



**DUNDAS CITY COUNCIL  
REGULAR MEETING AGENDA  
Monday, October 23, 2023  
7:00 p.m. City Hall**

- 1. Call to Order/Pledge Allegiance**
- 2. Roll Call** Mayor Switzer, Council members Gallagher, LaCroix, Modory, Swartwood
- 3. Public Comment**
- 4. Approval of Agenda**
- 5. Consent Agenda** *(All items on the Consent Agenda are considered routine and have been made available to the City Council at least 2 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 requests, then the item will be removed from this agenda and considered in normal sequence.)*
  - a. Regular Minutes of October 9, 2023
  - b. Pay Voucher No 1 RAW Construction
  - c. Disbursements - \$141,778.85
- 6. Regular Agenda**
  - a. Consider Approving Schilling Drive Sidewalk Project
  - b. Consider Approving 2023 Compensation Adjustment for City Administrator
- 7. Reports of Officers, Boards and Committees**
  - a. City Engineer
  - b. City Administrator/Clerk
  - c. Mayor, Councilors and Committees
- 8. Announcements**
  - a. City Council Meeting – Monday, November 13 and 27 at 7 PM City Hall
  - b. Park & Recreation Advisory Board Meeting – November 14 at 7 PM City Hall
  - c. Planning Commission Meeting– Thursday, November 16 at 7 PM at City Hall
  - d. Trunk or Treat – Friday, October 27, 6-7 PM at Memorial Park
  - e. Veterans Day Holiday – City Hall Closed – Friday November 10
  - f. Intergovernmental Meeting – Dundas City Hall – Wednesday, November 15 at 7 PM
- 9. Work Session**
  - a. Proposed 2024 Enterprise Fund Budgets
- 10. Adjourn**



DUNDAS CITY COUNCIL  
REGULAR MEETING MINUTES  
Monday, October 9, 2023  
7:00 p.m. City Hall

Present: Mayor Glenn Switzer Councilors Ashley Gallagher, Luke LaCroix, Grand Modory, Luke Swartwood  
Staff: City Engineer Dustin Tipp, City Attorney Amy Schmidt, City Administrator/Clerk Jenelle Teppen,

#### CALL TO ORDER

Mayor Switzer called the meeting to order at 7:00 PM.

#### APPROVAL OF AGENDA

**Motion by Gallagher, second by LaCroix, to approve the agenda. Motion Carried Unanimously (MCU)**

#### CONSENT AGENDA

**Motion by Swartwood, second by LaCroix, to approve the consent agenda as follows: MCU**

- a. Regular Minutes of September 25, 2023
- b. Special Meeting Minutes of October 2, 2023
- c. Consider Approving Resolution 2023-21 Designating Polling Precinct Location for the City of Dundas
- d. Disbursements - \$160,756.21

#### REGULAR AGENDA

- a. Consider Approving Amended and Restated Agreement with Metro Fibernet LLC.  
**Motion by Swartwood, second by Gallagher, to approve agreement with Metro Fibernet LLC. MCU**
- b. Consider Authorizing Staff to Proceed with Forest and Depot Street Reconstruction Project and the 2024 Schilling Drive Sanitary Sewer Improvement Project.  
**Motion by Modory, second by Swartwood, to authorize Forest and Depot Street Reconstruction Project and 2024 Schilling Drive Sanitary Sewer Project. MCU**
- c. Consider Approving Recommendation to Delay Cold Storage Building Project.  
**Motion by Gallagher, second by Swartwood, to delay the Cold Storage Building Project and have staff draft a process for Council consideration. MCU**
- d. Consider Approving Quote from Guth Electric to Install Five Decorative Street Lights. **Motion by Gallagher, second by Switzer, to approve quote from Guth Electric. Modory, Swartwood, LaCroix voted against. 3-2 against. Motion failed. Staff is asked to seek a second quote for the work.**

#### Reports of Officers, Boards and Committees

City Engineer Dustin Tipp reported that the spray patching will be completed by October 13 and that the contractor will return to sweep the graveled areas in a few weeks. Tipp indicated that site grading of the new retail location of Tractor Supply began on September 25.

The City Administrator reported that the Dundas Oktoberfest committee met for their de-brief meeting after the event and all indications are that the event was successful and that the committee is making plans for another event in September of 2024.

Closed Meeting

**Motion by Modory, second by LaCroix to close the meeting at 8:00 p.m. for City Administrator/Clerk Annual Performance Evaluation. MCU** The meeting is closed pursuant to Minnesota Statute §13D.05, Subd. 3(a) to evaluate the performance of an individual who is subject to its authority. **Motion by LaCroix second by Swartwood to adjourn the closed session at 8:13 p.m. MCU**

Adjourn

**Motion by Gallagher, second by LaCroix, to adjourn the meeting at 8:13 p.m.**

Minutes prepared by Jenelle Teppen, City Administrator/City Clerk



October 18, 2023

Jenelle Teppen  
City of Dundas  
100 Railway Street N  
Dundas, MN 55019

Re: 2023 Public Works Cold Storage Building  
City of Dundas, MN  
WSB Project No. 021180-000

Dear Jenelle:

Please find enclosed Construction Pay Voucher No. 1 for the above referenced project in the amount of \$20,211.25. The quantities completed to date have been reviewed and agreed upon by the contractor, and we hereby recommend that the City of Dundas approve Construction Pay Voucher No. 1 for RAW Construction, LLC.

The amount indicated above reflects work certified through October 18, 2023, with a 5% retainage applied. Please include one executed copy with the payment to RAW Construction and return one executed copy to our office for our file. If you have any questions or comments regarding this voucher, please contact me at 612.240.3225.

Sincerely,

WSB



Dustin Tipp, PE  
Sr. Project Manager

Attachments

kkp

<b>Client:</b> City of Dundas 100 Railway Street North Dundas, MN 55019	<b>Contractor:</b> RAW Construction, LLC 17525 Echo Avenue Faribault, MN 55021
---	--

<b>WSB Project No.:</b> 022180-000
<b>Client Project No.:</b>
<b>State Project No.:</b>
<b>Federal Project No.:</b>

Contract Amount		Funds Encumbered	
Original Contract	\$25,285.00	Original	\$25,285.00
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$25,285.00	Total	\$25,285.00

Work Certified To Date	
Base Bid Items	\$21,275.00
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$21,275.00

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$21,275.00	\$21,275.00	\$1,063.75	\$0.00	\$20,211.25	\$20,211.25
Percent Retained: 5%			Percent Complete: 84.14%		

This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By WSB

Approved By RAW Construction, LLC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved By City of Dundas

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	10/18/23	\$21,275.00	\$1,063.75	\$20,211.25

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local	\$21,275.00	\$1,063.75	\$0.00	\$20,211.25	\$20,211.25

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	\$20,211.25	\$25,285.00	\$25,285.00	\$20,211.25

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$2,500.00	1	1	\$2,500.00	1	\$2,500.00
2	2106.507	EXCAVATION - COMMON	CU YD	\$18.00	25	50	\$900.00	50	\$900.00
3	2106.507	COMMON EMBANKMENT (CV)	CU YD	\$10.00	1225	1225	\$12,250.00	1225	\$12,250.00
4	2575.502	SEED MIXTURE 25-151	L B	\$5.00	30	0	\$0.00	0	\$0.00
5	2574.508	FERTILIZER TYPE 3	LB	\$2.00	80	0	\$0.00	0	\$0.00
6	2575.504	ROLLED EROSION PREVENTION CATEGORY 25	S Y	\$4.00	1100	0	\$0.00	0	\$0.00
7	2573.502	SILT FENCE, TYPE MS	L F	\$5.00	475	525	\$2,625.00	525	\$2,625.00
8	2106.507	COMMON TOPSOIL BORROW	C Y	\$25.00	120	120	\$3,000.00	120	\$3,000.00
<b>Bid Totals:</b>							<b>\$21,275.00</b>		<b>\$21,275.00</b>

Project Category Totals		
Category	Amount This Voucher	Amount To Date
Base Bid	\$21,275.00	\$21,275.00

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
<b>Contract Change Totals:</b>											

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining

**CITY OF DUNDAS DISBURSEMENT REPORT**  
**Council Meeting October 23, 2023**

<b>DATE</b>	<b>PAYABLE</b>	<b>AMOUNT</b>
10/19/2023	PERA	\$4,885.32
10/19/2023	State of MN Empower Retirement	\$350.00
10/19/2023	MN Dept of Revenue	\$1,566.61
10/19/2023	IRS	\$7,567.52
10/19/2023	Payroll PP# 21 Employees	\$22,245.13
	<b>Sub Total Paid Payroll and Sales Liabilitie</b>	<b><u>\$36,614.58</u></b>
10/11/2023	MN Dept of Revenue (Sales Tax)	\$1,752.00
10/23/2023	2023 Invoices - Payment October 23, 2023	\$103,412.27
	<b>Subtotal Paid Claims and Service Liabilitie</b>	<b><u>\$105,164.27</u></b>
<b>TOTAL</b>	<b>Disbursement for October 23, 2023</b>	<b><u><u>\$141,778.85</u></u></b>



# CITY OF DUNDAS

10/20/23 11:26 AM

Page 1

## Payments

Current Period: October 2023

Payments Batch 102323AP				Total	\$103,412.27
Refer	0 ALDRICH TECNNOLOGY CONSULT				
Cash Payment	E 101-41000-309 EDP, Software and Desi	Malwarebytes Premium			\$29.99
Invoice	8995	10/11/2023			
Transaction Date	10/11/2023	Frandsen Bank	10100	Total	\$29.99
Refer	0 AMERICAN LEGAL PUBLISHING				
Cash Payment	E 101-41000-433 Dues and Subscriptions	Internet Renewal Period: 11/08/2023-			\$450.00
Invoice	28489	11/08/2024			
Transaction Date	10/11/2023	Frandsen Bank	10100	Total	\$450.00
Refer	0 AXON ENTERPRISE, INC				
Cash Payment	E 101-42100-200 Supplies	Taser Supplies- Year 5 - FINAL PMT			\$1,140.00
Invoice	INUS193300	10/5/2023			
Transaction Date	10/5/2023	Frandsen Bank	10100	Total	\$1,140.00
Refer	0 BCA				
Cash Payment	E 101-42100-433 Dues and Subscriptions	CJDN Access Fee (BCA)			\$600.00
Invoice	761720	7/1/2023			
Transaction Date	7/1/2023	Frandsen Bank	10100	Total	\$600.00
Refer	0 CAMPBELL KNUTSON				
Cash Payment	E 101-41000-304 Legal Fees	GENERAL MATTERS			\$2,526.50
Invoice	23-Sep	9/30/2023			
Cash Payment	G 430-22023 Escrow-Tractor Supply	Tractor Supply Expenses			\$806.00
Invoice	23-Sep	9/30/2023	Project 22023		
Transaction Date	9/30/2023	Frandsen Bank	10100	Total	\$3,332.50
Refer	0 CITY OF NORTHFIELD				
Cash Payment	E 410-43100-500 Capital Outlay	TH3 TRAFFIC SIGNAL IMPROVEMENTS			\$12,471.85
Invoice	STRT2022-A61D	10/16/2023			
Transaction Date	10/16/2023	Frandsen Bank	10100	Total	\$12,471.85
Refer	0 CORE & MAIN, LP				
Cash Payment	E 601-49400-400 Repairs and Maintenanc	RING SEALANT			\$16.86
Invoice	T645700	9/27/2023			
Cash Payment	E 601-49400-400 Repairs and Maintenanc	HYDRANT FLANGE			\$225.17
Invoice	T666712	9/28/2023			
Cash Payment	E 601-49400-400 Repairs and Maintenanc	Water System Parts			\$780.68
Invoice	T587669	10/3/2023			
Transaction Date	9/27/2023	Frandsen Bank	10100	Total	\$1,022.71
Refer	0 EPIC ENTERPRISES, INC				
Cash Payment	E 101-45200-440 Cleaning Service	Ball Park			\$130.73
Invoice	16149	9/30/2023			
Cash Payment	E 101-42100-440 Cleaning Service	PD Cleaning			\$23.37
Invoice	16150	9/30/2023			
Cash Payment	E 101-43100-440 Cleaning Service	PW Cleaning			\$23.38
Invoice	16150	9/30/2023			
Transaction Date	9/30/2023	Frandsen Bank	10100	Total	\$177.48
Refer	0 GOPHER STATE ONE CALL				

