EMPIRE CITY COUNCIL AGENDA
August 18, 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 7/28/2026 City Council Meeting; 8/4/2026 City Council Budget Work Session; 8/4/2026 Planning Commission Meeting; 8/6/2026 Park & Rec. Commission Minutes
D.2 Bill List as of 8/18/2026
D.3 Profit & Loss / Budget Comparison Report as of 8/14/2026
D.4 Consider Mobile Food Unit License for Smashies and Frankies (Seasonal at Crazy Legs Farm)
D.5 Consider Temporary On-Sale Liquor License for the Rotary Club of Farmington
D.6 Consider Adopting Resolution 2026-8A, Accepting Contributions (2026 Empire Celebration)

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

Law Enforcement
1. Incident Statistics for July 2026

Park & Rec
1. Consider the Resignation of Tanya Huffman from the Park & Rec. Commission and Declaring Vacancy

Engineering
1. Engineer Report Memo

Planning
1. Consider Adopting Ordinance 2026-8, Amendment to Ordinance 430 (Subdivision Ordinance)
2. Information on Empire 2040 Comprehensive Plan Update
3. Review of Concept Plan for Siewert Property

Administrator Report
1. Clerk-Administrator Report

G. Old Business

G.1 Information on Proposals for City IT Services

G.2 Information and Discussion on Ordinance 110-A (Policy for City Council Meetings and Salaries)

H. New Business

H.1 Consider Adopting Job Classification and Pay Policy
H.2 Consider Adopting Amended Personnel Policy & Job Descriptions
H.3 Information on Proposed Amendment to Ordinance No. 265, Ordinance Regulating Uses and Activities on Public Land and Right-of-Way
H.4 Consider Cancelling August 25th City Council Meeting

I. Meetings: Park & Rec. Commission Meeting 8/24/2026 7:00 PM; 8/25/2026 City Council Meeting (Cancelled); Planning Commission Meeting 9/1/2026, 8:00 PM; Labor Day Holiday 9/7/2026; City Council Meeting 9/8/2026, 7:00 PM

J. FYI

J.1 Update from Charter Communications on TV Package Name Changes

K. Adjournment

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Minutes of the 7/28/2026 City Council Meeting; 8/4/2026 City Council Budget Work Session; 8/4/2026 Planning Commission Meeting; 8/6/2026 Park & Rec. Commission Minutes

Attachment(s): *7 28 2026 City Council Minutes.pdf*
8 4 2026 City Council Budget Work Session Minutes.pdf
8 4 26 PC Minutes.pdf
PR Minutes 8 6 26.pdf

CITY OF EMPIRE

Empire City Council Meeting Minutes
July 28, 2026

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 Brad Fisher, Consulting Engineer with Bolton & Menk (Via Teams); 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 7/14/2026 City Council Meeting; 7/27/2026 Park & Rec. Commission Meeting

D.2 Bill List as of 7/28/2026

D.3 Cash Balance Report as of 7/28/2026

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

E. Visitors

None.

F. Committee Reports:

Maintenance / Sewer and Water / Road and Bridges

1. Update on Proposed Salt Shed at Public Works Building Site

Jerod Waltman reported that he is preparing the work orders for the proposed salt shed. The site plan has been reviewed and McNamara Construction should start the ground work in August. He is proposing a sandstone color for the canopy as proposed by Greystone Construction. The canopy should be delivered this fall, and staff will be installing it. A

building permit will be applied for before construction begins. It was the consensus of the City Council that the sandstone color property matches the exterior of the building.

2. **Request for Additional Street Lights on 197th Street**

Jerod Waltman reported that there has been a request for two additional streetlights on 197th Street West, one at the intersection of Chevelle Ave. where there is an existing crosswalk, and one at the intersection of Chili Ave., where there is a school bus stop. This area of Empire is not currently served by streetlights, so it does get dark along this section of street. After reaching out to Xcel Energy's outdoor lighting department, Xcel can install the lights for not charge on the existing wood poles on the north side of the street. There would also be no maintenance costs and the City would pay $12 per month per light for electricity. The City's streetlight policy requires the City to notify affected property owners prior to installation of the streetlights.

City Council recommended that staff provide the notices and timeline to affected property owners and if there are no concerns, order the streetlights to be installed. Mark Page made a motion to move forward with the process of ordering the proposed streetlights. Maral Vagts seconded. Motion carried 5-0.

Law Enforcement

Deputy Martin reported on recent incidents. She stated that she has been spending a lot of time checking streets and trials for golf cart drivers and e-scooter riders that are not operating according to the law. She has come across a few violations for not wearing a helmet. Her office and City Hall have been receiving complaints about children driving golf carts and not operating e-scooters in a safe manner. Currently, e-scooters are not permitted on City trails. She has been checking park playground equipment every night for safety as there have been some concerns about fishing lines being hung up on some of the equipment.

Park & Rec

Mark Page reported that this past weekend's summer entertainment event had a good turnout despite the very hot weather. Tasks have been assigned for the Empire Celebration coming up next Thursday. The Commission is asking Council Members to sign up for volunteer help. Hope Church has offered to provide volunteers as well as the Dakota County explorers.

Engineering

Brad Fisher reported that private utilities have been installed in Deer Creek 2nd Addition. Staff conducted an inspection visit and have created a final punch list for the development. Sidewalks will be installed soon.

Staff have set up a meeting with DR Horton to discuss future development near the proposed water tower site.

Planning

No report.

Administrator Report

Charles Seipel-Teng reported that Radio Frequency testing was conducted on July 17 at the new telecommunications tower on Highway 66 as well as the residential property closest to the tower and two additional properties to the west of the tower. The areas measured at the property lines in December showed no increase in RF radiation.

He and Jerod be meeting with the new Met Council WWTP plant system on August 17. He will meet with the Dakota County Administrator in September to update them on what is going on in Empire and seek updates on their plans as they relate to Empire.

A draft access agreement was provided to the property owner at 3122 198th Street W for the proposed repair of the stormwater line in the back yard. The property owner has expressed concerns about signing the agreement as it states that the improvements are privately owned. The City's attorney has advised that the repairs should not be made until the access agreement is signed as written. The City Council agreed with the attorney's recommendation.

The draft agreement for the use of the 205th Street Trail has been approved by the City's attorney and forwarded to the City of Farmington for their review.

He has started work on a draft sign policy and will seek input on the sign policy from Jerod and Brian/Brad before it comes to Council.

G. Old Business

None.

H. New Business

H.1 Consider Application of Large Assembly for Cambodian Temple (Annual Anniversary Celebration)

Charles Seipel-Teng reported that the application is for the annual Anniversary Celebration that will be taking place the weekend of August 8th. The Anniversary Celebration in August does not typically draw as large of a crowd as the New Year's Celebration in April or the Gate Opening Celebration that took place last August. However, with more entertainment planned for this year, the anticipated crowd size may exceed the number of attendees that require a permit for the large assembly. The City's ordinance requires that regularly established places, such as places of worship, at which over 500 people will be gathered outdoors, receive a permit for large assembly from the City.

The application follows a similar plan and layout as the New Year's Celebration in April. Dakota County Sheriff's Office and the Farmington Fire Department have reviewed the application and have no concerns.

Mark Page made a motion to approve the Application of Large Assembly for the Cambodian Temple. Marla Vagts seconded. Motion carried 5-0

H.2 Update on Properties that have Received Nuisance Ordinance Violation Notices
Charles Seipel-Teng reported that the City received concerns about nuisance ordinance violations on three properties in the EdMar Addition. Visual inspection and letters to the property owners were sent out on July 3 with a deadline to comply by July 24. Follow-up inspections took place on July 24 and 28.

The property at 3733 205th St W has made some progress but still has some items sitting on property. City Council recommended that this property owner be followed up with and provided an updated timeline with a specific list of items that need to be removed or placed indoors.

The property at 3714 Upper 204th Street has made progress cleaning up debris and motor bikes stored in the side yard. Staff noticed a piece of furniture stored there. Staff will follow up, otherwise the property looks good.

The property at 3702 continues to have various materials, including tires stored in the back yard and an unused and unlicensed boat in the front yard. This property has received numerous violation letters and compliance checks over the past several years. City Council recommended that staff reach out to Dakota County for possible assistance for the property owner. The matter of the nuisance violation should be sent to the City's attorney for abatement per Section 10, B. of Ordinance 281.

H.3 Information and Discussion on Ordinance 110-A (Policy for City Council Meetings and Salaries)

Charles Seipel-Teng reported that Ordinance 110-A establishes policy for conducting City Council Meetings and City Council pay and recommends that the City Council review it at this time and see if there are any proposed amendments that the Council recommends.

The City Council can set their rate of compensation by ordinance. The salaries are in an amount that the council deems "reasonable". Salaries can be an annual or monthly sum, or a per-meeting rate. Generally, no change in salary can take effect until after the next succeeding regular city election. An ordinance to change council salaries should specify the date when the changes will take effect.

The current ordinance does not speak to Mayor and City Council terms. The current term for the mayor is two years, and City Council is four years, as was outlined in the City's order for incorporation. Some cities have a four-year term for mayor to allow for greater constancy.

The City Council can amend the mayor's term by ordinance. There are a few limitations. First, the ordinance cannot impact the term of the current mayor. Second, and importantly, it cannot affect the term of any mayor elected in the year the ordinance was adopted.

If it is the will of the City, the change from a two-year term to a four-year term could not take effect before the 2026 election but could be adopted now to take effect for the election held in 2028.

The City Council recommended that Council discuss the order of the agenda and recommended that they look at examples from Farmington and Rosemount.

The Council recommended that staff check with the City's peer cities regarding City Council pay before making a recommendation on possibly amending it. Marla Vagts indicated that she is open to the idea of considering an increase as the Council puts in a lot of effort into their elected positions. Eric Hanson indicated that he would be opposed to a pay increase, especially with proposed tax levies increasing.

The Council recommended that staff investigate why a two-year term for mayor was written into the incorporation order for the City.

H.4 Consider Approving JPA with Dakota County for Post Election Review

Charles Seipel-Teng reported that Minn. Stat. § 206.89 requires a postelection review of the state general election by a manual hand count of the ballots used in precincts selected by lot and that cities pay for the costs of the review.

To streamline administration and ensure consistent procedures, Dakota County appoints and hires election judges who will conduct the post-election review across all selected precincts, rather than having each city recruit and utilize their own judges. Using county election judges will help to maintain uniform standards, party balance, and efficiency during the review process.

Dakota County is proposing a JPA for the services of providing the judges if the city is selected for post-election review. Empire would invoiced only if our precinct is selected and then only billed the actual cost of the hourly salary of election judges.

This follows the current practice for Empire if we would have been selected for an audit- the County would conduct the review on the city's behalf.

The agreement is for a term ending December 31, 2027, with continual automatic renewals for two-year terms.

Eric Hanson made a motion to approve the proposed JPA. Mark Page seconded. Motion carried 5-0

H.5 Information on Electric Scooters and Bikes and Usage on Roads and Trails

Charles Seipel-Teng reported on information that he has pulled together that shows examples on how Dakota County and other cities handle items such as electric scooters, electric bikes and golf carts. Electric modes of transportation are becoming more popular and unfortunately many operators are not operating them at the speed and manner at which the law requires. This has led to complaints in Empire from pedestrians walking the paths about fast scooters sneaking up on them or knocking them over. State and nationwide, there has also been an increasing number of accidents involving vehicles and scooters.

Currently, because e-scooters are defined as "motorized" in State Statute, and the City's Public Land Regulations Ordinance (265) prohibits motorized vehicles on trails, e-scooters are not permitted on trails according to the Dakota County Sheriff's Office.

Dakota County has an ordinance that provides a definition of motorized vehicles and spells out what is specifically allowed on trails. Other neighboring cities seem to defer to State law when it comes to the operations of e-scooters, e-bikes, etc. on trails, sidewalks, and streets. The City of Farmington specifically states that golf carts are not allowed on streets or trails.

The City Council discussed e-scooter safety and recommended that they be permitted on trails so that they are not operating on the street. They directed staff to prepare a draft amendment to the City's Public Land Ordinance that would allow e-scooters on trails or bike paths.

H.6 Information on Proposals for City IT Services

Charles Seipel-Teng reported that he has reached out to CIT, the City's current IT service provider, and HVG systems for proposals for future IT services.

Regarding the server, both services have recommended paring down or eliminating the need for the server by moving server files to Microsoft Sharepoint, as the City is paying for this service with its Microsoft 365 account anyway. The issue is with the City's files for Banyon Fund Accounting, Payroll, and Utility Billing. It is the understanding from both providers that those files may still need to be hosted on a smaller server.

CIT's service proposal is for an additional three-year term and includes the base standard services and monitoring. In their proposal, the monthly price will increase from $153.60 per month to $275.10 per month. Part of the increase is additional security protection (Threatlocker) and email domain protection (DMARC). For historical reference, in 2025, the City paid CIT $6,755.87 for standard service and additional IT support. For 2027, it is estimated that standard service and support would cost approximately $8,200, not including migrating files to Sharepoint. Migration to Sharepoint could cost an additional $6,000 (maximum) in consulting costs for 2027, but it is likely to cost less than that. Labor rates for consulting would be $247 per hour, or $185.25 per hour with a $500 retainer.

The proposal from HVG Systems is a 25-month agreement at $650 per month for standard service, plus $5.00 per month for Huntress Managed EDR and $3.50 per account for Microsoft 365 identity threat detection ($42.00 per month) for service for the City's current number of computers and server and additional IT services are included in the price. This equates to $8,364.00 for the year. The contract includes assistance with migrating server files to Sharepoint.

Account managers from both services have offered to attend an upcoming meeting to discuss their proposal and answer questions.

City Council requested additional time to review the quotes and will discuss them further at the next City Council Meeting.

I. Meetings: City Council Budget Work Session 8/4/2026, 5:00 PM; Planning Commission Meeting 8/4/2026, 8:00 PM; Empire Celebration 8/6/2026, 6-8:00 PM

(Park & Rec. Commission Meeting to Follow); Primary Elections 8/11/2026, 7:00 AM-8:00 PM; City Council Meeting 8/18/2026, 7:00 PM

J. FYI

K. Adjournment

Marla Vagts made a motion to adjourn. Eric Hanson seconded. Motion carried 5-0. The City Council Meeting ended at 8:44 PM.

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Melanie Lee, Mayor

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Charles Seipel-Teng, Clerk - Administrator

Empire City Council Budget Work Session Meeting Minutes
August 4, 2026, Empire City Hall

The meeting of the Empire City Council was called to order by Mayor Melanie Lee at 5:00 PM.

Present were: Council Members: Eric Hanson; Danny Rubio (5:30 PM); Marla Vagts; Mark Page. Also present was Brian Hilgardner, Consulting Engineer with Bolton & Menk; and Charles Seipel-Teng, Clerk-Administrator.

A. Presentation of 2027 Draft Budget and CIP

Charles Seipel-Teng reported on highlights for General Fund revenue and expenditures. The City Council would like to see a breakdown of proposed attorney fees, including prosecuting attorney charges and fees recaptured through chargebacks.

The draft budget accounts for an increase in the City's health insurance premium. The current BCBS Plan is anticipated to see a base increase of 17.84% with an age-banded increase of 21.03%. The City can look at other options for insurance in the future, including the possibility of joining an insurance pool.

Expenditures for street engineering include an increase of $50,000 for construction and observation in new developments. These costs will be offset by required escrow payment to the City as written into development agreements.

Seipel-Teng noted that the next street reconstruction project is targeted in the CIP for 2029 and will likely include special assessments as a revenue source. The City Council asked Brian to prepare information on a timeline that would need to be followed to prepare for special assessments associated with a street improvement project.

Capital Outlay will include $50,000 for trail reconstruction. Staff will focus on reconstructing the trail near Sachs Park as the future use and width of the 205th Street Trail is uncertain at this point. The reconstruction of the trail near Sachs Park will involve some significant tree removal. Staff will pursue grants from the DNR to help replant some of the trees. Neighboring property owners should be notified of the upcoming project and scope before it commences.

City Council discussed the proposed nature playground equipment at Empire River Preserve Park. The draft budget includes $80,000 for the nature playground as identified in the City's Park Plan. Staff are concerned about the future upkeep costs for a playground of this type. While the existing playground has been depreciated out, it is still in usable condition. City Council would like to see the Park & Rec. Commission review options for replacing the playground and then make a recommendation. For the 2027 Budget, $50,000 should be included in Purchase of Investments to save for the future replacement of this playground. The remaining $30,000 should be included in other Purchase of Investments for Capital Outlay.

The Enterprise Fund includes revenue increases in water and sewer user rates based on the Financial Management Plan.

Expenditures include the rehabilitation of the City's existing water tower. The budget includes the rehabilitation estimate of $650,000 as provided by KLM. Seipel-Teng noted that staff are discussing other options for rehabilitation, so this number may change before the preliminary budget is adopted.

Water repairs include the proposed emergency interconnect with the City of Farmington or the purchase of a backup submersible pump. Seipel-Teng and Brian Hilgardner reported that the City of Farmington will no longer be developing plans for a proposed interconnect. Staff are recommending the purchase of the submersible pump as a backup. City Council directed staff to research updated estimates for a submersible pump and explore the option of cost sharing the purchase of a stand-by pump with other neighboring cities.

City Council directed staff to re-evaluate funds budgeted for curb stop repairs.

The budget should note the projected General Fund Balance.

The proposed tax levy, for payable 2027 real estate taxes, calls for an increase of 11.62%; however, when projected growth of the City's tax capacity is taken into consideration (an anticipated increase of 6.45% from 2026 to 2027), the result is an estimated net 5.17% increase in the tax levy burden for City properties.

The Budget Work Session ended at 6:50 PM.

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Melanie Lee, Mayor

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Charles Seipel-Teng, Clerk - Administrator

CITY OF EMPIRE

Empire Planning Commission Meeting Minutes
August 4, 2026, Empire City Hall

Jared Sachs called the meeting to order at 8:00 PM. Present were Elizabeth Haas, Doug Clark, Gina Maunu, Julie Stulz. Also present were Marla Vagts, City Council Liaison; Charles Seipel-Teng, Clerk-Administrator; Brad Fisher, Consulting Engineer with Bolton & Menk; Madison Richard, Consulting Planner with Bolton & Menk.

1. Agenda Items

1.1 Public Hearing - Consider Draft Amendment to Ordinance 430 (Subdivision Ordinance)

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

Madison Richard reported that at the July 7 Planning Commission Meeting, the Commission directed staff to prepare a draft amendment to the Subdivision Ordinance that would have different application requirements for parcel subdivisions that do not meet the definition of a subdivision in the ordinance and consist of a minor lot line adjustment. The application for these types of subdivisions can be handled administratively and require a $250 application fee with no escrow. The draft ordinance removes an exception from the definition of subdivision for parcels that are greater than twenty acres where no new road are involved.

Subdivisions of this type are addressed as a minor subdivision in Section 10. The subdivision requires an application that is reviewed administratively by the City's planner and engineer.

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

Elizabeth Haas made a motion to recommend the proposed amendments to the City's Subdivision Ordinance. Gina Manu seconded. Motion carried 5-0.

1.2 Information on Proposed Metes and Bounds Subdivision (21560 Blaine Ave)

Madison Richard reported that property owners on Blaine Ave. are proposing to subdivide approximately 7 acres from the property at 21560 Blaine Ave. and adjoin it to a property at 21502 Blaine Ave. There are no new parcels to be created and no new homes to be constructed on the property. The property at 21502 appears to be legally non-conforming as the lot width at the road is 33' vs. the required 220'. The Subdivision Ordinance requires that minor subdivisions be approved only if they meet minimum frontage as required by the Zoning Ordinance and does not include standards that refer to substandard lots or prohibit the expansion

of a substandard parcel. Without a change to the ordinance, a variance would be required with a preliminary and final plat. The Planning Commission noted that they are not aware of other properties in Empire that are non-conforming in this way, so an amendment to the ordinance does not make sense.

Julie Stulz made a motion to Recommend a Variance Application for the Proposed Subdivision. Elizabeth Haas seconded. Motion carried 5-0

1.3 Concept Plan Review of Proposed Subdivision on Siewert Property (Hwy. 66 & Biscayne Ave.)

Madison Richard presented a memo on the Concept Plan application by Summergate Development for the development of a 54.5-acre parcel near the intersection of Highway 66 and Blaine Ave. The parcel is AG and is not designated in the MUSA with the current comprehensive plan. It is proposed to be brought into the MUSA with the 2050 update. The proposed subdivision would need to be a PUD for lot size. The developer noted that the development would be in an HOA.

Sanitary sewer would need to be brought south from the existing sanitary sewer line along Biscayne Ave. and run south across the Vermillion River. There is water at the Public Works building across Highway 66 from the property. The City's engineer recommends that the water system be looped for redundancy.

Access is proposed to come from Cambodia Ave. to the west and Highway 66 to the north. The concept shows a stub going to the south and connecting to Farmington. The developer would need to work with the City of Farmington to access the development from Cambodia Ave. The Dakota County Plat Commission recommends that the future realignment of Highway 66 be evaluated more closely as the future alignment dedication may need to be moved further to the south. They also recommend that access on Highway 66 be moved further to the west and access also be provided to Biscayne Ave.

The developer noted that the concept of putting townhomes in the development is not something proposed as there is currently no demand in the area for those types of homes. The number of lots would need to be increased to meet density requirements.

The Planning Commission had concerns regarding the lot size on the west side of the development as there might be issues with snow removal and storage. The HOA might include snow removal. That might help address that concern. Elizabeth Haas noted that she would prefer to see larger lot sizes with a possible apartment building to help meet density requirements. The Planning Commission recommended that the developer work with the Dakota County Highway Department to plan the location of future Highway 66 realignment and spacing for access on Highway 66.

1.4 Information on Update to the Empire 2040 Comprehensive Plan

Madison Richard presented proposed changes to the City's 2040 Comprehensive Plan. The changes and phasing of the MUSA were previously discussed. The proposed land use changes reflect the Sports Center Concept of the AUAR for the Northwest area of Empire. The next steps will be to notify adjacent communities of the proposed amendment to the Comprehensive Plan, with a public hearing to be held by the Planning Commission and subsequent recommendation to the City Council before it is then brought to the Met Council for review. The process is anticipated to be completed before the end of the year.

Elizabeth Haas made a motion to adjourn. Julie Stulz seconded. The meeting ended at 8:52 PM.

Respectfully submitted, Charles Seipel-Teng
Clerk-Administrator

Empire Park and Recreation Minutes

August 6th, 2026, 8:45 PM

The meeting was called to order by Chair Kacie Fahey. Present were Kacie Fahey, Tanya Huffman, Lisa Klemmensen, Amanda Stender, Josh Lindgren, Abraham Morales, Nicole Bower, Eric Hanson, Deputy Hanah Martin, and Shannon Coyne.

Celebrate Empire was a success with 694 plates and nearly 800 attendees!

Hot dogs – 2 packs left, burgers – 0 left, hot dog buns – 7 packs left, hamburger buns – 5 left, cases of water – 6 left, juice boxes – 0 left. Ice cream sandwiches and snickers out at 7:35pm. Popsicles – 0 left. Chips – Out at 7:30pm, Beans – 0 left, out at 7:40pm, potato salad – 0 left, went until 8pm. Ketchup – started with 5 44 oz containers - ran out at 6:45pm, relish – ran out at 6:45pm, mustard – 60 oz left. Suckers – most of bowl left.

All vendors gave positive feedback and didn't have any recommendations or requests for next year. Volunteer feedback was positive with little recommendation outside of having more volunteers at the bouncy houses to help manage the kids and pace them (the ride and slides specifically). Recommendations for food line include two small fans at the food stations to help keep flies away and facing the picnic tables North/South so people won't have the sun in their eyes.

Again, the burgers and hotdogs fell behind as the grill was put on hold when there were lulls. No matter what, we need the grill full and turning out food at all times. HUGE shout out to Doug and Gina for manning the grill for most of the night! It was recommended we bring a second grill next year so hotdogs and hamburgers will each have their own.

There was a bit of traffic confusion/congestion with people having a hard time getting out because they parked before the blocks were placed. Next year, Deputy Martin would like all road blocks placed 2 hours ahead. With an emergency service needing to get through, we need to have someone on standby to open road blocks if another similar situation were to arise.

The new freezer set-up was great for ice cream! Shannon's clipboards and volunteer sign-up sheets were very helpful and kept this year's schedule well managed and on track! P&R members would like to coordinate rotating shifts in 30 min blocks vs. 1 hour so people working alone (bounce houses and various line management) can be social as well. Shannon will also coordinate with Hope Church even earlier next year in hopes confirming the schedule more in advanced.

Deputy Martin has begun coordinating the Trunk or Treat 10/24 at Stelzel Fields from 10am – 12pm. She'll begin contracting potential candy cars next week in hopes of adding more to the event as attendance is strong for this event. The Sheriff's Department will create the social media posts that Empire will be able to share. Parks & Rec will coordinate with Maintenance to decorate a City vehicle which will be staffed by Kacie and Lisa.

Depending on which P&R members are available for the FHS Band Night for Sunday Entertainment on 8/23, there may or may not be coordinated shifts vs. all hands on deck. If there aren't enough for a quorum, the second P&R meeting for August will be cancelled.

The meeting was adjourned at 9:40pm.

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Bill List as of 8/18/2026

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

City of Empire

Claims List for Approval (July 29- August 18, 2026)

Invoices Paid Previous to Claims List Batch

30-Jul-26	EFT	United States Treasury	Federal Withholding	5,551.95
30-Jul-26	EFT	PERA	Retirement	2,940.10
30-Jul-26	EFT	Minnesota Dept. of Revenue	State Withholding	1,044.61
6-Aug-26	EFT	Xcel Energy	Electricty	1,807.02
6-Aug-26	EFT	Pellici Hardware & Rental	Park Supplies	95.92
6-Aug-26	EFT	Flyte HCM	Flex Plan	27.75
6-Aug-26	EFT	Highland Sanitation Inc.	Garbage Service	456.83
6-Aug-26	EFT	AT & T	Maint. Cell Phone	51.16
12-Aug-26	EFT	United States Treasury	Federal Withholding	185.94
12-Aug-26	EFT	Minnesota Dept. of Revenue	State Withholding	11.46
13-Aug-26	EFT	United States Treasury	Federal Withholding	4,395.18
13-Aug-26	EFT	PERA	Retirement	2,461.47
13-Aug-26	EFT	Minnesota Dept. of Revenue	State Withholding	827.25
14-Aug-26	EFT	Water / Sewer	Chargeback 19450 Century Ct.	307.46
14-Aug-26	EFT	United States Treasury	Federal Withholding	274.08
14-Aug-26	EFT	PERA	Retirement	110.50
14-Aug-26	EFT	Minnesota Dept. of Revenue	State Withholding	23.29
		SEE ATTACHED CLAIMS REGISTER REPORT		**90,827.18**

Subtotal	111,399.15
Payroll	28,789.46
Total	**140,188.61**

CITY OF EMPIRE

*Claim Register©

081826PAY

AUGUST 2026

Claim Type

Claim# 6530 *CITY OF EMPIRE* Ck# 028954 8/18/2026
Cash Payment G 101-21030 Flex Account Flex Withholding $20.00
Invoice
Transaction Date 8/18/2026 Due 0 Checking 10100 **Total** $20.00

Claim# 6531 *PSN Payment Systems* Ck# 000939E 8/10/2026
Cash Payment E 101-41510-433 Dues and Subscriptions Payment Processing Services $100.00
Invoice
Transaction Date 8/18/2026 Due 0 Checking 10100 **Total** $100.00

Claim# 6532 *Campbell Knutson* Ck# 028950 8/18/2026
Cash Payment E 101-41610-304 Legal Fees Prosecuting Attorney $2,406.68
Invoice
Transaction Date 8/18/2026 Due 0 Checking 10100 **Total** $2,406.68

Claim# 6533 *ECM Publishers* Ck# 028958 8/18/2026
Cash Payment E 101-41000-351 Legal Notices Publishing Legal Publications- Ord. 2026-7 $64.35
Invoice 1108198
Cash Payment E 101-41000-351 Legal Notices Publishing Ord. 430 $39.60
Invoice 1108199
Transaction Date 8/18/2026 Due 0 Checking 10100 **Total** $103.95

Claim# 6534 *Premium Waters, Inc.* Ck# 028970 8/18/2026
Cash Payment E 101-41510-208 Other Supplies Maint. / City Hall Water $64.42
Invoice
Transaction Date 8/18/2026 Due 0 Checking 10100 **Total** $64.42

Claim# 6535 *FARMINGTON TIGER BAND BOOST* Ck# 028959 8/18/2026
Cash Payment E 101-45000-392 Program Expenses August 23 Summer Entertainment $1,000.00
Invoice
Transaction Date 8/18/2026 Due 0 Checking 10100 **Total** $1,000.00

Claim# 6536 *BlueCross BlueShield of MN* Ck# 028947 8/18/2026
Cash Payment G 101-21025 Health Insurance Health Ins. Withholding $520.60
Invoice
Cash Payment E 101-43000-131 Health Road Health Ins $1,159.13
Invoice
Cash Payment E 600-49400-131 Health Water Health Ins $1,159.13
Invoice
Cash Payment E 101-41510-131 Health Admin Health Ins $1,495.09
Invoice
Cash Payment E 101-45000-131 Health Parks Health Ins $1,159.13
Invoice
Transaction Date 8/18/2026 Due 0 Checking 10100 **Total** $5,493.08

Claim# 6537 *Toshiba America Business Solutions* Ck# 028977 8/18/2026
Cash Payment E 101-41510-570 Office Equipment and Furn Copy Machine Billing $14.93
Invoice
Transaction Date 8/18/2026 Due 0 Checking 10100 **Total** $14.93

Claim# 6538 *CHARTER COMMUNICATIONS* Ck# 028952 8/18/2026
Cash Payment E 101-41000-321 Telephone Phone / Internet Service $242.52
Invoice

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Transaction Date	8/18/2026	Due 0	Checking	10100		**Total**	$242.52
Claim#	6539 *Minnesota Energy Resources*		Ck# 028967 8/18/2026				
Cash Payment	E 101-41000-383 Gas Utilities		0504967034 City Hall				$23.74
Invoice							
Cash Payment	E 101-41000-383 Gas Utilities		0505361442 Maint. Gas				$51.62
Invoice							
Cash Payment	E 600-49400-383 Gas Utilities		0502990841 Water Gas				$37.23
Invoice							
Transaction Date	8/18/2026	Due 0	Checking	10100		**Total**	$112.59
Claim#	6540 *Met Council Environmental Srv*		Ck# 028966 8/18/2026				
Cash Payment	E 600-49450-385 Sewer Service		September 2026 Sewer Service				$18,904.45
Invoice							
Transaction Date	8/18/2026	Due 0	Checking	10100		**Total**	$18,904.45
Claim#	6541 *RENT N SAVE*		Ck# 028971 8/18/2026				
Cash Payment	E 101-45000-415 Rental - Other		July Portable Restrooms				$275.72
Invoice	88840						
Cash Payment	E 101-45000-392 Program Expenses		Empire Celebration				$230.00
Invoice	88948						
Transaction Date	8/18/2026	Due 0	Checking	10100		**Total**	$505.72
Claim#	6542 *Gopher State One Call*		Ck# 028961 8/18/2026				
Cash Payment	E 600-49400-315 Locates		July 2026 Locates				$106.65
Invoice	6070954						
Transaction Date	8/18/2026	Due 0	Checking	10100		**Total**	$106.65
Claim#	6543 *MVTL Laboratories, Inc.*		Ck# 028969 8/18/2026				
Cash Payment	E 600-49400-314 Water Testing		Water Testing				$29.00
Invoice	1370690						
Cash Payment	E 600-49400-314 Water Testing		Water Testing				$29.00
Invoice	1370870						
Cash Payment	E 600-49400-314 Water Testing		Water Testing				$59.00
Invoice	1370869						
Transaction Date	8/18/2026	Due 0	Checking	10100		**Total**	$117.00
Claim#	6544 *CIT*		Ck# 028953 8/18/2026				
Cash Payment	E 101-41000-300 Professional Services		August 2026 Service Agreement				$153.60
Invoice	518759						
Cash Payment	E 101-41000-300 Professional Services		August Microsoft Subscription				$214.20
Invoice	519933						
Cash Payment	E 101-41000-300 Professional Services		September 2026 Service Agreement				$153.60
Invoice	520284						
Transaction Date	8/18/2026	Due 0	Checking	10100		**Total**	$521.40
Claim#	6547 *SEIPEL-TENG, CHARLES*		Ck# 028974 8/18/2026				
Cash Payment	E 101-41410-331 Travel Expense		Election Mileage (Primary)				$51.68
Invoice							
Transaction Date	8/18/2026	Due 0	Checking	10100		**Total**	$51.68
Claim#	6548 *Bolton & Menk*		Ck# 028948 8/18/2026				
Cash Payment	E 101-41000-303 Engineering Fees		Engineering- General				$3,827.50
Invoice	0400499						

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Cash Payment	E 101-43000-303 Engineering Fees		Engineering-Streets & Stormwater			$901.00
Invoice 0400383						
Cash Payment	E 600-49400-303 Engineering Fees		Engineering-Water/Sewer			$5,824.00
Invoice 0400391						
Cash Payment	E 101-43000-303 Engineering Fees		Deer Creek Site Obs.			$7,826.50
Invoice 0400379						
Cash Payment	E 101-41000-303 Engineering Fees		Mining EIS			$507.50
Invoice 0400382						
Cash Payment	E 101-41000-303 Engineering Fees		GiS			$1,150.00
Invoice 0400360						
Cash Payment	E 101-43000-303 Engineering Fees		ROW Permits			$402.00
Invoice 0400499						
Transaction Date	8/18/2026	Due 0	Checking	10100	**Total**	$20,438.50
Claim#	6549 *Barr Engineering Company*		Ck# 028946 8/18/2026			
Cash Payment	E 101-41000-303 Engineering Fees		Mining EIS Update			$9,802.79
Invoice 23190973.01-2						
Transaction Date	8/18/2026	Due 0	Checking	10100	**Total**	$9,802.79
Claim#	6550 *Bolton & Menk Inc.*		Ck# 028949 8/18/2026			
Cash Payment	E 101-41000-310 Planner Fees		Planning Services / Comp. Plan Update			$21,312.50
Invoice						
Transaction Date	8/18/2026	Due 0	Checking	10100	**Total**	$21,312.50
Claim#	6552 *DAKOTA COUNTY*		Ck# 028956 8/18/2026			
Cash Payment	E 101-41510-433 Dues and Subscriptions		Shannon Coyne Notary Record			$20.00
Invoice						
Transaction Date	8/18/2026	Due 0	Checking	10100	**Total**	$20.00
Claim#	6553 *Richie, Jean*		Ck# 028972 8/18/2026			
Cash Payment	R 600-49400-37110 Rate Class I		W/S Overpayment			$217.78
Invoice						
Transaction Date	8/18/2026	Due 0	Checking	10100	**Total**	$217.78
Claim#	6554 *Konicek, Roy*		Ck# 028964 8/18/2026			
Cash Payment	R 600-49400-37110 Rate Class I		W/S Overpayment			$152.01
Invoice						
Transaction Date	8/18/2026	Due 0	Checking	10100	**Total**	$152.01
Claim#	6555 *Dievendorf, Robert*		Ck# 028957 8/18/2026			
Cash Payment	R 600-49400-37110 Rate Class I		W/S Overpayment			$172.49
Invoice						
Transaction Date	8/18/2026	Due 0	Checking	10100	**Total**	$172.49
Claim#	6556 *Mana Holdings Group LLC*		Ck# 028965 8/18/2026			
Cash Payment	R 600-49400-37110 Rate Class I		W/S Overpayment			$584.96
Invoice						
Transaction Date	8/18/2026	Due 0	Checking	10100	**Total**	$584.96
Claim#	6560 *Core & Main, LP*		Ck# 028955 8/18/2026			
Cash Payment	E 600-49400-221 Equipment Parts		Wellhouse Pump			$1,847.75
Invoice 0033982						
Transaction Date	8/18/2026	Due 0	Checking	10100	**Total**	$1,847.75
Claim#	6561 *Sensaphone*		Ck# 028975 8/18/2026			

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Cash Payment	E 600-49400-433 Dues and Subscriptions		Auto Dialer for Water Tower			$299.40
Invoice 7166						
Transaction Date	8/18/2026	Due 0	Checking	10100	**Total**	$299.40
Claim#	6563 *MN Cambodian Buddhists*		Ck# 028968 8/18/2026			
Cash Payment	R 101-41000-32200 Non Business License -		Large Assembly Escrow (Minus Remaining Balance from CUP Amendment)			$314.33
Invoice						
Transaction Date	8/18/2026	Due 0	Checking	10100	**Total**	$314.33
Claim#	6564 *Xcel Energy*		Ck# 028978 8/18/2026			
Cash Payment	E 101-41000-381 Electric Utilities		51-6291687-0 City 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.			$0.00
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			$1,481.86
Invoice						
Cash Payment	E 600-49400-381 Electric Utilities		51-5015068-6 Well			$0.00
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	8/18/2026	Due 0	Checking	10100	**Total**	$1,481.86
Claim#	6568 *Sanford Services, LLC*		Ck# 028973 8/18/2026			
Cash Payment	E 101-43000-402 Repair & Maintenance		Street Sweep 17th St.			$295.00
Invoice 5510						
Transaction Date	8/18/2026	Due 0	Checking	10100	**Total**	$295.00
Claim#	6569 *Sherwin-Williams*		Ck# 028976 8/18/2026			
Cash Payment	E 101-45000-208 Other Supplies		Park Supply Paint			$218.48
Invoice						
Cash Payment	E 101-43000-580 Other Equipment		Street Supply Paint			$142.25
Invoice						
Transaction Date	8/18/2026	Due 0	Checking	10100	**Total**	$360.73
Claim#	6570 *Kennedy & Graven, Chartered*		Ck# 028963 8/18/2026			
Cash Payment	E 101-41610-304 Legal Fees		Legal Services			$1,904.00
Invoice						
Transaction Date	8/18/2026	Due 0	Checking	10100	**Total**	$1,904.00
Claim#	6571 *Carquest Auto Parts Stores*		Ck# 028951 8/18/2026			
Cash Payment	E 101-45000-221 Equipment Parts		Park Equip. Parts			$186.23
Invoice						
Transaction Date	8/18/2026	Due 0	Checking	10100	**Total**	$186.23

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Claim#	6572 *Inspectron, Inc.*		Ck# 028962 8/18/2026				
Cash Payment	E 101-41000-300 Professional Services		July 2026 Inspection Services				$1,506.99
Invoice							
Transaction Date	8/18/2026	Due 0	Checking	10100		**Total**	$1,506.99
Claim#	6573 *Foster, Dalia*		Ck# 028960 8/18/2026				
Cash Payment	R 600-49400-37110 Rate Class I		W/S Overpayment				$164.79
Invoice							
Transaction Date	8/18/2026	Due 0	Checking	10100		**Total**	$164.79
	Claim Type				**Total**		**$90,827.18**

Pre-Written Checks	$90,827.18
Checks to be Generated by the Compute	$0.00
Total	$90,827.18

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Profit & Loss / Budget Comparison Report as of 8/14/2026

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

	AMOUNT	ACTUAL	VARIANCE
8/18/2026			
GENERAL REVENUE			
R 101-41000-31010 Ad Valorem Property Tax Revenu	$984,122.60	$568,892.21	*-$415,230.39*
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	$122,794.20	*-$2,205.80*
R 101-41000-31702 Solar Production Tax	$0.00	$3,780.03	*$3,780.03*
R 101-41000-32100 Business License and Permits	$5,000.00	$690.00	*-$4,310.00*
R 101-41000-32200 Non Business License - Permits	0.00	$208.00	*$208.00*
R 101-41000-32211 Permit Fee / New Construction	75,000.00	$32,733.45	*-$42,266.55*
R 101-41000-32212 Remodel	500.00	$0.00	*-$500.00*
R 101-41000-32213 Mechanical	2,500.00	$4,050.00	*$1,550.00*
R 101-41000-32214 Repair	500.00	$125.00	*-$375.00*
R 101-41000-32215 Plumbing	2,500.00	$3,000.00	*$500.00*
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	$19,069.00	*$17,569.00*
R 101-41000-32262 Mining Permit	50,000.00	$50,965.25	*$965.25*
R 101-41000-32263 Grading Permit	750.00	$0.00	*-$750.00*
R 101-41000-32265 Other Permits	$350.00	$280.00	*-$70.00*
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	$22,723.50	*-$43,830.50*
R 101-41000-33426 Argicultural Market Value Cred	$5,000.00	$1,629.78	*-$3,370.22*
R 101-41000-33428 State-Payments in Lieu of Tax	$5,000.00	$9,349.13	*$4,349.13*
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	$14,960.06	*$14,960.06*
R 101-41000-34103 Zoning and Subdivision Fees	$85,000.00	$56,279.17	*-$28,720.83*
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	$13,650.88	*-$73,849.12*
R 101-41000-34110 Developer Fees	$5,000.00	$71,272.55	*$66,272.55*
R 101-41000-34111 Bldg. Inspection / Plan Review	$50,000.00	$20,105.94	*-$29,894.06*
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	$1,961.06	*-$538.94*
R 101-41000-35101 Court Fines	$23,000.00	$18,176.59	*-$4,823.41*
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	$992.00	*$992.00*
R 101-41000-36210 Interest Earnings	$175,000.00	$152,274.81	*-$22,725.19*
R 101-41000-36220 Rents and Royalties	$20,000.00	$18,656.25	*-$1,343.75*
R 101-41000-36230 Contributions and Donations (P	$0.00	$0.00	*$0.00*
	$1,773,488.60	**$1,208,774.74**	***-$564,713.86***

ROAD & BRIDGE REVENUE

R 101-43000-31701 Gravel Tax	$130,000.00	$151,530.77	*$21,530.77*
R 101-43000-34304 Public Lighting	$23,500.00	$14,574.12	*-$8,925.88*
R 101-43000-34305 Storm Water Management	$18,500.00	$12,737.12	*-$5,762.88*
R 101-43000-34306 Storm Wtr/ Street Lgt Penalty	$0.00	$289.01	*$289.01*
R 101-43000-36200 Miscellaneous Revenues	$0.00	$0.00	*$0.00*
	$172,000.00	**$179,131.02**	***$7,131.02***

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	$39,696.83	*$39,696.83*
R 101-45000-34790 Program Fees	$2,500.00	$1,515.25	*-$984.75*
R 101-45000-36220 Rents and Royalties	$13,000.00	$8,350.00	*-$4,650.00*
R 101-45000-36230 Contributions and Donations (P	$3,500.00	$7,850.00	*$4,350.00*
	$19,000.00	**$57,412.08**	***$38,412.08***
DEBT SERVICE FUND REVENUE			
R 301-47100-31010 Ad Valorem Property Tax Revenu	$341,670.00	$175,210.49	*-$166,459.51*
R 301-47100-36210 Interest Earnings	$0.00	$0.00	*$0.00*
	$341,670.00	**$175,210.49**	***-$166,459.51***
CAPITAL IMPROVEMENT FUND			
R 450-41000-31010 Ad Valorem Property Tax Revenu	$310,000.00	$159,044.16	*-$150,955.84*
Sale of Investments	$0.00	$0.00	*$0.00*
	$310,000.00	**$159,044.16**	***-$150,955.84***
TOTAL GENERAL FUND REVENUE	**$2,616,158.60**	**$1,779,572.49**	***-$843,717.13***
WATER FUND REVENUE			
R 600-49400-31300 Sales & Use Tax	$0.00	$559.28	*$559.28*
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	$206,852.07	*-$152,047.93*
R 600-49400-37150 Connection/Reconnection Fees	$35,000.00	$7,060.00	*-$27,940.00*
R 600-49400-37160 Penalties and Forfeited Discou	$4,500.00	$1,997.58	*-$2,502.42*
R 600-49400-37170 New Water Meter Charge	$2,800.00	$470.00	*-$2,330.00*
Sale of Investments	$137,000.00	$0.00	*-$137,000.00*
	$598,200.00	**$230,825.89**	***-$230,374.11***
SEWER FUND REVENUE			
R 600-49450-37210 Rate Class 1	$196,800.00	$128,666.90	*-$68,133.10*
R 600-49450-37250 Connection/Reconnection Fees	$28,000.00	$4,970.00	*-$23,030.00*
R 600-49450-37260 Penalties and Forfeited Discou	$4,000.00	$1,705.42	*-$2,294.58*

	AMOUNT	ACTUAL	VARIANCE
R 600-49450-37270 Sewer Inspection Fee	$50.00	$0.00	*-$50.00*
R 600-49450-37290 SAC Charges	$0.00	-$7,330.75	*-$7,330.75*
	$228,850.00	**$128,011.57**	***-$100,838.43***
TOTAL ENTERPRISE FUND REVENUE	**$827,050.00**	**$358,837.46**	***-$331,212.54***
TOTAL ENTERPRISE & GENERAL FUND	**$3,443,208.60**	**$2,138,409.95**	***-$1,174,929.67***

8/18/2026

GENERAL EXPENDITURE

E 101-41000-106 City Council / Committee Wages	$16,000.00	$7,395.00	*$8,605.00*
E 101-41000-121 PERA Contributions	$900.00	$369.75	*$530.25*
E 101-41000-122 FICA Contributions	$1,100.00	$565.84	*$534.16*
E 101-41000-143 MN Paid Leave Insurance	$145.00	$32.56	*$112.44*
E 101-41000-211 Cleaning Supplies	$700.00	$100.49	*$599.51*
E 101-41000-215 Shop Materials	$8,500.00	$2,819.60	*$5,680.40*
E 101-41000-221 Equipment Parts	$3,500.00	$1,446.61	*$2,053.39*
E 101-41000-223 Building Repair Supplies	$2,500.00	$1,806.68	*$693.32*
E 101-41000-300 Professional Services	$105,000.00	$80,829.56	*$24,170.44*
E 101-41000-303 Engineering Fees	$82,000.00	$79,662.29	*$2,337.71*
E 101-41000-307 Management Fees	$700.00	$221.50	*$478.50*
E 101-41000-310 Planner Fees	$150,000.00	$110,578.67	*$39,421.33*
E 101-41000-312 Fire Contract	$445,112.60	$240,727.19	*$204,385.41*
E 101-41000-313 Ambulance Contract	$500.00	$500.00	*$0.00*
E 101-41000-321 Telephone	$4,500.00	$1,939.00	*$2,561.00*
E 101-41000-351 Legal Notices Publishing	$3,100.00	$1,757.25	*$1,342.75*
E 101-41000-362 Property Insurance	$19,166.00	$15,271.00	*$3,895.00*
E 101-41000-381 Electric Utilities	$7,000.00	$1,773.12	*$5,226.88*
E 101-41000-383 Gas Utilities	$7,500.00	$4,366.38	*$3,133.62*
E 101-41000-437 Other (State Surcharge)	$5,000.00	$3,113.32	*$1,886.68*
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	$3,390.00	*$5,110.00*
E 101-41120-122 FICA Contributions	$0.00	$259.36	*-$259.36*
E 101-41120-143 MN Paid Leave Insurance	$0.00	$15.09	*-$15.09*
E 101-41410-104 Wages-temp	$3,500.00	$1,182.35	*$2,317.65*
E 101-41410-143 MN Paid Leave Insurance	$31.00	$90.47	*-$59.47*
E 101-41410-203 Forms and Paper	$650.00	$5.20	*$644.80*
E 101-41410-208 Other Supplies	$1,000.00	$452.66	*$547.34*
E 101-41410-203 Professional Services	$1,200.00	$0.00	*$1,200.00*
E 101-41410-331 Travel Expense	$300.00	$51.68	*$248.32*
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	$179,950.00	$108,051.49	*$71,898.51*
E 101-41510-121 PERA Contributions	$13,000.00	$8,033.23	*$4,966.77*
E 101-41510-122 FICA Contributions	$12,000.00	$8,469.44	*$3,530.56*
E 101-41510-131 Health	$26,000.00	$11,393.88	*$14,606.12*
E 101-41510-132 Dental	$1,000.00	$560.22	*$439.78*
E 101-41510-133 Life	$2,000.00	$1,047.11	*$952.89*
E 101-41510-143 MN Paid Leave Insurance	$389.00	$237.73	*$151.27*
E 101-41510-151 Workers Comp Insurance	$3,000.00	$2,888.53	*$111.47*
E 101-41510-201 Accessories	$2,000.00	$748.53	*$1,251.47*
E 101-41510-203 Forms and Paper	$900.00	$418.04	*$481.96*
E 101-41510-208 Other Supplies	$500.00	$768.72	*-$268.72*
E 101-41510-308 Instructors' Fees	$500.00	$0.00	*$500.00*
E 101-41510-309 EDP, Software and Design	$11,000.00	$4,891.97	*$6,108.03*
E 101-41510-322 Postage	$2,100.00	$487.45	*$1,612.55*
E 101-41510-331 Travel Expense	$800.00	$320.44	*$479.56*
E 101-41510-433 Dues and Subscriptions	$16,000.00	$15,388.17	*$611.83*
E 101-41510-570 Office Equipment and Furnishin	$4,000.00	$247.54	*$3,752.46*
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	$36,756.12	*-$1,756.12*
E 101-42000-317 Law Enforcement Contract	$171,330.00	$120,526.00	*$50,804.00*

		AMOUNT	ACTUAL	VARIANCE
		$1,382,873.60	**$902,222.23**	***$480,651.37***
ROAD & BRIDGE EXPENDITURE				
E 101-43000-101	Full-time Wages	$76,020.00	$58,250.51	*$17,769.49*
E 101-43000-121	PERA Contributions	$5,100.00	$4,368.80	*$731.20*
E 101-43000-122	FICA Contributions	$5,000.00	$4,662.57	*$337.43*
E 101-43000-131	Health	$15,500.00	$10,218.32	*$5,281.68*
E 101-43000-132	Dental	$1,000.00	$519.61	*$480.39*
E 101-43000-133	Life	$1,200.00	$497.62	*$702.38*
E 101-43000-143	MN Paid Leave Insurance	$726.00	$128.12	*$597.88*
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	$11,572.12	*$7,427.88*
E 101-43000-221	Equipment Parts	$6,500.00	$2,309.59	*$4,190.41*
E 101-43000-224	Street Maintenance Materials	$95,000.00	$54,042.28	*$40,957.72*
E 101-43000-303	Engineering Fees	$20,000.00	$48,260.00	*-$28,260.00*
E 101-43000-308	Instructors' Fees	$400.00	$0.00	*$400.00*
E 101-43000-321	Telephone	$500.00	$204.54	*$295.46*
E 101-43000-362	Property Insurance	$1,000.00	$984.75	*$15.25*
E 101-43000-381	Electric Utilities	$23,000.00	$14,645.67	*$8,354.33*
E 101-43000-384	Refuse Disposal	$1,650.00	$2,684.83	*-$1,034.83*
E 101-43000-402	Repair & Maintenance	$130,000.00	$25,319.23	*$104,680.77*
E 101-43000-404	Equipment Repairs	$10,000.00	$1,145.91	*$8,854.09*
E 101-43000-417	Uniforms	$1,500.00	$834.32	*$665.68*
E 101-43000-433	Dues and Subscriptions	$1,500.00	$1,255.19	*$244.81*
E 101-43000-580	Other Equipment	$5,000.00	$1,983.46	*$3,016.54*
		$422,396.00	**$245,200.41**	***$177,195.59***
PARK & RECREATION EXPENDITURE				
E 101-45000-101	Full-time Wages	$77,864.00	$48,161.92	*$29,702.08*
E 101-45000-121	PERA Contributions	$5,800.00	$3,612.14	*$2,187.86*
E 101-45000-122	FICA Contributions	$5,500.00	$3,958.15	*$1,541.85*

	AMOUNT	ACTUAL	VARIANCE
E 101-45000-131 Health	$15,500.00	$10,218.34	*$5,281.66*
E 101-45000-132 Dental	$1,000.00	$519.61	*$480.39*
E 101-45000-133 Life	$1,000.00	$1,078.14	*-$78.14*
E 101-45000-143 MN Paid Leave Insurance	$330.00	$105.95	*$224.05*
E 101-45000-151 Workers Comp Insurance	$3,000.00	$1,295.46	*$1,704.54*
E 101-45000-208 Other Supplies	$11,000.00	$4,587.89	*$6,412.11*
E 101-45000-221 Equipment Parts	$5,000.00	$3,650.11	*$1,349.89*
E 101-45000-225 Landscaping Materials	$5,000.00	$2,943.75	*$2,056.25*
E 101-45000-362 Property Insurance	$8,279.00	$9,142.00	*-$863.00*
E 101-45000-381 Electric Utilities	$4,000.00	$3,056.91	*$943.09*
E 101-45000-384 Refuse Disposal	$3,500.00	$1,335.68	*$2,164.32*
E 101-45000-392 Program Expenses	$15,000.00	$9,352.55	*$5,647.45*
E 101-45000-403 Improvements Other Than Buildi	$9,000.00	$2,666.76	*$6,333.24*
E 101-45000-404 Equipment Repairs	$4,000.00	$1,116.55	*$2,883.45*
E 101-45000-415 Rental - Other	$4,500.00	$2,120.37	*$2,379.63*
E 101-45000-580 Other Equipment	$1,000.00	$451.67	*$548.33*
	$180,273.00	**$108,922.28**	***$70,899.05***
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	$36,100.00	*$0.00*
E 301-47100-620 Fiscal Agents Fees	$1,000.00	$1,045.00	*-$45.00*
	$322,100.00	**$322,145.00**	***-$45.00***
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	$150,000.00	*$85,000.00*
	$310,000.00	**$239,731.17**	***$70,268.83***
TOTAL GENERAL FUND EXPENDITURE	**$2,617,642.60**	**$1,818,221.09**	**$798,969.84**
WATER FUND EXPENDITURE			
E 600-49400-101 Full-time Wages	$89,845.00	$53,291.94	*$36,553.06*
E 600-49400-121 PERA Contributions	$7,300.00	$3,996.90	*$3,303.10*
E 600-49400-122 FICA Contributions	$7,300.00	$4,125.42	*$3,174.58*
E 600-49400-131 Health	$15,500.00	$10,218.32	*$5,281.68*
E 600-49400-132 Dental	$1,000.00	$519.68	*$480.32*
E 600-49400-133 Life	$1,100.00	$497.60	*$602.40*
E 600-49400-143 MN Paid Leave Insurance	$383.00	$117.25	*$265.75*
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	$7,424.38	*$12,575.62*
E 600-49400-221 Equipment Parts	$16,000.00	$18,601.98	*-$2,601.98*
E 600-49400-240 Small Tools & Minor	$4,000.00	$215.17	*$3,784.83*
E 600-49400-300 Professional Services	$500.00	$2,591.50	*-$2,091.50*
E 600-49400-303 Engineering Fees	$150,000.00	$27,715.00	*$122,285.00*
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	$1,438.60	*$61.40*
E 600-49400-315 Locates	$1,000.00	$656.15	*$343.85*
E 600-49400-316 Licenes & Permits	$5,000.00	$0.00	*$5,000.00*
E 600-49400-321 Telephone	$2,000.00	$204.52	*$1,795.48*
E 600-49400-322 Postage	$3,100.00	$2,627.65	*$472.35*
E 600-49400-362 Property Insurance	$3,116.00	$4,035.23	*-$919.23*
E 600-49400-381 Electric Utilities	$25,000.00	$15,415.64	*$9,584.36*

