



LE SUEUR CITY COUNCIL AGENDA
Monday, August 8, 2016
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 – State Representative Bob Vogel
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 July 25, 2016
 - B. Resolution Approving Disbursements for Period Ending August 8, 2016
 - C. Consider Accepting Donations
 - D. Personnel Actions
7. Items of Appreciation
8. **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 contact the Mayor prior to being allowed to speak.
9. Public Hearings
10. Regular Agenda
 - A. Consider Approval of 2nd Quarter 2016 Financial Report
 - B. Approve Quote for Pump Replacement
 - C. Consider Approving Community Education Agreement for Management Services
 - D. Appoint Two Council Members and One Alternate to Represent the City in Discussing the Proposed Joint Transit System

- E. Consider Amending the City's Personnel Policy to Convert the Current Vacation and Sick Leave Program to a Paid Time Off (PTO) Program.
- F. Appeal Hearing – Nuisance Violations
- G. Miscellaneous
- H. Adjourn

A Regular Meeting of the City Council was held on Monday, July 25, 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.

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

Council Member Huntington pulled 6A editing the July 11, 2016 Regular Meeting minutes as follows:

- Resolution # 16-065. Voting No: Wilke (not Johnson);
- Resolution # 16-067. "Elimination of Ward System" (not Wart System)

A motion by Council Member Kerkow, seconded by Council Member Johnson to adopt Resolution #16-070 approving the following consent agenda items:

- Regular meeting minutes of July 11, 2016;
- Disbursements for the period ending July 25, 2016 in the amount of \$365,734.46;
- Dance Permit
- Parade Permit
- Waiver of Tort Liability Limits
- Set Public hearing
- Set Work Session Dates

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

A motion by Council Member Kerkow, seconded by Council Member Rohloff to adopt Resolution #16-071 approving project specifications for the proposed 2016 Pavement Management Project. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wicks, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Wicks, seconded by Council Member Rohloff to adopt Resolution #16-072 approving a resolution to continue discussions forming a Joint Transit System with St. Peter. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wicks, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Rohloff, seconded by Council Member Wicks to adopt Resolution #16-073 approving the second reading of an ordinance opting out of the requirement of Minnesota state statutes 462.3593. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wicks, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Huntington, seconded by Council Member Rohloff to adopt Resolution #16-074, appointing Public Services Director, Jasper Kruggel. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wicks, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Huntington, seconded by Council Member Rohloff to adjourn at 6:40pm. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wicks, Wilke and Mayor Broeder. Voting no: None. Motion carried.

ATTEST:

Robert Broeder, Mayor

Stacy Lawrence, City Clerk



Council Approval Report for August 8, 2016

By Fund

Post Dates 07/26/2016 - 08/08/2016

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Fund: 101 - GENERAL FUND					
101-14101	GENESIS	BULK FUEL	63780	101-14101	2,187.18
101-14101	GENESIS	BULK FUEL	63871	101-14101	1,095.30
101-15502	I.U.O.E. LOCAL 49	SEPTEMBER 2016 HEALTH	INV0003690	101-15502	4,440.00
101-20702	FIRST FARMERS & MERCHANTS	08-05-2016 PAYROLL	INV0003656	101-20702	21,403.61
101-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003653	101-21701	4,208.55
101-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003655	101-21702	1,677.90
101-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003654	101-21703	2,962.52
101-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003647	101-21704	3,223.29
101-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003648	101-21704	4,887.97
101-21705	LINCOLN NATIONAL LIFE	08/05/2016	INV0003658	101-21705	520.38
101-21705	LINCOLN NATIONAL LIFE	08/05/2016	INV0003658	101-21705	193.69
101-21707	I.U.O.E.-LOCAL 49	UNION DUES	INV0003649	101-21707	408.00
101-21709	LINCOLN NATIONAL LIFE	08/05/2016	INV0003658	101-21709	683.14
101-21711	MN CHILD SUPPORT PAYMENT	CHILD SUPPORT ORDER	INV0003651	101-21711	309.18
101-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003652	101-21712	1,196.00
101-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003642	101-21713	191.17
101-21714	SELECT ACCOUNT	FLEX/HSA	INV0003646	101-21714	933.66
101-21714	NCPERS MINNESOTA	08/05/2016	INV0003657	101-21714	128.00
101-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0003641	101-21718	499.99
101-21719	FIRST FARMERS & MERCHANTS	HCSF	INV0003644	101-21719	1,049.09
101-21719	FIRST FARMERS & MERCHANTS	HCSF	INV0003645	101-21719	531.59
101-21720	AFLAC	08/05/2016	INV0003659	101-21720	301.24
101-21725	AFLAC	08/05/2016	INV0003659	101-21725	163.62
101-4-32210	MN DEPT OF LABOR &	QUARTERLY BUILDING PERMIT	25321079070	101-4-32210	316.00
					53,511.07
Department: 41110 - CITY COUNCIL					
101-41110-207	CGMC	CONFERNECE	INV0003688	101-41110-207	275.00
101-41110-331	ROBERT BROEDER	LODGING AND MILEAGE	INV0003669	101-41110-331	334.36
					Department 41110 - CITY COUNCIL Total: 609.36
Department: 41430 - CITY CLERK					
101-41430-202	MARCO	QUARTELY COPIER EXPENSE	INV3488918	101-41430-202	120.56
101-41430-271	RADERMACHER'S	VENDING MACHINE EXPENSE	INV0003689	101-41430-271	26.27
101-41430-309	APG MEDIA OF SOUTHERN	NOTICE OF FILING DATES	55205805	101-41430-309	1,498.40
101-41430-314	AEM FINANCIAL SOLUTIONS, LLC	JULY 2016	370684	101-41430-314	3,798.00
101-41430-321	JAGUAR COMMUNICATIONS INC	PHONE SERVICES	INV0003694	101-41430-321	709.49
101-41430-321	MARCO	MANAGE SERVICES	INV3496843	101-41430-321	225.36
101-41430-437	MAYER SOFT WATER-CULLIGAN	WATER COOLER	222773	101-41430-437	42.00
101-41430-437	SHRED RIGHT	SHREDDING	244766	101-41430-437	74.40
					Department 41430 - CITY CLERK Total: 6,494.48
Department: 41530 - ACCOUNTING					
101-41530-301	BERGAN KDV	AUDIT OF FINACIAL	927513	101-41530-301	3,662.50
					Department 41530 - ACCOUNTING Total: 3,662.50
Department: 41940 - GOVERNMENT BUILDINGS					
101-41940-400	PROFESSIONAL CLEANING	JANITORIAL SERVICES	120	101-41940-400	1,121.81
101-41940-401	COLE PAPERS INC.	CLEANING SUPPLIES	9223806	101-41940-401	62.10
					Department 41940 - GOVERNMENT BUILDINGS Total: 1,183.91
Department: 42120 - POLICE DEPARTMENT					
101-42120-201	QUILL CORPORATION	LABELS, SCISSORS, GARBAGE	7658287	101-42120-201	163.67
101-42120-201	QUILL CORPORATION	CD'S, DVD, & MARKERS	7658292	101-42120-201	35.14
101-42120-201	QUILL CORPORATION	FOLDERS	7738743	101-42120-201	16.23
101-42120-201	QUILL CORPORATION	CDS	7738744	101-42120-201	18.16
101-42120-201	RADERMACHER'S	COFFEE, CREAMER, TP, & PAPER	INV0003668	101-42120-201	107.27

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
101-42120-309	MORRIS ELECTRONICS INC	SQUAD COMPUTER REPAIR	20139298	101-42120-309	739.50
101-42120-321	FRONTIER COMMUNICATIONS	PHONE SERVICE	INV0003667	101-42120-321	77.20
101-42120-321	JAGUAR COMMUNICATIONS INC	PHONE SERVICES	INV0003694	101-42120-321	354.74
101-42120-321	MARCO	MANAGE SERVICES	INV3496843	101-42120-321	150.24
101-42120-400	PROFESSIONAL CLEANING	JANITORIAL SERVICES	122	101-42120-400	289.90
Department 42120 - POLICE DEPARTMENT Total:					1,952.05
Department: 42140 - POLICE TRAINING					
101-42140-331	TRAVIS MUCHOW	MEAL REIMBUSEMENT & FUEL	INV0003672	101-42140-331	36.38
Department 42140 - POLICE TRAINING Total:					36.38
Department: 42152 - POLICE AUTOMOTIVE SERVICES					
101-42152-221	GALLS, AN ARAMARK COMPANY	LIGHTS FOR SQUAD SETUP	005707689	101-42152-221	304.56
101-42152-221	EMERGENCY AUTOMOTIVE	NEW SQUAD SETUP	RS4370	101-42152-221	2,550.00
101-42152-431	NAPA AUTO PARTS	WASHER, FUSES	426929	101-42152-431	6.93
101-42152-438	EVAN SMITH	LIGHTS FOR LIGHT BAR	INV0003666	101-42152-438	258.63
Department 42152 - POLICE AUTOMOTIVE SERVICES Total:					3,120.12
Department: 42401 - BUILDING CODE ENFORCEMENT					
101-42401-408	CITY BLDG INSPECTION	INSPECTION SERVICES	366	101-42401-408	195.00
Department 42401 - BUILDING CODE ENFORCEMENT Total:					195.00
Department: 42500 - POLICE RESERVES					
101-42500-400	PROFESSIONAL CLEANING	JANITORIAL SERVICES	121	101-42500-400	69.16
101-42500-401	RED FEATHER PAPER CO	TOWELS	86167	101-42500-401	42.00
Department 42500 - POLICE RESERVES Total:					111.16
Department: 42700 - ANIMAL CONTROL					
101-42700-311	MINNESOTA CRITTER GETTER	JULY ANIMAL CONTROL	INV0003665	101-42700-311	1,148.00
Department 42700 - ANIMAL CONTROL Total:					1,148.00
Department: 43121 - STREET DEPARTMENT					
101-43121-215	NAPA AUTO PARTS	COUPLER	425916	101-43121-215	7.98
101-43121-215	NAPA AUTO PARTS	FLOOR DRY	426108	101-43121-215	8.29
101-43121-216	CERTIFIED LABORATORIES	SALES TAX	2358861A	101-43121-216	37.00
101-43121-217	CINTAS CORPORATION LOC.	UNIFORMS	754601980A	101-43121-217	75.96
101-43121-217	CINTAS CORPORATION LOC.	UNIFORMS	754604560A	101-43121-217	75.96
101-43121-217	CINTAS CORPORATION LOC.	UNIFORMS	754607058	101-43121-217	75.96
101-43121-217	CINTAS CORPORATION LOC.	UNIFORMS	754609610	101-43121-217	75.96
101-43121-217	CINTAS CORPORATION LOC.	UNIFORMS	754617179	101-43121-217	75.96
101-43121-221	INTERSTATE BUILDING SUPPLY	SIDE BOARD	215769	101-43121-221	5.79
101-43121-224	INTERSTATE BUILDING SUPPLY	CATCH BASIN	216029	101-43121-224	14.97
101-43121-224	INTERSTATE BUILDING SUPPLY	CATCH BASIN	216219	101-43121-224	8.98
101-43121-224	INTERSTATE BUILDING SUPPLY	CATCH BASIN	216382	101-43121-224	14.97
101-43121-224	G AND H READY MIX LLC	CONCRETE 5TH & DAVIS	7400	101-43121-224	218.00
101-43121-321	VERIZON WIRELESS	CELLULAR SERVICE	9767951729 A	101-43121-321	434.26
101-43121-321	JAGUAR COMMUNICATIONS INC	PHONE SERVICES	INV0003694	101-43121-321	354.75
101-43121-321	MARCO	MANAGE SERVICES	INV3496843	101-43121-321	175.28
Department 43121 - STREET DEPARTMENT Total:					1,660.07
Department: 45201 - PARK DEPARTMENT					
101-45201-401	SPS COMPANIES, INC.	ANDERSON PARK FOUNTAIN	S3278655.001	101-45201-401	250.00
Department 45201 - PARK DEPARTMENT Total:					250.00
Department: 45500 - LIBRARY MAINTENANCE					
101-45500-400	PROFESSIONAL CLEANING	JANITORIAL SERVICES	123	101-45500-400	999.98
101-45500-400	PROFESSIONAL CLEANING	JANITORIAL SERVICES	130	101-45500-400	1,200.00
Department 45500 - LIBRARY MAINTENANCE Total:					2,199.98
Department: 49200 - UNALLOCATED EXPENDITURES					
101-49200-444	CATV	FILMING CITY COUNCIL	1001	101-49200-444	630.00
101-49200-450	RADERMACHER'S	EMPLOYEE PICNIC-3325	INV0003676	101-49200-450	242.30
101-49200-450	RADERMACHER'S	ICE FOR EMPLOYEE PICNIC-3325	INV0003677	101-49200-450	7.38
101-49200-450	RADERMACHER'S	PICNIC	INV0003678	101-49200-450	4.58
Department 49200 - UNALLOCATED EXPENDITURES Total:					884.26
Fund 101 - GENERAL FUND Total:					77,018.34