# CITY OF DUNDAS

10/20/23 11:26 AM

Page 2

## Payments

Current Period: October 2023

Cash Payment	E 601-49400-310	Professional Services	Gopher One Calls		\$34.42
Invoice	3090352	9/30/2023			
Cash Payment	E 602-49450-310	Professional Services	Gopher One Calls		\$34.43
Invoice	3090352	9/30/2023			
Transaction Date	9/30/2023		Frandsen Bank	10100	<b>Total</b> \$68.85
Refer	0	INSPIRE HOME LLC			-
Cash Payment	G 101-22001	Erosion Control Deposit	Erosion Escrow Release - 1200 BWP		\$2,500.00
Invoice	7236	10/16/2023			
Transaction Date	10/16/2023		Frandsen Bank	10100	<b>Total</b> \$2,500.00
Refer	0	JOHNS SNOW AND MOW LLC			-
Cash Payment	E 101-45200-406	Grounds Maintenance	Rough Cut - Parks		\$300.00
Invoice	23-Sep	10/12/2023			
Cash Payment	E 101-43100-406	Grounds Maintenance	Rough Cut - Streets		\$200.00
Invoice	23-Sep	10/12/2023			
Cash Payment	E 101-45200-406	Grounds Maintenance	Mowing - Parks		\$860.00
Invoice	23-Sep	10/12/2023			
Cash Payment	E 101-41000-406	Grounds Maintenance	Mowing - City Hall		\$160.00
Invoice	23-Sep	10/12/2023			
Cash Payment	E 101-43100-406	Grounds Maintenance	Mowing - Streets		\$335.00
Invoice	23-Sep	10/12/2023			
Cash Payment	E 601-49400-406	Grounds Maintenance	Mowing - Water		\$205.00
Invoice	23-Sep	10/12/2023			
Cash Payment	E 602-49450-406	Grounds Maintenance	Mowing - Sewer		\$35.00
Invoice	23-Sep	10/12/2023			
Transaction Date	10/12/2023		Frandsen Bank	10100	<b>Total</b> \$2,095.00
Refer	0	LANGUAGE LINE SERVICES INC			-
Cash Payment	E 101-42100-310	Professional Services	OVER-THE-PHONE INTERPRETATION		\$32.40
Invoice	11108302	9/30/2023			
Transaction Date	9/30/2023		Frandsen Bank	10100	<b>Total</b> \$32.40
Refer	0	MENARDS, INC			-
Cash Payment	E 101-43100-200	Supplies	Cable Ties		\$9.98
Invoice	55492	10/11/2023			
Cash Payment	E 601-49400-200	Supplies	General water dept. supplies		\$20.76
Invoice	55123	10/3/2023			
Cash Payment	E 101-43100-200	Supplies	General Shop Supplies		\$84.85
Invoice	54812	9/27/2023			
Transaction Date	10/11/2023		Frandsen Bank	10100	<b>Total</b> \$115.59
Refer	0	METERING & TECH SOLUTIONS			-
Cash Payment	E 601-49400-210	Supplies/Water Meter, E	Water Meter Parts		\$911.00
Invoice	INV3555	10/13/2023			
Transaction Date	10/13/2023		Frandsen Bank	10100	<b>Total</b> \$911.00
Refer	0	MINNESOTA UNEMPLOYMENT INS			-
Cash Payment	E 101-41000-141	Unemploy Comp Insura	2023Q3 Unemployment Benefits Paid and Reimbursable Bill		\$0.66
Invoice		10/12/2023			
Transaction Date	10/12/2023		Frandsen Bank	10100	<b>Total</b> \$0.66
Refer	0	MINNESOTA VALLEY TESTING LA			-

CITY OF DUNDAS

10/20/23 11:26 AM

Page 3

Payments

Current Period: October 2023

Cash Payment	E 601-49400-310	Professional Services	Water testing			\$53.90
Invoice	1220822	10/6/2023				
Transaction Date	10/6/2023		Frandsen Bank	10100	<b>Total</b>	\$53.90
Refer	0	<i>MUNICIPAL INSPECTIONS INC.</i>		-		
Cash Payment	E 101-42400-311	Bldg Permit Expense	376 Cross Cir - P#202300020			\$174.10
Invoice	20230020	10/9/2023				
Cash Payment	E 101-42400-312	Plan Review Expense	376 Cross Cir - P#202300020			\$557.84
Invoice	20230020	10/9/2023				
Cash Payment	E 101-42400-315	Plumbing Permit Expens	376 Cross Cir - P#202300020			\$8.78
Invoice	20230020	10/9/2023				
Cash Payment	E 101-42400-314	Mechanical Permit Expe	376 Cross Cir - P#202300020			\$8.63
Invoice	20230020	10/9/2023				
Cash Payment	E 101-42400-311	Bldg Permit Expense	458 Cedar Ln - P#20230031			\$167.35
Invoice	20230031	10/9/2023				
Cash Payment	E 101-42400-312	Plan Review Expense	458 Cedar Ln - P#20230031			\$557.84
Invoice	20230031	10/9/2023				
Cash Payment	E 101-42400-315	Plumbing Permit Expens	458 Cedar Ln - P#20230031			\$8.78
Invoice	20230031	10/9/2023				
Cash Payment	E 101-42400-314	Mechanical Permit Expe	458 Cedar Ln - P#20230031			\$9.00
Invoice	20230031	10/9/2023				
Cash Payment	E 101-42400-311	Bldg Permit Expense	2023Q3 Building Permit Fee			\$135.00
Invoice	2023Q3	7/10/2023				
Transaction Date	10/9/2023		Frandsen Bank	10100	<b>Total</b>	\$1,627.32
Refer	0	<i>NCPERS GROUP LIFE INS</i>		-		
Cash Payment	G 101-21712	Life Insurance	Life Insurance Nov 23			\$32.00
Invoice	433600112023	10/1/2023				
Transaction Date	10/1/2023		Frandsen Bank	10100	<b>Total</b>	\$32.00
Refer	0	<i>PLUNKETTS PEST CONTROL</i>		-		
Cash Payment	E 101-41000-400	Repairs and Maintenanc	General Pest Control Program			\$252.79
Invoice	8236816	9/21/2023				
Transaction Date	9/21/2023		Frandsen Bank	10100	<b>Total</b>	\$252.79
Refer	0	<i>RICE/STEELE 911 CENTER</i>		-		
Cash Payment	E 101-42100-310	Professional Services	Annual cost for BCA-MDC Connections			\$720.00
Invoice	2023-JT-33	10/17/2023				
Transaction Date	10/17/2023		Frandsen Bank	10100	<b>Total</b>	\$720.00
Refer	0	<i>SAFETY SIGNS</i>		-		
Cash Payment	E 101-43100-413	Rental	Oktoberfest Sign Rental			\$441.60
Invoice	23010247	9/30/2023				
Transaction Date	9/30/2023		Frandsen Bank	10100	<b>Total</b>	\$441.60
Refer	0	<i>SEYKORA STRIPING</i>		-		
Cash Payment	E 101-43100-411	Road Maintenance	City Striping			\$2,432.40
Invoice	23-Oct	10/3/2023				
Cash Payment	E 101-43100-411	Road Maintenance	3 bike stencils, 6 crosswalk blocks, 3 stop bars			\$240.00
Invoice	23-Oct	10/3/2023				
Transaction Date	10/3/2023		Frandsen Bank	10100	<b>Total</b>	\$2,672.40
Refer	0	<i>TRI-STATE BOBCAT</i>		-		

CITY OF DUNDAS

10/20/23 11:26 AM

Page 4

Payments

Current Period: October 2023

Cash Payment	E 101-43100-580	Equipment	Harness for Bobcat		\$240.99
Invoice	P05671	10/9/2023			
Transaction Date	10/9/2023		Frandsen Bank	10100	<b>Total</b> \$240.99
Refer	0	US BANK			
Cash Payment	E 601-47000-620	Fiscal Agent s Fees	MN GOBONDS 2013A- Agent Fee		\$550.00
Invoice	7062803	9/25/2023			
Transaction Date	9/25/2023		Frandsen Bank	10100	<b>Total</b> \$550.00
Refer	0	UTILITY SERVICE CO., INC			
Cash Payment	E 601-49400-400	Repairs and Maintenanc	500,000 COMPOSITE WEST TANK-Quarterly		\$6,877.62
Invoice	590552	10/1/2023			
Cash Payment	E 601-49400-400	Repairs and Maintenanc	300,000 PEDISPHERE EAST TOWER-Quarterly		\$5,851.40
Invoice	590551	10/1/2023			
Transaction Date	10/1/2023		Frandsen Bank	10100	<b>Total</b> \$12,729.02
Refer	0	VERIZON			
Cash Payment	E 101-42100-321	Telephone & Communi	PD Cell service		\$128.54
Invoice	9946663527	10/11/2023			
Transaction Date	10/11/2023		Frandsen Bank	10100	<b>Total</b> \$128.54
Refer	0	XCEL ENERGY			
Cash Payment	E 101-43124-381	Electricity	Other Recurring Charges		\$2,242.73
Invoice	847735412	10/5/2023			
Cash Payment	E 101-43124-381	Electricity	403 STAFFORD RD N UNIT SIGNAL		\$40.57
Invoice	847735412	10/5/2023			
Cash Payment	E 101-45200-381	Electricity	101 RAILWAY STS		\$13.84
Invoice	847735412	10/5/2023			
Cash Payment	E 101-45200-381	Electricity	214 1ST ST S		\$575.18
Invoice	847735412	10/5/2023			
Cash Payment	E 601-49400-381	Electricity	108 HAGERTY ST		\$246.35
Invoice	847735412	10/5/2023			
Cash Payment	E 602-49450-381	Electricity	1000 RAILWAY ST N UNIT LIF/PMP		\$142.70
Invoice	847735412	10/5/2023			
Cash Payment	E 601-49400-381	Electricity	1000 CANNON RD		\$22.55
Invoice	847735412	10/5/2023			
Cash Payment	E 602-49450-381	Electricity	1000 CANNON RD		\$22.55
Invoice	847735412	10/5/2023			
Cash Payment	E 601-49400-381	Electricity	800 COUNTY ROAD 1 UNIT PUMP/PRB		\$63.33
Invoice	847735412	10/5/2023			
Cash Payment	E 602-49450-381	Electricity	1618 PINNACLE ST UNIT LIF/PMP		\$554.38
Invoice	847735412	10/5/2023			
Cash Payment	E 601-49400-381	Electricity	694 RAILWAY STS UNIT TOWER		\$46.15
Invoice	847735412	10/5/2023			
Cash Payment	E 601-49400-381	Electricity	1189 BRIDGEWATER PKWY		\$13.23
Invoice	847735412	10/5/2023			
Cash Payment	E 101-45200-381	Electricity	215 RAILWAY ST N		\$72.72
Invoice	847735412	10/5/2023			
Cash Payment	E 601-49400-381	Electricity	1185 BRIDGEWATER PKWY UNIT WELLHSE		\$3,633.49
Invoice	847735412	10/5/2023			

