

City of New Richland
Regular City Council Meeting
July 11, 2022

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. Approval of June 27th, 2022, Regular Council Meeting Minutes

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

Ordinances and Resolutions

1. Resolution 22-09. Resolution adopting updated building permit charges

Department Reports

1. Ambulance Report – In Writing
2. Fire Department Report – In Writing
3. Police Department Report – In Writing
 - a. Quote for Office/Garage Cooling

Unfinished Business

1. St. Olaf Lake / Lifeguard / Swimming Lesson Update

New Business

1. June 2022 Accounts Payable
2. June 2022 Financials

Miscellaneous

Administrators Report

1. Approve Training for the City Administrator
 - a. 2022 Clerks Academy – St. Paul **\$249** / Hotel **\$150** – Total: **\$399**

Mayor/Council Comments**Adjournment**

The next Regular City Council meeting will be held on Monday July 25th, 2022, at 6:30pm

Regular Council Meeting – June 27th, 2022

Members Present

Gail Schmidt
Chad Neitzel
Loren Skelton
Jason Casey
Jody Wynnemer

Staff Present

Anthony Martens-City Administrator
Braeden Thompson-Maintenance Worker
Shell Johnson-People Service

Others Present

Eleanor Schlaak

Members Absent

None

The meeting was called to order by Mayor Gail Schmidt at 6:30 p.m.

Roll Call - All members present

Pledge of Allegiance

Approval of Agenda – Administrator Martens asked the mayor to strike #2 under new business regarding the Homestake Covenant Discussion as more information is needed.

- Motion made by Loren Skelton and 2nd by Chad Neitzel to approve the agenda as amended.
Carried (4 yes, 0 no)

Consent Agenda

- Motion made by Jody Wynnemer and seconded by Chad Neitzel to approve the consent agenda.
Carried (4 yes, 0 no)

Public Comments

- None

Requests and Presentations

- Sam Jewett – Not in attendance

Ordinances and Resolutions (see attached)

- None

Reports

1. NR Care Center Report – (see attached)
 - Dave Dunn provided his report in writing to review the census status, staffing issues, finances, and strategic plan/operational risks. Motion made to accept the NRCC report by Chad Neitzel and seconded by Jason Casey. Carried (4 yes, 0 no)
2. PeopleService Report – (see attached)
 - Shell Johnson was present to review the monthly wastewater department report.
 - Motion was made by Loren Skelton and seconded by Chad Neitzel to approve the Wastewater report. Carried (4 yes, 0 no)
3. Street/Water Report – (see attached)
 - Braeden Thompson was present to review the Water and Street department report.
 - Motion was made by Chad Neitzel and seconded by Loren Skelton to approve the cost of street patching/repairs by Ulland Brothers to Ash Ave by the NRHEG School in the amount of \$1,487.50 and on the north side of Neighbors Meats in the amount of \$7,890. Carried. (4 yes, 0 no)
 - Motion made by Chad Neitzel and seconded by Jody Wynnemer to approve the purchase of 30 hydrant markers in the amount of \$792.22 to complete hydrant marking for winter plowing. Carried. (4 yes, 0 no)

- Motion to accept Street/Water report by Loren Skelton and seconded by Chad Neitzel. Carried. (4 yes, 0 no)

Unfinished Business

- Motion was made by Chad Neitzel and seconded by Jason Casey to approve the updated logo design contest rules (extension). Carried (4 yes, 0 no)

New Business

- Motion was made by Chad Neitzel and seconded by Loren Skelton to appoint Jason Casey as the New Richland Council delegate to the MN Valley Council of Governments. Carried. (4 yes, 0 no)

Miscellaneous

- Administrator provided an update on the Lifeguards / St. Olaf Lake. 1st session of lessons has been cancelled and we are continuing to address the lifeguard/swim lesson situation. Hopeful that we will be able to still offer lessons for sessions 2 and 3. There will be no concession stand this year.

Administrators Report

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

Mayor/Council Comments

- None

Adjournment – Motion for adjournment made by Loren Skelton and seconded by Chad Neitzel. Carried (4 yes, 0 no) 7:15 p.m.

Submitted by,

Anthony Martens
City Administrator

RESOLUTION 22-09

**TO REPLACE RESOLUTION 07-09 FOR THE
APPROVAL OF BUILDING PERMIT FIXED FEES IN THE
CITY OF NEW RICHLAND**

WHEREAS, the City of New Richland has the authority to review the building permit fees as mandated by the state of Minnesota, under the State Building Code, which has been adopted by the City of New Richland, and,

WHEREAS, the City of New Richland has been advised by Daniel J. Murphy, City Building Inspection Services, LLC; City Building Official, that the City Council of New Richland, does have the authority to restructure certain fees pertaining to a one-time inspection.

NOW THEREFORE, the City of New Richland does hereby resolve that the 1997 UBC permit fee structure will be effective July 12th, 2022, along with the fixed permit fee schedule Attached.

Passed by the City Council of the City of New Richland, Minnesota, this 11th Day of July, 2022.

(Mayor)

Attest:

City Administrator

Fixed permit fees:

Re-roof (residential)	\$65.00 plus 1.00 State Surcharge
Re-side (residential)	\$65.00 plus 1.00 State Surcharge
Windows (residential)	\$65.00 plus 1.00 State Surcharge
Fencing over 8'	\$65.00 plus 1.00 State Surcharge
Retaining walls 4'+	\$65.00 plus 1.00 State Surcharge
Furnace	\$65.00 plus 1.00 State Surcharge
Fireplace (gas)	\$65.00 plus 1.00 State Surcharge
Water Heater	\$65.00 plus 1.00 State Surcharge
Air Conditioners	\$65.00 plus 1.00 State Surcharge
Lawn Sprinklers (UG)	\$65.00 plus 1.00 State Surcharge
Demolition (residential)	\$65.00 plus 1.00 State Surcharge
Demolition (commercial)	\$250.00 plus 1.00 State Surcharge
Mobile Home	\$350.00 plus 1.00 State Surcharge
Pre-fabricated SFD valuation	\$400.00, foundation: plan review, surcharge based on sq. ft.
Re-inspection fee	\$50.00
Site Inspection fee	\$65.00/hr. plus drive time
Plumbing SFD Base Surcharge	\$80.00 for first 5 fixtures, \$12.00/fixture after 5, plus 1.00 State
Mechanical SFD Base	\$80.00 plus .50 State Surcharge
Investigation fee	Double the permit fee or hourly rate

Plan review fee is 65% of the building permit fee from the current City fee table.

Similar plan review fee is 25% of the building permit fee from the current City fee table.

Fee refund is 75% of the building permit fee. Plan review fee is not refundable.

City Building Inspection Services, LLC.

Contract

THIS CONTRACT is made this 11th day of July 2022, by and between the CITY OF NEW RICHLAND a Minnesota corporation, hereinafter called CITY, and CITY BUILDING INSPECTION SERVICES, LLC. hereinafter called the CONTRACTOR.

BUILDING INSPECTOR DESIGNATED. The CITY hereby appoints the CONTRACTOR as the Building Inspector for the CITY. The CONTRACTOR represents that he is certified by the State of Minnesota as a Building Inspector.

TERM OF CONTRACT. This Contract shall commence on the date upon which it is approved and executed by both parties and shall continue in affect, thereafter, provided however, that in the future, a 90-day written notice of termination thereof or changes therein, may be given by either party to the other.

SCOPE OF CONTRACT. The CONTRACTOR agrees to provide building inspection services for the CITY in accordance with the State Building Code and any applicable CITY ordinances or Minnesota Statutes. The CONTRACTOR agrees to make all necessary inspections.

ADDITIONAL WORK UNDER THE CONTRACT. The CONTRACTOR shall, at the request of the City Administrator, perform additional work not involving building permits, on such matters as the evaluation of dilapidated buildings, hazardous excavations, the preparation of reports for enforcement thereof, and any other investigations or inspections reasonably deemed to be necessary by City Administrator in order to protect the health, safety and welfare of the citizens of the CITY.

ATTENDANCE AT CITY COUNCIL/BOARD MEETINGS. Within the scope of the Contract, without additional compensation, the CONTRACTOR shall attend City Council/Board meetings as requested by the CITY.

KEEPING OF RECORDS. Within the scope of the Contract, the CONTRACTOR shall maintain an adequate set of records and memoranda from which can be determined the date, number and findings of all inspections and building permit applications together with any other information deemed necessary by the parties hereto.

FURNISHING OF EQUIPMENT. All necessary equipment of any nature, whatsoever necessary to fulfill the terms of this Contract, shall be provided by the CONTRACTOR.

As a part of this agreement, the Contractor will make a concerted effort to provide a tracking system of City Building Permits accessible to the City of New Richland.

LOCATION OF THE WORK. The CONTRACTOR agrees that the work shall be performed within the CITY, except that inspections of buildings to be moved into the CITY shall be made at the location of such building prior to its removal.

CONTRACT PRICE. Contract price shall be 75% of the fee schedule set forth in the Uniform Building Code; Year 1997 for the issuance of building permits, plus 100% of the plan check fees. The respective fees shall be paid by the applicant directly to the CITY, and the CONTRACTOR'S share thereof pursuant to this Contract shall be paid to the CONTRACTOR after projects are 100% complete. The CITY shall be billed every two weeks for any plan check fees and project completions.

PAYMENT FOR ADDITIONAL WORK. As compensation for additional work as set forth in the Contract, the CONTRACTOR shall be paid \$70.00/hr. payable with the other verified accounts at the CITY'S regular monthly meeting.

