# EMPIRE CITY COUNCIL AGENDA
## April 14, 2026 - 7:00 PM, Empire City Hall

**A. Call Meeting to Order and Flag Pledge**

**B. Roll Call**

**C. Approve the Agenda**

**D. Consent Agenda**

D.1 Minutes of the 3/24/2026 City Council Meeting; 4/4/2026 Park & Rec. Commission Meeting; 4/7/2026 Planning Commission Meeting
D.2 Bill List as of 4/14/2026
D.3 Profit & Loss/ Budget Comparison Report as of 4/14/2026
D.4 Consider Adopting Resolution 2026-4A, Accepting the Resignation of Melanie McCracken
D.5 Consider Permitting Use of City Hall Parking Lot for 5K Event

**E. Visitors**

*The Visitors Forum is intended to afford the public the opportunity to address concerns to the City Council. Each presenter will have no more than five (5) minutes to speak. Topics of discussion are restricted to local governmental topics rather than private agendas. The Council may discuss but will not take formal action on visitors' forum presentations.*

**F. Committee Reports:**

**Maintenance / Sewer and Water / Road and Bridges**
1. Quarterly Results for Radiochemical Monitoring (Well #3)

**Law Enforcement**
1. Statistics Reports for March 2026

**Park & Rec**

**Engineering**
1. Engineering Report

**Planning**
1. Consider Adopting Ordinance No. 2026-7, An Ordinance Amending Ordinance No. 400 (Communication Towers) and Summary for Publication
2. Consider Adopting Ordinance No. 2026-8, An Ordinance Amending Ordinance No. 400 (Signs) and Summary for Publication
3. Information on Draft Ordinance for Reasonable Accommodations Requests

**G. Old Business**

G.1 Consider Approving Application for Large Assembly at Watt Munisotaram (April 18, 2026)

**H. New Business**

H.1 Presentation of Draft Compensation & Classification Study (Michael Mooney, Abdo)
H.2 Proposal for Compensation & Classification Manual

**I. Meetings: Planning Commission Meeting 4/21/2026, 8PM; Park & Rec. Commission Meeting 4/27/2026, 7PM; City Council Meeting 4/28/2026, 7PM**

**J. FYI**

J.1 Charter Communications - Price Changes Effective April 29, 2026

**K. Adjournment**

**MEMORANDUM**

| | |
|---|---|
| **Date:** | April 14, 2026 |
| **To:** | Empire City Council |
| **From:** | Charles Seipel-Teng, Clerk-Administrator |
| **RE:** | Minutes of the 3/24/2026 City Council Meeting; 4/4/2026 Park & Rec. Commission Meeting; 4/7/2026 Planning Commission Meeting |

*Attachment(s):* *3 24 26 Council Minutes.pdf*
*PR Minutes 4 4 26.pdf*
*4 7 26 PC Minutes.pdf*

CITY OF EMPIRE

# Empire City Council Meeting Minutes
# March 24, 2026, Empire City Hall

The meeting of the Empire City Council was called to order by Mayor Melanie Lee at 7:00 PM.

**Present were:** Council Members: Eric Hanson; Danny Rubio; Marla Vagts; Mark Page. Also present were Brian Hilgardner, Consulting Engineer with Bolton & Menk; Jenni Faulkner, Consulting Planner with Bolton & Menk; Hanah Martin, Dakota County Sheriff's Deputy; Jerod Waltman, Maintenance Supervisor; Charles Seipel-Teng, Clerk-Administrator.

**A. Call Meeting to Order and Flag Pledge**

**B. Roll Call**

**C. Approve the Agenda**

Marla Vagts made a motion to approve. Eric Hanson seconded. Motion carried 5-0

**D. Consent Agenda**

**D.1 Minutes of the 3/10/2026 City Council Meeting; 3/17/2026 Planning Commission Meeting; 3/23/2026 Park & Rec. Commission Meeting**

**D.2 Bill List as of 3/24/2026**

**D.3 Cash Balance Report as of 3/24/2026**

**D.4 Consider Approving Mobile Food Unit Licenses**

**D.5 Consider Approving Revised Agreements for Stelzel Field Rental and Stelzel Field Concession Stand Use**

Danny Rubio made a motion to approve. Mark Page seconded. Motion carried 5-0.

**E. Visitors**

None.

## F. Committee Reports:

**Maintenance / Sewer and Water / Road and Bridges**
Jerod Waltman reported that the AED units have been received and installed. The maintenance department is repairing valve box repairs and doing tree removal and trimming. They will be grading the gravel roads and getting things ready for the summer season.

**Law Enforcement**
Deputy Martin reported on some recent incidents in Empire. The Sheriffs' Office will be providing addional eggs and candy for the Hop with a Cop event as they expect a large turnout.

**Park & Rec**
Mark Page reported that an additional 500 eggs will be ordered for the Hop with a Cop event. There will be music and the Food Truck night in May.

**Engineering**

1. **Engineering Report**
   Brian Hilgardner reported that the GIS database is ready for migration and staff training should begin soon.

   Brian provided information on the Met Council's Long Range Sewer Study. The Study shows future areas to be served by the Empire WWTP. The Empire WWTP currently has capacity to handle future growth in the area. The Hastings sanitary sewer plan will eventually be phased out and will flow to the Empire WWTP, or an additional plant will be constructed to handle additional demand.

   The UMore Infrastructure Plan identifies future utility connections that will serve future development in the UMore Park. The plan primarily focuses on the Rosemount side. Development on the Empire side is not anticipated for many decades.

   Brian provided an update on the ROW permit applications from Frontier for the fiber optic installation project. Staff have proposed a reimbursement agreement for the project to make sure that the City is reimbursed for consulting time used to inspect landscape restoration.

   Brian is proposing that Council revisit the proposed water tower construction timeline. The City may want to move the timeline up to accommodate upcoming development and get ahead of cost increases. He will provide an updated recommended timeline at the next meeting.

**Planning**

**1. Consider Approving Site Plan Review Application from McNamara Contracting (Road Construction Business)**
Jenni Faulkner reported that McNamara has submitted an updated parking and landscaping plan for the site of their road construction business. The recently approved IUP renewal for the site had conditions that included providing information on parking,

to ensure there is adequate parking for employees and visitors; and landscaping, to ensure proper screening for the increased number of vehicles stored on the site. McNamara has provided this information, and it was reviewed at the March 17th Planning Commission meeting and recommended for approval.

Marla Vagts made a motion to approve. Eric Hanson seconded. Motion carried 5-0

**2. Consider Approving Site Plan Review Application from Vertical Bridge (170th Street Communications Tower Site)**

Jenni Faulkner reported that the applicant has provided a revised site plan for the communications tower site that includes landscaping to provide screening at the site. The applicant is proposing to plant 10 various coniferous trees on the site. Staff believe that the landscaping plan meets code and the updated Site Plan was reviewed by the Planning Commission at their March 17th meeting and recommended for approval.

Eric Hanson made a motion to approve. Marla Vagts seconded. Motion carried 5-0

**3. Proposed Comprehensive Plan Amendment from the City of Farmington (Sawyer Glenn Development)**

The proposed amendment rezones approximately 73 acres near the Farmington Highschool to Low Medium Density Residential and amends the MUSA staging to accommodate a 215 single-family lot subdivision. The Planning Commission recommended "no comment".

**4. Update on Proposed Starter Homes Act**

Jenni Faulkner reported that after reviewing this proposed legislation, the Planning Commission noted that that the legislation will remove factors that make Empire the community that it is and a desirable place to live and that the one size fits all approach to this legislation does not make sense as communities consists of different sizes and face varying growth pressures. City Council directed staff to draft a letter to local legislators opposing this proposed legislation.

**G. Old Business**

None.

**H. New Business**

**H.1 Consider Proposed Lease Agreement for Farming Operations on Empire Public Works Building Property**

Charles Seipel-Teng reported that staff have reached out to Mr. Juenke regarding the lease. Mr. Juenke indicated that he is still interested in farming this property. The agreement, as approved, is a 1-Year agreement with a price at $200 per acre. Mr. Juenke would like to enter into a 3-Year agreement with a price of $120 per acre. Reasons that Mr. Juenke provided for paying less than the USDA guidance include:
He has been running the land for 16 years and has treated it as a good steward; This is a difficult piece of land to work because of weather conditions; When it gets wet it floods and then dries out; The deer from the adjacent woodlands attack the crop; 4-wheelers drive through the crop.

Staff have reached out to another farmer in Empire. He indicated that he is not interested in farming the land and believes $120 per acre is a reasonable price based on the land location and layout.

Mark Page made a motion to approve the lease agreement as amended to run for a 3-year term at $120 per acre. Danny Rubio seconded. Motion carried 5-0

**H.2 Update on Application for Large Assembly for New Year's Celebration at Watt Munisotaram**

Charles Seipel-Teng provided an update on the application for the celebration taking place on the weekend of April 18. The application has been reviewed by staff, Farmington Fire and the Dakota County Sheriff's Office.

Private security in addition to five deputies will be on site Saturday during the event. DCSO noted that State Patrol has been notified but does not need to be present during the event.

New with this year's event will be additional parking capacity on site, a right turn only sign at the exit, the main driveway under the gate is now open, and directional windshield flyers in English and Khmer will be placed with vehicles so that drivers know to turn right when exiting onto Highway 50 and how to get to where they need to go.

Captain Iliff and Deputy Martin noted that they are comfortable with the plan and any action that needs to be taken during the event can be coordinated with security staff and representatives from the Temple.

Items that need to be addressed prior to permit approval include, providing the City with a copy of the directional flyer; providing the City with a copy of the notice mailed to neighboring properties prior to the event; cell phone contact information for security and temple representatives; and identification as to where food, clothing and other vendors will be located on site.

The final application will be considered by City Council at their April 14th meeting.

**H.3 Consider Approving the 2025 Financial Audit and Statements as Presented**

Charles Seipel-Teng noted that there were no noteworthy changes to the report since it was presented to City Council on March 10th.

Marla Vagts made a motion to approve the 2025 Audit Report. Danny Rubio seconded. Motion carried 5-0

**H.4 Consider Adopting Resolution 2026-3A; Approving Transfer of Road & Bridge Fund Balance to the General Fund**

Charles Seipel-Teng reported that Road & Bridge Funds are typically used by Townships in Minnesota. Cities typically record street receipts and disbursements in the General Fund. Staff and the City's Auditor recommend that the City transfer the remaining balance of the Road & Bridge Fund to the General Fund and close the Road and Bridge Fund.

This Resolution transfers the remaining balance of the Road & Bridge Fund to the General Fund and closes the Road & Bridge Fund.

Eric Hanson made a motion to adopt Resolution 2026-3A. Mark Page seconded. Motion carried 5-0

**H.5 Consider Adopting Ordinance No. 375 (Amended Right-of-Way Ordinance) and Its Summary for Publication**

Charles Seipel-Teng reported that the proposed ordinance amendments have been drafted and recommended for approval by staff, consulting engineers, and the City's attorney.
Proposed amendments include the following:
Updates references from "Empire Township" to the "City of Empire"; Allows for the City to request an additional or larger performance bond if deemed necessary; Notes timelines for when permits will be issued (11.01); Does not permit utility installations in the ROW for which a street has been recently rehabilitated or constructed for at least 18 months, unless approved by the City; Replaces references of "equipment" to "facilities"; Permit Fees reference the Fee Schedule Ordinance (13.01-2); Adds procedural requirements for denying a permit (18.02); Adds language requiring the cost of all inspections to be paid by the permittee (20.03-C).

Danny Rubio made a motion to adopt Ordinance No. 375. Marla Vagts seconded. Motion carried 5-0

**H.6 Public Hearing - Consider Adopting Ordinance No. 515-2026A - (Amended Fee Schedule Ordinance) and Its Summary for Publication**

Charles Seipel-Teng reported that the draft ordinance reduces the escrow requirement for Large Assembly Applications from $5,000 to $1,000 and adds fees for Right-of-way Permits.

For Right-of-Way Permit fees, the base ROW Excavation Permit Fee is proposed to increase from $180 to $225. An additional 0.25 cents per lineal ft. applies to permits over 2,000 ft. instead of the current 2,640 ft. Permits over 2,000 lineal ft. require either a $500 consulting escrow or a reimbursement agreement for landscape restoration inspections.

Eric Hanson made a motion to adopt Ordinance No. 515-2026A. Marla Vagts seconded. Motion carried 5-0

**H.7 Information on Proposed Reimbursement Agreement Between City of Empire and Frontier Communications for Inspection Reimbursement**

Charles Seipel-Teng reported that Section 20.03, Item C of Ordinance 375 requires that the cost of all inspections for ROW permit work be paid by the permittee. This draft agreement has been reviewed by the City's attorney.

The draft agreement has been provided to Frontier Communications but not yet accepted. Frontier is asking for more time to review the agreement and that it be brought to City Council for consideration at the April 14th Meeting.

**I. Meetings: Planning Commission Meeting 4/7/2026, 8PM; Park & Rec. Commission Meeting 4/13/2026, 7PM; City Council Meeting 4/14/2026, 7PM**

**J. FYI**

**J.1 Information on Dakota County CIP Update**

**J.2 Charter Communications - Cable Lineup Changes**

**K. Adjournment**

Marla Vagts made a motion to adjourn. Eric Hanson seconded. Motion carried 5-0. The City Council Meeting ended at 8:22 PM.

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Melanie Lee, Mayor

_____

Charles Seipel-Teng, Clerk - Administrator

Parks and Recreation Minutes

April 4th, 2026

The meeting was called to order by Committee member Nicole Bower. Present were Nicole Bower, Amanda Stender, Josh Lindgren, Tanya Huffman, AB Morales and Dawn McCracken.

The 2nd annual Hop With A Cop Egg Hunt was a success! Despite the wind, drizzle and 35-degree weather, we had approximately 250 kids!

Overall, set-up went much quicker and smoother this year thanks to advanced prep/coordination and a larger group available for set-up & clean-up, as well as event management.

Ages 0-3 had 500 eggs with 10 coins and 10 prize baskets. Ages 4-6 had 1,000 eggs with 10 coins and 10 prize baskets. Ages 7-9 had 1,000 with 10 coins and 5 baskets, and 10+ had 500 eggs, 10 coins and 5 baskets.

Next year, the goal will be to have 1,000 eggs in the 0-3 age group and cost permitting would like to bump the 10+ group to 1,000 eggs, too.

Next year we should station an egg donation bin at each age group to cut down on the line.

With Easter in March in 2027, we may want to invite a coffee cart vendor who can offer hot beverages. The Sherrif's Department offered to bring equipment to show and talk about.

The use of megaphones was very helpful per section and should be utilized again. Thank you to all the basket donors and event volunteers for their support of this event! There will be no Parks & Rec meeting on Monday, April 13th.

The meeting was adjourned!

CITY OF EMPIRE

# Empire Planning Commission Meeting Minutes
# April 7, 2026, Empire City Hall

**Present were:** Jared Sachs, Elizabeth Haas, Doug Clark, Gina Maunu, Julie Stulz. Also present were City Councilmember Danny Rubio; Clerk-Administrator, Charles Seipel-Teng; Consulting Planner with Bolton & Menk, Madison Richard.

## 1. Agenda Items

### 1.1 Public Hearing - Consider Amendments to the Zoning Ordinance to Address Wireless Communication Towers and Sign Regulations

Charles Seipel-Teng read the public hearing notice and indicated that the City has not received comment prior to the hearing.

Madison Richard presented a memo regarding the proposed ordinance amendments. The section of the Zoning Ordinance relating to communications towers (6.17) is proposed to be amended to limit the number of towers to one per parcel, include language related to towers supporting personal wireless service or amateur radio antennas, increase setback requirements for towers near residential structures to on-quarter mile, add flexibility to alternative accessory structure standards, and add language specific to radiation testing. Madison noted that the City's attorney is recommending that setbacks from residential dwellings reference "dwelling unit" as defined in the zoning ordinance. Item H, relating to accessory structures should define what can be excepted and with what criteria if exceptions will be considered.

The section of the Zoning Ordinance relating to signs (6.21) proposes the current percentage of wall coverage for wall display signs as well as a maximum coverage. Staff reviewed ordinance regulations from Rosemount, Farmington, and Burnsville. Farmington and Burnsville have both percentage and a sq. ft. maximum size. The recommended amendment proposes, in addition to the current maximum percentage size, sq. ft. coverage up to 100 in the AG and MXR Districts and up to 200 for single users and 300 for multiple users in the NC, HC, and LI Districts, and 200 in the ME District.

Elizabeth Haas made a motion to close the public hearing. Doug Clark seconded. Motion carried 5-0

Regarding equipment for telecommunications towers, the Planning Commission recommended that setbacks from residential structures should reference the dwelling unit. No exceptions should be considered for equipment storage. All equipment must be located in a structure.

Doug Clark made a motion to recommend amendments to Section 6.17 of the Zoning Ordinance (Communication Towers) as discussed. Gina Maunu seconded. Motion carried 5-0.

Julie Stulz made a motion to recommend amendments to Section 6.21 of the Zoning Ordinance (Signs) as presented. Gina Maunu seconded. Motion carried 5-0.

**1.2 Information on Draft Ordinance for Reasonable Accommodations**

Charles Seipel-Teng presented information on a draft ordinance for reasonable accommodations. The City's attorney is recommending that the City consider adopting a policy, in the form of an ordinance, that provides a process to consider reasonable accommodation under the Fair Housing Amendment Act. Often, these requests pertain to requirements of the Zoning Ordinance. Staff provided examples for which these requests might apply. If adopted, the City would have an application form that will be reviewed and considered by staff based on criteria outlined in the ordinance. Staff can approve, with conditions, a special permit for granting a reasonable request or deny it. If denied, a property owner can appeal to the City Council or Planning Commission. A special permit would run with the property owner and only for the circumstance for which it is granted.

The Planning Commission recommended that staff check with neighboring cities to determine if they have a similar ordinance and process as well as seek feedback from the City Council. It was also recommended that staff review how an appeal process would look if a neighboring property owner feels that granting the request negatively affects them. The Commission would like to revisit it after feedback from City Council.

**1.3 Updates on Other Items**

Charles Seipel-Teng reported that staff will recommend moving forward with proposed amendments to the 2040 Comprehensive Plan for zoning and MUSA extension s in the AUAR area. Staff have met with the Met Council to discuss the amendments and both staff and Met Council contacts are comfortable moving forward with this. Staff will provide information on the draft amendments to the Planning Commission at their May 5th Meeting.

The Xcel Energy laydown yard on Clayton Ave. will be decommissioned and restored prior to this July.

Doug Clark made a motion to adjourn. Julie Stulz seconded. The meeting ended at 9:15 PM.

Respectfully submitted, Charles Seipel-Teng
Clerk-Administrator

**MEMORANDUM**

| | |
|---|---|
| **Date:** | April 14, 2026 |
| **To:** | Empire City Council |
| **From:** | Charles Seipel-Teng, Clerk-Administrator |
| **RE:** | Bill List as of 4/14/2026 |

*Attachment(s):* *Bill List.pdf*
*_Claim RegisterÂ©.pdf*

**City of Empire**

**Claims List for Approval (March 25- April 14, 2026)**

*Invoices Paid Previous to Claims List Batch*

| | | | | |
|---|---|---|---|---|
| 31-Mar-26 | EFT | United States Treasury | Federal Withholding | 4,917.47 |
| 31-Mar-26 | EFT | Minnesota Dept. of Revenue | State Withholding | 915.16 |
| 31-Mar-26 | EFT | PERA | Retirement | 2,748.16 |
| 31-Mar-26 | 28652 | Xcel Energy | Electricity | 1,126.71 |
| 1-Apr-26 | EFT | Elan Financial Services | Park Program/ Flags/ Shop & Bld | 3,314.73 |
| 2-Apr-26 | 28653 | Wex Bank | Fuel Card | 760.60 |
| 3-Apr-26 | EFT | MN Unemployement Ins. | Paid Leave Q1 - Full Time | 684.95 |
| 3-Apr-26 | EFT | MN Unemployement Ins. | Paid Leave Q1 - Part Time | 22.13 |
| 7-Apr-26 | EFT | United States Treasury | Federal Withholding | 300.86 |
| 7-Apr-26 | EFT | Minnesota Dept. of Revenue | State Withholding | 102.00 |
| 7-Apr-26 | EFT | PERA | Retirement | 26.58 |
| | | **SEE ATTACHED CLAIMS REGISTER REPORT** | | **88,289.40** |

| | |
|---|---|
| Subtotal | 103,208.75 |
| Payroll | 14,935.98 |
| **Total** | **118,144.73** |

# CITY OF EMPIRE

## *Claim Register©

**041426PAY**

**APRIL 2026**

**Claim Type**

| | | | | | | |
|---|---|---|---|---|---|---|
| Claim# | 6219 *CITY OF EMPIRE* | | Ck# 028668 4/14/2026 | | | |
| Cash Payment | G 101-21030 Flex Account | | Flex Withholding | | | $20.00 |
| Invoice | | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $20.00 |
| Claim# | 6223 *Inspectron, Inc.* | | Ck# 028680 4/14/2026 | | | |
| Cash Payment | E 101-41000-300 Professional Services | | March 2026 Inspections | | | $4,267.30 |
| Invoice | 1792 | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $4,267.30 |
| Claim# | 6228 *Duntley, Jennifer* | | Ck# 028672 4/14/2026 | | | |
| Cash Payment | R 600-49400-37110 Rate Class I | | W/S Overpayment | | | $147.83 |
| Invoice | | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $147.83 |
| Claim# | 6229 *BlueCross BlueShield of MN* | | Ck# 028663 4/14/2026 | | | |
| Cash Payment | G 101-21025 Health Insurance | | Health Ins. Withholding | | | $849.32 |
| Invoice | 260402225506 | | | | | |
| Cash Payment | E 101-43000-131 Health | | Road Health Ins | | | $1,235.20 |
| Invoice | 260402225506 | | | | | |
| Cash Payment | E 600-49400-131 Health | | Water Health Ins | | | $1,235.20 |
| Invoice | 260402225506 | | | | | |
| Cash Payment | E 101-41510-131 Health | | Admin Health Ins | | | $1,903.88 |
| Invoice | 260402225506 | | | | | |
| Cash Payment | E 101-45000-131 Health | | Parks Health Ins | | | $1,235.21 |
| Invoice | 260402225506 | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $6,458.81 |
| Claim# | 6230 *ABDO* | | Ck# 028661 4/14/2026 | | | |
| Cash Payment | E 101-41000-300 Professional Services | | Compensation & Classificatioin Study | | | $3,200.00 |
| Invoice | 522192 | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $3,200.00 |
| Claim# | 6232 *PSN Payment Systems* | | Ck# 000890E 4/8/2026 | | | |
| Cash Payment | E 101-41510-433 Dues and Subscriptions | | Payment Processing Services | | | $100.00 |
| Invoice | | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $100.00 |
| Claim# | 6233 *AT & T* | | Ck# 028662 4/14/2026 | | | |
| Cash Payment | E 101-43000-321 Telephone | | Maint. Cell Phone | | | $25.57 |
| Invoice | | | | | | |
| Cash Payment | E 600-49400-321 Telephone | | Maint. Cell Phone | | | $25.57 |
| Invoice | | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $51.14 |
| Claim# | 6234 *Minnesota Energy Resources* | | Ck# 028685 4/14/2026 | | | |
| Cash Payment | E 101-41000-383 Gas Utilities | | 0504967034 City Hall | | | $107.54 |
| Invoice | | | | | | |
| Cash Payment | E 101-41000-383 Gas Utilities | | 0505361442 Maint. Gas | | | $414.38 |
| Invoice | | | | | | |
| Cash Payment | E 600-49400-383 Gas Utilities | | 0502990841 Water Gas | | | $122.05 |
| Invoice | | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $643.97 |

# CITY OF EMPIRE

## *Claim Register©

**041426PAY**

**APRIL 2026**

| | | | | | | |
|---|---|---|---|---|---|---|
| Claim# | 6235 *Gopher State One Call* | | Ck# 028677 4/14/2026 | | | |
| Cash Payment | E 600-49400-315 Locates | | March 2026 Locates | | | $35.10 |
| Invoice | | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $35.10 |
| Claim# | 6236 *Crown Rental* | | Ck# 028670 4/14/2026 | | | |
| Cash Payment | E 101-45000-392 Program Expenses | | Magaphone Rentals (Egg Hunt) | | | $60.00 |
| Invoice | 439963-2 | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $60.00 |
| Claim# | 6237 *Xcel Energy* | | Ck# 028694 4/14/2026 | | | |
| Cash Payment | E 101-41000-381 Electric Utilities | | 51-6291687-0 Town Hall | | | $0.00 |
| Invoice | | | | | | |
| Cash Payment | E 101-41000-381 Electric Utilities | | 51-9344076-7 Maint. Bldg. | | | $0.00 |
| Invoice | | | | | | |
| Cash Payment | E 101-45000-381 Electric Utilities | | 51-0203701-8 Ballfield | | | $0.00 |
| Invoice | | | | | | |
| Cash Payment | E 101-43000-381 Electric Utilities | | 51-6005472-6 Street Lgt. | | | $1,633.18 |
| Invoice | | | | | | |
| Cash Payment | E 101-43000-381 Electric Utilities | | 51-8372975-3 Street Lgt. | | | $0.00 |
| Invoice | | | | | | |
| Cash Payment | E 600-49400-381 Electric Utilities | | 51-7928991-1 Well | | | $0.00 |
| Invoice | | | | | | |
| Cash Payment | E 600-49400-381 Electric Utilities | | 51-5015068-6 Well | | | $176.82 |
| Invoice | | | | | | |
| Cash Payment | E 600-49400-381 Electric Utilities | | 51-4664833-7 Tower | | | $0.00 |
| Invoice | | | | | | |
| Cash Payment | E 600-49450-381 Electric Utilities | | 51-6960047-5 Lift Station | | | $0.00 |
| Invoice | | | | | | |
| Cash Payment | E 101-43000-381 Electric Utilities | | 51-001330188-0 170th St. Roundabout | | | $0.00 |
| Invoice | | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $1,810.00 |
| Claim# | 6238 *Premium Waters, Inc.* | | Ck# 028691 4/14/2026 | | | |
| Cash Payment | E 101-41510-208 Other Supplies | | Maint. / City Hall Water | | | $113.31 |
| Invoice | 877811-03-26 | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $113.31 |
| Claim# | 6239 *Ess Brothers and Sons, Inc.* | | Ck# 028674 4/14/2026 | | | |
| Cash Payment | E 101-43000-402 Repair & Maintenance | | Street Repair Supplies | | | $531.00 |
| Invoice | GG1366 | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $531.00 |
| Claim# | 6240 *ECM Publishers* | | Ck# 028673 4/14/2026 | | | |
| Cash Payment | E 101-41000-351 Legal Notices Publishing | | Legal Publications- Zoning Hearing | | | $39.60 |
| Invoice | 1092848 | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $39.60 |
| Claim# | 6242 *Met Council Environmental Srv* | | Ck# 028684 4/14/2026 | | | |
| Cash Payment | E 600-49450-385 Sewer Service | | May 2026 Sewer Service | | | $18,904.45 |
| Invoice | 0001204412 | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $18,904.45 |
| Claim# | 6243 *Dakota Area Transfer* | | Ck# 028671 4/14/2026 | | | |

# CITY OF EMPIRE

## *Claim Register©

**041426PAY**

**APRIL 2026**

| | | | | | | |
|---|---|---|---|---|---|---|
| Cash Payment | E 101-43000-384 Refuse Disposal | | Road Refuse Disposal | | | $465.40 |
| Invoice | MTSPI-00015185 | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $465.40 |
| Claim# | 6244 *RENT N SAVE* | | Ck# 028692 4/14/2026 | | | |
| Cash Payment | E 101-45000-415 Rental - Other | | March Portable Restrooms | | | $183.81 |
| Invoice | 86997 | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $183.81 |
| Claim# | 6245 *Flyte HCM* | | Ck# 028675 4/14/2026 | | | |
| Cash Payment | E 101-41000-307 Management Fees | | Flex Plan | | | $27.75 |
| Invoice | 1625814 | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $27.75 |
| Claim# | 6249 *Highland Sanitation Inc.* | | Ck# 028678 4/14/2026 | | | |
| Cash Payment | E 101-43000-384 Refuse Disposal | | Shop Garbage | | | $143.30 |
| Invoice | | | | | | |
| Cash Payment | E 101-45000-384 Refuse Disposal | | City Hall Recycling | | | $31.25 |
| Invoice | | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $174.55 |
| Claim# | 6251 *Pinewood LLC* | | Ck# 028689 4/14/2026 | | | |
| Cash Payment | R 600-49400-37110 Rate Class I | | W/S Overpayment | | | $147.83 |
| Invoice | | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $147.83 |
| Claim# | 6252 *MN Dept. of Labor & Industry* | | Ck# 028686 4/14/2026 | | | |
| Cash Payment | E 101-41000-437 Other (State Surcharge) | | Q1 2026 Permit Surcharge | | | $313.00 |
| Invoice | | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $313.00 |
| Claim# | 6255 *League of MN Cities Insurance Trust* | | Ck# 028683 4/14/2026 | | | |
| Cash Payment | E 101-41000-362 Property Insurance | | Property & Casulty Ins. | | | $15,271.00 |
| Invoice | | | | | | |
| Cash Payment | E 101-43000-362 Property Insurance | | Property & Casulty Ins. | | | $9,142.00 |
| Invoice | | | | | | |
| Cash Payment | E 101-45000-362 Property Insurance | | Property & Casulty Ins. | | | $984.75 |
| Invoice | | | | | | |
| Cash Payment | E 600-49400-362 Property Insurance | | Property & Casulty Ins. | | | $4,035.25 |
| Invoice | | | | | | |
| Cash Payment | E 600-49450-362 Property Insurance | | Property & Casulty Ins. | | | $159.00 |
| Invoice | | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $29,592.00 |
| Claim# | 6256 *Monroe, Todd* | | Ck# 028687 4/14/2026 | | | |
| Cash Payment | E 101-43000-402 Repair & Maintenance | | Mailbox Damage Replacement (19596 & 19592 Cambridge Ct.) | | | $80.00 |
| Invoice | | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $80.00 |
| Claim# | 6257 *Bolton & Menk Inc.* | | Ck# 028664 4/14/2026 | | | |
| Cash Payment | E 101-41000-310 Planner Fees | | Planning Services | | | $9,056.00 |
| Invoice | | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $9,056.00 |

# CITY OF EMPIRE

## *Claim Register©

**041426PAY**

**APRIL 2026**

Claim# 6258 *Contrologix Services, LLC* Ck# 028669 4/14/2026

Cash Payment E 101-41000-300 Professional Services Spring Sprinkler Inspections $550.00
Invoice 26-087

Transaction Date 4/14/2026 Due 0 Checking 10100 **Total** $550.00

Claim# 6259 *Juniors Tree Service* Ck# 028681 4/14/2026

Cash Payment E 101-43000-402 Repair & Maintenance Tree Removal on North Trail $3,500.00
Invoice 84

