



CITY OF ANNANDALE COUNCIL MEETING AGENDA

Meeting #21
Regular Meeting
City Council Chambers

December 11, 2023
6:30 P.M.

Mayor: Shelly Jonas
Councilmember's: Matthew Wuollet
Corey Czycalla
Tina Honsey
JT Grundy

For those who would like to view or listen to the public meeting, there are two options:

Online: <https://us02web.zoom.us/j/88532361743?pwd=c214eG9Ed0N3dUgrc1JiSG1HWG9ydz09>

Or Telephone: 305-224-1968
Webinar ID: 885 3236 1743
Passcode: 369314

1. CALL TO ORDER/ROLL CALL/ADOPT AGENDA
2. APPROVAL OF [MINUTES](#)
3. VISITOR'S
4. PUBLIC HEARING
 - A. [2024 Improvement Project Hearing- Resolution Ordering Improvement and Authorizing Plans and Specifications.](#)
 - B. [Resolution Adopting 2024 Budget for Levy for Taxes Payable 2024](#)
 - C. [Ordinance Adopting Fee Amendments](#)
5. OPEN FORUM
 - A. [Resident Letter- Quandt](#)
6. CONSENT AGENDA
 - A. [Approve Auditing Claims](#)
 - B. [Approve Departments Reports](#)
 - C. [Approve Replacement of Carpet- Library](#)
 - D. [Approve Resolution Summary Ordinance- Park Commission](#)
 - E. [Approve Resolution Summary Ordinance- Cannabis](#)
 - F. [Approve Resolution Approving Tobacco License](#)
 - G. [Approve 2024 Meeting Dates](#)
 - H. [Approve Board of Review Date](#)
 - I. [Approve Door Replacement- Water Treatment Plant](#)
 - J. [Approve Combination of City Parcels](#)

(See Reverse Side for Additional Agenda Items)

- K. [Approve Appointment of Firefighter Huikko](#)
- L. [Lake John Utility Extension Pay App](#)

7. REMOVED CONSENT ITEMS

8. UNFINISHED BUSINESS

9. NEW BUSINESS

- A. [Review proposed Ordinance regulating Housing Maintenance](#)
- B. [Review Ordinance Amendment- Regulation of Animals](#)
- C. [Consider Annexation Petition- Shores of Lake John](#)
- D. [Purchase Agreement with LEI](#)

10. MAYOR/COUNCIL REPORTS

11. ADJOURNMENT

MINUTES
ANNANDALE CITY COUNCIL
November 13, 2023

CALL TO ORDER/ROLL CALL: The City Council of Annandale, Minnesota met for a regular meeting on November 13, 2023 at 6:30 p.m. at the City Hall Council Chambers. Mayor Jonas called the meeting to order at 6:30 p.m.

City Council Present: Jonas, Honsey, Grundy, Czycalla, Wuollet. City Council members absent None. Also, present were Administrator Hinnenkamp, Public Works Director Joe Haller, Assistant City Engineer Nick Peterson, Police Chief Pete Standafer, Planner Nate Sparks, Dennis Cornelius, Brian Bruggemann, Perry Ryan and the Annandale Advocate.

SET AGENDA: Staff requested the following item added under New Business- Item 9H- Notice of Engfer Retirement. A motion was made by Wuollet and seconded by Czycalla to approve the agenda as amended. The motion carried unanimously.

All motions are approved unanimously unless otherwise noted.

MINUTES: A motion was made by Honsey and seconded by Grundy to approve the minutes of September 11th, September 27th, September 29th, October 2nd and October 5th meetings as presented.

VISITORS: NONE

PUBLIC HEARINGS:

Resolution 23-65 Adopting Special Assessments Delinquent Accounts: Mayor Jonas opened the public hearing. After hearing no public input, Jonas closed the hearing. A motion was made by Honsey and seconded by Wuollet to approve Resolution 23.65 as presented. **ROLL CALL:** Ayes: Honsey, Czycalla, Wuollet, Grundy, Jonas. Nays: None. Absent: None. Abstain: None. Resolution 23-65 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

OPEN FORUM: None

CONSENT AGENDA:

Council removed items T and U from the consent agenda for additional discussion. A motion was made by Honsey and seconded by Czycalla, to approve the Consent Agenda as amended.

- A. Approve Auditing Claims
- B. Approve Departments Reports
- C. Approve Employment Anniversaries
- D. Approve Special Events
- E. Approve Resolution PERA- Officer Berkowitz
- F. Approve Pay Apps
- G. Approve Lawful Gambling Application- All Night Grad and St. Johns Church
- H. Approve Fund Transfers
- I. Approve Farm Lease
- J. Approve Grant Agreement- MN DEED
- K. Appoint Fire Fighter
- L. Approve Donations

- M. Approve Personnel Policy Amendments
- N. Approve Police PT Wages
- O. Call Hearing for Fee Amendment Consideration
- P. Approve Catholic Charities Site Use Agreement
- Q. Approve Resolution Approving Liquor License- Expanse
- R. Approve Renewal of Planning and Park Commission Terms
- S. Approve Ordinance Amendment- Park Commission
- T. Review Concept Plan- Shores of Lake John
- ~~U. Approve Ordinance Rezoning Property- Bruggeman~~
- ~~V. Approve Resolution State Appropriation Application~~
- W. Approve Fire Relief Benefit

REMOVED CONSENT ITEMS: NONE

U. Approve Ordinance 410 Rezoning Property, Resolution 23-69 Approving Summary Ordinance, and Approving Easement Agreement - Bruggeman- Planner Nate Sparks presented the request for rezoning the property from an I-1 to R-5. Dennis Cornelius presented additional information on the request. The Council heard from the following members of the public:

Janet Andersen, 35 Knollwood. Andersen expressed concerned with traffic and the height of the building.

Rod Andersen, 35 Knollwood. Expressed concern with the height of the building.

James Gunnarson, 11 Willow Drive. Stated he didn't feel like there was enough land for the project.

Andy Frei, Myrtle Dr S. Commented that there is foot traffic from Ash to main street. He said he would be more open to R-4 zoning.

Council discussed the proposed density with the new rezoning and discussed the need for a traffic study can be discussed when the applicant requests site plan approval. A motion was made by Jonas and seconded by Wuollet to approve Ordinance 410 Rezoning the property, Resolution 23-69 Adoption Summary Ordinance and approving the Easement Agreement as presented.

T. Approve Resolution State Appropriation Application- Nate Sparks presented the Concept Plan application for Shore of Lake John. Ryan presented additional information on the proposed concept. No Action was taken by Council. No additional comments or changes were made to the report as presented.

UNFINISHED BUSINESS:

Ordinance 411 Regulating Cannabis- A motion was made by Czycalla and seconded by Grundy to approve Ordinance 411 as presented.

NEW BUSINESS:

Resolution Accepting Preliminary Engineering Report and Calling a Public Hearing- Highland Brown- Asst City Engineer Nick Peterson presented the report. A motion was made by Grundy and seconded by Wuollet to approve Resolution 23-71 Accepting the Report and Calling a Public Hearing for December 11, 2023. ROLL CALL: Ayes: Honsey, Czycalla, Wuollet, Grundy, Jonas. Nays: None. Absent: None. Abstain: None. Resolution 23-71 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

Resolution Approving Plans and Specifications and Authorizing Advertisement of Bids for Pickleball Courts. Asst City Engineer Nick Peterson presented the Plans and Specifications. A motion was made by Czycalla and seconded by Honsey to approve Resolution 23-72 Approving

Plans and Specifications and Authorizing Advertisement of Bids. ROLL CALL: Ayes: Honsey, Czycalla, Wuollet, Grundy, Jonas. Nays: None. Absent: None. Abstain: None. Resolution 23-72 adopted on a 5-aye, 0-nay, 0-absent, 0-abstain vote.

Review Pedestrian Crossings for Highway 55- Asst City Engineer Nick Peterson presented the options for pedestrian crossings on Highway 55 at Oak Avenue and Poplar Avenue. A motion was made by Wuollet and seconded by Grundy to direct Bolton and Menk to develop plans and discuss improvement with MnDot.

Review Proposal for GIS- A motion was made by Czycalla and seconded by Honsey to approve the proposal from Bolton and Menk for the implementation of GIS as presented.

Review Proposals for New Website- Hinnenkamp informed Council of the proposed changes to the City's current contract that will go in effect on 5-1-24. The cost increase is going from \$600 annually to approximately \$5000 annually. Council reviewed the options provided in the report. A motion was made by Honsey and seconded by Czycalla to approve the Ultimate Design Option with Civic Plus for the new website.

Review Snow Removal of Cart Paths in Southbrook- Council discussed the request for the city removal of snow from the Cart Paths in Southbrook. Haller informed Council of the required equipment and man hours associated with the snow removal. Haller informed Council, the only sidewalks cleared are Council approved. A motion was made by Jonas and seconded by Grundy to direct staff to require at least a 6' wide pathway on the Cart Paths be cleared by the adjacent property owner.

Purchase of Payloader- Haller presented quotes to complete repairs for a used payloader purchased from the Federal Surplus site. The payloader cost \$14,790. The total expense after completing estimated repairs is \$64,079. The current estimated market value of a similar loader is valued at \$140,000. Haller informed Council the loader was scheduled for replacement in upcoming years and we are not able to adjust the capital schedule with a lower cost. A motion was made by Honsey and seconded by Wuollet to approve the quotes from Little Falls Machine Inc and RDO Equipment as presented.

Notice of Retirement- Engfer- A motion was made by Honsey and seconded by Wuollet to approve the retirement of Nancy Engfer.

MAYOR/COUNCIL REPORTS:

Mayor Jonas stated that we are looking at scheduling a joint City/School meeting.

Police Chief Standafer presented concerns with the intersection of Florence and Knollwood. He recommended making this intersection a 4-way stop with the completion of Florence. A motion was made by Wuollet and seconded by Grundy to approve a 4-way stop at Knollwood and Florence.

ADJOURNMENT:

Moved by Honsey and seconded by Czycalla to adjourn. The meeting was adjourned at 8:45pm.

Shelly Jonas, Mayor

ATTEST:

Kelly Hinnenkamp, City Administrator



City Council Agenda

December 11, 2023

Agenda Section: Public Hearing

Report From: Kelly Hinnenkamp, Admin

Agenda No. 3A

Agenda Item: Andy Frei and Andy Daniels: Cannabis Setback Requirements

Core Strategy:

- | | |
|---|---|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input checked="" type="checkbox"/> Other: Public Request |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Andy Frei and Andy Daniels have requested to discuss the setback requirement for Cannabis Retail Sales from Youth Orientated Facilities and Schools with the City Council. They would like to gauge interest for a potential zoning text amendment that would lower this setback if a state highway or railroad served as an additional barrier.

The City has a requirement that retails sales involving cannabis must be setback at least 1000 feet from a school and 500 feet from a daycare, treatment center or your orientated facility like a park.

Recommended Action

Will be discussed at the meeting.

Attachments:

None



City Council Agenda

December 11, 2023

Agenda Section: Public Hearing

Report From: Kelly Hinnenkamp, Admin

Agenda No. 4A

Agenda Item: Resolution Ordering Improvement and Authorizing Plans and Specifications

Core Strategy:

- | | |
|--|---|
| <input type="checkbox"/> Inspire Community Engagement | <input checked="" type="checkbox"/> Provide Proactive Leadership |
| <input checked="" type="checkbox"/> Increase Operational Effectiveness | <input checked="" type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Attached is a memo from the City Engineer regarding the proposed project.

Recommended Action

Motion to Approve Resolution Ordering Improvement and Authorizing Plans and Specifications

Attachments:

Engineer Memo
Resolution



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

MEMORANDUM

Date: December 4, 2023
To: Honorable Mayor Jonas
Members of the City Council, City of Annandale
From: Jared Voge, P.E.
City Engineer
Subject: 2024 Improvements
Annandale, Minnesota
BMI Project No.: 0W1.131926

At the November 13, 2023 Council meeting, Council called for a Public Hearing for the 2024 Improvements Project to be held at the December 11, 2023 Council Meeting. Prior to receiving public comment, a presentation describing the proposed project, estimated project costs, and anticipated project schedule will be given. Following the presentation, those in attendance wishing to comment regarding the project will be provided an opportunity to do so. Following the receipt of the public's comments, we recommend that the Public Hearing be closed.

A Preliminary Engineering Report was presented to the Council at the November 13, 2023 Council Meeting. If Council desires to proceed with the project, we recommend that after public testimony has been received and the Public Hearing has been closed, Council adopt the enclosed resolution authorizing the preparation of plans and specification for the project.

If you have any questions on the above, please call.

JAV/np

Enclosures

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE
CITY OF ANNANDALE, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Annandale, Wright County, Minnesota, was duly held at Annandale City Hall in said City on the 11th day of December 2023, at 6:30 p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption.

**RESOLUTION
ORDERING IMPROVEMENT AND PREPARATION OF PLANS
RESOLUTION NO. 2023-__**

WHEREAS, after due Notice of Public Hearing on the proposed improvement known as the 2024 Improvements, Improvement No. 0W1.131926 the improvement of Highland Street West from approximately 200' east of the intersection with Florence Avenue to Excelsior Avenue South, the improvement of Brown Avenue from the south line of Harrison Street West to the north line of Knollwood Street, the improvement of Willow Drive from the east line of Excelsior Avenue South to the east end of street, and Willow Circle from the north line of Willow Drive to the north end of street by the construction of grading, aggregate base, curb & gutter, bituminous pavement, sidewalk, driveways, service lines, sanitary sewer lining, storm sewer and watermain for the City of Annandale, Minnesota, hearing of said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ANNANDALE, MINNESOTA:

1. Such improvement is necessary.
2. Such improvement is hereby ordered as proposed in the council resolution adopted this the 11th day of December, 2023.
3. Bolton & Menk, Inc. is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
4. The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.

Adopted by the council this 11th day of December, 2023.

Mayor

City Administrator
STATE OF MINNESOTA
CITY OF ANNANDALE
COUNTY OF WRIGHT

The motion for the adoption of the foregoing resolution was duly seconded by member _____, and upon vote being taken thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

I, the undersigned, being the duly qualified and acting Clerk of the City of Annandale, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes related to ordering improvements and preparation of plans of proposed Lake John Trunk Utility Extension of said City.

WITNESS my hand and the seal of said City this _____ day of _____, 2023.

City Administrator

(SEAL)



City Council Agenda

December 11, 2023

Agenda Section: Public Hearing

Report From: Kelly Hinnenkamp, Admin

Agenda No. 4B

Agenda Item: Resolution Approving 2024 Budget and Levy for Taxes Payable 2024.

Core Strategy:

- | | |
|--|---|
| <input type="checkbox"/> Inspire Community Engagement | <input checked="" type="checkbox"/> Provide Proactive Leadership |
| <input checked="" type="checkbox"/> Increase Operational Effectiveness | <input checked="" type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |
-

Background

Attached is a resolution approving the 2024 Budget and Tax Levy for taxes payable for 2024. The proposed budget is attached.

The City is required to hold a hearing on the proposed tax levy and certify the final levy to the County Auditor before December 28, 2022.

Recommended Action

Motion to Approve Resolution as presented

Attachments:

Resolution
2024 Budget
Budget Presentation

RESOLUTION
23-____

Councilmember ____ introduced the following resolution and moved for its adoption:

**ESTABLISHING THE 2024 FINAL
TAX LEVY AND BUDGET**

WHEREAS, the City Council is desirous of establishing a Final Tax Levy and Budget for 2024; and

WHEREAS, the City Council has determined that it is advisable and in the best interest of the City to approve the attached 2024 budget for purposes of its 2024 tax levy; and

WHEREAS, a summary of the 2024 budget is as follows:

<u>General Fund (101)</u>		
Expenditures:	\$	2,864,301
Sources		
Tax Levy:	\$	1,520,159
Govt. Aids:	\$	678,227
Other:	\$	<u>662,915</u>
	\$	
Net Gain/Loss:	\$	-0-

WHEREAS, the City Council proposes the 2024 tax levy to be as follows:

General Fund Tax Levy:	\$	1,520,159
Debt Service Tax Levy:	\$	259,564
Abatement	\$	<u>2500</u>
TOTAL:	\$	1,782,223

NOW, THEREFORE, BE IT RESOLVED by the City Council of Annandale, Wright County, Minnesota, that the tax levy and budget as contained herein are hereby established as the City’s 2024 tax levy and budget.

The foregoing resolution was duly seconded by Councilmember ____, upon a vote being taken thereon, the following members voted in favor thereof ____; the following members voted against: ____; the following members abstained: ____; the following members were absent: ____.

WHEREUPON, said resolution was declared duly passed and adopted this 11th day of December 2023.

City Clerk

2024 BUDGET

GENERAL FUND SUMMARY					
GENERAL FUND EXPENDITURES	2023	2024	Change	Explanation	
LEGISLATIVE	\$ 42,829.25	\$ 58,904.15	\$ 16,074.90	Wages	
ELECTIONS	\$ 525.00	\$ 5,200.00	\$ 4,675.00	2024 Election	
PLANNING AND ZONING	\$ 6,402.25	\$ 10,784.25	\$ 4,382.00	Wages/Insurance	
ADMINISTRATION	\$ 297,747.99	\$ 335,544.93	\$ 37,796.94	Wages/Insurance	
ASSESSOR	\$ 24,250.00	\$ 24,250.00	\$ -		
CITY HALL	\$ 56,610.57	\$ 67,915.09	\$ 11,304.52	Utility Expense	
POLICE	\$ 825,600.63	\$ 964,265.14	\$ 138,664.51	Wages/Insurance	
FIRE	\$ 247,114.07	\$ 267,799.97	\$ 20,685.90	Wages/Insurance	
BUILDING INSPECTOR	\$ 70,922.10	\$ 75,311.61	\$ 4,389.51	Wages/Insurance	
CIVIL DEFENSE	\$ 400.00	\$ 400.00	\$ -		
ANIMAL CONTROL	\$ 550.00	\$ 550.00	\$ -		
PUBLIC WORKS	\$ 213,288.14	\$ 242,068.36	\$ 28,780.22	Wages/Insurance	
STREETS	\$ 272,921.65	\$ 280,250.59	\$ 7,328.94	Wages/Insurance	
PARKS COMMISSION	\$ 3,512.23	\$ 3,674.23	\$ 162.00	Wages/Insurance	
PARKS	\$ 140,920.85	\$ 148,783.36	\$ 7,862.51	Wages/Insurance	
LIBRARY	\$ 18,448.57	\$ 19,379.62	\$ 931.05	Wages/Insurance	
TRANSFERS OUT	\$ 393,090.00	\$ 356,220.00	\$ (36,870.00)	Transfer to Debt Levy	
Total Expenditures	\$ 2,615,133.30	\$ 2,861,301.31	\$ 246,168.01		
GENERAL FUND REVENUES					
TAXES (LESS LEVY)	\$ 44,600.00	\$ 44,600.00	\$ -		
LICENSES & PERMITS	\$ 77,850.00	\$ 77,850.00	\$ -		
INTERGOVERNMENTAL REVENUES	\$ 659,003.00	\$ 777,727.00	\$ 118,724.00		
PUBLIC CHARGES FOR SERVICE	\$ 275,565.00	\$ 323,565.00	\$ 48,000.00		
FINES & FORFEITURES	\$ 12,200.00	\$ 12,200.00	\$ -		
MISCELLANEOUS REVENUE	\$ 12,200.00	\$ 12,200.00	\$ -		
OTHER FINANCING SOURCES	\$ 73,000.00	\$ 93,000.00	\$ 20,000.00		
Total Revenues	\$ 1,154,418.00	\$ 1,341,142.00	\$ 186,724.00		
Levy Certification					
	2023	2024			
Total General Fund Revenues (less Taxes)	\$ 1,154,418.00	\$ 1,341,142.00	16.17%		
Total Expenditures	\$ 2,615,133.30	\$ 2,861,301.00	9.41%		
Required General Levy (Taxes)	\$ 1,460,715.00	\$ 1,520,159.00	4.07%		
Debt Service Levy	\$ 218,410.00	\$ 259,564.00	18.84%		
Dingmann Abatement	\$ 2,500.00	\$ 2,500.00	0.00%		
Total Levy	\$ 1,681,625	\$ 1,782,223	5.98%		
Estimated Tax Impact					
	2023	2024			
Total MV (Estimated)	\$ 257,181,000.00	\$ 295,237,900.00	12.89%		
Total TMV (Estimated)	\$ 334,229,000.00	\$ 389,671,900.00	14.23%		
Total Tax Capacity (estimated)	\$ 3,522,465.44	\$ 4,163,979.00	15.41%		
Estimated Tax Rate	47.740%	42.837%	-4.90%		
Estimated Residential Tax Impact from 2023 to 2024					
100,000	\$ 477.40	\$ 428.37	\$ (49.03)		
200,000	\$ 954.80	\$ 856.74	\$ (98.06)		
300,000	\$ 1,432.20	\$ 1,285.11	\$ (147.09)		
400,000	\$ 1,909.60	\$ 1,713.48	\$ (196.12)		
Estimated Commercial Tax Impact from 2023 to 2024					
100,000	\$ 716.10	\$ 642.56	\$ (73.55)		
250,000	\$ 1,551.55	\$ 1,392.20	\$ (159.35)		
500,000	\$ 2,745.05	\$ 2,463.13	\$ (281.92)		
750,000	\$ 3,938.55	\$ 3,534.05	\$ (404.50)		
Excess Levy Dollars if 0% rate increase:		\$ 205,660.58			

GENERAL FUND REVENUES

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Proposed	Budget Variance From Prior Year
101-31010-000	AD VALOREM TAXES	\$ 1,474,831.51	\$ 802,175.34	\$ 1,460,715.00		\$ (1,460,715.00)
101-31020-000	DELINQUENT AD VALOREM TAXES	\$ 9,714.74	\$ 21,878.75	\$ -	\$ -	\$ -
101-31030-000	MOBILE HOME TAXES	\$ 25,688.99	\$ -	\$ 16,500.00	\$ 16,500.00	\$ -
101-31031-000	MOBILE HOME TAXES-DEBT SERVICE	\$ 2,221.82	\$ -	\$ 7,100.00	\$ 7,100.00	\$ -
101-31033-000	MOBILE HOME TAXES-DELINQUENT	\$ 2,096.99	\$ -	\$ 4,000.00	\$ 4,000.00	\$ -
101-31810-000	FRANCHISE TAXES	\$ 16,240.04	\$ 11,614.19	\$ 17,000.00	\$ 17,000.00	\$ -
101-31910-000	AD VALOREM TAX INTEREST	\$ 563.22	\$ -	\$ -	\$ -	\$ -
		\$ 1,531,357.31	\$ 835,668.28	\$ 1,505,315.00	\$ 44,600.00	
101-32110-414	LIQUOR LICENSES-ADMIN	\$ 25,316.00	\$ 22,116.00	\$ 22,000.00	\$ 22,000.00	\$ -
101-32180-414	MISC PERMITS/LICENSE-ADMIN	\$ 2,930.00	\$ 4,225.00	\$ 2,500.00	\$ 2,500.00	\$ -
101-32185-414	TOBACCO LICENSES-ADMIN	\$ 300.00	\$ 350.00	\$ 150.00	\$ 150.00	\$ -
101-32210-424	BUILDING PERMIT FEES	\$ 113,221.76	\$ 83,063.95	\$ 50,000.00	\$ 50,000.00	\$ -
101-32240-427	ANIMAL LICENSES	\$ 2,335.00	\$ 730.00	\$ 700.00	\$ 700.00	\$ -
101-32260-424	STATE SURCHARGE FEES	\$ 7,660.50	\$ 5,100.00	\$ 2,000.00	\$ 2,000.00	\$ -
101-32270-421	GOLF CART PERMITS	\$ 505.00	\$ 680.00	\$ 500.00	\$ 500.00	\$ -
		\$ 152,268.26	\$ 116,264.95	\$ 77,850.00	\$ 77,850.00	
101-33161-421	PD GRANTS	\$ 1,197.61	\$ 1,598.43	\$ -	\$ -	\$ -
101-33401-000	LGA	\$ 542,757.00	\$ 279,751.50	\$ 559,503.00	\$ 678,227.00	\$ 118,724.00
101-33406-000	PERA RATE INCREASE AID	\$ -	\$ -	\$ -	\$ -	\$ -
101-33416-421	STATE PD TRAINING REIMB	\$ 7,103.72	\$ 6,061.19	\$ 6,500.00	\$ 6,500.00	\$ -
101-33416-422	STATE FD TRAINING REIMB	\$ 2,360.00	\$ 15,176.50	\$ 5,000.00	\$ 5,000.00	\$ -
101-33420-422	STATE FIRE AID	\$ 61,175.12	\$ 70,578.95	\$ 45,000.00	\$ 45,000.00	\$ -
101-33421-421	POLICE STATE AID	\$ 50,082.16	\$ 54,447.11	\$ 40,000.00	\$ 40,000.00	\$ -
101-33423-000	CORONAVIRUS RELIEF AID	\$ -	\$ -	\$ -	\$ -	\$ -
101-33425-000	STATE AID - MV CREDIT	\$ 571.78	\$ 305.13	\$ -	\$ -	\$ -
101-33425-421	POLICE DRUG SEIZURE	\$ -	\$ -	\$ -	\$ -	\$ -
101-33609-431	SNOW REMOVAL REIMB.	\$ 10,855.00	\$ 10,180.00	\$ 3,000.00	\$ 3,000.00	\$ -
		\$ 676,102.39	\$ 438,098.81	\$ 659,003.00	\$ 777,727.00	
101-34101-414	CITY HALL RENT	\$ 520.00	\$ 20.00	\$ 800.00	\$ 800.00	\$ -
101-34101-452	NUISANCES & LAWN MOWING	\$ -	\$ -	\$ -	\$ -	\$ -
101-34102-414	CD BURNING	\$ -	\$ -	\$ -	\$ -	\$ -

GENERAL FUND REVENUES

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Proposed	Budget Variance From Prior Year
101-34103-413	ZONING&SUBDIVISION FEES	\$ 5,850.00	\$ 3,732.95	\$ 2,000.00	\$ 2,000.00	\$ -
101-34107-415	ASSESSMENT SEARCHES	\$ 820.00	\$ 740.00	\$ 600.00	\$ 600.00	\$ -
101-34111-414	COPIER RECEIPTS - ADMIN	\$ 14.50	\$ 44.25	\$ 55.00	\$ 55.00	\$ -
101-34112-000	PHONE REIMBURSEMENT	\$ 26.08	\$ 67.80	\$ 200.00	\$ 200.00	\$ -
101-34201-421	POLICE SPECIAL SERVICES	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
101-34201-422	POOL FILLING	\$ -	\$ -	\$ -	\$ -	\$ -
101-34202-421	SCHOOL RESOURCE OFFICER	\$ 19,000.00	\$ 25,000.00	\$ 19,000.00	\$ 37,000.00	\$ 18,000.00
101-34202-422	RURAL FIRE SERVICE	\$ 155,741.07	\$ 99,297.47	\$ 167,000.00	\$ 167,000.00	\$ -
101-34203-421	POLICE REPORTS	\$ 143.25	\$ 113.40	\$ 100.00	\$ 100.00	\$ -
101-34204-421	FINGERPRINTS	\$ 480.00	\$ 240.00	\$ 175.00	\$ 175.00	\$ -
101-34206-421	POLICE BACKGROUND CHECKS	\$ 70.00	\$ 35.00	\$ 100.00	\$ 100.00	\$ -
101-34301-431	WW COMM SNOW REMOVAL REIMB	\$ -	\$ -	\$ 6,885.00	\$ 6,885.00	\$ -
101-34951-000	WW COMM REIMB-LABOR EXP	\$ 90,307.14	\$ 75,433.19	\$ 70,000.00	\$ 100,000.00	\$ 30,000.00
101-34951-430	WW COMM REIMB-MILEAGE EXP	\$ 7,191.76	\$ 6,498.94	\$ 7,650.00	\$ 7,650.00	\$ -
		\$ 281,163.80	\$ 211,223.00	\$ 275,565.00	\$ 323,565.00	
101-35101-421	COURT FINES	\$ 8,823.97	\$ 10,318.77	\$ 8,000.00	\$ 8,000.00	\$ -
101-35102-421	ADMINISTRATIVE FINES	\$ 1,125.00	\$ 545.00	\$ 3,000.00	\$ 3,000.00	\$ -
101-35103-421	ADMINISTRATIVE FINES-TRAFFIC	\$ 420.00	\$ 660.00	\$ 500.00	\$ 500.00	\$ -
101-35104-427	ANIMAL FINES	\$ 160.00	\$ 205.00	\$ 500.00	\$ 500.00	\$ -
101-35105-414	OTHER FINES - ADMIN-(NSF FEE)	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ -
101-35202-000	POLICE OTHER SEIZURES	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 10,528.97	\$ 11,728.77	\$ 12,200.00	\$ 12,200.00	
101-36201-411	MISC REVENUES - LEGISLATIVE	\$ -	\$ -	\$ -	\$ -	\$ -
101-36201-412	MISC REVENUES-ELECTIONS	\$ 6.00	\$ -	\$ -	\$ -	\$ -
101-36201-413	MISC REVENUES- P&Z	\$ -	\$ -	\$ -	\$ -	\$ -
101-36201-414	MISC REVENUES-ADMIN	\$ 500.19	\$ 1,302.78	\$ -	\$ -	\$ -
101-36201-421	MISC REVENUES-POLICE	\$ 550.00	\$ -	\$ -	\$ -	\$ -
101-36201-422	MISC REVENUES-FIRE	\$ 272.73	\$ -	\$ -	\$ -	\$ -
101-36201-430	MISC REVENUES-PUBLIC WORKS	\$ 1,923.00	\$ 3,449.11	\$ -	\$ -	\$ -
101-36201-431	MISC REVENUES-STREETS	\$ -	\$ 600.00	\$ -	\$ -	\$ -
101-36201-452	MISC REVENUES-PARKS	\$ 289.10	\$ 1,650.00	\$ -	\$ -	\$ -
101-36210-000	INTEREST EARNINGS	\$ (21,831.06)	\$ 66,391.42	\$ 10,000.00	\$ 30,000.00	\$ 20,000.00

GENERAL FUND REVENUES

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Proposed	Budget Variance From Prior Year
101-36220-452	PAVILION RENTAL	\$ 8,669.50	\$ 11,992.50	\$ 13,000.00	\$ 13,000.00	\$ -
101-36220-453	PORTABLE STAGE RENT	\$ -	\$ -	\$ -	\$ -	\$ -
101-36230-102	PD DONATIONS	\$ 13,835.28	\$ 894.14	\$ -	\$ -	\$ -
101-36230-103	FD DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -
101-36270-000	REFUNDS (DIVIDENS)	\$ 22,101.49	\$ 317.41	\$ 20,000.00	\$ 20,000.00	\$ -
101-39202-000	TRANSFER IN-MV	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 30,000.00	\$ -
		\$ 56,316.23	\$ 86,597.36	\$ 73,000.00	\$ 93,000.00	
	TOTAL REVENUES, LESS TAXES	\$ 1,232,905.45	\$ 897,405.83	\$ 1,142,218.00	\$ 1,328,942.00	\$ 431,536.17
	TAXES	\$ 1,474,831.51	\$ 802,175.34	\$ 1,460,715.00	\$ 1,520,159.00	\$ 717,983.66
	TOTAL REVENUES	\$ 2,707,736.96	\$ 1,699,581.17	\$ 2,602,933.00	\$ 2,849,101.00	\$ 1,149,519.83

GENERAL FUND EXPENDITURES

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance From Prior Year
LEGISLATIVE						
101-41110-200	OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
101-41110-301	AUDIT FEES	\$ 174.50	\$ 278.20	\$ 221.25	\$ 221.25	\$ -
101-41110-331	TRAVEL/TRAINING	\$ 170.00	\$ 2,048.98	\$ 400.00	\$ 2,500.00	\$ 2,100.00
101-41110-350	PRINTING & PUBLISHING	\$ 3,811.25	\$ 3,331.20	\$ 3,500.00	\$ 3,500.00	\$ -
101-41110-433	DUES AND SUBSCRIPTIONS	\$ 7,300.00	\$ 8,214.00	\$ 7,485.00	\$ 9,485.00	\$ 2,000.00
101-41110-437	MISCELLANEOUS	\$ -	\$ 6,994.65	\$ -	\$ -	\$ -
101-41110-489	EMPLOYEE APPREC/RETENTION	\$ 1,484.35	\$ 998.96	\$ 800.00	\$ 800.00	\$ -
101-41110-490	CONTRIB TO COMMUNITY SERVICE	\$ 9,000.00	\$ 4,000.00	\$ 9,000.00	\$ 17,000.00	\$ 8,000.00
101-41110-570	CAPITAL OUTLAY (OFFICE EQUIP)	\$ 500.60	\$ 799.75	\$ -	\$ -	\$ -
101-41110-720	TRANS OUT TO 407 (BEATIFICAT)	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 1,100.00	\$ -
101-41110-721	TRANS OUT 407 (FOOD SHEL	\$ 1,800.00	\$ -	\$ 1,800.00	\$ 1,800.00	\$ -
101-41118-103	SALARIES (P/T) LEGISLATIVE	\$ 9,959.00	\$ 13,160.00	\$ 16,424.00	\$ 19,500.00	\$ 3,076.00
101-41118-122	FICA - LEGISLATIVE	\$ 617.46	\$ 816.12	\$ 607.00	\$ 1,209.00	\$ 602.00
101-41118-125	MEDICARE - LEGISLATIVE	\$ 144.47	\$ 190.95	\$ 142.00	\$ 276.90	\$ 134.90
101-41118-150	WORKER'S COMPENSATION	\$ 1,553.18	\$ 2,480.45	\$ 1,350.00	\$ 1,512.00	\$ 162.00
		\$ 37,614.81	\$ 43,313.26	\$ 42,829.25	\$ 58,904.15	\$ 16,074.90
ELECTIONS		\$ -				
101-41200-210	OTHER SUPPLIES	\$ 977.75	\$ 261.93	\$ -	\$ 1,000.00	\$ 1,000.00
101-41200-311	PAYROLL EXPENSE-ELECT JUDGE	\$ 2,931.50	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00
101-41200-331	TRAVEL/TRAINING	\$ 70.00	\$ -	\$ -	\$ 100.00	\$ 100.00
101-41200-350	PRINTING & PUBLISHING	\$ 159.50	\$ -	\$ 125.00	\$ 200.00	\$ 75.00
101-41200-405	MAINT CONTRACT (VOTING MACH)	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	\$ -
101-41200-580	CAPITAL OUTLAY (OTHER EQUIP.)	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 4,138.75	\$ 661.93	\$ 525.00	\$ 5,200.00	\$ 4,675.00
PLANNING AND ZONING		\$ -				
101-41330-301	AUDIT FEES	\$ 174.50	\$ 278.20	\$ 221.25	\$ 221.25	\$ -
101-41330-303	ENGINEERING FEES	\$ 5,019.00	\$ 4,997.50	\$ 250.00	\$ 250.00	\$ -
101-41330-304	LEGAL FEES	\$ 4,702.50	\$ 2,475.00	\$ 780.00	\$ 3,500.00	\$ 2,720.00
101-41330-310	OTHER CONSULTANT	\$ 16,856.80	\$ 6,262.00	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00
101-41330-312	RECORDING FEES VARIANCE & SUPS	\$ 1,689.30	\$ 368.00	\$ 200.00	\$ 200.00	\$ -
101-41330-322	POSTAGE	\$ 121.50	\$ 120.00	\$ 180.00	\$ 180.00	\$ -
101-41330-331	TRAVEL/TRAINING	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ -

GENERAL FUND EXPENDITURES

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance From Prior Year
101-41330-350	PRINTING & PUBLISHING	\$ 1,054.62	\$ 625.80	\$ 200.00	\$ 200.00	\$ -
101-41330-437	MISCELLANEOUS	\$ 14,119.20	\$ -	\$ 50.00	\$ 50.00	\$ -
101-41339-103	SALARIES (P/T) - P & Z	\$ 1,020.00	\$ 1,915.00	\$ 1,320.00	\$ 1,320.00	\$ -
101-41339-122	FICA - P & Z	\$ 63.24	\$ 118.73	\$ 82.00	\$ 82.00	\$ -
101-41339-125	MEDICARE - P & Z	\$ 14.85	\$ 27.89	\$ 19.00	\$ 19.00	\$ -
101-41339-150	WORKER'S COMPENSATION	\$ 1,556.41	\$ 2,475.33	\$ 1,350.00	\$ 1,512.00	\$ 162.00
		\$ 46,391.92	\$ 19,663.45	\$ 6,402.25	\$ 10,784.25	\$ 4,382.00
ADMINISTRATION		\$ -				
101-41400-101	WAGES (F/T)	\$ 180,177.44	\$ 161,857.41	\$ 195,429.52	\$ 215,443.28	\$ 20,013.76
101-41400-102	OVERTIME (F/T)	\$ 171.43	\$ 57.60	\$ 500.00	\$ 500.00	\$ -
101-41400-103	SALARIES (P/T)	\$ -	\$ -	\$ -	\$ -	\$ -
101-41400-121	PERA	\$ 13,036.83	\$ 7,806.02	\$ 14,694.71	\$ 16,195.75	\$ 1,501.04
101-41400-122	FICA	\$ 10,307.79	\$ 6,759.18	\$ 12,147.63	\$ 13,388.48	\$ 1,240.85
101-41400-125	MEDICARE	\$ 2,410.95	\$ 65.94	\$ 2,782.20	\$ 3,066.39	\$ 284.19
101-41400-130	INSURANCE BENEFITS	\$ 34,334.15	\$ 21,859.37	\$ 20,815.43	\$ 24,613.38	\$ 3,797.95
101-41400-150	WORKER'S COMPENSATION	\$ 2,793.37	\$ 4,436.48	\$ 2,400.00	\$ 2,688.00	\$ 288.00
101-41400-200	OFFICE SUPPLIES	\$ 4,272.45	\$ 2,421.18	\$ 3,500.00	\$ 4,500.00	\$ 1,000.00
101-41400-210	OTHER SUPPLIES	\$ 1,128.33	\$ 1,110.92	\$ 700.00	\$ 1,000.00	\$ 300.00
101-41400-301	AUDIT FEES	\$ 1,643.00	\$ 1,669.20	\$ 1,327.50	\$ 1,327.50	\$ -
101-41400-303	ENGINEERING FEES	\$ 1,459.00	\$ 1,427.00	\$ 4,000.00	\$ 4,000.00	\$ -
101-41400-304	LEGAL EXPENSES	\$ 8,693.50	\$ 7,110.00	\$ 7,000.00	\$ 7,000.00	\$ -
101-41400-310	OTHER CONSULTANT	\$ 6,731.43	\$ 1,206.32	\$ 1,000.00	\$ 1,000.00	\$ -
101-41400-311	PAYROLL EXPENSE	\$ 345.23	\$ -	\$ 660.00		\$ (660.00)
101-41400-321	TELEPHONE/INTERNET	\$ 4,554.38	\$ 3,924.68	\$ 5,200.00	\$ 5,200.00	\$ -
101-41400-322	POSTAGE	\$ 2,346.01	\$ 3,116.36	\$ 3,200.00	\$ 3,200.00	\$ -
101-41400-331	TRAVEL/TRAINING	\$ 1,006.63	\$ 1,822.19	\$ 5,000.00	\$ 5,000.00	\$ -
101-41400-350	PRINTING AND PUBLISHING	\$ 2,800.68	\$ 1,661.20	\$ 1,500.00	\$ 2,000.00	\$ 500.00
101-41400-360	COMP INSURANCE	\$ 1,377.95	\$ 2,779.20	\$ 1,541.00	\$ 1,772.15	\$ 231.15
101-41400-381	ELECTRICITY	\$ -	\$ 61,952.23	\$ -	\$ -	\$ -
101-41400-404	MAINT. & REPAIR (EQUIPMENT)	\$ -	\$ 88.58	\$ -	\$ -	\$ -
101-41400-405	MAINT. CONTRACT-COPIER	\$ 2,939.72	\$ 2,432.09	\$ 3,200.00	\$ 3,200.00	\$ -
101-41400-406	MAINT CONTRACT-SOFTWARE	\$ 13,262.42	\$ 7,638.31	\$ 3,600.00	\$ 11,000.00	\$ 7,400.00
101-41400-407	MAINTENANCE - TECHNOLOGY	\$ 2,998.04	\$ 2,809.13	\$ 4,000.00	\$ 4,000.00	\$ -

GENERAL FUND EXPENDITURES

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance From Prior Year
101-41400-413	POSTAGE METER RENT	\$ 771.26	\$ 530.59	\$ 450.00	\$ 450.00	\$ -
101-41400-431	CASH SHORT	\$ (62.17)	\$ -	\$ -	\$ -	\$ -
101-41400-433	DUES AND SUBSCRIPTIONS	\$ 380.00	\$ 400.00	\$ 800.00	\$ 800.00	\$ -
101-41400-437	MISCELLANEOUS	\$ 2,208.56	\$ (5,302.97)	\$ 500.00	\$ 500.00	\$ -
101-41400-438	CREDIT CARD FEES	\$ 1,110.94	\$ 1,353.40	\$ 700.00	\$ 1,200.00	\$ 500.00
101-41400-439	SALES TAX	\$ 526.45	\$ 868.92	\$ -	\$ -	\$ -
101-41400-570	CAPITAL OUTLAY (OFFICE EQUIP)	\$ 2,455.71	\$ 2,168.51	\$ 1,100.00	\$ 2,500.00	\$ 1,400.00
101-41400-575	CAPITAL OUTLAY (SOFTWARE)	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 306,181.48	\$ 306,029.04	\$ 297,747.99	\$ 335,544.93	\$ 37,796.94
ASSESSOR		\$ -				
101-41550-302	ASSESSORS' FEES	\$ 22,410.00	\$ 26,240.00	\$ 24,250.00	\$ 24,250.00	\$ -
101-41550-350	PRINTING & PUBLISHING	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 22,410.00	\$ 26,240.00	\$ 24,250.00	\$ 24,250.00	\$ -
CITY HALL		\$ -				
101-41940-150	WORKER'S COMPENSATION	\$ 1,531.22	\$ 2,438.29	\$ 1,400.00	\$ 1,568.00	\$ 168.00
101-41940-210	OPERATING SUPPLIES	\$ 1,828.59	\$ 2,411.74	\$ 2,000.00	\$ 2,000.00	\$ -
101-41940-220	MAINT & REPAIR SUPPLIES	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ -
101-41940-308	CONTRACTED CLEANING SERVICE	\$ 6,126.40	\$ 6,063.75	\$ 7,650.00	\$ 7,650.00	\$ -
101-41940-311	PAYROLL EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
101-41940-360	COMP INSURANCE	\$ 4,755.75	\$ 11,843.95	\$ 8,400.00	\$ 9,660.00	\$ 1,260.00
101-41940-381	ELECTRICITY-CITY HALL	\$ 22,329.21	\$ 12,317.50	\$ 13,200.00	\$ 22,000.00	\$ 8,800.00
101-41940-382	WATER & SEWER-CITY HALL	\$ (180.99)	\$ 2,603.72	\$ 3,500.00	\$ 3,500.00	\$ -
101-41940-383	NATURAL GAS-CITY HALL	\$ 4,014.79	\$ 5,702.25	\$ 4,000.00	\$ 4,400.00	\$ 400.00
101-41940-385	BUILDING SECURITY	\$ 251.40	\$ 209.50	\$ 350.00	\$ 350.00	\$ -
101-41940-401	MAINT & REPAIR (BLDG)	\$ 7,654.23	\$ 11,179.71	\$ 8,000.00	\$ 8,000.00	\$ -
101-41940-404	MAINT & REPAIR	\$ 40.00	\$ -	\$ 100.00	\$ 100.00	\$ -
101-41940-437	MISCELLANEOUS	\$ 890.00	\$ 1,011.50	\$ 700.00	\$ 700.00	\$ -
101-41940-560	CAPITAL OUTLAY (FURNITURE)	\$ -	\$ 660.00	\$ -	\$ -	\$ -
101-41940-580	CAPITAL OUTLAY (EQUIPMENT)	\$ -	\$ -	\$ -	\$ -	\$ -
101-41943-101	WAGES (P/T) - PW CREW TIME	\$ 4,209.77	\$ 3,888.26	\$ 4,561.02	\$ 4,979.10	\$ 418.08
101-41943-102	WAGES (O/T) - PW CREW TIME	\$ 195.82	\$ 321.19	\$ 453.00	\$ 495.11	\$ 42.11
101-41943-105	ON CALL-PUBLIC WORKS	\$ 165.08	\$ 94.80	\$ 109.20	\$ 109.20	\$ -
101-41943-121	PERA - PUBLIC WORKS	\$ 341.45	\$ 322.78	\$ 372.83	\$ 418.76	\$ 45.93

GENERAL FUND EXPENDITURES

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance From Prior Year
101-41943-122	FICA - PUBLIC WORKS	\$ 256.40	\$ 246.87	\$ 308.21	\$ 346.17	\$ 37.96
101-41943-125	MEDICARE - PUBLIC WORKS	\$ 59.83	\$ 57.80	\$ 70.59	\$ 79.28	\$ 8.69
101-41943-130	INSURANCE BENEFITS - PW Crew	\$ 1,008.94	\$ 995.05	\$ 1,235.72	\$ 1,359.47	\$ 123.75
		\$ 55,477.89	\$ 62,368.66	\$ 56,610.57	\$ 67,915.09	\$ 11,304.52
POLICE DEPARTMENT		\$ -				
101-42100-101	WAGES (F/T)	\$ 392,466.59	\$ 353,302.75	\$ 413,539.36	\$ 485,498.00	\$ 71,958.64
101-42100-102	OVERTIME (F/T)	\$ 18,488.03	\$ 18,239.48	\$ 18,000.00	\$ 25,801.00	\$ 7,801.00
101-42100-103	SALARIES (P/T)	\$ 23,770.09	\$ 21,292.38	\$ 25,000.00	\$ 30,000.00	\$ 5,000.00
101-42100-104	SALARIES (P/T) - SECRETARY	\$ 33,361.08	\$ 32,210.89	\$ 48,555.52	\$ 50,519.04	\$ 1,963.52
101-42100-121	PERA	\$ 71,242.55	\$ 68,051.32	\$ 80,807.47	\$ 99,598.85	\$ 18,791.38
101-42100-122	FICA	\$ 2,919.52	\$ 2,721.23	\$ 3,010.44	\$ 3,132.18	\$ 121.74
101-42100-125	MEDICARE	\$ 6,113.28	\$ 5,839.24	\$ 7,172.35	\$ 8,403.82	\$ 1,231.47
101-42100-130	INSURANCE BENEFITS	\$ 73,731.98	\$ 79,460.30	\$ 85,074.24	\$ 99,906.00	\$ 14,831.76
101-42100-150	WORKER'S COMPENSATION	\$ 27,498.20	\$ 56,589.08	\$ 30,000.00	\$ 33,600.00	\$ 3,600.00
101-42100-200	OFFICE SUPPLIES	\$ 840.36	\$ 2,198.06	\$ 2,500.00	\$ 2,500.00	\$ -
101-42100-210	OPERATING SUPPLIES	\$ 1,260.11	\$ 1,378.00	\$ 1,300.00	\$ 1,500.00	\$ 200.00
101-42100-211	RANGE TRAINING SUPPLIES	\$ 2,670.78	\$ 1,614.79	\$ 2,500.00	\$ 2,500.00	\$ -
101-42100-212	MOTOR FUELS-POLICE DEPT	\$ 17,797.78	\$ 11,836.42	\$ 16,500.00	\$ 16,500.00	\$ -
101-42100-217	CLOTHING/UNIFORMS	\$ 4,230.02	\$ 1,947.01	\$ 5,000.00	\$ 5,000.00	\$ -
101-42100-240	VEHICLE EQUIPMENT	\$ 2,235.34	\$ 305.30	\$ 2,000.00	\$ 2,000.00	\$ -
101-42100-241	POLICE EQUIPMENT	\$ 4,000.42	\$ 1,974.38	\$ 3,000.00	\$ 3,000.00	\$ -
101-42100-301	AUDIT FEES	\$ 2,966.50	\$ 4,729.40	\$ 3,761.25	\$ 3,761.25	\$ -
101-42100-304	LEGAL FEES (PROSECUTIONS)	\$ 26,742.67	\$ 18,001.09	\$ 23,500.00	\$ 29,500.00	\$ 6,000.00
101-42100-306	PERSONNEL TESTING & RECRUIT.	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
101-42100-307	STATE FEE-TRAFFIC CITATIONS	\$ 300.00	\$ 80.00	\$ 800.00	\$ 800.00	\$ -
101-42100-308	CONTRACTED CLEANING SERVICE	\$ 1,764.00	\$ 1,323.00	\$ 1,620.00	\$ 1,620.00	\$ -
101-42100-311	PAYROLL EXPENSE	\$ 1,208.62	\$ -	\$ 2,060.00		\$ (2,060.00)
101-42100-313	TRANSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -
101-42100-314	SPECIAL INVESTIGATIONS	\$ 359.50	\$ 451.15	\$ 1,500.00	\$ 1,500.00	\$ -
101-42100-315	VETERINARY SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
101-42100-316	NARCOTICS ENFORCEMENT	\$ 24.95	\$ -	\$ 600.00	\$ 600.00	\$ -
101-42100-320	COMPUTER DATA ACCESS LINE	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ -
101-42100-321	TELEPHONE/INTERNET	\$ 7,623.46	\$ 7,130.14	\$ 7,200.00	\$ 8,000.00	\$ 800.00

GENERAL FUND EXPENDITURES

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance From Prior Year
101-42100-322	POSTAGE	\$ 387.55	\$ 526.62	\$ 400.00	\$ 400.00	\$ -
101-42100-323	RADIO UNITS	\$ 2,205.00	\$ -	\$ 1,020.00	\$ 2,500.00	\$ 1,480.00
101-42100-324	STATE CHARGES-BCA	\$ 1,620.00	\$ 1,080.00	\$ 1,080.00	\$ 1,080.00	\$ -
101-42100-331	TRAVEL/TRAINING	\$ 3,920.84	\$ 490.00	\$ 3,000.00	\$ 4,000.00	\$ 1,000.00
101-42100-335	VEHICLE LICENSE	\$ 525.51	\$ 409.88	\$ 600.00	\$ 600.00	\$ -
101-42100-350	PRINTING & PUBLISHING	\$ 821.22	\$ 1,204.69	\$ 500.00	\$ 1,000.00	\$ 500.00
101-42100-360	COMP INSURANCE	\$ 2,447.84	\$ 20,806.98	\$ 4,300.00	\$ 4,945.00	\$ 645.00
101-42100-361	VEHICLE INSURANCE	\$ 5,634.24	\$ 8,591.13	\$ 5,000.00	\$ 5,750.00	\$ 750.00
101-42100-404	MAINT & REPAIR (EQUIP)	\$ 310.98	\$ (300.00)	\$ 500.00	\$ 500.00	\$ -
101-42100-405	MAINT. CONTRACT SOFTWARE	\$ 2,743.95	\$ 2,788.15	\$ 5,000.00	\$ 5,000.00	\$ -
101-42100-406	MAINT CONTRACT-COPIER	\$ 392.81	\$ 265.33	\$ 250.00	\$ 500.00	\$ 250.00
101-42100-407	MAINT & REPAIR (TECHNOLOGY)	\$ 6,948.06	\$ 4,910.02	\$ 7,000.00	\$ 7,000.00	\$ -
101-42100-408	MAINT & REPAIR (VEHICLE)	\$ 7,418.79	\$ 5,060.75	\$ 7,400.00	\$ 7,400.00	\$ -
101-42100-413	POSTAGE METER RENT	\$ -	\$ -	\$ -	\$ -	\$ -
101-42100-414	IMPOUND FEE	\$ -	\$ -	\$ -	\$ -	\$ -
101-42100-433	DUES & SUBSCRIPTIONS	\$ 3,823.92	\$ 2,161.00	\$ 1,000.00	\$ 4,000.00	\$ 3,000.00
101-42100-436	TOWING CHARGES	\$ 984.00	\$ 580.00	\$ 200.00	\$ 200.00	\$ -
101-42100-437	MISCELLANEOUS	\$ -	\$ 1,437.67	\$ 400.00	\$ 400.00	\$ -
101-42100-438	COMMUNITY POLICING EVENTS	\$ 526.41	\$ 904.29	\$ 200.00	\$ 1,000.00	\$ 800.00
101-42100-439	SALES TAX	\$ 8.05	\$ 8.36	\$ -	\$ -	\$ -
101-42100-550	CAPITAL OUTLAY (VEHICLE)	\$ -	\$ -	\$ -	\$ -	\$ -
101-42100-560	CAPITAL OUTLAY (FURNITURE)	\$ -	\$ -	\$ -	\$ -	\$ -
101-42100-575	CAPITAL OUTLAY (SOFTWARE)	\$ -	\$ -	\$ -	\$ -	\$ -
101-42100-580	CAPITAL OUTLAY (OTHER EQPT)	\$ 1,162.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -
		\$ 765,497.00	\$ 741,600.28	\$ 825,600.63	\$ 964,265.14	\$ 138,664.51
FIRE DEPARTMENT		\$ -				
101-42200-124	FIRE RELIEF ASSOCIATION	\$ 61,175.12	\$ 70,578.95	\$ 45,000.00	\$ 45,000.00	\$ -
101-42200-126	FIRE RELIEF ASSOC (MUNI CONTR)	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -
101-42200-150	WORKER'S COMPENSATION	\$ 14,453.85	\$ 25,201.04	\$ 13,500.00	\$ 15,120.00	\$ 1,620.00
101-42200-200	OFFICE SUPPLIES	\$ 227.92	\$ 290.63	\$ 1,000.00	\$ 1,000.00	\$ -
101-42200-207	TRAINING SUPPLIES	\$ -	\$ 189.97	\$ 500.00	\$ 500.00	\$ -
101-42200-210	OTHER SUPPLIES	\$ 2,960.70	\$ 1,787.96	\$ 2,500.00	\$ 2,500.00	\$ -
101-42200-212	MOTOR FUELS-FIRE DEPT	\$ 5,671.92	\$ 5,158.41	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00

GENERAL FUND EXPENDITURES

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance From Prior Year
101-42200-217	CLOTHING	\$ 10,004.09	\$ 2,892.60	\$ 20,000.00	\$ 20,000.00	\$ -
101-42200-220	MAINT & REPAIR SUPPLIES	\$ 917.16	\$ 20.60	\$ 750.00	\$ 750.00	\$ -
101-42200-221	EQUIPMENT/PARTS	\$ 232.99	\$ 103.00	\$ 500.00	\$ 500.00	\$ -
101-42200-240	TOOLS & SMALL EQUIPMENT	\$ 1,326.01	\$ 1,723.70	\$ 1,500.00	\$ 1,500.00	\$ -
101-42200-301	AUDIT FEES	\$ 872.50	\$ 1,391.00	\$ 1,200.00	\$ 1,200.00	\$ -
101-42200-304	LEGAL FEES	\$ 607.50	\$ 67.50	\$ 100.00	\$ 100.00	\$ -
101-42200-305	MEDICAL FEES	\$ 6,418.22	\$ 12,628.02	\$ 7,500.00	\$ 7,500.00	\$ -
101-42200-306	PERSONNEL TESTING & RECRUIT.	\$ -	\$ 439.25	\$ 1,300.00	\$ 1,300.00	\$ -
101-42200-308	CONTRACTED CLEANING SERVICE	\$ 2,450.00	\$ 2,205.00	\$ 3,000.00	\$ 3,000.00	\$ -
101-42200-311	PAYROLL EXPENSE	\$ 103.52	\$ -	\$ 160.00		\$ (160.00)
101-42200-321	TELEPHONE	\$ 2,598.36	\$ 2,430.81	\$ 2,600.00	\$ 2,600.00	\$ -
101-42200-322	POSTAGE	\$ 255.47	\$ 240.00	\$ 500.00	\$ 500.00	\$ -
101-42200-323	RADIO UNITS	\$ 5,124.30	\$ 192.00	\$ 5,000.00	\$ 5,000.00	\$ -
101-42200-331	TRAVEL/TRAINING	\$ 14,136.12	\$ 20,329.82	\$ 12,000.00	\$ 12,000.00	\$ -
101-42200-335	VEHICLE LICENSE	\$ 66.17	\$ -	\$ 100.00	\$ 100.00	\$ -
101-42200-350	PRINTING & PUBLISHING	\$ 608.00	\$ 59.60	\$ 500.00	\$ 500.00	\$ -
101-42200-351	PRINTING & PUBL FD CALANDER	\$ -	\$ -	\$ -	\$ -	\$ -
101-42200-360	COMP INSURANCE	\$ 5,589.55	\$ 13,742.52	\$ 8,200.00	\$ 9,430.00	\$ 1,230.00
101-42200-361	VEHICLE INSURANCE	\$ 2,092.61	\$ 3,780.61	\$ 5,500.00	\$ 6,325.00	\$ 825.00
101-42200-381	ELECTRICITY-FIRE DEPT	\$ 9,494.66	\$ 3,039.56	\$ 8,000.00	\$ 8,000.00	\$ -
101-42200-382	WATER & SEWER-FIRE DEPT	\$ 1,541.88	\$ 940.13	\$ 2,000.00	\$ 2,000.00	\$ -
101-42200-383	NATURAL GAS-FIRE DEPT	\$ 6,130.94	\$ 5,480.52	\$ 4,000.00	\$ 4,000.00	\$ -
101-42200-401	MAINT & REPAIR (BLDG)	\$ 9,000.91	\$ 4,471.59	\$ 10,000.00	\$ 10,000.00	\$ -
101-42200-404	MAINT & REPAIR (EQUIP)	\$ 4,887.36	\$ 1,854.49	\$ 1,000.00	\$ 1,000.00	\$ -
101-42200-405	MAINT. CONTRACT (SOFTWARE)	\$ 10,893.54	\$ 466.86	\$ 1,000.00	\$ 6,500.00	\$ 5,500.00
101-42200-406	MAINT CONTRACT(AIR COMPRESS)	\$ 75.15	\$ -	\$ -	\$ -	\$ -
101-42200-407	MAINT. CONTRACT-COPIER	\$ -	\$ -	\$ 100.00	\$ 100.00	\$ -
101-42200-408	MAINT & REPAIR (VEHICLE)	\$ 26,897.71	\$ 42,895.12	\$ 20,000.00	\$ 20,000.00	\$ -
101-42200-433	DUES & SUBSCRIPTIONS	\$ 1,986.00	\$ 1,011.23	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00
101-42200-437	MISCELLANEOUS	\$ 141.83	\$ 608.63	\$ 500.00	\$ 500.00	\$ -
101-42200-550	CAPITAL OUTLAY (VEHICLE)	\$ -	\$ -	\$ -	\$ -	\$ -
101-42200-580	CAPITAL OUTLAY (OTHER EPMT)	\$ -	\$ -	\$ -	\$ -	\$ -
101-42201-103	SALARIES (P/T) - FIRE DEPT	\$ 58,031.81	\$ 34,228.87	\$ 49,200.00	\$ 55,000.00	\$ 5,800.00

