



LE SUEUR CITY COUNCIL AGENDA
Monday, January 9, 2017
203 South Second Street
6:30 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Norms of Behavior
4. Approval of the Agenda
5. Presentations – None
6. **Consent Agenda** – All items on the Consent Agenda are considered routine and have been made available to the City Council at least two days in advance of the meeting; the items will be enacted in one motion. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event the item will be removed from this agenda and considered in normal sequence.
 - A. **Approval of Minutes**
 1. Regular Meeting of December 27, 2016
 2. Annual Organizational Meeting of January 2, 2017
 - B. **Resolution Approving Disbursements for Period Ending January 9, 2017**
7. **Public Comment** – Public Comment provides an opportunity for the public to address the Council on items that are not on the Agenda. Comments will be limited to three (3) minutes per person. Persons wishing to make a comment must sign up in advance of the meeting on the sheet provided and identify themselves by providing a name and address.
8. Public Hearings - None
9. Regular Agenda
 - A. Consider Approval of 2017 Donations
 - B. Consider Approval of the City's 2016 Pay Equity Report
 - C. Consider Approval of the First Reading of an Ordinance Repealing in its Entirety City Code Chapter 34 Ambulance Services
 - D. Consider Approval of an Agreement Regarding a Banner Pole Located at 234 North Main Street
 - E. Appoint an Alternate to the Minnesota Municipal Power Agency (MMPA) Board

F. Comments/Reports/Items of Appreciation

G. Adjourn

A Regular Meeting of the City Council was held on Monday, December 27, 2016 at 6:30pm in the Council Chambers with Mayor Broeder presiding. Council Members present: Huntington, Johnson, Kerkow, Rohloff, Wicks and Wilke. Council Members absent: None. City Administrator Jenelle Teppen and City Attorney Todd Coryell were also present.

Motion by Council Member Huntington, seconded by Council Member Wicks approving the agenda as written. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wicks, Wilke and Mayor Broeder. Voting no: None. Motion carried.

Motion by Council Member Huntington, seconded by Council Member Wicks to adopt **Resolution #16-131**, approving the following consent agenda items:

- Regular Meeting Minutes of November 28, 2016
- Regular Meeting Minutes of December 12, 2016
- City Council Orientation Minutes of December 7, 2016
- City Council Tour of City Facilities Minutes of December 14, 2016
- City Council Work Session Minutes of December 19, 2016
- Disbursements for the period ending December 27, 2016 in the amount of \$531,577.78

Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wicks, Wilke and Mayor Broeder. Voting no: None. Motion carried.

Motion by Council Member Johnson, seconded by Council Member Rohloff to adopt **Resolution #16-132** approving personnel actions. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wicks, Wilke and Mayor Broeder. Voting no: None. Motion carried.

Items of Appreciation: Council Member Huntington – thank you to Council Member Wicks and Kerkow for their years of service.

Motion by Council Member Wicks, seconded by Council Member Johnson to adopt **Resolution #16-133** approving not waiving tort liability limits for 2017. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wicks, Wilke and Mayor Broeder. Voting no: None. Motion carried.

Motion by Council Member Huntington, seconded by Council Member Wilke to adopt **Resolution #16-134** approving the Minnesota River Valley Transit (MRVT) lease agreement for use of space in the City's Joint Services Building. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wicks, Wilke and Mayor Broeder. Voting no: None. Motion carried.

Motion by Council Member Kerkow, seconded by Council Member Rohloff to adopt **Resolution #16-135** approving the termination of the CATV Joint Powers Agreement. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wicks, Wilke and Mayor Broeder. Voting no: None. Motion carried.

Motion by Council Member Kerkow, seconded by Council Member Rohloff to adopt **Resolution #16-136** approving the donation of surplus ambulance equipment. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wicks, Wilke and Mayor Broeder. Voting no: None. Motion carried.

Motion by Council Member Wicks, seconded by Council Member Rohloff to adjourn. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wicks, Wilke and Mayor Broeder. Voting no: None. Motion carried.

Stacy Lawrence, City Clerk

A Regular Meeting of the City Council was held on Tuesday, January 3, 2017 at 6:30pm in the Council Chambers with Mayor Hagg presiding. Council Members present: Favolise, Huntington, Johnson, Krogmann, Rohloff and Wilke. Council Members absent: None. City Administrator Jenelle Teppen and City Attorney Todd Coryell were also present.

Oath & Acceptance of Office for Council Members Favolise, Huntington and Mayor Hagg.

Motion by Council Member Favolise, seconded by Council Member Wilke approving the agenda as written. Voting in favor: Council Members Favolise, Huntington, Johnson, Krogmann, Rohloff and Wilke and Mayor Hagg. Voting no: None. Motion carried.

Motion by Council Member Favolise, seconded by Council Member Rohloff to adopt **Resolution #17-001** electing Council Member Johnson as the President of the City Council (as nominated by Council Member Favolise). Voting in favor: Council Members Favolise, Huntington, Johnson, Krogmann, Rohloff and Wilke and Mayor Hagg. Voting no: None. Motion carried.

Motion by Council Member Rohloff, seconded by Council Member Wilke to adopt **Resolution #17-002** tabling regular agenda items: B, C, D, E, H, I, K, L, M, N, O and P to the regular meeting of February 13, 2017. Voting in favor: Council Members Favolise, Huntington, Johnson, Krogmann, Rohloff and Wilke and Mayor Hagg. Voting no: None. Motion carried.

Motion by Council Member Rohloff, seconded by Council Member Wilke appointing John Depree as an EDA board member (as nominated by Council Member Favolise). Motion withdrawn by Council Member Rohloff.

Motion by Council Member Johnson, seconded by Council Member Huntington appointing Brian Pfarr as an EDA board member (as nominated by Council Member Johnson). Motion withdrawn by Council Member Johnson.

Motion by Council Member Krogmann, seconded by Council Member Rohloff to proceed with nominating and voting on an EDA board member. John Depree: Council Members Favolise, Wilke, Krogmann and Rohloff. Brian Pfarr: Council Members Johnson, Huntington and Mayor Hagg.

Motion by Council member Rohloff, seconded by Council Member Wilke adopting **Resolution #17-003** appointing Council Members Huntington and Favolise as representatives to the Minnesota River Valley Public Utilities Commission (MRVPUC) (as nominated by Mayor Hagg). Voting in favor: Council Members Favolise, Huntington, Johnson, Krogmann, Rohloff and Wilke and Mayor Hagg. Voting no: None. Motion carried.

Motion by Council Member Rohloff, seconded by Council Member Huntington to adopt **Resolution #17-004** appointing Council Member Krogmann as a representative to the Minnesota Municipal Power Agency (MMPA) (as nominated by Mayor Hagg). Voting in favor: Council Members Favolise, Huntington, Johnson, Krogmann, Rohloff and Wilke and Mayor Hagg. Voting no: None. Motion carried.

Motion by Council Member Johnson, seconded by Council Member Rohloff to adopt **Resolution #17-005** approving the designation of the Le Sueur News-Herald as the City's official newspaper. Voting in favor: Council Members Favolise, Huntington, Johnson, Krogmann, Rohloff and Wilke and Mayor Hagg. Voting no: None. Motion carried.

Motion by Council Member Huntington, seconded by Council Member Rohloff to adopt **Resolution #17-006** approving the designation of HomeTown Bank, CornerStone State Bank, First Farmers & Merchants Bank and the Minnesota Municipal Market Fund as depositories. Voting in favor: Council Members Favolise, Huntington, Johnson, Krogmann, Rohloff and Wilke and Mayor Hagg. Voting no: None. Motion carried.

Motion by Council Member Rohloff, seconded by Council Member Favolise to adopt **Resolution #17-007** appointing Council Members Johnson, Krogmann and Mayor Hagg to the Personnel and Budget committee. Voting in favor: Council Members Favolise, Huntington, Johnson, Krogmann, Rohloff and Wilke and Mayor Hagg. Voting no: None. Motion carried.

Discussed the format of council agendas and minutes:

- Norms of Behavior: adopt for now, revisit later
- Items of Appreciation: merge with "Misc."
- Public Comment: tabled
- Reports: add more detail
- Minutes: add brief description of comments/discussion

Discussed Interim City Administrator/City Administrator Search Process. Will discuss further at the upcoming January 17, 2017 work session.

Motion by Council Member Rohloff, seconded by Council Member Huntington to adjourn. Voting in favor: Council Members Favolise, Huntington, Johnson, Krogmann, Rohloff and Wilke and Mayor Hagg. Voting no: None. Motion carried.

Stacy Lawrence, City Clerk



Council Approval Report for January 09, 2017

By Fund

Post Dates 12/28/2016 - 01/09/2017

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Fund: 101 - GENERAL FUND					
101-14101	GENESIS	BULK FUEL	64793	101-14101	2,099.50
101-14101	GENESIS	BULK FUEL	64794	101-14101	1,439.86
					3,539.36
Department: 41110 - CITY COUNCIL					
101-41110-207	LEAGUE OF MN CITIES	LEADERSHIP CONFERENCE	247522	101-41110-207	975.00
				Department 41110 - CITY COUNCIL Total:	975.00
Department: 41320 - CITY ADMINISTRATOR					
101-41320-331	JENELLE TEPPEN	TRAVEL EXPENSE	INV0004449	101-41320-331	116.53
				Department 41320 - CITY ADMINISTRATOR Total:	116.53
Department: 41410 - ELECTIONS					
101-41410-201	PETTY CASH FUND	DECEMBER 2016	INV0004470	101-41410-201	9.18
				Department 41410 - ELECTIONS Total:	9.18
Department: 41430 - CITY CLERK					
101-41430-321	VERIZON WIRELESS	CELLULAR SERVICE	9777910107	101-41430-321	81.27
101-41430-321	MARCO	MANAGE SERVICES	INV3901327	101-41430-321	281.97
101-41430-321	MARCO	SPAM FILTERING	INV3903657	101-41430-321	10.23
101-41430-321	MARCO	MANAGE SERVICES	INV3911260	101-41430-321	321.51
101-41430-433	CGMC	2017 CGMC DUES ASSESSMENTS	CGMC2017	101-41430-433	3,341.50
101-41430-437	MAYER SOFT WATER-CULLIGAN	WATER COOLER	232225	101-41430-437	42.00
				Department 41430 - CITY CLERK Total:	4,078.48
Department: 41940 - GOVERNMENT BUILDINGS					
101-41940-381	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	101-41940-381	523.71
101-41940-401	MINNESOTA ELEVATOR, INC	ANNUAL SERVICE	689644	101-41940-401	395.80
				Department 41940 - GOVERNMENT BUILDINGS Total:	919.51
Department: 42120 - POLICE DEPARTMENT					
101-42120-201	PETTY CASH FUND	DECEMBER 2016	INV0004470	101-42120-201	4.20
101-42120-201	LESUEUR POST OFFICE	2 ROLLS OF FOREVER STAMPS	INV0004474	101-42120-201	94.00
101-42120-309	LAW ENFORCEMENT TECH	2017 MAINTENANCE	CA0000000073	101-42120-309	7,702.27
101-42120-309	LAW ENFORCEMENT TECH	2017 HOUSING AGREEMENT	CA0000000074	101-42120-309	3,450.00
101-42120-321	VERIZON WIRELESS	CELLULAR SERVICE	9777926645	101-42120-321	41.01
101-42120-321	FRONTIER COMMUNICATIONS	PHONE SERVICE	INV0004438	101-42120-321	84.56
101-42120-321	MARCO	MANAGE SERVICES	INV3901327	101-42120-321	102.54
101-42120-321	MARCO	SPAM FILTERING	INV3903657	101-42120-321	3.72
101-42120-321	MARCO	MANAGE SERVICES	INV3911260	101-42120-321	107.17
101-42120-381	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	101-42120-381	261.86
101-42120-400	PROFESSIONAL CLEANING	JANITORIAL SERVICES	229	101-42120-400	289.90
101-42120-401	THE CONCRETE CUTTER	HOLES IN GARAGE FOR AIR	4863	101-42120-401	350.00
101-42120-401	GUSTAVE A. LARSON COMPANY	AIR EXCHANGER	PLY0520492	101-42120-401	1,614.02
				Department 42120 - POLICE DEPARTMENT Total:	14,105.25
Department: 42151 - POLICE COMMUNICATION SERV					
101-42151-325	BUREAU OF CRIM.	CJDN CONNECTION	00000364484	101-42151-325	570.00
				Department 42151 - POLICE COMMUNICATION SERV Total:	570.00
Department: 42500 - POLICE RESERVES					
101-42500-381	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	101-42500-381	130.03
101-42500-400	PROFESSIONAL CLEANING	JANITORIAL SERVICES	228	101-42500-400	69.16
101-42500-401	J.A. KLEHR SERVICES	201	111A	101-42500-401	253.33
				Department 42500 - POLICE RESERVES Total:	452.52
Department: 42700 - ANIMAL CONTROL					
101-42700-311	MINNESOTA CRITTER GETTER	DECEMBER ANIMAL CONTROL	INV0004437	101-42700-311	1,200.00
				Department 42700 - ANIMAL CONTROL Total:	1,200.00