	AMOUNT	ACTUAL	VARIANCE
E 600-49400-383 Gas Utilities	$2,000.00	$1,052.81	*$947.19*
E 600-49400-386 State Surcharge	$11,500.00	$7,853.65	*$3,646.35*
E 600-49400-402 Repair & Maintenance	$150,000.00	$40,780.10	*$109,219.90*
E 600-49400-411 Land	$0.00	$290,863.05	*-$290,863.05*
E 600-49400-433 Dues and Subscriptions	$1,500.00	$749.40	*$750.60*
E 600-49400-438 (Other) State Tax	$0.00	$483.00	*-$483.00*
E 600-49400-580 Other Equipment	$1,000.00	$115.33	*$884.67*
	$527,044.00	**$497,451.31**	***$29,592.69***
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	-$46.05	*$446.05*
E 600-49450-385 Sewer Service	$226,853.00	$151,235.60	*$75,617.40*
E 600-49450-402 Repair & Maintenance	$75,000.00	$418.01	*$74,581.99*
E 600-49450-420 Depreciation Expense	$0.00	$0.00	*$0.00*
	$302,803.00	**$151,766.56**	***$151,036.44***
TOTAL ENTERPRISE FUND EXPENDITURE	**$829,847.00**	**$649,217.87**	***$180,629.13***
TOTAL ENTERPRISE & GENERAL FUND EXP.	**$3,447,489.60**	**$2,467,438.96**	***$979,598.97***

TOTAL ENTERPRISE FUND REVENUE	**$358,837.46**
TOTAL ENTERPRISE FUND EXPENDITURE	**$649,217.87**
BALANCE TO INVEST ENTERPRISE FUND	($290,380.41)

TOTAL GENERAL REVENUE	**$1,779,572.49**
TOTAL GENERAL EXPENDITURE	**$1,818,221.09**
BALANCE TO INVEST GENERAL FUND	($38,648.60)
Less Amount Invested in Budget	$150,000.00 Investments Purchased
Total Balance to Invest	**$111,351.40**

7/31/2026	BUDGETED AMOUNT	JANUARY (A)	FEBRUARY (A)	MARCH (A)	APRIL (A)	MAY (A)	JUNE (A)	JULY (A)	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
GENERAL REVENUE														
R 101-41000-31010 Ad Valorem Property Tax Revenu	$1,005,222.60	$6,116.61	$0.00	$0.00	$0.00	$0.00	$0.00	$562,775.60	$0.00	$0.00	$0.00	$0.00	$502,611.30	**$1,071,503.51**
R 101-41000-31020 Delinquent Ad Valorem Taxes	$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**
R 101-41000-31030 Mobile Home Tax Revenue	$12.00	$20.88	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$20.88**
R 101-41000-31040 Fiscal Disparities Tax	$125,000.00	$53,357.30	$0.00	$0.00	$0.00	$0.00	$0.00	$69,436.90	$0.00	$0.00	$0.00	$0.00	$0.00	**$122,794.20**
R 101-41000-31702 Solar Production Tax	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,780.03	$0.00	$0.00	$0.00	$0.00	$0.00	**$3,780.03**
R 101-41000-32100 Business License and Permits	$5,000.00	$0.00	$175.00	$150.00	$100.00	$0.00	$0.00	$140.00	$0.00	$0.00	$5,000.00	$0.00	$0.00	**$5,565.00**
R 101-41000-32200 Non Business License - Permits	$0.00	$0.00	$0.00	$0.00	$1,100.00	$0.00	$0.00	$108.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$1,208.00**
R 101-41000-32211 Permit Fee / New Construction	$75,000.00	$4,355.95	$868.75	$3,088.25	$4,158.90	$9,392.80	$9,323.05	$723.75	$10,000.00	$10,000.00	$10,000.00	$2,500.00	$0.00	**$64,411.45**
R 101-41000-32212 Remodel	$500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$250.00	$0.00	$0.00	$0.00	$0.00	**$250.00**
R 101-41000-32213 Mechanical	$2,500.00	$425.00	$500.00	$500.00	$375.00	$375.00	$625.00	$1,000.00	$200.00	$300.00	$200.00	$200.00	$200.00	**$4,900.00**
R 101-41000-32214 Repair	$500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$125.00	$0.00	$250.00	$0.00	$0.00	$0.00	**$375.00**
R 101-41000-32215 Plumbing	$2,500.00	$250.00	$375.00	$125.00	$625.00	$500.00	$625.00	$500.00	$200.00	$300.00	$200.00	$200.00	$200.00	**$4,100.00**
R 101-41000-32216 Demolition	$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**
R 101-41000-32217 Septic	$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**
R101-41000-32260 Driveway Permit	$200.00	$0.00	$0.00	$0.00	$135.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$135.00**
R 101-41000-32261 Right of Way Permit	$1,500.00	$0.00	$540.00	$779.25	$549.50	$675.00	$13,450.25	$3,075.00	$125.00	$125.00	$125.00	$125.00	$125.00	**$19,694.00**
R 101-41000-32262 Mining Permit	$50,000.00	$0.00	$0.00	$0.00	$50,965.25	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$50,965.25**
R 101-41000-32263 Grading Permit	$750.00	$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**
R 101-41000-32265 Other Permits	$350.00	$0.00	$0.00	$60.00	$120.00	$60.00	$40.00	$0.00	$100.00	$50.00	$0.00	$100.00	$0.00	**$530.00**
R 101-41000-33100 Federal Grants and Aids	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$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	$22,723.50	$0.00	$0.00	$0.00	$0.00	$0.00	**$22,723.50**
R 101-41000-33426 Argicultural Market Value Cred	$5,000.00	$0.00	$0.00	$0.00	$0.00	$1,629.78	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,500.00	**$4,129.78**
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	$5,000.00	$0.00	$0.00	$0.00	$0.00	**$5,000.00**
R 101-41000-33429 State PERA Aid	$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**
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	$0.00	$1,000.00	$0.00	$0.00	$0.00	**$1,000.00**
R 101-41000-33640 Other Grant	$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**
R 101-41000-34000 Charges for Services	$0.00	$0.00	$0.00	$0.00	$14,960.06	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$14,960.06**
R 101-41000-34103 Zoning and Subdivision Fees	$85,000.00	$406.00	$635.00	$15,000.00	$22,777.50	$3,525.50	$5,852.00	$2,862.00	$7,000.00	$7,500.00	$7,000.00	$7,000.00	$7,000.00	**$86,558.00**
R 101-41000-34107 Assessment Searches	$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**
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	$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	$955.15	$132.51	$0.00	$7,163.72	$13,000.00	$13,000.00	$13,000.00	$13,000.00	$13,000.00	**$74,294.38**
R 101-41000-34110 Developer Fees	$5,000.00	$0.00	$0.00	$0.00	$70,509.24	$0.00	$600.00	$163.31	$0.00	$0.00	$0.00	$0.00	$0.00	**$71,272.55**
R 101-41000-34111 Bldg. Inspection / Plan Review	$50,000.00	$2,701.37	$418.44	$1,763.61	$2,622.04	$6,024.08	$5,978.74	$144.62	$4,500.00	$4,500.00	$4,500.00	$4,000.00	$4,000.00	**$41,152.90**
R 101-41000-34200 Public Safety	$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**
R 101-41000-34900 Other Charges	$10.00	$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**
R 101-41000-34950 State Surcharge (Bldg. Permits	$2,500.00	$240.83	$34.00	$120.13	$192.38	$653.49	$670.50	$27.10	$0.00	$625.00	$0.00	$0.00	$625.00	**$3,188.43**
R 101-41000-35101 Court Fines	$23,000.00	$2,577.68	$1,501.48	$2,429.67	$3,214.56	$3,614.73	$1,571.42	$1,056.48	$2,000.00	$1,900.00	$1,900.00	$2,000.00	$1,900.00	**$25,666.02**
R 101-41000-35102 Parking Fines	$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**
R 101-41000-35105 Administrative Penalties	$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**
R 101-41000-35200 Forfeits	$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**
R 101-41000-36100 Special Assessments	$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**
R 101-41000-36101 Principal	$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**
R 101-41000-36102 Penalties and Interest	$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**
R 101-41000-36200 Miscellaneous Revenues	$0.00	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$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	$45,450.99	$1,353.72	$1,496.05	$46,399.63	$0.00	$10,000.00	$35,000.00	$0.00	$5,000.00	**$201,959.56**

R 101-41000-36220 Rents and Royalties	$20,000.00	$1,100.00	$9,167.25	$275.00	$1,325.00	$2,553.00	$1,300.00	$50.00	$1,750.00	$1,750.00	$1,500.00	$1,500.00	$1,500.00	**$23,770.25**
R 101-41000-36230 Contributions and Donations (P	$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**
	$1,794,598.60	**$113,223.49**	**$16,640.62**	**$38,495.51**	**$220,135.57**	**$30,489.61**	**$41,532.01**	**$722,254.64**	**$44,125.00**	**$51,300.00**	**$78,425.00**	**$30,625.00**	**$538,661.30**	**$1,925,907.75**
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	$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	$151,530.77	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$151,530.77**
R 101-43000-33100 Federal Grants and Aids	$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**
R 101-43000-33400 State Grants and Aids	$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**
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	$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	$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	$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	$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	$2,531.33	$2,375.29	$297.88	$2,719.66	$2,500.00	$1,000.00	$2,500.00	$2,000.00	$1,000.00	**$21,486.32**
R 101-43000-34305 Storm Water Management	$18,500.00	$1,914.97	$2,107.11	$187.88	$2,177.09	$1,965.05	$259.29	$2,334.54	$1,500.00	$1,000.00	$2,000.00	$1,000.00	$1,000.00	**$17,445.93**
R 101-43000-34306 Storm Wtr/ Street Lgt Penalty	$0.00	$0.11	$37.33	$35.13	$17.44	$62.16	$61.85	$40.63	$0.00	$0.00	$0.00	$0.00	$0.00	**$254.65**
R 101-43000-36200 Miscellaneous Revenues	$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**
	$172,000.00	**$3,989.06**	**$4,427.55**	**$428.08**	**$4,725.86**	**$155,933.27**	**$619.02**	**$5,094.83**	**$4,000.00**	**$2,000.00**	**$4,500.00**	**$3,000.00**	**$2,000.00**	**$190,717.67**
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	$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	$39,696.83	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$39,696.83**
R 101-45000-34790 Program Fees	$2,500.00	$210.00	$235.00	$115.00	$180.00	$208.00	$165.25	$190.00	$208.00	$208.00	$212.00	$208.00	$208.00	**$2,347.25**
R 101-45000-36220 Rents and Royalties	$13,000.00	$0.00	$0.00	$0.00	$25.00	$0.00	$50.00	$8,275.00	$2,600.00	$2,600.00	$0.00	$0.00	$0.00	**$13,550.00**
R 101-45000-36230 Contributions and Donations (P	$3,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,250.00	$4,600.00	$3,500.00	$0.00	$0.00	$0.00	$0.00	**$10,350.00**
	$19,000.00	**$210.00**	**$235.00**	**$115.00**	**$39,901.83**	**$208.00**	**$2,465.25**	**$13,065.00**	**$6,308.00**	**$2,808.00**	**$212.00**	**$208.00**	**$208.00**	**$65,944.08**
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	$0.00	$173,326.66	$0.00	$0.00	$0.00	$0.00	$170,835.00	**$346,045.49**
R 301-47100-36210 Interest Earnings	$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**
	$341,670.00	**$1,883.83**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$173,326.66**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$170,835.00**	**$346,045.49**
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	$0.00	$157,334.15	$0.00	$0.00	$0.00	$0.00	$144,450.00	**$303,494.16**
Sale of Investments	$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**
	$310,000.00	**$1,710.01**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$157,334.15**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$144,450.00**	**$303,494.16**
TOTAL GENERAL FUND REVENUE	**$2,637,268.60**	**$121,016.39**	**$21,303.17**	**$39,038.59**	**$264,763.26**	**$186,630.88**	**$44,616.28**	**$1,071,075.28**	**$54,433.00**	**$56,108.00**	**$83,137.00**	**$33,833.00**	**$856,154.30**	**$2,832,109.15**
WATER FUND REVENUE														
R 600-49400-31300 Sales & Use Tax	$0.00	$133.22	$0.00	$0.00	$203.96	$0.00	$0.00	$222.10	$0.00	$0.00	$0.00	$0.00	$0.00	**$559.28**
R 600-49400-36210 Interest Earnings	$60,000.00	$13,886.96	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$15,000.00	**$28,886.96**
R 600-49400-37110 Rate Class I	$358,900.00	$26,122.31	$26,702.22	$3,332.46	$26,145.69	$23,334.81	$4,537.99	$60,107.00	$35,000.00	$20,000.00	$30,000.00	$45,000.00	$28,900.00	**$329,182.48**
R 600-49400-37150 Connection/Reconnection Fees	$35,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$7,060.00	$0.00	$5,000.00	$5,000.00	$0.00	$5,000.00	$0.00	**$22,060.00**
R 600-49400-37160 Penalties and Forfeited Discou	$4,500.00	$247.70	$229.18	$176.91	$119.51	$365.15	$311.41	$255.88	$0.00	$1,000.00	$0.00	$0.00	$1,500.00	**$4,205.74**
R 600-49400-37170 New Water Meter Charge	$2,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$470.00	$0.00	$0.00	$800.00	$0.00	$0.00	$0.00	**$1,270.00**
Sale of Investments	$137,000.00	$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**
	$598,200.00	**$40,390.19**	**$26,931.40**	**$3,509.37**	**$26,469.16**	**$23,699.96**	**$12,379.40**	**$60,584.98**	**$40,000.00**	**$26,800.00**	**$30,000.00**	**$50,000.00**	**$45,400.00**	**$386,164.46**
SEWER FUND REVENUE														
R 600-49450-37210 Rate Class 1	$196,800.00	$18,983.13	$19,620.02	$2,047.88	$20,218.57	$18,354.93	$2,433.40	$29,736.53	$15,000.00	$10,000.00	$25,500.00	$15,200.00	$10,100.00	**$187,194.46**
R 600-49450-37250 Connection/Reconnection Fees	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,970.00	$0.00	$5,000.00	$3,000.00	$0.00	$0.00	$0.00	**$12,970.00**
R 600-49450-37260 Penalties and Forfeited Discou	$4,000.00	$247.61	$169.73	$189.70	$89.47	$389.97	$267.47	$200.21	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	**$3,554.16**

R 600-49450-37270 Sewer Inspection Fee	$50.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$50.00	$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	$4,970.00	-$4,920.30	$0.00	$0.00	$0.00	$0.00	$0.00	**-$7,330.75**
	$228,850.00	**$11,850.29**	**$19,789.75**	**$2,237.58**	**$20,308.04**	**$18,744.90**	**$12,640.87**	**$25,066.44**	**$20,000.00**	**$14,000.00**	**$25,500.00**	**$15,200.00**	**$11,100.00**	**$196,437.87**
TOTAL ENTERPRISE FUND REVENUE	**$827,050.00**	**$52,240.48**	**$46,721.15**	**$5,746.95**	**$46,777.20**	**$42,444.86**	**$25,020.27**	**$85,651.42**	**$60,000.00**	**$40,800.00**	**$55,500.00**	**$65,200.00**	**$56,500.00**	**$582,602.33**
TOTAL ENTERPRISE & GENERAL FUND REVENU	**$3,464,318.60**	**$173,256.87**	**$68,024.32**	**$44,785.54**	**$311,540.46**	**$229,075.74**	**$69,636.55**	**$1,156,726.70**	**$114,433.00**	**$96,908.00**	**$138,637.00**	**$99,033.00**	**$912,654.30**	**$3,414,711.48**

7/31/2026

GENERAL EXPENDITURE

E 101-41000-106 City Council / Committee Wages	$16,000.00	$0.00	$1,020.00	$935.00	$1,020.00	$850.00	$1,020.00	$1,445.00	$1,330.00	$1,330.00	$1,330.00	$1,330.00	$1,370.00	**$12,980.00**
E 101-41000-121 PERA Contributions	$900.00	$0.00	$51.00	$46.75	$51.00	$42.50	$51.00	$72.25	$75.00	$75.00	$75.00	$75.00	$75.00	**$689.50**
E 101-41000-122 FICA Contributions	$1,100.00	$0.00	$78.05	$71.55	$78.05	$65.04	$78.05	$110.55	$91.66	$91.66	$91.66	$91.66	$91.66	**$939.59**
E 101-41000-143 MN Paid Leave Insurance	$145.00	$0.00	$4.49	$4.12	$4.49	$3.74	$4.49	$6.37	$0.00	$0.00	$36.25	$0.00	$36.25	**$100.20**
E 101-41000-211 Cleaning Supplies	$700.00	$0.00	$51.36	$0.00	$2.75	$0.00	$46.38	$0.00	$58.33	$58.33	$58.37	$58.33	$58.33	**$392.18**
E 101-41000-215 Shop Materials	$8,500.00	$261.42	$195.30	$781.65	$1,068.04	$135.30	$152.91	$224.42	$708.00	$712.00	$708.00	$708.00	$708.00	**$6,363.04**
E 101-41000-221 Equipment Parts	$3,500.00	$0.00	$1,020.19	$0.00	$0.00	$0.00	$0.00	$426.42	$290.00	$290.00	$294.00	$294.00	$294.00	**$2,908.61**
E 101-41000-223 Building Repair Supplies	$2,500.00	$1,550.61	$0.00	$0.00	$256.07	$0.00	$0.00	$0.00	$0.00	$0.00	$500.00	$0.00	$500.00	**$2,806.68**
E 101-41000-300 Professional Services	$105,000.00	$13,837.91	$10,193.15	$2,744.30	$10,256.44	$10,763.06	$14,852.28	$14,221.53	$10,000.00	$10,000.00	$7,000.00	$7,000.00	$7,000.00	**$117,868.67**
E 101-41000-303 Engineering Fees	$82,000.00	$3,997.00	$18,812.00	$10,255.00	$15,784.50	$7,099.00	$0.00	$8,427.00	$6,800.00	$6,800.00	$6,800.00	$7,000.00	$6,800.00	**$98,574.50**
E 101-41000-307 Management Fees	$700.00	$27.75	$27.75	$27.75	$27.75	$27.75	$27.75	$27.25	$58.00	$58.00	$58.00	$62.00	$58.00	**$487.75**
E 101-41000-310 Planner Fees	$150,000.00	$14,933.50	$30,510.17	$5,378.50	$9,056.00	$11,833.00	$11,051.00	$6,504.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$15,000.00	**$144,266.17**
E 101-41000-312 Fire Contract	$445,112.60	$0.00	$0.00	$72,739.13	$83,994.03	$0.00	$83,994.03	$0.00	$0.00	$0.00	$83,994.03	$0.00	$83,994.03	**$408,715.25**
E 101-41000-313 Ambulance Contract	$500.00	$0.00	$500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$500.00**
E 101-41000-321 Telephone	$4,500.00	$242.31	$242.31	$242.38	$242.32	$242.32	$242.32	$242.52	$375.00	$375.00	$375.00	$375.00	$375.00	**$3,571.48**
E 101-41000-351 Legal Notices Publishing	$3,100.00	$103.95	$420.75	$346.50	$475.20	$89.10	$99.00	$118.80	$258.00	$262.00	$258.00	$258.00	$258.00	**$2,947.30**
E 101-41000-362 Property Insurance	$19,166.00	$0.00	$0.00	$0.00	$15,271.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$15,271.00**
E 101-41000-381 Electric Utilities	$7,000.00	$465.26	$277.83	$600.93	$0.00	($259.94)	$0.00	$553.09	$583.00	$583.00	$587.00	$583.00	$583.00	**$4,556.17**
E 101-41000-383 Gas Utilities	$7,500.00	$1,149.24	$1,238.97	$919.27	$521.92	$298.92	$84.33	$78.37	$450.00	$450.00	$550.00	$900.00	$900.00	**$7,541.02**
E 101-41000-437 Other (State Surcharge)	$5,000.00	$1,507.20	$0.00	$0.00	$313.00	$0.00	$0.00	$1,293.12	$0.00	$1,250.00	$0.00	$0.00	$1,250.00	**$5,613.32**
E 101-41000-490 Donations to Civic Organizatio	$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	**$0.00**
E 101-41120-107 Legislative Committees	$8,500.00	$0.00	$240.00	$320.00	$750.00	$610.00	$370.00	$610.00	$708.00	$712.00	$708.00	$708.00	$708.00	**$6,444.00**
E 101-41120-122 FICA Contributions	$0.00	$0.00	$0.00	$24.48	$57.38	$46.67	$58.31	$46.67	$0.00	$0.00	$0.00	$0.00	$0.00	**$233.51**
E 101-41120-143 MN Paid Leave Insurance	$0.00	$0.00	$18.36	$1.44	$3.31	$2.71	$1.66	$2.70	$0.00	$0.00	$0.00	$0.00	$0.00	**$30.18**
E 101-41410-104 Wages-temp	$3,500.00	$0.00	$1.08	$0.00	$0.00	$0.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$2,000.00	$0.00	**$3,501.08**
E 101-41410-143 MN Paid Leave Insurance	$31.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31.00	$0.00	**$31.00**
E 101-41410-203 Forms and Paper	$650.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$300.00	$0.00	$0.00	$300.00	$0.00	**$600.00**
E 101-41410-208 Other Supplies	$1,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	$0.00	$0.00	$600.00	$0.00	**$1,000.00**
E 101-41410-203 Professional Services	$1,200.00	$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**
E 101-41410-331 Travel Expense	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$250.00	$0.00	$0.00	$50.00	$0.00	**$300.00**
E 101-41410-351 Legal Notices Publishing	$200.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$150.00	$50.00	$0.00	$0.00	**$200.00**
E 101-41410-580 Other Equipment	$2,100.00	$115.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,100.00	**$2,215.00**
E 101-41510-101 Full-time Wages	$179,950.00	$13,894.33	$12,340.82	$13,857.96	$15,305.95	$10,223.68	$17,246.64	$17,700.92	$15,568.87	$15,568.87	$15,568.87	$15,568.87	$15,568.87	**$178,414.65**
E 101-41510-121 PERA Contributions	$12,000.00	$1,042.07	$925.57	$1,039.34	$1,077.32	$766.78	$1,293.49	$1,327.57	$1,100.00	$1,100.00	$1,100.00	$1,100.00	$1,100.00	**$12,972.14**
E 101-41510-122 FICA Contributions	$12,000.00	$1,035.54	$916.69	$1,325.26	$1,169.38	$780.58	$1,317.85	$1,352.60	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	**$12,897.90**
E 101-41510-131 Health	$26,000.00	$2,132.08	$1,117.34	$1,903.88	$1,903.88	($826.50)	$2,173.02	$1,495.09	$2,170.00	$2,160.00	$2,170.00	$2,170.00	$2,170.00	**$20,738.79**
E 101-41510-132 Dental	$1,000.00	$81.32	$81.32	$81.32	$45.18	$45.18	$135.54	$90.36	$83.33	$83.33	$83.33	$83.33	$83.37	**$976.91**
E 101-41510-133 Life	$2,000.00	$207.16	$224.44	$234.69	$262.22	($55.27)	$81.17	$92.70	$166.00	$166.00	$166.00	$166.00	$174.00	**$1,885.11**

E 101-41510-143 MN Paid Leave Insurance	$326.00	$30.57	$27.15	$30.50	$33.67	$22.49	$37.94	$38.95	$0.00	$0.00	$81.50	$0.00	$81.50	**$384.27**
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	$0.00	$0.00	$0.00	$0.00	$0.00	**$1,755.00**
E 101-41510-201 Accessories	$2,000.00	$0.00	$71.00	$54.75	$231.87	$0.00	$0.00	$390.91	$200.00	$0.00	$200.00	$200.00	$200.00	**$1,548.53**
E 101-41510-203 Forms and Paper	$900.00	$135.00	$131.57	$9.16	$104.97	$0.00	$0.00	$37.34	$200.00	$0.00	$0.00	$0.00	$300.00	**$918.04**
E 101-41510-208 Other Supplies	$500.00	$8.76	$0.00	$277.78	$113.31	$8.76	$14.58	$8.76	$250.00	$0.00	$0.00	$0.00	$0.00	**$681.95**
E 101-41510-308 Instructors' Fees	$500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$250.00	$0.00	$0.00	$0.00	$0.00	**$250.00**
E 101-41510-309 EDP, Software and Design	$11,000.00	$0.00	$0.00	$0.00	$3,801.97	$1,090.00	$0.00	$0.00	$500.00	$1,000.00	$500.00	$500.00	$500.00	**$7,891.97**
E 101-41510-322 Postage	$2,100.00	$0.00	$0.00	$15.90	$0.00	$0.00	$0.00	$471.55	$0.00	$500.00	$0.00	$0.00	$600.00	**$1,587.45**
E 101-41510-331 Travel Expense	$800.00	$171.09	$0.00	$0.00	$0.00	$149.35	$0.00	$0.00	$67.00	$63.00	$67.00	$67.00	$67.00	**$651.44**
E 101-41510-433 Dues and Subscriptions	$16,000.00	$5,914.00	$225.00	$8,044.17	$100.00	$495.00	$270.00	$220.00	$272.00	$272.00	$272.00	$272.00	$272.00	**$16,628.17**
E 101-41510-570 Office Equipment and Furnishin	$4,000.00	$34.82	$9.42	$21.33	$68.29	$15.75	$12.70	$70.30	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	**$2,232.61**
E 101-41530-301 Auditing and Accounting Servic	$20,000.00	$4,800.00	$9,600.00	$4,800.00	$950.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$20,150.00**
E 101-41610-304 Legal Fees	$35,000.00	$5,299.08	$7,636.50	$2,384.81	$3,876.46	$6,995.88	$2,270.75	$3,981.96	$2,916.00	$2,916.00	$2,916.00	$2,916.00	$2,916.00	**$47,025.44**
E 101-42000-317 Law Enforcement Contract	$171,330.00	$34,861.00	$0.00	$0.00	$0.00	$42,832.50	$0.00	$42,832.50	$42,832.50	$0.00	$0.00	$42,832.50	$0.00	**$206,191.00**
	$1,381,810.60	**$107,837.97**	**$98,209.58**	**$131,274.60**	**$168,277.72**	**$94,393.35**	**$136,987.19**	**$104,521.57**	**$101,810.69**	**$59,026.19**	**$137,598.01**	**$99,299.69**	**$148,192.01**	**$1,387,428.57**
ROAD & BRIDGE EXPENDITURE														
E 101-43000-101 Full-time Wages	$76,020.00	$6,755.36	$5,555.20	$6,475.28	$6,110.72	$9,375.87	$10,745.60	$10,535.17	$6,390.00	$6,390.00	$6,390.00	$6,390.00	$6,390.00	**$87,503.20**
E 101-43000-121 PERA Contributions	$5,000.00	$506.64	$416.66	$485.65	$458.30	$703.20	$805.93	$790.14	$420.00	$420.00	$420.00	$420.00	$420.00	**$6,266.52**
E 101-43000-122 FICA Contributions	$5,000.00	$513.32	$422.74	$785.63	$465.24	$697.90	$801.45	$786.45	$416.66	$416.66	$416.66	$416.74	$416.66	**$6,556.11**
E 101-43000-131 Health	$15,500.00	$2,437.55	$673.85	$1,235.20	$1,235.20	$1,159.13	$1,159.13	$1,159.13	$1,290.00	$1,290.00	$1,290.00	$1,290.00	$1,310.00	**$15,529.19**
E 101-43000-132 Dental	$1,000.00	$74.23	$74.23	$74.23	$74.23	$74.23	$74.23	$74.23	$83.00	$83.00	$83.00	$83.00	$87.00	**$938.61**
E 101-43000-133 Life	$1,200.00	$43.43	$50.33	$57.42	$60.91	$43.43	$116.68	$125.42	$100.00	$100.00	$100.00	$100.00	$100.00	**$997.62**
E 101-43000-143 MN Paid Leave Insurance	$726.00	$14.86	$12.22	$14.24	$13.44	$20.62	$23.64	$23.17	$0.00	$0.00	$181.50	$0.00	$181.50	**$485.19**
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	$0.00	$0.00	$0.00	$0.00	$0.00	**$1,755.00**
E 101-43000-212 Motor Fuels	$19,000.00	$684.61	$3,496.69	$205.39	$1,637.16	$421.22	$4,729.07	$397.98	$1,000.00	$1,000.00	$1,000.00	$2,000.00	$2,000.00	**$18,572.12**
E 101-43000-221 Equipment Parts	$6,500.00	$1,596.41	$410.82	$0.00	$205.67	$0.00	$96.69	$0.00	$1,000.00	$500.00	$500.00	$500.00	$500.00	**$5,309.59**
E 101-43000-224 Street Maintenance Materials	$95,000.00	$3,816.97	$4,214.15	$1,236.70	$270.00	$644.64	$43,629.76	$230.06	$10,000.00	$5,000.00	$1,000.00	$1,000.00	$0.00	**$71,042.28**
E 101-43000-303 Engineering Fees	$20,000.00	$721.50	$1,055.00	$0.00	$925.00	$7,589.50	$0.00	$28,839.50	$2,500.00	$1,000.00	$1,000.00	$1,000.00	$500.00	**$45,130.50**
E 101-43000-308 Instructors' Fees	$400.00	$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**
E 101-43000-321 Telephone	$500.00	$25.57	$25.57	$25.57	$25.57	$25.56	$25.59	$25.56	$40.00	$40.00	$49.00	$40.00	$40.00	**$387.99**
E 101-43000-362 Property Insurance	$1,000.00	$0.00	$0.00	$0.00	$984.75	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$984.75**
E 101-43000-381 Electric Utilities	$23,000.00	$1,820.26	$1,662.86	$2,499.82	$1,718.63	$1,762.39	$1,727.14	$1,783.50	$1,920.00	$1,920.00	$1,900.00	$1,920.00	$1,920.00	**$22,554.60**
E 101-43000-384 Refuse Disposal	$1,650.00	$11.77	$195.05	$1,006.11	$608.70	$21.00	$23.04	$613.92	$137.50	$137.50	$137.50	$137.50	$137.50	**$3,167.09**
E 101-43000-402 Repair & Maintenance	$130,000.00	$0.00	$40.00	$0.00	$5,661.00	$17,271.31	$251.92	$1,800.00	$5,000.00	$3,500.00	$3,500.00	$3,500.00	$3,500.00	**$44,024.23**
E 101-43000-404 Equipment Repairs	$10,000.00	$0.00	$276.00	$275.88	$0.00	$594.03	$0.00	$0.00	$1,000.00	$1,000.00	$0.00	$1,000.00	$1,000.00	**$5,145.91**
E 101-43000-417 Uniforms	$1,500.00	$150.00	$150.00	$0.00	$384.32	$150.00	$0.00	$0.00	$0.00	$0.00	$500.00	$0.00	$0.00	**$1,334.32**
E 101-43000-433 Dues and Subscriptions	$1,500.00	$810.00	$445.19	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$500.00	$0.00	$0.00	**$1,755.19**
E 101-43000-580 Other Equipment	$5,000.00	$0.00	$1,666.99	$0.00	$109.23	$64.99	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	$0.00	$1,000.00	**$4,841.21**
	$422,296.00	**$19,982.48**	**$20,843.55**	**$16,132.12**	**$20,948.07**	**$40,619.02**	**$64,209.87**	**$47,184.23**	**$32,297.16**	**$22,797.16**	**$19,967.66**	**$19,797.24**	**$19,502.66**	**$344,281.22**
PARK & RECREATION EXPENDITURE														
E 101-45000-101 Full-time Wages	$77,864.00	$7,687.66	$6,500.36	$6,814.30	$6,114.10	$5,772.48	$6,047.36	$6,322.24	$6,343.00	$6,343.00	$6,343.00	$6,343.00	$6,343.00	**$76,973.50**
E 101-45000-121 PERA Contributions	$5,500.00	$576.57	$487.52	$511.07	$458.55	$432.94	$453.56	$474.17	$470.00	$470.00	$470.00	$470.00	$470.00	**$5,744.38**
E 101-45000-122 FICA Contributions	$5,500.00	$582.60	$490.88	$808.78	$465.91	$441.60	$462.62	$483.65	$458.33	$458.33	$458.33	$458.33	$458.37	**$6,027.73**
E 101-45000-131 Health	$15,500.00	$2,437.55	$673.85	$1,235.21	$1,235.21	$1,159.13	$1,159.13	$1,159.13	$1,290.00	$1,290.00	$1,290.00	$1,290.00	$1,310.00	**$15,529.21**
E 101-45000-132 Dental	$1,000.00	$74.23	$74.23	$74.23	$74.23	$74.23	$74.23	$74.23	$83.00	$83.00	$83.00	$83.00	$87.00	**$938.61**
E 101-45000-133 Life	$1,000.00	$43.44	$50.33	$57.42	$60.91	$43.43	$697.20	$125.41	$83.00	$83.00	$83.00	$83.00	$87.00	**$1,497.14**
E 101-45000-143 MN Paid Leave Insurance	$330.00	$16.91	$14.30	$14.99	$13.45	$12.70	$13.30	$13.91	$0.00	$0.00	$82.50	$0.00	$82.50	**$264.56**
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	$0.00	$0.00	$0.00	$0.00	$0.00	**$1,755.00**

E 101-45000-208 Other Supplies	$11,000.00	$0.00	$0.00	$255.70	$1,379.18	-$261.55	$1,833.32	$1,066.84	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$500.00	**$8,773.49**
E 101-45000-221 Equipment Parts	$5,000.00	$83.12	$710.18	$8.99	$228.75	$2.33	$103.86	$2,326.65	$500.00	$500.00	$500.00	$500.00	$0.00	**$5,463.88**
E 101-45000-225 Landscaping Materials	$5,000.00	$0.00	$0.00	$0.00	$310.00	$1,427.75	$0.00	$1,206.00	$1,000.00	$0.00	$0.00	$0.00	$0.00	**$3,943.75**
E 101-45000-362 Property Insurance	$8,279.00	$0.00	$0.00	$0.00	$9,142.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$9,142.00**
E 101-45000-381 Electric Utilities	$4,000.00	$166.93	$0.00	$330.74	$316.00	$395.04	$829.87	$1,018.33	$333.00	$333.00	$333.00	$333.00	$337.00	**$4,725.91**
E 101-45000-384 Refuse Disposal	$3,500.00	$0.00	$0.00	$0.00	$31.25	$0.00	$641.76	$411.08	$700.00	$700.00	$700.00	$700.00	$0.00	**$3,884.09**
E 101-45000-392 Program Expenses	$15,000.00	$530.00	$0.00	$1,311.57	$2,395.76	$360.00	$86.22	$3,439.00	$8,500.00	$500.00	$500.00	$500.00	$500.00	**$18,622.55**
E 101-45000-403 Improvements Other Than Buildi	$9,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,666.76	$0.00	$0.00	$0.00	$0.00	$0.00	**$2,666.76**
E 101-45000-404 Equipment Repairs	$4,000.00	$0.00	$276.00	$0.00	$0.00	$0.00	$1,801.39	$564.00	$0.00	$1,000.00	$0.00	$1,000.00	$0.00	**$4,641.39**
E 101-45000-415 Rental - Other	$4,500.00	$183.81	$183.81	$183.81	$183.81	$459.53	$374.16	$275.72	$2,500.00	$0.00	$0.00	$1,500.00	$0.00	**$5,844.65**
E 101-45000-580 Other Equipment	$1,000.00	$0.00	$0.00	$725.01	$451.67	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$1,176.68**
	$179,973.00	**$12,382.82**	**$9,461.46**	**$14,086.82**	**$22,860.78**	**$10,319.61**	**$14,577.98**	**$21,627.12**	**$23,260.33**	**$12,760.33**	**$11,842.83**	**$14,260.33**	**$10,174.87**	$177,615.28
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	$0.00	$0.00	$0.00	$0.00	$0.00	**$285,000.00**
E 301-47100-611 Bond Interest	$36,100.00	$20,900.00	$0.00	$0.00	$0.00	$0.00	$15,200.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$36,100.00**
E 301-47100-620 Fiscal Agents Fees	$1,000.00	$550.00	$0.00	$0.00	$0.00	$0.00	$495.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$1,045.00**
	$322,100.00	**$306,450.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$15,695.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	$322,145.00
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	$0.00	$0.00	$0.00	$0.00	$0.00	**$43,574.32**
E 450-43000-416 Machinery	$12,500.00	$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**
E 450-43000-540 Heavy Machinery	$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**
E 450-45000-403 Improvements Other Than Buildings	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	**$28,000.00**
E 450-45000-416 Machinery	$62,500.00	$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	**$46,156.85**
E 450-45000-580 Other Equipment	$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**
Purchase of Investments	$180,900.00	$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**
	$255,900.00	**$46,156.85**	**$43,574.32**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$28,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	$117,731.17
TOTAL GENERAL FUND EXPENDITURE	**$2,563,579.60**	**$492,960.12**	**$172,238.91**	**$161,493.54**	**$212,470.89**	**$145,481.98**	**$231,470.04**	**$173,332.92**	**$185,368.18**	**$94,583.68**	**$169,908.50**	**$133,357.26**	**$177,869.54**	**$2,350,535.56**
WATER FUND EXPENDITURE														
E 600-49400-101 Full-time Wages	$89,845.00	$8,215.68	$7,468.80	$8,215.68	$8,215.68	$5,306.03	$5,558.70	$5,811.37	$7,250.00	$7,250.00	$7,250.00	$7,250.00	$7,250.00	**$85,041.94**
E 600-49400-121 PERA Contributions	$7,300.00	$616.18	$560.16	$616.18	$616.18	$397.95	$416.90	$435.85	$608.33	$608.33	$608.33	$608.33	$608.37	**$6,701.09**
E 600-49400-122 FICA Contributions	$7,300.00	$590.98	$533.48	$881.75	$586.04	$378.77	$399.33	$417.57	$608.33	$608.33	$608.33	$608.33	$608.37	**$6,829.61**
E 600-49400-131 Health	$15,500.00	$2,437.55	$673.85	$1,235.20	$1,235.20	$1,159.13	$1,159.13	$1,159.13	$1,290.00	$1,290.00	$1,290.00	$1,290.00	$1,310.00	**$15,529.19**
E 600-49400-132 Dental	$1,000.00	$74.24	$74.24	$74.24	$74.24	$74.24	$74.24	$74.24	$83.00	$83.00	$83.00	$83.00	$87.00	**$938.68**
E 600-49400-133 Life	$1,100.00	$43.43	$50.35	$57.42	$60.90	$43.43	$116.67	$125.40	$91.66	$91.66	$91.66	$91.66	$91.74	**$955.98**
E 600-49400-143 MN Paid Leave Insurance	$383.00	$18.08	$16.42	$18.07	$18.08	$11.68	$12.23	$12.79	$0.00	$0.00	$95.75	$0.00	$95.75	**$298.85**
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	$0.00	$0.00	$0.00	$0.00	$0.00	**$1,755.00**
E 600-49400-203 Forms and Paper	$400.00	$338.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$338.00**
E 600-49400-216 Chemical Products	$20,000.00	$40.00	$1,952.32	$10.00	$10.00	$5,382.06	$30.00	$30.00	$1,666.00	$1,666.00	$1,666.00	$1,666.00	$1,674.00	**$15,792.38**
E 600-49400-221 Equipment Parts	$16,000.00	$0.00	$5.70	$0.00	$0.00	$3,967.60	$12,780.93	$0.00	$1,300.00	$1,300.00	$1,500.00	$1,300.00	$1,300.00	**$23,454.23**
E 600-49400-240 Small Tools & Minor	$4,000.00	$0.00	$0.00	$0.00	$215.17	$0.00	$0.00	$0.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	**$2,215.17**
E 600-49400-300 Professional Services	$500.00	$2,200.50	$0.00	$0.00	$0.00	$391.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$2,591.50**
E 600-49400-303 Engineering Fees	$150,000.00	$2,475.00	$3,830.00	$4,185.00	$4,735.00	$4,583.50	$0.00	$2,082.50	$15,000.00	$15,000.00	$15,000.00	$15,000.00	$10,000.00	**$91,891.00**
E 600-49400-309 EDP, Software and Design	$4,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	$0.00	$0.00	**$1,000.00**
E 600-49400-314 Water Testing	$1,500.00	$112.00	$112.00	$117.00	$453.79	$117.00	$117.00	$292.81	$125.00	$125.00	$125.00	$125.00	$125.00	**$1,946.60**
E 600-49400-315 Locates	$1,000.00	$17.55	$89.15	$17.55	$35.10	$117.45	$175.50	$97.20	$100.00	$100.00	$100.00	$50.00	$50.00	**$949.50**

E 600-49400-316 Licenes & Permits	$5,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	$0.00	$500.00	**$2,500.00**
E 600-49400-321 Telephone	$2,000.00	$25.58	$25.57	$25.57	$25.57	$25.55	$25.55	$25.55	$170.00	$160.00	$160.00	$160.00	$230.00	**$1,058.94**
E 600-49400-322 Postage	$3,100.00	$0.00	$15.40	$0.00	$1,016.60	$0.00	$500.95	$1,094.70	$0.00	$600.00	$0.00	$0.00	$0.00	**$3,227.65**
E 600-49400-362 Property Insurance	$3,116.00	$0.00	$0.00	$0.00	$4,035.23	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$4,035.23**
E 600-49400-381 Electric Utilities	$25,000.00	$1,284.25	$839.66	$3,157.30	$394.19	$3,875.62	$454.32	$3,928.44	$2,083.00	$2,083.00	$2,083.00	$2,083.00	$2,087.00	**$24,352.78**
E 600-49400-383 Gas Utilities	$2,000.00	$245.54	$254.89	$215.94	$122.05	$93.96	$48.49	$34.71	$75.00	$125.00	$250.00	$250.00	$250.00	**$1,965.58**
E 600-49400-386 State Surcharge	$11,500.00	$1,621.65	$3,116.00	$0.00	$0.00	$0.00	$3,116.00	$0.00	$0.00	$2,875.00	$0.00	$0.00	$2,875.00	**$13,603.65**
E 600-49400-402 Repair & Maintenance	$150,000.00	$0.00	$1,723.75	$0.00	$296.67	$38,759.68	$0.00	$0.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$0.00	**$80,780.10**
E 600-49400-411 Land	$0.00	$290,863.05	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$290,863.05**
E 600-49400-433 Dues and Subscriptions	$1,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$450.00	$0.00	$0.00	$500.00	$0.00	$0.00	**$950.00**
E 600-49400-438 (Other) State Tax	$0.00	$483.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$483.00**
E 600-49400-580 Other Equipment	$1,000.00	$0.00	$0.00	$0.00	$106.34	$0.00	$0.00	$8.99	$0.00	$0.00	$0.00	$0.00	$0.00	**$115.33**
	$527,044.00	**$311,702.26**	**$21,341.74**	**$20,581.90**	**$22,252.03**	**$64,684.65**	**$24,985.94**	**$16,081.25**	**$41,450.32**	**$44,965.32**	**$43,411.07**	**$40,565.32**	**$30,142.23**	**$682,164.03**
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	$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	$0.00	$0.00	$0.00	$0.00	$500.00	$0.00	$0.00	$0.00	$0.00	**$500.00**
E 600-49450-331 Travel Expense	$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**
E 600-49450-362 Property Insurance	$50.00	$0.00	$0.00	$0.00	$159.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$159.00**
E 600-49450-381 Electric Utilities	$400.00	$37.40	$12.16	$27.61	$0.00	($123.22)	$33.00	$23.42	$33.00	$33.00	$33.00	$33.00	$37.00	**$179.37**
E 600-49450-385 Sewer Service	$226,853.00	$18,904.45	$18,904.45	$18,904.45	$18,904.45	$18,904.45	$18,904.45	$18,904.00	$18,904.00	$18,904.00	$18,904.00	$18,904.00	$18,909.00	**$226,855.70**
E 600-49450-402 Repair & Maintenance	$75,000.00	$0.00	$0.00	$0.00	$0.00	$300.00	$99.00	$19.01	$0.00	$10,000.00	$0.00	$0.00	$0.00	**$10,418.01**
E 600-49450-420 Depreciation Expense	$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**
	$302,803.00	**$18,941.85**	**$18,916.61**	**$18,932.06**	**$19,063.45**	**$19,081.23**	**$19,036.45**	**$18,946.43**	**$19,437.00**	**$28,937.00**	**$18,937.00**	**$18,937.00**	**$18,946.00**	**$238,112.08**
TOTAL ENTERPRISE FUND EXPENDITURE	**$829,847.00**	**$330,644.11**	**$40,258.35**	**$39,513.96**	**$41,315.48**	**$83,765.88**	**$44,022.39**	**$35,027.68**	**$60,887.32**	**$73,902.32**	**$62,348.07**	**$59,502.32**	**$49,088.23**	**$920,276.11**
TOTAL ENTERPRISE & GENERAL FUND REVENU	**$3,464,318.60**	$173,256.87	$68,024.32	$44,785.54	$311,540.46	$229,075.74	$69,636.55	$1,156,726.70	$114,433.00	$96,908.00	$138,637.00	$99,033.00	$912,654.30	**$3,414,711.48**
TOTAL ENTERPRISE & GENERAL FUND EXP.	**$3,393,426.60**	$823,604.23	$212,497.26	$201,007.50	$253,786.37	$229,247.86	$275,492.43	$208,360.60	$246,255.50	$168,486.00	$232,256.57	$192,859.58	$226,957.77	**$3,270,811.67**
PROFIT / LOSS		**($650,347.36)**	**($144,472.94)**	**($156,221.96)**	**$57,754.09**	**($172.12)**	**($205,855.88)**	**$948,366.10**	**($131,822.50)**	**($71,578.00)**	**($93,619.57)**	**($93,826.58)**	**$685,696.53**	**$143,899.81**
PROJECTED CASH BALANCE	**$8,533,260.29**													**$8,677,160.10**

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Consider Mobile Food Unit License for Smashies and Frankies (Seasonal at Crazy Legs Farm)

This Food Truck will be operating at Crazy Legs Farm October 10, 16, 17, 18

Attachment(s): Smashies & Frankies MFU Application.pdf

Empire

APPLICATION FOR MOBLIE FOOD UNIT (MFU) LICENSE
(Apply at least 14 regular business days prior to conducting business)

Check One:

One Event (1-3days) License $50 ____ Seasonal License $125 X

Business:
Name of Business: Smashies and Frankies

Phone: 651 3350620 Email: loneoakmarket@gmail.com

Mailing Adddress: 1286 Lone Oak Rd
Eagan, MN 55121

Applicant:
Full Legal Name: Tony James Donatell
First Middle Last

Name d/b/a: Smashies and Frankies

Phone: 651 335 0620 Email: [redacted]

Mailing Adddress: 1286 Lone Oak Rd
Eagan, MN 55121

Brief physical description of the MFU, which may include physical layout plan and dimensions, photographs, equipment types, manufacture, and model numbers, axle weight, license plate numbers, and VINs (Vehicle Size shall not exceed thirteen feet and six inches (13' 6") feet in height and thirty-seven (37) feet in length):

Pull behind MFU, 30' long

Brief description of the nature of the MFU (cart, truck, ice cream truck, etc.), goods to be sold, and method of operation:

Pull behind trailer, burgers + hot dogs.

Brief description of the nature, character, and contents of advertising to be done:

NA

Have you been convicted of any felony, gross misdemeanor, misdemeanor or municipal ordinance violation involving activities relating to the operation of the MFU?

_____ Yes X NO

If yes, describe the nature of the offense and the punishment or penalty assessed:

Ice Cream Truck vendors will be required to undergo a criminal background check at the cost of the applicant.

Length of time of operation in the City of Empire and location(s) of operation (a maximum of four locations and not to exceed 21 days per location). Attach a list of dates and locations if needed.

10/9 10/10, 10/16, 10/17, 10/18 at Crazy Legs Farm

ATTACHMENTS REQUIRED:

- ✓ Copy of Applicant Photo ID
- ~ Note of Written Permission of Property Owner or Lessee
- ✓ Minnesota Department of Health (MDH) License, including conditions of MDH license.
- ✓ List of dates of operation and locations (If needed)

MOBLIE FOOD UNIT RULES OF OPERATION:

- MFUs shall be kept in a neat and orderly manner. Further, applicant is responsible for the disposal of all waste and litter generated by the operation of the MFU and shall clean all such waste and litter before moving from the location. Trash and/or recycling collection and cleanup must be provided by the applicant.

- Licenses are only good for the property at which it was issued.

- All licenses expire after the last date noted on the application or December 31st of the application year, whichever date comes first.

- MFUs must provide independent power supply which is screened from view. Generators are permitted.

- MFUs may not maintain or use outside sound amplifying equipment, televisions, or other similar visual entertainment devices, or noisemakers such as bells, horns, or whistles. Ice cream trucks traveling through a residential district may have outdoor music or noise-making devices to announce their presence.

- MFUs cannot obstruct the movement of pedestrians or vehicles or pose a hazard to public safety.

- MFUs shall be located on asphalt or concrete surface. The City may waive the MFU site surfacing requirements when the license is approved for operation within a park.

- MFUs must close during adverse weather condition when shelter is not provided.

- MFUs are permitted to operate between the hours of 8:00 A.M. 10:00 P.M.

- A copy of the MDH and City License must be displayed in an easily visible location on the MFU.

Signature of Applicant — Date: 7/14/16

Signature of Property Owner — Date: 7-19-16

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Consider Temporary On-Sale Liquor License for the Rotary Club of Farmington

The Rotary Club of Farmington is seeking a Temporary On-Sale Liquor License for a fundraising event that they are proposing to hold at Crazy Legs Farms on October 10, 2026. Section 3.09, D of Ordinance No. 280 allows the City to issue Temporary On-sale Intoxicating Liquor Licenses, with the approval of the Commissioner of Public Safety, for charitable or nonprofit corporations that have existed for at least three years.

The State of Minnesota allows 12 events per organization per year and each location is allowed to host 12 events per year.

The Rotary Club has submitted a draft application for a Large Assembly as this event is anticipated to host up to host up to 2,000 people. That application is currently being reviewed and will be brought to City Council for consideration at a future date.

Attachment(s): *AG&E App.pdf*
Crazy Legs_Permission Letter 2026.pdf
Liability Insurance 2026_Empire.pdf
Checklist for Temporary On-Sale Liquor License.pdf

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

APPLICATION AND PERMIT FOR A 1 DAY TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

Name of organization	Date of organization	Tax exempt number
The Rotary Club of Farmington MN	5/18/2001	36-4631800

Organization Address (No PO Boxes)	City	State	Zip Code
325 Oak St	Farmington	MN	55024

Name of person making application	Business phone	Home phone
Jenna Calhoun	651-587-4970	

Date(s) of event: October 10, 2026

Type of organization ☐ Microdistillery ☐ Small Brewer
☐ Club ☒ Charitable ☐ Religious ☐ Other non-profit

Organization officer's name	City	State	Zip Code
Jenna Calhoun	Farmington	MN	55024
Melissa Blanchard	Farmington	MN	55024
Nathan Lehmeyer	Farmington	MN	55024

Location where permit will be used. If an outdoor area, describe.
Crazy Legs Farm & Pumpkins
Outdoor field

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
First National Insurance- James Lundquist: 651-460-6014

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license

Date Approved

Fee Amount

Permit Date

Event in conjunction with a community festival ☐ Yes ☐ No

City or County E-mail Address

Current population of city

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.
ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. ***E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US***

Rotary Club of Farmington

Jenna Calhoun
August 8, 2026

Crazy Legs Farm & Pumpkins
19151 Biscayne Ave W
Farmington, MN 55024

Dear Crazy Legs Farm & Pumpkins,

I hope this letter finds you well. I am writing to request permission to use your property located at 19151 Biscayne Ave W, Farmington, for an event on **October 10, 2026**. The event, **Brews & Backroads Music Festival hosted by the Farmington Rotary Club**, is intended to be a fundraiser for our local community, featuring live music, outdoor activities, food and beverages, and entertainment for attendees while raising funds to give back to the community.

We will ensure that all activities are conducted in a respectful and orderly manner, and we will comply with any guidelines or restrictions you may have. We are committed to leaving the property in the same condition as we found it and will take full responsibility for any necessary cleanup or repairs. Additionally, we are prepared to provide any necessary insurance or liability coverage to protect against any potential damages or incidents.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

Rotary Club of Farmington

Crazy Legs Farm & Pumpkins

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/07/2026

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
Hylant - Toledo
811 Madison Ave
Toledo, OH 43604-5684

CONTACT NAME: Sara Humphries / Kim Rutkowski
PHONE (A/C, No, Ext): (419) 259-2710 FAX (A/C, No): (419) 255-7557
E-MAIL ADDRESS: rotary@hylant.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Westchester Surplus Lines Insurance Company	10172
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
U.S. Rotary Clubs & Districts
Rotary Club of Farmington MN
ATTN: Risk Management Dept.
1560 Sherman Avenue
Evanston, IL 60201

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						EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE X OCCUR	X		G73578917 005	7/1/2026	7/1/2027	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
	X Liquor Liability						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 4,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
	ANY AUTO	X		G73578917 005	7/1/2026	7/1/2027	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER
City of Empire MN

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
Judy K. Wilson

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CITY OF EMPIRE

Checklist for Temporary On-Sale Liquor License

Business Name: The Rotary Club of Farmington **Event Date: 10/10/2026**

A Temporary On-Sale License can only be issued to:

- **Clubs, charitable organizations, religious organizations, or non-profit organizations**
- **This license cannot be issued to an individual**
- **There is no fee**
- **The State of Minnesota allows 12 events per organization per year**
- **Each location is only allowed to host 12 events per year**
- **After approval by the City Council, the application must be forwarded to the State**
- **State of Minnesota approval may take up to 30 days**

License Fees

Temporary On-Sale Liquor License	No Fee

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Consider Adopting Resolution 2026-8A, Accepting Contributions (2026 Empire Celebration)

Attachment(s): Resolution 2026-8A Accepting Donations.pdf

CITY OF EMPIRE
RESOLUTION NO. 2026-8A

RESOLUTION ACCEPTING CONTRIBUTIONS

WHEREAS, The City of Empire is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests; and

WHEREAS, the following entities have offered to contribute the cash amounts set forth below:

Name of Donor	Amount
McNamara Contracting	$1,500.00
Xcel Energy	$500.00
Dakota Electric Association	$250.00
Castle Rock Bank	$1,000.00
Dakota Aggregates	$500.00
Cemstone	$500.00
Fischer Mining LLC.	$1,500.00
Kwik Trip (Empire Store)	$100.00 + Water
Bolton & Menk Inc.	$2,000.00 + Freezer
Martin Marietta	In Kind Contribution for Food

WHEREAS, all such donations have been contributed to assist the City in the establishment and operation, specifically the 2026 Empire Celebration; and

WHEREAS, The City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMPIRE, MINNESOTA, AS FOLLOWS:

1. The donations described above are accepted.

2. The clerk's office is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted this 18th day of August 2026.

_____
Melanie Lee, Mayor

_____
Charles Seipel-Teng, Clerk-Administrator

SEAL

CLERK'S CERTIFICATION

State of Minnesota)
City of Empire)
County of Dakota)

I, Charles Seipel-Teng, do hereby certify that I am custodian of the minutes of all proceedings had and held by the City Council of said City, that I have compared the attached resolution with the original passed and adopted by the City Council of said City at the regular meeting thereof held on the 18th day of August 2026, that the attached resolution constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this 18th day of August 2026 and have hereunto affixed the seal of said City.

