** – means “including but not limited to.”
- P. **Individual** – shall have the same meaning as the term “individual” in 45 C.F.R. Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. Section 164.502(g).
- Q. **Limited Data Set** – shall have the same meaning as the term “limited data set” in 45 C.F.R. Section 164.514(e)(2).
- R. **Plan** – means the organized health care arrangement, as that term is defined in 45 C.F.R. Section 160.10.3, consisting of the plans collectively considered the organized health care arrangement, provided by the Covered Entity.

- S. **Privacy Rule** – means the Standards and Privacy of Individually Identifiable Health Information at 45 C.F.R. Part 160 and Part 164, subparts A and E and the privacy provisions of HIPAA, as amended.
- T. **Protected Health Information** – shall have the same meaning as the term “protected health information” in 45 C.F.R. 160.103, limited to the information created, received, maintained, or transmitted by Business Associate from or on behalf of Covered Entity. Protected Health Information specifically includes Electronic Protected Health Information.
- U. **Provider** – means a hospital or professional practitioner duly certified or licensed to provide health care services to Covered Individuals.
- V. **Required By Law** – shall have the same meaning as the term “required by law” in 45 C.F.R. Section 164.103.
- W. **Secretary** – means the Secretary of the Department of Health and Human Services or his/her designee.
- X. **Security Incident** – shall have the same meaning as the term “security incident” in 45 C.F.R. Section 164.304, unless defined differently in Covered Entity’s policies and procedures for compliance with the Security Rule, which shall be provided to the Business Associate.
- Y. **Security Rule** – means the Security Standards and Implementation Specifications at 45 C.F.R. Part 160 and Part 164, subpart C and the security provisions of HIPAA, as amended.
- Z. **Standards for Electronic Transactions Rule** - means the final regulations issued by HHS concerning standard transactions and code sets under the Administrative Simplification provisions of HIPAA, 45 C.F.R. Part 160 and Part 162.
- AA. **Subcontractor** – means an individual described in 45 C.F.R. Section 160.103 to whom the Business Associate provides protected health information that the Business Associate creates, receives, maintains, or transmits on behalf of a Covered Entity.
- BB. **Unsecured Protected Health Information** – means Protected Health Information that has not been rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary. As of August 24, 2009, the Secretary has specified the following technologies and methodologies that will render Protected Health Information unusable, unreadable, and indecipherable (i.e., secured Protected Health Information): (1) encryption as described in the Secretary’s guidance and determined by the National Institute of Standard and Technology to meet the standards described in such guidance, or (2) destruction, in accordance with the procedures identified in the Secretary’s guidance, of the media on which the Protected Health Information was stored or recorded.

III. Privacy Provisions

A. **Introduction.** Business Associate, on behalf of Covered Entity, performs or assists in the performance of functions and activities that may involve the use, disclosure, receipt and/or creation of Protected Health Information. The "business associate" provisions of the Privacy Rule govern the terms and conditions under which the Business Associate may use or disclose Protected Health Information. In general, Business Associate agrees and intends to act such that (1) Covered Entity can fulfill its responsibilities under HIPAA; and (2) Business Associate can fulfill its contractual obligations under this Agreement. In addition, Business Associate specifically acknowledges its direct liability for the failure to comply with certain portions of the Privacy Rule as provided under HITECH and the regulations issued thereunder.

B. **Permitted Uses and Disclosures by Business Associate.**

1. Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information (i) to perform functions, activities, or services for, or on behalf of, Covered Entity pursuant to any services agreement with the Business Associate, (ii) as permitted or required by this Agreement, and (iii) as Required by Law. Business Associate may disclose Protected Health Information to other business associates of Covered Entity, or to business associates of another covered entity that is part of an organized health care arrangement that includes Covered Entity, to the fullest extent allowed under applicable law.

2. Except as otherwise limited in this Agreement, Business Associate may use Protected Health Information for the proper management and administration of its business or to carry out its legal responsibilities.