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Department: 42800 - EMERGENCY MANAGEMENT/EOC					
101-42800-321	VERIZON WIRELESS	CELLULAR SERVICE	9777910107	101-42800-321	130.04
Department 42800 - EMERGENCY MANAGEMENT/EOC Total:					130.04
Department: 43121 - STREET DEPARTMENT					
101-43121-215	MATHESON TRI-GAS INC	ACETYLENE GAS	14559271	101-43121-215	61.45
101-43121-215	NAPA AUTO PARTS	TOOLS, & PARTS	434634	101-43121-215	8,206.82
101-43121-217	CINTAS CORPORATION LOC.	UNIFORMS	754671167	101-43121-217	76.38
101-43121-221	DENZER'S VALLEY AG	BATTERY	034189	101-43121-221	139.54
101-43121-222	LABELLE'S ALIGNMENT	4 TIRES	21249	101-43121-222	1,924.13
101-43121-224	BRYAN ROCK PRODUCTS	CELL	19661	101-43121-224	999.44
101-43121-224	WINTERS PLUMBING &	METAL BRIDGE	4921	101-43121-224	10.00
101-43121-226	E.F. ANDERSON & ASSOCIATES	5 DO NOT BURN SIGNS	0113266-IN	101-43121-226	210.85
101-43121-321	VERIZON WIRELESS	CELLULAR SERVICE	9777926650	101-43121-321	233.73
101-43121-321	MARCO	MANAGE SERVICES	INV3901327	101-43121-321	179.45
101-43121-321	MARCO	SPAM FILTERING	INV3903657	101-43121-321	6.51
101-43121-321	MARCO	MANAGE SERVICES	INV3911260	101-43121-321	187.55
101-43121-381	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	101-43121-381	286.93
101-43121-383	CENTER POINT ENERGY	GAS UTILITIES-5961974-2	INV0004435	101-43121-383	488.56
101-43121-417	J.A. KLEHR SERVICES	SNOW REMOVAL TRAIL	111	101-43121-417	360.00
Department 43121 - STREET DEPARTMENT Total:					13,371.34
Department: 43125 - ICE & SNOW REMOVAL					
101-43125-252	MORTON SALT, INC	SALT	5401213302	101-43125-252	5,423.52
Department 43125 - ICE & SNOW REMOVAL Total:					5,423.52
Department: 45201 - PARK DEPARTMENT					
101-45201-225	DRUMMERS GARDEN CENTER	WINTER SCENE PLANTINGS	074557	101-45201-225	874.86
101-45201-380	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	101-45201-380	58.50
101-45201-381	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	101-45201-381	957.73
Department 45201 - PARK DEPARTMENT Total:					1,891.09
Department: 45500 - LIBRARY MAINTENANCE					
101-45500-381	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	101-45500-381	487.19
101-45500-400	PROFESSIONAL CLEANING	JANITORIAL SERVICES	230	101-45500-400	999.98
101-45500-401	JOHNSON CONTROLS, INC.	FIRE MONITORING	1-43548868142	101-45500-401	300.00
101-45500-401	GRAINGER	BULBS FOR LIBRARY	9308477521	101-45500-401	191.96
101-45500-401	GRAINGER	BULBS FOR LIBRARY	9312880801	101-45500-401	46.80
Department 45500 - LIBRARY MAINTENANCE Total:					2,025.93
Department: 49200 - UNALLOCATED EXPENDITURES					
101-49200-445	CIVICPLUS	WEBSITE	161457	101-49200-445	4,893.98
Department 49200 - UNALLOCATED EXPENDITURES Total:					4,893.98
Fund 101 - GENERAL FUND Total:					53,701.73
Fund: 225 - FIRE SERVICE FUND					
Department: 42200 - FIRE SERVICE					
225-42200-207	SASCS	TRAINING	1947	225-42200-207	300.00
225-42200-212	HOLIDAY CREDIT OFFICE	MOTOR FUEL	INV0004441	225-42200-212	4.13
225-42200-221	KIRVIDA FIRE, INC.	TRUCK REPAIRS	5978	225-42200-221	85.16
225-42200-229	NORTH AMERICAN SECURITY	MONITORING	#R233164	225-42200-229	85.16
225-42200-381	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	225-42200-381	583.84
Department 42200 - FIRE SERVICE Total:					1,058.29
Fund 225 - FIRE SERVICE FUND Total:					1,058.29
Fund: 226 - AMBULANCE SERVICE FUND					
Department: 42153 - AMBULANCE SERVICES					
226-42153-212	SA FLEET ONE LLC	FUEL FOR AMBULANCE	4477250062	226-42153-212	133.76
226-42153-219	BOUND TREE MEDICAL LLC	DEFIB PADS	82361557	226-42153-219	159.65
226-42153-220	LABELLE'S ALIGNMENT	OIL CHANGE AND TIRE	19927	226-42153-220	183.70
226-42153-321	VERIZON WIRELESS	CELLULAR SERVICE	9777962916	226-42153-321	49.17
226-42153-321	MARCO	MANAGE SERVICES	INV3901327	226-42153-321	153.81
226-42153-321	MARCO	SPAM FILTERING	INV3903657	226-42153-321	5.58
226-42153-321	MARCO	MANAGE SERVICES	INV3911260	226-42153-321	160.76

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
226-42153-323	ALPHA-WIRELESS	REPAIR PAGER	202161	226-42153-323	45.00
226-42153-331	MONICA MUCHOW	MONTHLY REIMBURSEMENT	INV0004442	226-42153-331	83.47
226-42153-381	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	226-42153-381	138.01
226-42153-400	PROFESSIONAL CLEANING	JANITORIAL SERVICES	228	226-42153-400	69.17
226-42153-401	J.A. KLEHR SERVICES	201	111A	226-42153-401	253.33
226-42153-437	RIDGEVIEW MEDICAL CENTER	.	INV0004440	226-42153-437	123,052.25
Department 42153 - AMBULANCE SERVICES Total:					124,487.66
Fund 226 - AMBULANCE SERVICE FUND Total:					124,487.66

Fund: 227 - PARA-TRANSIT FUND

Department: 49804 - ADMINISTRATION					
227-49804-321	VERIZON WIRELESS	CELLULAR SERVICE	9777872788	227-49804-321	363.90
227-49804-321	MARCO	MANAGE SERVICES	INV3901327	227-49804-321	179.45
227-49804-321	MARCO	SPAM FILTERING	INV3903657	227-49804-321	6.51
227-49804-321	MARCO	MANAGE SERVICES	INV3911260	227-49804-321	187.55
227-49804-331	DOUG ERICKSON	TRAVEL EXPENSE	INV0004471	227-49804-331	14.04
227-49804-331	CAROLYN BURNS	TRAVEL EXPENSE	INV0004472	227-49804-331	14.04
227-49804-331	JOANN TRIMBO	TRAVEL EXPENSE	INV0004473	227-49804-331	14.04
227-49804-381	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	227-49804-381	146.00
227-49804-400	PROFESSIONAL CLEANING	JANITORIAL SERVICES	228	227-49804-400	86.67
227-49804-401	J.A. KLEHR SERVICES	201	111A	227-49804-401	253.34
Department 49804 - ADMINISTRATION Total:					1,265.54
Fund 227 - PARA-TRANSIT FUND Total:					1,265.54

Fund: 235 - AIRPORT FUND

Department: 49810 - AIRPORT ADMINISTRATION					
235-49810-381	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	235-49810-381	317.37
Department 49810 - AIRPORT ADMINISTRATION Total:					317.37
Fund 235 - AIRPORT FUND Total:					317.37

Fund: 410 - EQUIPMENT ACQUISITION

Department: 49261 - AMBULANCE					
410-49261-580	RIDGEVIEW MEDICAL CENTER	AMBULANCE TRANSFER	INV0004440	410-49261-580	184,482.00
Department 49261 - AMBULANCE Total:					184,482.00
Fund 410 - EQUIPMENT ACQUISITION Total:					184,482.00

Fund: 601 - WATER UTILITY FUND

601-16550	REHNELT EXCAVATING LLC	4TH STREET WATERMAIN	INV0004439	601-16550	182,461.93
Department 49410 - POWER AND PUMPING					
601-49410-381	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	601-49410-381	8,964.90
Department 49410 - POWER AND PUMPING Total:					8,964.90
Department: 49420 - PURIFICATION					
601-49420-216	HAWKINS, INC.	CHEMICALS	3996670	601-49420-216	608.75
601-49420-312	UTILITY CONSULTANTS INC	LAB TESTING	93866	601-49420-312	70.00
Department 49420 - PURIFICATION Total:					678.75
Department: 49430 - DISTRIBUTION					
601-49430-244	MINNESOTA PIPE & EQUIPMENT	FLEX STAKES	0367111	601-49430-244	107.80
601-49430-245	TRAXLER CONSTRUCTION	FIRE HYDRANT 5TH & FERRY	52076	601-49430-245	109.14
Department 49430 - DISTRIBUTION Total:					216.94
Department: 49440 - ADMINISTRATION & GENERAL					
601-49440-201	CIVICPLUS	WEBSITE	161457	601-49440-201	831.05
601-49440-201	INNOVATIVE OFFICE SOLUTIONS	MOUSE, PENS	IN1452242	601-49440-201	20.85
601-49440-217	CINTAS CORPORATION LOC.	UNIFORMS	754673793	601-49440-217	106.98
601-49440-217	CINTAS CORPORATION LOC.	UNIFORMS	754676480	601-49440-217	56.26
601-49440-240	BOUND TREE MEDICAL LLC	AED BATTERY	82362733	601-49440-240	71.00
601-49440-321	VERIZON WIRELESS	CELLULAR SERVICE	9777879558	601-49440-321	348.92
601-49440-321	VERIZON WIRELESS	CELLULAR SERVICE	9777910107	601-49440-321	16.26
601-49440-321	MARCO	MANAGE SERVICES	INV3901327	601-49440-321	333.26
601-49440-321	MARCO	SPAM FILTERING	INV3903657	601-49440-321	12.09

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
601-49440-321	MARCO	MANAGE SERVICES	INV3911260	601-49440-321	348.26
601-49440-433	MINNESOTA RURAL WATER	MRWA 2017 MEMBERSHIP	INV0004475	601-49440-433	250.00
601-49440-436	GOPHER STATE ONE CALL	LOCATES	6120509	601-49440-436	13.50
601-49440-437	CGMC	2017 CGMC DUES ASSESSMENTS	SCGMC2017	601-49440-437	668.30
601-49440-456	LE SUEUR COUNTY HIGHWAY	CONSTRUCTION &	2016013	601-49440-456	100,000.00
Department 49440 - ADMINISTRATION & GENERAL Total:					103,076.73
Fund 601 - WATER UTILITY FUND Total:					295,399.25

Fund: 602 - SEWER UTILITY FUND

Department: 49470 - SEWER LIFT STATIONS

602-49470-381	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	602-49470-381	465.22
Department 49470 - SEWER LIFT STATIONS Total:					465.22