Transaction Date 4/14/2026 Due 0 Checking 10100 **Total** $3,500.00

Claim# 6260 *GB Technologies* Ck# 028676 4/14/2026

Cash Payment E 101-41000-300 Professional Services Annual Alarm System Inspection $1,233.84
Invoice 19066

Transaction Date 4/14/2026 Due 0 Checking 10100 **Total** $1,233.84

Claim# 6261 *Independent Black Dirt* Ck# 028679 4/14/2026

Cash Payment E 101-43000-224 Street Maintenance Materi Soil for Sod Repair (Streets) $135.00
Invoice 001033

Cash Payment E 101-45000-225 Landscaping Materials Soil for Sod Repair (Trails) $135.00
Invoice 001046

Transaction Date 4/14/2026 Due 0 Checking 10100 **Total** $270.00

Claim# 6262 *MVTL Laboratories, Inc.* Ck# 028688 4/14/2026

Cash Payment E 600-49400-314 Water Testing Water Testing $59.00
Invoice 1352488

Cash Payment E 600-49400-314 Water Testing Water Testing $29.00
Invoice 1352490

Cash Payment E 600-49400-314 Water Testing Water Testing $29.00
Invoice 1352492

Transaction Date 4/14/2026 Due 0 Checking 10100 **Total** $117.00

Claim# 6263 *ABDO* Ck# 028661 4/14/2026

Cash Payment E 101-41530-301 Auditing and Accounting S Annual Audit Report Submission $950.00
Invoice 522476

Transaction Date 4/14/2026 Due 0 Checking 10100 **Total** $950.00

Claim# 6264 *CHARTER COMMUNICATIONS* Ck# 028667 4/14/2026

Cash Payment E 101-41000-321 Telephone Phone / Internet Service $242.32
Invoice

Transaction Date 4/14/2026 Due 0 Checking 10100 **Total** $242.32

Claim# 6265 *Popp Stacey* Ck# 028690 4/14/2026

Cash Payment E 101-45000-392 Program Expenses March 2026 Yoga $90.00
Invoice

Transaction Date 4/14/2026 Due 0 Checking 10100 **Total** $90.00

Claim# 6266 *Campbell Knutson* Ck# 028665 4/14/2026

Cash Payment E 101-41610-304 Legal Fees Prosecuting Attorney $2,176.46
Invoice

Transaction Date 4/14/2026 Due 0 Checking 10100 **Total** $2,176.46

Claim# 6267 *Kennedy & Graven, Chartered* Ck# 028682 4/14/2026

Cash Payment E 101-41610-304 Legal Fees Legal Services $1,700.00
Invoice

# CITY OF EMPIRE

## *Claim Register©

**041426PAY**

**APRIL 2026**

| | | | | | | |
|---|---|---|---|---|---|---|
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $1,700.00 |
| Claim# | 6268 *Toshiba America Business Solutions* | | Ck# 028693 | 4/14/2026 | | |
| Cash Payment | E 101-41510-570 Office Equipment and Furn | | Copy Machine Billing | | | $68.29 |
| Invoice | 6805401 | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $68.29 |
| Claim# | 6269 *Carquest Auto Parts Stores* | | Ck# 028666 | 4/14/2026 | | |
| Cash Payment | E 101-41000-223 Building Repair Supplies | | Shop Supply | | | $256.07 |
| Invoice | | | | | | |
| Cash Payment | E 101-45000-221 Equipment Parts | | Parks Equip. Parts | | | $228.75 |
| Invoice | | | | | | |
| Cash Payment | E 101-43000-221 Equipment Parts | | Streets Equip. Parts | | | $48.22 |
| Invoice | | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $533.04 |
| Claim# | 6270 *ECM Publishers* | | Ck# 028673 | 4/14/2026 | | |
| Cash Payment | E 101-41000-351 Legal Notices Publishing | | Legal Publications Ord. 375 | | | $257.40 |
| Invoice | 1093887 | | | | | |
| Cash Payment | E 101-41000-351 Legal Notices Publishing | | Ord. 515-2026A | | | $59.40 |
| Invoice | 1093888 | | | | | |
| Cash Payment | E 101-41000-351 Legal Notices Publishing | | Annual Financial Report | | | $118.80 |
| Invoice | 1093889 | | | | | |
| Transaction Date | 4/14/2026 | Due 0 | Checking | 10100 | **Total** | $435.60 |

| **Claim Type** | **Total** | **$88,289.40** |
|---|---|---|

| | |
|---|---|
| Pre-Written Checks | $88,289.40 |
| Checks to be Generated by the Compute | $0.00 |
| Total | $88,289.40 |

**MEMORANDUM**

| | |
|---|---|
| **Date:** | April 14, 2026 |
| **To:** | Empire City Council |
| **From:** | Charles Seipel-Teng, Clerk-Administrator |
| **RE:** | Profit & Loss/ Budget Comparison Report as of 4/14/2026 |

*Attachment(s):* *Profit & Loss Comparison (Annual).pdf*
*BUDGET COMPARISON 2026 (Monthly).pdf*

| | AMOUNT | ACTUAL | VARIANCE |
|---|---|---|---|
| 4/14/2026 | | | |
| **GENERAL REVENUE** | | | |
| R 101-41000-31010 Ad Valorem Property Tax Revenu | $984,122.60 | $6,116.61 | *-$978,005.99* |
| R 101-41000-31020 Delinquent Ad Valorem Taxes | $0.00 | $0.00 | *$0.00* |
| R 101-41000-31030 Mobile Home Tax Revenue | $12.00 | $20.88 | *$8.88* |
| R 101-41000-31040 Fiscal Disparities Tax | $125,000.00 | $53,357.30 | *-$71,642.70* |
| R 101-41000-31702 Solar Production Tax | $0.00 | $0.00 | *$0.00* |
| R 101-41000-32100 Business License and Permits | $5,000.00 | $225.00 | *-$4,775.00* |
| R 101-41000-32200 Non Business License - Permits | 0.00 | $1,100.00 | *$1,100.00* |
| R 101-41000-32211 Permit Fee / New Construction | 75,000.00 | $9,448.95 | *-$65,551.05* |
| R 101-41000-32212 Remodel | 500.00 | $0.00 | *-$500.00* |
| R 101-41000-32213 Mechanical | 2,500.00 | $1,800.00 | *-$700.00* |
| R 101-41000-32214 Repair | 500.00 | $0.00 | *-$500.00* |
| R 101-41000-32215 Plumbing | 2,500.00 | $1,250.00 | *-$1,250.00* |
| R 101-41000-32216 Demolition | 0.00 | $0.00 | *$0.00* |
| R 101-41000-32217 Septic | 0.00 | $0.00 | *$0.00* |
| R 101-41000-32260 Driveway Permit | 200.00 | $135.00 | *-$65.00* |
| R 101-41000-32261 Right of Way Permit | 1,500.00 | $1,544.25 | *$44.25* |
| R 101-41000-32262 Mining Permit | 50,000.00 | $37,909.00 | *-$12,091.00* |
| R 101-41000-32263 Grading Permit | 750.00 | $0.00 | *-$750.00* |
| R 101-41000-32265 Other Permits | $350.00 | $100.00 | *-$250.00* |
| R 101-41000-33100 Federal Grants and Aids | $0.00 | $0.00 | *$0.00* |
| R 101-41000-33400 State Grants and Aids | $66,554.00 | $0.00 | *-$66,554.00* |
| R 101-41000-33426 Argicultural Market Value Cred | $5,000.00 | $0.00 | *-$5,000.00* |
| R 101-41000-33428 State-Payments in Lieu of Tax | $5,000.00 | $0.00 | *-$5,000.00* |
| R 101-41000-33429 State PERA Aid | $0.00 | $0.00 | *$0.00* |
| R 101-41000-33600 Grants and Aids From Local Gov | $1,000.00 | $0.00 | *-$1,000.00* |
| R 101-41000-33640 Other Grant | $0.00 | $0.00 | *$0.00* |
| R 101-41000-34000 Charges for Services | $0.00 | $0.00 | *$0.00* |
| R 101-41000-34103 Zoning and Subdivision Fees | $85,000.00 | $20,220.50 | *-$64,779.50* |
| R 101-41000-34107 Assessment Searches | $0.00 | $0.00 | *$0.00* |

| | AMOUNT | ACTUAL | VARIANCE |
|---|---|---|---|
| R 101-41000-34108 Admin. Charges to Other Funds | $0.00 | $0.00 | *$0.00* |
| R 101-41000-34109 Franchise Fees | $87,500.00 | $1,998.15 | *-$85,501.85* |
| R 101-41000-34110 Developer Fees | $5,000.00 | $0.00 | *-$5,000.00* |
| R 101-41000-34111 Bldg. Inspection / Plan Review | $50,000.00 | $5,621.82 | *-$44,378.18* |
| R 101-41000-34200 Public Safety | $0.00 | $0.00 | *$0.00* |
| R 101-41000-34202 Special Fire Protection Servic | $0.00 | $0.00 | *$0.00* |
| R 101-41000-34950 State Surcharge (Bldg. Permits | $2,500.00 | $444.22 | *-$2,055.78* |
| R 101-41000-35101 Court Fines | $23,000.00 | $9,723.39 | *-$13,276.61* |
| R 101-41000-35102 Parking Fines | $0.00 | $0.00 | *$0.00* |
| R 101-41000-35104 Other Fines | $0.00 | $0.00 | *$0.00* |
| R 101-41000-35105 Administrative Penalties | $0.00 | $0.00 | *$0.00* |
| R 101-41000-35200 Forfeits | $0.00 | $0.00 | *$0.00* |
| R 101-41000-36100 Special Assessments | $0.00 | $0.00 | *$0.00* |
| R 101-41000-36101 Principal | $0.00 | $0.00 | *$0.00* |
| R 101-41000-36102 Penalties and Interest | $0.00 | $0.00 | *$0.00* |
| R 101-41000-36200 Miscellaneous Revenues | $0.00 | $0.00 | *$0.00* |
| R 101-41000-36210 Interest Earnings | $175,000.00 | $57,574.42 | *-$117,425.58* |
| R 101-41000-36220 Rents and Royalties | $20,000.00 | $11,542.25 | *-$8,457.75* |
| R 101-41000-36230 Contributions and Donations (P | $0.00 | $0.00 | *$0.00* |
| | **$1,773,488.60** | **$220,131.74** | ***-$1,553,356.86*** |

## ROAD & BRIDGE REVENUE

| | | | |
|---|---|---|---|
| R 101-43000-31701 Gravel Tax | $130,000.00 | $0.00 | *-$130,000.00* |
| R 101-43000-34304 Public Lighting | $23,500.00 | $5,610.18 | *-$17,889.82* |
| R 101-43000-34305 Storm Water Management | $18,500.00 | $5,111.25 | *-$13,388.75* |
| R 101-43000-34306 Storm Wtr/ Street Lgt Penalty | $0.00 | $78.31 | *$78.31* |
| R 101-43000-36200 Miscellaneous Revenues | $0.00 | $0.00 | *$0.00* |
| | **$172,000.00** | **$10,799.74** | ***-$161,200.26*** |

## PARK & RECREATION REVENUE

| | | | |
|---|---|---|---|
| R 101-45000-34740 Park and Recreation Concession | $0.00 | $0.00 | *$0.00* |

| | AMOUNT | ACTUAL | VARIANCE |
|---|---|---|---|
| R 101-45000-34780 Park & Trail Fees | $0.00 | $0.00 | *$0.00* |
| R 101-45000-34790 Program Fees | $2,500.00 | $720.00 | *-$1,780.00* |
| R 101-45000-36220 Rents and Royalties | $13,000.00 | $25.00 | *-$12,975.00* |
| R 101-45000-36230 Contributions and Donations (P | $3,500.00 | $0.00 | *-$3,500.00* |
| | **$19,000.00** | **$745.00** | ***-$18,255.00*** |
| **DEBT SERVICE FUND REVENUE** | | | |
| R 301-47100-31010 Ad Valorem Property Tax Revenu | $341,670.00 | $1,883.83 | *-$339,786.17* |
| R 301-47100-36210 Interest Earnings | $0.00 | $0.00 | *$0.00* |
| | **$341,670.00** | **$1,883.83** | ***-$339,786.17*** |
| **CAPITAL IMPROVEMENT FUND** | | | |
| R 450-41000-31010 Ad Valorem Property Tax Revenu | $310,000.00 | $1,710.01 | *-$308,289.99* |
| Sale of Investments | $0.00 | $0.00 | *$0.00* |
| | **$310,000.00** | **$1,710.01** | ***-$308,289.99*** |
| **TOTAL GENERAL FUND REVENUE** | **$2,616,158.60** | **$235,270.32** | ***-$2,219,688.02*** |
| **WATER FUND REVENUE** | | | |
| R 600-49400-31300 Sales & Use Tax | $0.00 | $337.18 | *$337.18* |
| R 600-49400-36210 Interest Earnings | $60,000.00 | $13,886.96 | *-$46,113.04* |
| R 600-49400-37110 Rate Class I | $358,900.00 | $68,229.62 | *-$290,670.38* |
| R 600-49400-37150 Connection/Reconnection Fees | $35,000.00 | $0.00 | *-$35,000.00* |
| R 600-49400-37160 Penalties and Forfeited Discou | $4,500.00 | $697.57 | *-$3,802.43* |
| R 600-49400-37170 New Water Meter Charge | $2,800.00 | $0.00 | *-$2,800.00* |
| Sale of Investments | $137,000.00 | $0.00 | *-$137,000.00* |
| | **$598,200.00** | **$83,151.33** | ***-$378,048.67*** |
| **SEWER FUND REVENUE** | | | |
| R 600-49450-37210 Rate Class 1 | $196,800.00 | $49,247.18 | *-$147,552.82* |
| R 600-49450-37250 Connection/Reconnection Fees | $28,000.00 | $0.00 | *-$28,000.00* |
| R 600-49450-37260 Penalties and Forfeited Discou | $4,000.00 | $636.64 | *-$3,363.36* |

| | AMOUNT | ACTUAL | VARIANCE |
|---|---|---|---|
| R 600-49450-37270 Sewer Inspection Fee | $50.00 | $0.00 | *-$50.00* |
| R 600-49450-37290 SAC Charges | $0.00 | -$7,380.45 | *-$7,380.45* |
| | **$228,850.00** | **$42,503.37** | ***-$186,346.63*** |
| **TOTAL ENTERPRISE FUND REVENUE** | **$827,050.00** | **$125,654.70** | ***-$564,395.30*** |
| | | | |
| **TOTAL ENTERPRISE & GENERAL FUND** | **$3,443,208.60** | **$360,925.02** | ***-$2,784,083.32*** |

4/14/2026

**GENERAL EXPENDITURE**

| | | | |
|---|---|---|---|
| E 101-41000-106 City Council / Committee Wages | $16,000.00 | $2,975.00 | *$13,025.00* |
| E 101-41000-121 PERA Contributions | $900.00 | $148.75 | *$751.25* |
| E 101-41000-122 FICA Contributions | $1,100.00 | $227.65 | *$872.35* |
| E 101-41000-143 MN Paid Leave Insurance | $145.00 | $13.10 | *$131.90* |
| E 101-41000-211 Cleaning Supplies | $700.00 | $51.36 | *$648.64* |
| E 101-41000-215 Shop Materials | $8,500.00 | $2,306.41 | *$6,193.59* |
| E 101-41000-221 Equipment Parts | $3,500.00 | $1,020.19 | *$2,479.81* |
| E 101-41000-223 Building Repair Supplies | $2,500.00 | $1,806.68 | *$693.32* |
| E 101-41000-300 Professional Services | $105,000.00 | $36,026.50 | *$68,973.50* |
| E 101-41000-303 Engineering Fees | $82,000.00 | $33,064.00 | *$48,936.00* |
| E 101-41000-307 Management Fees | $700.00 | $111.00 | *$589.00* |
| E 101-41000-310 Planner Fees | $150,000.00 | $59,878.17 | *$90,121.83* |
| E 101-41000-312 Fire Contract | $445,112.60 | $72,739.13 | *$372,373.47* |
| E 101-41000-313 Ambulance Contract | $500.00 | $500.00 | *$0.00* |
| E 101-41000-321 Telephone | $4,500.00 | $969.32 | *$3,530.68* |
| E 101-41000-351 Legal Notices Publishing | $3,100.00 | $1,346.40 | *$1,753.60* |
| E 101-41000-362 Property Insurance | $19,166.00 | $15,271.00 | *$3,895.00* |
| E 101-41000-381 Electric Utilities | $7,000.00 | $1,344.02 | *$5,655.98* |
| E 101-41000-383 Gas Utilities | $7,500.00 | $3,829.40 | *$3,670.60* |
| E 101-41000-437 Other (State Surcharge) | $5,000.00 | $1,820.20 | *$3,179.80* |
| E 101-41000-490 Donations to Civic Organizatio | $1,000.00 | $0.00 | *$1,000.00* |

| | AMOUNT | ACTUAL | VARIANCE |
|---|---|---|---|
| E 101-41120-107 Legislative Committees | $8,500.00 | $1,310.00 | *$7,190.00* |
| E 101-41120-122 FICA Contributions | $0.00 | $100.22 | *-$100.22* |
| E 101-41120-143 MN Paid Leave Insurance | $0.00 | $5.83 | *-$5.83* |
| E 101-41410-104 Wages-temp | $3,500.00 | $0.00 | *$3,500.00* |
| E 101-41410-143 MN Paid Leave Insurance | $31.00 | $0.00 | *$31.00* |
| E 101-41410-203 Forms and Paper | $650.00 | $0.00 | *$650.00* |
| E 101-41410-208 Other Supplies | $1,000.00 | $0.00 | *$1,000.00* |
| E 101-41410-203 Professional Services | $1,200.00 | $0.00 | *$1,200.00* |
| E 101-41410-331 Travel Expense | $300.00 | $0.00 | *$300.00* |
| E 101-41410-351 Legal Notices Publishing | $200.00 | $0.00 | *$200.00* |
| E 101-41410-580 Other Equipment | $2,100.00 | $115.00 | *$1,985.00* |
| E 101-41510-101 Full-time Wages | $165,000.00 | $40,093.11 | *$124,906.89* |
| E 101-41510-121 PERA Contributions | $12,000.00 | $3,006.98 | *$8,993.02* |
| E 101-41510-122 FICA Contributions | $12,000.00 | $3,277.49 | *$8,722.51* |
| E 101-41510-131 Health | $26,000.00 | $7,057.18 | *$18,942.82* |
| E 101-41510-132 Dental | $1,000.00 | $243.96 | *$756.04* |
| E 101-41510-133 Life | $2,000.00 | $693.82 | *$1,306.18* |
| E 101-41510-143 MN Paid Leave Insurance | $326.00 | $88.22 | *$237.78* |
| E 101-41510-151 Workers Comp Insurance | $3,000.00 | $2,888.53 | *$111.47* |
| E 101-41510-201 Accessories | $2,000.00 | $125.75 | *$1,874.25* |
| E 101-41510-203 Forms and Paper | $900.00 | $275.73 | *$624.27* |
| E 101-41510-208 Other Supplies | $500.00 | $399.85 | *$100.15* |
| E 101-41510-308 Instructors' Fees | $500.00 | $0.00 | *$500.00* |
| E 101-41510-309 EDP, Software and Design | $11,000.00 | $0.00 | *$11,000.00* |
| E 101-41510-322 Postage | $2,100.00 | $15.90 | *$2,084.10* |
| E 101-41510-331 Travel Expense | $800.00 | $171.09 | *$628.91* |
| E 101-41510-433 Dues and Subscriptions | $16,000.00 | $14,283.17 | *$1,716.83* |
| E 101-41510-570 Office Equipment and Furnishin | $4,000.00 | $133.86 | *$3,866.14* |
| E 101-41530-301 Auditing and Accounting Servic | $20,000.00 | $20,150.00 | *-$150.00* |
| E 101-41610-304 Legal Fees | $35,000.00 | $19,196.85 | *$15,803.15* |
| E 101-42000-317 Law Enforcement Contract | $171,330.00 | $34,861.00 | *$136,469.00* |

| | | AMOUNT | ACTUAL | VARIANCE |
|---|---|---|---|---|
| | | **$1,366,860.60** | **$383,941.82** | ***$982,918.78*** |
| **ROAD & BRIDGE EXPENDITURE** | | | | |
| E 101-43000-101 | Full-time Wages | $75,000.00 | $18,785.84 | *$56,214.16* |
| E 101-43000-121 | PERA Contributions | $5,000.00 | $1,408.93 | *$3,591.07* |
| E 101-43000-122 | FICA Contributions | $5,000.00 | $1,721.69 | *$3,278.31* |
| E 101-43000-131 | Health | $15,500.00 | $5,581.80 | *$9,918.20* |
| E 101-43000-132 | Dental | $1,000.00 | $222.69 | *$777.31* |
| E 101-43000-133 | Life | $1,200.00 | $159.92 | *$1,040.08* |
| E 101-43000-143 | MN Paid Leave Insurance | $726.00 | $41.32 | *$684.68* |
| E 101-43000-151 | Workers Comp Insurance | $2,800.00 | $1,312.97 | *$1,487.03* |
| E 101-43000-212 | Motor Fuels | $19,000.00 | $5,147.29 | *$13,852.71* |
| E 101-43000-221 | Equipment Parts | $6,500.00 | $2,212.90 | *$4,287.10* |
| E 101-43000-224 | Street Maintenance Materials | $95,000.00 | $9,402.82 | *$85,597.18* |
| E 101-43000-303 | Engineering Fees | $20,000.00 | $1,776.50 | *$18,223.50* |
| E 101-43000-308 | Instructors' Fees | $400.00 | $0.00 | *$400.00* |
| E 101-43000-321 | Telephone | $500.00 | $102.28 | *$397.72* |
| E 101-43000-362 | Property Insurance | $1,000.00 | $984.75 | *$15.25* |
| E 101-43000-381 | Electric Utilities | $23,000.00 | $7,616.12 | *$15,383.88* |
| E 101-43000-384 | Refuse Disposal | $1,650.00 | $1,821.63 | *-$171.63* |
| E 101-43000-402 | Repair & Maintenance | $130,000.00 | $4,151.00 | *$125,849.00* |
| E 101-43000-404 | Equipment Repairs | $10,000.00 | $551.88 | *$9,448.12* |
| E 101-43000-417 | Uniforms | $1,500.00 | $684.32 | *$815.68* |
| E 101-43000-433 | Dues and Subscriptions | $1,500.00 | $1,255.19 | *$244.81* |
| E 101-43000-580 | Other Equipment | $5,000.00 | $1,776.22 | *$3,223.78* |
| | | **$421,276.00** | **$64,941.84** | ***$354,557.94*** |
| **PARK & RECREATION EXPENDITURE** | | | | |
| E 101-45000-101 | Full-time Wages | $74,000.00 | $21,002.32 | *$52,997.68* |
| E 101-45000-121 | PERA Contributions | $5,500.00 | $1,575.16 | *$3,924.84* |
| E 101-45000-122 | FICA Contributions | $5,500.00 | $1,882.26 | *$3,617.74* |

| | | AMOUNT | ACTUAL | VARIANCE |
|---|---|---|---|---|
| E 101-45000-131 | Health | $15,500.00 | $5,581.82 | *$9,918.18* |
| E 101-45000-132 | Dental | $1,000.00 | $222.69 | *$777.31* |
| E 101-45000-133 | Life | $1,000.00 | $159.93 | *$840.07* |
| E 101-45000-143 | MN Paid Leave Insurance | $330.00 | $46.20 | *$283.80* |
| E 101-45000-151 | Workers Comp Insurance | $3,000.00 | $1,292.46 | *$1,707.54* |
| E 101-45000-208 | Other Supplies | $11,000.00 | $1,131.84 | *$9,868.16* |
| E 101-45000-221 | Equipment Parts | $5,000.00 | $1,031.04 | *$3,968.96* |
| E 101-45000-225 | Landscaping Materials | $5,000.00 | $135.00 | *$4,865.00* |
| E 101-45000-362 | Property Insurance | $8,279.00 | $9,142.00 | *-$863.00* |
| E 101-45000-381 | Electric Utilities | $4,000.00 | $497.67 | *$3,502.33* |
| E 101-45000-384 | Refuse Disposal | $3,500.00 | $31.25 | *$3,468.75* |
| E 101-45000-392 | Program Expenses | $15,000.00 | $2,214.25 | *$12,785.75* |
| E 101-45000-403 | Improvements Other Than Buildi | $9,000.00 | $0.00 | *$9,000.00* |
| E 101-45000-404 | Equipment Repairs | $4,000.00 | $276.00 | *$3,724.00* |
| E 101-45000-415 | Rental - Other | $4,500.00 | $735.24 | *$3,764.76* |
| E 101-45000-580 | Other Equipment | $1,000.00 | $725.01 | *$274.99* |
| | | **$176,109.00** | **$46,957.13** | ***$128,426.86*** |

## OTHER

| | | | | |
|---|---|---|---|---|
| E 101-49200-141 | Insurance Premiums (Work Comp) | $0.00 | $0.00 | *$0.00* |
| | | **$0.00** | **$0.00** | ***$0.00*** |

## DEBT SERVICE FUND EXPENDITURE

| | | | | |
|---|---|---|---|---|
| E 301-47100-601 | Bond Principal | $285,000.00 | $285,000.00 | *$0.00* |
| E 301-47100-611 | Bond Interest | $36,100.00 | $20,900.00 | *$15,200.00* |
| E 301-47100-620 | Fiscal Agents Fees | $1,000.00 | $550.00 | *$450.00* |
| | | **$322,100.00** | **$306,450.00** | ***$15,650.00*** |

## CAPITAL OUTLAY EXPENDITURE

| | | | | |
|---|---|---|---|---|
| E 450-43000-402 | Repair & Maintenance | $0.00 | $0.00 | *$0.00* |
| E 450-43000-416 | Machinery | $12,500.00 | $0.00 | *$12,500.00* |
| E 450-43000-540 | Heavy Machinery | $0.00 | $0.00 | *$0.00* |

| | AMOUNT | ACTUAL | VARIANCE |
|---|---|---|---|
| E 450-45000-403 Improvements Other Than Buildings | $0.00 | $43,574.32 | *-$43,574.32* |
| E 450-45000-416 Machinery | $62,500.00 | $46,156.85 | *$16,343.15* |
| E 450-45000-580 Other Equipment | $0.00 | $0.00 | *$0.00* |
| Purchase of Investments | $235,000.00 | $0.00 | *$235,000.00* |
| | **$310,000.00** | **$89,731.17** | ***$220,268.83*** |
| **TOTAL GENERAL FUND EXPENDITURE** | **$2,596,345.60** | **$892,021.96** | **$1,701,822.41** |
| **WATER FUND EXPENDITURE** | | | |
| E 600-49400-101 Full-time Wages | $87,000.00 | $23,900.16 | *$63,099.84* |
| E 600-49400-121 PERA Contributions | $7,300.00 | $1,792.52 | *$5,507.48* |
| E 600-49400-122 FICA Contributions | $7,300.00 | $2,006.21 | *$5,293.79* |
| E 600-49400-131 Health | $15,500.00 | $5,581.80 | *$9,918.20* |
| E 600-49400-132 Dental | $1,000.00 | $222.72 | *$777.28* |
| E 600-49400-133 Life | $1,100.00 | $159.93 | *$940.07* |
| E 600-49400-143 MN Paid Leave Insurance | $383.00 | $52.57 | *$330.43* |
| E 600-49400-151 Workers Comp Insurance | $3,000.00 | $1,523.04 | *$1,476.96* |
| E 600-49400-203 Forms and Paper | $400.00 | $338.00 | *$62.00* |
| E 600-49400-216 Chemical Products | $20,000.00 | $2,002.00 | *$17,998.00* |
| E 600-49400-221 Equipment Parts | $16,000.00 | $5.70 | *$15,994.30* |
| E 600-49400-240 Small Tools & Minor | $4,000.00 | $0.00 | *$4,000.00* |
| E 600-49400-300 Professional Services | $500.00 | $2,200.50 | *-$1,700.50* |
| E 600-49400-303 Engineering Fees | $150,000.00 | $10,490.00 | *$139,510.00* |
| E 600-49400-309 EDP, Software and Design | $4,000.00 | $0.00 | *$4,000.00* |
| E 600-49400-314 Water Testing | $1,500.00 | $794.79 | *$705.21* |
| E 600-49400-315 Locates | $1,000.00 | $159.35 | *$840.65* |
| E 600-49400-316 Licenes & Permits | $5,000.00 | $0.00 | *$5,000.00* |
| E 600-49400-321 Telephone | $2,000.00 | $102.29 | *$1,897.71* |
| E 600-49400-322 Postage | $3,100.00 | $15.40 | *$3,084.60* |
| E 600-49400-362 Property Insurance | $3,116.00 | $4,035.23 | *-$919.23* |
| E 600-49400-381 Electric Utilities | $25,000.00 | $5,458.03 | *$19,541.97* |

| | AMOUNT | ACTUAL | VARIANCE |
|---|---|---|---|
| E 600-49400-383 Gas Utilities | $2,000.00 | $838.42 | *$1,161.58* |
| E 600-49400-386 State Surcharge | $11,500.00 | $4,737.65 | *$6,762.35* |
| E 600-49400-402 Repair & Maintenance | $150,000.00 | $1,723.75 | *$148,276.25* |
| E 600-49400-411 Land | $0.00 | $290,863.05 | *-$290,863.05* |
| E 600-49400-433 Dues and Subscriptions | $1,500.00 | $0.00 | *$1,500.00* |
| E 600-49400-438 (Other) State Tax | $0.00 | $483.00 | *-$483.00* |
| E 600-49400-580 Other Equipment | $1,000.00 | $106.34 | *$893.66* |
| | **$524,199.00** | **$359,592.45** | ***$164,606.55*** |
| **SEWER FUND EXPENDITURE** | | | |
| E 600-49450-303 Engineering Fees | $0.00 | $0.00 | *$0.00* |
| E 600-49450-308 Instructors' Fees | $500.00 | $0.00 | *$500.00* |
| E 600-49450-331 Travel Expense | $0.00 | $0.00 | *$0.00* |
| E 600-49450-362 Property Insurance | $50.00 | $159.00 | *-$109.00* |
| E 600-49450-381 Electric Utilities | $400.00 | $77.17 | *$322.83* |
| E 600-49450-385 Sewer Service | $226,853.00 | $75,617.80 | *$151,235.20* |
| E 600-49450-402 Repair & Maintenance | $75,000.00 | $0.00 | *$75,000.00* |
| E 600-49450-420 Depreciation Expense | $0.00 | $0.00 | *$0.00* |
| | **$302,803.00** | **$75,853.97** | ***$226,949.03*** |
| **TOTAL ENTERPRISE FUND EXPENDITURE** | **$827,002.00** | **$435,446.42** | ***$391,555.58*** |
| **TOTAL ENTERPRISE & GENERAL FUND EXP.** | **$3,423,347.60** | **$1,327,468.38** | ***$2,093,377.99*** |

| | |
|---|---|
| **TOTAL ENTERPRISE FUND REVENUE** | **$125,654.70** |
| **TOTAL ENTERPRISE FUND EXPENDITURE** | **$435,446.42** |
| BALANCE TO INVEST ENTERPRISE FUND | ($309,791.72) |

| | |
|---|---|
| **TOTAL GENERAL REVENUE** | **$235,270.32** |
| **TOTAL GENERAL EXPENDITURE** | **$892,021.96** |
| BALANCE TO INVEST GENERAL FUND | ($656,751.64) |