_____
Clerk-Administrator
City of Empire, MN

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	1. Incident Statistics for July 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: 7/1/2026 12:00:00 AM **End Date:** 8/1/2026 12:00:00 AM

Problem	Count of Incidents
911 Hangup	19
Accident/No injury	2
Alarm Burg/Holdup/Panic	2
Animal Calls	8
Assist Other Juris	3
Civil Assist	1
Community Policing	8
Crisis Mental Health	2
CRU Referral	4
Detail Trfc/Tobacco,etc	10
Extra Patrol	11
Fire Alarm	1
Fire Related Call	2
Fireworks	5
Follow up	13
Fraud Activity RPT	1
Harassment	2
Juvenile Complaint	3
Medical	13
Medical/Priority	3
Mental Health Aftercare	1
Misc/Uncategorized	4
Missing Person/Runaway	1
Motorist Assist	10
OFP/DANCO Violation RPT	1
Ordinance Violation	21
Paper Service/Civil	3
Pedestrian / Bike Stop	10
Premise Check	434
Property Lost/Found	1
Public Assist	11

Run Time: 8/1/2026 8:00:55 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: 7/1/2026 12:00:00 AM **End Date:** 8/1/2026 12:00:00 AM

Road and Driving Comp	9
Suspicious Activity	12
Theft RPT	1
Tow Repo/Private	1
Traffic Stop	227
Vandalism/Property Damage	1
Warrant Check/Processing	2
Welfare Check	1
Total	***864***

Dakota County Sheriff's Office

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

Start Date: 7/1/2026 12:00:00 AM **End Date:** 8/1/2026 12:00:00 AM

Problem	Count of Incidents
911 Hangup	1
Community Policing	5
Detail Trfc/Tobacco,etc	2
Extra Patrol	1
Juvenile Complaint	1
Medical	1
Ordinance Violation	4
Pedestrian / Bike Stop	9
Premise Check	88
Road and Driving Comp	1
Traffic Stop	28
Warrant Check/Processing	2
Total	***143***

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	1. Consider the Resignation of Tanya Huffman from the Park & Rec. Commission and Declaring Vacancy

Tanya Huffman will be changing residency and no longer live in the City of Empire. Ordinance No. 140 requires members of the Commission to be a resident of Empire. Tanya would like to remain available to assist the Commission with the remaining summer activities while the City works to fill the vacancy. She will be present at the meeting to address the City Council. Staff are sad to see here go and appreciate her years of service.

The attached draft proclamation officially thanks Tanya for her year's of service to the City of Empire.

Attachment(s): Tanya Huffman Proclamation.doc

CITY OF EMPIRE

CITY OF EMPIRE
COUNTY OF DAKOTA
PROCLAMATION OF RECOGNITION OF TANYA HUFFMAN

WHEREAS, Tanya Huffman has served as a member of the Empire Park & Rec. Commission since the incorporation of the City of Empire on February 23, 2023; and

WHEREAS, Tanya has been instrumental in carrying out the goals and programs of the Empire Park & Rec. Commission during her term on the Commission; and

WHEREAS, Tanya will be stepping down from her role on the Empire Park & Rec. Commission; and

WHEREAS, The Empire City Council would like to thank Tanya for her years of service and dedication to the City of Empire;

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

The City of Empire officially recognizes Tanya Huffman for her years of service to the City of Empire during her term on the Empire Park & Rec. Commission and the City Council wishes her the best in her future endeavors.

In Witness Whereof, I have hereunto set my hand and cause the Seal of the City of Empire to be affixed this 18th day of August 2026.

_____

Melanie Lee, Mayor

SEAL

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Brian Hilgardner, Consulting Engineer
RE:	1. Engineer Report Memo

Attachment(s): Engineer CC Report.pdf

City Engineer's Staff Report
August 18, 2026

Date: August 14, 2026

To: Honorable Mayor & City Council Members

From: Brian Hilgardner, P.E., City Engineer

Updates:

1) Deer Creek Phase 2

Our staff has walked the site and established the first punch list for Phase 2, including curb removals that were marked. The Contractor is anticipating beginning sidewalk construction on August 18th and once the concrete is cured, they expect to begin grading and final restoration on the week of August 24th.

Informational

2) Water Tower/Finnegan Property

I am in the process of having discussions with Ryan Finnegan regarding the Toro Lease that encompasses much of the Finnegan property surrounding the new water tower site location. It is expected that we will have a meeting within the next month with Toro to discuss swapping some of their mowing/testing turf areas to the east and opening the land adjacent to TH 3 for development. This would provide high visibility for the project and is far more desirable for the developer.

Charlie, Jenni and I have discussed also reaching out to the remaining property owners to finalize individual meetings to provide an executive summary of the AUAR and better understand their desires and timing for possible development. This will help us shape the timing of the water tower and well construction based on the market and property owners in the event the Finnegan property/Toro lease has any issues in opening the property up for development.

Informational

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Jenni Faulkner, Consulting Planner
RE:	1. Consider Adopting Ordinance 2026-8, Amendment to Ordinance 430 (Subdivision Ordinance)

Attachment(s): 2026-08-18 CC Packet_Subdivision Ord Update.pdf

Date: August 18, 2026

To: City of Empire City Council

From: Madison Richard, Consultant Planner
Jenni Faulkner, Consulting Planner

Hearing: Amendment to City of Empire Ordinance 430 – Subdivision Ordinance, to address minor subdivisions for agricultural parcels over 20 acres.

Action Requested

Consider adopting amendments to the Subdivision Ordinance to address minor subdivisions for agricultural parcels over 20 acres.

Background

This ordinance provides regulations for how properties are divided. Most of the language addresses platting of property into neighborhoods, although there are provisions for minor subdivision, lot line adjustments, and statutory exemptions. The Subdivision Ordinance was updated in October 2025.

At the July 7, 2026 Planning Commission and meeting, the Commission was presented with a resident, Kyle Betzold, at PID 120330001030. The resident is looking to reconfigure the lot line between two lots (PID 120330001030 and 120330001020), and was seeking a discussion from the Planning Commission on whether a minor subdivision would be required. Staff provided information on the inconsistency in the definition for subdivision and the procedure for processing subdivisions, and the Planning Commission recommended that the Subdivision Ordinance be amended to allow parcel subdivisions that meet the criteria of being exempted from the definition of subdivision and consist of a minor lot line adjustment to be categorized as a separate type of subdivision application. The application should require the $250 application fee for staff processing and be handled administratively.

Link to the ordinance on the City website may be found here: City Ordinances.

Draft Ordinance

Staff have identified and updated the Minor Subdivisions section, creating a new administrative review procedure for lot line adjustments and splits for properties for agricultural land into parcels greater than twenty (20) acres where no new roads, roads, or other rights-of-way are involved. This includes updating the Definition section to remove the exemption, as it will now be addressed in the Minor Subdivision section.

The City Council should discuss the proposed changes and items on the list, making additions or edits as needed.

Recommendation:
The Planning Commission held a public hearing on August 4, 2026. No member from the public attended or submitted public comments. The Planning Commission recommended approval of the ordinance with no changes.

Attachments:
1. Ordinance No. ___
2. Ordinance No. 430 Subdivision Ordinance – Section 10 (Redline)

ORDINANCE NO. 2026-__

AN ORDINANCE AMENDING ORDINANCE NO. 430 THE CITY OF EMPIRE SUBDIVISION ORDINANCE

The City Council of the City of Empire ordains the following amendment to *Ordinance No. 430 City of Empire Subdivision Ordinance*:

SECTION 1. Section 05.02, Definitions, is amended to read as follows:

Subdivision – The division of land into two (2) or more lots or parcels for the purpose of transfer of ownership or building development, or, if a new public road is involved, any division of a parcel of land~~, except for the division of land for agricultural purposes into parcels greater than twenty (20) acres where no new roads, roads, or other rights-of-way are involved~~.

SECTION 2. Section 10.01, Minor Subdivisions, is amended to add the following

10.01 Minor Subdivisions

A. Administrative Subdivisions. The division of land for agricultural purposes into parcels greater than twenty (20) acres, where no more than two (2) lots are created, provided the following conditions are met:

1. The lots or parcels, when split or the lot line is adjusted, shall meet the dimensional, density, and building rights requirements of the Zoning Ordinance,
2. No new roads, roads, or other rights-of-way are involved,
3. The newly created lots or parcels all meet the dimensional and density requirements of the Zoning Ordinance.

SECTION 3. Section 10.03, Review Procedure, is amended to add the following

10.03 Review Procedure

A. Administrative Subdivision.

1. Submission Requirements. The subdivider or owner shall submit the following items to the Clerk:
   a. Application. A completed application on a form provided by the Clerk's office.
   b. Copies of the subdivision that includes legal descriptions for the existing and proposed parcels and a Registered Land Survey. Physical copies shall be provided upon request from the City.
   c. Supporting information as required by Section 7 of this Ordinance, however, the City planner and/or engineer may waive the submittal of certain information.
   d. An administrative subdivision review fee as established by City Ordinance.
2. Review. The review procedure of the administrative subdivision shall be as follows:

a. Upon acceptance of a completed subdivision application, the Clerk shall distribute copies of the application materials, no sooner than 7 days and no later than 30 days, for the City planner and engineer to review.

b. The subdivider shall be responsible to distribute copies of the application materials to Dakota County, if the subdivision abuts a County highway, and shall distribute copies of the application materials to MnDOT, if the subdivision abuts a State highway.

c. The City planner and engineer shall prepare a report, as appropriate, to keep on file at the City. The City planner and engineer shall review the application and shall either approve or deny the subdivision and may attach any conditions for approval.

d. The subdivider provide evidence to the City that the subdivision documents required to be recorded have been filed with the County Recorder's Office within one year of the approval of the subdivision or the approval shall become null and void.

SECTION 4. Effective Date.

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

Adopted this _____ day of August, 2026.

ATTEST: Melanie Lee, Mayor

Charles Seipel-Teng, Clerk-Administrator

Published in the *Dakota County Tribune* on _____.

SECTION 10. MINOR SUBDIVISIONS

10.01 Minor Subdivisions.

The purpose of platting is to establish easily identified and described properties which reduce public administrative burdens and avoid general public confusion in identifying, tracking and monitoring private property. At the discretion of the City Council, the requirements for platting may be waived and properties may be subdivided by metes and bounds descriptions for limited circumstances:

A. Lot Reconfigurations. Lot reconfigurations defined as moving a lot line between no more than two (2) existing lots, provided the requirements of subsection E.2 and E.3. below are met.

B. Road Rights of Way. Creation of State, County or City road rights-of-way or easements.

C. Party Walls. A division of a lot along a party wall(s) of a multi-family building provided that the multi-family building must already be built; the lot line(s) must be along an existing, common wall; and verification that the building would meet building code requirements with the new lot line. The subdivider or owner must submit documents to the City attorney for review and approval that establish the type of maintenance and responsibility for the building, common sewer and water lines, any common drives, and common access easements for each lot.

D. Administrative Subdivisions. The division of land for agricultural purposes into parcels greater than twenty (20) acres, where no more than two (2) lots are created, provided the following conditions are met:

1. The lots or parcels, when split or the lot line is adjusted, shall meet the dimensional, density, and building rights requirements of the Zoning Ordinance,
2. No new roads, roads, or other rights-of-way are involved,
3. The newly created lots or parcels all meet the dimensional and density requirements of the Zoning Ordinance.

~~D.~~E. Rural Subdivisions. The creation of no more than four (4) rural lots provided the following conditions are met:

1. No new public road is created or required by the City or County,
2. All lots have the minimum frontage on a public road as required by the Zoning Ordinance,
3. Driveway access spacing shall be consistent with requirements of the governmental entity with jurisdiction over the road,
4. The lots are served with approved private sewer and water systems,
5. If applicable, cluster development standards and requirements are met.

~~E.~~F. Lot Division/Combination. Subdivisions creating separate lots or parcels to be combined with adjacent parcels provided that:

1. No more than two new lots are created within a three year period,
2. No new public road is created or required by the City Township or County,

3. The newly created lots or parcels, when combined, meet the dimensional and density requirements of the Zoning Ordinance,
4. The subdivider or owner enters into a Lot Combination Agreement with the City,
5. The Lot Combination Agreement in the chain of title of the lots or parcels that are combined is recorded with Dakota County Recorders Office.

10.02 Requirements

The following shall apply to minor subdivisions:

A. Density. The subdivision does not result in the creation of lots exceeding the maximum allowable residential density.

B. Conformance with Ordinances. The resulting lots meet all other applicable Subdivision Ordinance, Zoning Ordinance, and Water Resources Management Ordinance requirements.

C. Environmental Review. No environmental review is required for the subdivision or the proposed uses within the subdivision.

D. Design Standards. The subdivision conforms to all the design standards establish in Section 8 of this Ordinance, including the creation and dedication of drainage and utility easements and road easements.

E. Registered Land Survey. When platting requirements have been waived, metes and bounds descriptions of all existing and proposed parcels may be created by Registered Land Survey. Certificates of Survey are required for all lots created by the subdivision.

F. Recording. The subdivider or owner provide evidence to the City that the subdivision documents required to be recorded have been filed with the County Recorder's Office within one year of the approval of the subdivision by the City Councilor the approval shall become null and void.

G. Building Permits. No building permits shall be issued in any metes and bounds subdivision until the requirements of Section 10 are met and a permit has been approved by the City.

10.03 Review Procedure.

A. Administrative Subdivision.

1. Submission Requirements. The subdivider or owner shall submit the following items to the Clerk:
   a. Application. A completed application on a form provided by the Clerk's office.
   b. Copies of the subdivision that includes legal descriptions for the existing and proposed parcels and a Registered Land Survey. Physical copies shall be provided upon request from the City.
   c. Supporting information as required by Section 7 of this Ordinance, however, the City planner and/or engineer may waive the submittal of certain information.
   d. An administrative subdivision review fee as established by City Ordinance.
2. Review. The review procedure of the administrative subdivision shall be as follows:
   a. Upon acceptance of a completed subdivision application, the Clerk shall distribute

copies of the application materials, no sooner than 7 days and no later than 30 days, for the City planner and engineer to review.

b. The subdivider shall be responsible to distribute copies of the application materials to Dakota County, if the subdivision abuts a County highway, and shall distribute copies of the application materials to MnDOT, if the subdivision abuts a State highway.

c. The City planner and engineer shall prepare a report, as appropriate, to keep on file at the City. The City planner and engineer shall review the application and shall either approve or deny the subdivision and may attach any conditions for approval.

d. The subdivider provide evidence to the City that the subdivision documents required to be recorded have been filed with the County Recorder's Office within one year of the approval of the subdivision or the approval shall become null and void.

~~A.~~B. Lot Combinations/Lot Line Adjustments.

1. Submission Requirements. The subdivider or owner shall submit the following items to the Clerk:
   a. Application. A completed application on a form provided by the Clerk's office.
   b. Copies of the subdivision that includes legal descriptions for the existing and proposed parcels and a Registered Land Survey. Physical copies shall be provided upon request from the City.
   c. Supporting information as required by Section 7 of this Ordinance, however, the City planner and/or engineer may waive the submittal of certain information.
   d. A minor subdivision review fee as established by City Ordinance.
2. Review. The review procedure of the minor subdivision shall be as follows:
   a. Subdivider's are highly encouraged to appear before the Planning Commission for an informal subdivision review and direction prior to making a formal application for a minor subdivision.
   b. Upon acceptance of a completed minor subdivision application, the Clerk shall distribute copies of the application materials, no sooner than 7 days and no later than 30 days, for Planning Commission to review.
   c. The subdivider shall be responsible to distribute copies of the application materials to Dakota County, if the subdivision abuts a County highway, and shall distribute copies of the application materials to MnDOT, if the subdivision abuts a State highway.
   d. The City planner and engineer shall prepare a report, as appropriate, for distribution to the Planning Commission.
   e. The Planning Commission shall review any reports and shall either approve or deny the subdivision and may attach any conditions for approval.
   f. The Planning Commission shall act upon the minor subdivision within 60 days of acceptance of the completed application, unless the City submits a letter to the subdivider within 60 days of acceptance of the completed application, indicating the

review cannot be completed in 60 days and will be completed within 120 days from the date of acceptance of the completed application.

g. The subdivider provide evidence to the City that the subdivision documents required to be recorded have been filed with the County Recorder's Office within one year of the approval of the subdivision by the Planning Commission or the approval shall become null and void.

~~B.~~C. Minor Subdivisions Creating New Lots.

1. Submission Requirements. The subdivider or owner shall submit the following items to the Clerk:
   a. Application. A completed application on a form provided by the Clerk's office.
   b. Copies of the subdivision that includes legal descriptions for the existing and proposed parcels and a Registered Land Survey. Physical copies shall be provided upon request from the City.
   c. Supporting information as required by Section 7 of this Ordinance however, the City planner and/or engineer may waive the submittal of certain information except the Stormwater Pollution Prevention Plan.
   d. A minor subdivision review fee as established by City Ordinance.
2. Review. The review procedure of the minor subdivision shall be as follows:
   a. Subdivider's are highly encouraged to appear before the Planning Commission for an informal subdivision review and direction prior to making a formal application for a minor subdivision.
   b. Upon acceptance of a completed minor subdivision application, the Clerk shall distribute copies of the application materials, no sooner than 7 days and no later than 30 days, for Planning Commission and City Council review.
   c. The subdivider shall be responsible to distribute copies of the application materials to Dakota County, if the subdivision abuts a County highway and shall distribute copies of the application materials to MnDOT, if the subdivision abuts a State highway. The subdivider shall also make a presentation of the proposed subdivision to the Planning Commission.
   d. The City planner and engineer shall prepare a report, as appropriate, for distribution to the Planning Commission and City Council.
   e. The Planning Commission shall make findings and forward its recommendation on the minor subdivision to the City Council.
   f. The City Council shall review any reports and the recommendation from the Planning Commission and shall either approve or deny the subdivision and may attach any conditions for approval.
   g. The City Council shall act upon the minor subdivision within 60 days of acceptance of the completed application, unless the City submits a letter to the subdivider within 60 days of acceptance of the completed application, indicating the review cannot be completed in 60 days and will be completed within 120 days from the date of

acceptance of the completed application.

h. The subdivider provide evidence to the City that the subdivision documents required to be recorded have been filed with the County Recorder's Office within one year of the approval of the subdivision by the City Council or the approval shall become null and void.

SECTION 11. VARIANCES

A. General. The Planning Commission may recommend and the City Council may approve a variance from the design standards of this Ordinance where it is found:

1. That an unusual hardship on the land may result from strict compliance with these regulations,
2. That the variance, if granted, will not cause detriment to the public welfare or other property,
3. That the variance will not have the effect of nullifying the intent and purpose of this Ordinance, the Zoning Ordinance, or the Comprehensive Plan.

B. Findings. The Planning Commission shall not recommend and the City Council shall not approve or disapprove variances unless it makes findings based upon the evidence presented that:

1. The granting of the variance will not be detrimental to the public safety, health, or welfare or injurious to other property.
2. The conditions upon which the request for variance is based are generally unique to the property for which the variance is requested and are not applicable generally to other property.
3. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, an unusual hardship to the subdivider or owner would result, as distinguished from a mere inconvenience, if the strict letter of this Ordinance is carried out.
4. That the special conditions and circumstances causing unusual hardship do not result from actions of the subdivider or owner.
5. That unusual hardship includes inadequate direct access to sunlight for solar energy systems.

C. Conditions.

1. In granting any variance, the Planning Commission may recommend and the City Council may impose conditions that it finds necessary or desirable to effect the purposes of this Ordinance and to protect the public interest.
2. If the City Council grants a variance for the lack of access to a public road for lot(s) within the subdivision, the subdivider or owner shall enter into an appropriate agreement(s) with the City. The agreement(s) shall include provisions for private access maintenance and shall be recorded against the affected properties with Dakota County Recorders Office prior to issuance of a building permit on any lot or parcel within the subdivision.

D. Procedure.

1. Variances shall be requested by the subdivider or owner at the same time of the application for preliminary plat or meets and bounds subdivision approval.
2. A completed application and fees for a variance from this Ordinance shall be submitted by the subdivider or owner on a form provided by the Clerk at the time the preliminary plat or metes and bounds subdivision application is submitted for consideration. The application shall be complete when the subdivider or owner has complied with the following requirements:
    a. A written and graphic description of the variance request including an explanation of the reason the variance is required, the unusual hardship involved, why it is unique to this property, potential impact on development and surrounding property and compliance with the *Comprehensive Plan* and the *Zoning Ordinance*.
    b. A fee established by Ordinance of the City Council.
    c. The notice, review and public hearing of the variance request shall follow the same procedures as a preliminary plat found in Section 6.03 of this Ordinance.
    d. The variance request shall be placed on the same Planning Commission and City Council agenda, respectively, as the preliminary plat that the variance is associated with.
3. Validity. Any variance shall become null and void at the same time the preliminary or final plat expires or within one year of a metes and bounds subdivision approval that has not been recorded with Dakota County.

SECTION 12. PLANNED UNIT DEVELOPMENTS (PUD)

The City Council, following review by the Planning Commission, may approve an ordinance allowing standards of this Ordinance to be modified for subdivisions to be developed according to the PUD requirements of the Zoning Ordinance. The City shall review the subdivision of property to be developed according to the PUD process with consideration to creating a more desirable living environment than would be possible.

SECTION 13. VIOLATIONS AND PENALTIES

13.01 Sale of Lots from Unrecorded Plats

It shall be unlawful to sell, trade, or offer to sell, lease, trade, or otherwise convey any lot or parcel of land within any subdivision unless the subdivision has been recorded in the Dakota County Recorder's Office.

13.02 Receiving and Recording Unapproved Plats

It shall be unlawful to receive or record in any public office any subdivision of land unless it has been approved by the City Council.

13.03 Misrepresentations Pertaining to Improvements

It shall be unlawful for any person owning an addition or subdivision of land within the City to represent that any improvements within the addition or subdivision have been supervised, inspected, or constructed according to the approved plans when such actions have not occurred.

13.04 Violations

Any person, firm, or corporation who violates any of the provisions of this Ordinance, fails to comply with any of the Ordinance provisions, or makes or submits any false statements in the required submittals, shall be guilty of a misdemeanor and, upon conviction, be punished by a fine of an amount not to exceed that allowed by law and/or by imprisonment as allowed by law. Each day that a violation continues shall constitute a separate offense.

SECTION 14. REPEAL, PRIOR APPROVALS, AND EFFECTIVE DATE

14.01 Repeal

Ordinance No. 430 - Subdivision Ordinance of Empire Township and any subsequent amendments are repealed upon effectuation of this Ordinance and replaced by this Ordinance, approved _____, 2025.

14.02 Previous Approvals

All subdivisions having received preliminary plat approval under prior existing subdivision regulations may continue under the requirements of the former regulations for a maximum of one (1) year after preliminary plat approval or one (1) year after of adoption of this Ordinance, whichever occurs sooner.

14.03 Effective Date

This Ordinance shall take effect and be in full force from and after its passage, approval and publication. Adopted by the City Council of the City of Empire, Dakota County, Minnesota this _____ day of _____, 2025.

_____

Melanie Lee, Mayor

ATTEST:

_____

Charles Seipel-Teng, Clerk-Administrator

Published in the Dakota County Tribune on

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Jenni Faulkner, Consulting Planner
RE:	2. Information on Empire 2040 Comprehensive Plan Update

Attachment(s): *2026-08-18 CC Draft Comp Plan Update Memo.pdf*
AUAR Sports Complex LU Map.pdf
2026 City of Empire 2040 Comp Plan Update Compressed Clean (1).pdf

Date: August 18, 2026

To: Empire City Council

From: Jenni Faulkner, Consulting Planner

Madison Richard, AICP, Consulting Planner

Item: Update to Empire 2040 Comprehensive Plan

Action Requested

None. This is informational.

Background

Empire's recent adoption of the NW Area AUAR Study and planning for future development of the NW area is prompting the need to update the 2040 Comprehensive Plan. The changes reflect the incorporation of new future land uses consistent with the "Sport's Complex" scenario of the AUAR.

Based on Minnesota Statutes, the changes to the Comprehensive Plan are considered an update rather than an amendment. This process requires review and approval by the Metropolitan Council before the update is effective. This update is an expedited process compared to the required 2050 Comp Plan Amendment that will be started next year. Because this an update to the 2040 plan, the 2040 rules and policies apply as land uses are being updated.

Proposed Comprehensive Plan Update

While the inclusion of the AUAR development scenario is a major change, the changes to Comp Plan document itself are not that significant. The plan was last updated in 2023 when Empire became a city so some of the recent changes like employment forecasts and transportation information have been updated. Primary changes included:

- Updating all maps to reflect the Sport Complex AUAR scenario land uses
- Incorporation of information on sewer and water to serve the area
- Updated MUSA staging maps to reflect area anticipated to be built with sewer by 2040
- Siewert parcel is proposed to be included at a later decade with the 2050 Update when new sewer and water modeling is done
- Sewer tables, map, and text are not completed yet. They will be updated before the document is sent out for comment.

Process

The update to the Comprehensive Plan is processed as follows:

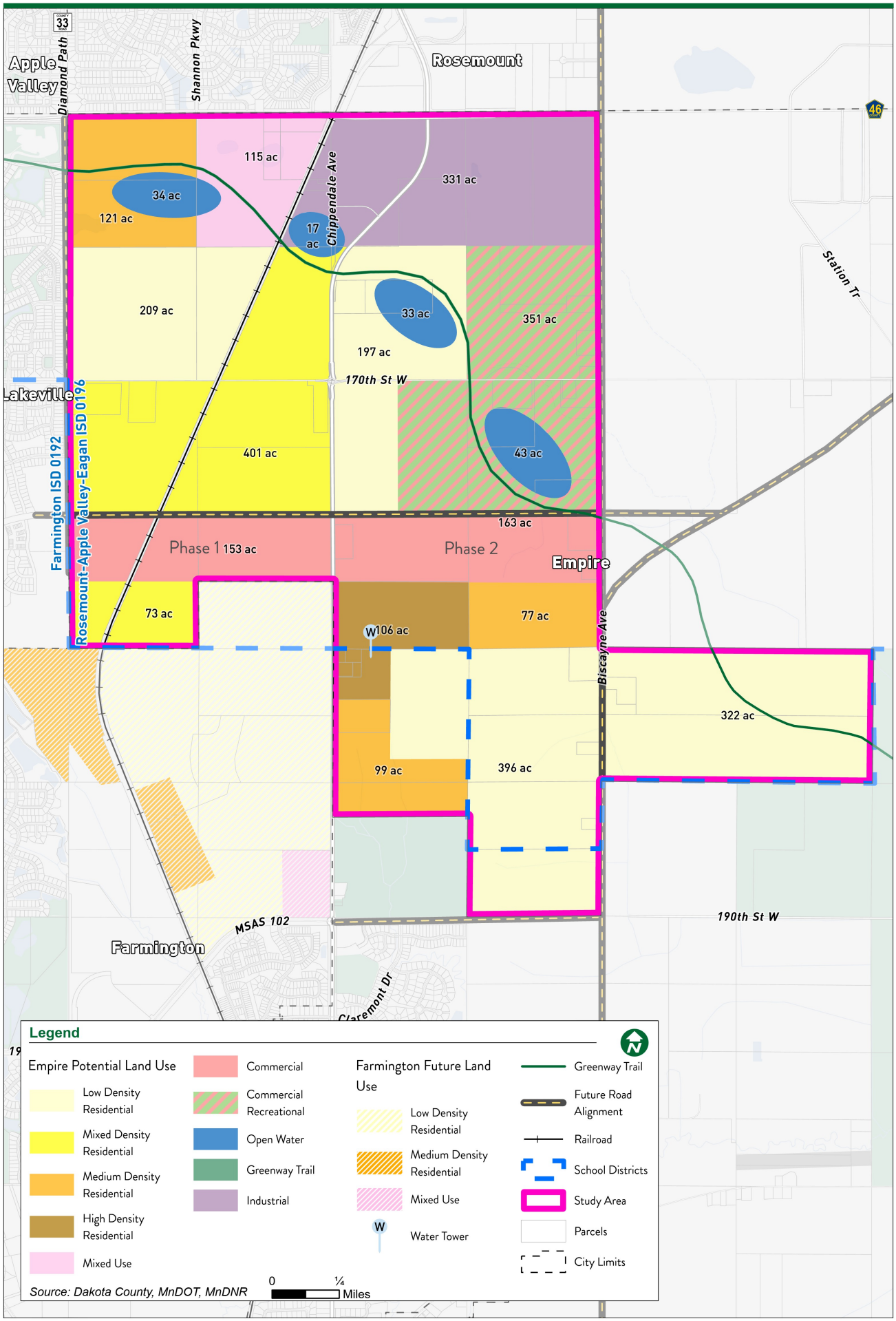
1. Notify adjacent communities of the update and allow 60 days for comments.
2. Hold a public hearing on the proposed update at the Planning Commission and provide a recommendation to the City Council.
3. The City Council reviews the update and Planning Commission recommendation and adopts a resolution authorizing submittal of the update to the Met Council.
4. The Met Council reviews and approves the update.
5. The City Council then adopts a resolution formally adopting the Comprehensive Plan Update.

Recommendation

The Planning Commission reviewed at tehri August 4, 2026, meeting and had no comments. They noted this is consistent with the AUAR. The Council should provide comments for staff. Once the draft is accepted, we will begin the adjacent jurisdiction review and public hearing process. That will take 60-90 days. The goal is to have this done and approved by end of 2026.

Attachments:

1. AUAR Sports Complex LU Map
2. Draft 2040 Comp Plan Update


Apple Valley
Diamond Path
Shannon Pkwy
Rosemount
33
46
115 ac
331 ac
34 ac
121 ac
17 ac
Chippendale Ave
Station Tr
209 ac
33 ac
351 ac
197 ac
170th St W
Lakeville
Farmington ISD 0192
Rosemount-Apple Valley-Eagan ISD 0196
401 ac
43 ac
163 ac
Phase 1 153 ac
Phase 2
Empire
73 ac
106 ac
77 ac
Biscayne Ave
322 ac
99 ac
396 ac
190th St W
MSAS 102
Farmington
Claremont Dr
Legend
Empire Potential Land Use
Low Density Residential
Mixed Density Residential
Medium Density Residential
High Density Residential
Mixed Use
Commercial
Commercial Recreational
Open Water
Greenway Trail
Industrial
Farmington Future Land Use
Low Density Residential
Medium Density Residential
Mixed Use
Water Tower
Greenway Trail
Future Road Alignment
Railroad
School Districts
Study Area
Parcels
City Limits
Source: Dakota County, MnDOT, MnDNR
0
¼
Miles

City of Empire
Comprehensive Plan

Approved by Empire City Council
Approved by Metropolitan Council



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I. INTRODUCTION

The Metropolitan Council updated its regional plan, *Thrive MSP 2040,* and issued "Systems Statements" to all jurisdictions in the seven-county metropolitan area in 2015. The systems statements identify changes in metropolitan system plans and basic planning issues that must be addressed in local plans.

Cities and Townships have had land use and zoning authority in Dakota County since the 1970s. The majority of rural City and Township comprehensive plans in southern Dakota County were initially completed and adopted in the late 1970's or the early 1980's, having been prepared and approved as a requirement of the Metropolitan Land Planning Act of 1976. All cities and townships implement their own zoning and subdivision ordinances.

The Metropolitan Land Planning Act of 1995 required that a review of local plans be completed every ten years to ensure that local plans are consistent with the regional plans prepared by the Metropolitan Council. A collaborative of 13 townships and five rural cities completed "A Composite Comprehensive Plan Update for Eighteen Cities and Township" in 2000 and was found to be consistent with the Metropolitan Council's Regional Blueprint. A collaborative of 12 townships and four rural cities completed the "Dakota County Rural Collaborative Comprehensive Plan" in 2009 and was found consistent with the *Development Framework* of the Metropolitan Council.

The City of Empire participates in the Dakota County Rural Collaborative comprehensive planning effort. This Collaborative comprehensive plan is being updated based on *Thrive MSP 2040 Plan.* Ten townships and six rural cities adopted joint resolutions in fall 2016 to participate in the joint planning process for the land use plan update and assistance in meeting local water management planning requirements.

Participating jurisdictions include:

Castle Rock Township	City of Miesville
City of Coates	City of New Trier
Douglas Township	Nininger Township
City of Empire (then Empire Township)	Randolph Township
Greenvale Township	Ravenna Township
Hampton Township	Vermillion Township
Marshan Township	City of Vermillion
City of Randolph	Waterford Township

Components of this collaborative plan update include:
Population, household, and employment trends
Land use characteristics and agricultural land identification
Future land use plan
Solar protection and historic preservation
Housing
Parks and Trails
Transportation
Water Resources, including
Surface water management
Subsurface sewage treatment systems (SSTS) management
Implementation

The City of Empire's individual comprehensive plan is prepared in addition to the Rural Collaborative Comprehensive Plan. This individual comprehensive plan contains more details specific to the City of Empire, local public utility systems, and other community planning issues.
In 2023, Empire Township incorporated and the City of Empire completed its own and separate Comprehensive Plan. That updated 2040 Comprehensive Plan was adopted in early 2024. In 2025, the

city undertook an Alternative Urban Areawide Review (AUAR) for the northwest area of the city (called NW Area AUAR). The AUAR identified potential environmental impacts for future development and provides mitigation strategies. This update to the 2040 Comprehensive Plan incorporates the area studies in the NW Area AUAR.

A. Community Goals

The community goals and policies have been modified from the 2000 Comprehensive Plan to reflect the visioning process and planning studies undertaken by Empire over the past several years. The following goals were used to develop the content of each section of the Plan and will be used with policies to guide future growth and changes to implementation tools, such as Empire's ordinances. Empire's policy statement is included in subsequent components of the Future Land Use Plan.

General Land Use Goals

- Preserve agriculture as a long-term land use in the city.
- Recognize development opportunities and thoughtfully plan for development in an efficient manner, particularly on non-agricultural parcels.
- Minimize the conversion or disruption of agricultural land uses by encouraging non-farm uses to develop in a contiguous fashion.
- Minimize the development of non-farm residential uses in the agriculture district.
- Preserve the rural character and jurisdictional identity of the city.
- Provide life cycle housing opportunities in an expanded MUSA.
- Allow access to and removal of the major aggregate reserves in the Mineral Extraction Overlay area.
- Minimize conflicts between land uses.

Housing Goals

- Ensure an affordable supply of well-maintained housing for existing and future residents of the city.
- Provide equal opportunity for a variety of housing choices for individuals and households of different ages, sizes, and incomes.
- Maintain the quality and character of existing neighborhoods.
- Protect residential uses from potential impacts of incompatible uses.

Commercial/Industrial Goals

- Provide opportunities for retail commercial uses along major roadways and intersections to serve the resident population and surrounding agricultural area.
- Protect the economic viability of farming operations.
- Support agri-business expansion in the community.
- Expand non-farm industrial opportunities in designated areas of the city.
- Encourage alternative energy industrial production facilities in appropriate locations.
- Promote and permit sand and gravel mining in the Mineral Extraction Overlay area.
- Establish an industrial park in Empire.

Public Facilities and Services Goals

- Protect the health, safety, and welfare of all the city's residents.
- Maintain a level of public services appropriate to the rural nature of Empire, the needs and desires of the community, and the priorities of the community.
- Provide sound, responsible fiscal management based upon a stable, balanced tax base

- Represent the city on issues involving county, regional, and state jurisdictions that have the potential for impacting the long-term goals of the city.
- Assure that residents have the opportunity to offer input and have access to city government activities.

Natural Resources Goals

- Protect and preserve natural systems for the collection and dispersion of stormwater and runoff.
- Ensure that development takes place in harmony with natural systems.
- Prevent instances of harmful erosion, flooding, and water, air or noise pollution.
- Protect the quality and quantity of the city's groundwater supply.
- Protect surface waters and wetland areas to promote recreation opportunities, aesthetic qualities, natural habitat areas, and groundwater recharge.
- Protect the habitat and biodiversity of the area.
- Encourage the removal of high-grade aggregate resources prior to land development.

Subsurface Sewage Treatment Systems (SSTS) Goals and Policies

- Maintain the joint management program for individual sewage treatment systems that includes pump maintenance. Other components are the responsibility of the following
    - Design, construction, and inspection of new systems (responsibility of licensed septic professional).
    - Record keeping of existing systems (responsibility of city).
    - Pumping and inspection of systems every three years (responsibility of city).
    - Repair or replacement of systems found to be an imminent public health threat or failure (responsibility of city).
- Require SSTS inspectors to maintain adequate training and certification regarding updated installation techniques and regulations relating to individual sewage treatment systems.
- Require existing individual sewage treatment systems that need to be expanded or replaced to meet the standards of MPCA Rules Chapters 7080-7083, as amended, and Dakota County Ordinance #113 standards and regulations. Only alternative or non-standard systems identified in MPCA Chapter 7080 will be allowed in communities under special circumstances.
- Update local ordinances to incorporate amended MPCA Rules Chapters 7080-7083 standards.

Transportation Goals

- Ensure a safe and efficient transportation system within the city.
- Create a system of pedestrian trails to connect neighborhoods, public parks, and open spaces.
- Enhance transit opportunities as the community grows.

Park and Recreation Goals

- Ensure that the residents of Empire have access to a variety of recreational opportunities.
- Expand the parks, trails, and open space systems as the community grows.
- Consider the viability of a future sports complex to serve the region.

B. Purpose of the Plan

This Comprehensive Plan responds to the requirements of the Metropolitan Land Planning Act: Minnesota Statutes, Section 473.859. The plan is intended to guide future land use development, redevelopment, and other planning and policy concerns for City of Empire.

C. 2040 Adoption Process

Descriptive data about communities in the Dakota County Rural Collaborative were gathered through a variety of sources. This data includes existing land use, and basic demographics of the area.

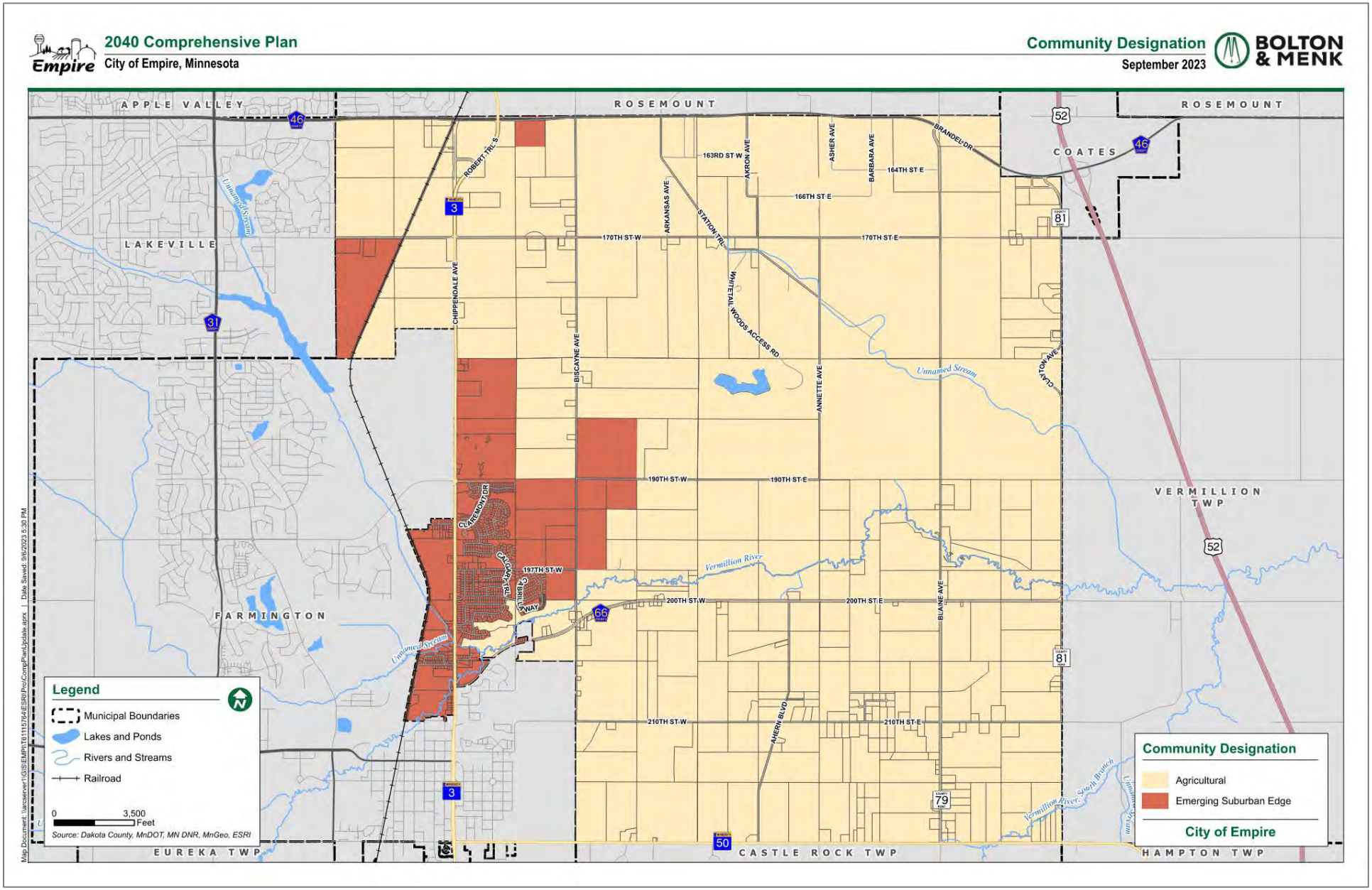
- Empire held an orientation meeting on January 2, 2017, to review the various issues addressed within the Collaborative Plan
- Empire held an open house on November 14, 2017, to discuss future land use and other components of the comprehensive plan.
- Empire conducted a public hearing on April 17, 2018, to address both the Collaborative and the individual community plan.

D. Regional Setting

The City of Empire is located in central Dakota County on 33.8 square miles. Empire is bordered by the cities of Rosemount, Coates, Farmington, and Lakeville, as well as Castle Rock and Vermillion Townships. MN Highway 3 runs north/south through the western edge of the city and MN Highway 50 forms the city's southern border.

The City of Empire is designated by the Metropolitan Council as both an Agricultural and an Emerging Suburban Edge Community, shown in Figure 1 on the following page. Agricultural Communities are planned for long-term agricultural use or other natural resource protection and are largely discouraged from developing to preserve community assets. These areas are expected to have average densities of 1 unit per 40 acres. Emerging Suburban Edge Communities are transitioning from rural land uses to more developed, suburban uses and provide a buffer between rural and urban land uses. These areas are part of the Metropolitan Urban Service Area (MUSA) and have access to regional sewer. Emerging Suburban Edge Communities are expected to develop at densities between three and five units per acre.

Figure 1: Community Designation Map from Metropolitan Council



II. LAND USE

A. Historical Figures

Table 1 identifies the historical population, household, and employment trends in City of Empire from 1970 to 2015.

Table 1 – Historical Population, Housing & Employment						
Category	**1970**	**1980**	**1990**	**2000**	**2010**	**2015**
Population	1,136	1,224	1,340	1,638	2,444	2,839
Households	271	360	426	515	792	926
Employment	40	107	167	217	255	267

Source: Metropolitan Council

Between 2000 and 2010, there was a significant increase in population (49%). Since 2010, population and households have increased about 17%. The number of households in City of Empire have been increasing at a greater rate than the population increase. This is a result of decreasing household sizes; more housing units are needed to accommodate similar population sizes. Projected household trends are discussed in greater detail in the Housing Chapter. Employment has increased from 1970 to 2015 with the single largest increase in employment occurring between 1970 and 1980 (170%). The slowest period of employment growth was between 2010 and 2015 (5%).

B. Forecasts

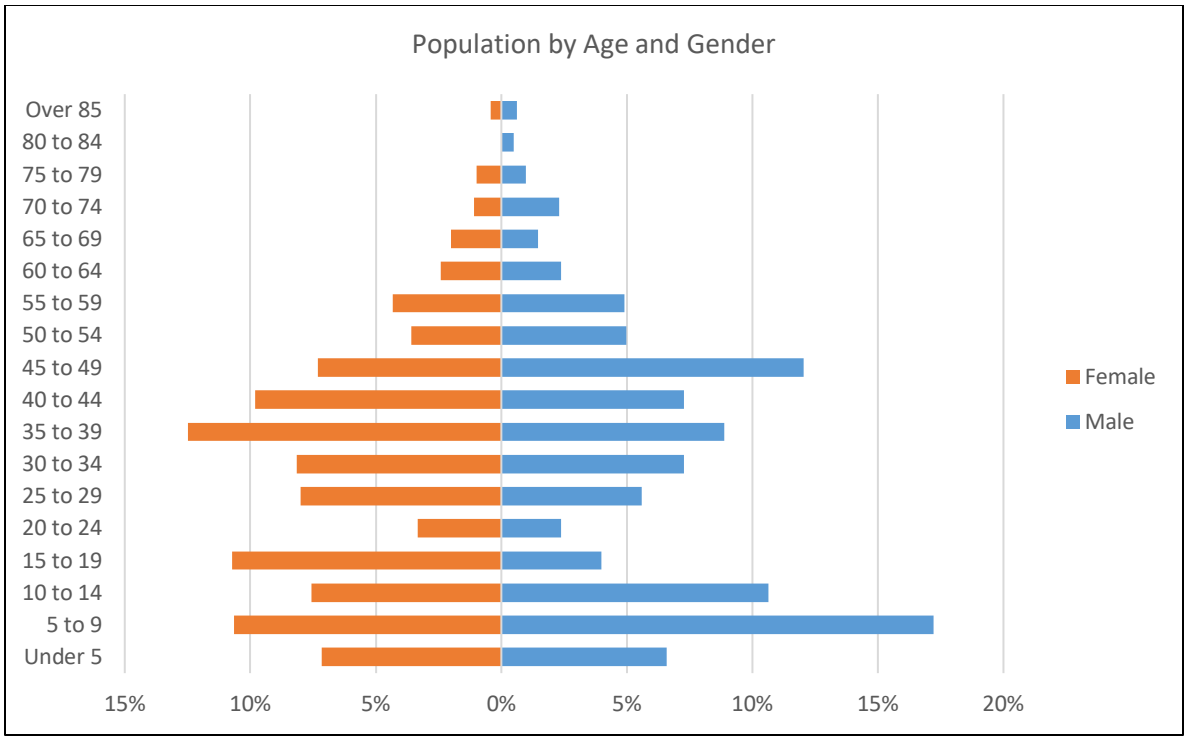
According to 2021 estimates prepared by the Metropolitan Council, approximately 3,160 people lived in Empire in 1,020 households, and there were approximately 570 jobs in Empire. Projected population, household, and employment trends are detailed in Table 2. The Metropolitan Council's most recent forecast indicates population in the City of Empire is expected to increase about 53% between 2021 and 2040. The number of households is anticipated to increase by more than 76% by 2040, in part because average household size is expected to continue to decrease. Employment levels are also expected to increase by nearly 32%.

Table 2 – Projected Population, Housing & Employment Trends				
Category	**2021 estimate**	**2020**	**2030**	**2040**
Population	3,160	3,170	3,990	4,830
Households	1,020	1,100	1,450	1,800
Employment	570	530	650	750

Source: Metropolitan Council

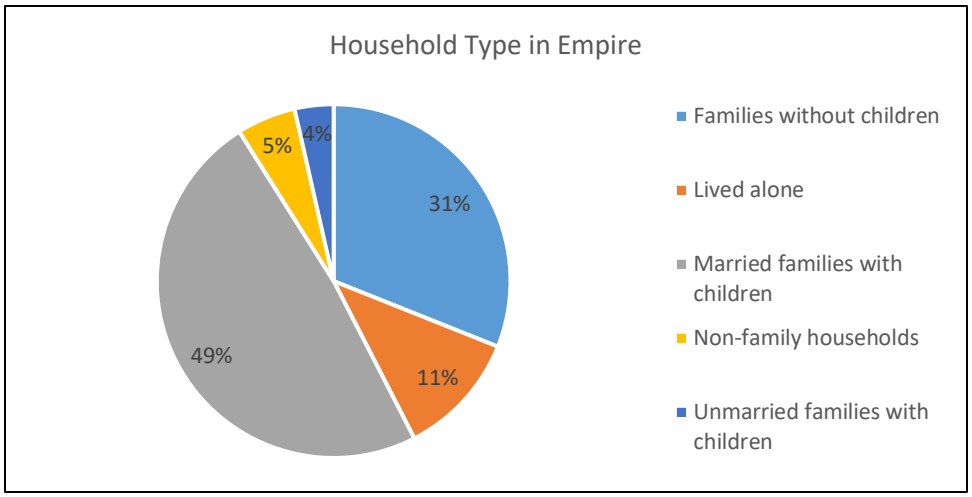
1. Demographics

The chart below shows the estimated age and gender composition of the City of Empire in 2015. The largest age group is males ages 5 to 9 (approximately 17%), followed by females ages 35 to 39 (approximately 12%). When compared to Dakota County as a whole, Empire's distribution of age and gender is younger. The city has a larger proportion of residents age 20 and younger (37%) than Dakota County (27%).



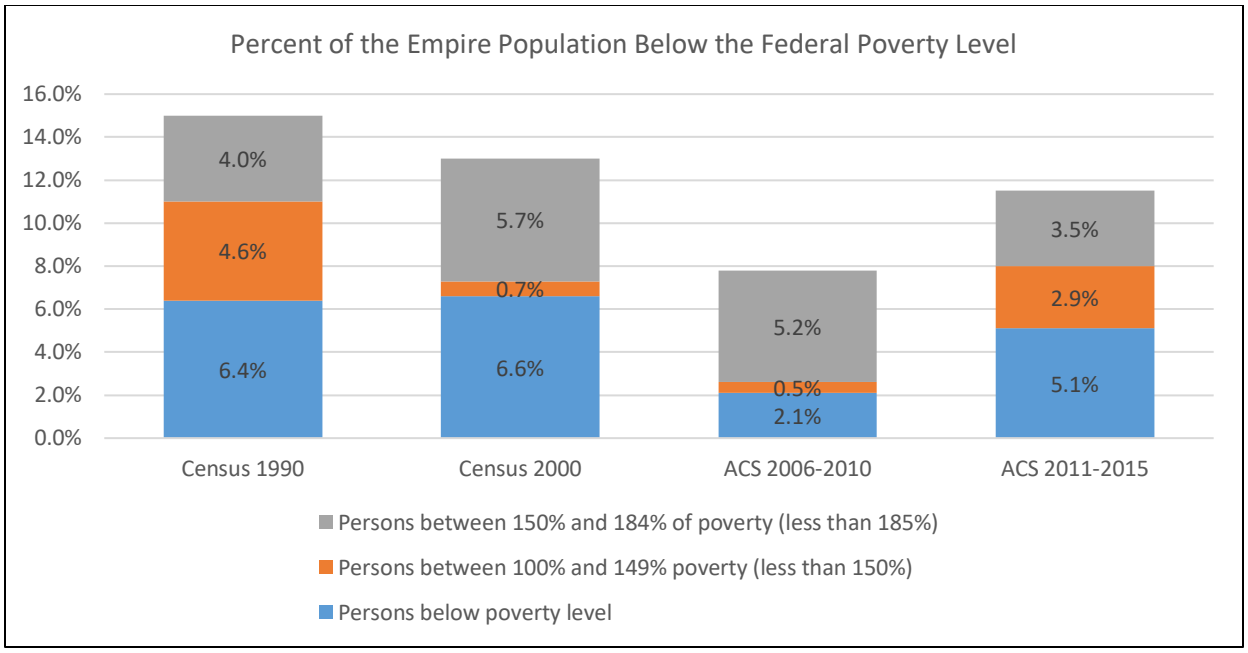
Source: Metropolitan Council Tabulation of American Community Survey Data

Nearly half of households in the City of Empire (49%) are married families with children. When compared to Dakota County as a whole, there is a higher percentage of married families with children in Empire than Dakota County (25%). The City of Empire has fewer 'live alone' households (11%) than Dakota County (24%). Over half of all Empire households have children.



Source: Metropolitan Council Tabulation of American Community Survey Data

The chart below shows recent trends of Empire residents with low income. About 6.4% of residents are between 100% and 185% of the federal poverty level while roughly 5% of residents are below the federal poverty level. The proportion of residents between 100% and 185% of the federal poverty level is lower in the City of Empire than in the whole of Dakota County (10%), and there are fewer residents below the poverty level in Empire than in the County (7%).



Source: Metropolitan Council Tabulation of US Census and American Community Survey Data

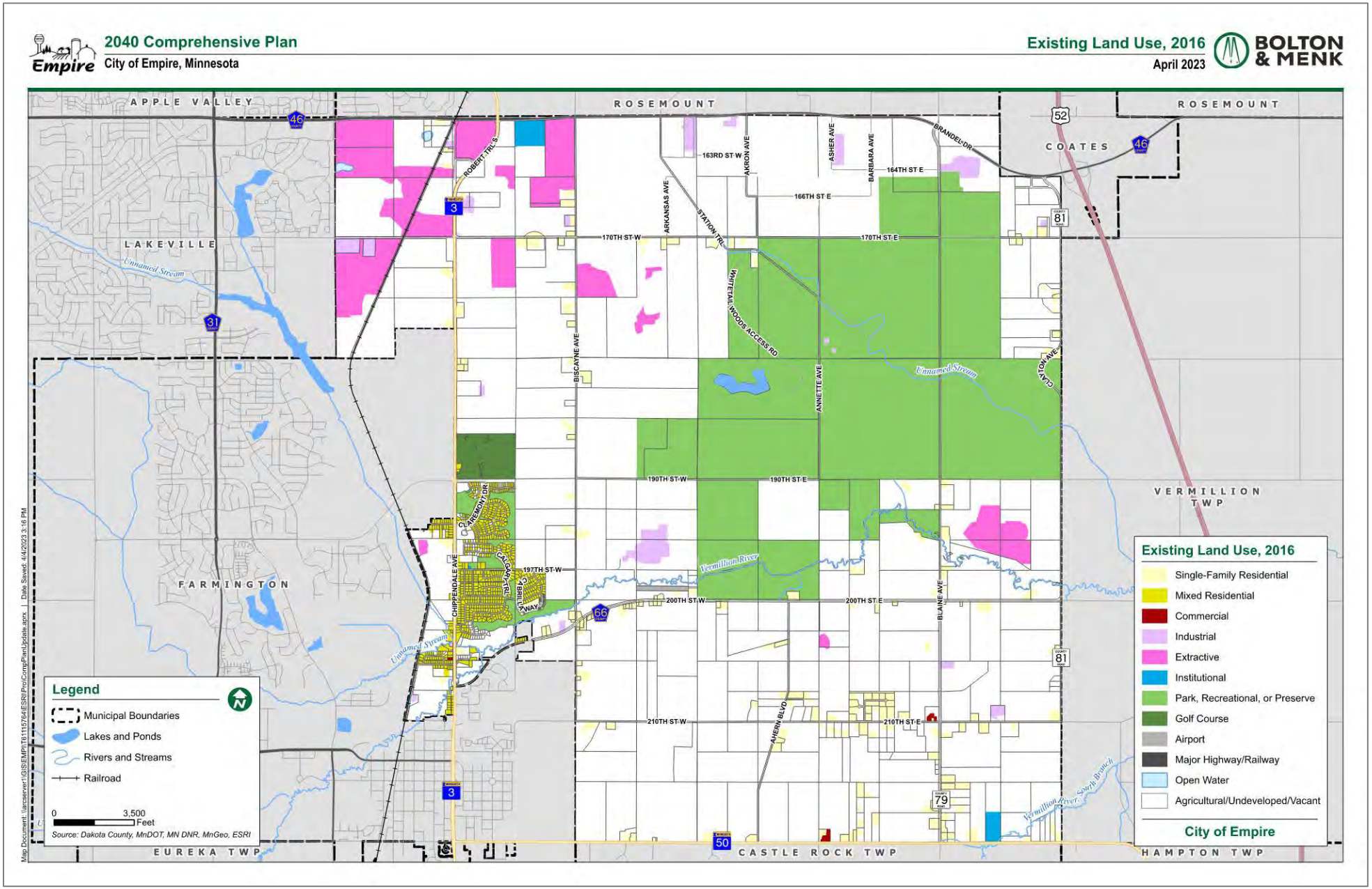
C. Existing Land Use

The existing land use in the City of Empire is detailed in Table 3. This predominant land use, Agricultural or Undeveloped Land, reflects local policies to preserve agricultural land. This is accomplished primarily through implementation of density standards that limit consumption of agricultural land for non-agricultural uses, while still allowing for the ability to provide opportunities for some residential growth. Existing land use is illustrated in Figure 2 on the following page.