Department: 49490 - ADMINISTRATION & GENERAL

602-49490-201	CIVICPLUS	WEBSITE	161457	602-49490-201	831.05
602-49490-201	INNOVATIVE OFFICE SOLUTIONS	MOUSE, PENS	IN1452242	602-49490-201	20.85
602-49490-217	CINTAS CORPORATION LOC.	UNIFORMS	754673793	602-49490-217	106.98
602-49490-217	CINTAS CORPORATION LOC.	UNIFORMS	754676480	602-49490-217	56.26
602-49490-240	BOUND TREE MEDICAL LLC	AED BATTERY	82362733	602-49490-240	70.99
602-49490-321	VERIZON WIRELESS	CELLULAR SERVICE	9777879558	602-49490-321	348.92
602-49490-321	VERIZON WIRELESS	CELLULAR SERVICE	9777910107	602-49490-321	16.26
602-49490-321	MARCO	MANAGE SERVICES	INV3901327	602-49490-321	333.26
602-49490-321	MARCO	SPAM FILTERING	INV3903657	602-49490-321	12.09
602-49490-321	MARCO	MANAGE SERVICES	INV3911260	602-49490-321	348.26
602-49490-362	LEAGUE OF MINNESOTA CITIES	CLAIM	LMC GL 0000000123852	602-49490-362	2,500.00
602-49490-436	GOPHER STATE ONE CALL	LOCATES	6120509	602-49490-436	13.50
602-49490-437	CGMC	2017 CGMC DUES ASSESSMENTS	SCGMC2017	602-49490-437	668.30
Department 49490 - ADMINISTRATION & GENERAL Total:					5,326.72
Fund 602 - SEWER UTILITY FUND Total:					5,791.94

Fund: 604 - ELECTRIC UTILITY FUND

604-11500	SPS COMPANIES, INC.	HILLSIDE CT TOILET	S3361078.001	604-11500	131.76
604-16440	I STATE TRUCK CENTER	BUCKET TRUCK	V242008212	604-16440	77,534.00
Fund 604 - ELECTRIC UTILITY FUND Total:					77,665.76

Department: 49570 - TRANSMISSION & DISTRIBUTION

604-49570-221	INTERSTATE BUILDING SUPPLY	DUMP TRUCK REPAIRS	220140	604-49570-221	167.57
604-49570-221	INTERSTATE BUILDING SUPPLY	REBAR	220153	604-49570-221	5.69
604-49570-230	GOPHER STATE ONE CALL	LOCATES	6121074	604-49570-230	32.40
604-49570-231	ST PETER RENTAL CENTER	CHAIN SAW OIL	65677	604-49570-231	20.25
604-49570-240	WALTER TISCHER	CHAIN SHARPENING	0218135	604-49570-240	35.00
604-49570-381	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	604-49570-381	2,330.87
604-49570-383	CENTER POINT ENERGY	GAS UTILITIES-5974324-5	INV0004436	604-49570-383	116.65
Department 49570 - TRANSMISSION & DISTRIBUTION Total:					2,708.43

Department: 49590 - ADMINISTRATION & GENERAL

604-49590-201	CIVICPLUS	WEBSITE	161457	604-49590-201	2,677.85
604-49590-315	WISE FURNITURE	LIGHTING RETROFIT REBATE	INV0004469	604-49590-315	500.00
604-49590-321	VERIZON WIRELESS	CELLULAR SERVICE	9777910107	604-49590-321	81.28
604-49590-321	VERIZON WIRELESS	CELLULAR SERVICE	9777980818	604-49590-321	372.53
604-49590-321	MARCO	MANAGE SERVICES	INV3901327	604-49590-321	692.15
604-49590-321	MARCO	SPAM FILTERING	INV3903657	604-49590-321	25.12
604-49590-321	MARCO	MANAGE SERVICES	INV3911260	604-49590-321	696.71
604-49590-401	SPS COMPANIES, INC.	BOILER-NEW STORAGE	S3340850.001	604-49590-401	1,576.39
604-49590-437	MAYER SOFT WATER-CULLIGAN	WATER COOLER	232695	604-49590-437	61.75
604-49590-437	CGMC	2017 CGMC DUES ASSESSMENTS	SCGMC2017	604-49590-437	2,354.90
604-49590-437	CHRISTINA BAUMAN	JANITORIAL SERVICES	INV0004477	604-49590-437	220.00
604-49590-719	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	604-49590-719	11,282.58
604-49590-722	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	604-49590-722	102.43
Department 49590 - ADMINISTRATION & GENERAL Total:					20,643.69
Fund 604 - ELECTRIC UTILITY FUND Total:					101,017.88

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Fund: 615 - RECREATION FUND					
Department: 45120 - RECREATION ADMINISTRATION					
615-45120-201	INNOVATIVE OFFICE SOLUTIONS	LAMINATOR, RUBBERBANDS,	IN1444034	615-45120-201	50.84
615-45120-271	A.H. HERMEL COMPANY	VENDING MACHINE EXPENSE	622686	615-45120-271	200.63
615-45120-271	PEPSI COLA OF MANKATO	VENDING MACHINE EXPENSE	9460195	615-45120-271	119.75
615-45120-271	PEPSI COLA OF MANKATO	VENDING MACHINE EXPENSE	9461226	615-45120-271	118.10
615-45120-271	PEPSI COLA OF MANKATO	VENDING MACHINE EXPENSE	9462368	615-45120-271	139.07
615-45120-321	VERIZON WIRELESS	CELLULAR SERVICE	9777890806	615-45120-321	228.71
615-45120-321	MARCO	MANAGE SERVICES	INV3901327	615-45120-321	307.62
615-45120-321	MARCO	SPAM FILTERING	INV3903657	615-45120-321	11.18
615-45120-321	MARCO	MANAGE SERVICES	INV3911260	615-45120-321	321.51
615-45120-322	ISD #2397	COMMUNITY CENTER MAILINGS	10950	615-45120-322	229.25
615-45120-381	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	615-45120-381	9,879.47
615-45120-433	SMRPA	2017 SMRPA DUES	INV0004476	615-45120-433	15.00
615-45120-437	MAYER SOFT WATER-CULLIGAN	WATER COOLER	232302	615-45120-437	27.17
615-45120-437	DUSTIN SHARSTROM	HOCKEY MENS LEAGUE REF	INV0004445	615-45120-437	100.00
615-45120-437	KERRY SNELSON	HOCKEY LEAGUE REF	INV0004446	615-45120-437	100.00
615-45120-437	BRETT ZALLEK	MENS LEAGUE REF	INV0004447	615-45120-437	100.00
615-45120-437	BRETT ZALLEK	HOCKEY LEAGUE REF	INV0004448	615-45120-437	100.00
615-45120-495	TOM SVIHEL	PROGRAM REFUND	INV0004443	615-45120-495	30.00
615-45120-495	KELLI MCCORMICK	PROGRAM REFUND	INV0004444	615-45120-495	30.00
Department 45120 - RECREATION ADMINISTRATION Total:					12,108.30
Department: 45122 - COMM CTR BUILDING MAINT					
615-45122-211	COLE PAPERS INC.	WIPES	92739291	615-45122-211	44.01
615-45122-223	INTERSTATE BUILDING SUPPLY	ROLLER FOR DOOR	220152	615-45122-223	6.39
615-45122-240	BLUE LINE SHARPENING & SALES	ZAMBONI BLADE SHARPENING	158491	615-45122-240	66.00
615-45122-401	UNITED FARMERS	SIDEWALK SALT	610006	615-45122-401	98.94
615-45122-401	ELECTRICAL &	WI-FI INTERNET WORK	7205	615-45122-401	440.30
615-45122-401	BORDER STATES ELEC SUPPLY	BULBS	912310143	615-45122-401	48.03
615-45122-401	GRAINGER	LIGHT BULBS	9309185685	615-45122-401	50.30
615-45122-404	R & R SPECIALTIES, INC	ICE RESURFACER PARTS	0061360-IN	615-45122-404	231.89
615-45122-404	JOHNSON CONTROLS, INC.	FIRE REMOTE CENTER	1-43540708198	615-45122-404	300.00
615-45122-404	JOHNSON CONTROLS, INC.	ELEVATOR MONITORING	1-43545673604	615-45122-404	300.00
615-45122-404	LENNOX INDUSTRIES INC	OFFICE FURNACE REPAIRS	551109282	615-45122-404	226.58
615-45122-404	MINNESOTA ELEVATOR, INC	ANNUAL SERVICE	689644	615-45122-404	805.48
615-45122-404	SPS COMPANIES, INC.	FAUCET PARTS	S3358352.001	615-45122-404	67.55
Department 45122 - COMM CTR BUILDING MAINT Total:					2,685.47
Department: 45124 - OUTDOOR POOL EXPENDITURES					
615-45124-321	MARCO	COMMUNITY CENTER ACCESS	INV3896508	615-45124-321	2,533.89
615-45124-381	LESUEUR MUNICIPAL UTILITIES	DECEMBER UTILITIES	INV0004478	615-45124-381	80.75
Department 45124 - OUTDOOR POOL EXPENDITURES Total:					2,614.64
Fund 615 - RECREATION FUND Total:					17,408.41
Grand Total:					784,930.07

Report Summary

Fund Summary

Fund	Payment Amount
101 - GENERAL FUND	53,701.73
225 - FIRE SERVICE FUND	1,058.29
226 - AMBULANCE SERVICE FUND	124,487.66
227 - PARA-TRANSIT FUND	1,265.54
235 - AIRPORT FUND	317.37
410 - EQUIPMENT ACQUISITION	184,482.00
601 - WATER UTILITY FUND	295,399.25
602 - SEWER UTILITY FUND	5,791.94
604 - ELECTRIC UTILITY FUND	101,017.88
615 - RECREATION FUND	17,408.41
Grand Total:	784,930.07

THE PRECEDING LIST OF BILLS WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE: January 09, 2017

APPROVED BY: _____

Jenelle Teppen
City Administrator



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Donation Requests

DATE: For the City Council Meeting of Monday, January 9, 2017

PURPOSE/ACTION REQUESTED

Consider requests made to the City for donations.

SUMMARY

The City has for the past number of years made annual donations to area organizations. In order to assure that these donations meet the requirements set forth in state statute, an application process was developed.

As a reminder, the City is able to disperse the funds only for a public purpose as defined by the Minnesota Supreme Court; the activity will benefit the community as a body, the activity is directly related to functions of a government, and the activity does not have as its primary objective the benefit of a private interest. The Court has also held that the general objective of a public purpose is to promote the following for all of a city's residents:

- Public health
- Safety
- General welfare
- Security
- Prosperity
- Contentment

Letters were sent to each of the organizations that received funds in 2016 and were notified that their requests must detail the following:

- Applicants may attach copies of financial records to establish financial need with their completed application. These may include: bank statements, and copies of IRS form 1023 and 990 if required to file. The City reserves the right to request these documents for consideration.
- Additionally, all applications must report accurately the purpose of the requested funding. The intent of this funding is for programmatic support, and not administrative

burdens.

- No donation will be provided for programs or services, which are a duplication of any existing program or service provided to the public via public funding.
- No donation will be made to groups from outside the City of Le Sueur unless it can be demonstrated that the donation funds will be used within the City of Le Sueur and/or for the benefit of its residents.
- No donation will be made to an organization for the explicit purposes of a nature, which can be defined as: religious, discriminates against a recognized protected class, or for a political campaign.

\$25,000 was set aside in the 2017 budget for donations. I received five applications for funds totaling \$28,000, and they are:

- Youth Opportunities \$10,000
- Chamber of Commerce \$10,000
- Southern Minnesota Initiative Fund \$1,000
- Le Sueur Housing and Redevelopment Authority \$2,000
- Habitat for Humanity \$5,000

In 2016 the City donated \$26,750 to the following:

- Youth Opportunities \$10,000
- Le Sueur Little League Baseball \$750
- Chamber of Commerce \$8,000
- Southern Minnesota Initiative Fund \$1,000
- Le Sueur Housing and Redevelopment Authority \$2,000
- Habitat for Humanity \$5,000

RECOMMENDATION

It appears that all of the applications meet the standard established by the Minnesota Supreme Court. The Council should determine the level of funding for each organization.



Le Sueur—Henderson Youth Opportunities

Phone: 507-665-6264 ▶ Post Office Box 223 ▶ Le Sueur, MN 56058
Office and Activities Area ▶ Le Sueur Community Center ▶ 821 East Ferry Street, Le Sueur

December 21, 2016

Jenelle Teppen, City Administrator
City of Le Sueur
205 Second Street
Le Sueur, MN 56058

Dear Jenelle:

I would first like to communicate our thanks for the consistent support, both financial and instrumental, that the city has always provided to Youth Opportunities. It is fair to say that we would have a difficult time continuing the work of our organization without that support.

Over the past 10 years, since our re-organization as Youth Opportunities, we have sought out ways to connect with other groups, organizations and businesses from the area. Building bridges, sharing resources and working together we have achieved some very positive outcomes in our communities! This past year we also developed a partnership with Community Education to partner for classes year round. We are proud of our record of creative collaboration. We are also proud to of our history of developing engaging, quality youth programs that also serve to channel the energy and enthusiasm of our young people into efforts that make our communities better places to live.