3. Except as otherwise limited in this Agreement, Business Associate may disclose Protected Health Information for the proper management and administration of its business, if:

- i) The disclosures are Required by Law, or
- ii) Business Associate obtains reasonable assurances from the person to whom the information is disclosed that the information will be held confidentially and will be used or further disclosed only as Required by Law or for the purpose for which it was disclosed to such person, and the person will notify the Business Associate of any instances of which the person is aware in which the confidentiality of the information has been breached.

4. Except as otherwise limited in this Agreement, Business Associate may use Protected Health Information to provide Data Aggregation services to Covered Entity as permitted by 45 C.F.R. Section 164.504(e)(2)(i)(B).

5. Except as otherwise limited in this Agreement, Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 C.F.R. Section 164.502(j)(1).

6. Business Associate will limit the use, disclosure, or request of Protected Health Information, to the extent practicable, (i) to the Limited Data Set, or (ii) if needed by Business Associate, to the minimum necessary (as determined by Business Associate) to

accomplish the intended purpose of such use, disclosure, or request, except to the extent a broader use, disclosure, or request of Protected Health Information is allowed by the Privacy Rule. Business Associate's ability to satisfy the requirement of this Paragraph III.B.6 by use of the Limited Data Set shall be available until the effective date of subsequent guidance issued by the Secretary regarding what constitutes "minimum necessary," at which time Business Associate will take reasonable efforts to limit the use, disclosure, or request of Protected Health Information to the minimum necessary (as defined by such Secretary's guidance) to accomplish the intended purpose of such use, disclosure, or request, except to the extent a broader use, disclosure, or request of Protected Health Information is allowed by the Privacy Rule.

7. Except as otherwise authorized by the Privacy Rule, Business Associate shall not directly or indirectly receive remuneration (whether financial or nonfinancial) in exchange for any Protected Health Information of a Covered Individual unless Covered Entity has received a valid authorization from the Covered Individual that includes a specification of whether the Protected Health Information can be further exchanged for remuneration by the entity receiving Protected Health Information of that Covered Individual. This Paragraph III.B.7 shall apply to exchanges of Protected Health Information occurring on or after the compliance date applicable under the final regulations issued under HITECH that address this restriction.

8. Except as otherwise allowed by the Privacy Rule, Business Associate may not use or disclose Protected Health Information regarding a Covered Individual with respect to a communication about a product or service that encourages recipients of the communication to purchase or use the product or service unless Covered Entity receives no direct or indirect payment in exchange for making such communication and the communication is made to the Covered Individual: (i) to describe a health-related product or service (or payment for such product or service) that is provided by, or included in, the Plan, including communications about the entities participating in a health care provider network or health plan network, replacement of, or enhancements to, the Plan, and health-related products or services available only to Covered Individuals that add value to, but are not part of, the Plan; (ii) for treatment of the Covered Individual; or (iii) for case management or care coordination for the Covered Individual, or to direct or recommend alternative treatments, therapies, health care providers, or settings of care to the Covered Individual. Notwithstanding the foregoing, Business Associate may use or disclose Protected Health Information regarding a Covered Individual with respect to a communication about a product or service that encourages recipients of the communication to purchase or use the product or service if the communication relates to a prescription drug that is currently being prescribed for a Covered Individual and any financial remuneration received by Covered Entity in exchange for making the communication is reasonably related to Covered Entity's cost of making the communication. This Paragraph III.B.8 shall apply to disclosures of Protected Health Information occurring on or after the compliance date applicable under the final regulations issued under HITECH that address this restriction.

- C. **Limitations on Business Associate's Uses and Disclosures.** With respect to Protected Health Information that Business Associate creates, receives, maintains, or transmits on behalf of Covered Entity, Business Associate will not use or further disclose the Protected Health Information other than as permitted or required by this Agreement (including, but not limited to, any restrictions described in Section III.E.4) or as Required by Law.
- D. **Additional Obligations of Business Associate.** Except as otherwise specified in this Agreement, the provisions of this Paragraph III.D. apply only to Protected Health

Information that Business Associate creates, receives, maintains, or transmits on behalf of Covered Entity.