LEGAL STATUS. The parties hereto agree that the CONTRACTOR is in full control of the manner which the work is to be pursued and that the CONTRACTOR shall not receive any retirement benefits, health insurance benefits, PERA benefits, or any other fringe benefits offered to employees of the CITY, and shall, in all respects, be deemed and independent contractor.

MISCELLANEOUS. The parties agree that no fiduciary bond shall be required and the CONTRACTOR agrees to remain at all times, licensed by the State of Minnesota as a Certified Building Inspector.

INSURANCE. The CONTRACTOR shall maintain Professional Liability Insurance at the CONTRACTOR's expense. A copy of the Professional Liability Insurance Certificate will be kept on file and available at the request of the CITY.

HOURS. The CONTRACTOR will be available for appointments upon request.

IN WITNESS WHEREOF, the CONTRACTOR and CITY have executed this Contract this 11th day of July, 2022.

CITY OF NEW RICHLAND

By: _____

Title: _____

CITY BUILDING INSPECTION SERVICES, LLC.

By: _____

Daniel J. Murphy, Pres.

Ambulance Report

July 2022

Runs: As of July 6th we are at 104 runs for the year.

Crew: Nothing to report on crew.

Community Events: Had our second 5K run during Farm and City Days. Also crash test convincer, drunk googles and other fun things.

Schedule: Continue to work on this, our weekends fill up fast. The crew really helps fill the weekends and the bonus on the weekend is what helps get the schedule filled. We have the bonus during the weekday, but it is not as much. I feel that if we increased the weekday this would help fill the schedule also. We currently have a 24 hour pay of \$60 during the weekday and \$100 on weekend. Even if this went up to \$75 during the weekday, it may help. Just something to think about for next year's budget.

Refreshers: We currently have two that need refresher for first responder this year, Chad Neitzel (I believe he did this through fire) and Jeff Johnson. The past two times Jeff has paid for his refresher himself. Jeff helps when he can and would like to get his refresher paid for this year. I would need approval for this.

CPR: Working on setting up class with the bank and have an open class. We are looking to set up a class in August. Details to come.

Director: Continue to keep on top of the director duties. I have made arrangements for the new crew to do some ride along's with Mayo on top of what they do for North. (No they do not get paid during this time of doing ride along's) Communication is great with the crew and I am in contact with each person on a regular basis. Just and FYI I never heard anything back on my review and pay. We had my review in March and was just curious as you have had a lot happen.

Thank you

Sarah Sundve

New Richland Ambulance Director



NEW RICHLAND FIRE DEPARTMENT

MONTHLY COUNCIL REPORT

MONTH: JUNE YEAR: 2022

FIRE CALLS: 1

MEDICAL CALLS: 3

TOTAL CALLS: (4)

TRAINING COMPLETED DURING THE MONTH:

F & C DAYS PRO
TOWN CITIZENS

ADDITIONAL INFORMATION:

Respectfully Submitted: *Josh Moen*, Fire Chief



New Richland Police Department

PO Box 57 203 North Broadway New Richland, MN 56072
Phone: (507) 465-3240 Fax: (507) 463-3198 Email: nrpd@cityofnewrichlandmn.com

Police Department Report

June 11th, 2022, Council Meeting

Police Department

Activity Report

The New Richland Police Department responded to *** 130 *** calls for service for the month of May.

Most calls requiring additional follow up have been completed. As always, we remind people to get in touch with us if they have any information regarding any incidents that have occurred in the City of New Richland or surrounding areas.

Total Calls through June 2022: 744

Total Calls through June 2021: 812

Items Completed in June

- Follow-up on several cases including Property Damage at St Olaf Lake Park
- Farm and City Days preparations



New Richland Police Department

PO Box 57 203 North Broadway New Richland, MN 56072
Phone: (507) 465-3240 Fax: (507) 463-3198 Email: nrpd@cityofnewrichlandmn.com

Information

- Garage Ventilation Estimate - to help get rid of the heat issue in the garage/heat is starting to cause issues with batteries and radar units

Training & Education

- 264 attended Standard Field Sobriety Testing training (Albert Lea)
 - Training cost was free
- NRPD staff conducted Controlled Force training

Personnel

- Officer Victorino is continuing to work through Field Training and doing very well

Purchases

- N/A

Squad Maintenance

- Squad 260 had breaks checked, a/c recharged, and windshield washer hose repaired

Equipment

- N/A

Upcoming Events/ Important Items

- 2022 Farm & City Days: July 8th, 9th, & 10th, 2022
- 2022 Night to Unite: Tuesday August 2nd, 2022

Respectfully Submitted,

Joshua Knudtson, #261
Chief of Police

BID

BOHLEN PLUMBING, HEATING, A/C INC.

**324 N. BROADWAY
NEW RICHLAND MN. 56072
(507) 465-8376**

**CITY OF NEW RICHLAND
NEW RICHLAND MN. 56072**

6/22/22

INSTALLATION OF MINI SPLIT

OFFICE UNIT

- 1- DAIKIN RXB12AXVJU OUTDOOR HEAT PUMP**
- 1- DAIKIN FTXB12AXVJU INDOOR UNIT**

GARAGE UNIT

- 1- DAIKIN RXB18AXVJU OUTDOOR HEAT PUMP**
- 1- DAIKIN FTXB18AXVJU INDOOR UNIT**

**REFRIGERATION LINE SETS, HEATPUMP STANDS, LINE HIDE
CONDENSATE**

TAX, FREIGHT AND LABOR

TOTAL PRICE: \$ 4900.00

WIRING IS NOT INCLUDED

CITY OF NEW RICHLAND

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*Check Summary Register©

JUNE 2022

Name	Check Date	Check Amt	
10100 GENERAL CHECKING			
4206e	BRUEGGER, TANYCE	6/1/2022	\$528.42 MAWP Conference
4210e	ISOLVED	6/10/2022	\$6,353.53 6-10-22 Ambulance Payroll
4211e	NATIONWIDE	6/10/2022	\$55.00 6-10-22 Amb Deduction
4216e	ISOLVED	6/8/2022	\$14,143.45 06-08-22 Payroll
4217e	PERA	6/8/2022	\$2,615.12 06-08-22 Payroll Deduction
4218e	NATIONWIDE	6/8/2022	\$105.00 06-08-22 Payroll Deduction
4219e	AMPION	6/8/2022	\$753.46 302810968 - 220 ASPEN AVE S
4220e	POSTMASTER	6/8/2022	\$58.00 STAMPS
4222e	MINNESOTA REVENUE	6/15/2022	\$712.00 May Sales Tax
4223e	MANKATO COMMUNITY ED	6/15/2022	\$220.00 JESI WSI TRAINING - ST. OLAF SWIM LESS
4224e	POSTMASTER	6/15/2022	\$58.00 ROLL OF STAMPS
4225e	POSTMASTER	6/15/2022	\$275.60 JUNE UTILITY BILLS
4226e	ISOLVED	6/22/2022	\$14,032.80 06-22-22 Payroll
4227e	NATIONWIDE	6/22/2022	\$105.00 6-22-22 Payroll Deduction
4228e	PERA	6/22/2022	\$2,519.61 6-22-22 Payroll Deduction
4229e	HOME DEPOT	6/21/2022	\$178.00 ST. OLAF TOILETS
4230e	ISOLVED	6/30/2022	\$4,130.48 6-30-22 Quarterly Payroll
27726	ARNOLDS OF MANKATO	6/2/2022	\$1,405.49 LAWN MOWER
27727	BOUND TREE MEDICAL , LLC	6/2/2022	\$258.45 DEFIB PADS ADULT
27728	BUDACH IMPLEMENT	6/2/2022	\$519.87 DRAIN PLUG, MASKING TAPE, SAFETY GLA
27729	COORDINATED BUSINESS SYST	6/2/2022	\$990.01 SMART SEARCH ANNUAL
27730	DELANE NELSON	6/2/2022	\$773.88 LEGION FIELD - SPLIT BILL WITH SCHOOL
27731	EARL F. ANDERSON & ASSOC.	6/2/2022	\$250.95 CROSSWALK BAR STENCIL
27732	FINSETH, BARB	6/2/2022	\$50.00 ELECTION
27733	GAIL JOHNSON	6/2/2022	\$50.00 ELECTION
27734	GRUENHAGEN, ELIZABETH	6/2/2022	\$50.00 ELECTION
27735	HEIMAN INC.	6/2/2022	\$799.40 FD CLOTHING/GEAR
27736	KIRVIDA FIRE, INC	6/2/2022	\$1,036.16 ANNUAL PUMP TEST 2007 FREIGHTLINER
27737	MIDCO	6/2/2022	\$189.95 AMBULANCE INTERNET
27738	MIDWEST MACHINERY CO	6/2/2022	\$6,950.00 JOHN DEERE GATOR
27739	NEW RICHLAND AUTO REPAIR	6/2/2022	\$44.00 WISCONSIN PUMP OIL CHECK
27740	RAJALA, LAINA	6/2/2022	\$71.10 ELECTION
27741	RENT N SAVE PORTABLE SERVI	6/2/2022	\$95.00 St. Olaf
27742	SHURSON, PAM	6/2/2022	\$55.00 ELECTION
27743	STEELE-WASECA COOP ELECT	6/2/2022	\$50.03 ST. OLAF LAKE
27744	STREICHER'S	6/2/2022	\$90.00 UNDER VEST SHIRTS
27745	TACTICAL SOLUTIONS	6/2/2022	\$24.00 RADAR RE-CERT
27746	WASECA CNTY PUBLIC HEALTH	6/2/2022	\$60.00 WATER/SEWER AT ST. OLAF
27747	ANCOM	6/8/2022	\$353.00 RADIO BATTERIES
27748	BOUND TREE MEDICAL , LLC	6/8/2022	\$2,141.66 EMERGENCY CHILD RESTRAINTS - GRANT
27749	DG Minnesota CS 2021, LLC	6/8/2022	\$38.00 302644135
27750	FLATNESS, ANDY	6/8/2022	\$500.00 WATER TESTING
27751	GOPHER STATE ONE-CALL, INC.	6/8/2022	\$14.85 LOCATES
27752	GORDYS TREE SERVICE, LLC	6/8/2022	\$72.00 BRANCH AT CITY PARK/STUMPS/REMOVAL
27753	NRHEG STAR EAGLE	6/8/2022	\$80.00 LIFE GUARD AD IN GOLDEN LINK
27754	THOMPSON SANITATION, INC	6/8/2022	\$5,230.50 317 CARTS WEEKLY
27755	U.S. BANK EQUIPMENT FINANC	6/8/2022	\$165.00 METRO PRINTER PAYMENT
27756	WAGNER FOODS	6/8/2022	\$97.66 9V BATTERIES
27757	WASECA COUNTY ATTORNEY	6/8/2022	\$4,005.00 FIRST HALF OF 2022
27758	WASECA COUNTY RECY/LF	6/8/2022	\$4.00 2 TOILETS
27759	AIRGAS USA, LLC	6/15/2022	\$146.77 Cylinder Rentals
27760	ALBERT LEA SEED	6/15/2022	\$90.00 SHADY GRASS SEED FOR ST. OLAF
27761	ANCOM	6/15/2022	\$511.00 3 BATTERIES
27762	EXPERT BILLING LLC	6/15/2022	\$232.00 AMBULANCE BILLING