**Less Amount Invested in Budget** $0.00 Investments Purchased

**($656,751.64)**

| | AMOUNT | ACTUAL | VARIANCE |
|---|---|---|---|
| **Total Balance to Invest** | | **$0.00** | |

| 3/31/2026 | BUDGETED AMOUNT | JANUARY (A) | FEBRUARY (A) | MARCH (A) | APRIL | MAY | JUNE | JULY |
|---|---|---|---|---|---|---|---|---|
| **GENERAL REVENUE** | | | | | | | | |
| R 101-41000-31010 Ad Valorem Property Tax Revenu | $984,122.60 | $6,116.61 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $492,061.30 |
| R 101-41000-31020 Delinquent Ad Valorem Taxes | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-31030 Mobile Home Tax Revenue | $12.00 | $20.88 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $12.00 |
| R 101-41000-31040 Fiscal Disparities Tax | $125,000.00 | $53,357.30 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $62,500.00 |
| R 101-41000-31702 Solar Production Tax | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-32100 Business License and Permits | $5,000.00 | $0.00 | $175.00 | $150.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-32200 Non Business License - Permits | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-32211 Permit Fee / New Construction | $75,000.00 | $4,355.95 | $868.75 | $3,088.25 | $3,000.00 | $10,500.00 | $10,000.00 | $10,000.00 |
| R 101-41000-32212 Remodel | $500.00 | $0.00 | $0.00 | $0.00 | $0.00 | $250.00 | $0.00 | $0.00 |
| R 101-41000-32213 Mechanical | $2,500.00 | $425.00 | $500.00 | $500.00 | $200.00 | $200.00 | $200.00 | $200.00 |
| R 101-41000-32214 Repair | $500.00 | $0.00 | $0.00 | $0.00 | $0.00 | $250.00 | $0.00 | $0.00 |
| R 101-41000-32215 Plumbing | $2,500.00 | $250.00 | $375.00 | $125.00 | $200.00 | $200.00 | $200.00 | $200.00 |
| R 101-41000-32216 Demolition | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-32217 Septic | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R101-41000-32260 Driveway Permit | $200.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $200.00 | $0.00 |
| R 101-41000-32261 Right of Way Permit | $1,500.00 | $0.00 | $540.00 | $779.25 | $125.00 | $125.00 | $125.00 | $125.00 |
| R 101-41000-32262 Mining Permit | $50,000.00 | $0.00 | $0.00 | $0.00 | $50,000.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-32263 Grading Permit | $750.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $750.00 |
| R 101-41000-32265 Other Permits | $350.00 | $0.00 | $0.00 | $60.00 | $100.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-33100 Federal Grants and Aids | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-33400 State Grants and Aids | $66,554.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $66,554.00 |
| R 101-41000-33426 Argicultural Market Value Cred | $5,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $2,500.00 |
| R 101-41000-33428 State-Payments in Lieu of Tax | $5,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-33429 State PERA Aid | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-33600 Grants and Aids From Local Gov | $1,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-33640 Other Grant | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-34000 Charges for Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-34103 Zoning and Subdivision Fees | $85,000.00 | $406.00 | $635.00 | $15,000.00 | $7,000.00 | $7,000.00 | $7,000.00 | $7,500.00 |
| R 101-41000-34107 Assessment Searches | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| R 101-41000-34108 Admin. Charges to Other Funds | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-34109 Franchise Fees | $87,500.00 | $0.00 | $1,043.00 | $0.00 | $7,000.00 | $0.00 | $2,500.00 | $13,000.00 |
| R 101-41000-34110 Developer Fees | $5,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $5,000.00 | $0.00 |
| R 101-41000-34111 Bldg. Inspection / Plan Review | $50,000.00 | $2,701.37 | $418.44 | $1,763.61 | $4,000.00 | $4,500.00 | $4,500.00 | $5,500.00 |
| R 101-41000-34200 Public Safety | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-34900 Other Charges | $10.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $10.00 | $0.00 |
| R 101-41000-34950 State Surcharge (Bldg. Permits | $2,500.00 | $240.83 | $34.00 | $120.13 | $0.00 | $0.00 | $625.00 | $0.00 |
| R 101-41000-35101 Court Fines | $23,000.00 | $2,577.68 | $1,501.48 | $2,429.67 | $1,900.00 | $1,900.00 | $1,900.00 | $1,900.00 |
| R 101-41000-35102 Parking Fines | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-35105 Administrative Penalties | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-35200 Forfeits | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-36100 Special Assessments | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-36101 Principal | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-36102 Penalties and Interest | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-36200 Miscellaneous Revenues | $0.00 | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-41000-36210 Interest Earnings | $175,000.00 | $41,671.87 | $1,382.70 | $14,204.60 | $35,000.00 | $0.00 | $10,000.00 | $35,000.00 |
| R 101-41000-36220 Rents and Royalties | $20,000.00 | $1,100.00 | $9,167.25 | $275.00 | $1,500.00 | $3,000.00 | $2,500.00 | $1,750.00 |
| R 101-41000-36230 Contributions and Donations (P | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| | **$1,773,498.60** | **$113,223.49** | **$16,640.62** | **$38,495.51** | **$110,025.00** | **$27,925.00** | **$44,760.00** | **$699,552.30** |
| **ROAD & BRIDGE REVENUE** | | | | | | | | |
| R 101-41000-36210 Interest Earnings | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-43000-31701 Gravel Tax | $130,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $130,000.00 |
| R 101-43000-33100 Federal Grants and Aids | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-43000-33400 State Grants and Aids | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-43000-33610 County Grants and Aids for Hig | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-43000-34000 Charges for Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-43000-34301 Street, Sidewalk and Curb Repa | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-43000-34303 Transportation Fee | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-43000-34304 Public Lighting | $23,500.00 | $2,073.98 | $2,283.11 | $205.07 | $2,500.00 | $2,500.00 | $1,000.00 | $2,500.00 |
| R 101-43000-34305 Storm Water Management | $18,500.00 | $1,914.97 | $2,107.11 | $187.88 | $2,000.00 | $2,000.00 | $1,000.00 | $2,000.00 |
| R 101-43000-34306 Storm Wtr/ Street Lgt Penalty | $0.00 | $0.11 | $37.33 | $35.13 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-43000-36200 Miscellaneous Revenues | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| | **$172,000.00** | **$3,989.06** | **$4,427.55** | **$428.08** | **$4,500.00** | **$4,500.00** | **$2,000.00** | **$134,500.00** |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **PARK & RECREATION REVENUE** | | | | | | | | |
| R 101-45000-34740 Park and Recreation Concession | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-45000-34780 Park & Trail Fees | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 101-45000-34790 Program Fees | $2,500.00 | $210.00 | $235.00 | $115.00 | $208.00 | $208.00 | $208.00 | $208.00 |
| R 101-45000-36220 Rents and Royalties | $13,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $2,600.00 | $2,600.00 | $2,600.00 |
| R 101-45000-36230 Contributions and Donations (P | $3,500.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| | **$19,000.00** | **$210.00** | **$235.00** | **$115.00** | **$208.00** | **$2,808.00** | **$2,808.00** | **$2,808.00** |
| **DEBT SERVICE FUND REVENUE** | | | | | | | | |
| R 301-47100-31010 Ad Valorem Property Tax Revenu | $341,670.00 | $1,883.83 | $0.00 | $0.00 | $0.00 | $0.00 | $170,835.00 | $0.00 |
| R 301-47100-36210 Interest Earnings | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| | **$341,670.00** | **$1,883.83** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$170,835.00** | **$0.00** |
| **CAPITAL IMPROVEMENT FUND** | | | | | | | | |
| R 450-41000-31010 Ad Valorem Property Tax Revenu | $310,000.00 | $1,710.01 | $0.00 | $0.00 | $0.00 | $0.00 | $155,000.00 | $0.00 |
| Sale of Investments | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| | **$310,000.00** | **$1,710.01** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$155,000.00** | **$0.00** |
| **TOTAL GENERAL FUND REVENUE** | **$2,616,168.60** | **$121,016.39** | **$21,303.17** | **$39,038.59** | **$114,733.00** | **$35,233.00** | **$375,403.00** | **$836,860.30** |
| **WATER FUND REVENUE** | | | | | | | | |
| R 600-49400-31300 Sales & Use Tax | $0.00 | $133.22 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| R 600-49400-36210 Interest Earnings | $60,000.00 | $13,886.96 | $0.00 | $0.00 | $15,000.00 | $0.00 | $0.00 | $15,000.00 |
| R 600-49400-37110 Rate Class I | $358,900.00 | $26,122.31 | $26,702.22 | $3,332.46 | $30,000.00 | $35,000.00 | $20,000.00 | $30,000.00 |
| R 600-49400-37150 Connection/Reconnection Fees | $35,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $5,000.00 | $5,000.00 | $5,000.00 |
| R 600-49400-37160 Penalties and Forfeited Discou | $4,500.00 | $247.70 | $229.18 | $176.91 | $0.00 | $0.00 | $1,000.00 | $0.00 |
| R 600-49400-37170 New Water Meter Charge | $2,800.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | $0.00 |
| Sale of Investments | $137,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $137,000.00 | $0.00 |
| | **$598,200.00** | **$40,390.19** | **$26,931.40** | **$3,509.37** | **$45,000.00** | **$40,000.00** | **$164,000.00** | **$50,000.00** |
| **SEWER FUND REVENUE** | | | | | | | | |
| R 600-49450-37210 Rate Class 1 | $196,800.00 | $18,983.13 | $19,620.02 | $2,047.88 | $25,500.00 | $15,000.00 | $10,000.00 | $25,500.00 |
| R 600-49450-37250 Connection/Reconnection Fees | $28,000.00 | $0.00 | $0.00 | $0.00 | $5,000.00 | $5,000.00 | $5,000.00 | $5,000.00 |
| R 600-49450-37260 Penalties and Forfeited Discou | $4,000.00 | $247.61 | $169.73 | $189.70 | $0.00 | $0.00 | $1,000.00 | $0.00 |
| R 600-49450-37270 Sewer Inspection Fee | $50.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $50.00 |
| R 600-49450-37290 SAC Charges | $0.00 | -$7,380.45 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

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| | $228,850.00 | $11,850.29 | $19,789.75 | $2,237.58 | $30,500.00 | $20,000.00 | $16,000.00 | $30,550.00 |
| **TOTAL ENTERPRISE FUND REVENUE** | **$827,050.00** | **$52,240.48** | **$46,721.15** | **$5,746.95** | **$75,500.00** | **$60,000.00** | **$180,000.00** | **$80,550.00** |
| **TOTAL ENTERPRISE & GENERAL FUND REVENU** | **$3,443,218.60** | **$173,256.87** | **$68,024.32** | **$44,785.54** | **$190,233.00** | **$95,233.00** | **$555,403.00** | **$917,410.30** |

3/31/2026

**GENERAL EXPENDITURE**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| E 101-41000-106 City Council / Committee Wages | $16,000.00 | $0.00 | $1,020.00 | $935.00 | $1,330.00 | $1,330.00 | $1,330.00 | $1,330.00 |
| E 101-41000-121 PERA Contributions | $900.00 | $0.00 | $51.00 | $46.75 | $75.00 | $75.00 | $75.00 | $75.00 |
| E 101-41000-122 FICA Contributions | $1,100.00 | $0.00 | $78.05 | $71.55 | $91.70 | $91.66 | $91.70 | $91.66 |
| E 101-41000-143 MN Paid Leave Insurance | $145.00 | $0.00 | $4.49 | $4.12 | $36.25 | $0.00 | $0.00 | $36.25 |
| E 101-41000-211 Cleaning Supplies | $700.00 | $0.00 | $51.36 | $0.00 | $58.33 | $58.33 | $58.33 | $58.33 |
| E 101-41000-215 Shop Materials | $8,500.00 | $261.42 | $195.30 | $781.65 | $708.00 | $708.00 | $708.00 | $708.00 |
| E 101-41000-221 Equipment Parts | $3,500.00 | $0.00 | $1,020.19 | $0.00 | $294.00 | $290.00 | $290.00 | $294.00 |
| E 101-41000-223 Building Repair Supplies | $2,500.00 | $1,550.61 | $0.00 | $0.00 | $500.00 | $0.00 | $0.00 | $500.00 |
| E 101-41000-300 Professional Services | $105,000.00 | $13,837.91 | $10,193.15 | $2,744.30 | $13,000.00 | $10,000.00 | $10,000.00 | $10,000.00 |
| E 101-41000-303 Engineering Fees | $82,000.00 | $3,997.00 | $18,812.00 | $10,255.00 | $7,000.00 | $6,800.00 | $6,800.00 | $6,800.00 |
| E 101-41000-307 Management Fees | $700.00 | $27.75 | $27.75 | $27.75 | $58.00 | $58.00 | $58.00 | $58.00 |
| E 101-41000-310 Planner Fees | $150,000.00 | $14,933.50 | $30,510.17 | $5,378.50 | $15,000.00 | $15,000.00 | $15,000.00 | $15,000.00 |
| E 101-41000-312 Fire Contract | $445,112.60 | $0.00 | $0.00 | $72,739.13 | $93,096.00 | $0.00 | $0.00 | $93,096.00 |
| E 101-41000-313 Ambulance Contract | $500.00 | $0.00 | $500.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 101-41000-321 Telephone | $4,500.00 | $242.31 | $242.31 | $242.38 | $375.00 | $375.00 | $375.00 | $375.00 |
| E 101-41000-351 Legal Notices Publishing | $3,100.00 | $103.95 | $420.75 | $346.50 | $258.00 | $258.00 | $258.00 | $258.00 |
| E 101-41000-362 Property Insurance | $19,166.00 | $0.00 | $0.00 | $0.00 | $19,166.00 | $0.00 | $0.00 | $0.00 |
| E 101-41000-381 Electric Utilities | $7,000.00 | $465.26 | $277.83 | $600.93 | $583.00 | $583.00 | $583.00 | $583.00 |
| E 101-41000-383 Gas Utilities | $7,500.00 | $1,149.24 | $1,238.97 | $919.27 | $450.00 | $450.00 | $250.00 | $400.00 |
| E 101-41000-437 Other (State Surcharge) | $5,000.00 | $1,507.20 | $0.00 | $0.00 | $1,250.00 | $0.00 | $1,250.00 | $0.00 |
| E 101-41000-490 Donations to Civic Organizatio | $1,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | $0.00 | $0.00 |
| E 101-41120-107 Legislative Committees | $8,500.00 | $0.00 | $240.00 | $320.00 | $708.00 | $708.00 | $708.00 | $708.00 |
| E 101-41120-122 FICA Contributions | $0.00 | $0.00 | $0.00 | $24.48 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 101-41120-143 MN Paid Leave Insurance | $0.00 | $0.00 | $18.36 | $1.44 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 101-41410-104 Wages-temp | $3,500.00 | $0.00 | $1.08 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

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| E 101-41410-143 MN Paid Leave Insurance | $31.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 101-41410-203 Forms and Paper | $650.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $50.00 |
| E 101-41410-208 Other Supplies | $1,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 101-41410-203 Professional Services | $1,200.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 101-41410-331 Travel Expense | $300.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 101-41410-351 Legal Notices Publishing | $200.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $150.00 |
| E 101-41410-580 Other Equipment | $2,100.00 | $115.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 101-41510-101 Full-time Wages | $165,000.00 | $13,894.33 | $12,340.82 | $13,857.96 | $13,750.00 | $13,750.00 | $13,750.00 | $13,750.00 |
| E 101-41510-121 PERA Contributions | $12,000.00 | $1,042.07 | $925.57 | $1,039.34 | $1,000.00 | $1,000.00 | $1,000.00 | $1,000.00 |
| E 101-41510-122 FICA Contributions | $12,000.00 | $1,035.54 | $916.69 | $1,325.26 | $1,000.00 | $1,000.00 | $1,000.00 | $1,000.00 |
| E 101-41510-131 Health | $26,000.00 | $2,132.08 | $1,117.34 | $1,903.88 | $2,160.00 | $2,170.00 | $2,160.00 | $2,170.00 |
| E 101-41510-132 Dental | $1,000.00 | $81.32 | $81.32 | $81.32 | $83.33 | $83.33 | $83.33 | $83.33 |
| E 101-41510-133 Life | $2,000.00 | $207.16 | $224.44 | $234.69 | $166.00 | $166.00 | $166.00 | $166.00 |
| E 101-41510-143 MN Paid Leave Insurance | $326.00 | $30.57 | $27.15 | $30.50 | $81.50 | $0.00 | $0.00 | $81.50 |
| E 101-41510-151 Workers Comp Insurance | $3,000.00 | $0.00 | $0.00 | $1,755.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 101-41510-201 Accessories | $2,000.00 | $0.00 | $71.00 | $54.75 | $200.00 | $0.00 | $200.00 | $200.00 |
| E 101-41510-203 Forms and Paper | $900.00 | $135.00 | $131.57 | $9.16 | $0.00 | $200.00 | $0.00 | $0.00 |
| E 101-41510-208 Other Supplies | $500.00 | $8.76 | $0.00 | $277.78 | $250.00 | $0.00 | $0.00 | $0.00 |
| E 101-41510-308 Instructors' Fees | $500.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 101-41510-309 EDP, Software and Design | $11,000.00 | $0.00 | $0.00 | $0.00 | $2,000.00 | $0.00 | $1,000.00 | $500.00 |
| E 101-41510-322 Postage | $2,100.00 | $0.00 | $0.00 | $15.90 | $0.00 | $0.00 | $500.00 | $0.00 |
| E 101-41510-331 Travel Expense | $800.00 | $171.09 | $0.00 | $0.00 | $67.00 | $67.00 | $67.00 | $67.00 |
| E 101-41510-433 Dues and Subscriptions | $16,000.00 | $5,914.00 | $225.00 | $8,044.17 | $272.00 | $272.00 | $272.00 | $272.00 |
| E 101-41510-570 Office Equipment and Furnishin | $4,000.00 | $34.82 | $9.42 | $21.33 | $0.00 | $1,000.00 | $0.00 | $0.00 |
| E 101-41530-301 Auditing and Accounting Servic | $20,000.00 | $4,800.00 | $9,600.00 | $4,800.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 101-41610-304 Legal Fees | $35,000.00 | $5,299.08 | $7,636.50 | $2,384.81 | $2,916.00 | $2,916.00 | $2,916.00 | $2,920.00 |
| E 101-42000-317 Law Enforcement Contract | $171,330.00 | $34,861.00 | $0.00 | $0.00 | $42,832.50 | $0.00 | $0.00 | $0.00 |
| | **$1,366,860.60** | **$107,837.97** | **$98,209.58** | **$131,274.60** | **$220,815.61** | **$60,409.32** | **$60,949.36** | **$152,781.07** |
| **ROAD & BRIDGE EXPENDITURE** | | | | | | | | |
| E 101-43000-101 Full-time Wages | $75,000.00 | $6,755.36 | $5,555.20 | $6,475.28 | $6,250.00 | $6,250.00 | $6,250.00 | $6,250.00 |
| E 101-43000-121 PERA Contributions | $5,000.00 | $506.64 | $416.66 | $485.65 | $416.66 | $416.66 | $416.66 | $416.66 |
| E 101-43000-122 FICA Contributions | $5,000.00 | $513.32 | $422.74 | $785.63 | $416.66 | $416.66 | $416.66 | $416.66 |
| E 101-43000-131 Health | $15,500.00 | $2,437.55 | $673.85 | $1,235.20 | $1,290.00 | $1,290.00 | $1,290.00 | $1,290.00 |

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| E 101-43000-132 | Dental | $1,000.00 | $74.23 | $74.23 | $74.23 | $83.00 | $83.00 | $83.00 | $83.00 |
| E 101-43000-133 | Life | $1,200.00 | $43.43 | $50.33 | $57.42 | $100.00 | $100.00 | $100.00 | $100.00 |
| E 101-43000-143 | MN Paid Leave Insurance | $726.00 | $14.86 | $12.22 | $14.24 | $181.50 | $0.00 | $0.00 | $181.50 |
| E 101-43000-151 | Workers Comp Insurance | $2,800.00 | $0.00 | $0.00 | $1,755.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 101-43000-212 | Motor Fuels | $19,000.00 | $684.61 | $3,496.69 | $205.39 | $1,000.00 | $1,500.00 | $1,000.00 | $1,000.00 |
| E 101-43000-221 | Equipment Parts | $6,500.00 | $1,596.41 | $410.82 | $0.00 | $500.00 | $500.00 | $500.00 | $500.00 |
| E 101-43000-224 | Street Maintenance Materials | $95,000.00 | $3,816.97 | $4,214.15 | $1,236.70 | $5,000.00 | $5,000.00 | $5,000.00 | $60,000.00 |
| E 101-43000-303 | Engineering Fees | $20,000.00 | $721.50 | $1,055.00 | $0.00 | $1,000.00 | $5,000.00 | $2,500.00 | $2,500.00 |
| E 101-43000-308 | Instructors' Fees | $400.00 | $0.00 | $0.00 | $0.00 | $0.00 | $400.00 | $0.00 | $0.00 |
| E 101-43000-321 | Telephone | $500.00 | $25.57 | $25.57 | $25.57 | $40.00 | $40.00 | $40.00 | $51.00 |
| E 101-43000-362 | Property Insurance | $1,000.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | $0.00 | $0.00 | $0.00 |
| E 101-43000-381 | Electric Utilities | $23,000.00 | $1,820.26 | $1,662.86 | $2,499.82 | $1,920.00 | $1,900.00 | $1,920.00 | $1,920.00 |
| E 101-43000-384 | Refuse Disposal | $1,650.00 | $11.77 | $195.05 | $1,006.11 | $137.50 | $137.50 | $137.50 | $137.50 |
| E 101-43000-402 | Repair & Maintenance | $130,000.00 | $0.00 | $40.00 | $0.00 | $2,500.00 | $2,500.00 | $50,000.00 | $50,000.00 |
| E 101-43000-404 | Equipment Repairs | $10,000.00 | $0.00 | $276.00 | $275.88 | $1,000.00 | $1,000.00 | $1,000.00 | $1,000.00 |
| E 101-43000-417 | Uniforms | $1,500.00 | $150.00 | $150.00 | $0.00 | $500.00 | $0.00 | $0.00 | $500.00 |
| E 101-43000-433 | Dues and Subscriptions | $1,500.00 | $810.00 | $445.19 | $0.00 | $500.00 | $0.00 | $0.00 | $500.00 |
| E 101-43000-580 | Other Equipment | $5,000.00 | $0.00 | $1,666.99 | $0.00 | $0.00 | $0.00 | $1,000.00 | $0.00 |
| | | **$421,276.00** | **$19,982.48** | **$20,843.55** | **$16,132.12** | **$23,835.32** | **$26,533.82** | **$71,653.82** | **$126,846.32** |
| **PARK & RECREATION EXPENDITURE** | | | | | | | | | |
| E 101-45000-101 | Full-time Wages | $74,000.00 | $7,687.66 | $6,500.36 | $6,814.30 | $6,166.00 | $6,166.00 | $6,166.00 | $6,166.00 |
| E 101-45000-121 | PERA Contributions | $5,500.00 | $576.57 | $487.52 | $511.07 | $458.33 | $458.33 | $458.33 | $458.33 |
| E 101-45000-122 | FICA Contributions | $5,500.00 | $582.60 | $490.88 | $808.78 | $458.33 | $458.33 | $458.33 | $458.33 |
| E 101-45000-131 | Health | $15,500.00 | $2,437.55 | $673.85 | $1,235.21 | $1,290.00 | $1,290.00 | $1,290.00 | $1,290.00 |
| E 101-45000-132 | Dental | $1,000.00 | $74.23 | $74.23 | $74.23 | $83.00 | $83.00 | $83.00 | $83.00 |
| E 101-45000-133 | Life | $1,000.00 | $43.44 | $50.33 | $57.42 | $83.00 | $83.00 | $83.00 | $83.00 |
| E 101-45000-143 | MN Paid Leave Insurance | $330.00 | $16.91 | $14.30 | $14.99 | $82.50 | $0.00 | $0.00 | $82.50 |
| E 101-45000-151 | Workers Comp Insurance | $3,000.00 | $0.00 | $0.00 | $1,755.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 101-45000-208 | Other Supplies | $11,000.00 | $0.00 | $0.00 | $255.70 | $1,000.00 | $1,500.00 | $1,000.00 | $1,500.00 |
| E 101-45000-221 | Equipment Parts | $5,000.00 | $83.12 | $710.18 | $8.99 | $500.00 | $1,000.00 | $0.00 | $1,000.00 |
| E 101-45000-225 | Landscaping Materials | $5,000.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | $1,000.00 | $1,000.00 | $1,000.00 |
| E 101-45000-362 | Property Insurance | $8,279.00 | $0.00 | $0.00 | $0.00 | $8,279.00 | $0.00 | $0.00 | $0.00 |
| E 101-45000-381 | Electric Utilities | $4,000.00 | $166.93 | $0.00 | $330.74 | $333.00 | $333.00 | $333.00 | $333.00 |

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| E 101-45000-384 Refuse Disposal | $3,500.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $700.00 |
| E 101-45000-392 Program Expenses | $15,000.00 | $530.00 | $0.00 | $1,311.57 | $500.00 | $500.00 | $1,000.00 | $1,000.00 |
| E 101-45000-403 Improvements Other Than Buildi | $9,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $9,000.00 | $0.00 |
| E 101-45000-404 Equipment Repairs | $4,000.00 | $0.00 | $276.00 | $0.00 | $0.00 | $1,000.00 | $0.00 | $1,000.00 |
| E 101-45000-415 Rental - Other | $4,500.00 | $183.81 | $183.81 | $183.81 | $0.00 | $0.00 | $500.00 | $0.00 |
| E 101-45000-580 Other Equipment | $1,000.00 | $0.00 | $0.00 | $725.01 | $0.00 | $1,000.00 | $0.00 | $0.00 |
| | **$176,109.00** | **$12,382.82** | **$9,461.46** | **$14,086.82** | **$20,233.16** | **$14,871.66** | **$21,371.66** | **$15,154.16** |
| **DEBT SERVICE FUND EXPENDITURE** | | | | | | | | |
| E 301-47100-601 Bond Principal | $285,000.00 | $285,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 301-47100-611 Bond Interest | $36,100.00 | $20,900.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $15,200.00 |
| E 301-47100-620 Fiscal Agents Fees | $1,000.00 | $550.00 | $0.00 | $0.00 | $500.00 | $0.00 | $0.00 | $0.00 |
| | **$322,100.00** | **$306,450.00** | **$0.00** | **$0.00** | **$500.00** | **$0.00** | **$0.00** | **$15,200.00** |
| **CAPITAL OUTLAY EXPENDITURE** | | | | | | | | |
| E 450-43000-402 Repair & Maintenance | $0.00 | $0.00 | $43,574.32 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 450-43000-416 Machinery | $12,500.00 | $0.00 | $0.00 | $0.00 | $25,000.00 | $0.00 | $0.00 | $0.00 |
| E 450-43000-540 Heavy Machinery | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 450-45000-403 Improvements Other Than Buildings | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 450-45000-416 Machinery | $62,500.00 | $46,156.85 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 450-45000-580 Other Equipment | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Purchase of Investments | $235,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| | **$310,000.00** | **$46,156.85** | **$43,574.32** | **$0.00** | **$25,000.00** | **$0.00** | **$0.00** | **$0.00** |
| **TOTAL GENERAL FUND EXPENDITURE** | **$2,597,845.60** | **$492,960.12** | **$172,238.91** | **$161,493.54** | **$290,884.09** | **$101,814.80** | **$153,974.84** | **$310,481.55** |
| **WATER FUND EXPENDITURE** | | | | | | | | |
| E 600-49400-101 Full-time Wages | $87,000.00 | $8,215.68 | $7,468.80 | $8,215.68 | $7,250.00 | $7,250.00 | $7,250.00 | $7,250.00 |
| E 600-49400-121 PERA Contributions | $7,300.00 | $616.18 | $560.16 | $616.18 | $608.33 | $608.33 | $608.33 | $608.33 |
| E 600-49400-122 FICA Contributions | $7,300.00 | $590.98 | $533.48 | $881.75 | $608.33 | $608.33 | $608.33 | $608.33 |
| E 600-49400-131 Health | $15,500.00 | $2,437.55 | $673.85 | $1,235.20 | $1,290.00 | $1,290.00 | $1,290.00 | $1,290.00 |
| E 600-49400-132 Dental | $1,000.00 | $74.24 | $74.24 | $74.24 | $83.00 | $83.00 | $83.00 | $83.00 |
| E 600-49400-133 Life | $1,100.00 | $43.43 | $50.35 | $57.42 | $91.66 | $91.66 | $91.66 | $91.66 |
| E 600-49400-143 MN Paid Leave Insurance | $383.00 | $18.08 | $16.42 | $18.07 | $95.75 | $0.00 | $0.00 | $95.75 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| E 600-49400-151 Workers Comp Insurance | $3,000.00 | $0.00 | $0.00 | $1,755.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 600-49400-203 Forms and Paper | $400.00 | $338.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 600-49400-216 Chemical Products | $20,000.00 | $40.00 | $1,952.32 | $10.00 | $1,666.00 | $1,666.00 | $1,666.00 | $1,666.00 |
| E 600-49400-221 Equipment Parts | $16,000.00 | $0.00 | $5.70 | $0.00 | $1,300.00 | $1,300.00 | $1,300.00 | $1,500.00 |
| E 600-49400-240 Small Tools & Minor | $4,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | $0.00 |
| E 600-49400-300 Professional Services | $500.00 | $2,200.50 | $0.00 | $0.00 | $0.00 | $500.00 | $0.00 | $0.00 |
| E 600-49400-303 Engineering Fees | $150,000.00 | $2,475.00 | $3,830.00 | $4,185.00 | $10,000.00 | $10,000.00 | $15,000.00 | $15,000.00 |
| E 600-49400-309 EDP, Software and Design | $4,000.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | $0.00 | $0.00 | $2,000.00 |
| E 600-49400-314 Water Testing | $1,500.00 | $112.00 | $112.00 | $117.00 | $125.00 | $125.00 | $125.00 | $125.00 |
| E 600-49400-315 Locates | $1,000.00 | $17.55 | $89.15 | $17.55 | $100.00 | $100.00 | $100.00 | $100.00 |
| E 600-49400-316 Licenes & Permits | $5,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | $0.00 | $1,000.00 |
| E 600-49400-321 Telephone | $2,000.00 | $25.58 | $25.57 | $25.57 | $160.00 | $160.00 | $160.00 | $160.00 |
| E 600-49400-322 Postage | $3,100.00 | $0.00 | $15.40 | $0.00 | $0.00 | $0.00 | $1,000.00 | $0.00 |
| E 600-49400-362 Property Insurance | $3,116.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 600-49400-381 Electric Utilities | $25,000.00 | $1,284.25 | $839.66 | $3,157.30 | $2,083.00 | $2,083.00 | $2,083.00 | $2,083.00 |
| E 600-49400-383 Gas Utilities | $2,000.00 | $245.54 | $254.89 | $215.94 | $75.00 | $75.00 | $75.00 | $75.00 |
| E 600-49400-386 State Surcharge | $11,500.00 | $1,621.65 | $3,116.00 | $0.00 | $0.00 | $0.00 | $2,875.00 | $0.00 |
| E 600-49400-402 Repair & Maintenance | $150,000.00 | $0.00 | $1,723.75 | $0.00 | $10,000.00 | $50,000.00 | $10,000.00 | $10,000.00 |
| E 600-49400-411 Land | $0.00 | $290,863.05 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 600-49400-433 Dues and Subscriptions | $1,500.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $500.00 | $0.00 |
| E 600-49400-438 (Other) State Tax | $0.00 | $483.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 600-49400-580 Other Equipment | $1,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | $0.00 | $0.00 |
| | **$524,199.00** | **$311,702.26** | **$21,341.74** | **$20,581.90** | **$36,536.07** | **$77,940.32** | **$45,815.32** | **$43,736.07** |
| **SEWER FUND EXPENDITURE** | | | | | | | | |
| E 600-49450-303 Engineering Fees | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 600-49450-308 Instructors' Fees | $500.00 | $0.00 | $0.00 | $0.00 | $500.00 | $0.00 | $0.00 | $0.00 |
| E 600-49450-331 Travel Expense | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 600-49450-362 Property Insurance | $50.00 | $0.00 | $0.00 | $50.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| E 600-49450-381 Electric Utilities | $400.00 | $37.40 | $12.16 | $27.61 | $33.00 | $33.00 | $33.00 | $33.00 |
| E 600-49450-385 Sewer Service | $226,853.00 | $18,904.45 | $18,904.45 | $18,904.00 | $18,904.00 | $18,904.00 | $18,904.00 | $18,904.00 |
| E 600-49450-402 Repair & Maintenance | $75,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $60,000.00 |
| E 600-49450-420 Depreciation Expense | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| | **$302,803.00** | **$18,941.85** | **$18,916.61** | **$18,981.61** | **$19,437.00** | **$18,937.00** | **$18,937.00** | **$78,937.00** |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **TOTAL ENTERPRISE FUND EXPENDITURE** | **$827,002.00** | **$330,644.11** | **$40,258.35** | **$39,563.51** | **$55,973.07** | **$96,877.32** | **$64,752.32** | **$122,673.07** |
| | | | | | | | | |
| **TOTAL ENTERPRISE & GENERAL FUND REVENU** | **$3,443,218.60** | $173,256.87 | $68,024.32 | $44,785.54 | $190,233.00 | $95,233.00 | $555,403.00 | $917,410.30 |
| **TOTAL ENTERPRISE & GENERAL FUND EXP.** | **$3,424,847.60** | $823,604.23 | $212,497.26 | $201,057.05 | $346,857.16 | $198,692.12 | $218,727.16 | $433,154.62 |
| **PROFIT / LOSS** | | **($650,347.36)** | **($144,472.94)** | **($156,271.51)** | **($156,624.16)** | **($103,459.12)** | **$336,675.84** | **$484,255.68** |
| **PROJECTED CASH BALANCE** | **$8,533,260.29** | | | | | | | |

| AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | TOTAL |
|---|---|---|---|---|---|
| $0.00 | $0.00 | $0.00 | $0.00 | $492,061.30 | **$990,239.21** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$32.88** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$115,857.30** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $5,000.00 | $0.00 | $0.00 | **$5,325.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $10,000.00 | $10,000.00 | $10,000.00 | $2,500.00 | $0.00 | **$74,312.95** |
| $250.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$500.00** |
| $200.00 | $300.00 | $200.00 | $200.00 | $200.00 | **$3,325.00** |
| $0.00 | $250.00 | $0.00 | $0.00 | $0.00 | **$500.00** |
| $200.00 | $300.00 | $200.00 | $200.00 | $200.00 | **$2,650.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$200.00** |
| $125.00 | $125.00 | $125.00 | $125.00 | $125.00 | **$2,444.25** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$50,000.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$750.00** |
| $100.00 | $50.00 | $0.00 | $100.00 | $0.00 | **$410.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$66,554.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $2,500.00 | **$5,000.00** |
| $5,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$5,000.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $1,000.00 | $0.00 | $0.00 | $0.00 | **$1,000.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $7,000.00 | $7,500.00 | $7,000.00 | $7,000.00 | $7,000.00 | **$80,041.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |

| | | | | | |
|---|---|---|---|---|---|
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $13,000.00 | $13,000.00 | $13,000.00 | $13,000.00 | $13,000.00 | **$88,543.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$5,000.00** |
| $4,500.00 | $4,500.00 | $4,500.00 | $4,000.00 | $4,000.00 | **$44,883.42** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$10.00** |
| $0.00 | $625.00 | $0.00 | $0.00 | $625.00 | **$2,269.96** |
| $2,000.00 | $1,900.00 | $1,900.00 | $2,000.00 | $1,900.00 | **$23,808.83** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $10,000.00 | $35,000.00 | $0.00 | $5,000.00 | **$187,259.17** |
| $1,750.00 | $1,750.00 | $1,500.00 | $1,500.00 | $1,500.00 | **$27,292.25** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **$44,125.00** | **$51,300.00** | **$78,425.00** | **$30,625.00** | **$528,111.30** | **$1,783,208.22** |

| | | | | | |
|---|---|---|---|---|---|
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$130,000.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $2,500.00 | $1,000.00 | $2,500.00 | $2,000.00 | $1,000.00 | **$22,062.16** |
| $1,500.00 | $1,000.00 | $2,000.00 | $1,000.00 | $1,000.00 | **$17,709.96** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$72.57** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **$4,000.00** | **$2,000.00** | **$4,500.00** | **$3,000.00** | **$2,000.00** | **$169,844.69** |

| | | | | | |
|---|---|---|---|---|---|
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $208.00 | $208.00 | $212.00 | $208.00 | $208.00 | **$2,436.00** |
| $2,600.00 | $2,600.00 | $0.00 | $0.00 | $0.00 | **$13,000.00** |
| $3,500.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$3,500.00** |
| **$6,308.00** | **$2,808.00** | **$212.00** | **$208.00** | **$208.00** | **$18,936.00** |
| | | | | | |
| $0.00 | $0.00 | $0.00 | $0.00 | $170,835.00 | **$343,553.83** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$170,835.00** | **$343,553.83** |
| | | | | | |
| $0.00 | $0.00 | $0.00 | $0.00 | $155,000.00 | **$311,710.01** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$155,000.00** | **$311,710.01** |
| **$54,433.00** | **$56,108.00** | **$83,137.00** | **$33,833.00** | **$856,154.30** | **$2,627,252.75** |
| | | | | | |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$133.22** |
| $0.00 | $0.00 | $0.00 | $0.00 | $15,000.00 | **$58,886.96** |
| $35,000.00 | $20,000.00 | $30,000.00 | $45,000.00 | $28,900.00 | **$330,056.99** |
| $5,000.00 | $5,000.00 | $0.00 | $5,000.00 | $0.00 | **$30,000.00** |
| $0.00 | $1,000.00 | $0.00 | $0.00 | $1,500.00 | **$4,153.79** |
| $0.00 | $800.00 | $0.00 | $0.00 | $0.00 | **$1,800.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$137,000.00** |
| **$40,000.00** | **$26,800.00** | **$30,000.00** | **$50,000.00** | **$45,400.00** | **$425,030.96** |
| | | | | | |
| $15,000.00 | $10,000.00 | $25,500.00 | $15,200.00 | $10,100.00 | **$192,451.03** |
| $5,000.00 | $3,000.00 | $0.00 | $0.00 | $0.00 | **$28,000.00** |
| $0.00 | $1,000.00 | $0.00 | $0.00 | $1,000.00 | **$3,607.04** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$50.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **-$7,380.45** |

| $20,000.00 | $14,000.00 | $25,500.00 | $15,200.00 | $11,100.00 | $216,727.62 |
|---|---|---|---|---|---|
| **$60,000.00** | **$40,800.00** | **$55,500.00** | **$65,200.00** | **$56,500.00** | **$778,758.58** |
| **$114,433.00** | **$96,908.00** | **$138,637.00** | **$99,033.00** | **$912,654.30** | **$3,406,011.33** |
| $1,330.00 | $1,330.00 | $1,330.00 | $1,330.00 | $1,370.00 | **$13,965.00** |
| $75.00 | $75.00 | $75.00 | $75.00 | $75.00 | **$772.75** |
| $91.66 | $91.66 | $91.66 | $91.66 | $91.66 | **$974.62** |
| $0.00 | $0.00 | $36.25 | $0.00 | $36.25 | **$153.61** |
| $58.33 | $58.33 | $58.37 | $58.33 | $58.33 | **$576.37** |
| $708.00 | $712.00 | $708.00 | $708.00 | $708.00 | **$7,614.37** |
| $290.00 | $290.00 | $294.00 | $294.00 | $294.00 | **$3,650.19** |
| $0.00 | $0.00 | $500.00 | $0.00 | $500.00 | **$3,550.61** |
| $10,000.00 | $10,000.00 | $7,000.00 | $7,000.00 | $7,000.00 | **$110,775.36** |
| $6,800.00 | $6,800.00 | $6,800.00 | $7,000.00 | $6,800.00 | **$94,664.00** |
| $58.00 | $58.00 | $58.00 | $62.00 | $58.00 | **$609.25** |
| $10,000.00 | $10,000.00 | $10,000.00 | $10,000.00 | $15,000.00 | **$165,822.17** |
| $0.00 | $0.00 | $93,096.00 | $0.00 | $93,096.00 | **$445,123.13** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$500.00** |
| $375.00 | $375.00 | $375.00 | $375.00 | $375.00 | **$4,102.00** |
| $258.00 | $262.00 | $258.00 | $258.00 | $258.00 | **$3,197.20** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$19,166.00** |
| $583.00 | $583.00 | $587.00 | $583.00 | $583.00 | **$6,595.02** |
| $450.00 | $450.00 | $550.00 | $900.00 | $900.00 | **$8,107.48** |
| $0.00 | $1,250.00 | $0.00 | $0.00 | $1,250.00 | **$6,507.20** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$1,000.00** |
| $708.00 | $712.00 | $708.00 | $708.00 | $708.00 | **$6,936.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$24.48** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$19.80** |
| $1,500.00 | $0.00 | $0.00 | $2,000.00 | $0.00 | **$3,501.08** |

| | | | | | |
|---|---|---|---|---|---|
| $0.00 | $0.00 | $0.00 | $31.00 | $0.00 | **$31.00** |
| $300.00 | $0.00 | $0.00 | $300.00 | $0.00 | **$650.00** |
| $400.00 | $0.00 | $0.00 | $600.00 | $0.00 | **$1,000.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $250.00 | $0.00 | $0.00 | $50.00 | $0.00 | **$300.00** |
| $0.00 | $0.00 | $50.00 | $0.00 | $0.00 | **$200.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $2,100.00 | **$2,215.00** |
| $13,750.00 | $13,750.00 | $13,750.00 | $13,750.00 | $13,750.00 | **$163,843.11** |
| $1,000.00 | $1,000.00 | $1,000.00 | $1,000.00 | $1,000.00 | **$12,006.98** |
| $1,000.00 | $1,000.00 | $1,000.00 | $1,000.00 | $1,000.00 | **$12,277.49** |
| $2,170.00 | $2,160.00 | $2,170.00 | $2,170.00 | $2,170.00 | **$24,653.30** |
| $83.33 | $83.33 | $83.33 | $83.33 | $83.37 | **$993.97** |
| $166.00 | $166.00 | $166.00 | $166.00 | $174.00 | **$2,168.29** |
| $0.00 | $0.00 | $81.50 | $0.00 | $81.50 | **$414.22** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$1,755.00** |
| $200.00 | $0.00 | $200.00 | $200.00 | $200.00 | **$1,525.75** |
| $200.00 | $0.00 | $0.00 | $0.00 | $300.00 | **$975.73** |
| $250.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$786.54** |
| $250.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$250.00** |
| $500.00 | $1,000.00 | $500.00 | $500.00 | $500.00 | **$6,500.00** |
| $0.00 | $500.00 | $0.00 | $0.00 | $600.00 | **$1,615.90** |
| $67.00 | $63.00 | $67.00 | $67.00 | $67.00 | **$770.09** |
| $272.00 | $272.00 | $272.00 | $272.00 | $272.00 | **$16,631.17** |
| $0.00 | $1,000.00 | $0.00 | $0.00 | $1,000.00 | **$3,065.57** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$19,200.00** |
| $2,916.00 | $2,916.00 | $2,916.00 | $2,916.00 | $2,916.00 | **$41,568.39** |
| $42,832.50 | $0.00 | $0.00 | $42,832.50 | $0.00 | **$163,358.50** |
| **$99,891.82** | **$56,957.32** | **$144,781.11** | **$97,380.82** | **$155,375.11** | **$1,386,663.69** |
| | | | | | |
| $6,250.00 | $6,250.00 | $6,250.00 | $6,250.00 | $6,250.00 | **$75,035.84** |
| $416.66 | $416.66 | $416.66 | $416.74 | $416.66 | **$5,158.97** |
| $416.66 | $416.66 | $416.66 | $416.74 | $416.66 | **$5,471.71** |
| $1,290.00 | $1,290.00 | $1,290.00 | $1,290.00 | $1,310.00 | **$15,976.60** |

| | | | | | |
|---|---|---|---|---|---|
| $83.00 | $83.00 | $83.00 | $83.00 | $87.00 | **$973.69** |
| $100.00 | $100.00 | $100.00 | $100.00 | $100.00 | **$1,051.18** |
| $0.00 | $0.00 | $181.50 | $0.00 | $181.50 | **$767.32** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$1,755.00** |
| $1,000.00 | $1,000.00 | $1,000.00 | $2,000.00 | $2,000.00 | **$15,886.69** |
| $1,000.00 | $500.00 | $500.00 | $500.00 | $500.00 | **$7,007.23** |
| $10,000.00 | $5,000.00 | $1,000.00 | $1,000.00 | $0.00 | **$101,267.82** |
| $2,500.00 | $1,000.00 | $1,000.00 | $1,000.00 | $500.00 | **$18,776.50** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$400.00** |
| $40.00 | $40.00 | $49.00 | $40.00 | $40.00 | **$456.71** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$1,000.00** |
| $1,920.00 | $1,920.00 | $1,900.00 | $1,920.00 | $1,920.00 | **$23,222.94** |
| $137.50 | $137.50 | $137.50 | $137.50 | $137.50 | **$2,450.43** |
| $5,000.00 | $3,500.00 | $3,500.00 | $3,500.00 | $3,500.00 | **$124,040.00** |
| $1,000.00 | $1,000.00 | $0.00 | $1,000.00 | $1,000.00 | **$8,551.88** |
| $0.00 | $0.00 | $500.00 | $0.00 | $0.00 | **$1,800.00** |
| $0.00 | $0.00 | $500.00 | $0.00 | $0.00 | **$2,755.19** |
| $1,000.00 | $0.00 | $1,000.00 | $0.00 | $1,000.00 | **$5,666.99** |
| **$32,153.82** | **$22,653.82** | **$19,824.32** | **$19,653.98** | **$19,359.32** | **$419,472.69** |

| | | | | | |
|---|---|---|---|---|---|
| $6,166.00 | $6,166.00 | $6,166.00 | $6,166.00 | $6,174.00 | **$76,504.32** |
| $458.33 | $458.33 | $458.33 | $458.33 | $458.37 | **$5,700.17** |
| $458.33 | $458.33 | $458.33 | $458.33 | $458.37 | **$6,007.27** |
| $1,290.00 | $1,290.00 | $1,290.00 | $1,290.00 | $1,310.00 | **$15,976.61** |
| $83.00 | $83.00 | $83.00 | $83.00 | $87.00 | **$973.69** |
| $83.00 | $83.00 | $83.00 | $83.00 | $87.00 | **$902.19** |
| $0.00 | $0.00 | $82.50 | $0.00 | $82.50 | **$376.20** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$1,755.00** |
| $1,000.00 | $1,000.00 | $1,000.00 | $1,000.00 | $500.00 | **$9,755.70** |
| $500.00 | $500.00 | $500.00 | $500.00 | $0.00 | **$5,302.29** |
| $1,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$5,000.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$8,279.00** |
| $333.00 | $333.00 | $333.00 | $333.00 | $337.00 | **$3,498.67** |

| | | | | | |
|---|---|---|---|---|---|
| $700.00 | $700.00 | $700.00 | $700.00 | $0.00 | **$3,500.00** |
| $8,500.00 | $500.00 | $500.00 | $500.00 | $500.00 | **$15,341.57** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$9,000.00** |
| $0.00 | $1,000.00 | $0.00 | $1,000.00 | $0.00 | **$4,276.00** |
| $2,500.00 | $0.00 | $0.00 | $1,500.00 | $0.00 | **$5,051.43** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$1,725.01** |
| **$23,071.66** | **$12,571.66** | **$11,654.16** | **$14,071.66** | **$9,994.24** | **$178,925.12** |
| | | | | | |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$285,000.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$36,100.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$1,050.00** |
| **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$322,150.00** |
| | | | | | |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$43,574.32** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$25,000.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$46,156.85** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$114,731.17** |
| | | | | | |
| **$155,117.30** | **$92,182.80** | **$176,759.59** | **$131,106.46** | **$184,728.67** | **$2,423,742.67** |
| | | | | | |
| $7,250.00 | $7,250.00 | $7,250.00 | $7,250.00 | $7,250.00 | **$89,150.16** |
| $608.33 | $608.33 | $608.33 | $608.33 | $608.37 | **$7,267.53** |
| $608.33 | $608.33 | $608.33 | $608.33 | $608.37 | **$7,481.22** |
| $1,290.00 | $1,290.00 | $1,290.00 | $1,290.00 | $1,310.00 | **$15,976.60** |
| $83.00 | $83.00 | $83.00 | $83.00 | $87.00 | **$973.72** |
| $91.66 | $91.66 | $91.66 | $91.66 | $91.74 | **$976.22** |
| $0.00 | $0.00 | $95.75 | $0.00 | $95.75 | **$435.57** |

| | | | | | |
|---|---|---|---|---|---|
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$1,755.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$338.00** |
| $1,666.00 | $1,666.00 | $1,666.00 | $1,666.00 | $1,674.00 | **$17,004.32** |
| $1,300.00 | $1,300.00 | $1,500.00 | $1,300.00 | $1,300.00 | **$12,105.70** |
| $0.00 | $1,000.00 | $0.00 | $0.00 | $1,000.00 | **$3,000.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$2,700.50** |
| $15,000.00 | $15,000.00 | $15,000.00 | $15,000.00 | $10,000.00 | **$130,490.00** |
| $0.00 | $0.00 | $1,000.00 | $0.00 | $0.00 | **$4,000.00** |
| $125.00 | $125.00 | $125.00 | $125.00 | $125.00 | **$1,466.00** |
| $100.00 | $100.00 | $100.00 | $50.00 | $50.00 | **$924.25** |
| $1,000.00 | $0.00 | $1,000.00 | $0.00 | $500.00 | **$4,500.00** |
| $170.00 | $160.00 | $160.00 | $160.00 | $230.00 | **$1,596.72** |
| $0.00 | $600.00 | $0.00 | $0.00 | $0.00 | **$1,615.40** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $2,083.00 | $2,083.00 | $2,083.00 | $2,083.00 | $2,087.00 | **$24,032.21** |
| $75.00 | $125.00 | $250.00 | $250.00 | $250.00 | **$1,966.37** |
| $0.00 | $2,875.00 | $0.00 | $0.00 | $2,875.00 | **$13,362.65** |
| $10,000.00 | $10,000.00 | $10,000.00 | $10,000.00 | $0.00 | **$121,723.75** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$290,863.05** |
| $0.00 | $0.00 | $500.00 | $0.00 | $0.00 | **$1,000.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$483.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$1,000.00** |
| **$41,450.32** | **$44,965.32** | **$43,411.07** | **$40,565.32** | **$30,142.23** | **$758,187.94** |

| | | | | | |
|---|---|---|---|---|---|
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$500.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$50.00** |
| $33.00 | $33.00 | $33.00 | $33.00 | $37.00 | **$378.17** |
| $18,904.00 | $18,904.00 | $18,904.00 | $18,904.00 | $18,909.00 | **$226,853.90** |
| $0.00 | $10,000.00 | $0.00 | $0.00 | $0.00 | **$70,000.00** |
| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **$18,937.00** | **$28,937.00** | **$18,937.00** | **$18,937.00** | **$18,946.00** | **$297,782.07** |

| | | | | | |
|---|---|---|---|---|---|
| **$60,387.32** | **$73,902.32** | **$62,348.07** | **$59,502.32** | **$49,088.23** | **$1,055,970.01** |
| | | | | | |
| $114,433.00 | $96,908.00 | $138,637.00 | $99,033.00 | $912,654.30 | **$3,406,011.33** |
| $215,504.62 | $166,085.12 | $239,107.66 | $190,608.78 | $233,816.90 | **$3,479,712.68** |
| **($101,071.62)** | **($69,177.12)** | **($100,470.66)** | **($91,575.78)** | **$678,837.40** | **($73,701.35)** |
| | | | | | **$8,459,558.94** |

**MEMORANDUM**

| | |
|---|---|
| **Date:** | April 14, 2026 |
| **To:** | Empire City Council |
| **From:** | Charles Seipel-Teng, Clerk-Administrator |
| **RE:** | Consider Adopting Resolution 2026-4A, Accepting the Resignation of Melanie McCracken |

Dawn will be leaving employment with the City, with her last day on April 30. The job posting for the Deputy Clerk position has been posted until April 23.

*Attachment(s): Resolution 2026-4A Accepting Resignation of Dawn McCracken.pdf*

**RESOLUTION NO. 2026-4A**
**CITY OF EMPIRE**
**COUNTY OF DAKOTA**
**STATE OF MINNESOTA**

**A RESOLUTION ACCEPTING THE RESIGNATION OF MELANIE MCCRACKEN**

**WHEREAS**, the City Administrator accepted the resignation of Melanie (Dawn) McCracken on behalf of the City of Empire effective 4/30/2026.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Empire, Minnesota that the resignation of Melanie McCracken effective 4/30/2026 is hereby acknowledged and duly accepted.

Adopted by the City Council this 14th day of April 2026.

_____
Melanie Lee, Mayor

Attest:

_____
Charles Seipel-Teng, Clerk-Administrator

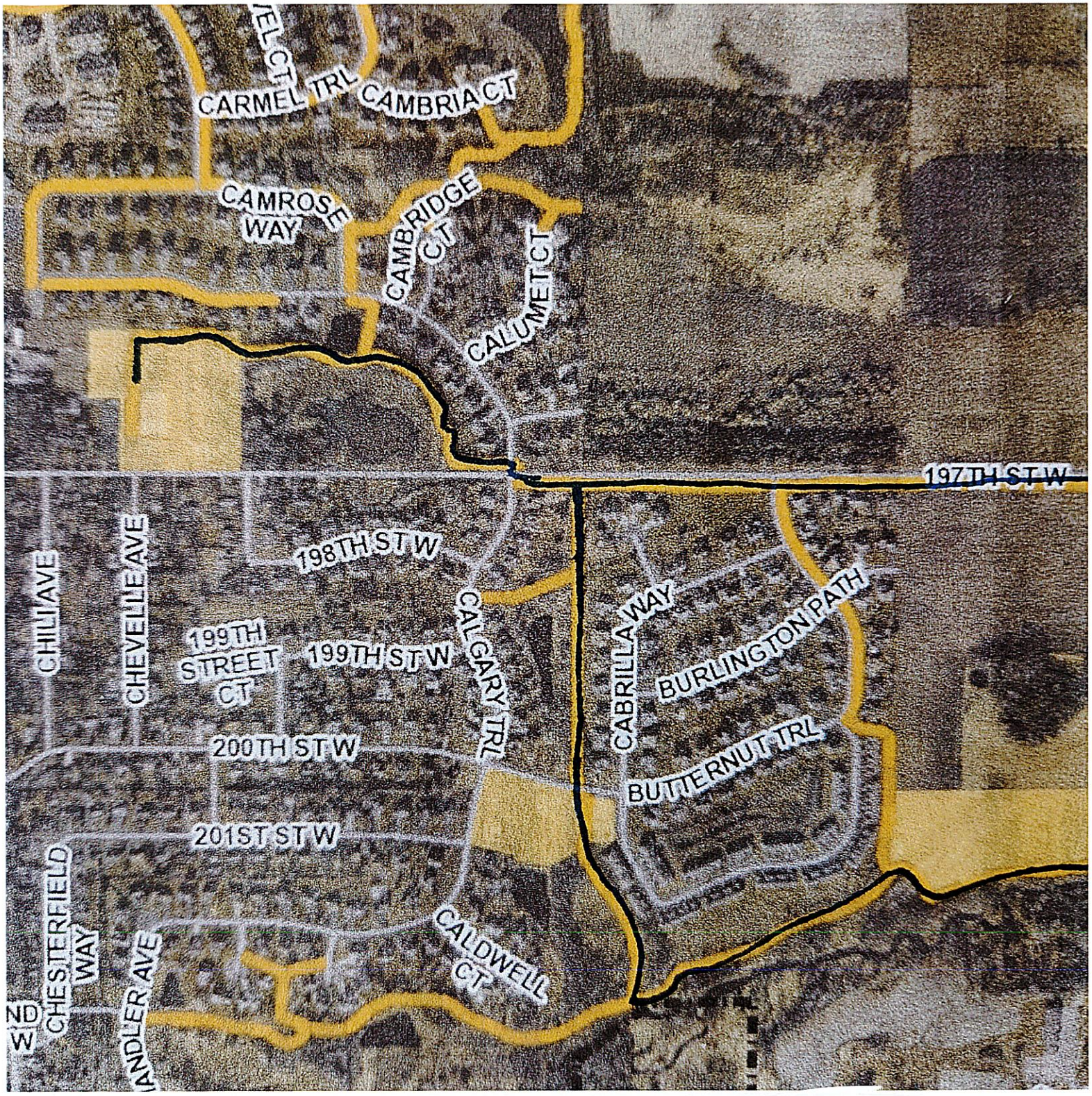
(SEAL)

**MEMORANDUM**

| | |
|---|---|
| **Date:** | April 14, 2026 |
| **To:** | Empire City Council |
| **From:** | Charles Seipel-Teng, Clerk-Administrator |
| **RE:** | Consider Permitting Use of City Hall Parking Lot for 5K Event |

The Farmington Girls Hockey Booster Club is planning to hold a 5K run in Empire on Saturday, May 2nd. A map of the 5K route is attached. It is proposed to start at City Hall Parking Lot and the Club is requesting to use the lot for parking and staging from approximately 7AM to 10 AM. The run will not require the closure of City streets as they will be using the trails. Crossing guards will be provided at street crossings.

*Attachment(s): 5K ROUTE.pdf*


CARMEL TRL
CAMBRIA CT
CAMROSE WAY
CAMBRIDGE CT
CALUMET CT
197TH ST W
198TH ST W
CHILI AVE
CHEVELLE AVE
199TH STREET CT
199TH ST W
CALGARY TRL
CABRILLA WAY
BURLINGTON PATH
200TH ST W
BUTTERNUT TRL
201ST ST W
CHESTERFIELD WAY
CALDWELL CT

**MEMORANDUM**

| | |
|---|---|
| **Date:** | April 14, 2026 |
| **To:** | Empire City Council |
| **From:** | Jerod Waltman, Maintenance |
| **RE:** | 1. Quarterly Results for Radiochemical Monitoring (Well #3) |

*Attachment(s):* *1190009-Ra-Qrt-06APR2026.pdf*
*Water Radium Testing.pdf*

DEPARTMENT OF HEALTH

*Protecting, Maintaining and Improving the Health of All Minnesotans*

April 7, 2026

Empire City Council
c/o Clerk Administrator
Empire City Hall
3385 197th Street
Farmington, Minnesota 55024

Dear Council Members:

SUBJECT: Quarterly Results for Radiochemical Monitoring, Empire, Dakota County, PWSID 1190009

Enclosed are the results of the most recent radiochemical samples collected from your public water system in accordance with Minnesota Rules, Chapter 4720 and the Safe Drinking Water Act.

Quarterly monitoring for radiochemicals is being conducted on your water system to determine if your system exceeds the maximum contaminant level (MCL) for gross alpha and/or combined radium 226+228.

Samples will be collected for at least four quarters and the test results will be averaged. **If, after four consecutive quarters of results, the annual average from an entry point exceeds the MCL** for either of these contaminants, you will be required to notify the public that the MCL has been exceeded and to take corrective action. The following is a summary of the results:

**Sampling Site: Well #3 Entry Point**

Contaminant: **Combined Radium (-226 & -228)**
MCL: >5 pCi/L

| Date Collected | Results | Units | Sample# | Annual Average |
|---|---|---|---|---|
| 01/06/2026 | 5.70 | pCi/L | 26A0227-01 | 4.7 |
| 10/27/2025 | 5.10 | pCi/L | 25J2059-01 | 4.2 |
| 07/29/2025 | 4.90 | pCi/L | 25G2660-01 | 4.3 |
| 04/28/2025 | 3.20 | pCi/L | 25D3852-01 | 4.1 |

Contaminant: **Gross Alpha in Water**
MCL: >15 pCi/L

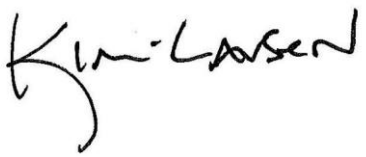
| Date Collected | Results | Units | Sample# | Annual Average |
|---|---|---|---|---|
| 01/06/2026 | 7.40 | pCi/L | 26A0227-01 | 11.8 |
| 10/27/2025 | 9.90 | pCi/L | 25J2059-01 | 13.2 |
| 07/29/2025 | 17.00 | pCi/L | 25G2660-01 | 13.5 |
| 04/28/2025 | 13.00 | pCi/L | 25D3852-01 | 12.3 |

All required radiochemical samples will be collected by your public water system and submitted to the Minnesota Department of Health (MDH) laboratory for analysis. Sample bottle(s) will be mailed to you with a labform and date that you are scheduled to collect your next sample(s). The results will be reported to you as soon as they become available. We will notify you if any action by your system is required.