GENERAL FUND EXPENDITURES

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance From Prior Year
101-42201-122	FICA - FIRE DEPT	\$ 3,269.25	\$ 2,246.26	\$ 2,542.00	\$ 3,410.00	\$ 868.00
101-42201-125	MEDICARE - FIRE DEPT	\$ 764.60	\$ 525.37	\$ 582.20	\$ 781.00	\$ 198.80
101-42203-101	WAGES (F/T) - PW CREW TIME	\$ 5,449.92	\$ 5,187.33	\$ 6,149.10	\$ 6,753.76	\$ 604.66
101-42203-102	WAGES (O/T) - PW CREW TIME	\$ 189.97	\$ 267.95	\$ 299.37	\$ 327.83	\$ 28.46
101-42203-105	ON CALL-PUBLIC WORKS	\$ 104.87	\$ 54.30	\$ 62.40	\$ 62.40	\$ -
101-42203-121	PERA - PUBLIC WORKS	\$ 418.61	\$ 413.32	\$ 488.32	\$ 535.80	\$ 47.48
101-42203-122	FICA - PUBLIC WORKS	\$ 340.19	\$ 329.30	\$ 403.67	\$ 442.93	\$ 39.26
101-42203-125	MEDICARE - PUBLIC WORKS	\$ 79.55	\$ 76.91	\$ 92.45	\$ 101.44	\$ 8.99
101-42203-130	INSURANCE BENEFITS - PUBLIC W	\$ 762.07	\$ 568.51	\$ 784.56	\$ 859.81	\$ 75.25
		\$ 281,352.90	\$ 270,119.24	\$ 247,114.07	\$ 267,799.97	\$ 20,685.90
BUILDING INSPECTOR		\$ -				
101-42400-301	AUDIT FEE	\$ 349.00	\$ 556.40	\$ 442.50	\$ 442.50	\$ -
101-42400-310	INSPECTOR'S FEES	\$ 51,763.37	\$ 41,915.78	\$ 25,000.00	\$ 25,000.00	\$ -
101-42400-311	PAYROLL EXPENSE	\$ 69.05	\$ -	\$ 150.00		\$ (150.00)
101-42400-438	STATE SURCHARGE TAX	\$ 7,876.54	\$ 4,928.16	\$ 2,000.00	\$ 2,000.00	\$ -
101-42406-101	SALARY (F/T) - PW/ADMIN	\$ 32,669.08	\$ 29,272.91	\$ 35,280.75	\$ 38,894.13	\$ 3,613.38
101-42406-102	OVERTIME (F/T) - PW/ADMIN	\$ 102.81	\$ 34.57	\$ 200.00	\$ 200.00	\$ -
101-42406-103	SALARIES (P/T) LEGISLATIVE	\$ -	\$ -	\$ -	\$ -	\$ -
101-42406-121	PERA	\$ 2,299.54	\$ 2,215.56	\$ 2,661.06	\$ 2,932.06	\$ 271.00
101-42406-122	FICA	\$ 1,875.98	\$ 1,801.03	\$ 2,199.81	\$ 2,423.84	\$ 224.03
101-42406-125	MEDICARE	\$ 438.73	\$ 421.18	\$ 503.83	\$ 555.14	\$ 51.31
101-42406-130	INSURANCE BENEFITS	\$ 3,214.62	\$ 1,871.00	\$ 2,484.15	\$ 2,863.95	\$ 379.80
		\$ 100,658.72	\$ 83,016.59	\$ 70,922.10	\$ 75,311.61	\$ 4,389.51
CIVIC DEFENSE		\$ -				
101-42500-404	MAINT. & REPAIR (EQUIPMENT)	\$ -	\$ -	\$ 400.00	\$ 400.00	\$ -
		\$ -	\$ -	\$ 400.00	\$ 400.00	\$ -
ANIMAL CONTROL		\$ -				
101-42700-210	OTHER SUPPLIES	\$ 61.15	\$ -	\$ 150.00	\$ 150.00	\$ -
101-42700-315	VETERINARY SERVICES	\$ -	\$ -	\$ 400.00	\$ 400.00	\$ -
		\$ 61.15	\$ -	\$ 550.00	\$ 550.00	\$ -
PUBLIC WORKS		\$ -				
101-43000-101	SALARIES (F/T)	\$ 86,392.61	\$ 75,353.17	\$ 88,283.52	\$ 96,606.64	\$ 8,323.12
101-43000-102	OVERTIME (F/T)	\$ 3,180.97	\$ 5,662.25	\$ 8,223.30	\$ 9,002.70	\$ 779.40

GENERAL FUND EXPENDITURES

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance From Prior Year
101-43000-105	ON CALL-PUBLIC WORKS	\$ 2,812.88	\$ 1,860.00	\$ 2,106.00	\$ 2,106.00	\$ -
101-43000-121	PERA - PUBLIC WORKS	\$ 6,582.06	\$ 6,201.41	\$ 7,395.96	\$ 8,078.65	\$ 682.69
101-43000-122	FICA - PUBLIC WORKS	\$ 5,220.25	\$ 5,501.81	\$ 6,113.99	\$ 6,678.35	\$ 564.36
101-43000-125	MEDICARE - PUBLIC WORKS	\$ 1,221.08	\$ 1,286.66	\$ 1,400.30	\$ 1,529.56	\$ 129.26
101-43000-130	INSURANCE BENEFITS - PUBLIC W	\$ 20,649.57	\$ 21,815.25	\$ 23,934.37	\$ 26,274.46	\$ 2,340.09
101-43000-150	WORKER'S COMPENSATION	\$ 1,531.22	\$ 2,438.29	\$ 1,300.00	\$ 1,456.00	\$ 156.00
101-43000-200	OFFICE SUPPLIES	\$ 2.38	\$ 1,200.27	\$ 500.00	\$ 500.00	\$ -
101-43000-210	OPERATIING SUPPLIES	\$ 11,578.40	\$ 6,450.96	\$ 9,000.00	\$ 10,000.00	\$ 1,000.00
101-43000-212	MOTOR FUELS-PUBLIC WORKS	\$ 20,712.58	\$ 14,708.25	\$ 18,000.00	\$ 20,000.00	\$ 2,000.00
101-43000-217	CLOTHING	\$ 987.57	\$ 1,106.37	\$ 800.00	\$ 1,000.00	\$ 200.00
101-43000-220	MAINT & REPAIR SUPPLIES	\$ 3,689.13	\$ 828.24	\$ 3,000.00	\$ 3,000.00	\$ -
101-43000-240	TOOLS & SMALL EQUIPMENT	\$ 2,836.48	\$ 4,639.85	\$ 2,000.00	\$ 2,000.00	\$ -
101-43000-301	AUDIT FEES	\$ 1,047.00	\$ 1,669.20	\$ 1,327.50	\$ 1,327.50	\$ -
101-43000-303	ENGINEERING FEES	\$ 12,761.50	\$ -	\$ -	\$ -	\$ -
101-43000-311	PAYROLL EXPENSE	\$ 241.61	\$ -	\$ 440.00		\$ (440.00)
101-43000-317	COMPOST SITE EXPENSE	\$ 24,659.86	\$ -	\$ 9,000.00	\$ 20,000.00	\$ 11,000.00
101-43000-321	TELEPHONE	\$ 3,894.77	\$ 3,313.21	\$ 2,250.00	\$ 4,000.00	\$ 1,750.00
101-43000-322	POSTAGE	\$ 81.00	\$ 80.00	\$ 115.00	\$ 115.00	\$ -
101-43000-323	RADIO UNITS/CELL PHONES	\$ 745.49	\$ 932.10	\$ 2,500.00	\$ 800.00	\$ (1,700.00)
101-43000-331	TRAVEL/TRAINING	\$ 740.00	\$ 4,534.00	\$ 1,000.00	\$ 1,000.00	\$ -
101-43000-335	VEHICLE LICENSES	\$ 271.77	\$ 170.50	\$ 250.00	\$ 250.00	\$ -
101-43000-350	PRINTING & PUBLISHING	\$ 445.50	\$ -	\$ 300.00	\$ 300.00	\$ -
101-43000-360	COMP INSURANCE	\$ 5,801.57	\$ 6,639.07	\$ 3,900.00	\$ 4,485.00	\$ 585.00
101-43000-361	VEHICLE INSURANCE	\$ 684.67	\$ 2,189.97	\$ 1,000.00	\$ 1,150.00	\$ 150.00
101-43000-365	INSURANCE CLAIMS	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ -
101-43000-381	ELECTRICITY-PUBLIC WORKS	\$ -	\$ -	\$ -	\$ -	\$ -
101-43000-382	WATER & SEWER-PUBLIC WORKS	\$ 1,521.92	\$ 2,440.80	\$ 2,300.00	\$ 2,300.00	\$ -
101-43000-383	NATURAL GAS-PUBLIC WORKS	\$ 710.76	\$ 683.04	\$ 800.00	\$ 800.00	\$ -
101-43000-401	MAINT & REPAIR (BLDG)	\$ 4,173.84	\$ 2,481.17	\$ 3,000.00	\$ 3,000.00	\$ -
101-43000-404	MAINT & REPAIR (EQUIP)	\$ 5,868.39	\$ 5,970.44	\$ 4,000.00	\$ 5,000.00	\$ 1,000.00
101-43000-406	MAINT CONTRACT COPIER	\$ 411.76	\$ 205.37	\$ 360.00	\$ 360.00	\$ -
101-43000-407	MAINT & REPAIR (TECHNOLOGY)	\$ 1,550.14	\$ 1,222.96	\$ 1,600.00	\$ 1,600.00	\$ -
101-43000-408	MAINT & REPAIR (VEHICLE)	\$ 25.39	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -

GENERAL FUND EXPENDITURES

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance From Prior Year
101-43000-417	UNIFORM RENTAL-PUBLIC WORKS	\$ 174.00	\$ -	\$ 1,400.00	\$ 1,400.00	\$ -
101-43000-433	DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -
101-43000-437	MISCELLANEOUS	\$ 31.91	\$ -	\$ 100.00	\$ 100.00	\$ -
101-43000-439	SALES TAX	\$ -	\$ -	\$ -	\$ -	\$ -
101-43000-535	CAPITAL OUTLAY (SITE IMPRV)	\$ -	\$ -	\$ -	\$ -	\$ -
101-43007-102	OVERTIME (P/T) SEASONAL	\$ -	\$ -	\$ -	\$ -	\$ -
101-43007-103	SALARIES (P/T) SEASONAL	\$ -	\$ -	\$ 4,031.04	\$ 4,272.90	\$ 241.86
101-43007-122	FICA - SEASONAL	\$ (13.95)	\$ -	\$ 249.92	\$ 264.92	\$ 15.00
101-43007-125	MEDICARE - SEASONAL	\$ (3.26)	\$ -	\$ 57.24	\$ 60.68	\$ 3.44
		\$ 233,222.82	\$ 181,584.61	\$ 213,288.14	\$ 242,068.36	\$ 28,780.22
STREETS		\$ -				
101-43100-101	SALARY (F/T)	\$ 84,528.46	\$ 73,616.14	\$ 89,266.11	\$ 97,780.59	\$ 8,514.48
101-43100-102	OVERTIME (F/T)	\$ 3,642.02	\$ 6,170.42	\$ 8,774.70	\$ 9,640.31	\$ 865.61
101-43100-105	ON CALL-PUBLIC WORKS	\$ 2,871.93	\$ 1,767.00	\$ 2,043.60	\$ 2,043.60	\$ -
101-43100-121	PERA	\$ 6,471.86	\$ 6,121.19	\$ 7,506.33	\$ 8,209.84	\$ 703.51
101-43100-122	FICA	\$ 4,871.57	\$ 4,689.05	\$ 6,205.23	\$ 6,786.80	\$ 581.57
101-43100-125	MEDICARE	\$ 1,139.37	\$ 1,096.62	\$ 1,421.20	\$ 1,554.40	\$ 133.20
101-43100-130	INSURANCE BENEFITS	\$ 20,056.75	\$ 20,714.57	\$ 23,186.98	\$ 25,546.56	\$ 2,359.58
101-43100-150	WORKER'S COMPENSATION	\$ 1,531.22	\$ 2,438.29	\$ 1,300.00	\$ 1,456.00	\$ 156.00
101-43100-210	OTHER SUPPLIES	\$ 265.18	\$ 346.79	\$ 200.00	\$ 200.00	\$ -
101-43100-212	MOTOR FUELS-STREETS	\$ 11,219.25	\$ 11,089.27	\$ 6,250.00	\$ 12,000.00	\$ 5,750.00
101-43100-224	STREET MAINT. MATERIALS	\$ 23,372.44	\$ 35,867.77	\$ 22,000.00	\$ 30,000.00	\$ 8,000.00
101-43100-226	SIGNAGE MATERIALS	\$ 2,107.00	\$ 1,599.45	\$ 4,000.00	\$ 2,500.00	\$ (1,500.00)
101-43100-240	SMALL TOOLS	\$ 375.93	\$ 1,230.21	\$ 500.00	\$ 500.00	\$ -
101-43100-301	AUDIT FEES	\$ 1,047.00	\$ 1,669.20	\$ 1,327.50	\$ 1,327.50	\$ -
101-43100-303	ENGINEERING FEES	\$ -	\$ 7,183.00	\$ 5,000.00	\$ 5,000.00	\$ -
101-43100-310	SNOW REMOVAL CONTRACTOR	\$ -	\$ 5,830.00	\$ 1,500.00	\$ 1,500.00	\$ -
101-43100-311	PAYROLL EXPENSE	\$ 241.61	\$ -	\$ 440.00		\$ (440.00)
101-43100-360	COMP INSURANCE	\$ 3,862.92	\$ 3,872.09	\$ 5,100.00	\$ 5,865.00	\$ 765.00
101-43100-361	VEHICLE INSURANCE	\$ 1,057.05	\$ 781.80	\$ 1,600.00	\$ 1,840.00	\$ 240.00
101-43100-381	ELECTRICITY (STREET LIGHTS)	\$ 32,156.42	\$ 3,184.96	\$ 58,300.00	\$ 37,000.00	\$ (21,300.00)
101-43100-403	MAINT & REPAIR (STREETS)	\$ 8,503.30	\$ 23,843.19	\$ 6,500.00	\$ 9,000.00	\$ 2,500.00
101-43100-404	MAINT & REPAIR (EQUIP)	\$ 31,223.75	\$ 35,700.37	\$ 12,000.00	\$ 12,000.00	\$ -

GENERAL FUND EXPENDITURES

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance From Prior Year
101-43100-405	MAINT & REPAIR (DITCHES)	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -
101-43100-406	MAINT & REPAIR (STR. LIGHTS)	\$ 37.17	\$ 705.66	\$ 2,500.00	\$ 2,500.00	\$ -
101-43100-436	RR CROSSING	\$ -	\$ -	\$ -	\$ -	\$ -
101-43100-437	MISCELLANEOUS	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -
		\$ 243,082.20	\$ 249,517.04	\$ 272,921.65	\$ 280,250.59	\$ 7,328.94
PARKS COMMISSION		\$ -				
101-45100-103	SALARIES (P/T) - PARKS COMM	\$ 1,570.00	\$ 1,710.36	\$ 1,320.00	\$ 1,320.00	\$ -
101-45100-122	FICA - PARK COMMISSION	\$ 95.48	\$ 110.05	\$ 81.84	\$ 81.84	\$ -
101-45100-125	MEDICARE - PARK COMMISION	\$ 22.39	\$ 25.85	\$ 19.14	\$ 19.14	\$ -
101-45100-150	WORKER'S COMPENSATION	\$ 1,556.41	\$ 2,475.33	\$ 1,350.00	\$ 1,512.00	\$ 162.00
101-45100-301	AUDIT FEES	\$ 174.50	\$ 278.20	\$ 221.25	\$ 221.25	\$ -
101-45100-303	ENGINEERING FEES	\$ 475.00	\$ -	\$ 100.00	\$ 100.00	\$ -
101-45100-304	LEGAL FEES	\$ -	\$ 45.00	\$ 100.00	\$ 100.00	\$ -
101-45100-322	POSTAGE	\$ 121.50	\$ 120.00	\$ 170.00	\$ 170.00	\$ -
101-45100-405	MAINT. CONTRACT-COPIER	\$ -	\$ -	\$ -	\$ -	\$ -
101-45100-437	MISCELLANEOUS	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ -
		\$ 4,015.28	\$ 4,764.79	\$ 3,512.23	\$ 3,674.23	\$ 162.00
PARKS		\$ -				
101-45200-101	SALARY (F/T)	\$ 25,165.65	\$ 22,191.07	\$ 26,168.48	\$ 28,603.12	\$ 2,434.64
101-45200-102	WAGES (O/T) - PW CREW TIME	\$ 1,118.74	\$ 1,729.87	\$ 2,265.00	\$ 2,475.54	\$ 210.54
101-45200-105	ON CALL-PUBLIC WORKS	\$ 779.39	\$ 474.00	\$ 546.00	\$ 546.00	\$ -
101-45200-121	PERA - PUBLIC WORKS	\$ 1,912.93	\$ 1,826.29	\$ 2,173.46	\$ 2,371.85	\$ 198.39
101-45200-122	FICA - PUBLIC WORKS	\$ 2,021.20	\$ 1,459.43	\$ 1,796.73	\$ 1,960.73	\$ 164.00
101-45200-125	MEDICARE - PUBLIC WORKS	\$ 472.67	\$ 341.21	\$ 411.51	\$ 449.07	\$ 37.56
101-45200-130	INSURANCE BENEFITS - PUBLIC W	\$ 5,234.94	\$ 4,977.38	\$ 6,259.51	\$ 6,877.89	\$ 618.38
101-45200-150	WORKER'S COMPENSATION	\$ 2,300.08	\$ 3,604.25	\$ 1,950.00	\$ 2,184.00	\$ 234.00
101-45200-210	OPERATING SUPPLIES	\$ 7,475.99	\$ 2,795.57	\$ 5,000.00	\$ 5,000.00	\$ -
101-45200-212	MOTOR FUELS-PARKS	\$ 7,925.11	\$ 6,087.20	\$ 6,250.00	\$ 6,250.00	\$ -
101-45200-220	MAINT & REPAIR SUPPLIES	\$ 251.60	\$ 1,540.27	\$ 1,500.00	\$ 1,500.00	\$ -
101-45200-221	PORTABLE STAGE MAINT. & REPAIR	\$ 7,337.83	\$ -	\$ 500.00	\$ 500.00	\$ -
101-45200-240	TOOLS & SMALL EQUIPMENT	\$ 15.99	\$ 193.23	\$ -	\$ -	\$ -
101-45200-301	AUDIT FEES	\$ 523.50	\$ 834.60	\$ 663.75	\$ 663.75	\$ -
101-45200-308	CONTRACTED CLEANING SERVICE	\$ 1,390.00	\$ 2,470.00	\$ 5,500.00	\$ 5,500.00	\$ -

GENERAL FUND EXPENDITURES

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance From Prior Year
101-45200-311	PAYROLL EXPENSE	\$ 103.53	\$ -	\$ 160.00		\$ (160.00)
101-45200-314	TREE REMOVAL	\$ -	\$ -	\$ -	\$ -	\$ -
101-45200-360	COMP INSURANCE	\$ 22,561.15	\$ 22,032.36	\$ 13,500.00	\$ 15,525.00	\$ 2,025.00
101-45200-381	ELECTRICITY-PARKS	\$ 6,532.49	\$ 2,158.45	\$ 9,900.00	\$ 6,500.00	\$ (3,400.00)
101-45200-382	WATER & SEWER-PARKS	\$ 9,291.96	\$ 18,729.72	\$ 6,500.00	\$ 10,000.00	\$ 3,500.00
101-45200-383	NATURAL GAS-PARKS	\$ 1,559.01	\$ 1,613.02	\$ 1,500.00	\$ 1,500.00	\$ -
101-45200-401	MAINT & REPAIR (BLDGS)	\$ 4,663.09	\$ 1,965.98	\$ 4,500.00	\$ 4,500.00	\$ -
101-45200-403	LAKE & BEACH MAINTENANCE	\$ 259.46	\$ -	\$ 1,200.00	\$ 1,200.00	\$ -
101-45200-404	MAINT & REPAIR (EQUIP)	\$ 5,099.17	\$ 4,668.07	\$ 2,000.00	\$ 3,000.00	\$ 1,000.00
101-45200-405	MAINT & REPAIR (LANDSCAPING)	\$ 9,021.37	\$ 3,814.41	\$ 8,000.00	\$ 8,000.00	\$ -
101-45200-407	PORTABLE TOILETS (4TH OF JULY)	\$ 6,778.53	\$ 7,597.10	\$ 6,000.00	\$ 7,000.00	\$ 1,000.00
101-45200-437	MISCELLANEOUS	\$ 23,195.39	\$ -	\$ 18,000.00	\$ 18,000.00	\$ -
101-45200-580	CAPITAL OUTLAY (OTHER EQUIP.)	\$ -	\$ 972.29	\$ -	\$ -	\$ -
101-45207-103	SALARIES (P/T)	\$ -	\$ -	\$ 8,062.08	\$ 8,062.08	\$ -
101-45207-122	FICA - SEASONAL	\$ -	\$ -	\$ 499.85	\$ 499.85	\$ (0.00)
101-45207-125	MEDICARE - SEASONAL	\$ -	\$ -	\$ 114.48	\$ 114.48	\$ 0.00
		\$ 152,990.77	\$ 114,075.77	\$ 140,920.85	\$ 148,783.36	\$ 7,862.51
LIBRARY		\$ -				
101-45500-308	CONTRACTED CLEANING SERVICE	\$ 4,851.00	\$ 3,638.25	\$ 4,440.00	\$ 4,440.00	\$ -
101-45500-360	COMP INSURANCE	\$ 1,331.64	\$ 3,246.88	\$ 1,850.00	\$ 2,127.50	\$ 277.50
101-45500-381	ELECTRICITY-LIBRARY	\$ 2,000.00	\$ -	\$ 2,200.00	\$ 2,200.00	\$ -
101-45500-382	WATER & SEWER-LIBRARY	\$ 325.00	\$ -	\$ 325.00	\$ 325.00	\$ -
101-45500-383	NATURAL GAS-LIBRARY	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -
101-45500-401	MAINT. & REPAIR (BLDG)	\$ 380.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
101-45503-101	WAGES (F/T) PW CREW TIME	\$ 4,220.13	\$ 3,888.26	\$ 4,561.02	\$ 4,979.10	\$ 418.08
101-45503-102	WAGES (O/T) - PW CREW TIME	\$ 194.67	\$ 321.19	\$ 453.00	\$ 495.11	\$ 42.11
101-45503-105	ON CALL-PUBLIC WORKS	\$ 155.87	\$ 94.80	\$ 109.20	\$ 109.20	\$ -
101-45503-121	PERA - PUBLIC WORKS	\$ 341.45	\$ 322.78	\$ 384.24	\$ 418.76	\$ 34.52
101-45503-122	FICA - PUBLIC WORKS	\$ 256.37	\$ 246.87	\$ 317.64	\$ 346.17	\$ 28.53
101-45503-125	MEDICARE - PUBLIC WORKS	\$ 59.83	\$ 57.80	\$ 72.75	\$ 79.28	\$ 6.53
101-45503-130	INSURANCE BENEFITS - PUBLIC W	\$ 1,008.87	\$ 995.05	\$ 1,235.72	\$ 1,359.50	\$ 123.78
		\$ 16,624.83	\$ 12,811.88	\$ 18,448.57	\$ 19,379.62	\$ 931.05
TRANSFERS OUT		\$ -				

GENERAL FUND EXPENDITURES

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance From Prior Year
101-49300-720	TRANSFER TO BUILDING FUND 498	\$ 167,500.00	\$ -	\$ 218,500.00	\$ 178,220.00	\$ (40,280.00)
101-49300-721	TRANSFER TO PD EQPT FUND 497	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 25,000.00	\$ 5,000.00
101-49300-722	TRANSFER TO FD EQPT FUND 496	\$ 145,000.00	\$ -	\$ 56,590.00	\$ 40,000.00	\$ (16,590.00)
101-49300-723	TRANSFER TO PW EQPT FUND 495	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 65,000.00	\$ 5,000.00
101-49300-724	TRANSFER TO STREET FUND 494	\$ -	\$ -	\$ -	\$ -	\$ -
101-49300-725	TRANSFER TO STREET MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -
101-49300-729	LOAN TO TRAINING CENTER	\$ -	\$ -	\$ -	\$ -	\$ -
101-49300-733	TRANS OUT	\$ 88,000.00	\$ -	\$ 35,000.00	\$ 45,000.00	\$ 10,000.00
101-49300-734	TRANSFERS OUT-OTHER CAPITAL	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -
		\$ 483,500.00		\$ 393,090.00	\$ 356,220.00	\$ (36,870.00)
						\$ -
	TOTAL EXPENSES	\$ 2,753,220.52	\$ 2,115,766.54	\$ 2,615,133.30	\$ 2,861,301.31	\$ 246,168.01

DMV

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance
REVENUES						
102-34104-417	SALES OF MANUALS-DMV	\$ -	\$ -	\$ 300.00	\$ 300.00	\$ -
102-34105-417	SALES OF MAPS&PUBLICATIONS-DMV	\$ -	\$ 594.00	\$ 100.00	\$ 100.00	\$ -
102-34106-417	COMMISSIONS	\$ 209,618.96	\$ 169,244.49	\$ 215,000.00	\$ 215,000.00	\$ -
102-34109-414	NSF CHECK RECOVERY	\$ -	\$ -	\$ -	\$ -	\$ -
102-36201-417	MISC REVENUES-DMV	\$ -	\$ 29,753.99	\$ -	\$ -	\$ -
102-36210-000	INTEREST EARNINGS	\$ (2,912.06)	\$ -	\$ -	\$ -	\$ -
	TOTAL REVENUES	\$ 206,706.90	\$ 199,592.48	\$ 215,400.00	\$ 215,400.00	\$ -
EXPENDITURES						
102-41700-101	SALARY (F/T)	\$ 99,111.62	\$ 90,928.79	\$ 112,964.80	\$ 112,964.80	\$ -
102-41700-102	OVERTIME (F/T)	\$ 219.74	\$ -	\$ 500.00	\$ 500.00	\$ -
102-41700-103	SALARIES (P/T)	\$ 34,410.88	\$ 33,817.53	\$ 41,995.20	\$ 41,995.20	\$ -
102-41700-121	PERA	\$ 9,507.60	\$ 9,356.00	\$ 11,659.50	\$ 11,659.50	\$ -
102-41700-122	FICA	\$ 7,878.75	\$ 7,724.03	\$ 9,638.52	\$ 9,638.52	\$ -
102-41700-125	MEDICARE	\$ 1,842.68	\$ 1,806.49	\$ 2,207.53	\$ 2,207.53	\$ 0.00
102-41700-130	INSURANCE BENEFITS	\$ 6,155.57	\$ 6,485.34	\$ 8,254.96	\$ 8,254.96	\$ -
102-41700-150	WORKER'S COMPENSATION	\$ 2,793.37	\$ 4,436.48	\$ 2,500.00	\$ 2,500.00	\$ -
102-41700-200	OFFICE SUPPLIES	\$ 1,280.46	\$ 573.09	\$ 1,000.00	\$ 1,000.00	\$ -
102-41700-258	MAPS	\$ 150.00	\$ -	\$ 200.00	\$ 200.00	\$ -
102-41700-259	DMV MANUALS	\$ -	\$ -	\$ 400.00	\$ 400.00	\$ -
102-41700-301	AUDIT FEES	\$ 698.00	\$ 1,112.80	\$ 885.00	\$ 885.00	\$ -
102-41700-321	TELEPHONE (FAX)	\$ 3,488.67	\$ 2,874.67	\$ 2,895.00	\$ 2,895.00	\$ -
102-41700-322	POSTAGE	\$ 1,093.50	\$ 1,080.00	\$ 1,550.00	\$ 1,550.00	\$ -
102-41700-331	TRAVEL/TRAINING	\$ 56.75	\$ 91.25	\$ 100.00	\$ 100.00	\$ -
102-41700-350	PRINTING & PUBLISHING	\$ 3,725.12	\$ 3,026.80	\$ 2,000.00	\$ 2,000.00	\$ -
102-41700-360	COMP INSURANCE	\$ 1,377.95	\$ 2,779.20	\$ 1,550.00	\$ 1,550.00	\$ -
102-41700-404	MAINT. & REPAIR (EQUIPMENT)	\$ 420.17	\$ 166.20	\$ 100.00	\$ 100.00	\$ -
102-41700-405	MAINT CONTRACT (SOFTWARE)	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ -
102-41700-406	MAINT. CONTRACT-COPIER	\$ 2,030.31	\$ 1,977.61	\$ 2,000.00	\$ 2,000.00	\$ -
102-41700-407	MAINTENANCE - TECHNOLOGY	\$ 2,934.80	\$ 1,834.49	\$ 2,000.00	\$ 2,000.00	\$ -
102-41700-433	DUES AND SUBSCRIPTIONS	\$ 370.00	\$ 240.00	\$ 400.00	\$ 400.00	\$ -
102-41700-437	MISCELLANEOUS	\$ 666.96	\$ 529.37	\$ -	\$ -	\$ -

DMV

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance
102-41700-570	CAPITAL OUTLAY (OFFICE EQUIP)	\$ 6,442.89	\$ 520.92	\$ 1,500.00	\$ 1,500.00	\$ -
102-41700-720	TRANSFER OUT	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 30,000.00	\$ -
	TOTAL EXPENDITURES	\$ 216,655.79	\$ 171,361.06	\$ 236,500.51	\$ 236,500.51	\$ 0.00
						\$ -
	TOTAL REVENUE	\$ 206,706.90	\$ 199,592.48	\$ 215,400.00	\$ 215,400.00	\$ -
	TOTAL EXPENDITURES	\$ 216,655.79	\$ 171,361.06	\$ 236,500.51	\$ 236,500.51	\$ 0.00
		\$ (9,948.89)	\$ 28,231.42	\$ (21,100.51)	\$ (21,100.51)	\$ (0.00)

DEBT SERVICE FUNDS

Account Number	Account Title	12/31/2022 Actual	12/31/2023 Budget	12/31/2024 Budget
FUND 332- GO Improvement Bond 2008A				
REVENUES				
332-31010-000	AD VALOREM TAXES	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
332-36101-000	SPECIAL ASSESSMENT	\$ 8,385.58	\$ 8,754.81	\$ 8,754.81
332-36210-000	INTEREST EARNINGS	\$ (690.94)	\$ -	\$ -
332-39201-999	TRANSFER IN FUND 601	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
332-39202-999	TRANSFERS IN FUND 602	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
332-39203-999	TRANSFERS IN FUND 605	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00
332-39204-000	TRANSFER IN FROM 494	\$ -	\$ -	\$ -
	TOTAL			\$ 84,754.81
EXPENDITURES				
332-47000-601	BOND PRINCIPAL	\$ 95,000.00	\$ 100,000.00	\$ 105,000.00
332-47000-611	BOND INTEREST	\$ 10,356.26	\$ 6,393.76	\$ 2,165.63
332-47000-620	AGENT'S FEES	\$ 475.00	\$ 575.00	\$ 475.00
	TOTAL	\$ 105,831.26	\$ 106,968.76	\$ 107,640.63
Fund 339- TIF #14 2019A				
REVENUES				
339-36100-000	SPECIAL ASSESSMENT	\$ 18,587.18	\$ 18,004.00	\$ 18,004.00
339-36210-000	INTEREST EARNINGS	\$ (584.69)	\$ -	\$ -
339-39310-000	TRANSFER IN	\$ -	\$ 47,000.00	\$ 47,000.00
	TOTAL	\$ 18,002.49	\$ 65,004.00	\$ 65,004.00
EXPENDITURES				
339-46500-620	BOND ISSUANCE FEES	\$ -	\$ -	\$ -
339-47000-601	BOND PRINCIPAL	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
339-47000-611	BOND INTEREST	\$ 26,553.75	\$ 25,276.25	\$ 23,998.75
	TOTAL	\$ 61,553.75	\$ 60,276.25	\$ 58,998.75
Fund 340- GO Refunding Bond 2019B				
REVENUES				
340-31010-000	AD VALOREM TAXES	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00

DEBT SERVICE FUNDS

Account Number	Account Title	12/31/2022 Actual	12/31/2023 Budget	12/31/2024 Budget
340-36101-000	SPECIAL ASSESSMENT	\$ 44,388.71	\$ 27,321.00	\$ 27,321.00
340-36210-000	INTEREST REVENUE	\$ (2,704.02)	\$ -	\$ -
340-39201-999	TRANSFER IN FUND 601	\$ 20,000.00	\$ 20,000.00	
340-39202-999	TRANSFERS IN FUND 602	\$ 20,000.00	\$ 20,000.00	
340-39203-000	TRANSFER IN	\$ -	\$ -	\$ 20,000.00
340-39203-999	TRANSFERS IN FUND 605	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
340-39204-000	TRANSFER IN FROM 494	\$ -	\$ -	\$ -
340-39310-000	BOND PROCEEDS	\$ -	\$ -	\$ -
	TOTAL	\$ 191,684.69	\$ 177,321.00	\$ 157,321.00
EXPENDITURES				
340-46500-620	BOND ISSUANCE FEES	\$ -	\$ -	\$ -
340-47000-601	BOND PRINCIPAL	\$ 136,000.00	\$ 142,000.00	\$ 80,000.00
340-47000-611	BOND INTEREST	\$ 38,330.72	\$ 34,810.72	\$ 20,500.00
340-47000-620	AGENT'S FEES	\$ 971.63	\$ 450.00	\$ 450.00
	TOTAL	\$ 175,302.35	\$ 177,260.72	\$ 100,950.00
Fund 342				
REVENUES				
342-31010-000	AD VALOREM TAXES	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00
342-36101-000	SPECIAL ASSESSMENT	\$ 15,319.10	\$ 38,327.00	\$ 37,223.37
342-36210-000	INTEREST REVENUE	\$ -	\$ -	\$ -
342-39203-000	TRANSFER IN	\$ 55,000.00	\$ -	
342-39310-000	BOND PROCEEDS		\$ -	\$ -
	TOTAL	\$ 75,319.10	\$ 48,327.00	\$ 47,223.37
EXPENDITURES				
342-46500-620	BOND ISSUANCE FEES	\$ -	\$ -	\$ -
342-47000-601	BOND PRINCIPAL	\$ 76,000.00	\$ 76,140.00	\$ 23,000.00
342-47000-611	BOND INTEREST	\$ 12,707.19	\$ 4,262.75	\$ 4,873.00
342-47000-620	AGENT'S FEES	\$ -	\$ -	\$ -
	TOTAL	\$ 88,707.19	\$ 80,402.75	\$ 27,873.00

CAPITAL FUNDS

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget
FIREFIGHTER RELIEF DONATIONS					
REVENUES					
402-31000-000	ANDL FF RELIEF DONA-FIRE EQUIP	\$ 65,000.00	\$ 34,000.00	\$ -	\$ -
402-31040-000	ANDL FF CALENDAR DONATIONS	\$ 8,700.00	\$ 6,400.00	\$ -	\$ -
402-31060-000	MISC DONATIONS	\$ 23,700.00	\$ 100.00	\$ -	\$ -
402-36210-000	INTEREST EARNINGS	\$ (812.23)	\$ -	\$ -	\$ -
	TOTAL	\$ 96,587.77	\$ 40,500.00	\$ -	\$ -
EXPENDITURES					
402-43100-000	DONATION EXP FOR FIRE EQUIP	\$ 74,725.24	\$ 7,204.37	\$ -	\$ -
402-43101-000	DONATION EXP	\$ 3,690.24	\$ 25.00	\$ -	\$ -
402-43104-000	ANNDALE FF RELIEF EXPENSE	\$ 52,819.90	\$ 1,097.00	\$ -	\$ -
402-43400-000	DONATION EXP FOR FD CALENDAR	\$ 8,410.42	\$ 7,359.60	\$ -	\$ -
	TOTAL	\$ 139,645.80	\$ 15,685.97	\$ -	\$ -
EDA FUND					
REVENUES					
407-31010-000	EDA LEVY	\$ -	\$ -	\$ -	\$ -
407-31020-000	DELINQUENT AD VALOREM TAX	\$ -	\$ -	\$ -	\$ -
407-33130-000	SCDP GRANT PROCEEDS	\$ -	\$ -	\$ -	\$ -
407-33131-000	REVOLVING LOAN	\$ -	\$ 1,560.39	\$ -	\$ -
407-33330-000	BEAUTIFICATION COMMITTEE	\$ 1,000.87	\$ 2,817.00	\$ -	\$ -
407-36101-000	JJ'S CANOPY REPAIR	\$ -	\$ -	\$ -	\$ -
407-36210-000	INTEREST EARNINGS	\$ (1,680.59)	\$ -	\$ -	\$ -
407-36221-000	TOWER LAND RENT	\$ 12,181.68	\$ 10,646.60	\$ 11,885.00	\$ 11,885.00
407-36230-000	BEAUTIFICATION DONATIONS/CONTR	\$ 100.00	\$ 66.00	\$ -	\$ -
407-36233-000	ACT DONATIONS/CONTRIBUTIONS	\$ -	\$ -	\$ -	\$ -
407-36235-000	MISCELLANEOUS REVENUE	\$ 15,086.03	\$ 12,300.00	\$ -	\$ -
407-39202-000	TRANS IN FUND 101 (BEAUTIFIC.)	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 1,100.00
407-39203-000	TRANS IN	\$ 386,145.62	\$ -	\$ 1,800.00	\$ 1,800.00
407-39209-000	TRANSFERS IN	\$ -	\$ -	\$ -	\$ -
407-43230-575	CAPITAL OUTLAY (SOFTWARE)	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 413,933.61	\$ 27,389.99	\$ 14,785.00	\$ 14,785.00

CAPITAL FUNDS

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget
EXPENDITURES					
407-46500-000	Prior Period Adjustment	\$ -	\$ -	\$ -	\$ -
407-46500-303	ENGINEERING FEES	\$ 3,508.00	\$ 1,632.50	\$ 5,000.00	\$ 5,000.00
407-46500-304	LEGAL FEES	\$ 4,075.00	\$ 2,047.50	\$ 2,000.00	\$ 2,000.00
407-46500-305	GRANT SERVICES	\$ 29,786.32	\$ 3,561.85	\$ -	\$ -
407-46500-310	OTHER CONSULTANT	\$ 7,954.81	\$ 1,554.95	\$ -	\$ -
407-46500-330	BEAUTIFICATION COMMITTEE	\$ 5,236.47	\$ 5,089.02	\$ 3,300.00	\$ 3,300.00
407-46500-350	PRINTING & PUBLISHING	\$ 4,646.45	\$ 849.15	\$ 2,000.00	\$ 2,000.00
407-46500-412	FOOD SHELF RENT	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
407-46500-437	MISCELLANEOUS	\$ 12,751.35	\$ 61,181.93	\$ -	\$ -
407-46500-440	SMALL CITIES DEVEL. PROGRAM	\$ -	\$ -	\$ -	\$ -
407-46500-441	ECONOMIC DEVEL. REVOLVING LOA	\$ -	\$ -	\$ -	\$ -
407-46500-510	CAPITAL OUTLAY (LAND)	\$ -	\$ 174,994.12	\$ -	\$ -
407-46500-724	TRANSFER OUT	\$ 11,460.00	\$ -	\$ -	\$ -
407-49300-729	TRANSFERS OUT	\$ -	\$ -	\$ -	\$ -
407-49360-000	TRANSFER OUT	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 81,218.40	\$ 252,711.02	\$ 14,100.00	\$ 14,100.00
MIF- EA Sween					
REVENUES					
408-33131-000	REVOLOVING LOAN	\$ -	\$ 26,785.80	\$ -	\$ -
	TOTAL	\$ -	\$ 26,785.80	\$ -	\$ -
EXPENDITURES					
408-46500-441	ECONOMIC DEVELOPMENT REVOLVING LO	\$ -	\$ 16,071.50	\$ -	\$ -
	TOTAL	\$ -	\$ 16,071.50	\$ -	\$ -
SCDP					
REVENUES					
409-33130-000	SCDP PROCEEDS	\$ 195,825.99	\$ 78,958.83	\$ -	\$ -
409-33131-000	REVOLVING LOAN	\$ 7,536.77	\$ 8,519.33	\$ -	\$ -
	TOTAL	\$ 7,536.77	\$ 8,519.33	\$ -	\$ -
EXPENDITURES					

CAPITAL FUNDS

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget
409-46500-305	GRANT SERVICES	\$ 8,132.86	\$ 7,000.00	\$ -	\$ -
409-46500-440	SMALL CITIES DEVEL. PROGRAM	\$ 162,353.79	\$ 71,958.83	\$ -	\$ -
	TOTAL	\$ 170,486.65	\$ 78,958.83	\$ -	\$ -
TIF #6					
REVENUES					
411-31050-000	TAX INCREMENTS	\$ 23,919.38	\$ -	\$ 19,516.00	\$ 19,516.00
411-36210-000	INTEREST EARNINGS	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 23,919.38	\$ -	\$ 19,516.00	\$ 19,516.00
EXPENDITURES					
411-46500-310	OTHER CONSULTANT-ADMIN	\$ 835.00	\$ -	\$ -	\$ -
411-46500-530	CAP OUTLAY (PUBLIC IMPR)	\$ 22,729.42	\$ -	\$ 18,540.00	\$ 18,540.00
	TOTAL	\$ 23,564.42	\$ -	\$ 18,540.00	\$ 18,540.00
TAX ABATEMENT- DINGMAN MARINE					
REVENUES					
423-31060-000	TAX ABATEMENT	\$ 2,500.00	\$ 1,417.29	\$ 2,500.00	\$ 2,500.00
423-36210-000	INTEREST EARNINGS	\$ 104.41	\$ -	\$ -	\$ -
	TOTAL	\$ 2,604.41	\$ 1,417.29	\$ 2,500.00	\$ 2,500.00
RECREATION PARK					
REVENUES					
425-36210-000	INTEREST EARNINGS	\$ (386.19)	\$ -	\$ -	\$ -
425-36230-000	DONATIONS	\$ -	\$ -	\$ -	\$ -
425-36240-000	MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ (386.19)	\$ -	\$ -	\$ -
EXPENDITURES					
425-46500-310	OTHER CONSULTANT	\$ -	\$ -	\$ -	\$ -
425-46500-437	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -
425-46500-530	CAPITAL OUTLAY LAND IMPROV	\$ -	\$ -	\$ -	\$ -
425-46500-580	CAPITAL OUTLAY	\$ 176.86	\$ -	\$ -	\$ -
425-49300-733	TRANSFER OUT	\$ -	\$ -	\$ -	\$ -

CAPITAL FUNDS

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget
TOTAL		\$ 176.86	\$ -	\$ -	\$ -
PARK FUND					
REVENUES					
460-33422-000	OTHER STATE AIDS	\$ -	\$ 5,000.00	\$ -	\$ -
460-34780-000	PARK DEDICATION FEES	\$ 25,200.00	\$ 50,000.00	\$ -	\$ -
460-36200-000	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -
460-36210-000	INTEREST EARNINGS	\$ (568.10)	\$ -	\$ -	\$ -
460-36220-000	WWTP PONDS LAND RENT	\$ -	\$ -	\$ 8,595.00	\$ 8,595.00
460-36230-000	PARK FUND DONATIONS	\$ 13,800.00	\$ 15,601.00	\$ -	\$ -
460-36232-000	BEAUTIFICATION DONATIONS	\$ -	\$ -	\$ -	\$ -
460-39201-000	TRANSFER IN	\$ 28,595.00	\$ -	\$ 20,000.00	\$ 20,000.00
TOTAL		\$ 67,026.90	\$ 70,601.00	\$ 28,595.00	\$ 28,595.00
EXPENDITURES					
460-45200-303	ENGINEERING FEES	\$ 6,873.50	\$ 10,861.00	\$ -	\$ -
460-45200-310	OTHER CONSULTANT	\$ -	\$ -	\$ -	\$ -
460-45200-401	MAINT & REPAIR (BLDG)	\$ 681.17	\$ -	\$ 3,700.00	\$ 3,700.00
460-45200-403	LAKE & BEACH MAINTENANCE	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
460-45200-437	MISCELLANEOUS	\$ 4,529.54	\$ 4,331.29	\$ 4,300.00	\$ 4,300.00
460-45200-510	CAPITAL OUTLAY (LAND)	\$ 159.30	\$ -	\$ -	\$ -
460-45200-560	CAPITAL OUTLAY (LANDSCAPING)	\$ -	\$ 5,117.28	\$ -	\$ -
460-45200-580	CAPITAL OUTLAY (OTHER EQUIP.)	\$ 77,707.76	\$ 135,546.20	\$ -	\$ -
TOTAL		\$ 89,951.27	\$ 155,855.77	\$ 13,000.00	\$ 13,000.00
WATER EXPANSION FUND					
REVENUES					
461-36210-000	INTEREST EARNINGS	\$ (3,372.81)	\$ -	\$ -	\$ -
461-36211-000	Change in Fair Value	\$ -	\$ -	\$ -	\$ -
461-37151-000	WATER ACCESS CHARGES	\$ 167,412.00	\$ 67,200.00	\$ 14,000.00	\$ 14,000.00
461-37152-000	TRUNK AREA CHARGES	\$ 12,200.00	\$ 25,600.00	\$ -	\$ -
461-39201-000	TRANSFERS IN	\$ -	\$ -	\$ -	\$ -
461-39209-000	TRANSFERS IN	\$ -	\$ -	\$ -	\$ -

CAPITAL FUNDS

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget
TOTAL		\$ 176,239.19	\$ 92,800.00	\$ 14,000.00	\$ 14,000.00
EXPENDITURES					
461-49450-723	TRANSFER TO DS 330	\$ 43,215.00	\$ -	\$ 43,215.00	\$ 43,215.00
TOTAL		\$ 43,215.00	\$ -	\$ 43,215.00	\$ 43,215.00
SEWER EXPANSION FUND					
REVENUES					
462-36210-000	INTEREST EARNINGS	\$ (2,358.59)	\$ -	\$ -	\$ -
462-36211-000	Change in Fair Value	\$ -	\$ -	\$ -	\$ -
462-37151-000	SEWER ACCESS CHARGES	\$ 146,439.00	\$ 132,000.00	\$ 32,800.00	\$ 32,800.00
462-37152-000	TRUNK AREA CHARGES	\$ 14,640.00	\$ 30,720.00	\$ -	\$ -
462-37270-000	ASSESSMENT FOR DELIN. BILLS	\$ -	\$ -	\$ -	\$ -
462-39201-000	TRANSFERS IN	\$ -	\$ -	\$ -	\$ -
462-39209-000	TRANSFERS IN	\$ -	\$ -	\$ -	\$ -
462-39999-000	PRIOR PERIOD ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 158,720.41	\$ 162,720.00	\$ 32,800.00	\$ 32,800.00
EXPENDITURES					
462-49450-422	SAC FEES TO WASTEWATER COMM	\$ 110,565.00	\$ 84,000.00	\$ 28,000.00	\$ 28,000.00
462-49450-721	TRANSFER TO SEWER FUND-FUND440	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 110,565.00	\$ 84,000.00	\$ 28,000.00	\$ 28,000.00
STORMWATER FUND					
REVENUES					
463-36210-000	INVESTMENT EARNINGS	\$ (22.24)	\$ -	\$ -	\$ -
463-37153-000	AREA CHARGES	\$ -	\$ 12,800.00	\$ 2,900.00	\$ 2,900.00
TOTAL		\$ (22.24)	\$ 12,800.00	\$ 2,900.00	\$ 2,900.00
EXPENDITURES					
463-46500-401	DITCH CLEANING	\$ 175.00	\$ -	\$ -	\$ -
TOTAL		\$ 175.00	\$ -	\$ -	\$ -
LIONS DONATION FUNDS					
REVENUES					

CAPITAL FUNDS

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget
464-36210-000	INTEREST EARNINGS	\$ (2,688.62)	\$ -	\$ -	\$ -
	TOTAL	\$ (2,688.62)	\$ -	\$ -	\$ -
EXPENDITURES					
464-45200-303	ENGINEERING FEES	\$ -	\$ -	\$ -	\$ -
464-45200-401	MAINT & REPAIR (BLDG)	\$ -	\$ -	\$ -	\$ -
464-45200-520	CAPITAL OUTLAY (BLDG)	\$ -	\$ -	\$ -	\$ -
464-45200-560	CAPITAL OUTLAY (LANDSCAPING)	\$ -	\$ -	\$ -	\$ -
464-45200-720	TRANSFERS OUT	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -	\$ -
TIF #14 PINTAIL APARTMENTS					
REVENUES					
465-31050-000	TAX INCREMENTS	\$ 68,918.05	\$ 37,862.93	\$ 97,381.00	\$ 97,381.00
465-36210-000	INTEREST EARNINGS	\$ (470.96)	\$ -	\$ -	\$ -
465-39310-000	BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -
465-39400-000	PAYMENT FROM DEVELOPERS	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 68,447.09	\$ 37,862.93	\$ 97,381.00	\$ 97,381.00
EXPENDITURES					
465-46500-304	TAX INCREMENTS	\$ -	\$ -	\$ -	\$ -
465-46500-310	OTHER CONSULTANT	\$ 830.00	\$ 1,250.00	\$ -	\$ -
465-46500-520	CAPITAL OUTLAY (STREETS)	\$ -	\$ -	\$ -	\$ -
465-46500-620	BOND AGENT FEES	\$ -	\$ -	\$ -	\$ -
465-46500-721	TRANS OUT	\$ 47,000.00	\$ -	\$ 47,000.00	\$ 47,000.00
	TOTAL	\$ 47,830.00	\$ 1,250.00	\$ 47,000.00	\$ 47,000.00
2020 IMPROVEMENT PROJECT					
REVENUES					
466-36210-000	INTEREST EARNINGS	\$ (247.51)	\$ -	\$ -	\$ -
466-39310-000	BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -
466-39320-000	BOND PREMIUM	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ (247.51)	\$ -	\$ -	\$ -
EXPENDITURES					

CAPITAL FUNDS

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget
466-46500-303	ENGINEERING FEES	\$ 4,820.00	\$ 2,236.00	\$ -	\$ -
466-46500-310	OTHER CONSULTANT	\$ -	\$ -	\$ -	\$ -
466-46500-520	CAPITAL OUTLAY (STREETS)	\$ -	\$ -	\$ -	\$ -
466-46500-620	BOND AGENT FEES	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 4,820.00	\$ 2,236.00	\$ -	\$ -
PINTAIL DR EXTENSION					
REVENUES					
467-36210-000	INTEREST EARNINGS	\$ -	\$ -	\$ -	\$ -
467-39201-000	TRANSFER IN - ADMIN LOAN	\$ -	\$ -	\$ -	\$ -
467-39310-000	BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
467-46500-303	ENGINEERING FEES	\$ -	\$ -	\$ -	\$ -
467-46500-310	OTHER CONSULTANT	\$ -	\$ -	\$ -	\$ -
467-46500-520	CAPITAL OUTLAY (STREETS)	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ -	\$ -	\$ -	\$ -
TIF #15 CARE CENTER					
REVENUES					
468-34103-413	ZONING&SUBDIVISION FEES	\$ -	\$ -	\$ -	\$ -
468-36210-000	INTEREST EARNINGS	\$ (0.44)	\$ -	\$ -	\$ -
TOTAL		\$ (0.44)	\$ -	\$ -	\$ -
EXPENDITURES					
468-46500-310	OTHER CONSULTANT	\$ 835.00	\$ 1,250.00	\$ -	\$ -
TOTAL		\$ 835.00	\$ 1,250.00	\$ -	\$ -
AMERICAN RESCUE PLAN					
REVENUES					
469-31010-000	AMERICAN RESCUE PLAN	\$ 192,172.81	\$ -	\$ -	\$ -
TOTAL		\$ 192,172.81	\$ -	\$ -	\$ -

CAPITAL FUNDS

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget
HEMLOCK IMPROVEMENT					
REVENUES					
470-31010-000	REVENUES	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -	\$ -
EXPENTIURES					
470-46500-303	ENGINEERING FEES	\$ 53,365.00	\$ 193,259.50	\$ -	\$ -
407-46500-350	PRINTING AND PUBLISHING	\$ 4,646.45	\$ 849.15	\$ 2,000.00	
470-46500-520	CAPITAL OUTLAY (STREETS)	\$ 1,400.00	#####	\$ -	\$ -
	TOTAL	\$ 59,411.45	#####	\$ 2,000.00	\$ -
STREET MAINTENANCE					
REVENUES					
493-33430-000	SMALL CITY ASSIST	\$ -	\$ -	\$ -	\$ -
493-36210-000	INTEREST EARNINGS	\$ (1,327.27)	\$ -	\$ -	\$ -
493-39201-999	TRANSFERS FROM GEN FUND	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ (1,327.27)	\$ -	\$ -	\$ -
EXPENDITURES					
493-43100-530	STREET MAINTENANCE	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00
	TOTAL	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00
STREET CAPITAL					
REVENUES					
494-31010-000	AD VALOREM TAXES	\$ -	\$ -	\$ -	\$ -
494-31020-000	DELINQUENT AD VALOREM TAX	\$ -	\$ -	\$ -	\$ -
494-36201-000	MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -	\$ -
494-36210-000	INTEREST EARNINGS	\$ (1,255.05)	\$ -	\$ -	\$ -
494-39201-999	TRANSFERS FROM GEN FUND	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ (1,255.05)	\$ -	\$ -	\$ -
EXPENDITURES					
494-43100-724	TRANSFER TO DS 323 & 329	\$ -	\$ -	\$ -	\$ -
494-43100-725	TRANSFER TO DS 331	\$ -	\$ -	\$ -	\$ -
494-43100-726	TRANSFER OUT TO D/S 332	\$ -	\$ -	\$ -	\$ -