CITY OF NEW RICHLAND

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*Check Summary Register©

JUNE 2022

	Name	Check Date	Check Amt	
27763	HAWKINS WATER TREATMENT	6/15/2022	\$30.00	CHLORINE CYLINDERS
27764	L & D AG SERVICE	6/15/2022	\$143.54	HOSE AND PARTS FOR FARM WATER
27765	MADISON ENERGY INVESTMEN	6/15/2022	\$6.40	SOLAR
27766	METRO SALES INC	6/15/2022	\$205.20	5/18/22 TO 8/17/22 BILLING PERIOD
27767	MIDCO	6/15/2022	\$440.41	AMBULANCE INTERNET
27768	MN DEPT OF HEALTH	6/15/2022	\$1,280.00	WATER METER SURCHARGE
27769	MVTL LABORATORIES	6/15/2022	\$36.46	COLIFORM COLILERT AND MONTHLY CHL
27770	NEW RICHLAND AUTO REPAIR	6/15/2022	\$649.98	BRAKES ON 270-15
27771	NR FARM & HOME SUPPLY	6/15/2022	\$256.99	OUTLET TESTER, BUNGEE CORD, GRASS
27772	QUILL CORPORATION	6/15/2022	\$144.65	2 CASES COPY PAPER
27773	TRAVELERS CL REMITTANCE C	6/15/2022	\$100.00	POLICY # 0106758421 S LICENSE BOND
27774	UTILITY SERVICE CO INC	6/15/2022	\$1,530.34	PEDISPHERE CITY TANK-MONTHLY
27775	VERIZON WIRELESS	6/15/2022	\$352.33	MAINT DEPT
27776	WASTE MANAGEMENT	6/15/2022	\$6,925.88	GARBAGE
27777	XCEL ENERGY	6/15/2022	\$1,282.70	STREET LIGHTS
27778	XCEL ENERGY SOLUTION	6/15/2022	\$3,940.73	302355956
27779	ALBERT LEA ELECTRIC CO	6/21/2022	\$3,726.21	INSTALLED NEW PERMANENT GENERATO
27780	BOUND TREE MEDICAL , LLC	6/21/2022	\$80.98	DEFIB/PACING/ECG PADS
27781	CENTRAL FARM SERVICE	6/21/2022	\$2,343.79	STREETS
27782	DEPT. OF HUMAN SERVICES	6/21/2022	\$7,939.11	ECPN PAYMENT CARE CENTER
27783	DG Minnesota CS 2021, LLC	6/21/2022	\$53.60	302644135
27784	DOLLAR GENERAL STORE#1642	6/21/2022	\$58.75	AMBULANCE ITEMS, REIMBURSED
27785	F.W.R.S.	6/21/2022	\$304.00	BROWN MULCH
27786	GOPHER STATE FIRE EQUIPME	6/21/2022	\$214.00	ST. OLAF CONCESSION BUILDING
27787	KIRVIDA FIRE, INC	6/21/2022	\$1,033.38	ENGINE #5521
27788	NCPERS MINNESOTA	6/21/2022	\$16.00	ERIC H
27789	NEW RICHLAND AUTO REPAIR	6/21/2022	\$219.40	260 INSPECT BRAKES, CLEAN PADS, AC T
27790	PEOPLES SERVICE, INC.	6/21/2022	\$11,988.00	WASTEWATER
27791	USABLE LIFE	6/21/2022	\$11.00	ERIC
	Total Checks		\$119,652.03	

*Budget YTD Rev-Exp©

Current Period: JUNE 2022

		2022 YTD Budget	2022 YTD Amt	JUNE MTD Amt	2022 YTD Balance	% of Budget
GENERAL FUND						
	Revenues	\$1,109,219.00	\$103,941.55	\$0.00	\$1,005,277.45	9.37%
	Expenditures	\$1,108,344.00	\$509,899.68	\$82,597.31	\$598,444.32	46.01%
	Gain/(Loss)	\$875.00	(\$405,958.13)	(\$82,597.31)	\$406,833.13	-46395.21%
GOVERNMENT WIDE						
Active	R 101-00000-31000 GENERAL PR	\$290,160.00	\$0.00	\$0.00	\$290,160.00	0.00%
Active	R 101-00000-31020 PROPERTY TA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-31250 PAYMENT IN L	\$14,000.00	\$0.00	\$0.00	\$14,000.00	0.00%
Active	R 101-00000-31810 FRANCHISE T	\$5,500.00	\$6,146.91	\$0.00	(\$646.91)	111.76%
Active	R 101-00000-31811 FRANCHISE T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-31812 FRANCHISE T	\$0.00	\$1,763.99	\$0.00	(\$1,763.99)	0.00%
Active	R 101-00000-31910 PENALTIES A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-32110 LIQUOR LICEN	\$4,650.00	\$0.00	\$0.00	\$4,650.00	0.00%
Active	R 101-00000-33410 LOCAL GOVE	\$444,559.00	\$0.00	\$0.00	\$444,559.00	0.00%
Active	R 101-00000-33430 MOBILE HOME	\$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	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
Active	R 101-00000-36100 SPECIAL ASS	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
Active	R 101-00000-36110 SPECIAL ASS	\$0.00	\$100.00	\$0.00	(\$100.00)	0.00%
Active	R 101-00000-36120 SPECIAL ASS	\$0.00	\$210.52	\$0.00	(\$210.52)	0.00%
Active	R 101-00000-36200 MISCELLANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-36210 INTEREST ON	\$900.00	\$233.40	\$0.00	\$666.60	25.93%
Active	R 101-00000-39200 OPERATING T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-39310 GENERAL OBL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Revenue	\$785,069.00	\$8,454.82	\$0.00	\$776,614.18	1.08%
	Total GOVERNMENT WIDE	\$785,069.00	\$8,454.82	\$0.00	\$776,614.18	1.08%
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	\$13,000.00	\$6,155.00	\$2,415.00	\$6,845.00	47.35%
Active	E 101-41100-121 SOCIAL SECURI	\$750.00	\$381.61	\$149.73	\$368.39	50.88%
Active	E 101-41100-122 MEDICARE	\$150.00	\$89.24	\$35.01	\$60.76	59.49%
Active	E 101-41100-150 WORKERS COM	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-41100-200 OFFICE SUPPLIE	\$0.00	\$262.47	\$0.00	(\$262.47)	0.00%
Active	E 101-41100-210 OPERATING EXP	\$200.00	\$891.95	\$0.00	(\$691.95)	445.98%
Active	E 101-41100-308 SCHOOLING	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41100-311 PERMITS/MEMB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
In-Active	E 101-41100-330 MILEAGE EXPEN	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
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	\$14,850.00	\$7,780.27	\$2,599.74	\$7,069.73	52.39%
	Total MAYOR AND COUNCIL	(\$14,850.00)	(\$7,780.27)	(\$2,599.74)	(\$7,069.73)	52.39%
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	\$2,250.00	\$2,575.00	\$0.00	(\$325.00)	114.44%
Active	R 101-41400-36230 CONTRIBUTIO	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	R 101-41400-36250 REFUNDS AN	\$3,000.00	\$26,702.02	\$0.00	(\$23,702.02)	890.07%
Active	R 101-41400-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Revenue	\$7,250.00	\$29,277.02	\$0.00	(\$22,027.02)	403.82%
Active	E 101-41400-100 WAGES/SALARI	\$96,500.00	\$49,827.39	\$8,286.83	\$46,672.61	51.63%
Active	E 101-41400-101 WAGES/SALARI	\$5,000.00	\$1,696.60	\$656.60	\$3,303.40	33.93%
Active	E 101-41400-120 PERA	\$7,250.00	\$3,428.39	\$621.52	\$3,821.61	47.29%
Active	E 101-41400-121 SOCIAL SECURI	\$6,000.00	\$3,442.88	\$553.97	\$2,557.12	57.38%
Active	E 101-41400-122 MEDICARE	\$1,400.00	\$805.20	\$129.55	\$594.80	57.51%