CITY OF DUNDAS

Payments

Current Period: October 2023

Cash Payment	E 101-45200-381	Electricity	1205 BRIDGEWATER PKWY	\$23.32
Invoice	847735412	10/5/2023		
Cash Payment	E 101-42100-381	Electricity	108 DEMANN CT	\$105.99
Invoice	847735412	10/5/2023		
Cash Payment	E 101-43100-381	Electricity	108 DEMANN CT	\$105.99
Invoice	847735412	10/5/2023		
Cash Payment	E 101-43124-381	Electricity	6156 110TH STEUNITRAB LGHTS	\$96.67
Invoice	847735412	10/5/2023		
Cash Payment	E 101-41000-381	Electricity	100 RAILWAY ST N UNIT CITY HALL	\$528.67
Invoice	847735412	10/5/2023		
Cash Payment	E 101-41000-381	Electricity	100 RAILWAY ST N	\$123.52
Invoice	847735412	10/5/2023		
Transaction Date	10/5/2023		Frandsen Bank 10100	<b>Total</b> \$8,673.93
Refer	0	FRANSEN BANK & TRUST	-	
Cash Payment	G 101-21708	H.S.A. Withholdings	HSA - PP#21 M Summer	\$70.00
Invoice				
Transaction Date	10/18/2023		Frandsen Bank 10100	<b>Total</b> \$70.00
Refer	0	RAW CONSTRUCTION LLC	-	
Cash Payment	E 410-43100-500	Capital Outlay	PW Cold Storage - Pay Voucher 1	\$20,211.25
Invoice				
Transaction Date	10/23/2023		Frandsen Bank 10100	<b>Total</b> \$20,211.25
Refer	0	CARON FENCE	-	
Cash Payment	E 426-45200-500	Capital Outlay	New Dog Park	\$17,715.00
Invoice	3409			
Cash Payment	E 426-45200-500	Capital Outlay	New Dog Park	\$8,857.50
Invoice	3415			
Cash Payment	E 426-45200-500	Capital Outlay	New Dog Park	\$3,488.00
Invoice	3410			
Transaction Date	10/23/2023		Frandsen Bank 10100	<b>Total</b> \$30,060.50

Fund Summary

	10100 Frandsen Bank	
101 GENERAL FUND		\$19,521.70
410 PUBLIC WORKS CAPITAL OUTLAY		\$32,683.10
426 PARKS & REC. CAPITAL OUTLAY		\$30,060.50
430 ESCROW DEPOSITS		\$806.00
601 WATER		\$19,551.91
602 SEWER		\$789.06
		<u>\$103,412.27</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$103,412.27
<b>Total</b>	<u>\$103,412.27</u>



## STAFF REPORT

TO: Dundas City Council  
Jenelle Teppen, City Administrator

FROM: Nate Sparks, City Planner

DATE: October 17, 2023

RE: Schilling Drive Sidewalk Connection

### BACKGROUND

The City Council recently approved a site plan for Tractor Supply Company to build a retail store at 540 & 600 Schilling Drive. As part of this approval, the City Council requested that Tractor Supply Company build a sidewalk on the north side of Schilling Drive. The intention was to connect to the Cannon Valley Mall sidewalk and then up to County Road 1 to the north. Tractor Supply Company agreed to build the sidewalk adjacent to their property but there are gaps that need to be addressed to make the requested connections.

### CURRENT CONDITIONS

Currently, there is a sidewalk that extends from Hester to the southern property line of the mall parcel. Then there is a gap to the mall building. Then there's a private sidewalk along the east side of the mall building and the MGM store going north. Then there's another gap across the vacant parcel to the Tractor Supply Company parcels.

A sidewalk is planned for construction across the Tractor Supply parcel. Then there is another gap across the property to the north to County Road 1.

Schilling Drive is a private road between Hester Street and the Tractor Supply parcel. At the Tractor Supply parcel, it becomes a public road. Within this public road right-of-way, Tractor Supply Company will put in a sidewalk. North of this property, however, the City would be responsible for putting in the sidewalk and has the legal right to do so, as there is public right-of-way.

To the south, however, there is no public easement to place a sidewalk to the private sidewalk in front of the building at the Cannon Valley Mall/MGM complex. An easement for the purpose of extending the sidewalk would need to be acquired to close the gap.





## **POSSIBLE SOLUTIONS**

The City could approach the property owner to the south about an easement for a sidewalk to connect the gap(s). This could take a few different forms, based on the Council's direction.

*Extend the Schilling Right-of-Way to Hester Street.* In this scenario, the City would request a right-of-way easement from Hester Street to the public portion of Schilling Drive. The right-of-way would consist of the existing private sidewalk and existing drive aisle between the building and the parking lot. The City would then be responsible for maintenance of the road and sidewalk (including plowing) but this would then preserve this access corridor for clear public use for the properties to the north. This is similar to the arrangement made south of Hester Street.

*Request an easement across the vacant parcel north of the Mall/MGM complex.* This would allow for the City to place a sidewalk across the gap between the private sidewalk in front of the buildings and the public sidewalk and would simply close the gap.

*Just have sidewalk from Tractor Supply to County Road 1.* In this scenario, the City would build the sidewalk from the south end of the Tractor Supply parcel to County Road 1. There would be a gap across the private properties. The City would be seeking no right-of-way easements.

Other variations of these concepts or a mix of the two could also be possible.

## **STAFF RECOMMENDATION**

When the Dundas Commercial Park was developed, there was no planned public road corridor extending to the north. If this were to be developed today, the City would have required a road connection through the site. While not ideal, the City could acquire this proper road connection via the drive aisle in the parking lot, as proposed in the first option. Then the City could also acquire the public sidewalk that is in front of the store. This would create a zero setback situation retroactively but would not be that uncommon in certain commercial areas. If the Council wishes to resolve this public access situation completely, this would be an appropriate step to consider.

If the Council does not wish to undertake the acquisition of this drive aisle at this time, it may be appropriate to simply request an easement for the portion of sidewalk that would be placed between MGM and the Tractor Supply property. However, this would place a public sidewalk next to a private drive aisle. The alternative to this is to skip any sort of sidewalk between Tractor Supply and the properties to the south and build the sidewalk to County Road 1 independently.

Again, there is no ideal situation available to the City but the approach to take over the drive aisle and existing sidewalk and fill in all the gaps would be the most comprehensive approach to resolving the issues here. The City already has a similar situation with a public road easement in the Menards parking lot for an extension of Schilling to the south, so while not orthodox, it is somewhat of a local tradition.

The estimated cost of extending the sidewalk from Tractor Supply to County Road 1 is \$42,000. The estimated cost of the southern portion is \$22,900. If the Council wishes, Staff may pursue either an easement for a full right-of-way or just a sidewalk to the south. The property owner to the south has indicated a willingness to discuss the matter further.

Tractor Supply has also indicated that they could assist in installing the sidewalk, if the City reimburses them for their efforts and the timing works out.

**COUNCIL DIRECTION**

The City Council should direct Staff on which option to pursue for the sidewalk connections in this area. If the Council wishes to consider the extension to the south, Staff would need to have a discussion with the property owner.