CAPITAL FUNDS

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget
494-43100-727	TRANSFERS OUT	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -	\$ -
PUBLIC WORKS/STREET EQUIPMENT					
REVENUES					
495-36201-000	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -
495-36210-000	INTEREST EARNINGS	\$ (2,045.96)	\$ -	\$ -	\$ -
495-39101-000	SALE OF ASSETS	\$ 5,755.00	\$ 18,157.75	\$ 20,000.00	\$ 20,000.00
495-39201-999	TRANSFERS FROM GEN FUND	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 60,000.00
	TOTAL	\$ 63,709.04	\$ 18,157.75	\$ 80,000.00	\$ 80,000.00
EXPENDITURES					
495-43000-540	PUBLIC WORKS HEAVY EPMT	\$ 76,348.92	\$ 17,330.00	\$ (65,000.00)	\$ 65,000.00
495-43000-550	CAPITAL OUTLAY (VEHICLES)	\$ -	\$ -	\$ -	\$ -
495-43000-581	CAPITAL OUTLAY (OTHER)	\$ 11,547.78	\$ -	\$ -	\$ -
	TOTAL	\$ 87,896.70	\$ 17,330.00	\$ (65,000.00)	\$ 65,000.00
FIRE EQUIPMNET					
REVENUES					
496-31010-000	AD VALOREM TAXES	\$ -	\$ -	\$ -	\$ -
496-31020-000	DELINQUENT AD VALOREM TAX	\$ -	\$ 5.14	\$ -	\$ -
496-36210-000	INTEREST EARNINGS	\$ (833.79)	\$ -	\$ -	\$ -
496-36233-000	DONATIONS TO FIRE DEPT	\$ -	\$ -	\$ -	\$ -
496-39101-000	SALE OF FIXED ASSETS	\$ 9,630.60	\$ 560.00	\$ -	\$ -
496-39201-999	TRANSFERS IN - CITY SHARE	\$ 145,000.00	\$ -	\$ 115,000.00	\$ 115,000.00
496-39205-999	TRANSFERS IN - TOWNSHIP SHARE	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00
	TOTAL	\$ 153,796.81	\$ 565.14	\$ 145,000.00	\$ 145,000.00
EXPENDITURES					
496-42200-437	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -
496-42200-540	CAPITAL OUTLAY (HEAVY EPMT)	\$ -	\$ -	\$ -	\$ -
496-42200-550	CAPITAL OUTLAY (VEHICLES)	\$ 522,449.06	\$ -	\$ -	\$ -
496-42200-580	CAPITAL OUTLAY (OTHER EPMT)	\$ 153,266.23	\$ -	\$ -	\$ -
496-42200-721	TRANSFER TO D/S 328	\$ -	\$ -	\$ -	\$ -

CAPITAL FUNDS

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget
496-42200-722	TRANSFER TO D/S 334	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 675,715.29	\$ -	\$ -	\$ -
POLICE EQUIPMENT					
REVENUES					
497-35201-000	DWI SEIZURES	\$ -	\$ -	\$ -	\$ -
497-36210-000	INTEREST EARNINGS	\$ (37.81)	\$ -	\$ -	\$ -
497-36231-000	DONATIONS	\$ 2,000.00	\$ -	\$ -	\$ -
497-39101-000	SALE OF ASSETS	\$ 16,650.00	\$ -	\$ -	\$ -
497-39102-000	FORFEITURE SALES	\$ 53,953.31	\$ 1,650.00	\$ -	\$ -
497-39201-999	TRANSFERS FROM GEN FUND	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,000.00
	TOTAL	\$ 92,565.50	\$ 1,650.00	\$ 20,000.00	\$ 20,000.00
EXPENDITURES					
497-42100-317	FORFEITURE EXPENSES	\$ 25,644.04	\$ -	\$ -	\$ -
497-42100-550	CAPITAL OUTLAY (VEHICLE)	\$ 71,070.43	\$ -	\$ -	\$ -
497-42100-580	CAPITAL OUTLAY (OTHER EPMT)	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 96,714.47	\$ -	\$ -	\$ -
BUILDING CAPITAL					
REVENUES					
498-33423-000	CORONAVIRUS RELIEF AID	\$ -	\$ -	\$ -	\$ -
498-36210-000	INTEREST EARNINGS	\$ (2,378.23)	\$ -	\$ -	\$ -
498-36220-000	RENTAL INCOME	\$ -	\$ -	\$ -	\$ -
498-36230-000	DONATIONS	\$ -	\$ -	\$ -	\$ -
498-39201-000	TRANSFER IN	\$ -	\$ -	\$ -	\$ -
498-39201-999	TRANSFERS FROM GEN FUND	\$ 167,500.00	\$ -	\$ 218,500.00	\$ 178,220.00
	TOTAL	\$ 165,121.77	\$ -	\$ 218,500.00	\$ 178,220.00
EXPENDITURES					
498-41940-310	OTHER CONSULTANT	\$ 2,500.00	\$ 236.00	\$ -	\$ -
498-41940-520	CAPITAL OUTLAY (BLDG)	\$ 50,156.18	\$ 53,069.43	\$ -	\$ -
498-41940-580	CAPITAL OUTLAY (OTHER EQUIP.)	\$ 15,173.45	\$ (15,173.45)	\$ -	\$ -
498-41940-722	TRANSFER TO D/S FUND 324	\$ -	\$ -	\$ -	\$ -

CAPITAL FUNDS

Account Number	Account Title	12/31/2022	10/31/2023	12/31/2023	12/31/2024
		Actual	Actual	Budget	Budget
		\$ 67,829.63	\$ 38,131.98	\$ -	\$ -

WATER FUND

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance
REVENUES						
601-31310-000	SALES TAX	\$ 7,690.99	\$ 7,116.75	\$ 5,000.00	\$ 5,000.00	\$ -
601-31401-000	WATER SURCHARGE	\$ 11,664.00	\$ 11,945.88	\$ 11,500.00	\$ 11,500.00	\$ -
601-33423-000	CORONAVIRUS RELIEF AID	\$ -	\$ -	\$ -	\$ -	\$ -
601-34951-000	WW COMM REIMB-LABOR EXP	\$ 29,935.72	\$ 25,144.40	\$ 23,329.00	\$ 23,329.00	\$ -
601-34951-430	WW COMM REIMB-MILEAGE EXP	\$ 2,397.25	\$ 2,166.31	\$ 2,550.00	\$ 2,550.00	\$ -
601-36100-000	SPECIAL ASSESSMENT	\$ 337.14	\$ 284.36	\$ 600.00	\$ 51,600.00	\$ 51,000.00
601-36201-000	MISCELLANEOUS REVENUES	\$ 1,051.60	\$ -	\$ -	\$ -	\$ -
601-36210-000	INTEREST EARNINGS	\$ (2,694.71)	\$ -	\$ -	\$ -	\$ -
601-37100-000	WATER SALES	\$ 644,556.92	\$ 628,839.06	\$ 637,926.18	\$ 653,874.33	\$ 15,948.15
601-37120-000	WATER FILLS	\$ 2,150.00	\$ 1,100.00	\$ -	\$ -	\$ -
601-37150-000	RECONNECTION FEES	\$ -	\$ -	\$ -	\$ -	\$ -
601-37154-000	RECONNECTION FEES-SNOWBIRD	\$ 25.00	\$ 125.00	\$ 700.00	\$ 700.00	\$ -
601-37160-000	PENALTIES	\$ 6,369.47	\$ 5,340.00	\$ 7,000.00	\$ 7,000.00	\$ -
601-37170-000	ASSESSMENT FOR DELIN. BILLS	\$ 152.03	\$ 45.32	\$ -	\$ -	\$ -
601-37180-000	WATER METER SALES	\$ 16,380.00	\$ 15,689.06	\$ 5,000.00	\$ 5,000.00	\$ -
601-37181-000	SALES OF RETRO FITTER	\$ 628.00	\$ 630.00	\$ -	\$ -	\$ -
601-39205-000	TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL REVENUES	\$ 720,643.41	\$ 698,426.14	\$ 693,605.18	\$ 760,553.33	\$ 66,948.15
EXPENDITURES						
601-47000-601	PFA LOAN PRINCIPAL FOR 444	\$ (205,000.00)	\$ 137,413.00	\$ -	\$ 168,000.00	\$ 168,000.00
601-47000-611	PFA LOAN INTEREST FOR 444	\$ 4,399.28	\$ 25,275.81	\$ -	\$ 127,866.58	\$ 127,866.58
601-49400-101	SALARY (F/T) - PUBLIC WORKS	\$ 92,724.22	\$ 82,209.44	\$ 86,699.60	\$ 93,920.32	\$ 7,220.72
601-49400-102	OVERTIME (F/T) - PUBLIC WORKS	\$ 4,239.36	\$ 6,854.31	\$ 8,085.81	\$ 8,769.96	\$ 684.15
601-49400-105	ON CALL-PUBLIC WORKS	\$ 3,531.10	\$ 1,917.00	\$ 2,106.00	\$ 2,106.00	\$ -
601-49400-121	PERA - PUBLIC WORKS	\$ 5,711.38	\$ 6,826.42	\$ 7,266.86	\$ 7,859.72	\$ 592.86
601-49400-122	FICA - PUBLIC WORKS	\$ 5,464.00	\$ 5,234.91	\$ 6,007.27	\$ 6,497.37	\$ 490.10
601-49400-125	MEDICARE - PUBLIC WORKS	\$ 1,277.89	\$ 1,224.32	\$ 1,375.86	\$ 1,488.11	\$ 112.25
601-49400-130	INSURANCE BENEFITS - PUBLIC W	\$ 20,929.70	\$ 20,610.78	\$ 23,877.90	\$ 28,514.66	\$ 4,636.76
601-49400-150	WORKER'S COMPENSATION	\$ 1,531.22	\$ 2,438.29	\$ 1,350.00	\$ 1,512.00	\$ 162.00
601-49400-200	OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
601-49400-210	OPERATING SUPPLIES	\$ 3,061.66	\$ 1,799.77	\$ 1,500.00	\$ 3,500.00	\$ 2,000.00
601-49400-212	MOTOR FUELS	\$ 2,367.17	\$ -	\$ 4,375.00	\$ 4,500.00	\$ 125.00
601-49400-216	CHEMICALS	\$ 31,156.93	\$ 28,221.93	\$ 25,000.00	\$ 25,000.00	\$ -

WATER FUND

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance
601-49400-220	MAINT & REPAIR SUPPLIES	\$ 66.36	\$ 432.54	\$ -	\$ -	\$ -
601-49400-240	TOOLS & SMALL EQUIPMENT	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -
601-49400-260	WATER METERS	\$ 38,582.93	\$ 6,055.72	\$ 12,000.00	\$ 12,000.00	\$ -
601-49400-301	AUDIT FEES	\$ 2,966.50	\$ 4,729.40	\$ 3,761.25	\$ 3,761.25	\$ -
601-49400-304	LEGAL FEES	\$ -	\$ -	\$ -	\$ -	\$ -
601-49400-310	ADMINISTRATION	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
601-49400-311	PAYROLL EXPENSE	\$ 310.67	\$ -	\$ 570.00	\$ 570.00	\$ -
601-49400-313	TESTING	\$ 1,050.00	\$ 877.80	\$ 1,000.00	\$ 1,000.00	\$ -
601-49400-321	TELEPHONE	\$ 744.83	\$ 904.71	\$ 2,500.00	\$ 1,000.00	\$ (1,500.00)
601-49400-322	POSTAGE	\$ 62.77	\$ 236.92	\$ 500.00	\$ 500.00	\$ -
601-49400-324	GOPHER STATE ONE CALLS	\$ 640.00	\$ 734.55	\$ 900.00	\$ 900.00	\$ -
601-49400-331	TRAVEL/TRAINING EXPENSE	\$ 733.84	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
601-49400-350	PRINTING & PUBLISHING	\$ 4,584.93	\$ 3,171.87	\$ 4,000.00	\$ 4,000.00	\$ -
601-49400-360	COMP INSURANCE	\$ 12,610.49	\$ 24,401.66	\$ 17,500.00	\$ 20,125.00	\$ 2,625.00
601-49400-361	VEHICLE INSURANCE	\$ 534.86	\$ 743.36	\$ 550.00	\$ 632.50	\$ 82.50
601-49400-381	ELECTRICITY	\$ 47,110.94	\$ 26,446.09	\$ 33,000.00	\$ 45,000.00	\$ 12,000.00
601-49400-382	WATER & SEWER	\$ 202.90	\$ 161.02	\$ -	\$ -	\$ -
601-49400-383	NATURAL GAS	\$ 8,161.59	\$ 7,391.66	\$ 9,000.00	\$ 9,000.00	\$ -
601-49400-401	MAINT & REPAIR (BLDG)	\$ 4,185.35	\$ 62.50	\$ 2,000.00	\$ 2,000.00	\$ -
601-49400-403	MAINT & REPAIR-IMPR NON-BLDG	\$ 5,912.75	\$ 11,719.49	\$ 20,000.00	\$ 10,000.00	\$ (10,000.00)
601-49400-404	MAINT & REPAIR	\$ 117.84	\$ 2,512.35	\$ 500.00	\$ 500.00	\$ -
601-49400-405	SOFTWARE MAINT. CONTRACT	\$ 9,527.55	\$ 6,227.49	\$ 4,325.00	\$ 6,500.00	\$ 2,175.00
601-49400-408	MAINT. & REPAIR (VEHICLE)	\$ 3,038.55	\$ 800.58	\$ 800.00	\$ 800.00	\$ -
601-49400-417	UNIFORM RENTAL	\$ 846.55	\$ 783.74	\$ 2,000.00	\$ 2,000.00	\$ -
601-49400-420	DEPRECIATION EXPENSE	\$ 194,724.91	\$ -	\$ -	\$ -	\$ -
601-49400-431	CASH SHORT	\$ -	\$ (0.25)	\$ -	\$ -	\$ -
601-49400-433	DUES & SUBSCRIPTIONS	\$ 23.00	\$ -	\$ 400.00	\$ 400.00	\$ -
601-49400-437	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -
601-49400-438	CREDIT CARD FEES	\$ 6,261.08	\$ 5,128.41	\$ 4,500.00	\$ 4,500.00	\$ -
601-49400-439	SALES TAX	\$ 8,507.34	\$ 6,670.06	\$ -	\$ -	\$ -
601-49400-441	STATE WATER SURCHARGE	\$ 10,856.00	\$ 8,414.47	\$ 11,500.00	\$ 11,500.00	\$ -
601-49400-447	STATE WATER PERMIT FEES	\$ 2,564.14	\$ -	\$ -	\$ -	\$ -
601-49400-525	CAPITAL OUTLAY (INFRASTRUCT)	\$ -	\$ -	\$ -	\$ -	\$ -
601-49400-550	CAPITAL OUTLAY (VEHICLE)	\$ -	\$ -	\$ -	\$ -	\$ -

WATER FUND

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance
601-49400-575	CAPITAL OUTLAY (SOFTWARE)	\$ -	\$ -	\$ -	\$ -	\$ -
601-49400-580	CAPITAL OUTLAY (OTHER EQUIP)	\$ -	\$ -	\$ -	\$ -	\$ -
601-49400-720	TRANSFERS OUT TO 330	\$ 173,483.86	\$ -	\$ 172,704.00	\$ -	\$ (172,704.00)
601-49400-721	TRANSFERS OUT TO 331	\$ -	\$ -	\$ 18,000.00	\$ -	\$ (18,000.00)
601-49400-722	TRANSFER TO DS Lake John	\$ -	\$ -	\$ -	\$ 45,760.65	\$ 45,760.65
601-49400-723	TRANSFER OUT D/S332	\$ 17,000.00	\$ -	\$ 17,000.00	\$ -	\$ (17,000.00)
601-49400-724	TRANSFER OUT	\$ 38,000.00	\$ -	\$ 70,000.00	\$ -	\$ (70,000.00)
601-49406-101	SALARIES (P/T) - ADMIN	\$ 31,066.58	\$ 28,260.76	\$ 22,386.62	\$ 52,607.86	\$ 30,221.24
601-49406-102	OVERTIME (F/T) - ADMIN	\$ 109.65	\$ 34.57	\$ -	\$ -	\$ -
601-49406-103	SALARIES (P/T) LEGISLATIVE	\$ -	\$ -	\$ 11,727.04	\$ -	\$ (11,727.04)
601-49406-121	PERA - ADMIN	\$ 2,215.46	\$ 2,145.49	\$ 2,558.52	\$ 3,945.59	\$ 1,387.07
601-49406-122	FICA - ADMIN	\$ 1,819.30	\$ 1,738.72	\$ 2,115.05	\$ 3,261.69	\$ 1,146.64
601-49406-125	MEDICARE - ADMIN	\$ 425.37	\$ 406.63	\$ 484.41	\$ 747.03	\$ 262.62
601-49406-130	INSURANCE BENEFITS - ADMIN	\$ 1,820.80	\$ 1,524.21	\$ 2,064.42	\$ 2,064.42	\$ -
	TOTAL EXPENDITURES	\$ 612,263.60	\$ 472,742.50	\$ 619,490.61	\$ 726,110.71	\$ 106,620.10
	TOTAL REVENUE	\$ 720,643.41	\$ 698,426.14	\$ 693,605.18	\$ 760,553.33	
	TOTAL EXPENDITURES	\$ 612,263.60	\$ 472,742.50	\$ 619,490.61	\$ 726,110.71	
		\$ 108,379.81	\$ 225,683.64	\$ 74,114.57	\$ 34,442.63	

SEWER FUND

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance
REVENUES						
602-34950-000	WW COMM REIMB-LABOR EXP	\$ 79,828.56	\$ 66,651.73	\$ 60,000.00	\$ 60,000.00	\$ -
602-34951-000	WW COMM REIMB-OPERATING EXP	\$ -	\$ 400.00	\$ -	\$ -	\$ -
602-34951-430	WW COMM REIMB-MILEAGE EXP	\$ 6,392.67	\$ 5,776.84	\$ 6,000.00	\$ 6,000.00	\$ -
602-36100-000	SPECIAL ASSESSMENT	\$ 377.23	\$ 284.35	\$ 600.00	\$ 22,100.00	\$ 21,500.00
602-36201-000	MISCELLANEOUS REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
602-36202-000	ANN., ML, HL WWTP	\$ 57,919.80	\$ -	\$ 1,113,840.00	\$ 1,114,017.80	\$ 177.80
602-36205-000	WW COMMISSION-PFA REIMBURS.	\$ 1,055,919.80	\$ 1,114,684.00	\$ -	\$ -	\$ -
602-36210-000	INTEREST EARNINGS	\$ (681.20)	\$ -	\$ -	\$ -	\$ -
602-37200-000	SEWER CHARGES	\$ 580,193.52	\$ 520,690.70	\$ 572,601.90	\$ 586,916.95	\$ 14,315.05
602-37201-000	WWTP SEWER CHARGES	\$ 601,005.19	\$ 557,625.93	\$ 585,897.18	\$ 600,544.61	\$ 14,647.43
602-37260-000	PENALTIES	\$ 6,360.00	\$ 5,330.00	\$ 7,900.00	\$ 7,900.00	\$ -
602-37270-000	ASSESSMENT FOR DELIN. BILLS	\$ 946.88	\$ 84.17	\$ -	\$ -	\$ -
602-39101-000	CHANGE IN EQUITY INTEREST	\$ (426,963.67)	\$ -	\$ -	\$ -	\$ -
602-39201-000	TRANSFERS IN	\$ -	\$ -	\$ 22,500.00	\$ 15,000.00	\$ (7,500.00)
	TOTAL REVENUES	\$ 1,961,298.78	\$ 2,271,527.72	\$ 2,369,339.08	\$ 2,412,479.36	\$ 43,140.28
EXPENDITURES						
602-47000-601	BOND PRINCIPAL	\$ -	\$ 1,028,362.00	\$ 1,113,840.00	\$ 1,055,000.00	\$ (58,840.00)
602-47000-611	BOND INTEREST	\$ 107,503.10	\$ 97,571.85	\$ -	\$ 77,487.80	\$ 77,487.80
602-49450-101	SALARIES (F/T) - PUBLIC WORKS	\$ 134,469.29	\$ 118,409.51	\$ 143,847.60	\$ 157,268.80	\$ 13,421.20
602-49450-102	OVERTIME (F/T) - PUBLIC WORKS	\$ 6,458.78	\$ 10,174.70	\$ 14,780.19	\$ 16,178.76	\$ 1,398.57
602-49450-105	ON CALL-PUBLIC WORKS	\$ 5,091.63	\$ 2,826.00	\$ 3,354.00	\$ 3,354.00	\$ -
602-49450-121	PERA - PUBLIC WORKS	\$ 9,973.79	\$ 9,860.34	\$ 12,148.63	\$ 13,260.12	\$ 1,111.49
602-49450-122	FICA - PUBLIC WORKS	\$ 7,785.17	\$ 7,529.15	\$ 10,042.87	\$ 10,961.70	\$ 918.83
602-49450-125	MEDICARE - PUBLIC WORKS	\$ 1,820.79	\$ 1,760.90	\$ 2,300.14	\$ 2,510.58	\$ 210.44
602-49450-130	INSURANCE BENEFITS - PUBLIC W	\$ 30,300.61	\$ 29,775.54	\$ 39,973.03	\$ 44,157.53	\$ 4,184.50
602-49450-150	WORKER'S COMPENSATION	\$ 6,976.39	\$ 11,358.01	\$ 6,100.00	\$ 6,832.00	\$ 732.00
602-49450-200	OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
602-49450-210	OPERATING SUPPLIES	\$ 1,714.43	\$ 527.92	\$ 1,500.00	\$ 1,500.00	\$ -
602-49450-212	MOTOR FUELS	\$ 6,105.15	\$ 4,317.83	\$ 4,375.00	\$ 4,375.00	\$ -
602-49450-216	CHEMICALS	\$ -	\$ -	\$ -	\$ -	\$ -
602-49450-220	MAINT & REPAIR SUPPLIES	\$ -	\$ 229.42	\$ 500.00	\$ 500.00	\$ -
602-49450-240	TOOLS & SMALL EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
602-49450-260	WATER METERS	\$ -	\$ -	\$ -	\$ -	\$ -

SEWER FUND

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance
602-49450-301	AUDIT FEES	\$ 3,490.00	\$ 5,564.00	\$ 4,425.00	\$ 4,425.00	\$ -
602-49450-304	LEGAL FEES	\$ -	\$ -	\$ -	\$ -	\$ -
602-49450-310	ADMINISTRATION	\$ 273.55	\$ -	\$ -	\$ -	\$ -
602-49450-311	PAYROLL EXPENSE	\$ 448.75	\$ -	\$ 800.00	\$ 800.00	\$ -
602-49450-321	TELEPHONE	\$ 4,178.69	\$ 3,872.73	\$ 5,100.00	\$ 5,100.00	\$ -
602-49450-322	POSTAGE	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -
602-49450-331	TRAVEL/TRAINING EXPENSE	\$ -	\$ 23.00	\$ 500.00	\$ 500.00	\$ -
602-49450-350	PRINTING & PUBLISHING	\$ 3,916.16	\$ 2,587.67	\$ 3,500.00	\$ 3,500.00	\$ -
602-49450-360	COMP INSURANCE	\$ 10,468.73	\$ 18,376.66	\$ 13,500.00	\$ 15,525.00	\$ 2,025.00
602-49450-361	VEHICLE INSURANCE	\$ 534.86	\$ 1,294.37	\$ 734.00	\$ 844.10	\$ 110.10
602-49450-381	ELECTRICITY	\$ 17,976.31	\$ 3,149.55	\$ 12,500.00	\$ 17,000.00	\$ 4,500.00
602-49450-385	WWTP SEWER	\$ 595,476.00	\$ 448,175.34	\$ 700,000.00	\$ 700,000.00	\$ -
602-49450-404	MAINT & REPAIR	\$ 7,267.71	\$ 12,998.63	\$ 15,000.00	\$ 15,000.00	\$ -
602-49450-405	SOFTWARE MAINT. CONTRACT	\$ 9,525.55	\$ 6,226.49	\$ 4,325.00	\$ 4,325.00	\$ -
602-49450-408	MAINT & REPAIR (VEHICLE)	\$ 987.71	\$ 1,660.85	\$ 2,000.00	\$ 2,000.00	\$ -
602-49450-417	UNIFORM RENTAL	\$ 1,450.75	\$ 1,234.55	\$ 1,450.00	\$ 1,450.00	\$ -
602-49450-420	DEPRECIATION EXPENSE	\$ 136,297.10	\$ -	\$ -	\$ -	\$ -
602-49450-436	OPERATING EXP - REIMB	\$ (3,538.49)	\$ 650.97	\$ -	\$ -	\$ -
602-49450-437	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -
602-49450-438	CREDIT CARD FEES	\$ 5,354.97	\$ 5,128.37	\$ 4,500.00	\$ 4,500.00	\$ -
602-49450-550	CAPITAL OUTLAY (VEHICLE)	\$ -	\$ 51,902.99	\$ 35,000.00	\$ 35,000.00	\$ -
602-49450-575	CAPITAL OUTLAY (SOFTWARE)	\$ -	\$ -	\$ -	\$ -	\$ -
602-49450-580	CAPITAL OUTLAY (OTHER EQUIP)	\$ -	\$ -	\$ -	\$ -	\$ -
602-49450-720	TRANSFERS OUT	\$ 87,000.00	\$ -	\$ 75,000.00	\$ 104,984.07	\$ 29,984.07
602-49450-721	TRANSFERS OUT 331	\$ -	\$ -	\$ 67,000.00	\$ -	\$ (67,000.00)
602-49450-722	TRANSFER OUT 332	\$ 17,000.00	\$ -	\$ 17,000.00	\$ 17,000.00	\$ -
602-49456-101	SALARIES (P/T) - ADMIN	\$ 31,069.56	\$ 28,915.96	\$ 22,386.62	\$ 52,607.86	\$ 30,221.24
602-49456-102	OVERTIME (F/T) - ADMIN	\$ 106.64	\$ 34.57	\$ -	\$ -	\$ -
602-49456-103	SALARIES (P/T) LEGISLATIVE	\$ -	\$ -	\$ 11,727.04		\$ (11,727.04)
602-49456-121	PERA - ADMIN	\$ 2,215.29	\$ 2,194.40	\$ 2,558.52	\$ 3,945.59	\$ 1,387.07
602-49456-122	FICA - ADMIN	\$ 1,819.44	\$ 1,778.59	\$ 2,115.05	\$ 3,261.69	\$ 1,146.64
602-49456-125	MEDICARE - ADMIN	\$ 425.49	\$ 415.90	\$ 484.41	\$ 747.03	\$ 262.62
602-49456-130	INSURANCE BENEFITS - ADMIN	\$ 1,819.86	\$ 1,635.35	\$ 2,064.42	\$ 2,064.42	\$ -
	TOTAL EXPENDITURES	\$ 1,253,763.76	\$ 1,920,524.11	\$ 2,358,431.52	\$ 2,389,966.04	\$ 31,534.52

SEWER FUND

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance
	TOTAL REVENUE	\$ 1,961,298.78	\$ 2,271,527.72	\$ 2,369,339.08	\$ 2,412,479.36	
	TOTAL EXPENDITURES	\$ 1,253,763.76	\$ 1,920,524.11	\$ 2,358,431.52	\$ 2,389,966.04	
		\$ 707,535.02	\$ 351,003.61	\$ 10,907.56	\$ 22,513.31	

REFUSE FUND

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance
REVENUES						
603-31310-000	SALES TAX	\$ 14,948.38	\$ 12,701.89	\$ 13,000.00	\$ 15,000.00	\$ 2,000.00
603-33633-000	RECYCLING INCENTIVES	\$ 6,328.90	\$ 6,028.00	\$ 5,500.00	\$ 5,500.00	\$ -
603-36210-000	INTEREST EARNINGS	\$ (295.36)	\$ -	\$ -	\$ -	\$ -
603-36270-000	REFUNDS	\$ -	\$ -	\$ -	\$ -	\$ -
603-37300-000	REFUSE FEES	\$ 206,595.57	\$ 175,884.81	\$ 201,328.81	\$ 221,461.69	\$ 20,132.88
603-37320-000	AMNESTY DAY/MIS RECYCLING	\$ 4,663.00	\$ 2,835.00	\$ -	\$ -	\$ -
603-37350-000	REFUSE TAGS	\$ 442.50	\$ 350.00	\$ -	\$ -	\$ -
603-37360-000	REFUSE/RECYCLING PENALTIES	\$ 5,645.00	\$ 4,830.00	\$ 7,000.00	\$ 5,500.00	\$ (1,500.00)
603-37370-000	ASSESSMENT FOR DELINQUENT BI	\$ (845.09)	\$ 29.73	\$ -	\$ -	\$ -
	TOTAL REVENUES	\$ 237,482.90	\$ 202,659.43	\$ 226,828.81	\$ 247,461.69	\$ 20,632.88
EXPENDITURES						
603-43230-101	SALARIES (F/T) - PUBLIC WORKS	\$ 6,400.95	\$ 6,032.46	\$ 9,122.05	\$ 9,958.21	\$ 836.16
603-43230-102	OVERTIME (F/T) - PUBLIC WORKS	\$ 3,129.26	\$ 258.88	\$ 906.00	\$ 990.22	\$ 84.22
603-43230-105	ON CALL-PUBLIC WORKS	\$ 218.25	\$ 162.00	\$ 218.40	\$ 218.40	\$ -
603-43230-121	PERA - PUBLIC WORKS	\$ (485.73)	\$ 484.44	\$ 768.48	\$ 837.51	\$ 69.03
603-43230-122	FICA - PUBLIC WORKS	\$ 378.18	\$ 369.22	\$ 635.28	\$ 692.34	\$ 57.06
603-43230-125	MEDICARE - PUBLIC WORKS	\$ 88.58	\$ 86.40	\$ 145.50	\$ 158.57	\$ 13.07
603-43230-130	INSURANCE BENEFITS - PUBLIC W	\$ 1,736.95	\$ 1,714.80	\$ 2,874.06	\$ 3,121.56	\$ 247.50
603-43230-150	WORKER'S COMPENSATION	\$ 1,531.22	\$ 5,882.29	\$ 1,350.00	\$ 1,512.00	\$ 162.00
603-43230-301	AUDIT FEES	\$ 1,221.50	\$ 1,947.40	\$ 1,548.75	\$ 1,548.75	\$ -
603-43230-304	LEGAL	\$ -	\$ 472.50	\$ -	\$ -	\$ -
603-43230-311	PAYROLL EXPENSE	\$ 69.05	\$ -	\$ 100.00	\$ -	\$ (100.00)
603-43230-318	REFUSE HAULING (CONTRACT)	\$ 140,666.51	\$ 99,060.88	\$ 122,155.79	\$ 130,706.70	\$ 8,550.91
603-43230-319	RECYCLING (CONTRACT)	\$ 50,941.39	\$ 38,582.75	\$ 46,649.59	\$ 56,446.00	\$ 9,796.41
603-43230-322	POSTAGE	\$ -	\$ -	\$ 2,200.00	\$ -	\$ (2,200.00)
603-43230-350	PRINTING & PUBLISHING	\$ 2,370.16	\$ 2,021.83	\$ 2,500.00	\$ 2,500.00	\$ -
603-43230-404	MAINT AND REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -
603-43230-405	SOFTWARE MAINT CONTRACT	\$ 5,772.42	\$ 3,342.78	\$ 2,000.00	\$ 2,000.00	\$ -
603-43230-420	DEPRECIATION EXPENSE	\$ 338.40	\$ -	\$ -	\$ -	\$ -
603-43230-439	SALES TAX	\$ 16,002.38	\$ 11,411.18	\$ 13,405.74	\$ 16,000.00	\$ 2,594.26
603-43230-445	RECYCLING (TIRES)	\$ 203.00	\$ 260.00	\$ 300.00	\$ 300.00	\$ -
603-43230-446	RECYCLING (APPLIANCE)	\$ 1,927.26	\$ 2,093.39	\$ -	\$ -	\$ -

REFUSE FUND

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance
603-43230-575	CAPITAL OUTLAY (SOFTWARE)	\$ -	\$ -	\$ -	\$ -	\$ -
603-43236-101	SALARIES (F/T) - ADMIN	\$ 15,624.66	\$ 12,409.69	\$ 3,363.36	\$ 16,636.88	\$ 13,273.52
603-43236-102	OVERTIME (O/T) - ADMIN	\$ 11.50	\$ 11.52	\$ -	\$ -	\$ -
603-43236-103	SALARIES (P/T) ADMIN	\$ 1,222.03	\$ -	\$ 11,727.04	\$ -	\$ (11,727.04)
603-43236-121	PERA - ADMIN	\$ 974.15	\$ 954.82	\$ 1,131.78	\$ 1,247.77	\$ 115.99
603-43236-122	FICA - ADMIN	\$ 894.02	\$ 761.97	\$ 935.60	\$ 1,031.49	\$ 95.89
603-43236-125	MEDICARE - ADMIN	\$ 208.97	\$ 178.37	\$ 214.28	\$ 236.24	\$ 21.96
603-43236-130	INSURANCE BENEFITS - ADMIN	\$ 360.76	\$ 273.76	\$ 402.61	\$ 402.61	\$ -
	TOTAL EXPENDITURES	\$ 251,805.82	\$ 188,773.33	\$ 224,654.31	\$ 246,545.25	\$ 21,890.94
	TOTAL REVENUE	\$ 237,482.90	\$ 202,659.43	\$ 226,828.81	\$ 247,461.69	
	TOTAL EXPENDITURES	\$ 251,805.82	\$ 188,773.33	\$ 224,654.31	\$ 246,545.25	
		\$ (14,322.92)	\$ 13,886.10	\$ 2,174.50	\$ 916.44	

TRAINING CENTER FUND

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance
REVENUES						
604-34101-000	FACILITY RENTAL	\$ 4,177.00	\$ 5,400.00	\$ 6,000.00	\$ 6,000.00	\$ -
604-34202-000	AMMUNITION REIMBURSEMENT	\$ 967.00	\$ 1,652.00	\$ 500.00	\$ 2,000.00	\$ 1,500.00
604-34203-000	TARGET REIMBURSEMENT	\$ 392.00	\$ 539.00	\$ 400.00	\$ 400.00	\$ -
604-34206-000	TRAINING FEES	\$ 6,800.00	\$ 4,460.00	\$ 8,500.00	\$ 5,500.00	\$ (3,000.00)
604-34208-000	BREACHING DOOR	\$ 120.00	\$ 210.00	\$ -	\$ -	\$ -
604-36201-000	MISC REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
604-36210-000	INTEREST EARNINGS	\$ 2,482.65	\$ -	\$ -	\$ -	\$ -
604-39203-000	TRANSFER IN	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -
	TOTAL REVENUES	\$ 17,938.65	\$ 12,261.00	\$ 18,400.00	\$ 16,900.00	\$ (1,500.00)
EXPENDITURES						
604-42100-101	SALARY (F/T)-POLICE	\$ 1,670.10	\$ 1,462.00	\$ 3,000.00	\$ -	\$ (3,000.00)
604-42100-121	PERA-POLICE	\$ -	\$ 21.60	\$ -	\$ -	\$ -
604-42100-150	WORKER'S COMPENSATION	\$ 1,531.22	\$ 2,438.29	\$ 1,300.00	\$ 1,456.00	\$ 156.00
604-42100-210	OTHER SUPPLIES	\$ 446.63	\$ 372.89	\$ 500.00	\$ 500.00	\$ -
604-42100-211	TRAINING SUPPLIES	\$ 42.82	\$ -	\$ 500.00	\$ 500.00	\$ -
604-42100-212	AMMUNITION	\$ 410.00	\$ 2,248.22	\$ 500.00	\$ 2,500.00	\$ 2,000.00
604-42100-213	TARGETS	\$ 434.30	\$ 214.78	\$ 500.00	\$ 500.00	\$ -
604-42100-214	MEALS	\$ 24.96	\$ 69.44	\$ 150.00	\$ 150.00	\$ -
604-42100-301	AUDIT FEES	\$ 174.50	\$ 278.20	\$ 221.25	\$ 221.25	\$ -
604-42100-308	CONTRACTED CLEANING SERVICE	\$ 2,300.00	\$ 2,070.00	\$ 3,000.00	\$ 3,000.00	\$ -
604-42100-310	OTHER CONSULTANT-TRAINERS	\$ -	\$ 2,040.00	\$ -	\$ -	\$ -
604-42100-321	TELEPHONE	\$ 458.61	\$ 384.13	\$ 500.00	\$ 500.00	\$ -
604-42100-342	MARKETING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
604-42100-381	ELECTRICITY	\$ 2,460.73	\$ 209.50	\$ 3,850.00	\$ 3,850.00	\$ -
604-42100-382	WATER & SEWER	\$ 719.42	\$ 574.91	\$ 660.00	\$ 660.00	\$ -
604-42100-383	NATURAL GAS	\$ 1,045.73	\$ 871.84	\$ 1,100.00	\$ 1,100.00	\$ -
604-42100-401	MAINT & REPAIR (BLDG)	\$ 537.98	\$ 702.36	\$ 900.00	\$ 900.00	\$ -
604-42100-402	MAINT & REPAIR (SHOOTHOUSE)	\$ -	\$ 728.08	\$ 1,000.00	\$ 1,000.00	\$ -
604-42100-405	SECURITY MONITORING	\$ 19.95	\$ -	\$ 300.00	\$ 300.00	\$ -
604-42100-420	DEPRECIATION EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
604-42100-439	SALES TAX	\$ 256.78	\$ 568.67	\$ -	\$ -	\$ -
604-42103-101	SALARIES (F/T) - PUBLIC WORKS	\$ 1,056.32	\$ 2,380.18	\$ 2,785.74	\$ 3,046.16	\$ 260.42

TRAINING CENTER FUND

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance
604-42103-102	WAGES (O/T) - PUBLIC WORKS	\$ 163.67	\$ 256.43	\$ 299.37	\$ 327.83	\$ 28.46
604-42103-105	ON CALL-PUBLIC WORKS	\$ 110.53	\$ 54.30	\$ 62.40	\$ 62.40	\$ -
604-42103-121	PERA - PUBLIC WORKS	\$ 212.30	\$ 202.02	\$ 236.06	\$ 257.73	\$ 21.67
604-42103-122	FICA- PUBLIC WORKS	\$ 160.68	\$ 154.57	\$ 195.15	\$ 213.06	\$ 17.91
604-42103-125	MEDICARE- PUBLIC WORKS	\$ 33.93	\$ 36.07	\$ 44.69	\$ 48.80	\$ 4.11
604-42103-130	INSURANCE BENEFITS	\$ 571.14	\$ 565.71	\$ 1,170.28	\$ 779.29	\$ (390.99)
	TOTAL EXPENDITURES	\$ 14,842.30	\$ 18,904.19	\$ 22,774.94	\$ 21,872.51	\$ (902.43)
	TOTAL REVENUE	\$ 17,938.65	\$ 12,261.00	\$ 18,400.00	\$ 16,900.00	
	TOTAL EXPENDITURES	\$ 14,842.30	\$ 18,904.19	\$ 22,774.94	\$ 21,872.51	
		\$ 3,096.35	\$ (6,643.19)	\$ (4,374.94)	\$ (4,972.51)	

STORM WATER FUND

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance
REVENUES						
605-36210-000	INTEREST EARNINGS	\$ 2.78	\$ -	\$ -	\$ -	\$ -
605-37153-000	AREA CHARGES	\$ 6,100.00	\$ -	\$ -	\$ -	\$ -
605-37300-000	STORM UTILITY FEES	\$ 47,938.04	\$ 40,725.51	\$ 46,500.00	\$ 46,500.00	\$ -
605-37370-000	ASSESSMENT FOR DELINQUENT BI	\$ 161.03	\$ 5.04	\$ -	\$ -	\$ -
	TOTAL REVENUES	\$ 54,201.85	\$ 40,730.55	\$ 46,500.00	\$ 46,500.00	\$ -
EXPENDITURES						
605-46500-301	AUDIT FEES	\$ 349.00	\$ 556.40	\$ 442.50	\$ 442.50	\$ -
605-48000-420	DEPRECIATION EXPENSE	\$ 88,134.28	\$ -	\$ -	\$ -	\$ -
605-49400-401	MAINT & REPAIR-DITCH CLEANING	\$ -	\$ -	\$ -	\$ -	\$ -
605-49400-720	TRANS OUT D/S 332	\$ 22,000.00	\$ -	\$ 22,000.00	\$ 22,000.00	\$ -
605-49400-721	TRANS OUT D/S 329	\$ -	\$ -	\$ -	\$ -	\$ -
605-49400-722	TRANSFER OUT TO D/S 331	\$ -	\$ -	\$ -	\$ -	\$ -
605-49400-723	TRANSFER OUT	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -
	TOTAL EXPENDITURES	\$ 120,483.28	\$ 556.40	\$ 32,442.50	\$ 32,442.50	\$ -
	TOTAL REVENUE	\$ 54,201.85	\$ 40,730.55	\$ 46,500.00	\$ 46,500.00	
	TOTAL EXPENDITURES	\$ 120,483.28	\$ 556.40	\$ 32,442.50	\$ 32,442.50	
		\$ (66,281.43)	\$ 40,174.15	\$ 14,057.50	\$ 14,057.50	

CEMETERY FUND

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance
REVENUES						
651-34940-000	CEMETERY LOT SALES	\$ 8,500.00	\$ 2,500.00	\$ 8,000.00	\$ 8,000.00	\$ -
651-34941-000	BURIAL FEES	\$ 2,625.00	\$ 1,950.00	\$ 2,000.00	\$ 2,000.00	\$ -
651-36201-000	MISC REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
651-36210-000	INTEREST EARNINGS	\$ 245.14	\$ -	\$ -	\$ -	\$ -
651-36220-000	FARM LAND RENT	\$ -	\$ -	\$ 2,865.00	\$ 2,865.00	\$ -
	TOTAL REVENUES	\$ 11,370.14	\$ 4,450.00	\$ 12,865.00	\$ 12,865.00	\$ -
EXPENDITURES						
651-49010-101	SALARIES (F/T) - PUBLIC WORKS	\$ 7,844.32	\$ 6,904.61	\$ 8,111.58	\$ 8,844.99	\$ 733.41
651-49010-102	WAGES (O/T) - PUBLIC WORKS	\$ 260.08	\$ 450.63	\$ 760.26	\$ 829.66	\$ 69.40
651-49010-105	ON CALL-PUBLIC WORKS	\$ 274.22	\$ 175.80	\$ 202.80	\$ 202.80	\$ -
651-49010-121	PERA - PUBLIC WORKS	\$ 599.07	\$ 565.26	\$ 680.60	\$ 740.81	\$ 60.21
651-49010-122	FICA - PUBLIC WORKS	\$ 452.81	\$ 431.51	\$ 562.63	\$ 612.40	\$ 49.77
651-49010-125	MEDICARE - PUBLIC WORKS	\$ 105.82	\$ 101.01	\$ 128.86	\$ 140.26	\$ 11.40
651-49010-130	INSURANCE BENEFITS - PUBLIC W	\$ 1,884.57	\$ 1,851.78	\$ 2,299.10	\$ 2,519.84	\$ 220.74
651-49010-150	WORKER'S COMPENSATION	\$ 1,531.22	\$ 2,438.29	\$ 1,850.00	\$ 2,072.00	\$ 222.00
651-49010-177	SEXTON DUTIES	\$ 1,155.00	\$ -	\$ 1,200.00	\$ 1,200.00	\$ -
651-49010-200	OFFICE SUPPLIES	\$ 27.97	\$ -	\$ -	\$ -	\$ -
651-49010-210	OPERATING SUPPLIES	\$ 1,074.83	\$ -	\$ 200.00	\$ 200.00	\$ -
651-49010-301	AUDIT FEES	\$ 174.50	\$ 278.20	\$ 221.25	\$ 221.25	\$ -
651-49010-304	LEGAL FEES	\$ 67.50	\$ 292.50	\$ -	\$ -	\$ -
651-49010-310	OTHER CONSULTANT	\$ 4,934.83	\$ -	\$ -	\$ -	\$ -
651-49010-350	PRINTING & PUBLISHING	\$ 803.00	\$ -	\$ -	\$ -	\$ -
651-49010-360	COMP INSURANCE	\$ 61.05	\$ 72.29	\$ 20.00	\$ 23.00	\$ 3.00
651-49010-381	ELECTRICITY	\$ 537.55	\$ 239.75	\$ 375.00	\$ 550.00	\$ 175.00
651-49010-404	MAINT AND REPAIR	\$ 2,707.78	\$ -	\$ -	\$ -	\$ -
651-49010-405	MAINT. & REPAIR (CEM. GROUNDS)	\$ 3,366.36	\$ 8,855.00	\$ 1,000.00	\$ 3,000.00	\$ 2,000.00
651-49010-437	MISCELLANEOUS	\$ 1,450.00	\$ 1,336.00	\$ 1,300.00	\$ 1,300.00	\$ -
651-49017-102	OVERTIME (P/T) - SEASONAL	\$ 19.67	\$ 18.75	\$ 93.60	\$ 93.60	\$ -
651-49017-103	SALARIES (P/T) - SEASONAL	\$ 1,474.40	\$ 116.25	\$ 1,343.68	\$ 1,343.68	\$ -
651-49017-122	FICA - SEASONAL	\$ 88.77	\$ 8.36	\$ 89.11	\$ 89.11	\$ 0.00
651-49017-125	MEDICARE - SEASONAL	\$ 20.74	\$ 1.97	\$ 20.41	\$ 20.41	\$ (0.00)
	TOTAL EXPENDITURES	\$ 30,916.06	\$ 24,137.96	\$ 20,458.88	\$ 24,003.81	\$ 3,544.93

CEMETERY FUND

Account Number	Account Title	12/31/2022 Actual	10/31/2023 Actual	12/31/2023 Budget	12/31/2024 Budget	Budget Variance
	TOTAL REVENUE	\$ 11,370.14	\$ 4,450.00	\$ 12,865.00	\$ 12,865.00	
	TOTAL EXPENDITURES	\$ 30,916.06	\$ 24,137.96	\$ 20,458.88	\$ 24,003.81	
		\$ (19,545.92)	\$ (19,687.96)	\$ (7,593.88)	\$ (11,138.81)	



2024 TAX LEVY AND BUDGET PROPOSAL

Truth-in-Taxation Public Hearing
December 11, 2023



Wright County Taxpayer Services
 1000 Grandview Ave., Suite 200, Annandale, MN
 55302-0136
 651-261-1000 ext. 200
 www.wrightcountymn.gov

CITY OF ANNANDALE
 30 CEDAR ST E
 PO BOX K
 ANNANDALE MN 55302-0136



Property ID#:
 102-500-191213

ANNANDALE MN

Property Description:
 Sect-19 Twp-121 Range-027
 UNPLATTED LAND ANNANDALE
 28.66 AC
 (PLEASANT VIEW CEMETERY)
 THAT PART OF GOVERNMENT LOTS 1

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2022	Proposed 2023
County - WRIGHT COUNTY 3650 BRADDOCK AVE NE, BUFFALO PROPERTY TAX QUESTIONS: 763-682-7574 OR 763-682-7577	DEC 14 AT 6:00 PM COUNTY BOARD ROOM GOV CENTER 3650 BRADDOCK AVE NE, BUFFALO EMAIL BUDGET QUESTIONS TO: BUDGET@CO.WRIGHT.MN.US	\$ 549.71	\$ 528.43
City or Township - CITY OF ANNANDALE 30 CEDAR ST E PO BOX K ANNANDALE MN 55302 PHONE: 320-274-3055	DEC 12 AT 6:30 PM ANNANDALE CITY HALL COUNCIL CHAMBERS 30 CEDAR ST E ANNANDALE MN 55302	688.04	676.06
School District - ANNANDALE ISD 876 Voter Approved Levies Other Local Levies ANNANDALE ISD 876 PO BOX 190 ANNANDALE MN 55302 PHONE: 320-274-5602	DEC 14 AT 6:00 PM ANNANDALE ELEMENTARY SCHOOL BENDIX MEDIA CENTER 655 PARK ST E ANNANDALE MN 55302	47.35 91.54	32.61 88.74
Special Taxing Districts CLEARWATER RIVER WS Tax Increment Tax	NO MEETING NO MEETING	17.36 .00	16.16 .00

TOTAL excluding special assessments \$ 1,394.00 \$ 1,342.00 -3.7%

PROPOSED TAXES 2023

THIS IS NOT A BILL DO NOT PAY.

Step	Taxes Payable Year	2022	2023
1	Estimated market value:	\$126,000	\$140,000
	Homesstead exclusion:		
	Other exclusion:		
	Taxable market value:	\$126,000	\$140,000
	Class:	AG NHSTD	AG NHSTD

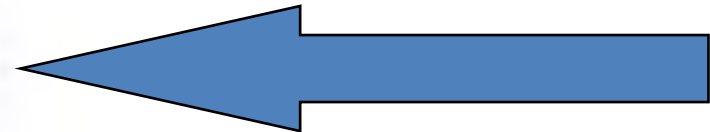
Step	PROPOSED TAX	
2	Property Taxes before credits:	\$1,418.08
	School building bond credit:	\$76.08
	Agriculture market value credit:	\$0.00
	Other credits:	<u>\$0.00</u>
	Property Taxes after credits:	\$1,342.00

Step	PROPERTY TAX STATEMENT
3	Coming in 2023

The time to provide feedback on
 PROPOSED LEVIES is NOW

(It is too late to appeal your value without going to Tax Court.)

Why we
 are here





Wright County Taxpayer Services
 3650 Braddock Ave NE, Buffalo, MN 55302
 (763) 682-7574
 www.wrightcountymn.gov

CITY OF ANNANDALE
 30 CEDAR ST E
 PO BOX K
 ANNANDALE MN 55302-0136



Property ID#: 102-500-191213

Property Address: 8949 LAWRENCE AVE NW
 ANNANDALE MN

Property Description:
 Sect-19 Twp-121 Range-027
 UNPLATTED LAND ANNANDALE 1
 26.66 AC
 (PLEASANT VIEW CEMETERY)
 THAT PART OF GOVERNMENT LOTS 1

PROPOSED TAXES 2023

THIS IS NOT A BILL. DO NOT PAY.

Step 1: VALUES AND CLASSIFICATION

Taxes Payable Year	2022	2023
Estimated market value:	\$126,000	\$140,000
Homesite exclusion:		
Other exclusion:		
Taxable market value:	\$126,000	\$140,000
Class:	AG NHSTD	AG NHSTD

Step 2: PROPOSED TAX

Property Taxes before credits:	\$1,418.08
School building bond credit:	\$76.08
Agriculture market value credit:	\$0.00
Other credits:	\$0.00
Property Taxes after credits:	\$1,342.00

Step 3: PROPERTY TAX SYSTEMS (Coming in 2023)

The time to provide feedback on PROPOSED LEVIES is NOW
 (It is too late to appeal your value without going to Tax Court.)



We are not
 here for
 property
 valuations

Local Board of
 Review - Spring

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2022	Proposed 2023
County - WRIGHT COUNTY 3650 BRADDOCK AVE NE, BUFFALO PROPERTY TAX QUESTIONS: 763-682-7574 OR 763-682-7577	DEC 14 AT 6:00 PM COUNTY BOARD ROOM GOV CENTER 3650 BRADDOCK AVE NE, BUFFALO EMAIL BUDGET QUESTIONS TO: BUDGET@CO.WRIGHT.MN.US	\$ 549.71	\$ 528.43
City or Township - CITY OF ANNANDALE 30 CEDAR ST E PO BOX K ANNANDALE MN 55302 PHONE: 320-274-3055	DEC 12 AT 6:30 PM ANNANDALE CITY HALL COUNCIL CHAMBERS 30 CEDAR ST E ANNANDALE MN 55302	688.04	676.06
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Special Taxing Districts CLEARWATER RIVER WS Tax Increment Tax	NO MEETING NO MEETING	17.36 .00	16.16 .00

TOTAL excluding special assessments	\$	1,394.00	\$	1,342.00	-3.7%
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How property taxes are calculated

- State Law sets Assessment Ratios
- Properties are valued in January

Property Valuation x Assessment Ratio = Tax Capacity

- Local Governments set levies in Fall
- Tax Rate is established based on certified levies

Levy / Total Tax Capacity = Tax Rate

- Individual Property Tax is computed by:

Individual Tax Capacity x Tax Rate = Total Tax

Understanding Tax Statements

- County responsible for mailing and collecting property taxes
- Consist of Total Tax from
 - City
 - School
 - County
 - Assessments
 - State General Tax (Commercial only)



Wright County Taxpayer Services
 4000 Grandview Avenue, Suite 100
 Buffalo, MN 55302
 (763) 682-7574
 www.wrightcountymn.gov

CITY OF ANNANDALE
 30 CEDAR ST E
 PO BOX K
 ANNANDALE MN 55302

00000000049



Property ID#:
 102-500-191213

Property Address:
 8949 LAWRENCE AVE NW
 ANNANDALE MN

Property Description:
 Sect-19 Twp-121 Range-027
 UNPLATTED LAND ANNANDALE1
 28.66 AC
 (PLEASANT VIEW CEMETERY)
 THAT PART OF GOVERNMENT LOTS 1

PROPOSED TAXES 2023

THIS IS NOT A BILL DO NOT PAY.

VALUES AND CLASSIFICATION			
Step	Taxes Payable Year	2022	2023
1	Estimated market value:	\$126,000	\$140,000
	Homeschool exclusion:		
	Other exclusion:		
	Taxable market value:	\$126,000	\$140,000
	Class:	AG NHSTD	AG NHSTD
PROPOSED TAX			
2	Property Taxes before credits:		\$1,418.08
	School building bond credit:		\$76.08
	Agriculture market value credit:		\$0.00
	Other credits:		\$0.00
Property Taxes after credits:			\$1,342.00

Step	PROPERTY TAX STATEMENT
3	Coming in 2023
The time to provide feedback on PROPOSED LEVIES is NOW	
It is too late to appeal your value without paying the tax first.	