*Budget YTD Rev-Exp©

Current Period: JUNE 2022

		2022	2022	JUNE	2022	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-41400-130 HEALTH INSURA	\$19,000.00	\$4,000.00	\$0.00	\$15,000.00	21.05%
Active	E 101-41400-131 LIFE INSURANC	\$240.00	\$68.20	(\$8.80)	\$171.80	28.42%
Active	E 101-41400-150 WORKERS COM	\$805.00	\$0.00	\$0.00	\$805.00	0.00%
Active	E 101-41400-200 OFFICE SUPPLIE	\$1,000.00	\$1,072.21	\$309.65	(\$72.21)	107.22%
Active	E 101-41400-201 ORDINANCE EX	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	E 101-41400-210 OPERATING EXP	\$3,000.00	\$6,680.33	\$1,649.08	(\$3,680.33)	222.68%
Active	E 101-41400-220 REPAIRS & MAIN	\$2,500.00	\$2,035.09	\$0.00	\$464.91	81.40%
Active	E 101-41400-221 CITY HALL CLEA	\$1,500.00	\$141.61	\$0.00	\$1,358.39	9.44%
Active	E 101-41400-230 VEHICLE OPERA	\$0.00	\$19.25	\$0.00	(\$19.25)	0.00%
Active	E 101-41400-300 PROFESSIONAL	\$5,000.00	\$21,984.40	\$0.00	(\$16,984.40)	439.69%
Active	E 101-41400-301 AUDITING SERVI	\$21,000.00	\$614.10	\$0.00	\$20,385.90	2.92%
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	\$6,299.75	\$0.00	(\$1,299.75)	126.00%
Active	E 101-41400-307 CONTRACT FEE	\$3,000.00	\$1,372.07	\$1,195.21	\$1,627.93	45.74%
Active	E 101-41400-308 SCHOOLING	\$1,000.00	\$817.33	\$0.00	\$182.67	81.73%
Active	E 101-41400-309 COMPUTER EXP	\$2,000.00	\$5,507.07	\$180.55	(\$3,507.07)	275.35%
Active	E 101-41400-311 PERMITS/MEMB	\$1,750.00	\$246.74	\$0.00	\$1,503.26	14.10%
Active	E 101-41400-316 CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-320 TELEPHONE	\$1,300.00	\$1,009.87	\$171.55	\$290.13	77.68%
Active	E 101-41400-330 MILEAGE EXPEN	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41400-331 MOTEL EXPENS	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41400-340 ADVERTISING	\$1,500.00	\$380.00	\$0.00	\$1,120.00	25.33%
Active	E 101-41400-360 INSURANCE	\$10,500.00	\$0.00	\$0.00	\$10,500.00	0.00%
Active	E 101-41400-380 UTILITIES/ELECT	\$0.00	\$87.77	\$36.90	(\$87.77)	0.00%
Active	E 101-41400-383 UTILITIES/HEAT	\$0.00	\$967.45	\$0.00	(\$967.45)	0.00%
Active	E 101-41400-384 UTILITES/GARB	\$1,500.00	\$0.00	\$0.00	\$1,500.00	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	\$190.00	\$0.00	\$810.00	19.00%
Active	E 101-41400-461 REGIONAL DEVE	\$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		\$202,245.00	\$112,693.70	\$13,782.61	\$89,551.30	55.72%
Total CITY HALL		(\$194,995.00)	(\$83,416.68)	(\$13,782.61)	(\$111,578.32)	42.78%
ELECTIONS						
Active	R 101-41410-33620 OTHER	\$0.00	\$1,780.66	\$0.00	(\$1,780.66)	0.00%
Revenue		\$0.00	\$1,780.66	\$0.00	(\$1,780.66)	0.00%
Active	E 101-41410-110 OTHER PAY	\$1,500.00	\$260.00	\$260.00	\$1,240.00	17.33%
Active	E 101-41410-210 OPERATING EXP	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
Active	E 101-41410-330 MILEAGE EXPEN	\$300.00	\$16.10	\$16.10	\$283.90	5.37%
Active	E 101-41410-340 ADVERTISING	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
Expenditure		\$3,200.00	\$276.10	\$276.10	\$2,923.90	8.63%
Total ELECTIONS		(\$3,200.00)	\$1,504.56	(\$276.10)	(\$4,704.56)	-47.02%
POLICE						
Active	R 101-42100-32240 ANIMAL LICEN	\$300.00	\$110.00	\$0.00	\$190.00	36.67%
Active	R 101-42100-32260 GOLF CART O	\$300.00	\$190.00	\$0.00	\$110.00	63.33%
Active	R 101-42100-33610 POLICE STAT	\$18,600.00	\$1,425.00	\$0.00	\$17,175.00	7.66%
Active	R 101-42100-34210 POLICE SERVI	\$100.00	\$25.00	\$0.00	\$75.00	25.00%
Active	R 101-42100-34261 POLICE TRAIN	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
Active	R 101-42100-35100 POLICE FINES	\$4,000.00	\$2,686.27	\$0.00	\$1,313.73	67.16%
Active	R 101-42100-36200 MISCELLANE	\$0.00	\$2,050.00	\$0.00	(\$2,050.00)	0.00%
Active	R 101-42100-36230 CONTRIBUTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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		\$31,300.00	\$6,486.27	\$0.00	\$24,813.73	20.72%
Active	E 101-42100-100 WAGES/SALARI	\$120,000.00	\$50,741.57	\$8,315.78	\$69,258.43	42.28%
Active	E 101-42100-101 WAGES/SALARI	\$42,000.00	\$29,612.52	\$3,578.33	\$12,387.48	70.51%
Active	E 101-42100-120 PERA	\$18,000.00	\$10,147.13	\$1,732.85	\$7,852.87	56.37%
Active	E 101-42100-121 SOCIAL SECURI	\$10,000.00	\$1,836.41	\$221.84	\$8,163.59	18.36%

*Budget YTD Rev-Exp©

Current Period: JUNE 2022

		2022	2022	JUNE	2022	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-42100-122 MEDICARE	\$2,500.00	\$1,165.15	\$172.49	\$1,334.85	46.61%
Active	E 101-42100-130 HEALTH INSURA	\$20,000.00	\$5,678.33	\$0.00	\$14,321.67	28.39%
Active	E 101-42100-131 LIFE INSURANC	\$50.00	\$44.30	\$15.10	\$5.70	88.60%
Active	E 101-42100-150 WORKERS COM	\$13,400.00	\$0.00	\$0.00	\$13,400.00	0.00%
Active	E 101-42100-200 OFFICE SUPPLIE	\$500.00	\$363.96	\$0.00	\$136.04	72.79%
Active	E 101-42100-210 OPERATING EXP	\$5,000.00	\$1,938.56	\$353.00	\$3,061.44	38.77%
Active	E 101-42100-220 REPAIRS & MAIN	\$425.00	\$135.00	\$0.00	\$290.00	31.76%
Active	E 101-42100-230 VEHICLE OPERA	\$3,000.00	\$1,850.25	\$593.01	\$1,149.75	61.68%
Active	E 101-42100-231 VEHICLE MAINT	\$5,000.00	\$1,890.04	\$869.38	\$3,109.96	37.80%
Active	E 101-42100-240 SMALL TOOLS A	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 101-42100-300 PROFESSIONAL	\$3,750.00	\$3,750.00	\$0.00	\$0.00	100.00%
Active	E 101-42100-301 AUDITING SERVI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-304 LEGAL FEES	\$8,010.00	\$4,005.00	\$4,005.00	\$4,005.00	50.00%
Active	E 101-42100-305 MEDICAL FEES	\$500.00	\$593.00	\$0.00	(\$93.00)	118.60%
Active	E 101-42100-306 ANIMAL EXPENS	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42100-307 CONTRACT FEE	\$790.00	\$876.57	\$0.00	(\$86.57)	110.96%
Active	E 101-42100-308 SCHOOLING	\$7,000.00	\$7,887.50	\$528.42	(\$887.50)	112.68%
Active	E 101-42100-309 COMPUTER EXP	\$4,000.00	\$2,098.55	\$95.19	\$1,901.45	52.46%
Active	E 101-42100-311 PERMITS/MEMB	\$805.00	\$300.00	\$0.00	\$505.00	37.27%
Active	E 101-42100-313 SHARED RECOR	\$8,000.00	\$5,490.72	\$0.00	\$2,509.28	68.63%
Active	E 101-42100-320 TELEPHONE	\$1,500.00	\$1,028.77	\$152.52	\$471.23	68.58%
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	\$0.00	\$0.00	\$8,900.00	0.00%
Active	E 101-42100-380 UTILITIES/ELECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-383 UTILITIES/HEAT	\$1,000.00	\$967.45	\$0.00	\$32.55	96.75%
Active	E 101-42100-417 UNIFORM ALLO	\$3,000.00	\$1,066.05	\$90.00	\$1,933.95	35.54%
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	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		<u>\$289,030.00</u>	<u>\$133,466.83</u>	<u>\$20,722.91</u>	<u>\$155,563.17</u>	<u>46.18%</u>
Total POLICE		<u>(\$257,730.00)</u>	<u>(\$126,980.56)</u>	<u>(\$20,722.91)</u>	<u>(\$130,749.44)</u>	<u>49.27%</u>
AMBULANCE						
Active	R 101-42153-33720 OTHER COUN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42153-34250 AMBULANCE	\$150,000.00	\$22,073.72	\$0.00	\$127,926.28	14.72%
Active	R 101-42153-34260 AMB/FIRE SC	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	R 101-42153-36210 INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42153-36230 CONTRIBUTIO	\$0.00	\$1,200.00	\$0.00	(\$1,200.00)	0.00%
Active	R 101-42153-36250 REFUNDS AN	\$0.00	\$113.43	\$0.00	(\$113.43)	0.00%
Active	R 101-42153-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		<u>\$153,000.00</u>	<u>\$23,387.15</u>	<u>\$0.00</u>	<u>\$129,612.85</u>	<u>15.29%</u>
Active	E 101-42153-110 OTHER PAY	\$72,000.00	\$31,313.92	\$5,511.19	\$40,686.08	43.49%
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	\$1,933.36	\$341.69	\$1,866.64	50.88%
Active	E 101-42153-122 MEDICARE	\$900.00	\$452.14	\$79.88	\$447.86	50.24%
Active	E 101-42153-150 WORKERS COM	\$4,825.00	\$0.00	\$0.00	\$4,825.00	0.00%
Active	E 101-42153-200 OFFICE SUPPLIE	\$200.00	\$35.99	\$0.00	\$164.01	18.00%
Active	E 101-42153-210 OPERATING EXP	\$1,500.00	\$3,947.61	\$68.63	(\$2,447.61)	263.17%
Active	E 101-42153-212 MEDICAL SUPPL	\$12,000.00	\$7,293.51	\$2,627.86	\$4,706.49	60.78%
Active	E 101-42153-220 REPAIRS & MAIN	\$2,000.00	\$5,014.50	\$0.00	(\$3,014.50)	250.73%
Active	E 101-42153-230 VEHICLE OPERA	\$3,000.00	\$1,420.53	\$329.63	\$1,579.47	47.35%
Active	E 101-42153-231 VEHICLE MAINT	\$2,500.00	\$115.46	\$0.00	\$2,384.54	4.62%
Active	E 101-42153-300 PROFESSIONAL	\$7,500.00	\$3,424.00	\$232.00	\$4,076.00	45.65%
Active	E 101-42153-301 AUDITING SERVI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$0.00	\$0.00	\$3,500.00	0.00%
Active	E 101-42153-308 SCHOOLING	\$4,000.00	\$1,693.98	\$0.00	\$2,306.02	42.35%
Active	E 101-42153-309 COMPUTER EXP	\$500.00	\$764.38	\$30.10	(\$264.38)	152.88%
Active	E 101-42153-311 PERMITS/MEMB	\$500.00	\$352.13	\$0.00	\$147.87	70.43%