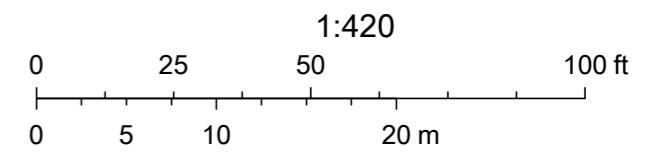


# A3 Landscape



September 12, 2023

 County Tax Parcels



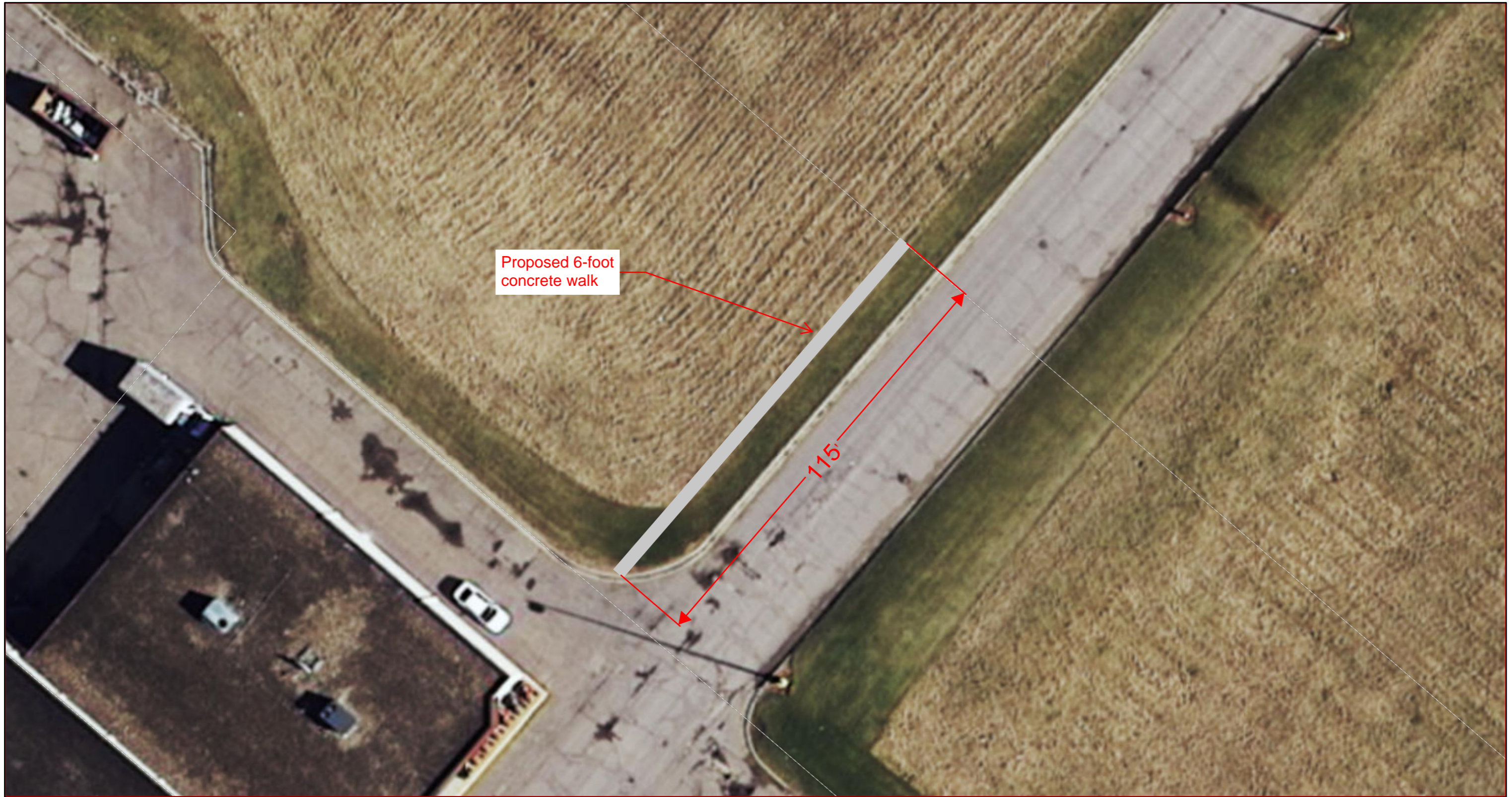
Northfield, Maxar, Microsoft



OPC CONCRETE WALK NORTH TO CSAH 1					
MOBILIZATION	LS	1	\$	5,000.00	\$ 5,000.00
TRAFFIC CONTROL	LS	1	\$	750.00	\$ 750.00
EXCAVATION COMMON	CY	65	\$	25.00	\$ 1,625.00
AGGREGATE BASE, CLASS 5	TON	60	\$	28.00	\$ 1,680.00
6" CONCRETE WALK	SY	145	\$	85.00	\$ 12,325.00
CONCRETE PEDESTRIAN CURB RAMP	SF	120	\$	20.00	\$ 2,400.00
TRUNCATED DOMES	SF	32	\$	60.00	\$ 1,920.00
BOULEVARD GRADING	HR	5	\$	140.00	\$ 700.00
STREET SWEEPER WITH PICKUP BROOM	HR	2	\$	250.00	\$ 500.00
COMMON TOPSOIL BORROW	CY	40	\$	55.00	\$ 2,200.00
SEED (SEED MIX 25-151)	LB	10	\$	10.00	\$ 100.00
FERTILIZER TYPE 3	LB	20	\$	3.00	\$ 60.00
HYDRAULIC BONDED FIBER MATRIX	LB	125	\$	10.00	\$ 1,250.00
				<b>SUBTOTAL ESTIMATED CONSTRUCTION COSTS</b>	<b>\$ 30,510.00</b>
				10% CONTINGENCIES	\$ 3,051.00
				<b>TOTAL ESTIMATED CONSTRUCTION COSTS</b>	<b>\$ 33,600.00</b>
				25% ENGR., FISCAL & ADMIN	\$ 8,400.00
				<b>TOTAL ESTIMATED PROJECT COSTS</b>	<b>\$ 42,000.00</b>

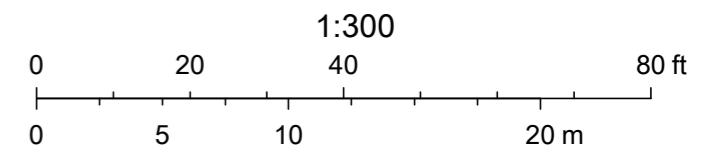


# A3 Landscape



October 16, 2023

 County Tax Parcels



Northfield, Maxar, Microsoft



<b>OPC CONCRETE WALK SOUTH</b>					
	MOBILIZATION	LS	1	\$ 3,500.00	\$ 3,500.00
	TRAFFIC CONTROL	LS	1	\$ 250.00	\$ 250.00
	EXCAVATION COMMON	CY	30	\$ 25.00	\$ 750.00
	AGGREGATE BASE, CLASS 5	TON	30	\$ 28.00	\$ 840.00
	6" CONCRETE WALK	SY	75	\$ 85.00	\$ 6,375.00
	CONCRETE PEDESTRIAN CURB RAMP	SF	50	\$ 20.00	\$ 1,000.00
	TRUNCATED DOMES	SF	12	\$ 60.00	\$ 720.00
	BOULEVARD GRADING	HR	2	\$ 140.00	\$ 280.00
	STREET SWEEPER WITH PICKUP BROOM	HR	2	\$ 250.00	\$ 500.00
	COMMON TOPSOIL BORROW	CY	20	\$ 55.00	\$ 1,100.00
	SEED (SEED MIX 25-151)	LB	5	\$ 10.00	\$ 50.00
	FERTILIZER TYPE 3	LB	10	\$ 3.00	\$ 30.00
	HYDRAULIC BONDED FIBER MATRIX	LB	60	\$ 10.00	\$ 600.00
<b>SUBTOTAL ESTIMATED CONSTRUCTION COSTS</b>					<b>\$ 15,995.00</b>
10% CONTINGENCIES					\$ 1,599.50
<b>TOTAL ESTIMATED CONSTRUCTION COSTS</b>					<b>\$ 17,600.00</b>
30% ENGR., FISCAL & ADMIN					\$ 5,300.00
<b>TOTAL ESTIMATED PROJECT COSTS</b>					<b>\$ 22,900.00</b>



## REQUEST FOR CITY COUNCIL ACTION

TO: City Council Members  
FROM: Jenelle Teppen, City Administrator  
SUBJECT: Consider 2023 Compensation Adjustment for City Administrator  
DATE: For the City Council Meeting of October 23, 2023

---

### PURPOSE/ACTION REQUESTED

Consider a compensation adjustment for 2023 for City Administrator

### SUMMARY

The City Council conducted my annual performance review at the meeting of October 9, 2023 and all the expectations that the Council set were met during the review period.

The employment agreement between the parties indicates the following:

3. **SALARY.** Employer shall pay Employee a salary equivalent to Step 6, Grade 13, of the City's pay structure, \$38.46, starting June 3, 2019. Employer and Employee agree that an initial performance review will be conducted on Employee after twelve (12) months and annually thereafter. The Employer agrees to consider an increase in compensation to the Employee dependent upon the results of the performance evaluation. Employer and Employee shall, in good faith, attempt to agree on an appropriate step or merit increase for that year. Employee shall also receive an annual cost of living adjustment equal to that afforded to other City employees. If the Employee does not receive a performance review by September 1 of each year, that shall mean that the Employee has performed well and shall receive the same COLA increase that other employees are receiving for a given year and a step increase per the City's adopted pay plan. Council can raise the Employee's pay by more than one step if the Council believes the Employee's performance warrants such an increase.

Following my review in 2022, the Council moved the compensation level from step 10 of the 2022 Compensation Plan to Step 9 of the 2022 Adjusted Compensation Plan.

I've attached the 2023 Compensation Plan with Grade 13 highlighted.

### RECOMMENDATION

The Council is asked to review and discuss a compensation adjustment for 2023 for the City Administrator.

2023 Compensation Plan

Grade	Evaluation Points		Range Steps									
	Point Minimum	Point Maximum	1	2	3	4	5	6	7	8	9	10
1	0	150	\$17.34	\$18.00	\$18.68	\$19.34	\$20.01	\$20.71	\$21.42	\$22.06	\$22.72	\$23.40
2	151	171	\$18.21	\$18.90	\$19.62	\$20.30	\$21.01	\$21.75	\$22.49	\$23.16	\$23.86	\$24.57
3	172	182	\$19.12	\$19.84	\$20.60	\$21.32	\$22.06	\$22.84	\$23.61	\$24.32	\$25.05	\$25.80
4	183	203	\$21.41	\$22.23	\$23.07	\$23.88	\$24.71	\$25.58	\$26.45	\$27.24	\$28.06	\$28.90
5	204	234	\$22.70	\$23.56	\$24.45	\$25.31	\$26.20	\$27.11	\$28.03	\$28.88	\$29.74	\$30.63
6	235	275	\$24.06	\$24.97	\$25.92	\$26.83	\$27.77	\$28.74	\$29.72	\$30.61	\$31.53	\$32.47
7	276	304	\$25.50	\$26.47	\$27.48	\$28.44	\$29.43	\$30.46	\$31.50	\$32.44	\$33.42	\$34.42
8	305	347	\$27.30	\$28.33	\$29.41	\$30.44	\$31.51	\$32.61	\$33.72	\$34.73	\$35.77	\$36.84
9	348	418	\$29.48	\$30.60	\$31.76	\$32.87	\$34.03	\$35.22	\$36.41	\$37.51	\$38.63	\$39.79
10	419	469	\$31.53	\$32.73	\$33.97	\$35.16	\$36.39	\$37.66	\$38.95	\$40.11	\$41.32	\$42.56
11	470	520	\$34.05	\$35.35	\$36.69	\$37.97	\$39.30	\$40.68	\$42.06	\$43.32	\$44.62	\$45.96
12	521	590	\$36.78	\$38.17	\$39.62	\$41.01	\$42.45	\$43.93	\$45.43	\$46.79	\$48.19	\$49.64
13	591	641	\$39.72	\$41.23	\$42.79	\$44.29	\$45.84	\$47.45	\$49.06	\$50.53	\$52.05	\$53.61
14	642	692	\$42.90	\$44.53	\$46.22	\$47.84	\$49.51	\$51.24	\$52.98	\$54.57	\$56.21	\$57.90
15	693	743	\$46.33	\$48.09	\$49.91	\$51.66	\$53.47	\$55.34	\$57.22	\$58.94	\$60.71	\$62.53

**City of Dundas**  
**Public Works Staff Meeting / City Engineer Update 10/18/23**  
**October 19, 2023**  
**Agenda**

*The City Administrator, Public Works Director, and City Engineer meet at least monthly to plan and review projects and tasks, and to discuss public works matters of all types. The agenda used for the most recent Public Works staff meeting forms the basis for the updates that are provided to the City Council. Following is the most recent Public Works staff meeting agenda with notes added.*