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Fund: 225 - FIRE SERVICE FUND					
Department: 42200 - FIRE SERVICE					
225-42200-212	UNITED FARMERS	MOTOR FUEL	402535	225-42200-212	165.02
225-42200-221	TRUSTWORTHY HARDWARE	BOLTS	213730	225-42200-221	11.52
225-42200-323	ALPHA-WIRELESS	INSTALLATION AND HEADSET	683743	225-42200-323	5,265.00
225-42200-724	ALPHA-WIRELESS	HOOING UP RADIO IN LADDER	200510	225-42200-724	1,418.92
Department 42200 - FIRE SERVICE Total:					6,860.46
Fund 225 - FIRE SERVICE FUND Total:					6,860.46
Fund: 226 - AMBULANCE SERVICE FUND					
226-20702	FIRST FARMERS & MERCHANTS	08-05-2016 PAYROLL	INV0003656	226-20702	39.00
226-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003653	226-21701	5.07
226-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003655	226-21702	2.24
226-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003654	226-21703	6.40
226-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003647	226-21704	7.46
226-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003652	226-21712	1.50
226-21719	FIRST FARMERS & MERCHANTS	HCSF	INV0003645	226-21719	0.54
					62.21
Department: 42153 - AMBULANCE SERVICES					
226-42153-212	SA FLEET ONE LLC	FUEL FOR AMBULANCE	4477250057	226-42153-212	212.48
226-42153-219	BOUND TREE MEDICAL LLC	STRAPS FOR BACKBOARDS &	82222816	226-42153-219	45.39
226-42153-220	LABELLE'S ALIGNMENT	OIL CHANGE	19746	226-42153-220	154.96
226-42153-220	LABELLE'S ALIGNMENT	OIL CHANGE	19747	226-42153-220	138.13
226-42153-220	WOLF MOTOR CO., INC.	OIL LEAK ON AMBULANCE RIG	9031997	226-42153-220	1,819.32
226-42153-321	MARCO	MANAGE SERVICES	INV3496843	226-42153-321	150.24
226-42153-400	PROFESSIONAL CLEANING	JANITORIAL SERVICES	121	226-42153-400	69.17
226-42153-401	RED FEATHER PAPER CO	TOWELS	86167	226-42153-401	42.00
226-42153-410	PHYSIO CONTROL	LUCAS FOR 396	116131427	226-42153-410	11,627.00
226-42153-437	RADERMACHER'S	AMBULANCE PICNIC SUPPLIES-	INV0003670	226-42153-437	14.74
226-42153-476	SHAW ENTERTAINMENT	BAND FOR ANNUAL	INV0003664	226-42153-476	800.00
Department 42153 - AMBULANCE SERVICES Total:					15,073.43
Fund 226 - AMBULANCE SERVICE FUND Total:					15,135.64
Fund: 227 - PARA-TRANSIT FUND					
227-20702	FIRST FARMERS & MERCHANTS	08-05-2016 PAYROLL	INV0003656	227-20702	3,475.98
227-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003653	227-21701	289.18
227-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003655	227-21702	132.79
227-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003654	227-21703	438.48
227-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003647	227-21704	548.62
227-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003652	227-21712	102.56
227-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003642	227-21713	50.00
227-21719	FIRST FARMERS & MERCHANTS	HCSF	INV0003645	227-21719	52.84
					5,090.45
Department: 49804 - ADMINISTRATION					
227-49804-321	MARCO	MANAGE SERVICES	INV3496843	227-49804-321	175.28
227-49804-400	PROFESSIONAL CLEANING	JANITORIAL SERVICES	121	227-49804-400	86.67
227-49804-401	RED FEATHER PAPER CO	TOWELS	86167	227-49804-401	42.00
Department 49804 - ADMINISTRATION Total:					303.95
Fund 227 - PARA-TRANSIT FUND Total:					5,394.40
Fund: 229 - CABLE TV FUND					
229-20702	FIRST FARMERS & MERCHANTS	08-05-2016 PAYROLL	INV0003656	229-20702	1,152.34
229-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003653	229-21701	207.72
229-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003655	229-21702	87.98
229-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003654	229-21703	194.44
229-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003652	229-21712	45.48
					1,687.96
Fund 229 - CABLE TV FUND Total:					1,687.96

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Fund: 235 - AIRPORT FUND					
Department: 49810 - AIRPORT ADMINISTRATION					
235-49810-326	SCOTT'S HELICOPTER SERVICE	FBO AGREEMENT -AUGUST	INV0003692	235-49810-326	238.70
235-49810-382	SCOTT'S HELICOPTER SERVICE	FBO AGREEMENT -JULY 2016	INV0003692	235-49810-382	175.00
Department 49810 - AIRPORT ADMINISTRATION Total:					413.70
Fund 235 - AIRPORT FUND Total:					413.70
Fund: 240 - HRA FUND					
240-20702	FIRST FARMERS & MERCHANTS	08-05-2016 PAYROLL	INV0003656	240-20702	2,168.55
240-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003653	240-21701	262.13
240-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003655	240-21702	100.50
240-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003654	240-21703	318.88
240-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003647	240-21704	386.61
240-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003652	240-21712	74.58
240-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003645	240-21719	42.23
Fund 240 - HRA FUND Total:					3,353.48
Fund: 250 - YOUTH OPPORTUNITIES FUND					
250-20702	FIRST FARMERS & MERCHANTS	08-05-2016 PAYROLL	INV0003656	250-20702	969.67
250-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003654	250-21703	130.20
250-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003652	250-21712	30.46
Fund 250 - YOUTH OPPORTUNITIES FUND Total:					1,130.33
Fund: 601 - WATER UTILITY FUND					
601-15502	I.U.O.E. LOCAL 49	SEPTEMBER 2016 HEALTH	INV0003690	601-15502	3,145.00
601-20702	FIRST FARMERS & MERCHANTS	08-05-2016 PAYROLL	INV0003656	601-20702	7,609.37
601-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003653	601-21701	849.86
601-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003655	601-21702	354.23
601-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003654	601-21703	1,200.20
601-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003647	601-21704	1,359.57
601-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003652	601-21712	280.72
601-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003642	601-21713	20.00
601-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0003641	601-21718	160.27
601-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003645	601-21719	118.13
Department 49420 - PURIFICATION					15,097.35
601-49420-216	HAWKINS, INC.	CHEMICALS	3917336	601-49420-216	610.72
601-49420-312	UTILITY CONSULTANTS INC	LAB TESTING	92585	601-49420-312	140.00
Department 49420 - PURIFICATION Total:					750.72
Department: 49440 - ADMINISTRATION & GENERAL					
601-49440-201	INNOVATIVE OFFICE SOLUTIONS	BINDERS,TAPE, & PAPER	IN1260725	601-49440-201	25.88
601-49440-217	CINTAS CORPORATION LOC.	UNIFORMS	754617178	601-49440-217	50.35
601-49440-217	CINTAS CORPORATION LOC.	UNIFORMS/MATS	754619700	601-49440-217	127.16
601-49440-220	LABELLE'S ALIGNMENT	TIRES & REPAIRS	19770	601-49440-220	15.69
601-49440-220	LABELLE'S ALIGNMENT	TIRES & REPAIRS	19798	601-49440-220	17.03
601-49440-220	LABELLE'S ALIGNMENT	TIRES & REPAIRS	19834	601-49440-220	41.73
601-49440-220	LABELLE'S ALIGNMENT	TIRES & REPAIRS	19834	601-49440-220	74.44
601-49440-240	BORDER STATES ELEC SUPPLY	LOCKS	911588251	601-49440-240	107.85
601-49440-309	MARCO	QUARTELY COPIER EXPENSE	INV3488918	601-49440-309	40.19
601-49440-314	AEM FINANCIAL SOLUTIONS, LLC	JULY 2016	370684	601-49440-314	759.60
601-49440-321	JAGUAR COMMUNICATIONS INC	PHONE SERVICE	INV0003696	601-49440-321	128.16
601-49440-321	MARCO	MANAGE SERVICES	INV3496843	601-49440-321	325.52
601-49440-322	MARK KRENK	UPS & MAILING	INV0003662	601-49440-322	16.72
601-49440-401	PROFESSIONAL CLEANING	JANITORIAL SERVICES	124	601-49440-401	203.13
601-49440-433	LESUEUR NEWS HERALD	SUBSCRIPTION	INV0003661	601-49440-433	32.50
601-49440-433	WEF MEMBERSHIP	WEF SUBSCRIPTION	INV0003671	601-49440-433	79.00

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
601-49440-436	GOPHER STATE ONE CALL	LOCATES	6070505	601-49440-436	45.23
Department 49440 - ADMINISTRATION & GENERAL Total:					2,090.18
Fund 601 - WATER UTILITY FUND Total:					17,938.25

Fund: 602 - SEWER UTILITY FUND

602-15502	I.U.O.E. LOCAL 49	SEPTEMBER 2016 HEALTH	INV0003690	602-15502	3,145.00
602-20702	FIRST FARMERS & MERCHANTS	08-05-2016 PAYROLL	INV0003656	602-20702	3,946.30
602-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003653	602-21701	488.71
602-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003655	602-21702	197.67
602-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003654	602-21703	620.66
602-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003647	602-21704	761.28
602-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003652	602-21712	145.08
602-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003642	602-21713	20.00
602-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0003641	602-21718	160.27
602-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003645	602-21719	64.15
Department 49490 - ADMINISTRATION & GENERAL					9,549.12

602-49490-201	INNOVATIVE OFFICE SOLUTIONS	BINDERS,TAPE, & PAPER	IN1260725	602-49490-201	25.87
602-49490-217	CINTAS CORPORATION LOC.	UNIFORMS	754617178	602-49490-217	50.35
602-49490-217	CINTAS CORPORATION LOC.	UNIFORMS/MATS	754619700	602-49490-217	127.16
602-49490-240	BORDER STATES ELEC SUPPLY	LOCKS	911588251	602-49490-240	107.85
602-49490-309	MARCO	QUARTELY COPIER EXPENSE	INV3488918	602-49490-309	40.19
602-49490-314	AEM FINANCIAL SOLUTIONS, LLC	JULY 2016	370684	602-49490-314	759.60
602-49490-321	JAGUAR COMMUNICATIONS INC	PHONE SERVICE	INV0003696	602-49490-321	128.15
602-49490-321	MARCO	MANAGE SERVICES	INV3496843	602-49490-321	325.52
602-49490-401	PROFESSIONAL CLEANING	JANITORIAL SERVICES	124	602-49490-401	203.12
602-49490-433	FLAHERTY & HOOD P.A.	2016-2017 MEMBERSHIP	INV0003636	602-49490-433	1,262.37
602-49490-433	LESUEUR NEWS HERALD	SUBSCRIPTION	INV0003661	602-49490-433	32.50
602-49490-433	WEF MEMBERSHIP	WEF SUBSCRIPTION	INV0003671	602-49490-433	79.00
602-49490-433	MPCA-FISCAL SERVICES 6TH	WW CERTIFICATE RENEW	INV0003683	602-49490-433	23.00
602-49490-436	GOPHER STATE ONE CALL	LOCATES	6070505	602-49490-436	45.22
602-49490-601	MN PUBLIC FACILITIES	LOAN PAYMENT	INV0003691	602-49490-601	858,000.00
602-49490-611	MN PUBLIC FACILITIES	BOND PAYMENT	INV0003691	602-49490-611	54,410.00
Department 49490 - ADMINISTRATION & GENERAL Total:					915,619.90
Fund 602 - SEWER UTILITY FUND Total:					925,169.02