Table 3 – Existing Land Use Characteristics

Land Use	Acres	Percent of Total
Agricultural / Undeveloped	13,216	65.6%
Airport	12	0.06%
Commercial	12.5	0.06%
Golf Course	118	0.6%
Industrial	199	1%
Institutional	72	0.36%
Major Highway	37.7	0.2%
Mineral Extraction	861	4.3%
Mixed Residential	388	1.9%
Open Water	240	1.2%
Park, Recreational, or Preserve	4,448	22.1%
Single-Family Residential	550	2.7%
Total	**20,154.2**	**100%**

Figure 2: Existing Land Use



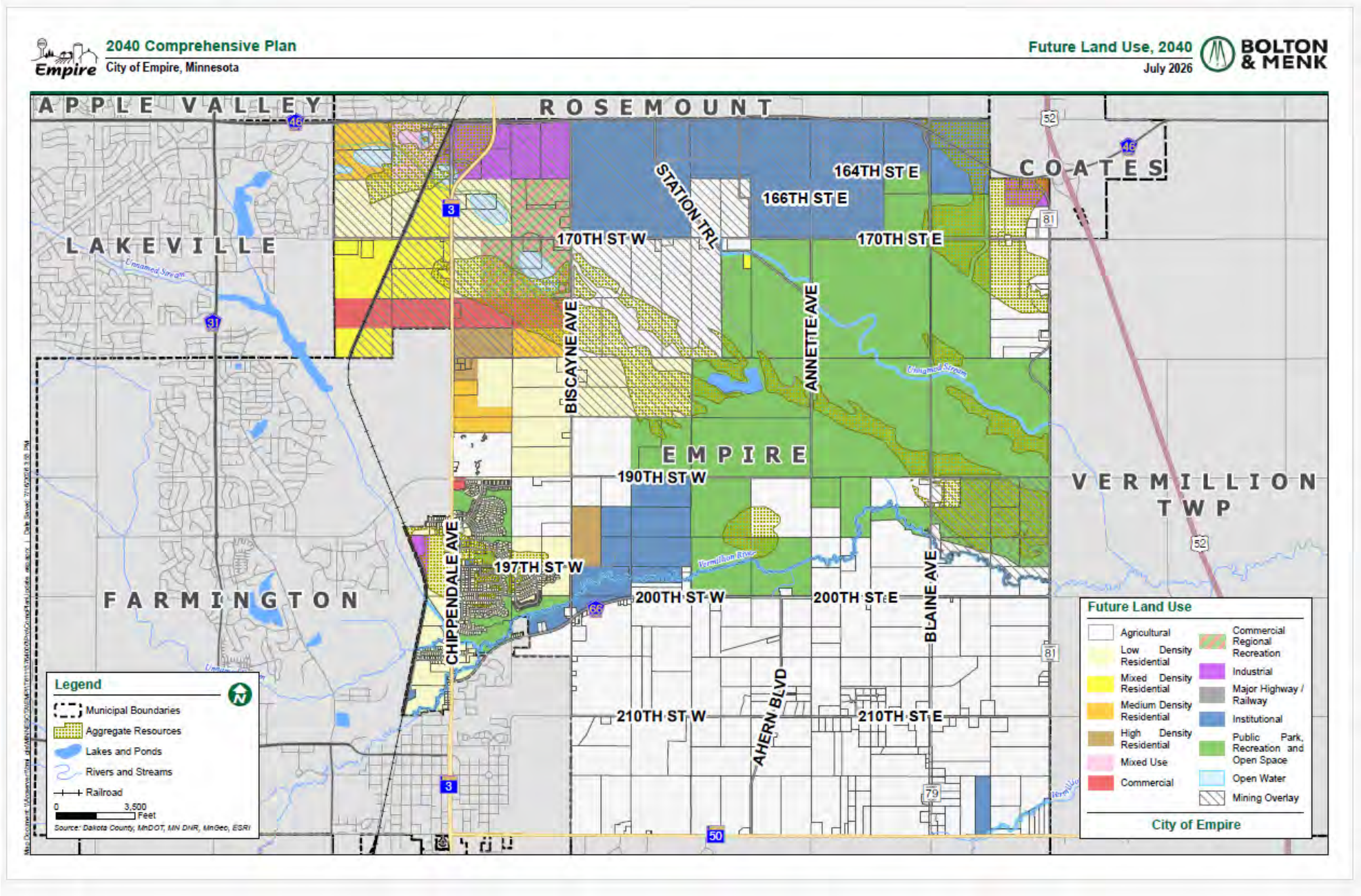
D. Future Land Use

The future land use categories in this section identify the specific rationale for growth management in the City of Empire. The land use categories are the framework upon which the official controls, such as the zoning ordinances and subdivision regulations, are based and provide implementation for future growth. The land use categories identify the regulatory concepts for agricultural protection, residential growth, commercial and industrial expansion, and conservation. The 2040 Land Use Plan below identifies the specific land use categories the City of Empire. The planned future land uses shown on Figure 3 and detailed in Table 4 reflect previous community planning efforts as well as desired updates identified as part of the 2018 Comprehensive Plan Update process.

Table 4 - Planned Land Use Characteristics

Land Use	Acres	Percent of Total
Agriculture	7,974	41%
Low Density Residential	1,905	10%
Mixed Density Residential	477	2%
Medium Density Residential	292	1%
High Density Residential	186	1%
Mixed Use	115	1%
Commercial	333	2%
Commercial Recreational	351	2%
Industrial	401	2%
Institutional	2,359	12%
Major Highway/Railway	45	0%
Open Water	358	2%
Public Park, Recreation and Open Space	4,825	25%
Total	**19,619**	**100%**

Figure 3: Future Land Use



Future Land Use Categories

The following land use descriptions will be used for providing the basis for these land use categories. They prescribe the types of uses, density and other performance standards for the purposes of maintaining compatible land uses within the City of Empire. Table 5 at the end of this section provides the planned residential density ranges for future land uses allowing residential development.

- **Agriculture or Undeveloped**

The City of Empire has consciously protected the economic and social value of farmland from the premature conversion of agricultural uses to non-farm uses for the past several decades. The Agricultural area is limited to one home per quarter-quarter section (1:40 zoning). The Agricultural area also includes modest rural residential development areas and limited farm-related service businesses. Empire's zoning ordinance allows agricultural support industries, such as elevators, mills, supply centers, and implement sales and service as conditional uses within the agricultural area. Churches, public and private schools, and other public recreation uses are also typical conditional uses within agricultural areas.

The proximity of the City of Empire to the Twin Cities Metropolitan Area and Dakota County suburbs presents challenges for rural growth management. Empire currently has cluster provisions in the zoning ordinances that allow the "transfer" of eligible building rights under single ownership and contiguous property. This typically means allowing the building site of the "back 40" to be added to the "front 40," which may already have a home on the quarter-quarter section.

- **Low Density Residential**

Low-Density Residential areas are intended to accommodate residential development at a density of 3 dwelling units per acre, primarily consisting of single-family detached homes and related residential uses. This land use category generally provides for residential neighborhoods with individual lots, driveways, sidewalks, yards, and supporting local infrastructure.

- **Mixed Density Residential (MXR)**

The City of Empire has constructed a network of utility services and local streets that facilitate higher density residential development. With access to the Metropolitan Council Urban Service Area, areas guided for mixed residential land uses will develop at a minimum density of three dwelling units per acre (3 du/ac) and a maximum of six dwelling units per acre (6 du/ac). Mixed Density Residential areas allow for a range of housing types, including detached and attached single-family homes, typically reviewed and processed as Planned Unit Developments (PUDs) Developments.

- **Medium Density Residential**

Medium Density Residential areas are intended for townhomes, detached patio homes, small-scale multifamily buildings, and similar housing types. These areas will typically develop at densities ranging from approximately five to eight dwelling units per acre (5-8 du/ac) and are generally located near commercial areas and major corridors.

- **High Density Residential**

High Density residential future land uses are limited to areas within the MUSA. This land use will have minimum densities of 8 dwelling units per acre (8 u/ac) and a maximum density of 10 dwelling units per acre (8-10 du/ac).

- **Commercial**

Commercial land uses in Empire are planned for areas adjacent to major roadway corridors and intersections to maximize accessibility and visibility. This use is primarily planned for the northwest area of the city along a future extension of a collector street in Lakeville to the west (approximately 175th Street) to Biscayne Avenue. Employment numbers for the commercial land use district is anticipated to be 8 to 12 employees per acre. Commercial areas are intended to accommodate retail, service, and office uses that serve both the local community and the broader region.

- **Regional Commercial Recreational**

Regional Recreational land uses include large use indoor or outdoor recreational facilities and attractions. Potential uses include athletic fields, indoor facilities, and associated amenities. This use is intended to serve both local residents and a broader regional market and represents a new and significant land use within the City. It could include a mix of public, private, nonprofit, or combination of ownership and operational arrangements.

- **Mixed Use**

Mixed Use areas are intended to integrate residential and commercial uses within a single development or district. These areas may include a combination of housing, retail, office, and service uses in either vertical or horizontal configurations. Mixed-use areas are planned at residential densities of approximately 8 to 10 dwelling units per acre (8 – 10 du/ac), combined with commercial development at an average intensity of approximately 0.25 floor area ratio (FAR). Mixed Use areas are assumed to be 50% residential (at stated density ranges) and 50% commercial mix, creating balanced, activity-oriented environments. These areas are expected to support walkability, efficient land use, and access to services.

- **Industrial**

Industrial land use is intended for industrial purposes, such as manufacturing, warehousing, and other employment-generating uses. Employment numbers are anticipated to be 8 to 12 employees per acre. . These areas are located to provide efficient access to transportation networks while minimizing conflicts with residential development. Industrial areas are anticipated to develop at an intensity of approximately 0.3 FAR, supporting long-term economic development and diversification of the City's tax base.

- **Institutional**

Institutional land uses are generally defined as land uses developed which serve a community's social, educational, health, cultural and recreational needs. They include government owned and operated facilities. Institutional uses include government facilities, churches, and schools. Employment levels for are anticipated to be 6 to 10 employees per acre.

- **Park, Recreational or Preserve**

Primary land uses included publicly owned parks, ball fields, public gardens, open space areas, greenways and trail corridors, and beaches. These lands provide recreational opportunities, environmental protection, and connections between neighborhoods and community destinations.

- **Open Water**

This category includes permanently flooded open water, lakes, rivers, streams, wetlands, and other permanently or periodically flooded areas.

- **Mining Overlay**

The Mineral Extraction Overlay District is intended to allow mineral extraction within the designated areas in the City of Empire Comprehensive Plan.

Table 4 - Planned Land Use Characteristics		
Land Use	Acres	Percent of Total
Agriculture	7,974	41%
Low Density Residential	1,905	10%
Mixed Density Residential	477	2%
Medium Density Residential	292	1%
High Density Residential	186	1%
Mixed Use	115	1%
Commercial	333	2%
Commercial Recreational	351	2%
Industrial	401	2%
Institutional	2,359	12%
Major Highway/Railway	45	0%
Open Water	358	2%
Public Park, Recreation and Open Space	4,825	25%
Total	**19,619**	**100%**

Density Calculations

Housing density is a measure of the number of housing units in an area. It is measured on a per acre basis. Density calculations are based on the existing number and location of units. The land use calculations are based on planned land use categories. Some future land use designations are changing from the existing land use.

Table 6 – Existing (2015) Net Residential Density						
Future Land Use Categories	**Existing Single Family Number of Units**	**Existing Multi-Family Number of Units**	**Future Gross Acres**	**Undevelopable Acres**	**Net Acres**	**Existing Net Density Units/Acre**
Agricultural	170	4	11,078	853	10,225	0.02
Institutional	1	0	2,371	182	2,189	0.00
Mixed Density Residential	719	15	997	111	886	0.83
Orderly Annexation Area	13	2	569	69	500	0.03
Public Park, Recreation and Open Space	2	0	4,675	4,350	325	0.01
TOTAL	**905**	**21**	**19,690**	**5,566**	**14,125**	

E. Staged Development or Redevelopment

The goal of the Staging Plan is to manage growth and guide the orderly and cost-effective provision of infrastructure at a rate that is consistent with forecasted growth, at the same time responding appropriately to market conditions. Communities must calculate available and developable land use acres in ten-year increments for all residential and employment (commercial, industrial, and industrial) land use districts.

Based on the future land use plan, residential and commercial land use requirements have been analyzed to help the City of Empire plan for and meet Metropolitan Council projections for population, households, and employment. Residential calculations are detailed in Tables 7 and 8, and employment calculations are detailed in Table 9.

Household projections are anticipated to increase by 874 households between 2015 and 2040. To accommodate this forecasted growth, the City of Empire will need approximately 874 additional housing units. Because of the projected increase, the City of Empire has identified large swaths of land for future residential in order to meet housing needs. Sufficient acres of land have been guided for residential and employment based land uses to accommodate projected needs with.

Table 7 - Residential Density Ranges

Land Use	Density Ranges		Units Needed	Minimum Acres	Maximum Acres
	Minimum	Maximum			
Agricultural	NA	0.025	10	NA	400
Low Density Residential	3	3	476	159	159
Mixed Density Residential	3	6	155	52	26
Medium Density Residential	5	8	112	22	14
High Density Residential	8	10	73	9	7
Mixed Use	8	10	48	6	5
Total	-	-	874	248	-

Table 8 below shows the anticipated staged development for the community. Existing developable acres are the amount of land in each future land use category available for development, meaning there are no existing developments or constraints, such as wetlands or steep slopes. Each staging period details the anticipated number of housing units and the maximum number of acres needed to accommodate those units within the staging period. The Metropolitan Council requires a table of staged development between the periods of 2016-2020, 2020-2030 and 2030-2040.

Table 8 – Staged Future Land Use – Residential Units

Future Land Uses	Average Density Range Housing Units/Acre		Existing Developable Acres 2026	Staged Development						Remaining Developable Acres (Post 2040)
	Minimum	Maximum	Acres	2016-2020		2021 - 2030		2031 - 2040		Acres
				Units	Acres	Units	Acres	Units	Acres	
Agricultural	NA	0.025	6978	3	120	4	160	3	120	6578
`Low Density Residential	3	3	1523	171	57	152	51	153	51	1365
Mixed Density Residential	3	6	423	-	-	77	26	78	26	372
Medium Density Residential	5	8	239	-	-	56	11	56	11	216
High Density Residential	8	10	167	0	0	73	9	0	0	158
Mixed Use (50%)	8	10	92	-	-	48	12	0	0	80

Total			9422	174	177	410	269	290	208	8768
Average Density in Sewered Areas (Low Density Residential, Mixed Density Residential, Medium Density Residential, High Density Residential & Mixed Use)				864 units/245 acres = 3.52 units/acre						

The previous Comprehensive Plan had projected an even greater need for residential development in the City of Empire. However, development did not occur over the last 10 years as anticipated. The staging plan, detailed in Figure 4, identifies areas that were once guided for residential development that no longer anticipated to be developed within the current planning period. These areas have been identified as '2040 and beyond' in the staging plan figure.

Employment

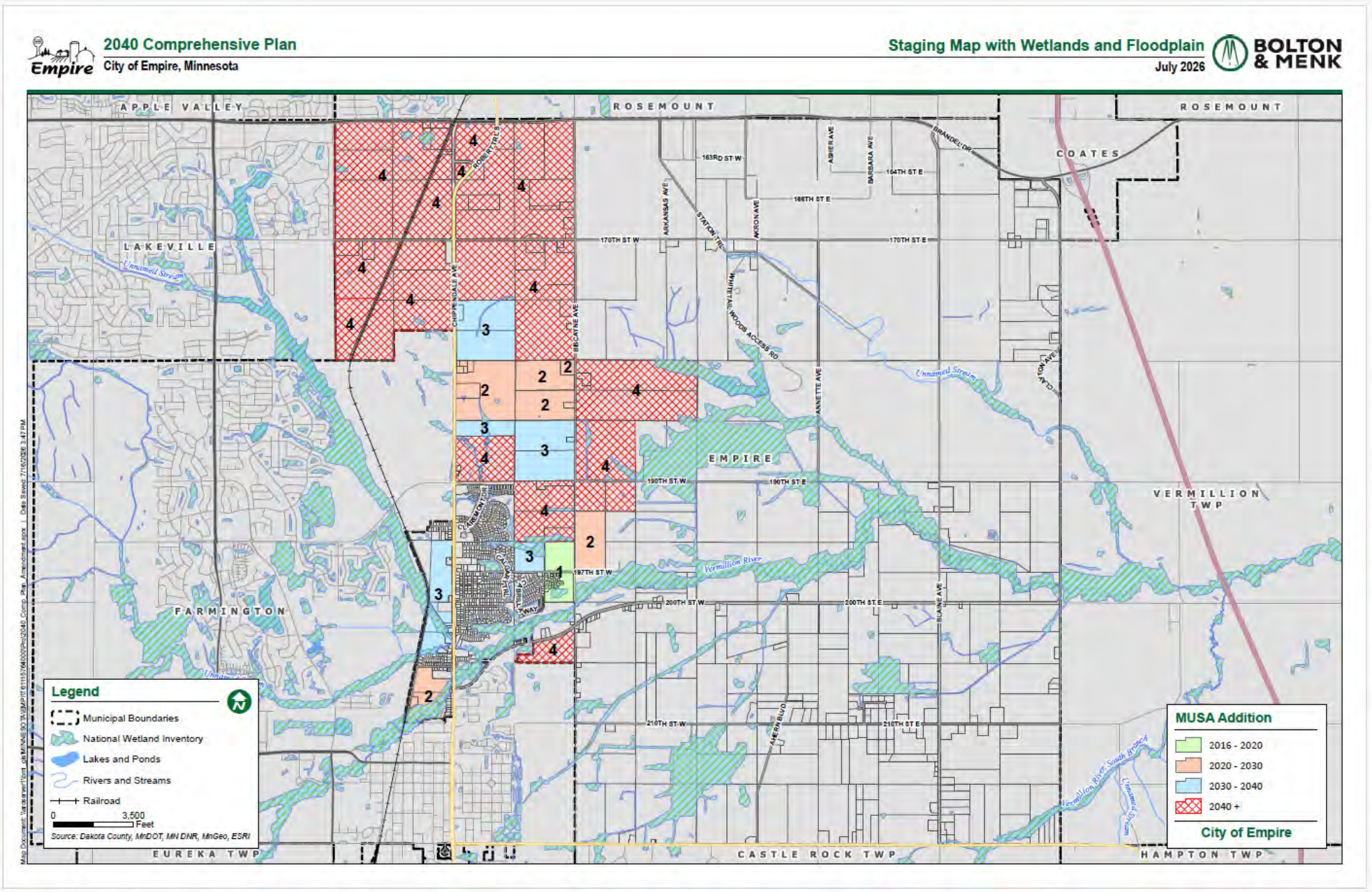
The Metropolitan Council has also made employment projections. Employment is anticipated to increase by 180 jobs from 2021 to 2040. Employment projections will be split between Commercial, Institutional, and Industrial land use districts. Planned and undeveloped land will be able to accommodate the forecasted growth levels in all land use categories in all stages of development.

Table 9 – Staged Future Land Use – Jobs and Acres

Future Land Uses	Estimated Employment / Acre		Staged Development						Total Developable Acres Needed to Accommodate Projected Job Growth	Existing Developable Acres
	Min	Max	2020		2030		2040		Acres	
			Jobs	Acres	Jobs	Acres	Jobs	Acres		
Mixed Use (50%)	4	8	-	-	2	0.25	2	0.25	0.05	92
Commercial	8	12	3	0.38	3	0.375	3	0.375	1.13	311
Commercial Recreational	8	12	-	-	2	0.25	4	0.5	0.75	275
Institutional	6	10	35	5.78	38	6.27	38	7.92	19.97	1,790
Industrial	8	12	35	5.08	40	5.8	50	7.25	18.1	320
Total			73	11.24	85	12.95	97	16.3	40.45	2,788
Source: Metropolitan Council Local Planning Handbook, Land Use, Density Calculations										

The staging plan cannot force development to occur or prevent anyone from pursuing new housing or engaging in employment opportunities but can be used as a tool to guide land use decisions and future development appropriately. It should be clear that while there are legitimate reasons why communities should stage and time growth in an orderly and contiguous manner, there is nothing about adopting a staged growth plan that forces a private property owner to make any decisions about their property.

Figure 4: Staging Map



F. Natural Resources

Natural resources are beneficial to the social, environmental, and economic vitality of a community. "Natural resources" include undeveloped habitats, surface water and ground water resources, undeveloped open space, significant scenic and scientific areas, and, in some cases, agricultural land. "Natural areas" are areas of natural resources that are largely unaltered by modern human activity, where native vegetation is distributed in naturally occurring patterns. The City of Empire has a strong history of commitment to protecting agricultural land and other natural resources in order to preserve the rural character of the area. This longstanding policy has provided an opportunity to further protect natural resources and the rural character of the area.

Providing for the protection of natural areas and corridors is directly related to the preservation of the rural character and economy of rural Dakota County. For example, the tools available to protect agricultural land are similar in many respects to those available to protect other natural resource areas. Currently, each community uses official controls to limit density of development in order to protect agricultural land. Other tools are also being investigated in various forums, including the possibility of using purchase of development rights (PDR), transfer of development rights (TDR) and conservation easements. These tools are also useful for protection of areas that are sensitive to development, such as wetlands, wooded areas, prairies and unique wildlife areas. The Dakota County Land Conservation Program is a voluntary program in which the county and other partners work with willing landowners to achieve mutual land protection and natural resources stewardship goals through the acquisition of conservation easements or fee title. The major goal of the program is to protect large, contiguous agricultural areas, while protecting water quality and wildlife habitat benefits and to protect, connect, and manage priority natural areas. Land in this program are not shown on any Collaborative maps but are included in the County plan.

G. Special Resource Protection

Portions of the City of Empire are identified with commercial grade aggregate deposits, shown on the Future Land Use Map. The city regulates mining operations as part of zoning regulations or separate mining ordinances. The majority of the aggregate reserves in the city is protected for future use by the limited development density allowed in the agricultural zoning area.

H. Solar

The Metropolitan Land Planning Act (Minnesota Statues 473.859, Subd. 2) requires local comprehensive plans to include for the protection and development of access to direct sunlight for solar energy systems. The City of Empire acknowledges the importance of protecting solar access from potential interference by adjacent structures. Due to the rural, low-density characteristic of the City of Empire, it is unlikely that solar energy systems would be precluded by structure interference. Zoning provisions within the city's ordinance also regulates density, height, and structure setback in higher density residential areas and in commercial and industrial areas to provide adequate protection for solar energy access. It is the policy of the City of Empire is to protect solar access through adequate zoning standards.

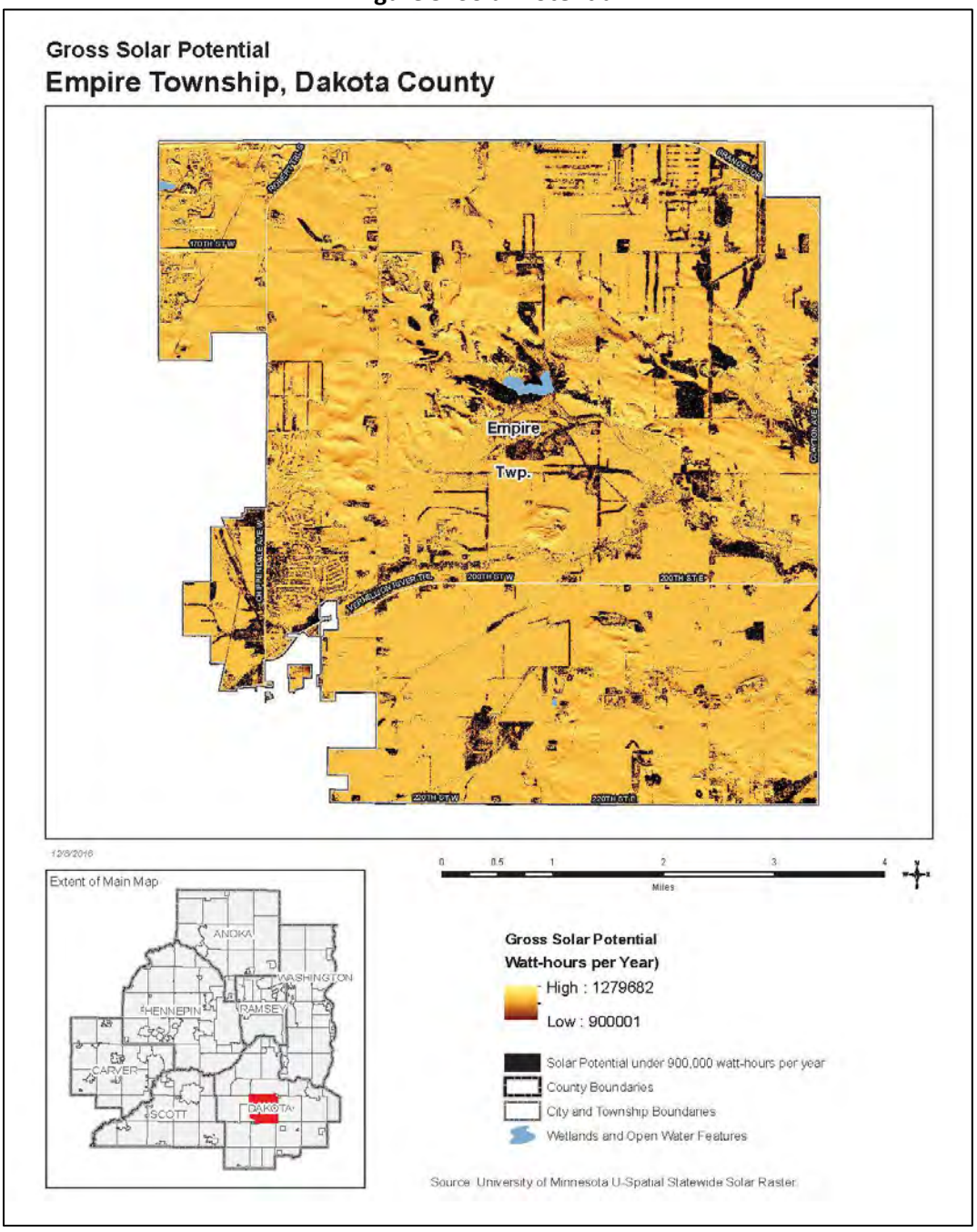
The City of Empire has approved six solar projects totaling 18 MW. Dakota County also has roof-top and ground-mounted solar panels at the County's Transportation Facility located in Empire.

Solar potentials and the solar suitability exhibit is provided in Table 10 below. The solar potential calculations assume a 10% conversion efficiency and current (2016/17) solar technologies. The solar potential table is for illustrative purposes only and do not represent any planned solar development.

Table 10 - Solar Energy Potential			
Gross Potential (Mwh/yr)	**Rooftop Potential (Mwh/yr)**	**Gross Generation Potential (Mwh/yr^2)**	**Rooftop Generation Potential (Mwh/yr^2)**
82,830,897	231,412	8,283,089	23,141

Source: Metropolitan Council

Figure 5: Solar Potential



III. HOUSING

A. Existing Housing

In 2015, the City of Empire contained approximately 926 housing units, according to the Metropolitan Council. Nearly all units were single family (98%) and 2% were multi-family. Most homes are owner occupied (89%). About 44% of homes in the city are affordable to households at or below 80% area median income (AMI). However, about 23% of all households experience cost burden. There are no publicly subsidized housing units in the City of Empire. These and other housing data are detailed in Tables 11 and 12.

Table 11 – Housing Conditions, 2015

	Number of Units	Percent of Total
Total of Housing Units	926	100%
Housing Units		
– Owner Occupied	820	89%
– Rental	106	11%
Single Family Homes	911	98%
Multi-family Homes	15	2%
Housing Units affordable to households with incomes at or below 30% Area Median Income (AMI)	0	0%
Housing Units affordable to households with incomes between 31 and 50% Area Median Income (AMI)	65	7%
Housing Units affordable to households with incomes between 51 and 80% Area Median Income (AMI)	338	37%
Households experiencing housing cost burden with incomes below 30% AMI	46	5%
Households experiencing housing cost burden with incomes between 31% and 50% AMI	35	4%
Households experiencing housing cost burden with incomes between 51% and 80% AMI	121	13%

Source: Metropolitan Council Estimates

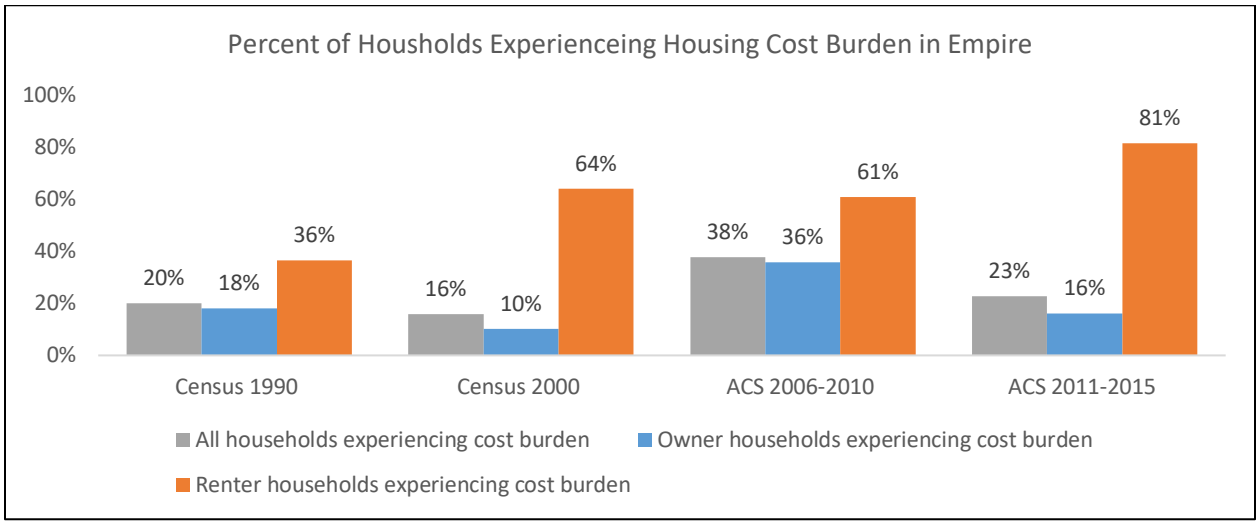
Table 12 – Total Households Experience Cost Burden

	Households	Percent of Total Household Type
Existing households experiencing housing cost burden	182	23%
Owner households experiencing housing cost burden	117	16%
Renter households experiencing housing cost burden	65	81%

Source: Metropolitan Council

The graphic on the following page details housing cost burden in the City of Empire since 1990. Housing cost-burden occurs when households spend 30% or more of their income on housing costs. The percentage of cost-burdened households in Empire has fluctuated over the years. Cost burdened renter households have increased since 1990, hitting 81% in 2015. Owner occupied households experiencing cost burden have fluctuated since 1990, reaching its highest point in 2010, which is likely due to the economic recession. Estimates for cost burdened owner households show decreased rates of cost burden

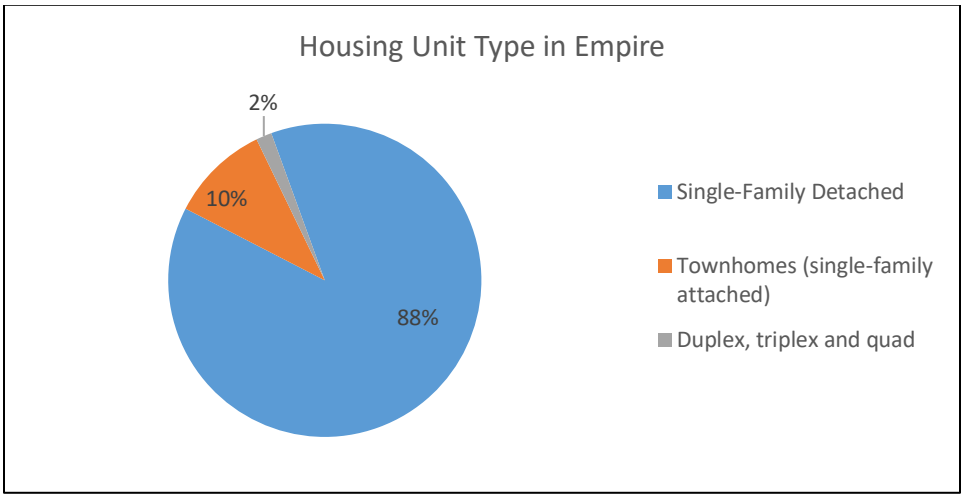
that are closer to rates seen in 1990. The presence of cost-burdened households suggests housing costs are, and could continue to be, a concern and housing need within the City of Empire



Source: Metropolitan Council Tabulation of American Community Survey Data

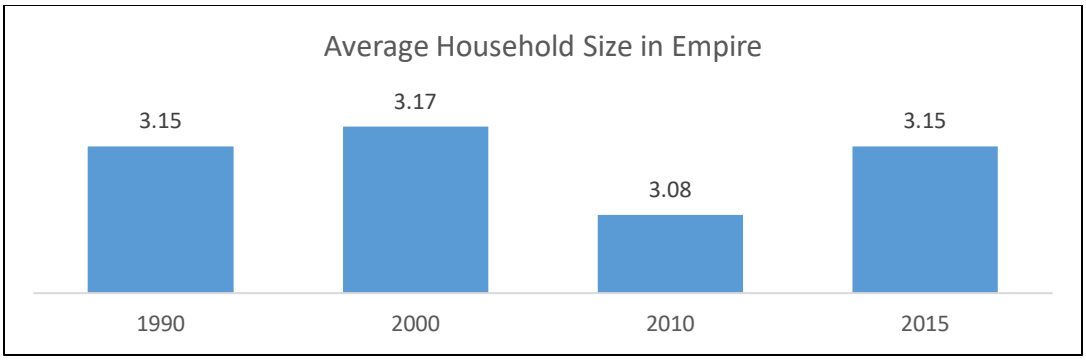
1. Housing Types

As noted above and detailed in the chart below, most housing units in Empire are single family, detached units. About 10% of housing units are townhomes.



Source: Metropolitan Council Tabulation of American Community Survey Data

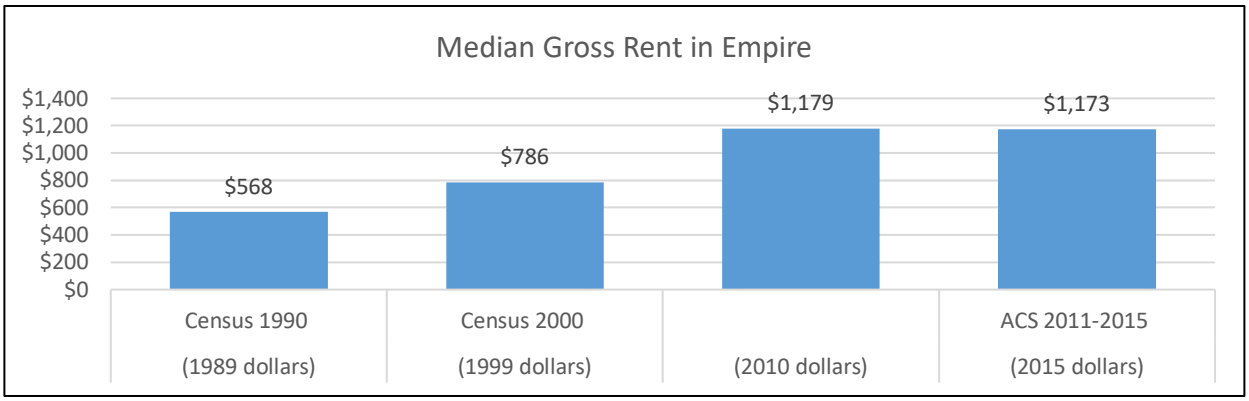
The average household size in the City of Empire is 3.15 persons per household, which is the same as 1990 averages. The City of Empire has a higher average number of persons per household than other communities in the seven-county metropolitan area.



Source: Metropolitan Council Tabulation of US Census and American Community Survey Data

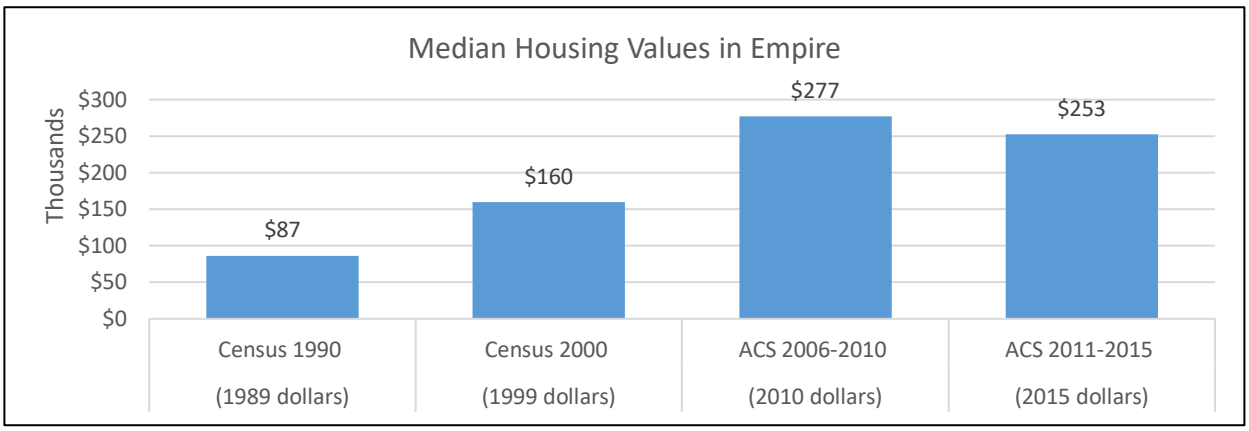
2. Housing Values and Costs

Median rent in Empire have remained constant between 2010 and 2015 after rising between previous years. The largest increase took place between 2000 and 2010, with median rent increasing 50%. This may be due to the conversion of single family homes from owner to renter occupancy.



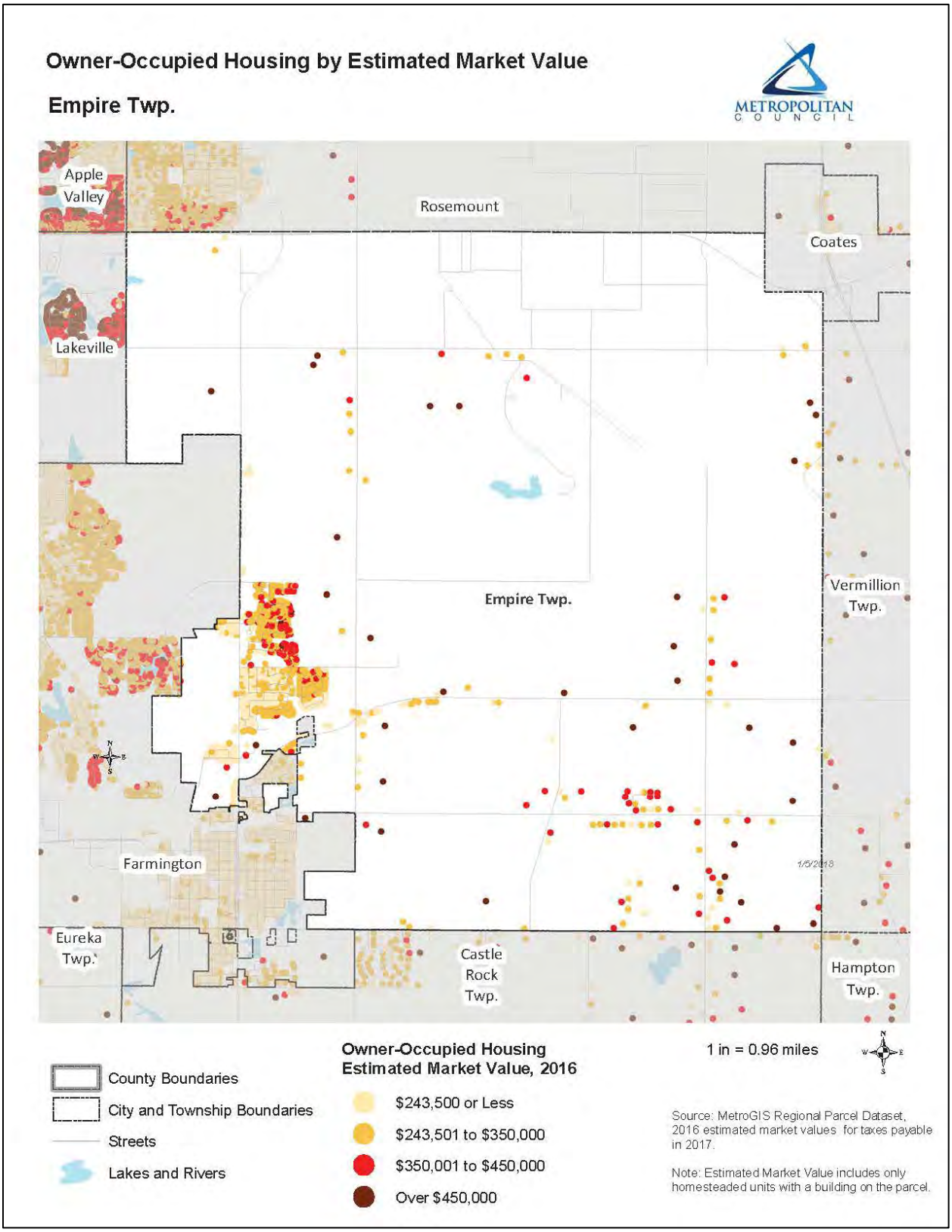
Source: Metropolitan Council Tabulation of US Census and American Community Survey Data

The City of Empire has had higher median housing values than Dakota County since 2000. While higher home prices can benefit the community, it can also price young families out of homeownership opportunities. The value of owner-occupied housing units is shown in Figure 6.



Source: Metropolitan Council Tabulation of US Census and American Community Survey Data

Figure 6: Owner Occupied Housing Values



B. Projected Housing Needs

Projected household growth from 2010 to 2040 is depicted on Table 13. Empire has added 134 new households between 2010 and 2015. Household projections are showing an increase in the number of households from 2015 through 2040. Household projections are anticipated to increase by 874 households by 2040. To accommodate this forecasted growth, the City of Empire will need approximately 874 additional housing units. Because of the projected increase, the City of Empire has identified large swaths of land for future residential use in order to meet housing needs. Sufficient acres of land have been guided for residential and employment based land uses to accommodate projected needs.

Table 13 – Projected Household Trends

2010	2015	2020	2030	2040
792	926	1,100	1,450	1,800

Source: Metropolitan Council

Additionally, the presence of cost-burdened households suggests housing costs are, and could continue to be, a concern in the City of Empire. While there is no publicly subsidized housing in Empire and no units affordable at or below 30% AMI, there are limited opportunities to address these needs given Empire's rural location, lack of transportation and job access, and the general cost of housing construction. Strategies to address housing costs and affordability are presented in section D. Most opportunities to address housing issues will be through the Dakota County CDA.

C. Affordable Housing Allocation

The Metropolitan Council prioritized housing affordability in the Thrive MSP 2040 Regional Policy and determined the allocation of affordable housing needed to meet the rising need of affordable housing across the region. Housing is considered "affordable" when no more than 30% of household income goes to housing, so households with different income levels have different thresholds of "affordable," as outlined in Table 14. The Metropolitan Council selected the 4-person household thresholds as the general measurement for affordable housing needs at each income level.

Table 14– Regional Household Income Levels, 2016

Household Size	30% AMI	50% AMI	80% AMI
1-Person	$18,050	$30,050	$46,000
2-Person	$20,600	$34,350	$52,600
3-Person	$23,200	$38,650	$59,150
4-Person	$25,750	$42,900	$65,700
5-Person	$28,440	$46,350	$71,000
6-Person	$32,580	$49,800	$76,250
7-Person	$36,730	$53,200	$81,500
8-Person	$40,890	$56,650	$86,750

Source: Metropolitan Council

The allocation of affordable housing need is calculated based on a variety of factors:

- Projections of growth of households experiencing housing cost burden
- Current supply of existing affordable housing, whether subsidized or naturally occurring
- Disparity of low-wage jobs and housing for low-wage households within a community

The Metropolitan Council determined the City of Empire's share of affordable housing need is 119 units, noted in Table 15.

Table 15 – Affordable Housing Need Allocation	
At or Below 30% AMI	72
31-50% AMI	44
51-80% AMI	3
Total Units	119

Communities accomplish this affordable housing allocation by designating adequate vacant land or redevelopable land at minimum densities (units/acre) high enough to make affordable housing a viable option. The cost to build per unit decreases as the number of units per acre increases. Lower per unit costs make development an option for affordable housing developers as well as market-rate developers. The affordable housing allocation does not mean the community is forced to build this number of affordable units. However, the community must ensure the opportunity for affordable housing exists by guiding adequate vacant or redeveloped land for higher densities to meet the stated share.

To determine if the City of Empire can achieve the identified number of units, it is necessary to identify which future land use designations count towards the Affordable Housing Allocation need. According to the Metropolitan Council, any residential future land use designation that has a minimum density of eight units per acre or more will count towards affordable housing allocation calculations. Table 16 features the future residential land use designations for the City of Empire and the minimum units per acre.

Table 16 – Future Land Use Designations		
Land Use	**Minimum Density (units/acre)**	**Qualify for Affordable Housing**
Agricultural	0.1 unit/acre	No
Low Density Residential	3	No
Mixed Density Residential	3	No
Medium Density Residential	5	No
High Density Residential	8	Yes
Mixed Use	8	Yes

Any vacant or redevelopable land designated as High Density and Mixed Use is counted in the affordable housing allocation calculations. In Table 17 below, the net developable or redevelopable acres have been multiplied by the minimum units per acre to determine the minimum number of units that could be developed. Developable acreage does not include unbuildable areas, such as right-of-way, open water, and wetlands.

Table 17 – Development Potential for Affordable Housing Allocation				
Land Use	**Net Acres**	**Units/Acre**	**Min % Residential**	**Units**
High Density (Total Acres Planned)	167	8	100%	1336
High Density (Staged 2021-2030)	9	8	100%	72
Mixed Use (Total Acres Planned)	92	8	50%	368
Mixed Use (Staged 2021-2030)	12	8	50%	48

With the available vacant land in the High Density and Mixed Use designations, the City of Empire has enough land to meet its allocation for affordable housing.

D. Housing Implementation Plan

The City of Empire is expected to add 874 households by 2040 and has an affordable housing allocation of 119 units. The city will cooperate with the Dakota County Community Development Agency and the Minnesota Housing Finance Agency for home improvement, weatherization grant and loan programs, and homeownership resources to support local and regional housing goals.

The potential implementation tools listed in Table 18 will be considered by the City of Empire on a case-by-case basis, as development occurs. Due to the lack of staff, Empire is unlikely to utilize many of the available implementation tools. Cities like Empire must generally rely on the Dakota County Community Development Authority to implement most of the available housing tools, because either they do not have the resources to implement the strategies or they are cost prohibitive. The City of Empire does not have a local HRA or EDA to implement many housing programs from a local level.

Table 18– Housing Implementation

Housing Goal/Need	Available Tool	Opportunity and Sequence of Use
Multi-Generational Community Living (all income levels)	Start-Up Loan Program	Minnesota Housing offers first-time homebuyers assistance with financing a home purchase and down payment assistance through a dedicated loan program
	Home Improvement Loans	Minnesota Housing and Dakota County CDA offers assistance to homeowners in financing home maintenance projects to accommodating a physical disability
	ADU Ordinance	The city would consider developing an ordinance permitting the construction of accessory dwelling units or guest homes in specific zoning districts
	Program or Framework	The city would consider working with groups and stakeholders to develop guiding principles, frameworks, and action plans to consider and incorporate the needs of older residents into development decisions on a case-by case basis.
	TIF	It is unlikely the city would consider using TIF for this purpose.
	Tax Abatement	It is unlikely the city would consider using Tax Abatement for this purpose.
	Super RFP	It is unlikely the city will consider supporting an application to RFP programs for this purpose.
	CDA	The city will work with the Dakota County CDA to provide information on potential resources.
	Local Funding Resources: LCDA	The city does not currently participate in the Livable Communities Account programs, and it is unlikely the city will consider participating in the near future due to limited staff capacity. The city may reconsider this if and when additional staff resources become available.
	Local Funding Resources: CDBG	The city is unlikely to use allocated CDBG funds for this housing type.
	Housing Bonds	The city is unlikely to use housing bonds for this housing type.
	Site Assembly	It is unlikely the city will consider using this tool for this purpose.
	Planned Unit Developments (PUDs)	The city will consider planned unit developments to meet overall community land use, housing, density goals that

Table 18– Housing Implementation		
Housing Goal/Need	**Available Tool**	**Opportunity and Sequence of Use**
		may otherwise not be permitted through regular zoning requirements.
	Expedited Pre-application Process	The city would consider creating a pre-application process to identify ways to minimize unnecessary delay for projects prior to formal application process.
	Referrals	The city will work with the Dakota County CDA to provide information on potential resources to the best of its ability.
Maintaining Existing Housing Units	Home Improvement Loans	The Dakota County CDA and Minnesota Housing can assist homeowners in financing home maintenance projects like roof repair, plumbing and electrical work, accommodating a physical disability, or select energy efficiency improvement projects. The city would refer homeowners to those agencies.
	Foreclosure Prevention	The Dakota County CDA and Minnesota Housing can connect homeowners with resources, education, and counseling to prevent foreclosures. The city would refer homeowners to those agencies.
	CDBG	It is unlikely the city would consider using a portion of its total CDBG allocation to develop and maintain a home/property rehab program for low and moderate income households.
	Rental License and Inspection Program	Due to limited resources, it is unlikely the city will develop rental license and inspection programs.
Housing Affordability and Cost Burden (all income levels and housing tenure)	Planned Unit Developments (PUDs)	The city would consider planned unit developments to meet overall community land use, housing, density goals that may otherwise not be permitted through regular zoning requirements.
	Community Land Trust	It is unlikely the city would consider using this tool for this purpose.
	Housing Bonds	The city is unlikely to use housing bonds for this housing type.
	Housing Opportunities Enhancement Program (HOPE)	Dakota County has been providing gap financing to assist in the development and preservation of affordable housing throughout the county. Funding is provided in the form of a deferred loan and requires a 2:1 match of other public or private funding sources. HOPE funds must be used to provide rental housing opportunities for households at or below 50% of area median income or homeownerships opportunities for households at or below 80% of area median income. The city will refer potential applicants to the Dakota County CDA.
	TIF	It is unlikely the city will consider using TIF for this purpose.
	Tax Abatement	It is unlikely the city will consider using Tax Abatement for this purpose.

Table 18– Housing Implementation		
Housing Goal/Need	**Available Tool**	**Opportunity and Sequence of Use**
	Super RFP	It is unlikely the city will consider supporting an application to RFP programs for this purpose.
	CDA	The city will work with the Dakota County CDA to provide information on potential resources.
	Local Funding Resources: LCDA	The city does not currently participate in the Livable Communities Account programs, and it is unlikely the city will consider participating in the near future due to limited staff capacity. The city may reconsider this if and when additional staff resources become available.
	Local Funding Resources: CDBG	The city is unlikely to use allocated CDBG funds for this housing type.
	Site Assembly	It is unlikely city will consider using this tool for this purpose.
	Expedited Pre-application Process	The city would consider creating a pre-application process to identify ways to minimize unnecessary delay for projects prior to formal application process.
	Referrals	The city will work with Dakota County CDA to provide information on potential resources to the best of its ability.
General Housing Needs	Fair Housing Policy	Due to limited resources, it is unlikely the city will adopt a Fair Housing Policy.
	Participation in Housing-Related Organizations	Due to limited resources, it is unlikely the city will participate.
	Referrals	The city will work with Dakota County CDA to provide information on potential resources to the best of its ability.
	Affordable Mortgage Products/MCPP (Minnesota Cities Participation Program)	Affordable mortgages are available through MHFA to residents through participating lenders in the Start Up and Step Up Loan programs. Borrowers must meet median income limits and interest rates are kept low by funding mortgages through a bonding allocation. First time homebuyers who are income qualified may also access down payment closing cost assistance. This service is accessed through the Homebuyer Services program. The city will provide information on this potential resource to the best of its ability.
	Rental License and Inspection Program	Due to limited resources, it is unlikely the city will develop rental license and inspection programs.

IV. PARKS AND TRAILS

A. Regional Parks and Trails

1. Parks

Whitetail Woods Regional Park is a 456-acre regional park in the City of Empire. It is the newest park in Dakota County. Park acquisition was completed in 2008, and the park opened to the public in 2014. The regional park is adjacent to the 2800-acre Vermillion Highlands Research Recreation and Wildlife Management Area and the 800- acre Vermillion River Wildlife Management Area. Whitetail Woods Park features several amenities, such as camping cabins, hiking and snowshoeing trails, a nature play space, geocaching, and bonfire pits. Future plans for the park include a dog park and a disc golf course.

Also, within the City of Empire is the Dakota Woods Dog Park. The Dakota Woods Dog Park is a 16-acre off-leash dog run area in Empire (120-acre County-owned site). The park also features walking trails and a picnic area for human patrons.

2. Trails

Several regional trails are located within the City of Empire but have not yet been completed. Select trail segments, which will become part of future regional trails or greenway networks, have been constructed. These segments will become part of the Vermillion River Greenway and the Vermillion Highlands Regional Greenway, respectively.

Future **regional trail corridors** that have been identified by Dakota County as part of a "Greenways" network are primarily located along the major rivers in the rural area, including four regional trail corridors, noted below:

- Vermillion Highlands Regional Greenway Trail (City of Empire)
    - This is a planned regional trail that has not yet been constructed. It will connect Farmington to Rosemount along the Vermillion River Corridor and route through portions of the Vermillion WMAs and the newly opened Whitetail Woods Regional Park. This trail will be 13.5 miles long.
    - A connection corridor has been identified in the northwest area of the city as mining comes to an end and as development of residential and commercial and uses take hold. This greenway corridor is intended to meander around stormwater ponds created as part of the mining remediation plans and will provide a critical connecting corridor.
- North Creek Greenway (City of Empire)
    - This is a planned regional trail that has not yet been constructed. It will connect Farmington and the City of Empire to Apple Valley and Lebanon Hills Regional Park along the North Creek Corridor and Johnny Cake Ridge Road. This trail will be 14 miles long.
- Vermillion River Greenway Regional Trail (City of Empire, Vermillion, and Marshan Townships, City of Vermillion)
    - This trail will connect Whitetail Woods Regional Park to Hastings and the Mississippi River Corridor. It is estimated this trail will be about 17 miles long.