1. 2023 Storm Sewer Maintenance
  - Hester Street
    - On the south side of Hester Street between the Menard and City ponds; the storm sewer outlet from 3<sup>rd</sup> Street will be extended, and the pond side slopes flattened in this area. 9-12-22 Easement documents were approved by Council. Staff is working with Menard to get the documents executed.
  - Modification work to the catch basin near the Dundas Dome driveway. Structure cannot be lowered. Lower grade around casting and structure and rip rap area. Regrade from road and Dundas Dome swale to improve drainage with the possible addition of a concrete flume from street to catch basin. Staff is developing a concept plan for this work. Staff is preparing a plan to send out for quotes.
2. 2023 Street Lighting
  - On Railway Street down to West Avenue; and including lights at each end of the pedestrian bridge over the Cannon River.
  - The poles and fixtures have been delivered.
  - Council approved the removal of the concrete walk just north of Bridge Street to Hester Street. The street light installation will be completed within the next 2-3 weeks. The concrete walk will be removed at the light pole locations. The remaining walk will be removed after the light installation. ***Staff is working to obtain additional quotes for the work.***
3. Comprehensive Transportation Planning
  - 4-13-22 Staff prepared a Joint Road Policy, and the policy was reviewed with Bridgewater Township officials. Staff is waiting on comments from BWT officials with regards to the JRP. Staff met with BWT representatives on 6-21-2023 and 7-26-23 to discuss the Joint Road Policy. A follow-up meeting was held 9-13-23.
  - Staff prepared a preliminary road design and estimate of project costs for street improvements for a portion of 115th Street between CSAH 20 and CSAH 22. Staff have begun internal discussions on the future alignment between Highland Parkway and Cannon City Boulevard.
  - 4/12/21 the City Council approved a resolution in support of Rice County preparing a planning Study of Decker Avenue from TH 19 to CSAH 1. 8-3-23 Staff met with County officials to begin discussions on the schedule for the Decker Avenue planning study. Project information and timelines will be sent over from the County.

- The County is reaching out to consulting firms to obtain proposals to perform the study.
4. CSAH 1/TH 3 Pedestrian Crossing
    - The scope of work includes installing a trail along CSAH 1, connecting to the existing sidewalks on Schilling Drive, Cannon Road, and North Stafford Road. A trail connection would also be made to the existing trail along TH 3. Pedestrian crossing improvements would be made to the intersection of TH 3 and CSAH 1. Ditch grading and storm sewer improvements would be made to accommodate the trails.
    - Funding in the amount of \$370,000 has been allocated to the project in the State's 2023 Capital Budget under Grants to Political Subdivisions.
    - Funding was to be administered on 8-1. Correspondence with MnDOT indicates that the State is still working through the process to get funding administered with no date set at this time. ***Staff again reached out to the State about the funding for the project. No timeframe has been provided for when funding will be administered but it looks likely that it would be administered through the State, requiring Rice County to be the fiscal agent.***
  5. ECRT Parking Lot and Dog Park Relocation
    - The concept plan was approved by Council March 13<sup>th</sup> Council Meeting.
    - The dog park relocation is in the CIP for 2023 and the parking lot improvements in 2024.
    - Staff met with Canines at Play to discuss participation in the project.
    - Council awarded the Contract for the dog park fence to Caron fence on 5-22-23.
    - Caron Fence completed the fence work at the dog park except for the bottom rail.
  6. Forest Avenue and Depot Street
    - Based on the soil borings for Forest Avenue and Depot Street, extensive pavement repair is necessary. Future construction will likely include pavement reclamation and a bituminous overlay.
    - Staff will begin plan preparation in October and bid the project in Spring of 2024. City will bond for the project.
    - ***10-9-23 Council authorized staff to proceed with project. Survey was completed on 10-18-23.***
  7. Northfield Wastewater Treatment
    - Northfield received written approval from the PCA for the permit amendment. The City of Northfield will approve future sanitary sewer extension permits and the surcharge will be discontinued while the City's flows remain within the revised limits.
  8. Public Works Tasks
    - The storm water code and fees are under review, including sump pump connection requirements.
    - 7-24-23 Council approved a not to exceed limit of \$12,000 for spray patching to perform street maintenance on street areas damaged over the winter/spring. Because the contractor bills for this work hourly, staff have prioritized the repair areas based on severity of damage. ***The spray patching work was completed on 10-13-23.***
  9. Regional Storm Water and Wetland
    - The work in the pond south of County Road 1, within Schilling Park, will be completed in 2025 to allow time for the dog park to be moved and the existing fence to be removed.



#### 10. Stoneridge Hills 2nd

- 6-13-22 Preliminary Plat, Final Plat and Developer's Agreement were approved by Council.
- Because the plat was not recorded within the required 100 days of approval, the Developer will need to reapply for final plat approval.
- The City will require a signed Developer's Agreement with securities, signed mylars and the final revised construction and landscape plans to move forward with the development.

#### 11. West Avenue Apartments

- Grading and excavation began on the site on 5/2/22.
- Council approved an amendment to the Developer's agreement to extend the completion date to May 30, 2023.

#### 12. Pavement Management Plan and Franchise Fees

- Council approved Ordinances 2023-09 and 2023-11 to implement electric and gas franchise fees at the 9-25-23 Council meeting.

#### 13. Public Works Cold Storage

- The preliminary site plan and building details were presented to Council on 2-27-23.
- The preliminary floor plan would include information such as garage door, service door and window placement. Final design would be the responsibility of the contractor.
- Project information and proposed quote package for building and site grading were brought to Council for review at the May 22<sup>nd</sup> Council meeting.
- Council awarded the contract to Raw Construction, LLC for the site grading on 7-10-23. The contractor completed the site grading. Contractor needs to complete restoration to complete the project.
- Quotes were due 8-4-23 for the cold storage building. A total of 3 contractors submitted quotes for the work. Information was reviewed by Council on 9-11-23. Estimated project costs and available funding was reviewed by the Public Works Committee on 10-4-23.

#### 14. Preliminary Effluent Review

- 7-25-22 Council approved a proposal to complete the preliminary effluent review.
- 1-5-23 Staff has started work on the review.
- 6-22-23 Preliminary Effluent Review Request was sent to the MPCA.
- ***Staff have received the response from the MPCA. The information is being reviewed and will be presented to Council at the meeting on 11-13-23.***

#### 15. Sanitary Sewer and Water Comprehensive Plan

- 1-5-23 Staff has started on the comprehensive plan. The work is budgeted for 2023 in the enterprise fund budget. Draft plans will be complete by the end of September.

#### 16. Transportation Comprehensive Plan

- 1-5-23 Staff has started work on the comprehensive plan. The work is budgeted for 2023 in the general fund budget. The draft plan has been completed and is currently under review by Staff.

#### 17. Tractor Supply

- 8-28-23 Council approved the Developer's Agreement with Conditions.
- A new submittal to address the engineering comments has been received from the Developer's Engineer. Remaining comments to be addressed have been sent back to the Developer.
- The Developer signed the Development Agreement and has submitted securities.
- Site grading began on 9-25-23.

---

---

## BUDGET MEMO

---

---

**TO:** CITY ADMINISTRATOR  
**FROM:** JESSI STURTZ – ABDO FINANCIAL SOLUTIONS  
**SUBJECT:** 2024 PROPOSED ENTERPRISE FUNDS BUDGET  
**DATE:** 10/13/2023

### **Introduction**

Upon your request, we have summarized some of the key items for consideration in this years' enterprise fund budget. The city will continue to work on the budget until the final is adopted in December.

### **Budget Format**

Key items in this year's budget:

- There are currently four enterprise funds operating at the City.
- The final 2024 enterprise fund budget has a net expense of \$142,320 and a decrease in fund balance of \$640,482, after considering depreciation.
- In late 2021 a utility rate study was performed by Abdo Financial Solutions with assumptions agreed upon with management. Those projections are available in the rate study and have been incorporated into this budget.
- In the coming years there are a number of capital expenses planned so it is imperative to have adequate funds available.
- Staffing
  - Six members of the City staff have salaries and wages allocated to at least one of the enterprise funds
  - All employees are projected to receive a COLA increase and eligible employees will receive a step increase
- Debt service expenses have been budgeted for according to each individual debt issues bond service schedules. Included in this are bond indebtedness principal payments, bond indebtedness interest payments and fiscal agent fees. These items have been budgeted and presented according to each issue of debt's amortization schedule and bond document.

## Enterprise Fund Summary

Typically, the enterprise funds include general operations, financial administration, and debt service. The proposed 2024 enterprise fund budget is listed below for each fund:

	Storm Sewer	Water	Sewer	Refuse
<b>Revenues</b>				
Sales and Fees	\$ 86,000	\$ 476,037	\$ 532,276	\$ 128,472
Interest and Penalties	8,300	10,000	18,000	3,000
Miscellaneous	-	58,500	-	-
<b>Total Revenue</b>	<b>94,300</b>	<b>544,537</b>	<b>550,276</b>	<b>131,472</b>
<b>Expenses</b>				
Personnel	14,870	118,600	82,890	-
Operations	-	71,000	250,500	90,000
Administrative	5,000	28,370	19,820	6,500
Planning and Engineering	10,000	10,000	-	-
Repairs and Maintenance	10,000	80,000	75,000	-
Insurance	-	17,390	7,840	-
Miscellaneous	-	-	500	-
Utilities	-	39,125	10,000	-
Supplies	-	12,000	500	200
Debt Service	-	176,205	161,595	-
Capital and Equipment	90,000	-	75,000	-
<b>Total Expenses</b>	<b>129,870</b>	<b>552,690</b>	<b>683,645</b>	<b>96,700</b>
Revenues Over (Under) Expenses	(35,570)	(8,153)	(133,369)	34,772
Less: Depreciation (non-cash item)	17,040	229,902	251,220	-
Change in Fund Balance	(52,610)	(238,055)	(384,589)	34,772
Fund Balance - January 1	721,783	2,684,421	4,159,305	172,503
Fund Balance - December 31	\$ 669,173	\$ 2,446,366	\$ 3,774,716	\$ 207,275

## Enterprise Fund Detail

On the following pages each individual enterprise funds actual operating results from 2021 and 2022, year-to-date results, 2023 budget and final 2024 budget are presented.