Gross alpha and radium 226+228 are naturally occurring contaminants that are found in groundwater throughout central and southern Minnesota. Long-term elevated levels of exposure to these contaminants may result in an increased risk of cancer.

This report should be placed in your records and a copy maintained on or near the water system premises and available for public inspection for not less than ten (10) years. If you have any questions, please contact Allison Dodge at (651) 201-5278 or email allison.dodge@state.mn.us.

Sincerely,



Kim Larsen, P.E., Supervisor
Community Public Water Supply Unit
Environmental Health Division
4140 Thielman Lane, Suite 101
St. Cloud, Minnesota 56301

KAL:AD
Enclosure
cc: Water Superintendent
Allison Dodge, Compliance Officer
Andrew Karp, MDH St. Paul District Office

**WELL #2**

| DATE | RESULT (MAX. 5 pCi/L) | | |
|---|---|---|---|
| 10/16/2023 | 5.30 | **5.30** | |
| 6/12/2024 | 2.70 | **4.00** | |
| 7/30/2024 | 3.10 | **3.70** | |
| 10/8/2024 | 2.50 | **2.77** | |
| 2/11/2025 | 3.70 | **3.00** | |
| Average | | **3.46** | |

** MOVE TO ANNUAL*

**WELL #3**

| DATE | RESULT (MAX. 5 pCi/L) | | |
|---|---|---|---|
| 6/12/2024 | 5.5 | **5.5** | INITIAL TEST - MOVE TO QUARTERLY |
| 10/8/2024 | 5.6 | **5.6** | |
| 2/11/2025 | 3.5 | **4.9** | |
| 4/28/2025 | 3.2 | **4.1** | |
| 7/29/2025 | 4.9 | **4.3** | |
| 10/27/2025 | 5.1 | **4.2** | RE-TEST TO QUARTERLY |
| 1/6/2026 | 5.7 | **4.7** | |

Quarterly testing starts after the initial test that triggers the quarterly testing.
After quarterly testing is complete, if the well passes, it will not need to be tested again for 3 years.

**GROSS ALPHA**
**WELL #3**

| DATE | RESULT (MAX 15 PcI/L) | | |
|---|---|---|---|
| 7/29/2025 | 17 | **13.5** | MOVE TO QUARTERLY |
| 10/27/2025 | 9.9 | **13.2** | |
| 1/6/2026 | 7.4 | **11.8** | |

**MEMORANDUM**

| | |
|---|---|
| **Date:** | April 14, 2026 |
| **To:** | Empire City Council |
| **From:** | Charles Seipel-Teng, Clerk-Administrator |
| **RE:** | 1. Statistics Reports for March 2026 |

*Attachment(s):* *DC - CAD - Metrics - Event Count by Event Type - Empire.pdf*
*DC - CAD - Metrics - Event Count by Event Type - Empire - Martin.pdf*

# Dakota County Sheriff's Office

*Event Count by Event Type - Incidents in City of Empire*

**Start Date:** 3/1/2026 12:00:00 AM **End Date:** 4/1/2026 12:00:00 AM

| Problem | Count of Incidents |
|---|---|
| 911 Hangup | 14 |
| Accident/No injury | 2 |
| Alarm Burg/Holdup/Panic | 9 |
| Animal Calls | 7 |
| Assist Other Juris | 1 |
| Civil Assist | 4 |
| Community Policing | 6 |
| Criminal Sexual Conduct | 1 |
| Crisis Mental Health | 1 |
| Detail Trfc/Tobacco,etc | 4 |
| Disturbance/Disorderly | 5 |
| DNR/Hunting/Off Road/Fishing | 7 |
| Domestic/Disputes in Progress | 1 |
| Extra Patrol | 8 |
| Fire Alarm | 2 |
| Fire Related Call | 2 |
| Follow up | 5 |
| Fraud Activity RPT | 2 |
| Juvenile Complaint | 1 |
| Medical | 4 |
| Medical/Priority | 2 |
| Mental Health Aftercare | 6 |
| Misc/Uncategorized | 5 |
| Motorist Assist | 19 |
| Ordinance Violation | 18 |
| Paper Service/Civil | 2 |
| Parking Violation | 1 |
| Pedestrian / Bike Stop | 1 |
| Predatory Offender Registratio | 5 |
| Premise Check | 307 |
| Public Assist | 8 |

*Run Time: 4/1/2026 8:02:21 AM*

*Incidents at Dakota 911 (2860 160th St W) are excluded from report*

# Dakota County Sheriff's Office

*Event Count by Event Type - Incidents in City of Empire*

**Start Date:** 3/1/2026 12:00:00 AM **End Date:** 4/1/2026 12:00:00 AM

| | |
|---|---|
| Road and Driving Comp | 18 |
| Suspicious Activity | 10 |
| Tow Repo/Private | 1 |
| Traffic Stop | 212 |
| Void/Test Call | 1 |
| Warrant Check/Processing | 2 |
| Welfare Check | 3 |
| ***Total*** | ***707*** |

# Dakota County Sheriff's Office

*Event Count by Event Type - Incidents in City of Empire - Martin, Hanah*

**Start Date:** 3/1/2026 12:00:00 AM **End Date:** 4/1/2026 12:00:00 AM

| Problem | Count of Incidents |
|---|---|
| 911 Hangup | 1 |
| Accident/No injury | 1 |
| Civil Assist | 1 |
| Community Policing | 5 |
| Fire Related Call | 1 |
| Parking Violation | 1 |
| Predatory Offender Registratio | 3 |
| Premise Check | 44 |
| Road and Driving Comp | 1 |
| Traffic Stop | 36 |
| ***Total*** | ***94*** |

**MEMORANDUM**

| | |
|---|---|
| **Date:** | April 14, 2026 |
| **To:** | Empire City Council |
| **From:** | Brian Hilgardner, Consulting Engineer |
| **RE:** | 1. Engineering Report |

No report. Brian will be on vacation.

**MEMORANDUM**

| | |
|---|---|
| **Date:** | April 14, 2026 |
| **To:** | Empire City Council |
| **From:** | Jenni Faulkner, Consulting Planner |
| **RE:** | 1. Consider Adopting Ordinance No. 2026-7, An Ordinance Amending Ordinance No. 400 (Communication Towers) and Summary for Publication |

*Attachment(s):* *04-14-2026 CC Packet.pdf*
*Summary Ordinance.doc*

| | |
|---|---|
| **Date**: | April 14, 2026 |
| **To**: | City of Empire City Council |
| **From**: | Madison Richard, Consulting Planner<br>Jenni Faulkner, Consultant Planner |
| **Item:** | Consider amendments to City of Empire Ordinance 400 – Zoning Ordinance, to address updates to sign regulations and wireless communication towers |

**Action Requested**

The City Council is asked to make a determination on amendments to the Zoning Ordinance to address updates to sign regulations and wireless communication towers.

**Background**

With the recent review of projects and the potential for future projects, it has been clear that language needs to be updated to reflect standards for wireless communication towers and sign regulations.

At the February 17, 2026, Planning Commission meeting, the Commission were presented with draft language for review and feedback for Telecommunication Towers and Battery Energy Storage Systems. It was recommended that Staff update the towers section to increase the setbacks from residential structures. Additionally, the Commission directed Staff to table the BESS discussion until a future date, if the draft ordinance is needed.

At the February 24, 2026, City Council meeting, the Council were presented with draft language for review and feedback for Telecommunication Towers and Battery Energy Storage Systems, along with the Planning Commission's recommendations. The City Council supported the recommendation of the Planning Commission to not adopt a battery storage ordinance but to proceed with amendments to the Tower ordinance. It was also noted that provisions for amateur radio towers (a.k.a. ham radio)) be included.

At the March 17, 2026 Planning Commission meeting, Staff was directed to evaluate the signage standards to limit the maximum size of signs more than is currently permitted.

**Draft Ordinance**

*Telecommunication Towers*

With the new tower application reviewed last year, staff and the Planning Commission have identified potential performance standards related to tower to be reviewed and potentially

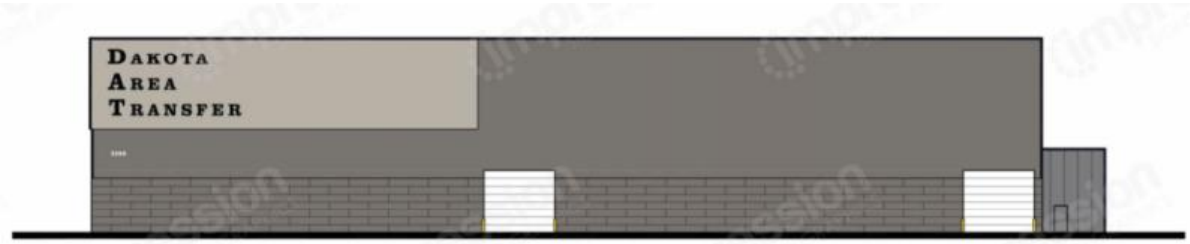
amended. Additionally, per a recommendation from the City Council, staff have added language specific to towers that support personal wireless service or amateur radio antennas. The code language proposed follows closely with regulations from the City of Burnsville, City Code Section 10-29-5: *Towers in Residential Zoning Districts*.

To that end, staff are recommending updates to the following items related to Telecommunication Towers:

- Added language specific to the number of towers permitted on one agricultural/residential parcel.
- Included language related to towers supporting personal wireless service or amateur radio antennas. This language includes the option for the City to waive setback requirements, rear-yard only standards, and permitting requirements (the towers are exempt from the IUP process, but still requiring Planning Commission and City Council approval).
- Updated setback for towers, increasing the setback requirement for towers near residential structures.
- Added language specific to RF Radiation Testing prior to and after construction of new towers. This language has been updated to remove the testing requirement from the nearest residential property line to the nearest lot line. The City Attorney recommended a language change, which was supported by the Planning Commission.

*Signs*

The City currently permits one wall sign per principal structure per wall with street exposure in every district. The existing sign standards permit wall signs up to 15% of the wall area. This has, in some cases, resulted in disproportionately large signs on larger buildings, as there is no maximum square footage detailed. One example that has been brought to the attention of staff is the Dakota Area Transfer sign. This sign, shown below, is 567.4 square feet in size, which is approximately 4.73% of the wall area. Per the existing code, the wall sign would be permitted up to 1,800 square feet in size, as the wall area is approximately 12,000 square feet.




To address this, staff evaluated sign standards in adjacent communities, selecting those which commonly pair percentage-based allowances with fixed maximum square-footage caps. Because each community uses different naming conventions for their zoning districts, staff focused on districts that serve comparable functions to those in Empire. For the purposes of this analysis, four general categories were used across all communities: Agricultural, Residential (including all residential types), Commercial (including business districts), and Industrial (including mining or mineral extraction areas).

| Adjacent Community | District | Area |
|---|---|---|
| Empire | Agricultural | Not exceeding 15% of wall area**, or 100 square feet, whichever is less.** |
| | Residential | Not exceeding 15% of wall area**, or 100 square feet, whichever is less.** |
| | Commercial | Not exceeding 15-25% of wall area**, or 200-300 square feet, whichever is less.** |
| | Industrial | Not exceeding 15% of wall area**, or 200 square feet, whichever is less.** |
| Rosemount | Agricultural | Limited to 32 sq ft |
| | Residential | Not exceeding 15% of wall area |
| | Commercial | Not exceeding 15 - 20% of wall area |
| | Industrial | Not exceeding 20% of wall area |
| Farmington | Agricultural | 12% of facade or 300 sq ft whatever is less |
| | Residential | 12% of facade or 300 sq ft whatever is less |
| | Commercial | 10-16% of facade or 200-300 sq ft max |
| | Industrial | 18-20% of facade or 400-500sq ft max |
| Burnsville | Agricultural | n/a |
| | Residential | 10-12% or 50 sq ft max |
| | Commercial | 14-16% or 50-100 sq ft max |
| | Industrial | 18% or 125 sq ft max |

Based on the above analysis, staff are recommending updates to the following items related to signage (these are also included in **blue** in the above table):

- Added language determining a maximum wall sign square footage of 100 square feet in the Agricultural Preservation (AG) District.
- Added language determining a maximum wall sign square footage of 100 square feet in the Mixed Residential (MXR) District.
- Added language determining a maximum wall sign square footage of 200 square feet for single users and 300 square feet for multiple users in the Neighborhood Commercial (NC), Highway Commercial (HC), and Light Industrial (LI) Districts.
- Added language determining a maximum wall sign square footage of 200 square feet in the Mineral Extraction (ME) District.

**Planning Commission Discussion**

The Planning Commission reviewed the ordinance amendments at the April 7, 2026, regular meeting. The Planning Commission discussed the ordinance amendments and provided input on the comments presented by the City Attorney. The Commission recommended removal of the exemption for accessory structures, agreed with the remainder of the City Attorney recommended comments, and had questions on the proposed signage sizes. Staff provided examples of previously approved signs and have updated the tower ordinance with the Commission's feedback.

There was one member of the public present, who had questions about the size of existing

signs. There were no other members of the public present, and no public comments have been submitted at the time of writing.

**Recommendation**

The City Council should also consider adoption of the ordinance amendments pertaining to telecommunication wireless towers and signage. If the Council would like additional information, it should be noted, and the item could be continued to the next meeting for additional review.

The Council may approve, approve with amendments, table for additional review, or deny the ordinance amendments.

**Attachments:**

1. Section 6.17 of Ordinance 400 – Zoning Ordinance – Redline
2. Section 6.21 of Ordinance 400 – Zoning Ordinance – Redline
3. Ordinance No. 2026–____ (Towers)
4. Ordinance No. 2026–____ (Signs)
5. Summary Ordinance

## 6.17 Communication Towers

A. Interim Use Permit Required. An Interim Use Permit is required for the construction or erection of any communications towers. The following are exempt from the IUP process, but shall require Site Plan approval from the Planning Commission and City Council:

1. Co-location uses ~~are exempt from the IUP process, but require Planning Commission and City Council approval~~.

~~1.~~2. Towers supporting personal wireless service antennas or amateur radio antennas that conform to all applicable provisions of this code.

B. Co-location on Existing Structures. New towers or antennae must be co-located on existing structures in the City, unless it can be documented that it is impractical to co-locate on an existing structure because of technical performance, system coverage or system capacity an existing structure cannot support co-location from a structural engineering standpoint or the lease rate of an existing structure is not "Rate Reasonable". Rate Reasonable shall mean that the co-location lease rate is not more than one hundred fifty (150) percent of the co-location lease rate for towers within ten miles for which such lease rate information can be obtained. The determination that co-location on an existing structure is not practical because of technical performance, system coverage or system capacity shall be supported by findings from a qualified engineer.

C. Number. Only one tower shall exist at any one time on any one agricultural or residential parcel, unless additional towers or antennas could be incorporated into existing structures, such as a church steeple, light pole, power line support device, or similar structure. This provision shall not apply to public utility towers supporting wireless antennas and conforming to all provisions of this code located in public rights of way and within drainage and utility easements adjacent to public rights of way that are allowed pursuant to a lease or master agreement with the city.

~~C.~~D. Height and Co-location Requirements for New Structures. New towers shall be designed and constructed to permit the future co-location of other commercial wireless telecommunication services, according to the following criteria:

| Height of Structure | Number of Co-location Required |
|---|---|
| Less than 120' | No co-location required |
| Between 120' and 160' | 1 additional user accommodated |
| Greater than 160' | 2 additional users accommodated |

1. The maximum height of any tower and antennae shall be less than two hundred (200) feet.
2. In the event a tower must be constructed in excess of one hundred sixty (160) feet in height, the owner of the tower shall reserve the right of co-location for one of the two additional users to the City for the use by the City for government communication services including but not limited to uses such as fire, police or rescue.
3. In satisfying co-location requirements, the owner of the tower must provide adequate access to the tower site and space within the owned or leased area to accommodate co-location user's equipment needs. Nothing in these regulations shall prevent the owner of the tower from requiring remuneration from a co-location user, excepting the co-location use reserved for the City, and provided such remuneration is Rate Reasonable. The

owner of the tower may also establish reasonable technical requirements for co-location to protect the owner's investment and guarantee effective telecommunication service.

4. The City may utilize its reserved right for co-location in any manner consistent with the safe and efficient operation of communications services. The owner of the tower shall have the authority to determine whether the City's use of the tower is compatible with commercial wireless telecommunications services users on the tower. The owner of the tower shall have the authority to review all plans for co-location uses and require reasonable modifications for such plans to ensure safe and efficient operation of the communications services and protect the owner's investment.

~~D.~~E. Tower and Antenna Design. Towers and antennae shall be located and designed to blend into the surrounding environment to the maximum extent possible. Towers shall be of a monopole design unless it is determined that an alternative design would be appropriate for the particular site or circumstances. All towers shall be painted in a color best determined by the City to blend into the particular environment.

F. Tower Setbacks. All towers shall be setback from structures, rights-of-way and property lines at a distance equal to the height of the towers and antenna. All towers in agricultural or residential districts shall be setback back from the nearest structure with dwelling units, not located on the property of the tower, a distance equal to one-quarter mile (¼) from the tower and antenna. The setbacks may be reduced to a distance agreed upon by the City, if the tower applicant furnishes a registered engineer's certification that the tower is designed to collapse or fall within a distance or zone shorter than the total tower height. The City may waive or modify setback requirements for antennae proposed to be co-located on existing towers or structures~~.~~, or for the following:

1. Public utility towers supporting wireless antennas. The towers, conforming to all provisions of this code, allowed pursuant to a lease or master agreement with the city shall be permitted in public rights of way and in drainage and utility easements adjacent to public rights of way.

~~1.~~2. Towers supporting personal wireless service or amateur radio antennas. These towers, conforming to all applicable provisions of this code, shall be allowed only in the rear yard of agricultural or residentially zoned parcels.

~~E.~~G. Lighting. Towers shall not be illuminated unless required by a state or federal agency.

~~F.~~H. Security. The site area for new or modified commercial wireless telecommunications services towers shall be totally fenced in to discourage access by unauthorized persons. The City shall review and approve or modify all plans for fencing and security measures.

~~G.~~I. Accessory Structures. The applicant shall submit site plans, elevations and construction details for all towers, antennae and accessory structures to be located on a site. All equipment must be enclosed within a building. The City may require that any accessory structures be designed compatible with surrounding structures or natural environment and may require that landscaping materials be provided to screen accessory structures or equipment. Co-location users must construct buildings compatible with existing buildings on the premises.

~~H.~~J. Signs. Signs, other than warning signs, equipment labels, emergency information or owner identification, are prohibited on any towers, antennae or accessory structures or equipment. No permitted signs shall exceed three (3) square feet in area.

K. Interference. No wireless telecommunications service shall be permitted that causes any interference with commercial or private use and enjoyment of other legally operating telecommunications devices, including but not limited to radios, televisions, personal computers, telephones, personal communications devices, garage door openers, security systems and other electronic equipment and devices. An applicant must furnish Minnesota registered engineer's certification that no such interference will occur or identify what interference may occur and how the applicant will mitigate any potential inference that may occur.

~~I.~~L. Radiation Testing. New towers shall conduct a pre- and post-construction radio frequency ("R.F.") radiation testing, including testing at the nearest lot line. An applicant must furnish a copy of the testing to the City, to ensure the antenna is in compliance with federal R.F. radiation emission standards. The testing prior to construction shall occur after an application has been submitted for a building permit, but prior to the building permit being issued. Testing after construction shall occur within 30 days after the antenna is put into service. The City may require annual proof of compliance with federal R.F. radiation emission standards. Personal wireless service antennas and amateur radio antennas shall be exempt from this requirement.

~~J.~~M. Construction Requirements. All wireless telecommunication towers, antennae and accessory uses shall be designed and constructed in accordance with all provisions of this Ordinance and all applicable state and federal codes. All plans must be certified by an engineer registered in the State of Minnesota.

~~K.~~N. Abandonment. All towers and antennae not used for a period of twelve (12) consecutive months shall be considered abandoned and shall be removed. In the event any towers and antennae have not been removed within ninety (90) days written notice by the City after abandonment, the City shall have the right to remove the towers and antennae and assess the property. The applicant must furnish a copy of the relevant portions of an executed lease, which identifies the applicant's obligation to remove abandoned or unused towers and antennae, prior to issuance of an ~~conditional~~ interim use permit to erect a tower.

~~L.~~O. Other Requirements. The City may require additional information from the applicant and impose additional standards and regulations in approving plans for wireless telecommunications services to ensure and protect the public health, safety and welfare.

## 6.21 Signs

**A.** Intent. It is the purpose of this Ordinance to protect the public health, safety, and welfare through the establishment of comprehensive and balanced regulations for signage in the City of Empire. The City Council finds that unregulated signage may be detrimental to community aesthetics and public safety. The City Council finds that sign sizes, heights, and lighting have different aesthetic impacts within different zoning districts, such as residential districts and business districts, and that varying sign standards, based upon development density and highway traffic capacity, are appropriate to protect the public health, safety, and welfare.

B. Definitions. The following definitions are in addition to the definitions contained in Section 3. of this Ordinance. In the event of any conflict in the interpretation of any definitions, the definitions in this Section shall take precedence.

Awning Sign - A building sign or graphic printed on or in some fashion attached directly to the awning overhanging building windows or doors.

Balloon Sign - A temporary sign used to draw attention to property, with or without lettering, made of lightweight material supported by helium, hot, or pressurized air, and which is greater than eighteen inches in diameter.

Banner Sign - A temporary sign of flexible fabric mounted to a pole or a structure at one or more edges.

Campaign Sign - A temporary sign promoting the candidacy of a person running for an office, or promoting an issue to be voted on at an election.

Canopy - A roof-like structure without enclosed walls, attached to a building to cover a walkway or entrance, or an independent structure intended to provide cover from the weather.

Changeable Copy Sign - A sign or portion of a sign, which has a reader board for the display of text information in which letters, numbers and symbols may be changed or re-arranged manually.

Changeable Copy Sign, Electronic - A sign or portion thereof that displays electronic, non-pictorial, text information in which each letter, number, graphic, or symbol is defined by a small number of matrix elements using different combinations of light emitting diodes (LEDs), fiber optics, light bulbs or other illumination devices within the display area. Electronic changeable copy signs include computer programmable, microprocessor controlled electronic displays. Electronic changeable copy signs include projected images or messages with these characteristics onto buildings or other objects.

Construction Sign - A non-illuminated sign placed at a construction site identifying the project or the name of the architect, engineer, contractor, financier and other involved parties,

or announcing the character of the building enterprise or the purpose for which the building is intended.

Development Project Sign - A sign placed at a development site for the purpose of selling or promoting the project.

Directional Sign - Any sign which serves solely to designate the direction of any place or area and, as such, shall be located on the same lot as said place or area. Examples include "entrance" and "exit" signs.

Dynamic Sign - Any Electronic Changeable Copy Sign, Electronic Graphic Display Sign, Video Display Sign, or any other sign capable of electronic or digital messaging or display.

Electronic Graphic Display Sign - A sign or portion thereof that displays electronic, static images, static graphics or static pictures, with or without information, defined by a small number of matrix elements using different combinations of light emitting diodes (LEDs), fiber optics, light bulbs or other illumination devices within the display area where the message change sequence is accomplished immediately or by means of fade, re-pixalization or dissolve modes. Electronic graphic display signs include computer programmable, microprocessor controlled electronic or digital displays. Electronic graphic display signs include projected images or messages with these characteristics onto buildings or other objects.

Flag - Any fabric or similar flexible material attached at one end of the material, usually to a staff or pole, so as to allow movement of the material by atmospheric changes and which contains distinctive colors, patterns, symbols, emblems, insignia, or other symbolic devices.

Flashing Sign - An illuminated sign that blinks or changes in light intensity creating a blinking or flashing appearance, but not including any Dynamic Signs.Freestanding Sign - Any sign which has supporting framework that is anchored in the ground, which is independent from any building or other structure and which has an open area between the ground and the sign face. The minimum open area between the ground and bottom of the sign face for all permanent freestanding signs greater than 50 square feet in area shall be 6 feet.

Garage Sale Sign - A temporary sign less than 12 square feet in area located on private property which advertises a temporary sale of residential household goods.

Ground Sign - A freestanding sign with its sign face mounted on the ground or mounted on a base attached to the ground at least as wide as the sign (see Monument Sign).

Illuminated Sign - Any sign which contains an element designed to emanate artificial light, internally or externally.

Incidental Sign - A small sign that has a directional or informational purpose for uses often secondary to the primary use of the property on which it is located, such as “service center,” “drive-up window,” “restroom,” and other similar directives.

Inflatable Sign - A balloon sign or other three-dimensional object, with or without lettering, logos, or symbols, supported helium, hot or pressurized air, used for advertising or to draw attention to a property.

Marquee - A permanent roof-like structure projecting beyond an entertainment center or similar use or extending along and projecting beyond the wall of that building, generally designed and constructed to provide cover from the weather.

Monument Sign - A freestanding sign with its sign face mounted on the ground or mounted on a base attached to the ground at least as wide as the sign (see Ground Sign).

Motion Sign - Any sign which revolves, rotates, has any moving parts or gives the illusion of motion.

Mural - A work of graphic art painted on or applied to a building wall which contains no advertising or logos.

Name Plate - A sign which designates the individual names of businesses or names of the persons occupying a building.

Off-Premises Sign - Any sign bearing advertising or display unrelated to a business, enterprise, or profession conducted, or a commodity or service sold or offered upon the real property where such Sign is located.

On-Premises Sign - Any sign bearing advertising or display related to a business, enterprise, or profession conducted, or a commodity or service sold or offered upon the real property where such sign is located.

Pennant Sign - A rope with small flags or triangular shapes of fabric or plastic, with or without lettering, logos, or symbols, and used for advertising or to draw attention to a property.

Permanent Sign - A non-temporary sign designed and intended for long-term use.

Portable Sign - Any sign which is designed to be transported, by trailer or on its own wheels, and not permanently anchored to the ground.

Projecting Sign - A sign in which the plane of the sign is perpendicular to the wall on which it is attached.

Public and Institutional Use - Local, state, and federal governmental uses, public and private educational facilities, churches and religious facilities, and hospitals.

Public Service Sign - A non-commercial governmental sign containing public identification information, directional information, public advisories, or similar messaging serving a public purpose.

Pylon Sign - A freestanding sign which has one or more supportive structures anchored in the ground and which has a sign face elevated above ground level by one or more poles or beams and with the area below the sign face open.

Real Estate Sign - A temporary sign, less than 32 square feet in area in residential zoning districts and less than 96 square feet in area in commercial and industrial zoning districts, which announces the sale, rental, or lease of property by the owner or real estate company.

Sign - Any structure, placard, announcement, declaration, device, demonstration or insignia used for direction, information, identification or to advertise or promote any business, product, goods, activity, services, interests, or to draw attention.

Sign Area - A measurement including the outermost dimensions of the sign frame containing the sign face.

Sign Band - An area on an exterior wall of a building that is intended to be the common location of permitted wall signs for multiple messaging or multiple building tenant signs.

Sign Face - The surface of the sign upon which the message of the sign is exhibited.

Sign Height - The height of the sign shall be computed as the vertical distance measured from the base of the sign at average property grade within 30 feet of the sign to the top of the highest attached component of the sign.

Sign Structure - The base, poles, uprights, bracing, and framework which supports the sign face.

Subdivision Sign - A permanent sign designed to identify a residential or commercial subdivision.

Suspended Sign - A sign that is connected to and suspended from the underside of a horizontal

plane surface, such as a canopy, marquee, or similar structure.

Temporary Sign - A sign which is not permanently affixed or installed, and is intended to be displayed for a limited period only.

Traffic Sign - A sign installed and maintained by a governmental entity for the purpose of directing pedestrian and vehicular movement, including but not limited to street signs, speed limit signs, stop and yield signs, caution signs, directional signs, and similar public service and traffic advisory signs located within public rights-of-way.

Video Display Sign - A sign that changes its message or background in a manner or method of display characterized by non-interrupted, constant motion or pictorial imagery, which may traffic signs, public safety signs, authorized directional signs, and similar public service signs.

Wall Sign - A sign in which the plane of the sign is attached parallel to the exterior wall of a building and does not extend more than two feet from the surface of the wall.

Wall Sign Area - A measurement including the outermost dimensions of the sign frame containing the sign face. In instances where sign lettering is affixed to the wall, sign area is the measurement of a polygon drawn around all of the letters (including logos or emblems) of the sign message.

C. General Provisions. The following provisions apply to all signs, except signs located within buildings and not visible from the exterior of the buildings.

1. Every parcel occupied with a structure shall have an address sign, clearly legible from the public street where access is located. Address signs may include numbering on a US Postal Service Mailbox, a monument with affixed address, or numbers affixed to a building. Address signs shall not exceed 4 square feet in area.
2. No sign shall be erected without first obtaining a permit, except address signs, garage sale signs, political signs, allowable public safety and traffic signs located within public rights-of-way.
3. No signs or notices may be located within public easements or rights-of-way or on utility poles, utility appurtenances, or trees within public rights-of-way, except street signs, traffic signs, public safety signs, authorized directional signs, and similar public service signs.
4. No sign shall be placed in a location that obstructs the view of drivers of vehicles or shall be placed in a location that is hazardous to pedestrians. The minimum sign setback at the intersection of public streets shall be no closer than 30 feet from the point of right-of-way intersection, as measured along the rights-of-way and the sight triangle formed by these dimensions (other setbacks may apply). All permanent advertising sings shall be located at least 10 feet from all other property lines and road easements.
5. No sign shall be designed to mimic traffic and public service signs or be placed in a location that obstructs the view of traffic and public service signs.
6. On-premises traffic directional signs (e.g. “one-way” or directional arrows), not exceeding 2 square feet in area and 4 feet in height are permitted for all commercial, industrial, and public/institutional uses.
7. Off-premises, non-advertising, public service directional signs (e.g. hospital, school, and public/institutional facilities), not exceeding 2 square feet in area and 4 feet in height are

permitted in all zoning districts.