Fund: 604 - ELECTRIC UTILITY FUND

604-15502	I.U.O.E. LOCAL 49	SEPTEMBER 2016 HEALTH	INV0003690	604-15502	4,810.00
604-16514	NUESSMEIER ELECTRIC	METER CHANGE OUT PROGRAM	42316	604-16514	1,040.86
604-16514	DAKOTA SUPPLY GROUP	METERS	C326918	604-16514	662.63
604-16574	INTERSTATE BUILDING SUPPLY	MAIN ST REROD CAGES SA	213083	604-16574	43.41
604-16574	BORDER STATES ELEC SUPPLY	FLEX PVC	911529854	604-16574	73.54
604-20702	FIRST FARMERS & MERCHANTS	08-05-2016 PAYROLL	INV0003656	604-20702	16,671.66
604-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003653	604-21701	2,374.17
604-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003655	604-21702	964.62
604-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003654	604-21703	2,621.52
604-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003647	604-21704	3,154.77
604-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003652	604-21712	613.12
604-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003642	604-21713	59.99
604-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0003641	604-21718	610.47
604-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003645	604-21719	370.72
Department 49570 - TRANSMISSION & DISTRIBUTION					34,071.48

604-49570-207	MMUA	MMUA SUMMER CONFERNECE	47501	604-49570-207	310.00
604-49570-221	SANCO EQUIPMENT LLC	BOBCAT BLADES	0017607-650	604-49570-221	86.56
604-49570-221	WOLF MOTOR CO., INC.	FLAT HBED BATTERY	8005374	604-49570-221	62.52
604-49570-227	DGR CONSULTING ENGINEERS	ENGINEERING	00220138	604-49570-227	465.38
604-49570-230	GOPHER STATE ONE CALL	LOCATES	6071070	604-49570-230	105.30
604-49570-231	WESCO RECEIVABLES CORP.	RUBBER SLEEVE BUTTONS	424813	604-49570-231	42.71
604-49570-240	LOCATORS & SUPPLIES, INC.	SAFETY GLASSES	0247964-IN	604-49570-240	108.08

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
604-49570-240	DISTEL GRAIN SYSTEMS	SPARY PUMP	09387	604-49570-240	139.00
Department 49570 - TRANSMISSION & DISTRIBUTION Total:					1,319.55
Department: 49590 - ADMINISTRATION & GENERAL					
604-49590-201	TWIST OFFICE PRODUCTS	AIR FRESHNER & DISPENSER,	766715-0	604-49590-201	260.78
604-49590-201	TWIST OFFICE PRODUCTS	AIR FRESHNER & PHONE STAND	766982-0	604-49590-201	70.93
604-49590-301	BERGAN KDV	AUDIT OF FINACIAL	927513	604-49590-301	1,727.50
604-49590-308	BILL SINELL	DISHWASHER REBATE	INV0003687	604-49590-308	25.00
604-49590-314	AEM FINANCIAL SOLUTIONS, LLC	JULY 2016	370684	604-49590-314	2,278.80
604-49590-317	DANIEL MORGAN	RESIDENTIAL LED REBATE	INV0003660	604-49590-317	65.29
604-49590-321	MARCO	MANAGE SERVICES	INV3496843	604-49590-321	676.08
604-49590-331	JUSTIN ANDERSON	MILEAGE	INV0003673	604-49590-331	77.76
604-49590-401	MAYER SOFT WATER-CULLIGAN	WATER COOLER	223187	604-49590-401	55.00
604-49590-401	CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER RECHARGE	35556	604-49590-401	22.00
604-49590-401	CHRISTINA BAUMAN	JANITORIAL SERVICES	INV0003684	604-49590-401	220.00
604-49590-401	RADERMACHER'S	TP, PAPER TOWELS, COFFEE,	INV0003686	604-49590-401	180.92
604-49590-437	MARCO	QUARTELY COPIER EXPENSE	INV3488918	604-49590-437	200.93
Department 49590 - ADMINISTRATION & GENERAL Total:					5,860.99
Fund 604 - ELECTRIC UTILITY FUND Total:					41,252.02
Fund: 605 - STORM WATER UTILITY FUND					
605-20702	FIRST FARMERS & MERCHANTS	08-05-2016 PAYROLL	INV0003656	605-20702	54.96
605-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003654	605-21703	7.92
605-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003647	605-21704	8.96
605-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003652	605-21712	1.84
					73.68
Fund 605 - STORM WATER UTILITY FUND Total:					73.68
Fund: 606 - MN RIVER VALLEY UTILITY COMM					
606-20702	FIRST FARMERS & MERCHANTS	08-05-2016 PAYROLL	INV0003656	606-20702	1,966.13
606-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003653	606-21701	335.24
606-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003655	606-21702	126.73
606-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003654	606-21703	329.94
606-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003647	606-21704	390.72
606-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003652	606-21712	77.22
606-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003645	606-21719	27.88
					3,253.86
Fund 606 - MN RIVER VALLEY UTILITY COMM Total:					3,253.86
Fund: 615 - RECREATION FUND					
615-20702	FIRST FARMERS & MERCHANTS	08-05-2016 PAYROLL	INV0003656	615-20702	14,828.86
615-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003638	615-21701	41.46
615-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003653	615-21701	1,256.44
615-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003640	615-21702	20.75
615-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003655	615-21702	587.00
615-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003639	615-21703	67.96
615-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003654	615-21703	2,048.28
615-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003647	615-21704	870.05
615-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003637	615-21712	15.78
615-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003652	615-21712	479.02
615-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003642	615-21713	305.00
615-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003645	615-21719	62.00
					20,582.60
Department: 45120 - RECREATION ADMINISTRATION					
615-45120-117	KRIS ANN KRAUSE	EQUIPMENT ORIENTATION	INV0003682	615-45120-117	25.00
615-45120-142	MINNESOTA UI FUND	UNEMPLOYMENT BENEFITS	INV0003693	615-45120-142	286.00
615-45120-218	NICKLASSON ATHLETIC	FOOTBALL PANTS	25718	615-45120-218	448.95
615-45120-218	JADD SEPPMANN & SONS	BATHROOMS	29503	615-45120-218	351.00
615-45120-218	MAXWELL MEDALS & AWARDS	GIANT RUN MEDALS	3125290-IN	615-45120-218	563.01
615-45120-218	EVOLUTION MEDIA & DESIGN,	SPROUT ROUTE SHIRTS	6786	615-45120-218	665.99
615-45120-218	RADERMACHER'S	SILVER SNEAKER COOKOUT-	INV0003675	615-45120-218	64.38
615-45120-271	A.H. HERMEL COMPANY	VENDING MACHINE EXPENSE	589476	615-45120-271	596.15

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
615-45120-271	A.H. HERMEL COMPANY	VENDING MACHINE EXPENSE	592449	615-45120-271	968.13
615-45120-321	JAGUAR COMMUNICATIONS INC	PHONE SERVICE	INV0003695	615-45120-321	541.80
615-45120-321	MARCO	MANAGE SERVICES	INV3496843	615-45120-321	300.48
615-45120-437	MAYER SOFT WATER-CULLIGAN	WATER COOLER	222850	615-45120-437	118.21
615-45120-437	JEAN GILLEN	REFUND MEMBERSHIP	INV0003663	615-45120-437	23.36
615-45120-437	JAN WEBER	REFUND SWIM LESSONS	INV0003674	615-45120-437	26.25
615-45120-437	FLORITA VALADEZ	PARK RENTAL REFUND	INV0003681	615-45120-437	25.00
615-45120-495	ANDREA CHADWICK	PLAY REFUND	INV0003680	615-45120-495	25.00
615-45120-495	ANN MARIE SKUBITZ	REFUND CANCELED CLASS	INV0003685	615-45120-495	32.00
				Department 45120 - RECREATION ADMINISTRATION Total:	5,060.71
Department: 45122 - COMM CTR BUILDING MAINT					
615-45122-211	COLE PAPERS INC.	CLEANING SUPPLIES	9223806	615-45122-211	547.43
615-45122-216	HORIZON COMMERCIAL POOL	POOL CHEMICALS	160711008	615-45122-216	3,598.80
615-45122-401	INTERSTATE BUILDING SUPPLY	OUTDOOR POOL DOOR	216043	615-45122-401	21.14
615-45122-401	ELECTRICAL &	SECURITY CAMERA	6731	615-45122-401	447.48
615-45122-401	MORIARTY PAINTING	OUTDOOR POOL PAINTING	INV0003679	615-45122-401	1,750.26
615-45122-404	MAYER SOFT WATER-CULLIGAN	BOTTLED WATER	222799	615-45122-404	10.53
615-45122-404	RECREATION SUPPLY CO, INC.	MOTOR BRACKET	304882	615-45122-404	740.00
				Department 45122 - COMM CTR BUILDING MAINT Total:	7,115.64
				Fund 615 - RECREATION FUND Total:	32,758.95
				Grand Total:	1,131,440.09

Report Summary

Fund Summary

Fund	Payment Amount
101 - GENERAL FUND	77,018.34
225 - FIRE SERVICE FUND	6,860.46
226 - AMBULANCE SERVICE FUND	15,135.64
227 - PARA-TRANSIT FUND	5,394.40
229 - CABLE TV FUND	1,687.96
235 - AIRPORT FUND	413.70
240 - HRA FUND	3,353.48
250 - YOUTH OPPORTUNITIES FUND	1,130.33
601 - WATER UTILITY FUND	17,938.25
602 - SEWER UTILITY FUND	925,169.02
604 - ELECTRIC UTILITY FUND	41,252.02
605 - STORM WATER UTILITY FUND	73.68
606 - MN RIVER VALLEY UTILITY COMM	3,253.86
615 - RECREATION FUND	32,758.95
Grand Total:	1,131,440.09

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

DATE: August 8, 2016

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 Accepting Donations
DATE: For the City Council meeting of

PURPOSE/ACTION REQUESTED

Consider accepting donations.

SUMMARY

Tim Lewis of Minnesota River Insurance has donated \$6,015 to the Fire Department to be used to purchase wireless headsets and a windshield cutter.

Giant Swim has donated \$1914.06 to be used for outdoor pool lockers

RECOMMENDATION

Staff recommends the Council accept the donations.



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Personnel Actions

DATE: For the City Council meeting of August 8, 2016

PURPOSE/ACTION REQUESTED

Approve the Personnel Actions listed below.

Please confirm the resignation of Tracy Ogilvie, Ambulance Service.

Please confirm the employment of Jacob Buetler, Ambulance Service.

2nd Quarter Report

City of Le Sueur
Le Sueur, Minnesota

As of June 30, 2016

 **ABDO
EICK &
MEYERS** LLP

AEM Financial Solutions™

**People
+ Process®**
Going
Beyond the
Numbers



August 4, 2016

ACCOUNTANT'S COMPILATION REPORT

Honorable Mayor and City Council
City of Le Sueur
Le Sueur, Minnesota

Management is responsible for accompanying financial statements of the City of Le Sueur, which comprise the budget to actual statement of revenues and expenditures for the General and enterprise funds as of June 30, 2016 in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with *Statements on Standards for Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the City's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

AEM FINANCIAL SOLUTIONS, LLC



AEM Financial Solutions™

August 4, 2016

Honorable Mayor and City Council
 City of Le Sueur
 Le Sueur, Minnesota

Dear Honorable Mayor and City Council:

We have reconciled all bank accounts through June 30, 2016 and reviewed activity in all funds. The following is a summary of our observations. All information presented is unaudited.