1. **Safeguards.** Business Associate will use appropriate safeguards to prevent the improper use of, disclosure of, and tampering with Protected Health Information and to reasonably and appropriately protect the confidentiality, integrity, and availability of the Protected Health Information.

2. **Reporting and Mitigation.** Business Associate will report to Covered Entity any acquisition, access, use, or disclosure of Protected Health Information of which Business Associate becomes aware, or that is reported to Business Associate by an agent or Subcontractor, that is in violation of this Agreement. Such report shall be made within ten (10) business days of its discovery (as that term is defined in 45 C.F.R. Section 164.410(a)(2)) by Business Associate. Business Associate agrees to promptly mitigate, to the extent practicable, any harmful effect that is known to Business Associate of an acquisition, access, use, or disclosure in violation of this Agreement. This obligation includes, but is not limited to, any acquisition, access, use, or disclosure of Unsecured Protected Health Information that may constitute a Breach. The determination of whether a Breach has occurred, and of the resultant action, shall be the responsibility of Covered Entity.

3. **Agents and Subcontractors.** Business Associate will enter into a written contract with any agent or Subcontractor who creates, receives, maintains, or transmits Protected Health Information on behalf of Business Associate that requires such agent or Subcontractor to comply with the same restrictions and conditions that apply by and through this Agreement to Business Associate with respect to such information.

4. **Access to Protected Health Information.** Within fifteen (15) days of a request by Covered Entity for access to Protected Health Information about a Covered Individual, Business Associate shall make available to Covered Entity or, as directed by Covered Entity, a Covered Individual such Protected Health Information contained in a Designated Record Set. If the Protected Health Information requested by Covered Entity is maintained in a Designated Record Set electronically, Business Associate shall make available, within the time period specified above, a copy of such information in the electronic form and format specified by Covered Entity, provided such information is readily producible in such form and format. If the information is not readily producible in such form and format, Business Associate shall make the information available in a readable electronic form and format as agreed to by the parties. In the event any Covered Individual requests access to Protected Health Information directly from Business Associate, Business Associate shall within five (5) days forward such request to Covered Entity. Notwithstanding anything herein to the contrary, Covered Entity shall be ultimately responsible for providing access to the requested Protected Health Information or making the determination to deny access to requested Protected Health Information.

5. **Amendment of Protected Health Information.** Within fifteen (15) days of receipt of a request from Covered Entity or a Covered Individual for the amendment of Protected Health Information or a record regarding a Covered Individual contained in a Designated Record Set, Business Associate shall (i) provide such information to Covered Entity for amendment, and (ii) incorporate any such amendments in the Protected Health Information as required by 45 C.F.R. Section 164.526. It shall be Covered Entity's responsibility to promptly notify Business Associate of the request for an amendment. Notwithstanding anything herein to the contrary, Covered Entity shall be ultimately

responsible for determining whether the requested amendment shall be made and, if the request is denied, in whole or in part, complying with 45 C.F.R. Section 164.526.