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2022	Proposed 2023
County - WRIGHT COUNTY 3650 BRADDOCK AVE NE, BUFFALO PROPERTY TAX QUESTIONS: 763-682-7574 OR 763-682-7577	DEC 14 AT 6:00 PM COUNTY BOARD ROOM GOV CENTER 3650 BRADDOCK AVE NE, BUFFALO EMAIL BUDGET QUESTIONS TO: BUDGET@CO.WRIGHT.MN.US	\$ 549.71	\$ 528.43
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Special Taxing Districts CLEARWATER RIVER WS Tax Increment Tax	NO MEETING NO MEETING	17.36 .00	16.16 .00

TOTAL excluding special assessments \$ 1,394.00 \$ 1,342.00 -3.7%

County Tax →

City Tax →

School Tax →

CRWD Tax →

Total Tax →

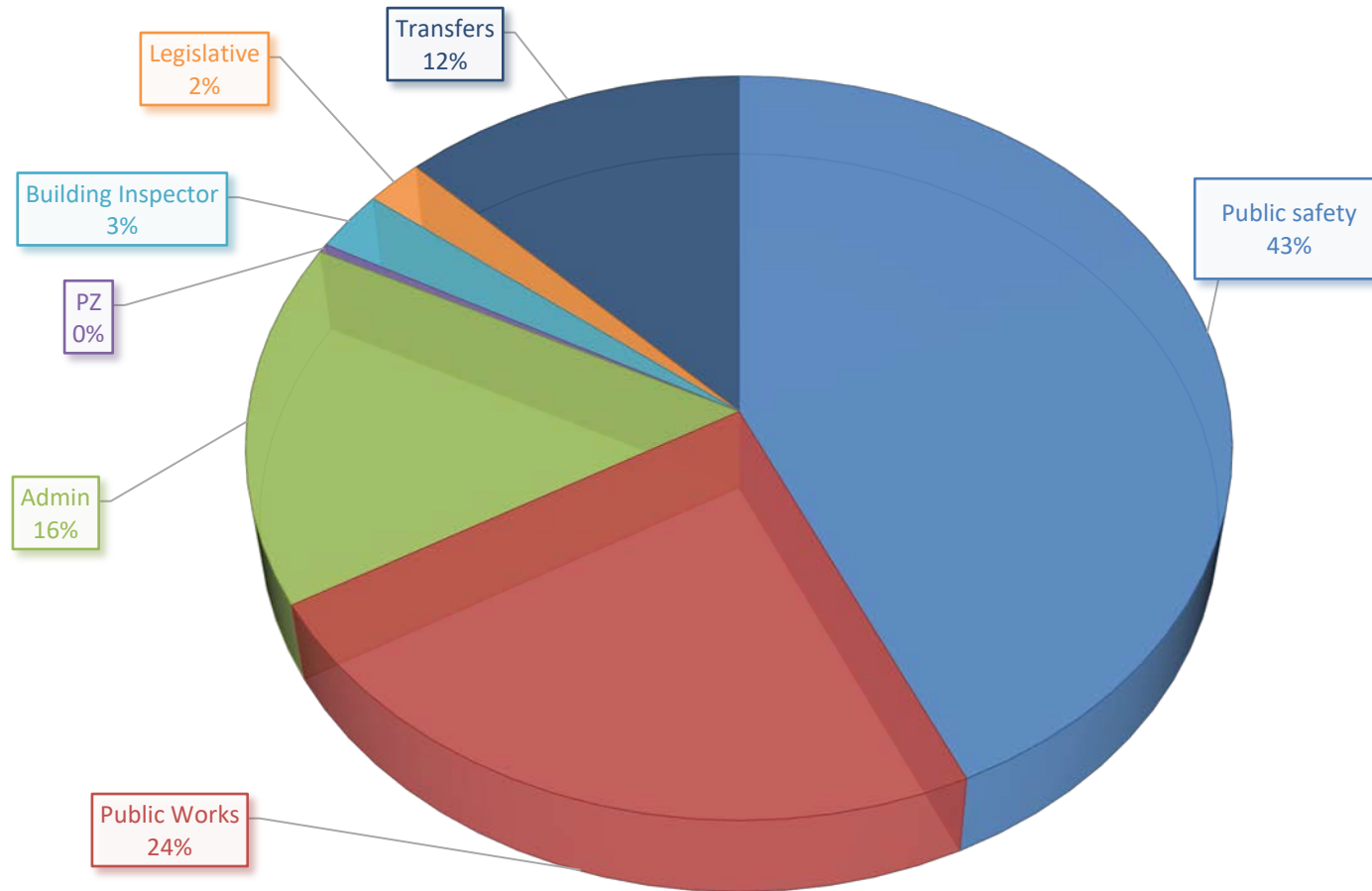
City of Annandale Tax Levy

- 2024 Proposed Final Levies
 - General Levy- \$1,520,159
 - Debt Service Levy- \$259,564
 - Abatement- \$2500
- Total Proposed Final Levy- \$1,782,223
 - (5.98% Increase from 2023)
- Estimated 2024 Tax Capacity- \$4,163,979
- Estimated 2024 Tax Rate- 42.837%
 - Estimated to decrease 4.90% from 2023

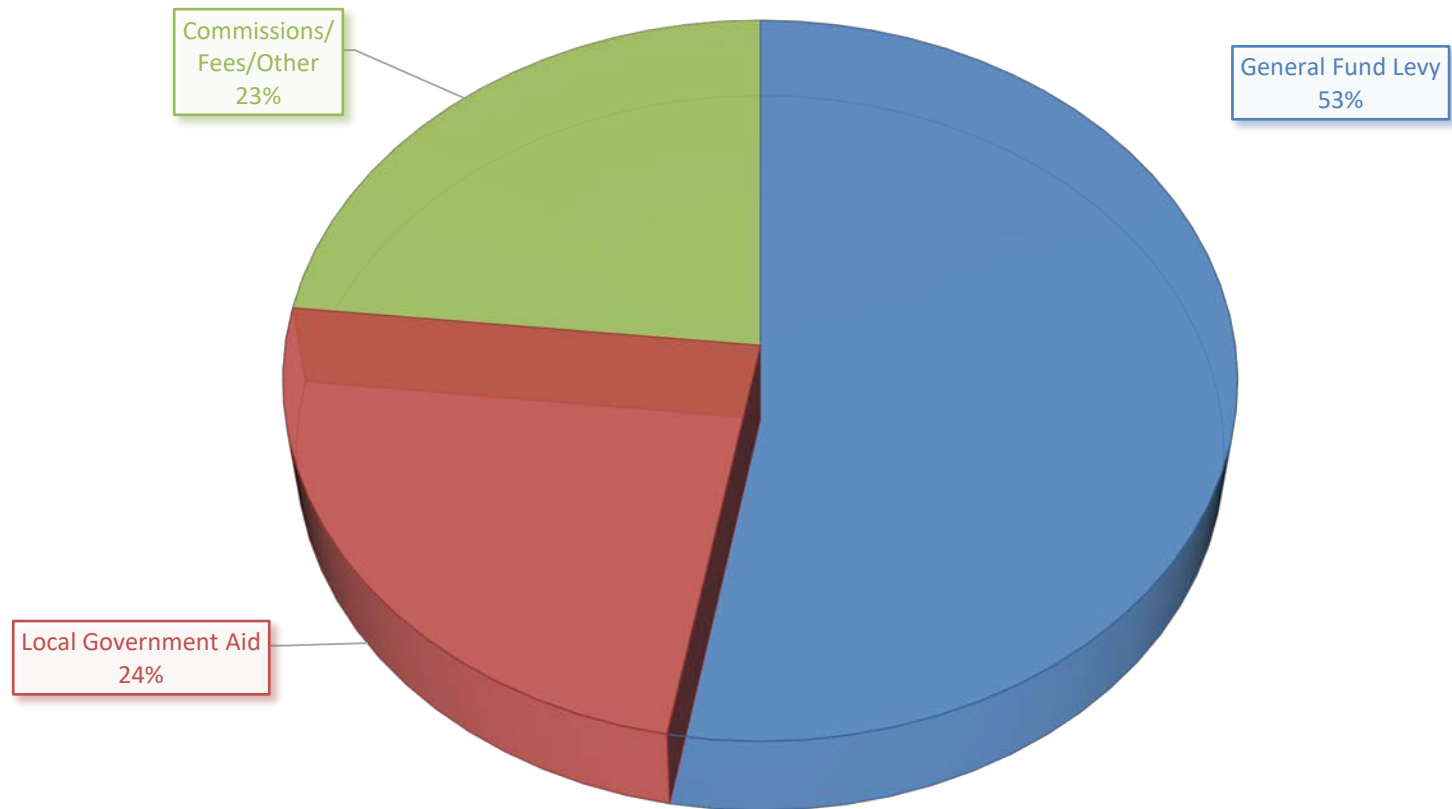
2023 Revenues vs Expenditures

REVENUES	2022	2023	
General Fund Levy	\$ 1,460,715	\$ 1,503,158	\$ 42,433
Local Government Aid	\$ 559,503	\$ 678,227	\$ 118,721
Commissions/Fees/Other	\$ 594,915	\$ 662,915	\$ 68,000
	\$ 2,615,133	\$ 2,844,300	\$ 229,167
Debt Service Levy	\$ 218,400	\$ 259,564	\$ 41,164
EXPENDITURES			
Public Safety- Fire and Police	\$ 1,073,114.70	\$ 1,232,465.11	\$ 159,350.41
Public Works	\$ 631,192.87	\$ 675,326.54	\$ 44,133.67
Admin/City Hall/Elections	\$ 397,582.13	\$ 452,289.62	\$ 54,707.49
P&Z/Park Comm	\$ 6,402.25	\$ 10,784.25	\$ 4,382.00
Building Insp./Assessor	\$ 70,922.10	\$ 75,311.61	\$ 4,389.51
Legislative	\$ 42,829.25	\$ 58,904.15	\$ 16,074.90
Capital Outlay	\$ 393,090.00	\$ 356,220.00	\$ (36,870.00)
	\$ 2,615,133	\$ 2,861,301	\$ 246,168

2024 General Fund Expenditures

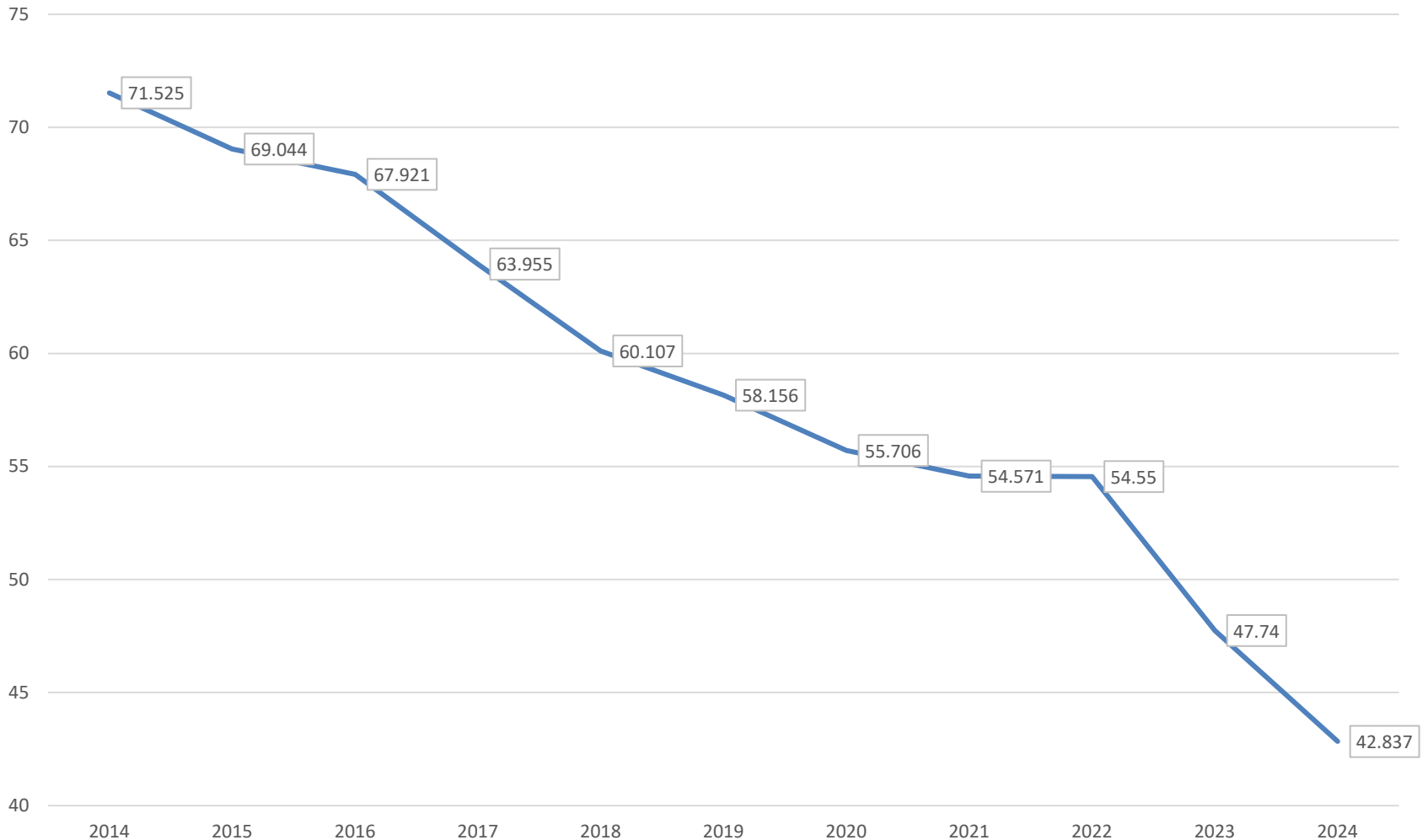


2024 General Fund Revenues



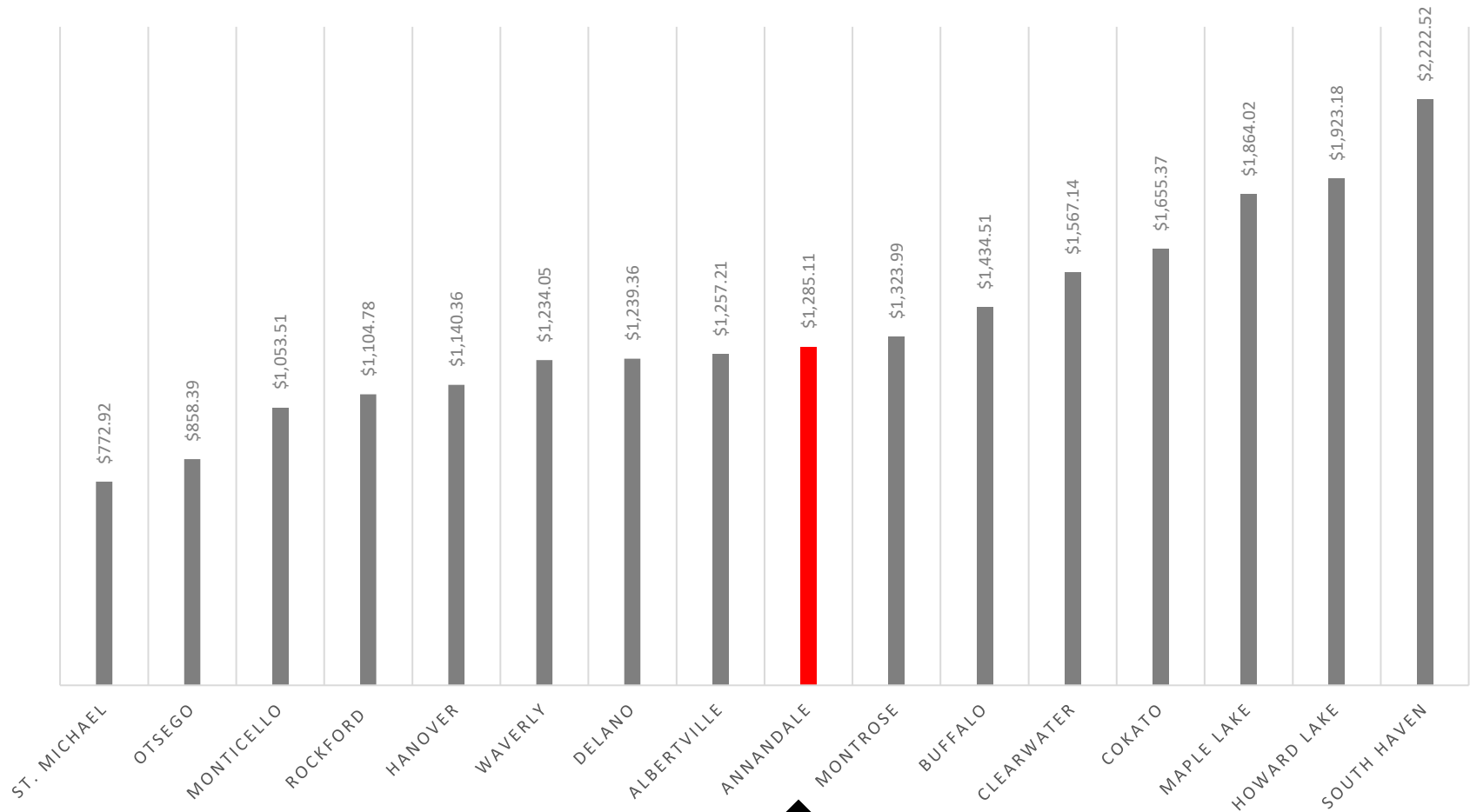
Annandale Tax Rate Trend

(Total Levy/Total Tax Capacity)



2024 Proposed City Taxes- \$300k Home

PROPOSED CITY TAXES PAYABLE 2024



9th Overall- \$1,285.11



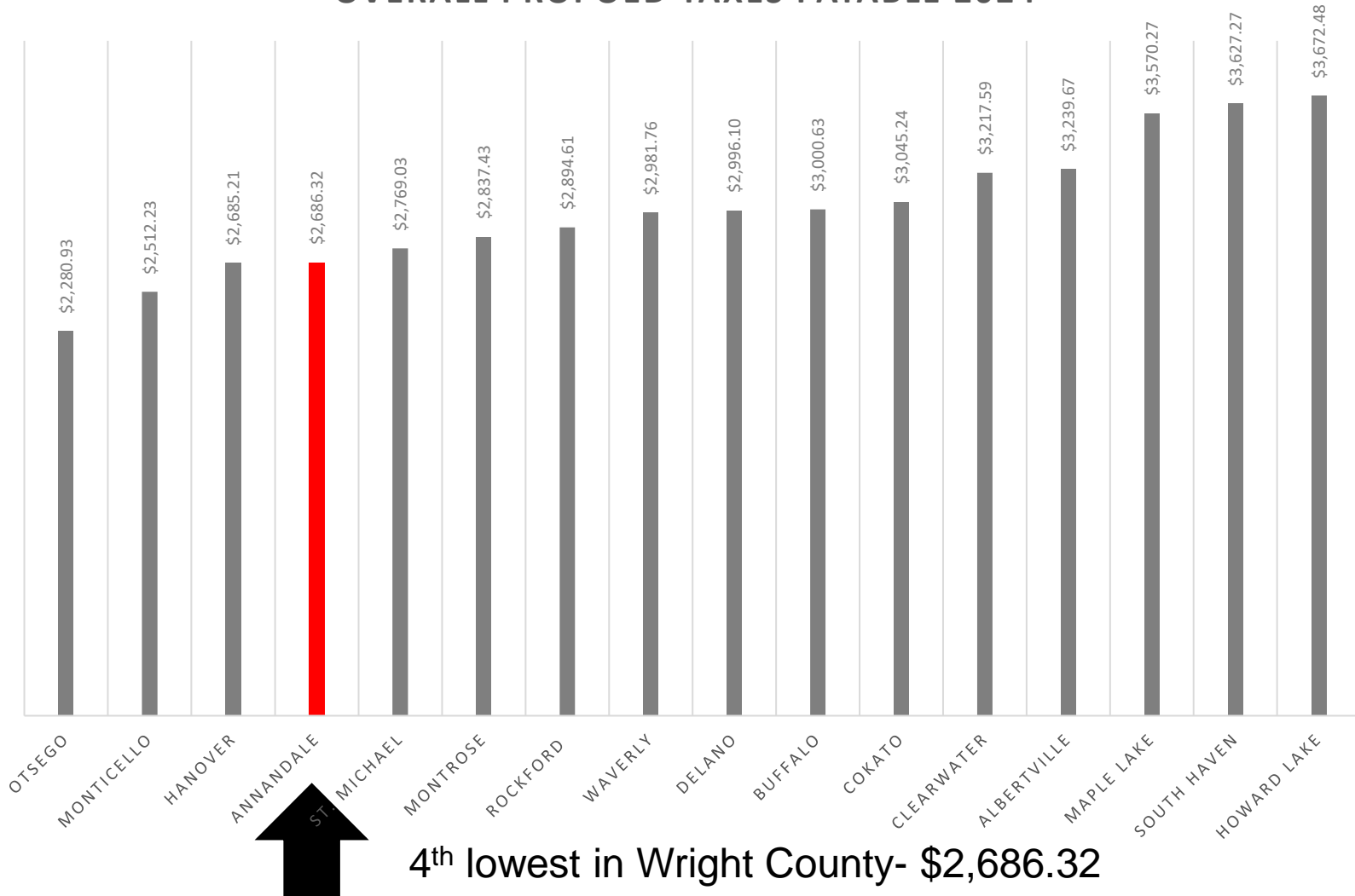
City Tax Comparison- \$300K Home

City	Total Tax	Amt +/-
St. Michael	\$ 773	\$ (512)
Otsego	\$ 858	\$ (427)
Monticello	\$ 1,054	\$ (232)
Rockford	\$ 1,105	\$ (180)
Hanover	\$ 1,140	\$ (145)
Waverly	\$ 1,234	\$ (51)
Delano	\$ 1,239	\$ (46)
Albertville	\$ 1,257	\$ (28)
Annandale	\$ 1,285	\$ -
Montrose	\$ 1,324	\$ 39
Buffalo	\$ 1,435	\$ 149
Clearwater	\$ 1,567	\$ 282
Cokato	\$ 1,655	\$ 370
Maple Lake	\$ 1,864	\$ 579
Howard Lake	\$ 1,923	\$ 638
South Haven	\$ 2,223	\$ 937

**All City Comparisons are based on Proposed Tax Levies Certified to Wright County for taxes payable 2024

2024 Overall Taxes- \$300k Home

OVERALL PROPOED TAXES PAYABLE 2024



Total Tax Comparison- \$300K Home

City	Total Tax	Amt +/-
Otsego	\$ 2,281	\$ (405)
Monticello	\$ 2,512	\$ (174)
Hanover	\$ 2,685	\$ (1)
Annandale	\$ 2,686	\$ -
St. Michael	\$ 2,769	\$ 83
Montrose	\$ 2,837	\$ 151
Rockford	\$ 2,895	\$ 208
Waverly	\$ 2,982	\$ 295
Delano	\$ 2,996	\$ 310
Buffalo	\$ 3,001	\$ 314
Cokato	\$ 3,045	\$ 359
Clearwater	\$ 3,218	\$ 531
Albertville	\$ 3,240	\$ 553
Maple Lake	\$ 3,570	\$ 884
South Haven	\$ 3,627	\$ 941
Howard Lake	\$ 3,672	\$ 986

**All City Comparisons are based on Proposed Tax Levies Certified to Wright County for taxes payable 2024

Questions?



City Council Agenda

December 11, 2023

Agenda Section: Public Hearing

Agenda No. 4C

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Ordinance Approving Fee Amendments.

Core Strategy:

- | | |
|--|--|
| <input type="checkbox"/> Inspire Community Engagement | <input checked="" type="checkbox"/> Provide Proactive Leadership |
| <input checked="" type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input checked="" type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Attached is Ordinance approving fee amendments. The following amendments are proposed:

Fee	Current	New
Assessment Search	\$ 10.00	\$ 30.00
THC Retail Registration	\$ -	\$ 1,000.00
Wetland Application Fee	\$ -	\$ 200.00
Wetland Application Escrow	\$ -	\$ 1,000.00
Refuse Rates:		
35 Gallon	\$ 11.32	\$ 11.92
35 Gallon	\$ 9.95	\$ 10.55
65 Gallon	\$ 12.47	\$ 13.75
95 Gallon	\$ 13.69	\$ 16.05
Recycling	\$ 4.47	\$ 5.72
Water/Sewer Rates:		
Water Volume Charge	\$ 4.33	\$ 4.42
Water Base Rate- Res	\$ 10.33	\$ 10.54
Water Base Rate- Comm	\$ 10.88	\$ 11.10
Sewer Volume Charge	\$ 3.98	\$ 4.08
Sewer Base Rate- Res	\$ 16.00	\$ 16.40
Sewer Base Rate- Comm	\$ 16.55	\$ 16.96
WWTP Fee	\$ 7.72	\$ 7.91

Recommended Action

Motion to Approve Ordinance as presented

Attachments:

Ordinance
Proposed 2024 Fee Schedule

ORDINANCE NO. 413
AMENDING FEE SCHEDULE

The Council of the City of Annandale, Minnesota does hereby ordain:

Section 1. Annandale City Code Section 30.12 Fees and Charges, is hereby amended as follows:

Attached

Section 2. If any section or portion of this Ordinance is found to be unconstitutional or otherwise invalid or unenforceable by any court of competent jurisdiction, such findings shall not serve as an invalidation of, nor shall it affect the validity and enforceability of any other section or provision of this Ordinance.

Section 3. The effective date of this ordinance shall be January 1, 2024.

Adopted this 11th day of December 2023

ATTEST:

Shelly Jonas, Mayor

Kelly Hinnenkamp, City Administrator/Clerk

Fee	Current	New
Assessment Search	\$ 10.00	\$ 30.00
THC Retail Registration	\$ -	\$ 1,000.00
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Sewer Base Rate- Res	\$ 16.00	\$ 16.40
Sewer Base Rate- Comm	\$ 16.55	\$ 16.96
WWTP Fee	\$ 7.72	\$ 7.91

2024 Fee Schedule

Liquor License Fees

Intoxicating Liquor Licenses		
On Sale	\$ 3,000.00	August 1st - annually
Off Sale	\$ 100.00	August 1st - annually
Beer		
On Sale	\$ 300.00	January 1st annually
Off Sale	\$ 25.00	January 1st - annually
Brewery Licenses		
Off-Sale	\$ 250.00	August 1st - annually
On-Sale	\$ 250.00	August 1st - annually
Wine	\$ 300.00	August 1st annually
Sunday	\$ 200.00	August 1st annually
Set up	\$ 300.00	August 1st annually
Club	\$ 200.00	January 1st annually
Special Permit (3 day)	\$ -	Council Decision (must be sponsored by Charitable Organization of 3 yrs duration)

Liquor Violation Fees

First Offense over a 24 month period:	\$ 700.00	fine
Second Offense over a 24 month period:	\$ 1,500.00	fine and suspension up to 60 days
All Other Offenses over a 24 month period:	\$ 2,000.00	fine and suspension up to 60 days

General License and Permits

Limited Keeping of Chickens License	\$ 50.00	Initial fee, \$10 annual renewal
Tobacco License	\$ 50.00	January 1st annually
THC Registration License	\$ 1,000.00	January 1st - annually
Sanitation (refuse) Commercial License	\$ 100.00	January 1st annually
Massage, Tattoo, Piercing Application	\$ -	January 1st annually, One-Time Background Required
Charitable Gambling Permit	\$ -	Per permit
Parade Permit	\$ -	Plus cost of police services, if necessary
Background Fee	\$ 35.00	
Mobile Food Units	\$ 25.00	Per Day
Peddler/Transient Merchant	\$ 50.00	1-3 Day Permit
	\$ 100.00	4-10 Day Permit
	\$ 250.00	30 Day Permit (peddlers only)
	\$ 500.00	Annual permit (peddlers only)

Chamber sponsored events such as the Fourth of July Celebration, All City Garage Sale, Craft Fair, etc. are exempt from these City permit fees, but must instead obtain separate Chamber approval.

Animal License

Dog License	\$ 25.00	One Time Registration per dog
-------------	----------	-------------------------------

Animal Violations

1st pickup – licensed	\$ 20.00	
1st pickup – unlicensed	\$ 50.00	
2nd pickup – licensed or unlicensed	\$ 50.00	

3rd pickup – licensed & unlicensed	\$ 75.00	
Failure to clean up after animal	\$ 25.00	
Pet not on a leash	\$ 25.00	
Habitual Barking – 1st offense	\$ 25.00	
Habitual Barking – 2nd offense	\$ 50.00	
Habitual Barking – 3rd or more	\$ 75.00	
Building Usage Rental		
Community Room- No Alcohol	\$ 20.00	M-F Rate per day
	\$ 100.00	Sat-Sun Rate per day
\$50 damage deposit required for each rental B check returned in 7-10 days.		
No rent charge for senior dining or related activities for senior citizens.		
Other renters approved by the City Council will be charged a flat monthly fee rather than a per use charge based upon regular usage.		
Park Pavilion		
(\$200 (non-alcohol/\$400 (alcohol) Damage Deposit required for each level - check returned in 7 - 10 days; Payment of one-half of rental fee is required to reserve either level and that amount is non-refundable in event of cancellation). \$50 discount for consecutive day rentals.		
Upper Level Resident	\$ 200.00	Fri-Sun Rate per day
Upper Level Resident	\$ 100.00	M-Th Rate per day
Upper Level Non -Resident	\$ 250.00	Fri-Sun Rate per day
Upper Level Non-Resident	\$ 150.00	M-Th Rate per day
Lower Level Resident	\$ 250.00	Fri-Sun Rate per day
Lower Level Resident	\$ 150.00	M-Th Rate per day
Lower Level Non -Resident	\$ 300.00	Fri-Sun Rate per day
Lower Level Non-Resident	\$ 200.00	M-Th Rate per day
Service Fees		
Cutting Grass	\$ 50.00	Per hour (2 hour minimum)
Snow Removal	\$ 100.00	Per hour (3 hour minimum)
Bituminous Replacement	Reimburse cost & contractor expense	
Damaged Meters	Reimburse meter & labor at \$50/hour	
Main to Stand Pipe	Reimburse materials & labor at \$50/hour	
Stand Pipe to Owner	Property Owner expense/responsibility	
Criminal Background Check	\$ 20.00	per Household Check
Utility Fees		
Water Meters New	\$ 370.00	Per 3/4 or 5/8 meter
Water Access Charge- Res	\$ 2,800.00	per residential unit
Water Access Charge Com/Ind (base fee)	\$ 2,800.00	per REU*
Sewer Access Charge	\$ 5,500.00	per residential unit
Sewer Access Charge Com/Ind (base fee)	\$ 5,500.00	per REU*

*The City will determine the actual fees to be charged to commercial/industrial units based upon their estimated impact on the City's water and sewer systems. The base fee is the minimum fee to be charged. The City will use the Metropolitan Council Environmental Services Service Availability Charge Procedures Manual (January, 1996) as a guide in determining the impact and establishing the fee. Any developer who disagrees with City staff's determination of the Hook-Up fees may appeal the decision to the City Council for final determination.

Late Meter Reading	\$ 20.00	Per meter
Water Reconnect Penalty	\$ 40.00	Per reconnect after late payment
Water Usage Rates		
Volume Charge	\$ 4.42	Per thousand gallons based on metered water usage
Base Rate Fee- Residential	\$ 10.54	Monthly
Base Rate Fee- Comm.Ind	\$ 11.10	Monthly
Sewer Use Rates		
Volume Charge	\$ 4.08	Per thousand gallons based on metered water usage
Base Rate Fee- Residential	\$ 16.40	Monthly
Base Rate Fee- Comm/Ind	\$ 16.96	Monthly
WWTP Fee	\$ 7.91	Per thousand gallons based on metered water usage
Refuse Rates		
35 gallon:	\$ 11.92	per month
35 gallon:	\$ 10.55	per month (every other week service)
64 gallon:	\$ 13.75	per month
95 gallon:	\$ 16.05	per month
Recycling:	\$ 5.72	per month
Stormwater Residential	\$ 3.25	per month
Stormwater Commercial	\$ 4.25	per month
Late Payment Charge:	\$ 5.00	per service
Sanitary Sewer Area Charges:	\$ 1,200.00	per acre
Water Area Charges:	\$ 1,000.00	per acre
Storm Sewer Area Charges:	\$ 500.00	per acre
NSF Check Charge	\$ 20.00	
Snow Bird Reconnect	\$ 25.00	one time, paid before turn-off

Zoning Fees

Variance/Appeal	\$ 200.00	Plus Escrow
Conditional/Interim Use	\$ 200.00	Plus Escrow
CUP/IUP Monitoring Fee	Hourly	
Rezoning (Text or Map)	\$ 200.00	Plus Escrow
Minor Subdivision	\$ 200.00	Plus Escrow
Preliminary Plat	\$ 350.00	Plus \$2000 Escrow
Final Plat	\$ 150.00	Plus \$1000 Escrow
PUD- Prelim and Final Plan	\$ 200.00	Plus Escrow
Comprehensive Plan Amendment	\$ 200.00	Plus Escrow
Septic Systems Permit	\$ 105.00	Per application
Grading/Filling Permit	\$ 40.00	Per permit
Right of Way Permit	\$ 40.00	Per permit (excavation/obstruction)
Concept Plan Review	\$ 200.00	Plus Escrow
Site Plan Review	\$ 200.00	Plus Escrow
Zoning Inspections	Hourly	Per hour

Tower Location Requests	\$ 400.00	Min. or actual cost of review, \$400 escrow
Small Cell Wireless Permit	\$ 300.00	
Consulting Planner Review Fee	Hourly	
Consulting Engineer Review Fee	Hourly	
TIF District App Fee	\$ 6,500.00	
Wetland Application	\$ 200.00	Plus \$1000 Escrow
Mitigation Fee	\$ 35,000.00	per acre
Escrow Fee- Residential	\$ 500.00	applies to all applications unless otherwise noted
Escrow Fee- Commercial	\$ 2,000.00	applies to all applications unless otherwise noted
**If multiple application, highest fee and escrow only are applicable.		
Administrative Fees		
Copier Services	\$ 0.25	Per B/W copy (one side)
	\$ 0.50	Per Color copy (one side)
Council Packets	\$ 10.00	Per Packet
Zoning or Subd. Code	\$ 10.00	Per copy
City Code (entire)	\$ 25.00	Per copy
Assessment Searches	\$ 30.00	Per Search
Police Reports	\$ 0.25	Per Page (one side)–Per State Statue
Paper Service	\$ 20.00	Per Service
Police Special Services	\$ 35.00	Per Hour
Open Burning Permit	\$ -	
Finger Printing	\$ 15.00	
Building Fees		
The City of Annandale sets its building permit fee schedule by Ordinance. The building permit fees are based upon the estimated value of the finished structure.		
Total Valuation	Fee	
\$1.00 to \$2,000	\$20.00 for the first \$500 plus \$2 for each additional \$100 or fraction thereof, to and including \$2000.00	
\$2,001 to \$25,000	\$50 for the first \$2,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$25,000.00	
\$25,001 to \$50,000	\$252 for the first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000.00	
\$50,001 to \$100,000	\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000.00	
\$100,001 to \$500,000	\$639.50 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000.00	
\$500,001 to \$1,000,000	\$2,039.50 for the first \$500,000 plus \$3 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.00	
\$1,000,001 and up	\$3,539.50 for the first \$1,000,000 plus \$2 for each additional \$1,000 or fraction thereof	
State Surcharge	\$ 1.00	
Demolition Permit	\$ 55.00	Per application
Building/Sign Permit	Fee based on valuation-see schedule	
Fireplace Permit	\$ 55.00	Per application
Residing Permit	\$ 50.00	
Reroofing Permit	\$ 50.00	

Window Replacement	\$ 50.00	
Water Softener/Heater	\$ 50.00	
Domestic Irrigation	\$ 50.00	
Residential HVAC Permit	\$ 50.00	per appliance
Assessment Fee (New construction)	\$ 50.00	under \$500,000
	\$ 150.00	\$500,000 or over
A late fee will be charged for commencing construction without a permit.		
A building permit plan review fee of 65% of the building permit shall also be charged and collected by the City at the time		
Mechanical and plumbing charges are additional charges based upon units – check with the building inspector.		
Council, Board and Staff Reimbursement		
HRA:	No salary	
EDA:		
Board Chair:	\$ 30.00	per month
Board Member:	\$ 20.00	per month
Planning and Park Commission:		
Commission Chair:	\$ 55.00	per month
Commission Member:	\$ 35.00	per month
City Council:		
Mayor:	\$ 315.00	per month plus \$30 per special meeting
Council Member:	\$ 222.50	per month plus \$30 per special meeting
(The special meeting wage only applies where a quorum is present.)		
Staff and Officials Reimbursement Schedule:		
The following rates will be applied for reimbursement of Council approved activities on behalf of the City, in addition to reimbursement and advances for expenses for City business as approved by the City Council:		
Mileage	IRS Standard	
Meals	Per Personnel Policy	
Workboots (PW)	\$ 250.00	
Cemetery Fees		
Woodlawn Lot Purchase	\$ 500.00	
Pleasant View Lot Purchase	\$ 500.00	
Interment Fee	\$ 100.00	
Disinterment Fee	\$ 175.00	
Monument Marking Fee	\$ 35.00	
Administrative Penalties		
Administrative Fine/Code Violation	\$ 100.00	
Stop Sign/Semaphore Violation	\$ 60.00	
Restricted Turn or U-Turn	\$ 60.00	
Excessive Vehicle Noise	\$ 60.00	
Exhibition Driving	\$ 60.00	
Obstructing View of Driver	\$ 60.00	
Vehicle Equipment and Safety Violation	\$ 60.00	
Tinted Window Violation	\$ 60.00	
Speeding (1-15 over)	\$ 60.00	
Disturbing the Peace/Noise Violation	\$ 60.00	
Seatbelt Violation	\$ 40.00	

Garbage/Dumpster Violation	\$	40.00	
Peddler/Transient Merchant w/o License	\$	75.00	
Parking in traffic lane or alley	\$	25.00	
Winter Parking Violation	\$	25.00	
Parking oversized or unallowed vehicle	\$	25.00	
Parking on Landscaped Area	\$	25.00	
Parking on Wrong Side of Street	\$	25.00	
Other Parking Violations	\$	25.00	
Prohibited Bicycle/Skateboarding	\$	25.00	
Snowmobile Violation	\$	25.00	
Sidewalk Obstruction	\$	25.00	
Open Burning Violation	\$	25.00	
Curfew	\$	25.00	
Fire Fees			
Engine Type 1 & 2	\$	500.00	per hour
Engine Type 3-7	\$	250.00	per hour
Aerial Apparatus	\$	750.00	per hour
Tenders	\$	400.00	per hour
Utility & Rescue	\$	500.00	per hour
Boat/Water-Ice Rescue	\$	250.00	per hour
Personnel (each)	\$	40.00	per hour

City of Anandale, Minnesota Water Fund Analysis									Projected		
Audited											
Annual Inflation Rate:	1.50%										
Sales Growth Rate:	2.00%										
Operating Revenues	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
User Charges	454,928	522,321	542,747	555,943	515,191	587,139	676,708	651,471	653,874	666,951	680,291
WAC Fees	35,100	9,380	8,400	10,360	195,820	105,409	76,552	204,041	70,000	22,400	22,400
Penalties									7,000		
Other											
Levy for Housing Program	-	-	-	-	12,500	15,000	17,495	17,500	-	17,500	17,500
Total Operating Revenue	490,028	531,701	551,147	566,303	723,511	707,548	770,755	873,012	730,874	706,851	720,191
	454,928	502,781	550,241	565,694							
Operating Expenses											
Wages & Salaries	117,129	126,277	133,533	110,471	113,268	136,938	144,938	173,599	152,874	155,167	157,495
Materials & Supplies	33,860	35,594	38,400	29,374	36,649	44,765	84,313	79,883	81,081	82,297	83,532
Repairs & Maintenance	18,007	58,093	18,837	57,478	32,522	19,667	40,419	22,783	23,125	23,472	23,824
Insurance	11,731	10,688	10,654	11,074	11,222	11,689	12,135	13,145	13,342	13,542	13,745
Electricity	19,595	25,201	29,399	27,203	48,509	43,099	38,844	55,476	56,308	57,153	58,010
Testing	840	920	900	1,111	-	-	-	-	-	-	-
Contracted Services	4,414	4,415	4,036	4,467	3,631	2,229	1,598	3,282	3,331	3,381	3,432
Depreciation	158,302	166,970	171,722	171,475	169,867	181,989	172,080	194,725	171,000	171,000	171,000
Professional Services	4,186	4,412	4,816	4,717	12,409	12,069	8,686	33,546	34,049	34,560	35,078
Billing	11,833	12,248	11,856	14,718	-	-	-	-	-	-	-
Miscellaneous	15,006	16,896	18,662	17,863	7,737	12,770	13,541	13,443	11,095	11,261	11,430
Total Operating Expenses	394,903	461,714	442,815	449,951	435,814	465,215	516,554	589,882	546,205	551,833	557,546
Operating Income	95,125	69,987	108,332	116,352	287,697	242,333	254,201	283,130	184,669	155,018	162,645
Net Cash from Operations	214,100	221,762	280,705	273,613	464,508	398,935	420,665	490,718	355,669	326,018	333,645
Interfund Loans	-	-	-	-	(5,700)	15,000	15,000	15,000	-	-	-
Intergovernmental & Other	-	-	-	-	602	592	522	1,044	-	-	-
Interest Income	3,461	2,396	1,544	543	2,412	3,360	793	(5,901)	-	-	-
Debt Service	(215,867)	(255,623)	(268,477)	(270,518)	(268,449)	(268,358)	(268,774)	(279,699)	(314,820)	(137,943)	(174,693)
Issuance of Bonds/Notes	925,709	-	-	3,396	-	-	-	99,479	-	-	-
Acquisition of Capital Assets	(927,252)	(15,457)	-	(16,094)	(2,629)	(12,829)	(6,250)	(76,819)	-	-	-
Transfers	(37,700)	(130,000)	(120,000)	(120,000)	90,000	(80,000)	(70,000)	(55,000)	(37,000)	(37,000)	(20,000)
Net Increase in Cash	(37,549)	(176,922)	(106,228)	(129,060)	280,744	56,700	91,956	188,822	3,848	151,075	138,951
Cash Beginning of Year	473,449	435,900	258,978	152,750	23,690	304,434	360,796	452,752	641,574	645,422	796,497
Cash End of Year	435,900	258,978	152,750	23,690	304,434	361,134	452,752	641,574	645,422	796,497	935,448
Base Rate - Residential:		8.50	8.50	9.50	9.50	9.69	9.88	10.08	10.28	10.49	10.70
Base Rate - Commercial:		9.50	9.50	10.00	10.00	10.20	10.40	10.61	10.82	11.04	11.26
Flow Charge:		3.90	3.90	3.90	3.90	3.98	4.06	4.14	4.22	4.31	4.39
Average 5,000 gal/mo Res:		28.00	28.00	29.00	29.00	29.58	30.17	30.78	31.39	32.02	32.66
Average 5,000 gal/mo Comm:		29.00	29.00	29.50	29.50	30.09	30.69	31.31	31.93	32.57	33.22

City of Anandale, Minnesota Sewer Fund Analysis	Audited								Projected		
Annual Inflation Rate:	1.50%	2022 and on 1.50%									
Sales Growth Rate:	2.50%	4.50%									
Operating Revenues	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Sewer Charges	389,423	385,472	412,699	500,318	507,332	532,034	1,179,770	1,176,791	1,158,499	1,210,631	1,265,110
Treatment Charges	424,068	464,390	506,730	507,570	496,712	544,388	-	-	-	-	-
Levy for Housing Program	-	-	-	-	12,500	-	22,500	22,500	22,500	22,500	22,500
SAC Charges	74,700	13,735	16,400	195,550	82,851	-	70,609	174,939	50,000	32,800	32,800
Total Operating Revenue	888,190	863,597	935,829	1,203,438	1,099,395	1,076,422	1,272,879	1,374,230	1,230,999	1,265,931	1,320,410
	829,403	871,304	942,954	1,219,482	998,760						
Operating Expenses											
Wages & Salaries	172,575	184,426	194,845	188,946	198,839	217,358	208,988	240,333	254,522	258,340	262,215
Materials & Supplies	5,841	3,487	1,740	-	7,840	7,373	13,083	11,735	11,911	12,090	12,271
Repairs & Maintenance	32,274	14,490	20,494	21,425	25,632	17,420	19,446	17,782	18,049	18,319	18,594
Insurance	12,139	12,847	12,144	9,982	9,987	10,281	10,586	11,004	11,169	11,337	11,507
Electricity	17,117	10,548	12,185	12,231	14,610	13,451	13,829	17,976	18,246	18,519	18,797
Wastewater Commission Charges	630,625	737,072	738,486	871,318	805,872	864,912	621,257	706,041	716,632	800,000	812,000
Contracted Services	3,969	4,263	4,036	4,378	5,409	5,021	4,473	5,649	5,734	5,820	5,907
Depreciation	117,589	123,010	118,779	118,151	116,672	116,548	115,262	136,297	136,297	136,297	136,297
Professional Services	4,925	7,690	5,457	5,818	13,091	12,655	6,350	4,643	4,713	4,783	4,855
Billing	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	12,041	12,622	21,873	15,245	59	2,087	(37)	(3,538)	(3,591)	(3,645)	(3,700)
Total Operating Expenses	1,009,095	1,110,455	1,130,039	1,247,494	1,198,011	1,267,106	1,013,237	1,147,922	1,173,680	1,261,860	1,278,743
Operating Income	(120,905)	(246,858)	(194,210)	(44,056)	(98,616)	(190,684)	259,642	226,308	57,319	4,071	41,666
Net Cash from Operations	(48,259)	(89,335)	(70,991)	69,785	77,305	250,654	283,022	472,491	193,616	140,368	177,963
Interfund Loans	104,704	188,300	248,286	33,986	(2,776)	(55,152)	(83,998)	(276,500)	-	-	-
Reimbursements (Commission)	1,158,771	1,163,468	1,170,347	1,173,786	1,114,509	1,114,752	1,114,529	1,113,840	1,178,840	1,179,018	1,178,893
Intergovernmental & Other	501,436	-	-	-	522	592	522	92,871	-	-	-
Interest Income	(36)	(2,169)	(5,225)	4,594	3,354	2,336	1,726	(2,663)	-	-	-
Debt Service	(1,114,097)	(1,118,128)	(1,121,889)	(1,120,960)	(1,134,219)	(1,124,305)	(1,121,509)	(1,129,760)	(1,171,218)	(1,215,679)	(1,259,176)
Issuance of Bonds/Notes	91,209	34,150	-	-	-	-	-	-	-	-	-
Acquisition of Capital Assets	(597,688)	(15,456)	-	(16,501)	(28,088)	-	(6,250)	(74,578)	-	(14,500)	-
Transfers	(77,500)	(185,000)	(149,000)	(149,000)	(93,000)	(144,000)	(144,000)	(104,000)	(37,000)	(37,000)	(20,000)
Net Increase in Cash	18,540	(24,170)	71,528	(4,310)	(62,393)	44,877	44,042	91,701	164,237	52,207	77,680
Cash Beginning of Year	75,013	93,553	69,383	140,911	62,393	110,733	150,610	194,652	286,353	450,590	502,798
Cash End of Year	93,553	69,383	140,911	136,601	-	155,610	194,652	286,353	450,590	502,798	580,478
Base Rate - Residential:		13.50	13.50	14.50	14.50	14.86	15.23	15.61	16.01	16.41	16.82
Base Rate - Commercial:		14.00	14.00	15.00	15.00	15.38	15.76	16.15	16.56	16.97	17.40
Collection Flow Charge:		2.60	2.60	3.60	3.60	3.69	3.78	3.88	3.97	4.07	4.17
WWTP Flow Charge:		7.00	7.00	7.00	7.00	7.18	7.35	7.54	7.73	7.92	8.12
Average 5,000 gal/mo Res:		61.50	61.50	67.50	67.50	69.19	70.92	72.69	74.51	76.37	78.28
Average 5,000 gal/mo Comm:		62.00	62.00	68.00	68.00	69.70	71.44	73.23	75.06	76.94	78.86



City Council Agenda

December 11, 2023

Agenda Section: Visitors

Agenda No. 5A

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Quandt Letter

Core Strategy:

- | | |
|---|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input checked="" type="checkbox"/> Other: Informational |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Attached is a letter from Joann Quandt submitted for public comment related to the Highway 55 Improvements.

Recommended Action

None

Attachments:

None

To:

Mayor Shelly Jonas

Council members

Corey Czycalla, Tina Honsey, JT Grundy; & Matthew Woullet

November 28, 2023

Subject: Highway 55 frontage road

Dear Mayor and Council Members,

A couple of months ago there was a brief mention in the Annandale Advocate regarding a city council or planning commission discussion about the Highway 55 frontage road. At question was whether to close the western-most entrance of the frontage road.

I drive by the area in question frequently. I encourage you to close that western-most connection to highway 55 because it is a hazard. The right turn lane on the north side of 55 is shared by both the frontage road and Poplar Avenue. When I am driving west on highway 55, preparing to turn north onto Poplar Avenue, I have learned that if a vehicle is waiting on the frontage road to turn onto highway 55, I dare not signal or enter the turn lane. If I do so the driver of the frontage road vehicle often assumes I am turning into the frontage road rather than Poplar Avenue, so the driver on the frontage road pulls out right in front of me.

In addition, when vehicles are traveling eastbound on highway 55 and want to turn left into the western-most frontage road entrance, vehicles behind them either get backed up (sometimes past Poplar Avenue) or elect to illegally drive around the right side of the stopped vehicle, on the shoulder. Just a short distance east, the next entrance accessing the frontage road has a safe and legal passing lane for east-bound traffic.

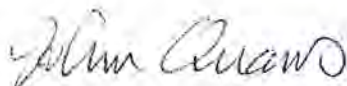
Lastly, I understand it is possible that the plot of land just west of the Allina Clinic might be developed as a business. If that happens the resulting increased traffic will further exacerbate the hazard risk at the western-most frontage road entrance.

For all these reasons, I encourage you to close the western-most frontage road entrance.

Thank you for giving this your consideration. Feel free to contact me to ask questions or for clarification.

Sincerely,

JoAnn Quandt



520 Cedar Circle

Annandale, MN 55302

Ph. 320-274-2095



City Council Agenda

December 11, 2023

Agenda Section: Consent

Agenda No. 6A

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Auditing Claims

Core Strategy:

- | | |
|--|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input checked="" type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input checked="" type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Attached is a copy of the Auditing Claims presented for approval for all claims paid or to be paid since the prior Council meeting.

Recommended Action

Approve Auditing Claims

Attachments:

Auditing Claims

Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.
Invoice Detail.GL Account = "001"-"699"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
A M MAUS & SON, INC.								
111	A M MAUS & SON, INC.	442268	SQUAD MAINTENANCE	11/20/2023	44.69	.00		
Total A M MAUS & SON, INC.:					44.69	.00		
ALLINA HEALTH SYSTEM								
100	ALLINA HEALTH SYSTEM	CI00043656	MEDICAL TRAINING/ EDUCATIO	10/31/2023	530.21	530.21	11/21/2023	
Total ALLINA HEALTH SYSTEM:					530.21	530.21		
ANNANDALE ADVOCATE								
180	ANNANDALE ADVOCATE	110123	NOTARY STAMP	11/01/2023	46.76	46.76	11/21/2023	
180	ANNANDALE ADVOCATE	110123	RECYCLING AD	11/01/2023	74.50	74.50	11/21/2023	
180	ANNANDALE ADVOCATE	110123	FIRE AD	11/01/2023	20.00	20.00	11/21/2023	
180	ANNANDALE ADVOCATE	110123	NOTICE OF HEARING	11/01/2023	39.20	39.20	11/21/2023	
180	ANNANDALE ADVOCATE	110123	SAFETY WEEK AD	11/01/2023	55.00	55.00	11/21/2023	
180	ANNANDALE ADVOCATE	110123	ENVELOPES	11/01/2023	257.60	257.60	11/21/2023	
180	ANNANDALE ADVOCATE	110123	PUBLIC HEARING	11/01/2023	58.80	58.80	11/21/2023	
180	ANNANDALE ADVOCATE	111523	ANNANDALE ADVOCATE	11/15/2023	39.00	39.00	11/21/2023	
180	ANNANDALE ADVOCATE	113023	FALL/WINTER GUIDE	11/30/2023	156.00	.00		
180	ANNANDALE ADVOCATE	113023	FALL/WINTER GUIDE	11/30/2023	765.00	.00		
180	ANNANDALE ADVOCATE	113023	PUBLIC HEARING	11/30/2023	112.00	.00		
180	ANNANDALE ADVOCATE	113023	PZ HEARING NOTICE- BRUGGE	11/30/2023	92.40	.00		
180	ANNANDALE ADVOCATE	113023	RECYCLING AD	11/30/2023	149.00	.00		
180	ANNANDALE ADVOCATE	113023	MINUTES	11/30/2023	747.60	.00		
180	ANNANDALE ADVOCATE	113023	PUBLIC HEARING	11/30/2023	30.80	.00		
180	ANNANDALE ADVOCATE	113023	FALL/WINTER GUIDE	11/30/2023	198.00	.00		
Total ANNANDALE ADVOCATE:					2,841.66	590.86		
ANNANDALE AREA CHAMBER OF								
190	ANNANDALE AREA CHAMBER	110223	BILLBOARD ADVERTISING	11/02/2023	500.00	500.00	11/21/2023	
Total ANNANDALE AREA CHAMBER OF:					500.00	500.00		
ANNANDALE-MAPLE LAKE								
230	ANNANDALE-MAPLE LAKE	OCT23WWTP	FLOW- OCT	11/20/2023	52,311.00	52,311.00	11/21/2023	
Total ANNANDALE-MAPLE LAKE:					52,311.00	52,311.00		
ARAMARK UNIFORM SERVICES								
286	ARAMARK UNIFORM SERVICES	2530205625	WATER UNIFORMS	11/09/2023	57.42	57.42	11/21/2023	
286	ARAMARK UNIFORM SERVICES	2530208436	WATER UNIFORMS	11/16/2023	59.92	.00		
286	ARAMARK UNIFORM SERVICES	2530210676	SEWER UNIFORMS	11/23/2023	66.67	.00		
286	ARAMARK UNIFORM SERVICES	2530213182	SEWER UNIFORMS	11/30/2023	180.84	.00		
Total ARAMARK UNIFORM SERVICES:					364.85	57.42		
ARNOLD'S OF KIMBALL								
300	ARNOLD'S OF KIMBALL	P71942	MOWER PARTS	11/28/2023	29.95	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total ARNOLD'S OF KIMBALL:					29.95	.00		
AT&T MOBILITY								
5317	AT&T MOBILITY	287314070103	PW CELL PHONE	11/25/2023	89.04	.00		
5317	AT&T MOBILITY	287314070103	WATER CELL PHONE	11/25/2023	86.42	.00		
5317	AT&T MOBILITY	287314070103	WW CELL PHONE	11/25/2023	86.42	.00		
5317	AT&T MOBILITY	287314070103	PD CELL PHONE	11/25/2023	134.19	.00		
5317	AT&T MOBILITY	287314070103	FD IPAD	11/25/2023	38.23	.00		
5317	AT&T MOBILITY	287314070103	CITY CELL PHONE	11/25/2023	44.73	.00		
5317	AT&T MOBILITY	287314070103	AIR CARDS	11/25/2023	152.92	.00		
Total AT&T MOBILITY:					631.95	.00		
BADGER METER, INC.								
380	BADGER METER, INC.	80143493	BEACON HOSTING SERVICE- S	11/29/2023	64.72	.00		
380	BADGER METER, INC.	80143493	BEACON HOSTING SERVICE- W	11/29/2023	64.72	.00		
Total BADGER METER, INC.:					129.44	.00		
BERGLUND BAUMGARTNER KIMBALL & GLASER								
5194	BERGLUND BAUMGARTNER KI	110823	BBKG PROSECUTION SERVICE	11/08/2023	1,939.59	1,939.59	11/15/2023	
Total BERGLUND BAUMGARTNER KIMBALL & GLASER:					1,939.59	1,939.59		
BOLTON & MENK, INC								
463	BOLTON & MENK, INC	324949	TRIPLETT FARMS 3RD ADDN	11/21/2023	1,714.00	.00		
463	BOLTON & MENK, INC	324950	DINGMANN PLAT	11/21/2023	270.00	.00		
463	BOLTON & MENK, INC	324950	GENERAL	11/21/2023	256.50	.00		
463	BOLTON & MENK, INC	324951	2024 IMPROVEMENTS	11/21/2023	10,732.50	.00		
463	BOLTON & MENK, INC	324952	BRUGGEMANN- APARTMENT	11/21/2023	769.50	.00		
463	BOLTON & MENK, INC	324953	LAKE JOHN DEVELOPMENT	11/21/2023	3,460.00	.00		
463	BOLTON & MENK, INC	324954	POPLAR LANE SOUTH	11/21/2023	4,728.00	.00		
463	BOLTON & MENK, INC	324955	PICKLE BALL COURTS	11/21/2023	6,049.50	.00		
463	BOLTON & MENK, INC	324956	SHORES OF LAKE JOHN	11/21/2023	457.00	.00		
463	BOLTON & MENK, INC	324957	HEMLOCK	11/21/2023	6,261.50	.00		
463	BOLTON & MENK, INC	324958	TH 55	11/21/2023	7,257.25	.00		
463	BOLTON & MENK, INC	324959	LAKE JOHN TRUNK UTILITIES	11/21/2023	1,543.50	.00		
463	BOLTON & MENK, INC	324960	WATER TOWER RECONDITIONI	11/21/2023	790.00	.00		
Total BOLTON & MENK, INC:					44,289.25	.00		
CENTER POINT ENERGY								
2511	CENTER POINT ENERGY	NOV23-240 PL	HOCKEY RINK	11/13/2023	57.07	57.07	11/21/2023	
2511	CENTER POINT ENERGY	NOV23-30 CE	CITY HALL	11/13/2023	306.43	306.43	11/21/2023	
2511	CENTER POINT ENERGY	NOV23-330 PA	PAVILION	11/13/2023	47.17	47.17	11/21/2023	
2511	CENTER POINT ENERGY	NOV23-340 PO	FD	11/13/2023	345.34	345.34	11/21/2023	
2511	CENTER POINT ENERGY	NOV23-350 PO	OLD PW SHOP	11/13/2023	32.52	32.52	11/21/2023	
2511	CENTER POINT ENERGY	NOV23-541 AS	WTP	11/13/2023	444.30	444.30	11/21/2023	
2511	CENTER POINT ENERGY	NOV23-551 PO	TC	11/13/2023	57.95	57.95	11/21/2023	
2511	CENTER POINT ENERGY	NOV23-74 OA	74 OAK A3	11/13/2023	9.98	9.98	11/21/2023	
2511	CENTER POINT ENERGY	NOV23-74 OA	74 OAK A4	11/13/2023	9.98	9.98	11/21/2023	
2511	CENTER POINT ENERGY	NOV23-74 OA	74 OAK HSE	11/13/2023	9.98	9.98	11/21/2023	
Total CENTER POINT ENERGY:					1,320.72	1,320.72		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CENTRA SOTA COOPERATIVE								
646	CENTRA SOTA COOPERATIVE	6313868	FUEL - PW	10/27/2023	796.38	796.38	11/15/2023	
646	CENTRA SOTA COOPERATIVE	6313868	FUEL - STREETS	10/27/2023	277.00	277.00	11/15/2023	
646	CENTRA SOTA COOPERATIVE	6313868	FUEL - PARKS	10/27/2023	277.00	277.00	11/15/2023	
646	CENTRA SOTA COOPERATIVE	6313868	FUEL - WATER	10/27/2023	190.44	190.44	11/15/2023	
646	CENTRA SOTA COOPERATIVE	6313868	FUEL - SEWER	10/27/2023	190.44	190.44	11/15/2023	
646	CENTRA SOTA COOPERATIVE	6314061	FUEL - PW	11/16/2023	447.15	.00		
646	CENTRA SOTA COOPERATIVE	6314061	FUEL - STREETS	11/16/2023	155.53	.00		
646	CENTRA SOTA COOPERATIVE	6314061	FUEL - PARKS	11/16/2023	155.53	.00		
646	CENTRA SOTA COOPERATIVE	6314061	FUEL - WATER	11/16/2023	106.92	.00		
646	CENTRA SOTA COOPERATIVE	6314061	FUEL - SEWER	11/16/2023	106.93	.00		
Total CENTRA SOTA COOPERATIVE:					2,703.32	1,731.26		
CENTRAL LANDSCAPE SUPPLY								
615	CENTRAL LANDSCAPE SUPPLY	322520	TREE	10/24/2023	163.17	163.17	11/15/2023	
Total CENTRAL LANDSCAPE SUPPLY:					163.17	163.17		
CIVICPLUS LLC								
5400	CIVICPLUS LLC	283605	WEBSITE	11/21/2023	1,070.55	.00		
5400	CIVICPLUS LLC	Q-57183-1	WEBSITE	11/14/2023	1,070.55	1,070.55	11/21/2023	
Total CIVICPLUS LLC:					2,141.10	1,070.55		
CLASSIC CLEANING COMPANY								
4889	CLASSIC CLEANING COMPANY	35578	FD	11/18/2023	245.00	.00		
4889	CLASSIC CLEANING COMPANY	35579	CITY HALL-	11/18/2023	673.75	.00		
4889	CLASSIC CLEANING COMPANY	35579	PD-	11/18/2023	147.00	.00		
4889	CLASSIC CLEANING COMPANY	35579	LIBRARY-	11/18/2023	404.25	.00		
4889	CLASSIC CLEANING COMPANY	35580	TC	11/18/2023	230.00	.00		
Total CLASSIC CLEANING COMPANY:					1,700.00	.00		
COLONIAL LIFE & ACCIDENT								
810	COLONIAL LIFE & ACCIDENT	749242412017	INSURANCE	12/01/2023	474.70	474.70	11/21/2023	
Total COLONIAL LIFE & ACCIDENT:					474.70	474.70		
CORE & MAIN LP								
2635	CORE & MAIN LP	T118898	METER RETROSETTERS	12/04/2023	2,736.00	.00		
Total CORE & MAIN LP:					2,736.00	.00		
CWP ENTERPRISES INC								
4769	CWP ENTERPRISES INC	11714	HYDROLIC COUPLER	11/07/2023	78.06	78.06	11/21/2023	
4769	CWP ENTERPRISES INC	11717	HYDROLIC COUPLER	11/07/2023	66.63	66.63	11/21/2023	
4769	CWP ENTERPRISES INC	11720	HYDROLIC COUPLER	11/07/2023	52.18	52.18	12/01/2023	
4769	CWP ENTERPRISES INC	11728	HYDROLIC COUPLER	11/09/2023	270.75	270.75	12/01/2023	
Total CWP ENTERPRISES INC:					467.62	467.62		
DAIRYLAND POWER COOPERATIVE								
5244	DAIRYLAND POWER COOPERA	INV000001861	MONTHLY BILLS- REFUSE 20%	11/09/2023	135.16	135.16	11/15/2023	
5244	DAIRYLAND POWER COOPERA	INV000001861	MONTHLY BILLS- SEWER 40%	11/09/2023	270.32	270.32	11/15/2023	
5244	DAIRYLAND POWER COOPERA	INV000001861	MONTHLY BILLS- WATER 40%	11/09/2023	270.32	270.32	11/15/2023	
5244	DAIRYLAND POWER COOPERA	INV000002044	RECYCLING CALENDAR	11/29/2023	172.87	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
5244	DAIRYLAND POWER COOPERA	INV000002050	MONTHLY BILLS- REFUSE 20%	11/30/2023	134.80	.00		
5244	DAIRYLAND POWER COOPERA	INV000002050	MONTHLY BILLS- SEWER 40%	11/30/2023	268.82	.00		
5244	DAIRYLAND POWER COOPERA	INV000002050	MONTHLY BILLS- WATER 40%	11/30/2023	268.82	.00		
Total DAIRYLAND POWER COOPERATIVE:					1,521.11	675.80		
DELTA DENTAL								
4793	DELTA DENTAL	CNS00013979	INSURANCE	12/01/2023	1,882.14	1,882.14	11/21/2023	
Total DELTA DENTAL:					1,882.14	1,882.14		
DIMAGGIO-BOOM, SUZANNE								
5231	DIMAGGIO-BOOM, SUZANNE	4TH QUARTE	4TH QTR REIMB	12/01/2023	90.00	.00		
Total DIMAGGIO-BOOM, SUZANNE:					90.00	.00		
ENGFER, NANCY								
1315	ENGFER, NANCY	111523	PD TRAINING - GRAPPLING DU	11/15/2023	450.00	.00		
1315	ENGFER, NANCY	4TH QUARTE	4TH QTR REIMB	12/01/2023	90.00	.00		
Total ENGFER, NANCY:					540.00	.00		
F E S INC								
5399	F E S INC	1002	STRUCTURE FIRE GLOVES	11/08/2023	417.60	417.60	11/14/2023	
5399	F E S INC	1004	TURN OUT GEAR	11/08/2023	4,386.95	4,386.95	12/01/2023	
5399	F E S INC	1005	STRUCTURE FIRE GLOVES	11/08/2023	318.00	318.00	12/01/2023	
5399	F E S INC	1006	HELMETS	11/19/2023	338.00	338.00	12/01/2023	
5399	F E S INC	1007	SHIELDS	11/19/2023	67.00	67.00	12/01/2023	
Total F E S INC:					5,527.55	5,527.55		
FARM RITE EQUIPMENT INC								
1336	FARM RITE EQUIPMENT INC	P78263	PARTS	11/15/2023	39.56-	.00		
1336	FARM RITE EQUIPMENT INC	P78315	PARTS	11/17/2023	28.29	.00		
1336	FARM RITE EQUIPMENT INC	W27522	BOBCAT REPAIR	10/27/2023	2,076.68	2,076.68	11/15/2023	
1336	FARM RITE EQUIPMENT INC	W27829	BOBCAT REPAIR	11/24/2023	984.81	.00		
Total FARM RITE EQUIPMENT INC:					3,050.22	2,076.68		
FASTENAL COMPANY								
1338	FASTENAL COMPANY	MNMON14686	PARTS	11/13/2023	49.88	.00		
1338	FASTENAL COMPANY	MNMON14690	PARTS	11/15/2023	37.79	.00		
1338	FASTENAL COMPANY	MNMON14697	PARTS	11/17/2023	51.02	.00		
1338	FASTENAL COMPANY	MNMON14698	TOOLS	11/17/2023	39.99	.00		
1338	FASTENAL COMPANY	MNMON14713	TOOLS	11/29/2023	27.37	.00		
1338	FASTENAL COMPANY	MNMON14714	TOOLS	11/29/2023	22.94	.00		
Total FASTENAL COMPANY:					228.99	.00		
FINKEN WATER SOLUTIONS								
1370	FINKEN WATER SOLUTIONS	5627492	WATER	11/06/2023	48.00	48.00	11/15/2023	
1370	FINKEN WATER SOLUTIONS	NC01515	WATER	10/17/2023	73.20	73.20	11/15/2023	
Total FINKEN WATER SOLUTIONS:					121.20	121.20		
FIRE EQUIPMENT SPECIALTIES INC								
1398	FIRE EQUIPMENT SPECIALTIES	11288	TURNOUT GEAR	10/31/2023	8,777.95	8,777.95	11/15/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total FIRE EQUIPMENT SPECIALTIES INC:					8,777.95	8,777.95		
FORCE AMERICA DISTRIBUTING LLC								
5401	FORCE AMERICA DISTRIBUTIN	IN001-1779158	TRUCK REPAIR	11/17/2023	4,041.26	.00		
5401	FORCE AMERICA DISTRIBUTIN	IN001-1781815	PARTS	11/30/2023	357.87	.00		
Total FORCE AMERICA DISTRIBUTING LLC:					4,399.13	.00		
FRENCH LAKE AUTO PARTS								
1490	FRENCH LAKE AUTO PARTS	369026	TIRE DISPOSAL	11/17/2023	128.00	.00		
Total FRENCH LAKE AUTO PARTS:					128.00	.00		
GALLS LLC								
1519	GALLS LLC	26067885	UNIFORM ALLOWANCE	10/25/2023	309.22	309.22	11/14/2023	
1519	GALLS LLC	26067886	UNIFORM ALLOWANCE	10/25/2023	81.33	81.33	11/14/2023	
1519	GALLS LLC	26081622	UNIFORM ALLOWANCE	10/26/2023	179.99-	179.99-	11/14/2023	
1519	GALLS LLC	26140111	UNIFORM ALLOWANCE	11/01/2023	127.30	127.30	11/21/2023	
1519	GALLS LLC	26140113	UNIFORM ALLOWANCE	11/01/2023	82.99	82.99	11/21/2023	
1519	GALLS LLC	26145340	UNIFORM ALLOWANCE	11/02/2023	30.93	30.93	12/01/2023	
1519	GALLS LLC	26151611	UNIFORM ALLOWANCE	11/02/2023	39.74	39.74	12/01/2023	
1519	GALLS LLC	26200604	UNIFORM ALLOWANCE	11/08/2023	10.34	10.34	12/01/2023	
Total GALLS LLC:					501.86	501.86		
GOFF, JUSTIN								
5230	GOFF, JUSTIN	4TH QUARTE	4TH QTR REIMB	12/01/2023	90.00	.00		
Total GOFF, JUSTIN:					90.00	.00		
GOPHER STATE ONE-CALL INC								
1630	GOPHER STATE ONE-CALL INC	3110184	LOCATES	11/30/2023	39.15	.00		
Total GOPHER STATE ONE-CALL INC:					39.15	.00		
GRADING ESCROW								
4912	GRADING ESCROW	G/E 270 BRO	G/E 270 BROWN AVE N	11/21/2023	1,500.00	.00		
4912	GRADING ESCROW	G/E 431 VALLE	G/E- 431 VALLEY DRIVE W	11/17/2023	1,500.00	1,500.00	11/21/2023	
4912	GRADING ESCROW	G/E 440 VALLE	G/E- 440 VALLEY DRIVE W	11/17/2023	1,500.00	1,500.00	11/21/2023	
4912	GRADING ESCROW	G/E 451 VALLE	G/E- 451 VALLEY DRIVE W	11/17/2023	1,500.00	1,500.00	11/21/2023	
4912	GRADING ESCROW	G/E 510 VALLE	G/E 510 VALLEY DR W	11/17/2023	1,500.00	1,500.00	11/21/2023	
4912	GRADING ESCROW	G/E 561 VALLE	G/E- 561 VALLEY DRIVE W	11/17/2023	1,500.00	1,500.00	11/21/2023	
4912	GRADING ESCROW	G/E 600 IRWIN	G/E- 600 IRWIN CIRCLE	11/17/2023	1,500.00	1,500.00	11/21/2023	
Total GRADING ESCROW:					10,500.00	9,000.00		
GRAINGER INC, W W								
1660	GRAINGER INC, W W	9923643440	LIGHTS	12/04/2023	76.56	.00		
Total GRAINGER INC, W W:					76.56	.00		
HAGERTY, RYAN								
5319	HAGERTY, RYAN	4TH QUARTE	4TH QTR REIMB	12/01/2023	90.00	.00		
Total HAGERTY, RYAN:					90.00	.00		

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HAWKINS, INC.								
1710	HAWKINS, INC.	6616286	CHEMICALS WTP	10/31/2023	5,033.46	5,033.46	11/15/2023	
Total HAWKINS, INC.:					5,033.46	5,033.46		
HINNENKAMP, KELLY								
4728	HINNENKAMP, KELLY	4TH QUARTE	4TH QTR REIMB	12/01/2023	150.00	.00		
Total HINNENKAMP, KELLY:					150.00	.00		
INNOVATIVE OFFICE SOLUTIONS LLC								
5296	INNOVATIVE OFFICE SOLUTION	IN4384478	PAPER	11/17/2023	183.96	.00		
5296	INNOVATIVE OFFICE SOLUTION	IN4384478	ADMIN OFFICE SUPPLIES	11/17/2023	21.45	.00		
5296	INNOVATIVE OFFICE SOLUTION	IN4384478	ADMIN OFFICE SUPPLIES	11/17/2023	8.50	.00		
5296	INNOVATIVE OFFICE SOLUTION	IN4386591	DMV OFFICE SUPPLIES	11/20/2023	13.42	.00		
Total INNOVATIVE OFFICE SOLUTIONS LLC:					227.33	.00		
INTOXIMETERS								
1884	INTOXIMETERS	747830	PBT REPAIRS	11/14/2023	450.35	450.35	12/01/2023	
Total INTOXIMETERS:					450.35	450.35		
J & W PROCUREMENT								
5379	J & W PROCUREMENT	202	CITY COUNTER FRAM	12/04/2023	1,400.00	.00		
Total J & W PROCUREMENT:					1,400.00	.00		
JOHNSON MATERIALS, INC								
5249	JOHNSON MATERIALS, INC	12269	ROCK	11/14/2023	677.50	.00		
Total JOHNSON MATERIALS, INC:					677.50	.00		
JOVANOVIH, DEGE & ATHMANN PA								
4716	JOVANOVIH, DEGE & ATHMAN	27284	GENERAL	10/31/2023	180.00	180.00	11/21/2023	
4716	JOVANOVIH, DEGE & ATHMAN	27284	BRUGGEMANN EASEMENT	10/31/2023	562.50	562.50	11/21/2023	
4716	JOVANOVIH, DEGE & ATHMAN	27284	CANNIBIS ORDINANCE	10/31/2023	315.00	315.00	11/21/2023	
4716	JOVANOVIH, DEGE & ATHMAN	27284	BUSINESS PARK	10/31/2023	180.00	180.00	11/21/2023	
4716	JOVANOVIH, DEGE & ATHMAN	27284	REFUSE RFP	10/31/2023	360.00	360.00	11/21/2023	
4716	JOVANOVIH, DEGE & ATHMAN	27284	TRAINING CENTER	10/31/2023	67.50	67.50	11/21/2023	
4716	JOVANOVIH, DEGE & ATHMAN	27284	PARK ORDINANCE	10/31/2023	90.00	90.00	11/21/2023	
Total JOVANOVIH, DEGE & ATHMANN PA:					1,755.00	1,755.00		
JP COOKE COMPANY								
1970	JP COOKE COMPANY	805269	DMV STAMPS	11/03/2023	33.50	33.50	11/15/2023	
Total JP COOKE COMPANY:					33.50	33.50		
KAZ HARDWARE & RENTAL								
1990	KAZ HARDWARE & RENTAL	110123-CIT001	PW SUPPLIES	11/01/2023	5.18	5.18	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	PW SUPPLIES	11/01/2023	4.99	4.99	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	PW SUPPLIES	11/01/2023	4.78	4.78	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	PW SUPPLIES	11/01/2023	16.98	16.98	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	WATER SUPPLIES	11/01/2023	68.98	68.98	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	PW SUPPLIES	11/01/2023	17.14	17.14	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	PW SUPPLIES	11/01/2023	16.99	16.99	12/01/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1990	KAZ HARDWARE & RENTAL	110123-CIT001	PW SUPPLIES	11/01/2023	44.96	44.96	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	WATER SUPPLIES	11/01/2023	13.30	13.30	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	PW SUPPLIES	11/01/2023	34.21	34.21	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	PW SUPPLIES	11/01/2023	25.78	25.78	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	WATER SUPPLIES	11/01/2023	13.99	13.99	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	WATER SUPPLIES	11/01/2023	1.25-	1.25-	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	TC SUPPLIES	11/01/2023	18.36	18.36	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	PD SUPPLIES	11/01/2023	76.93	76.93	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	PW SUPPLIES	11/01/2023	41.94	41.94	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	PD SUPPLIES	11/01/2023	14.56	14.56	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	PD SUPPLIES	11/01/2023	9.49	9.49	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	PW SUPPLIES	11/01/2023	72.73	72.73	12/01/2023	
1990	KAZ HARDWARE & RENTAL	110123-CIT001	PW SUPPLIES	11/01/2023	4.19	4.19	12/01/2023	
Total KAZ HARDWARE & RENTAL:					504.23	504.23		
KNIFE RIVER CORPORATION								
2009	KNIFE RIVER CORPORATION	1040797	CONCRETE	11/08/2023	181.00	.00		
2009	KNIFE RIVER CORPORATION	1042670	CONCRETE	11/21/2023	485.00	.00		
Total KNIFE RIVER CORPORATION:					666.00	.00		
LANDSCAPE ESCROW								
4913	LANDSCAPE ESCROW	L/E 270 BROW	L/E REFUND - 270 BROWN AVE	11/21/2023	2,000.00	.00		
4913	LANDSCAPE ESCROW	L/E 431 VALLE	L/E REFUND - 431 VALLEY DR	11/15/2023	2,000.00	2,000.00	11/21/2023	
4913	LANDSCAPE ESCROW	L/E 451 VALLE	L/E REFUND- 451 VALLEY DR W	11/15/2023	2,000.00	2,000.00	11/21/2023	
4913	LANDSCAPE ESCROW	L/E 500 VALLE	L/E REFUND- 500 VALLEY DR W	11/15/2023	2,000.00	2,000.00	11/21/2023	
4913	LANDSCAPE ESCROW	L/E 510 VALLE	L/E REFUND- 510 VALLEY DR W	11/21/2023	2,000.00	.00		
4913	LANDSCAPE ESCROW	L/E 520 VALLE	L/E REFUND - 520 VALLEY DR	11/15/2023	2,000.00	2,000.00	11/21/2023	
4913	LANDSCAPE ESCROW	L/E 561 VALLE	L/E REFUND- 561 VALLEY DR W	11/21/2023	2,000.00	.00		
4913	LANDSCAPE ESCROW	L/E 600 IRWIN	L/E REFUND- 600 IRWIN CIRCL	11/15/2023	2,000.00	2,000.00	11/21/2023	
4913	LANDSCAPE ESCROW	L/E 610 IRWIN	L/E REFUND- 610 IRWIN CIRCL	11/15/2023	2,000.00	2,000.00	11/21/2023	
Total LANDSCAPE ESCROW:					18,000.00	12,000.00		
LANDWEHR CONSTRUCTION INC								
2069	LANDWEHR CONSTRUCTION I	102523	PAY ESTIMATE 3	10/25/2023	121,353.62	121,353.62	11/15/2023	
Total LANDWEHR CONSTRUCTION INC:					121,353.62	121,353.62		
LITTLE FALLS MACHINE INC								
2130	LITTLE FALLS MACHINE INC	369721	PLOW PARTS	11/29/2023	28.60	.00		
Total LITTLE FALLS MACHINE INC:					28.60	.00		
LMC INSURANCE TRUST -BERKLEY								
2103	LMC INSURANCE TRUST -BERK	120423	2023 COMP INSURANCE	12/04/2023	328.00	.00		
Total LMC INSURANCE TRUST -BERKLEY:					328.00	.00		
LUNDEEN BROS INC								
2190	LUNDEEN BROS INC	40494	PD SQUAD MAINTENANCE - CH	10/31/2023	24.99	24.99	11/14/2023	
Total LUNDEEN BROS INC:					24.99	24.99		
M & M EXPRESS SALES & SERVICE								
2211	M & M EXPRESS SALES & SER	474464DUP	MOTOR FUELS	10/13/2023	410.32	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total M & M EXPRESS SALES & SERVICE:					410.32	.00		
MACHOVSKY JR, DALE								
2223	MACHOVSKY JR, DALE	120323	SIDEWALK SALT	12/03/2023	27.90	.00		
Total MACHOVSKY JR, DALE:					27.90	.00		
MAPLE LAKE LUMBER COMPANY								
2260	MAPLE LAKE LUMBER COMPAN	242349	LU	11/17/2023	26.08	.00		
2260	MAPLE LAKE LUMBER COMPAN	242989	SUPPLIES	12/01/2023	31.21	.00		
Total MAPLE LAKE LUMBER COMPANY:					57.29	.00		
MARKET PLACE II								
2273	MARKET PLACE II	11012023	WWC SUPPLIES	11/01/2023	21.65	21.65	11/15/2023	
2273	MARKET PLACE II	11012023	UPS	11/01/2023	13.24	13.24	11/15/2023	
2273	MARKET PLACE II	11012023	WATER	11/01/2023	29.94	29.94	11/15/2023	
2273	MARKET PLACE II	11012023	WWC SUPPLIES	11/01/2023	19.96	19.96	11/15/2023	
2273	MARKET PLACE II	11012023	WATER	11/01/2023	5.07	5.07	11/15/2023	
Total MARKET PLACE II:					89.86	89.86		
METRO WEST INSPECTION SERVICES								
2375	METRO WEST INSPECTION SE	3888	PERMIT 22-0190 - 18 OAK AVE N	10/31/2023	63.51	63.51	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 22-0137 - 35 OAK AVE	10/31/2023	111.38	111.38	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 23-0006 - 905 BEECH L	10/31/2023	160.05	160.05	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 23-0029 - 270 BROWN A	10/31/2023	1,592.04	1,592.04	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 23-0057 - 825 HEMLOC	10/31/2023	197.18	197.18	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 23-0106 - 1222 CYPRES	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 23-0127 - 400 ANNAND	10/31/2023	263.50	263.50	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 23-0129 - 330 DOUGLA	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 23-0134 - 10 MAPLE AV	10/31/2023	16.50	16.50	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 23-0156 - 160 EXCELSI	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 23-0168 - 145 MAPLE A	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 23-0172 - 600 KNOLLW	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 23-0180 - 761 BEECH L	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 23-0159 - 275 PINE CIR	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 23-0158 - 220 CHESTN	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 23-0100 - 597 KNOLLW	10/31/2023	50.00	50.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 22-0102 - 410 KNOLLW	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 22-0103 - 385 OAK AVE	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 22-0105 - 750 NORWAY	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 22-0118 - 212 ASH ST	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 22-0131 - 97 PRIMROS	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 22-0134 - 801 ACACIA D	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 22-0146 - 70 MAPLE AV	10/31/2023	27.50	27.50	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 22-0149 - 75 KNOLLWO	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 22-0150 - 65 MYRTLE A	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 22-0151 - 65 MYRTLE A	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 22-0155 - 725 ACACIA D	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 22-0169 - 125 MAPLE A	10/31/2023	25.00	25.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 22-0170 - 145 HUNTER	10/31/2023	50.00	50.00	11/15/2023	
2375	METRO WEST INSPECTION SE	3888	PERMIT 22-0194 - 505 OAK AVE	10/31/2023	25.00	25.00	11/15/2023	
Total METRO WEST INSPECTION SERVICES:					3,031.66	3,031.66		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
MGX EQUIPMENT SERVICES LLC								
5402	MGX EQUIPMENT SERVICES LL	SWO024643-1	EQUIPMENT REPAIR	11/27/2023	1,426.56	.00		
Total MGX EQUIPMENT SERVICES LLC:					1,426.56	.00		
MIDCONTINENT COMMUNICATIONS								
5006	MIDCONTINENT COMMUNICATI	157013401137	FIRE	11/27/2023	165.24	.00		
5006	MIDCONTINENT COMMUNICATI	157013401137	CITY OFFICES	11/27/2023	227.42	.00		
5006	MIDCONTINENT COMMUNICATI	157013401137	APD	11/27/2023	122.42	.00		
5006	MIDCONTINENT COMMUNICATI	157013401137	DMV	11/27/2023	108.05	.00		
5006	MIDCONTINENT COMMUNICATI	157013401137	PW	11/27/2023	297.82	.00		
5006	MIDCONTINENT COMMUNICATI	157013401137	TC	11/27/2023	38.78	.00		
Total MIDCONTINENT COMMUNICATIONS:					959.73	.00		
MIDWAY IRON & METAL INC								
2425	MIDWAY IRON & METAL INC	566234	PARTS	11/28/2023	123.50	.00		
Total MIDWAY IRON & METAL INC:					123.50	.00		
MINNESOTA COMPUTER SYSTEMS INC								
2525	MINNESOTA COMPUTER SYST	383995	MONTHLY PAYMENT - PD PRIN	11/06/2023	30.56	30.56	11/14/2023	
2525	MINNESOTA COMPUTER SYST	385338	PW COPIER	11/18/2023	20.00	.00		
2525	MINNESOTA COMPUTER SYST	385420	DMV COPIER OVERAGE	11/20/2023	108.39	.00		
2525	MINNESOTA COMPUTER SYST	385420	ADMIN COPIER OVERAGE	11/20/2023	66.98	.00		
2525	MINNESOTA COMPUTER SYST	385420	ADMIN COPIER	11/20/2023	70.00	.00		
2525	MINNESOTA COMPUTER SYST	385420	DMV COPEIR	11/20/2023	40.00	.00		
Total MINNESOTA COMPUTER SYSTEMS INC:					335.93	30.56		
MN DEED - BCD								
2572	MN DEED - BCD	DEC23	LOAN REPAYMENT - EA SWEEN	12/01/2023	1,607.15	1,607.15	11/15/2023	
Total MN DEED - BCD:					1,607.15	1,607.15		
MN DEPARTMENT OF HEALTH								
2576	MN DEPARTMENT OF HEALTH	2023 4TH QUA	4TH QTR CONNECTION FEE	12/05/2023	2,986.00	.00		
Total MN DEPARTMENT OF HEALTH:					2,986.00	.00		
MN DEPT OF NATURAL RESOURCES								
2590	MN DEPT OF NATURAL RESOU	120423	REGISTRATION	12/04/2023	68.50	68.50	12/05/2023	
2590	MN DEPT OF NATURAL RESOU	120623	DMV	12/06/2023	38.50	38.50	12/06/2023	
Total MN DEPT OF NATURAL RESOURCES:					107.00	107.00		
MN DEPT. OF REVENUE								
2599	MN DEPT. OF REVENUE	OCT23	SALES & USE - ADMIN	11/16/2023	48.01	48.01	11/16/2023	
2599	MN DEPT. OF REVENUE	OCT23	SALES - WATER	11/16/2023	5.56	5.56	11/16/2023	
2599	MN DEPT. OF REVENUE	OCT23	SALES - WATER	11/16/2023	673.72	673.72	11/16/2023	
2599	MN DEPT. OF REVENUE	OCT23	SALES - SOLID	11/16/2023	1,290.71	1,290.71	11/16/2023	
Total MN DEPT. OF REVENUE:					2,018.00	2,018.00		
MN FIRE SERVICE CERTIF BOARD								
2615	MN FIRE SERVICE CERTIF BOA	11935	FF CERTIFICATIONS	10/31/2023	26.25	26.25	11/14/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total MN FIRE SERVICE CERTIF BOARD:					26.25	26.25		
MN STATE FIRE CHIEFS ASSN								
2660	MN STATE FIRE CHIEFS ASSN	7033	MSFCA	11/20/2023	340.00	.00		
Total MN STATE FIRE CHIEFS ASSN:					340.00	.00		
NCPERS GROUP LIFE INS								
4752	NCPERS GROUP LIFE INS	994901122023	INSURANCE	11/01/2023	16.00	16.00	11/21/2023	
Total NCPERS GROUP LIFE INS:					16.00	16.00		
NELSON ELECTRIC MOTOR REPAIR								
2765	NELSON ELECTRIC MOTOR RE	2643	LIFT STATION REPAIR	11/08/2023	375.00	375.00	11/21/2023	
Total NELSON ELECTRIC MOTOR REPAIR:					375.00	375.00		
NEW LANE FINANCE								
5185	NEW LANE FINANCE	71385-10/11/20	CITY HALL	11/13/2023	81.67	81.67	11/21/2023	
5185	NEW LANE FINANCE	71385-10/11/20	PD PHONE	11/13/2023	81.66	81.66	11/21/2023	
5185	NEW LANE FINANCE	71385-10/11/20	DMV PHONE	11/13/2023	81.67	81.67	11/21/2023	
Total NEW LANE FINANCE:					245.00	245.00		
NICKA, KIRBY								
5178	NICKA, KIRBY	4TH QUARTE	4TH QTR REIMB	12/01/2023	90.00	.00		
Total NICKA, KIRBY:					90.00	.00		
POMPS TIRE SERVICE INC								
2946	POMPS TIRE SERVICE INC	131-276389	TIRES	11/28/2022	476.23-	.00		
2946	POMPS TIRE SERVICE INC	131-276390	TIRES	11/28/2022	627.43-	.00		
2946	POMPS TIRE SERVICE INC	2330005747	TIRES	11/27/2023	1,431.56	.00		
2946	POMPS TIRE SERVICE INC	2390005934	TIRES	09/07/2023	632.32	.00		
Total POMPS TIRE SERVICE INC:					960.22	.00		
Potentia MN Solar Fund 1, LLC								
5074	Potentia MN Solar Fund 1, LLC	OCTT23 BILL	STREET LIGHTS	11/21/2023	43.08	.00		
5074	Potentia MN Solar Fund 1, LLC	OCTT23 BILL	FIRE HALL	11/21/2023	357.64	.00		
5074	Potentia MN Solar Fund 1, LLC	OCTT23 BILL	PARK ELECTRIC	11/21/2023	193.92	.00		
5074	Potentia MN Solar Fund 1, LLC	OCTT23 BILL	WTP	11/21/2023	2,903.42	.00		
5074	Potentia MN Solar Fund 1, LLC	OCTT23 BILL	SEWER L/S	11/21/2023	768.29	.00		
5074	Potentia MN Solar Fund 1, LLC	OCTT23 BILL	CEMETERY ELECTRIC	11/21/2023	21.54	.00		
5074	Potentia MN Solar Fund 1, LLC	OCTT23 BILL	CITY HALL	11/21/2023	1,132.28	.00		
Total Potentia MN Solar Fund 1, LLC:					5,420.17	.00		
RACHEL CONTRACTING LLC								
5358	RACHEL CONTRACTING LLC	110623	PAY ESTIMATE 4	11/06/2023	48,653.89	48,653.89	11/15/2023	
Total RACHEL CONTRACTING LLC:					48,653.89	48,653.89		
RDO EQUIPMENT COMPANY								
3014	RDO EQUIPMENT COMPANY	P7882914	CUTTING EDGE	11/14/2023	1,033.36	1,033.36	12/01/2023	
3014	RDO EQUIPMENT COMPANY	P7909914	LOADER REPAIR	11/21/2023	8,737.30	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total RDO EQUIPMENT COMPANY:					9,770.66	1,033.36		
SHARETECH								
5331	SHARETECH	15592	ADMIN MONTHLY CONTRACT- 1	11/08/2023	183.90	183.90	11/15/2023	
5331	SHARETECH	15592	DMV MONTHLY CONTRACT- 15	11/08/2023	183.90	183.90	11/15/2023	
5331	SHARETECH	15592	FD MONTHLY CONTRACT- 20%	11/08/2023	245.20	245.20	11/15/2023	
5331	SHARETECH	15592	PD MONTHLY CONTRACT- 40%	11/08/2023	490.40	490.40	11/15/2023	
5331	SHARETECH	15592	PW MONTHLY CONTRACT- 10%	11/08/2023	122.60	122.60	11/15/2023	
5331	SHARETECH	15592	ADMIN SERVICE CALL	11/08/2023	55.00	55.00	11/15/2023	
5331	SHARETECH	15592	ADMIN SERVICE CALL	11/08/2023	137.50	137.50	11/15/2023	
5331	SHARETECH	15592	PD SERVICE CALL	11/08/2023	137.50	137.50	11/15/2023	
Total SHARETECH:					1,556.00	1,556.00		
SOK'S RAPID CAR WASH								
4021	SOK'S RAPID CAR WASH	271-1384	PD CAR WASHES	11/01/2023	29.00	29.00	11/15/2023	
Total SOK'S RAPID CAR WASH:					29.00	29.00		
STANDAFER, PETER								
4062	STANDAFER, PETER	4TH QUARTE	4TH QTR REIMB	12/01/2023	150.00	.00		
Total STANDAFER, PETER:					150.00	.00		
TACTICAL ADVANTAGE								
5330	TACTICAL ADVANTAGE	2023-0101	FIREARM OPTIC PLATE	11/14/2023	69.99	69.99	12/01/2023	
Total TACTICAL ADVANTAGE:					69.99	69.99		
TELECOM BROADBAND SOLUTIONS LLC (TBSOA)								
5186	TELECOM BROADBAND SOLUT	4278	CITY PHONES	12/01/2023	99.55	.00		
5186	TELECOM BROADBAND SOLUT	4278	DMV PHONES	12/01/2023	99.55	.00		
5186	TELECOM BROADBAND SOLUT	4278	PD PHONES	12/01/2023	99.55	.00		
Total TELECOM BROADBAND SOLUTIONS LLC (TBSOA):					298.65	.00		
TOWMASTER								
4220	TOWMASTER	464933	HOSE	11/16/2023	10.92	.00		
Total TOWMASTER:					10.92	.00		
TOWNSEND, KRIS								
4224	TOWNSEND, KRIS	4TH QUARTE	4TH QTR REIMB	12/01/2023	150.00	.00		
Total TOWNSEND, KRIS:					150.00	.00		
US BANK								
4357	US BANK	7129804	AGENT FEE	11/25/2023	550.00	.00		
Total US BANK:					550.00	.00		
UTILITY CONSULTANTS INC								
4365	UTILITY CONSULTANTS INC	118293	COLIFORM- TESTING	11/30/2023	92.40	.00		
Total UTILITY CONSULTANTS INC:					92.40	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
UTILITY REFUNDS								
4871	UTILITY REFUNDS	UTILref-Benoit	OVERPAY REFUND-80 MYRTLE	11/30/2023	103.25	.00		
4871	UTILITY REFUNDS	UTILref-WARP	OVERPAY REFUND-201 HIGHLA	11/14/2023	35.36	35.36	11/21/2023	
4871	UTILITY REFUNDS	UTILref-YOST	OVERPAY REFUND-445 PLEAS	11/21/2023	283.44	283.44	11/21/2023	
Total UTILITY REFUNDS:					422.05	318.80		
Volunteer Firefighter Ben Assoc of MN								
4968	Volunteer Firefighter Ben Assoc of	111323-HOEFT	FIRE FIGHTER BENEFIT	11/13/2023	14.00	14.00	11/21/2023	
Total Volunteer Firefighter Ben Assoc of MN:					14.00	14.00		
WEST CENTRAL SANITATION INC								
4481	WEST CENTRAL SANITATION IN	12929414	RECYCLING	10/31/2023	4,454.00	4,454.00	11/15/2023	
4481	WEST CENTRAL SANITATION IN	12929414	REFUSE	10/31/2023	11,046.10	11,046.10	11/15/2023	
Total WEST CENTRAL SANITATION INC:					15,500.10	15,500.10		
WEX BANK								
5273	WEX BANK	93075043	PD FUEL	11/08/2023	1,013.31	1,013.31	11/15/2023	
5273	WEX BANK	93075050	MOTOR FUELS	11/08/2023	122.10	122.10	11/21/2023	
5273	WEX BANK	93075090	MOTOR FUELS	11/08/2023	251.70	251.70	11/14/2023	
Total WEX BANK:					1,387.11	1,387.11		
WICKER, MITCHELL								
4698	WICKER, MITCHELL	433109	SUPPLIES	11/08/2023	105.00	105.00	11/21/2023	
Total WICKER, MITCHELL:					105.00	105.00		
WINDSTREAM								
4495	WINDSTREAM	NOV23 -NEVE	L/S	11/17/2023	53.78	53.78	11/21/2023	
4495	WINDSTREAM	NOV23-LIFT	L/S PHONE	11/03/2023	261.07	261.07	11/15/2023	
4495	WINDSTREAM	NOV23-WATE	320-274-2793	11/03/2023	41.34	41.34	11/15/2023	
Total WINDSTREAM:					356.19	356.19		
WM CORPORATE SERVICES INC AS PYMT AGENT								
5326	WM CORPORATE SERVICES IN	7851539-1593-	DUMPSTER- 74 OAK	11/03/2023	266.77	266.77	11/15/2023	
Total WM CORPORATE SERVICES INC AS PYMT AGENT:					266.77	266.77		
WORKFORCE INTEGRITY NETWORK								
4955	WORKFORCE INTEGRITY NET	dpw_8729	ANNUAL FEE DRUG SCREENIN	10/31/2023	75.00	75.00	12/01/2023	
Total WORKFORCE INTEGRITY NETWORK:					75.00	75.00		
WRIGHT-HENNEPIN COOPERATIVE								
4548	WRIGHT-HENNEPIN COOPERA	35030903113	L/S 1255 BUSINESS BLVD	11/10/2023	22.64	22.64	11/21/2023	
4548	WRIGHT-HENNEPIN COOPERA	35030903113	TC SECURITY	11/10/2023	20.95	20.95	11/21/2023	
4548	WRIGHT-HENNEPIN COOPERA	35030903113	CITY HALL SECURITY	11/10/2023	20.95	20.95	11/21/2023	
4548	WRIGHT-HENNEPIN COOPERA	35030903113	STREET LIGHTS	11/10/2023	158.94	158.94	11/21/2023	
Total WRIGHT-HENNEPIN COOPERATIVE:					223.48	223.48		
XCEL ENERGY								
4559	XCEL ENERGY	851822718	51-6024519-2	11/03/2023	4,447.92	4,447.92	11/15/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4559	XCEL ENERGY	852053977	ACCOUNT 51-6024518-1	11/06/2023	611.96	611.96	11/15/2023	
4559	XCEL ENERGY	855509882	51-6024519-2	12/04/2023	4,420.70	.00		
Total XCEL ENERGY:					9,480.58	5,059.88		
Grand Totals:					413,330.99	313,070.48		

Dated: _____

Mayor: _____
Shelly JonasCity Council: _____
Tina Honsey_____
JT Grundy_____
Corey Czycalla_____
Matthew Wuollet

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice Detail.GL Account = "001"-"699"



City Council Agenda

December 11, 2023

Agenda Section: Consent

Agenda No. 6B

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Department Reports

Core Strategy:

- | | |
|--|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input checked="" type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

The following Department Reports are presented for approval:

- Police Department Report - November
- Financial Report - October
- Fire Report- November
- DMV Report- November

Recommended Action

Approve Department Reports

Attachments:

Reports



ANNANDALE POLICE DEPARTMENT

MONTHLY REPORT

Nov-23

TOTAL ACTIVITY	November 2023 Total	November 2022 Total	Current YTD Total	2022 YTD Total	Percentage Change
CRIMINAL ACTIVITY	4	6	76	80	-5%
CITATIONS	45	21	532	369	44%
NON-CRIMINAL	137	165	1737	1851	-6%
GRAND TOTAL	186	192	2345	2300	

CRIMINAL ACTIVITY	November 2023 Total	November 2022 Total	Current YTD Total	2022 YTD Total	Percentage Change
Homicide	0	0	0	0	N/A
Forcible Rape	0	0	0	0	N/A
Robbery	0	0	0	0	N/A
Assault	0	1	1	8	-88%
Domestic Assault	0	0	3	17	-82%
Criminal Sex Conduct	0	0	1	8	-88%
Burglary	0	0	2	0	N/A
Theft	0	1	23	23	0%
Motor Vehicle Theft	0	0	0	0	N/A
Arson	0	0	0	0	N/A
Crime Against Admin	0	0	4	3	33%
Forgery/Counterfeit	0	0	3	9	-67%
Fraud	0	1	1	8	-88%
Embezzlement	0	0	0	0	NA
Terroristic Threats	0	0	0	1	-100%
Property Damage	0	0	5	18	-72%
Weapons	0	0	2	0	NA
Drug Offenses	0	3	5	8	-38%
Juvenile Offenses	0	0	0	2	-100%
DUI/DWI	4	0	19	9	111%
Liquor Laws	0	0	0	0	NA
Disturbing Peace	0	0	6	13	-54%
All Others	0	0	1	0	NA
Total Criminal Activity	4	6	76	127	

Note: The statistics from Criminal Activity above are cases that were processed as a criminal offense

NON-CRIMINAL ACTIVITY	November 2023 Total	November 2022 Total	Current YTD Total	2022 YTD Total	Percentage Change
Alarms	7	8	94	155	-39%
Animal Bites	2	0	3	4	-25%
Animal Complaints	1	4	34	79	-57%
Area Checks/Extra Patrol	0	1	12	10	20%
Assist Other Agencies	8	14	125	290	-57%
ATV/Snowmobile Complaints	0	0	4	2	100%
Background Checks	11	2	51	50	2%
CDP	0	6	18	10	80%
Check Welfare	5	11	91	124	-27%
Citizen Aid / Motorist Aid	8	9	99	183	-46%
Civil Disputes	3	12	62	115	-46%
Confidential Narcotics/Drugs	0	0	6	16	-63%
Death, Non-Criminal	1	0	5	10	-50%
Disorderly	3	1	17	39	-56%
Domestics	2	1	26	39	-33%
Driving/Traffic Complaints	5	9	82	112	-27%
Dumping/Littering	0	0	1	2	-50%
Escorts - Funeral	0	4	16	35	-54%
Fight	0	0	1	10	-90%
Fire Calls	1	0	17	38	-55%
Firearm Discharge	0	0	0	2	-100%
Fireworks	0	0	2	3	-33%
Harassment Complaint	0	0	14	21	-33%
Juvenile/Mischief	0	4	32	46	-30%
Lockouts - Vehicle	4	5	60	83	-28%
Lost/Found Property	3	2	52	52	0%
Medical	17	28	256	475	-46%
Mental Health	4	1	27	91	-70%
Missing Person	1	0	7	5	40%
MV Accidents / VOR	6	7	49	107	-54%
Noise Complaints	1	0	17	20	-15%
Parking Complaints	1	1	27	46	-41%
Search Warrants	0	0	0	2	-100%
School Related -SRO	8	0	27	109	-75%
Suicidal person	0	0	1	2	-50%
Suicide attempted	0	0	0	6	-100%
Suspicious Complaints	10	8	117	169	-31%
Theft	0	10	17	37	-54%
Threats	0	0	8	19	-58%
Warrants-Attempt/Arrest	1	0	10	38	-74%
WCHS/MAARC Reports	6	3	44	54	-19%
All Others	18	14	206	227	-9%
Total Non-Criminal	137	165	1737	2937	
CITATIONS &	November	November	Current	2022	Percentage

WARNINGS	2023 Total	2022 Total	YTD Total	YTD Total	Change
Admin Citations	1	4	36	72	-50%
State Citations	7	1	111	108	3%
Warnings	37	16	385	423	-9%
TOTAL	45	21	532	603	

Citations consist of the following offenses:

Careless Driving	No Insurance	Seatbelt
DAR/DAC/DAS	Traffic	Equipment
Equipment Violation	Parking	Winter Parking
SBSA Violation	Expired DL	Stop Sign
No Proof of Insurance	Obstructed View	No MN DL
Expired Registration	Semaphore	Speed
Exhibition Driving		

**CITY OF ANNANDALE
COMBINED CASH INVESTMENT
OCTOBER 31, 2023**

COMBINED CASH ACCOUNTS

001-10101	CASH	2,817,819.40
001-10103	NORTHLAND SECURITIES	114,326.62
001-10104	ICD INVESTMENTS	908,042.37
001-10105	4M INVESTMENTS	41,981.41
001-10107	LAKE CENTRAL BANK CD	255,121.16
001-10108	LPL FINANCIAL INVESTMENTS	1,197,070.44
TOTAL COMBINED CASH		5,334,361.40

NON-ALLOCATED CASH

001-10110	CASH - UTILITY CLEARING	(9.75)
TOTAL COMBINED CASH		5,334,351.65
001-10100	CASH ALLOCATED TO OTHER FUNDS	(5,334,351.65)
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

101	ALLOCATION TO GENERAL FUND	1,779,501.17
102	ALLOCATION TO DEPUTY REGISTRAR/MOTOR VEHICLE	283,057.83
103	ALLOCATION TO GENERAL FUND	17,527.59
222	ALLOCATION TO CHARITABLE GAMBLING FUND	3,829.07
330	ALLOCATION TO PFA BONDS-2004-WTP	(199,107.61)
332	ALLOCATION TO GO IMP BONDS 2008B (MAPLE)	(32,643.97)
333	ALLOCATION TO GO IMP BONDS 2008A (CITY HALL)	(5,402.86)
334	ALLOCATION TO PUMPER TRUCK BOND	(17,087.65)
336	ALLOCATION TO GO IMPR BOND 2011B-REFUNDING	17,846.86
337	ALLOCATION TO GO REFUNDING BOND 2012A	50,023.90
339	ALLOCATION TO TIF #14 - 2019 A SERIES	131,244.92
340	ALLOCATION TO GO REFUNDING BOND 2019B	154,398.05
341	ALLOCATION TO GO TEMPORARY IMP BOND 2020A	(448,624.93)
342	ALLOCATION TO GO IMPROVEMENT BOND 2020B	130,478.90
343	ALLOCATION TO GO EQUIPMENT BOND 2022A	37,869.68
344	ALLOCATION TO 2023A REVENUE BOND	(27,870.00)
345	ALLOCATION TO 2023B IMPROVEMENT NOTE	7,110.64
402	ALLOCATION TO FIREFIGHTER RELIEF DONATIONS	99,850.74
407	ALLOCATION TO ECONOMIC DEVELOPMENT FUND	(55,553.46)
408	ALLOCATION TO MIF FUND	29,841.29
409	ALLOCATION TO SMALL CITIES DEV PROGRAM	35,673.33
411	ALLOCATION TO TIF #6 - COTTAGES OF ANNANDALE	(86.01)
423	ALLOCATION TO TIF DISTRICT # - DINGMANN	(6,873.27)
425	ALLOCATION TO RECREATION PARK	32,784.86
460	ALLOCATION TO PARK FUND	(6,758.87)
461	ALLOCATION TO WATER EXPANSION FUND	461,334.04
462	ALLOCATION TO SEWER EXPANSION FUND	310,159.15
463	ALLOCATION TO STORMWATER FUND	15,878.94
464	ALLOCATION TO LIONS DONATION FUND	283,661.46
465	ALLOCATION TO TIF DISTRICT #14 - PINTAIL APT	85,043.21
466	ALLOCATION TO 2020 IMP PROJECT	52,253.70

CITY OF ANNANDALE
COMBINED CASH INVESTMENT
OCTOBER 31, 2023

468	ALLOCATION TO TIF DISTRICT #15 - CARE CENTER	(2,357.27)
470	ALLOCATION TO FUND 470		64,989.61
471	ALLOCATION TO LAKE JOHN UTILITY EXTENSION		943,151.37
472	ALLOCATION TO HWY 55 IMPROVEMENTS	(123,897.86)
493	ALLOCATION TO STREET MAINTENANCE CAPITAL		141,394.46
494	ALLOCATION TO STREET CAPITAL OUTLAY FUND		134,410.65
495	ALLOCATION TO PUBLIC WORKS/STREET EQUIP FUND		197,949.63
496	ALLOCATION TO FIRE EQUIPMENT FUND		93,738.42
497	ALLOCATION TO POLICE EQUIPMENT FUND		2,194.20
498	ALLOCATION TO BUILDING CAPITAL OUTLAY FUND		126,813.63
601	ALLOCATION TO WATER FUND		473,690.44
602	ALLOCATION TO SEWER FUND		279,061.54
603	ALLOCATION TO REFUSE/RECYCLING FUND		19,957.59
604	ALLOCATION TO TRAINING CENTER OPERATIONS	(233,041.79)
605	ALLOCATION TO STORM UTILITY FUND		45,404.83
651	ALLOCATION TO CEMETERY FUND	(48,468.50)
<hr/>			
	TOTAL ALLOCATIONS TO OTHER FUNDS		5,334,351.65
	ALLOCATION FROM COMBINED CASH FUND - 001-10100	(5,334,351.65)
<hr/>			
	ZERO PROOF IF ALLOCATIONS BALANCE		.00
<hr/> <hr/>			

CITY OF ANNANDALE
SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2023

FUND 101 - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE					
TAXES	1,285.00	835,668.28	1,505,315.00	(669,646.72)	55.51
LICENSES & PERMITS	4,652.01	116,264.95	77,850.00	38,414.95	149.34
INTERGOVERNMENTAL REVENUES	305.13	438,098.81	659,003.00	(220,904.19)	66.48
PUBLIC CHARGES FOR SERVICE	26,625.53	211,243.00	275,565.00	(64,322.00)	76.66
FINES & FORFEITURES	1,023.22	11,728.77	12,200.00	(471.23)	96.14
MISCELLANEOUS REVENUE	13,218.66	115,100.22	43,000.00	72,100.22	267.67
OTHER FINANCING SOURCES	.00	.00	30,000.00	(30,000.00)	.00
TOTAL FUND REVENUE	47,109.55	1,728,104.03	2,602,933.00	(874,828.97)	66.39
EXPENDITURES					
LEGISLATIVE	4,398.23	43,313.26	42,829.25	(484.01)	101.13
ELECTIONS	.00	661.93	525.00	(136.93)	126.08
PLANNING AND ZONING	4,454.76	19,663.45	6,402.25	(13,261.20)	307.13
ADMINISTRATION	31,496.76	306,029.04	297,747.99	(8,281.05)	102.78
ASSESSOR	.00	26,240.00	24,250.00	(1,990.00)	108.21
DEPARTMENT 416	.00	.00	.00	.00	.00
DEPUTY REGISTRAR	.00	.00	.00	.00	.00
CITY HALL	6,985.38	87,389.73	56,610.57	(30,779.16)	154.37
DEPARTMENT 420	.00	.00	.00	.00	.00
POLICE	96,625.62	741,600.28	825,600.63	84,000.35	89.83
FIRE	90,168.13	270,119.24	247,114.07	(23,005.17)	109.31
BUILDING INSPECTOR	10,353.67	83,016.59	70,922.10	(12,094.49)	117.05
CIVIL DEFENSE	.00	.00	400.00	400.00	.00
ANIMAL CONTROL	.00	.00	550.00	550.00	.00
PUBLIC WORKS	16,240.70	199,787.48	213,288.14	13,500.66	93.67
STREETS	33,878.56	249,517.04	272,921.65	23,404.61	91.42
DEPARTMENT 441	.00	.00	.00	.00	.00
PARKS COMMISSION	1,690.16	4,764.79	3,512.23	(1,252.56)	135.66
PARKS	8,331.07	115,813.82	140,920.85	25,107.03	82.18
LIBRARY	534.49	12,811.88	18,448.57	5,636.69	69.45
TIF & CAPITAL PROJECT FUNDS	.00	.00	.00	.00	.00
DEPARTMENT 492	.00	.00	.00	.00	.00
TRANSFERS OUT	.00	.00	393,090.00	393,090.00	.00
TOTAL FUND EXPENDITURES	305,157.53	2,160,728.53	2,615,133.30	454,404.77	82.62
NET REVENUE OVER EXPENDITURES	(258,047.98)	(432,624.50)	(12,200.30)	(420,424.20)	(3,546.02)

Annandale Fire Department

Incident Type Report (Summary) (Modified)

Alarm Date Between {11/01/2023} And {11/30/2023}

Incident Type	Count	Percent
1 Fire		
113 Cooking fire, confined to container	1	6.66 %
	<u>1</u>	<u>6.66 %</u>
3 Rescue & Emergency Medical Service Incident		
311 Medical assist, assist EMS crew	5	33.33 %
321 EMS call, excluding vehicle accident with injury	2	13.33 %
352 Extrication of victim(s) from vehicle	1	6.66 %
	<u>8</u>	<u>53.33 %</u>
4 Hazardous Condition (No Fire)		
411 Gasoline or other flammable liquid spill	1	6.66 %
	<u>1</u>	<u>6.66 %</u>
6 Good Intent Call		
611 Dispatched & cancelled en route	2	13.33 %
631 Authorized controlled burning	1	6.66 %
	<u>3</u>	<u>20.00 %</u>
7 False Alarm & False Call		
735 Alarm system sounded due to malfunction	1	6.66 %
743 Smoke detector activation, no fire - unintentional	1	6.66 %
	<u>2</u>	<u>13.33 %</u>

Total Incident Count: 15

DMV Annual Revenue Summary

	2020		2021		2022		2023	
	Motor Vehicle		Motor Vehicle		Motor Vehicle		Motor Vehicle	
	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative
Jan	\$ 24,253	\$ 24,253	\$ 17,265	\$ 17,265	\$ 20,614	\$ 20,614	\$ 20,110	\$ 20,110
Feb	\$ 20,464	\$ 44,717	\$ 22,133	\$ 39,398	\$ 22,571	\$ 43,185	\$ 23,144	\$ 43,254
Mar	\$ 13,553	\$ 58,270	\$ 21,456	\$ 60,854	\$ 18,214	\$ 61,399	\$ 16,825	\$ 60,079
April	\$ 5,773	\$ 64,043	\$ 21,120	\$ 81,974	\$ 16,468	\$ 77,867	\$ 15,809	\$ 75,888
May	\$ 9,976	\$ 74,019	\$ 17,199	\$ 99,173	\$ 15,647	\$ 93,514	\$ 18,889	\$ 94,777
June	\$ 14,054	\$ 88,073	\$ 15,978	\$ 115,151	\$ 14,847	\$ 108,361	\$ 15,868	\$ 110,645
July	\$ 14,428	\$ 102,501	\$ 15,422	\$ 130,573	\$ 14,857	\$ 123,218	\$ 13,500	\$ 124,145
Aug	\$ 11,275	\$ 113,776	\$ 13,809	\$ 144,382	\$ 13,258	\$ 136,476	\$ 14,586	\$ 138,731
Sept	\$ 10,996	\$ 124,772	\$ 13,443	\$ 157,825	\$ 12,300	\$ 148,776	\$ 12,117	\$ 150,848
Oct	\$ 10,021	\$ 134,793	\$ 12,706	\$ 170,531	\$ 12,475	\$ 161,251	\$ 13,173	\$ 164,021
Nov	\$ 7,328	\$ 142,121	\$ 12,755	\$ 183,286	\$ 12,715	\$ 173,966	\$ 11,704	\$ 175,725
Dec	\$ 16,619	\$ 158,740	\$ 14,420	\$ 197,706	\$ 14,827	\$ 188,793		\$ 175,725
	DNR Transactions		DNR Transactions		DNR Transactions		DNR Transactions	
	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative
Jan	\$ 2,382	\$ 2,382	\$ 2,314	\$ 2,314	\$ 1,572	\$ 1,572	\$ 2,087	\$ 2,087
Feb	\$ 1,267	\$ 3,649	\$ 1,225	\$ 3,539	\$ 2,069	\$ 3,641	\$ 1,107	\$ 3,194
Mar	\$ 1,033	\$ 4,682	\$ 1,373	\$ 4,912	\$ 1,556	\$ 5,197	\$ 1,026	\$ 4,220
April	\$ 357	\$ 6,356	\$ 2,860	\$ 7,772	\$ 1,667	\$ 6,864	\$ 1,397	\$ 5,617
May	\$ 1,674	\$ 8,130	\$ 2,747	\$ 10,519	\$ 2,494	\$ 9,358	\$ 3,091	\$ 8,708
June	\$ 1,774	\$ 9,937	\$ 1,827	\$ 12,346	\$ 2,029	\$ 11,387	\$ 2,365	\$ 11,073
Jule	\$ 1,807	\$ 10,747	\$ 1,891	\$ 14,237	\$ 1,703	\$ 13,090	\$ 1,166	\$ 12,239
Aug	\$ 810	\$ 11,634	\$ 860	\$ 15,097	\$ 796	\$ 13,886	\$ 1,027	\$ 13,266
Sept	\$ 887	\$ 12,311	\$ 1,001	\$ 16,098	\$ 977	\$ 14,863	\$ 711	\$ 13,977
Oct	\$ 677	\$ 12,670	\$ 587	\$ 16,685	\$ 496	\$ 15,359	\$ 536	\$ 14,513
Nov	\$ 359	\$ 14,130	\$ 557	\$ 17,242	\$ 653	\$ 16,012	\$ 1,481	\$ 15,994
Dec	\$ 1,460	\$ 14,130	\$ 1,510	\$ 18,752	\$ 3,436	\$ 19,448		\$ 15,994
	DL Transactions		DL Transactions		DL Transactions		DL Transactions	
	\$ 1,304							
Total	\$ 174,174		\$ 216,458		\$ 208,241		\$ 191,719	



City Council Agenda

December 11, 2023

Agenda Section: Consent

Agenda No. 6C

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Carpet Replacement in Library

Core Strategy:

- | | |
|--|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input checked="" type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

The carpet in the Library is about 20 years old and is in need of replacement. Attached are two quotes received for the replacement of carpet at the Library.

Cornerstone Flooring was the contractor for the 2022 City Hall remodel. They provided an amount not to exceed . Jerry's Floor Store provided a price of \$20,312.50 with a stipulation if there are more than 20 hours they would charge an additional \$79/hour. Based on the city's experience with Cornerstone and that there quote is an amount not to exceed, staff is recommending to contract with Cornerstone for the work.

The City has funds in the Building Capital Outlay fund to pay for this improvement. If approved, staff will work with Library on coordinating the work to be done. There may be additional expenses in moving items within the space. Staff recommends the Council give authority to the Facilities Committee to approve any additional expenses for the project.

Recommended Action

Approve the Quote from Cornerstone Flooring and authorize the Facilities Committee to approve any additional related expenses for the project.

Attachments:

Quotes

ESTIMATE JE000273-001

CORNER STONE FLOORING, INC.