Cash and Investments

The City's cash and investment balances are as follows:

	<u>06/30/2016</u>	<u>12/31/2015</u>	<u>Increase/ (Decrease)</u>
Checking	\$ 2,955,020	\$ 1,797,776	\$ 1,157,244
Investments (at market value)	<u>2,267,668</u>	<u>2,238,863</u>	<u>28,805</u>
 Total cash and investments	 <u>\$ 5,222,688</u>	 <u>\$ 4,036,639</u>	 <u>\$ 1,186,049</u>
<u>Investment Type</u>	<u>06/30/2016</u>	<u>12/31/2015</u>	<u>Increase/ (Decrease)</u>
Checking	\$ 2,955,020	\$ 1,797,776	\$ 1,157,244
Money Market	1,301,356	1,275,293	26,063
Negotiable CDs	213,467	211,275	2,192
Municipal bond	752,845	752,295	550
Government agency securities	<u>-</u>	<u>-</u>	<u>-</u>
 Total investments	 <u>\$ 5,222,688</u>	 <u>\$ 4,036,639</u>	 <u>\$ 1,186,049</u>

General Fund Cash Balances 2013-2016



General Fund

Receipts	YTD Budget	YTD Actual	Percent of YTD Budget		Disbursements	YTD Budget	YTD Actual	Percent of YTD Budget	
Taxes	\$ 384,889	\$ 388,289	100.9 %	→	City Council	\$ 16,000	\$ 16,786	104.9 %	→
Licenses and permits	47,850	31,263	65.3	↓	City Administrator	61,190	43,516	71.1	↑
Franchise fees	-	8,820	-	↑	Elections	3,225	-	-	↑
Intergovernmental	514,188	-	-	↓	City Clerk	48,150	68,137	141.5	↓
Charges for services	11,775	9,519	80.8	↓	Accounting	35,850	22,920	63.9	↑
Fines and forfeits	12,050	10,972	91.1	→	Law/legal services	6,500	10,598	163.0	↓
Investment earnings	1,250	2,923	233.8	↑	Assessing	-	-	-	↑
Other revenues	45,508	63,671	139.9	↑	Planning and zoning	4,000	475	11.9	↑
					General government	12,950	11,562	89.3	↑
	<u>\$ 1,017,510</u>	<u>\$ 515,457</u>	<u>50.7 %</u>	↓	Police	442,700	394,130	89.0	↑
					Building code	25,025	16,752	66.9	↑
					Civil defense	4,125	4,335	105.1	→
					Animal disposal	7,200	5,740	79.7	↑
					Other protection	1,875	1,935	103.2	→
					Public Works	305,550	260,353	85.2	↑
					Ice and snow	11,300	1,247	11.0	↑
					Sanitation	-	4,013	-	↓
					Health	6,925	10,134	146.3	↓
					Parks	101,775	94,232	92.6	→
					Forestry	11,025	11,279	102.3	→
					Library	15,500	11,893	76.7	↑
					Unallocated expenditures	76,470	101,329	132.5	↓
						<u>\$ 1,197,335</u>	<u>\$ 1,091,366</u>	<u>91.1 %</u>	→

Key

- ↑ Varies more than 10% than budget positively
- ↓ Varies more than 10% than budget negatively
- Within 10% of budget

Current short-term rates being offered by financial institutions are very low as evidenced by the table of U.S. Treasury rates below. The U.S. Treasury rates provide a benchmark perspective for rate of return.

Date	Treasury Yields								
	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
12/31/2010	0.07	0.12	0.19	0.29	0.61	1.02	2.01	2.71	3.30
12/30/2011	0.01	0.02	0.06	0.12	0.25	0.36	0.83	1.35	1.89
12/31/2012	0.02	0.05	0.11	0.16	0.25	0.36	0.72	1.18	1.78
03/31/2013	0.04	0.07	0.11	0.14	0.25	0.36	0.77	1.24	1.87
06/30/2013	0.02	0.04	0.10	0.15	0.36	0.66	1.41	1.96	2.52
09/30/2013	0.03	0.02	0.04	0.10	0.33	0.63	1.39	2.02	2.64
12/31/2013	0.01	0.07	0.10	0.13	0.38	0.78	1.75	2.45	3.04
03/31/2014	0.03	0.05	0.07	0.13	0.44	0.90	1.73	2.30	2.73
06/30/2014	0.02	0.04	0.07	0.11	0.47	0.88	1.62	2.13	2.53
09/30/2014	0.02	0.02	0.03	0.13	0.58	1.07	1.78	2.22	2.52
12/31/2014	0.03	0.03	0.12	0.23	0.69	1.11	1.68	2.00	2.20
03/31/2015	0.05	0.03	0.14	0.26	0.56	0.89	1.37	1.71	1.94
06/30/2015	0.02	0.01	0.11	0.28	0.64	1.01	1.63	2.07	2.35
09/30/2015	-	-	0.08	0.33	0.64	0.92	1.37	1.75	2.06
12/31/2015	0.14	0.16	0.49	0.65	1.06	1.31	1.76	2.09	2.27
03/31/2016	0.18	0.21	0.39	0.59	0.73	0.87	1.21	1.54	1.78
06/30/2016	0.20	0.26	0.60	0.45	0.58	0.71	1.01	1.29	1.49

Budget Summary

A more detailed analysis of funds is included as Attachment A.

Cash Balance Summary

A detailed view of department totals compared with budget is included as Attachment B.

Investment Summary

A detailed summary of current investments is included as Attachment C.

Enterprise Fund Summary

A detailed summary of enterprise fund financial results is included as Attachment D.

* * * * *

This information is unaudited and is intended solely for the information and use of management and City Council and is not intended and should not be used by anyone other than these specified parties.

If you have any questions or wish to discuss any of the items contained in this letter or the attachments, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

Sincerely,

AEM FINANCIAL SOLUTIONS, LLC



CITY OF LE SUEUR, MINNESOTA
 STATEMENT OF REVENUES AND EXPENDITURES -
 BUDGET AND ACTUAL -
 GENERAL FUND (UNAUDITED)
 FOR THE SIX MONTHS ENDED JUNE 30, 2016

Attachment A

	Annual Budget	Budget thru 06/30/2016	Actual Thru 06/30/2016	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 06/30/2016
REVENUES					
Taxes *	\$ 769,778	\$ 384,889	\$ 388,289	\$ 3,400	100.9 %
Licenses and permits	95,700	47,850	31,263	(16,587) (1)	65.3
Franchise fees	-	-	8,820	8,820	N/A
Intergovernmental *	1,028,376	514,188	-	(514,188) (2)	-
Charges for services	23,550	11,775	9,519	(2,256)	80.8
Fines and forfeits	24,100	12,050	10,972	(1,078)	91.1
Investment earnings	2,500	1,250	2,923	1,673	233.8
Other revenues	91,016	45,508	63,671	18,163 (3)	139.9
TOTAL REVENUES	2,035,020	1,017,510	515,457	(502,053)	50.7
EXPENDITURES					
City Council	32,000	16,000	16,786	(786)	104.9
City Administrator	122,380	61,190	43,516	17,674	71.1
Elections	6,450	3,225	-	3,225	N/A
City Clerk	96,300	48,150	68,137	(19,987) (4)	141.5
Accounting	71,700	35,850	22,920	12,930	63.9
Law/legal services	13,000	6,500	10,598	(4,098)	163.0
Assessing	-	-	-	-	N/A
Planning and zoning	8,000	4,000	475	3,525	11.9
General government	25,900	12,950	11,562	1,388	89.3
Police	885,400	442,700	394,130	48,570	89.0
Building code	50,050	25,025	16,752	8,273	66.9
Civil defense	8,250	4,125	4,335	(210)	105.1
Animal disposal	14,400	7,200	5,740	1,460	79.7
Other protection	3,750	1,875	1,935	(60)	103.2
Public Works	611,100	305,550	260,353	45,197	85.2
Ice and snow	22,600	11,300	1,247	10,053	11.0
Sanitation	-	-	4,013	(4,013)	N/A
Health	13,850	6,925	10,134	(3,209)	146.3
Parks	203,550	101,775	94,232	7,543	92.6
Forestry	22,050	11,025	11,279	(254)	102.3
Library	31,000	15,500	11,893	3,607	76.7
Unallocated expenditures	152,940	76,470	101,329	(24,859) (5)	132.5
TOTAL EXPENDITURES	2,394,670	1,197,335	1,091,366	105,969	91.1
EXCESS REVENUES (EXPENDITURES)	(359,650)	(179,825)	(575,909)	(396,084)	68.8
OTHER FINANCING USES					
Transfers in	350,000	175,000	175,000	-	100.0
Operating transfers out	-	-	13,043	13,043	N/A
TOTAL OTHER FINANCING SOURCES (USES)	350,000	175,000	161,957	(13,043)	
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	\$ (9,650)	\$ (4,825)	\$ (413,952)	\$ (409,127)	N/A %

* Property taxes, assessments, and local government aids are only paid twice a year

Item Explanation of items percentage received/expended less than 80% or greater than 120% and \$ variance greater than \$15,000.

- (1) Not as many building permits issued as budgeted for through June 2016.
- (2) Local Government Aid not to be received until July 2016. Will see large payment come through for entire budgeted amount in July.
- (3) Reimbursement from South Central Service Coop for intern not budgeted for totaling approx. \$10,000 and a reimbursement from MVHC of \$7,000 makes up remaining variance.
- (4) One year subscription of Tyler software was paid for in June of \$8,000 and payments to AEM Financial Solutions were coded in this category.
- (5) Comprehensive plan was paid for but never budgeted for in the amount of \$17,000 and one payment made to CATV based on agreement signed in 2014 for \$8,800.