6. **Disclosure Accounting.** Business Associate agrees to track such disclosures of Protected Health Information and information related to such disclosures as is necessary to enable Covered Entity to respond to a request by a Covered Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. Section 164.528. Within fifteen (15) days of receipt of notice from Covered Entity that it has received a request for an accounting of disclosures of Protected Health Information regarding a Covered Individual, Business Associate shall make available to Covered Entity such information as is in Business Associate's possession and is required for Covered Entity to make the accounting required by 45 C.F.R. Section 164.528. At a minimum, Business Associate shall provide Covered Entity with the following information: (i) the date of the disclosure; (ii) the name of the entity or person who received the Protected Health Information, and if known, the address of such entity or person; (iii) a brief description of the Protected Health Information disclosed; and, (iv) a brief statement of the purpose of such disclosure which includes an explanation of the basis for such disclosure. Business Associate hereby agrees to implement an appropriate record keeping process to enable it to comply with the requirements of this section and applicable law. It shall be Covered Entity's responsibility to promptly notify Business Associate of the request for an accounting, and to prepare and deliver any such accounting requested. In addition to the forgoing, Business Associate shall track other disclosures and/or make available to Covered Entity such information as is necessary for Covered Entity to comply with any additional accounting requirements effective as of the compliance date applicable under final regulations implementing such requirements. Notwithstanding anything herein to the contrary, Covered Entity shall be ultimately responsible for providing the disclosure accounting to the Covered Individual.

7. **Access to Business Associate's Internal Records.** Business Associate shall make its internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Entity available to Covered Entity or the Secretary, for the purposes of the Secretary's determining compliance with HIPAA for Covered Entity and/or Business Associate.

8. **Electronic Transactions.** In the event the Business Associate transmits or receives any Covered Electronic Transaction on behalf of Covered Entity, it shall comply with all applicable provisions of the Standards for Electronic Transactions Rule to the extent Required by Law, and shall ensure that any agents and Subcontractors that assist Business Associate in conducting Covered Electronic Transactions on behalf of Covered Entity agree in writing to comply with the Standards for Electronic Transactions Rule to the extent Required by Law.

E. **Obligations and Rights of Covered Entity.**

1. **Notice of Privacy Practices.** Covered Entity shall provide Business Associate with the notice of privacy practices that Covered Entity produces in accordance with 45 C.F.R. Section 164.520, as well as any changes to such notice.

2. **Requests by Covered Entity.** Covered Entity shall not request or direct Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by Covered Entity. This includes, but is not limited to, requests or directions for disclosure of Protected Health Information to the Plan

sponsor in a capacity other than acting on behalf of the Plan as Covered Entity. To the extent a dispute or difference of opinion exists between the Business Associate and Covered Entity regarding whether a use or disclosure is permissible, Business Associate may disclose the Protected Health Information under objection pursuant to the specific, written direction of Covered Entity. Any disclosures made pursuant to such specific, written direction shall be subject to the indemnification provisions of the Agreement.

3. **Changes in Permission.** Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by an Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information.

4. **Restrictions.** Covered Entity shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information to which Covered Entity has agreed in accordance with 45 C.F.R. Section 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information. Such restrictions include, but are not limited to, a Covered Individual's request not to disclose Protected Health Information for purposes of payment or health care operations where the Protected Health Information relates solely to a health item or service for which the health care provider has been paid in full out-of-pocket by, or on behalf of, the Covered Individual.

5. **Agreement Breaches by Business Associate.** If Covered Entity obtains knowledge of a pattern of activity or practice of Business Associate that constitutes a material breach or violation of Business Associate's obligations under this Agreement, Covered Entity will take reasonable steps to cure such breach or end such violation. If Covered Entity cannot successfully cure the breach or end the violation, Covered Entity shall terminate the Agreement in accordance with Section VI.B if feasible.