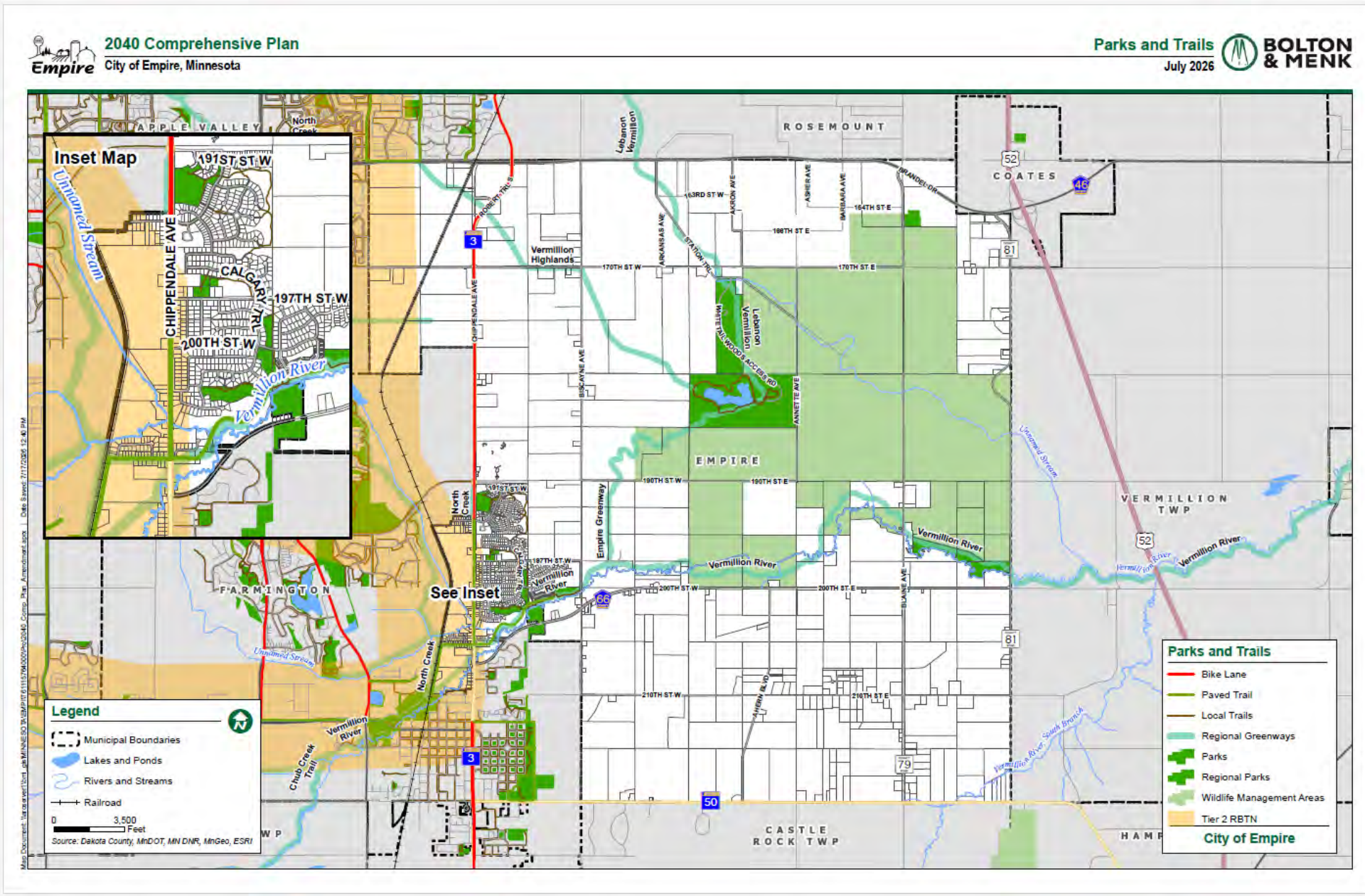
B. Local Parks and Trails

Local parks and park amenities are detailed in the following table and shown in Figure 7.

Table 19 – Local Park Amenities

Parks	Park Size (Acres)	Walking/Hiking Trails	Picnic Area/Shelter	Playground	Ice Skating	Disc Golf (# of holes)	Volleyball	Restroom	Tennis Court	Ballfield	Basketball	Parking
Empire River Preserve Park	24.7	X	X	X		9	2					X
Sachs Park	2.3			X	X			X		1	1	X
Town Hall Park	1.6	X	X	X					2		1	X
Stelzel Fields	18.2			X				X		4		X

Figure 7: Parks and Trails



V. TRANSPORTATION

A. Overview

The primary purpose of this Transportation chapter is to provide guidance to the City of Empire residents and elected officials regarding the implementation of effective, integrated transportation facilities and programs through the 2040 planning timeframe. This chapter is consistent with regional requirements for transportation as captured in the Metropolitan Council's 2040 *Local Planning Handbook*. The Dakota County Rural Collaborative Comprehensive Plan and the Dakota County 2040 Comprehensive Plan provide additional details regarding the roadway system in adjacent communities.

B. Existing Roadway System

1. Traffic Volumes

The most basic characteristic of a given roadway is the volume of traffic that carries it. Existing volumes, or the most recent volumes available, on roadways in the City of Empire are presented in Figure 8. This data was obtained from either MnDOT or Dakota County.

2. Crash Data

Public safety responsibility of the roadway system in the City of Empire is shared by the city, Dakota County, and the Minnesota Department of Transportation (MnDOT). Crash data for the most recent available three-year time period from January 1, 2013, through December 31, 2015, are analyzed to determine where current safety issues are located. Crash data are shown in Figure 9. Locations with the highest crash frequency in Empire are detailed below.

<u>Minnesota State Highway 3 Corridor</u>

- Hwy 3 at CSAH 46 – Signalized intersection, high traffic volume, change from 4-lane divided to 2-lane highway east of the intersection (border of the City of Empire and City of Rosemount)
- Hwy 3 at CR 58 – Side street stop, wide intersection (the City of Empire)

These locations are part of the State Highway System. Based on the County's Capital Improvement Plan 2017-2022, the County is anticipated to have roadway reconstruction at MN Highway 3 and CSAH 86 to improve safety. These intersections are also recommended for future study to identify solutions to reduce crash frequency and/or severity.

3. Jurisdictional Classification

Roadways are classified on the basis of which level of government has jurisdiction over them. Figure 10 shows the roadway jurisdictional classification system in the City of Empire.

Figure 8: Existing Traffic Volumes

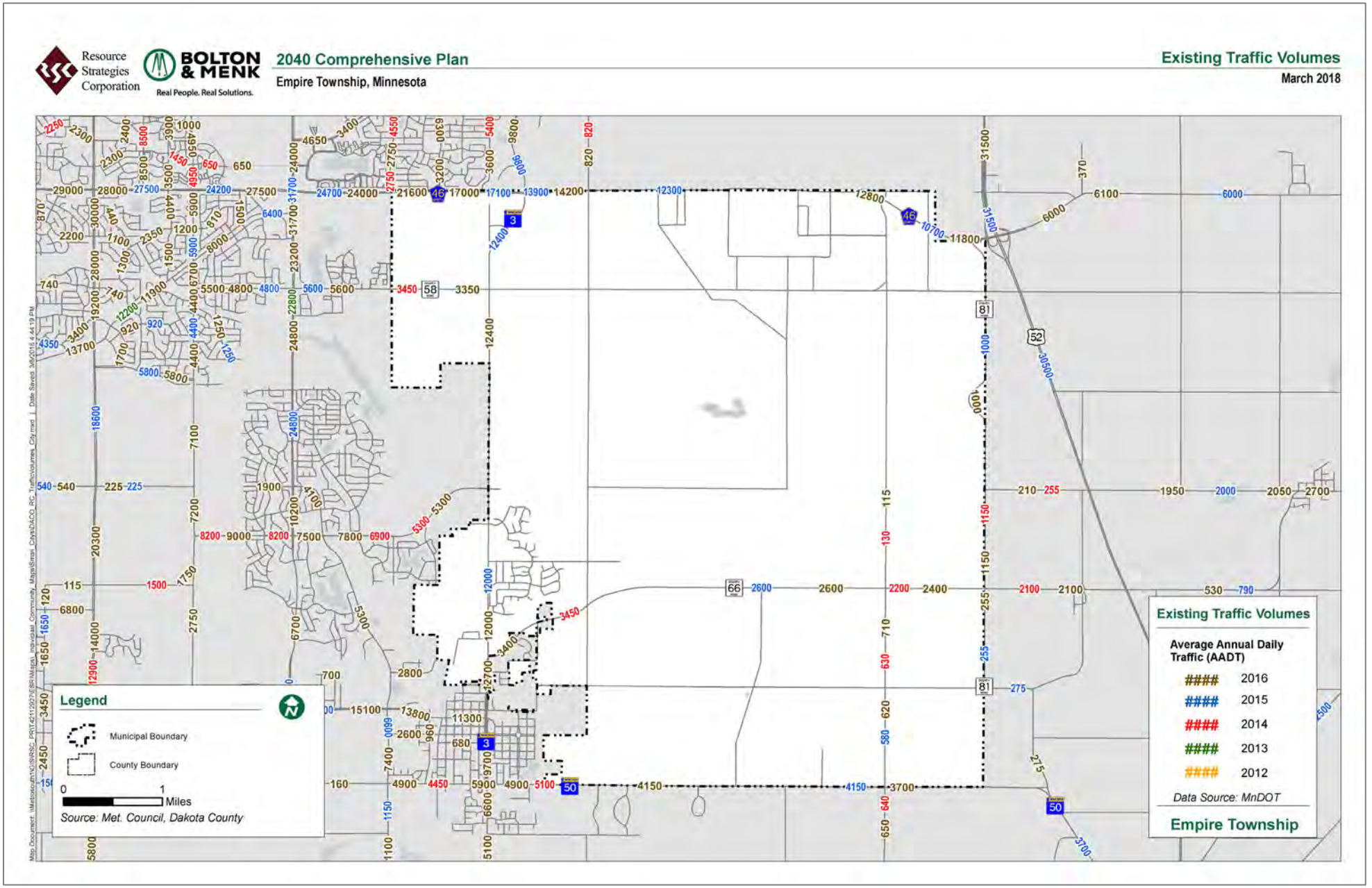


Figure 9: Crash Data

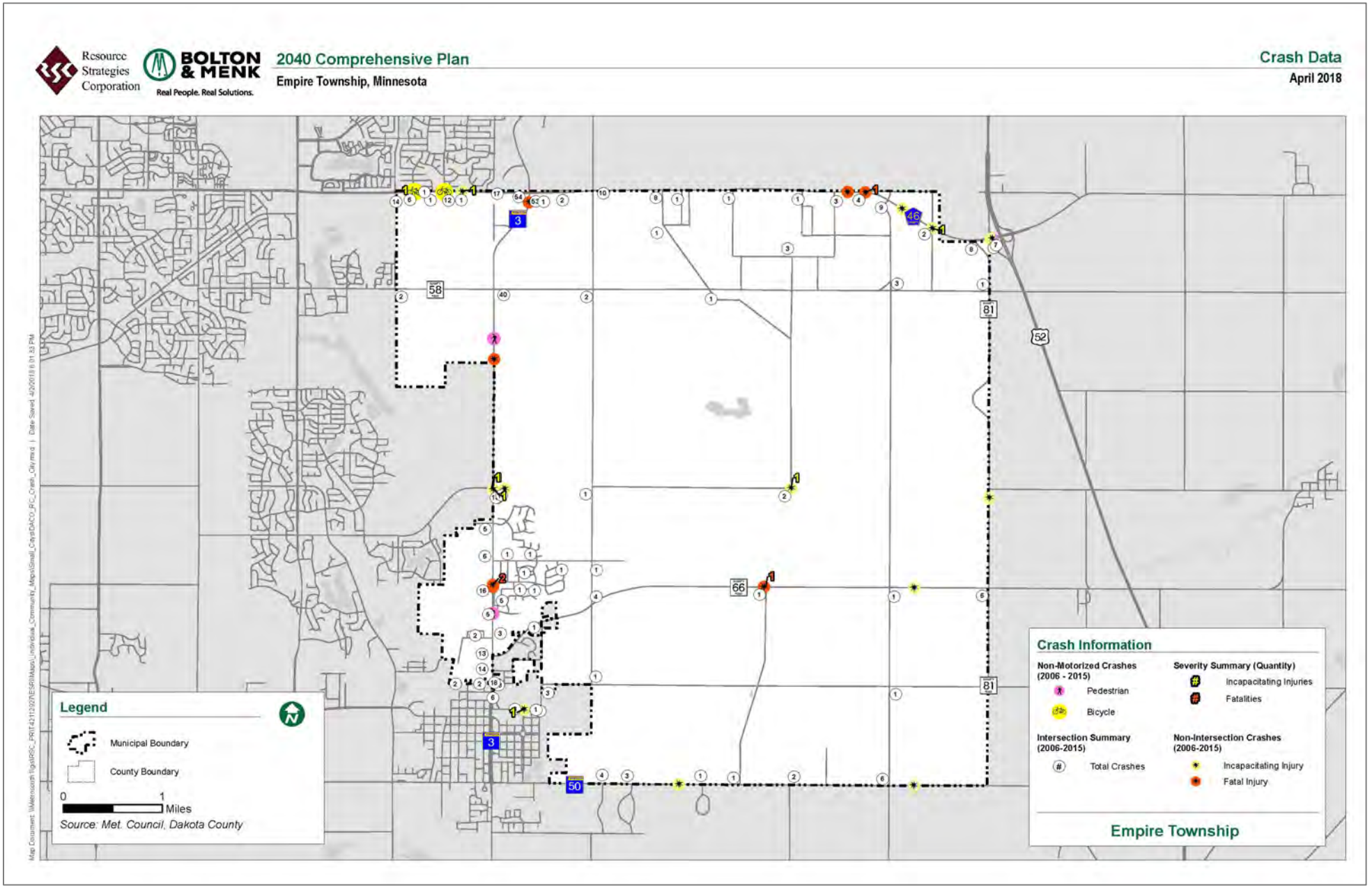
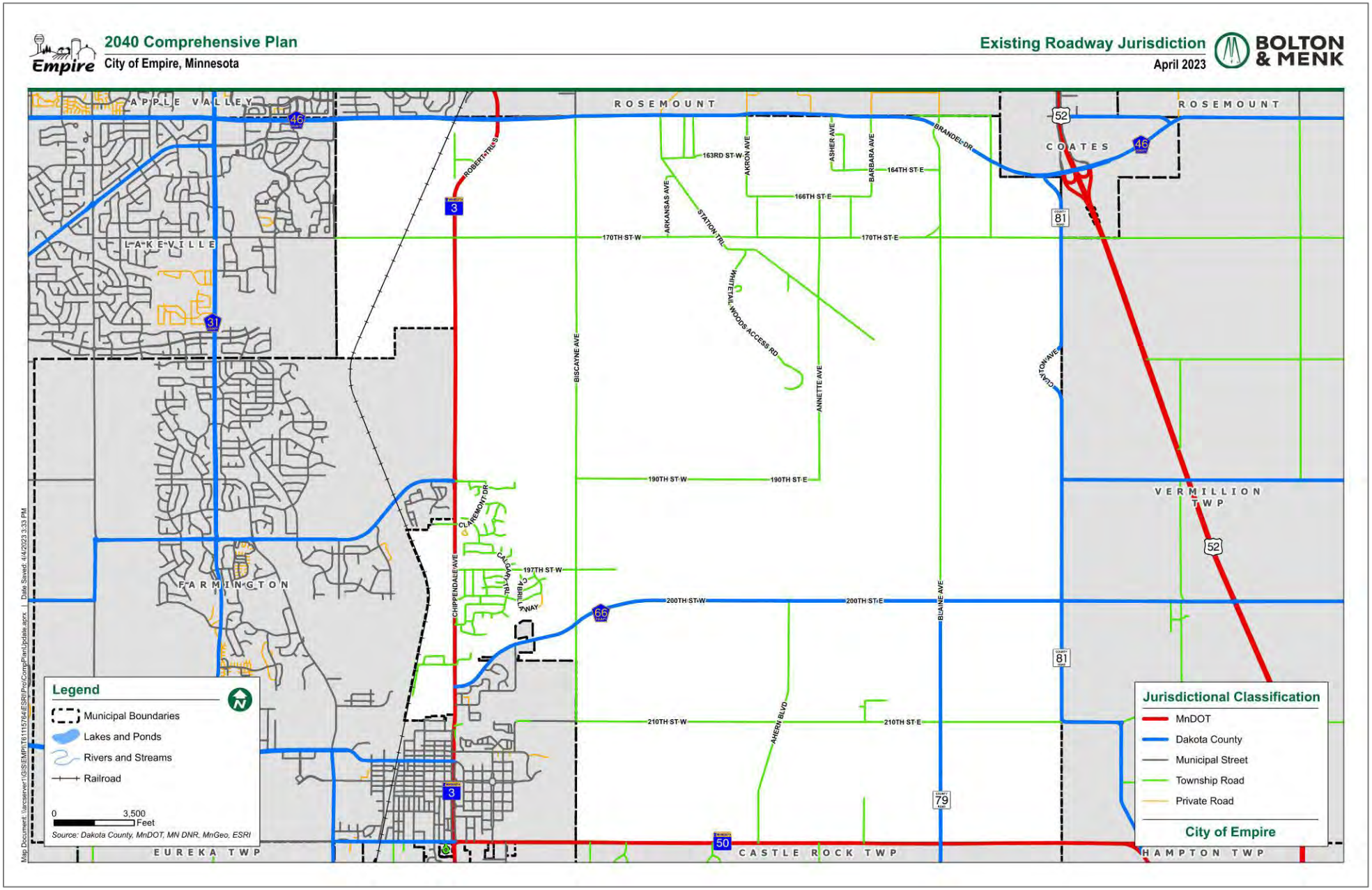


Figure 10: Existing Jurisdictional Classification



4. Functional Classification

Functional classification is a cornerstone of transportation planning. The functional classification system is a roadway network that distributes traffic from neighborhood streets to collector roadways, then to minor arterials, and ultimately the Metropolitan Highway System[1]. Roads are placed into functional categories based on the degree to which they provide **access** to adjacent land uses and lower level roadways versus providing higher-speed **mobility** for "through" traffic. Within this approach, roads are located and designed to perform their designated function.

The current roadway functional classification map for the City of Empire as identified by the Metropolitan Council**.** The roadway system in Empire presently consists of five functional roadway classifications:

- "A" minor arterial
- "B" minor arterial
- Major collector
- Minor collector
- Local street

The Metropolitan Council has defined four sub-categories of "A" minor arterials: reliever, expander, connector, and augmenter. These sub-categories have to do primarily with Metropolitan Council's allocation of federal funding roadway improvements but do not translate into specific design characteristics or requirements.

For arterial roadways, the Metropolitan Council has designation authority. Local agencies may request that their roadways become arterials (or are downgraded from arterial to collector), but such designations or re-designations must be approved by the Metropolitan Council. The agency which has jurisdiction over a given roadway has the authority to designate collector status.

"A" Minor Arterials

These roads connect important locations within the City of Empire with access points of the Metropolitan Highway System and with important locations outside the collaborative area. These arterials are intended to carry short to medium trips that would otherwise use principal arterials. While "A" minor arterial roadways provide more access than principal arterials, their primary function is also to provide mobility rather than access to lower level roadways or adjacent land uses. The "A" minor arterial roadways in the City of Empire are identified in Figure 11 and in the table below:

Table 20 - "A" Minor Arterial Roadways

Roadway	From	To	Number of Travel Lanes
MN Hwy 3/ Chippendale Ave/ Dahomey Ave	City of Empire	Waterford Twp	2
CR/CSAH 46/ Brandel Drive/ 160th Street	Hastings	Apple Valley	2
MN Hwy 50/ 220th Street W/ Hampton Ave/ 240th Street E	City of Empire	Douglas Twp	2
CR/CSAH 66/ 200th Street/ Fischer Ave/ Vermillion River Trail	Vermillion Twp	Farmington	2

Major and Minor Collectors

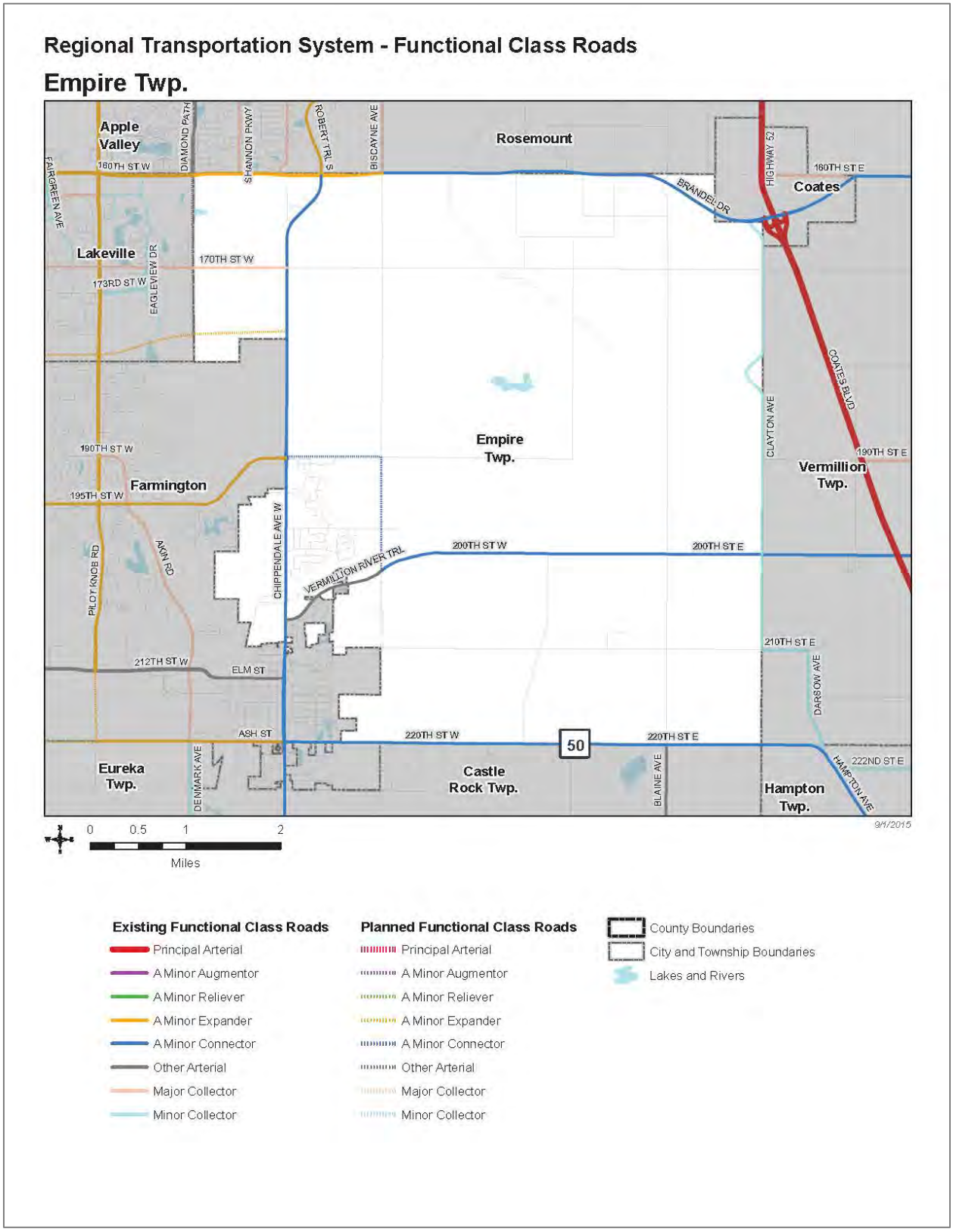
Collector roadways provide a balance of the mobility and land-use access functions discussed above. They generally serve trips that are entirely within a municipality and connect neighborhoods and smaller commercial areas to the arterial network. Minor collectors generally are shorter in length, with lower

[1] The Metropolitan Highway System is made up of the region's principal arterials. These roads are part of the National Highway System and are owned and operated by MnDOT and the seven metropolitan counties (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington).

volumes and lower speeds than major collectors. Current collector roadways are identified on Figure 11 and in Table 21.

Table 21 - Major and Minor Collector Roadways			
Roadway	**From**	**To**	**Number of Travel Lanes**
Major Collector CR 58/ 170th Street W	MN Hwy 3/ Chippendale Ave	Western City of Empire Boundary	2
Minor Collector CR 81/ 210th Street E/ Darsow Ave/ Clayton Ave	Northern Hampton Twp boundary	CR/CSAH 46/ Brandel Drive	2

Figure 11: Existing Functional Classification



5. Summary of Relevant Transportation Studies and Plans

A summary of transportation studies relevant to Empire's roadway system is provided below.

Dakota County Studies and Plans

Dakota County 2040 Transportation Plan (2021)
Dakota County developed the Dakota County 2040 Transportation Plan as part of the Dakota County 2040 Comprehensive Plan (DC2040). The plan is a guide to maintain and improve the transportation system while aligning with DC2040 land use goals and objectives. It provides detailed definition and guidance in determining the county transportation priorities, goals, strategies and policies.

Dakota County Pedestrian and Bicycle Plan (2018)
Dakota County developed a pedestrian and bicycle plan to create a comprehensive, cohesive vision for countywide walking and bicycling networks. This plan analyzes existing conditions for walking and biking, develops a countywide pedestrian and bicycle system plan, and provides a toolkit of policies, strategies, and best practices for implantation.

Dakota County Principal Arterial Study (2018)
The Dakota County Principal Arterial Study studied potential highways in the county for designation as future principal arterials. This is intended to provide a safe and efficient transportation system in the long term and filling transportation needs. Presently, there are no principal arterials running east/west south of CR/CSAH 42, and there are no principal arterials running north/south west of US TH 52 within Dakota County. This limits access and connectivity. Traffic volumes, connections to other principal arterials, and the ability to support freight were considered as part of analysis. Corridors recommended for future principal arterial designation within the Rural Collaborative include:

- US Highway 61
- MN Highway 3
- MN Highway 50
- County Road 86

Of these corridors, two traverse the City of Empire: MN Highways 3 and 50.

Dakota County East-West Transit Study (2016)
This study evaluated transportation and transit needs and trends within Dakota County. The majority of transit options currently available or planned in Dakota County run north/south, meaning east/west transit options are needed to connect routes and destinations within the county. Corridors studied within the Rural Collaborative area include 160th Street West and County Road/CSAH 42. At this time, these corridors have not been recommended for further study. The western segment of County Road/CSAH 42 (from the City of Savage in Scott County to the City of Rosemount) has been recommended for further transit corridor consideration.

Dakota County Intersection Control Study
Dakota County continually assesses intersections and looking at traffic volumes, delay, crash reports and overall operation to determine if and when traffic control changes are needed. Recent intersection control studies include CSAH 46 (160th Street) and CR 33 (Diamond Path), located at the border of the City of Empire and the Cities of Apple Valley, Lakeville, and Rosemount.

Rosemount/Empire/UMore Transportation System Study (2010)
This study investigated the future needs associated with development of the UMore area and preservation of the Vermillion Highlands area. The study identified a transportation system that results in safe and efficient area travel, supports land use plans, is cost-effective, and allows for greater collaboration between agencies. Major findings, influences or considerations incorporated into the Plan include:

- Identification of a regional arterial road network system to be used by study partners and surrounding communities as land use and transportation plans are implemented.
- Identification of selected roadway expansion from 2 to 4 lanes on various roadway segments and 4 to 6 lanes on County Road/CSAH 42.
- Identification of a new alignment and expansion consideration on Biscayne Avenue and County Road 73/Akron Avenue.
- Identification of a new alignment and expansion consideration on Blaine Avenue and County Road 81/Clayton Avenue.

Dakota County East-West Corridor Preservation Study (2006, adopted in 2007)
Dakota County recognized the travel deficiencies associated with the disjointed system of east-west roadways in the southern portion of the County, specifically the Cities of Farmington, Lakeville, and the City of Empire. These deficiencies will be exacerbated with the future growth anticipated for these southern communities.

The County identified five east-west corridors for corridor preservation and implementation planning. One of these corridors, Corridor C, runs through the City of Empire. (The other four corridors do not traverse the city or stop just short of the municipal boundary). Corridor C follows County Road 64/195th Street W into the City of Empire, turns south onto Biscayne Ave, and connects with County Road 66/Vermillion River Trail. Phase II of the study refined alignment of corridor C and addressed an extension of the corridor further east into the city, potentially connecting with US Highway 52 in Vermillion Township.

The primary recommendations for corridor C include:
- Potential four-lane arterial facility under County jurisdiction with 150 foot ROW width.
- Preservation corridor of 150 feet on Biscayne Avenue alignment.
- Preservation corridor of 110 feet on the County Highway 66 alignment.

Seed-Genstar Alternative Urban Areawide Review (AUAR) (2004, updated in 2016)
This AUAR considers the potential impacts associated with the development of approximately 965 acres in the northeast portion of the City of Farmington. The development scenario analyzed consists of mostly single-family residential land use with interspersed pockets of multi-family residential and a small mixed-use commercial/residential area at the northwest corner of 195th St and MN Highway 3. While this development is not located in the City of Empire itself, the AUAR area borders Empire and is located near staged growth areas in the city.

The AUAR traffic analysis assumes an expanded MN Highway 3 to a four-lane facility. The analysis also notes MN Highway 3 would need to be expanded to a four-lane facility even without the AUAR development over the planning horizon (2036) to accommodate anticipated traffic volumes. The traffic associated with the AUAR development would exacerbate existing and projected traffic issues. The City of Empire will work with the City of Farmington, Dakota County, and MnDOT to assess the capacity of MN Highway 3 and potential deficiencies.

Municipal Studies

East-West City Collector Roadway Planning, City of Farmington (Future)
The City of Farmington is considering east-west collectors in addition to those discussed above. These collectors would extend existing roadways to connect to MN Highway 3. There are two collectors being considered, both of which would extend into the City of Empire to make the final connection to MN Highway 3. The northern collector would be a 200th/203rd Street – 197th Street connection, and the southern collector would be a 208th Street – CSAH 66 connection. The value of these connection relative to the overall local transportation network will need to be weighed against the construction challenges and associated costs associated with the Vermillion River, North Creek, and the Union Pacific railroad tracks. Both collector connections will be subject of future studies before further consideration.

NW Area AUAR Traffic Impact Statement (TIS) (2025)

As part of an Alternative Urban Areawide Review (AUAR) of the northwest corner of the city a traffic impact study was done to understand impacts of potential development and mitigation measures. If the area develops as planned for, and as incorporated into the 2040 Comprehensive Plan, there will be traffic impacts. The study suggests that even with no development happening in this area, existing traffic operations worsen specifically at MN Highway 3 and CSAH 46 (160th Street). With the proposed future land uses and development, it is anticipated that the majority of the new traffic generated will occur on MN Highway 3 to travel north and CSAH 46 (160th Street) to travel west towards other established communities. Suggested major 2030 mitigation to account for partial development includes:

- Widening of Highway 3 to 4-lanes in the study area
- Installation of 2 additional signals
- Expansion of the existing roundabout at Highway 3 and 170th Street to 2x1.
- Additional turn lanes on approaches to meet capacity needs or increase safety

C. Roadway System Plan

1. Assumed 2040 Roadway Network

The roadway network assumed for the 2040 analysis includes the existing network, plus programmed and/or planned projects. The roadway projects that will enhance the existing network that are anticipated to be in place as part of the 2040 network are summarized below. They are also depicted in Figure 15: Future Functional Class.

Existing Roadway Improvements.
There are no existing major roadway improvement projects in the City of Empire, except for local streets associated with development.

Proposed New and Extended Roads
The following proposed new and extended roads have been identified as part of the county's road network in 2040. However, there is no timetable for these roads, and none have been programed at this time.

- County Road 64/195th Street W – A proposed extension of County Road 64 would extend the existing roadway east into the City of Empire and connect to 195th Street W. This will connect to Biscayne Ave and the southern extension of County Road 73 (see below). This extension would serve existing and planned development areas of the city.

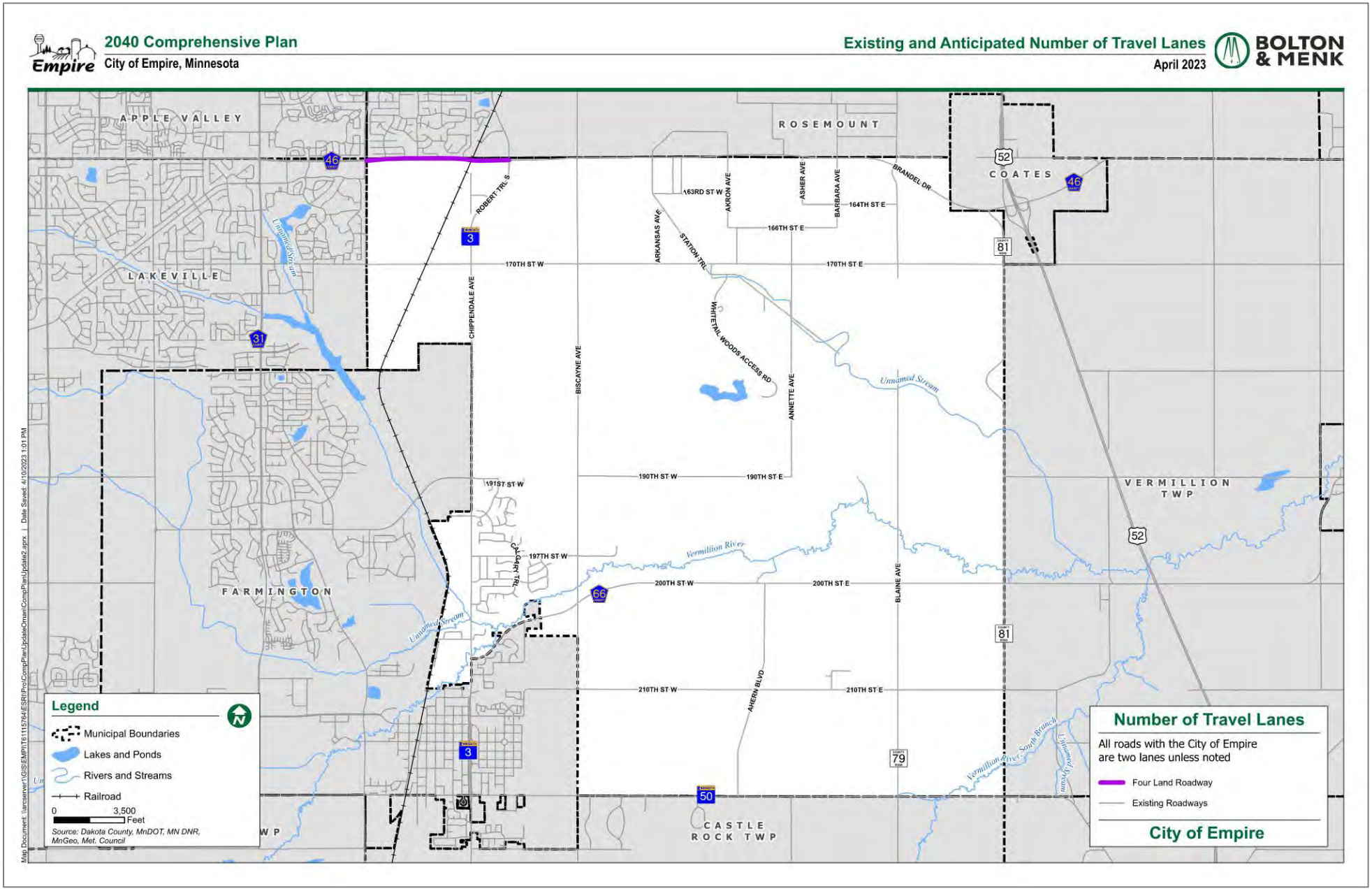
- County Road 71 – There are plans to extend County Road 71 south, connecting to County Road 81 south of Coates. This would require coordination with Rosemount, the City of Empire, and the University of Minnesota, as the planned road would pass through UMore Park. This would help provide relief for connecting roadways that are anticipated to be approaching or over capacity by 2040.

- County Road 73 – There are plans to extend Country Road 73 south of County Road 42, connecting to County Road 46 and County Road 66. The proposed alignment would run west of Whitetail Woods Regional Park, towards and through developing portions of the City of Empire along Biscayne Ave. This roadway is expected to serve as a "B" minor arterial in the regional network and would help provide relief for connecting roadways that are anticipated to be approaching or over capacity by 2040. This would require coordination with Rosemount, the City of Empire, and the University of Minnesota, as the planned road would pass through UMore Park.

- Future 178th Street (County Road 9) – There are plans for a new east/west county road from County Road 9 in Lakeville to the City of Empire. The proposed alignment will connect to MN Highway 3 and the extension of County Road 73 (see above). This roadway is expected to serve as a Planned A-Minor Expander in the regional network.

Figure 12 on the following page shows existing and anticipated 2040 number of travel lanes on roadways within the City of Empire. All roads are anticipated to remain two lanes, except for a segment for County Road 46 west of MN Highway 3.

Figure 12: Existing and Anticipated 2040 Travel Lanes



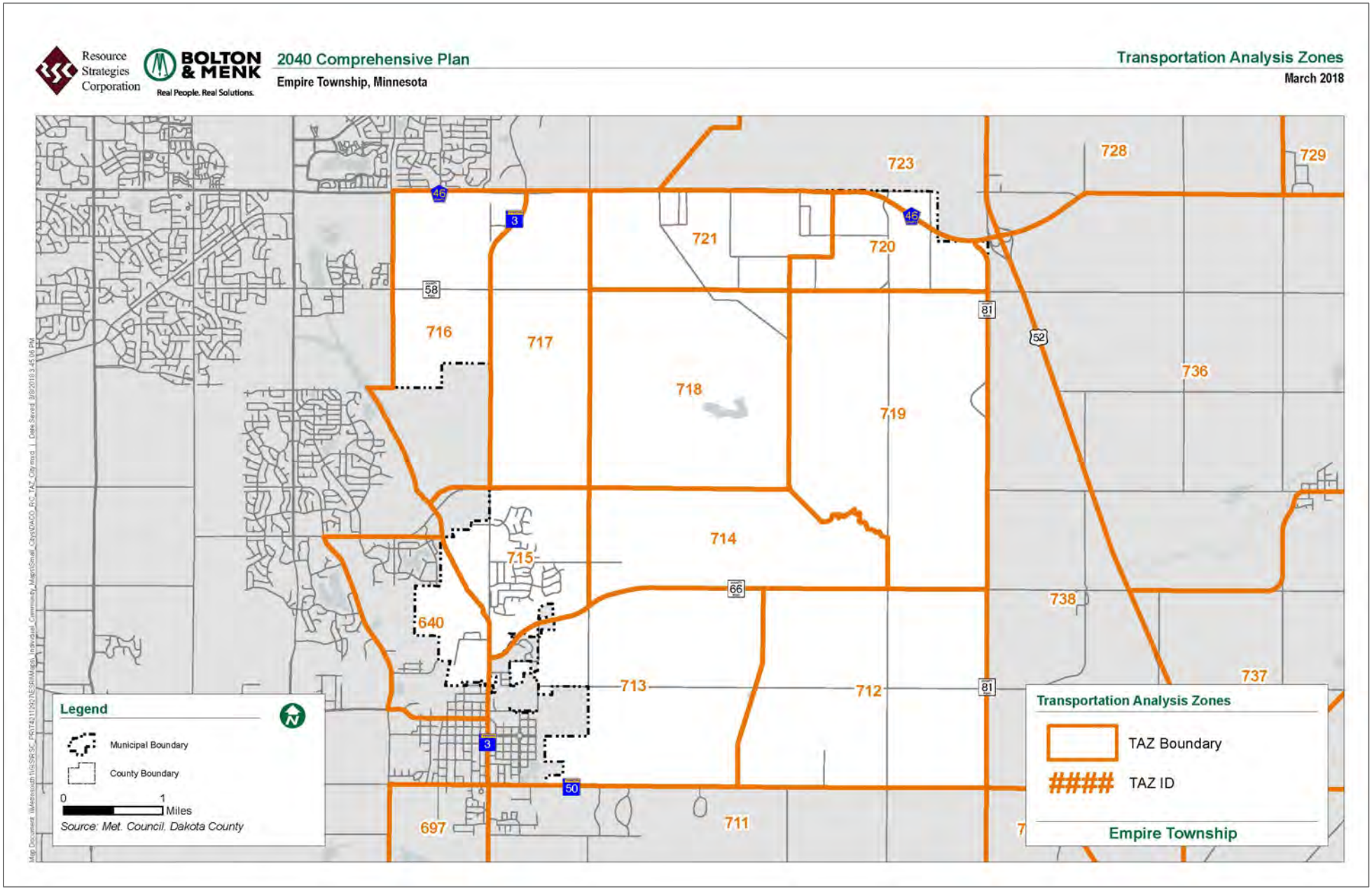
2. Assumed 2040 Land Use and Transportation Analysis Zone Information

Traffic projections are based on the use of Transportation Analysis Zones (TAZs). The TAZs for the City of Empire, as defined by the Metropolitan Council, are presented in Figure 13. The anticipated land use patterns discussed in this Comprehensive Plan were assumed for the 2040 transportation projections. The TAZ socioeconomic data projected for 2040 conditions are presented in Table 22. These numbers show projections for the only the sections of each TAZ located within the City of Empire.

Table 22 – The City of Empire TAZ Data						
TAZ	*Year*	*Population*	*Households*	*Retail Jobs*	*Non-Retail Jobs*	*Total Jobs*
640	2010	182	65	0	3	3
	2020	285	99	0	4	4
	2030	383	139	0	4	4
	2040	489	182	0	4	4
712	2010	212	70	4	9	13
	2020	166	58	10	17	37
	2030	167	61	3	40	43
	2040	193	72	3	45	48
713	2010	127	46	0	19	19
	2020	106	38	0	29	29
	2030	106	40	0	41	41
	2040	123	47	0	56	56
714	2010	42	12	0	1	1
	2020	90	31	0	1	1
	2030	217	79	0	6	6
	2040	410	153	0	16	16
715	2010	1726	548	0	31	31
	2020	2235	775	0	67	67
	2030	2584	939	0	71	71
	2040	2729	1018	0	75	75
716	2010	22	6	0	68	68
	2020	25	9	0	71	71
	2030	30	11	0	73	73
	2040	34	13	0	73	73
717	2010	45	17	0	55	55
	2020	123	43	0	81	81
	2030	290	106	0	85	85
	2040	542	202	0	86	86
718	2010	21	9	0	3	3
	2020	57	20	0	0	0
	2030	122	44	0	0	0
	2040	219	81	0	0	0
719	2010	51	17	6	18	24
	2020	71	24	0	9	9
	2030	78	27	0	14	14
	2040	76	27	0	18	18
720	2010	16	3	0	0	0
	2020	12	4	0	3	3
	2030	12	4	0	3	3
	2040	12	4	0	4	4
721	2010	0	0	0	38	38
	2020	0	0	0	38	38
	2030	1	0	0	40	40
	2040	3	1	0	40	40

Source: Metropolitan Council

Figure 13: TAZ Data



3. 2040 Traffic Projections

2040 traffic projections were made using a combination of methods and sources including the following:

- Historic trend analysis for volumes
- Assessment of anticipated local and regional development patterns and associated TAZ information
- Discussion and coordination with Dakota County Transportation staff
- Review of other studies and plans for consistency
- Data from NW Area AUAR Traffic Impact Study

The projected 2040 traffic volumes are presented in Figure 14.

4. Future Capacity Deficiencies

A planning-level analysis was performed to identify roadway segments where capacity problems are anticipated to occur by 2040. Based on the projected 2040 traffic volumes and the assumed 2040 roadway network, an analysis of anticipated future congestion conditions was performed. This analysis used the volume-to-capacity method. The volumes were taken from the 2040 projections discussed under the previous heading. The capacity is based on typical capacity levels for different non-freeway types and configurations of roadways present in the City of Empire as summarized in Table 23. The results of this analysis are presented in full in the Dakota County Rural Collaborative Comprehensive Plan.

Table 23 – Typical Traffic Capacity by Roadway Type/Configuration

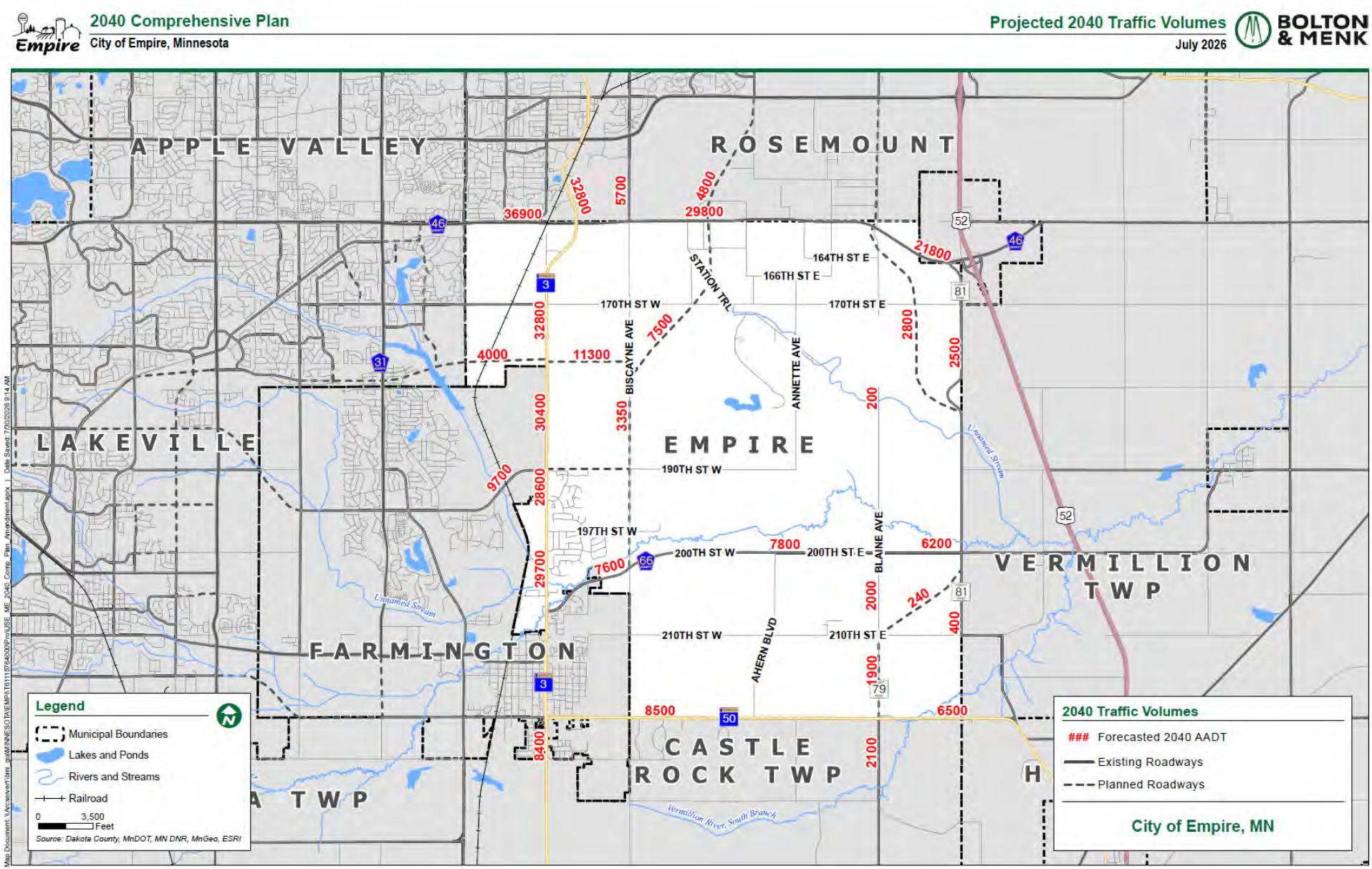
Facility Type	Functional Classification	Planning Level Capacity (ADT)
Gravel Road	Local Road	1,000
2-Lane Local/Residential Road		1,700
Rural 2-Lane Highway	Major Collector, Minor Arterial, Principal Arterial	13,000
Rural 3-Lane	Major Collector, Minor Arterial, Principal Arterial	18,000
Urban 2-Lane Undivided		11,000

Based on the 2040 traffic projections and the above table, the roadway segments where projected volumes exceed planning-level capacity in Empire are summarized below. Volume to capacity ratios over 1.0 are considered over capacity.

Table 24 – Projected 2040 Roadway Capacity Deficiencies

Roadway Segment	Volume to Capacity Ratio
MN Hwy. 3	1.16 to 1.26
CR/CSAH 46/ 160th St	1.39

Figure 14: Future Traffic Projections



5. Future Functional Classification

Future functional class roadways within Empire are shown in Figure 15. Table 25 denotes the functional class of planned, future roadways in Empire. Re-designations of roadways involving the A-minor arterial functional classification (e.g. from collector to arterial, from arterial to collector, or changing designations within arterial) is under the authority of the Metropolitan Council. For collector roadways, the functional class designation is under the authority of the agency which owns the given road.

Table 25 – Planned Functional Classification for Future Roadways

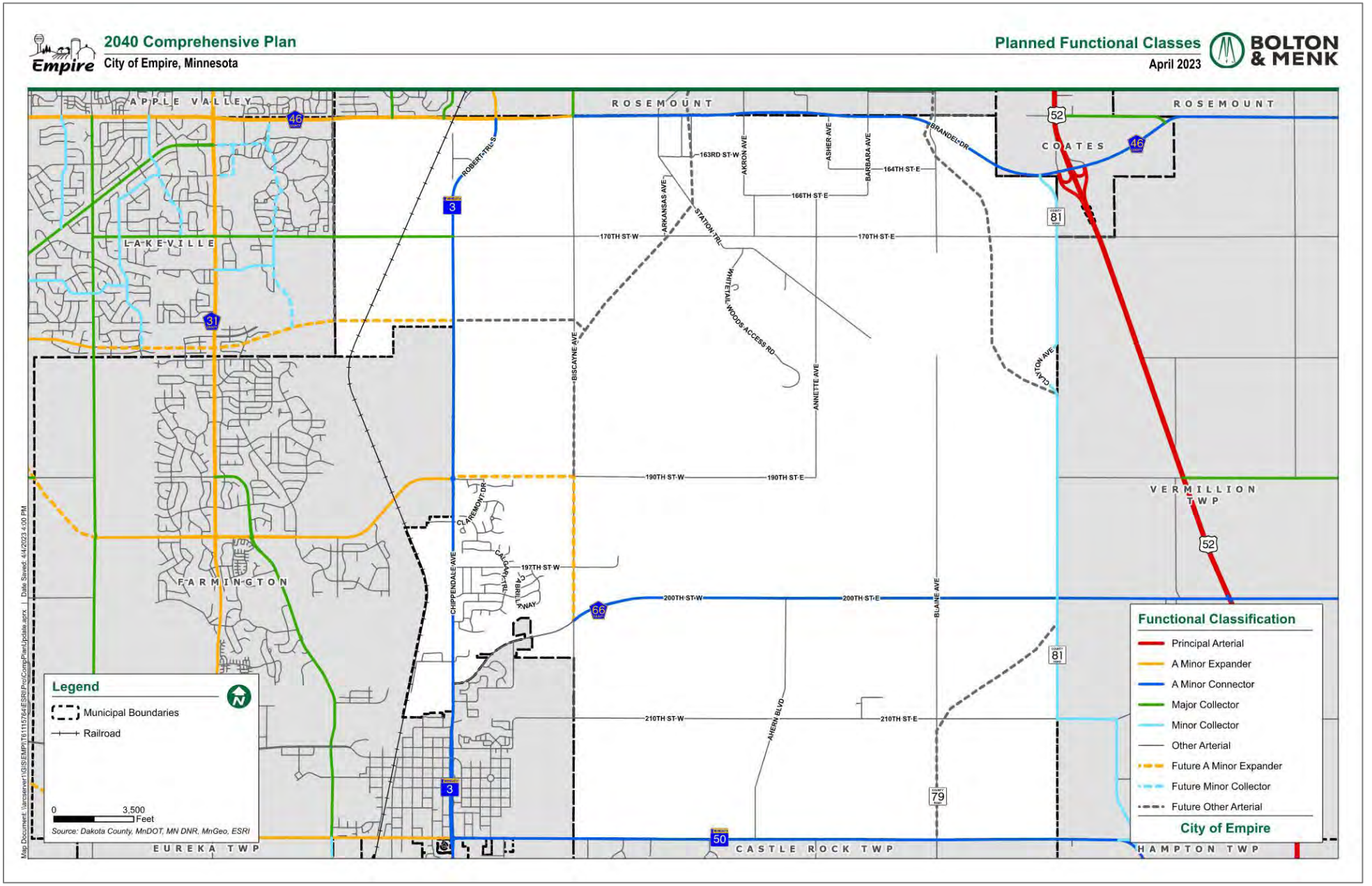
Functional Class	Roadway	From	To
A-Minor Expander	Future CR 9	MN Hwy 3/ Chippendale Ave	Future CR 73
A-Minor Expander	Future CR 71	CR/CSAH 46/ 160th Street E	CR 81/ Clayton Ave
A-Minor Expander	Future CR 73	CR/CSAH 46/ 160th Street E	CR/CSAH 66/ 200th Street E
A-Minor Expander	Future CR 79	CR 81/ Darsow Ave	MN Hwy 50/ 220th Street E

The City of Empire feels the functional classifications of various roadways should be revised from existing or proposed conditions. These revisions are summarized in Table 26**,** based on input from Dakota County staff**.**

Table 26 – Proposed Functional Classification Changes for Existing Roadways

Current Functional Class	Proposed Functional Class	Roadway	From	To	Comments
"A" Minor Connector	Principal Arterial	MN Hwy 3/ Chippendale Ave	Inver Grove Heights	Northfield	Recommendation from Principal Arterial Study
"A" Minor Connector	Principal Arterial	MN Hwy 50	Farmington	Douglas Twp	Recommendation from Principal Arterial Study
Collector	A-Minor Expander	CR 81/ Clayton Ave	Future CR/CSAH 71	Future CR/CSAH 79/ 210th Street E	To provide local access between CR/CSAH 46, future CR 71, and CR/CSAH 66

Figure 15: Future Functional Classification



6. Future Jurisdictional Classification

The Dakota County 2040 Transportation Plan identifies existing county roads that are candidates for jurisdictional transfer or turnback to local units of government. Such turnbacks will add responsibilities for additional roadway maintenance to local communities. Roads located in Empire that are turnback candidates, as identified in the Dakota County 2030 Transportation Plan, are detailed in Table 27 by county priority.