CITY OF LE SUEUR, MINNESOTA
 UNAUDITED CASH BALANCES BY FUND
 JUNE 30 2015, DECEMBER 31, 2015 AND JUNE 30, 2016

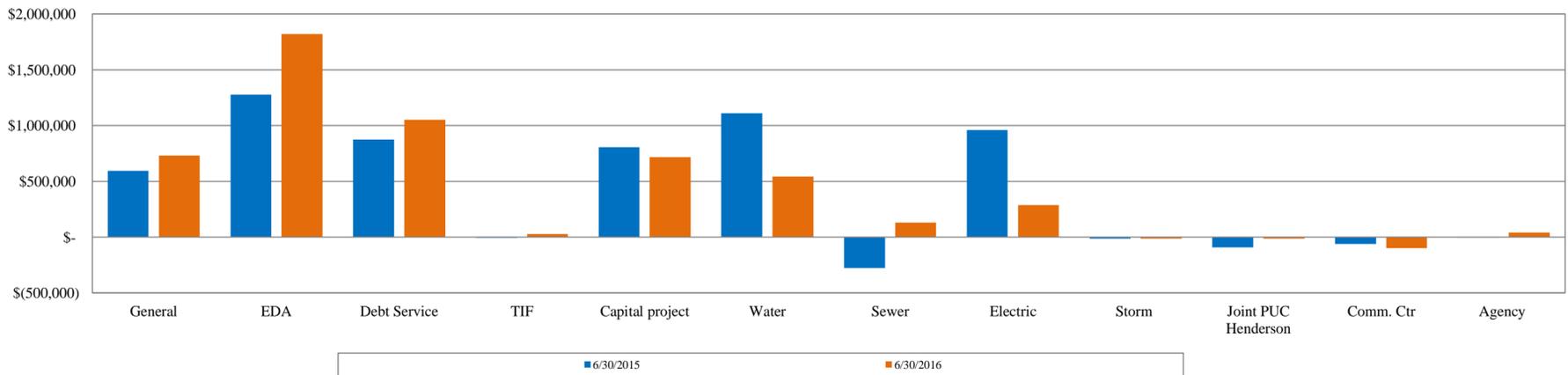
Attachment B

Fund	Balance 06/30/2015	Balance 12/31/2015	Balance 06/30/2016	YTD Change From 12/31/2015	Change From 06/30/2015
101 General fund	\$ 594,585	\$ 1,181,933	\$ 730,456	\$ (451,477) (1)	\$ 135,871
225 Fire service fund	33,158	(22,937)	(67,074)	(44,137)	(100,232)
226 Ambulance service fund	127,088	152,655	145,095	(7,560)	18,007
227 Para-transit fund	(2,501)	(10,208)	27,851	38,059	30,352
228 Revolving loan fund	603,948	647,881	673,944	26,063	69,996
229 Cable TV fund	(5,380)	(14,136)	(7,167)	6,969	(1,787)
231 Revolving loan fund - State	627,412	627,412	627,412	-	-
235 Airport fund	(93,109)	(82,119)	444,865	526,984 (2)	537,974
240 HRA fund	(5,378)	(5,719)	(18,373)	(12,654)	(12,995)
250 LSH Healthy Communities fund	(6,766)	(3,708)	(5,662)	(1,954)	1,104
301 GO oblig cert of indebt-2000	185,507	157,401	200,209	42,808	14,702
303 1995 Medical Revenue Bond	1	1	1	-	-
305 1993 EDA installment contrac	-	-	-	-	-
306 1995 lease purchase agreem	84,425	64,626	85,303	20,677	878
307 1999 recreational rev bond	2,277	2,277	2,277	-	-
309 GO oblig library bonds 2002	45,422	20,722	50,497	29,775	5,075
310 GO fire station bonds/2002	89,412	65,331	144,187	78,856 (3)	54,775
312 2004 equipment lease purchase	70,121	51,540	75,052	23,512	4,931
316 Johnson control facility imp	5,669	10,671	28,097	17,426	22,428
318 G.O. Tax Abatement Bonds Of 2008	58,749	-	19,403	19,403	(39,346)
319 G.O. equipment cert of indebt 2010	60,026	22,732	32,663	9,931	(27,363)
320 Police cip bond 2010	25,363	6,771	24,258	17,487	(1,105)
321 Medical facility bond 2010	224,510	224,510	187,879	(36,631)	(36,631)
322 EDA lease revenue bond 2010	(16,270)	48,810	162,700	113,890 (4)	178,970
323 LS powerhouse abatement	(6,705)	(4,413)	(3,213)	1,200	3,492
376 EDA lease revenue bond 2010	56,034	41,134	(55,116)	(96,250) (5)	(111,150)
380 EDA general fund	133,779	139,867	146,584	6,717	12,805
381 Knollveiv East subdivision	(46,114)	(47,512)	(48,838)	(1,326)	(2,724)
382 Hwy 169 Industrial Park	(98,184)	8,020	(520)	(8,540)	97,664
393 TIF District #13	(402)	18,166	(401)	(18,567)	1
394 TIF District #14	184	10,540	(391)	(10,931)	(575)
396 2004 TIF Fund	555	22,189	33,284	11,095	32,729
397 2005 TIF Fund	-	-	-	-	-
398 TIF District #18	(5,500)	(1,961)	(5,323)	(3,362)	177
410 Equipment acquisition	253,922	281,589	259,673	(21,916)	5,751
415 Sidewalk reconstruction	232,757	253,579	362,182	108,603 (6)	129,425
420 Capital improvement fund	(534,292)	(717,493)	(727,735)	(10,242)	(193,443)
435 Comm ctr roof project 2011	30,997	1,549	1,549	-	(29,448)
477 No Hwy 169 Frontage Rd	148,250	261,048	293,072	32,024	144,822
478 Le Sueur Hill improvement fund	61,393	75,481	75,481	-	14,088
479 2008 N 2nd St reconstruct	117,572	117,572	117,572	-	-
501 Special assess/imp fund	86,754	89,939	89,939	-	3,185
502 GO improvement bond of 2001	14,895	(33,905)	(34,680)	(775)	(49,575)
505 GO imp Bonds/2002-Second St	98,242	65,536	86,073	20,537	(12,169)
507 2005C G.O. improvement bonds	207,008	71,932	132,566	60,634 (7)	(74,442)
508 2006C G.O improvement bonds	45,051	(38,040)	12,900	50,940 (8)	(32,151)
510 2011 bond, 2nd St reconstruction	42,518	17,453	46,935	29,482	4,417
601 Water utility fund	1,110,565	498,053	543,732	45,679	(566,833)
602 Sewer utility fund	(309,369)	(200,077)	97,824	297,901 (9)	407,193
603 Sewer pretreatment fund	32,970	32,971	32,971	-	1
604 Electric utility fund	958,215	277,133	285,636	8,503	(672,579)
605 Storm water	(12,172)	(12,172)	(13,595)	(1,423)	(1,423)
606 Joint PUC-Henderson	(93,733)	(111,639)	(13,312)	98,327 (10)	80,421
615 Community center fund	(60,240)	(174,979)	(97,725)	77,254 (11)	(37,485)
999 Pooled Cash Fund	(2,157)	(51,367)	41,691	93,058 (12)	43,848
Total	\$ 5,171,062	\$ 4,036,639	\$ 5,222,688	\$ 1,186,049	\$ 51,626

Item Explanation of changes greater than \$50,000.

- (1) Normal operating expenditures, however no revenue received from state grant dollars through June 2016 causing a decrease in cash.
- (2) Received a reimbursement for the airport land acquisition from the Federal Government for \$523,845.67.
- (3) Tax dollars received in June 2016 and transfer from fire service fund for fire debt.
- (4) Payment received from the hospital/clinic for the debt pulled out by the EDA. No transfer has been made through June 2016 for these dollars to be moved to EDA fund 376.
- (5) One payment made on the hospital clinic debt that has not been transferred from the City fund 322 which is listed above.
- (6) Tax dollars received in June 2016 for \$92,750.
- (7) Special assessment dollars received in June 2016 in the amount of \$72,329.
- (8) Special assessment and tax dollars received in the amount of approx. \$67,000.
- (9) Increase in dollars is from rate increase set in place by the council from the recommendation by AEM Financial Solutions Utility Rate Study.
- (10) Reimbursement from MRVPUC of \$86,000 in 2016.
- (11) Normal operating expenditures, received the first half tax settlement in June 2016 of \$200,500.
- (12) Overall increase in cash from receipt of tax dollars in June 2016.

Cash Balance by Fund Compared to Prior Year



- | | | |
|--|---|--|
| <ul style="list-style-type: none"> ↑ General ↑ EDA ↑ Debt Service ↑ TIF ↓ Capital project ↓ Water ↑ Sewer | <ul style="list-style-type: none"> ↓ Electric ↓ Storm ↑ Joint PUC Henderson ↓ Comm. Ctr ↓ Agency | <ul style="list-style-type: none"> ↑↑ Varies more than 10% than prior year positively ↓↓ Balance decreased more than 10% over prior year ↔ Balance within 10% of prior year |
|--|---|--|

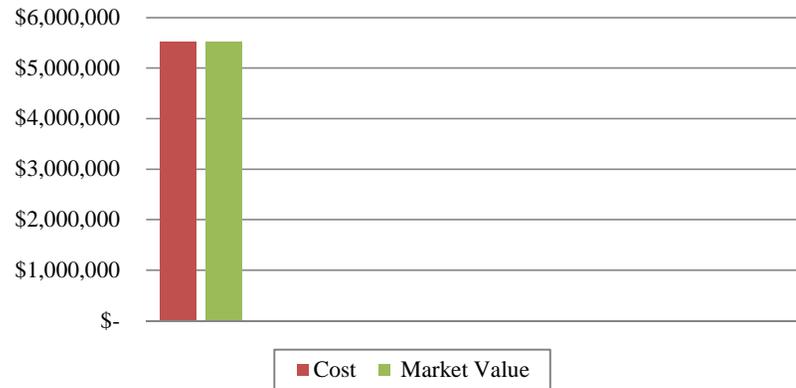
City of Le Sueur
Schedule of Investments
For the Month Ending June 30, 2016

Attachment C

Institution	Description	Market Value 1/1/2016	Deposits	Expenditures	Transfers	Checking	Interest	Unadjusted Market Value 6/30/2016	Market Value 6/30/2016	Unrealized gain / loss
Cornerstone State Ban	Checking	\$ 322,046.61	\$ 3,941.37	\$ -	\$ -	\$ -	\$ 322.70	\$ 326,310.68	\$ 326,310.68	\$ -
Cornerstone State Ban	CD	156,274.57	-	-	-	-	1,610.04	157,884.61	157,884.61	-
Cornerstone State Ban	Revolving Loan Fund	1,275,293.00	42,306.69	(18,500.00)	-	-	2,255.85	1,301,355.54	1,301,355.54	-
Petty Cash	Petty Cash	130.00	-	-	-	-	-	130.00	130.00	-
Change Fund	Change Fund	200.00	-	(200.00)	-	-	-	200.00	-	(200.00)
Change Fund	Change Fund	200.00	-	-	-	-	-	200.00	200.00	-
Change Fund	Change Fund	50.00	-	-	-	-	-	50.00	50.00	-
First Farmers & Merchants	EDA - Checking	160,823.43	193,301.90	(187,454.62)	-	-	150.59	166,821.30	166,821.30	-
First Farmers & Merchants	EDA - Public Funds	29,595.09	-	-	-	-	29.53	29,624.62	29,624.62	-
First Farmers & Merchants	Health Insurance	33,468.75	111,368.00	(116,607.00)	-	-	-	28,229.75	28,229.75	-
First Farmers & Merchants	CD	55,000.00	-	-	-	-	582.25	55,582.25	55,582.25	-
First Farmers & Merchants	Light & Water	1,539,689.88	9,161,710.65	(7,994,164.89)	-	-	1,796.11	2,709,031.75	2,709,031.75	-
4MP	4M Utility Fund	33,591.21	-	-	-	-	25.94	33,617.15	33,617.15	-
4MP	4M General Fund	520,781.69	-	-	-	-	404.58	521,186.27	521,186.27	-
4MP	2004 Water Rev Bonds	105,160.61	-	-	-	-	81.60	105,242.21	105,242.21	-
4MP	2005 GO Sewer Rev Bonds	38.25	-	-	-	-	-	38.25	38.25	-
4M	Utility Account	92,723.70	-	-	-	-	37.65	92,761.35	92,761.35	-
WF	ESCU Health Insurance	9.84	116,607.05	(116,607.00)	-	-	0.13	10.02	10.02	0.00
		<u>\$ 4,325,076.63</u>	<u>\$ 9,629,235.66</u>	<u>\$ (8,433,533.51)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,296.97</u>	<u>\$ 5,528,275.75</u>	<u>\$ 5,528,075.75</u>	<u>\$ (200.00)</u>

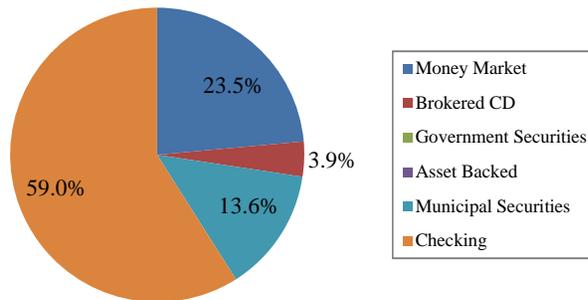
City Of Le Sueur
Schedule of Investments
For the Month Ending June 30, 2016

Maturities



Maturity	Cost 6/30/2016	Market Value 6/30/2016	Variance 6/30/2016
Current	\$ 5,528,275.75	\$ 5,528,075.75	\$ (200.00)
< 1 year	-	-	-
1-2 years	-	-	-
2-3 years	-	-	-
3-4 years	-	-	-
5+ years	-	-	-
	<u>\$ 5,528,275.75</u>	<u>\$ 5,528,075.75</u>	<u>\$ (200.00)</u>

Weighted average rate of return	0.15%	6/30/2016
Average Maturity	-	6/30/2016



Investment Type	Market Value 6/30/2016
Money Market	1,301,355.54
Brokered CD	213,466.86
Government Securities	-
Asset Backed	-
Municipal Securities	752,845.23
Checking	3,260,408.12
	<u>\$ 5,528,075.75</u>

CITY OF LE SUEUR, MINNESOTA
STATEMENT OF REVENUES AND EXPENSES -
BUDGET AND ACTUAL -
WATER FUND (UNAUDITED)
FOR THE SIX MONTHS ENDED JUNE 30, 2016