IV. Electronic Security Provisions

- A. **Introduction.** This section applies where Business Associate, on behalf of Covered Entity, performs or assists in the performance of functions and activities that may involve the creation, maintenance, receipt, or transmission of Electronic Protected Health Information. This Section IV along with the other sections of the Business Associate Agreement are (1) intended to meet the requirements of the "business associate" provisions of Security Rule, and (2) govern the terms and conditions under which the Business Associate may create, maintain, receive, and transmit Electronic Protected Health Information on behalf of Covered Entity. In general, Business Associate agrees and intends to act such that (1) Covered Entity can fulfill its responsibilities under HIPAA; (2) Business Associate can fulfill its responsibilities under HIPAA; and (3) Business Associate can fulfill its contractual obligations under this Agreement.
- B. **Obligations of Business Associate.** In accordance with the Security Rule, Business Associate agrees to:
1. Conduct a security risk assessment (in accordance with 45 C.F.R. Section 164.308(a)(1)(ii)(A)) and adopt and implement policies and procedures designed to ensure compliance with the Security Rule and this Agreement including, but not limited to, identifying a security officer and training personnel. This Paragraph IV.B.1 shall be effective as of the compliance date applicable under the final regulations issued under HITECH that address this requirement.
 2. Implement administrative, physical and technical safeguards (including written policies and procedures) that reasonably and appropriately protect the confidentiality, integrity, and availability of the Electronic Protected Health Information that Business Associate creates, maintains, receives, or transmits on behalf of Covered Entity.
 3. Report to Covered Entity any Security Incident of which Business Associate becomes aware within ten (10) business days of its discovery by the Business Associate.
 4. Promptly mitigate, to the extent practicable, any harmful effect of a Security Incident that is known to Business Associate.
 5. Enter into a written contract with any agent or Subcontractor to whom Business Associate provides Electronic Protected Health Information that requires such agent or Subcontractor to comply with the same restrictions and conditions that apply under this Section IV to Business Associate, including, but not limited to, implementing reasonable and appropriate safeguards to protect such information.
- C. **Obligations of Covered Entity.** Covered Entity shall not request or direct Business Associate to create, maintain, receive, or transmit Electronic Protected Health Information in any manner that would not be permissible under the Security Rule.

V. Breach Notification Requirements

If Business Associate accesses, maintains, retains, modifies, records, stores, destroys, or otherwise holds, uses, or discloses Unsecured Protected Health Information, Business Associate shall notify Covered Entity of a Breach of such Unsecured Protected Health Information without unreasonable delay, but no later than sixty (60) days following discovery of the Breach. Such notice shall include an identification of each Covered Individual whose Unsecured Protected Health Information has been, or is reasonably believed by Business Associate to have been, accessed, acquired, or

disclosed during such Breach and any other available information needed by Covered Entity to enable it to comply with its notification obligations under the Privacy Rule and Security Rule. For purposes of this Section V, a Breach is deemed to have been discovered by Business Associate upon the first day on which such Breach is known, or by exercising reasonable diligence would have been known, to Business Associate (including any person, other than the individual committing the Breach, that is an employee, officer or agent of Business Associate (determined in accordance with the Federal common law of agency)).

VI. Term and Termination

- A. **Term.** The Term of this Agreement will begin and become effective on the Effective Date and shall terminate when all of the Protected Health Information created or received by Business Associate on behalf of Covered Entity is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section VI.
- B. **Termination.** In the event that a party (the "non-breaching party") discovers and determines that the other party (the "breaching party") materially breached or violated any of its obligations under this Agreement, the non-breaching party will notify the breaching party of such breach in writing and may immediately terminate the Agreement upon notice to the breaching party or may provide the breaching party with an opportunity to take reasonable steps to cure the breach or end the violation, as applicable, within a mutually agreed upon period of time. If the breaching party's attempts to cure the breach or end the violation are unsuccessful within that period, without limiting the rights of the parties under the Agreement, the non-breaching party may immediately terminate the Agreement upon notice to the breaching party.
- C. **Effect of Relationship Termination.**
 - 1. Except as provided in paragraphs (2) and/or (3) of this sub-section, upon termination of the Agreement, for any reason, Business Associate shall return or destroy all Protected Health Information created or received by it on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of Business Associate and/or its Subcontractors or agents. Business Associate will not retain any copies of Protected Health Information.
 - 2. In the event that Business Associate determines that returning or destroying Protected Health Information is infeasible, Business Associate will notify Covered Entity of the conditions that make return or destruction infeasible. Upon mutual agreement of the parties that return or destruction of Protected Health Information is infeasible, Business Associate will extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.
 - 3. Should Covered Entity notify Business Associate that the information necessary to comply with the recordkeeping requirements under other applicable law includes the Protected Health Information, Business Associate shall return or provide to Covered Entity such information, including Protected Health Information.