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Current Period: JUNE 2022

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		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-42153-316 CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-320 TELEPHONE	\$0.00	\$415.52	\$63.65	(\$415.52)	0.00%
Active	E 101-42153-330 MILEAGE EXPEN	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 101-42153-331 MOTEL EXPENS	\$1,500.00	\$0.00	\$0.00	\$1,500.00	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	\$0.00	\$0.00	\$950.00	0.00%
Active	E 101-42153-380 UTILITIES/ELECT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42153-383 UTILITIES/HEAT	\$1,200.00	\$967.45	\$0.00	\$232.55	80.62%
Active	E 101-42153-417 UNIFORM ALLO	\$1,500.00	\$262.95	\$0.00	\$1,237.05	17.53%
Active	E 101-42153-430 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-441 BAD DEBT EXPE	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 101-42153-442 INSURANCE WRI	\$50,000.00	\$0.00	\$0.00	\$50,000.00	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		<u>\$179,625.00</u>	<u>\$59,407.43</u>	<u>\$9,284.63</u>	<u>\$120,217.57</u>	<u>33.07%</u>
Total AMBULANCE		(\$26,625.00)	(\$36,020.28)	(\$9,284.63)	\$9,395.28	135.29%
FIRE						
Active	R 101-42200-31020 PROPERTY TA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-33150 FEDERAL GRA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-33600 FIRE STATE AI	\$23,000.00	\$0.00	\$0.00	\$23,000.00	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	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	R 101-42200-36210 INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-36230 CONTRIBUTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-36250 REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		<u>\$26,500.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$26,500.00</u>	<u>0.00%</u>
Active	E 101-42200-124 PENSION PAYM	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.00%
Active	E 101-42200-150 WORKERS COM	\$3,740.00	\$0.00	\$0.00	\$3,740.00	0.00%
Active	E 101-42200-200 OFFICE SUPPLIE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-210 OPERATING EXP	\$3,000.00	\$874.78	\$255.50	\$2,125.22	29.16%
Active	E 101-42200-220 REPAIRS & MAIN	\$1,000.00	\$2,755.46	\$261.85	(\$1,755.46)	275.55%
Active	E 101-42200-230 VEHICLE OPERA	\$1,200.00	\$1,074.63	\$175.63	\$125.37	89.55%
Active	E 101-42200-231 VEHICLE MAINT	\$2,500.00	\$2,949.44	\$772.92	(\$449.44)	117.98%
Active	E 101-42200-300 PROFESSIONAL	\$250.00	\$250.00	\$0.00	\$0.00	100.00%
Active	E 101-42200-301 AUDITING SERVI	\$0.00	\$1,595.00	\$0.00	(\$1,595.00)	0.00%
Active	E 101-42200-305 MEDICAL FEES	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42200-307 CONTRACT FEE	\$1,400.00	\$654.75	\$0.00	\$745.25	46.77%
Active	E 101-42200-308 SCHOOLING	\$2,500.00	\$300.00	\$0.00	\$2,200.00	12.00%
Active	E 101-42200-309 COMPUTER EXP	\$500.00	\$620.83	\$15.04	(\$120.83)	124.17%
Active	E 101-42200-320 TELEPHONE	\$0.00	\$140.32	\$14.30	(\$140.32)	0.00%
Active	E 101-42200-330 MILEAGE EXPEN	\$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	\$0.00	\$0.00	\$2,250.00	0.00%
Active	E 101-42200-380 UTILITIES/ELECT	\$0.00	\$66.78	\$27.09	(\$66.78)	0.00%
Active	E 101-42200-383 UTILITIES/HEAT	\$1,500.00	\$1,360.64	\$0.00	\$139.36	90.71%
Active	E 101-42200-417 UNIFORM ALLO	\$5,000.00	\$1,381.12	\$399.70	\$3,618.88	27.62%
Active	E 101-42200-430 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-441 BAD DEBT EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-501 CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		<u>\$49,340.00</u>	<u>\$14,023.75</u>	<u>\$1,922.03</u>	<u>\$35,316.25</u>	<u>28.42%</u>
Total FIRE		(\$22,840.00)	(\$14,023.75)	(\$1,922.03)	(\$8,816.25)	61.40%
BLDG INSPECTION						
Active	R 101-42400-32200 BUILDING PER	\$12,000.00	\$5,362.30	\$0.00	\$6,637.70	44.69%
Active	R 101-42400-32210 RENTAL HOU	\$1,500.00	\$150.00	\$0.00	\$1,350.00	10.00%
Active	R 101-42400-36250 REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		<u>\$13,500.00</u>	<u>\$5,512.30</u>	<u>\$0.00</u>	<u>\$7,987.70</u>	<u>40.83%</u>

Current Period: JUNE 2022

		2022 YTD Budget	2022 YTD Amt	JUNE MTD Amt	2022 YTD Balance	% of Budget
Active	E 101-42400-210 OPERATING EXP	\$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 SERVI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-302 BLDG PERMIT S	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
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	\$1,180.80	\$0.00	\$8,819.20	11.81%
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 EXPEN	\$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	\$0.00	\$0.00	\$500.00	0.00%
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		<u>\$12,100.00</u>	<u>\$1,180.80</u>	<u>\$0.00</u>	<u>\$10,919.20</u>	<u>9.76%</u>
Total BLDG INSPECTION		\$1,400.00	\$4,331.50	\$0.00	(\$2,931.50)	309.39%
CIVIL DEFENSE						
Active	E 101-42500-210 OPERATING EXP	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		<u>\$500.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$500.00</u>	<u>0.00%</u>
Total CIVIL DEFENSE		(\$500.00)	\$0.00	\$0.00	(\$500.00)	0.00%
STREETS						
Active	R 101-43100-32220 RIGHT-OF-WA	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
Active	R 101-43100-34300 STREET CHAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-34430 REFUSE COLL	\$0.00	\$266.00	\$0.00	(\$266.00)	0.00%
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 101-43100-36230 CONTRIBUTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-36250 REFUNDS AN	\$92,400.00	\$445.81	\$0.00	\$91,954.19	0.48%
Active	R 101-43100-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-39312 MNDOT REIM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		<u>\$92,600.00</u>	<u>\$711.81</u>	<u>\$0.00</u>	<u>\$91,888.19</u>	<u>0.77%</u>
Active	E 101-43100-100 WAGES/SALARI	\$73,000.00	\$35,871.14	\$5,354.94	\$37,128.86	49.14%
Active	E 101-43100-101 WAGES/SALARI	\$5,000.00	\$2,145.00	\$982.50	\$2,855.00	42.90%
Active	E 101-43100-120 PERA	\$5,500.00	\$2,444.24	\$401.62	\$3,055.76	44.44%
Active	E 101-43100-121 SOCIAL SECURI	\$4,800.00	\$2,366.26	\$392.91	\$2,433.74	49.30%
Active	E 101-43100-122 MEDICARE	\$1,200.00	\$553.39	\$91.90	\$646.61	46.12%
Active	E 101-43100-130 HEALTH INSURA	\$9,900.00	\$6,946.94	\$0.00	\$2,953.06	70.17%
Active	E 101-43100-131 LIFE INSURANC	\$35.00	\$26.00	\$4.70	\$9.00	74.29%
Active	E 101-43100-140 UNEMPLOYMEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-150 WORKERS COM	\$7,500.00	\$0.00	\$0.00	\$7,500.00	0.00%
Active	E 101-43100-200 OFFICE SUPPLIE	\$275.00	\$83.63	\$19.05	\$191.37	30.41%
Active	E 101-43100-210 OPERATING EXP	\$7,000.00	\$5,421.74	\$1,026.05	\$1,578.26	77.45%
Active	E 101-43100-211 SNOW REMOVA	\$10,000.00	\$1,061.00	\$0.00	\$8,939.00	10.61%
Active	E 101-43100-215 TREE EXPENSE	\$3,000.00	\$72.00	\$72.00	\$2,928.00	2.40%
Active	E 101-43100-216 GRAVEL/ROCK F	\$3,000.00	\$1,646.12	\$0.00	\$1,353.88	54.87%
Active	E 101-43100-217 SPRING CLEAN-	\$2,000.00	\$665.50	\$636.50	\$1,334.50	33.28%
Active	E 101-43100-218 CHEMICALS/SPR	\$500.00	\$60.00	\$0.00	\$440.00	12.00%
Active	E 101-43100-219 COUNTY DITCHE	\$1,000.00	\$482.60	\$0.00	\$517.40	48.26%
Active	E 101-43100-220 REPAIRS & MAIN	\$4,000.00	\$5,044.28	\$187.54	(\$1,044.28)	126.11%
Active	E 101-43100-230 VEHICLE OPERA	\$4,000.00	\$2,917.09	\$1,006.38	\$1,082.91	72.93%
Active	E 101-43100-231 VEHICLE MAINT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-232 LAWN MOWER E	\$1,500.00	\$2,618.60	\$1,405.49	(\$1,118.60)	174.57%
Active	E 101-43100-233 TRACTOR MAINT	\$3,000.00	\$242.95	\$19.49	\$2,757.05	8.10%
Active	E 101-43100-234 DUMP TRUCK M	\$3,000.00	\$430.69	\$0.00	\$2,569.31	14.36%
Active	E 101-43100-235 PICKUP MAINT	\$3,000.00	\$272.16	\$0.00	\$2,727.84	9.07%