We hope that you, the Mayor, and the City Council feel that the on-going investment in YO! has been a worthwhile one. And we hope that you continue to see merit in the work that we do to make Le Sueur a better, stronger, and healthier community for our youth. On behalf of the YO! Board of Directors, I would like to express our hope that you will continue to extend your kind support for 2017.

Sincerely,

Melissa Goettl, Program Director
LS-H Youth Opportunities



CITY OF LE SUEUR

DONATION APPLICATION

Applications for donations are not automatically renewed each year; each application shall be reviewed based on merit each year in accordance with the guidelines established within the City of Le Sueur Donation Policy and those set forth in state statute regarding public expenditures.

Organizations requesting donations may be required to submit recent bank statements, financial statements, and/or documentation of non-profit status along with donation application such as IRS Form 990 and IRS Form 1023. Organizations making a subsequent request, may be required to submit receipts as well.

Please attach a separate sheet if additional space is required to complete your application.

AMOUNT OF REQUEST: \$ 10,000

Organization Name and Address Information

Organization Name Le Sueur- Henderson Youth Opportunities
Address PO Box 223
City Le Sueur State MN Zip Code 56057
Contact Name Melissa Goetti Telephone 507-665-6264
E-mail lshyouthopportunities@gmail.com Fax _____

Organization Information

Number of Members 200 Le Sueur Residents 160 Membership Fee If Applicable _____

Geographic Area Served Le Sueur and Henderson Date Formed Reestablished 2006

Outline the mission, purpose, and objectives of your organization.

See attached form

List the purpose for which the current donation would be used, if approved. Give complete details including administrative purposes, i.e. project or event description, period, and community benefits relative to the City of Le Sueur.

The donations would be used towards operating cost, as well as helping cover scholarship expenses for our area youth and program expenses for our summer programming.

Type of Organization (i.e. 501c3, 501c4, 501c6, 501c19, etc.) and registration number.

501c3 Registration # 41-1944056

Other Sources of Revenue (include all amounts that have been or will be received for the fiscal year—other donations, grants/subsidies, private funding, etc.).

Grants from Rotary, Le Sueur Lions, United Funds of Le Sueur, Cosgrove Foundation, as well as program registration fees, Use of the Lodge, and office in the Community Center

Do you currently receive other gratuities from the city, i.e. facility subsidization, tax reductions, fee waiver or reduction, photocopying, administrative support, etc.?

We get to use the office space in the Community Center free of charge.

Have you received any donations from the City of Le Sueur in the past? Yes No
If so: Amount Requested \$10,000 Amount Approved \$10,000 Year(s) 2006-2016

Signature of Authorized Official(s)

M. [Signature] Program Director Date 12/21/16
Name and Position

Name and Position Date _____

For Office Use Only

Approval Status: _____ Approved _____ Denied _____
Amount: \$ _____ Date: _____

Public Purpose Criteria Met:

Note: Personal information contained on this form as submitted to the City of Le Sueur may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties, and will be used for the purpose of determining eligibility for donations. Questions about this collection should be directed to the City Clerk, 203 S 2nd St Le Sueur, MN 56058

LE SUEUR – HENDERSON YOUTH OPPORTUNITIES

ORGANIZATION INFORMATION

History

In 1998, Le Sueur-Henderson Healthy Communities, Inc, a 501(c)(3) organization was established as a community-based effort to nurture youth of all ages in the communities of Le Sueur and Henderson, Minnesota. LSH Healthy Communities was an expansion of the former Chemical Use Education (CUE) Committee and Creative Alternatives Network (CAN) Committee, formed in 1975 and 1990 respectively. All the groups shared a long history of promoting a wide range of services for youth. From early childhood issues to chemical abuse prevention and conflict resolution, Healthy Communities and its predecessors provided valuable services to many residents of our area.

In 2006, Le Sueur-Henderson Healthy Communities, Inc. changed its name and redefined its mission. Youth Opportunities (YO! for short) has narrowed its focus considerably. Following current youth development philosophy, which points to the value of employing proactive strategies, YO! works to engage young people in positive, creative activities that emphasize skill development. YO!'s goal is to act, not react. Beyond addressing existing problems, YO! works at preventing problems by preparing youth to handle the challenges that they will undoubtedly encounter. In keeping with this philosophy, early adolescence is understood to be an especially important window of time in the life of any person. This critical stage of life has been identified as crucial in the development of lifelong skills and positive lifestyle habits. It is the age group that Youth Opportunities seeks to serve.

Purpose

Youth Opportunities is a not-for-profit organization that engages the community to promote positive youth development through out-of-school-time programming opportunities. Programs are specifically designed for youth ages 9-15, and are guided by the principles of quality youth development.

Key Definitions

Out-of-school time: Waking hours each week when young people are not occupied with school, studies, or routine family activities

Principles of Quality

Youth Development: Programs that make a difference provide:

- ♦ Safe places
- ♦ Clear expectations
- ♦ Caring relationships with adults
- ♦ Opportunities to belong
- ♦ Positive values
- ♦ Opportunities to make a real difference

Youth Opportunities' Identified Keys to Success

- Emphasis on quality
- Commitment to meeting the basic needs of youth and the community
- Youth participation in decision making
- Clear identification of target audiences
- Intentional programming with identified outcomes
- Staying relevant and meaningful for youth
- Proactive outreach to underserved communities

MAKING THE CASE FOR MIDDLE SCHOOL OUT-OF-SCHOOL-TIME PROGRAMS

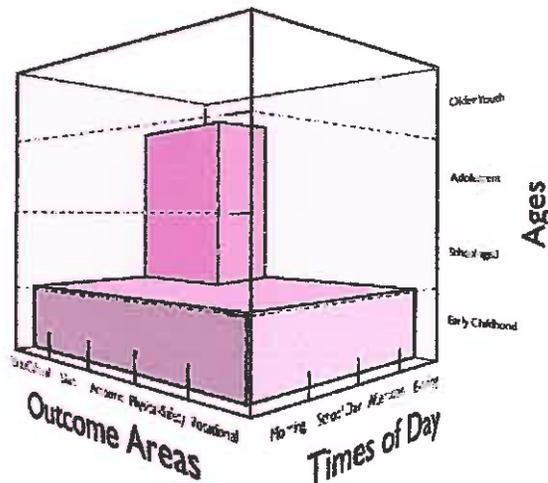
Although some programs are currently offered by Le Sueur – Henderson Community Education, City of Le Sueur Parks and Recreation, membership programs such as Scouting, 4-H and local athletic associations, there is an identified need for additional offerings. Recent (and on-going) focus groups and surveys of 5th – 8th grade students conducted by Youth Opportunities in Le Sueur and Henderson have identified the need for activities beyond the ones currently being offered. Our aim is not to compete with any of the other worthy organizations that serve youth in our communities. Rather, we all need to work together to assure that any unmet needs are addressed.

The challenges YO! faces are:

- improving the quality, availability and impact of out-of-school time learning experiences, and
- encouraging choices that strengthen positive youth development, educational growth and family strength.

The Waking Hours Filled by
Early Childhood and School

School age
kids spend
less than
25% of their
waking hours in
school
during the
year.



Pitman (2001) and Department of Education
and Justice Labor Statistics

Target audience

The primary audience is elementary and middle school youth ages 9-15. The secondary audience is Le Sueur and Henderson community members. YO! is committed to including a service project experience in its program offerings to encourage youth citizenship that benefits the community. The rationale for including this facet in our program designs is based on the demonstrated connection between community connection and youth development. Youth who are involved in their communities are less likely to engage in risky behaviors. A particular focus of YO! is to recruit and serve those young people identified as at risk or under-served.

All youth in the specified age group will be eligible to enroll in YO! programs. The program director will consult with school counselors and social workers to identify and recruit youth that could benefit from participation in YO! programs but may be hesitant to enroll.

THE TASK BEFORE US

The challenges YO! faces are:

- improving the quality, availability and impact of out-of-school-time learning experiences, and
- encouraging choices that strengthen positive youth development, educational growth and family strength.

There are many options for filling out-of-school time hours. It may be family time or vacation time. It could be participation in youth programs, sports or summer camps. It could also be time spent with friends, watching TV or surfing the internet.

More often for middle school youth, out-of-school time hours are when parents are at work. It's prime time for young people to experiment with high risk activities. Older youth (age 12 and over) are more at risk than younger children. Unsupervised teens have more opportunities for risky behavior because they are too old for some things (day care) and too young for other things (part-time jobs). While the focus for young children is care, older kids need positive challenges.

How youth spend their free time is a more powerful predictor of high-risk behavior than race, income and family structure. Research shows that participation in out-of-school time programs results in:

- Better school attendance; fewer drop outs.
- More positive attitudes toward work, greater completion of homework and improved grades.
- Higher aspirations for education beyond high school.
- Better work habits and interpersonal relationships.
- Less high-risk behavior.

YO! : A STRATEGY FOR ACTION

Youth Opportunities believes in providing intentional, quality youth programming with identified outcomes. Following a period of research and strategic planning, YO! began offering a number of engaging programs for youth in the summer of 2006.

In the past, Le Sueur – Henderson Healthy Communities programs were offered primarily during the school year. Program development occurred during the summer. The cycle has been reversed in this new plan. New programs will be launched during the summer months when youth have more unstructured time.

The continued provision of programs during the school year is currently under consideration. In keeping with our organization's commitment to quality and intentionality, however, any programs developed for the school year will be specific in nature and designed to meet identified needs. One YO!-led initiative that has functioned since the 2006-07 school years is *Giant Steps to Health*. This program has been a grant-funded program supported by the General Mills Foundation. GIANT is an acronym for Get Into Activity and Nutrition Together. It is a collaborative effort including YO!, the City of Le Sueur Parks and Recreation, Le Sueur – Henderson Public Schools, St. Anne's School and staff from Minnesota Valley Health Center. The goal is to have youth and their families adopt year-round healthy lifestyle changes that encourage improved nutritional choices, increased physical activity and reduced "screen time" (television, video and computer games).

YOUTH OPPORTUNITIES PROGRAMS

Youth Opportunities has been able, over the several years, to offer an impressive variety of meaningful activities for youth on an extremely limited budget. Relying on community volunteers, most of the programs YO! has offered have been successfully carried out and well-attended. Surveys and anecdotal evidence have revealed that program participants both enjoyed and benefited from the activities.

An important part of our program planning process is the careful collection and analysis of student survey and focus group data. This input gives our area youth a sense of investment in the programs we provide. It also assures us that our programs continue to be relevant in meeting their changing needs and interests. We have an evolving slate of programs that are offered during out of school times. Activities and interests that arise from our focus groups are added each year when feasible, given our limited funds and changing pool of community volunteers.

Our Youth Opportunities Summer Catalog and Registration Guide is published each April. Copies are distributed by mail to all households in our school district with children grades 3 through 8. The catalog is also available at many locations throughout our two communities.

OUTCOMES AND EVALUATION

YO!'s goal is to involve middle school youth in challenging and rewarding out-of-school activities that engage youth in the community and develop life skills for future success. YO! believes in intentional programming with identified outcomes. Therefore, each program includes an attempt to identify measurable objectives that can be used for evaluation purposes.

When possible, final products are displayed publicly to build awareness and recognition for youth efforts. Special effort is made in association with school counselors and social workers to involve youth not currently active in out-of-school time activities.

With the local schools' cooperation, it would be interesting to conduct our own research to see if participation in out-of-school time programs makes a difference in school attendance, homework completion, grades, attitude, aspirations, and involvement in risk behavior.

**LE SUEUR CHAMBER OF COMMERCE
500 NORTH MAIN STREET
LE SUEUR, MN 56058**

October 26, 2016

Jenelle Teppen
Le Sueur City Administrator
203 S. 2nd St.
Le Sueur, MN 56058

Dear Jenelle,

Enclosed is our application for donation from the Le Sueur Chamber of Commerce.

The Chamber of Commerce is a valuable asset to community as well as to the City. We are a huge resource for information and for the involvement we do in community events. We continue to work with our businesses in helping to make Le Sueur a better place to live and work.

The Chamber hopes to continue our fiscal partnership with City as we see ourselves as a compliment to the work the City does. Losing your support would decrease our effectiveness in the community and would put the Chamber in a position to reevaluate our goals and budget for 2016-2017.