Attachment D

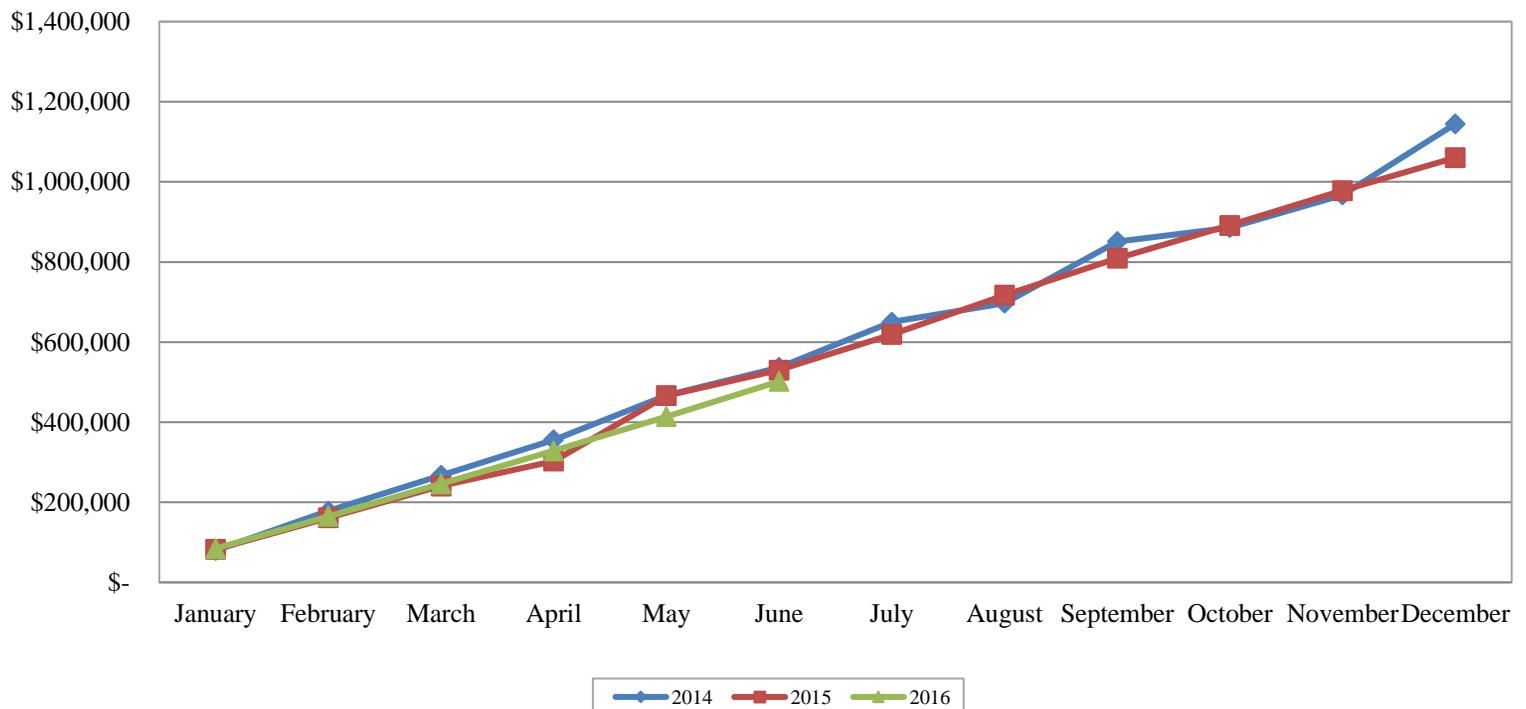
WATER FUND

	Actual Thru 6/30/2015	Actual Thru 06/30/2016	Variance - Favorable (Unfavorable)	Budget Thru 06/30/2016	Percent Received or Expended Based on Budget Thru 06/30/2016
REVENUES					
Charges for services	\$ 530,021	\$ 501,878	\$ (28,143)	\$ 524,250	95.73 %
Miscellaneous	7,280	4,733	(2,547)	8,500	55.68
TOTAL REVENUES	537,301	506,611	(30,690)	532,750	95.09
EXPENSES					
Salaries and benefits	105,061	110,070	(5,009)	125,750	87.53
Supplies	8,575	24,229	(15,654)	28,775	84.20
Other services and charges	100,414	158,375	(57,961)	141,413	112.00
Interest	8,741	4,166	4,575	3,292	126.57
Bond Principal	-	-	-	35,000	N/A
Depreciation	116,667	140,000	(23,333)	118,000	118.64
TOTAL EXPENSES	339,458	436,840	(97,382)	452,229	96.60
<i>Transfers Out</i>	-	-	-	20,113	N/A
EXCESS REVENUES OVER EXPENSES	\$ 197,843	\$ 69,771	\$ 66,692	\$ 60,409	115.50 %

Item Explanation of items percentage received/expended less than 80% or greater than 120% and \$ variance greater than \$10,000.

(1) None

Water Sales Comparison 2014-2016



CITY OF LE SUEUR, MINNESOTA
STATEMENT OF REVENUES AND EXPENSES -
BUDGET AND ACTUAL -
SEWER FUND (UNAUDITED)
FOR THE SIX MONTHS ENDED JUNE 30, 2016

Attachment D

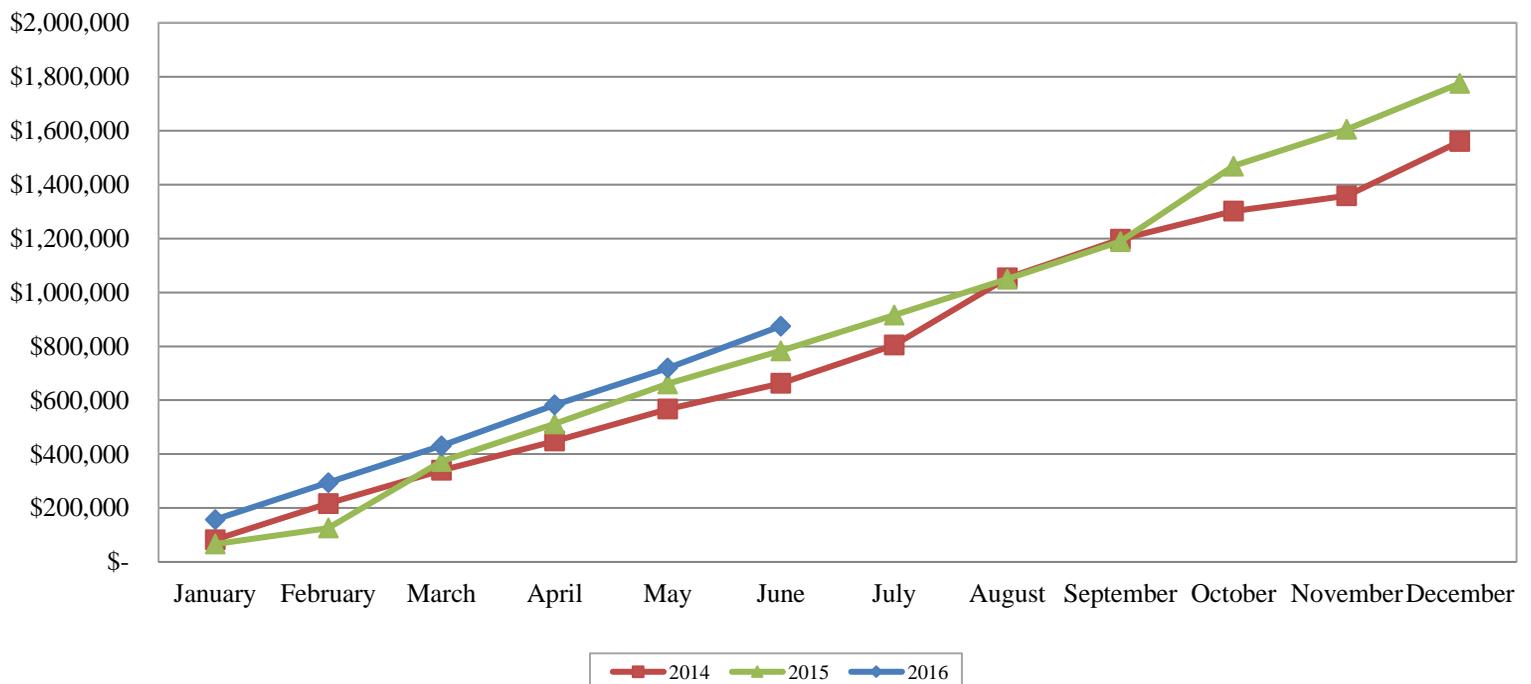
SEWER FUND

	Actual Thru 6/30/2015	Actual Thru 06/30/2016	Variance - Favorable (Unfavorable)	Budget Thru 06/30/2016	Percent Received or Expended Based on Budget Thru 06/30/2016
REVENUES					
Charges for services	\$ 783,371	\$ 875,188	\$ 91,817	\$ 990,150	88.39 %
Miscellaneous	13,517	27,419	13,902	42,350	64.74
TOTAL REVENUES	796,888	902,607	105,719	1,032,500	87.42
EXPENSES					
Salaries and benefits	43,877	83,394	(39,517)	103,200	80.81
Supplies	8,637	8,173	464	16,250	50.30
Other services and charges	244,213	312,625	(68,412)	323,388	96.67
Interest	80,554	75,524	5,030	74,474	101.41
Bond Principal	-	-	-	526,500	N/A
Depreciation	237,708	285,250	(47,542)	285,250	100.00
TOTAL EXPENSES	614,989	764,966	(149,977)	1,329,062	57.56
<i>Transfers Out</i>	-	-	-	27,844	N/A
EXCESS REVENUES OVER EXPENSES	\$ 181,899	\$ 137,641	\$ 255,696	\$ (324,406)	(42.43) %

Item Explanation of items percentage received/expended less than 80% or greater than 120% and \$ variance greater than \$10,000.

(1) None

Sewer Sales Comparison 2014-2016



CITY OF LE SUEUR, MINNESOTA
 STATEMENT OF REVENUES AND EXPENSES -
 BUDGET AND ACTUAL -
 COMMUNITY CENTER FUND (UNAUDITED)
 FOR THE SIX MONTHS ENDED JUNE 30, 2016

Attachment D

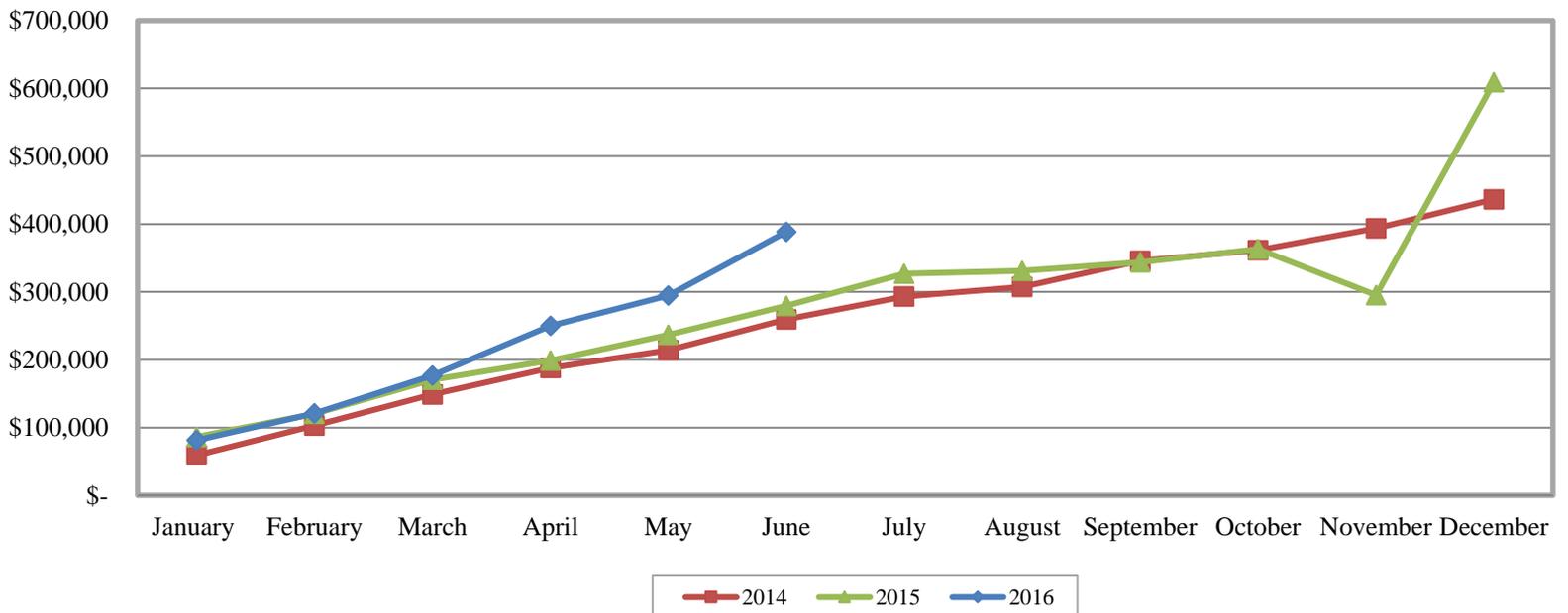
COMMUNITY CENTER FUND

	Actual Thru 6/30/2015	Actual Thru 06/30/2016	Variance - Favorable (Unfavorable)	Budget Thru 06/30/2016	Percent Received or Expended Based on Budget Thru 06/30/2016
REVENUES					
Property Taxes	\$ 215,439	\$ 200,529	\$ (14,910)	\$ 203,129	98.72 %
Charges for services	279,207	388,459	109,252 (1)	233,600	166.29
Miscellaneous	1,706	24,823	23,117 (2)	11,500	215.85
TOTAL REVENUES	496,352	613,811	117,459	448,229	136.94
EXPENSES					
Salaries and benefits	191,401	161,842	29,559	167,600	96.56
Supplies	38,143	44,179	(6,036)	40,800	108.28
Other services and charges	119,555	170,673	(51,118)	147,393	115.79
Repair and maintenance	-	-	-	-	N/A
Capital Outlay	1,174	12,816	(11,642) (3)	4,000	320.40
Interest	-	-	-	-	N/A
Depreciation	-	-	-	-	N/A
TOTAL EXPENSES	350,273	389,510	(39,237)	359,793	108.26
<i>Transfers Out</i>	88,635	106,362	17,727	88,437	120.27
EXCESS REVENUES OVER EXPENSES	\$ 57,444	\$ 117,939	\$ 138,969	\$ -	N/A