### Storm Sewer Budget Summary

	Actual 2021	Actual 2022	YTD 9/30/2023	Budget 2023	Budget 2024	Amount Change	Percent Change
<b>Revenues</b>							
Storm Water Fees	\$ 84,200	\$ 86,137	\$ 62,506	\$ 86,310	\$ 86,000	\$ (310)	-0.4%
Interest and Penalties	1,594	3,172	9,396	3,419	8,300	4,881	142.8%
<b>Total Revenues</b>	<b>85,794</b>	<b>89,309</b>	<b>71,902</b>	<b>89,729</b>	<b>94,300</b>	<b>4,571</b>	<b>5.1%</b>
<b>Expenses</b>							
Personnel	12,422	20,392	13,060	12,980	14,870	1,890	14.6%
Administrative	5,181	3,929	4,510	5,640	5,000	(640)	-11.4%
Planning and Engineering	2,856	8,440	8,165	10,000	10,000	-	0.0%
Repairs and Maintenance	11,475	11,790	4,557	13,500	10,000	(3,500)	-25.9%
Capital and Equipment	-	-	80,534	122,412	90,000	(32,412)	-26.5%
<b>Total Expenses</b>	<b>31,934</b>	<b>44,551</b>	<b>110,826</b>	<b>164,532</b>	<b>129,870</b>	<b>(34,662)</b>	<b>-21.1%</b>
Revenues Over (Under) Expenses	53,860	44,758	(38,924)	(74,803)	(35,570)	39,233	
Less: Depreciation (non-cash item)	17,038	17,040	12,780	17,040	17,040		
Change in Fund Balance	36,822	27,718	(51,704)	(91,843)	(52,610)		
Beginning Fund Balance	749,086	785,908	813,626	813,626	721,783		
Ending Fund Balance	<b>\$ 785,908</b>	<b>\$ 813,626</b>	<b>\$ 761,922</b>	<b>\$ 721,783</b>	<b>\$ 669,173</b>		

### Storm Sewer Fund Key Information:

- Each line item was budgeted in an attempt to be in line with actuals from previous years.
- Increase in capital equipment for the Detention Pond Rehabilitation is outlined in the Long-Term Plan.
- Depreciation is a reduction in the value of an asset with the passage of time, due in particular to wear and tear.  
\*Depreciation is a non-cash item and thus does not impact cash balances, only fund balances.

## Water Fund Budget Summary

	Actual 2021	Actual 2022	YTD 9/30/2023	Budget 2023	Budget 2024	Amount Change	Percent Change
<b>Revenues</b>							
Water sales	\$ 492,172	\$ 485,834	\$ 355,327	\$ 476,302	\$ 476,037	\$ (265)	-0.1%
Franchising and Licensing	-	-	-	-	-	-	0.0%
Interest and Penalties	4,809	6,922	17,932	4,462	10,000	5,538	124.1%
Miscellaneous	60,247	58,049	58,619	58,550	58,500	(50)	-0.1%
Refunds and Reimbursements	648	1,749	-	-	-	-	0.0%
Prior Period Adjustment	(421)	-	(78)	-	-	-	0.0%
<b>Total Revenues</b>	<b>557,455</b>	<b>552,554</b>	<b>431,800</b>	<b>539,314</b>	<b>544,537</b>	<b>5,223</b>	<b>1.0%</b>
<b>Expenses</b>							
Personnel	84,077	128,639	95,521	107,820	118,600	10,780	10.0%
Supplies	13,900	11,497	17,263	10,000	12,000	2,000	20.0%
Water Operations	72,568	296,631	22,291	71,975	71,000	(975)	-1.4%
Administrative	24,227	17,677	14,332	38,670	28,370	(10,300)	-26.6%
Utilities	33,631	43,518	30,589	38,000	39,125	1,125	3.0%
Planning and Engineering	7,060	657	4,128	10,000	10,000	-	0.0%
Insurance	7,796	9,562	17,373	9,245	17,390	8,145	88.1%
Repairs and Maintenance	46,904	115,416	52,187	61,500	80,000	18,500	30.1%
Miscellaneous	134	886	4	-	-	-	0.0%
Capital and Equipment	5,000	-	-	224,422	-	(224,422)	-100.0%
Debt Service	30,562	26,004	25,430	175,930	176,205	275	0.2%
Loss on Disposal of Assets	3,803	-	-	-	-	-	0.0%
<b>Total Expenses</b>	<b>329,662</b>	<b>650,487</b>	<b>279,118</b>	<b>747,562</b>	<b>552,690</b>	<b>(194,872)</b>	<b>-26.1%</b>
Revenues Over (Under) Expenses	227,793	(97,933)	152,682	(208,248)	(8,153)	200,095	
Less: Depreciation (non-cash item)	229,642	229,902	172,427	229,642	229,902		
Change in Fund Balance	(1,849)	(327,835)	(19,745)	(437,890)	(238,055)		
Beginning Fund Balance	3,451,995	3,450,146	3,122,311	3,122,311	2,684,421		
Ending Fund Balance	<u>\$ 3,450,146</u>	<u>\$ 3,122,311</u>	<u>\$ 3,102,566</u>	<u>\$ 2,684,421</u>	<u>\$ 2,446,366</u>		

### Water Fund Key Information:

- As mentioned above, a utility rate study was performed for the Water fund in late 2021. These budgeted numbers reflect the outcomes presented in that projection, which includes an assumed increase in Water rates of 3%.
- Depreciation is a reduction in the value of an asset with the passage of time, due in particular to wear and tear.  
*\*Depreciation is a non-cash item and thus does not impact cash balances, only fund balances.*

## Sewer Fund Budget Summary

	Actual 2021	Actual 2022	YTD 9/30/2023	Budget 2023	Budget 2024	Amount Change	Percent Change
<b>Revenues</b>							
Sewer Sales	\$ 540,253	\$ 569,841	\$ 405,644	\$ 530,983	\$ 532,276	\$ 1,293	0.2%
Interest and Penalties	6,116	9,419	26,710	4,287	18,000	13,713	319.9%
<b>Total Revenues</b>	<b>546,448</b>	<b>579,260</b>	<b>432,354</b>	<b>535,270</b>	<b>550,276</b>	<b>15,006</b>	<b>2.8%</b>
<b>Expenses</b>							
Personnel	59,249	90,176	67,651	75,620	82,890	7,270	9.6%
Supplies	153	404	343	550	500	(50)	-9.1%
Administrative	22,669	14,334	14,094	55,870	19,820	(36,050)	-64.5%
Sewer Operations	273,953	256,506	142,701	226,500	250,500	24,000	10.6%
Utilities	5,837	10,916	5,906	8,525	10,000	1,475	17.3%
Planning and Engineering	26,911	9,473	18,317	-	-	-	0.0%
Insurance	5,800	6,166	12,563	3,228	7,840	4,612	142.9%
Repairs and Maintenance	35,999	61,166	31,252	21,100	75,000	53,900	255.5%
Miscellaneous	-	-	-	-	500	500	0.0%
Capital and Equipment	4,061	-	-	-	75,000	75,000	0.0%
Debt Service	30,669	28,587	13,673	164,645	161,595	(3,050)	-1.9%
Loss on Sale of Fixed Assets	6,251	-	-	-	-	-	0.0%
<b>Total Expenses</b>	<b>471,552</b>	<b>477,728</b>	<b>306,500</b>	<b>556,038</b>	<b>683,645</b>	<b>127,607</b>	<b>23.0%</b>
Revenues Over (Under) Expenses	74,896	101,532	125,854	(20,768)	(133,369)	(112,601)	
Less: Depreciation (non-cash item)	251,177	251,220	188,415	251,177	251,220		
Change in Fund Balance	(176,282)	(149,688)	(62,561)	(271,945)	(384,589)		
Beginning Fund Balance	4,757,220	4,580,938	4,431,250	4,431,250	4,159,305		
Ending Fund Balance	\$ 4,580,938	\$ 4,431,250	\$ 4,368,689	\$ 4,159,305	\$ 3,774,716		

### Sewer Fund Key Information:

- As mentioned above, a utility rate study was performed for the Sewer fund in late 2021. These budgeted numbers reflect the outcomes presented in that projection, which includes an assumed increase in Sewer rates of 3%.
- Capital Equipment increased due to the Schilling Road sanitary sewer line replacement.
- Decrease in professional services due comparing the actuals to budgets.
- Increase in repairs and maintenance due to adding a budget line item for sand/rock/dirt for \$40k.
- Depreciation is a reduction in the value of an asset with the passage of time, due in particular to wear and tear.  
\*Depreciation is a non-cash item and thus does not impact cash balances, only fund balances.

## Garbage/Refuse Fund Budget Summary

	Actual 2021	Actual 2022	YTD 9/30/2023	Budget 2023	Budget 2024	Amount Change	Percent Change
<b>Revenues</b>							
Refuse and Garbage Fees	\$ 112,729	\$ 118,640	\$ 88,386	\$ 122,354	\$ 128,472	\$ 6,118	5.0%
Miscellaneous	1,147	1,040	873	-	-	-	0.0%
Interest and Penalties	269	782	3,551	1,413	3,000	1,587	112.3%
Refunds and reimbursements	3	-	-	-	-	-	0.0%
Transfers	-	-	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>114,148</b>	<b>120,462</b>	<b>92,810</b>	<b>123,767</b>	<b>131,472</b>	<b>7,705</b>	<b>6.2%</b>
<b>Expenses</b>							
Administrative	4,816	4,355	4,926	4,950	6,500	1,550	31.3%
Refuse and Garbage Operations	89,406	96,360	69,455	87,629	90,000	2,371	2.7%
Supplies	-	152	162	200	200	-	0.0%
<b>Total Expenses</b>	<b>94,222</b>	<b>100,867</b>	<b>74,543</b>	<b>92,779</b>	<b>96,700</b>	<b>3,921</b>	<b>4.2%</b>
Revenues Over (Under) Expenses	19,926	19,595	18,267	30,988	34,772	3,784	
<b>Less: Depreciation (non-cash item)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Change in Fund Balance</b>	<b>19,926</b>	<b>19,595</b>	<b>18,267</b>	<b>30,988</b>	<b>34,772</b>		
Beginning Fund Balance	101,994	121,920	141,515	141,515	172,503		
Ending Fund Balance	\$ 121,920	\$ 141,515	\$ 159,782	\$ 172,503	\$ 207,275		

### Garbage/Refuse Fund Key Information:

- The Refuse Fund revenues and expenses were budgeted to be in line with actuals from previous years.
- Garbage rates will increase 5% for 2024.