VII. General Provisions

- A. **Regulatory References.** A reference in this Agreement to a section in the Privacy Rule or the Security Rule means the section as in effect or as amended.
- B. **Amendment.** The parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Covered Entity and/or Business Associate to comply with the requirements of the Privacy Rule, the Security Rule, and the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191.
- C. **Interpretation.** Any ambiguity in this Agreement shall be resolved to permit each party to comply with the Privacy Rule and the Security Rule, if applicable.
- D. **Survival.** The respective rights and obligations under this Agreement shall survive the termination of this Agreement and any related agreement, including a services agreement.
- E. **Indemnity.** Each party will indemnify, hold harmless, and defend the other party and its affiliates, officers, directors, employees or agents from and against any claim, cause of action, liability, damage, cost or expense, including attorneys' fees and court or proceeding costs, arising out of or in connection with any non-permitted or violating use or disclosure of Protected Health Information or other breach of this Agreement by such party or any Subcontractor, agent, person or entity under such party's control.
- F. **No Third Party Beneficiaries.** Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the parties hereto, any rights obligations, or liabilities whatsoever.
- G. **Conformance with Law.** The parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for the parties to comply with the requirements of HIPAA as they apply to each party.
- H. **Action.** For purposes of this Agreement, whenever action is required by a party to this Agreement, such action must be taken by a person or persons with authority to act on behalf of such party to this Agreement.
- I. **Governing Law.** This Agreement shall be governed by the law of Minnesota, except to the extent preempted by federal law.
- J. **Severability.** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

Notices. All notices and communications required by this Agreement shall be in writing. Such notices and communications shall be given in one of the following forms: (i) by delivery in person, (ii) by a nationally-recognized, next-day courier service, (iii) by first-class, registered or certified mail, postage prepaid; or (iv) by electronic mail to the address that each party specifies in writing.

Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to its subject matter and constitutes and supersedes all prior agreements, representations and understandings of the parties, written or oral, with regard to this same subject matter.

Notwithstanding the foregoing, this Agreement is intended to supplement (rather than supersede) the agreement between Business Associate and the sponsor of the Plan related to the services that Business Associate provides with respect to administration of the Plan.

Counterparts. This Agreement may be executed in counterparts, each of which so executed shall be construed to be an original, but all of which together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Transmission by facsimile or electronic mail of an executed counterpart of this Agreement shall be deemed to constitute due and sufficient delivery of such counterpart. This Agreement and any amendment or modification may not be denied legal effect or enforceability solely because it is in electronic form, or because an electronic signature or electronic record was used in its formation.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth below.

intellicents, inc, as Business Associate:

This ____ day of _____, 202__

By: _____

on behalf of the Business Associate.

Print Name: _____

Title: _____

Covered Entity:

This ____ day of _____, 202__

By: _____

on behalf of the Covered Entity.

Print Name: _____

Title: _____

CONSULTANT SERVICE AGREEMENT

THIS AGREEMENT, effective the 1st day of September, 2023 by and between The City of New Richland, (hereinafter called the Client), and intellicents inc., consultant and insurance agent of Albert Lea, Minnesota, a corporation under the laws of the State of Minnesota (hereinafter called intellicents).

WITNESSTH THAT:

Client hereby engages the services of intellicents as its employee benefits and insurance consultant and servicing agent of record with respect to all insured and self-insured employee benefit plans of Client including but not limited to employee benefits such as group health, life, dental, or disability insurance (herein "Plans") and upon written request of Client, with regard to such other insurance products and coverages as designated by Client (herein "Other Services"). Plans do not include workers' compensation, employer liability or any property or casualty insurance and such coverages would have to be designated as Other Services.