Item Explanation of items percentage received/expended less than 80% or greater than 120% and \$ variance greater than \$10,000.

- (1) Increase is from not netting revenues and expenditures together for the community education classes. In PY's, we netted revenues and
- (2) Received a rebate from Johnson Controls based on our lighting at the Community Center that increased revenues by \$18,000.
- (3) Wading pool repairs and caulking entire pool for joint repairs which did not occur in 2015.

Community Center Sales Comparison 2014-2016





CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Approve Quote for Replacement of Pump in Well #6
DATE: For the City Council Meeting of August 8, 2016

PURPOSE/ACTION REQUESTED

Approve the quote for replacement of the pump in Well #6.

SUMMARY

The pump in Well #6 has corroded and requires immediate replacement.

Staff sought the services of Keys Well Drilling who has pulled the pump and has provided a quote for replacement.

In this situation, staff is only able to seek one quote because the pump needs to be physically removed from the well and brought to the yard of the company before it can be determined if it can be repaired or needs replacement.

Attached is the quote from Keys. As you can see, they have quoted a standard pump and a stainless steel pump. Staff recommends the stainless steel pump due to the extended life of the pump. A standard iron pump will corrode within 8-10 years, while a stainless steel pump will have at least twice that life expectancy.

RECOMMENDATION

Staff recommends Council approve the quote to Keys Well Drilling to replace the pump in Well #6 for \$17,890. The Water Fund has adequate funds for this project.

Cc; Mark Krenik, Water/Wastewater Superintendent

Keys Well Drilling Company

Quotation

1156 Homer Street, St. Paul, MN 55116-3232
651-646-7871 Fax 651-641-0216

To: City of LeSueur
228 North Main Street
P.O. Box 176
LeSueur, MN 56058

Date of Quotation: August 1, 2016
Attention: Mark Krenik
Project: Pump Repair
Location: Well #6

We are pleased to quote you as follows:

Thank you for coming to our shop to discuss the repairs for your well pump #6. Here's the cost estimates for installing either a stainless steel pump end and a standard cast iron pump end with stainless fastners.

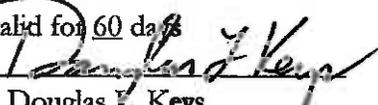
Labor:	Unit	Est Qty	Price	Total
Pull & Inspect Pump	LS	1	\$ 3,200.00	\$ 3,200.00
Shop Time (blast, assemble, load, etc)	HR	12	\$ 90.00	\$ 1,080.00
Reinstall Pump & Test	LS	1	\$ 3,200.00	\$ 3,200.00
Materials: (if needed)				
6" x 21' T&C drop pipe	EA	11	\$ 375.00	\$ 4,125.00
Grundfos SS Pump End (750 gpm @ 280 TDH)	EA	1	\$ 5,525.00	\$ 5,525.00
6" x 12" nipple	EA	1	\$ 75.00	\$ 75.00
6" Check Valve	EA	1	\$ 685.00	\$ 685.00
Total Cost with SS Pump End				\$ 17,890.00
Total Cost with Standard Pump End				\$ 15,955.00

Thank you for giving us the opportunity of quoting you. If you have any questions, please call.

Terms: N-30

Quotation valid for 60 days

Quoted By


Douglas L. Keys

Accepted _____

Date _____



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Approve Agreement for Community Education Management Services 2016/2017

DATE: For the City Council Meeting of August 8, 2016

PURPOSE/ACTION REQUESTED

Approve the agreement for Community Education Management Services with the LSH School District.

SUMMARY

In 2013 the City and School District entered into an agreement to share the position of Parks and Recreation Director and Community Education Director.

The purpose of the agreement was to reduce operating costs, improve operating efficiencies, and enhance customer service and program delivery for both entities. Over the course of the years of the partnership, those goals have been achieved.

The attached agreement is for one year – July 1, 2016 through June 30, 2017. As with the previous agreements, this agreement can be terminated by either party with a 30 day written notice, or at any time for cause.

The amount proposed for 2016/2017 is \$5,000 less than the 2015/2016 agreement. The reduction is the result of a comparison of wages and benefits to comparable positions in the school district. There remains an amount intended to cover a portion of the expense of housing the community education program and staff at the Community Center.

The School Board approved the agreement on August 1.

RECOMMENDATION

Staff recommends the Council approve the agreement for Community Education Management Services with the LSH School District.

Agreement for Community Education Management Services

Between the City of Le Sueur

And

Le Sueur Henderson Public School District #2397

This Agreement for Community Education Management Services ("Agreement") is made between the City of Le Sueur, Minnesota and the Le Sueur Henderson Public School District #2397. Changes to the Agreement may only be made by addendums signed and dated by all parties.

Terms and Termination:

- a. The term of the Agreement shall be July 1, 2016 through June 30, 2017.
- b. This Agreement may be terminated by either Party with thirty (30) days written notice.
- c. This Agreement may be terminated at any time "for cause".

Services to be provided:

The Provider, City of Le Sueur, agrees to provide management services for the Le Sueur Henderson Public Schools' Community Education program. Said services will be provided by the City of Le Sueur's Parks and Recreation Department.

Expenses:

The cost of providing said services for the period beginning July 1, 2016 and ending June 30, 2017 shall be \$53,500 annually. Any expenses directly relating to Community Education will be reimbursed in addition to the contracted management services described herein.

Jenelle Teppen, City Administrator
City of Le Sueur

Brian Gersich, Superintendent of
Schools

Date

Date



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Appoint Two Council Members and One Alternate to Represent the City as Steering Committee members in the Proposed Joint Transit Discussions

DATE: For the City Council Meeting of August 8, 2016

PURPOSE/ACTION REQUESTED

Appoint two council members and one alternate to represent the City as Steering Committee members in the discussions regarding the Joint Transit project with St. Peter.

SUMMARY

As conversations continue with the joining transit systems with the City of St. Peter, staff thought it would be advantageous to have two Council members from each body to represent their respective cities – a Steering Committee.

As you will recall, the intention at this point is to establish a Joint Powers Agreement with a Joint Powers Board made up of two elected officials from each of the cities. That agreement is in the draft stages and with the guidance of the Steering Committee we can ensure that it generally meets expectations, as well as discuss other operational matters as they arise.

RECOMMENDATION

Appoint two Council members and one alternate to a Steering Committee in the proposed Joint Transit discussions.



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Amending the City's Personnel Policy to Convert the Current Vacation and Sick Leave Programs Paid Time Off (PTO) Program

DATE: For the City Council meeting of Monday, August 8, 2016

PURPOSE/ACTION REQUESTED

Consider amending the City's Personnel Policy to convert the current Vacation and Sick Leave programs to a Paid Time Off (PTO) Program.

SUMMARY

The City's current leave program has two separate components:

- Regular benefitted employees receive an amount of vacation annually based on their years of service with the City. There is a maximum amount of leave that an employee can carry from year to year based on their years of service. Employees are paid out that accrued vacation leave when they separate in good standing with the City.
- Regular benefitted employees also receive 12 days of sick leave annually. The maximum amount of sick leave an employee can accrue is 960 hours. There is no pay out of accrued sick leave at separation.

There are three factors that are driving this discussion:

1. Concern on the part of the Financial Director that sick leave balances are considered an unfunded liability on the City's balance sheet.

As of December 31, 2015 the unfunded liability associated with sick leave is \$389,953.

2. Desire on the part of the two Union groups and the non-union employees to explore converting from the current vacation leave/sick leave program to a PTO program.
3. Part of the Compensation and Classification Study performed by Springsted in 2015 was to compare the City's current benefit programs and levels with our comparable group of cities.

As the Springsted study confirmed, the City's current sick leave program stands alone among its comparable cities. Those cities have either moved to a PTO program, or have amended their

sick leave programs to provide for a lesser total accrual and some form of pay out upon separation from employment. Leave programs are a powerful recruiting and retention tool and should be reviewed frequently to ensure they stay current with the marketplace.

There are a number of pros and cons when considering a PTO program to replace traditional leave programs. For example, in traditional leave programs, time is segregated into categories including vacation, sick and personal time requiring the employer to track both the time being taken off and the reason it's being taken. If there is an abuse of sick time by an employee, the employer is required to address it by closely reviewing the reasons for the sickness-related absences and disciplining the employee for excessive absenteeism. By creating a bank of paid time off, employees can use their leave for any reason.

Another valuable aspect of PTO is to essentially reduce the amount of leave available. When creating a PTO program, the actual PTO hours are determined by reducing the combined value of traditional leave hours.

In order to implement a PTO program, I suggest the following:

- Convert current vacation balances to new PTO balance on a one to one basis.
- Increase annual accruals by 8 days per year for new PTO plan accrual. The current amount of sick leave an employee earns each year is 12 days. The 8 days equates to approximately 65% of the sick leave accrual and should help deal with the amount of time an employee may need to use PTO for being sick during the year.
- Set 520 hours as the cap for PTO hours.

In order to incentivize the conversion to a PTO program, I recommend the Council approve a policy to allow for current sick leave balances to be designated to a new Extended Illness Bank and specify under what conditions it can be used (absence from work due to illness or injury for more than three days). Upon separation from employment 25% of the remaining Extended Illness Bank hours will be paid into the employee's Health Care Savings Plan with MSRS. With current accrued balances, that liability is \$104,250 (calculated at year end 2015). As time goes by and those balances are drawn down, the liability will diminish.

All benefitted employees (non-union and union groups that have adopted through contract provisions or a MOU) hired after this policy takes effect would not be eligible for the Extended Illness Bank, but would instead be set up immediately in the PTO program.

The Personnel and Budget Committee spent two meetings reviewing this and provided their support of the proposed change. With that support I've met with employee groups to review the draft and answer questions.

The non-union group of employees and the Police Officers group have found it acceptable. Negotiations with the Police Officers group will begin later this month and I would like to make this part of the City's proposal if Council approves it. Because that contract takes effect on January 1, 2017, I suggest that the proposed conversion to the PTO program be effective on January 1, 2017.

I also met with the IUOE Local 49 group of employees and they have decided that they will consider conversion with their next contract, in 2018.