Please consider our request and if you have any questions regarding the Chamber's application please don't hesitate to contact me directly.

Thank you.



Julie Boyland
Executive Director



CITY OF LE SUEUR DONATION APPLICATION

Applications for donations are not automatically renewed each year; each application shall be reviewed based on merit each year in accordance with the guidelines established within the City of Le Sueur Donation Policy and those set forth in state statute regarding public expenditures.

Organizations requesting donations may be required to submit recent bank statements, financial statements, and/or documentation of non-profit status along with donation application such as IRS Form 990 and IRS Form 1023. Organizations making a subsequent request, may be required to submit receipts as well.

Please attach a separate sheet if additional space is required to complete your application.

AMOUNT OF REQUEST: \$ 10,000.00

Organization Name and Address Information

Organization Name LESUEUR CHAMBER OF COMMERCE
Address 500 N. MAIN ST.
City LESUEUR State MN Zip Code 56058
Contact Name JULIE BOYLAND Telephone 507-665-2501
E-mail julieb@lesueurchamber.org Fax 507-665-4372

Organization Information

Number of Members 160 Le Sueur Residents _____ Membership Fee If Applicable _____
Geographic Area Served LESUEUR AREA Date Formed 1940

Outline the mission, purpose, and objectives of your organization.

LESUEUR CHAMBER exists to promote the LESUEUR area and serve as a connection to businesses, community institutions and organizations, and people.

List the purpose for which the current donation would be used, if approved. Give complete details including administrative purposes, i.e. project or event description, period, and community benefits relative to the City of Le Sueur.

please see attachment

Type of Organization (i.e. 501c3, 501c4, 501c6, 501c19, etc.) and registration number.

Other Sources of Revenue (include all amounts that have been or will be received for the fiscal year—other donations, grants/subsidies, private funding, etc.).

please see attachment

Do you currently receive other gratuities from the city, i.e. facility subsidization, tax reductions, fee waiver or reduction, photocopying, administrative support, etc.?

NO

Have you received any donations from the City of Le Sueur in the past? Yes No
If so: Amount Requested 8000.00 Amount Approved 5000.00 Year(s) 10 yrs.
6250.00 2015

Signature of Authorized Official(s)

Margaret More, Board President Date 10/26/16
Name and Position

Julie Boyland, Ex. Dir. Date 10/26/16
Name and Position

For Office Use Only

Approval Status: _____ Approved _____ Denied _____
Amount: \$ _____ Date: _____

Public Purpose Criteria Met: _____

Note: Personal information contained on this form as submitted to the City of Le Sueur may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties, and will be used for the purpose of determining eligibility for donations. Questions about this collection should be directed to the City Clerk, 203 S 2nd St Le Sueur, MN 56058

List the purpose for which the current donations would be used, if approved.
Tourism-printed materials, visitor guides, maps, and welcome packets for new residence.

Answer many inquiries about our city by phone or email. Take many calls for information on Swap Meet in the spring, and Pioneer Power in August. Promote city events on website, and chamber chat newsletter.

Sponsor community events; Candidate Forums both city and school, Chamber Coffee Breaks, Business After Hours, Retail & Business Expo, City Wide Garage Sale, Chamber Golf Outing, Farmers Market, Giant Celebration, Senior Expo, Night Out On The Town, Santa Anonymous, Holiday Lights Parade, and Christmas Boutique.

Other Sources of Revenue –

Membership Dues, Fundraising Events,

LSDI - \$574.85 monthly helps cover the cost for rent, staff, lease agreement on copier, and phone.

United Fund \$1085.00 quarterly.

Mini Storage, Tellijohn - \$480.00 a year.



CITY OF LE SUEUR DONATION APPLICATION

Applications for donations are not automatically renewed each year; each application shall be reviewed based on merit each year in accordance with the guidelines established within the City of Le Sueur Donation Policy and those set forth in state statute regarding public expenditures.

Organizations requesting donations may be required to submit recent bank statements, financial statements, and/or documentation of non-profit status along with donation application such as IRS Form 990 and IRS Form 1023. Organizations making a subsequent request, may be required to submit receipts as well.

Please attach a separate sheet if additional space is required to complete your application.

AMOUNT OF REQUEST: \$ 1,000

Organization Name and Address Information

Organization Name Southern Minnesota Initiative Foundation
Address 525 Florence Ave
City Owatonna State MN Zip Code 55060
Contact Name Tim Pebody Telephone 507-455-3215
E-mail TimP@smifoundation.org Fax 507-455-2098

Organization Information

Number of Members _____ Le Sueur Residents _____ Membership Fee If Applicable _____
Geographic Area Served 20 County Region in Southern MN Date Formed 1986

Outline the mission, purpose, and objectives of your organization.

see attachment

List the purpose for which the current donation would be used, if approved. Give complete details including administrative purposes, i.e. project or event description, period, and community benefits relative to the City of Le Sueur.

See attachment

Type of Organization (i.e. 501c3, 501c4, 501c6, 501c19, etc.) and registration number.

501 c. 3

Other Sources of Revenue (include all amounts that have been or will be received for the fiscal year—other donations, grants/subsidies, private funding, etc.).

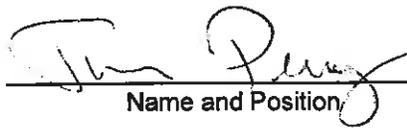
see ^{the} attachment donor list in the attached annual report

Do you currently receive other gratuities from the city, i.e. facility subsidization, tax reductions, fee waiver or reduction, photocopying, administrative support, etc.?

NO

Have you received any donations from the City of Le Sueur in the past? Yes No
If so: Amount Requested _____ Amount Approved _____ Year(s) _____
See attachment

Signature of Authorized Official(s)

 Date 12/1/16
Name and Position _____

Name and Position _____ Date _____

For Office Use Only

Approval Status: _____ Approved _____ Denied _____
Amount: \$ _____ Date: _____

Public Purpose Criteria Met:

Note: Personal information contained on this form as submitted to the City of Le Sueur may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties, and will be used for the purpose of determining eligibility for donations. Questions about this collection should be directed to the City Clerk. 203 S 2nd St Le Sueur, MN 56058

Southern Minnesota Initiative Foundation
FY17 Budget

Budget
FY17

Expenses

Salary & Benefits	1,697,801
Consultants	75,577
Staff/Board	85,755
Office/Operations	204,597
Grants/Technical Assistance	525,000
Loan Expense	194,500
Restricted Programming	<u>1,695,383</u>
Total Expense	4,478,613

Revenue

Operational

Loan & Interest Revenue	235,241
Restricted Revenue	2,289,019
Spending Policy	1,285,575
McKnight	<u>1,000,000</u>
Total Operational Revenue	4,809,835

Endowment

Endowment Donations	425,000
CommFunds Endowment Donations	300,000
Endowment Investment Income	1,700,000
Spending Policy	<u>(1,285,575)</u>
Total Endowment Revenue	1,139,425

Total Revenue **5,949,260**

*All of the McKnight \$5 million grant was booked as a receivable in FY12.
This amount will not flow through financials in FY17. Put in budget
for demonstration purposes.

Investments in Region:

Programming	4,478,613
Loans	1,100,000
Equity	<u>350,000</u>
Total	5,928,613

City of Le Sueur Donation Application: Southern Minnesota Initiative Foundation

Outline the mission, purpose and objectives of your organization.

Vision and Mission: We envision southern Minnesota as a prosperous and growing region with vibrant communities, innovative and successful economies, and engaged and valued citizens. To achieve this vision, Southern Minnesota Initiative Foundation, a regional development and philanthropic organization, fosters economic and community vitality in 20 counties of southern Minnesota through a culture of collaboration and partnership.

To achieve our mission, SMIF focuses on three areas of impact: economic development, early childhood development and community vitality.

Economic development resources:

SMIF's business loan program works in partnership with local lending institutions, economic development organizations and government agencies to help "fill the gap" between available and necessary financial resources. We also provide a variety of resources to support entrepreneurs: SCORE, one-on-one technical assistance, trainings, business conferences, networking opportunities and equity funding.

Early childhood resources:

SMIF supports local efforts to create and grow strong early childhood development programs that provide a quality learning environment, achieve results, and have a positive impact on the children and families served. We do this through training opportunities, conferences, grants and networking opportunities.

Community resources:

SMIF supports local community development efforts to nurture economic prosperity and community vitality within its 20-county region. We are proud of our role in continuing to bring local leaders together to pool resources and ideas for greater outcomes through asset based community development, creative placemaking grants and community/designated fund assistance.

List the purpose for which the current donation would be used, if approved. Give complete details including administrative purposes, i.e. project or event description, period and community benefits relative to the City of Le Sueur.

Your dollars will be used to provide the above resources in the City of Le Sueur, Le Sueur County and the 20 counties served by Southern Minnesota Initiative Foundation.

Type of organization and registration number.

Type: 501(c)3

Registration number: 36-3454285

Other sources of revenue (include all amounts that have been given or will be given for the fiscal year- other donations, grants/subsidies, private funding, etc.)

Please see our most recent annual report (http://smifoundation.org/news-events/newsroom/annual_report.html) for a list of donors from the last fiscal year. There is also a summary of our financial breakout for the year. Annually we raise approximately \$450,000 from donors to the Foundation and 30% of those dollars come from our cities and counties.

Do you currently receive gratuities from the city, i.e. facility subsidization, tax reduction, fee waiver or reduction, photocopying, administrative support, etc.?

No

Have you ever received donations from the City of Le Sueur in the past? Yes

Date	Amount Requested	Amount Approved
26-Feb-16	\$1,000.00	\$1,000.00
29-Jun-15	\$1,000.00	\$1,000.00
30-Jan-14	\$1,000.00	\$1,000.00
17-Jan-13	\$1,000.00	\$1,000.00
12-Jan-12	\$1,000.00	\$1,000.00
27-Jan-11	\$1,000.00	\$1,000.00
11-Feb-10	\$1,000.00	\$1,000.00
14-Aug-09	\$1,000.00	\$1,000.00
25-Jan-07	\$1,000.00	\$1,000.00
17-Jan-06	\$1,000.00	\$1,000.00
16-Nov-04	\$500.00	\$500.00
21-Jul-03	\$500.00	\$500.00
29-Apr-02	\$500.00	\$500.00
19-Mar-01	\$500.00	\$500.00
29-Dec-95	\$1,000.00	\$1,000.00



SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

Collaborating for Regional Vitality

Le Sueur County Investments

We envision southern Minnesota as a prosperous and growing region with vibrant communities, innovative and successful economies, and engaged and valued citizens. To achieve this vision, Southern Minnesota Initiative Foundation, a regional development and philanthropic organization, fosters economic and community vitality in 20 counties of southern Minnesota through a culture of collaboration and partnership.