Current Period: JUNE 2022

		2022 YTD Budget	2022 YTD Amt	JUNE MTD Amt	2022 YTD Balance	% of Budget
Active	E 101-43100-236 SNOW EQUIP M	\$3,000.00	\$1,860.51	\$0.00	\$1,139.49	62.02%
Active	E 101-43100-237 SWEEPER MAIN	\$3,000.00	\$648.13	\$0.00	\$2,351.87	21.60%
Active	E 101-43100-240 SMALL TOOLS A	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 101-43100-300 PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-301 AUDITING SERVI	\$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	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-305 MEDICAL FEES	\$0.00	\$153.00	\$0.00	(\$153.00)	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	\$700.00	\$140.36	\$0.00	\$559.64	20.05%
Active	E 101-43100-309 COMPUTER EXP	\$500.00	\$720.31	\$0.00	(\$220.31)	144.06%
Active	E 101-43100-311 PERMITS/MEMB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-314 REIMBURSEMEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-320 TELEPHONE	\$2,000.00	\$1,143.49	\$158.89	\$856.51	57.17%
Active	E 101-43100-330 MILEAGE EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-331 MOTEL EXPENS	\$500.00	\$0.00	\$0.00	\$500.00	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	\$100.00	\$100.00	\$5,900.00	1.67%
Active	E 101-43100-380 UTILITIES/ELECT	\$12,000.00	\$1,005.10	\$21.61	\$10,994.90	8.38%
Active	E 101-43100-383 UTILITIES/HEAT	\$1,500.00	\$2,622.34	\$0.00	(\$1,122.34)	174.82%
Active	E 101-43100-384 UTITLITES/GARB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-390 STREET LIGHTIN	\$13,000.00	\$7,671.34	\$1,282.70	\$5,328.66	59.01%
Active	E 101-43100-417 UNIFORM ALLO	\$500.00	\$634.78	\$0.00	(\$134.78)	126.96%
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	\$6,950.00	\$6,950.00	(\$6,950.00)	0.00%
Expenditure		<u>\$196,310.00</u>	<u>\$95,020.69</u>	<u>\$20,114.27</u>	<u>\$101,289.31</u>	<u>48.40%</u>
Total STREETS		<u>(\$103,710.00)</u>	<u>(\$94,308.88)</u>	<u>(\$20,114.27)</u>	<u>(\$9,401.12)</u>	<u>90.94%</u>
SANITATION						
Active	R 101-43200-34430 REFUSE COLL	\$0.00	\$753.00	\$0.00	(\$753.00)	0.00%
Revenue		<u>\$0.00</u>	<u>\$753.00</u>	<u>\$0.00</u>	<u>(\$753.00)</u>	<u>0.00%</u>
Active	E 101-43200-210 OPERATING EXP	\$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	\$43,000.00	\$15,383.76	\$2,847.90	\$27,616.24	35.78%
Active	E 101-43200-340 ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Expenditure		<u>\$43,100.00</u>	<u>\$15,383.76</u>	<u>\$2,847.90</u>	<u>\$27,716.24</u>	<u>35.69%</u>
Total SANITATION		<u>(\$43,100.00)</u>	<u>(\$14,630.76)</u>	<u>(\$2,847.90)</u>	<u>(\$28,469.24)</u>	<u>33.95%</u>
NURSING HOME						
Active	R 101-44170-36250 REFUNDS AN	\$0.00	\$27,263.52	\$0.00	(\$27,263.52)	0.00%
Revenue		<u>\$0.00</u>	<u>\$27,263.52</u>	<u>\$0.00</u>	<u>(\$27,263.52)</u>	<u>0.00%</u>
Active	E 101-44170-305 MEDICAL FEES	\$68,312.00	\$55,573.77	\$7,939.11	\$12,738.23	81.35%
Expenditure		<u>\$68,312.00</u>	<u>\$55,573.77</u>	<u>\$7,939.11</u>	<u>\$12,738.23</u>	<u>81.35%</u>
Total NURSING HOME		<u>(\$68,312.00)</u>	<u>(\$28,310.25)</u>	<u>(\$7,939.11)</u>	<u>(\$40,001.75)</u>	<u>41.44%</u>
RECREATION-LEGION FIELD						
Active	R 101-45100-31030 PROPERTY TA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45100-34790 RECREATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45100-36230 CONTRIBUTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45100-36250 REFUNDS AN	\$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 101-45100-210 OPERATING EXP	\$1,000.00	\$754.45	\$175.74	\$245.55	75.45%
Active	E 101-45100-215 TREE EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-216 GRAVEL/ROCK F	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 101-45100-218 CHEMICALS/SPR	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45100-220 REPAIRS & MAIN	\$1,500.00	\$2,502.25	\$791.87	(\$1,002.25)	166.82%
Active	E 101-45100-230 VEHICLE OPERA	\$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%

Current Period: JUNE 2022

		2022	2022	JUNE	2022	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-45100-300 PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-301 AUDITING SERVI	\$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	\$0.00	\$0.00	\$4,700.00	0.00%
Active	E 101-45100-380 UTILITIES/ELECT	\$0.00	\$139.81	\$21.54	(\$139.81)	0.00%
Active	E 101-45100-384 UTILITES/GARB	\$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	\$2,000.00	\$0.00	\$0.00	\$2,000.00	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		\$15,800.00	\$3,396.51	\$989.15	\$12,403.49	21.50%
Total RECREATION-LEGION FIELD		(\$15,800.00)	(\$3,396.51)	(\$989.15)	(\$12,403.49)	21.50%
SKATING RINK						
Active	E 101-45150-210 OPERATING EXP	\$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/ELECT	\$150.00	\$15.50	\$6.82	\$134.50	10.33%
Expenditure		\$150.00	\$15.50	\$6.82	\$134.50	10.33%
Total SKATING RINK		(\$150.00)	(\$15.50)	(\$6.82)	(\$134.50)	10.33%
PARKS-ST. OLAF PARK						
Active	R 101-45200-34780 PARK FEES-S	\$0.00	\$315.00	\$0.00	(\$315.00)	0.00%
Active	R 101-45200-34785 ST. OLAF LAK	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45200-36210 INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45200-36230 CONTRIBUTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45200-36250 REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45200-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		\$0.00	\$315.00	\$0.00	(\$315.00)	0.00%
Active	E 101-45200-101 WAGES/SALARI	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
Active	E 101-45200-121 SOCIAL SECURI	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-122 MEDICARE	\$120.00	\$0.00	\$0.00	\$120.00	0.00%
Active	E 101-45200-150 WORKERS COM	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-45200-210 OPERATING EXP	\$1,500.00	\$1,164.34	\$419.01	\$335.66	77.62%
Active	E 101-45200-213 LIFEGUARD SUP	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-214 CONCESSION S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-215 TREE EXPENSE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-218 CHEMICALS/SPR	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-220 REPAIRS & MAIN	\$500.00	\$6,388.53	\$178.00	(\$5,888.53)	1277.71%
Active	E 101-45200-300 PROFESSIONAL	\$0.00	\$274.00	\$274.00	(\$274.00)	0.00%
Active	E 101-45200-301 AUDITING SERVI	\$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	\$220.00	\$220.00	\$1,280.00	14.67%
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	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-330 MILEAGE EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-340 ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-45200-360 INSURANCE	\$3,400.00	\$0.00	\$0.00	\$3,400.00	0.00%
Active	E 101-45200-380 UTILITIES/ELECT	\$1,250.00	\$709.93	\$319.34	\$540.07	56.79%
Active	E 101-45200-384 UTILITES/GARB	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 101-45200-430 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	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		\$20,020.00	\$8,756.80	\$1,410.35	\$11,263.20	43.74%
Total PARKS-ST. OLAF PARK		(\$20,020.00)	(\$8,441.80)	(\$1,410.35)	(\$11,578.20)	42.17%
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%