13874 IRELAND AVENUE NW
ANNANDALE, MN 55302
612-812-8588 FAX:320-558-9995

ESTIMATE Date 10/30/23

JE000273-001

CLIENT

ANNANDALE CITY HALL

ANNANDALE, MN 55302

PROJECT

ANNANDALE LIBRARY

ANNANDALE, MN 55302

Tele #1

320-274-3055

Job Phone**SIDEMARK**

LIBRARY

LAYOUT

RECARPET REMODEL

Salesperson 1

BRADY BROWER

Salesperson 2**ESTIMATE Date**

10/30/23

SIDEMARK

LIBRARY

Area	Style/Item	Color/Desc	Qty	Price	Total
LIBRARY	FORMATION	ORINATION	3,136.00	4.55	14,268.80
LIBRARY	CARPET INSTALL MODULAR CARPET TILE		2,900.00	0.00	0.00
LIBRARY	XL 2230 PRES SENS ADH 4G	ADHESIVE	10.00	151.19	1,511.90
LIBRARY	1/8" TOE DURA COVE RUBBER BASE 4.5" COILS	MOON ROCK	2.00	720.00	1,440.00
Base installed in perimeter of rooms.					
LIBRARY	INSTALL VINYL BASE (STANDARD)		220.00	0.00	0.00
LIBRARY	HENRY 440 BASE ADHESIVE 30 OZ	ADHESIVE	12.00	0.00	0.00
LIBRARY	TAKE UP CARPET GLUED DOWN CARPET		2,900.00	1.10	3,190.00
LIBRARY	JOHNSONITE CTA-K 3/8" TO 1/8"	MOON ROCK	24.00	0.00	0.00

Transition from Carpet tiles to ceramic tile.

LIBRARY Sub Total: 20,410.70

JE000273-001



JERRY'S FLOOR STORE

1550 COUNTY HWY 10 • SPRING LAKE PARK, MN 55432 • (763) 786-7570 • FAX (763) 786-7253
48 OAK AVENUE • ANNANDALE, MN 55302 • (320) 274-3777 • FAX (320) 274-3401
1964 RAHNCLIFF CT • EAGAN, MN 55122 • (651) 456-9720 • FAX (651) 456-0517
2401 HWY 7 • EXCELSIOR, MN 55331 • (952) 401-0955 • FAX (952) 401-0956
1245 GENEVA AVE. NO. • OAKDALE, MN 55128 • (651) 735-2668 • FAX (651) 735-2672
AN EQUAL OPPORTUNITY EMPLOYER

November 1, 2023

City of Annandale
30 Cedar CT.
Annandale, MN 55302

Proposal for the Library flooring- \$16,752.50

Proposal includes: Pentz, Style – Formation, color – organization, and a border color, labor to install, tear out existing flooring, vinyl base.

20 hours per man per hour at \$79.00 times 2 men	\$ 3,160.00
To rent a machine to remove carpet a day	\$ 400.00

If more labor is needed then the 20 hour it will be added, if extra labor is less than 20 hour we will bill accordingly to how many hours was needed.

If you have any questions, please contact me at 320-274-3777.

Sincerely,

Jerry's Floor Store
Vanessa Wentland



City Council Agenda

December 11, 2023

Agenda Section: Consent

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Resolution Approving Summary Ordinance- Ordinance 411 Amending Park Commission

Agenda No. 6D

Core Strategy:

- | | |
|---|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input checked="" type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Attached is Resolution Approving Summary Ordinance for Ordinance 411 approved at the November 13th Council meeting. The City can approve summary ordinances to minimize publishing expenses for the ordinance publication.

Recommended Action

Approve Resolution as presented.

Attachments:

Resolution

**CITY OF ANNANDALE
RESOLUTION 23-XX**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF
ORDINANCE NO. 411 AMENDING THE PARK COMMISSION ORDINANCE**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance No. 411 will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance No. 411 is approved for publication:

**CITY OF ANNANDALE
ORDINANCE NO. 411**

Section 1. The Annandale City Code is hereby amended to include the following amendment summarized below:

The City of Annandale hereby amends the City Code to describe the purpose and duties of the Park Commission.

Section 2. The full ordinance will be in effect on the date of this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ANNANDALE THIS 13TH DAY OF November, 2023.

APPROVED

Shelly Jonas
Mayor of Annandale

Attest:

Kelly Hinnenkamp
City Administrator/Clerk

**CITY OF ANNANDALE
COUNTY OF WRIGHT
STATE OF MINNESOTA**

ORDINANCE 411

AMENDING THE PARK COMMISSION ORDINANCE

The Council of the City of Annandale, Minnesota does hereby ordain:

Section 1. Annandale City Code Section 31.80-31.88 is hereby amended to read as follows:

PARK COMMISSION

SECTION 31.80 PURPOSE.

The Park Commission is hereby established to serve as an advisory commission to the City Council. The Commission shall have such powers as commensurate with Minnesota Statutes Chapter 412, and laws amendatory thereof or supplemental thereto.

SECTION 31.81 DUTIES OF THE COMMISSION.

The Park Commission studies and determines the parks, trails and open space needs of the City and serve as an advisory body providing recommendations to the City Council on matters pertaining to planning, programming, evaluating and funding of park and recreational facilities and programs.

SECTION 31.82 MEMBERSHIP.

The Park Commission shall consist of five (5) members as appointed by a majority vote of the City Council. Members must be at least eighteen (18) years of age and shall be residents of the City of Annandale.

The term of office of commission members shall be three (3) years and staggered so that no more than two members' terms expire in a given year. All terms shall expire on December 31 of a given year. A member may serve two (2) full three-year terms but may serve more if reappointed by the City Council.

Commission members may be removed for cause after a hearing by a majority vote of the City Council.

Vacancies in said commission shall be filled by appointment by the City Council and any commission member so appointed shall serve the remaining term of the vacated commission member.

SECTION 31.83 COMPENSATION.

Commission members shall be compensated per Section 30.12.

SECTION 31.84 MEETINGS.

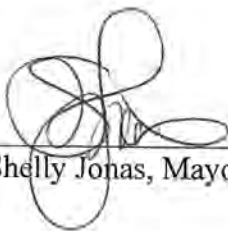
In conformance with the Minnesota Open Meeting Law, all meetings are open to the public and shall be held on a date established by the Commission. Special meetings may be called occasionally and will be properly noticed. It is the City Council's intention to encourage Park Commission members to attend all Park Commission meetings.

SECTION 31.85 OFFICERS.

- (A) *Elections.* The Park Commission shall elect at its first meeting of the year from its membership a Chair and Vice Chair. These officers shall serve for the year and shall have powers as may be prescribed in the rules of the Commission. City staff will serve as secretary for the Commission.
- (B) *Duties of Chair.* The Chair shall preside at all meetings of the Park Commission, shall represent the Commission as appropriate, and shall perform all duties and functions assigned by the Commission or City Council.
- (C) *Duties of Vice Chair.* The Vice Chair shall act for the Chair during absence.
- (D) *Duties of Secretary.* The Secretary shall keep the minutes and records of the Commission; and with the assistance of Commission members shall prepare the agenda of the regular and special meetings, arrange proper and legal notice of hearings when necessary, attend to correspondence of the Commission, and other duties as are normally carried out by a Secretary.

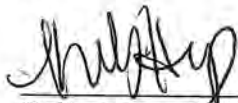
Section 2. This Ordinance shall be placed into effect upon passage and publication.

Adopted this 13th day of November, 2023.



Shelly Jonas, Mayor

ATTEST:



Kelly Hinnenkamp, City Administrator



City Council Agenda

December 11, 2023

Agenda Section: Consent

Report From: Kelly Hinnenkamp, Admin

Agenda No. 6E

Agenda Item: Resolution Approving Summary Ordinance- Ordinance 412 Regulating THC Sales

Core Strategy:

- | | |
|---|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input checked="" type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Attached is Resolution Approving Summary Ordinance for Ordinance 412 approved at the November 13th Council meeting. The City can approve summary ordinances to minimize publishing expenses for the ordinance publication.

Recommended Action

Approve Resolution as presented.

Attachments:

Resolution

**CITY OF ANNANDALE
RESOLUTION 23-XX**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF
ORDINANCE NO. 411 AMENDING THE PARK COMMISSION ORDINANCE**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance No. 412 will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance No. 412 is approved for publication:

**CITY OF ANNANDALE
ORDINANCE NO. 412**

Section 1. The Annandale City Code is hereby amended to include the following amendment summarized below:

The City of Annandale hereby amends the City Code to require registration of uses related to sale of THC Products

Section 2. The full ordinance will be in effect on the date of this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ANNANDALE THIS 13TH DAY OF November, 2023.

APPROVED

Shelly Jonas
Mayor of Annandale

Attest:

Kelly Hinnenkamp
City Administrator/Clerk

ORDINANCE NO. 412
AN ORDINANCE ADOPTING CHAPTER 121 REGULATING THE SALE OF
TETRAHYDROCANNABINOL (THC) PRODUCTS

The Council of the City of Annandale, Minnesota does hereby ordain:

Section 1. Code Adopted. City Code 121 is hereby adopted to include the following:

Sec. 121.01. **Purpose and Intent.** The purpose of this Chapter is to regulate the possession and sale of any product that contains tetrahydrocannabinol and that meets the requirements to be sold for human or animal consumption under Minn. Stat. § 151.72 and Minn. Stat. Chapter 342 (“THC Products”) for the following reasons:

- (a) By enacting 2022 Session Law Chapter 98, Article 13, the Minnesota Legislature amended Minn. Stat. § 151.72 to allow the sale of certain products containing tetrahydrocannabinol (“THC”).
- (b) The new law does not prohibit municipalities from adopting and enforcing local ordinance to regulate THC product businesses including, but not limited to, local zoning and land use requirements and business license requirements.
- (c) The National Academies of Science, Engineering, and Medicine note that the growing acceptance, accessibility, and use of THC Products, including for medical purposes, have raised important public health concerns, while the lack of aggregated knowledge of cannabis-related health effects has led to uncertainty about the impact of its use.
- (d) The City recognizes the danger THC use presents to the health, welfare and safety of youth in Annandale.
- (e) The Minnesota Legislature recognized the danger of THC Product use among the public at large by setting potency and servicing size requirements.
- (f) The Minnesota Legislature recognized the danger of THC Product use among youth by prohibiting the sale of any product containing THC to those under the age of 21, requiring that edible THC products be packaged without appeal to children and in child-resistant packaging or containers.
- (g) State law authorizes the Board of Pharmacy to adopt product and testing standards in part to curb the illegal sale and distribution of THC products and ensure the safety and compliance of commercially available THC products in the state of Minnesota.
- (h) The City has the opportunity to be proactive and make decisions that will mitigate this threat and reduce exposure of young people to the products or to the marketing of these products and improve compliance among THC Product retailers with laws prohibiting the sale or marketing of THC Products to youth.
- (i) A local regulatory system for THC Product retailers is appropriate to ensure that retailers comply with THC Product laws and business standards of the City of Annandale to protect the health, safety and welfare of our youth and most vulnerable residents.
- (j) A requirement for a THC Product retailer registration will not unduly burden legitimate business activities of retailers who sell or distribute THC Products to adults and will allow the City of Annandale to regulate the operation of lawful

- businesses to discourage violations of state and local THC Product-related laws.
- (k) In making these findings and enacting this Chapter, it is the intent of the Annandale City Council to ensure responsible THC product retailing, allowing legal sale and access without promoting increases in use, and to discourage violations of THC Product-related laws, especially those which prohibit or discourage the marketing, sale or distribution of THC products to youth under 21 years of age.

Sec. 121.02. **Definitions.** Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The following words, terms and phrases, when used in this Chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Compliance checks means the system the City uses to investigate and ensure that those authorized to sell cannabinoid products are following and complying with the requirements of state laws and this Chapter. Compliance checks involve the use of persons under the age of 21 who purchase or attempt to purchase cannabinoid products. Compliance checks may also be conducted by the City or other units of government for educational, research, and training purposes or for investigating or enforcing federal, state, or local laws and regulations relating to cannabinoid products.

Delivery Sale means the sale of any cannabinoid products conducted by any means other than an in-person, over-the-counter sales transaction in a registered retail establishment. Delivery Sale includes, but is not limited to, sales conducted by: telephone or other voice transmission; mail or other written submission; website, mobile device application software, the internet; and/or door-to-door delivery service. Delivery Sale includes delivery by retailer or third parties by any means, including curbside pick-up.

Registered Product or THC Product. Any product that contains more than trace amounts of tetrahydrocannabinol and that meets the requirements to be sold for human or animal consumption under Minn. Stat. § 151.72 and Minn. Stat. Chapter 342. Registered Product does not include medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6, as may be amended from time to time.

Moveable place of business means any form of business that is operated out of a kiosk, tent, canopy, booth, pop-up stand, shipping container, or any other temporary shelter of any kind, or out of a truck, van, automobile, trailer, wagon, or other type of vehicle of any kind and not a fixed address storefront or other permanent type of structure authorized for sales transactions.

Operator means the person in legal possession and control of a location by reason of ownership, lease, contract or agreement, for the sale of cannabinoid products at retail.

Retail establishment means a fixed place of business where Registered Products are available for sale to the general public, including but not limited to grocery stores,

tobacco products shops, CBD stores, convenience stores, gasoline service stations, bars and restaurants.

Sale means any transfer of goods for money, trade, barter or other consideration.

Self-service merchandising means an open display of Registered Products in any manner where any person has access to the Registered Products without the assistance or intervention of the Operator or Operator's employee. Assistance or intervention means the actual physical exchange of the Registered Product between the customer and the Operator or employee.

Vending machine means any mechanical, electrical or electronic, or other type of device that dispenses Registered Products upon the insertion of money, tokens, or other form of payment into or onto the device by the person seeking to purchase the Registered Product.

Sec. 121.03. **Prohibited Sales.** It shall be unlawful for any person to sell, transfer or otherwise distribute any THC Product within the City:

- (a) Unless the sale is transacted by a person who holds, or is employed by a person who is a registered THC Product retailer;
- (b) Unless the sale is transacted in-person, at a registered retail establishment;
- (c) If the sale involves any vending machine or self-service merchandising;
- (d) If the sale involves a delivery sale;
- (e) If the sale involves adulterated or misbranded THC Products;
- (f) If the sale is to a person under the age of 21; and
- (g) If the sale violates any other law, order, ordinance, regulation, or statute.

Sec. 121.04. **Prohibited Possession.** It shall be unlawful for any person under the age of 21 to possess THC Products unless they are an employee of a registered retailer under this Chapter, are at least 18 years of age and are possessing the THC Product as part of their employment. It shall be unlawful for any person to procure for or provide THC products to any other person under the age of 21.

Sec. 121.05. **Registration Required.** It will be unlawful for any person to sell at retail any THC Products within the City without first registering with the City.

Sec. 121.06. **Registration Process.**

- (a) A Registration form to shall or otherwise distribute Registered Products shall be provided by the City and accompanied by a registration fee as determined by the City Council. The registrant shall provide their full name, their residential and business addresses and telephone numbers, the name of the business being registered and any additional information the City deems necessary. A business entity applicant shall provide a list of all persons that have an interest of 5% or more in the business. The list shall name all owners and show the interest held by each, either individually or beneficially for others. If the City Clerk determines that a registration form is incomplete, it shall be returned to the registrant with notice of the information necessary to make the form complete.

- (b) It is the duty of each registrant to notify the City Clerk in writing of any change in ownership in the business.
- (c) Each registration shall be issued for a period of one year.
- (d) Registrations under this Chapter shall be valid only on the registered premises and only for the person or business to whom the registration is completed. The transfer of any registration to another location, business or person is prohibited.

Sec. 121.07. Ineligibility and Basis for Denial of Registraton.

- (a) Ineligibility.
 - (1) Moveable Place of Business. No retail sales of THC products shall be made from a moveable place of business. Only fixed location business shall be eligible to register under this Chapter.
 - (2) The proposed registered premises does not meet zoning requirements.
- (b) Grounds for denying registration include, but are not limited to, the following:
 - (1) The registrant is prohibited by Federal, State or other local law, ordinance or regulation from selling THC products.
 - (2) The registrant has been convicted within the past five years of any violation of federal, state, or local law, ordinance provision, or other regulation relating to THC Products.
 - (3) The registrant has had a license to sell THC Products suspended or revoked within 12 months preceding the date of application, or the registrant has or had an interest in another premises authorized to sell THC Products, whether in the City or in another jurisdiction that has had a license to sell THC Products suspended or revoked in the same time period, provided that the applicant had an interest in the premises at the time of the violation that led to the revocation or suspension.
 - (4) The registrant fails to provide any of the information required to the City or provides false or misleading information. A false statement on any registration form shall cause an automatic refusal of registration, or if already issued, shall render any registration void and of no effect to protect the applicant from prosecution for a violation of this Chapter.
 - (5) The registrant is not a retail establishment as defined in this ordinance.
- (c) Transient businesses prohibited. No transient business shall be eligible for registration. A transient business means:
 - (1) Any movable place of business;
 - (2) Any business conducted from a permanent structure for a period of less than 6 consecutive months in a year.

Sec. 121.08. Additional Requirements.

- (a) All THC Product testing must comply with the requirements set forth in Minnesota Statutes.
- (b) All THC Product labeling and packaging must comply with the requirements of Minnesota Statutes and must be prepackaged in packaging or a container that is child-resistant, tamper-evident, and opaque or placed in packaging or a container that is child-resistant, tamper-evident, and opaque at the final point of sale to a

- customer. The requirement that packaging be child-resistant does not apply to a THC Product that is intended to be consumed as a beverage and which contains no more tetrahydrocannabinol than permitted under state law.
- (c) THC Products must not contain more tetrahydrocannabinol in a single serving than allowed by state law.
 - (d) No person under the age of 18 shall be permitted to handle transactions for the sale of THC Products.

Sec. 121.09. Prohibited Distribution Practices.

- (a) Samples Prohibited. No person shall distribute samples of any THC Product free of charge or at a nominal cost. No person shall distribute THC products as a free donation.
- (b) Coupon and Price Promotion. No person shall accept or redeem any coupon, price promotion, or other instrument or mechanism, whether in paper, digital, electronic, mobile, or any other form, that provides any cannabinoid products to a consumer at no cost or at a price that is less than the non-discounted, standard price listed by a retailer on the item or on any related shelving, posting, advertising, or display at the location where the item is sold or offered for sale, including all applicable taxes.
- (c) No Self-service Displays. Except for products that are intended to be consumed as a beverage which are offered for sale at a premises holding an off-sale liquor license, all THC products must be stored behind the sales counter, in a locked case, in a storage unit, or in another area not freely accessible to the general public. No person shall allow the sale of THC products in open displays that are accessible to the public without the intervention of a store employee.

Sec. 121.10. Signage. At each location where THC Products are sold, the registrant shall display a sign in plain view to provide public notice that selling any of these products to any person under the age of 21 is illegal and subject to penalties. The notice shall be placed in a conspicuous location in the registered establishment and shall be readily visible to any person who is purchasing or attempting to purchase these products. No signage containing a depiction of a cannabis leaf or cannabis flower shall be used in any building signs, placed in the windows of the licensed establishment, nor placed in a location so as to be visible to the public outside of the licensed establishment.

Sec. 121.11. Age Verification. At each location where THC Products are sold, the registrant shall verify, by means of government-issued photographic identification containing the bearer's date of birth, that the purchaser or person attempting to make the purchase is at least 21 years of age.

Sec. 121.12. Responsibility. All operators and registrants are responsible for the actions of their employees regarding the sale, offer to sell, and furnishing of THC Products on the registered premises. The sale, offer to sell, or furnishing of any THC Product by an employee shall be considered an act of the registrant and operator.

Sec. 121.13. Compliance Checks and Inspections. All registered premises must be

open to inspections by law enforcement or other authorized city officials during regular business hours, for compliance with this Ordinance and such other Ordinances, rules, regulations, and laws relevant to the sale of cannabinoid products. From time to time, but at least once per year, the City shall conduct compliance checks.

No person used in compliance checks shall attempt to use false identification misrepresenting their age. All persons lawfully engaged in a compliance check shall answer all questions about their age asked by the licensee or their employee, and shall produce any identification, if any exists, for which they are asked. The City will conduct a compliance check that involves the participation of a person at least 18 years of age, but under the age of 21 to enter the registered premises to attempt to purchase the registered products. Persons used for the purpose of compliance checks shall be supervised by law enforcement.

Sec. 121.14. Civil Penalty.

- (a) The City Council will follow the provisions of this section on imposition of a civil penalty against a registrant under this Chapter.
 1. Notice of Violation. The Chief of Police will provide, in writing, to the registrant either personally or by mail, notice of any alleged violation of the provisions of this Chapter committed in the operation of the registrant's business and provide notice to the City Council. If the City Council determines from the facts and circumstances reported, together with any other facts and circumstances known to it, that the violation may warrant a civil penalty, it will notify the registrant of their right to request a hearing prior to the imposition of the civil penalty. The registrant must request a hearing within seven (7) days of receipt of the Notice. If requested, a hearing shall be scheduled before the City council sufficiently in advance to provide ten days written notice of the time, place and purpose of such hearing to the registrant.
 2. Hearing on Alleged Violations. At the time of the hearing, the registrant may appear and present any evidence which is material to the investigation. The City Council will make and adopt findings of fact as to whether a violation of the provisions of this Chapter has been committed in the operation of the registrant's business and whether the violation was willful in nature. If the registrant has violated any of the provisions of this Chapter, the City Council may impose a civil fine. If the violation is upheld, the person appealing shall be responsible for reimbursing the City up to \$500.00 of the City's actual expenses.

Sec. 121.15. Penalties For Violations.

- (a) Administrative Penalties – Individuals. If a person who is not a licensee is found to have violated this Chapter, the person shall be charged with an administrative penalty as follows:
 1. First Offense over a 24 month period: \$700 fine
 2. Second Offense over a 24 month period: \$1500 fine
 3. All Other Offenses over a 24 month period: \$2000 fine


- (b) Administrative Penalties – Registrant. If a registrant or an employee of a registrant is found to have violated this Chapter, the registrant shall be charged with an administrative penalty as follows:
1. First Offense over a 24 month period: \$700 fine
 2. Second Offense over a 24 month period: \$1500 fine and suspension up to 60 days
 3. All Other Offenses over a 24 month period: \$2000 fine and suspension up to 60 days
- (c) Any administrative penalty assessed against a licensee pursuant to this section must be paid in full within 30 days from receipt of written notification of the City Council's imposition of the civil fine.
- (d) Petty Misdemeanor. Violation of this Chapter shall be a petty misdemeanor. Nothing in this section shall prohibit the City from pursuing prosecution of any violation in lieu of administrative penalties. Each day that a person is in violation of the provisions of this Chapter is a successive violation.

Sec. 121.16. **Severability.** If any section or portion of any section of this Chapter is deemed invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of other sections or portions of sections of this Chapter.

Section 2. Effective Date. This ordinance shall be effective upon passage and publication.

Adopted this 13th day of November 2023

ATTEST:



Shelly Jonas, Mayor

Kelly Hinnenkamp, City Administrator/Clerk

Kelly Hinnenkamp, City Administrator/Clerk



City Council Agenda

December 11, 2023

Agenda Section: Consent

Report From: Kelly Hinnenkamp, Admin

Agenda No. 6F

Agenda Item: Resolution Approving Tobacco License

Core Strategy:

- | | |
|--|---|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input checked="" type="checkbox"/> Ensure Safe/Well Kept Community |
| <input checked="" type="checkbox"/> Enhance Local Business Environment | <input checked="" type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Attached is Resolution Approving 2024 Tobacco License. There was one additional license requested from O'Buds. This business is new and will be located next to O'Brothers. The owners are the same as O'Brothers who have held a Tobacco License in prior years.

Recommended Action

Approve Resolution as presented.

Attachments:

Resolution

RESOLUTION

23-__

Councilmember ____ introduced the following resolution and moved for its adoption:

APPROVING TOBACCO LICENSES

WHEREAS, the City Council is desirous of approving Tobacco License for the year 2024 (January 1, 2024 through December 31, 2024); and

WHEREAS, upon receipt of the appropriate license fee from each applicant, the City Clerk is hereby authorized to issue the following licenses:

Tobacco

Cenex
Holiday Station Store #234
Market Place II
O'Brothers
Casey's General Store
Dollar General
Rendezvous Bar and Grill
O'Buds

NOW, THEREFORE, BE IT RESOLVED that the City Council of Annandale, Wright County, Minnesota hereby authorizes the above referenced licenses contingent upon payment of fees.

The foregoing resolution was duly seconded by Councilmember ____, upon a vote being taken thereon, the following members voted in favor thereof: ____; the following members voted against: ____; the following members abstained: ____; the following members were absent: ____.

WHEREUPON, said resolution was declared duly passed and adopted this 11th day of December 2023.

City Clerk



City Council Agenda

December 11, 2023

Agenda Section: Consent

Agenda No. 6G

Report From: Kelly Hinnenkamp, Admin

Agenda Item: 2024 Meeting Dates

Core Strategy:

- | | |
|--|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input checked="" type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input checked="" type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Attached is a list of the 2024 Meeting dates. The only conflict this year is for the regular Council Meeting for November- this falls on November 11th, which is Veteran's Day. The City is not allowed to conduct business on any federal holidays. Council should discuss rescheduling this for another date. Staff would recommend either Tuesday, November 12th or Monday November 18th to avoid impacting the Planning Commission meeting schedule.

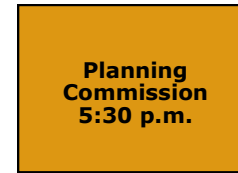
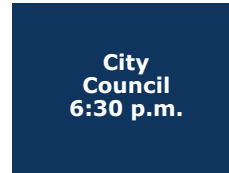
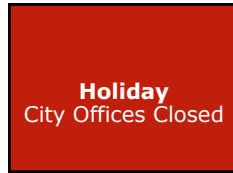
Recommended Action

Motion to approve as presented

Attachments:

Meeting Dates

Regularly Scheduled Meetings of Council and Appointed Commissions - 2024



January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



City Council Agenda

December 11, 2023

Agenda Section: Consent

Agenda No. 6H

Report From: Kelly Hinnenkamp, Admin

Agenda Item: Board of Review

Core Strategy:

- | | |
|---|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input checked="" type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Wright County is proposing April 8th for the 2024 Board of Review Date. In prior years Council has held this meeting 30 minutes before the April meeting, which is scheduled for April 8th.

Recommended Action

Approve the 2024 Board of Review meeting for 4/4/24 at 6pm.

Attachments:

County Notice



Assessor's Office
3650 Braddock Ave NE
Suite 1700
Buffalo, MN 55313

Ph: (763) 682-7367
Fax: (763) 684-4553

www.co.wright.mn.us

To: Annandale City
From: Keith Triplett, Wright County
Keith.Triplett@co.wright.mn.us
Date: November 30, 2023
Re: 2024 Local Board of Appeal and Equalization Dates

Monday
Day of the Week

April 8th
Date

Minnesota Law requires that the County Assessor set the date for your Local Board of Appeal and Equalization Meeting. The 2024 Annandale City Local Board of Review and Equalization Meeting has been tentatively set for April 8th at 6:30 PM. If this date is agreeable or must be changed, please contact Keith at 763-682-8957 or 1-800-362-3667 ext. 8957 prior to February 15, 2024.

Minnesota Statutes require that to hold a Local Board of Appeal and Equalization meeting in 2024 there must be a quorum and at least one of the voting members must have attended the approved training. If your board has any questions or needs any information, please contact Keith.

Currently some of the Cities and Townships in Wright County held their meetings with a starting time of 9:00AM, 1:00PM & 3:00PM. If your members are interested in starting the meeting earlier than your tentatively scheduled time, please contact Keith. As there must be a quorum, please notify your board members with a request that they mark their calendars. More information, including a summary of the duties and responsibilities of the Local Board of Appeal and Equalization will be provided later.

Your early completion and return of the attached tear off slip will be appreciated and we will send your official notice for publishing and posting as required by law. Please return to Keith Triplett, Wright County Assessor Office, at the above address or email address.

CONFIRMATION

Municipality: _____

Date/Time: _____

Location: _____

Location Address: _____

For selecting meeting dates in future years, the following information will be helpful.



City Council Agenda

December 11, 2023

Agenda Section: Consent

Agenda No. 6I

Report From: Joe Haller- Public Works
Director

Agenda Item: Door Replacement

Core Strategy:

- ☐ Inspire Community Engagement
- ☒ Increase Operational Effectiveness
- ☐ Enhance Local Business Environment
- ☐ Develop/Manage Strong Parks/Trails

- ☐ Provide Proactive Leadership
- ☐ Ensure Safe/Well Kept Community
- ☒ Other: Compliance

Background

The exterior doors at the Water Treatment Plant were installed 20 years ago. They are steel doors and due to their age are corroded and in need of replacement. Staff received quotes for the replacement of the doors at the Water Treatment Plant.

Russell Security provide two quotes

Steel Doors: \$13,521

Fiberglass Doors: \$22,131

Mid Central Door

Steel Doors: \$17,377.34

Although the fiberglass doors have a longer life then steel, the City got 20 years out of the current steel doors. Staff would recommend replacing the existing doors with similar steel doors.

Recommended Action

Approve the quote from Russell Security for Steel Doors as presented.

Attachments:

Quotes



Russell Security Resource Inc

205 5th St NE #6
Buffalo, MN 55313

PH: 763-682-1253

Estimate

Date	Estimate #
11/10/2023	7047

Name / Address
City of Annandale 30 Cedar St E. P.O. Box K Annandale, MN 55302

P.O. No.	Terms	Rep
		PDC

Qty	Description
	<p>Location: Water Treatment Facility 541 Ash Street East; Annandale, MN Job: 3 each Complete Door and Frame Replacements With Hollow Metal Doors & Frames</p> <p>3 Hollow Metal Doors; 3'-0" X 7'-0" nom size; Insulated and galvanneal</p> <p>3 Hollow Metal Door Frame; 3'-0" X 7'-0" nom size; Galv; Bolt in</p> <p>3 HD Geared Continuous Hinges</p> <p>2 Von Duprin 99-Series Grade One Exit Device</p> <p>2 Von Duprin 99 Lever Trim for Rim Exit Device</p> <p>2 Heavy Duty Door Closer, Cush / Stop Arm</p> <p>3 36" 1/2" X 5" Aluminum Threshold</p> <p>3 36" x 84" Weatherstrip Set, Silicone</p> <p>3 1/2" Neoprene 36" Door Sweep, Alum</p> <p>3 Labor: Remove Existing Door & Frame, Install New Hollow Metal Door And Frame With Hardware</p> <p>Notes:</p> <ul style="list-style-type: none"> * Sales tax is not included. If applicable * Permit fees are not included. If applicable. * The doors and frames will be supplied in a primed finish. All painting will be by others. * If this work is delayed, Russell Security reserves the right to revise this estimate due to unpredictable surcharges and material price increases. * The (1) exit device and the (1) door closer at the electric room will be reused with the new door. * The moving concrete sidewalk issues must be resolved prior to us replacing the doors and frames.

Russell Security Resource, Inc. guaranties all materials to be of good quality and to be installed in a professional manner. Russell Security Resource, Inc. prides itself on following a high code of ethics and will not compromise this high standard. All warranties will follow the manufacturers warranty unless otherwise stated. All prices are guaranteed for 30 days, no additional charges will be added without prior approval.

Subtotal	\$13,521.00
Sales Tax (0.0%)	\$0.00
Total	\$13,521.00



SALES QUOTE

Page: 1
Sales Quote Number: SQ008127
Sales Quote Date: 10/27/2023

Job Name: Water Treatment Plant

Sell

To: City of Annandale
Jen Holm
30 Cedar Ct
Annandale, MN 55302-3150

Ship

To: City of Annandale (Water Treatment Plant)
Jen Holm
9110 Ingram Ave Nw
Annandale, MN 55302-2459

Ship Via	Install	SalesPerson	JUSTIN PHILLIPS
Terms	NET 30	Phone #	320-257-7998
Customer ID	CIT220	Email	JUSTINP@MIDCENTRALDOOR.COM

Item No.	Description	Prod. Group	Unit	Quantity
NSHMF3S-SB	F16 A-60 4 534 3070 LH RPD EMA-P 4FC	HMF-3 SIDED	EACH	3
		FRAME		
MCHMD80S85	L18 A-60 4 3070 F L RPD POLY CR STC	HM DOOR	EACH	3
HHIVE02100	5BB1 x 4.5 X 4.5 x NRP x 630	HINGES	EACH	9
NSCL	4111.EDA.689.SRI x 689 x L	CLOSERS	EACH	3
NSED	98EO x 299-STD x 3-0 x US32D-AM	EXIT DEVICES	EACH	3
HWREE08000	S42SA x 36"w x A	THRESHOLDS	EACH	3
HWREE09200	815A x #6 Tek x 36" x 84" x A	WEATHER	EACH	3
		STRIPPING		
HWREE03100	DB469C x 36"w x C	SWEEPS	EACH	3
HESEC02010	DPS-M-BK x BK	ELECTRONIC	EACH	3
		ACCESSORIES		
FIELD INSTALL	Field Tech Install/Service	INSTALLATION-FIELD	EACH	1

NOTE(S)

All HM is Galvanized
Reuse: Light Switch, 996L Trims & Rim
Cylinders
ALL HM Painted Bengal Tan (Autobody
Workmanship)
Quoted: Stainless Steel Hinges, Special Rust
Inhibitor Closers, Stainless Panics

Amount Subject to Sales Tax 0
Amount Exempt from Sales Tax 17,377.34

Subtotal:	17,377.34
Total Sales Tax	0.00
Total:	17,377.34

Mid Central Door, Co. shall not be held liable for any delay of material deliveries by acts of god, failure of third party freight suppliers, or other circumstances beyond Mid Central Door's control. Factory shipment or delivery dates are the best estimates of our suppliers. In no case, shall Mid Central Door, Co. be held liable for any consequential or special damages arising from any delay in shipment or delivery, regardless of any other signed contract for this project or wording in reference to late deliveries, back charges and liquidated damages.



Russell Security Resource Inc

205 5th St NE #6
Buffalo, MN 55313

PH: 763-682-1253

Estimate

Date	Estimate #
11/10/2023	7046

Name / Address
City of Annandale 30 Cedar St E. P.O. Box K Annandale, MN 55302

P.O. No.	Terms	Rep
		PDC

Qty	Description
	<p>Location: Water Treatment Facility 541 Ash Street East; Annandale, MN <u>Job: 3 each Complete Door and Frame Replacements With Fiberglass Doors & Frames</u></p> <p>3 Special-Lite Pre-finished all fiberglass fully sealed flush doors; 3'-0" X 7'-0" Nom Size 3 Special-Lite Pre-finished all fiberglass door frames; 3'-0" X 7'-0" Nom Size 3 HD Geared Continuous Hinges 2 Von Duprin 99-Series Grade One Exit Device 2 Von Duprin 99 Lever Trim for Rim Exit Device 2 Heavy Duty Door Closer, Cush / Stop Arm 3 36" X 1/2" X 5-3/4" Fiberglass Threshold 3 36" x 84" Weatherstrip Set, Silicone 3 1/2" Neoprene 36" Door Sweep, Alum 3 Labor: Remove Existing Door & Frame, Install New Fiberglass Door And Frame With Hardware</p> <p>Notes: * Sales tax is not included. If applicable * Permit fees are not included. If applicable. * Price the fiberglass doors and frames in the stanard brown finish. * Fully sealed fiberglass doors and frames are a great solution for doors that are in environments that are subjected to chemicals, moisture or abuse. * If this work is delayed, Russell Security reserves the right to revise this estimate due to unpredictable surcharges and material price increases.</p>

Subtotal
Sales Tax (0.0%)
Total



Russell Security Resource Inc

205 5th St NE #6
Buffalo, MN 55313

PH: 763-682-1253

Estimate

Date	Estimate #
11/10/2023	7046

Name / Address
City of Annandale 30 Cedar St E. P.O. Box K Annandale, MN 55302

P.O. No.	Terms	Rep
		PDC

Qty	Description
	<p>* The (1) exit device and (1) door closer at the electric room will be reused with the new door.</p> <p>* The moving concrete sidewalk issues must be resolved prior to us replacing the doors and frames.</p>

Russell Security Resource, Inc. guaranties all materials to be of good quality and to be installed in a professional manner. Russell Security Resource, Inc. prides itself on following a high code of ethics and will not compromise this high standard. All warranties will follow the manufacturers warranty unless otherwise stated. All prices are guaranteed for 30 days, no additional charges will be added without prior approval.

Subtotal	\$22,131.00
Sales Tax (0.0%)	\$0.00
Total	\$22,131.00



City Council Agenda

December 11, 2023

Agenda Section: Consent

Agenda No. 6J

Report From: Kelly Hinnenkamp, City Administrator

Agenda Item: Combination of City Parcels- 20 Oak Ave South

Core Strategy:

- | | |
|--|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input checked="" type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

Background

Staff is working with the developer for the 20 Oak redevelopment project. One item requested by the developer is to have the lots combined into one parcel- the lot is currently two separate PID's- see below. Attached is a form from Wright County that can be submitted to combine the two parcels.



Recommended Action

Approve the Combination of Parcels as Presented

Attachments:

County Form



Wright County Recorder

3650 Braddock Ave NE Ste 1500

Buffalo, MN 55313

Phone: (763) 682-7581

Phone: (763) 682-7590

Application for Combining Real Estate Parcels:

MN State Statute 272.121 requires current and prior year taxes to be paid in full

Under MN Statute 272.46, owners of contiguous property, which has exactly the same owners listed for the property and meets certain other conditions, may combine the parcels into one tax statement.

The following conditions must be met in order to combine

- | | |
|---|---|
| <input type="checkbox"/> all parcels must have exactly the same (identical) ownership | <input type="checkbox"/> cannot have roadway between parcels |
| <input type="checkbox"/> same city or township | <input type="checkbox"/> cannot combine platted with metes & bounds |
| <input type="checkbox"/> same plat (including same block) | <input type="checkbox"/> Township approval required for: |
| <input type="checkbox"/> same section | <input type="checkbox"/> Corinna, Middleville & Stockholm |
| <input type="checkbox"/> same tax districts (including TIF) | <input type="checkbox"/> cannot combine torrens with abstract |
| | <input type="checkbox"/> parcels must be contiguous (bordering) |

Wright County Planning & Zoning Department approval required on combinations of township parcels *Except for Townships that have their own Planning & Zoning Authority*

Planning & Zoning Approval Signature

Date

Corinna Township, Middleville Township & Stockholm Township: we require an authorized signature or other written approval from the Township authorizing a combination of parcels.

Authorized Township Officer Approval Signature

Date

City of Annandale

Owner (Applicant) Name

320-274-3055

Phone No.

30 Cedar Street E

Address

102-010-005030 (delete) with 102-010-005020

Parcels to be combined

Property to be redeveloped

Reason for combination

[Signature]

Owners Signature

Date

Informational Notes: Parcels of Property that have been combined cannot be divided again without municipality approval and/or township approval or Planning & Zoning Department Approval. (May want to speak to Assessor's regarding values) This combination request will not be processed until the current year and any prior year taxes have been paid. The change will be reflected on the following year's tax statement.

Revised 6/7/2023



City Council Agenda

December 11, 2023

Agenda Section: Consent

Agenda No. 6K

Report From: Kris Townsend, Fire Chief

Agenda Item: Appointment of Fire Fighter- Huikko

Core Strategy:

- | | |
|---|---|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input checked="" type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: Compliance |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |
-

Background

The Fire Department is requesting the appointment of Shawn Huikko to the position of Fire Fighter.

Recommended Action

Approve the appointment as presented.

Attachments:

None



City Council Agenda

December 11, 2023

Agenda Section: Consent

Report From: Kelly Hinnenkamp, City
Administrator

Agenda No. 6L

Agenda Item: Lake John Utility Extension Pay App
#5

Core Strategy:

- ☐ Inspire Community Engagement
- ☒ Increase Operational Effectiveness
- ☐ Enhance Local Business Environment
- ☐ Develop/Manage Strong Parks/Trails

- ☒ Provide Proactive Leadership
- ☒ Ensure Safe/Well Kept Community
- ☐ Other: Compliance

Background

Attached is Pay App #5 for the Lake John Utility Extension.

Recommended Action

Approve Pay App as presented.

Attachments:

None



**BOLTON
& MENK**

Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

December 5, 2023

Kelly Hinnenkamp
City Administrator
City of Annandale
P.O. Box K
Annandale, MN 55302

RE: Utilities to Lake John
City of Annandale, Minnesota
BMI Project No.: OW1.127863

Dear Kelly:

Please find enclosed Payment Estimate No. 5 for the above referenced project. The estimate includes all work completed through December 4, 2023. We have reviewed the estimate and recommend approval. If you agree, please sign and date three copies and return one with payment to Rachel Contracting, LLC and one to me for our files.

If you have any questions on the above, please call.

Sincerely,

Bolton & Menk, Inc.

Jared Voge, P.E.
City Engineer

Enclosures

Contractor's Application for Payment

Owner:	City of Annandale	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0W1.127863
Contractor:	Rachel Contracting LLC	Agency's Project No.:	
Project:	Trunk Utilities to Lake John		
Contract:	Trunk Utilities to Lake John		
Application No.:	5	Application Date:	12/4/2023
Application Period:	From 11/6/2023 to 12/4/2023		

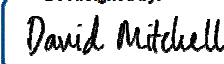
1. Original Contract Price	\$	2,144,546.00
2. Net change by Change Orders	\$	19,250.00
3. Current Contract Price (Line 1 + Line 2)	\$	2,163,796.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	2,112,529.17
5. Retainage		
a. 1% X \$ 2,112,529.17 Work Completed	\$	21,125.29
b. X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	21,125.29
6. Amount eligible to date (Line 4 - Line 5.c)	\$	2,091,403.88
7. Less previous payments	\$	1,970,897.71
8. Amount due this application	\$	120,506.17
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	51,266.83

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:


- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Rachel Contracting LLC

Signature:  **Date:** 12/5/2023

Name: David Mitchell **Title:** Utilities Team Leader

Recommended by Engineer**Approved by Owner**

By: 

Name: Jared Voge, P.E.

Title: City Engineer

Date: 12/05/2023

By: _____

Name: _____

Title: _____

Date: _____

Progress Estimate - Unit Price Work

Owner:	City of Annandale	Contractor's Application for Payment
Engineer:	Barton & Meark, Inc.	Owner's Project No.:
Contractor:	Racheli Contracting LLC	Engineer's Project No.:
Project:	Trunk Utilities to Lake John	Agency's Project No.:
Contract:	Trunk Utilities to Lake John	

Application No.: 5			Application Period: 11/06/23 to 07/28/23			Application Date: 12/04/23							
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (I / F) (%)	Balance to Finish (F - I) (\$)
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
1	MOBILIZATION	1.00	LUMP SUM	126,500.00	126,500.00	1.00	126,500.00	1.00	126,500.00		126,500.00	100%	-
2	TRAFFIC CONTROL	1.00	LUMP SUM	15,180.00	15,180.00	1.00	15,180.00	1.00	15,180.00		15,180.00	100%	-
3	REMOVE CONCRETE WALK	10.00	SQ YD	27.90	279.00	5.00	139.50	5.00	139.50		139.50	50%	139.50
4	REMOVE BITUMINOUS PAVEMENT	335.00	SQ YD	10.40	3,484.00	440.00	4,576.00	440.00	4,576.00		4,576.00	131%	(1,092.00)
5	REMOVE CULVERT	180.00	LIN FT	22.00	3,960.00	-	-	-	-		-	-	3,960.00
6	EXCAVATION - COMMON	280.00	CU YD	4.40	1,232.00	280.00	1,232.00	280.00	1,232.00		1,232.00	100%	-
7	COMMON EMBANKMENT	610.00	CU YD	3.05	1,860.50	610.00	1,860.50	610.00	1,860.50		1,860.50	100%	-
8	AGGREGATE SURFACING, CL 5	105.00	TON	24.80	2,604.00	60.00	1,488.00	60.00	1,488.00		1,488.00	57%	1,116.00
9	BITUMINOUS PATCH	435.00	SQ YD	92.26	40,133.10	420.50	38,795.33	420.50	38,795.33		38,795.33	97%	1,337.77
10	6" CONCRETE DRIVEWAY	110.00	SQ YD	127.37	14,010.70	126.00	16,048.62	126.00	16,048.62		16,048.62	115%	(2,037.92)
11	EXPLORATORY EXCAVATION	10.00	HOURL	530.00	5,300.00	-	-	-	-		-	-	5,300.00
12	DRAIN TILE REPAIR (4" x 12")	100.00	LIN FT	15.80	1,580.00	-	-	-	-		-	-	1,580.00
13	12" CS CULVERT	46.00	LIN FT	57.70	2,654.20	-	-	-	-		-	-	2,654.20
14	15" CS CULVERT	114.00	LIN FT	63.00	7,182.00	-	-	-	-		-	-	7,182.00
15	18" CS CULVERT	60.00	LIN FT	70.25	4,215.00	-	-	-	-		-	-	4,215.00
16	12" CS SAFETY APRON	2.00	EACH	645.00	1,290.00	-	-	-	-		-	-	1,290.00
17	15" CS SAFETY APRON	6.00	EACH	650.00	3,900.00	-	-	-	-		-	-	3,900.00
18	18" CS SAFETY APRON	2.00	EACH	910.50	1,821.00	-	-	-	-		-	-	1,821.00
19	10" SANITARY SEWER	36.00	LIN FT	68.00	2,448.00	36.00	2,448.00	36.00	2,448.00		2,448.00	100%	-
20	CONNECT TO EXISTING SANITARY SEWER MANHOLE	1.00	EACH	12,050.00	12,050.00	1.00	12,050.00	1.00	12,050.00		12,050.00	100%	-
21	FORCEMAIN FITTINGS	414.00	LBS	22.30	9,232.20	502.00	11,194.60	502.00	11,194.60		11,194.60	121%	(1,962.40)
22	8" SANITARY FORCEMAIN	3,054.00	LIN FT	46.75	142,774.50	116.00	5,423.00	116.00	5,423.00		5,423.00	4%	137,351.50
23	8" SANITARY FORCEMAIN, TRENCHLESS	3,313.00	LIN FT	46.75	154,882.75	6,254.00	292,374.50	6,254.00	292,374.50		292,374.50	189%	(137,491.75)
24	AIR RELEASE MANHOLE & VALVE ASSEMBLY	3.00	EACH	20,000.00	60,000.00	3.00	60,000.00	3.00	60,000.00		60,000.00	100%	-
25	SANITARY LIFT STATION	1.00	LUMP SUM	379,000.00	379,000.00	0.90	341,100.00	1.00	379,000.00		379,000.00	100%	-
26	DEWATERING	1.00	LUMP SUM	127,350.00	127,350.00	1.00	127,350.00	1.00	127,350.00		127,350.00	100%	-
27	1" CORE STOP & SADDLE	2.00	EACH	1,270.00	2,540.00	-	-	-	-		-	-	2,540.00
28	1" CURB STOP & BOX	2.00	EACH	1,130.00	2,260.00	-	-	-	-		-	-	2,260.00
29	1" PE WATER SERVICE, TRENCHLESS	106.00	LIN FT	87.70	9,296.20	-	-	-	-		-	-	9,296.20
30	6" PVC WATERMAIN	41.00	LIN FT	63.80	2,615.80	29.00	1,850.20	29.00	1,850.20		1,850.20	71%	765.60
31	8" PVC WATERMAIN	48.00	LIN FT	66.25	3,180.00	66.00	4,372.50	66.00	4,372.50		4,372.50	138%	(1,192.50)
32	8" PVC WATERMAIN, IN CASING	65.00	LIN FT	81.60	5,317.00	65.00	5,317.00	65.00	5,317.00		5,317.00	100%	-
33	12" PVC WATERMAIN	2,486.00	LIN FT	83.60	207,829.60	177.50	14,839.00	177.50	14,839.00		14,839.00	7%	192,990.60
34	12" PVC WATERMAIN, TRENCHLESS	3,653.00	LIN FT	122.30	446,761.90	5,961.00	729,030.30	5,961.00	729,030.30		729,030.30	163%	(282,268.40)
35	20" I.D. CASING, TRENCHLESS	65.00	LIN FT	907.00	58,955.00	65.00	58,955.00	65.00	58,955.00		58,955.00	100%	-
36	6" GATE VALVE & BOX	6.00	EACH	2,645.00	15,870.00	4.00	10,580.00	4.00	10,580.00		10,580.00	67%	5,290.00
37	8" GATE VALVE & BOX	2.00	EACH	3,550.00	7,100.00	2.00	7,100.00	2.00	7,100.00		7,100.00	100%	-
38	12" GATE VALVE & BOX	7.00	EACH	6,030.00	42,210.00	5.00	30,150.00	5.00	30,150.00		30,150.00	71%	12,060.00
39	CONNECT TO EXISTING WATERMAIN	3.00	EACH	1,925.00	5,775.00	3.00	5,775.00	3.00	5,775.00		5,775.00	100%	-
40	WATERMAIN FITTINGS	1,951.00	LBS	13.95	27,216.45	1,863.00	25,988.85	1,863.00	25,988.85		25,988.85	95%	1,227.60
41	HYDRANT	6.00	EACH	6,050.00	36,300.00	4.00	24,200.00	4.00	24,200.00		24,200.00	67%	12,100.00
42	STORM DRAIN INLET PROTECTION	14.00	EACH	331.00	4,634.00	-	-	-	-		-	-	4,634.00
43	SEDIMENT CONTROL LOG, TYPE WOOD FIBER	825.00	LIN FT	5.12	4,224.00	-	-	-	-		-	-	4,224.00
44	RAPID STABILIZATION, METHOD 3	6.00	MG GAL	840.00	5,040.00	10.00	8,400.00	10.00	8,400.00		8,400.00	167%	(3,360.00)
45	SEEDING, TEMPORARY	3.00	ACRE	4,200.00	12,600.00	1.00	4,200.00	1.00	4,200.00		4,200.00	33%	8,400.00
46	SEEDING, GENERAL ROADSIDE	3.00	ACRE	4,200.00	12,600.00	-	-	-	-		-	-	12,600.00
47	ROLLED EROSION PREVENTION CATEGORY 25	14,530.00	SQ YD	2.12	30,803.60	-	-	-	-		-	-	30,803.60
48	SILT FENCE, MACHINE SIZED	3,950.00	LIN FT	2.91	11,494.50	3,699.00	10,764.09	3,699.00	10,764.09		10,764.09	94%	730.41
49	ELECTRICAL SERVICE ALLOWANCE	35,000.00	UNIT	1.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00		35,000.00	100%	-

Contractor's Application for Payment

Application No.:	5
Application Period:	From 11/06/23 to 07/28/23
Application Date:	12/04/23

Change Orders

Original Contract and Change Orders

Project Totals	\$ 2,163,796.00	\$ 372,617,819.17	\$ 2,112,529.17	\$ -	\$ 2,112,529.17	98%	\$ 51,266.83
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City Council Agenda

December 11, 2023

Agenda Section: New Business

Report From: Administration, Police

Agenda No. 9A

Agenda Item: Consideration of Adopting Ordinance 414 – Adopting the Property Maintenance Code

Core Strategy:

- | | |
|---|---|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input checked="" type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

BACKGROUND

Over the years, Council has held discussions relating to rental properties and whether to consider a licensing program. Through research completed by staff, most of the cities in Wright County already have rental licensing programs in place.

The first step towards adopting a rental housing licensing program is to ensure the City has a property maintenance code. Cities traditionally either adopt the International Property Maintenance Code (IPMC) with amendments or adopt a completely custom property maintenance code. Staff felt the best approach was to use the IPMC and proposed several edits tailored to Annandale and the Council's desire for long-term property maintenance.

If adopted, the next phase would be to adopt a rental licensing ordinance that establishes the program.

Recommended Action

The City Attorney has reviewed the proposed ordinance and recommends adoption.

Attachments:

- Ordinance 414: Adopting the Property Maintenance Code
- Full Text of International Property Maintenance Code with Amendments

ORDINANCE NO. 414

AN ORDINANCE ADOPTING CHAPTER 96 RELATED TO THE PROPERTY MAINTENANCE CODE

The Council of the City of Annandale, Minnesota does hereby ordain:

Section 1. Code Adopted. Annandale City Code Section 96 is hereby adopted to include the following:

Section 96.01. Adoption.

The International Property Maintenance Code, 2021 Edition, as published by the International Code Council, is adopted by reference in its entirety except as amended in this subchapter.

Section 96.02. Application.

The provisions of this subchapter apply to all existing residential and non-residential structures and all existing premises.

Section 2. Amendments.

The International Property Maintenance Code, 2021 Edition, is adopted with the following amendments.

Section 101.1 Title. Amended to read: These regulations shall be known as the Property Maintenance Code of the City of Annandale, hereinafter referred to as "this code."

Section 102.1 General. Amended to read: The provisions of this code shall apply to all matters affecting or relating to structures and premises, as set forth in Section 101. Where, in a specific case, different sections of this code specify different requirements, or if there is a conflict between the requirements of this code and other ordinances of the city, the most restrictive shall govern.

Section 102.3 Application of other codes. Amended to read: Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the Annandale City Code, Minnesota State Building Code and Minnesota State Fire Code. Nothing in this code shall be construed to cancel, modify or set aside any provision of the City of Annandale Code of Ordinances.

Section 102.8 Referenced codes and standards. Amended to read: The codes and standards referenced in this code shall be those that are set forth in the Annandale City Code, the Minnesota State Building Code, and the Minnesota State Fire Code and considered part of the requirements of this code to the prescribed extent of each such reference and as further regulated in Sections 102.8.1 and 102.8.2.

Section 103.1 Creation of agency. Amended to read: The Chief Building Official or designee is the official in charge thereof and shall be known as the code official for the purposes of this code. The function of the agency shall be the implementation, administration and enforcement of the provisions of the code.

Section 103.2 (Deleted)

Section 104.1 Fees. Amended to read: The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the City of Annandale Fee Schedule Ordinance.

Section 107.1 General. An order, decision or determination made by the code official relative to the application and interpretation of this code may be appealed by the property owner. The appeal can be addressed to the City Administrator.

Section 107.2 Appeal Application. A property owner who seeks to appeal an order, decision or determination made by the code official shall file a written appeal to the City Administrator within ten business days of the date of the written order, decision or determination of the code official to which the appeal is taken. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equivalent or better form of construction is proposed. The City Administrator shall not have authority to waive requirements of this code or interpret the administration of this code.

Section 107.3 (Deleted)

Section 107.4 Administration. The Building Official shall take appropriate action in accordance with the decision of the City Administrator.

Section 108 (Deleted)

Section 111.4.1 Form. Subpart 5 and 6. Deleted.

Section 111.9 Restoration or abatement. Amended to replace “International Existing Building Code” with “Minnesota State Building and Fire Codes.”

Section 112.6 (Deleted)

Section 113 (Deleted)

Section 201.3 Terms defined in other codes. Amended to read: Where terms are not defined in this code and are defined in the Minnesota State Building Code, Minnesota State Fire Code, or elsewhere in the City of Annandale Ordinances, such terms shall have the meanings ascribed to them as stated in those codes.

Exception: (Deleted)

Section 302.4 Weeds. Amended to read: Premises and exterior property shall be maintained free from weeds or plant growth in excess of ten (10) inches in height. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with City Ordinance and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.

Section 303.2 (Deleted)

304.1.1 Unsafe conditions. Amended to replace “International Building Code or the International Existing Building Code” with “Minnesota State Building and Fire Codes”.

Section 304.14 Insect screens. Amended to read: During the period from April 1 to October 1, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

Exception. (Deleted)

Section 305.1.1 Unsafe conditions. Amended to replace “International Building Code or the International Existing Building Code” with “Minnesota State Building and Fire Codes”.

Section 306.1.1 Unsafe conditions. Amended to replace “International Building Code or the International Existing Building Code” with “Minnesota State Building and Fire Codes”.

Section 401.3 Alternative devices. Amended to read: in lieu of the means for natural light and ventilation herein prescribed, artificial light or mechanical ventilation complying with the Minnesota State Building Code shall be permitted.

Section 502.5 Public toilet facilities. Amended to replace “International Plumbing Code” with Minnesota State Building (Plumbing) Code.”

Section 505.1 General. Amended by replacing "International Plumbing Code" with "Minnesota State (Plumbing) Code."

Section 602.2 Residential occupancies. Amended to read: Dwellings shall be provided with heating facilities capable of maintaining a minimum room temperature of 68° F in all habitable rooms, bathrooms and toilet rooms when the outdoor temperature is -20° F or warmer. Cooking

appliances shall not be used, nor shall portable unvented fuel-burning space heaters be used, as a means to provide required heating. The installation of one or more portable space heaters shall not be used to achieve compliance with this section.

Exception: (Deleted)

Section 602.3 Heat supply. Amended to read: Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from September 1 to May 31 to maintain a temperature of not less than 68° F in all habitable rooms, bathrooms, and toilet rooms.

Exceptions:

1. When the outdoor temperature is below -20° F, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity.
2. (Deleted)

Section 602.4 (Deleted)

Section 603.1.1 Appliance testing. Amended by adding new section to read: Central heating appliances shall be tested by a licensed mechanical contractor to verify that the appliance is in a safe working condition when evidence of malfunction, corrosion, deterioration or excessive interior carbon monoxide is suspected.