8. No illuminated sign shall flash or change in illumination intensity, except for traffic signals, time and temperature signs, and as specifically permitted in this Ordinance.
9. No sign shall be painted on, attached to, or maintained upon trees, shrubs, or other natural features, except an address sign or subdivision monument sign which may be affixed to a landscape boulder.
10. No sign shall be painted on, attached to, or maintained upon a vehicle or trailer, except signs on vehicles and trailers which are related to the business and premises upon which the vehicles and trailers are kept or used in normal business functions.
11. No signs are permitted on accessory structures, except as specifically permitted in this Ordinance.
12. Signs are permitted on canopies covering the gasoline dispensing pump islands on properties approved for gasoline sales, provided the total signage square footage on the canopies does not exceed 120 square feet. Illuminated canopy signs are permitted. Dynamic canopy signs are not permitted.
13. The amount of ambient lighting from Illuminated signs shall not exceed an intensity of illumination greater than 1 foot candle measured at the property line. The source of illumination on externally lighted signs must be shrouded and shall not allow the light source to be seen from or impact public rights-of way or adjacent properties.
14. Portable/temporary advertising signs (including banners, pennants, and inflatable signs) are prohibited in all districts except as specifically authorized below:
    a. Temporary signs which are coincidental to or used in conjunction with a seasonal civic, school, or church function and are limited to use during that function.
    b. Temporary garage sale signs not exceeding 16 square feet in area and not used at the same address more than 7 consecutive days nor more than 4 times per year.
    c. Temporary construction signs advertising a public, institutional, residential, commercial, or industrial development not exceeding 64 square feet in area are permitted on a construction site until the project is completed.
    d. Portable/temporary advertising signs are allowed four times per year per business for grand openings, anniversaries, holidays, or other special events.
    e. The period of use for any portable/temporary business advertising sign shall not exceed 21 consecutive days for any single event, and there shall be a minimum of 14 days between the use of special event portable/temporary advertising signs.
    f. Portable/temporary signs shall not exceed 64 square feet in area and shall not be located in public rights-of-way or any location obstructing vehicular visibility.
    g. Temporary retail product advertising signs that are no larger than 4 square feet in area and are attached to buildings, gas pumps, or authorized outdoor product displays are exempt from the above restrictions in subsection 14.d.
    h. Signs that are no larger than 64 square feet in area for the sale of produce and agricultural products raised on the premises are exempt from the restrictions in this subsection, provided the signs are displayed only during the season of produce sales.

15. Legal nonconforming signs may not be expanded but may be continued through repair, maintenance, restoration, or sign face replacement, unless:
    a. the sign is discontinued for a period of more than one year (discontinued shall mean the use or business associated with the sign has been discontinued for a period of more than one year); or
    b. the sign is destroyed by fire, neglect, or other peril to the extent of greater than 50% of its market value, and no building permit has been applied for within 180 days of when the sign was damaged.
16. Projecting signs shall be prohibited except as specifically permitted in this Ordinance.
17. All signs shall be maintained in a safe and aesthetic condition at all times.
18. Political and election campaign signs may be permitted on private property in any zoning district, but may not be placed sooner than ninety (90) days preceding the election involved and must be removed within ten (10) days following the election.
19. No sign shall be erected or maintained in the window of a building, which occupies more than forty percent (40%) of the area of said window area.
20. Dynamic signs permitted in this Ordinance shall meet the zoning district requirements established in subsection D. and the following minimum standards:
    a. The electronic display background color tones, illumination intensity, lettering, logos, pictures, illustrations, symbols, and any other electronic graphic or video display for advertising signs shall not change at intervals less than those prescribed in individual or may not include text and depicts action or a special effect to imitate movement, the presentation of pictorials or graphics displayed in a progression of frames which give the illusion of motion, including but not limited to the illusion of moving objects, moving patterns or bands of light, or expanding or contracting shapes, not including electronic changeable copy signs. Video display signs include projected images or messages with these characteristics onto buildings or other objects.
    b. The duration of the transition of the electronic image or message change shall be instantaneous and include no fading, scrolling, or other special effects, except authorized video display signs.
    c. All dynamic signs must be equipped with a default mechanism that will stop the messaging or freeze the image in one position when a malfunction in electronic programming occurs.
    d. The sign must not exceed a maximum illumination of 7500 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn, as measured from the sign's face at maximum brightness. This standard may be modified by the City to match accepted industry standards that are modified from time to time. All dynamic signs must be equipped with an automatic dimmer control or other mechanism that automatically controls the sign's brightness according to ambient conditions. In addition, all dynamic signs must be equipped with a default mechanism that will eliminate sign lighting or freeze the brightness at 500 nits when a malfunction in the automatic dimmer control occurs.
    e. Small dynamic signs that are pedestrian-oriented, customer service signs and not

highway-oriented, general advertising signs, such as drive-through restaurant menu boards and gas pump dispenser information, are permitted, but are not subject to restrictions on the frequency of message change intervals, illumination standards, or default equipment. Small dynamic signs are permitted up to four (4) square feet.

f. Dynamic signs, including video display signs, that are used for authorized outdoor sporting and recreation events, oriented toward patrons in grandstands or similar outdoor seating and not oriented toward highways or off-premises viewing, are permitted, but are not subject to restrictions on the frequency of message change intervals, illumination standards, or default equipment.

21. Freestanding sign area is calculated by multiplying the outermost dimensions of the sign face and structure holding or encasing the sign face. The column(s) or pole(s) supporting the freestanding sign are not included in the area calculation of signage, provided the column or pole structure is no more than 4 square feet in circumference or dimension. Freestanding signs may have two sign faces, provided the sign faces are parallel to each other and separated only by the framing and support system.

22. Ground sign or monument sign area is measured by multiplying the outermost dimensions of the entire structure or the total area within a polygon surrounding an irregular shaped sign.

23. Sign height is the distance between the average ground elevation within 30 feet of the sign and highest point of the sign structure.

24. Wall sign area is measured from the outermost dimensions of the sign frame or the area within a polygon surrounding the message of individual lettering and/or logos and emblems attached to a wall. Wall signs may be attached to door or window awnings and shall be included in the maximum aggregate total sign area allowed.

25. All signs shall be constructed according to all codes and standards and in such manner and of such material and workmanship that they shall be safe and substantial, shall be properly secured, supported and braced, and shall be kept with proper maintenance and repair, structurally and aesthetically. Freestanding illuminated signs permitted in this Ordinance shall be served with underground electrical service.

D. Zoning District Provisions.

1. AG Agricultural Preservation District. The following signs are permitted in the AG District.

a. One farm identification sign per farm, not exceeding 64 square feet in area nor 12 feet in height.

b. Seed manufacturer and identification signs, not exceeding 40 square feet in area nor 10 feet in height.

c. One non-illuminated subdivision monument per subdivision, not exceeding 100 square feet in area nor 12 feet in height.

d. One non-illuminated freestanding sign or ground sign for public parks at each entrance of the park, not exceeding 64 square feet in area.

e. Allowable business, public, and institutional uses are permitted one freestanding sign per principal use, not exceeding 80 square feet in area nor 20 feet in height, and one

wall sign per principal structure per wall with public street exposure, not exceeding 15% of the wall area or 100 square feet, whichever is less.

f. Allowable business, public, and institutional freestanding signs may include illuminated and dynamic signs, provided the sign message on dynamic signs does not change at intervals less than once every 1minute.

g. Allowable business, public, and institutional wall signs may include illuminated signs, but not dynamic signs.

h. The dimensional standards and provisions for allowable freestanding signs, ground signs, monument signs, or wall signs in this subsection may be modified and expanded at the City's discretion for uses of statewide or regional significance, including, county and stated-owned facilities, regional parks, universities, and other prominent public and private institutional uses, when reviewed and permitted through the conditional use permit procedure.

2. MXR Mixed Residential District. The following signs are permitted in the MXR District.

a. One non-illuminated subdivision monument per subdivision, not exceeding 100 square feet in area nor 12 feet in height.

b. One non-illuminated freestanding sign or ground sign for public parks at each entrance of the park, not exceeding 64 square feet in area.

c. Allowable public and institutional uses are permitted one freestanding sign per principal use, not exceeding 80 square feet in area nor 20 feet in height, and one wall sign per principal structure per wall with public street exposure, not exceeding 15% of the wall area or 100 square feet, whichever is less.

d. Allowable public and institutional freestanding signs may include illuminated and dynamic signs, provided the sign message on dynamic signs does not change at intervals less than once every 1minute.

e. Allowable public and institutional wall signs may include illuminated signs, but not dynamic signs.

3. NC Neighborhood Commercial, HC Highway Commercial, and LI Light Industrial Districts. The following signs are permitted in the NC, HC, and LI Districts.

a. One freestanding sign per principal structure, not exceeding 80 square feet in area nor 20 feet in height.

b. Allowable freestanding signs may include illuminated and dynamic signs, provided the sign message on dynamic signs does not change at intervals less than once every 1 minute.

c. Allowable wall signs may include illuminated signs, but not dynamic signs.

d. Principal structures designed for a single user is allowed one wall sign per principal structure per wall with public street exposure, not exceeding 15% of the wall area or 200 square feet, whichever is less. Principal structures designed for multiple users must include a "sign band" location for wall signs that have similar sign areas and shapes. The total sign band area shall not exceed 25% of the wall area or 300 square feet, whichever is less.

e. Time and temperature signs may be incorporated into allowable freestanding signs, provided the time and temperature message does not change at intervals less than once every 1 minute.

4. ME Mineral Extraction District. The following signs are permitted in the ME District.

a. One freestanding sign per mineral extraction facility, not exceeding 80 square feet in area nor 20 feet in height, and one wall sign per principal structure per wall with public street exposure, not exceeding 15% of the wall area or 200 square feet, whichever is less.

b. Authorized accessory uses may be allowed additional signage as prescribed in 4.a. above, provided such signage is specifically allowed in the Interim Use Permit.

c. Allowable ME District signs may include illuminated signs, but not dynamic signs.

E. Administration and Enforcement.

1. Permit and Site Plan Required. All signs require a permit, except address signs, temporary real estate signs, political and campaign signs, public service signs, and traffic signs. Applications for a sign permit shall be on a form provided by the City. All applications shall be accompanied by a fee established by the City and a site plan illustrating the location and dimensions of the proposed sign(s). The Clerk or designee shall issue a permit for all signs that are consistent with the provisions in this Ordinance and do not require a Conditional Use Permit or Interim Use Permit. Signs that require a Conditional Use Permit or Interim Use Permit shall be referred to the Planning Commission and City Council for review and action as required in this Ordinance.

2. Construction and Maintenance. All signs shall be constructed according to all codes and standards and in such manner and of such material and workmanship that they shall be safe and substantial, shall be properly secured, supported and braced, and shall be kept with proper maintenance and repair, structurally and aesthetically. Freestanding illuminated signs permitted in this Ordinance shall be served with underground electrical service.

3. Violations and Enforcement. Violations of these sign provisions shall be subject to the enforcement and penalty provisions prescribed in this Ordinance.

4. Variance. Consideration for relief from strict enforcement of this Ordinance in the event of practical difficulties shall be according to the established provisions for variances in Section 7 of this Ordinance.

**CITY OF EMPIRE**
**COUNTY OF DAKOTA**
**STATE OF MINNESOTA**

**ORDINANCE NO. 2026-___**

**AN ORDINANCE AMENDING ORDINANCE NO. 400**
**THE CITY OF EMPIRE ZONING ORDINANCE**

The City Council of the City of Empire ordains the following amendment to Ordinance No. 400 City of *Empire Zoning Ordinance*:

**SECTION 1**. Section 6.17, A, is amended to read as follows:

A. Interim Use Permit Required. An Interim Use Permit is required for the construction or erection of any communications towers. The following are exempt from the IUP process, but shall require Site Plan Review approval from the Planning Commission and City Council:

1. Co-location uses.
2. Towers supporting personal wireless service antennas or amateur radio antennas that conform to all applicable provisions of this code.

**SECTION 2**. Section 6.17, Communication Towers, is amended to add the following:

C. Number. Only one tower shall exist at any one time on any one agricultural or residential parcel, unless additional towers or antennas could be incorporated into existing structures, such as a church steeple, light pole, power line support device, or similar structure. This provision shall not apply to public utility towers supporting wireless antennas and conforming to all provisions of this code located in public rights of way and within drainage and utility easements adjacent to public rights of way that are allowed pursuant to a lease or master agreement with the city.

The remaining subsections shall be renumbered accordingly.

**SECTION 3**. Section 6.17, E, is amended to read as follows:

E. Tower Setbacks. All towers shall be setback from structures, rights-of-way and property lines at a distance equal to the height of the towers and antenna. All towers in agricultural or residential districts shall be setback back from the nearest structure with dwelling units, not located on the property of the tower, a distance equal to one-quarter mile (¼) from the tower and antenna. The setbacks may be reduced to a distance agreed upon by the City, if the tower applicant furnishes a registered engineer's certification that the tower is designed to collapse or fall within a distance or zone shorter than the total tower height. The City may waive or modify setback requirements for antennae proposed to be co-located on existing towers or structures, or for the following:

1. Public utility towers supporting wireless antennas. The towers, conforming to all provisions of this code, allowed pursuant to a lease or master agreement with the city

shall be permitted in public rights of way and in drainage and utility easements adjacent to public rights of way.

2. Towers supporting personal wireless service or amateur radio antennas. These towers, conforming to all applicable provisions of this code, shall be allowed only in the rear yard of agricultural or residentially zoned parcels.

**SECTION 4.** Section 6.17, H, is amended to read as follows:

H. Accessory Structures. The applicant shall submit site plans, elevations and construction details for all towers, antennae and accessory structures to be located on a site. All equipment must be enclosed within a building. The City may require that any accessory structures be designed compatible with surrounding structures or natural environment and may require that landscaping materials be provided to screen accessory structures or equipment. Co-location users must construct buildings compatible with existing buildings on the premises.

**SECTION 5.** Section 6.17, Communication Towers, is amended to add the following:

L. Radiation Testing. New towers shall conduct a pre- and post-construction radio frequency ("R.F.") radiation testing, including testing at the nearest lot line. An applicant must furnish a copy of the testing to the City, to ensure the antenna is in compliance with federal R.F. radiation emission standards. The testing prior to construction shall occur after an application has been submitted for a building permit, but prior to the building permit being issued. Testing after construction shall occur within 30 days after the antenna is put into service. The City may require annual proof of compliance with federal R.F. radiation emission standards. Personal wireless service antennas and amateur radio antennas shall be exempt from this requirement.

**SECTION 6.** Section 6.17, N, is amended to read as follows:

N. Abandonment. All towers and antennae not used for a period of twelve (12) consecutive months shall be considered abandoned and shall be removed. In the event any towers and antennae have not been removed within ninety (90) days written notice by the City after abandonment, the City shall have the right to remove the towers and antennae and assess the property. The applicant must furnish a copy of the relevant portions of an executed lease, which identifies the applicant's obligation to remove abandoned or unused towers and antennae, prior to issuance of an interim use permit to erect a tower.

**SECTION 7.** Effective Date.

This Ordinance becomes effective from and after its passage and publication.

Adopted this ____ day of April, 2026.

ATTEST:

_____
Melanie Lee, Mayor

_____
Charles Seipel-Teng, Clerk-Administrator

Published in the *Dakota County Tribune* on _____.

**CITY OF EMPIRE**
**COUNTY OF DAKOTA**
**STATE OF MINNESOTA**

**ORDINANCE NO. 2026-____**

**AN ORDINANCE AMENDING ORDINANCE NO. 400**
**THE CITY OF EMPIRE ZONING ORDINANCE**

The City Council of the City of Empire ordains the following amendment to Ordinance No. 400 City of *Empire Zoning Ordinance*:

**SECTION 1**. Section 6.21, D, 1, e is amended to read as follows:

e. Allowable business, public, and institutional uses are permitted one freestanding sign per principal use, not exceeding 80 square feet in area nor 20 feet in height, and one wall sign per principal structure per wall with public street exposure, not exceeding 15% of the wall area or 100 square feet, whichever is less.

**SECTION 2.** Section 6.21, D, 2, c is amended to read as follows:

c. Allowable public and institutional uses are permitted one freestanding sign per principal use, not exceeding 80 square feet in area nor 20 feet in height, and one wall sign per principal structure per wall with public street exposure, not exceeding 15% of the wall area or 100 square feet, whichever is less.

**SECTION 3.** Section 6.21, D, 3, d is amended to read as follows:

d. Principal structures designed for a single user is allowed one wall sign per principal structure per wall with public street exposure, not exceeding 15% of the wall area or 300 square feet, whichever is less. Principal structures designed for multiple users must include a "sign band" location for wall signs that have similar sign areas and shapes. The total sign band area shall not exceed 25% of the wall area or 300 square feet, whichever is less.

**SECTION 4.** Section 6.21, D, 4, a is amended to read as follows:

a. One freestanding sign per mineral extraction facility, not exceeding 80 square feet in area nor 20 feet in height, and one wall sign per principal structure per wall with public street exposure, not exceeding 15% of the wall area or 200 square feet, whichever is less.

This Ordinance becomes effective from and after its passage and publication.

Adopted this ____ day of April, 2026.

ATTEST:

_____
Melanie Lee, Mayor

_____
Charles Seipel-Teng, Clerk-Administrator

Published in the *Dakota County Tribune* on _____.

**ORDINANCE NO. 400**
**Summary for Publication**
**City of Empire**

The City Council of the City of Empire adopted *Ordinance No. 400, Amending the City of Empire Zoning Ordinance* on April 14, 2026, and approved this summary for publication. Ordinance No. 400 includes several sections, with proposed amendments to Section 6 Performance Standards summarized as follows:

**SUBSECTION 17** Communication Towers

Changes to this section include adding language specific to the number of towers permitted on one agricultural/residential parcel, including language related to towers supporting personal wireless service or amateur radio antennas, updating setback for towers near structures with dwelling units, and adding language specific to radio frequency radiation testing.

**SUBSECTION 21** Signs

Changes to this section include adding maximum square footage standards for wall signs in all districts.

The Ordinance, in its entirety, can be found on the City's website: www.empiremn.gov/ordinances.

Charles Seipel-Teng, Clerk-Administrator

Published in the *Dakota County Tribune* on _____.

**ORDINANCE NO. 400**
**Summary for Publication**
**City of Empire**

The City Council of the City of Empire adopted *Ordinance No. 400, Amending the City of Empire Zoning Ordinance* on April 14, 2026, and approved this summary for publication. Ordinance No. 400 includes several sections, with proposed amendments to Section 6 Performance Standards summarized as follows:

**SUBSECTION 17** Communication Towers

Changes to this section include adding language specific to the number of towers permitted on one agricultural/residential parcel, including language related to towers supporting personal wireless service or amateur radio antennas, updating setback for towers near structures with dwelling units, and adding language specific to radio frequency radiation testing.

**SUBSECTION 21** Signs

Changes to this section include adding maximum square footage standards for wall signs in all districts.

The Ordinance, in its entirety, can be found on the City's website: www.empiremn.gov/ordinances.

Charles Seipel-Teng, Clerk-Administrator

Published in the *Dakota County Tribune* on April 24, 2026.

**MEMORANDUM**

| | |
|---|---|
| **Date:** | April 14, 2026 |
| **To:** | Empire City Council |
| **From:** | Jenni Faulkner, Consulting Planner |
| **RE:** | 2. Consider Adopting Ordinance No. 2026-8, An Ordinance Amending Ordinance No. 400 (Signs) and Summary for Publication |

Memo and related documents for this item can be found under Planning, Item 1.

**MEMORANDUM**

| | |
|---|---|
| **Date:** | April 14, 2026 |
| **To:** | Empire City Council |
| **From:** | Charles Seipel-Teng, Clerk-Administrator |
| **RE:** | 3. Information on Draft Ordinance for Reasonable Accommodations Requests |

The City's attorney is recommending that the City consider adopting a policy, in the form of an ordinance, that provides a process for considering reasonable accommodations under the Fair Housing Amendment Act. Often times, these requests pertain to requirements of the Zoning Ordinance. A memo from the City's attorney is attached as well as a draft ordinance.

Because these requests typically involve zoning regulations this memo has been shared with the Planning Commission for input and discussion. The Commission discussed example instances for which an application for reasonable requests would apply. The Planning Commission recommended that staff check with neighboring cities to see if they have similar ordinances and to consider including language regarding an appeals process for neighboring properties that might be impacted by the approval of a request. The Commission has requested further review. City Council can discuss and determine how it would like to proceed with this recommendation.

Staff have reached out to the cities of Rosemount and Farmington on how they handle these requests. I will provide any updates that I receive prior to the City Council meeting.

*Attachment(s):* *Reasonable_Accomodation_Memo.docx*
*Draft Reasonable Accomodations Ordinance.docx*

Kennedy & Graven
CHARTERED

Fifth Street Towers
150 South Fifth Street, Suite 700
Minneapolis MN 55402-1299

(612) 337-9300 telephone
(612) 337-9310 fax
http://www.kennedy-graven.com
Affirmative Action, Equal Opportunity Employer

**MEMORANDUM**

**DATE:** April 2, 2026

**FROM:** Joseph L. Sathe

**RE:** Reasonable Accommodation Process

This memorandum provides a general overview of the applicability of the federal Fair Housing Amendment Act to situations involving congregate housing in violation of a local zoning ordinance. It is not intended to address or evaluate any specific situation.

## I. The Fair Housing Amendment Act Generally

The Fair Housing Amendment Act (the "Act") was passed by Congress in 1988 in an effort to revamp and refocus the Fair Housing Act of 1968. The Act prohibits discrimination against people with disabilities in housing matters.

The Act has a fairly extensive definition of "disability," which has adopted the range of items generally used in other civil rights matters.[1] Among the things that qualify as a disability under the Act are alcoholism and drug addiction, except that current users of illegal controlled substances or makers of those substances are not considered "disabled" within the meaning of the Act.[2]

The Act has two prongs. First, it prohibits discriminatory conduct in housing. This can include local land use or zoning laws that prohibit certain activities which affect disabled persons. Under the Act, a person may be able to show that a law is discriminatory on its face (under all circumstances) and therefore invalid. However, if the law is not facially discriminatory, the disabled person may request a "reasonable accommodation" from the zoning regulations.

## II. Applicability of Local Law

The first prong of the Act prohibits facially discriminatory laws. Included in this is any law that unfairly treats those with disabilities differently than other groups of people. An example provided by the United States Department of Justice ("DOJ"), which has authority to investigate and sue on behalf of aggrieved parties, deals directly with laws on occupancy limits. According to the DOJ, a law is not discriminatory if it applies identically to all groups, regardless of disability. For

[1] While the Act uses the term "handicap," modern sources have substituted the term "disability" which carries an identical legal meaning.
[2] *See* Department of Justice FAQ on the Act, available at http://www.justice.gov/crt/about/hce/final8_1.php and last accessed on April 7, 2015.

instance, a local ordinance that limits the number of unrelated persons living together to X or fewer will not be facially discriminatory so long as it makes no mention of disability. In contrast, a law that allows X or more unrelated persons to live together unless it is for the purpose of alcoholism treatment would likely be facially discriminatory and invalid under the Act.

Most local laws are not facially discriminatory and are permitted under the Act. In these cases, a person claiming the rights and benefits afforded by the Act must request a "reasonable accommodation" from the local government.

## III. Reasonable Accommodation

"Reasonable accommodation" under the Act is a two-part issue. First, there is a requirement that the disabled person or representative make a request for an accommodation. Additionally, the local government must consider the request and either approve or deny it.

### a. Procedure

Accommodations are generally requests for specific departures from established regulations (e.g., occupancy limits, side-yard setback requirements, etc).If a city has not adopted a reasonable accommodation ordinance or policy it should do so to ensure requested follow applicable rules and best practices. Additionally, a best practice is consider an approved accommodation as a "limited license" and not as a conditional use permit or variance.

### b. Consideration

The protections and benefits of the Act are not all-inclusive. Local governments have not been denied their ability to apply local land use and zoning laws simply by virtue of a person's disability. Instead, local governments should review the requested accommodation to determine whether it is reasonable.

The DOJ has developed a two-prong test to be used to determine if an accommodation is "reasonable" under the act. First, the local government should determine if the request would impose an undue burden or expense on the local government. That can be financial or administrative.

The DOJ has pointed out that what is "reasonable" in one instance may not be "reasonable" in another, so these decisions must be made on a case-by-case basis following a careful review. The DOJ has also noted that cities can, and should, engage in a dialogue with individuals requesting a variance. If there is a legitimate question about the possible consequences of granting a variance, the city should ask that the requesting party address those concerns. For instance, if there is a concern about parking, the city may require the requestor to develop a plan addressing the parking issues. Failure to address a legitimate question by the council may provide a legal basis for the city to deny the request.

The second prong of the test requires the city to determine if the proposed accommodation creates a fundamental alteration in the zoning scheme. While "fundamental alteration" is not defined in

the law, these decisions will look again to what the accommodation calls for, and how that fits into the overall zoning scheme or comprehensive plan. The city should take care to carefully consider the request and provide a clear, factual basis for an approval or denial.

## IV. Conclusion

Local governments should be cognizant of their responsibilities under the Act. While zoning laws that are facially discriminatory are prohibited, universally applicable rules require that the person covered by the Act request a reasonable accommodation. In doing so, the local government should consider not only whether the accommodation would create an undue burden or expense but also whether granting the accommodation would fundamentally alter the zoning scheme. If the answer to either of these questions is yes, as supported by legitimate evidence, the local government is within its right under the Act to deny the accommodation.

**ORDINANCE NO. __**

**AN ORDINANCE**
**ESTABLISHING A REASONABLE ACCOMMODATION PROCESS IN ACCORDANCE WITH THE FAIR HOUSING ACT**

**THE CITY COUNCIL OF THE CITY OF EMPIRE, MINNESOTA, ORDAINS:**

120.01. Purpose. It is the policy of the city, pursuant to the Federal Fair Housing Amendments Act of 1988 to provide reasonable accommodation in the application of zoning and other regulations for qualified persons with disabilities seeking fair and equal access to housing. Reasonable accommodation means providing a qualified person with flexibility in the application of land use, zoning and other regulations or policies (including the modification or waiver of certain requirements), when it is necessary to eliminate barriers to fair housing opportunities. The purpose of this article is to establish a process for making and acting upon requests for reasonable accommodation.

120.03. Definitions.

Subdivision 1. "Accommodation specialist" means the city staff person appointed by the city administrator or their designee to coordinate and administer the reasonable accommodation process outlined in this section ____.

Subd. 2. "Qualified person" means any individual with a disability, their representative, or a developer or provider of housing for an individual with a disability.

Subd. 3. "Disability" means those disabilities which are recognized under applicable federal law.

Subd. 4. "Reasonable accommodation" means the process by which the city may provide a qualified person flexibility in the application of land use, zoning, or other regulations.

120.05. Initiation of reasonable accommodation request. Any qualified person who requests a reasonable accommodation in the form of modification in the application of a zoning or other regulation which may act as a barrier to fair housing opportunities due to the disability of existing or proposed residents, may do so on an application form provided by the city's accommodation specialist. The application shall include a detailed explanation of why the accommodation is reasonably necessary to make the specific housing available to the person(s), including information establishing that the applicant is disabled under applicable laws, as well as other information required by the accommodation specialist to make the determination. If the project for which the request is being made also requires an additional land use review or approval, the applicant shall file the request concurrently with the land use review.

120.07. Accommodation specialist: Required findings. Subdivision 1. The accommodation specialist, in consultation with other appropriate city staff, shall have the authority to consider and act on requests for reasonable accommodation. The accommodation specialist shall issue a written decision in which the request is approved, approved subject to conditions, or denied. In making

the decision as to whether an accommodation is reasonable, the following factors shall be considered:

a) Special need created by the disability;

b) Potential benefit that can be accomplished by the requested accommodation;

c) Need for the requested accommodation, including alternatives that may provide an equivalent level of benefit;

d) Physical attributes of and any proposed changes to the subject property and structures;

e) Potential impact on surrounding uses;

f) Whether the requested accommodation would constitute a fundamental alteration of the zoning regulations, policies, or procedures of the city, and/or nature of the area in which the accommodation is being requested;

g) Whether the requested accommodation would impose an undue financial or administrative burden on the city;

h) Whether the requested accommodation is likely to have any negative impacts on the health, safety, or general welfare of members of the community, and

i) Any other factor that may be determined to have a bearing on the request.

Subd. 2. Conditions. Any approval issued under this section may include such reasonable conditions that the accommodation specialist deems necessary to mitigate any adverse impacts that the granting of such reasonable accommodation may produce or amplify.

120.09. Notice of decision. The written decision of the accommodation specialist shall be mailed to the applicant within five business days of such decision being made. All written decisions shall give notice of the right to appeal a decision of the accommodation specialist pursuant to subsection 120.15. The decision of the accommodation specialist shall constitute the final decision of the city, unless appealed according to the procedures and within the time limits provided in subsection 120.15. Only the aggrieved applicant of the written reasonable accommodation determination has a right to appeal the decision. A reasonable accommodation approved under this section shall become effective on the first calendar day following expiration of the right to appeal.

120.11. Applicability. Any approved request shall constitute a limited license which shall allow the property owner or occupant to continue to rely upon such accommodation only so long as they own or occupy the property. Approval of a reasonable accommodation does not constitute a property right, does not run with the land, and does not provide future owners or occupants any rights to rely upon such accommodation approvals. Only the person who applied for such

reasonable accommodation, and who is specifically named in the city's approval of such accommodation, shall be entitled to the benefits and protections thereof. The holder of an approved reasonable accommodation license hereunder shall, on or before January 1st of each year, provide the city with an updated affirmation that the reasonable accommodation is still necessary. In the event that the accommodations specialist has reasonable cause to believe that the factors supporting the original approval of a reasonable accommodation have changed, the accommodation specialist may request additional information from the license holder. Failure to annually reaffirm the need for the reasonable accommodation, or failure to provide information reasonably requested by the accommodation specialist shall result in automatic termination of the reasonable accommodation upon written notice by the accommodation specialist.

120.13. Conditions and guarantees. Prior to the issuance of any permits relative to an approved reasonable accommodation request, the accommodation specialist may require the applicant to record a covenant acknowledging and agreeing to comply with the terms and conditions established in the determination.

120.15. Appeals. Any decision reached by the accommodation specialist pursuant to this section 120 shall be subject to appeal to the city council by those persons with a right to appeal as provided herein. All appeals shall be initiated by submitting a notice of appeal, in writing, to the accommodation specialist within 30 days of the date upon which the decision was made. Upon notice of appeal, the city administrator or their designee shall present such appeal to the city council for action within 30 days. Following a hearing on such appeal, the city council shall issue its findings, in writing, within 30 days.

**Section 2.** This ordinance shall be in full force and effect upon its passage and publication.

Passed by the City Council of the City of Empire, Minnesota, this __ day of ____, 2026.

ATTEST: _____
Melanie Lee, Mayor

_____
Charles Seipel-Teng, City Clerk-Administrator

**MEMORANDUM**

| | |
|---|---|
| **Date:** | April 14, 2026 |
| **To:** | Empire City Council |
| **From:** | Charles Seipel-Teng, Clerk-Administrator |
| **RE:** | Consider Approving Application for Large Assembly at Watt Munisotaram (April 18, 2026) |

The City has received a Large Gathering Permit Application from the Cambodian Buddhist Temple (Watt Munisotaram) for their annual New Year Celebration to be held on the weekend of April 18.

The Farmington Fire Department has reviewed the application and has no additional comment.

The Dakota County Sheriff's Office has reviewed the application and information provided by their office has been added to the application.

The draft application was reviewed at the March 24 City Council meeting, with outstanding items noted, including the directional flyer in English and Khmer. The requested exhibits, including the draft directional flyer, have been received and are attached.

City Staff and the Sheriff's Office have no outstanding questions or concerns at this time and recommend approval. Captain Iliff with the Dakota County Sheriff's Department will be present to help answer any remaining questions or concerns.