For every donation of
from Le Sueur County

\$1

=

\$13

is invested back into
Le Sueur County
communities.*

*includes grants, loans & programming

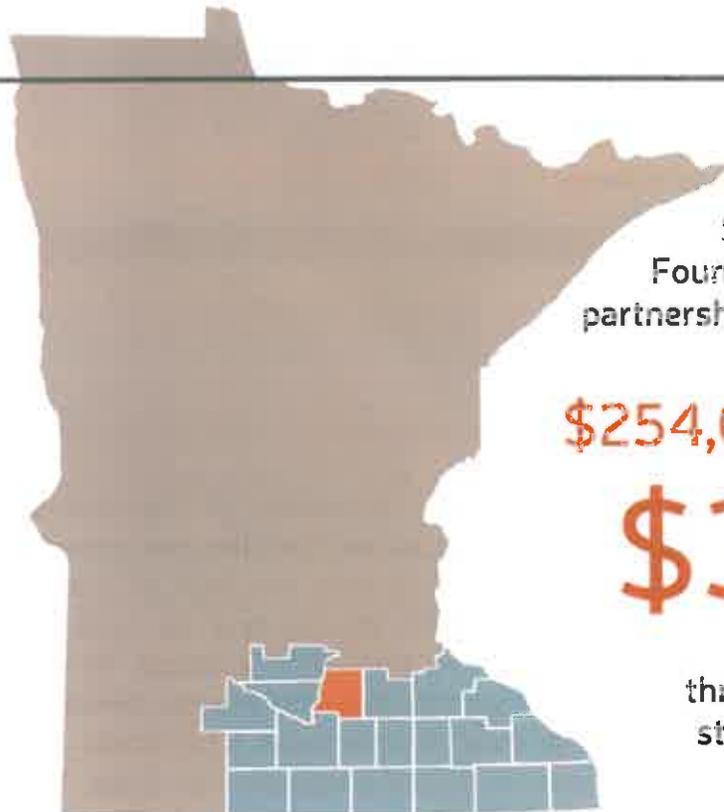
19 LOANS

\$1.4 million to Le Sueur County entrepreneurs

110 GRANTS

\$480,000 to support community initiatives

***\$5 million invested annually to the 20 counties of
south central and southeastern Minnesota***



Since 1986, Southern Minnesota Initiative
Foundation has leveraged local investments &
partnerships to create a stronger Le Sueur County:

\$254,000 in local donations to SMIF

\$3.3 million

invested by SMIF in Le Sueur County
through grants, loans, and programming for
stronger kids, businesses and communities

Loans & Equity Investments Supporting local entrepreneurs & creating jobs

Farmhouse Market LLC, New Prague	Organic, locally-sourced 24/7 food market
Herrmann Law Office PLLC, New Prague	General practice law firm
Whitewater Creek Grain & Feed Incorporated, Waterville	Buying, storage, feed sales, & marketing services to farm producers
Rolco Incorporated, Kasota	Plastic injection molding
Odenbach Meats, New Prague	Local meat market
LCS Precision Molding, Waterville	Plastic injection molding specializing in window, door, appliance, electronics, and automotive industry applications

Grants Investments in economic development, early childhood and community vitality

AmeriCorps LEAP (Learning Early Achieves Potential)	Members helping with social emotional skill development
New Prague Area Schools	Pre-K to Grade 3 Alignment grant
New Prague Chamber of Commerce	35 gallons of paint awarded for mural
Waterville-Elysian-Morristown Public Schools	Support for WEM new parent needs & services survey
City of Elysian	16 gallons of paint award for Elysian City Park mural & buildings
Tri-City United Public Schools, Montgomery	Hundreds of books awarded through multiple literacy grants

Affiliate Funds Increasing rural philanthropy

Elysian Community Foundation	New Prague Area Community Foundation
Le Sueur Community Foundation	Sakatah Area Foundation
Le Sueur Community Wellness Collaborative	Waterville Friends of the Library

Community Collaborations Bringing communities together for change

New Prague Early Childhood Initiative (Started in 2015)
Tri-City United Early Childhood Initiative (Started in 2008)

Making a Difference
Investing in innovative companies



Kendra Rasmusson, co-owner of Farmhouse Market in New Prague, opened this new grocery store in October 2015 with the help of a local foods loan from SMIF. Kendra and her husband creatively drew on the 24/7 workout facility model, giving the more than 200 Market members a key fob so they can purchase local foods and goods whenever is most convenient for them. The larger community can also purchase local goods during the store's public hours.



CITY OF LE SUEUR DONATION APPLICATION

Applications for donations are not automatically renewed each year; each application shall be reviewed based on merit each year in accordance with the guidelines established within the City of Le Sueur Donation Policy and those set forth in state statute regarding public expenditures.

Organizations requesting donations may be required to submit recent bank statements, financial statements, and/or documentation of non-profit status along with donation application such as IRS Form 990 and IRS Form 1023. Organizations making a subsequent request, may be required to submit receipts as well.

Please attach a separate sheet if additional space is required to complete your application.

AMOUNT OF REQUEST: \$ 2000.00

Organization Name and Address Information

Organization Name Le Sueur Housing & Redevelopment Authority
Address 220 Risedorfn Street
City Le Sueur State MN Zip Code 56058
Contact Name Monica Muchow Telephone 507.665.3932
E-mail lesueurhra@gmail.com Fax 507.665.3917

Organization Information

Number of Members _____ Le Sueur Residents _____ Membership Fee If Applicable N/A
Geographic Area Served Le Sueur & Surrounding Area Date Formed 1968

Outline the mission, purpose, and objectives of your organization.

We are a low rent public housing agency that has 48 apartments. We also host the senior nutrition program that provides noon meals Monday-Friday at low cost in order to help those persons who are at risk to receive a nutritious meal.

List the purpose for which the current donation would be used, if approved. Give complete details including administrative purposes, i.e. project or event description, period, and community benefits relative to the City of Le Sueur.

The donation would help support the senior dining nutrition program in order to provide lower cost meals for the elderly, near-elderly, handicapped and disabled, and low income people.

Type of Organization (i.e. 501c3, 501c4, 501c6, 501c19, etc.) and registration number.

501c-3 (See Attached)

Other Sources of Revenue (include all amounts that have been or will be received for the fiscal year—other donations, grants/subsidies, private funding, etc.).

Do you currently receive other gratuities from the city, i.e. facility subsidization, tax reductions, fee waiver or reduction, photocopying, administrative support, etc.?

No - we contract with the city to serve as our payroll accountant and we pay \$800 Annually for this service.

Have you received any donations from the City of Le Sueur in the past?

If so: Amount Requested \$2000 Amount Approved \$2000 Yes No Year(s) 2014-2016

Signature of Authorized Official(s)

[Signature] Secretary/Treasurer
Name and Position

Date Nov 16, 2016

[Signature] Executive Director
Name and Position

Date Nov 16, 2016

For Office Use Only

Approval Status: _____ Approved _____ Denied _____

Amount: \$ _____ Date: _____

Public Purpose Criteria Met: _____

Note: Personal information contained on this form as submitted to the City of Le Sueur may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties, and will be used for the purpose of determining eligibility for donations. Questions about this collection should be directed to the City Clerk, 203 S 2nd St Le Sueur, MN 56058



CITY OF LE SUEUR DONATION APPLICATION

Applications for donations are not automatically renewed each year; each application shall be reviewed based on merit each year in accordance with the guidelines established within the City of Le Sueur Donation Policy and those set forth in state statute regarding public expenditures.

Organizations requesting donations may be required to submit recent bank statements, financial statements, and/or documentation of non-profit status along with donation application such as IRS Form 990 and IRS Form 1023. Organizations making a subsequent request, may be required to submit receipts as well.

Please attach a separate sheet if additional space is required to complete your application.

AMOUNT OF REQUEST: \$ 5,000

Organization Name and Address Information

Organization Name Habitat for Humanity of South Central MN
Address 1751 Bassett Drive
City Mankato State MN Zip Code 56001
Contact Name Susan Ostendorf Telephone 507-388-2081 ext 4
E-mail bhmkto@hickorytech.net Fax 507-388-1618

Organization Information

Number of Members N/A Le Sueur Residents 35 Membership Fee If Applicable NONE
Geographic Area Served 5 counties Date Formed 1990

Outline the mission, purpose, and objectives of your organization.

Habitat is a nonprofit providing safe, decent and affordable housing with and for families in need.

List the purpose for which the current donation would be used, if approved. Give complete details including administrative purposes, i.e. project or event description, period, and community benefits relative to the City of Le Sueur.

Rehabbing house At 200 Birch Street - new
floors, PAINT and ~~clear~~ landscaping

Type of Organization (i.e. 501c3, 501c4, 501c6, 501c19, etc.) and registration number.

501c3

Other Sources of Revenue (include all amounts that have been or will be received for the fiscal year—other donations, grants/subsidies, private funding, etc.).

No other donations for this project have been
received to date. Year end letter request will
be sent out November 1, 2016.

Do you currently receive other gratuities from the city, i.e. facility subsidization, tax reductions, fee waiver or reduction, photocopying, administrative support, etc.?

NO

Have you received any donations from the City of Le Sueur in the past?

If so: Amount Requested 5,000 Amount Approved 5,000

Yes

No

Year(s)

2015 Application
for new house
build

Signature of Authorized Official(s)


Name and Position

Date 9/30/16

Name and Position

Date _____

For Office Use Only

Approval Status: _____ Approved _____ Denied _____

Amount: \$ _____ Date: _____

Public Purpose Criteria Met: _____

Note: Personal information contained on this form as submitted to the City of Le Sueur may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties, and will be used for the purpose of determining eligibility for donations. Questions about this collection should be directed to the City Clerk, 203 S 2nd St Le Sueur, MN 56058



CITY OF LE SUEUR

REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Approve Pay Equity Report
DATE: For the City Council meeting of Monday, January 9, 2017

PURPOSE/ACTION REQUESTED

Approve the attached Pay Equity Report.

SUMMARY

As the Council may recall, all local units of government in Minnesota are required to comply with the Pay Equity Act (Minnesota Rules Chapter 3920). The Local Government Pay Equity Act applies to about 1,500 local governments in Minnesota, and affects a total of about 220,000 local government employees. Jurisdictions are scheduled to report on a three-year cycle.

In short, the compliance with the pay equity act ensures equitable compensation between male dominated positions and female dominated positions.

There are four tests a jurisdiction needs to pass to be in compliance:

- Completeness and Accuracy Test
 - Report is submitted on time
 - Data is correct
 - Required information is provided
- Statistical Test
 - Compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). The Minnesota Pay Equity Management System will generate results applying the Statistical Analysis Test, underpayment ratio results of 80 and above are passing. The City's test results show an underpayment ratio score of 158.82.
- Salary Range Test
 - Compares the average number of years required for female classes to move through a salary range consisting of a time-phased step progression to the average number of years required for male classes. Results of 0 or 80 and above are passing scores. The City's test results show a salary range test score of 96.73.
- Exceptional Service Pay Test
 - Compares the percentage of female classes receiving longevity or performance pay to the percentage of male classes receiving longevity or performance pay.

Results of 0 or 80 are passing scores. The City's test results show an exceptional service pay test of 0.00.

The City's 2016 report is due by January 31, 2017 and is contained in the attached. The City Council must approve the Compliance Report before it can be submitted to the State.

RECOMMENDATION

Staff recommends the Council approve the attached Pay Equity Compliance Report in order to meet the required deadline of January 31, 2017 for filing.

Compliance Report

Jurisdiction: Le Sueur
203 South Second Street

Le Sueur MN 56058

Report Year: 2017
Case: 3 - 2016 DATA (Private (Jur Only))

Contact: Janelle Teppen Phone: (507) 593-8311 E-Mail: jteppen@cityoflesueur.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	17	9	0	26
# Employees	28	9	0	37
Avg. Max Monthly Pay per employee	5,355.67	4,820.48		5,225.49

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 158.82 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	8	6
b. # Below Predicted Pay	9	3
c. TOTAL	17	9
d. % Below Predicted Pay (b divided by c = d)	52.94	33.33

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 35	Value of T = -2.911
------------------------------	---------------------

- a. Avg. diff. in pay from predicted pay for male jobs = (\$2)
- b. Avg. diff. in pay from predicted pay for female jobs = \$81