1. Term of Agreement

This agreement shall take effect on September 1, 2023 and continue for an initial term of Thirty-six (36) months and consecutive annual terms thereafter until terminated by either party by giving written notice to the other sixty (60) days prior to January 1 of any year following the initial term.

2. Scope of Services and Representation

With respect to all services to be performed pursuant to this agreement, intellicents shall at all times and in all circumstances be the exclusive consultant and insurance representative of the Client with regard to Plans, and shall use its best efforts to ascertain, advise upon, and understand the needs of the Client (including insurance needs) with regard to Plans, and Other Services if any. intellicents shall in all matters under this contract, act in the best interest of the Client, provided however, Client recognizes that intellicents may act in the dual capacity of an insurance broker or agent to negotiate for, place, and service all or any part of the insurance purchased by the Client with regard to Plans, or Other Services if any, during the term of this agreement.

The total compensation of intellicents provided for in Section 4 of this agreement shall not be affected or decreased by reason of intellicents acting in such dual capacity.

3. Services to be Provided

intellicents shall perform for the benefit of the Client during the period of this agreement in a competent and professional manner the services described in Addendum A attached to this agreement.

4. intellicents Compensation

Client shall cause its insurer or reinsurer to pay intellicents for services performed pursuant to this agreement with regard to Plans involving any insured or self-insured health plan and for all other Plans, including life insurance, dental insurance, long-term disability insurance, etc., intellicents shall receive its sole compensation from the commissions paid by the insurance carrier. Compensation for intellicents with regard to Other Services shall be negotiated at the time such Other Services are requested.

The above agreed upon fees shall be subject to change if the number of covered employees change by 15% or more from the initial date of this agreement. Any change in the fees shall be a result of a mutual agreement between Client and intellicents.

Not less than ninety (90) days prior to each anniversary of this contract beginning on September 1, 2023 and thereafter, the intellicents representative and the Client's designated representative shall meet and review intellicents Compensation for the next year, and agree to any adjustments based upon additional work anticipated to be done by intellicents, inflation, insurance, and self-insurance type plans anticipated to be utilized by the Client. intellicents Compensation shall then be adjusted to reflect any change the next year as agreed upon in this paragraph.

5. Termination

This agreement may be terminated by either party with a sixty (60) day written notice.

This agreement may be terminated by Client immediately upon written notice to intellicents in the event (i) of bankruptcy or insolvency of intellicents or (ii) intellicents materially changes the personnel who provide service to the Client, without the Client's consent or (iii) Client determines that value is not being received from the continued use of intellicents services.

intellicents may terminate this contract immediately by written notice to Client in the event that the Client does not pay intellicents the compensation, when due.

In the event of such termination intellicents shall not have any obligation to return to the Client any portion of any compensation received by intellicents pertaining to any insurance as to which intellicents is either a broker or agent, if such insurance has a normal expiration or anniversary date subsequent to the date of such termination.

In the event of termination, all records maintained by intellicents on behalf of Client shall remain the property of the Client, and provided to Client upon request.

6. Performance

Except as otherwise provided in this agreement, the undertakings and obligation of intellicents under

this agreement are for the sole benefit of the Client and shall not be construed, or represented to be, for the benefit of any other person or organization.

The Client, its staff, agents and advisors shall fully cooperate with intellicents to the extent reasonable necessary for intellicents' performance of services described in section 3 of this agreement. The Client, its staff, agents and advisors shall provide intellicents with accurate and complete information with regard to financial and operating data. possessed or reasonable available to the Client, with complete and accurate information with regard to any and all operations of the Client, or in response to intellicents' reasonable inquiries, and shall promptly advise intellicents of all known risks or claims as they occur with regard to the Client's operations.

intellicents is entitled to rely on such information and on the expertise of such individual or firm, including Client's attorneys, accountants, advisors or employees to the extent such individuals for firms purport to have such expertise.

The Client shall at all times conduct its operations in compliance with all federal, state and local laws.