Table 27 – Proposed County Roadway Turnbacks in Dakota County Rural Collaborative

Roadway	Segment	County Priority
CR 81/ 210th Street E/ Darsow Ave/ Clayton Ave	3 miles in City of Empire and Vermillion Township	Low, within 20 years of plan adoption

7. Access Management

Access management refers to balancing the need for connections to local land uses (access) with the need for network-level movement (mobility) on the overall roadway system. Arterials generally have limited access in the form of driveways and low volume side streets because their role in the network is to support relatively long, high speed traffic movements; collectors allow a greater degree of access given their combined mobility/access function, and local streets have relatively few limits on access. Dakota County has identified and adopted guidelines from MnDOT for access locations on all major roadways.

D. Transit Plan

1. Transit Market Area

The Metropolitan Council has defined Transit Market Areas based on the following primary factors:

- Density of population and jobs
- Interconnectedness of the local street system
- Number of autos owned by residents

In general, areas with high density of population and jobs, highly interconnected local streets, and relatively low auto ownership rates will have the greatest demand for transit services and facilities. Transit Market Areas are a tool used to guide transit planning decisions. They help ensure that the types and levels of transit service provided match the anticipated demand for a given community or area.

Based on this analysis, the Metropolitan Council categorizes the City of Empire in Transit Market Area V. As identified in Appendix G of the Metropolitan Council's 2040 Transportation Policy Plan (TPP), the characteristics of this category area are as follows:

> *Transit Market Area V has very low population and employment densities and tends to be primarily rural communities and Agricultural uses. General public dial-a-ride service may be appropriate here, but due to the very low-intensity land uses these areas are not well-suited for fixed-route transit service. Transit Market Index Range (TMI) is less than 32.0.*

Also from Appendix G of the 2040 TPP (Table G-2), the typical transit service within this Market Area consists of the lowest potential ridership and is not well-suited for fixed route service. Primary emphasis is on general dial-a-ride service.

2. Current and Planned Service Facilities

The City of Empire is outside the Transit Taxing District. There are no existing transit facilities or services and no plans for transit services in the city. The closest regularly scheduled services are in the

City of Apple Valley at the 157th Street Station (Routes 477 and 479), shown on Figure 16. Dial-a-Ride services provided through Dakota County serve transit needs within the City of Empire.

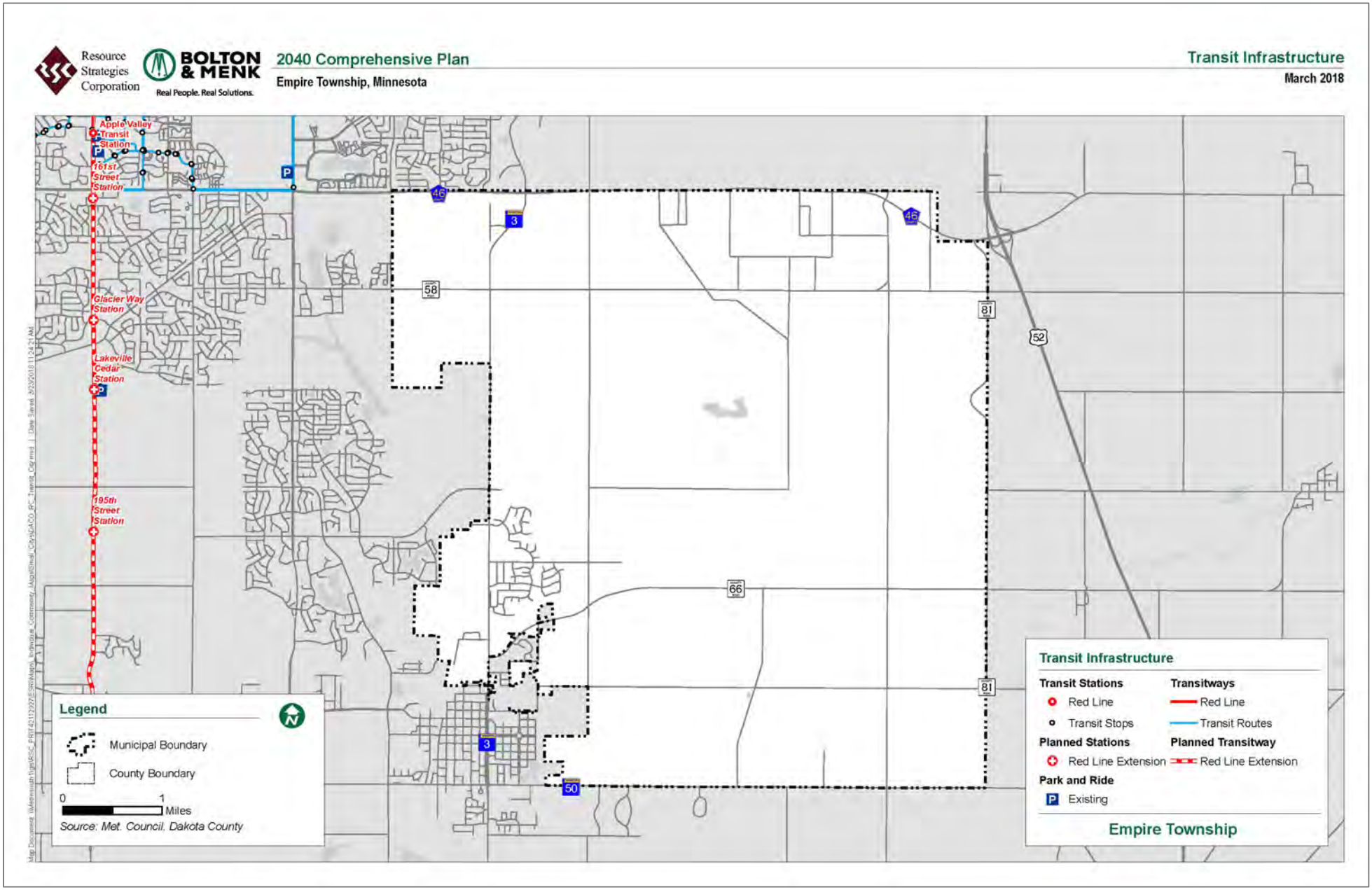
Dial-a-Ride Service

The City of Empire is serviced by Transit Link, the dial-a-ride service provided through the Metropolitan Council at the county level. Transit Link provides metro-wide transit connections and access to qualifying rides, such as last mile service, connections between transit stations, or to and from area not serviced by regular bus routes. Any member of the public may reserve a qualifying ride. Upon reservation, each trip is assessed to ensure it does not overlap with regular route bus services. Starting and ending destinations must be more than ¼ mile from regular route transit in winter months (November – March) and more than ½ mile from regular route transit in summer months (April- October). Transit Link Service does not operate on Thanksgiving Day, Christmas Day, and New Year's Day.

Transit Link fares are determined by distance traveled. Trips less than 10 miles are $2.25 one way, trips between 10 and 20 miles are $4.50 one way, and trips more than 20 miles are $6.75 one way. ADA-certified riders pay a maximum of $4.50 one way regardless of distance traveled. This fare includes transfer to a regular service route except for the Northstar Line or peak hour services.

Transit Link service offered through Dakota County serves all cities and townships in the county. Service is available Monday-Friday from 6:00am – 7:00pm. Transfers between Transfer Link and regular service routes take place at one of the following transit hubs: Signal Hills Shopping Center, Eagan Transit Center, Apple Valley Transit Center, Burnsville Shopping Center, and Burnsville Transit Station. The following stations in Hennepin County are also available for transfer service: Bloomington South Transit Center and Mall of America Transit Center.

Figure 16: Current and Planned Transit Facilities



E. Non-Motorized Transportation Plan

1. Existing Bicycle Facilities

Existing bicycle facilities and local trails in the City of Empire are located in residential neighborhoods east of and along portions of MN Hwy 3, shown in Figure 17. These trails connect to local parks, adjacent neighborhoods, and provide connections both west and south into the City of Farmington. The City of Empire has also created an off-street, paved (bituminous) trail along MN Hwy 3 between 195th Street W and the Vermillion River. An on-road bikeway is also designated on County Road 46.

2. Planned Bicycle Facilities

As noted previously, Dakota County developed a Pedestrian and Bicycle Plan in 2018. At present, future trail corridors have been identified by Dakota County as part of a "Greenways" network. These proposed alignments are primarily located along major rivers. There are three planned regional trails in the City of Empire: The Vermillion Highlands Greenway Regional Trail, the North Creek Greenway, and the Vermillion River Greenway Regional Trail. North Creek Trail is planned to travel through a portion of the City of Empire that will be annexed by the City of Farmington. These facilities are shown and discussed in detail as part of the Parks and Trails Chapter.

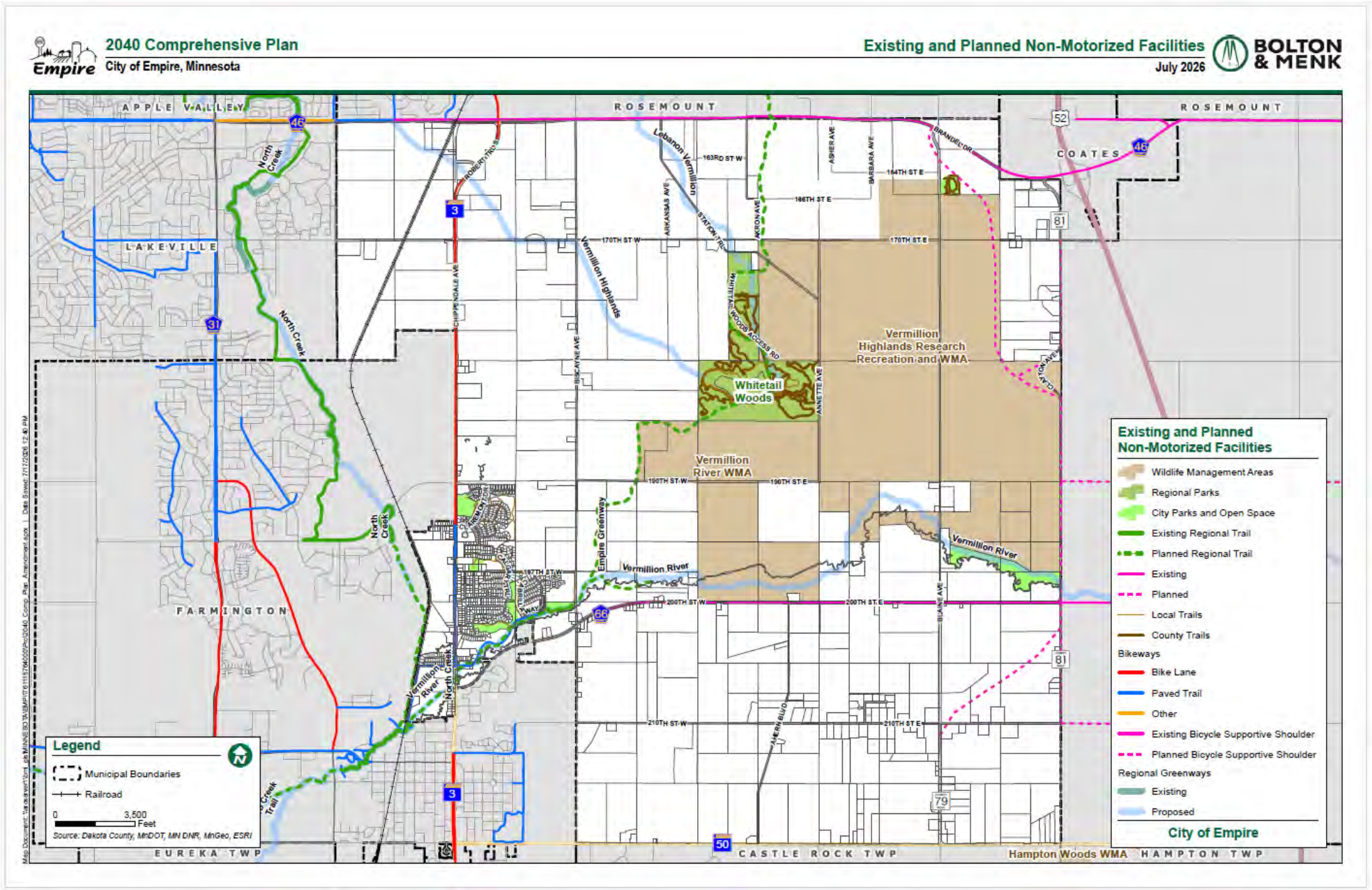
In addition, the Metropolitan Council has designated the Regional Bicycle Transportation Network (RBTN). This consists of prioritized alignments and corridors (where alignments have not yet been established) that were adopted in the Metropolitan Council's 2040 Transportation Policy Plan. There is a Tier 2 corridor/alignment along the western edge of the city, west of MN Highway 3, shown in Figure 7 in the Parks and Trails Chapter.

Planned greenways (Lake Marion Greenway and an unnamed north/south greenway) loosely align with Tier 2 RBTN search corridors near and in the City of Empire.

3. Existing Pedestrian Facilities

Sidewalks and local trails are shown in Figure 17. Currently, sidewalks or trails are required in roadway improvement or maintenance projects. Future pedestrian facilities will be added to the city's network as roads are improved.

Figure 17: Bike and Pedestrian Facilities



F. Aviation Plan

Airlake Airport is the nearest airport facility within the regional system. Airlake Airport is located on the border of Eureka Township and the City of Lakeville and is classified as minor reliever airports within the regional system. The airport is about seven miles from the western border of the City of Empire, outside the airport's area of influence.

There is a private airstrip located in Empire. This airstrip is located near the center of the city, north of CR/CSAH 66 and west of Whitetail Woods Regional Park.

The Metropolitan Council states that each community has a responsibility to identify policies and ordinances that protect regional airspace from obstructions, including meeting any Federal Aviation Administration (FAA) notification requirements. Any applicant who proposes to construct a structure 200 feet above the ground that could affect navigable airspace level must get appropriate approvals. The Federal Aviation Administration and the Minnesota Department of Transportation must be notified at least 30 days in advance in advance of construction, as required by law per MCAR 8800.1200, Subpart 3 and FAA Form 7460-8.

G. Freight Plan

Freight routes in the City of Empire are detailed in Figure 18 on the following page. Given the rural character of the city and the planned closure of existing extraction operations, there will be few freight generating sources located in Empire.

1. Trucks

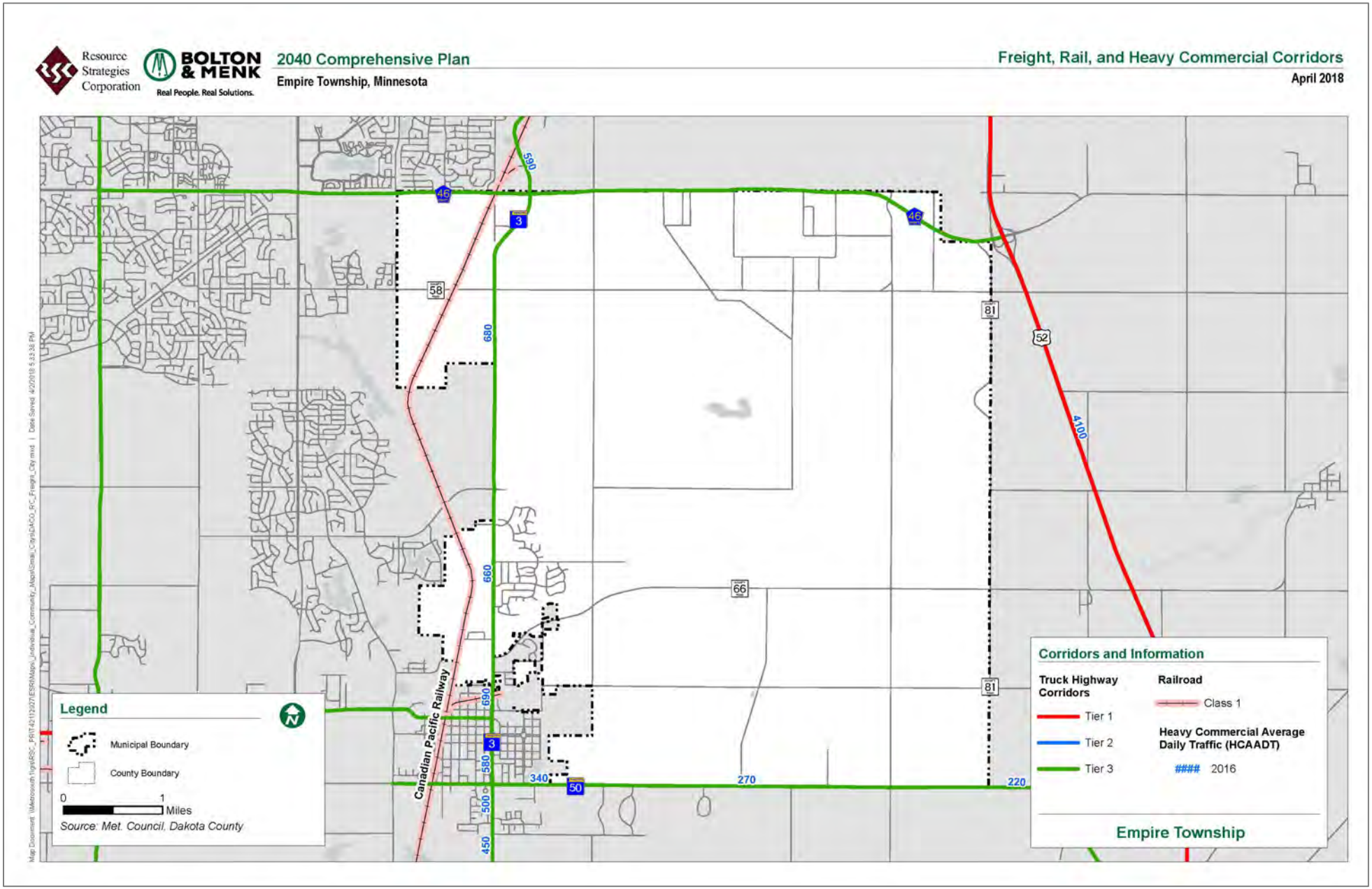
The movement of freight by trucks is important to economic vitality. Trucks are the predominate mode for most regional and short-haul freight trips. Future economic competitiveness will depend in part on a transportation system that allows efficient movement of freight. There are several 10-ton highways running through the City of Empire. The Metropolitan Council's 2017 Freight Study recognizes three tiers of truck corridors based on truck volume and proximity to freight or industrial facilities. There are three Tier 3 corridors in the City of Empire, MN Highway 3 and County Roads 46 and 50, which are minor arterials and see lighter truck traffic.

To accommodate the large number of trucks on highways, the Dakota County 2030 Transportation Plan identified a 10-ton highway system to help facilitate truck traffic in the County. Proposed routes are within the County's jurisdiction and would support existing freight routes on the state highway system. According to this plan, County Road 46 has been identified for a 10-ton route and meets technical criteria. Contingent 10-ton routes on County Roads 71 and 79 have also been identified if the routes are expanded or receive infrastructure improvements.

2. Railroads

Railroads are a significant element in the transportation system. There is one Class I rail carrier operating in the City of Empire, Canadian Pacific. Class I rail carriers are defined as those exceeding approximately $350 million in annual operating revenues. More information about railroads in Dakota County is provided in the Dakota County Rural Collaborative Comprehensive Plan and the Dakota County Transportation Plan.

Figure 18: Freight



VI. WATER RESOURCES

A. Wastewater

A portion of the City of Empire is designated as Emerging Suburban Edge, as shown in Figure 1 in the Introduction. Municipal sewer services are provided to most developments within this area. The sewer service area in the City of Empire is detailed in Figure 19 on the following page. The sewered areas identified in Figure 19 are all areas currently able to connect to the municipal sewer system. Not all of these areas are currently developed. Empire also plans to expand sewer access to new portions of the city as shown in the staging map in the 2040 MUSA boundaries. These areas are currently not sewered but are expected to have access or be developed by 2040.

The remainder of the city is designated as Agricultural and utilizes individual sewage treatment systems. The Wastewater Plan for the City of Empire is attached in its entirety in the appendix, providing specific details regarding the city's systems, policies, and recommendations to address future needs. The following information provides highlights of the Wastewater Plan.

1. Existing System

According to the Metropolitan Council population, household, and employment forecasts, the City of Empire will have the following sewer demands, as detailed in the table below.

Table 28 – Population, Housing & Employment Sewer Allocation Forecasts

	Forecast Component	2010	2020	2030	2040
Population	MCES Sewered (24" connection to Apple Valley Interceptor)	0	0	702	702
	MCES Sewered (12" connection to Lakeville-Farmington Interceptor)	830	830	830	830
	MCES Sewered (All others)	576	1,210	1,288	2,058
	SSTS	1,038	1,130	1,170	1,240
Households	MCES Sewered (24" connection to Apple Valley Interceptor)	0	0	234	234
	MCES Sewered (12" connection to Lakeville-Farmington Interceptor)	277	277	277	277
	MCES Sewered (All others)	180	453	559	889
	SSTS	335	370	380	400
Employment	MCES Sewered (24" connection to Apple Valley Interceptor)	0	0	0	0
	MCES Sewered (12" connection to Lakeville-Farmington Interceptor)	36	36	36	36
	MCES Sewered (All others)	0	94	164	204
	SSTS	219	400	450	510

The City of Empire's existing wastewater collection system has seven service districts, each having an independent connection to an MCES Interceptor. One lift station exists in the city. All wastewater within the municipal region of the City of Empire is treated at the Empire MCES Wastewater Treatment Plant. The MCES Interceptor Sewers range in size from 42-inch to 60-inch. An additional MCES Interceptor, the Rosemount Interceptor, flows south through the city along Biscayne Avenue and 190th Street. The 48-inch Rosemount Interceptor was designed to collect wastewater from Rosemount as well as new development within the City of Empire. These facilities are shown in Figure 20. The current wastewater system in the city is further detailed in the Wastewater Management Plan, included in the Appendix.

There are no intercommunity connections or private wastewater treatment plants located in the City of Empire.

2. Inflow and Infiltration

All of the sanitary sewer in Empire is made of polyvinyl chloride (PVC) pipe. PVC pipe and modern construction methods tend to lead to less I & I. As a result, impacts to the city's collection system due to I & I are minimal at this time. The city has begun a sanitary sewer televising program to look for I & I and assess the overall condition of the system. Additionally, periodic flow monitoring will be implemented in older pipe segments to identify possible I & I.

Since most development in Empire has occurred within the last 30 years, building techniques have been updated, meaning sump pumps, foundation drains and/or rain leaders are rarely connected to the sanitary system. As such, the City of Empire has not implemented an inspection program to ensure there is not illicit discharge into the sanitary sewer system. The city will work on creating an ordinance to address connections of sump pumps, foundation drains and/or rain leaders connected to the sanitary system within the next 5 years.

There's only one lift station. Weekly monitoring. Reviewed data; does not indicate any spikes. Will continue to monitor, especially after large rain events.

Figure 19: Sewer Service Area

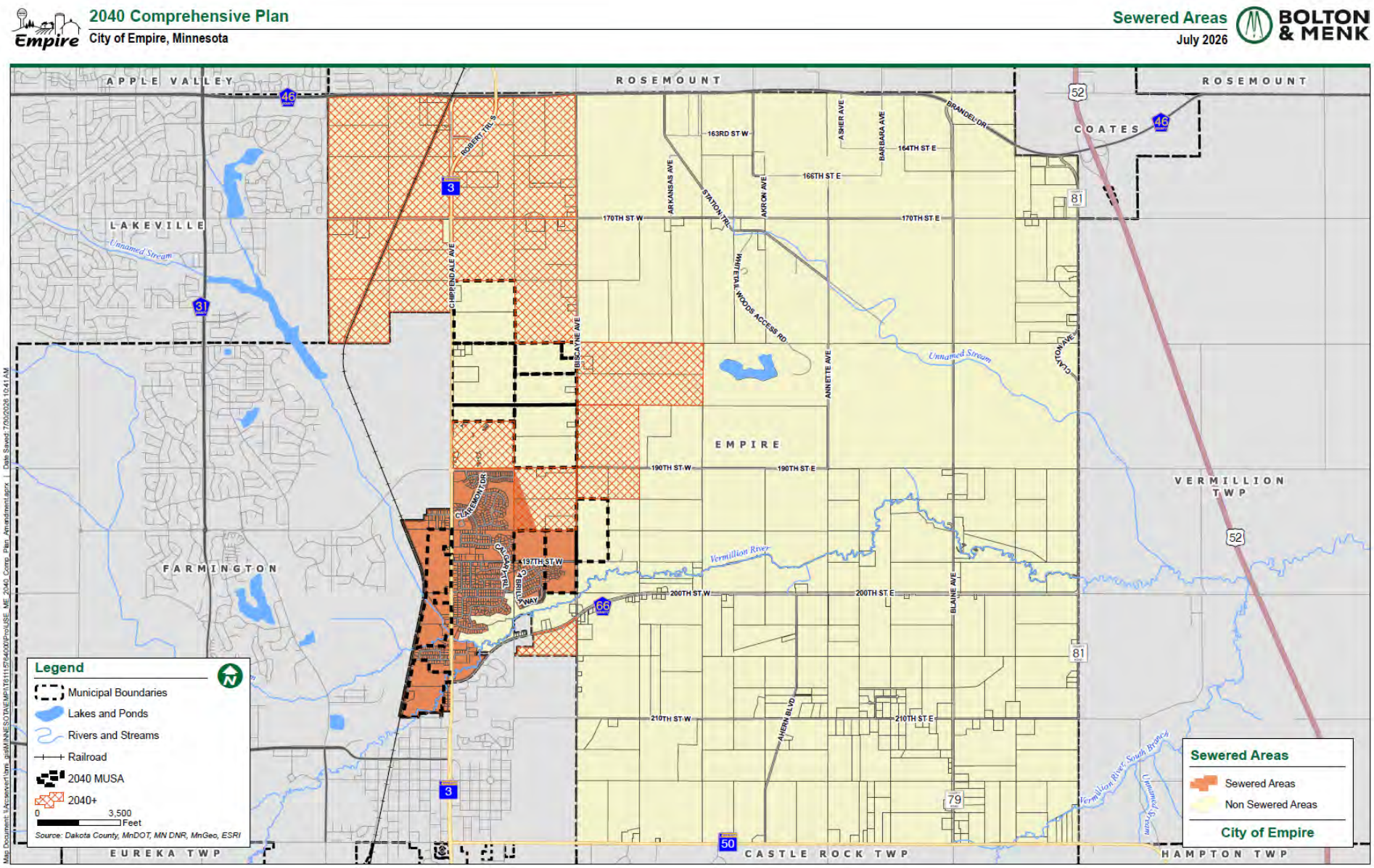
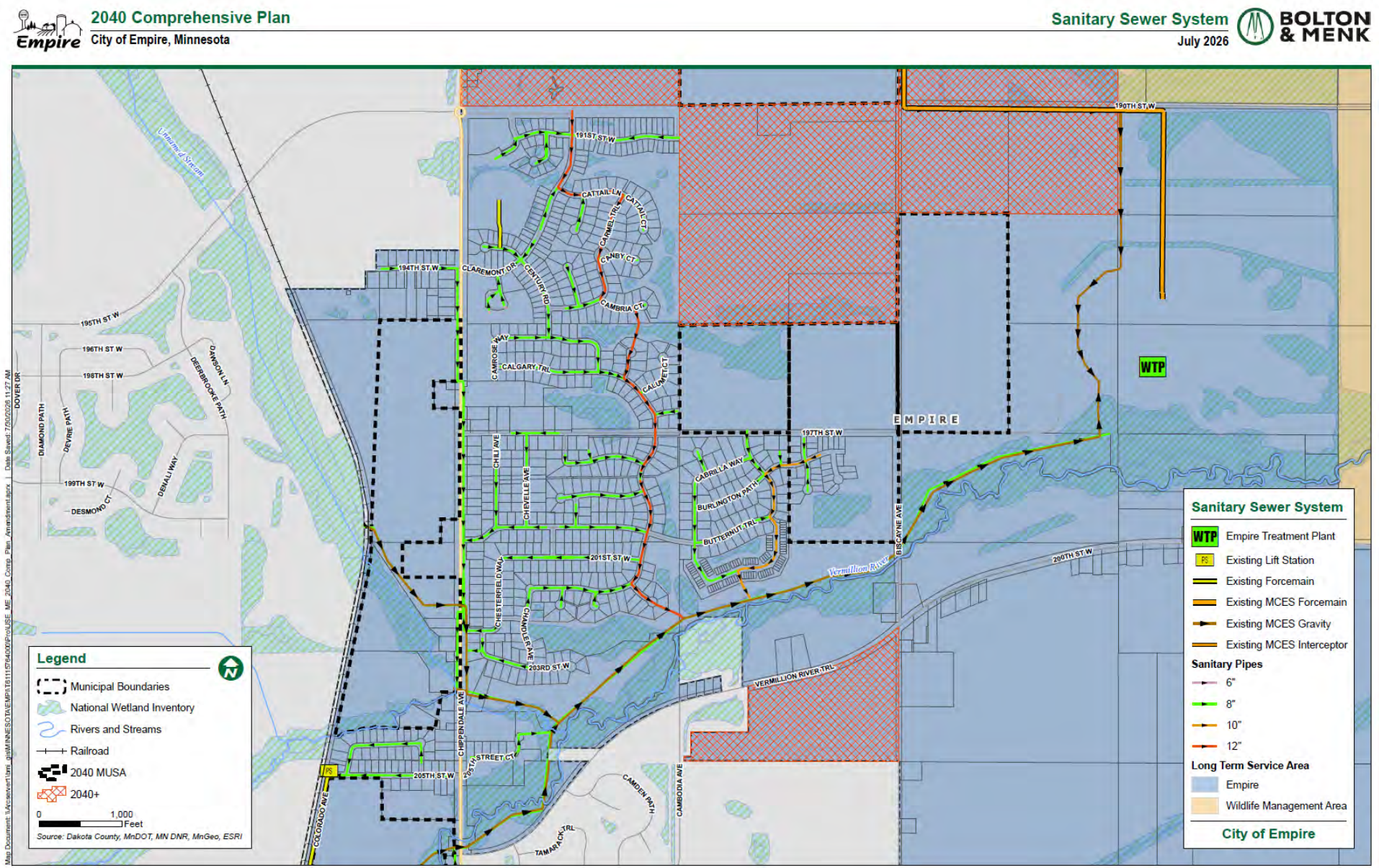


Figure 20: Existing Sanitary Sewer System



3. Planned System Expansion

In order to provide service to the undeveloped portion of the 2040 growth boundary and portions of the 2040+ staging area, seven additional service districts will be required. See Figure 21 on the following page for the boundaries of each service district and the location of proposed trunk sewer. The trunk sewers were designed to provide adequate capacity to the ultimate service area of the district. Design capacity was determined based on the future land uses and the Ten States Standards for Wastewater Facilities. Table 29 below details the future service areas, estimated staging year and forecasted growth per district by 2040.

Table 29– Future MCES Interceptor Connections

Service District (*)	Approx. Proposed Area Served	Connection Size	MCES Interceptor	Flow Capacity (gallons/day)	Design Flows (gallons/day)	Estimated Year of Connection	2040 Forecasted Growth per District (Pop. Equivalents)
7	70 Acres	10”	Lakeville - Farmington	651,000	248,000	Already Connected	182
8	60 Acres	8”	Lakeville - Farmington	429,000	134,000	2025	330
9	50 Acres	10”	Rosemount	651,000	505,000	2025	172
10	320 Acres	18”	Rosemount	2,044,000	1,591,000	2035	0
11	60 Acres	8”	Lakeville - Farmington	429,000	143,000	2030	266
12	35 Acres	8”	Apple Valley	429,000	69,000	2035	165
13	110 Acres	8”	Apple Valley	429,000	364,000	2030	843
14	210 Acres	24”	Apple Valley	3,594,000	3,002,000	2030	702

Table 30 details the 2010 and projected population and employment in the Empire WWTP service area. Table 31 details the current and projected capacity of the Empire Wastewater Treatment Plant, and Table 32 details the treatment plant flow projections. The Empire WWTP has capacity for 14 MGD of additional wastewater treatment. If all seven new service districts were to develop fully, on average, 1.8 MGD of additional wastewater would be produced in the City of Empire. Unless other cities contribute a large amount of additional wastewater, the Empire WWTP will have capacity for all new development in the city. The City of Empire will work with MCES to ensure the WWTP has capacity before any expansion of the system occurs.

Table 30 – WWTP Service Area Population and Employment Forecasts

	2010 Pop.	2010 Employment	2040 Pop.	2040 Employment
Empire Plant	131,120	35,170	215,580	57,040

Table 31 – Actual and Projected Flows for Empire WWTP

	Current Capacity	Current Flow Average	2040 Planned Capacity	Planned Long-Term Capacity
Empire Wastewater Treatment Plant	24	10	24	50

In million gallons/day

Table 32 – Treatment Plant Flow Projections

	2010	2020	2030	2040
Empire Plant Service Area	9.98	11.31	12.84	14.48
Empire Twp	0.13	0.17	0.21	0.25

In million gallons/day

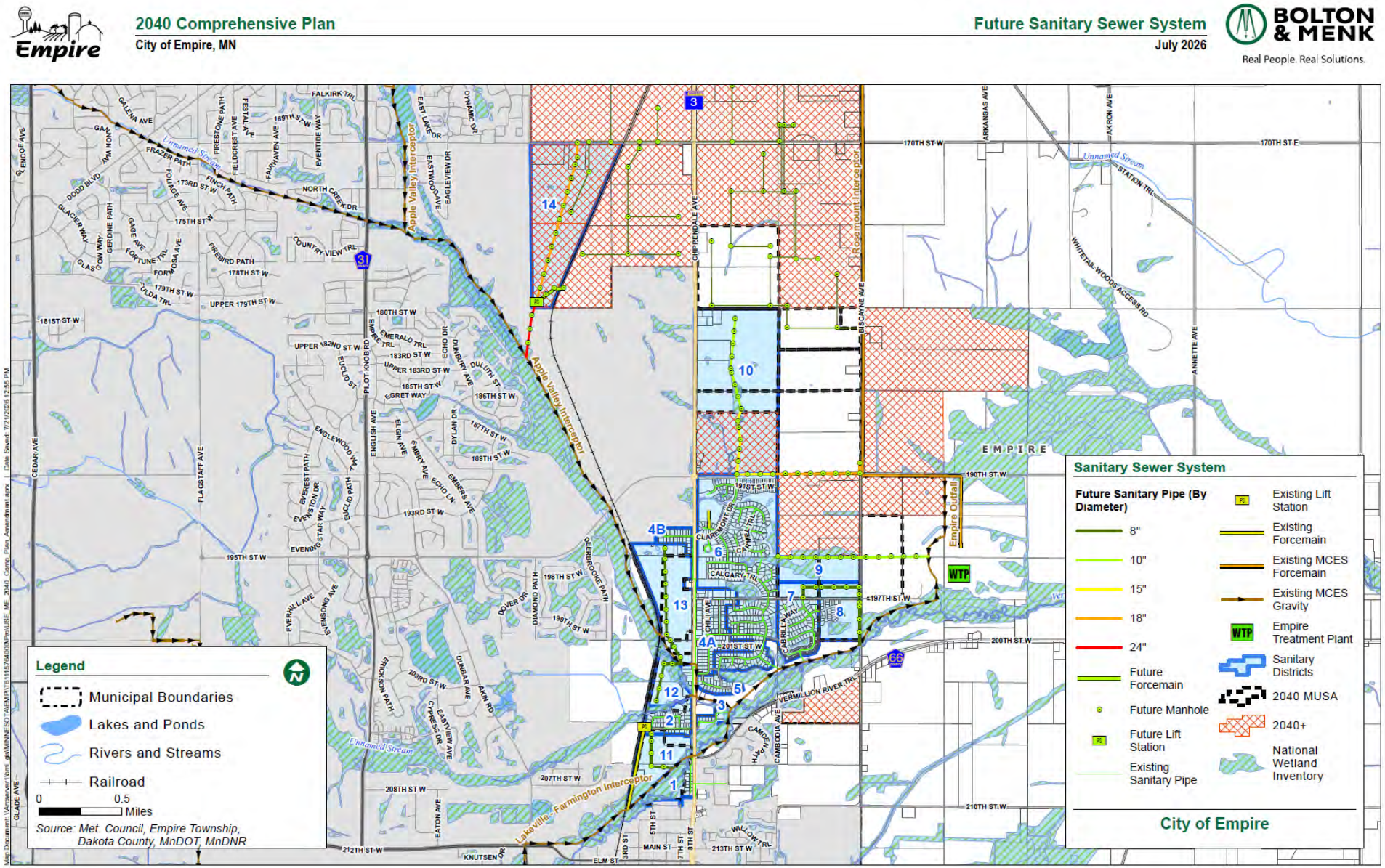
Empire will apply for and obtain necessary permits from the Metropolitan Council, National Pollutant Discharge Elimination System (NPDES), and State Disposal System (SDS) for connections to MCES Interceptors.

4. Long Term Capital Improvements

The following projects are anticipated for the Empire WWTP, as noted in the Metropolitan Council's Water Resources Policy Plan:

- Solids processing (accommodate growth and replacement of existing systems); $15 million, 2016 -2020
- Effluent Forcemain (accommodate growth); $20 million, 2031-2040
- Rehabilitation (replacement); $80 million, 2031-2040

Figure 21: Long Term Sewer Service Area



5. Individual or Subsurface Sewage Treatment Systems

As of 2010, there were 335 (SSTS) unsewered homes and 219 (SSTS) unsewered employees in the City of Empire. These buildings utilize ISTS or subsurface sewage treatment systems (SSTS). There are not any ISTS within the municipal service area of the city. No significant on-site problems due to ISTS are known at this time.

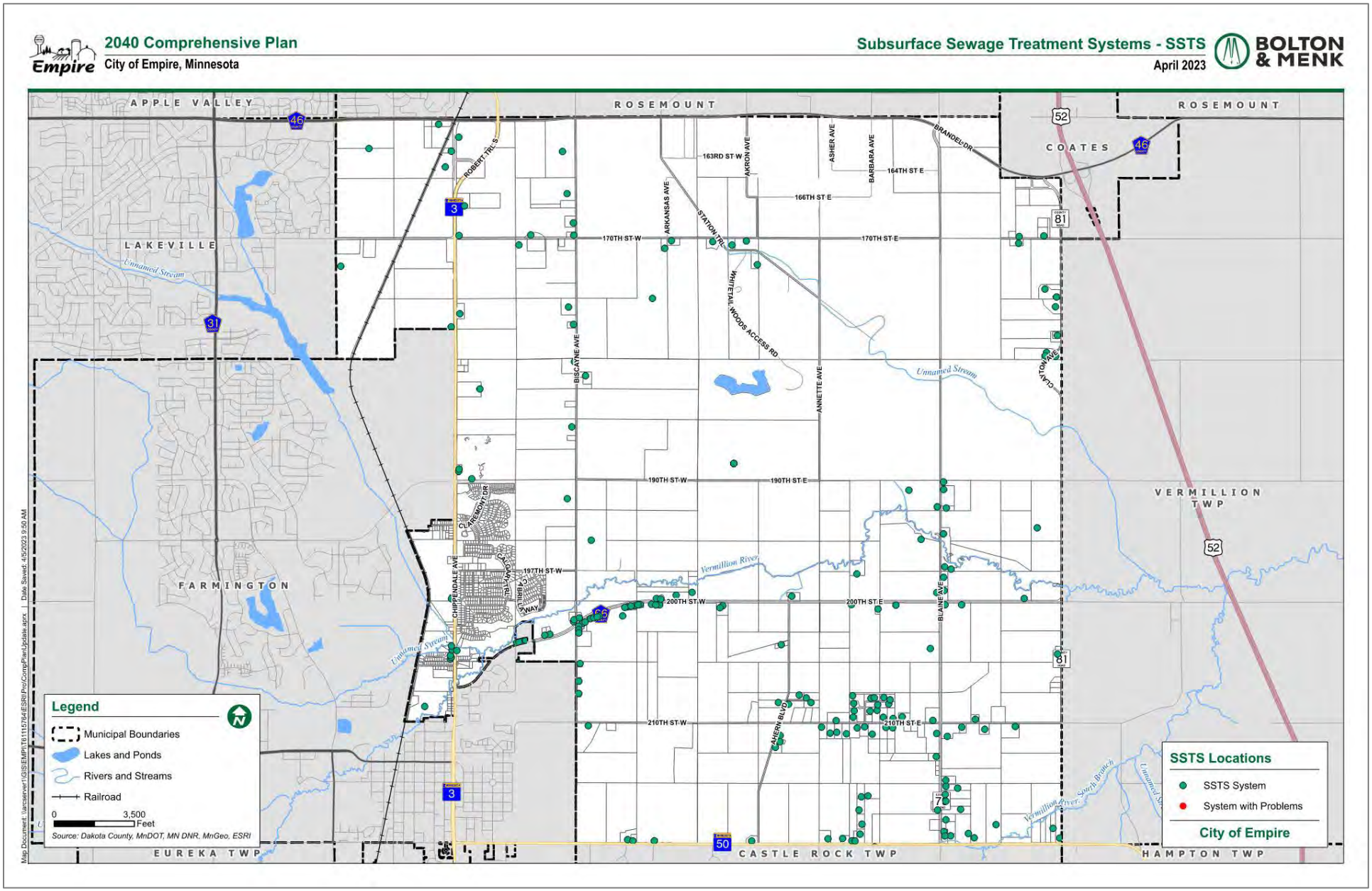
Section 6.01 of the City of Empire's zoning ordinance addresses SSTS/ISTS. Dakota County Ordinance No. 113, which implements MPCA 7080 (now amended to incorporate Chapters 7081-7083), has been adopted. Dakota County Ordinance #113 governs SSTS regulations in areas of its jurisdiction. The ordinance provides standards, guidelines, and regulations for the compliance and enforcement of the proper siting, design, construction, installation, operation, maintenance, repair, reconstruction, inspection, and permanent abandonment of SSTSs. All SSTS designers, installers, inspectors, and maintainers, and service providers must be licensed by the MPCA. The City of Empire is responsible for the review, permitting, and inspections of new and existing SSTSs Dakota County maintains authority for permitting and inspections within shoreland and floodplain areas. A copy of the City Code and Ordinance pertaining to ISTS is included in Appendix C.

A cooperative three-year inspection program for SSTS/ISTS monitoring and maintenance has been developed by the city and Dakota County. Dakota County has similar arrangements with other small communities throughout Dakota County. The County provides notification to approximately one-third of the SSTS/ISTS owners in each community, every year. The notification includes the requirement for the pumping of septic tanks and visual inspection of the system.

SSTS owners are required to contract with licensed maintainer for the maintenance and inspection program. Maintainers are required to submit pumping and inspection records to the County. If the inspection reveals necessary or potential repairs to a system the County refers the action to the local unit for appropriate enforcement. If SSTS owners do not respond to the maintenance and inspection requirement after a third notice, the County refers the matter to the local unit for enforcement. Inspection violations, complaints, and potential repairs are referred to local Building Officials for enforcement. If the Building Official cannot remedy violations and repairs through normal enforcement procedures, the matter is turned over to the Township Attorney or City Attorney for prosecution.

Figure 22 shows SSTS located in the city. "Systems with Problems" only include systems serviced by Dakota County in 2018 that had documented drainage or leakage. While these data are the best available, there may be other systems or systems with problems present in the city. Table 28 above should be used for planning purposes regarding capacity and SSTS in the city.

Figure 22: Subsurface Sewage Treatment Systems



B. Surface Water: Local Water Management Plan

1. Executive Summary

The Surface Water Management Plan contains the information and analysis required by Minn. Stat. 103B.235 and Minnesota Rules Chapter 8410, which was adopted in July of 2015. These requirements are included throughout all sections of the plan, which includes information on water management organization agreements Empire takes part in, the physical environment and land use in the area, water resource related issues in Empire, and an implementation plan for the community. The Surface Water Management Plan is attached in its entirety in the appendix. The following offers highlights from the plan.

2. Water Resource Related Agreements

The City of Empire participated in the Dakota County Rural Collaborative comprehensive planning process in 2008, which included a local water management plan for all communities. The Rural Collaborative Local Water Management Plan was approved by the VRWJPO on October 23, 2008. The city adopted the Rural Collaborative Local Water Management Plan on October 28, 2008. The collaborative also prepared a model ordinance for implementation of the Local Water Management Plan; Empire adopted the Rural Collaborative Water Resources Management Ordinance on April 14, 2009.

In fall 2016, a collaborative of ten townships and six rural cities including the City of Empire, adopted joint resolutions to participate again in a joint planning process for the land use plan update and assistance in meeting local water management planning requirements.

Vermillion River Watershed

The City of Empire is located in the Vermillion River Watershed. The primary purpose of the watershed organization is to protect and preserve natural drainage systems, surface water quality, and groundwater quality. The organization is also responsible for ensuring that jurisdictions properly and consistently implement local water management plans, unless permitting jurisdiction has been relinquished to the watershed authority. Where issues concerning more than one jurisdiction cannot be resolved through efforts at the local level, the Watershed Management Organization will act to settle such issues at the request of the jurisdictions.

In September of 2002, Dakota and Scott Counties accepted the Vermillion River Watershed Joint Powers Agreement (VRWJPA) and the Vermillion River Watershed Joint Powers Organization (VRWJPO) was formed. The VRWJPO adopted its most current Watershed Management Plan in June 2016. (http://www.vermillionriverwatershed.org/plans-reports/watershed-management-plan/). The Standards include a policy statement, basic regulation, and specific criteria to be met for each regulation in the following categories:

- Floodplain Alteration Standards
- Wetland Alteration Standards
- Buffer Standards
- Erosion and Sediment Control Standards
- Stormwater Management Standards
- Drainage Alteration Standards
- Agricultural Standards

The City of Empire currently implements the Standards through local ordinances. The Water Resources Management Ordinance the controlling ordinance for local implementation of the Standards. If a local community is not implementing the ordinance or chooses to relinquish regulatory control, the VRWJPO implements a permitting program and its Rules in the affected area of the community.
The City of Empire adopted the JPO water management plan by reference on April 17, 2018. In adopting the Vermillion River Watershed Management Plan by reference, the City of Empire agrees to submit proposed plans to the VRWJPO for review and comment if plans include the following attributes:

- Variances from local ordinances that affect surface water or impact surface water/groundwater interactions
- Diversions
- Intercommunity flows (to or from)
- Project site size of 40 acres or more
- Activities directly adjacent to the Vermillion River, its tributaries, a lake, or a protected water.

The Vermillion River Watershed Management Plan has an extensive inventory of the water resources in the watershed. See this plan for additional information on:

- Topography
- Soils
- Geology
- Groundwater
- Precipitation
- Land Use and Recreation
- Water Quality and Quantity

3. Physical Environment and Land Use

a. Physical Environment

The City of Empire's natural features include farmland, rolling hills, floodplain, and wetlands. The Vermillion River valley floor is low and flat. The elevation difference from the river to the surrounding farmland is slight, resulting in higher water tables and extensive wetland areas. As the Vermillion River running directly through Empire, there are many floodplains throughout the community. Plant systems and aggregate resources are also important natural resources in the community.

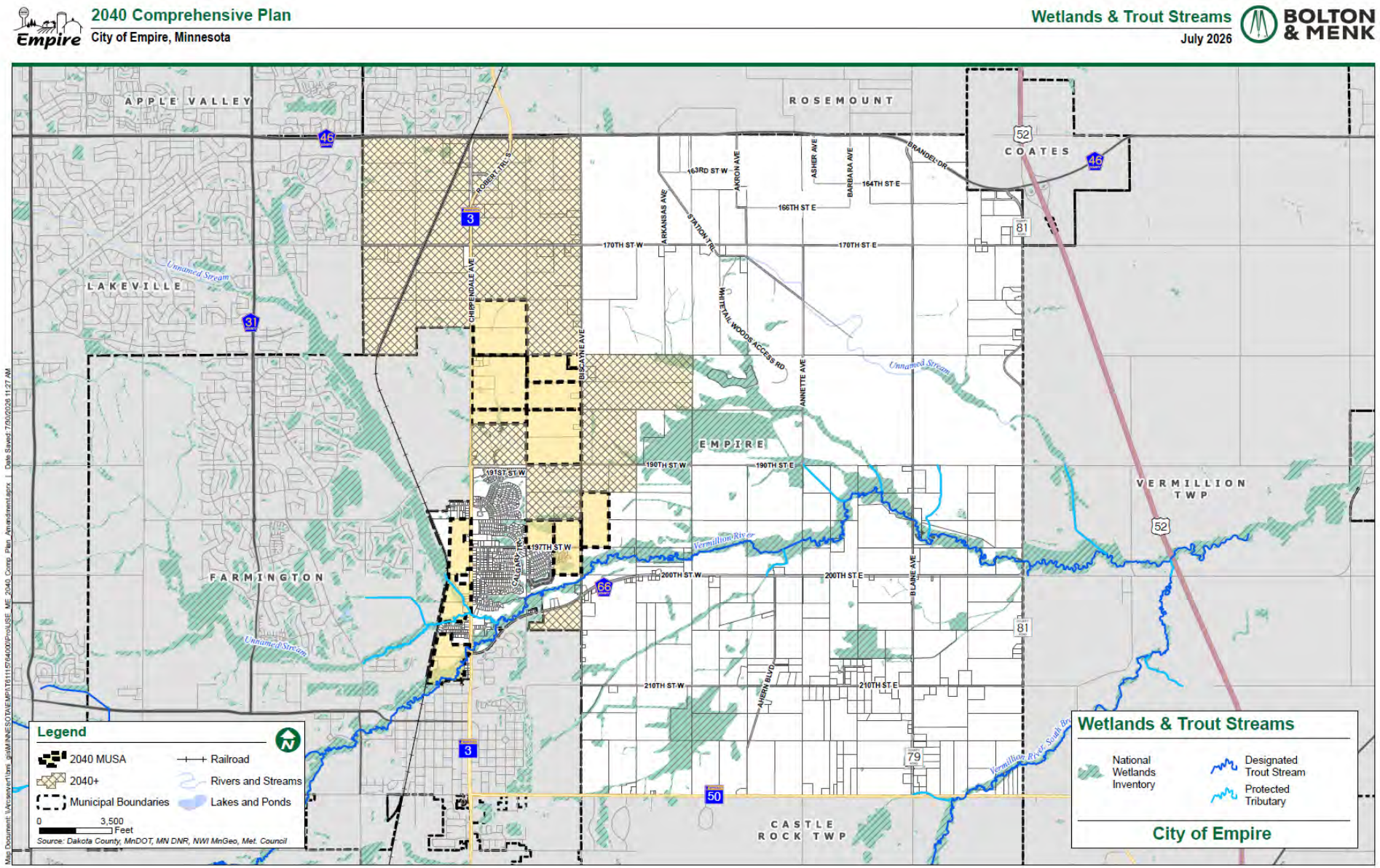
Protected water resources include one large wetland basin in the center of the city and four watercourses of the Vermillion River. The main stem of the Vermillion River itself is designated as a trout stream. The North Branch, South Branch and North Creek of the Vermillion are designated Tributary Rivers. The Vermillion River and portions of its tributaries have been designated as Trout Streams and Protected Tributaries by the DNR, meaning that they are inhabited by trout other than lake trout. There are special restrictions in place for these waters to protect and foster the propagation of trout. These streams and tributaries are illustrated in Figure 23 on the following page.

b. Land Use

The current zoning for the city can be summarized as largely agricultural, mixed residential, mineral extraction, and public recreational/park. The biggest planned change to the city's zoning and land use is future urban development in designated growth areas, including the AUAR study area in northwest Empire. Future land use changes include residential, mixed-use, commercial, industrial, greenway/trail, and commercial recreational sports complex uses. Other citywide land use changes may include an increase in single family residential land use, a decrease in agricultural land use, and an increase in land for public parks, recreation, and open space.

With changing land uses in the future, there is a potential for further deterioration and contamination of water bodies in the community. The City of Empire has been expanding its impervious development, and with this comes an increase in runoff volumes. Through different measures, including storm water systems, infiltration basins, drainage ponds and drainage channels, the increase in runoff can be managed and directed to an appropriate area for holding or infiltration.

Figure 23: Wetlands and Trout Streams



4. Existing and Potential Water Resource Related Problems

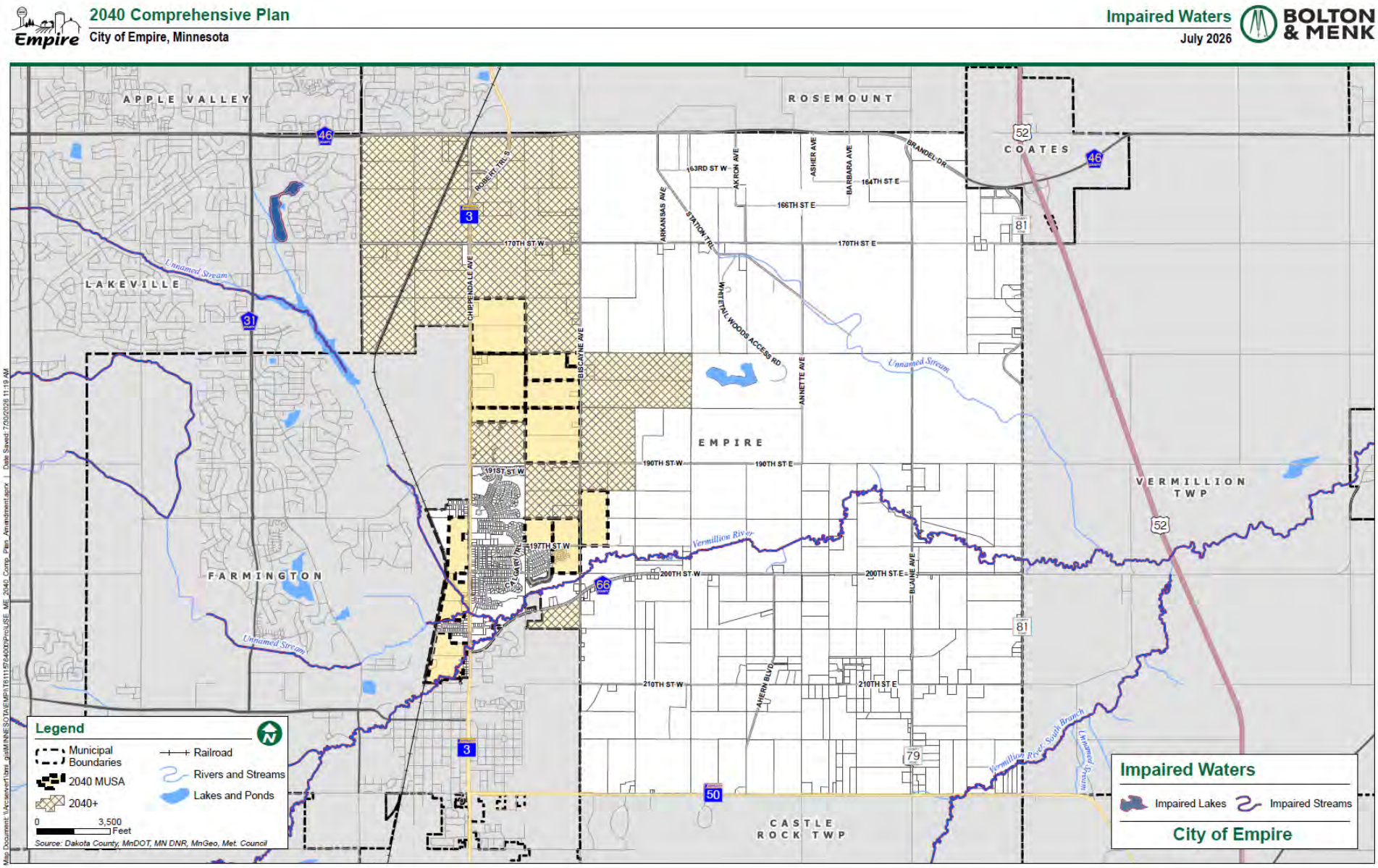
The primary surface water management issues identified in the Vermillion River watershed plan are summarized below:

- Increase in agricultural field drainage which alters normal stream flow and can lead to streambank erosion, channel cutting, and high turbidity levels.
- Changing climate patterns pose a threat to water quality, wildlife and infrastructure.
- Enforcement of ordinances related to subsurface sewage treatment systems (SSTS).
- Erosion along watercourses due to tree removal and lack of riparian buffers.
- Groundwater consumption increase threatens future supply and health risks due to nitrate in some areas.
- Loss of wetlands due to farming practices, sod farms, and some development.
- Loss of wildlife habitat due to an increase in row crops, and some development.
- Additional water resource education of watershed residents of the following: buffers, nitrates, innovative practices or latest agricultural best management practices.
- Administrative issues include the need for additional collaboration with agencies and organizations, a concern about overreaching mandates and requirements that unfairly impact watershed residents.