*Attachment(s):* *Temple NY 2026 Applicaiton.pdf*
*Exhibit 1 flow of traffic and #s parking.pdf*
*Exhibit 2 flow of traffic and #s parking.pdf*
*Exhibit 3 flow of traffic and #s parking.pdf*
*(A to C) Parking, solar lights, stage and medical area.pdf*
*(H) 2026 - NY Vendor Layout.pdf*
*(D) 2026 - Map to St. Paul and Rochester.pdf*
*(E) COI for Minnesota Cambodian Buddhist - City of Empire_0001.pdf*
*(F) 2026 - New Year Program.pdf*
*(G) Neighbors letter.pdf*

**City of Empire**
3385 197th Street W.
Farmington, MN 55024
Phone: 651-463-4494
admin@empiremn.gov

# Application for Licensing of Large Assemblies

**APPLICANT MUST SUBMIT COMPLETED APPLICATION A MINIMUM OF 30 DAYS PRIOR TO EVENT**
**Application Fee: $100 / Escrow $1,000**

Name of Organization: Minnesota Cambodian Buddhist Society (MCBS) DBA **Watt Munisotaram**

| | | |
|---|---|---|
| Contact Person: | Mr. Virak Sotonne | Phone: 612.251.6322 |
| Contact Person: | Mr. Van Meak | Phone: 612.216.1523 |
| Contact Person: | Mr. Sitheoun Chem | Phone: 651.675.7257 |

Applicant's Address: *2925 220th. St. East, Empire, MN 55024*

Name, Address, and Age of Person (s) Responsible for Application: *Chanda Sour*
*8009 34th. Ave. S. Ste. 800 Bloomington, Mn 55425*

I, *Chanda Sour* hereby make application on behalf of ***MCBS (Watt Munisotaram)***
to the City of Empire for a license to permit the lawful assembly of people, and said assembly meets the definition of large assembly per section 2.1 of Ordinance No. 230, on the following described property: ***2925 220th. St. East, Empire, MN 55024***

The nature and purpose of the assembly will be as follows: ***In celebration of our Cambodian New Year, we honor our Buddhist faith, culture, and heritage***

The assembly will be held on the ***18th**** day of **April**, 2026
to ***19th**** day of **April, 2026** between the hours of 9 AM and 9 PM.

**** Our main celebration is on the 18th. This will be open until 9 pm, but the crowd tends to fade by 8 pm, especially if the weather gets cold. **opens until 6 pm; on this day, the crowd is usually smaller and has usually faded by 3 pm.***

The maximum number of people I will permit to attend is ***3,000***. The maximum number of event tickets to be sold, if applicable. ***No ticket sold, open to the general public***
***On our main day, usually between 1,000 -2000 assumed the weather permits.**

OUTDOOR MUSIC: Will there be outdoor music? ***X yes*** ____ no
If yes, please describe: **Traditional music, with a local band**
Outdoor music: ***Start Time 12 PM End Time 9 PM***

1. List all activities planned for this event. ***Buddhist chanting & giving blessings to those that attend, Monks' food offering, Culture performance, Heritage/Buddhist parade on the temple (outdoor/indoor depend on the weather)***

2. Submit layout of activities, parking, sanitation, and music. ***Please see attached*** NOTE: Music to take place at "center" stage area.

3. Explain the location and placement of fencing and/or barricades. ***No installation of fencing/barricades; our property is surrounded by some neighbor fencing and corn fields.*** (Fence Requirement may be waived by Council per Section 6.202, if not necessary for crowd control. This seems to be the case here. The applicant is requesting a waiver of this requirement.

4. Explain plans to limit the maximum number of people permitted to assemble. ***Block the road entrance with the help of the local sheriff and the security team to direct unwanted traffic. The Temple has wooden barricades that can be placed at the entrance, if site capacity is reached. Temple security will work with DCSO deputies to create a plan to direct traffic away from the closed entrance.***

5. Explain plans for providing toilet and lavatory, or portable sanitation. Include site location and quantity. ***We now have a total of 43 permanent restrooms throughout our facility. It has served our community well for the last 30 years. There is a total of 7 handicapped accessible restrooms on site (2 F / 1 M in main restroom building; 1 F/ 1 M in main temple; 1 F / 1 M in residential dwelling.***

6. Explain plans for refuse collection and disposal of waste materials: (number of dumpsters/waste receptacles and location). ***We work with a local waste management company that handles our trash. At this event, we rent several dumpsters and have volunteers to help clean up during and after the event. Please refer to the attached for dumpsters location.***

7. Explain plans for the location and capacity of medical care. ***The first aid tent will be enclosed for privacy and marked with two first aid flags. Inside, there will be two foldable beds available for injured individuals. Staffing will include two to four registered nurses (RNs) throughout the day, one to two doctors of chiropractic (DCs), and a state-certified first aid trainer. The tent will be equipped with two defibrillators and four first aid bags for use as needed.***

8. Explain plans, if any, to illuminate the location of the assembly including the source and amount of power and location of lights. **Each of our locations has its own power; if not, we can extend our power from one of our buildings. We will be using solar lights for the walkway. Please refer to the attached. 30 solar lights will illuminate walkways at night. The lights are downcast, approximately 5 feet in height on stainless steal bars. Lights that illuminate the dance area are downcast and do not direct light off the property.**

9. Explain plans for parking vehicles including size and location of lots, points of highway access, and interior roads including routes between highway access and parking lots**.** ***Vehicles must be parked only in designated parking areas. There are two parking locations at the front of the temple grounds, three***

***in the middle section, and three at the back. Onsite parking should be sufficient for peak attendance time, anticipating up to 2,000 people maximum with more than one person per vehicle. Reference attached layout plans. Plans note onsite parking for approximately 1,500 attendee vehicles. SITE PLANS ATTACHED – EXHIBIT A-C -PARKING PLANS EXHIBITS 1-3***

10. Explain plans for potable water. ***We have well water for usage. If you are referring to vendors, they normally bring their own water. There will be bottled water available at the medical tent. Additionally, volunteers at the celebration will offer water to people that need it. A private well and tap serves the temple kitchen and residential structure.***

12. Explain plans for security including the number of guards, their deployment, and their names, addresses, credentials and hours of availability. ***In addition to the sheriff presence, we will hire a security team from Night Sky Protection (2489 Rice St Ste #240, Roseville, MN 55113). We do not have the names of those who will be attending. For security, we plan to hire seven Security Officers: three armed and four unarmed. Three officers will assist at the front designated areas, two will manage traffic and parking in the three middle parking areas, and two will assist and direct vehicles to park in the three designated areas at the back of the temple property. Private security will be on the property Saturday, April 18 from 9AM to 5PM. Guards will have two e-bikes and an unmarked vehicle with lights. We have hired 5 Dakota County Sheriff's Deputies to be present at the event. DSCO has indicated that deputies will be on site from 10:00 AM to 8:00 PM on Saturday, April 18. One Sheriff's Deputy will be placed at the entrance to help direct traffic. *Note- the crowd is expected to wind down and dancing to end after 8PM, with a hard close by 9:30 PM.***

*Contact for Knights Sky Protection*
*Temple Security*
*Dakota County Sheriff*
*City of Empire*
***Contacts shared on Internal List***

13. Explain plans for fire protection. ***Besides our current fire extinguishers, we will rely on the Farmington Fire Department. According to them, they will be using our pond water should there be a fire. Farmington Fire Dept. had no concerns regarding access.***

14. Explain plans for sound control and sound amplification if any, including number, location, and power of amplifiers and speakers. ***First, we follow the city's ordinance and have designated one of our board members to oversee sound control. The band's play will be set up way in the back lawn in a lower area to ease the sound. Amplification equipment includes the same equipment as in years past, with 4 large speakers for the band and volume turned below 10 dBA. Ordinance No. 281-A requires night-time noise levels beginning at 10:00 PM. Application notes that music will end at 9:00 PM.***

15. Explain plans for food concessions and concessioners who will be allowed to operate on the grounds, including the names and addresses of all concession vendors and their license or permit numbers. ***We anticipate about 30-40 booths; of those, we may have 5~ food trucks, some apparel sales, and, once a year, a mom-and-pop food vendor***. MN Statue 157.22, 12, exempts food served at fundraisers on the grounds of faith-based organizations from licensing requirements. **List of Food Vendors and map showing vendor locations received (Exhibit H).**

16. Explain plans for area traffic control, for access to and egress, from and exit onto public roads and highways. ***We have made signs and also a security team, with the help of our local sheriff. Please refer to the attached. The Right turn only sign will consist of a 3' X 3.5' reflective sign and be placed on the right-hand side at the exit. It will be placed approximately 4' to 5' high on two aluminum posts. We have applied to MnDOT for the placement of two "Slow Traffic Ahead "signs to be located on Highway 50, one at the intersection with Co. Rd 79 and the other at the intersection of Co. Road 81 (east and west of the gate). The Dakota County Sheriff's Office may have additional flashing signs available for an immediate safety issue that arises. The Dakota County Sheriff's Office has made the Minnesota State Patrol aware of the event. DCSO indicates that State Patrol does not need to be present to address traffic concerns. Issues that arise can be handled by DCSO.***
***DIRECTIONAL WINDSHIELD FLYERS IN ENGLISH/KHMER ATTACHED – EXHIBIT D***

_____

**Provide evidence of insurance with the City of Empire listed as additional insured** *(with insurance coverage to be in amounts not less than $1,000,000 for injury or damage to any person or property and not less than $1,500,000 in the aggregate amount for any number of claims arising out of a single occurrence)* ***This is done through the Castle Rock Bank/ins.department. ATTACHED – EXHIBIT E***

**ADDITIONAL -**
Letters to neighboring properties mailed out two weeks prior to the celebration. **ATTACHED – EXHIBIT G**
New Year Program**- ATTACHED – EXHIBIT F**

I, _____ hereby make application for a license to permit a large assembly in the City of Empire, Minnesota.

*By signing this application, applicant confirms that the statements contained therein are true and correct to the best knowledge of the applicant. The applicant further agrees to indemnify, defend, and hold harmless the City of Empire, its officials, employees and agents from any claim that arises in whole or in part as a result of this large assembly.*

**APPLICANT SIGNATURES**

_____ _____
Name Date

_____ _____
Name Date

**PROPERTY OWNER (IF DIFFERENT)**

_____ _____
Name Date

*For Office Use Only*

APPROVAL OF THE LARGE ASSEMBLY PERMIT

Approved by City of Empire on _____ day of _____, 20____

_____
City Representative

EXHIBIT 1



EXHIBIT 2


160 Cars
Parking
Area
77 Cars
Parking
Area
151 Cars
Parking Lot
Watt Munisotaram
Emergency
Parking Lot

EXHIBIT 3


Parking Area
215 Cars
Parking Area
140 Cars
Parking Area
310 Cars
Vendor
Booths &
Food Trucks

Exhibit A.

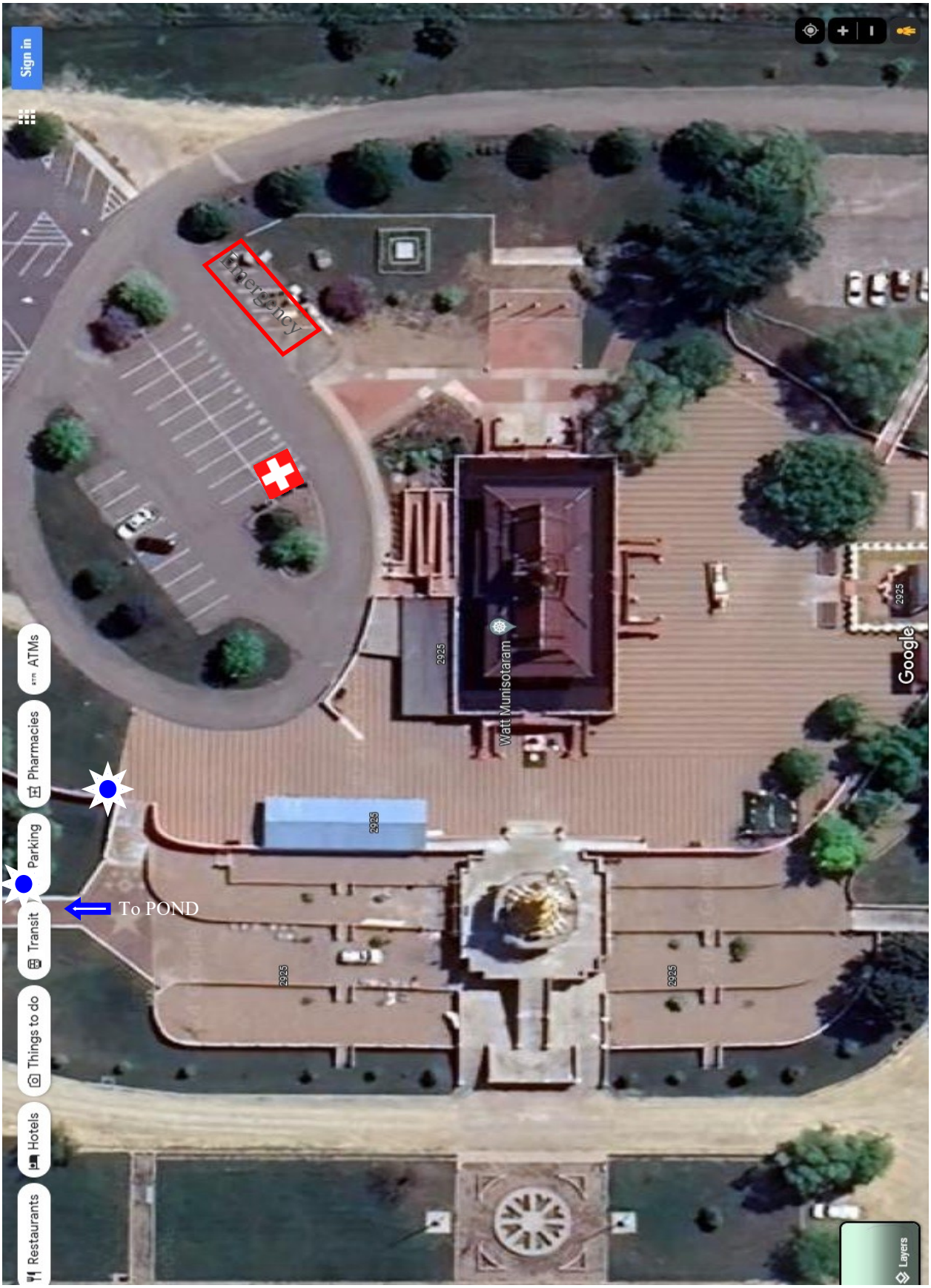

Sign in
Emergency
To POND
Watt Munisotaram
Google
ATMs
Pharmacies
Parking
Transit
Things to do
Hotels
Restaurants
Layers

Exhibit B.

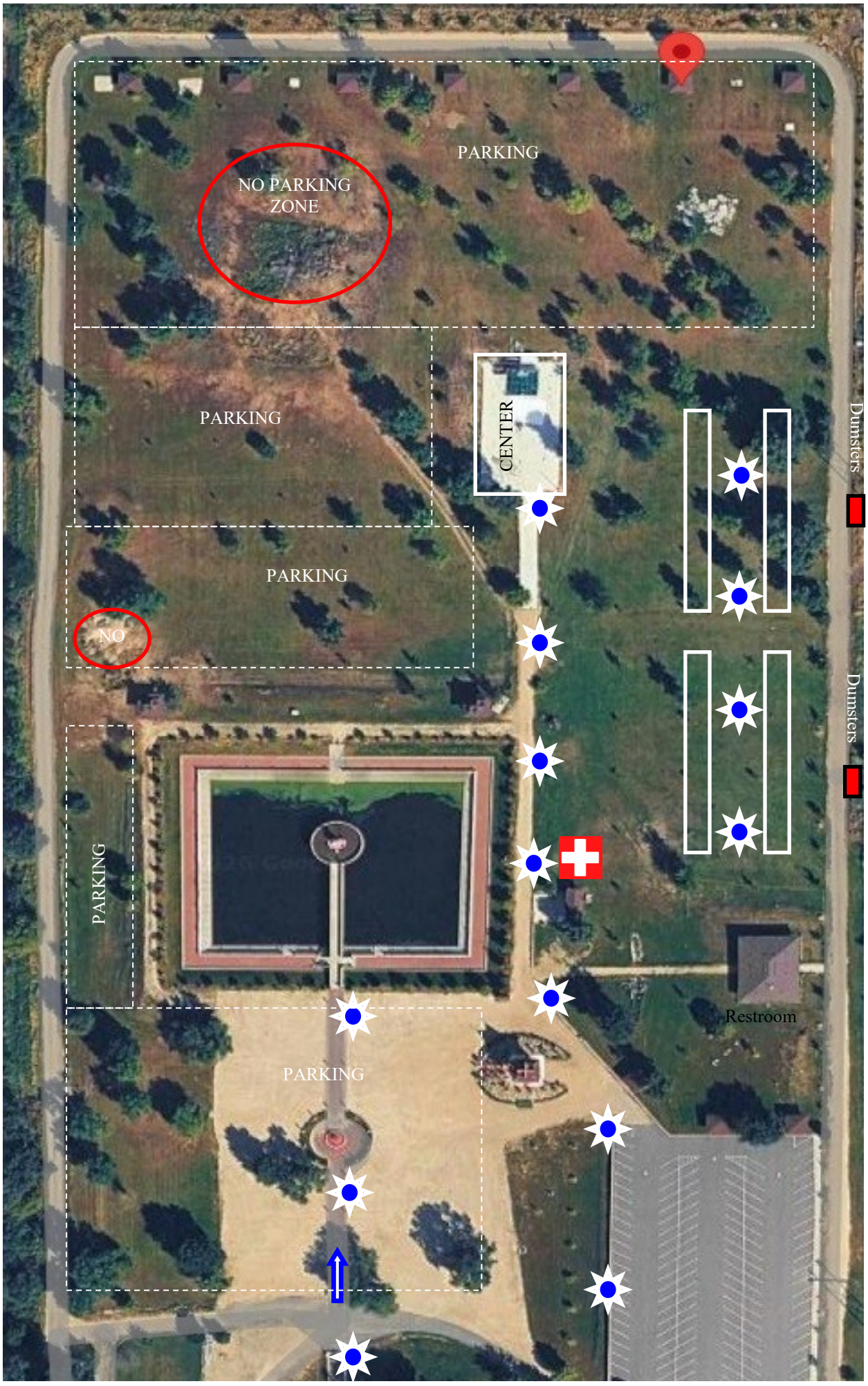
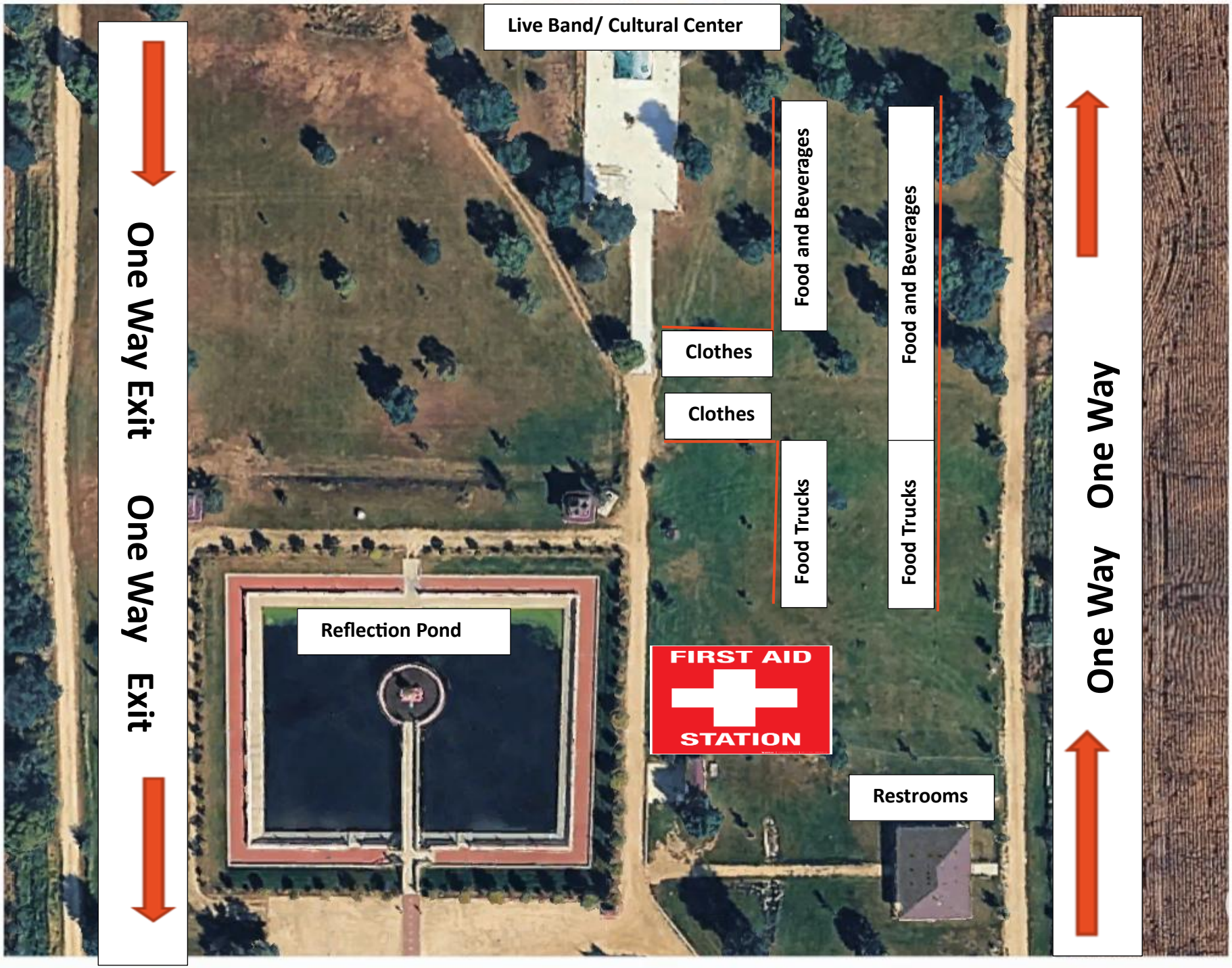

PARKING
NO PARKING ZONE
PARKING
CENTER
PARKING
NO
Dumsters
Dumsters
PARKING
Restroom
PARKING

Exhibit C


Watt Munisotaram
PARKING
PARKING
POND
POND
RIGHT TURN ONLY
ard J. Ames Mem Hwy
50


Live Band/ Cultural Center
Food and Beverages
Food and Beverages
Clothes
Clothes
Food Trucks
Food Trucks
Reflection Pond
FIRST AID
STATION
Restrooms
One Way Exit
One Way Exit
One Way
One Way


To St. Paul
ទៅសាំង ប៉ូល
To St. Paul
ទៅសាំង ប៉ូល
CTY 79 ផ្លូវ ៧៩
To Rochester
ទៅរ៉ូឆេស្ទ័រ
Right Turn Only when exiting
សម្រួលបង់ស្តាំពេលចេញពីផ្លូវ
Direction To St. Paul and Rochester
ទិសទីទៅសាំង ប៉ូល និង រ៉ូឆេស្ទ័រ
2925 220th St E
Recently viewed
WMA
Empire
Farmington
Vermillion
Hampton
New Trier
3
52
50
61
56
20

EXHIBIT E

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/23/2026

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

| | |
|---|---|
| **PRODUCER**<br>Castle Rock Agency, Inc.<br>27925 Danville Ave, PO Box 518<br>Castle Rock, MN 55010 | **CONTACT NAME:** Michelle Kreisler<br>**PHONE (A/C, No, Ext):** (651) 460-2345 **FAX (A/C, No):** (651) 463-4016<br>**E-MAIL ADDRESS:** michelle.kreisler@castlerockbank.net |
| **INSURED**<br>Minnesota Cambodian Buddhist Society Inc<br>2925 220th St E<br>Hampton, MN 55031 | **INSURER(S) AFFORDING COVERAGE** — **NAIC #**<br>**INSURER A :** North Star Mutual Insurance — 14850<br>**INSURER B :**<br>**INSURER C :**<br>**INSURER D :**<br>**INSURER E :**<br>**INSURER F :** |

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | [X] COMMERCIAL GENERAL LIABILITY<br>[ ] CLAIMS-MADE [X] OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>[X] POLICY [ ] PRO-JECT [ ] LOC<br>[ ] OTHER: | | | CM54595 | 07/30/2025 | 07/30/2026 | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence)<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY<br>GENERAL AGGREGATE<br>PRODUCTS - COMP/OP AGG<br>Fire Damage Limit | $ 1,000,000<br>$<br>$ 5,000<br>$ 1,000,000<br>$ 2,000,000<br>$ 2,000,000<br>$ 300,000 |
| | **AUTOMOBILE LIABILITY**<br>[ ] ANY AUTO<br>[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS<br>[ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident) | $<br>$<br>$<br>$ |
| A | [X] **UMBRELLA LIAB** [X] OCCUR<br>[ ] **EXCESS LIAB** [ ] CLAIMS-MADE<br>[ ] DED [ ] RETENTION $ 10,000 | | | UL21820 | 07/30/2025 | 07/30/2026 | EACH OCCURRENCE<br>AGGREGATE | $ 2,000,000<br>$ 2,000,000 |
| | **WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N<br>ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N / A<br>**(Mandatory in NH)**<br>If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | [ ] PER STATUTE [ ] OTH-ER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT | $<br>$<br>$ |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

**CERTIFICATE HOLDER**

Holder's Nature of Interest: Certificate Holder
City of Empire
3385 197th Street
Farmington, MN 55024

**CANCELLATION**

**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.**

**AUTHORIZED REPRESENTATIVE**

Michelle Kreisler

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ពុទ្ធិកសមាគមខ្មែរ ឥត្តមុនីសុគារាម រដ្ឋមិនីសូតា
THE MINNESOTA CAMBODIAN BUDDHIST SOCIETY, INC.,
A NON-PROFIT RELIGIOUS INCORPORATION
2925 220th Street East, Hampton, MN 55031 Tel: (612) 772-2781, (612) 447-2194

# Happy Cambodian New Year 2026

Cambodian New Year is a Khmer Traditional Ceremony originated in the ancient time. The New Year is celebrated to achieve the following 6 goals:

1. To maintain or make existence of our beautiful tradition last forever on this world.
2. To strengthen the solidarity, brotherhood, as well friendship, among our fellow Khmer nation.
3. To wish for good luck, happiness, and peace for ourselves.
4. To have our fellow Cambodian stay out of negligence and merit for every step of life.
5. To gratefully pay back the favour of our ancestral fountainhead living or passed away parents and grandparents; meanwhile, may we dedicate the merit to our ancestors and relatives.
6. To respect and support for Buddhism which we believe is the best way for prosperous, glorious, and happiness of human being on this world forever.

***To celebrate the Year of the Snake, you, your family, and friends are cordially invited to participate our annual celebration that the following events:***

**Tuesday 14 - Thursday 16 April, 2026**
09:00 a.m. Bangsukula, paying respect to the Triple Gem; Taking the Five Precepts, Welcoming New Year the year of the Horse 2026.
10:00 a.m. Alms-giving and offering lunch for Buddhist Monks.
Dharma talks and Sprinkling holy water on the Buddha statues.

**Fridays, 17 April, 2026**
09:30 a.m. Paying respect to the Triple Gem; taking the Five Precepts.
06:00 p.m. To perform the ceremony of the mountain of sand (considered a stupa or tomb which represents the Valukachetiya Stupa), Blessing chanting.

**Saturdays, 18 April, 2026**
8:00 a.m. Paying respect to the Triple Gem; taking the Five Precepts; Alms, and food offering to Buddhist monks.
01:00 p.m. Kabilamaha Brahma's Head Parade and the inauguration of the New Angels.
03:00 p.m. Traditional Dance; Live Band; Food vendor beverages are available for sale.

**Sundays, 19 April, 2026**
09:00 a.m. Gathering of guests, paying respect to the Triple Gem; taking the Five Precepts; Alms giving, and food offering for Buddhist Monks.
01:00 p.m. Dharma talks and Sprinkling holy water on the Buddha statues, closing the ceremony. Food vendor beverages are available for sale.

**Don't miss this once-a-year celebration!**

ពុទ្ធិកសមាគមខ្មែរ វត្តមុនីសុតារាម រដ្ឋមិនីសូតា

THE MINNESOTA CAMBODIAN BUDDHIST SOCIETY, INC.,
A NON-PROFIT RELIGIOUS INCORPORATION
2925 220th Street East, Hampton, MN 55031
Tel: (612) 772-2781, (612) 447-2194

April 4, 2026

Dear neighbors and friends,

As spring fills the air with new beginnings, we at Watt Munisotaram Buddhist Temple warmly invite you and your loved ones to join us in celebrating Cambodian New Year 2026 here in the City of Empire, MN.

This year is especially meaningful, as we celebrate our 45th New Year together in the United States—a heartfelt milestone that honors the lasting friendships, kindness, and support we have received from our neighbors since our arrival as refugees from Cambodia.

Many of us arrived in 1982, and our hearts are filled with gratitude for the opportunities this country has given us. Our children, born and raised here, carry forward the spirit of our Cambodian heritage while embracing the values of freedom and peace. As Buddhists, we cherish the harmony and friendships we have shared with you throughout the years.

We are delighted to invite you to our three-day celebration, from Friday, April 17, to Sunday, April 19.

**Saturday, April 18, is our main celebration day:**

Please pardon any traffic delays between 9–11 am as we welcome many guests; our local sheriff and security team will be on hand to help. The morning will begin with joyful food offerings, blessings, and cherished traditions. If the weather allows, we will hold a beautiful outdoor rice procession for our Buddhist monks, followed by sharing a traditional meal together. Throughout the afternoon, enjoy vibrant cultural performances, music, and delicious Cambodian foods from our wonderful vendors. As evening falls, we invite you to join us for dancing and more festive treats as we celebrate side by side.

Sunday, April 19, will be a quieter day as we gather for final blessings and say farewell until next year.

If you have any questions, please feel free to reach out to our dedicated volunteers: Mr. Virak Sotonn (viraksotonn@hotmail.com, 612-251-6322) or Mr. Van Meak (meakv@yahoo.com, 651-216-1523). We truly look forward to celebrating this special occasion with you and your family!

Best regards,

Chanda Sour
Members of the Board

**MEMORANDUM**

| | |
|---|---|
| **Date:** | April 14, 2026 |
| **To:** | Empire City Council |
| **From:** | Charles Seipel-Teng, Clerk-Administrator |
| **RE:** | Presentation of Draft Compensation & Classification Study (Michael Mooney, Abdo) |

Michael Mooney with Abdo will present the draft Compensation & Classification study for Empire positions. This agenda item is for information and discussion.

The Personnel Committee has reviewed the draft study as presented.

The Study includes a scoring recommendation for existing positions, a market analysis for pay ranges, a proposed compensation model, and proposed costs for implementation.

Abdo has also worked with staff to provide recommendations for amendments to the existing job descriptions for existing positions.