Section 603.2 Removal of combustion products. Amended to read: All fuel-burning equipment and appliances intended for heating shall be connected to an approved chimney or vent to the exterior of the structure.

Exception: (Deleted)

Section 604.3.1.1 Electrical equipment. Amended by replacing “International Building Code” with “Minnesota State Building Code”.

Section 604.3.2.1 Electrical equipment. Amended by replacing “International Building Code” with “Minnesota State Building Code”.

Section 606.1 General. Amended to read: Elevators, dumbwaiters and escalators shall be maintained in compliance with Minnesota State Building Code. The most current certificate of inspection shall be on display at all times within the elevator or attached to the escalator or dumbwaiter, be available for public inspection in the office of the building operator or be posted in a publicly conspicuous location approved by the code official. The inspection and tests shall be performed at not less than the periodic intervals listed Minnesota State Building Code, except where otherwise specified by the authority having jurisdiction.

Section 702.1 General. Amended by replacing "International Fire Code" with "Minnesota State Fire Code."

Section 702.2 Aisles. Amended by replacing "International Fire Code" with "Minnesota State Fire Code."

Section 702.3 Locked doors. Amended by replacing "International Building Code" with "Minnesota State Building Code".

Section 702.4.2 (Deleted)

Section 703.2 Unsafe conditions. Where any components are not maintained and do not function as intended or do not have the fire resistance required by the code under which the building was constructed or altered, such components or portions thereof shall be deemed unsafe conditions in accordance with Minnesota State Fire Code. Components or portions thereof determined to be unsafe shall be repaired or replaced to conform to that code under which the building was constructed or altered. Where the condition of components is such that any building, structure or portion thereof presents an imminent danger to the occupants of the building, structure or portion thereof, the fire code official shall act in accordance with the Minnesota State Building Code.

Section 703.7 (Deleted)

Section 704.1 Inspection, testing and maintenance. Amended by replacing "International Fire Code" with "Minnesota State Fire Code".

Section 704.1.1 – 704.3 (Deleted)

Section 704.4.2 – 704.5.2 (Deleted)

Section 704.6.4 (Deleted)

Section 705.1 General. Amended to read: Carbon monoxide alarms shall be installed in dwellings in accordance with Minnesota State Fire Code.

Chapter 8 (Deleted)

Appendix A-B (Deleted)

Section 3. This Ordinance shall be placed into effect upon passage and publication.

Adopted this 11th day of December, 2023.

ATTEST:

Shelly Jonas, Mayor

Kelly Hinnenkamp, City Administrator/Clerk

EXHIBIT A

IPMC®

INTERNATIONAL
PROPERTY MAINTENANCE
CODE®



2021 International Property Maintenance Code®

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Chapter 1

Scope and Administration

PART 1 - SCOPE AND APPLICATION

SECTION 101. SCOPE AND GENERAL REQUIREMENTS

101.1 Title. These regulations shall be known as the ~~International~~ Property Maintenance Code of **the City of Annandale**, hereinafter referred to as "this code."

101.2 Scope. The provisions of this code shall apply to all existing residential and nonresidential structures and all existing premises and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, a reasonable level of safety from fire and other hazards, and for a reasonable level of sanitary maintenance; the responsibility of owners, an owner's authorized agent, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties.

101.3 Purpose. The purpose of this code is to establish minimum requirements to provide a reasonable level of health, safety, property protection and general welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises. Existing structures and premises that do not comply with these provisions shall be altered or repaired to provide a reasonable minimum level of health, safety and general welfare as required herein.

101.4 Severability. If a section, subsection, sentence, clause, or phrase of this code is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 102. APPLICABILITY

102.1 General. **The provisions of this code shall apply to all matters affecting or relating to structures and premises, as set forth in Section 101.** ~~Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall govern. Where differences occur between provisions of this code and the referenced standards, the provisions of this code shall apply. Where, in a specific case, different sections of this code specify different requirements, **or there is a conflict between the requirements of this code and other ordinances of the city**, the most restrictive shall govern.~~

102.2 Maintenance. Equipment, systems, devices, and safeguards required by this code or a previous regulation or code under which the structure or premises was constructed, altered, or repaired shall be maintained in good working order. An owner, owner's authorized agent, operator or occupant shall not cause any service, facility, equipment, or utility that is required under this section to be removed from, shut off from or discontinued for any occupied dwelling, except for such temporary interruption as necessary while repairs or alterations are in progress. The requirements of this code are not intended to provide the basis for removal or abrogation of fire protection and safety systems and devices in existing structures. Except as otherwise specified herein, the owner or the owner's authorized agent shall be responsible for the maintenance of

buildings, structures and premises.

102.3 Application of other codes. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the **Annandale City Code, Minnesota State Building Code, and Minnesota State Fire Code**, ~~International Building Code, International Existing Building Code, International Energy Conservation Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Residential Code, International Plumbing Code and NFPA 70~~. Nothing in this code shall be construed to cancel, modify or set aside any provision of the **City of Annandale Code of Ordinances**, ~~International Zoning Code~~.

102.4 Existing remedies. The provisions in this code shall not be construed to abolish or impair existing remedies of the jurisdiction or its officers or agencies relating to the removal or demolition of any structure that is dangerous, unsafe, and insanitary.

102.5 Workmanship. Repairs, maintenance work, alterations or installations that are caused directly or indirectly by the enforcement of this code shall be executed and installed in a workmanlike manner and installed in accordance with the manufacturer's instructions.

102.6 Structural analysis. Where structural analysis is used to determine if an unsafe structural condition exists, the analysis shall be permitted to use nominal strengths, nominal loads, load effects, required strengths and limit states in accordance with the requirements under which the structure constructed or in accordance with any subsequent requirement.

102.7 Historic buildings. The provisions of this code shall not be mandatory for existing buildings or structures designated as historic buildings where such buildings or structures are judged by the code official to be safe and in the public interest of health, safety, and welfare.

102.8 Referenced codes and standards. The codes and standards referenced in this code shall be those that are **set forth in the Annandale City Code, the Minnesota State Building Code, and the Minnesota State Fire Code** ~~listed in Chapter 8~~ and considered part of the requirements of this code to the prescribed extent of each such reference and as further regulated in Sections 102.8.1 and 102.8.2.

Exception: Where enforcement of a code provision would violate the conditions of the listing of the equipment or appliance, the conditions of the listing shall apply.

102.8.1 Conflicts. Where conflicts occur between provisions of this code and the referenced standards, the provisions of this code shall apply.

102.8.2 Provisions in referenced codes and standards. Where the extent of the reference to a referenced code or standard includes subject matter that is within the scope of this code, the provisions of this code, as applicable, shall take precedence over the provisions in the referenced code or standard.

102.9 Requirements not covered by code. Requirements necessary for the strength, stability or proper operation of an existing fixture, structure, or equipment, or for the public safety, health, and general welfare, not specifically covered by this code, shall be determined by the code official.

102.10 Application of references. References to chapter or section numbers, or to provisions not specifically identified by number, shall be construed to refer to such chapter, section or provision of this code.

102.11 Other laws. The provisions of this code shall not be deemed to nullify any provisions of local, state, or federal law.

PART 2-ADMINISTRATION AND ENFORCEMENT

SECTION 103. CODE COMPLIANCE AGENCY

103.1 Creation of agency. The **Chief Building Official or designee** is hereby created and the official in charge thereof shall be known as the code official **for purposes of this code**. The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code.

103.2 ~~Appointment. The code official shall be appointed by the chief appointing authority of the jurisdiction.~~ (Intentionally left blank)

103.3 Deputies. In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the code official shall have the authority to appoint a deputy code official, other related technical officers, inspectors, and other employees. Such employees shall have powers as delegated by the code official.

SECTION 104. FEES

104.1 Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as established by **City Fee Schedule Ordinance**.

104.2 Refunds. The code official is authorized to establish a refund policy.

SECTION 105. DUTIES AND POWERS OF THE CODE OFFICIAL

105.1 General. The code official is hereby authorized and directed to enforce the provisions of this code. The code official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

105.2 Inspections. The code official shall make all of the required inspections, or shall accept reports of inspection by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The code official is authorized to engage such expert opinion as deemed necessary to report on unusual technical issues that arise, subject to the approval of the appointing authority.

105.3 Right of entry. Where it is necessary to make an inspection to enforce the provisions of this code, or whenever the code official has reasonable cause to believe that there exists in a structure or upon a premises a condition in violation of this code, the code official is authorized to enter the structure or premises at reasonable times to inspect or perform the duties imposed by this code, provided that if such structure or premises is occupied the code official shall present credentials to the occupant and request entry. If such structure or premises is unoccupied, the code official shall first make a reasonable effort to locate the owner, owner's authorized agent or other person having charge or control of the structure or premises and request entry. If entry is refused, the code official shall have recourse to the remedies provided by law to secure entry.

105.4 Identification. The code official shall carry proper identification when inspecting structures or premises in the performance of duties under this code.

105.5 Notices and orders. The code official shall issue all necessary notices or orders to ensure compliance with this code.

105.6 Department records. The code official shall keep official records of all business and activities of the department specified in the provisions of this code. Such records shall be retained in the official records for the period required for retention of public records.

105.7 Liability. The code official, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction, in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered civilly or criminally liable personally, and is hereby relieved from all personal liability for any damage accruing to persons or property as a result of an act or by reason of an act or omission in the discharge of official duties.

105.7.1 Legal defense. Any suit or criminal complaint instituted against any officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code shall be defended by the legal representative of the jurisdiction until the final termination of the proceedings. The code official or any subordinate shall not be liable for costs in an action, suit or proceeding that is instituted in pursuance of the provisions of this code.

SECTION 106. APPROVAL

106.1 Modifications. Whenever there are practical difficulties involved in carrying out the provisions of this code, the code official shall have the authority to grant modifications for individual cases upon application of the owner or owner's authorized agent, provided that the code official shall first find that special individual reason makes the strict letter of this code impractical, the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements. The details of action granting modifications shall be recorded and entered in the department files.

106.2 Alternative materials, design and methods of construction and equipment. The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative

has been approved. An alternative material, design or method of construction shall be approved where the code official finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, not less than the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety. Where the alternative material, design or method of construction is not approved, the code official shall respond in writing, stating the reasons why the alternative was not approved.

106.3 Required testing. Whenever there is insufficient evidence of compliance with the provisions of this code or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the code official shall have the authority to require tests to be made as evidence of compliance without expense to the jurisdiction.

106.3.1 Test methods. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the code official shall be permitted to approve appropriate testing procedures performed by an approved agency.

106.3.2 Test reports. Reports of tests shall be retained by the code official for the period required for retention of public records.

106.4 Used material and equipment. Materials that are reused shall comply with the requirements of this code for new materials. Materials, equipment and devices shall not be reused unless such elements are in good repair or have been reconditioned and tested where necessary, placed in good and proper working condition and approved by the code official.

106.5 Approved materials and equipment. Materials, equipment and devices approved by the code official shall be constructed and installed in accordance with such approval.

106.6 Research reports. Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from approved sources.

SECTION 107. MEANS OF APPEAL

107.1 General. **An order, decision or determination made by the code official relative to the application and interpretation of this code may be appealed by the property owner. The appeal can be addressed to the City Administrator.** ~~In order to hear and decide appeals of orders, decisions or determinations made by the code official relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. The board of appeals shall be appointed by the applicable governing authority and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business and shall render all decisions and findings in writing to the appellant with a duplicate copy to the code official.~~

107.2 Limitations of authority. **Appeal Application. A property owner who seeks to appeal an order, decision or determination made by the code official shall file a written appeal to the City Administrator within ten business days of the date of the written order, decision or determination of the code official to which the appeal is taken.** An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have

been incorrectly interpreted, the provisions of this code do not fully apply or an equivalent or better form of construction is proposed. The ~~board~~ City Administrator shall not have the authority to waive requirements of this code or interpret the administration of this code.

~~107.3 Qualifications. The board of appeals shall consist of members who are qualified by experience and training and are not employees of the jurisdiction. (intentionally left blank)~~

~~107.4 Administration. The code official shall take immediate action in accordance with the decision of the board. (intentionally left blank)~~

SECTION 108. BOARD OF APPEALS

~~108.1 Membership of board. The board of appeals shall consist of not less than three members who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the jurisdiction. The code official shall be an ex-officio member but shall not vote on any matter before the board. The board shall be appointed by the chief appointing authority, and shall serve staggered and overlapping terms.~~

SECTION 109. VIOLATIONS

109.1 Unlawful acts. It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provisions of this code.

109.2 Notice of violation. The code official shall serve a notice of violation or order in accordance with Section 111.4.

109.3 Prosecution of violation. Any person failing to comply with a notice of violation or order served in accordance with Section 111.4 shall be deemed guilty of a misdemeanor or civil infraction as determined by the local municipality, and the violation shall be deemed a strict liability offense. If the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

109.4 Violation penalties. Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

109.5 Abatement of violation. The imposition of the penalties herein prescribed shall not preclude the legal officer of the jurisdiction from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal occupancy of a building, structure or premises, or to stop an illegal act, conduct, business or utilization of the building, structure or premises.

SECTION 110. STOP WORK ORDER

110.1 Authority. Where the code official finds any work regulated by this code being performed in a manner contrary to the provisions of this code or in a dangerous or unsafe manner, the code official is authorized to issue a stop work order.

110.2 Issuance. The stop work order shall be in writing and shall be given to the owner of the property, to the owner's authorized agent, or to the person performing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work is authorized to resume.

110.3 Emergencies. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work.

110.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to fines established by the authority having jurisdiction.

SECTION 111. UNSAFE STRUCTURES AND EQUIPMENT

111.1 Unsafe conditions. When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant to the provisions of this code.

111.1.1 Unsafe structures. An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

111.1.2 Unsafe equipment. Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the premises or within the structure that is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or occupants of the premises or structure.

111.1.3 Structure unfit for human occupancy. A structure is unfit for human occupancy whenever the code official finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

111.1.4 Unlawful structure. An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this code, or was erected, altered or occupied contrary to law.

111.1.5 Dangerous structure or premises. For the purpose of this code, any structure or premises that has any or all of the conditions or defects described as follows shall be considered to be dangerous:

1. Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the approved building or fire code of the jurisdiction as related to the requirements for existing buildings.

2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress.

3. Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, deterioration, neglect, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or to become detached or dislodged.

4. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value.

5. The building or structure, or part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.

6. The building or structure, or any portion thereof, is clearly unsafe for its use and occupancy.

7. The building or structure is neglected, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.

8. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the approved building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.

9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, ventilation, mechanical or plumbing system, or otherwise, is determined by the code official to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.

10. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the code official to be a threat to life or health.

11. Any portion of a building remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned so as to constitute such building or portion thereof as an attractive nuisance or hazard to the public.

111.2 Closing of vacant structures. If the structure is vacant and unfit for human habitation and

occupancy, and is not in danger of structural collapse, the code official is authorized to post a placard of condemnation on the premises and order the structure closed up so as not to be an attractive nuisance. Upon failure of the owner or owner's authorized agent to close up the premises within the time specified in the order, the code official shall cause the premises to be closed and secured through any available public agency or by contract or arrangement by private persons and the cost thereof shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate and shall be collected by any other legal resource.

111.2.1 Authority to disconnect service utilities. The code official shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code and the referenced codes and standards set forth in Section 102.8 in case of emergency where necessary to eliminate an immediate hazard to life or property or where such utility connection has been made without approval. The code official shall notify the serving utility and, whenever possible, the owner or owner's authorized agent and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnection the owner, owner's authorized agent or occupant of the building structure or service system shall be notified in writing as soon as practical thereafter.

111.3 Record. The code official shall cause a report to be filed on an unsafe condition. The report shall state the occupancy of the structure and the nature of the unsafe condition.

111.4 Notice. Whenever the code official determines that there has been a violation of this code or has grounds to believe that a violation has occurred, notice shall be given in the manner prescribed in Sections 111.4.1 and 111.4.2 to the owner or the owner's authorized agent, for the violation as specified in this code. Notices for condemnation procedures shall comply with this section.

111.4.1 Form. Such notice shall be in accordance with all of the following:

1. Be in writing.
2. Include a description of the real estate sufficient for identification.
3. Include a statement of the violation or violations and why the notice is being issued.
4. Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the dwelling unit or structure into compliance with the provisions of this code.
- ~~5. Inform the property owner or owner's authorized agent of the right to appeal.~~
- ~~6. Include a statement of the right to file a lien in accordance with Section 109.3.~~

111.4.2 Method of service. Such notice shall be deemed to be properly served where a copy thereof is served in accordance with one of the following methods:

1. A copy is delivered personally.
2. A copy is sent by certified or registered mail addressed to the owner at the last known address with the return receipt requested.
3. A copy is delivered in any other manner as prescribed by local law.

If the certified or registered letter is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice. Service of such notice in the foregoing manner upon the owner's agent or upon the person responsible for the structure shall constitute service of notice upon the owner.

111.5 Unauthorized tampering. Signs, tags or seals posted or affixed by the code official shall not be mutilated, destroyed or tampered with, or removed without authorization from the code official.

111.6 Transfer of ownership. It shall be unlawful for the owner of any dwelling unit or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such dwelling unit or structure to another until the provisions of the compliance order or notice of violation have been complied with, or until such owner or the owner's authorized agent shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the code official and shall furnish to the code official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

111.7 Placarding. Upon failure of the owner, owner's authorized agent or person responsible to comply with the notice provisions within the time given, the code official shall post on the premises or on defective equipment a placard bearing the word "Condemned" and a statement of the penalties provided for occupying the premises, operating the equipment or removing the placard. Such notice shall be posted in a conspicuous place in or about the structure affected by such notice. If the notice pertains to equipment, it shall be placed on the condemned equipment.

111.7.1 Placard removal. The code official shall remove the condemnation placard whenever the defect or defects upon which the condemnation and placarding action were based have been eliminated. Any person who defaces or removes a condemnation placard without the approval of the code official shall be subject to the penalties provided by this code.

111.8 Prohibited occupancy. Any occupied structure condemned and placarded by the code official shall be vacated as ordered by the code official. Any person who shall occupy a placarded premises or shall operate placarded equipment, and any owner or owner's authorized agent who shall let anyone occupy a placarded premises or operate placarded equipment shall be liable for the penalties provided by this code.

111.9 Restoration or abatement. The structure or equipment determined to be unsafe by the code official is permitted to be restored to a safe condition. The owner, owner's authorized agent, operator or occupant of a structure, premises or equipment deemed unsafe by the code official shall abate or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition or other approved corrective action. To the extent that repairs, alterations, or additions are made or a change of occupancy occurs during the restoration of the structure, such repairs, alterations, additions, or change of occupancy shall comply with the requirements of the

SECTION 112. EMERGENCY MEASURES

112.1 Imminent danger. When, in the opinion of the code official, there is imminent danger of failure or collapse of a building or structure that endangers life, or when any structure or part of a structure has fallen and life is endangered by the occupation of the structure, or when there is actual or potential danger to the building occupants or those in the proximity of any structure because of explosives, explosive fumes or vapors or the presence of toxic fumes, gases or materials, or operation of defective or dangerous equipment, the code official is hereby authorized and empowered to order and require the occupants to vacate the premises forthwith. The code official shall cause to be posted at each entrance to such structure a notice reading as follows: "This Structure Is Unsafe and Its Occupancy Has Been Prohibited by the Code Official." It shall be unlawful for any person to enter such structure except for the purpose of securing the structure, making the required repairs, removing the hazardous condition or of demolishing the same.

112.2 Temporary safeguards. Notwithstanding other provisions of this code, whenever, in the opinion of the code official, there is imminent danger due to an unsafe condition, the code official shall order the necessary work to be done, including the boarding up of openings, to render such structure temporarily safe whether or not the legal procedure herein described has been instituted; and shall cause such other action to be taken as the code official deems necessary to meet such emergency.

112.3 Closing streets. When necessary for public safety, the code official shall temporarily close structures and close, or order the authority having jurisdiction to close, sidewalks, streets, public ways and places adjacent to unsafe structures, and prohibit the same from being utilized.

112.4 Emergency repairs. For the purposes of this section, the code official shall employ the necessary labor and materials to perform the required work as expeditiously as possible.

112.5 Costs of emergency repairs. Costs incurred in the performance of emergency work shall be paid by the jurisdiction. The legal counsel of the jurisdiction shall institute appropriate action against the owner of the premises or owner's authorized agent where the unsafe structure is or was located for the recovery of such costs.

~~112.6 Hearing. Any person ordered to take emergency measures shall comply with such order forthwith. Any affected person shall thereafter, upon petition directed to the appeals board, be afforded a hearing as described in this code.~~

SECTION 113. DEMOLITION

~~113.1 General. The code official shall order the owner or owner's authorized agent of any premises upon which is located any structure, which in the code official's or owner's authorized agent judgment after review is so deteriorated or dilapidated or has become so out of repair as to be dangerous, unsafe, insanitary or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair the structure, to demolish and remove such structure; or if such structure is capable of being made safe by repairs, to repair and make safe and sanitary, or to board up and hold for future repair or to demolish and remove at the owner's option; or where there has been a~~

~~cessation of normal construction of any structure for a period of more than two years, the code official shall order the owner or owner's authorized agent to demolish and remove such structure, or board up until future repair. Boarding the building up for future repair shall not extend beyond one year, unless approved by the building official.~~

113.2 Notices and orders. Notices and orders shall comply with Section 111.4.

113.3 ~~Failure to comply. If the owner of a premises or owner's authorized agent fails to comply with a demolition order within the time prescribed, the code official shall cause the structure to be demolished and removed, either through an available public agency or by contract or arrangement with private persons, and the cost of such demolition and removal shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.~~

113.4 ~~Salvage materials. Where any structure has been ordered demolished and removed, the governing body or other designated officer under said contract or arrangement aforesaid shall have the right to sell the salvage and valuable materials. The net proceeds of such sale, after deducting the expenses of such demolition and removal, shall be promptly remitted with a report of such sale or transaction, including the items of expense and the amounts deducted, for the person who is entitled thereto, subject to any order of a court. If such a surplus does not remain to be turned over, the report shall so state.~~

CHAPTER 2 DEFINITIONS

SECTION 201. GENERAL

201.1 Scope. Unless otherwise expressly stated, the following terms shall, for the purposes of this code, have the meanings shown in this chapter.

201.2 Interchangeability. Words stated in the present tense include the future; words stated in the masculine gender include the feminine and neuter; the singular number includes the plural and the plural, the singular.

201.3 Terms defined in other codes. Where terms are not defined in this code and are defined in **Minnesota State Building Code, Minnesota State Fire Code, or elsewhere in the City of Annandale Ordinances**, ~~the International Building code, International Existing Building Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, International Residential Code, International Zoning Code or NFPA 70~~, such terms shall have the meanings ascribed to them as stated in those codes.

~~Exception: When used within this code, the terms unsafe and dangerous shall have only the meaning ascribed to them in this code and shall not have the meaning ascribed to them by the International Building Code.~~

201.4 Terms not defined. Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies

201.5 Parts. Whenever the words "dwelling unit," "dwelling," "premises," "building," "rooming house," "rooming unit," "housekeeping unit" or "story" are stated in this code, they shall be construed as though they were followed by the words "or any part thereof."

SECTION 202. GENERAL DEFINITIONS

ANCHORED. Secured in a manner that provides positive connection.

APPROVED. Accepted in writing by the code official.

BASEMENT. The portion of a building that is partly or completely below grade.

BATHROOM. A room containing plumbing fixtures including a bathtub or shower.

BEDROOM. Any room or space used or intended to be used for sleeping purposes in either a dwelling or sleeping unit.

CODE OFFICIAL. The official who is charged with the administration and enforcement of this code, or any duly authorized representative.

CONDEMN. To adjudge unfit for occupancy.

COST OF DEMOLITION OR EMERGENCY REPAIRS. The costs shall include the actual costs of the demolition or repair of the structure less revenues obtained if salvage was conducted prior to demolition or repair. Costs shall include, but not be limited to, expenses incurred or necessitated related to demolition or emergency repairs, such as asbestos survey and abatement if necessary; costs of inspectors, testing agencies or experts retained relative to the demolition or emergency repairs; costs of testing; surveys for other materials that are controlled or regulated from being dumped in a landfill; title searches; mailing(s); postings; recording; and attorney fees expended for recovering of the cost of emergency repairs or to obtain or enforce an order of demolition made by a code official, the governing body or board of appeals.

DETACHED. When a structural element is physically disconnected from another and that connection is necessary to provide a positive connection.

DETERIORATION. To weaken, disintegrate, corrode, rust or decay and lose effectiveness.

DWELLING UNIT. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

EASEMENT. That portion of land or property reserved for present or future use by a person or agency other than the legal fee owner(s) of the property. The easement shall be permitted to be for use under, on or above said lot or lots.

EMERGENCY ESCAPE AND RESCUE OPENING. An operable exterior window, door or other similar device that provides for a means of escape and access for rescue in the event of an emergency.

EQUIPMENT SUPPORT. Those structural members or assemblies of members or manufactured elements, including braces, frames, lugs, snuggers, hangers or saddles, that transmit gravity load, lateral load and operating load between the equipment and the structure.

EXTERIOR PROPERTY. The open space on the premises and on adjoining property under the

control of owners or operators of such premises.

GARBAGE. The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food.

GUARD. A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.

HABITABLE SPACE. Space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.

HISTORIC BUILDING. Any building or structure that is one or more of the following:

1. Listed or certified as eligible for listing, by the State Historic Preservation Officer or the Keeper of the National Register of Historic Places, in the National Register of Historic Places.
2. Designated as historic under an applicable state or local law.
3. Certified as a contributing resource within a National Register or state or locally designated historic district.

HOUSEKEEPING UNIT. A room or group of rooms forming a single habitable space equipped and intended to be used for living, sleeping, cooking and eating that does not contain, within such a unit, a toilet, lavatory and bathtub or shower.

IMMINENT DANGER. A condition that could cause serious or life-threatening injury or death at any time.

INFESTATION. The presence, within or contiguous to, a structure or premises of insects, rodents, vermin or other pests.

INOPERABLE MOTOR VEHICLE. A vehicle that cannot be driven upon the public streets for reason including but not limited to being unlicensed, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power.

LABELED. Equipment, materials or products to which have been affixed a label, seal, symbol or other identifying mark of a nationally recognized testing laboratory, approved agency or other organization concerned with product evaluation that maintains periodic inspection of the production of the above-labeled items and whose labeling indicates either that the equipment, material or product meets identified standards or has been tested and found suitable for a specified purpose.

LET FOR OCCUPANCY or LET. To permit, provide or offer possession or occupancy of a dwelling, dwelling unit, rooming unit, building, premise or structure by a person who is or is not the legal owner of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.

NEGLECT. The lack of proper maintenance for a building or structure.

OCCUPANCY. The purpose for which a building or portion thereof is utilized or occupied.

OCCUPANT. An individual living or sleeping in a building, or having possession of a space within a building.

OPENABLE AREA. That part of a window, skylight or door which is available for unobstructed ventilation and which opens directly to the outdoors.

OPERATOR. Any person who has charge, care or control of a structure or premises that is let or offered for occupancy.

OWNER. Any person, agent, operator, firm or corporation having legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

PERSON. An individual, corporation, partnership or any other group acting as a unit.

PEST ELIMINATION. The control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that serve as their food or water; by other approved pest elimination methods.

PREMISES. A lot, plot or parcel of land, easement or public way, including any structures thereon.

PUBLIC WAY. Any street, alley or other parcel of land that: is open to the outside air; leads to a street; has been deeded, dedicated or otherwise permanently appropriated to the public for public use; and has a clear width and height of not less than 10 feet (3048 mm).

ROOMING HOUSE. A building arranged or occupied for lodging, with or without meals, for compensation and not occupied as a one- or two-family dwelling.

ROOMING UNIT. Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes.

RUBBISH. Combustible and noncombustible waste materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.

SLEEPING UNIT. A room or space in which people sleep, which can also include permanent provisions for living, eating and either sanitation or kitchen facilities, but not both. Such rooms and spaces that are also part of a dwelling unit are not sleeping units.

STRICT LIABILITY OFFENSE. An offense in which the prosecution in a legal proceeding is not required to prove criminal intent as a part of its case. It is enough to prove that the defendant either did an act which was prohibited, or failed to do an act which the defendant was legally required to do.

STRUCTURE. That which is built or constructed.

TENANT. A person, corporation, partnership or group, whether or not the legal owner of record, occupying a building or portion thereof as a unit.

TOILET ROOM. A room containing a water closet or urinal but not a bathtub or shower.

ULTIMATE DEFORMATION. The deformation at which failure occurs and that shall be deemed to occur if the sustainable load reduces to 80 percent or less of the maximum strength.

VENTILATION. The natural or mechanical process of supplying conditioned or unconditioned air to, or removing such air from, any space.

WORKMANLIKE. Executed in a skilled manner; e.g., generally plumb, level, square, in line, undamaged and without marring adjacent work.

YARD. An open space on the same lot with a structure.

CHAPTER3 GENERAL REQUIREMENTS

SECTION 301. GENERAL

301.1 Scope. The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and exterior property.

301.2 Responsibility. The owner of the premises shall maintain the structures and exterior property in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy premises that are not in a sanitary and safe condition and that do not comply with the requirements of this chapter. Occupants of a dwelling unit, rooming unit or housekeeping unit are responsible for keeping in a clean, sanitary and safe condition that part of the dwelling unit, rooming unit, housekeeping unit or premises they occupy and control.

301.3 Vacant structures and land. Vacant structures and premises thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

SECTION 302. EXTERIOR PROPERTY AREAS

302.1 Sanitation. Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

302.2 Grading and drainage. Premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

Exception: Approved retention areas and reservoirs.

302.3 Sidewalks and driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

302.4 Weeds. Premises and exterior property shall be maintained free from weeds or plant growth in excess

of ten (10) inches in height. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with ~~Section 108.3~~ **City Ordinance** and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.

302.5 Rodent harborage. Structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.

302.6 Exhaust vents. Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly on abutting or adjacent public or private property or that of another tenant.

302.7 Accessory structures. Accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.

302.8 Motor vehicles. Except as provided for in other regulations, inoperative or unlicensed motor vehicles shall not be parked, kept or stored on any premises, and vehicles shall not at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.

Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.

302.9 Defacement of property. A person shall not willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti.

It shall be the responsibility of the owner to restore said surface to an approved state of maintenance and repair.

SECTION 303. SWIMMING POOLS, SPAS AND HOT TUBS

303.1 Swimming pools. Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

~~303.2 Enclosures. Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier not less than 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate~~

~~will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. An existing pool enclosure shall not be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.~~

~~Exception: Spas or hot tubs with a safety cover that complies with ASTM F1346 shall be exempt from the provisions of this section.~~

SECTION 304. EXTERIOR STRUCTURE

304.1 General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

304.1.1 Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the ~~International Building Code or the International Existing Building Code~~ **Minnesota State Building and Fire Codes** as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength.
2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects.
3. Structures or components thereof that have reached their limit state.
4. Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors and skylights are not maintained, weather resistant or water tight.
5. Structural members that have evidence of deterioration or that are not capable of safely supporting all nominal loads and load effects.
6. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects.
7. Exterior walls that are not anchored to supporting and supported elements or are not plumb and free of holes, cracks or breaks and loose or rotting materials, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects.
8. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of deterioration, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects.
9. Flooring and flooring components with defects that affect serviceability or flooring components that show signs of deterioration or fatigue, are not properly anchored or are incapable of supporting all nominal loads and resisting all load effects.
10. Veneer, cornices, belt courses, corbels, trim, wall facings and similar decorative features not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.
11. Overhang extensions or projections including, but not limited to, trash chutes, canopies,

marquees, signs, awnings, fire escapes, standpipes and exhaust ducts not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

12. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including guards and handrails, are not structurally sound, not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

13. Chimneys, cooling towers, smokestacks and similar appurtenances not structurally sound or not properly anchored, or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. Where substantiated otherwise by an approved method.
2. Demolition of unsafe conditions shall be permitted where approved by the code official.

304.2 Protective treatment. Exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. Siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and watertight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

304.3 Premises identification. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be not less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

304.4 Structural members. Structural members shall be maintained free from deterioration and shall be capable of safely supporting the imposed dead and live loads.

304.5 Foundation walls. Foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

304.6 Exterior walls. Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

304.7 Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in

good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

304.8 Decorative features. Cornices, belt courses, corbels, terracotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

304.9 Overhang extensions. Overhang extensions including, but not limited to, canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition. Where required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.10 Stairways, decks, porches and balconies. Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

304.11 Chimneys and towers. Chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. Exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.12 Handrails and guards. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

304.13 Window, skylight and door frames. Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

304.13.1 Glazing. Glazing materials shall be maintained free from cracks and holes.

304.13.2 Openable windows. Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

304.14 Insect screens. During the period from **April 1st through October 1st**, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

~~Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.~~

304.15 Doors. Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.

304.16 Basement hatchways. Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water.

304.17 Guards for basement windows. Every basement window that is openable shall be supplied

with rodent shields, storm windows or other approved protection against the entry of rodents.

304.18 Building security. Doors, windows or hatchways for dwelling units, room units or housekeeping units shall be provided with devices designed to provide security for the occupants and property within.

304.18.1 Doors. Doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a minimum lock throw of 1 inch (25 mm). Such deadbolt locks shall be installed according to the manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock.

304.18.2 Windows. Operable windows located in whole or in part within 6 feet (1828 mm) above ground level or a walking surface below that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a window sash locking device.

304.18.3 Basement hatchways. Basement hatchways that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with devices that secure the units from unauthorized entry.

304.19 Gates. Exterior gates, gate assemblies, operator systems if provided, and hardware shall be maintained in good condition. Latches at all entrances shall tightly secure the gates.

SECTION 305 INTERIOR STRUCTURE

305.1 General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. Occupants shall keep that part of the structure that they occupy or control in a clean and sanitary condition. Every owner of a structure containing a rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.

305.1.1 Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the **Minnesota State Building and Fire Codes** ~~International Building Code or the International Existing Building Code International~~ as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength.
2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects.
3. Structures or components thereof that have reached their limit state.
4. Structural members are incapable of supporting nominal loads and load effects.
5. Stairs, landings, balconies and all similar walking surfaces, including guards and handrails,

are not structurally sound, not properly anchored or are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

6. Foundation systems that are not firmly supported by footings are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. Where substantiated otherwise by an approved

method.

2. Demolition of unsafe conditions shall be permitted where approved by the code official.

305.2 Structural members. Structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.

305.3 Interior surfaces. Interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

305.4 Stairs and walking surfaces. Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

305.5 Handrails and guards. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

305.6 Interior doors. Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.

SECTION 306 COMPONENT SERVICEABILITY

306.1 General. The components of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

306.1.1 Unsafe conditions. Where any of the following conditions cause the component or system to be beyond its limit state, the component or system shall be determined as unsafe and shall be repaired or replaced to comply with the **Minnesota State Building and Fire Codes** ~~International Building Code or the International Existing Building Code~~ as required for existing buildings:

1. Soils that have been subjected to any of the following conditions:

1.1. Collapse of footing or foundation system.

1.2. Damage to footing, foundation, concrete or other structural element due to soil expansion.

1.3. Adverse effects to the design strength of footing, foundation, concrete or other structural element due to a chemical reaction from the soil.

- I.4. Inadequate soil as determined by a geotechnical investigation.
- 1.5. Where the allowable bearing capacity of the soil is in doubt.
- 1.6. Adverse effects to the footing, foundation, concrete or other structural element due to the ground water table.
- 2. Concrete that has been subjected to any of the following conditions:
 - 2.1. Deterioration.
 - 2.2. Ultimate deformation.
 - 2.3. Fractures.
 - 2.4. Fissures.
 - 2.5. Spalling.
 - 2.6. Exposed reinforcement.
 - 2.7. Detached, dislodged or failing connections.
- 3. Aluminum that has been subjected to any of the following conditions:
 - 3.1. Deterioration.
 - 3.2. Corrosion.
 - 3.3. Elastic deformation.
 - 3.4. Ultimate deformation.
 - 3.5. Stress or strain cracks.
 - 3.6. Joint fatigue.
 - 3.7. Detached, dislodged or failing connections.
- 4. Masonry that has been subjected to any of the following conditions:
 - 4.1. Deterioration.
 - 4.2. Ultimate deformation.
 - 4.3. Fractures in masonry or mortar joints.
 - 4.4. Fissures in masonry or mortar joints.
 - 4.5. Spalling.
 - 4.6. Exposed reinforcement.
 - 4.7. Detached, dislodged or failing connections.
- 5. Steel that has been subjected to any of the following conditions:
 - 5.1. Deterioration.

5.2. Elastic deformation.

5.3. Ultimate deformation.

5.4. Metal fatigue.

5.5. Detached, dislodged or failing connections.

6. Wood that has been subjected to any of the following conditions:

6.1. Ultimate deformation.

6.2. Deterioration.

6.3. Damage from insects, rodents and other vermin.

6.4. Fire damage beyond charring.

6.5. Significant splits and checks.

6.6. Horizontal shear cracks.

6.7. Vertical shear cracks.

6.8. Inadequate support.

6.9. Detached, dislodged or failing connections.

6.10. Excessive cutting and notching. Exceptions:

1. Where substantiated otherwise by an approved method.
2. Demolition of unsafe conditions shall be permitted where approved by the code official.

SECTION 307. HANDRAILS AND GUARDRAILS

307.1 General. Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails shall be not less than 30 inches (762 mm) in height or more than 42 inches (1067 mm) in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall be not less than 30 inches (762 mm) in height above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Exception: Guards shall not be required where exempted by the adopted building code.

SECTION 308. RUBBISH AND GARBAGE

308.1 Accumulation of rubbish or garbage. Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

308.2 Disposal of rubbish. Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers.

308.2.1 Rubbish storage facilities. The owner of every occupied premises shall supply approved covered containers for rubbish, and the owner of the premises shall be responsible for removal of rubbish.

308.2.2 Refrigerators. Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on premises without first removing the doors.

308.3 Disposal of garbage. Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an approved garbage disposal facility or approved garbage containers.

308.3.1 Garbage facilities. The owner of every dwelling shall supply one of the following: an approved mechanical food waste grinder in each dwelling unit; an approved incinerator unit in the structure available to the occupants in each dwelling unit; or an approved leakproof, covered, outside garbage container.

308.3.2 Containers. The operator of every establishment producing garbage shall provide, and at all times cause to be utilized, approved leakproof containers provided with close-fitting covers for the storage of such materials until removed from the premises for disposal.

SECTION 309. PEST ELIMINATION

309.1 Infestation. Structures shall be kept free from insect and rodent infestation. Structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent reinfestation.

309.2 Owner. The owner of any structure shall be responsible for pest elimination within the structure prior to renting or leasing the structure.

309.3 Single occupant. The occupant of a one-family dwelling or of a single-tenant nonresidential structure shall be responsible for pest elimination on the premises.

309.4 Multiple occupancy. The owner of a structure containing two or more dwelling units, a multiple occupancy, a rooming house or a nonresidential structure shall be responsible for pest elimination in the public or shared areas of the structure and exterior property. If infestation is caused by failure of an occupant to prevent such infestation in the area occupied, the occupant and owner shall be responsible for pest elimination.

309.5 Occupant. The occupant of any structure shall be responsible for the continued rodent and pest-free condition of the structure.

Exception: Where the infestations are caused by defects in the structure, the owner shall be responsible for pest elimination.

CHAPTER4

LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

SECTION 401. GENERAL

401.1 Scope. The provisions of this chapter shall govern the minimum conditions and standards for light, ventilation and space for occupying a structure.

401.2 Responsibility. The owner of the structure shall provide and maintain light, ventilation and

space conditions in compliance with these requirements. A person shall not occupy as owner-occupant, or permit another person to occupy, any premises that do not comply with the requirements of this chapter.

401.3 Alternative devices. In lieu of the means for natural light and ventilation herein prescribed, artificial light or mechanical ventilation complying with the International Building Code **Minnesota State Building Code** shall be permitted.

SECTION 402. LIGHT

402.1 Habitable spaces. Every habitable space shall have not less than one window of approved size facing directly to the outdoors or to a court. The minimum total glazed area for every habitable space shall be 8 percent of the floor area of such room. Wherever walls or other portions of a structure face a window of any room and such obstructions are located less than 3 feet (914 mm) from the window and extend to a level above that of the ceiling of the room, such window shall not be deemed to face directly to the outdoors nor to a court and shall not be included as contributing to the required minimum total window area for the room.

Exception: Where natural light for rooms or spaces without exterior glazing areas is provided through an adjoining room, the unobstructed opening to the adjoining room shall be not less than 8 percent of the floor area of the interior room or space, or not less than 25 square feet (2.33 m²), whichever is greater. The exterior glazing area shall be based on the total floor area being served.

402.2 Common halls and stairways. Every common hall and stairway in residential occupancies, other than in one-and two-family dwellings, shall be lighted at all times with not less than a 60-watt standard incandescent light bulb for each 200 square feet (19 m²) of floor area or equivalent illumination, provided that the spacing between lights shall not be greater than 30 feet (9144 mm). In other than residential occupancies, interior and exterior means of egress, stairways shall be illuminated at all times the building space served by the means of egress is occupied with not less than **1 footcandle (11 lux)** at floors, landings and treads.

402.3 Other spaces. Other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe occupancy of the space and utilization of the appliances, equipment and fixtures.

SECTION 403. VENTILATION

403.1 Habitable spaces. Every habitable space shall have not less than one operable window. The total operable area of the window in every room shall be equal to not less than 45 percent of the minimum glazed area required in Section 402.1.

Exception: Where rooms and spaces without openings to the outdoors are ventilated through an adjoining room, the unobstructed opening to the adjoining room shall be not less than 8 percent of the floor area of the interior room or space, but not less than 25 square feet (2.33 m²). The ventilation openings to the outdoors shall be based on a total floor area being ventilated.

403.2 Bathrooms and toilet rooms. Every bathroom and toilet room shall comply with the

ventilation requirements for habitable spaces as required by Section 403.1, except that a window shall not be required in such spaces equipped with a mechanical ventilation system. Air exhausted by a mechanical ventilation system from a bathroom or toilet room shall discharge to the outdoors and shall not be recirculated.

403.3 Cooking facilities. Unless approved through the certificate of occupancy, cooking shall not be permitted in any rooming unit or dormitory unit, and a cooking facility or appliance shall not be permitted to be present in the rooming unit or dormitory unit.

Exceptions:

1. Where specifically approved in writing by the code official.
2. Devices such as coffee pots and microwave ovens shall not be considered cooking appliances.

403.4 Process ventilation. Where injurious, toxic, irritating or noxious fumes, gases, dusts or mists are generated, a local exhaust ventilation system shall be provided to remove the contaminating agent at the source. Air shall be exhausted to the exterior and not be recirculated to any space.

403.5 Clothes dryer exhaust. Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacturer's instructions.

Exception: Listed and labeled condensing (ductless) clothes dryers.

SECTION 404. OCCUPANCY LIMITATIONS

404.1 Privacy. Dwelling units, hotel units, housekeeping units, rooming units and dormitory units shall be arranged to provide privacy and be separate from other adjoining spaces.

404.2 Minimum room widths. A habitable room, other than a kitchen, shall be not less than 7 feet (2134 mm) in any plan dimension. Kitchens shall have a minimum clear passageway of 3 feet (914 mm) between counter fronts and appliances or counter fronts and walls.

404.3 Minimum ceiling heights. Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms and habitable basement areas shall have a minimum clear ceiling height of 7 feet (2134 mm).

Exceptions:

1. In one- and two-family dwellings, beams or girders spaced not less than 4 feet (1219 mm) on center and projecting not greater than 6 inches (152 mm) below the required ceiling height.
2. Basement rooms in one- and two-family dwellings occupied exclusively for laundry, study or recreation purposes, having a minimum ceiling height of 6 feet 8 inches (2033 mm) with a minimum clear height of 6 feet 4 inches (1932 mm) under beams, girders, ducts and similar obstructions.
3. Rooms occupied exclusively for sleeping, study or similar purposes and having a sloped

ceiling over all or part of the room, with a minimum clear ceiling height of 7 feet (2134 mm) over not less than one-third of the required minimum floor area. In calculating the floor area of such rooms, only those portions of the floor area with a minimum clear ceiling height of 5 feet (1524 mm) shall be included.

404.4 Bedroom and living room requirements. Every bedroom and living room shall comply with the requirements of Sections 404.4.1 through 404.4.5.

404.4.1 Room area. Every living room shall contain not less than 120 square feet (11.2 m²) and every bedroom shall contain not less than 70 square feet (6.5 m²) and every bedroom occupied by more than one person shall contain not less than 50 square feet (4.6 m²) of floor area for each occupant thereof.

404.4.2 Access from bedrooms. Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces.

Exception: Units that contain fewer than two bedrooms.

404.4.3 Water closet accessibility. Every bedroom shall have access to not less than one water closet and one lavatory without passing through another bedroom. Every bedroom in a dwelling unit shall have access to not less than one water closet and lavatory located in the same story as the bedroom or an adjacent story.

404.4.4 Prohibited occupancy. Kitchens and non-habitable spaces shall not be used for sleeping purposes.

404.4.5 Other requirements. Bedrooms shall comply with the applicable provisions of this code including, but not limited to, the light, ventilation, room area, ceiling height and room width requirements of this chapter; the plumbing facilities and water-heating facilities requirements of Chapter 5; the heating facilities and electrical receptacle requirements of Chapter 6; and the smoke detector and emergency escape requirements of Chapter 7.

404.5 Overcrowding. Dwelling units shall not be occupied by more occupants than permitted by the minimum area requirements of Table 404.5.

TABLE 404.5
MINIMUM AREA REQUIREMENTS

SPACE	MINIMUM AREA IN SQUARE FEET		
	1-2 occupants	3-5 occupants	6 or more occupants
Living room ^{a, b}	120	120	150
Dining room ^{a, b}	No requirement	80	100
Bedrooms	Shall comply with Section 404.4.1		

For SI: 1 square foot = 0.0929 m².

a. See Section 404.5.2 for combined living room/dining room spaces.

b. See Section 404.5.1 for limitations on determining the minimum occupancy area for sleeping purposes.

404.5.1 Sleeping area. The minimum occupancy area required by Table 404.5 shall not be included

as a sleeping area in determining the minimum occupancy area for sleeping purposes. Sleeping areas shall comply with Section 404.4.

404.5.2 Combined spaces. Combined living room and dining room spaces shall comply with the requirements of Table 404.5 if the total area is equal to that required for separate rooms and if the space is located so as to function as a combination living room/dining room.

404.6 Efficiency unit. Nothing in this section shall prohibit an efficiency living unit from meeting the following requirements:

1. A unit occupied by not more than one occupant shall have a minimum clear floor area of 120 square feet (11.2 m²). A unit occupied by not more than two occupants shall have a minimum clear floor area of 220 square feet (20.4 m²). A unit occupied by three occupants shall have a minimum clear floor area of 320 square feet (29.7 m²). These required areas shall be exclusive of the areas required by Items 2 and 3.

2. The unit shall be provided with a kitchen sink, cooking appliance and refrigeration facilities, each having a minimum clear working space of 30 inches (762 mm) in front. Light and *ventilation* conforming to this code shall be provided.

3. The unit shall be provided with a separate *bathroom* containing a water closet, lavatory and bathtub or shower.

4. The maximum number of *occupants* shall be three.

404.7 Food preparation. Spaces to be occupied for food preparation purposes shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage.

CHAPTER 5

PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

SECTION 501. GENERAL

501.1 Scope. The provisions of this chapter shall govern the minimum plumbing systems, facilities and plumbing fixtures to be provided.

501.2 Responsibility. The owner of the structure shall provide and maintain such plumbing facilities and plumbing fixtures in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any structure or premises that does not comply with the requirements of this chapter.

SECTION 502. REQUIRED FACILITIES

502.1 Dwelling units. Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink that shall be maintained in a sanitary, safe working condition. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located. A kitchen sink shall not be

used as a substitute for the required lavatory.

502.2 Rooming houses. Not less than one water closet, lavatory and bathtub or shower shall be supplied for each four rooming units.

502.3 Hotels. Where private water closets, lavatories and baths are not provided, one water closet, one lavatory and one bathtub or shower having access from a public hallway shall be provided for each 10 occupants.

502.4 Employees' facilities. Not less than one water closet, one lavatory and one drinking facility shall be available to employees.

502.4.1 Drinking facilities. Drinking facilities shall be a drinking fountain, water cooler, bottled water cooler or disposable cups next to a sink or water dispenser. Drinking facilities shall not be located in toilet rooms or bathrooms.

502.5 Public toilet facilities. Public toilet facilities shall be maintained in a safe, sanitary and working condition in accordance with the ~~International Plumbing Code~~ **Minnesota State Building (Plumbing) Code**. Except for periodic maintenance or cleaning, public access and use shall be provided to the toilet facilities at all times during occupancy of the premises.

SECTION 503. TOILET ROOMS

503.1 Privacy. Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. A door and interior locking device shall be provided for all common or shared bathrooms and toilet rooms in a multiple dwelling.

503.2 Location. Toilet rooms and bathrooms serving hotel units, rooming units or dormitory units or housekeeping units, shall have access by traversing not more than one flight of stairs and shall have access from a common hall or passageway.

503.3 Location of employee toilet facilities. Toilet facilities shall have access from within the employees' working area. The required toilet facilities shall be located not more than one story above or below the employees' working area and the path of travel to such facilities shall not exceed a distance of 500 feet (152 m). Employee facilities shall either be separate facilities or combined employee and public facilities.

Exception: Facilities that are required for employees in storage structures or kiosks, which are located in adjacent structures under the same ownership, lease or control, shall not exceed a travel distance of 500 feet (152 m) from the employees' regular working area to the facilities.

503.4 Floor surface. In other than dwelling units, every toilet room floor shall be maintained to be a smooth, hard, nonabsorbent surface to permit such floor to be easily kept in a clean and sanitary condition.

SECTION 504. PLUMBING SYSTEMS AND FIXTURES

504.1 General. Plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of

performing the function for which such plumbing fixtures are designed. Plumbing fixtures shall be maintained in a safe, sanitary and functional condition.

504.2 Fixture clearances. Plumbing fixtures shall have adequate clearances for usage and cleaning.

504.3 Plumbing system hazards. Where it is found that a plumbing system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, inadequate venting, cross connection, back siphonage, improper installation, deterioration or damage or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.

SECTION 505. WATER SYSTEM

505.1 General. Every sink, lavatory, bathtub, or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. Kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the ~~International Plumbing Code~~ **Minnesota State Building (Plumbing) Code.**

505.2 Contamination. The water supply shall be maintained free from contamination, and all water inlets for plumbing fixtures shall be located above the flood-level rim of the fixture. Shampoo basin faucets, janitor sink faucets and other hose bibs or faucets to which hoses are attached and left in place, shall be protected by an approved atmospheric-type vacuum breaker or an approved permanently attached hose connection vacuum breaker.

505.3 Supply. The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices, and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks.

505.4 Water heating facilities. Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a temperature not less than 110°F (43°C). A gas-burning water heater shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided. An approved combination temperature and pressure-relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters.

505.5 Nonpotable water reuse systems. Nonpotable water reuse systems and rainwater collection and conveyance systems shall be maintained in a safe and sanitary condition. Where such systems are not properly maintained, the systems shall be repaired to provide for safe and sanitary conditions, or the system shall be abandoned in accordance with Section 505.5.1.

505.5.1 Abandonment of systems. Where a nonpotable water reuse system or a rainwater collection and distribution system is not maintained or the owner ceases use of the system, the system shall be abandoned in accordance with Section 1301.10 of the International Plumbing Code.

SECTION 506. SANITARY DRAINAGE SYSTEM

506.1 General. Plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage disposal system.

506.2 Maintenance. Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.

506.3 Grease interceptors. Grease interceptors and automatic grease removal devices shall be maintained in accordance with this code and the manufacturer's installation instructions. Grease interceptors and automatic grease removal devices shall be regularly serviced and cleaned to prevent the discharge of oil, grease, and other substances harmful or hazardous to the building drainage system, the public sewer, the private sewage disposal system or the sewage treatment plant or processes. Records of maintenance, cleaning and repairs shall be available for inspection by the code official.

SECTION 507. STORM DRAINAGE

507.1 General. Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance.

CHAPTER 6 MECHANICAL AND ELECTRICAL REQUIREMENTS

SECTION 601. GENERAL

601.1 Scope. The provisions of this chapter shall govern the minimum mechanical and electrical facilities and equipment to be provided.

601.2 Responsibility. The owner of the structure shall provide and maintain mechanical and electrical facilities and equipment in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any premises that does not comply with the requirements of this chapter.

SECTION 602. HEATING FACILITIES

602.1 Facilities required. Heating facilities shall be provided in structures as required by this section.

602.2 Residential occupancies. Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms based on the winter outdoor design temperature for the locality indicated in Appendix D of the International Plumbing Code when the outdoor temperature is -20° F or warmer. Cooking appliances shall not be used, nor shall portable unvented fuel-burning space heaters be used, as a means to provide required heating. The installation of one or more portable space heaters shall not be used to achieve compliance with this section.

~~Exception: In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.~~

602.3 Heat supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from **September 1st through May**

31st to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms.

Exceptions:

1. When the outdoor temperature is below ~~the winter outdoor design temperature for the locality -20° F~~, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. ~~The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the International Plumbing Code.~~

2. ~~In areas where the average monthly temperature is above 30°F (1°C), a minimum temperature of 65°F (18°C) shall be maintained.~~

602.4 ~~Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from [Date] to [Date] to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.~~

Exceptions:

1. ~~Processing, storage, and operation areas that require cooling or special temperature conditions.~~

2. ~~Areas in which persons are primarily engaged in vigorous physical activities.~~

602.5 Room temperature measurement. The required room temperatures shall be measured 3 feet (914 mm) above the floor near the center of the room and 2 feet (610 mm) inward from the center of each exterior wall.

SECTION 603. MECHANICAL EQUIPMENT

603.1 Mechanical equipment and appliances. Mechanical equipment, appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition and shall be capable of performing the intended function.

603.1.1 Appliance testing. Central heating appliances shall be tested by a licensed mechanical contractor to verify that the appliance is in a safe working condition when evidence of malfunction, corrosion, deterioration or excessive interior carbon monoxide is suspected.

603.2 Removal of combustion products. ~~All~~ **F**uel-burning equipment and appliances shall be connected to an approved chimney or vent **to the exterior of the structure.**

~~Exception: Fuel-burning equipment and appliances that are labeled for unvented operation.~~

603.3 Clearances. Required clearances to combustible materials shall be maintained.

603.4 Safety controls. Safety controls for fuel-burning equipment shall be maintained in effective operation.

603.5 Combustion air. A supply of air for complete combustion of the fuel and for ventilation of the space containing the fuel-burning equipment shall be provided for the fuel-burning equipment.

603.6 Energy conservation devices. Devices intended to reduce fuel consumption by

attachment to a fuel-burning appliance, to the fuel supply line thereto, or to the vent outlet or vent piping therefrom, shall not be installed unless labeled for such purpose and the installation is specifically approved.

SECTION 604. ELECTRICAL FACILITIES

604.1 Facilities required. Every occupied building shall be provided with an electrical system in compliance with the requirements of this section and Section 605.

604.2 Service. The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with NFPA 70. Dwelling units shall be served by a three-wire, 120/240 volt, single-phase electrical service having a minimum rating of 60 amperes.

604.3 Electrical system hazards. Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.

604.3.1 Abatement of electrical hazards associated with water exposure. The provisions of this section shall govern the repair and replacement of electrical systems and equipment that have been exposed to water.

604.3.1.1 Electrical equipment. Electrical distribution equipment, motor circuits, power equipment, transformers, wire, cable, flexible cords, wiring devices, ground fault circuit interrupters, surge protectors, molded case circuit breakers, low-voltage fuses, luminaires, ballasts, motors and electronic control, signaling and communication equipment that have been exposed to water shall be replaced in accordance with the provisions of the ~~International Building Code~~ **Minnesota State Building Code**.

Exception: The following equipment shall be allowed to be repaired where an inspection report from the equipment manufacturer or approved manufacturer's representative indicates that the equipment has not sustained damage that requires replacement:

1. Enclosed switches, rated not more than 600 volts or less.
2. Busway, rated not more than 600 volts.
3. Panelboards, rated not more than 600 volts.
4. Switchboards, rated not more than 600 volts.
5. Fire pump controllers, rated not more than 600 volts.
6. Manual and magnetic motor controllers.
7. Motor control centers.
8. Alternating current high-voltage circuit breakers.
9. Low-voltage power circuit breakers.
10. Protective relays, meters and current transformers.
11. Low- and medium-voltage switchgear.

12. Liquid-filled transformers.
13. Cast-resin transformers.
14. Wire or cable that is suitable for wet locations and whose ends have not been exposed to water.
15. Wire or cable, not containing fillers, that is suitable for wet locations and whose ends have not been exposed to water.
16. Luminaires that are listed as submersible.
17. Motors.
18. Electronic control, signaling and communication equipment.