Surface and impaired waters in the City of Empire are shown in Figure 24. Impaired waterbodies in the city are further detailed in Table 33, including affected uses. There are currently no waters in the city infested with invasive species.

Table 33 - 2018 Impaired Waters					
ID	**Water Body Name**	**Pollutant**	**Affected Use**	**Year Added to Impaired Waters List**	**Year TMDL Plan Approved/ Target Year**
507	Vermillion River	Mercury in fish tissue	Aquatic Consumption	2012	2013
507	Vermillion River	Aquatic macroinvertebrate bioassessments	Aquatic Life	2012	2023
507	Vermillion River	Fishes bioassessments	Aquatic Life	2012	2023
507	Vermillion River	Fecal Coliform	Aquatic Recreation	1994	2002
517	Vermillion River	Mercury in fish tissue	Aquatic Consumption	2012	2013
517	Vermillion River	Aquatic macroinvertebrate bioassessments	Aquatic Life	2012	2023
517	Vermillion River	Dissolved Oxygen	Aquatic Life	2010	2023
517	Vermillion River	Fishes bioassessments	Aquatic Life	2012	2023
517	Vermillion River	Turbidity	Aquatic Life	2008	2015
517	Vermillion River	Fecal Coliform	Aquatic Recreation	2008	2015
545	North Creek (Vermillion River Tributary)	Dissolved Oxygen	Aquatic Life	2010	2023
545	North Creek (Vermillion River Tributary)	Fecal Coliform	Aquatic Recreation	2008	2015
670	North Creek (Vermillion River Tributary)	Escherichia Coli	Aquatic Recreation	2010	2015
671	North Creek (Vermillion River Tributary)	Fecal Coliform	Aquatic Recreation	2008	2015
707	Vermillion River, South Branch	Fecal Coliform	Aquatic Consumption	2008	2015

Figure 24: Surface and Impaired Waters



5. Implementation Priorities

The implementation plan was based on the goals the city wants to accomplish related to water resources and the necessary steps required to achieve those goals. Section VII of the Surface Water Management Plan provides a detailed list of implementation priorities and funding sources.

The City of Empire is a MS4 (Municipal Separated Storm Sewer System) community and is subject to those rules of the Minnesota Pollution Control Agency (MPCA). In order to accomplish the water resource goals created by this plan, the City of Empire will work with local and statewide agencies.

The City of Empire will continue to work with the Dakota County SWCD in implementation of the Wetland Conservation Act (WCA), and the SWCD will continue to act as the Local Government Unit (LGU) in administering the WCA.

The City of Empire will continue to implement the standards of the Vermillion River Watershed JPO, as they apply. In adopting the Vermillion River Watershed Plan by reference, the City of Empire also adopts the implementation plan and will participate in and/or support projects located within its jurisdiction (see section 7 of the Vermillion River Watershed Management Plan). This implementation plan performed a subwatershed-level analysis to identify priorities and projects on a more local level.

6. Amendment Procedures

The Surface Water Management Plan may be amended as needed. See the Amendment Procedure section in the Surface Water Management Plan in the appendix for information about the amendment process.

C. Water Supply

1. Public Water Systems

All public water suppliers in Minnesota that operate a public water distribution system, serve more than 1,000 people and/or all cities in the seven-county metropolitan area, must have a water supply plan approved by the Department of Natural Resources (DNR). Water supply plans must be updated and submitted to the DNR for approval every ten years. This requirement, in place since the 1990s, is designed to encourage communities to deal proactively with providing sustainable drinking water for citizens, businesses, and industry. the City of Empire has submitted the plan through the Minnesota DNR Permitting and Reporting System (MPARS). This plan is attached in Appendix E. A brief summary of the plan is provided in this section.

Table 34 shows the historic water demand in the City of Empire from 2005 through 2016. Per capita water demand has varied some in the past 10 years, from the low of 82.8 gpcd in 2015, up to the high of 119.8 gpcd in 2009. The overall trend for this 11 year timeframe is a decrease in per capita demand, with higher demands prior to 2010 and lower demands in more recent years. Average daily demand has fluctuated in the recent past, but on the whole has remained steady, around 250,000 gpd. Maximum day demand has fluctuated over the historical period observed. It peaked in 2006, decreased through 2010, and has been increasing since then.

Table 34 – Historic Water Demand

Year	Pop. Served	Total Connections	Residential Water Delivered (MG)	C/I/I Water Delivered (MG)	Wholesale Deliveries (MG)	Total Water Delivered (MG)	Total Water Pumped (MG)	Water Supplier Services	Percent Unmetered/ Unaccounted	Average Daily Demand (MGD)	Max. Daily Demand (MGD)	Date of Max. Demand	Residential Per Capita Demand (GPCD)	Total per capita Demand (GPCD)
2005	1,818	1,818	52.1	N/A	N/A	57	59.7	3.00	4.7%	0.16	0.77	7/2/2005	78.5	90.0
2006	1,924	1,924	71.5	N/A	N/A	78	80.8	0.50	4.0%	0.21	1.00	7/15/2006	101.8	115.1
2007	1,927	1,927	73.0	N/A	N/A	78	79.1	0.70	2.0%	0.21	0.64	7/17/2007	103.8	112.5
2008	1,973	1,973	72.6	N/A	N/A	77	79.1	0.87	2.8%	0.21	0.63	7/1/2008	100.8	109.8
2009	1,983	1,983	80.8	N/A	N/A	86	86.7	1.30	1.4%	0.23	0.76	8/29/2009	111.6	119.8
2010	2,056	2,056	58.5	N/A	N/A	63	68.4	0.60	7.5%	0.17	0.39	7/20/2010	78.0	91.1
2011	2,102	2,102	62.7	N/A	N/A	67	72.3	0.61	7.6%	0.18	0.58	6/8/2011	81.7	94.2
2012	2,175	2,175	72.8	N/A	N/A	77	85.2	0.47	9.9%	0.21	0.76	7/18/2012	91.7	107.3
2013	2,280	2,280	63	N/A	N/A	68	78.7	0.59	13.0%	0.19	0.91	7/5/2013	75.8	94.6
2014	2,320	2,320	56.5	1	1	63	70.7	0.64	10.3%	0.17	0.92	7/5/2014	66.7	83.5
2015	2,518	2,518	57.7	2	2	65	76.1	1.00	14.3%	0.18	0.63	8/6/2015	62.8	82.8
2016	2,594	2,594	66.0	2	2	75	82.2	1.10	9.1%	0.20	0.83	7/5/2016	69.7	86.8
Avg. 2010 - 2016	2,242	2,292	52.1	N/A	2	57	59.7	3.00	4.7%	0.16	0.77	7/2/2005	78.5	90.0

GPCD *– Gallons per Capita per Day* ***MGD*** *– Million Gallons per Day*

From 2005 to 2016, the City of Empire saw an increase in population served of 42.7%, from 1,818 in 2005 to 2,594 in 2016. This trend followed the total population of the city. Based on these historical data, it is anticipated that the projected future population will follow similar growth trends.

The total per capita demand averaged 99.0 gallons per capita per day (gpcd) from 2005 through 2016. From 2006 to 2009, it was above 100 gpcd, peaking at 120 in 2009. It has decreased somewhat since then, and from 2014-2016 it remained below 90 gpcd. This could be due to water conservation measures and increased awareness of water use.

Average daily demand has been consistent over the last decade, going as low as 0.16 MGD (2005) and as high as 0.23 MGD (2009), but generally staying close to the average of 0.19 MGD. This trend was despite the population increasing over this time period. Again, water conservation measures could be the reason for the trend.

The City of Empire currently has a single storage unit, a 300,000-gal. elevated tower. AWWA recommends that a community's storage capacity should equal or exceed its average day water demand. Based on the data provided in Table 35, the current storage capacity is adequate for current demands. Using Table 29 and the future average day use projections, around the year 2020 the average day demand will increase beyond 300,000 gpd, and more storage will be needed. It would be best to start planning now for the addition of another storage unit, around the year 2020, in order to avoid having a deficit in storage capacity. Discussion and some planning has already taken place for a new tower to be constructed in a separate pressure zone where new developments are being constructed on the north end of the community.

Table 35 – Projected Water Demand

Year	Projected Total Population	Projected Population Served	Projected Total Per Capita Water Demand (GPCD)	Projected Average Daily Demand (MGD)	Projected Maximum Daily Demand (MGD)
2016	2,956	2,956	92	0.27	1.02
2017	3,010	3,010	92	0.28	1.04
2018	3,063	3,063	92	0.28	1.06
2019	3,117	3,117	92	0.29	1.08
2020	3,170	3,170	92	0.29	1.10
2021	3,252	3,252	92	0.30	1.12
2022	3,334	3,334	92	0.31	1.15
2023	3,416	3,416	92	0.31	1.18
2024	3,498	3,498	92	0.32	1.21
2025	3,580	3,580	92	0.33	1.24
2030	3,990	3,990	92	0.37	1.38
2040	4,830	4,830	92	0.44	1.67

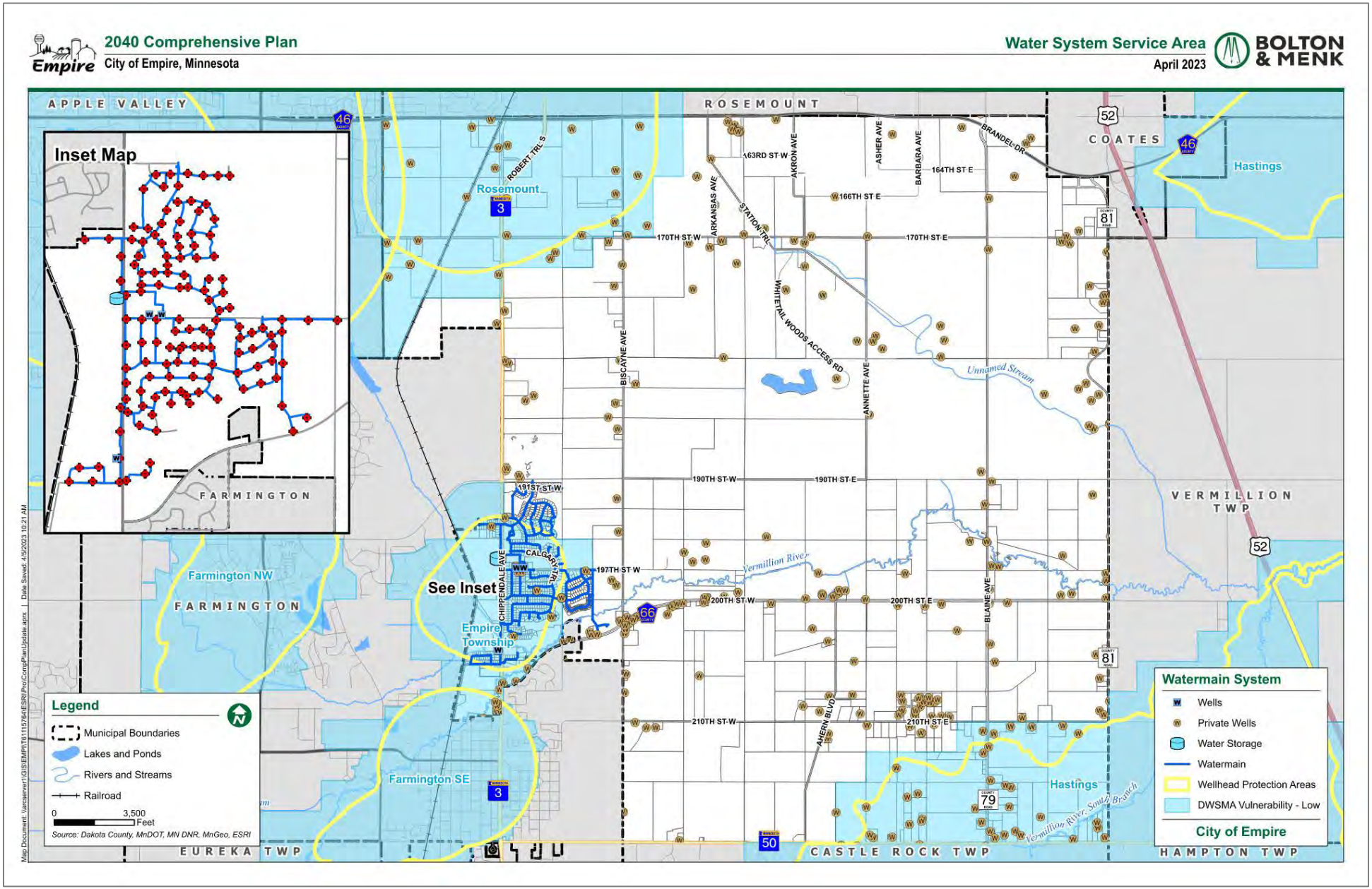
In projecting future need, the Water Supply Plan assumes the total projected population of the City of Empire is the same as the total service population. However, only the population within the MUSA will be served by the public water system. See Table 24 for the projected distribution of population and households by service type.

Table 36 provides details on Empire's water sources and the status of those sources. Well No. 1 is used as emergency-only now due to the presence of above-limit concentrations of radium in its water. A Wellhead Protection Plan was adopted by the City of Empire in February 2013, per Minnesota Department of Health requirements. Parts of the City of Empire are included in the Minnesota Department of Health's Drinking Water Supply Management Areas and have low vulnerability, shown in Figure 25. There are also several private wells in Empire primarily serving residents and businesses outside the service area.

Table 36 – Water Sources

Resource Type (Groundwater, Surface water, Interconnection)	Resource Name	MN Unique Well # or Intake ID	Year Installed	Capacity (Gallons per Minute)	Well Depth (Feet)	Status of Normal and Emergency Operations (active, inactive, emergency only, retail/wholesale interconnection)	Does this Source have a Dedicated Emergency Power Source? (Yes or No)
Groundwater	The City of Empire 1	207521	1973	600	410	Emergency Only	No
Groundwater	The City of Empire 2	171018	1981	500	457	Active	No
Groundwater	The City of Empire 3	686267	2007	1500	440	Active	No

Figure 25: Water Supply Systems and Management Area



2. Private Water Systems

Dakota County Ordinance Number 114 provides standards and regulations of private wells and water supplies. The Ordinance regulates all of the following: construction, reconstruction, operation, maintenance, repair, permanent sealing, and annual maintenance permitting of all wells within Dakota County, except community wells. Within the Ordinance Minnesota Rules Chapter 4725 is adopted. Municipality authorization is required for construction, reconstruction, permanent sealing, or initial annual maintenance.

A valid permit is required from Dakota County before anyone is allowed to engage in construction, reconstruction, permanent sealing, or annual maintenance permitting. Only well contractors licensed by the Minnesota Department of Health may apply for and receive permits for construction, reconstruction, or permanent sealing, except as allowed by state statute or code. Annual Maintenance Permits are required for all environmental wells (monitoring, remedial, or product recovery) and dewatering wells that have been in use for fourteen months or longer and unused wells.

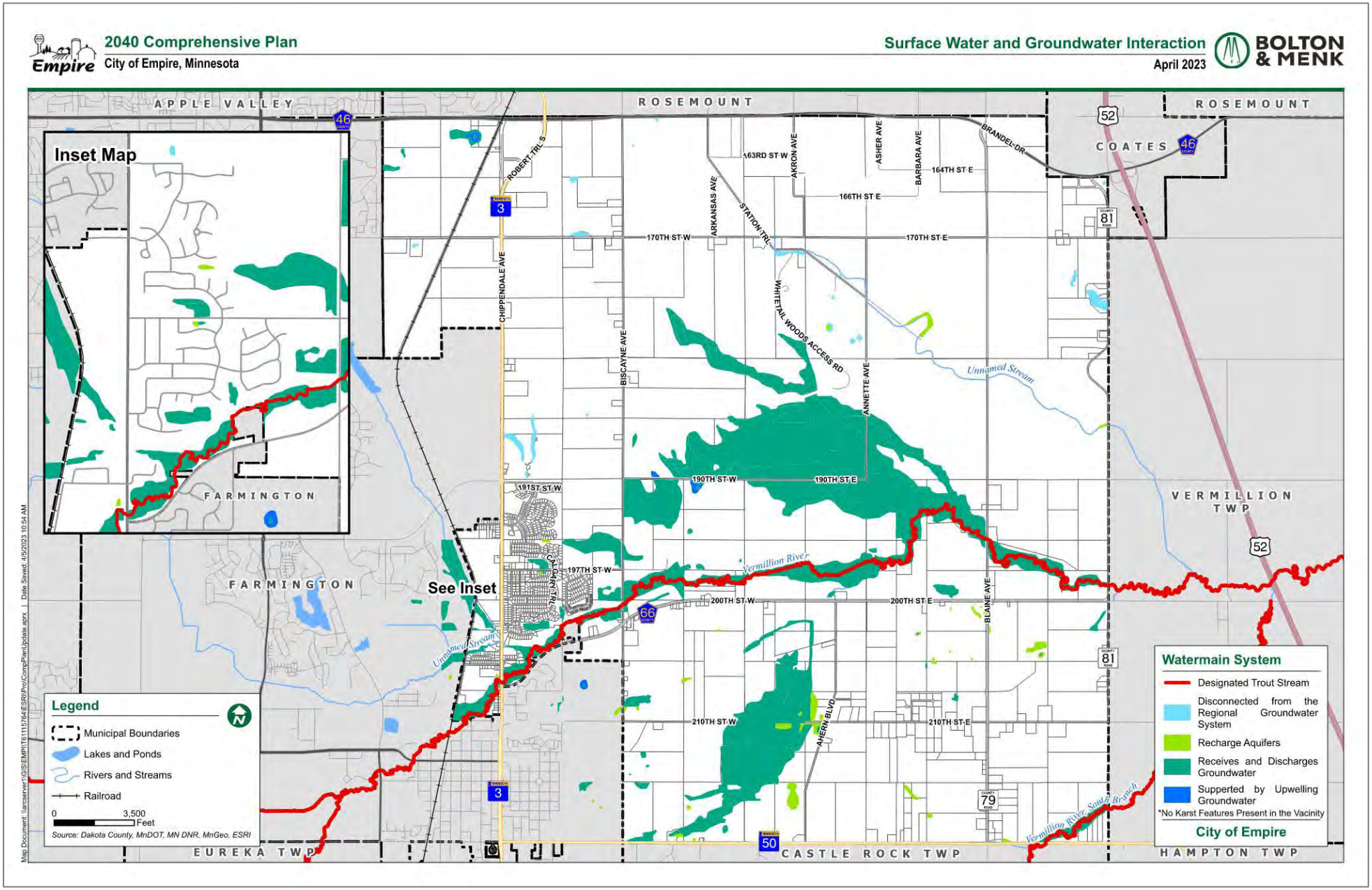
The Ordinance contains rules to ensure wells are safe for potable water. Proper disinfection of new or reconstructed wells, its appurtenances, and the water supply system shall be done using methods approved by Dakota County and the Minnesota Department of Health. Water tests results from new or reconstructed wells must meet the Acceptance Standards established in the Ordinance. To sell a property, the property owner must have a water analysis performed and approved by a Minnesota Department of Health certified lab within six months of the property sale.

The location of wells has an impact on the environment. The Ordinance contains a section describing that wells may be prohibited if it is found by Dakota County or the Minnesota Department of Health that the location of the well endangers the environment and groundwater quality or quantity.

3. Assessing and Protecting the Water Source

The location of wells has an impact on the environment. The Ordinance contains a section describing that wells may be prohibited if it is found by Dakota County or the Minnesota Department of Health that the location of the well endangers the environment and groundwater quality or quantity.

Figure 26: Surface and Ground Water Interaction



VII. IMPLEMENTATION

A. Implementation Plans

The Comprehensive plan creates a vision for the City of Empire and guides land use and infrastructure improvements so the city can meet the needs of the community in the future. The vision of the plan can only be realized if the plan is used. Tools to implement the plan will vary in that some will be reactive, such as zoning and subdivision ordinances that guide private developments, and others will be proactive, such as the Capital Improvement Program (CIP) for undertaking public improvement projects.

1. Official Controls

The City of Empire will be evaluating existing zoning and subdivision ordinances for consistency with this Comprehensive Plan and the Rural Collaborative Plan. Potential amendments to local ordinances will reflect any revised policy directions as identified in this Plan and will eliminate any inconsistencies with this Plan.

The VRWJPO approved the collaborative local water management plan on June 23, 2016. The City of Empire has adopted the VRWJPO plan by reference and a local water resources management ordinance. Empire has completed the Water Resources Management Ordinance, approved by the VRWJPO.

The City of Empire is responsible for the adoption and enforcement of local zoning and subdivision ordinances. Subdivision and platting of land is required to conform to provisions of the local zoning and subdivision ordinances. Local zoning ordinances also have performance standards that address development requirements as they relate to densities, lot size, and other dimensional standards.

Dakota County administers the County Contiguous Plat Ordinance, which places requirements on residential development in unincorporated areas of the County and adjacent to County roads. The County Plat Commission is authorized to review plats of proposed subdivisions adjacent to County roads and to limit direct access to County roads. The Plat Commission reviews access requests according to a set of access spacing guidelines adopted by the County Board. The Plat Commission requires sub-dividers to place access restrictions on new plats as a condition of approval.

Dakota County administers Ordinance No. 113, which establishes provisions for SSTS permitting, monitoring, and inspections in the County. The collaborative communities permit and inspect new SSTSs, while the County assists the communities in a three-year inspection and maintenance program of existing SSTSs. The City of Empire is responsible for enforcement of the inspection and maintenance program. The County also has SSTS permitting and land use management authority within shoreland and floodplain areas. Dakota County amended Ordinance No. 113 for consistency with recent amendments to the Minnesota Pollution Control Agency Rules Chapter 7080, governing SSTSs in 2008.

2. CIP

Capital improvement projects are major projects that benefit the community, including the construction or reconstruction of roads and sidewalks, sewer and water utilities, trails, and park and recreation facilities, as well the purchase of new or replacement equipment and buildings. A capital improvements program (CIP) is a budgeting plan which lists five years of needed capital improvements, their order of priority, and the means of financing.

The City of Empire's 2018-2022 CIP lists a wide variety of projects. The CIP is reviewed and updated annually by the City Council, to ensure the proper priorities and funding. These projects are intended to meet the City's goals. The CIP is attached in Appendix B.

3. Schedule of Changes

To meet the goals of the 2040 Comprehensive Plan update and remove any potential inconsistencies in policy, changes and amendments to the zoning code and ordinances will need to be made. The City of Empire will begin review and consideration nine months after the official adoption of the 2040 Comprehensive Plan update.

4. Plan Amendment Process

The provisions of the zoning ordinances will be maintained and preserved through the term of the Comprehensive Plan, unless formally amended. Amendments to the local zoning ordinances will be consistent with the Comprehensive Plan.

When considering amendments to this plan, local units will use the following procedure:

1. Landowners, the Planning Commission, the City Council or other interested parties may initiate amendments.
2. The Planning Commission will conduct a thorough analysis of the proposed amendment.
3. The Planning Commission will prepare a report analyzing the proposed changes, including their findings and recommendations regarding the proposed plan amendment.
4. The Planning Commission will hold a formal public hearing on the proposed amendment.
5. Following the public hearing, the Planning Commission will make a recommendation to the City Council.
6. The City Council will receive the recommendation from the Planning Commission and make a final decision on whether to adopt the amendment.
7. All amendments to the plan will be submitted to adjacent and affected jurisdictions and the Metropolitan Council for review prior to implementation, as required by State law.

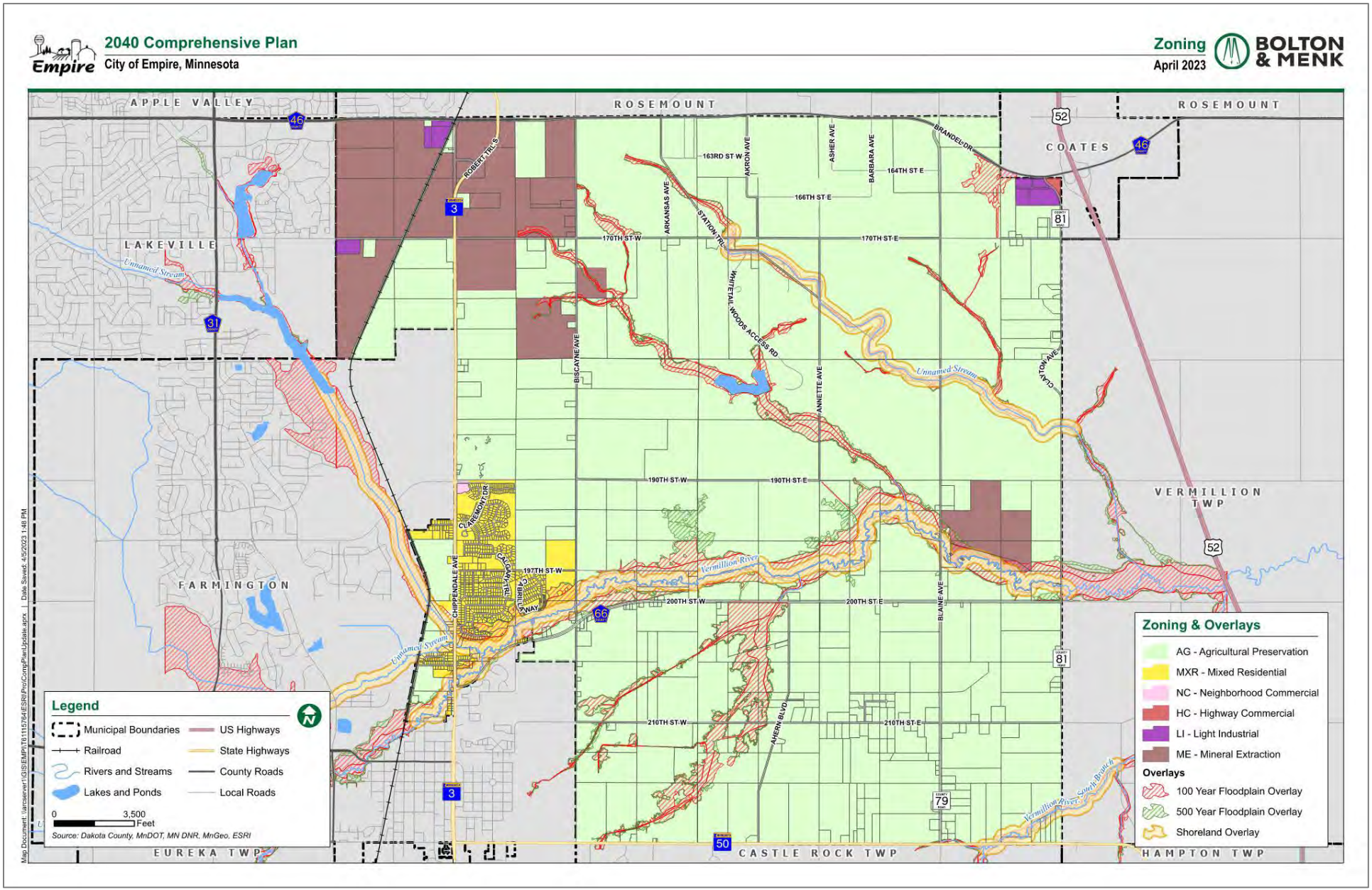
5. Zoning

Zoning codes regulate land use to promote the health, safety, order, convenience, and general welfare of all citizens. They regulate location, size, use and height of buildings, the arrangement of buildings on lots, and the density of population within a community. The City of Empire's zoning districts effectively guide development in the city. The city's Zoning Map is included in Figure 27, and the Zoning Ordinance descriptions of land use districts, is included as an appendix.

To ensure compliance with this 2040 Comprehensive Plan, the following zoning ordinance changes will need to be implemented:

- Updated zoning maps based on the future land use plan
- Reconcile inconsistencies between current zoning ordinances and intended future land uses
- Evaluate the need for new or revised zoning districts and development standards to accommodate the land use mix identified in the Northwest Area AUAR, including recreational-commercial uses associated with a regional sports complex, mixed-use development, employment areas, and a variety of residential density classifications.

Figure 27: Current Zoning Map



Appendix A: Zoning Ordinance District Descriptions

Appendix B: Five-Year Capital Improvements Program

Appendix C: Wastewater Management Plan

Appendix D: Surface Water Management Plan

Appendix E: Water Supply Plan

Appendix F: AUAR and AUAR Mitigation Plan

Appendix G: Adjacent Community Comments and Responses

Appendix H: Resolutions

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Jenni Faulkner, Consulting Planner
RE:	3. Review of Concept Plan for Siewert Property

Attachment(s): 2026-08-18 CC Packet_Concept Plan.pdf

MEMORANDUM

Date: August 18, 2026

To: City of Empire City Council

From: Madison Richard, AICP, Consulting Planner
Jenni Faulkner, Consulting Planner

Item: Siewert Property – Concept Plan

Property Location: Northeast Quarter of Section 29, Township 114 North, Range 19 West, South of CR 66

Background

A concept plan by Summergate Development has been submitted for the 54.5-acre Siewert Property in the southwest portion of the City, located directly south of Vermillion River Trail. The site is currently zoned Agricultural Preservation (AG) and is designated as Agricultural on the Future Land Use Map. The 2040 Comprehensive Plan does not identify this site within the MUSA. It is proposed to be brought into the MUSA with the 2050 Update.

Future Approvals Needed

To facilitate the proposed project, the following future land use approvals are required:

- A *Rezoning* to the site from AG to the Mixed Residential District (MXR)
- A *Comprehensive Plan Amendment* to the Future Land Use designation from Agriculture to Mixed Residential, and an amendment to the MUSA Staging Plan.
- *Sketch Plan*
- *Preliminary and Final Plat*
- *Planned Unit Development (PUD)*

MXR District Requirements

The MXR District is the zoning district where sewer and water is available for residential development, and is designed for single-family neighborhoods with accommodation for twin homes or attached units. A minimum 60% single family and maximum 40% multi-family is the intended dwelling ratio for this district. A Planned Unit Development (PUD) is required and can address required flexibilities to the Zoning Ordinance. This Concept Plan is much narrower than

what is typically permitted in the MXR District, but is similar to what was recently approved within the Deer Creek development.

The table below outlines the minimum requirements in the MXR district and the proposed development:

Standards	MXR District	Proposal
Density (Maximum)	3 units/acre (maximum)	~2.9 units/acre (net)
Lot Size (Minimum)	15,000 square feet	6,550 square feet (minimum)
Lot Width (Minimum)	100 feet	50 feet or 65 feet
Impervious Surface	25-30% detached	Unknown, may need flexibility

While not provided at this stage, the developer may need flexibility on setbacks, building separate, impervious surface, etc. The minimum density of 3.0 u/acre will be required to get a sewer connection permit form the Met Council. This will increase to 3.5 u/acre upon adoption of the 2050 Comprehensive Plan in 2028. Staff would anticipate PUD flexibilities based on the size of the proposed lots and previous PUDs approvals elsewhere in the city.

Subdivision Ordinance

As this is a concept plan, there is no technical review of the subdivision. It is assumed all design requirements will be met and that any deviation from the ordinance will be addressed as part of the Plat and PUD review.

Tree preservation and landscape plans will be required, as well as park dedication. The ordinance calls for 10% of land or cash contribution. The proposal currently includes a 0.4-acre HOA park and a trail running along the northern property line. The City's 2024 Park Plan identifies this area within the ½ mile service area of Empire River Preserve Park, and does not identify the need for a public park in this area. Staff would look into parks and parkland dedication once a sketch plan is submitted for more detailed review.

Roads (Vermillion River Trail)

The proposal was considered at the July 15, 2026 Dakota County Plat Commission, who discussed the future realignment of Vermillion River Trail (CR 66). Their comments are attached.

As proposed in the concept, the location of the future realignment is not consistent with the county plan location. It is currently drawn to be further to the south within the Siewert parcel. The County is open to the proposed future realignment in the concept, if the road meets County Standards, including 55 feet of half right-of-way for 2-lane rural roadways and ¼ mile full access spacing for County roads. The proposed access to the county road will need to be evaluated further as it appears to not meet county spacing guidelines.

The County would require a future connection to Biscayne Avenue, near the southeast corner of the site. To mitigate noise from the County highway, the County would require setbacks, buffers, and other mitigation elements (such as landscaping), be incorporated.

Engineering Comments

The City Engineering team has provided the following preliminary comments:

- *Roads / Sidewalks*
    - The western connection to Cambodia Ave will require coordination with Farmington.
    - The City may consider asking if a street connection to the south (into Farmington) will ever be a realistic expectation. Does Empire want this (thinking about the street connection and gate on 194th Street)?
    - Dakota County must approve of the access location onto Vermillion River Trail. We will need confirmation from Dakota County of the proposed alignment for the future Vermillion River Trail (ghost plat) alignment.
    - The developer will need to coordinate with Dakota County regarding access spacing from the future Vermillion River Trail.
    - Biscayne Avenue will need to be improved/paved from Vermillion River Trail to the south end of the property.
    - Street widths, while not identified, will need to conform to the City's Engineering Design Manual.
    - Sidewalks are shown on one side of each street, but it may make more sense to have the sidewalk on the park side of the middle street for pedestrian access to the park. The Applicant may want to review trail/sidewalk connections (future easements between lots) to the NE.
- *Stormwater* – This will be evaluated in more detail on further submittals but they appear to provide adequate space to be able to meet stormwater management requirements.
- *Sanitary Sewer*
    - Sanitary will need to be extended down Biscayne from just north of Vermillion River.
    - Applicant will need to coordinate with MCES for a new sanitary connection and requirements (metering MH may be required, etc.). Applicant will also need to coordinate with the DNR for the crossing under the Vermillion River and associated requirements. They will also need to coordinate with Dakota County for the crossing of Vermillion River Trail.
    - Any impacts to Biscayne and the ROW will need to be included an restored as part of this effort.
    - Does the City have interest in oversizing to serve the east side of Biscayne? May be unlikely as that can't be developed for a long time (due to solar leases, etc.) and Farmington hasn't expressed a need to the south.
- *Water*
    - Water will likely come from the Empire Maintenance Facility. The application will need to coordinate with Dakota County for the crossing of Vermillion River Trail.
    - The City should consider providing another watermain connection under the river on Biscayne Avenue to provide looping/redundancy. Would require coordination with the Deer Creek development to have it tied in with a future Addition of that development.

Planning Commission Discussion

The Planning Commission discussed the item at their August 4, 2026 regular meeting. The Commission had concerns regarding the lot sizes on the west side of the development as there might be issues with snow removal and storage with the proposed access alignment. The Applicant, Bryan Tucker, was presented and provided that the HOA may include snow removal to address the concern. Elizabeth Haas, a Commissioner, noted that she would prefer to see larger lot sizes with a possible apartment building or townhomes to help meet density requirements. The remainder of the Planning Commission noted they preferred the detached single-family homes. The Planning Commission recommended that the developer work with the Dakota County Highway Department to plan the location of future Highway 66 realignment and spacing for access on Highway 66. Overall, the Commission was generally supportive of the proposal, noting the density will increase with the 2050 Comprehensive Plan update, and the Commission would prefer to see a development prior to that increase.

Recommendation

The developer is seeking feedback on the Concept Plan, prior to the official submission of a Sketch Plan. Here are some questions the City Council should consider as part of the discussion:

1. Is the Council supportive of the overall development?
2. Is the Council supportive of the PUD flexibility?
3. Is the Council supportive of the density?
4. Is the Council supportive of the street layout?
5. Is there any specific information the Council would like to see with the Rezoning/Comprehensive Plan Amendment application?

Attachments

Concept Plan Application
Dakota County Plat Commission Letter

Authentisign ID: C7882D8E-EA73-F111-AC9C-000D3A1CFDCD

SKETCH PLAN APPLICATION
CITY OF EMPIRE
Dakota County, MN

Project Name Slewert- Summergate

Legal Description of Property:

Section: 29 **Twp:** 114 **Range:** 19

Metes and bounds description attached: Yes

If applicable, Lot: _____ **Block:** _____ **Addition:** _____

Existing Zoning: AG **Proposed Zoning Classification:** MXR

Comprehensive Plan Designation: Agricultural

General Description: (e.g. acreage, number of lots, types of units, values, mixed uses)

54.5 acre site; 48 acres net; proposing 141 single-family lots (72- 65' lots, 69- 50' lots)
Plan includes conceptual trail alignment, interior sidewalks and a .4 acre neighborhood
park

Non-refundable Application Fee:	**$150.00**
Consultant Escrow:	**$2,500.00**
Total:	**$2,650.00**

AGREEMENT: I hereby certify that the information contained herein is correct and agree to pay all reasonable costs in excess of the escrow above that are incurred by the City of Empire for professional consultants to review the application.

Dated: 6/29/2026 **Signature of Applicant:** Authentisign

Signature of Owner (If different from applicant): Siewert Family Foundation by Neal Siewert

---

Application and Fee Received: _____

LEGAL DESCRIPTION- SIEWERT PROPERTY

All that part of the Northeast Quarter (NE ¼) which lies South of the center line of County State Aid Highway 66, Section Twenty-nine (29), Township One Hundred Fourteen (114), Range Nineteen (19), Dakota County, Minnesota,

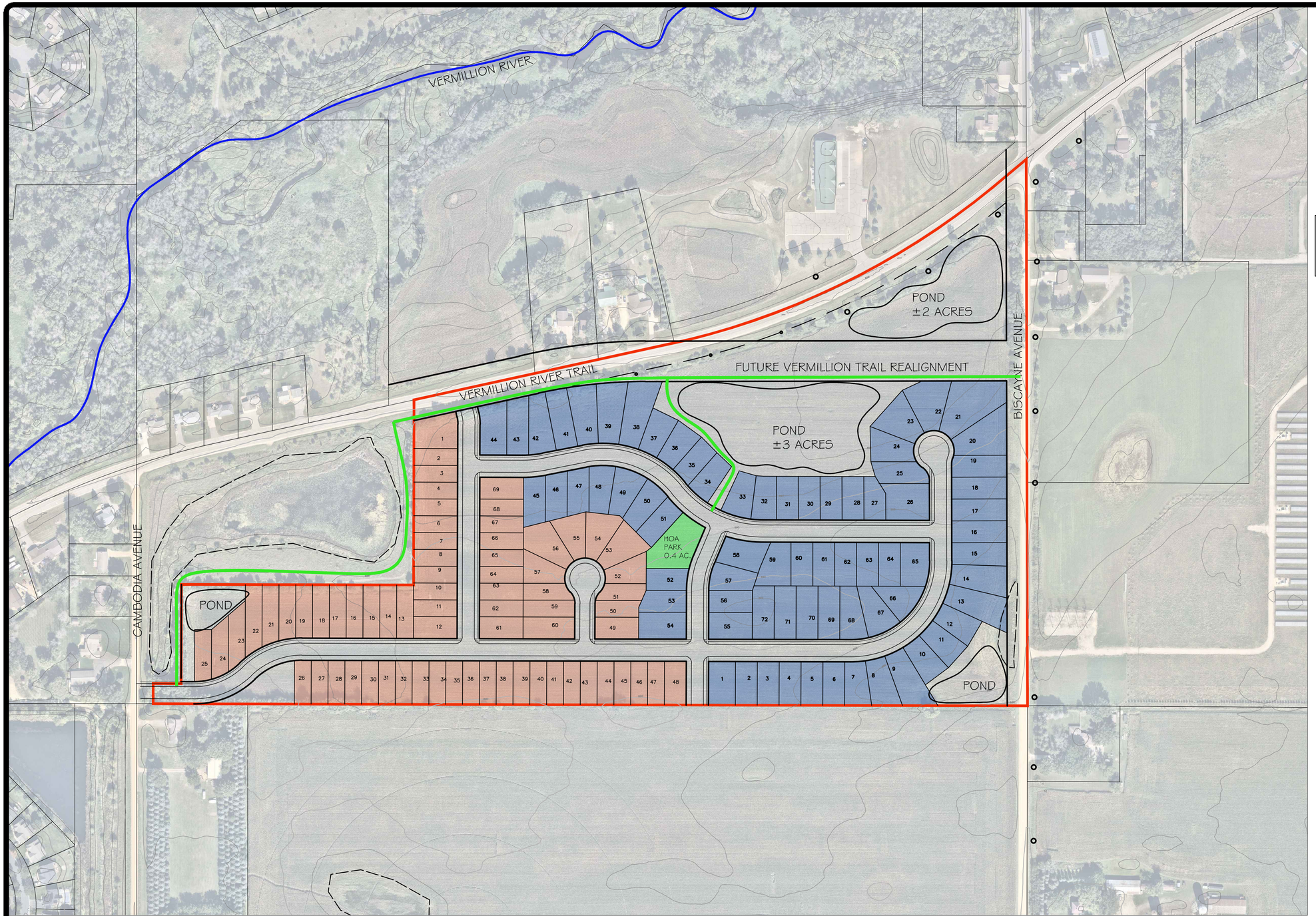
EXCEPT:

Beginning at the centerline of County State Aid Highway Number 66 and the West line of the Northeast Quarter (NE ¼) of Section Twenty-nine (29); thence Southerly 605 feet along the West line of the Northeast Quarter (NE ¼) of Section Twenty-nine (29); to a point 60 feet North of the South line of the Northeast Quarter (NE ¼) of Section Twenty-nine (29); thence at right angles east 133 feet; thence North 295 feet parallel with the West line of the Northeast Quarter (NE ¼); thence 690 feet East parallel with the South line of the Northeast Quarter (NE ¼); thence North 490 feet more or less parallel with the West line of the Northeast Quarter (NE ¼); to the centerline of CSAH 66; thence Southwesterly along the centerline of CSAH 66 to the point of beginning and there terminating.

AND EXCEPT:

Beginning at the Southwest corner of said Northeast Quarter (NE ¼) of Section Twenty-nine (29); thence North along the West line of said Northeast Quarter (NE ¼) 60 feet; thence at right angles East 50 feet; thence at right angles South 60 feet parallel with the West line of said Northeast Quarter (NE ¼); thence at right angles West 50 feet along the South line of said Northeast Quarter (NE ¼) of Section Twenty-nine (29) to the point of beginning and there terminating.

According to the Government Survey thereof.



SITE DATA:

GROSS AREA: ±54.5 ACRES
VERMILLION TRAIL ROW (FUTURE): 4.3 ACRES
BISCAYNE ROW: 2.2 ACRES
NET DEVELOPABLE AREA: ±48 ACRES

2040 GUIDE PLAN: AG
CURRENT ZONING: AG

PROPOSED GUIDE PLAN: MIXED USE: 3-6 UNITS/ACRE
PROPOSED ZONING: PUD

TOTAL LOTS: 141
65' LOTS: 72
50' LOTS: 69
NET DENSITY: ±2.9 ACRES

PROPOSED ROW LENGTH: 6,060 LF

PROPOSED TRAIL

CONCEPT BASED ON AVAILABLE DATA
NO ENGINEERING
NO SURVEYING
WETLANDS HAVE NOT BEEN DELINEATED
CONCEPT SUBJECT TO CHANGE WITHOUT NOTICE

N

0 75 150 300
GRAPHIC SCALE IN FEET

126002 CP04

PIONEER engineering
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS
2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914
Fax: 681-9488
www.pioneereng.com

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota
Name Jennifer L. Thompson
Reg. No. 44763 Date

Revisions

Date 6-15-2026
Designed JLT
Drawn JLT

CONCEPT PLAN 4

SUMMERGATE

VERMILLION RIVER TRAIL PROPERTY
EMPIRE, MINNESOTA

1 OF 1

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Dakota County Surveyor's Office

Western Service Center · 14955 Galaxie Avenue · Apple Valley, MN 55124
952.891-7087 · Fax 952.891-7127 · www.co.dakota.mn.us

July 17, 2026

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

Re: **VERMILLION RIVER TRAIL**

The Dakota County Plat Commission met on July 15, 2026, to consider the concept plan of the above referenced plat. The plat is adjacent to CSAH 66 (Vermillion River Trail) and Future County Road (Biscayne Ave.) and is therefore subject to the Dakota County Contiguous Plat Ordinance.

The proposed concept plan includes a residential development. The proposed future realignment as shown on the concept plan is northerly of the County's approved alignment. As discussed, the Plat Commission is open to the proposed alignment as shown the concept plan if it meets County Standards. The County Transportation Department will require a review of the proposed CR 66 realignment.

The right-of-way guidelines are 55 feet of half right of way for a 2-lane rural roadway along CSAH 66 and Future County Road (Biscayne Avenue). The access spacing guidelines for both county roads are ¼-mile full access spacing. The proposed access to CSAH 66 should be relocated easterly near Lots 39-41 to meet the ¼ mile access spacing.

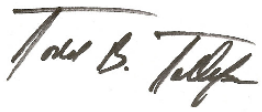
There is no access shown to Future CR (Biscayne Avenue) on the plan. The Plat Commission requires a connection to Biscayne Avenue near the southeast corner of the plan, which would allow the best access spacing to the Future CR 66 realignment. As noted, if or when CR 66 is realigned in the future, the access along CSAH 66 will need to be re-evaluated.

Traffic volumes on CSAH 66 are 3,074 ADT and are anticipated to be 6,900 ADT by the year 2040. Traffic volumes on Future CR (Biscayne Ave.) are yet to be determined. These traffic volumes indicate that current Minnesota noise standards for residential units could be exceeded for the proposed plat. Residential developments along County highways commonly result in noise complaints. In order for noise levels from the highway to meet acceptable levels for adjacent residential units, substantial building setbacks, buffer areas, and other noise mitigation elements should be incorporated into this development.

No work shall commence in the County right of way until a permit is obtained from the County Transportation Department and no permit will be issued until the plat has been filed with the County Recorder's Office. The Plat Commission does not review or approve the actual engineering design of proposed accesses or other improvements to be made in the right of way. Nothing herein is intended to restrict or limit Dakota County's rights with regards to Dakota County rights of way or property. The Plat Commission highly recommends early contact with the Transportation Department to discuss the permitting process which reviews the design and may require construction of highway improvements, including, but not limited to, turn lanes, drainage features, limitations on intersecting street widths, medians, etc.

Please contact TJ Bentley regarding permitting questions at (952) 891-7115 or Todd Tollefson regarding Plat Commission or Plat Ordinance questions at (952) 891-7070.

Sincerely,



Todd B. Tollefson
Secretary, Plat Commission

c:

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	1. Clerk-Administrator Report

I put together all the city's agreements and contracts into one document. It is attached for reference.

There were no concerns with the proposed street lights on 197th Street, so those have been ordered through Xcel Energy for installation.

Primary Elections went well. We will likely need a few additional election judges to serve at the Primary Election in November.

I am working with the City attorney regarding the property nuisance on Upper 204th Street. There are a few other nuisance violations on properties that have come to my attention and am working on documentation and notification.

Attachment(s): Agreement Tracking.pdf

EMPIRE ACTIVE AGREEMENTS & CONTRACTS

NAME	WITH	FOR	START DATE	TERM	END DATE	AMEND/NOTICE
PUBLIC SAFETY						
FIRE SERVICE	CITY OF FARMINGTON	FIRE SERVICE	1/1/2024	4 YEARS	12/31/2028	AT LEAST 1 YEAR NOTICE
AMBULANCE SERVICE	ALF AMBULANCE	AMB. SERVICE	5/23/2026	INDEFINITELY	UNTIL TERM	60 DAYS NOTICE
LAW ENFORCEMENT	DAKOTA COUNTY	JPA PROTECTION	1/1/2025	2 YEARS	12/31/2026	30 DAYS NOTICE
LAW ENFORCEMENT	DAKOTA COUNTY	FT DEPUTY	1/1/2026	2 YEARS	12/31/2027	3 MONTHS NOTICE
ELECTIONS						
ELECTIONS	DAKOTA COUNTY	AB VOTING SV.	1/1/2024	1 YR THEN. 2 YEAR TERM	31/2027 - 2 YR. UNTIL TE	BY JUNE 1 YEAR PRIOR
ELECTIONS	DAKOTA COUNTY	EQUIPMENT	5/29/2025	INDEFINITELY	UNTIL TERM	
OFFICE / IT						
WEBSITE HOSTING	CATALIS	WEBSITE	3/1/2024	4 YEARS	2/28/2027	ANNUAL RENEW
EMERGENCY ALERT	RAVE MOBILE	AUTO ALERT	3/1/2024	3 YEARS	3/1/2027	
365 ARGREEMENT	CIT	365 ACCOUNTS	11/18/2024	1 YEAR	8/14/2027	
AGREEMENT FOR SERVICE	CIT	IT SERVICE	2/1/2023	3 YEARS	2/1/2026	
GARBAGE SERVICE	HIGHLAND SANITATION	GARBAGE	10/3/2025	3 YEAR	10/3/2028	60 DAYS NOTICE (CERT. MAIL)
CONTRACTING SERVICES						
PLANNING	BOLTON & MENK		10/24/2023	2 YEARS OR CONTINUE	UNTIL TERM	7 DAYS NOTICE
ENGINEERING	BOLTON & MENK		10/24/2023	3 YEARS OR CONTINUE	UNTIL TERM	
BLDG. INSPECTIONS	INSPECTRON	INSPECTIONS	6/14/2022	1 YEAR OR UNTIL DISC.	UNTIL TERM	60 DAYS NOTICE
PROSECUTING ATTORNEY	CAMPBELL KNUTSON	PROSECUTING SERV	11/14/2024		12/31/2027	60 DAYS NOTICE
ATTORNEY	KENNEDY & GRAVEN	GEN. ATTORNEY	1/28/2025			ANYTIME - WRITTEN NOTICE
SAFE ASSURE	SAFE ASSURE	OSHA COMPLIANCE	1/1/2025	3 YEARS	12/31/2027	60 DAYS NOTICE TO ANNIVERSARY
PEAK AGENDA	GRANICUS	AGENDA SOFTWARE	5/13/2023	ANNUAL		
OTHER GOVERNMENT						
TRAIL & ROUNDABOUT MAINT.	CITY OF FARMINGTON	MAINT.	8/22/2023	UNTIL AMENDED	N/A	120 DAYS NOTICE
SEWER SERVICE	CITY OF FARMINGTON	SOME SEWER	9/5/2023	UNTIL AMENDED	N/A	12 MONTHS NOTICE
SEPTIC SERVICE	DAKOTA COUNTY	PUMP MAINT.	4/12/2016	ADDITIONAL 10-YEAR	12/31/2035	
STREET NAME & ADDRESS	DAKOTA COUNTY	STREET & ADDRESS	8/5/2021	10 YEARS	12/31/2030	30 DAYS WRITTEN

NAME	WITH	FOR	START DATE	TERM	END DATE	AMEND/NOTICE
INFRASTRUCTURE						
STRUCTURE LEASE AGREEMENT	JTN COMMUNICATIONS	WATER TOWER	8/31/2017	5 YR. INTIT- 5 ADD 2 YR.	9/8/2028	6 MONTHS NOTICE
PW BLDG. FARM LAND LEASE	JON JUENKE	FARM LAND	3/24/2026	3 YEARS	12/31/2028	30 DAYS NOTICE FOR EOY
FRANCHISE AGREEMENT	DAKOTA ELECTRIC	ELECT. FRANCHISE	1/13/2026	20 YEARS	1/13/2046	60 DAYS AMEND
FRANCHISE AGREEMENT	MERC	NAT. GAS FRANCHISE	1/13/2026	20 YEARS	1/13/2046	60 DAYS AMEND
FRANCHISE AGREEMENT	NSP	ELECT. FRANCHISE	1/13/2026	20 YEARS	1/13/2046	60 DAYS AMEND
FRANCHISE AGREEMENT	CHARTER	CABLE FRANCHISE	11/8/2021	10 YEARS + AUTO 5 YEARS	11/8/2031	3 YEARS BEFORE END OF 10 YEAR TERM
FRANCHISE AGREEMENT	HIAWATHA	CABLE FRANCHISE	2/16/2023	PLUS 5 YEAR AUTO RENEW	10/26/2031	3 YEARS BEFORE END OF 10 YEAR TERM
BUILDINGS						
PW BLDG. SERVICE AGREEMENT	CONTROL LOGICS	HVAC MAINT/INSPECT	1/1/2025	5 YEARS	12/31/2029	

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Information on Proposals for City IT Services

The City has utilized CIT for IT services since 2020. The contract with CIT for monthly service expired in March. The City has continued to be billed for service per the contract price of $153.60 per month with the most recent ending year of the 3-year contract. Staff have also met with HVG Systems to talk about Empire's IT needs and to request a quote for services.

Regarding the server, both services have recommended paring down or eliminating the need for the server by moving server files to Microsoft Sharepoint, as the City is paying for this service with its Microsoft 365 account anyway. The issue is with the City's files for Banyon Fund Accounting, Payroll, and Utility Billing. It is the understanding from both providers that those files may still need to be hosted on a smaller server. Options include purchasing a smaller server in 2028 or storing the files on desk top and manually backing up.

CIT's service proposal is for an additional three-year term and includes the base standard services and monitoring. In their proposal, the monthly price will increase from $153.60 per month to $275.10 per month. Part of the increase is additional security protection (Threatlocker) and email domain protection (DMARC). The services provided are shown in the middle column "ProActive Standard" of the Managed Services spreadsheet. For historical reference, in 2025, the City paid CIT $6,755.87 for standard service and additional IT support. For 2027, it is estimated that standard service and support would cost approximately $7,500, not including migrating files to Sharepoint (with retainer rate). Migration to Sharepoint could cost an additional $6,000 (maximum) in consulting costs for 2027, but likely to cost less than that. Labor rates for consulting would be at $247 per hour, or $185.25 per hour with a $500 retainer. Labor rates are evaluated by CIT annually- agreement does not lock in rate.

The proposal from HVG Systems is a 25-month agreement at $650 per month for standard service, plus $5.00 per month for Huntress Managed EDR and $3.50 per account for Microsoft 365 identity threat detection ($42.00 per month) for service for the City's current number of computers and server and additional IT services are included in the price. This equates to $8,364.00 for the year. The contract includes assistance with migrating server files to Sharepoint. A separate quote for the installation of a new server, if the City were to purchase this in 2027 is also attached.

Account managers from both service have offered to attend an upcoming meeting to discuss their proposal and answer questions.