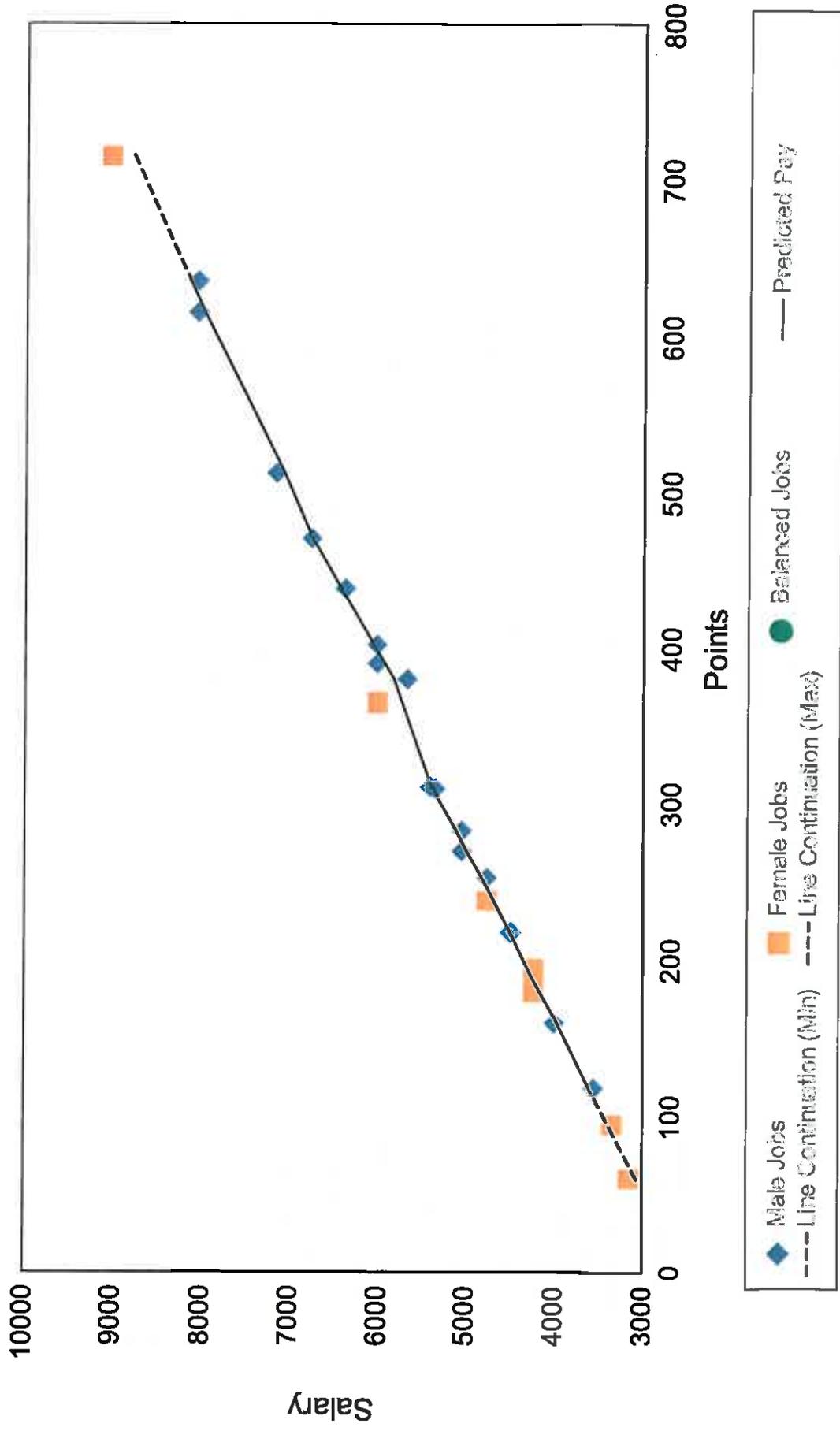
III. SALARY RANGE TEST = 96.73 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 8.71
- B. Avg. # of years to max salary for female jobs = 9.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

- A. % of male classes receiving ESP 0.00 *
- B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)





CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider the First Reading of an Ordinance Repealing in its Entirety City Code Chapter 34 Ambulance Services

DATE: For the City Council Meeting of Monday, January 9, 2017

PURPOSE/ACTION REQUESTED

Consider the first reading of an ordinance repealing in its entirety City Code Chapter 34 Ambulance Services.

SUMMARY

The closings for the MVHC affiliation, Clinic Sublease and ambulance transactions occurred effective January 1, 2017. Therefore, Le Sueur ambulance service has effectively ceased.

City Code Chapter 34 outlines the provisions for operation of that ambulance service and therefore should be repealed in its entirety.

A copy of that Chapter is attached.

RECOMMENDATION

Staff recommends the City Council approve the first reading of the ordinance repealing City Code Chapter 34, Ambulance Services.

ORDINANCE NO. _____

BEING AN ORDINANCE REPEALING CITY CODE CHAPTER 34 AMBULANCE SERVICES IN ITS ENTIRETY

THE CITY COUNCIL OF LE SUEUR DOES ORDAIN:

City Code Chapter 34, Ambulance Services are repealed in their entirety.

Section 1. The City Council of the City of Le Sueur does hereby ordain as follows:

City Code Chapter 34, Ambulance Services are repealed in their entirety.

SECTION 2. This Ordinance becomes effective from and after its passage and seven (7) days after its publication.

This Ordinance was passed by the City Council on the 23rd day of January, 2017.

ATTEST: Gregory Hagg, Mayor

Stacy Lawrence, City Clerk

Le Sueur, MN Code of Ordinances

CHAPTER 34: AMBULANCE SERVICES

Section

Ambulance Services Generally

- 34.01 Volunteer ambulance service established; authorized personnel
- 34.02 Election, confirmation, term and removal of ranking officers; annual meeting; appointment, term and removal of servicemen
- 34.03 President; general powers and duties
- 34.04 Vice president; general powers and duties
- 34.05 Secretary; general powers and duties
- 34.06 Treasurer; general powers and duties
- 34.07 Maintenance director; general powers and duties
- 34.08 First aid training director; general powers and duties
- 34.09 Vehicle operations training director; general powers and duties
- 34.10 Qualifications of all personnel; provisions relating to servicemen
- 34.11 Compensation of officers and servicemen
- 34.12 Practice drills
- 34.13 Records to be kept
- 34.14 Service beyond city limits and billings therefor
- 34.15 False alarms; interference with ambulance service
- 34.16 Applicability of state law

Ambulance Service Commission; Advisory Committee

- 34.30 Ambulance Service Commission established, under control of City Council
- 34.31 Composition of Commission and appointment, term and oath of members; filling vacancies
- 34.32 Compensation of Commission members; expenditures of Commission
- 34.33 Meetings of the Commission
- 34.34 Rules, records, reports and budget of Commission
- 34.35 City Attorney and other city officers to cooperate with and assist Commission
- 34.36 Title to property; rights reserved to City Council; establishment of rates for, and policies governing, ambulance services

34.37 Advisory committee

Statutory reference:

City to provide ambulance services within and without the city limits, for nonresidents as well as residents, either singly or jointly in accordance with agreement with other political subdivisions, see M.S. § 471.476

AMBULANCE SERVICES GENERALLY**§ 34.01 VOLUNTEER AMBULANCE SERVICE ESTABLISHED; AUTHORIZED PERSONNEL.**

There is hereby established in this city a volunteer ambulance service consisting of a president, vice president, secretary, treasurer, maintenance director, first aid training director, vehicle operations training director and not less than seven nor more than 60 ambulance servicemen.

(1973 Code, § 4-1) (Ord. 303, passed 8-10-1970)

§ 34.02 ELECTION, CONFIRMATION, TERM AND REMOVAL OF RANKING OFFICERS; ANNUAL MEETING; APPOINTMENT, TERM AND REMOVAL OF SERVICEMEN.

The president, the vice president, the secretary and the treasurer shall be elected annually by the members of the ambulance service subject to confirmation by the Ambulance Service Commission. The election shall be held each year at the annual meeting of the ambulance service, to be held the third Monday of June each year. Each officer shall hold office for one year or until his or her successor has been duly elected, except that he or she may be removed by the Commission for cause after a public hearing. Servicemen and probationary servicemen shall be appointed by members of the ambulance service subject to confirmation by the Ambulance Service Commission. Servicemen shall continue as members of the service during good behavior and may be removed by the Commission for cause, except that servicemen shall be entitled to a public hearing should he or she so desire.

(1973 Code, § 4-2) (Ord. 303, passed 8-10-1970)

§ 34.03 PRESIDENT; GENERAL POWERS AND DUTIES.

(A) The president of the ambulance service shall be responsible to the Ambulance Service Commission for equipment and apparatus and for its care and condition. He or she shall make a report semi-annually to the Commission at its meetings in March and September as to the condition of the equipment and the needs of the ambulance service. He or she may submit additional reports and recommendations at any meeting of the Commission and he or she shall report each suspension by him or her of a member of the ambulance service at the first meeting of the Commission following the suspension. He or she shall be responsible for the proper training and discipline of the members of the ambulance service and may suspend any member for refusal or neglect to obey orders pending final action by the Commission on his or her discharge or retention.

(B) The president of the ambulance service shall appoint all nonelective officers of the ambulance service and any other executive personnel and committee members he or she deems necessary to assist him or her in performing his or her duties as president.

(1973 Code, § 4-3) (Ord. 303, passed 8-10-1970)

§ 34.04 VICE PRESIDENT; GENERAL POWERS AND DUTIES.

In the absence or disability of the president of the ambulance service, the vice president shall perform all the functions and exercise all the authority of the president.

(1973 Code, § 4-4) (Ord. 303, passed 8-10-1970)

§ 34.05 SECRETARY; GENERAL POWERS AND DUTIES.

The secretary of the ambulance service shall be responsible for the keeping of minutes of all regular and special meetings of the service and shall perform the duties as the president shall from time to time designate for him or her.

(1973 Code, § 4-5) (Ord. 303, passed 8-10-1970)

§ 34.06 TREASURER; GENERAL POWERS AND DUTIES.

The treasurer of the ambulance service shall be responsible for all the financial dealings of the service, save and except the charge made by the city through the Minnesota Valley Memorial Hospital. The Treasurer shall concern himself or herself only with the funds of the service and shall report the financial standing of the service at all regular meetings.

(1973 Code, § 4-6) (Ord. 303, passed 8-10-1970)

§ 34.07 MAINTENANCE DIRECTOR; GENERAL POWERS AND DUTIES.

The maintenance director of the ambulance service shall be responsible for the maintenance of the ambulance vehicles and all equipment appertaining to the vehicles and all other necessary first aid and rescue equipment used by the ambulance service.

(1973 Code, § 4-7) (Ord. 303, passed 8-10-1970)

§ 34.08 FIRST AID TRAINING DIRECTOR; GENERAL POWERS AND DUTIES.

The first aid training director of the ambulance service shall be responsible for training new ambulance volunteers in the fundamentals of basic and advanced first aid. The director must have a valid, certified Red Cross first aid instructor's certificate.

(1973 Code, § 4-8) (Ord. 303, passed 8-10-1970)

§ 34.09 VEHICLE OPERATIONS TRAINING DIRECTOR; GENERAL POWERS AND DUTIES.

The vehicle operations training director of the ambulance service shall be well qualified and responsible for teaching new volunteers the operation of the ambulance vehicles, the location in the vehicles of all first aid and rescue equipment and the use and operation thereof.

(1973 Code, § 4-9) (Ord. 303, passed 8-10-1970)

§ 34.10 QUALIFICATIONS OF ALL PERSONNEL; PROVISIONS RELATING TO SERVICEMEN.

(A) All officers and servicemen shall be able-bodied and not less than 18 years of age. They shall become members of the ambulance service only after a six months probationary period. The Ambulance Service Commission may require each candidate, before he or she may become a probationary serviceman, to satisfy certain minimum requirements of height, weight, education and other qualifications that may be specified by the Commission and that he or she must pass satisfactorily a mental and physical examination. Each candidate for serviceman in the ambulance service shall also have passed an approved basic and advanced certified Red Cross training course.

(B) Servicemen absent three consecutive drills, unless excused by the president, shall forfeit membership in the ambulance service. When any serviceman is on call, the missing of a call, unless excused by the president, shall be cause for review of membership by the officers.

(C) Persons who were members of the ambulance service on August 10, 1970, shall not be required to have served a probationary period before receiving a serviceman's rating.

(1973 Code, § 4-10) (Ord. 303, passed 8-10-1970)

§ 34.11 COMPENSATION OF OFFICERS AND SERVICEMEN.

(A) The servicemen and officers of the ambulance service shall receive compensation at rates fixed from time to time by resolution of the Ambulance Service Commission.

(B) In computing compensation for ambulance runs, one hour shall be considered as the minimum to be paid to any serviceman.

(1973 Code, § 4-11) (Ord. 303, passed 8-10-1970)

§ 34.12 PRACTICE DRILLS.

It shall be the duty of the president to hold a monthly practice drill of at least one hour's duration for the ambulance service and to give the servicemen instruction in approved methods of first aid and rescue procedures.

(1973 Code, § 4-12) (Ord. 303, passed 8-10-1970)

§ 34.13 RECORDS TO BE KEPT.

The president of the ambulance service or his or her appointed agents shall keep in convenient form a complete record of all ambulance calls, which shall include the time of the call, the location of the call and the cause thereof, the disposition of the patient, members of the service responding to the call and any other information as he or she may deem advisable and as may be required from time to time by the Ambulance Service Commission and the State Insurance Department.

(1973 Code, § 4-13) (Ord. 303, passed 8-10-1970)

§ 34.14 SERVICE BEYOND CITY LIMITS AND BILLINGS THEREFOR.