Current Period: JUNE 2022

		2022 YTD Budget	2022 YTD Amt	JUNE MTD Amt	2022 YTD Balance	% of Budget
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	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45500-39110 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 101-45500-101 WAGES/SALARI	\$1,000.00	\$323.40	\$323.40	\$676.60	32.34%
Active	E 101-45500-121 SOCIAL SECURI	\$62.00	\$20.05	\$20.05	\$41.95	32.34%
Active	E 101-45500-122 MEDICARE	\$0.00	\$4.69	\$4.69	(\$4.69)	0.00%
Active	E 101-45500-210 OPERATING EXP	\$500.00	\$22.68	\$0.00	\$477.32	4.54%
Active	E 101-45500-220 REPAIRS & MAIN	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
Active	E 101-45500-300 PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-301 AUDITING SERVI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-320 TELEPHONE	\$600.00	\$258.63	\$43.52	\$341.37	43.11%
Active	E 101-45500-360 INSURANCE	\$3,400.00	\$0.00	\$0.00	\$3,400.00	0.00%
Active	E 101-45500-380 UTILITIES/ELECT	\$3,000.00	\$1,283.06	\$310.03	\$1,716.94	42.77%
Active	E 101-45500-383 UTILITIES/HEAT	\$1,200.00	\$1,011.26	\$0.00	\$188.74	84.27%
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	\$13,762.00	\$2,923.77	\$701.69	\$10,838.23	21.25%
	Total LIBRARY	(\$13,762.00)	(\$2,923.77)	(\$701.69)	(\$10,838.23)	21.25%
ECONOMIC DEVELOPMENT						
Active	E 101-46500-330 MILEAGE EXPEN	\$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%
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	\$875.00	(\$405,958.13)	(\$82,597.31)	\$406,833.13	-46395.21%

*Budget YTD Rev-Exp©

Current Period: JUNE 2022

		2022	2022	JUNE	2022	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
WATER UTILITY FUND						
	Revenues	\$0.00	\$105,779.05	\$5,398.19	-\$105,779.05	0.00%
	Expenditures	\$89,950.00	\$46,505.18	\$7,249.15	\$43,444.82	51.70%
	Gain/(Loss)	(\$89,950.00)	\$59,273.87	(\$1,850.96)	(\$149,223.87)	-65.90%
GOVERNMENT WIDE						
Active	R 601-00000-33439 PERA PENSIO	\$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 601-49400-36110 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	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-37100 WATER SALE	\$0.00	\$105,779.05	\$5,398.19	(\$105,779.05)	0.00%
Active	R 601-49400-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-39200 OPERATING T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-39999 CONTRIBUTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Revenue	\$0.00	\$105,779.05	\$5,398.19	(\$105,779.05)	0.00%
Active	E 601-49400-100 WAGES/SALARI	\$29,500.00	\$13,982.98	\$2,032.83	\$15,517.02	47.40%
Active	E 601-49400-120 PERA	\$2,000.00	\$916.83	\$152.47	\$1,083.17	45.84%
Active	E 601-49400-121 SOCIAL SECURI	\$1,900.00	\$867.08	\$125.88	\$1,032.92	45.64%
Active	E 601-49400-122 MEDICARE	\$430.00	\$202.78	\$29.45	\$227.22	47.16%
Active	E 601-49400-129 PERA CHANGE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-130 HEALTH INSURA	\$2,100.00	\$0.00	\$0.00	\$2,100.00	0.00%
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	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
Active	E 601-49400-200 OFFICE SUPPLIE	\$9,000.00	\$0.00	\$0.00	\$9,000.00	0.00%
Active	E 601-49400-210 OPERATING EXP	\$0.00	\$1,893.47	\$189.11	(\$1,893.47)	0.00%
Active	E 601-49400-218 CHEMICALS/SPR	\$0.00	\$1,725.12	\$30.00	(\$1,725.12)	0.00%
Active	E 601-49400-220 REPAIRS & MAIN	\$0.00	\$779.06	\$18.76	(\$779.06)	0.00%
Active	E 601-49400-222 WATER METERS	\$3,000.00	\$62.63	\$0.00	\$2,937.37	2.09%
Active	E 601-49400-230 VEHICLE OPERA	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 601-49400-231 VEHICLE MAINT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-233 TRACTOR MAINT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-235 PICKUP MAINT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-238 GENERATOR EX	\$750.00	\$519.60	\$0.00	\$230.40	69.28%
Active	E 601-49400-240 SMALL TOOLS A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-300 PROFESSIONAL	\$0.00	\$2,937.50	\$500.00	(\$2,937.50)	0.00%
Active	E 601-49400-301 AUDITING SERVI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-303 ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$9,182.04	\$1,530.34	(\$9,182.04)	0.00%
Active	E 601-49400-308 SCHOOLING	\$250.00	\$150.00	\$0.00	\$100.00	60.00%
Active	E 601-49400-309 COMPUTER EXP	\$0.00	\$420.00	\$0.00	(\$420.00)	0.00%
Active	E 601-49400-311 PERMITS/MEMB	\$0.00	\$342.89	\$0.00	(\$342.89)	0.00%
Active	E 601-49400-316 CREDIT/DEBIT S	\$1,200.00	\$486.48	\$0.00	\$713.52	40.54%
Active	E 601-49400-320 TELEPHONE	\$1,000.00	\$338.44	\$28.04	\$661.56	33.84%
Active	E 601-49400-330 MILEAGE EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-331 MOTEL EXPENS	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 601-49400-340 ADVERTISING	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 601-49400-360 INSURANCE	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 601-49400-380 UTILITIES/ELECT	\$30,000.00	\$9,739.91	\$2,612.27	\$20,260.09	32.47%
Active	E 601-49400-383 UTILITIES/HEAT	\$3,500.00	\$1,782.05	\$0.00	\$1,717.95	50.92%
Active	E 601-49400-417 UNIFORM ALLO	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 601-49400-420 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Current Period: JUNE 2022

		2022	2022	JUNE	2022	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 601-49400-430 MISCELLANEOU	\$250.00	\$176.32	\$0.00	\$73.68	70.53%
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 EXPE	\$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	\$0.00	\$0.00	\$0.00	\$0.00	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 C	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		\$89,950.00	\$46,505.18	\$7,249.15	\$43,444.82	51.70%
Total WATER UTILITIES		(\$89,950.00)	\$59,273.87	(\$1,850.96)	(\$149,223.87)	-65.90%
Total WATER UTILITY FUND		(\$89,950.00)	\$59,273.87	(\$1,850.96)	(\$149,223.87)	-65.90%

Current Period: JUNE 2022

		2022	2022	JUNE	2022	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
SEWER UTILITY FUND						
	Revenues	\$0.00	\$117,336.94	\$5,798.17	-\$117,336.94	0.00%
	Expenditures	\$187,200.00	\$223,682.84	\$17,327.42	-\$36,482.84	119.49%
	Gain/(Loss)	(\$187,200.00)	(\$106,345.90)	(\$11,529.25)	(\$80,854.10)	56.81%
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	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-37100 WATER SALE	\$0.00	\$973.18	\$0.00	(\$973.18)	0.00%
Active	R 602-49450-37200 SEWER CHAR	\$0.00	\$116,363.76	\$5,798.17	(\$116,363.76)	0.00%
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 CONTRIBUTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Revenue	\$0.00	\$117,336.94	\$5,798.17	(\$117,336.94)	0.00%
Active	E 602-49450-210 OPERATING EXP	\$5,000.00	\$17,731.15	\$137.80	(\$12,731.15)	354.62%
Active	E 602-49450-220 REPAIRS & MAIN	\$15,000.00	\$9,038.71	\$3,726.21	\$5,961.29	60.26%
Active	E 602-49450-230 VEHICLE OPERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-233 TRACTOR MAINT	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 602-49450-300 PROFESSIONAL	\$0.00	\$385.00	\$0.00	(\$385.00)	0.00%
Active	E 602-49450-301 AUDITING SERVI	\$1,000.00	\$0.00	\$0.00	\$1,000.00	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	\$138,000.00	\$87,173.00	\$11,988.00	\$50,827.00	63.17%
Active	E 602-49450-308 SCHOOLING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-309 COMPUTER EXP	\$0.00	\$420.00	\$0.00	(\$420.00)	0.00%
Active	E 602-49450-311 PERMITS/MEMB	\$2,000.00	\$1,550.00	\$0.00	\$450.00	77.50%
Active	E 602-49450-316 CREDIT/DEBIT S	\$1,200.00	\$486.47	\$0.00	\$713.53	40.54%
Active	E 602-49450-330 MILEAGE EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	\$3,500.00	0.00%
Active	E 602-49450-380 UTILITIES/ELECT	\$17,500.00	\$6,382.32	\$1,475.41	\$11,117.68	36.47%
Active	E 602-49450-383 UTILITIES/HEAT	\$3,500.00	\$2,358.19	\$0.00	\$1,141.81	67.38%
Active	E 602-49450-384 UTITLITES/GARB	\$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 EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-500 CAPITAL OUTLA	\$0.00	\$83,416.00	\$0.00	(\$83,416.00)	0.00%
Active	E 602-49450-501 CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-600 PRINCIPAL	\$0.00	\$14,000.00	\$0.00	(\$14,000.00)	0.00%
Active	E 602-49450-610 INTEREST	\$0.00	\$742.00	\$0.00	(\$742.00)	0.00%
Active	E 602-49450-620 FISCAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Expenditure	\$187,200.00	\$223,682.84	\$17,327.42	(\$36,482.84)	119.49%
	Total SEWER UTILITIES	(\$187,200.00)	(\$106,345.90)	(\$11,529.25)	(\$80,854.10)	56.81%
	Total SEWER UTILITY FUND	(\$187,200.00)	(\$106,345.90)	(\$11,529.25)	(\$80,854.10)	56.81%