### Enterprise Funds Budget Detail

The following financial reports are attached:

- Abdo Revenue Budget Worksheet Enterprise
- Abdo Expense Budget Worksheet Enterprise



Abdo Revenue Budget Worksheet Enterprise

Account Descr	2021 Amt	2022 Amt	2023 YTD Amt	2023 Budget	2024 Budget
<b>225 STORM SEWER</b>					
R 225-34303 Storm Water Management Fee	\$84,199.73	\$86,136.53	\$62,506.33	\$86,310.00	\$86,000.00
R 225-34460 Storm Sewer Penalty	\$733.75	\$729.77	\$322.61	\$200.00	\$300.00
R 225-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 225-36210 Interest Earnings	\$860.43	\$2,442.38	\$9,073.64	\$3,219.00	\$8,000.00
R 225-37172 Water Trunk Charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 225-39200 Interfund Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>225 STORM SEWER</b>	<b>\$85,793.91</b>	<b>\$89,308.68</b>	<b>\$71,902.58</b>	<b>\$89,729.00</b>	<b>\$94,300.00</b>
<b>601 WATER</b>					
R 601-34800 Franchise & Licensing Revenue	\$56,444.82	\$55,799.13	\$57,618.76	\$55,000.00	\$55,000.00
R 601-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-36210 Interest Earnings	\$2,183.65	\$4,384.09	\$15,862.14	\$4,462.00	\$10,000.00
R 601-36245 Insurance Settlement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-36300 Refunds and reimbursements	\$648.15	\$1,749.35	\$0.00	\$0.00	\$0.00
R 601-37100 Water Sales	\$421,713.63	\$433,237.50	\$333,697.58	\$422,366.00	\$435,037.00
R 601-37150 Water Connect/Reconnect Fee	\$48,000.00	\$36,390.00	\$13,144.50	\$42,436.00	\$30,000.00
R 601-37160 Penalties and Interest	\$2,625.27	\$2,537.80	\$2,070.11	\$0.00	\$0.00
R 601-37170 Sale of Water Meters	\$21,368.50	\$14,987.75	\$7,643.03	\$10,000.00	\$10,000.00
R 601-37171 Inspection Fees	\$802.12	\$400.00	\$875.00	\$500.00	\$500.00
R 601-37172 Water Trunk Charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-37173 Admin Setup Fee Water Meters	\$1,090.30	\$1,219.24	\$841.57	\$1,500.00	\$1,000.00
R 601-37174 Software Fee Water Meters	\$3,000.00	\$1,850.00	\$125.00	\$3,050.00	\$3,000.00
R 601-37175 Plumbing Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-38000 Other Propriety Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-39101 Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-39200 Interfund Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-39999 Prior Period Adjustment	-\$421.00	\$0.00	-\$77.54	\$0.00	\$0.00
<b>601 WATER</b>	<b>\$557,455.44</b>	<b>\$552,554.86</b>	<b>\$431,800.15</b>	<b>\$539,314.00</b>	<b>\$544,537.00</b>
<b>602 SEWER</b>					
R 602-33165 Federal Loan Forgiven	\$78.51	\$0.00	\$0.00	\$0.00	\$0.00
R 602-33500 Federal Grant Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-36102 SA Interest Accrued	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-36210 Interest Earnings	\$2,228.99	\$5,590.74	\$23,612.61	\$2,177.00	\$15,000.00
R 602-36220 Rent and Royalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-36245 Insurance Settlement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-36300 Refunds and reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-37160 Penalties and Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-37171 Inspection Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-37200 Sewer Sales	\$480,253.24	\$526,551.47	\$388,538.71	\$477,938.00	\$492,276.00
R 602-37250 Sewer Connect/Reconnect Fee	\$60,000.00	\$43,290.00	\$17,104.89	\$53,045.00	\$40,000.00
R 602-37260 Swr Penalty	\$3,886.79	\$3,828.36	\$3,096.95	\$2,110.00	\$3,000.00
R 602-37270 Sewer Trunk Charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-37370 Excavation Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-39101 Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-39200 Interfund Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>602 SEWER</b>	<b>\$546,447.53</b>	<b>\$579,260.57</b>	<b>\$432,353.16</b>	<b>\$535,270.00</b>	<b>\$550,276.00</b>
<b>603 REFUSE</b>					
R 603-36102 SA Interest Accrued	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 603-36200 Miscellaneous Revenues	\$1,146.77	\$1,039.79	\$872.55	\$0.00	\$0.00
R 603-36210 Interest Earnings	\$269.03	\$781.86	\$3,550.60	\$1,413.00	\$3,000.00

Account Descr	2021 Amt	2022 Amt	2023 YTD Amt	2023 Budget	2024 Budget
R 603-36300 Refunds and reimbursements	\$2.86	\$0.00	\$0.00	\$0.00	\$0.00
R 603-37300 Refuse (Garbage) Charges	\$112,728.55	\$118,639.60	\$88,385.83	\$122,354.00	\$128,472.00
R 603-37360 Refuse Penalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 603-39200 Interfund Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 603-39320 Premiums on Bonds Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
603 REFUSE	\$114,147.21	\$120,461.25	\$92,808.98	\$123,767.00	\$131,472.00
	\$1,303,844.09	\$1,341,585.36	\$1,028,864.87	\$1,288,080.00	\$1,320,585.00

Abdo Expenditure Budget Worksheet Enterprise

Account Descr	2021 Amt	2022 Amt	2023 YTD Amt	2023 Budget	2024 Budget
225 STORM SEWER					
41400 Financial Administration					
E 225-41400-100 Salaries and Wages	\$9,659.36	\$11,037.94	\$10,232.97	\$10,110.00	\$11,660.00
E 225-41400-121 PERA	\$647.65	\$745.51	\$516.38	\$760.00	\$870.00
E 225-41400-122 Payroll Taxes	\$768.18	\$841.28	\$843.61	\$770.00	\$890.00
E 225-41400-131 Employer Paid Health	\$1,631.71	\$1,233.02	\$1,258.07	\$1,270.00	\$1,370.00
E 225-41400-133 Employer Paid Dental	\$18.20	\$24.10	\$15.30	\$20.00	\$20.00
E 225-41400-134 Employer Paid Life	\$2.56	\$2.76	\$2.09	\$0.00	\$0.00
E 225-41400-151 Worker s Comp Insurance Prem	\$40.71	\$67.02	\$72.69	\$50.00	\$60.00
41400 Financial Administration	\$12,768.37	\$13,951.63	\$12,941.11	\$12,980.00	\$14,870.00
43150 Storm Drainage					
E 225-43150-100 Salaries and Wages	\$0.00	\$62.50	\$110.39	\$0.00	\$0.00
E 225-43150-102 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-43150-121 PERA	-\$346.00	\$6,378.00	\$0.00	\$0.00	\$0.00
E 225-43150-122 Payroll Taxes	\$0.00	\$0.00	\$8.44	\$0.00	\$0.00
E 225-43150-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-43150-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-43150-134 Employer Paid Life	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-43150-151 Worker s Comp Insurance Prem	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-43150-200 Supplies	\$695.35	\$152.16	\$162.40	\$200.00	\$200.00
E 225-43150-208 Training and Licensing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-43150-301 Auditing and Acct g Services	\$4,486.00	\$3,776.65	\$4,347.50	\$4,440.00	\$4,800.00
E 225-43150-303 Engineering Fees	\$2,855.75	\$8,439.75	\$8,164.50	\$10,000.00	\$10,000.00
E 225-43150-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-43150-309 EDP, Software and Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-43150-310 Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-43150-313 Planning Fee s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-43150-322 Postage	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00
E 225-43150-330 Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-43150-351 Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-43150-400 Repairs and Maintenance	\$5,793.00	\$1,558.00	\$0.00	\$5,000.00	\$5,000.00
E 225-43150-406 Grounds Maintenance	\$600.00	\$5,150.00	\$1,750.00	\$3,500.00	\$0.00
E 225-43150-409 St. Sweeping	\$5,082.00	\$5,082.00	\$2,806.50	\$5,000.00	\$5,000.00
E 225-43150-425 Depreciation	\$17,037.74	\$17,040.08	\$12,780.09	\$17,040.00	\$17,040.00
E 225-43150-500 Capital Outlay	\$0.00	\$0.00	\$80,534.25	\$122,412.00	\$90,000.00
E 225-43150-510 Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-43150-580 Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-43150-620 Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-43150-720 Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-43150-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43150 Storm Drainage	\$36,203.84	\$47,639.14	\$110,664.07	\$168,592.00	\$132,040.00
47000 Debt Service					
E 225-47000-601 Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-47000-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 225-47000-620 Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
47000 Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49360 Transfer					
E 225-49360-720 Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49360 Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
225 STORM SEWER	\$48,972.21	\$61,590.77	\$123,605.18	\$181,572.00	\$146,910.00