The pertinent section of the Personnel Policy have been amended below to reflect these changes:

Section XVI. Employee Leave

Full-Time

Completed Service	Vacation Time	Maximum Vacation Time with Accrual
6 months	40 hours	N/A
1 Year	64 hours	N/A
2 years through 5 years	104 hours	156 hours
6 years through 9 years	144 hours	216 hours
10 years through 14 years	184 hours	272 hours
15 years	192 hours	288 hours
16 years or more	200 hours	300 hours

Part-Time*

Completed Service	Vacation Time	Maximum Vacation Time with Accrual
6 months	30 hours	N/A
1 year	48 hours	N/A
2 years through 5 years	78 hours	117 hours
6 years through 9 years	108 hours	162 hours
10 years through 14 years	138 hours	207 hours
15 years	144 hours	216 hours
16 years or more	150 hours	225 hours

Continuous Years of Service	Annual Hours of Paid Time Off Accrual
0 through end of 5	168 hours
Beginning of 6 through end of 9	208 hours
Beginning of 10 through end of 14	248 hours
15 years	256 hours
16 years or more	264 hours

Part-Time*

Continuous Years of Service	Annual Hours of Paid Time off Accrual
0 through end of 5	142 hours
Beginning of 6 through end of 9	172 hours
Beginning of 10 through end of 14	202 hours
15 years	208 hours
16 years or more	214 hours

*PART TIME EMPLOYEE: An employee who serves in a position which is provided in the budget for more than twenty (20) hours a week but less than forty (40) hours a week for a nonspecific duration

*Granted permanent status by the City Administrator and working an average of 30 to 40 hours per week.

Vacation Leave

For those employee groups who are covered by a collective bargaining agreement and who have not adopted through contract provisions or by MOU the PTO program the following applies:

All employees must receive permission from the department supervisor at least ten (10) working days prior to taking vacation leave when such leave is to extend for a period of more than one consecutive day. If the vacation leave is to be for one day or less, permission will be granted without notice if the department head feels that City service will not be adversely affected.

Vacation Leave will not be granted in less than one hour increments. Any fraction thereof shall be considered one hour. Priority will be given to vacation leave scheduling based on the earliest date of request and seniority. Vacation leave scheduling for departmental employees is the responsibility of the department managers. No employee will be permitted to waive vacation leave for the purpose of receiving double pay.

Employees have the option to bank up to one-half of the year's vacation time and use that time in the following year. No more than one-half of one year's vacation time may be banked and time must be used in the following year.

Any employee leaving the service of the city in good standing will be compensated for vacation leave accrued to the day of separation provided said employee has served at least twelve (12) consecutive months prior to separation and has given the City at least two weeks' notice prior to the effective date of such separation. Such pay for accumulated vacation leave will be at the same rate as the hourly rate of the employee's base salary.

Time and accrual vacation time and vacation accrual will be based upon "anniversary date" rather than a calendar year.

Sick Leave

Full-time employees and part-time employees working an average of 30-39 hours per week on an annual basis are eligible for sick leave. Part-time employees working on an average of less than 30 hours per week on an annual basis do not receive sick leave. Sick leave shall be granted in case of actual sickness, injury, or disability to the employee.

Full-time employees accumulate sick leave at the rate of four (4) hours per pay period. Part-time employees working an average 30-39 hours per week on an annual basis accumulate sick leave at the rate of three (3) hours per pay period. Sick leave can be accumulated to a maximum of 960 hours. Upon separation from the City employment, no payment will be made for unused accumulated sick leave.

Sick leave will be granted in not less than one (1) hour increments. Absences for medical appointments must receive prior approval from the employee's department supervisor.

Employees may use personal sick leave benefits for absences due to the illness of the employee's child on the same terms that employees are able to use sick leave benefits for their own illness or appointments. The Child must be under age 18 or under age 20 if attending secondary school. An employee can use up to 160 hours in a 12 month period of sick leave on the same terms as for their self to a member of the employee's immediate family (i.e. spouse, children, step-children, parents, step-parents, mother-in-law, father-in-law, grandparents, and grandchild).

An employee is entitled to use sick leave for Safety Leave for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking.

When an employee is required to take sick leave, the employee's Department Manager must be notified. Such notice should be given at the earliest possible time, preferably before the start of the scheduled working hours. The City Administrator or Department Manager may request a doctor's certificate for illness involving more than three (3) consecutive days. Claiming sick leave under false pretense may be cause for disciplinary action, including transfer, suspension, demotion or dismissal.

In the case of disability from a work related disease or injury for which Worker's Compensation benefits are available, an employees may elect to use sick leave benefits rather than Worker's Compensation benefits by notifying the City Administrator of his/her election. Under no circumstances can an employee receive both sick leave benefits and Worker's Compensation benefits for the same period of disability, except if the employee elects to receive Worker's Compensation benefits he/she may also use sick leave benefits to the extent necessary to increase his/her income to his/her net wage prior to the injury or onset of the disease.

Paid Time Off (PTO) Leave

For Non-Union employees and for those employee groups who are covered by a collective bargaining agreement and who have not adopted through contract provisions or by MOU the following applies:

All employees must receive permission from the department supervisor at least ten (10) working days prior to taking leave when such leave is to extend for a period of more than one consecutive day. If the leave is to be for one day or less, permission will be granted without notice if the department head feels that City service will not be adversely affected.

Leave will not be granted in less than one hour increments. Any fraction thereof shall be considered one hour. Priority will be given to leave scheduling based on the earliest date of request and seniority. Leave scheduling for departmental employees is the responsibility of the department managers. No employee will be permitted to waive leave for the purpose of receiving double pay.

Accrual: Employees may accrue leave to a maximum of five hundred and twenty (520) hours. In the event an employee has been unable to take advantage of leave as earned one may be absent from work with notice to take leave and thus prevent the loss of leave beyond the maximum of five hundred and twenty (520) hours. Any accrued leave beyond the five hundred twenty (520) hour limit must be taken as it is accrued, otherwise it is ineligible for accrual, subject to the following subsection.

Accrual Waiver: The maximum amount of leave (520 hours) that can be accrued by individual employees may be waived by the city administrator. The waiver may be a result of, but not limited to, department reorganization, position vacancies, excessive workloads and procedural or system changes.

Any employee leaving the service of the city in good standing will be compensated for leave accrued to the day of separation provided said employee has served at least twelve (12) consecutive months prior to separation and has given the City at least two weeks' notice prior to

the effective date of such separation. Such pay for accumulated vacation leave will be at the same rate as the hourly rate of the employee's base salary.

Time and accrual will be based upon "anniversary date" rather than a calendar year.

For those employees hired before January 1, 2017, sick leave balances as of that date will be converted on a one for one basis into an Extended Illness Bank. Use of the Extended Illness Bank will be granted when the employee is for three or more days unable to perform work duties due to illness, short term disability, the necessity for medical, dental or chiropractic care, childbirth, "safety leave" if used for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking, or exposure to contagious disease where such exposure may endanger the health of others with whom the employee would come in contact in the course of performing work duties.

The employee must use the Extended Illness Bank for any illness or injury that extends for three or more days for themselves, and/or family member. Family member is defined as a child (under 18 years of age, or under age 20 and still attending secondary school), adult child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

When an employee is required to use their Extended Illness Bank, the employee's Department Manager must be notified. Such notice should be given at the earliest possible time, preferably before the start of the scheduled working hours. The City Administrator or Department Manager may request a doctor's certificate for illness involving more than three (3) consecutive days. Use of the Extended Illness Bank under false pretense may be cause for disciplinary action, including transfer, suspension, demotion or dismissal.

In the case of disability from a work related disease or injury for which Worker's Compensation benefits are available, an employees may elect to use their Extended Illness Bank rather than Worker's Compensation benefits by notifying the City Administrator of his/her election. Under no circumstances can an employee receive both Extended Illness Bank benefits and Worker's Compensation benefits for the same period of disability, except if the employee elects to receive Worker's Compensation benefits he/she may also use Extended Illness Bank benefits to the extent necessary to increase his/her income to his/her net wage prior to the injury or onset of the disease.

RECOMMENDATION

The Personnel and Budget Committee and Staff recommends the City Council amend the Personnel Policy to convert the current Vacation and Sick Leave programs to a Paid Time Off (PTO) Program.



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Nuisance Violation Hearing

DATE: For the City Council Meeting of Monday, August 8, 2016

PURPOSE/ACTION REQUESTED

Consider an Order to declare the property at 411 South 2nd Street a public nuisance and order abatement of the nuisance.

SUMMARY

The property owner at 411 S 2nd Street has repeatedly failed to comply with requests to clean the property. In order for the City to abate the nuisance, the City Council is required to give the property owner an opportunity to be heard.

The property owner has been personally served notice that the property she is in violation and is given this opportunity at this meeting.

Should the property owner appear, the Council should allow her an opportunity to speak to the nuisance violation. Following that the Council should discuss how they would like to proceed.

On June 16, 2016 an officer with the Le Sueur Police Department again found 411 So. 2nd Street in violation of several city nuisance ordinances. On June 24, 2016 the property owner was mailed a notice to clean up her property. On July 8, 2016 the police department again inspected the property and found it to still be in violation of City Ordinances 97.01 (Public Nuisance), 97.02 (Public Nuisance Effecting Health) and 97.06 (Nuisance Parking and Storage). I have attached photos that demonstrate the nuisance violation for which she received the notice. On July 15, 2016, the property owner was personally served a nuisance violation packet notifying her of the City Council hearing for the property in violation.

The Council may consider allowing her additional time to clean the property (abate the nuisance), or they may decide that she has had adequate time in which to abate it.

Once the City Council has determined that the nuisance exists and whether the property owner has had adequate time to abate it, they should consider the attached resolution and Order that states the Council has found the conditions to be a nuisance and further order that if the nuisance is not abated within the time prescribed by the City Council, the City will seek injunctive relief by obtaining an administrative search warrant and abate the nuisance. The costs to abate the

nuisance will be the responsibility of the property owner and should the bill go unpaid, the City will certify the costs (plus administrative fee) to the County for collection with property taxes.

RECOMMENDATION

Staff recommends the Council allow the property owner to appeal the nuisance violation and then make a determination as to whether the violation exists and determine the date by which the property should be cleaned up, and if it is not cleaned to the satisfaction of the Police Chief (or designee), the City will abate the nuisance as set forth in the attached Resolution and Order.

RESOLUTION NO. 16 - _____

ORDER PURSUANT TO CITY CODE CHAPTER 97.09 (A)

At a meeting of the City Council in and for the City of Le Sueur, Minnesota, which meeting was duly called and held on the 8th day of August 2016 at 6:30 o'clock pm, all Councilpersons were present. Mayor Broeder presided at the meeting and the following Resolution was offered by Councilperson _____ who duly moved for its adoption:

WHEREAS, Pursuant to City Code Chapter 97.09 (A), the City Council of Le Sueur, Minnesota finds the property located at 411 South 2nd Street, Le Sueur, Minnesota, and legally described as follows, to wit:

See attached legal description (Exhibit "A")

To be in violation of the City's Code Chapter 97.01, 97.02 and 97.06 for the following reasons:

- Maintains or permits a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public.

WHEREAS, the conditions listed above have been fully documented by the City's Police Department and the property owner received the first citation on June 16, 2016 ordering her to abate the nuisance.

WHEREAS, At the time of this Resolution the property still constitutes a public nuisance.

NOW, THEREFORE BE IT RESOLVED by the City Council in and for the City of Le Sueur, Minnesota, as follows:

1. That pursuant to the foregoing Findings and in accordance with City Code Chapter 97, the Council does hereby order the record owners of the above public nuisance or their representatives to make the following corrections on the property located at 411 South 2nd Street, Le Sueur, Minnesota:
 - a. The property must be cleared of all materials to the satisfaction of the Police Chief (or designee) by _____, 20____.
2. That an administrative search warrant will be sought from the District Court of Le Sueur County in which the public nuisance exists unless the nuisance is abated by the above date.
3. That if the City must take action to enforce this Order, all enforcement costs will be the responsibility of the property owner, and if they go unpaid, the costs will be specially assessed against the property and collected in accordance with Minnesota Statue Sections 429.061.
4. That if the City must take action to enforce this Order, the City shall abate the nuisance in full.

Said Resolution was duly seconded by Councilperson _____ and put to a vote. Voting in favor were Councilpersons _____.

Voting against _____.

Motion carried.

Approved this 8th day of August, 2016.

Robert Broeder, Mayor

ATTEST:

Stacy L Lawrence, City Clerk



Green door

Red door

Red triangle

Hill

Stair

NO CAVALRYING

Green trash bin