CITY OF NEW RICHLAND
*Budget YTD Rev-Exp©

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Current Period: JUNE 2022

	2022 YTD Budget	2022 YTD Amt	JUNE MTD Amt	2022 YTD Balance	% of Budget
Report Total	(\$276,275.00)	(\$453,030.16)	(\$95,977.52)	\$176,755.16	163.98%



City Administrator's Report

July 11th, 2022 Council Meeting

Met with our iSolved account representative

Finished the 1st working draft of the employee policy manual

Met with attorneys regarding ongoing city litigation

Worked with Auditors from the Care Center and ABDO to finish audits

Conferred with Dan Murphy regarding building permit fee schedule

Coordinated election judge training for our election judges

Beginning to identify and address issues in the Odd Fellows building with Maintenance

Completed a restitution list for damages to the St. Olaf Lake bathroom for the NRPD

Worked with the EDA and attorneys regarding a property in loan default

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

July 24th – Andy Buckmeier – Fire Dept

EMPLOYEE ANNIVERSARIES

July 21st – Dustin Russ - Ambulance - 1YR



2022 Clerks Academy: Program

Jump to:

[Before you reach the classroom](#)

[In-person program](#)

[Additional on-demand courses](#)

Before you reach the classroom

Courses open Monday, Aug. 22

Learners should complete the following five courses ahead of attending the in-person portion of the program. *Note that these courses do not expire and will be accessible to participants indefinitely.*

Welcome and Overview of Clerks Academy

Get to know the League and get introduced to the Clerks Academy program including the core competencies, how to access the on-demand courses in MemberLearn, and what to expect for the two-day in-person program. *Seat time: 10 min.*

Human Resources Essentials for City Clerks



Many city clerks are responsible for the human resources function within their city, including knowing about employment laws, recruitment, and performance management. This three-part course will set you up for success ahead of the classroom session. *Note: This portion is optional and those who do not perform HR functions are not required to complete it. Seat time: 45 min.*

Open Meeting Law for City Clerks



This course provides city clerks with an overview and appreciation for the Open Meeting Law, as well as the requirements of the law. Through video and scenario exercises you will understand how to apply exceptions and avoid violations as a clerk. *Seat time: 60 min.*

Financial Fundamentals for City Clerks



This combination 101 and 201 course will provide an introduction to city budgeting concepts and terminology. You'll dive into fund accounting, operating budgets, revenue and expenditures, and tax levies to ensure you are equipped to prepare a city budget with confidence. *Seat time: 75 min.*

Data Practices for City Clerks



In many cities, the city clerk may be the Responsible Authority under the Data Practices Act — that is the person who is responsible for the collection, use, and dissemination of government data. Learn about the basics of classification, procedures, and penalties under the Data Practices Act in this three-part course. *Seat time: 60 min.*

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In-Person Program

Thursday (5 hours)

9:30 a.m.

Registration Opens

Connect with fellow clerks and League staff prior to the program kick-off at 10 a.m.

10 a.m.

Welcome and Introductions

10:15 a.m.

City Clerk: A Leadership Opportunity



The role of clerk is an essential function in city government. Much is expected from the person filling this demanding and challenging role in regard to duties and statutory responsibilities. Learn how and why your role is important and the importance of being a leader in city hall and a bridge to the community.

After this session, you will:

- Demonstrate insight into leadership expectations you'll likely encounter.
- Apply key skills that will aid your experience as a leader and help build relationships.
- Reflect on your own personal leadership principles that you bring to your city.

11 a.m.

Open Meeting Law and Minute-Taking



After learning Open Meeting Law basics in MemberLearn, bring it to life! Learn about the seven exceptions to the Open Meeting Law and get answers to common questions about electronic communications, meeting management, serial meetings, and social gatherings. Plus, you'll learn tips on minute-taking. *Please note: This session builds on the Open Meeting Law for City Clerks MemberLearn course and it is recommended that you complete the online course before this in-person session.*

After this session, you will:

- Be able to identify the seven exceptions to the Open Meeting Law.
- Understand how the Open Meeting Law applies to electronic communications, meeting management, serial meetings, and social gatherings.
- Have practical tips for council minute-taking.
- Know common scenarios your city may face and how to avoid breaking the Open Meeting Law.

12:15 p.m.

Lunch and Sponsor Welcome

1:15 p.m.

Tech Boot Camp



Clerks often provide technology support. If you're one of them, you preserve the past, represent the present, and affect the direction of the future of your city. This session will cover some technology basics and show you where to find resources for those pesky techie challenges.

After this session, you will:

- Have resources to help troubleshoot technology challenges.
- Know the basics about managing and storing data, replying to data requests, and cybersecurity.
- Understand the importance of addressing data for your public works, emergency management, and land use/zoning staff.

2 p.m.

Financial Fundamentals

Explore the basics of municipal financial management, including budgeting and planning, ongoing fiscal activities, and financial statements and reporting. Plus, learn about required communications with the state and strategies to keep everyone informed. *Please note: This*

session builds on the Financial Fundamentals for City Clerks MemberLearn course and it is recommended that you complete the online course before this in-person session.

After this session, you will:

- Put basic elements of public finance to work.
- Appreciate the importance of incorporating transparency and communication about city finances to the public.
- Understand the city clerk's financial responsibilities to state agencies and other institutions.

3:15 p.m.

Break

3:30 p.m.

League of Minnesota Cities Insurance Trust (LMCIT) 101

It is your duty as the clerk to accept and keep on file any claims against the city. Learn more about the League of Minnesota Cities Insurance Trust (LMCIT), including various insurance coverage options, loss control services available to member cities, and claim-handling procedures.

After this session, you will:

- Understand how the League of Minnesota Cities Insurance Trust can be an asset to your work.
- Know the insurance coverage options available to your city.
- Be familiar with the filing procedures for workers' compensation claims.
- Be able to illustrate how the loss control program and a visit from your assigned consultant can benefit your city.

4:30 p.m.

Adjourn

5:30 p.m.

Dinner

Enjoy a meal with League staff and other attendees on Thursday. (Dinner is included in the registration fee.)

Friday (7 hours)

8 a.m.

Continental Breakfast

8:30 a.m.

Human Resources Issues

In many cities, the clerk's responsibilities overlap with human resources issues, and there's so much to know! Never fear, the League's HR team is here to help! This session will walk you through the HR issues most likely to come up in your city, including leaves of absence, personnel policies, how to compute overtime, and some basics of discipline and performance. We'll also spend a little time making sure you know what kind of help you can get from the League when HR issues arise. *Please note: This session builds on the Human Resources Essentials for City Clerks MemberLearn course and it is recommended that you complete the online course before this in-person session.*

After this session, you will:

- Understand do's and don'ts for the hiring process, including Veterans Preference and background checks.
- Be able to identify what's required for job and benefit-protected leave laws like FMLA, WESA, and Safety Leave.
- Recognize legal issues connected to employment-related matters.

Please note: If you're not responsible for HR duties in your city this session is optional.

9:45 a.m.

Q&A with Staff Attorneys

Come with your legal questions to ask our research team! We're here to help you with any questions surrounding land use, code enforcement, licensing, conflict of interest, elections, and more!

After this session, you will:

- Have answers to questions about complex topics.
- Understand best practices for addressing public requests on a variety of topics.

10:30 a.m.

Break

10:45 a.m.

How to Prevent and Detect Fraud: Implementing Internal Controls

Misusing or stealing public funds would never happen in your city, right? Learn the various types of fraud, how to spot them, and what steps you can take to prevent fraud from happening in your city.

After this session, you will:

- Retain basic knowledge of who the Office of the State Auditor is and their responsibility to local government.
- Be able to interpret the types of fraud, including theft, embezzlement, forgery, false claims, and misuse of public funds.
- Know how and where to report it if you think someone in your city is exploiting funds.

11:45 a.m.

Lunch with panelists

12:30 p.m.

Building Bridges: The Multiple Roles of City Clerks

Learn from a panel of experienced clerks about the expectations and duties of a city clerk, including running elections, managing records, and working with the public and elected officials. Share your challenges and get tips on how to be successful in this critical city role.

After this session, you will:

- Feel confident in the opportunities and duties of your new role.
- Understand how other clerks manage challenges and expectations for their city.
- Have answers relating to running elections, managing records, or working with your elected officials.

1:30 p.m.

Break

1:45 p.m.

Using Communication to Build Bridges

In this closing session you will explore one of the most essential skills for any city clerk: communication! Dive into skills that will help you elevate your communication strengths so that you communicate with clarity no matter the audience – from colleagues and councilmembers to residents and other government officials.

3 p.m.

Adjourn

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Additional on-demand courses

After the in-person program concludes, you'll gain access to five MemberLearn courses on important topics. *Please note: These courses do not expire and will be accessible to participants indefinitely.*

Roles and Responsibilities

This short course outlines the council's role in city governance. *Seat time: 10 min.*

Filling a Council Vacancy

Explore the procedures to call and hold special elections. *Seat time: 10 min.*

Code Enforcement

Review some of the different ways to enforce code. *Seat time: 10 min.*

Cybersecurity

Get tips for preventing data security breaches or other computer-related risks. *Seat time: 10 min.*

Elections Administration

Review administering elections at the city level and how you can prepare for and run smooth election cycles. *Seat time: 15 min.*

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Your LMC Resource

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Core Competency Key

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