(A) When any political subdivision of the state enters into a contract with the city for ambulance service to persons living in designated territorial limits of the political subdivision and the political subdivision agrees to pay for services at the rates prescribed, the City Clerk shall inform the president of the ambulance service of the agreement, and thereafter the ambulance service shall go outside of the city limits to answer calls from individuals in territories or political subdivisions. The rates to be charged for the service shall be those fixed from time to time by resolution of the City Council.

(B) When any service hereunder has been rendered, the president of the ambulance service or his or her agents shall immediately thereafter make a record of time and place, the name and address of the patient or patients being picked up, the names and numbers of the servicemen responding to the call and the time each serviceman worked, and shall notify the Minnesota Valley Memorial Hospital and the city Administrator thereof. The Minnesota Valley Memorial Hospital shall thereafter bill the responsible party or parties for the amount of the services. The Minnesota Valley Memorial Hospital shall remit all receipts to the city each month. The ambulance service shall, through the office of the City Administrator, present a monthly report and current financial statement to the City Council for review.

(1973 Code, § 4-14) (Ord. 304, passed 8-10-1970)

§ 34.15 FALSE ALARMS; INTERFERENCE WITH AMBULANCE SERVICE.

It shall be unlawful for any person to knowingly give or make, or cause to be made, a call for ambulance service without probable cause or to neglect to obey any reasonable order of the driver or attendants at an ambulance call or to interfere with the ambulance service's discharge of its duties.

(1973 Code, § 4-15) (Ord. 303, passed 8-10-1970) Penalty, see § 10.99

§ 34.16 APPLICABILITY OF STATE LAW.

This chapter shall be subject to the applicable provisions of M.S. § 471.476, as it may be amended from time to time, and other applicable provisions of state law.

(1973 Code, § 4-16) (Ord. 303, passed 8-10-1970; Ord. 304, passed 8-10-1970; Ord. 305, passed 8-10-1970)

AMBULANCE SERVICE COMMISSION; ADVISORY COMMITTEE

§ 34.30 AMBULANCE SERVICE COMMISSION ESTABLISHED, UNDER CONTROL OF CITY COUNCIL.

The Ambulance Service Commission is hereby established under the jurisdiction, authority and control of the City Council.

(1973 Code, § 4-17) (Ord. 305, passed 8-10-1970)

Statutory reference:

Joint board, representatives of parties to agreement between political subdivisions, to carry out purposes of the agreement, see M.S. § 471.59

§ 34.31 COMPOSITION OF COMMISSION AND APPOINTMENT, TERM AND OATH OF MEMBERS; FILLING VACANCIES.

(A) The Ambulance Service Commission hereby established shall consist of one representative from each governmental subdivision contracting for ambulance service with the city, as well as one representative from the city. Representatives shall be selected by their respective town boards or governing bodies at their respective annual meetings and recommended to the City Council for appointment.

(B) The members of the Ambulance Service Commission shall be appointed by the City Council at its annual meeting each year for a term of one year and until their successors are appointed and have qualified. Vacancies which may occur during the term of office of any of the members of the Commission for any reason shall be filled by the political subdivision affected for the unexpired portion of the then current term. Within ten days after the appointment of the members of the Commission and before entering upon the duties thereof, each appointed member of the Commission shall qualify by subscribing and filing with the City Clerk their oath of office.

(1973 Code, § 4-18) (Ord. 305, passed 8-10-1970)

§ 34.32 COMPENSATION OF COMMISSION MEMBERS; EXPENDITURES OF COMMISSION.

All members of the Ambulance Service Commission shall serve without compensation. Expenditures of the Commission shall be limited to amounts appropriated therefor.

(1973 Code, § 4-19) (Ord. 305, passed 8-10-1970)

§ 34.33 MEETINGS OF THE COMMISSION.

(A) *Annual meeting.* The annual meeting of the Ambulance Service Commission shall be held on the third Tuesday in February of each year at which time the Commission shall select by a majority vote by ballot from among the members thereof, a chairperson and a secretary to serve for a term of one year or until their successors are elected and qualified. The Commission may create and fill among its members other offices and committees as it may from time to time determine to be expedient.

(B) *Regular meetings.* The Ambulance Service Commission shall hold regular meetings at least once every three months at the time and place as it may from time to time designate.

(C) *Special meetings.* The Ambulance Service Commission may hold special meetings pursuant to call thereof by the chairperson or by three members of the Commission pursuant to due notice of the time and place thereof and the business to be considered.

(D) *Notice of meetings.* Forty-eight hours notice in writing setting forth the time and place of meeting, and in the case of special meetings, the business to be transacted, shall be given each member of the Commission personally or by ordinary mail. Notice of meeting may be waived in writing at the time of meeting. Attendance at and participation in any meeting by a member of the Commission shall constitute waiver of notice thereof.

(1973 Code, § 4-20) (Ord. 305, passed 8-10-1970)

§ 34.34 RULES, RECORDS, REPORTS AND BUDGET OF COMMISSION.

The Ambulance Service Commission shall adopt rules for the transaction of business and shall keep a complete record of its proceedings, which record shall be a public record. A copy of the minutes of each annual, regular or special meeting of the Commission shall be filed with the City Clerk within three days

after each meeting. A record of all special proceedings shall also be filed with the City Clerk. On or before the last day of March of each year, the Commission shall submit to the City Council and to the governing body of each participating political subdivision an annual report of its activities during the previous year. The Commission shall forthwith submit the other reports as the City Council and any other participating political subdivision may from time to time require and request. The Commission shall annually, at or before the first regular Council meeting in October, submit a proposed budget to the City Council for the next succeeding years activity.

(1973 Code, § 4-21) (Ord. 305, passed 8-10-1970)

§ 34.35 CITY ATTORNEY AND OTHER CITY OFFICERS TO COOPERATE WITH AND ASSIST COMMISSION.

The City Attorney shall act as attorney for the Ambulance Service Commission and shall advise the Commission as to matters of law. The City Administrator, the City Clerk and other officers of the city shall render aid and furnish information to the Commission as may be required and requested to facilitate performance of its duties.

(1973 Code, § 4-22) (Ord. 305, passed 8-10-1970)

§ 34.36 TITLE TO PROPERTY; RIGHTS RESERVED TO CITY COUNCIL; ESTABLISHMENT OF RATES FOR, AND POLICIES GOVERNING, AMBULANCE SERVICES.

The following rules and regulations are hereby enacted and adopted for the purpose of outlining, defining and determining the duties, responsibilities and activities of the Ambulance Service Commission.

(A) *Retention of powers.* In order to comply with enabling legislation, the city shall have, maintain and retain title to the property, including real estate and personal property used for, incident to or in connection with the ambulance service and the Ambulance Service Commission and shall retain unto itself the obligation, power and authority to establish, enforce, order, codify, amend and repeal all ordinances, rules and regulations for the governing of the Ambulance Service Commission whether herein created and established or otherwise defined.

(B) *Setting of ambulance rates.* The Ambulance Service Commission shall, at its annual meeting, review the respective rates for ambulance service to participating and nonparticipating townships and other political subdivisions and recommend those adjustments as are necessary to meet costs of operation and replacement of equipment.

(C) *Ambulance policies.* It shall be the function and duty of the Ambulance Service Commission to prepare and to submit to the City Council and to each participating political subdivision for approval the proposed policy regarding ambulance service to those respective political subdivisions.

(1973 Code, § 4-23) (Ord. 305, passed 8-10-1970)

Statutory reference:

For similar provisions, see M.S. § 471.476

§ 34.37 ADVISORY COMMITTEE.

(A) The City Council may annually appoint an advisory committee of four members who, by virtue of their property interest, training, education or business activity have particular knowledge of the problems involved and from time to time confronting the Ambulance Service Commission, upon which the

Commission may call for aid and advice. The advisory committee shall include one representative from the Minnesota Valley Memorial Hospital and one representative from the medical profession in the city.

(B) Vacancies which may occur during the term of office of any of the members of the advisory committee shall be filled by the political subdivision affected for the unexpired portion of the then current term.

(C) All members of the advisory committee shall serve without compensation.

(1973 Code, § 4-24) (Ord. 305, passed 8-10-1970)



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jasper Kruggel, Public Services Director
SUBJECT: Banner Pole Agreement
DATE: For the City Council Meeting of Monday, January 9, 2017

PURPOSE/ACTION REQUESTED

Authorize the Public Services Director to execute an agreement with LS Powerhouse, LLC releasing them of any liability related to the banner pole located on their property at 234 North Main Street.

SUMMARY

Eugene Dwyer, President of LS Powerhouse, LLC has requested that an agreement be created that releases his business of any liability related to the banner pole located on his property at 234 North Main Street.

This property was previously owned by the City of Le Sueur and the subsequent banner pole related to the banner that crosses Main Street is still located on the property. This agreement contains terms that releases LS Powerhouse, LLC from:

“any and all actual or alleged claims, demands, causes of action, liability, loss, damage and/or injury, whether brought by an individual or other entity, arising out of or incident to any acts, omissions, negligence, or misconduct by City, its personnel, employees, agents, contractors, or assignees in connection with the placement and use of the banner pole, including support cables, located on LS Powerhouse property.”

Eugene Dwyer, President of LS Powerhouse, LLC is agreeable to the terms of the agreement.

RECOMMENDATION

Staff recommends authorization to execute this agreement. This agreement will release LS Powerhouse, LLC from any liability related to the City’s use of the banner pole located on their property.

BANNER POLE AGREEMENT

This Agreement is made this 9th day of January, 2017, by and between the City of Le Sueur, a Minnesota municipal corporation (“City”), and LS Powerhouse, LLC, a Minnesota limited liability company (“LS Powerhouse”), is made with the purpose of indemnifying LS Powerhouse from any and all liability associated with the placement and use of a banner pole owned by City located on LS Powerhouse’s property at 234 N. Main St., Le Sueur, MN 56058.

WHEREAS, prior to LS Powerhouse purchasing property located at 234 N. Main St., Le Sueur, MN 56058, City was the owner of said property, and

WHEREAS, during the City’s ownership of said property, they constructed and maintained a banner pole for the purpose of advertising various civic events in and about the City of Le Sueur, and,

WHEREAS, subsequent to LS Powerhouse’s purchase of the property, the banner pole remained and has continued to be used for the purpose of advertising various civic events in and about the City of Le Sueur, and

WHEREAS, the parties agree that it is appropriate for the City to indemnify and hold LS Powerhouse harmless from the use of said banner pole.

NOW THEREFORE, IT IS HEREBY AGREED, by and between the parties as follows:

1. LS Powerhouse will continue to allow the City to maintain the banner pole located on LS Powerhouse’s property.
2. City, and its employees, agents, and assignees, shall defend, indemnify, and hold harmless LS Powerhouse from any and all actual or alleged claims, demands, causes of action,

liability, loss, damage and/or injury, whether brought by an individual or other entity, arising out of or incident to any acts, omissions, negligence, or misconduct by City, its personnel, employees, agents, contractors, or assignees in connection with the placement and use of the banner pole, including support cables, located on LS Powerhouse property. This indemnity shall include, but not be limited to, the cost incurred by LS Powerhouse in defending or opposing any such claims or demands made against it related to the placement and use of the banner pole.

3. In the event LS Powerhouse no longer wishes to allow the banner pole to be located on LS Powerhouse property, LS Powerhouse shall provide 30 days written notice to City requesting the removal of the banner pole. City shall have 30 days from the date of receipt of such notice to remove said banner pole, including any foundation and footings, and restoring the LS Powerhouse property to a safe and orderly condition consistent with the surrounding grounds, all at its sole cost and expense.

4. This Agreement shall be binding upon, and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns.

IN WITNESS WHEREOF, the parties have hereunto caused this Agreement to be executed on their behalf and by the LS Powerhouse President and the City's Public Services Director and to be hereunto affixed the day and year first above written.

LS Powerhouse, LLC

City of Le Sueur


By: Eugene Dwyer
Its: President

By: Jasper Kruggel
Its: Public Services Director



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: MMPA Alternate Appointment
DATE: For the City Council meeting of Monday, January 9, 2017

PURPOSE/ACTION REQUESTED

Appoint an Alternate to the Minnesota Municipal Power Agency (MMPA) Board.

SUMMARY

Staff neglected to include this item as one of the Council's annual appointments on January 3.

The City Administrator has been the alternate appointment to the MMPA board since July of 2016. In light of my departure, Jasper Kruggel, Public Services Director should assume this alternate position with the MMPA Board.

RECOMMENDATION

Staff recommends the Council appoint Jasper Kruggel to the Alternate Board position with MMPA.