7. Agent of Record

The Client hereby appoints intellicents their agent-of-record or broker-of record for all insurance companies marketing projects under the "agency system".

8. Successors

This agreement shall be binding upon and shall inure to the successors and assigns of the parties hereto.

9. Authority

Each person signing this agreement represents that he or she has authority to enter into this agreement on behalf of the party represented by the individual signing.

IN WITNESS WHEREOF, the parties hereto have executed this agreement this 1st day of September, 2023.

The City of New Richland

intellicents inc.

By _____
Employer Representative

By _____

Its _____
Employer Representative Title

Its _____

ADDENDUM A

This Addendum A becomes a part of the Employee Benefits Consultant Service Agreement to which it is attached. Client has engaged the services of intellicents as its consultant and insurance servicing agent. intellicents shall perform for the benefit of Client the services described below:

1. Implementation of new and renewal employee benefit plans, including communication materials, employee enrollment meetings, leading discussion groups and related activities.
2. Assist Client in responding to employee/dependent questions, claims issues, coverage problems and other issues that arise as the employee benefit plans are implemented and following implementation.
3. Act as a liaison between Client and past, current and future insurance/reinsurance companies for all employee benefit coverages.
4. Manage employee benefit plans renewal process, including preparation of request for proposals, vendor bidding and bid analysis and preparation and presentation of recommendations to Client.
5. Conduct periodic data report development and provide recommendations for action by Client.
6. Research and provide in-depth studies of claims data, including frequency and severity with recommendation for action by Client.
7. Facilitate employee and dependent involvement in health care, wellness programs, preventive care and any other program that will address improving employee and dependent health and reduce overall employee benefit plan costs.
8. Coordinate care structure to optimize value for the employee benefit dollar spent by Client.
9. Facilitate communication among Client, insurance vendor and contracted providers to seek to obtain quality care to employees and dependents on a cost efficient basis.
10. Provide continuous research into other funding alternatives of employee benefit plans to benefit Client.
11. Research employee benefit alternatives used by other employers and insurance vendors that are successful in providing quality care with an overall cost reduction effect.
12. Research and/or develop innovative health care delivery systems on behalf of Client, Client's employees and dependents.
13. Facilitate and manage regional joint employer efforts to provide quality employee benefits while reducing overall costs.
14. Provide Client with access to a comprehensive online portal consisting of news and materials relevant to employee benefits and various HR-related topics, available in multiple mediums.
15. Provide Client with regular industry updates, including but not limited to legislative and regulatory changes, benefits and HR-related news, coverage-specific information and more.

IN WITNESS WHEREOF, the parties hereto have executed this agreement this 1st day of September, 2023.

The City of New Richland

intellicents inc.

By _____
Employer Representative

By _____

Its _____
Employer Representative Title

Its _____

Memo

To: City Council

From: Anthony Martens

cc:

Date: 9/22/23

Re: Keep of Chickens

Melissa Gregg requested that the council revisit the discussion regarding the keeping of chickens in the City of New Richland.

Staff is looking for direction from the City Council as to move forward or if the council wishes to continue on the path of not allowing chickens.



PO Box 57, 203 N Broadway, New Richland, MN 56072

TEL: (507)465-3514 FAX: (507)465-3375

Web: www.cityofnewrichlandmn.com

City Administrator's Report

September 25th, 2023, City Council Meeting

Continue working with Department Heads on Capital Plan

Continue working with Department heads on the 2024 Budget

Applied for MCPA Grant for Hydraulic Study

Met with MCPA regarding the WWTP Chloride Variance Application

Completed monthly ambulance payroll

Met with insurance / benefits consultant regarding 2024 health insurance

Met with Engineer regarding 5 year street improvement plan / reconstruction plan

Filed annual Tier II Haz Mat Documentation with the MN DPS

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

EMPLOYEE ANNIVERSARIES

Sept. 26th – Jason Colvin – AMB – 1 YR