604.3.2 Abatement of electrical hazards associated with fire exposure. The provisions of this section shall govern the repair and replacement of electrical systems and equipment that have been exposed to fire.

604.3.2.1 Electrical equipment. Electrical switches, receptacles, and fixtures, including furnace, water heating, security system and power distribution circuits, that have been exposed to fire, shall be replaced in accordance with the provisions of the ~~International Building Code~~ **Minnesota State Building Code**.

Exception: Electrical switches, receptacles and fixtures that shall be allowed to be repaired where an inspection report from the equipment manufacturer or approved manufacturer's representative indicates that the equipment has not sustained damage that requires replacement.

SECTION 605. ELECTRICAL EQUIPMENT

605.1 Installation. Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.

605.2 Receptacles. Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets. Every laundry area shall contain not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall contain not less than one receptacle. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection. All receptacle outlets shall have the appropriate faceplate cover for the location.

605.3 Luminaires. Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain not less than one electric luminaire. Pool and spa luminaires over 15 V shall have ground fault circuit interrupter protection.

605.4 Wiring. Flexible cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.

SECTION 606. ELEVATORS, ESCALATORS AND DUMBWAITERS

606.1 General. Elevators, dumbwaiters and escalators shall be maintained in compliance with ~~ASME A17.1~~ **Minnesota State Building Code**. The most current certificate of inspection shall be on display at all times within the elevator or attached to the escalator or dumbwaiter,

be available for public inspection in the office of the building operator or be posted in a publicly conspicuous location approved by the code official. The inspection and tests shall be performed at not less than the periodic intervals listed in ~~ASME A17.1~~ **Minnesota State Building Code**, except where otherwise specified by the authority having jurisdiction.

606.2 Elevators. In buildings equipped with passenger elevators, not less than one elevator shall be maintained in operation at all times when the building is occupied.

Exception: Buildings equipped with only one elevator shall be permitted to have the elevator temporarily out of service for testing or servicing.

SECTION 607. DUCT SYSTEMS

607.1 General. Duct systems shall be maintained free of obstructions and shall be capable of performing the required function.

CHAPTER 7 FIRE SAFETY REQUIREMENTS

SECTION 701. GENERAL

701.1 Scope. The provisions of this chapter shall govern the minimum conditions and standards for fire safety relating to structures and exterior premises, including fire safety facilities and equipment to be provided.

701.2 Responsibility. The owner of the premises shall provide and maintain such fire safety facilities and equipment in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any premises that do not comply with the requirements of this chapter.

SECTION 702. MEANS OF EGRESS

702.1 General. A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the ~~International Fire Code~~ **Minnesota State Fire Code**.

702.2 Aisles. The required width of aisles in accordance with the ~~International Fire Code~~ **Minnesota State Fire Code** shall be unobstructed.

702.3 Locked doors. Means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the ~~International Building Code~~ **Minnesota State Building Code**.

702.4 Emergency escape and rescue openings. Required emergency escape and rescue openings shall be maintained in accordance with the code in effect at the time of construction, and both of the following:

1. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools.
2. ~~Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided that the minimum net clear opening size complies with the code~~

~~that was in effect at the time of construction and the unit is equipped with smoke alarms installed in accordance with Section 907.2.10 of the International Building Code. Such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.~~

SECTION 703. FIRE-RESISTANCE RATINGS

703.1 Fire-resistance-rated assemblies. The provisions of this chapter shall govern maintenance of the materials, systems and assemblies used for structural fire resistance and fire-resistance-rated construction separation of adjacent spaces to safeguard against the spread of fire and smoke within a building and the spread of fire to or from buildings.

703.2 Unsafe conditions. Where any components are not maintained and do not function as intended or do not have the fire resistance required by the code under which the building was constructed or altered, such components or portions thereof shall be deemed unsafe conditions in accordance with ~~Section 114.1.1 of the International Fire Code~~ **Minnesota State Fire Code**. Components or portions thereof determined to be unsafe shall be repaired or replaced to conform to that code under which the building was constructed or altered. Where the condition of components is such that any building, structure or portion thereof presents an imminent danger to the occupants of the building, structure or portion thereof, the fire code official shall act in accordance with Section 114.2 of the ~~International Fire Code~~ **Minnesota State Building Code**.

703.3 Maintenance. The required fire-resistance rating of fire-resistance-rated construction, including walls, firestops, shaft enclosures, partitions, smoke barriers, floors, fire-resistive coatings and sprayed fire-resistant materials applied to structural members and joint systems, shall be maintained. Such elements shall be visually inspected annually by the owner and repaired, restored or replaced where damaged, altered, breached or penetrated. Records of inspections and repairs shall be maintained. Where concealed, such elements shall not be required to be visually inspected by the owner unless the concealed space is accessible by the removal or movement of a panel, access door, ceiling tile or entry to the space. Openings made therein for the passage of pipes, electrical conduit, wires, ducts, air transfer and any other reason shall be protected with approved methods capable of resisting the passage of smoke and fire. Openings through fire-resistance-rated assemblies shall be protected by self- or automatic-closing doors of approved construction meeting the fire protection requirements for the assembly.

703.3.1 Fire blocking and draft stopping. Required fire blocking and draft stopping in combustible concealed spaces shall be maintained to provide continuity and integrity of the construction.

703.3.2 Smoke barriers and smoke partitions. Required smoke barriers and smoke partitions shall be maintained to prevent the passage of smoke. Openings protected with approved smoke barrier doors or smoke dampers shall be maintained in accordance with NFPA 105.

703.3.3 Fire walls, fire barriers, and fire partitions. Required fire walls, fire barriers and fire partitions shall be maintained to prevent the passage of fire. Openings protected with approved doors or fire dampers shall be maintained in accordance with NFPA 80.

703.4 Opening protectives. Opening protectives shall be maintained in an operative condition in accordance with NFPA 80. The application of field-applied labels associated with the maintenance of opening protectives shall follow the requirements of the approved third-party certification organization accredited for listing the opening protective. Fire doors and smoke

barrier doors shall not be blocked or obstructed, or otherwise made inoperable. Fusible links shall be replaced whenever fused or damaged. Fire door assemblies shall not be modified.

703.4.1 Signs. Where required by the code official, a sign shall be permanently displayed on or near each fire door in letters not less than 1 inch (25 mm) high to read as follows:

1. For doors designed to be kept normally open: FIRE DOOR – DO NOT BLOCK.
2. For doors designed to be kept normally closed: FIRE DOOR – KEEP CLOSED.

703.4.2 Hold-open devices and closers. Hold-open devices and automatic door closers shall be maintained. During the period that such a device is out of service for repairs, the door it operates shall remain in the closed position.

703.4.3 Door operation. Swinging fire doors shall close from the full-open position and latch automatically. The door closer shall exert enough force to close and latch the door from any partially open position.

703.5 Ceiling. The hanging and displaying of salable goods and other decorative materials from acoustical ceiling systems that are part of a fire-resistance-rated horizontal assembly shall be prohibited.

703.6 Testing. Horizontal and vertical sliding and rolling fire doors shall be inspected and tested annually to confirm operation and full closure. Records of inspections and testing shall be maintained.

~~703.7 Vertical Shafts. Interior vertical shafts, including stairways, elevator hoistways and service and utility shafts, which connect two or more stories of a building shall be enclosed or protected as required in Chapter 11 of the International Fire Code. New floor openings in existing buildings shall comply with the International Building Code.~~

703.8 Opening protective closers. Where openings are required to be protected, opening protectives shall be maintained self-closing or automatic-closing by smoke detection. Existing fusible-link-type automatic door-closing devices shall be replaced if the fusible link rating exceeds 135°F (57°C).

SECTION 704. FIRE PROTECTION SYSTEMS

704.1 Inspection, testing and maintenance. Fire protection and life safety systems shall be maintained in accordance with the ~~International Fire Code~~ **Minnesota State Fire Code** in an operative condition at all times, and shall be replaced or repaired where defective.

~~704.1.1 Fire protection and life safety systems. Fire protection and life safety systems shall be installed, repaired, operated and maintained in accordance with this code the International Fire Code and International Building Code.~~

~~704.1.2 Required fire protection and life safety systems. Fire protection and life safety systems required by this code, the International Fire Code or the International Building Code shall be installed, repaired, operated, tested and maintained in accordance with this code. A fire protection and life safety system for which a design option, exception or reduction to the provisions of this code, the International Fire Code or the International Building Code has been granted shall be considered to be a required system.~~

~~704.1.3 Fire protection systems. Fire protection systems shall be inspected, maintained and tested in accordance with the following International Fire Code requirements.~~

- ~~1. Automatic sprinkler systems, see Section 903.5.~~
- ~~2. Automatic fire-extinguishing systems protecting commercial cooking systems, see Section 904.13.5.~~
- ~~3. Automatic water mist extinguishing systems, see Section 904.11.~~
- ~~4. Carbon dioxide extinguishing systems, see Section 904.8.~~
- ~~5. Carbon monoxide alarms and carbon monoxide detection systems, see Section 915.6.~~
- ~~6. Clean-agent extinguishing systems, see Section 904.10.~~
- ~~7. Dry-chemical extinguishing systems, see Section 904.6.~~
- ~~8. Fire alarm and fire detection systems, see Section 907.8.~~
- ~~9. Fire department connections, see Sections 912.4 and 912.7.~~
- ~~10. Fire pumps, see Section 913.5.~~
- ~~11. Foam extinguishing systems, see Section 904.7.~~
- ~~12. Halon extinguishing systems, see Section 904.9.~~
- ~~13. Single and multiple-station smoke alarms, see Section 907.10.~~
- ~~14. Smoke and heat vents and mechanical smoke removal systems, see Section 910.5.~~
- ~~15. Smoke control systems, see Section 909.22.~~
- ~~16. Wet-chemical extinguishing systems, see Section 904.5.~~

~~704.2 Standards. Fire protection systems shall be inspected, tested and maintained in accordance with the referenced standards listed in Table 704.2 and as required in this section.~~

**TABLE 704.2
FIRE PROTECTION SYSTEM MAINTENANCE STANDARDS**

SYSTEM	STANDARD
Portable fire extinguishers	NFPA 10
Carbon dioxide fire-extinguishing system	NFPA 12
Halon 1301 fire-extinguishing systems	NFPA 12A
Dry-chemical extinguishing systems	NFPA 17
Wet-chemical extinguishing systems	NFPA 17A
Water-based fire protection systems	NFPA 25
Fire alarm systems	NFPA 72
Smoke and heat vents	NFPA 204
Water-mist systems	NFPA 750
Clean-agent extinguishing systems	NFPA 2001

~~704.2.1 Records. Records shall be maintained of all system inspections, tests and maintenance required by the referenced standards.~~

~~704.2.2 Records of information. Initial records shall include the: name of the installation contractor; type of components installed; manufacturer of the components; location and number of components installed per floor; and manufacturers' operation and maintenance instruction manuals. Such records shall be maintained for the life of the installation.~~

~~704.3 Systems out of service. Where a required fire protection system is out of service, the~~

~~fire department and the fire code official shall be notified immediately and, where required by the fire code official, either the building shall be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service. Where utilized, fire watches shall be provided with not less than one approved means for notification of the fire department and shall not have duties beyond performing constant patrols of the protected premises and keeping watch for fires. Actions shall be taken in accordance with Section 901 of the International Fire Code to bring the systems back in service.~~

~~Exception: Facilities with an approved notification and impairment management program. The notification and impairment program for water-based fire protection systems shall comply with NFPA 25.~~

~~704.3.1 Emergency impairments. Where unplanned impairments of fire protection systems occur, appropriate emergency action shall be taken to minimize potential injury and damage. The impairment coordinator shall implement the steps outlined in Section 901.7.4 of the International Fire Code.~~

704.4 Removal of or tampering with equipment. It shall be unlawful for any person to remove, tamper with or otherwise disturb any fire protection or life safety system required by this code except for the purposes of extinguishing fire, training, recharging or making necessary repairs.

704.4.1 Removal of or tampering with appurtenances. Locks, gates, doors, barricades, chains, enclosures, signs, tags and seals that have been installed by or at the direction of the fire code official shall not be removed, unlocked, destroyed or tampered with in any manner.

~~704.4.2 Removal of existing occupant use hose lines. The fire code official is authorized to permit the removal of existing occupant use hose lines where all of the following apply:~~

- ~~1. The installation is not required by the International Fire Code or the International Building Code.~~
- ~~2. The hose line would not be utilized by trained personnel or the fire department.~~
- ~~3. The remaining outlets are compatible with local fire department fittings.~~

~~704.4.3 Termination of monitoring service. For fire alarm systems required to be monitored by the International Fire Code, notice shall be made to the fire code official whenever alarm monitoring services are terminated. Notice shall be made in writing by the provider of the monitoring service being terminated.~~

~~704.5 Fire department connection. Where the fire department connection is not visible to approaching fire apparatus, the fire department connection shall be indicated by an approved sign mounted on the street front or on the side of the building. Such sign shall have the letters "FDC" not less than 6 inches (152 mm) high and words in letters not less than 2 inches (51 mm) high or an arrow to indicate the location. Such signs shall be subject to the approval of the fire code official.~~

~~704.5.1 Fire department connection access. Ready access to fire department connections shall be maintained at all times and without obstruction by fences, bushes, trees, walls or any other fixed or movable object. Access to fire department connections shall be approved by the fire chief.~~

~~Exception: Fences, where provided with an access gate equipped with a sign complying with the legend requirements of Section 912.5 of the International Fire Code and a means of emergency operation. The gate and the means of emergency operation shall be approved by~~

~~the fire chief and maintained operational at all times.~~

~~704.5.2 Clear space around connections. A working space of not less than 36 inches (914 mm) in width, 36 inches (914 mm) in depth and 78 inches (1981 mm) in height shall be provided and maintained in front of and to the sides of wall-mounted fire department connections and around the circumference of free-standing fire department connections.~~

704.6 Single- and multiple-station smoke alarms. Single- and multiple-station smoke alarms shall be installed in existing Group **1-1** and R occupancies in accordance with Sections 704.6.1 through 704.6.3.

704.6.1 Where required. Existing Group **1-1** and R occupancies shall be provided with single-station smoke alarms in accordance with Sections 704.6.1.1 through 704.6.1.4. Interconnection and power sources shall be in accordance with Sections 704.6.2 and 704.6.3.

Exceptions:

1. Where the code that was in effect at the time of construction required smoke alarms and smoke alarms complying with those requirements are already provided.
2. Where smoke alarms have been installed in occupancies and dwellings that were not required to have them at the time of construction, additional smoke alarms shall not be required provided that the existing smoke alarms comply with requirements that were in effect at the time of installation.
3. Where smoke detectors connected to a fire alarm system have been installed as a substitute for smoke alarms.

704.6.1.1 Group R-1. Single- or multiple-station smoke alarms shall be installed in all of the following locations in Group R-1:

1. In sleeping areas.
2. In every room in the path of the means of egress from the sleeping area to the door leading from the sleeping unit.
3. In each story within the sleeping unit, including basements. For sleeping units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

704.6.1.2 Groups R-2, R-3, R-4 and 1-1. Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and **1-1** regardless of occupant load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

704.6.1.3 Installation near cooking appliances. Smoke alarms shall not be installed in the following locations

unless this would prevent placement of a smoke alarm in a location required by Section 704.6.1.1 or 704.6.1.2.

1. Ionization smoke alarms shall not be installed less than 20 feet (6096 mm) horizontally from a permanently installed cooking appliance.
2. Ionization smoke alarms with an alarm-silencing switch shall not be installed less than 10 feet (3048 mm) horizontally from a permanently installed cooking appliance.
3. Photoelectric smoke alarms shall not be installed less than 6 feet (1829 mm) horizontally from a permanently installed cooking appliance.

704.6.1.4 Installation near bathrooms. Smoke alarms shall be installed not less than 3 feet (914 mm) horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm required by Section 704.6.1.1 or 704.6.1.2.

704.6.2 Interconnection. Where more than one smoke alarm is required to be installed within an individual dwelling or sleeping unit, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

Exceptions:

1. Interconnection is not required in buildings that are not undergoing alterations, repairs or construction of any kind.
2. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available that could provide access for interconnection without the removal of interior finishes.

704.6.3 Power source. Single-station smoke alarms shall receive their primary power from the building wiring provided that such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms with integral strobes that are not equipped with battery backup shall be connected to an emergency electrical system. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for overcurrent protection.

Exceptions:

1. Smoke alarms are permitted to be solely battery operated in existing buildings where construction is not taking place.
2. Smoke alarms are permitted to be solely battery operated in buildings that are not served from a commercial power source.
3. Smoke alarms are permitted to be solely battery operated in existing areas of buildings undergoing alterations or repairs that do not result in the removal of interior walls or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available that could provide access for building wiring without the removal of interior finishes.

~~704.6.4 Smoke detection system. Smoke detectors listed in accordance with UL 268 and provided as part of the building's fire alarm system shall be an acceptable alternative to single and multiple station smoke alarms and shall comply with the following:~~

~~1. The fire alarm system shall comply with all applicable requirements in Section 907 of the International Fire Code.~~

~~2. Activation of a smoke detector in a dwelling or sleeping unit shall initiate alarm notification in the dwelling or sleeping unit in accordance with Section 907.5.2 of the International Fire Code.~~

~~3. Activation of a smoke detector in a dwelling or sleeping unit shall not activate alarm notification appliances outside of the dwelling or sleeping unit, provided that a supervisory signal is generated and monitored in accordance with Section 907.6.6 of the International Fire Code.~~

704.7 Single- and multiple-station smoke alarms. Single- and multiple-station smoke alarms shall be tested and maintained in accordance with the manufacturer's instructions. Smoke alarms that do not function shall be replaced. Smoke alarms installed in one- and two-family dwellings shall be replaced not more than 10 years from the date of manufacture marked on the unit, or shall be replaced if the date of manufacture cannot be determined.

SECTION 705. CARBON MONOXIDE ALARMS AND DETECTION

705.1 General. Carbon monoxide alarms shall be installed in dwellings in accordance with ~~Section 1103.9 of the International Fire Code, except that alarms in dwellings covered by the International Residential Code shall be installed in accordance with Section R315 of that code~~ **Minnesota State Fire Code.**

705.2 Carbon monoxide alarms and detectors. Carbon monoxide alarms and carbon monoxide detection systems shall be maintained in accordance with NFPA 720. Carbon monoxide alarms and carbon monoxide detectors that become inoperable or begin producing end-of-life signals shall be replaced.

CHAPTER 8 REFERENCED STANDARDS

[Deleted in its entirety].

APPENDIX A BOARDING STANDARD

[Deleted in its entirety].

APPENDIX B BOARD OF APPEALS

[Deleted in its entirety].

CHAPTER 8

REFERENCED STANDARDS

User note:

About this chapter: This code contains numerous references to standards promulgated by other organizations that are used to provide requirements for materials and methods of construction. Chapter 8 contains a comprehensive list of all standards that are referenced in this code. These standards, in essence, are part of this code to the extent of the reference to the standard.

This chapter lists the standards that are referenced in various sections of this document. The standards are listed herein by the promulgating agency of the standard, the standard identification, the effective date and title and the section or sections of this document that reference the standard. The application of the referenced standards shall be as specified in Section 102.8.

ASME

American Society of Mechanical Engineers
Two Park Avenue
New York, NY 10016-5990

~~ASME A17.1—2019/CSA B44—19: Safety Code for Elevators and Escalators~~
606.1

ASTM

ASTM International
100 Barr Harbor Drive, P.O. Box C700
West Conshohocken, PA 19428-2959

~~F1346—91 (2018): Performance Specifications for Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs~~
303.2

ICC

International Code Council
500 New Jersey Avenue, NW 6th Floor
Washington, DC 20001

~~IBC—21: International Building Code®~~
102.3, 201.3, 304.1.1, 305.1.1, 306.1.1, 403.1, 604.3.1.1, 604.3.2.1, 702.3, 704.4.2

~~IEBC—21: International Existing Building Code®~~
102.3, 201.3, 304.1.1, 305.1.1, 306.1.1

~~IECC—21: International Energy Conservation Code®~~
102.3

~~IFC—21: International Fire Code®~~
102.3, 201.3, 604.3.1.1, 702.1, 702.2, 704.1, 704.1.2, 704.1.3, 704.3, 704.3.1, 704.4.2, 704.4.3, 704.5.1, 704.6.4, 705.1

~~IFGC—21: International Fuel Gas Code®~~
102.3, 201.3

~~IMC—21: International Mechanical Code®~~
102.3, 201.3

~~IPC—21: International Plumbing Code®~~
102.3, 201.3, 502.5, 505.1, 505.5.1, 602.2, 602.3

~~IRC—21: International Residential Code®~~
102.3, 201.3

~~IZC—21: International Zoning Code®~~
102.3, 201.3

REFERENCED STANDARDS

NFPA

National Fire Protection Association
1 Batterymarch Park
Quincy, MA 02169-7471

~~10—21: Standard for Portable Fire Extinguishers~~~~Table 704.2~~**~~12—18: Standard on Carbon Dioxide Extinguishing Systems~~**~~Table 704.2~~**~~12A—18: Standard on Halon 1301 Fire Extinguishing Systems~~**~~Table 704.2~~**~~17—20: Standard for Dry Chemical Extinguishing Systems~~**~~Table 704.2~~**~~17A—20: Standard for Wet Chemical Extinguishing Systems~~**~~Table 704.2~~**~~25—20: Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems~~**~~Table 704.2~~**~~70—20: National Electrical Code~~**~~102.3, 201.3, 604.2~~**~~72—19: National Fire Alarm and Signaling Code~~**~~Table 704.2~~**~~80—19: Standard for Fire Doors and Other Opening Protectives~~**~~703.3.3, 703.4~~**~~105—19: Standard for Smoke Door Assemblies and Other Opening Protectives~~**~~703.3.2~~**~~204—18: Standard for Smoke and Heat Venting~~**~~Table 704.2~~**~~720—15: Standard for the Installation of Carbon Monoxide (CO) Detection and Warning Equipment~~**~~705.2~~**~~750—19: Standard on Water Mist Fire Protection Systems~~**~~Table 704.2~~**~~2001—18: Standard on Clean Agent Fire Extinguishing Systems~~**~~Table 704.2~~

UL

Underwriters Laboratories, LLC
333 Pfingsten Road
Northbrook, IL 60062

~~268—2016: Smoke Detectors for Fire Alarm Systems—with revisions through July 2016~~~~704.6.4~~

APPENDIX A BOARDING STANDARD

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.

User note:

About this appendix: Appendix A provides minimum specifications for boarding a structure. This can be utilized by a jurisdiction as a set of minimum requirements in order to result in consistent boarding quality. These requirements also provide a reasonable means to eliminate having to approve numerous methods or materials for the boarding and securing of a structure. It is important to note that the provisions of Appendix A are not mandatory unless specifically referenced in the adopting ordinance of the authority having jurisdiction.

A101 GENERAL

~~A101.1 General.~~ Windows and doors shall be boarded in an *approved* manner to prevent entry by unauthorized persons and shall be painted to correspond to the color of the existing *structure*.

(51 mm) wider than the window opening and shall be placed on the inside of the window opening 6 inches (152 mm) minimum above the bottom and below the top of the window opening. The framing and boarding shall be predrilled. The assembly shall be aligned and the bolts, washers and nuts shall be installed and secured.

A102- MATERIA LS

~~A102.1 Boarding sheet material.~~ Boarding sheet material shall be minimum $\frac{1}{2}$ -inch thick (12.7 mm) wood structural panels complying with the *International Building Code*.

~~A102.2 Boarding framing material.~~ Boarding framing material shall be minimum nominal 2-inch by 4-inch (51 mm by 102 mm) solid sawn lumber complying with the *International Building Code*.

~~A102.3 Boarding fasteners.~~ Boarding fasteners shall be minimum $\frac{3}{8}$ -inch diameter (9.5 mm) carriage bolts of such a length as required to penetrate the assembly and as required to adequately attach the washers and nuts. Washers and nuts shall comply with the *International Building Code*.

A103- INSTALLATI ON

~~A103.1 Boarding installation.~~ The boarding installation shall be in accordance with Figures A103.1(1) and A103.1(2) and Sections A103.2 through A103.5.

~~A103.2 Boarding sheet material.~~ The boarding sheet material shall be cut to fit the door or window opening neatly or shall be cut to provide an equal overlap at the perimeter of the door or window.

~~A103.3 Windows.~~ The window shall be opened to allow the carriage bolt to pass through or the window sash shall be removed and stored. The 2-inch by 4-inch (51 mm by 102 mm) strong back framing material shall be cut minimum 2 inches

~~A103.4 Door walls.~~ The door opening shall be framed with minimum 2-inch by 4-inch (51 mm by 102 mm) framing material secured at the entire perimeter and vertical members at a maximum of 24 inches (610 mm) on center. Blocking shall also be secured at a maximum of 48 inches (1219 mm) on center vertically. Boarding sheet material shall be secured with screws and nails alternating every 6 inches (152 mm) on center.

~~A103.5 Doors.~~ Doors shall be secured by the same method as for windows or door openings. One door to the *structure* shall be available for authorized entry and shall be secured and locked in an *approved* manner.

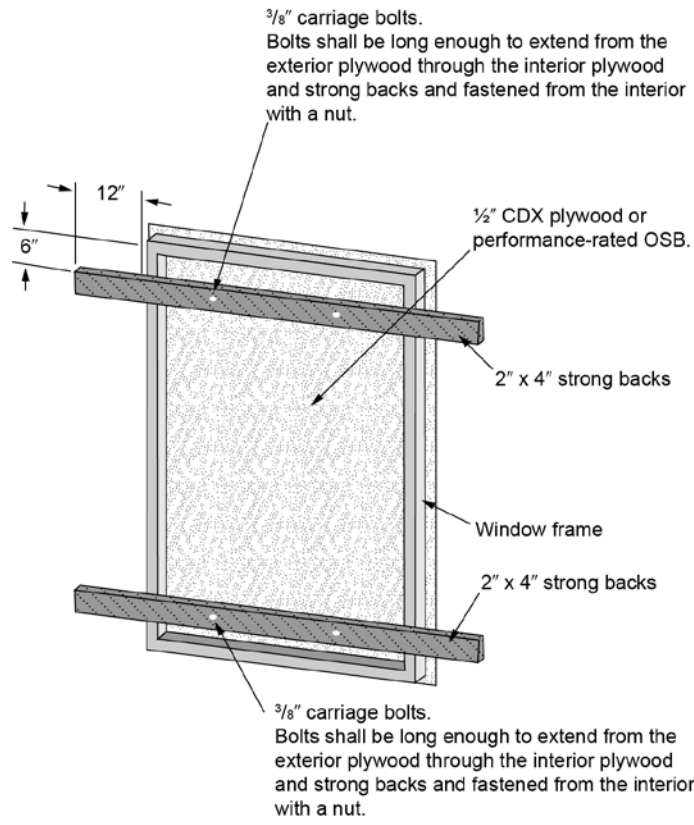
~~A104 REFERENCED STANDARD~~

~~A104.1 Referenced standards.~~ Table A104.1 lists the standard that is referenced in various sections of this appendix. The standard is listed herein by the standard identification, the effective date and title and the section or sections of this document that reference the standard. The application of the referenced standards shall be as specified in Section 102.8.

**TABLE A104.1
REFERENCED STANDARD**

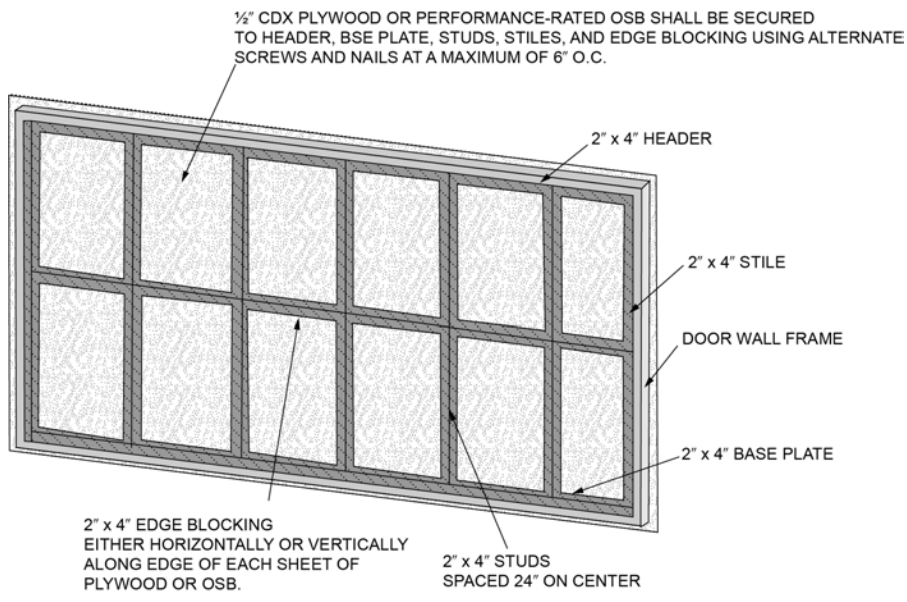
STANDARD ACRONYM	STANDARD NAME	SECTIONS HEREIN REFERENCED
IBC 21	International Building Code	A102.1, A102.2, A102.3

APPENDIX A BOARDING STANDARD



For SI: 1 inch = 25.4 mm.

FIGURE A103.1(1)
BOARDING OF DOOR OR WINDOW



For SI: 1 inch = 25.4 mm.

FIGURE A103.1(2)
BOARDING OF DOOR WALL

APPENDIX B BOARD OF APPEALS

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.

User note:

About this appendix: Appendix B provides criteria for Board of Appeals members. Also provided are procedures by which the Board of Appeals should conduct its business.

Code development reminder: Code change proposals to this appendix will be considered by the Administrative Code Development Committee during the 2022 (Group B) Code Development Cycle.

SECTION B101 GENERAL

~~B101.1 Scope.~~ A board of appeals shall be established within the jurisdiction for the purpose of hearing applications for modification of the requirements of this code pursuant to the provisions of Section 107 (Means of Appeals). The board shall be established and operated in accordance with this section, and shall be authorized to hear evidence from appellants and the code official pertaining to the application and intent of this code for the purpose of issuing orders pursuant to these provisions.

~~B101.2 Application for appeal.~~ Any person shall have the right to appeal a decision of the *code official* to the board. An application for appeal shall be based on a claim that the intent of this code or the rules legally adopted hereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The application shall be filed on a form obtained from the *code official* within 20 days after the notice was served.

~~B101.2.1 Limitation of authority.~~ The board shall not have authority to waive requirements of this code or interpret the administration of this code.

~~B101.2.2 Stays of enforcement.~~ Appeals of notice and orders, other than *Imminent Danger* notices, shall stay the enforcement of the notice and order until the appeal is heard by the board.

~~B101.3 Membership of the board.~~ The board shall consist of five voting members appointed by the chief appointing authority of the jurisdiction. Each member shall serve for [INSERT NUMBER OF YEARS] years or until a successor has been appointed. The board member's terms shall be staggered at intervals, so as to provide continuity. The *code official* shall be an ex officio member of said board but shall not vote on any matter before the board.

~~B101.3.1 Qualifications.~~ The board shall

consist of five individuals, who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction.

~~B101.3.2 Alternate members.~~ The chief appointing authority is authorized to appoint two alternate members who shall be called by the board chairperson to hear appeals during the absence or disqualification of a

**

~~member. Alternate members shall possess the qualifications required for board membership, and shall be appointed for the same term or until a successor has been appointed.~~

~~B101.3.3 Vacancies.~~ ~~Vacancies shall be filled for an unexpired term in the same manner in which original appointments are required to be made.~~

~~B101.3.4 Chairperson.~~ ~~The board shall annually select one of its members to serve as chairperson.~~

~~B101.3.5 Secretary.~~ ~~The chief appointing authority shall designate a qualified clerk to serve as secretary to the board. The secretary shall file a detailed record of all proceedings which shall set forth the reasons for the board's decision, the vote of each member, the absence of a member and any failure of a member to vote.~~

~~B101.3.6 Conflict of interest.~~ ~~A member with any personal, professional or financial interest in a matter before the board shall declare such interest and refrain from participating in discussions, deliberations and voting on such matters.~~

~~B101.3.7 Compensation of members.~~ ~~Compensation of members shall be determined by law.~~

~~B101.3.8 Removal from the board.~~ ~~A member shall be removed from the board prior to the end of their terms only for cause. Any member with continued absence from regular meeting of the board may be removed at the discretion of the chief appointing authority.~~

~~B101.4 Rules and procedures.~~ ~~The board shall establish policies and procedures necessary to carry out its duties consistent with the provisions of this code and applicable state law. The procedures shall not require compliance with strict rules of evidence, but shall mandate that only relevant information be presented.~~

~~B101.5 Notice of meeting.~~ ~~The board shall meet upon notice from the chairperson, within 10 days of the filing of an appeal or at stated periodic intervals.~~

~~B101.5.1 Open hearing.~~ ~~All hearings before the board shall be open to the public. The appellant, the appellant's representative, the *code official* and any person whose interests are affected shall be given an opportunity to be heard.~~

APPENDIX B BOARD OF APPEALS

~~B101.5.2 Quorum.~~ ~~Three members of the board shall constitute a quorum.~~

~~B101.5.3 Postponed hearing.~~ ~~When five members are not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.~~

~~B101.6 Legal counsel.~~ ~~The jurisdiction shall furnish legal counsel to the board to provide members with general legal advice concerning matters before them for consideration. Members shall be represented by legal counsel at the jurisdiction's expense in all matters arising from service within the scope of their duties.~~

~~B101.7 Board decision.~~ ~~The board shall only modify or reverse the decision of the *code official* by a concurring vote of three or more members.~~

~~B101.7.1 Resolution.~~ ~~The decision of the board shall be by resolution. Every decision shall be promptly filed in writing in the office of the *code official* within three days and shall be open to the public for inspection. A certified copy shall be furnished to the appellant or the appellant's representative and to the *code official*.~~

~~B101.7.2 Administration.~~ ~~The *code official* shall take immediate action in accordance with the decision of the board.~~

~~B101.8 Court review.~~ ~~Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.~~



City Council Agenda

December 11, 2023

Agenda Section: Consent

Report From: Administration, Police

Agenda No. 9B

Agenda Item: Consideration of Adopting Ordinance 415 - Limiting the Number of Dogs and Cats

Core Strategy:

- | | |
|---|---|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input checked="" type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

BACKGROUND

Staff periodically receive inquiries on the number of pets allowed in households. Currently, the ordinance allows residents to have up to two dogs under the age of six months and requires the pet be licensed with the City. There are no restrictions on the number of cats.

The proposed ordinance would maintain the two dog limit, however it would add provisions that would limit two cats per household.

Recommended Action

Adopt ordinance.

Attachments:

- Ordinance 415: Amending the City Code Related to Limiting the Number of Dogs and Cats

ORDINANCE NO. 415

**AMENDING THE CITY CODE RELATED TO LIMITING THE NUMBER OF DOGS
AND CATS**

The Council of the City of Annandale, Minnesota does hereby ordain:

Section 1. Annandale City Code Section 91.07 Nuisances is hereby amended to include the following with all subsequent items being re-alphabetized:

(A) *Limit on the Number of Dogs and Cats.* Except for kennels licensed under this section the following limits on animals will apply. For the purposes of this section, the term HOUSEHOLD refers to a single-family residence or single unit of a town home, condominium, apartment, or comparable structure which is rented, leased, or used as a single unit. This section shall not be construed to limit the ability of apartment managers, landlords, town home associations, or other representative of property owners to impose greater restrictions.

(1) **Dogs.** No household shall keep, maintain, or otherwise house more than a total of two dogs over the age of six months within any household in the city.

(2) **Cats.** No household shall keep, maintain, or otherwise house more than a total of two cats over the age of six months within any household in the city.

(3) **Congregate limit.** No household shall keep, maintain, or otherwise house more than four domestic animals - combination of dogs and cats.

Section 2. This Ordinance shall be placed into effect upon passage and publication.

Adopted this 11th day of December, 2023.

ATTEST:

Shelly Jonas, Mayor

Kelly Hinnenkamp, City Administrator/Clerk



City Council Agenda

December 11, 2023

Agenda Section: New Business

Report From: Jacob Thunander, Community Development Director

Agenda No. 9C

Agenda Item: Consideration of Annexation Petition Request from Adelle Seanor

Core Strategy:

- | | |
|---|---|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input checked="" type="checkbox"/> Ensure Safe/Well Kept Community |
| <input type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

BACKGROUND

Planning Commission and City Council recently reviewed a proposal by Ryan Excelsior Properties for a 44-lot single family development called the Shores of Lake John. The property (PID: 217000252200) is approximately 30 acres and located north of the Preserves of Lake John. A petition for annexation was received by the property owner (Adelle Seanor) for this parcel. The property is identified in the City's Comprehensive Plan growth area for residential (single family).

In addition, the property owner requests the 7.5 acre property directly north to be annexed. This land is unplanned at this time, however the Comprehensive Plan includes this in Annandale's growth area and calls for Multi-Family.

Both properties are currently in Southside Township.

Southside Township was notified of the concept submittal and meeting dates. There were no comments received. Staff will follow up with the Township to review the annexation request.



Recommended Action

To be discussed at meeting.

Attachments:

- Petition for Annexation – Adelle Seanor

**PROPERTY OWNER PETITION TO MUNICIPALITY
FOR ANNEXATION BY ORDINANCE - 120 Acres or Less**

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE
ANNEXATION OF CERTAIN LAND TO THE CITY OF ANANDALE, MINNESOTA
PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 2(3)

TO: Council of the City of Annandale, Minnesota

PETITIONER(S) STATE: All of the property owners in number are required to commence a proceeding under Minnesota Statutes § 414.033, Subd. 2(3).

It is hereby requested by:

 X the sole property owner; or

 all of the property owners. (If the land is owned by more than one person, all must sign the petition to represent all owners.)

of the area proposed for annexation to annex certain property described herein lying in the Township of Southside to the City of Annandale, County of Wright, Minnesota.

The area proposed for annexation is described as follows:

The South Half of the Southwest Quarter (S 1/2 of SW 1/4) South of Railway of Section Twenty-four (24), Township One Hundred Twenty-one (121), Range Twenty-eight (28).

AND

Government Lot One (1) of Section Twenty-five (25), Township One Hundred Twenty-one (121), Range Twenty-eight (28), lying East of the centerline of the existing Township Road, except the following described tract: Beginning at the Southeast corner of said Lot One (1), thence West 2 rods on the South line of Lot One (1), thence Northeasterly across Lot One (1) to a point on the East line of said Lot One (1), that is 2 rods North of the Southeast corner of said Lot One (1), thence South along the East line 2 rods to point of beginning.

AND

The South 484.49 feet of Government Lot One (1) of Section Twenty-five (25), Township One Hundred Twenty-one (121), Range Twenty-eight (28), Wright County, Minnesota, lying westerly of the centerline of a Town Road.

**Wright County, Minnesota
(Abstract Property)**

1. There are One property owners in the area proposed for annexation. (If a property owner owns more than one parcel in the area proposed for annexation, he/she is only counted once as an owner - the number of parcels owned by a petitioner is not counted.)
2. The land abuts the municipality and the area to be annexed is 120 acres or less, and the area to be annexed is not presently served by public wastewater facilities or public wastewater facilities are not otherwise available.

Except as provided for by an orderly annexation agreement, this clause may not be used to annex any property contiguous to any property previously annexed under this clause within the preceding 12 months if the property is owned by the same owners and annexation would cumulatively exceed 120 acres.

3. Said property is unincorporated, abuts on the city's N S E W (circle one) boundary(ies), and is not included within any other municipality.
4. The area of land proposed for annexation, in acres, is 37.49 acres.
5. The reason for the requested annexation is Residential Subdivision and Outlot.

PETITIONERS REQUEST: That pursuant to Minnesota Statutes § 414.033, the property described herein be annexed to and included within the City of _____, Minnesota.

Dated: 12-6-23

Signatures: *Melle M. Seaton*

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 2b, before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), a municipality must hold a public hearing and give 30 days' written notice by certified mail to the town or towns affected by the proposed ordinance and to all landowners within and contiguous to the area to be annexed.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 11, when a municipality declares land annexed to the municipality under subdivision 2, clause (3), and the land is within a designated floodplain, as provided by section 103F.111, subdivision 4, or a shoreland area, as provided by section 103F.205, subdivision 4, the municipality shall adopt or amend its land use controls to conform to chapter 103F, and any new development of the annexed land shall be subject to chapter 103F.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 12, when a municipality annexes land under subdivision 2, clause (2), (3) or (4), property taxes payable on the annexed land shall continue to be paid to the affected town or towns for the year in which the annexation becomes effective. If the annexation becomes effective on or before August 1 of a levy year, the municipality may levy on the annexed area beginning with that same levy year. If the annexation becomes effective after August 1 of a levy year, the town may continue to levy on the annexed area for that levy year, and the municipality may not levy on the annexed area until the following levy year.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 13, at least 30 days before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), the petitioner must be notified by the municipality that the cost of electric utility service to the petitioner may change if the land is annexed to the municipality. The notice must include an estimate of the cost impact of any change in electric utility services, including rate changes and assessments, resulting from the annexation.

Municipal Boundary Adjustment Unit Contact

Star Holman star.holman@state.mn.us 651-361-7909
(March 2023)

PROPERTY OWNER PETITION FOR ANNEXATION

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE ANNEXATION
OF CERTAIN LAND TO THE CITY OF ANNANDALE, MINNESOTA
PURSUANT TO MINNESOTA STATUTES § 414.0325

TO: Council of the City of Annandale, Minnesota

PETITIONERS STATE: It is hereby requested by the property owner of the area proposed for annexation to annex certain property described herein lying in the Town of Southside to the City of Annandale, County of Wright, Minnesota.

The area proposed for annexation is legally described as follows:

See Exhibit A Attached hereto

1. The property in the area proposed for annexation is owned by _____ (all owners must sign).
2. The property owners have signed this petition.
3. Said property is unincorporated, is 100% surrounded by properties within the City limits as shown on the map of the Property and the boundaries of the City of Annandale attached hereto as Exhibit B and is not included within any other municipality.
4. The area of land proposed for annexation, in acres, is: 37.49 acres unplatted.
5. The area proposed for annexation will be zoned residential and agricultural outlot.
6. All of the area proposed for annexation is or is about to become urban or suburban in character.
7. The area proposed for annexation is included in the Orderly Annexation Area that has already been designated for orderly annexation pursuant to Minnesota Statutes § 414.0325.

PETITIONERS REQUEST: That pursuant to Orderly Annexation Agreement, the property described herein be annexed to and included within the City of Annandale, Minnesota.

Dated: 12-6-23

Signature: Adelle M Seanor

Signature: _____

EXHIBIT A
LEGAL DESCRIPTION

The South Half of the Southwest Quarter (S 1/2 of SW 1/4) South of Railway of Section Twenty-four (24), Township One Hundred Twenty-one (121), Range Twenty-eight (28).

AND

Government Lot One (1) of Section Twenty-five (25), Township One Hundred Twenty-one (121), Range Twenty-eight (28), lying East of the centerline of the existing Township Road, except the following described tract: Beginning at the Southeast corner of said Lot One (1), thence West 2 rods on the South line of Lot One (1), thence Northeasterly across Lot One (1) to a point on the East line of said Lot One (1), that is 2 rods North of the Southeast corner of said Lot One (1), thence South along the East line 2 rods to point of beginning.

AND

The South 484.49 feet of Government Lot One (1) of Section Twenty-five (25), Township One Hundred Twenty-one (121), Range Twenty-eight (28), Wright County, Minnesota, lying westerly of the centerline of a Town Road.

**Wright County, Minnesota
(Abstract Property)**



City Council Agenda

December 11, 2023

Agenda Section: Consent

Report From: Jacob Thunander, Community Development Director

Agenda No. 9D

Agenda Item: Consideration of Entering into Purchase Agreement with LEI Packaging

Core Strategy:

- | | |
|--|--|
| <input type="checkbox"/> Inspire Community Engagement | <input type="checkbox"/> Provide Proactive Leadership |
| <input type="checkbox"/> Increase Operational Effectiveness | <input type="checkbox"/> Ensure Safe/Well Kept Community |
| <input checked="" type="checkbox"/> Enhance Local Business Environment | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Develop/Manage Strong Parks/Trails | |

BACKGROUND

On October 5, 2023, Council entered into a letter of intent with LEI Packaging (Paul Johnson) for the sale of city owned property in the business park. The property is 3.34 acres and located on the north side of Business Boulevard (PID: 102082002010). The letter of intent allowed the developer to complete more research before committing to the property. The City has not marketed the property during this time.

The developer has now requested to move forward with the attached purchase agreement. The City Attorney drafted the attached document and outlines the expectations of both parties. The applicant has proposed a 40,000 square foot manufacturing/warehousing building with 20 full time jobs. The estimated building cost is 3 million dollars with an additional 7 million dollars in equipment.

If approved, the developer will begin working on plans for building and site plan review. These will be reviewed by the Commission and Council.

Recommended Action

Enter into purchase agreement with LEI Packaging.

Attachments:

- Purchase Agreement
- Concept Plan

Property:



**PURCHASE AGREEMENT
(VACANT LAND- COMMERCIAL)**

THIS AGREEMENT is made as of _____, 2023 between LEI Enterprises, LLC, a Minnesota limited liability company, or its assigns, ("Buyer"), and the City of Annandale, a Minnesota municipal corporation, ("Seller").

In consideration of this Agreement, Seller and Buyer agree as follows:

1. Sale of Property. Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller, the property consisting of 3.34 acres ± of Wright County PID 102082002010, all of which property Seller has this day agreed to sell to Buyer for the sum of \$1.00 and other good and valuable consideration (the "Purchase Price"). Buyer shall be responsible for the cost of the survey. The Purchase Price shall be paid in cash or wire transfer of immediately available funds at closing.

2. This Purchase Agreement is subject to the following Buyer's contingencies, each of which shall be satisfied within 90 days of execution of this Purchase Agreement (the "Contingency Period"). Any extension(s) of the contingency period will be subject to approval of the City Council.

- (A) The Property shall have received such soil tests, inspections, reviews, surveys, examinations and environmental assessments as Buyer deems necessary at Buyer's sole cost with the results of each being satisfactory to Buyer in its sole discretion.
- (B) Title to the Property is acceptable to Buyer in accordance with any title objections raised under Section 5.
- (C) Buyer to receive necessary financing, which may include DEED grant funds, sufficient for construction of Buyer's improvements.
- (D) Buyer to receive necessary municipal approvals for Buyer's intended use.

The determination of whether each of the foregoing contingencies has been satisfied will be made by Buyer in its sole discretion. Buyer must provide written notice to the Seller if any of the contingencies have not been satisfied on or before the end of the Contingency Period. Failure of Buyer to provide timely notice shall be deemed a waiver of the contingencies by Buyer. This Purchase Agreement does not commit the City to grant any zoning approvals that may be required for Buyer's intended use of the Property.

3. Unless delayed by Title corrections, or as otherwise mutually agreeable to the parties, Closing shall occur within 30 days following the Contingency Period. Time is of the essence in this Purchase Agreement.

4. The property is exempt from property taxes. Seller shall be responsible for paying all levied and pending special assessments as of the Closing Date, including any installments of special assessments payable in the year of closing. Buyer shall pay all real estate taxes and special

assessments levied in the year following closing. Seller makes no representation concerning the amount of future real estate taxes or of future special assessments.

5. Within 15 days after execution of this Purchase Agreement, Seller shall furnish Buyer with title commitment for the property certified to date including proper searches covering bankruptcies and State and Federal judgments, liens, and levied and pending special assessments. Buyer shall have ten (10) business days after receipt of the title commitment to provide Seller with written objections. Buyer shall be deemed to have waived any title objections not made within the applicable ten (10) day period provided for above, except that this shall not operate as a waiver of Seller's covenant to deliver a Warranty Deed.

6. Seller shall have 120 days from receipt of Buyer's written title objections to make title marketable. Upon receipt of Buyer's title objections, Seller shall, within ten (10) business days, notify Buyer of Seller's intention to make title marketable within the 120-day period. Liens or encumbrances for liquidated amounts which can be released by payment or escrow from proceeds of closing shall not delay the closing. Cure of the defects by Seller shall be reasonable, diligent, and prompt.

- (A) If notice is given and Seller makes title marketable, then upon presentation to Buyer and proposed tender of documentation establishing that title has been made marketable, and if not objected to in the same time and manner as the original title objections, the closing shall take place within ten (10) business days or on the scheduled closing date, whichever is later.
- (B) If notice is given and Seller proceeds in good faith to make title marketable but the 120-day period expires without title being made marketable, Buyer may declare this Purchase Agreement null and void by notice to Seller, neither party shall be liable for damages hereunder to the other, and earnest money shall be refunded to Buyer.
- (C) If Seller does not give notice of intention to make title marketable, or if notice is given but the 120-day period expires without title being made marketable due to Seller's failure to proceed in good faith, Buyer may seek rescission of this Purchase Agreement by notice as provided herein, in which case this Purchase Agreement shall be null and void.
- (D) If title is marketable, or is made marketable as provided herein, and Buyer defaults in any of the agreements herein, Seller may elect either to the following options, as permitted by law:
 - (1) Cancel this contract as provided by statute and receive all earnest money deposited hereunder as liquidated damages.

- (2) Seek specific performance within six (6) months after such right of action arises.
- (E) If title is marketable, or is made marketable as provided herein, and Seller defaults in any of the agreements herein, Buyer may, as permitted by law:
 - (1) Cancel this contract as provided by statute and receive a refund of all earnest money deposited hereunder.
 - (2) Seek specific performance within six (6) months after such right of action arises.

7. Representations and Warranties of Seller. Seller represents and warrants to Buyer as follows:

- A. Title to Real Property. Seller owns the Real Property, free and clear of all encumbrances, but subject to:
 - (a) Building and Zoning laws, ordinances, and state and federal regulations;
 - (b) Restrictions relating to use or improvement of the Property without effective forfeiture provisions;
 - (c) Reservation of any mineral rights by the State of Minnesota or other government entity; and
 - (d) Utility and drainage easements customarily required on all platted lots.(the "Permitted Encumbrances").
- B. Rights of Others to Purchase Property. Seller has not entered into any other contracts for the sale of the Property, nor are there any rights of first refusal or options to purchase the Property or any other rights of others that might prevent the consummation of this Agreement.
- C. Wells. The Seller certifies and warrants that it does not know of any Wells on the described Property within the meaning of Minn. Stat. Section 103I.
- D. Condition of Property. Buyer is purchasing the Property based upon its own environmental investigation and inquiry. Buyer is not relying on any representation of Seller regarding the condition of the Property or its suitability or fitness for a particular use.
- E. Authority. Seller has the requisite power and authority to enter into and perform this Agreement and to acquire all of the Property in accordance with this Agreement. The person signing this Agreement on behalf of the Seller is

authorized to do so.

- F. Liens and Encumbrances. Upon Seller's receipt of the Purchase Price at closing, the Property shall be free and clear of all liens, security interests, encumbrances, easements, leases, mortgages, mechanics' liens or other restrictions, except the Permitted Exceptions.

8. Representations and Warranties of Buyer. Buyer represents and warrants to Seller as follows:

- A. Organization and Authority. Buyer is duly organized and validly existing in good standing under the laws of the State of Minnesota. Buyer has the requisite power and authority to enter into and perform this Agreement and to acquire all of the Property in accordance with this Agreement. The person signing this Agreement on behalf of the Buyer is authorized to do so.
- B. Buyer shall construct a 40,000 square foot manufacturing/warehouse building on the property at a cost of approximately \$3 million with an additional \$7 million in equipment. Buyer shall obtain a building permit on or before June 1, 2024. The building will be completed on or before December 31, 2025.
- C. Upon completion of the improvements, Buyer shall employ 20 full time equivalent employees at the site.

9. Broker's Commission and Disclosure. Seller and Buyer represent and warrant to each other that they have dealt with no brokers, finders or the like in connection with this transaction, and agree to indemnify each other and to hold each other harmless against all claims, damages, costs or expenses of or for any other such fees or commissions resulting from their actions or agreements regarding the execution or performance of this Agreement, and will pay all costs of defending any action or lawsuit brought to recover any such fees or commissions incurred by the other party, including reasonable attorneys' fees.

10. Inspection and Environmental Inspection. Seller hereby grants Buyer a license to enter into the Property to conduct inspection of the improvements as well as an environmental inspection of the Property. Buyer shall promptly pay the cost of such inspections and shall protect the Property from any liens for such work.

11. Upon performance by Buyer, Seller shall deliver a recordable warranty deed conveying marketable title, subject to the Permitted Encumbrances, a FIRPTA affidavit, Seller's affidavit and such other documents as the Title Company may reasonably require. Buyer shall deliver the balance of the Purchase Price, and such other documents as the Title Company may reasonably require. The warranty deed shall contain a right of reverter to the City in the event that Buyer fails to complete construction of the improvements set forth in Section 8.b. The warranty deed shall be in the form attached hereto as Exhibit A.

12. Seller shall pay all state deed tax regarding the warranty deed to be delivered by

Seller under this Agreement.

13. Seller will pay the cost of recording all documents necessary to place record title in the condition warranted and requested by Seller in this Agreement. Buyer will pay the cost of recording all other documents.

14. The delivery of all papers and monies shall be made at the offices of the City of Annandale, or at such other place mutually acceptable to the parties.

15. Buyer and Seller shall equally divide the cost of preparing documents and the fee for closing on this transaction. Buyer shall pay the premiums for any title policy obtained by Buyer, the mortgage registry taxes and recording fees for the recording of any mortgage associated with Buyer's financing.

16. This contract when signed by both Buyer and Seller will be the record of the complete agreement between the Buyer and Seller concerning the purchase and sale of the property. No oral agreements or promises will be binding.

17. This Agreement shall be governed by, subject to, and interpreted in accordance with the laws of the State of Minnesota, without giving effect to its laws governing conflicts of law.

Dated this ____ day of November, 2023.

Seller: City of Annandale

By _____
Shelly Jonas, Mayor

ATTEST:

By _____
Kelly Hinnenkamp, City Administrator

Dated this ____ day of November, 2023.

Buyer: LEI Enterprises, LLC

By _____
Its _____
EXHIBIT A

WARRANTY DEED WITH REVERTER

WARRANTY DEED

Municipal Corporation to Individual/Joint Tenants

ECRV No. _____

DEED TAX DUE: _____

Date: _____, 202__

FOR VALUABLE CONSIDERATION, the City of Annandale, a Minnesota municipal corporation, Grantor, hereby transfers, conveys and warrants to LEI Enterprise, LLC, Grantee real property in Wright County, Minnesota, described as follows:

See Exhibit A attached hereto and incorporated herein.

together with all hereditaments and appurtenances belonging thereto.

Grantor and Grantee agree that this Deed is subject to the following covenants, conditions, restrictions and provisions:

1. **Covenant to Make Improvements.** Grantee expressly covenants that it shall complete or cause to be completed on or before _____, 202__, improvements on the property described above consisting of a 40,000 square foot manufacturing/warehouse building (the "Improvements"). Completion of the Improvements means that the Improvements have been substantially completed, including completion of landscaping improvements, and parking and driveway improvements.
2. **Right of Re-entry and Reverter:** In the event that the Grantee shall fail to complete the Improvements by the date set forth above, the Grantor shall have the right to re-enter and retake title to and possession of the Property conveyed in this Deed and to terminate and re-vest in the Grant title to the property. Grantor shall use best efforts to sell the Property.
3. **Costs.** Grantee shall cooperate by signing a deed back to Grantor. If Grantee fails to cooperate with Grantor, Grantee shall be responsible for all costs incurred by

Grantor to retake title to the Property, including reasonable attorneys fees. Grantee shall be reimbursed its purchase price for the property out of the proceeds from the sale by Grantor, after the expenses of retaking the property and of the sale have been deducted and all liens satisfied.

4. The Grantor's execution of a Certificate of Completion shall serve as confirmation that this covenant has been satisfied and the right of re-entry and reverter has terminated.

Check applicable box:

☒ The Seller certifies that the Seller does not know of any wells on the described real property.

☐ A well disclosure certificate accompanies this document or has been electronically filed.

☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

GRANTORS

City of Annandale

By _____
Shelly Jonas, Mayor

Attest:

Kelly Hinnenkamp, City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF WRIGHT)

The foregoing was acknowledged before me this ____ day of _____, 202____, by Shelly Jonas and Kelly Hinnenkamp, the Mayor and City Administrator, respectively, of the City of Annandale, a Minnesota municipal corporation, on behalf of said municipal corporation, grantor herein.

Notary Public

Tax Statements for the Real Property described
in this Instrument should be sent to:

THIS INSTRUMENT WAS DRAFTED BY:

Susan M. Dege - 0290385
Jovanovich Dege & Athmann, PA
1010 W St. Germain, Suite 420
St. Cloud, MN 56301
Telephone: (320) 230-0203
Email: Susan.Dege@jdalaw.net

EXHIBIT A TO WARRANTY DEED
LEGAL DESCRIPTION