Account Descr	2021 Amt	2022 Amt	2023 YTD Amt	2023 Budget	2024 Budget
601 WATER					
41400 Financial Administration					
E 601-41400-100 Salaries and Wages	\$22,424.69	\$38,995.13	\$24,795.69	\$24,030.00	\$26,840.00
E 601-41400-102 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-41400-121 PERA	-\$1,455.05	\$10,172.98	\$1,201.17	\$1,800.00	\$2,010.00
E 601-41400-122 Payroll Taxes	\$1,851.33	\$2,046.58	\$2,049.28	\$1,840.00	\$2,050.00
E 601-41400-131 Employer Paid Health	\$4,050.10	\$3,030.02	\$3,016.18	\$3,120.00	\$3,320.00
E 601-41400-133 Employer Paid Dental	\$44.83	\$57.60	\$36.88	\$50.00	\$50.00
E 601-41400-134 Employer Paid Life	\$6.39	\$6.30	\$4.76	\$0.00	\$0.00
E 601-41400-151 Worker s Comp Insurance Prem	\$91.61	\$159.67	\$174.30	\$130.00	\$150.00
41400 Financial Administration	\$27,013.90	\$54,468.28	\$31,278.26	\$30,970.00	\$34,420.00
47000 Debt Service					
E 601-47000-310 Professional Services	\$640.00	\$320.00	\$0.00	\$320.00	\$320.00
E 601-47000-601 Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$150,000.00	\$155,000.00
E 601-47000-611 Bond Interest	\$29,937.00	\$25,454.00	\$25,430.00	\$25,430.00	\$20,705.00
E 601-47000-620 Fiscal Agent s Fees	\$625.00	\$550.00	\$0.00	\$500.00	\$500.00
47000 Debt Service	\$31,202.00	\$26,324.00	\$25,430.00	\$176,250.00	\$176,525.00
49360 Transfer					
E 601-49360-720 Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49360 Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49400 Water operations					
E 601-49400-100 Salaries and Wages	\$38,588.84	\$51,699.22	\$42,642.52	\$57,550.00	\$63,670.00
E 601-49400-102 Overtime	\$2,193.34	\$3,695.77	\$3,080.27	\$0.00	\$0.00
E 601-49400-121 PERA	\$3,076.31	\$4,093.11	\$3,528.82	\$4,320.00	\$4,780.00
E 601-49400-122 Payroll Taxes	\$3,910.87	\$4,671.60	\$3,798.35	\$4,400.00	\$4,870.00
E 601-49400-131 Employer Paid Health	\$8,221.98	\$7,887.28	\$8,879.65	\$8,780.00	\$8,780.00
E 601-49400-133 Employer Paid Dental	\$73.11	\$99.64	\$91.50	\$130.00	\$130.00
E 601-49400-134 Employer Paid Life	\$11.14	\$11.48	\$9.96	\$10.00	\$10.00
E 601-49400-151 Worker s Comp Insurance Prem	\$987.33	\$2,012.99	\$2,211.68	\$1,660.00	\$1,940.00
E 601-49400-200 Supplies	\$13,900.34	\$11,497.10	\$17,263.32	\$10,000.00	\$12,000.00
E 601-49400-208 Training and Licensing	\$1,099.42	\$637.42	\$241.70	\$500.00	\$1,000.00
E 601-49400-210 Supplies/Water Meter, Etc.	\$72,401.75	\$296,440.12	\$22,290.75	\$70,000.00	\$70,000.00
E 601-49400-211 Equipment Fuel	\$247.71	\$190.86	\$0.00	\$500.00	\$500.00
E 601-49400-214 Building Heat	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
E 601-49400-215 License/Permits	\$1,144.94	\$622.95	\$0.00	\$300.00	\$300.00
E 601-49400-301 Auditing and Acct g Services	\$13,715.00	\$9,411.96	\$10,868.75	\$11,100.00	\$13,000.00
E 601-49400-303 Engineering Fees	\$7,059.75	\$657.25	\$4,127.50	\$10,000.00	\$10,000.00
E 601-49400-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-309 EDP, Software and Design	\$1,949.30	\$984.64	\$118.00	\$1,500.00	\$1,500.00
E 601-49400-310 Professional Services	\$2,773.14	\$3,693.08	\$2,152.83	\$20,500.00	\$10,000.00
E 601-49400-321 Telephone & Communications	\$1,026.38	\$869.62	\$0.00	\$1,250.00	\$1,250.00
E 601-49400-322 Postage	\$28.20	\$29.93	\$78.97	\$1,000.00	\$0.00
E 601-49400-329 Other Communications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-330 Travel	\$1,186.83	\$392.26	\$122.36	\$1,500.00	\$0.00
E 601-49400-350 Print/Binding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-351 Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-360 Liability Insurance	\$186.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-362 Property Insurance	\$7,610.45	\$9,561.95	\$17,373.00	\$9,245.49	\$17,390.00
E 601-49400-381 Electricity	\$33,631.04	\$43,518.42	\$30,589.06	\$37,500.00	\$38,625.00
E 601-49400-400 Repairs and Maintenance	\$45,901.81	\$113,566.23	\$49,582.06	\$60,000.00	\$80,000.00
E 601-49400-404 R & M Machinery/Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-406 Grounds Maintenance	\$1,002.50	\$1,850.00	\$2,605.00	\$1,500.00	\$0.00
E 601-49400-407 Snow Plowing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Account Descr	2021 Amt	2022 Amt	2023 YTD Amt	2023 Budget	2024 Budget
E 601-49400-418 Vehicle Fuels	-\$81.30	\$0.00	\$0.00	\$1,375.00	\$500.00
E 601-49400-419 Vehicle Operations	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00
E 601-49400-425 Depreciation	\$229,642.16	\$229,902.05	\$172,426.50	\$229,642.00	\$229,902.00
E 601-49400-430 Miscellaneous	\$134.18	\$886.41	\$4.43	\$0.00	\$0.00
E 601-49400-433 Dues and Subscriptions	\$664.00	\$715.25	\$749.00	\$700.00	\$1,000.00
E 601-49400-438 Assessments/Taxes/Penalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$224,422.00	\$0.00
E 601-49400-580 Equipment	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-595 Loss on Disposal of Assets	\$3,802.91	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-620 Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-630 Bond Discount Amort	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-635 Bond Issuance Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-720 Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-815 Intrafund Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49400 Water operations	\$501,089.43	\$799,598.59	\$394,835.98	\$769,984.49	\$571,647.00
601 WATER	\$559,305.33	\$880,390.87	\$451,544.24	\$977,204.49	\$782,592.00
602 SEWER					
41400 Financial Administration					
E 602-41400-100 Salaries and Wages	\$15,089.12	\$25,331.87	\$13,195.74	\$18,740.00	\$21,160.00
E 602-41400-102 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-41400-121 PERA	-\$1,193.56	\$6,988.00	\$501.85	\$1,410.00	\$1,590.00
E 602-41400-122 Payroll Taxes	\$1,290.23	\$1,319.71	\$1,114.65	\$1,430.00	\$1,620.00
E 602-41400-131 Employer Paid Health	\$3,067.22	\$2,366.84	\$2,233.04	\$2,440.00	\$2,630.00
E 602-41400-133 Employer Paid Dental	\$35.05	\$35.14	\$14.09	\$40.00	\$40.00
E 602-41400-134 Employer Paid Life	\$5.03	\$3.52	\$1.61	\$0.00	\$0.00
E 602-41400-151 Worker s Comp Insurance Prem	\$71.25	\$125.00	\$135.55	\$100.00	\$120.00
41400 Financial Administration	\$18,364.34	\$36,170.08	\$17,196.53	\$24,160.00	\$27,160.00
47000 Debt Service					
E 602-47000-310 Professional Services	\$3,740.00	\$320.00	\$0.00	\$320.00	\$320.00
E 602-47000-601 Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$140,000.00	\$140,000.00
E 602-47000-611 Bond Interest	\$30,219.00	\$27,587.00	\$12,072.50	\$24,145.00	\$21,095.00
E 602-47000-620 Fiscal Agent s Fees	\$450.00	\$1,000.00	\$1,600.00	\$500.00	\$500.00
47000 Debt Service	\$34,409.00	\$28,907.00	\$13,672.50	\$164,965.00	\$161,915.00
49360 Transfer					
E 602-49360-720 Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49360 Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49450 Sewer Operations					
E 602-49450-100 Salaries and Wages	\$28,028.33	\$38,230.09	\$34,977.98	\$38,370.00	\$41,930.00
E 602-49450-102 Overtime	\$1,461.80	\$2,463.76	\$2,053.46	\$0.00	\$0.00
E 602-49450-121 PERA	\$2,202.71	\$2,962.07	\$2,794.85	\$2,880.00	\$3,140.00
E 602-49450-122 Payroll Taxes	\$2,761.94	\$3,398.12	\$3,025.00	\$2,930.00	\$3,210.00
E 602-49450-131 Employer Paid Health	\$5,579.27	\$5,257.96	\$5,752.23	\$5,850.00	\$5,850.00
E 602-49450-133 Employer Paid Dental	\$48.82	\$76.22	\$75.80	\$90.00	\$90.00
E 602-49450-134 Employer Paid Life	\$7.44	\$9.08	\$8.87	\$10.00	\$10.00
E 602-49450-151 Worker s Comp Insurance Prem	\$793.94	\$1,608.44	\$1,766.51	\$1,330.00	\$1,500.00
E 602-49450-200 Supplies	\$153.17	\$404.35	\$343.22	\$550.00	\$500.00
E 602-49450-208 Training and Licensing	\$0.00	\$265.00	\$207.00	\$0.00	\$500.00
E 602-49450-211 Equipment Fuel	\$247.71	\$518.39	\$0.00	\$0.00	\$500.00
E 602-49450-214 Building Heat	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00
E 602-49450-301 Auditing and Acct g Services	\$13,715.00	\$9,411.96	\$10,868.75	\$11,100.00	\$13,000.00
E 602-49450-303 Engineering Fees	\$26,910.50	\$9,473.25	\$18,317.00	\$0.00	\$0.00

Account Descr	2021 Amt	2022 Amt	2023 YTD Amt	2023 Budget	2024 Budget
E 602-49450-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-309 EDP, Software and Design	\$1,554.30	\$706.78	\$118.00	\$200.00	\$1,000.00
E 602-49450-310 Professional Services	\$2,772.35	\$2,735.43	\$1,679.98	\$42,000.00	\$5,000.00
E 602-49450-321 Telephone & Communications	\$79.63	\$741.12	\$1,220.64	\$250.00	\$0.00
E 602-49450-322 Postage	\$16.00	\$0.00	\$0.00	\$1,000.00	\$0.00
E 602-49450-330 Travel	\$791.23	\$153.51	\$0.00	\$1,000.00	\$0.00
E 602-49450-350 Print/Binding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-351 Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-360 Liability Insurance	\$1,338.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-362 Property Insurance	\$4,462.39	\$6,165.51	\$12,563.00	\$3,227.78	\$7,840.00
E 602-49450-381 Electricity	\$5,837.23	\$10,915.55	\$5,906.13	\$8,125.00	\$10,000.00
E 602-49450-384 Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-385 Sewer Utilities	\$273,786.57	\$255,987.27	\$142,701.18	\$225,650.00	\$250,000.00
E 602-49450-400 Repairs and Maintenance	\$35,251.27	\$60,309.35	\$30,692.21	\$20,000.00	\$35,000.00
E 602-49450-406 Grounds Maintenance	\$747.50	\$740.00	\$560.00	\$1,100.00	\$0.00
E 602-49450-407 Snow Plowing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-408 Sand/Rock/Dirt	\$0.00	\$116.58	\$0.00	\$0.00	\$40,000.00
E 602-49450-413 Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-418 Vehicle Fuels	-\$81.30	\$0.00	\$0.00	\$750.00	\$500.00
E 602-49450-419 Vehicle Operations	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00
E 602-49450-425 Depreciation	\$251,177.07	\$251,220.06	\$188,415.09	\$251,177.00	\$251,220.00
E 602-49450-430 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-438 Assessments/Taxes/Penalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00
E 602-49450-580 Equipment	\$4,061.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-595 Loss on Disposal of Assets	\$6,250.98	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-612 Other Long-Term Oblig Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-620 Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-630 Bond Discount Amort	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-635 Bond Issuance Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-720 Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 602-49450-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49450 Sewer Operations	\$669,954.85	\$663,869.85	\$464,046.90	\$618,089.78	\$745,790.00
602 SEWER	\$722,728.19	\$728,946.93	\$494,915.93	\$807,214.78	\$934,865.00
603 REFUSE					
41400 Financial Administration					
E 603-41400-100 Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 603-41400-102 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 603-41400-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 603-41400-122 Payroll Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 603-41400-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 603-41400-133 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 603-41400-134 Employer Paid Life	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41400 Financial Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49360 Transfer					
E 603-49360-720 Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49360 Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49500 Refuse/Garbage (GENERAL)					
E 603-49500-150 Worker s Comp (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 603-49500-200 Supplies	\$0.00	\$152.16	\$162.40	\$200.00	\$200.00
E 603-49500-301 Auditing and Acct g Services	\$4,486.00	\$3,776.65	\$4,347.50	\$4,500.00	\$6,500.00
E 603-49500-309 EDP, Software and Design	\$330.00	\$578.37	\$0.00	\$0.00	\$0.00
E 603-49500-310 Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Account Descr	2021 Amt	2022 Amt	2023 YTD Amt	2023 Budget	2024 Budget
E 603-49500-322 Postage	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00
E 603-49500-384 Refuse/Garbage Disposal	\$89,406.48	\$96,359.99	\$69,455.34	\$87,629.00	\$90,000.00
E 603-49500-720 Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 603-49500-810 Refunds/Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49500 Refuse/Garbage (GENERAL)	\$94,222.48	\$100,867.17	\$73,965.24	\$92,779.00	\$96,700.00
603 REFUSE	\$94,222.48	\$100,867.17	\$73,965.24	\$92,779.00	\$96,700.00
	\$1,425,228.21	\$1,771,795.74	\$1,144,030.59	\$2,058,770.27	\$1,961,067.00