For maintenance worker positions, the Personnel Committee is recommending that required licensing (DOT license, water & sewer licensing) be included in the base pay instead of as additional pay per hour. This would require an amendment to the City's Personnel Policy.

Some questions to consider are how phasing in the study results should be handled.

1. The plan recommends an additional 3% COLA increase for 2026. City Council should consider approving this recommendation.
2. The plan recommends that employees move up a step at their anniversary date. City Council should consider if this should start in 2026 or 2027 (this will affect budget amendments).
3. For maintenance workers, they are offered a .50 cents per hour bonus for pesticide license. Should this be included in base pay or as a stipend?

Items that are proposed to be carried out with the adoption of this study include:

1. Considering amendments to the 2026 Budget to implement compensation adjustments.
2. Consider amending existing job descriptions.
3. Consider amendments to the City's Personnel Policy.

The City Council should ask questions and provide comments on the study. The current proposed timeline for implementing the study is to consider adopting it at the April 28th City Council Meeting, with proposed wage adjustments, based on the results of the study, to take effect May 1. If City Council is comfortable with this timeline, staff will bring forward proposed amendments to the Personnel

Policy, job descriptions, and 2026 Budget to the April 28th City Council Meeting as well.

*Attachment(s):* *Comp & Class Study FINAL Draft Report.pdf*
*Comp Study Presentation - Empire.pdf*



# Position Classification & Compensation Study Report

## City of Empire

Empire, Minnesota
April 14, 2026


Abdo
Lighting the path forward

*Edina Office*
5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090
F 952.835.3261

*Mankato Office*
100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727
F 507.388.9139

March , 2026

City of Empire
3385 197th St.
Farmington, MN 55024

**Executive Summary**

Abdo was contracted by the City of Empire to provide an independent position classification and compensation study to accomplish a variety of important strategic priorities, including an analysis of the current municipal compensation markets and a review of current and potential Minnesota Pay Equity compliance requirements

The City has not previously conducted a formal independent position classification and compensation study, and has only recently grown enough in size to require Pay Equity Compliance. In addition, the City of Empire neighbors several large cities and finds challenge in attracting and retaining quality talent.

The City is looking to grow and add new positions in the coming years and have the goal to be well-aligned with the market prior to undertaking any large expansion of their workforce.

As part of our study, Abdo worked closely with the City to review updated position descriptions provided for each current and proposed future position and conducted a Fair Labor Standards Act (FLSA) review to support the overtime exemption election for all applicable existing positions. FLSA testing checklists and results were provided to the City separate from this report.

To achieve the objectives set forth in our project scope of work, we completed a scoring exercise using a model similar to the State of Minnesota Hay Study. Using this model, each position was given a score in the following categories; Know-How, Problem Solving, Accountability and Special Conditions. These categories are intended to measure and rank the level of knowledge, skills, influence and impact on City operations for each position.

To complete the evaluation and scoring of Empire positions, we reviewed the organizational structure, current job descriptions and requested additional information and clarification from City leadership, as needed. Upon completing the scoring of positions and conducting pay equity testing, our firm also completed a market wage analysis to compare the City's current wage scale, by position, to the comparable public employee wage market in Minnesota.

The market analysis consisted of analyzing salary data from comparable local governments in Minnesota by reviewing municipal salary data published by the League of Minnesota Cities (LMC) through their 2025 annual salary survey, appropriately aging the 2025 salary data for average 2026 cost of living increases.

The results of both the classification (position scoring) and compensation analysis follow.

**Methodology**

Historically, the City has primarily not had a formal compensation model for each position. Historically, the City has not been required to comply with MN Pay Equity, submitting their first report in 2025 as part of this Study and was found to be in compliance. The City will be required to submit their next Pay Equity Report for 2028.

In recent years, the city has been experiencing growth relative to its larger city neighbors and are looking for ways to attract talent that would otherwise be drawn to those larger neighboring, while being mindful of budgetary and capacity constraints. In light of these organizational changes the City of Empire determined that a formal, independent, system-wide position reclassification and market wage analysis was necessary to assist in establishing a new, logical and justifiable employee wage and salary framework to build upon in the future and set the city up for success in future growth.

***Scoring Analysis***

This section reflects the review, analysis and scoring of all Empire positions. To complete this task Abdo used updated job description information for current positions, based on direction from the City. Our firm reviewed the job descriptions and solicited necessary feedback from City representatives to gain the insight needed to accurately score each position. Scoring was completed using a plan adapted from the State of Minnesota Hay Method. The model assigned each position a score in the following categories (adapted from the State of Minnesota 2009 Hay Manual): Know-How, Problem Solving, Accountability, and Special Conditions.

**Know-How** represents the knowledge, skills and abilities (KSAs) an employee needs to be successful in a particular job. The Hay Method places the greatest emphasis on Know-How. Know-How is defined as an expert skill, information or body of knowledge that imparts an ability to cause a desired result. The Know-How category is the most heavily weighted category. If a position is more easily learned, the position will point toward the lower end of the scale.

Know-How category is further divided into three parts: Depth and Breadth of Job-Specific Knowledge (aka Technical and Specialized Know-How and Job-Specific Knowledge); Integrating Know-How (aka Managerial Breadth or Know-How); and Human Relation Skills (aka Human Relations Know-How). A number is assigned for total Know-How points by making several separate choices for each of the three elements described and an overall assessment.

**Job-Specific Knowledge** includes the position's requirements for knowledge and skills related to practices, procedures, specialized techniques and professional disciplines. It also includes basic and job-specific supervisory and managerial knowledge, skills, and abilities (KSAs), when appropriate. This aspect of Know-How does not make distinctions among differently sized managerial jobs nor does it include human relation skills. It is important to remember that this element measures the requirements of the position, not the qualifications of an incumbent.

**Integrating Know-How** considers the need to integrate and manage progressively more diverse functions and is used to rank managerial breadth and scope, from similar to very different functions. When required, basic and job-specific supervisory and managerial knowledge, skills and abilities are included in the Job-Specific part of a Know-How rating. The overall size of an organization directly influences the number of managerial breath categories, because the organizational size often reflects requirements for increased managerial complexity and diversity.

**Human Relation Skills** is the third element of a job's Know-How rating. It is the active, practicing interpersonal skills typically required for productive working relationships to work with, or through, others inside and/or outside of the organization to get work accomplished. It assumes that each job requires a foundation of basic human relations skills. To be effective, an employee must typically be proficient at the highest level of Human Relations Skill regularly required for the position.

**Problem Solving** is the process of working through details of a problem to reach a solution. Problem solving may include mathematical or systematic operations and can be a gauge of an individual's critical thinking skills. Problem Solving measures the intensity of the mental process that uses Know-How to: (1) identify, (2) define, and (3) resolve problems. It is a percentage of Know-How, reflecting the fact that "you think with what you know." This is true of even the most creative work. Ideas are put together from something already there. The raw material of any thinking is knowledge of facts, principles and means.

**Context** includes the influences or environment that limit or guide decision-making such as rules, instructions, procedures, standards, policies, principles from fields of science and academic disciplines. Positions are guided by organizational, departmental or functional goals, policies, objectives and practices circumscribed by procedures and instructions. In general, policies describe the "what" of a subject matter, procedures detail the steps needed to follow through on a policy (i.e., how, where, when, by whom) and instructions outline the specific aspects of how to perform the tasks, such as the operation of a machine or how to select the appropriate letters to use in particular situations.

**Thinking Challenge** includes the nature of the problems encountered and the mental processes used to resolve the problems. The scale ranges from simple problems to very complex issues, with the premise that simple issues recur regularly in the same form and after a while are resolved by rote or instinct, but very difficult issues require substantial thinking and deliberation. The types of situations encountered and the processes involved in identifying, defining or resolving related problems are considered. Thinking Challenge reflects the degree of difficulty in finding improvements and adapting to changes.

**Accountability** does not mean being responsible for getting one's own work done. Rather, it reflects responsibility for actions and their consequences and the measured effect of the job on end results for the organization. Accountability includes three factors: Freedom to Act/Empowerment, Magnitude, and Job Impact.

**Freedom to Act/Empowerment** involves the degree of personal or procedural control or guidance exercised over the position. For example, what constraints are put on an employee in this job? How closely supervised is the position? What kinds of decisions are made higher up in the organization?

**Magnitude** is the portion of the total organization encompassed by the position's primary purpose. It's most typically indicated by the general dollar size of the area(s) most directly affected by the job, i.e., the resources over which the position has control or influence. A variety of factors are considered such as size of budget is employee responsible for, what degree of influence is held and is this person a decision maker.

**Job Impact** is considered to be indirect (indirect or contributory) or direct and measurable (shared or primary). It involves the way in which the position's actions affect end results in the agency. For example, how does the employee influence the business - directly or indirectly? Does the employee provide advisory or interpretive services for others to use in making decisions? Is the job an information-recording one? Does it provide a necessary service with a relatively small effect on the business of the agency? "Contributory" and "primary" are, by far, the most frequently used options."

**Special Conditions** consider the physical effort, environmental conditions, hazard exposure, and sensory attention demands that an employee is commonly subject to in the position. For example, two positions may be assigned identical points in all other areas but the position that is regularly required to work in extreme outdoor conditions (i.e., heat or extreme cold) would receive additional points for these factors.

The work associated with this scoring represents the primary work conducted for this assignment, which is to review positions and functions and provide a consistent measurement and "scoring" of functions and responsibilities within the municipality.

## Findings and Recommendations

### *Position Points*

**Table 1** represents the total score assigned to each position based on the Methodology discussed.

***Table 1: Position Classification and Point Assignment***

| Position Title | Department | Proposed Score |
|---|---|---|
| Deputy Clerk | Central Administration | 212 |
| Maintenance Worker | Public Works | 227 |
| Maintenance Supervisor | Public Works | 334 |
| Clerk-Administrator | Central Administration | 412 |

### *Market Analysis*

This section documents a sample of the wages offered to the employees of comparable local governmental units in Minnesota. The comparable government entities identified for this study were communities of comparable size, complexity, geographic location, and proximity to the metro area.

The City of Empire is within 25 miles of the Minneapolis metro area and is in close proximity to several cities with populations of over 20,000, including Farmington, Lakeville and Rosemount. As a result, the City is likely competing for talented employees with these larger communities close to the metro area. The City should consider a competitive compensation scale, with room for growth, to attract and retain qualified employees that have the knowledge, skills and abilities to provide service levels expected within the community, particularly considering the current labor market. These factors, coupled with the demand of specific technical and multi-faceted positions within the City, have resulted in the recommendations provided in this survey.

The wages of the comparable positions for the municipalities listed in **Table 2** were compared with those at the City of Empire. **It should be noted that the governments listed do not always have the exact type or number of positions as Empire and, in these cases, assumptions about duties and levels of responsibilities were made based on job titles and supervisory reporting information and were used to identify comparable positions.**

***Table 2 - Market Survey***

The Market Survey lists government agencies that were included in standard demographics for at least one existing position in the market analysis.

Note: Cities that appear **bolded** have a population of over 10,000 and were used to match the deputy clerk and maintenance worker, which are positions whose duties do not vary significantly between larger and smaller cities. Alternatively, only smaller cities were used in comparison for supervisory positions as the scope of these roles are more impacted by organization size. More information on the analysis between larger cities in proximity to the City of Empire and their designated peer group will be provided as part of **Appendix A**.

| | |
|---|---|
| *Afton* | ***Hastings*** |
| *Bayport* | ***Inver Grove Heights*** |
| *Centerville* | *Lexington* |
| *Circle Pines* | *Lonsdale* |
| *Columbus* | *Newport* |
| ***Cottage Grove*** | ***Northfield*** |
| *Credit River* | *Oak Park Heights* |
| *Elko New Market* | *Rockford* |
| *Excelsior* | ***Rosemount*** |
| ***Farmington*** | *Saint Paul Park* |
| *Greenfield* | *Wayzata* |
| *Hanover* | *Montgomery* |

The market analysis has been adjusted to reflect comparable 2025 wages for the local governments analyzed. Results, by individual position, of the market wage study is reflected in ***Table 3.***

***Table 3 – 2025 Market Analysis***

| Position Title | Market Min | Market Max |
|---|---|---|
| Clerk-Administrator | $55.96 | $74.64 |
| Deputy Clerk | $29.40 | $36.89 |
| Maintenance Supervisor | $38.16 | $48.91 |
| Maintenance Worker | $29.26 | $38.26 |

Key market wage analysis considerations and findings include:

- All market and City of Empire wage data is based on 2025 compensation scales.
- Overall, a reevaluation of the existing position classification and wage scale will assist in realigning all positions in relation to the City's internal organizational structure and to the market. Doing so will, presumably have a positive impact on future employee recruitment and current employee satisfaction and retention.
- The League of Minnesota Cities Survey and other Market Survey results are reflective of 2025 wage data.
- It is important to consider that many cities approve annual Cost of Living Adjustments (COLA) and have done so with a January 1, 2026, effective date. As a result, it should be noted that, should the City not elect to apply a 2026 COLA adjustment to their current compensation model or implement the proposed compensation scale updates, current market variances, as reflected in the following table, may continue to grow.

***Compensation Plan***

During initial discussions with City leadership, it was clear that the following key strategic goals and assumptions applied:

- The City of Empire is motivated to attract and retain qualified talent to facilitate successful City operations and leadership.
- The City wishes to develop a more formalized pay structure across the entire organization that will be both compliant with Minnesota Pay Equity requirements and offer competitive pay for all positions, as well as accommodating for the city's desire to grow in the coming years.

The proposed compensation model reflects the following structural components:

- Step and grade model utilizes a total of 7 steps, including the start step, to achieve maximum compensation within a total of 14 grade levels.
- All 7 steps are intended to be used as the standard compensation scale, to be awarded using the City's current step award process, primarily length of service and acceptable performance.
- The minimum pay level for the proposed compensation scale is, on average, within 1% of market minimum pay averages for each position.
- The maximum pay level for the proposed compensation scale is, on average, within of 1% market minimum pay averages for each position.
- The proposed scale includes a 9.00% adjustment between grades.
- The Standard Scale reflects a 4.50% adjustment between steps.
- The range within each Standard Scale grade (Step 1 through Step 7) is 30.00%.

*Table 4 - Step and Grade Scale – Proposed 2026 Compensation Model*

| | | | Steps in Range | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Points Min | Points Max | Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | 80 | 1 | 19.00 | 19.86 | 20.75 | 21.68 | 22.66 | 23.68 | 24.74 |
| 81 | 100 | 2 | 20.71 | 21.64 | 22.62 | 23.63 | 24.70 | 25.81 | 26.97 |
| 101 | 140 | 3 | 22.57 | 23.59 | 24.65 | 25.76 | 26.92 | 28.13 | 29.40 |
| 141 | 180 | 4 | 24.61 | 25.71 | 26.87 | 28.08 | 29.34 | 30.66 | 32.04 |
| 181 | 200 | 5 | 26.82 | 28.03 | 29.29 | 30.61 | 31.98 | 33.42 | 34.93 |
| 201 | 240 | 6 | 29.23 | 30.55 | 31.92 | 33.36 | 34.86 | 36.43 | 38.07 |
| 241 | 280 | 7 | 31.86 | 33.30 | 34.80 | 36.36 | 38.00 | 39.71 | 41.50 |
| 281 | 320 | 8 | 34.73 | 36.30 | 37.93 | 39.64 | 41.42 | 43.28 | 45.23 |
| 321 | 345 | 9 | 37.86 | 39.56 | 41.34 | 43.20 | 45.15 | 47.18 | 49.30 |
| 346 | 360 | 10 | 41.27 | 43.12 | 45.06 | 47.09 | 49.21 | 51.42 | 53.74 |
| 361 | 380 | 11 | 44.98 | 47.00 | 49.12 | 51.33 | 53.64 | 56.05 | 58.58 |
| 381 | 400 | 12 | 49.03 | 51.23 | 53.54 | 55.95 | 58.47 | 61.10 | 63.85 |
| 401 | 430 | 13 | 53.44 | 55.85 | 58.36 | 60.98 | 63.73 | 66.60 | 69.59 |
| 431 | 450 | 14 | 58.25 | 60.87 | 63.61 | 66.47 | 69.46 | 72.59 | 75.86 |

*Table 5 – Position Point & Grade Assignment with Minimum/Maximum*

| Position Title | Department | New Grade | New Min | New Max |
|---|---|---|---|---|
| Deputy Clerk | Central Administration | 6 | $29.23 | $38.07 |
| Maintenance Worker | Public Works | 6 | $29.23 | $38.07 |
| Maintenance Supervisor | Public Works | 9 | $37.86 | $49.30 |
| Clerk-Administrator | Central Administration | 13 | $53.44 | $69.59 |

When comparing the proposed step and grade model to the current pay structure, the proposed scale establishes a clear minimum and maximum pay rate for each position. This will support the City in recruiting, retention, and pay equity compliance. Having a formal pay structure will better allow the City to compare their pay ranges to the market in future years, place new positions into an established plan, as well as manage pay compression proactively.

When comparing the proposed scale to market, the proposed scale is, on average, within 1% of market maximum and minimum averages.

In light of our comprehensive study, our recommendation would be as follows:

- Approve all proposed position scoring for each position; and
- Adopt the proposed 2025 step and grade plan, without a COLA, moving each individual employee to the next salary step, without a decrease in salary, and
- Utilize the step and grade scale to calculate and apply 2026 and all future annual approved cost of living increases (COLA) for all positions, effective each January 1st; and
- Utilize the step and grade scale to calculate and consistently apply 2026 and all future performance and/or longevity-based step increases (in addition to cost-of-living amounts).

It should also be noted that, if there were ever an instance that an employee was awarded a wage above their appropriate grade maximum step, the City should consider implementing a formal and documented longevity plan that meets the definition of exceptional service pay to accommodate these types of pay scale exceptions.

***Pay Equity Compliance***

The 2025 pay scale for the City of Empire was tested in the Minnesota Pay Equity Compliance system, as required, and was found to be in compliance as of January 2026.

The proposed scale has also been tested in the Minnesota Pay Equity Compliance system and was found to be in compliance.

***Position Review of Comparable Cities***

As part of the overall compensation study, the City of Empire requested an overview, high-level analysis of the structures of cities with a similar population to Empire. The results have been provided in a tool separate from this report.

***Implementation***

The next step in this process is to consider implementation of the Compensation System. Before moving to this step there are several questions the Council will want to consider.

- Should the City adopt a new step and grade plan, including position point assignments for all existing positions?
- What is the overall 2025 and 2026 cost of implementation, assuming employees would move to the step and grade program and are placed at the step closest to, but not below, their current salary? See detailed implementation phases and costs below.

*Phase 1:*

If adopted, the proposed step and grade program, based on 2025 data, would place employees at the step that is closest to their current salary, without a decrease in salary, and assumes that employees (if any) that are currently being compensated above the proposed wage scale would remain at their current rate of pay. Estimated costs of Phase 1 adoption are listed below. It should be noted that costs are annualized.

*Phase 2:*

The City has adopted a 3.00% COLA for the 2026 calendar year, effective January 1, 2026. However, the council may decide to make adjustments based upon the results of the compensation study, which would be estimated to go into effect May 1, 2026. This additional COLA would be applied to the newly adopted step and grade program, and all individuals would receive a 3.00% increase in pay. Estimated costs of Phase 2 adoption are listed below.

| | Estimated Current 2026 Annual Payroll | $ | | 388,800.00 |
|---|---|---|---|---|
| ***Phase 1:*** | **Implementation Cost (Prorated for May 1 Implementation)** | **$** | **7,400.00** | **3%** |
| ***Phase 2:*** | **Additional 3% COLA (Prorated for May 1 Implementation)** | **$** | **8,000.00** | **3%** |
| | **TOTAL** | **$** | **15,400.00** | **6%** |

**Closing**

Should the City decide to move to the new step and grade plan, we recommend approval at a regular meeting of the City Council.

Abdo would like to thank the City of Empire for the opportunity to prepare and present this Position Classification and Compensation Analysis. We would especially like to thank the leadership team for their assistance in providing the necessary data to conduct the study.

# Appendix A

**Appendix A Table 1 – Market Analysis of Cities with population 6000 or below nearby the City of Empire:**

| Position Title | AVERAGE Market Min - Hourly | AVERAGE Hourly Market Max Hourly |
|---|---|---|
| **Clerk-Administrator** | $ 55.64 | $ 74.68 |
| **Deputy Clerk** | $ 26.53 | $ 33.05 |
| **Maintenance Supervisor** | $ 37.86 | $ 48.67 |
| **Maintenance Worker** | $ 28.29 | $ 37.07 |

| | |
|---|---|
| *Afton* | *Greenfield* |
| *Bayport* | *Hanover* |
| *Centerville* | *Lexington* |
| *Circle Pines* | *Lonsdale* |
| *Columbus* | *Newport* |
| *Credit River* | *Oak Park Heights* |
| *Deephaven* | *Rockford* |
| *Elko New Market* | *Saint Paul Park* |
| *Excelsior* | *Wayzata* |

**Appendix A Table 2 – Market Analysis of Cities within 15 miles of the City of Empire:**

| Position Title | AVERAGE Market Min - Hourly | AVERAGE Hourly Market Max Hourly |
|---|---|---|
| **Clerk-Administrator** | $ 78.83 | $ 99.48 |
| **Deputy Clerk** | $ 30.40 | $ 38.23 |
| **Maintenance Supervisor** | $ 43.22 | $ 55.12 |
| **Maintenance Worker** | $ 30.57 | $ 39.56 |

| | |
|---|---|
| *Lakeville* | *Northfield* |
| *Rosemount* | *Hastings* |
| *Eagan* | *Elko New Market* |
| *Inver Grove Heights* | *Credit River* |
| *Saint Paul Park* | *Farmington* |

COMPENSATION AND CLASSIFICATION STUDY

# Empire

4/14/2026



LET'S GET STARTED

# Agenda

- Project Overview
- Process and methodology
- Market study results
- Recommendations
- Questions

# Project Overview

- Job Description review
  - *Staff updated formatting of all descriptions, adding compliant ADA language*
- Position classification
- Market analysis
- System development
- Compliance testing



# Abdo Scoring Methodology

- **Know-How**
  - *Job-Specific Knowledge*
  - *Integrating Know-How*
  - *Human Relation Skills*
- **Problem Solving**
  - *Context & Precedence*
  - *Thinking Challenge & Complexity*
- **Accountability**
  - *Freedom to Act/Empowerment*
  - *Magnitude/Budget*
  - *Job Impact (direct or indirect) within Organization*
- **Special Conditions**
  - *Physical Effort*
  - *Environmental Conditions*
  - *Hazard Exposure*
  - *Sensory Attention*

# Proposed Scoring

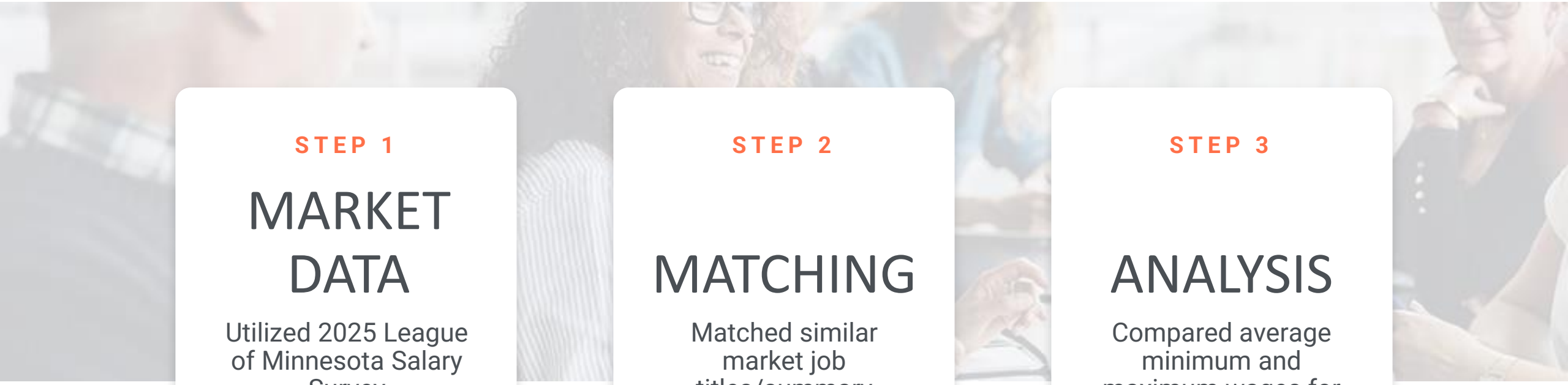
| Position Title | Department | Proposed Score |
|---|---|---|
| Deputy Clerk | Central Administration | 212 |
| Maintenance Worker | Public Works | 227 |
| Maintenance Supervisor | Public Works | 334 |
| Clerk-Administrator | Central Administration | 412 |

# Comparable Entities Used

- Afton
- Centerville
- Circle Pines
- Columbus
- **Cottage Grove**
- Credit River
- **Eagan**
- Elko New Market
- Greenfield
- Hanover
- **Hastings**
- **Inver Grove Heights**
- Lexington
- Lonsdale
- Newport
- **Northfield**
- Oak Park Heights
- Rockford
- **Rosemount**
- Saint Paul Park
- Wayzata

# Process and Methodology

## Market Analysis



**STEP 1**

### MARKET DATA

Utilized 2025 League of Minnesota Salary Survey

**STEP 2**

### MATCHING

Matched similar market job titles/summary descriptions to Empire job descriptions.

**STEP 3**

### ANALYSIS

Compared average minimum and maximum wages for each position.

# Market Rates

| Position Title | Market Min | Market Max |
|---|---|---|
| Clerk-Administrator | $55.64 | $74.68 |
| Deputy Clerk | $29.49 | $37.11 |
| Maintenance Supervisor | $38.08 | $48.84 |
| Maintenance Worker | $29.21 | $38.21 |

# Goals and Assumptions

- The City of Empire is motivated to attract and retain qualified talent to facilitate successful City operations and leadership.
- The City wishes to develop a more formalized pay structure across the entire organization that will be both compliant with Minnesota Pay Equity requirements and offer competitive pay for all positions, as well as accommodating for the city’s desire to grow in the coming years.

# Recommendations

REFERENCE TABLE 4 ON YOUR REPORT

# Proposed 2026 Step and Grade table

- 14 grades, 7 steps
  - *4.5% adjustment for each step*
  - *9% adjustment for each grade*
- Minimum pay for each position is, on average, within 1% of market averages
- Maximum pay for each position is, on average, within 1% of market averages

# Position Grade Assignment

| Position Title | Department | New Grade | New Min | New Max |
|---|---|---|---|---|
| Deputy Clerk | Central Administration | 6 | $29.23 | $38.07 |
| Maintenance Worker | Public Works | 6 | $29.23 | $38.07 |
| Maintenance Supervisor | Public Works | 9 | $37.86 | $49.30 |
| Clerk-Administrator | Central Administration | 13 | $53.44 | $69.59 |

# Cost to Implement

| CURRENT EST. ANNUAL PAYROLL | $388,800 |
|---|---|
| Phase 1: Implementation Cost | $ 7,400 (3%) |
| Phase 2: Additional 3% COLA | $8,000 (3%) |
| | |
| | |
| **Prorated for May 1st Implementation | |
| | |
| **TOTALS** | **$ 15,400 (3%)** |



# Questions?

**MEMORANDUM**

| | |
|---|---|
| **Date:** | April 14, 2026 |
| **To:** | Empire City Council |
| **From:** | Charles Seipel-Teng, Clerk-Administrator |
| **RE:** | Proposal for Compensation & Classification Manual |

The Personnel Committee discussed implementing an appeals process that staff would follow if an employee elected to appeal their position classification. The City can consider adding the Development of Formal Position Reclassification and Review service, as included as an optional additional service in the original proposal, as a part of this study. That supplemental option would provide a formal appeals process. Michael will provide more information for discussion regarding this option.

*Attachment(s): Additional Services.pdf*

| ABDO CONTRACT TASK<br>*ASSUMES 5 INDIVIDUAL POSITIONS* | TOTAL COSTS NOT TO EXCEED |
|---|---|
| **Existing Job Description Compliance Review:** | $500 |
| **Position Classification Evaluation:** assumes a virtual Abdo Milestone Meeting with City leadership to review proposed scoring. | $1,200 |
| **Market Compensation Analysis** | $2,000 |
| **Classification & Compensation System Development and Recommendations:** includes virtual Abdo Milestone Meeting with leadership to review market findings and customize compensation plan updates. | $1,200 |
| **Minnesota Local Government Pay Equity Testing:** includes testing of current and proposed pay systems | $1,000 |
| **Final Documents & Report of Findings and Recommendations:** includes up to 2 report draft revisions and in-person presentation to Council (including related travel time/ mileage) | $1,500 |
| **Adopted Compensation System Training and Materials:** Includes 1-2 hours of virtual system training and transition support | $600 |
| **TOTAL PROJECT INVESTMENT**<br>***(LUMP SUM NOT TO EXCEED)*** | **$8,000** |

* For in-person presentation, travel time will be billed at standard hourly rates and mileage will be billed at the standard IRS rate.

| OPTIONAL ADDITIONAL SERVICES | INVESTMENT |
|---|---|
| **Annual Market Study Updates** - up to 8 positions for 2 years post-contract | $2,500 |
| **Individual Position Reclassification/Scoring Updates** | *Billed Hourly* |
| **Development of Formal Position Reclassification and Review Policy** | $1,900 |
| **Tri-Annual Minnesota Local Government Pay Equity Reporting** | $1,000 |

**MEMORANDUM**

| | |
|---|---|
| **Date:** | April 14, 2026 |
| **To:** | Empire City Council |
| **From:** | Charles Seipel-Teng, Clerk-Administrator |
| **RE:** | Charter Communications - Price Changes Effective April 29, 2026 |

*Attachment(s):* *Empire City, MN LT_032726.pdf*

March 27, 2026

Mr. Charles Seipel - Teng
City of Empire
3385 197th Street
Farmington, MN 55024

Re: Charter Communications – Upcoming Changes

Dear Mr. Seipel - Teng:

Charter values our customers and works hard to keep prices as low as possible. Customers are being noticed via bill message regarding the following price changes that will take effect on or after April 29, 2026.

| Description | Price Change |
|---|---|
| Service Activation (applies when service is activated via self-installation or professional installation) | Will decrease by $10 from $30 to $20. |
| Change of Service | Will decrease by $15 from $65 to $50. |
| Professional Installation (formerly Primary Installation/Reconnect, and Trouble Call and will apply to all technician-supported installations) | Will decrease by $15 from $65 to $50. |
| Hourly Labor Charge | Will decrease by $15 from $65 to $50. |

We remain committed to providing excellent entertainment services in your community. If you have any questions about these changes, please feel free to contact meat (952) 367-4263 or via email at david.larson@charter.com.

Sincerely,

David Larson
Director of State Government Affairs Minnesota
Charter Government Affairs

16900 Cedar Avenue, Rosemount, MN 55068 | O (952)-367-4263 | david.larson@charter.com