Attachment(s): *Quotation4057474-1-A.pdf*
HVG Systems_City_of_Empire_Proposal.pdf
20260723-885-server-replacement.pdf

Managed Services 2026 Upgrade from 2022

Date: 7/22/2026

Prepared For:

City of Empire
3385 197th Street
Farmington, MN 55024
admin@ci.empire.mn.us
6514634494

Prepared By:

CIT
Nick Lesneski
Senior Account Manager
Nick.Lesneski@citsolutions.net
(651) 255-5734
https://www.citsolutions.net

CIT Managed Services Overview

With over 30 years of industry-leading experience, CIT delivers comprehensive Managed IT Services tailored to meet the unique needs of your business. Our approach goes beyond traditional IT support by combining:

- **Personalized Service** – Dedicated support aligned with your business goals.
- **Advanced Cybersecurity** – Proactive protection to safeguard your data and operations.
- **Compliance Expertise** – Ensuring your IT environment meets regulatory standards.

We're more than just a service provider—we're your trusted technology partner, committed to helping you:

- Streamline IT operations
- Reduce risk
- Future-proof your technology environment

CIT's security-first, business-aligned strategy ensures your IT infrastructure is not only efficient and reliable but also ready to scale with your growth.

Onboarding Project Plan

Preparation & Kickoff

- Send onboarding checklist
- Complete online questionnaire
- Review questionnaire
- Schedule kickoff call
- Conduct kickoff call
- Assign implementation engineer

Remote Pre-Onboarding

- Verify software licenses
- Configure network monitoring tool
- Configure EDR portal
- Configure Auvik portal
- Configure SecureDNS portal
- Prepare probe device

Phase I Onboarding (On-Site)

- Collect/test passwords
- Install CIT device
- Install Monitoring Agent & EDR
- Label network equipment
- Take photos of equipment
- Collect existing documentation

Phase II Onboarding

- Verify monitoring rollout
- Verify EDR deployment
- Deploy Secure DNS
- Upload documentation
- Deploy Endpoint Lockdown
- Final QA check
- Customer sign-off

Quote information:
Quote #4057474-1-A
Prepared on: 7/22/2026
Expires: 8/21/2026
Agreement Start Date:
Agreement Term:
Account Executive: Nick Lesneski | Nick.Lesneski@citsolutions.net | (651) 255-5734
https://www.citsolutions.net

Proposal Summary

Managed Services 2026 Upgrade from 2022

Prepared for:
City of Empire
3385 197th Street Farmington MN 55024

Ship to:
City of Empire
3385 197th Street
Farmington, MN 55024

Monthly recurring costs

Optional	Description	Qty	Unit Price	Price Including Tax
	Managed Services 2026 - Standard			**$275.10**
N	CIT Managed Services 2026 Standard (Per Device)	4	$34.65	$138.60
N	CIT Managed Services 2026 Standard (Per KNE)	2	$10.50	$21.00
N	CIT Managed Services 2026 (Per Site/Probes)	1	$94.50	$94.50
N	Email Domain Monitoring - DMARC (Per Domain)	1	$21.00	$21.00

Monthly Subtotal:	$275.10
Tax:	$0.00
Total:	**$275.10**

Notes:
3 YR Term

Please note: Items marked with "Y" (Yes) in the optional column are not included in the subtotal, tax, or total calculations.

Acceptance and Incorporation by Reference

This Proposal, together with the terms and conditions set forth in the Master Services Agreement, Service Attachments and all other agreements identified on Exhibit A (the agreements identified on Exhibit A are hereafter collectively referred to as the "Ancillary Agreements") is between Computer Integration Technologies, a Minnesota corporation (sometimes referred to as "we," "us," "our," or "Provider"), and the customer identified on the signature block at the end of this Proposal (sometimes referred to as "You," Your," or "Client").

PRIORITY OF NEGOTIATED AGREEMENTS: Notwithstanding anything to the contrary herein, if Client and Provider have previously entered into a separately negotiated and mutually executed Master Services Agreement or a formal Amendment to the MSA ("Negotiated Agreement") with an effective date of 10/01/2025 or later, the terms of that Negotiated Agreement shall supersede any conflicting terms in the online Ancillary Agreements referenced on Exhibit A. If no such Negotiated Agreement exists, the following incorporation terms shall apply:

Client and Provider expressly agree that the terms and conditions set forth in the Ancillary Agreements are hereby incorporated into this Proposal by reference as if fully set forth herein, regardless of whether Client separately executed any of the Ancillary Agreements. Notwithstanding that certain provisions of the Ancillary Agreements may not facially appear applicable to every transaction or circumstance governed by this Proposal, each such provision shall be interpreted broadly and in context, and shall apply and control to the extent such provision can reasonably be construed to apply to the rights, obligations, or subject matter hereof.

This Proposal shall be effective and shall automatically become a legally binding agreement as of the first date upon which both Provider and Client have signed below (the "Effective Date"). Provider and Client are sometimes referred to separately as a "Party", or collectively as the "Parties." Any capitalized terms in this Proposal not defined herein shall have the meaning provided in any Ancillary Agreement(s) defining such capitalized term. If there is a direct conflict between this Proposal and any term or condition set forth in any of the Ancillary Agreements, the conflicting term or condition in this Proposal shall control. By signing or accepting this Proposal, Client acknowledges, represents, and warrants to Provider that Client has read and agrees to all terms and conditions set forth in the Ancillary Agreements on the Effective Date. The Parties agree that electronic signatures on this Proposal shall be relied upon and shall bind the Parties to the terms and conditions stated or incorporated by reference herein. Each Party hereby warrants and represents that such Party is authorized to execute this Proposal and perform the undertakings set forth or incorporated herein. This Proposal supersedes all prior negotiations, proposals, orders, agreements and communications between the Parties regarding all matters expressly addressed or within the reasonable scope of this Proposal or the Ancillary Agreements.

Client acknowledges and agrees that Provider may, from time to time, revise the terms and conditions of the Ancillary Agreements, provided that any such revision shall be effective only in accordance with applicable law, including prevailing legal standards for enforceable "clickwrap" or equivalent electronic consent mechanisms. Revised terms or conditions shall become binding and effective upon the earlier of: (a) Client's continued use of the applicable products or services following reasonably conspicuous notice and opportunity for Client to review the revised term(s) or condition(s); or (b) Client's affirmative acceptance of the revised term(s) via a click-through or similar method reasonably designed to confirm assent. Provider shall make revised terms reasonably available for Client review which shall indicate the date of last revision. If Client does not agree to any revised term(s), Client must discontinue use of the affected products or services and may terminate this Proposal only in accordance with termination provisions set forth in the Ancillary Agreements. Any revision(s) to the terms or conditions of the Ancillary Agreements by Provider shall apply only prospectively, unless otherwise required by applicable law or expressly stated in the revised terms.

Client further agrees that the terms of the Ancillary Agreements shall apply not only to the specific transaction described in this Proposal, but also to all other current and future transactions between Client and Provider unless and until such terms are superseded by a subsequently executed Proposal or Ancillary Agreement.

Both of the Parties, acting through their respectively authorized officers, agents, or representatives hereby execute this Proposal with the intention of being bound hereby.

Exhibit A

Click the buttons below to view the linked documents.

Master Services Agreement | Services Attachment for Managed Services | Service Attachment for Access Control Services | Service Attachment for Managed Video Surveillance | Schedule of Services | Data Processing Agreement | Schedule of Third-Party Services

IN WITNESS WHEREOF, this Order Form is agreed to by the parties below and entered into as of the Order Effective Date.

CIT

Signature:

Name : Nick Lesneski

City of Empire

Signature:

Name:

Date:

Managed Services

Many of our tools and services are available à la carte, ensuring you can customize your package to align precisely with your business's evolving demands. Contact your account executive to find out more.

	ProActive Assist	ProActive Standard	ProActive Premium
SERVER/WORKSTATION			
Remote Management/Monitoring/MS Patching	●	●	●
Third-Party Patching	●	●	●
Premium Workstation Setup*			●
On-site Issue Remediation			●

**Install of new or replaced equipment purchased through CIT. Additional Terms & Conditions may apply.*
***On-site service offerings are contingent upon location and may not be available in all markets.*

NETWORK			
ISP/Firewall/Switch Monitoring Alarm Triage & Issue Escalation	●	●	●
Dynamic Network Mapping & Monitoring	●	●	●
CYBERSECURITY		●	●
Managed Endpoint Detection & Response (MDR) 24x7 SOC		●	●
Privileged Access Management (PAM)/App Whitelisting/Configuration Management		●	●
Dark Web Monitoring		●	●
Cybersecurity Awareness Training & Simulated Phishing		●	●
DMARC Monitoring		●	●
Domain Name System (DNS) Security Software		●	●
Password Manager Add-on			●
SAAS Shadow Application Reporting			●
CYBERSECURITY ASSESSMENTS			
Active Directory Security Review - Annual		●	●
Firewall Security Review - Annual		●	●
Incident Response Plan - Annual		●	●
Internal Vulnerability Scan - Annual		●	●
External Vulnerability Scan - Annual		●	●
Email Cybersecurity Review - Annual		●	●

SERVICE & SUPPORT	ProActive Assist	ProActive Standard	ProActive Premium
Unlimited End User Remote Help Desk 24x7*			●
24/7 Support Desk RMM/KNE Access/Triage		●	●
Strategic Business Review		●	●
Monthly On-Site visits (Up to 4 hours Included)			●
Customer Managed Alerts	●		

**For unlimited help desk anything that is an install, deploy, or upgrade is not covered.*

Optionals

CYBERSECURITY
Security Information Event Monitoring (SIEM)
Continuous Vulnerability Scanning
Network Access Control
Threatlocker Detect with Cyberhero Managed Detection & Response (MDR)
Microsoft 365
Datto Backup

COMPLIANCE - GOVERNANCE, RISK, & COMPLIANCE (GRC) PACKAGES
GRC Evidence
GRC Assist
GRC vCISO

Customized Service Perks & Smart Savings

ProActive Assist:
Take advantage of 20% discount on services with a pre-paid retainer.

ProActive Standard & Premium:
Unlock a 25% discount on services with a pre-paid retainer.

All pre-paid retainer hours never expire. Talk to your account executive or reach out at **info@citsolutions.net** or call **651.255.5780** to find out more.

IT SERVICES | SUPPORT | SOLUTIONS

July 23, 2026

This agreement, dated 7/23/2026, is between HVG Systems, LLC. (HVG), 2040 Douglas Drive N, Suite 200, Minneapolis, MN 55422, and the City of Empire (Client), 3385 197th Street, Farmington, MN 55024, where HVG will provide the Client with the following services:

Technology assurance services:

- A complete on-boarding and full tech assessment of all IT components (including computers, the onsite server, Microsoft 365 tenant, RingCentral phone system, copiers, cameras, card access, and all network and computer/server equipment)
- 24/7 Infrastructure monitoring, maintenance, and support for servers, desktops and software/Operating System, phone system, firewall, switches, network, Wi-Fi access points, Microsoft 365, SharePoint, domain name registrations, website up time, and any other components
- On going technology management, software installations, software and Operating System upgrades, user accounts management, user security and access management to folders and files, backup services (on site, off site and cloud)
- Ongoing support through helpdesk system and escalation procedures, proactive deployment of any security patches to computers, servers, firewalls, switches, Wi-Fi access points
- Cyber safety, training, monitoring and protection of Client's data and staff
- Mobile device support
- Technology Liaison and technology vendor management on behalf of Client, working with proprietary software/hardware vendors (RingCentral, Internet service provider, copiers/printers, access control, surveillance, Audio/Video, etc.). Client will maintain valid support contracts in place covering proprietary software/hardware
- Support for the Client's Microsoft Access database application and coordination with the associated software support vendor(s)
- Unlimited and as needed remote and/or on-site support during business hours (M-F, 8AM-5PM)
- Unlimited infrastructure and/or key business software solutions emergency remote and/or on-site support after business hours for all mission critical functions (emergencies and non-emergencies scenarios will be identified by the Client)
- On-site visits as needed and/or on an agreed upon schedule (to be developed with Client)
- Budget planning
- Strategic planning
- Ongoing review meetings will take place to review projects and issues. Meetings schedule will be updated based on workload and Client's needs

Exclusions:

After hours and/or weekend/holiday projects and non-emergency services (emergencies and non-emergencies scenarios will be identified by the Client), major infrastructure upgrades, new SharePoint development, migration of the Access database application to the cloud, and hardware or software. These projects/services may incur additional costs, will be discussed, priced, and approved by Client.

Confidentiality:

HVG shall treat as confidential, and shall not disclose or use, for the benefit of any person other than Client, any and/or all information made available or disclosed to HVG because of or related to the Business Agreement.

HVG Employees and/or Subcontractors:

Client agrees not to engage with or offer any side arrangement or separate Contracts or employment agreements with any of HVG's employees, vendors, or subcontractors performing work under this agreement for a period of at least one year following termination of HVG's services.

Hardware & Software:

HVG services do not include any costs associated with purchasing new or replacing existing hardware or software. HVG is not a reseller of hardware and/or software and does not represent or act as a reseller of any manufacturer. As part of our services, and to keep with licensing legalities, HVG will find and negotiate best prices on behalf of Client and invoice Client the cost of such items.

Satisfaction guarantee:

HVG will perform IT services defined in this agreement to Client's satisfaction. If Client is not satisfied with the IT services provided, a written 60-day notice will be given to HVG. HVG will then have 30 days to resolve the situation to the Client's satisfaction. If after 60 days, the situation cannot be resolved, Client may terminate the agreement with a 60 days' notice. HVG will continue and support the Client until such point where a new IT service provider was identified and onboarded.

Waiver, Modification, or Cancellation:

Any waiver, alteration, or modification of any of the provisions of this Agreement or cancellation or replacement of this Agreement shall not be valid unless in writing and signed by the parties.

Governing Law:

This Agreement shall be construed in accordance with, and governed by, the laws of the State of Minnesota.

Financial:

- HVG's monthly service fee will be $650, all-inclusive, covering all services described in this agreement including Microsoft 365 tenant management and the security services listed below for the Client's current environment (3 computers, 1 onsite server, and 11 user accounts plus 1 administrative account)
- Huntress Managed EDR: installed on all computers and the server, currently 4 devices, at $5.00 per device per month
- Huntress ITDR: Microsoft 365 identity threat detection and response for all staff and council email accounts, currently 12 accounts (11 users plus 1 administrative account), at $3.50 per account per month
- One-time server replacement hardware cost of $3,969.75. The labor to procure, configure, and deploy the replacement server is included in the monthly service fee. If it is determined that SharePoint can meet the Client's needs and an onsite server is no longer required, the server will not be purchased and this cost will not apply.
- Any additional subscription and or project fees will be approved by Client (i.e., Huntress add-ons, firewall, additional Microsoft 365 licenses, etc.), all will be discussed and pre-approved prior to implementation
- HVG's invoices will be paid within 30 business days

Terms of Agreement:

- This engagement shall commence as of 8/1/2026 and shall continue to and include 8/31/2028 (25 months).
- August 2026 will be extended as a free onboarding month allowing Client to cover any costs associated with this transition. Billing will commence 9/1/2026.
- This agreement will automatically renew for subsequent periods of one year term unless either party submits 90 days' notice before the end of this or future agreements.
- Annual fees for the next agreement period will be discussed and if approved, increase will be in the range of 3% for the year and will not exceed 5% for the year

_____ Date: _____

HVG Systems, LLC.

By Ofer Alphabet, CEO

_____ Date: _____

City of Empire

By _____

Title: Pending Council Authorization

HVG systems

IT SERVICES | SUPPORT | SOLUTIONS

service@hvgsystems.com · hvgsystems.com

QUOTE

Quote #: 20260723-885
Date: July 20, 2026
Prepared by: Kinsey Anderson

TO

City of Empire
Charles Seipel
3385 197th Street
Farmington, MN 55024
admin@empiremn.gov

RE

Server Replacement (If the data can be moved to SharePoint, this quote will not be needed)

EQUIPMENT & SERVICES — ONE-TIME

Qty	Description	Unit	Total
1	HP DL380 G10p, Dual Gold Processors, 128GB RAM, 10TB of redundant Storage	$3,673.50	$3,673.50
1	Server 2025 Standard	$296.25	$296.25
		One-time subtotal	**$3,969.75**

MONTHLY SERVICES — RECURRING

Qty	Description	Unit	Total
4	BackBlaze B2 Immutable Offsite Backup, Cost paid directly to BackBlaze per TB	$6.95/mo	$27.80/mo
		Monthly subtotal	**$27.80/mo**

One-time items	$3,969.75
One-time total	**$3,969.75**
Monthly recurring	**$27.80/mo**

Sales tax is not included in the totals.

**Time to complete the setup/installation is included in your monthly contract.*

Terms

This quote is valid for 30 days from the date above. Pricing is subject to supplier availability and may change if not approved within the validity window. Equipment ships when payment is received unless prior arrangement is made. Installation labor (when applicable) is invoiced separately after services are rendered.

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Information and Discussion on Ordinance 110-A (Policy for City Council Meetings and Salaries)

Ordinance 110-A establishes policy for conducting City Council Meetings and City Council pay. City Council may want to review it at this time and see if there are any proposed amendments that the Council recommends.

Compensation/Salaries

The City Council can set their rate of compensation by ordinance. The salaries should in an amount that the council deems "reasonable". Salaries can be an annual or monthly sum, or a per-meeting rate. Generally, no change in salary can take effect until after the next succeeding regular city election. An ordinance to change council salaries should specify the date when the changes will take effect. Current Council pay is $85.00 per meeting.

Terms

The current ordinance does not speak to Mayor and City Council terms.
The current term for the Mayor is two years and City Council is four years, as was outlined in the City's order for incorporation. Some cities have a four-year term for Mayor to allow for greater constancy. The City Council can amend the Mayor's term by ordinance. There are a few limitations. First, the ordinance cannot impact the term of the current mayor. Second, and importantly, it cannot take affect the term of any mayor elected in the year the ordinance was adopted.

If it is the will of the City, the change from a two-year term to a four-year term the change could not take effect before the 2026 election but could be adopted now to take effect for the election held in 2028.

Update:

After discussion at the July 28 City Council meeting, Council directed staff to research examples of order of agenda from Farmington and Rosemount as well as Mayor Terms and Mayor/Council pay from other peer cities in the area.

Attached are recent City Council agendas from Farmington and Rosemount. Rosemount has public comment at the beginning whereas Farmington has public comment towards the end. Rosemount has staff reports at the end of the meeting after New Business. Farmington has Council Roundtable after new business.

The attached spreadsheet shows Mayor Terms and Mayor/Council pay for several cities in the area the size of Empire. Most cities pay per month or year vs. per meeting. The proposed 2027 Budget has $16,000 for Council pay.

Regarding the Mayor term that was set upon incorporation, the incorporation order cites MN Statute 412.02. This statute reads:

Mayor	*Two or four*	*Every two years except where four years is otherwise provided pursuant to statu*

412.022 Reads:

412.022 COUNCIL MAY PROVIDE FOUR-YEAR TERM.

§

Subdivision 1.Procedure.

The council may, by ordinance, establish a four-year term or reestablish a two-year term for the office of mayor commencing with the ensuing term, except that in a standard plan city which establishes a four-year term for mayor, the first mayor to serve a four-year term shall be elected at the first election when the clerk is not to be elected. In any case the ordinance shall not affect the term of the mayor elected in the year in which it is adopted unless it is adopted at least four weeks before the closing date for the filing of affidavits of candidacy for such election.

Attachment(s): *110-A City Council Meetings.pdf*
City of Farmington Council Agenda.pdf
Rosemount Agenda.pdf
Council Pay & Mayor Terms Examples.pdf

ORDINANCE NO. 110-A

AN ORDINANCE ESTABLISHING A TIME AND PLACE FOR REGULAR CITY COUNCIL MEETINGS, CHANGING THE REGULAR MEETING DATE OR PLACE, PROVIDING FOR THE ORDER OF BUSINESS AT CITY COUNCIL MEETINGS, ESTABLISHING A PROCEDURE REGULATING THE APPEARANCE OF PERSONS DESIRING TO BE HEARD AT MEETINGS OF THE CITY COUNCIL , PROVIDING FOR THE EXERCISE OF DISCRETION BY THE MAYOR, AND SETTING SALARIES OF THE MAYOR AND CITY COUNCIL.

The City Council of the City of Empire, County of Dakota, State of Minnesota, ordains as follows:

SECTION 1. REGULARLY SCHEDULED MEETINGS; TIME AND PLACE; METHOD OF CHANGING

The City Council of Empire, Dakota County, Minnesota, shall hold a meeting of its members, open to the public, on the second and fourth Tuesdays of every month at 7:00 P.M. at Empire City Hall, located on 197th Street West. In the event that the regularly scheduled meeting occurs upon a state, or national holiday, the meeting shall be held at the same place at the same time on the following day. In the event the Mayor decides that either the day, time or place of the meeting ought to be changed, notice of the change shall be posted in two conspicuous places in the City at least five days prior to the regularly scheduled meeting, exclusive of Sundays and holidays, and in no event shall the meeting be held prior to the date of the regularly scheduled meeting. Notice of any such change shall be given in a way calculated to give the public, including the news media, notice of the meeting.

SECTION 2. SPECIAL MEETINGS

Special meetings of the City Council may be called by the Mayor or the Clerk-Administrator. Notice of special meetings shall be given at least 24 hours prior to the meetings. In addition to notice to the members of the City Council, notice to the public of the special meeting, including notice to the news media, shall be given in the manner that the Clerk-Administrator deems best calculated to provide actual notice to the public including the news media.

SECTION 3. ORDER OF BUSINESS

At all regular or special meetings of the City Council of Empire, Dakota County, Minnesota, the order of business shall be as follows:

A. Mayor or Acting Mayor calls the meeting to order.

B. Call of roll to determine if quorum (three or more voting members) are present.

C. Approval of the Minutes.

D. Financial Reports by the Clerk-Administrator.

E. Presentation of the bills to be paid.

F. Appearances by persons desiring to be heard and who have complied with the provisions of Section 4, below.

G. Committee reports.

H. Discussion and disposition of all business.

I. New business.

J. Adjournment.

SECTION 4. APPEARANCES, PROCEDURE

Any person desiring to address the City Council at a regular or special meeting thereof, may do so, provided:

B. Identify themselves for the meeting minutes. Each person shall have no more than five (5) minutes to speak. A maximum of 30 minutes will be allowed for a Visitor's Forum at any City Council Meeting. Topics of discussion shall be restricted to local governmental topics and not private agendas. The City Council may discuss but will not take formal action on an issue presented during the Visitor's Forum.

SECTION 5. MAYOR'S DISCRETION

At the sole discretion of the mayor, a person desiring to be heard who has not complied with Section 5 above, may be either heard or deferred to the next regularly scheduled meeting.

SECTION 6. MAYOR AND COUNCIL SALARIES

Notwithstanding any previously adopted ordinances to the contrary, the salary of the mayor and other members of the city council shall be established as follows;

Subd. 1. Mayor. The salary for the mayor shall be $85.00 per meeting for attendance at regular or special meetings of the city council, and $85.00 for attendance or appearance on

behalf of the city at other meetings related to official city business and authorized by the city council.

Subd. 2 Councilmembers. The salary of each member of the city council shall be $85.00 per meeting for attendance or appearance on behalf of the city at regular or special meetings of the city council, and $85.00 for attendance or appearance on behalf of the city at other meetings related to official city business and authorized by the city council.

Subd. 3 Changes in Salary. Per Minnesota Statute 415.11, Subd. 2, no change in salary shall take effect until after the next succeeding municipal election.

Subd. 4 Expense Reimbursement. The mayor and city councilmembers shall be reimbursed by the city for reasonable travel expenses incurred while attending the meetings specified above, except that mileage expenses incurred while traveling to and from meetings held in the City of Empire shall not be reimbursable. Mileage shall be reimbursed at the rate approved by the U.S. General Services Administration.

SECTION 7. EFFECTIVE DATE.

This ordinance shall take effect upon its passage and publication and according to law.

SECTION 8. REPEAL

Ordinance No. 110, An Ordinance Establishing a Time and Place for Regular City Council Meetings, is hereby repealed.

Passed by the City Council of Empire, Minnesota this 28th day of January 2025.

_____
Mayor

Attested:

_____
Clerk-Administrator

Summary Published in the February 7, 2025 Edition of the Dakota County Tribune

CITY OF FARMINGTON MINNESOTA

Meeting Location:
Farmington City Hall
430 Third Street
Farmington, MN 55024

CITY COUNCIL REGULAR MEETING AGENDA

Monday, August 3, 2026
7:00 PM

Page

1. CALL TO ORDER 7:00 P.M.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVE AGENDA

5. ANNOUNCEMENTS / COMMENDATIONS

6. CONSENT AGENDA

6.1. Application for Gambling Event Permit for Farmington Youth Basketball Association - Raffle — 3 - 10
Agenda Item: Application for Gambling Event Permit for Farmington Youth Basketball Association - Raffle - Pdf

6.2. Appointment to Rambling River Center Advisory Board — 11 - 12
Agenda Item: Appointment to Rambling River Center Advisory Board - Pdf

6.3. Minutes of the July 20, 2026 Regular City Council Meeting — 13 - 18
Agenda Item: Minutes of the July 20, 2026 Regular City Council Meeting - Pdf

6.4. Minutes of the July 06, 2026 Joint Planning Commission, Parks and Recreation Commission and City Council Work Session — 19 - 22
Agenda Item: Minutes of the July 06, 2026 Joint Planning Commission, Parks and Recreation Commission and City Council Work Session - Pdf

6.5. Payment of Claims — 23 - 24
Agenda Item: Payment of Claims - Pdf

Payment of Claims

6.6. Donation from Will Kelley to the Rambling River Center — 25 - 27
Agenda Item: Donation from Will Kelley to the Rambling River Center - Pdf

2026-065 Accepting $200 from Will Kelley

6.7. Donation of a Scoreboard and Player Lockers for the Schmitz-Maki Arena from Farmington Youth Hockey Association 28 - 29

Agenda Item: Donation of a Scoreboard and Player Lockers for the Schmitz-Maki Arena from Farmington Youth Hockey Association - Pdf

6.8. Receive Quotes and Award a Contract for the 2026 Shade Tree Bond Grant Ash Tree and Stump Removals 30 - 32

Agenda Item: Receive Quotes and Award a Contract for the 2026 Shade Tree Bond Grant Ash Tree and Stump Removals - Pdf

6.9. Settlement of Claim, City of Farmington v. A Pool Day, LLC, John Carmean and Erin Carmean 33 - 39

Agenda Item: Settlement of Claim, City of Farmington v. A Pool Day, LLC, John Carmean and Erin Carmean - Pdf

7. PUBLIC HEARINGS

8. AWARD OF CONTRACT

9. PETITIONS, REQUESTS AND COMMUNICATIONS

10. UNFINISHED BUSINESS

11. NEW BUSINESS

12. CITIZENS COMMENTS / RESPONSES TO COMMENTS

(This time is reserved for citizen comments regarding non-agenda items. No official action can be taken on these items. Speakers are limited to five minutes to address the city council during citizen comment time.)

13. CITY COUNCIL ROUNDTABLE

14. ADJOURN

ROSEMOUNT
MINNESOTA

AGENDA
City Council Regular Meeting
Monday, August 3, 2026
7:00 PM
Council Chambers

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **APPROVAL OF AGENDA**
3. **PRESENTATIONS AND PROCLAMATIONS**
   a. Overdose Awareness Month
4. **RESPONSE TO PUBLIC COMMENT**
5. **PUBLIC COMMENT**
   Individuals will be allowed to address the Council on subjects that are not a part of the meeting agenda. Typically, replies to the concerns expressed will be made via letter or phone call within a week or at the following council meeting.
6. **CONSENT AGENDA**
   a. Bill Listings
   b. Minutes of the July 21, 2026 Regular Meeting Minutes
   c. Donation Acceptance from Scott Chiropractic Clinic
   d. Appointment of Additional Election Judges for 2026 Elections
   e. 2026-2027 School Resource Officer (SRO) Liaison Services Agreement
   f. Approve Construction Agreement - North Wind Test, LLC Public Infrastructure
   g. Community Center/Armory Lease Agreement
   h. Accept Improvements Talamore 3 Addition
7. **PUBLIC HEARINGS**
8. **UNFINISHED BUSINESS**
9. **NEW BUSINESS**
   a. Playground Proposals – Bloomfield Park
10. **ANNOUNCEMENTS**
    a. City Staff Updates
    b. Upcoming Community Calendar
11. **ADJOURNMENT**

	Council Pay	Mayor Term	Council Monthly	Council Annual	Mayor Monthly	Mayor Annual
Credit River city	$6,920 year	2 Year	$576.67	$6,920.00	$576.67	$6,920.00
Elko New Market city	Mayor $500 month/ Council $400 month	2 Year	$400.00	$4,800.00	$500.00	$6,000.00
Newport city	Mayor $6,000 year/ Council $4,800 year	4 Year	$400.00	$4,800.00	$500.00	$6,000.00
Lonsdale city	Mayor $400 month/ Council $300 month	2 Year	$300.00	$3,600.00	$400.00	$4,800.00
Afton city	Mayor $4,965.84 year/ Council $3,545.64 year	2 Year	$295.47	$3,545.64	$413.82	$4,965.84
Deephaven city	Mayor $600 month / Council $400 month	2 Year	$400.00	$4,800.00	$600.00	$7,200.00
Excelsior city	Mayor $3,600 year / Council $2,400 year	2 Year	$200.00	$2,400.00	$300.00	$3,600.00
Corcoran city	Mayor $385 month / Council $305 month	4 Year	$305.00	$3,660.00	$385.00	$4,620.00
Carver city	Mayor $7,000 year / Council $5,600 year	4 Year	$466.67	$5,600.00	$583.33	$7,000.00
Montgomery city	Mayor $4,500 year/ Council $3,300 year	2 Year	$275.00	$3,300.00	$375.00	$4,500.00
Rockford city	Mayor $6,600 year / Council $4,500 year	4 Year	$375.00	$4,500.00	$550.00	$6,600.00
Columbus city	Mayor/Council $3,500 year + $40 per meeting	2 Year*	$291.67	$3,500.00	$291.67	$3,500.00
		AVERAGE	**$357.12**	**$4,285.47**	**$456.29**	**$5,475.49**
Empire	***Average $255 per month / $3,060 year***	*2 Year*	*$255.00*	*$3,060.00*	*$255.00*	*$3,060.00*

* Plus Meeting Pay

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Consider Adopting Job Classification and Pay Policy

This spring, the City adopted a Compensation and Classification Policy for employee pay that went into effect May 1st.

When the policy was adopted, Council directed staff to prepare a policy that will carry out the goals of the policy and incorporate the Plan Administration Guidelines that were included with the adoption of the Policy.

The draft policy attached was prepared and reviewed by staff and the Personnel Committee, with comment from the City's attorney.

It outlines information on the Pay Equity policy, describes how jobs are classified, and outlines the process for an employee to appeal their job description. It also notes that the range for each grade classification and COLA is established each year by Council, identifies pay steps recommendations for new employees, and outlines the process and criteria for a satisfactory performance evaluation that would be needed to obtain a step increase. The policy makes several references to the City's Personnel Policy. Recommended amendments to the Personnel Policy are considered in a separate agenda item.

The adopted Plan Administration Guidelines are attached for reference.

Attachment(s): *Job Classification Policy.pdf*
Plan Administration Guidelines.docx

CITY OF EMPIRE JOB CLASSIFICATION & PAY POLICY

POLICY

The city maintains a job position classification and compensation study report ("Report") that was adopted in 2026, for all positions covered by this policy. The city council reviews the Report at least once each year and may modify any or all the salary ranges in the plan at any time. Any amendments to the Report will be based on changes in the responsibilities or duties of the classes, living costs (COLA), the city's financial status, general economic conditions, federal or state law, or other pertinent factors warranting such action.

PAY EQUITY

In 1984, the State of Minnesota adopted pay equity legislation that was intended to equalize pay between jobs of similar difficulty. The law requires a systematic process to establish internal equity among positions and provides the foundation for an overall classification hierarchy. The city's job analysis approach was developed in 2026 based on 2025 data. The analysis model assigns 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. In addition, other state and federal laws also address and require pay equity and/or prohibit discrimination in compensation.

JOB CLASSIFICATION

All positions and their related job descriptions are classified by assigning a point-based grade to each position utilizing the State of Minnesota 2009 Hay Manual criteria as noted above.

When the job duties of a position change substantially, or a new position is created, the city will review or create the job description through the process outlined in the city's personnel policy.

EMPLOYEE APPEAL TO JOB DESCRIPTION

An employee may request a review of their job description and accompanying classification through their supervisor. The review will follow the process outlined in the city's personnel policy.

COMPENSATION PLAN

The annual compensation range for each grade classification, including any COLA adjustments, is established each year, prior to January 1, by the city council.

The compensation range established for each grade classification represents the total direct compensation for a full-time employee in that grade. Compensation for regular part-time employees is pro-rated based on the full-time pay rate for the job grade and the relation of the time worked to the time required for full-time employment.

An employee's wages are not considered as reimbursement for official travel or other expenses which may be allowed for conducting official city business.

EMPLOYEE'S HIRED

The Plan consists of seven steps for each position classification. Typically, new employees being at or near the start of the step range (Steps 1-3). Employees with satisfactory performance are eligible for a step increase at 1 year of employment, and in one-year intervals thereafter, until the employee reaches the maximum (Step 7) of the appropriate pay range.

SATISFACTORY PERFORMANCE

Prior to an employee's work anniversary date, barring extenuating circumstances, the employee's supervisor, following the Performance Evaluation section of the city's personnel policy, shall conduct a performance review of the employee. Step increases may be granted upon satisfactory work performance according to the employee's most recent performance review. All increases may be granted upon the recommendation of the employee's supervisor, with concurrence of the clerk-administrator and the city's personnel committee. Step increases for the clerk-administrator shall be approved by city council.

Maintenance employees are required to obtain a Class D Water License and a Class SD Wastewater License and must follow guidance for licensing as outlined in the city's personnel policy prior to being granted a step increase.

There may be circumstances that extend the implementation of a step increase, such as an absence from work for an extended period of time, misconduct, performance issues, and/or discipline.

PLAN MAINTENANCE

In development of the Report, the city acknowledged that it would like to be in line with its peer cities to attract talent that might otherwise be drawn to larger neighboring cities, while being mindful of budgetary and capacity restraints. Therefore, it is the goal of the city to update the Plan at least every five years and compare existing compensation to Empire's peer cities as well as larger neighboring cities.

EXCEPTIONS

The city council may approve an exception to these guidelines if such exception is within the overall intent and purpose of this policy if it is in the public interest, and it is otherwise lawful.

Plan Administration Guidelines

As part of the overall compensation study, the city requested information on how to administer their new compensation plan. Details are included below, as well as a few follow up items to be discussed and decided upon in the near future as part of implementation.

General Guidelines

As part of the new plan, an employee will receive a COLA increase every year, as well as a Step increase. The COLA increase is to be given every year at a date chosen by the City. Historically, your city has administered a COLA increase on **January 1st** and will continue to do so.

In addition to the COLA increase, the city determined that it would award a Step increase for acceptable performance, at the City's discretion, on the employee's **Anniversary Date**.

When an employee has reached the top of the 7-step scale and is at the maximum of their pay range, they will no longer be awarded Step increase and instead will only receive a COLA increase on January 1st of each calendar year.

The city will now be required to submit Pay Equity reporting every three years, per state compliance guidelines. The next Pay Equity report must be submitted in **2029**. Additional information regarding Minnesota's Pay Equity Guidelines can be found here.

For print: https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/

Follow-Up Items

While the new pay plan has been agreed upon by council for implementation in the near future, there are a few items the city will need to decide on regarding how to utilize the plan and maintain competitiveness.

The city should discuss and determine how often the market will be reviewed to maintain a competitive standing. Additionally, the city should create documentation regarding their target market position: if the city would like to be positioned at, above, or below the market level.

In addition, hiring decisions should be considered: what is the city's target range for what steps to hire employees on? The range of **1-3 Steps based on experience** is generally an acceptable practice.

We thank you for your collaboration throughout the compensation study, and do not hesitate to reach out if there are any remaining questions regarding the study or its deliverables.

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

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Consider Adopting Amended Personnel Policy & Job Descriptions

The draft policy amendments include the references from the new Job Classification and Pay Policy. The Job Descriptions section (stating on Page 3) details the information to be included in job descriptions and the process for creating or amending a job description, including final approval from the personnel committee and city council. The Performance Evaluation section (starting on page 11) requires an evaluation prior to the employee's anniversary date and outlines the process for review and who conducts the review. The Grievance Procedure (starting on page 34) outlines the process for employee grievances, with the clerk-administrator or designee being the first step in the process. In the event the clerk-administrator is not able to serve as the final decision maker, it is forwarded to the city attorney with the final decision by the city council.

The draft policy amendments also include an update to the EEO Policy Statement per the recommendations of the city attorney (page 1), calculation of overtime for all employees is now for hours worked over 40-hours per week vs. calculated at over 8 hours per day (page 12) and requirements for maintenance to receive required licensing within three years of hire, unless an alternative timeline is established (Page 13).

The draft amendments to the maintenance job descriptions add "other duties as assigned" per the recommendations of the city's attorney. The Clerk-Administrator and Deputy Clerk descriptions already include this language.

Tracked changes to the Personnel Policy and job descriptions are attached.

Attachment(s): *Draft Personnel Policy (Atty Amendments).pdf*
EMPIRE MAINTENANCE MANAGER JOB DESCRIPTION.pdf
MAINTENANCE WORKER JOB DESCRIPTION.pdf

CITY OF EMPIRE

EMPLOYEE POLICY HANDBOOK

Adopted: 12/12/2023 (*Amended 4/28/2026*)

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CITY OF EMPIRE PERSONNEL POLICY

INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Empire. They should not be construed as contract terms. This policy is not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the city. These policies supersede all previous personnel policies.

Scope

These policies apply to all employees of the city. Except where specifically noted, these policies do not apply to:

1. Elected Officials
2. City attorney
3. Members of city boards, commissioners, and committees
4. Consultants and contractors
5. Volunteers

Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an information guide to help employees become better informed and to make their experience with the city more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the City Council for the achievement of objectives of that department. Each employee will be given a copy of such work rules upon hiring and such rules will be further explained and enforcement discussed with the employee and immediate supervisor.

EEO Policy Statement

The City of Empire is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Empire will not discriminate against any employee or job applicant on the basis of race, (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists) color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, ~~or~~ membership on a local human rights commission, ~~or~~ lawful participation in the Minnesota Medical Cannabis Patient Registry, or any other category protected by law.
~~color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, disability, age, marital status, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.~~

Data Practices Advisory

Employee records are maintained in a location designated by the clerk-administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer

employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

DEFINITIONS

For purposes of these policies, the following definitions will apply:

Benefits
Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees
Employees who are eligible for at least a pro-rated portion of city provided benefits. Such employees must be year-round employees.

Demotion
The movement of an employee from one job class to another within the city, where the maximum salary for the new position is lower than that of the employee's former position.

Employee
An individual who has successfully been hired by the city to carry out a job function as outlined in one of the City's job descriptions.

FICA (Federal Insurance Contributions Act)
FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2% for Social Security and 1.45% for Medicare. The city contributes a matching 7.65% on behalf of each employee. Certain employees are exempt or partially exempt from those withholdings (e.g., police officers).

Full-time Employee
Employees who are required to work forty (40) or more hours per week year-round in an ongoing position. In accordance with federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month.

Non-exempt Employee
Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in a given workweek.

Part-time Employee
Employees who are required to work less than forty (40) hours per week year-round in an ongoing position.

Pay Period
A period beginning at 12:00 a.m. (midnight) on the first day of the month through 11:59 p.m. on the 15th day of the month; and beginning at 12:00 a.m. (midnight) the 16th day of the month through 11:59 p.m. on the last day of the month.

PERA (Public Employees Retirement Association)
Statewide pension program in which all city employees meeting program requirements must participate in accordance with Minnesota law. The city and the employee each contribute to the employee's retirement account.

Promotion
Movement of an employee from one job class to another within the city, where the maximum salary for the new position is higher than that of the employee's former position.

Reclassify
Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

Seasonal Employee
Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Temporary Employee
Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Training Period
A six-month period at the start of employment with the city (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job.

Transfer
Movement of an employee from one city position to another of equivalent pay.

JOB DESCRIPTIONS

~~Job descriptions shall be written for each employee. They will be kept on file and provided to each employee. Employees shall be expected to be able to accomplish the tasks listed on the job description and to have the skills required for such tasks.~~

~~Job descriptions will be reviewed periodically, and the tasks required of employees may be modified, added to, or eliminated at the discretion of the City Council.~~

The city will maintain job descriptions for each regular position.

A job description is prepared for each position within the city. Eash job description includes the position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective for the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to the position. In addition, job descriptions may also describe the benefits offered and potential career path opportunities as a means to entice a qualified pool of applicants. Dependability and compliance with work rules and policies are essential functions of all city positions. Job descriptions should be signed by the employee.

A current job description is provided for each new employee. The Clerk-Administrator and Supervisors are responsible for revising job descriptions as necessary to ensure the position's duties and responsibilities are accurately reflected.

Generally, prior to posting a vacant position, the existing job description is reviewed by the Clerk-Administrator and supervisor to ensure the job description is an accurate reflection of the position and the stated job qualifications do not present artificial barriers to employment.

Job descriptions will be created for new positions, and when the job duties of a position change substantially, a review of the job description may be needed. In both cases, the Clerk-Administrator will work with the supervisor of the position to create or revise the job description. The Clerk-Administrator and Supervisor may consult with compensation and classification experts to create or amend a job description and assign or reassign a job classification.

An employee may request a review of their job description through their supervisor. The review must be recommended by the employee's supervisor in consultation with the Clerk-Administrator.

All new or revised job descriptions and their classifications must be reviewed by the Personnel Committee and approved by City Council.

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JOB APPLICATIONS AND PERSONNEL FILES

An employee job application shall be filled out and maintained in a personnel file at all times. Personnel files shall be maintained by the clerk-administrator and kept in a file.

All personnel files and related material will be handled in strict compliance with the Minnesota Data Privacy Act. Access is restricted to the clerk-administrator and the individual employees.

An applicant for vacancy shall complete an employment application form as provided by the clerk-administrator and may also be required to submit a resume to supply pertinent information relative to the applicant's skills, education, experience, licenses and other background information needed to assess the applicant's qualifications.

Applications shall be received and screened by the city's personnel committee pursuant to an interview and scoring evaluation and those possessing the required qualifications will continue with the selection process. Any offer of employment may be conditioned upon consent to and the results of a criminal background and physical examination to further determine whether the applicant is suitable for the position advertised.

CITY WORK RULES & CODE OF CONDUCT

Conduct as a City Employee

In accepting city employment, employees become representatives of the city and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of the City of Empire. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city employee. To achieve this goal, employs must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Empire. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by an employee's supervisor.

Attendance & Absence

The operations and standards of service in the City of Empire require that employees be at work unless valid reasons warrant absence or an employee has a position that has been approved to work remotely. In order for a team to function efficiently and effectively, employees must fully understand the goals that have been set for them and the time required to be on the job. Understanding attendance requirements is an essential function for every city position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In the event of an unexpected absence, employees should call their supervisor before the scheduled starting time and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor.

- Failure to use the established reporting process will be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.
- Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing.
- The city may waive this rule if extenuating circumstances warranted such behavior.

This policy does not preclude the city from administering discipline for unexcused absences of less than three (3) days.

Access to and Use of City Property
Any employee who has authorized possession of keys, tools, cell phones, or other city owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with the city in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the city is prohibited unless authorized by the department supervisor. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Appearance
Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people should present a positive image to the public. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace.

Conflict of Interest
City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be perceived as actual conflict of interest.

Falsification of Records
Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Telephone/Cell Phone Use
City telephones are in place to conduct official city business. It is critical that employees be courteous, tactful, professional, and efficient on the telephone. Employees are expected to answer and return calls promptly.

All phones, city issued cell phones and pagers are the property of the City of Empire. The city maintains records of all external telephone calls including the number called and the duration of the call. These records may be used in disciplinary proceedings.

Personal telephone calls are to be made or received only when truly necessary. They are not to interfere with work and are to be completed as quickly as possible. Any personal long-distance call costs will be paid for by the employee.

Except for use when necessary by means of a handless device, cell phones shall not be used when operating vehicles or machinery.

Violations of this policy will be reviewed on a case-by-case basis. An employee who spends an excessive amount of time on personal calls or who abuses or misuses a cell phone or otherwise violates this policy may be subject to discipline up to and including termination.

E-mail / Internet Use

The City of Empire provides e-mail and internet access to some city employees for use in performing their duties. The telephone equipment, computer equipment, software, electronic media and services used to supply e-mail and internet access to employees are the property of the city and are intended to be used for city business.

Electronic mail is a local government record, and the purpose of this policy is to provide for the generation, access and inspection of public records generated by using the city's e-mail system.

This policy covers all e-mail and internet usage that:

- Is accessed in or from the city's offices;
- Is accessed using remote access to the city's computer equipment or services;
- Is accessed using the city's computer equipment or any service paid for by the city; and
- Is used in a manner that identifies the user with the city or that refers to the city in any manner.

E-mail and internet services are provided for the city's business use. While occasional use of these services for personal, non-business use is acceptable, employees must demonstrate a sense of responsibility and may not abuse e-mail and internet privileges.

All communications sent by employees via e-mail must be respectful in tone and professional. E-mail may not be used for transmitting, retrieving or storing any communications of discriminatory or harassing nature, derogatory to an individual or group, obscene, or which are of defamatory or threatening nature.

The city has the capability to retrieve email messages even after they have been deleted or erased. Furthermore, the use of passwords on the e-mail system does not mean that messages stored on those systems are confidential from the city or may not be retrieved or reviewed by others.

Personal Communications and Use of Social Media

It is important for city employees to remember that the personal communications of employees may reflect on the city, especially if employees are commenting on city business or commenting on issues that implicate their city employment. As city representatives, employees share in the responsibility of earning and preserving the public's trust in the city. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Do not share any private or confidential information you have access to as a result of your city position.

- Any personal communications made on a matter of public concern must not disrupt the efficiency of the city's operation, including by negatively affecting morale. Put another way, such public comments must not undermine any city department's ability to effectively serve the public. Disruptive personal communications can include liking or republishing (sharing/retweeting) a social media post of another individual or entity. The city can act on the personal communication that violates this policy without waiting for the actual disruption.
- Remember what you write or post is public and will be so for a long time. It may also spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos you would not want your boss or other employees to read, or you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home and on home computers.
- The City of Empire expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the city. Avoid using statements, photographs, video or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying.
- City resources, working time, or official city positions cannot be used for personal profit or business interests, or to participate in personal political activity.
- Personal social media account names or email names should not be tied to the city.

Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no city employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the city to avoid conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply or become a member in a political organization.

Accepting Gifts

Employees shall not accept, either directly or indirectly, any money, property, gift, gratuity, reward, loan, fee, discount, or special consideration or special accommodation, arising from, or offered because of their employment, or any activity connected with their employment with the city.

Employee Endorsements

No employee shall, in any manner or form, endorse, recommend, or advertise a product or service by using the City's name or the employee's name and/or title.

Smoking

All city buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco while in a city facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, e-cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during breaks and only in areas designated for that purpose.

Drug Free Workplace

The City of Empire has a responsibility to maintain a drug-free workplace. The city also recognizes that drug dependency may be an illness. Consistent with this understanding, the city has an obligation to ensure that its employees perform their jobs efficiently, safely, and in a professional, business-like manner.

In accordance with federal law, the following rules represent the city's policy concerning alcohol and illegal drug use in the workplace. They will be enforced uniformly with respect to all employees:

1. No employee shall report to work or operate any equipment, machinery, or vehicle under the influence of alcohol, marijuana, cocaine, opiates, PCP, amphetamines, medically prescribed drugs or other controlled/uncontrolled substances that affect his/her alertness, coordination, reaction, response, judgment, decision-making, or safety.

2. No employee shall manufacture, distribute, dispense, possess, or use a controlled substance in the workplace or while performing city business. Such action will be reported to appropriate law enforcement officials. An exception shall be made to any employee who uses a controlled/uncontrolled substance as part of a medical treatment required by a physician and that physician has advised the employee in writing that he/she is capable of performing his/her job, and the employee has informed the clerk-administrator, or personnel committee, of the otherwise prohibited use and provided written determination of the physician.

3. No employee shall consume alcoholic beverages during work hours. Employees are prohibited from consuming alcoholic beverages during lunch or dinner meals when returning immediately thereafter to perform work on behalf of the city.

4. The city recognizes drug and alcohol abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.

5. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting city business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

Safety

The personal safety of each employee of the City of Empire and the prevention of occupationally induced injuries and illnesses is of primary importance. To the greatest degree possible, the city seeks to maintain a safe and hazard free environment.

In order to ensure the highest level of safety, employees are required to:

- Immediately report to their supervisor, clerk-administrator, or personnel committee all unsafe equipment, practices, or procedures that pose a threat to the safety of employees or others;
- Cooperate with and assist in the investigation of accidents to identify the causes and to prevent reoccurrence;
- Observe and promote safe work habits; and
- Report injuries to their supervisor, the clerk-administrator or personnel committee immediately.

Both Minnesota workers' compensation laws and the state and Federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to the clerk-administrator or personnel committee. The clerk-administrator is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Further, employees are required to report accidents resulting in vehicle, equipment, or property damage to the clerk-administrator or supervisor immediately. All accidents between city equipment and private vehicles or private property should be reported to the clerk-administrator or supervisor immediately. The employee, supervisor or clerk-administrator shall immediately notify the Dakota County Sheriff's department or other appropriate law enforcement agency so that a complete report and drawing of the accident can be preserved and filed. A copy of the Minnesota Motor Vehicle Accident report must be submitted to the city for all vehicle accidents.

Employees who do not follow and abide by the city's safety policies, including the wearing of proper safety equipment, will be subject to discipline up to and including termination.

Firearms Prohibited

All employees are prohibited from carrying or possessing firearms on their person while acting in the course and scope of employment for the city. This policy does not apply where an employee is legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle.

Sexual Harassment Prohibited

It is the policy of the City of Empire to prohibit sexual harassment of all employees. This prohibition applies to all city personnel. It is not the purpose of this policy to intrude upon the personal lives of the employees or to interfere with social relationships.

However, sexual harassment has no place at the City of Empire and will not be permitted.
"Sexual Harassment" includes any unwelcome or offensive sexual advances, request for sexual favors and/or other verbal or physical conduct of a sexual nature, such as uninvited touching or sexually related comments.

Any individual who believes that he or she is being subjected to sexual harassment of any kind by anyone connected with his or her work should report the matter promptly to his or her supervisor or department head. They will carefully investigate each complaint of sexual harassment.

It shall be the policy of the City of Empire to listen to any reasonable complaint, promptly investigate it, and take corrective action where appropriate. Violation of this policy by any individual can result in discipline up to and including termination. It is agreed by the employer that all employees have a right to a workplace free of verbal and/or physical sexual harassment.

HOURS OF WORK

The regular work week for full-time employees is 40 hours; Monday through Friday, except as otherwise approved by the city council in accordance with the customs and needs of the individual departments.

Part-time, seasonal, and temporary positions: In order to comply with law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended. Employees in part-time and temporary positions will not be permitted to work more than 28 hours/week; including hours worked and paid leave. All shifts, including schedule trades or picked-up shifts, must be pre-approved by their supervisor. In some rare instances, a part-time, seasonal, or temporary employee may be offered health insurance in order to comply with federal health care reform laws and regulations.

City employees are subject to be called into work at any time for emergencies. Employees are required to work overtime as assigned.

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks.

Departments with unique job or coverage requirements may have additional rules, issued by the city council, on the use of meal breaks and rest periods.

PERFORMANCE EVALUATION

The primary objective of performance evaluations is to provide information to employees concerning their success in accomplishing the responsibilities of their jobs. To meet this objective open and ongoing communication between the ~~City Council~~employee and ~~staff members~~their supervisor is important.

The city council personnel committee, for the purpose of periodically evaluating the performance of city employees, will establish an objective performance review system. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, wage adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance data, including subjective assessments, are not. An employee may submit a written response which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, barring extenuating circumstances. In general, the goal is to conduct a performance review of each new employee during the third and sixth month of employment, after one year of service~~ and every December thereafter~~. Regular employees will be reviewed at least annually, prior to their anniversary date, ~~in December~~, or more frequently, as determined by the ~~City Council~~Personnel Committee. The form, with all required signatures, will be retained as part of the employee's personnel file.

~~Reviews of managing employees (Maintenance Supervisor and Clerk–Administrator) will be conducted by the City Council Personnel Committee.~~ The maintenance supervisor will conduct reviews of maintenance staff, and the clerk-administrator will conduct the review of the deputy clerk and the~~.~~

Maintenance Supervisor. The City Council will conduct review of the Clerk-Administrator. Any employee may ~~also~~ discuss questions or concerns about the review with their supervisor or the Clerk-Administrator. If the questions or concerns are not addressed by the supervisor or Clerk-Administrator, an employee may bring the questions or concerns to a personnel committee representative.

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Signing of the performance review document by the employee acknowledges the review has been discussed with the city council and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

COMPENSATION

Full-time employees of the city will be compensated according to schedules adopted by the city council. Unless approved by the city council, employees will not receive any amount from the city in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement for travel expenses may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the city council at the time of hire, or on an annual basis.

Paychecks

Paychecks are issued twice per month. Distribution of paychecks to city employees is to be accomplished in a timely manner using accurate, consistent procedures. When paydays fall on a holiday, checks are normally issued the day before the holiday.

Paychecks are typically issued using direct deposit. If not issued using direct deposit, paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the city to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Employees are responsible for notifying the clerk-administrator of any change in status including changes in address, phone number, names of beneficiaries, marital status etc.

Overtime/ Compensatory Time

The City has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The city council will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime.

Non-Exempt (Overtime – Eligible) Employees

All non-exempt overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one work week. ~~Except for the Clerk-Administrator, all non-exempt overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 8 hours in one day (24-hour period).~~ Overtime hours worked on observed holidays shall be paid at double time.

For most employees the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. The city council may establish a different ~~workweek~~work week based on the needs of a particular department.

Overtime earned will be paid at the rate of time-and-one-half on the next regularly scheduled payroll date. The employee's supervisor must approve overtime hours in advance or as required to satisfy department work needs. Overtime is automatically authorized when emergencies and weather-related activities arise.

An Employee may elect to receive compensatory time rather than overtime. The compensatory time is also calculated at the rate of time-and-one half and is limited to a total of forty (40) hours per calendar year. Compensatory time must be used by the end of the calendar year.

All compensatory time and earned overtime hours will be marked as such on work sheets kept by the clerk-administrator, both when it is earned and when it is used. All compensatory time accrued will be paid at the end of the year or when the employee leaves employment with the city at the hourly pay rate the employee is earning at that time.

Maintenance License Requirements

All maintenance personnel are required to have their Class A or B Driver's license and must obtain their ~~water license within one year of hire and sewer and~~Class C water license and Class SD Wastewater License ~~pesticide licenses~~ within ~~two~~ three years of hire, unless an alternative timeline is established by the employee's supervisor in consultation with the Personnel Committee.

Reimbursement Allowances

Vehicle use and expenses: The City of Empire will reimburse the employee at the current Federal mileage rate and for any expenses receipted and which are approved for reimbursement.

Meals and lodging will be compensated by request, accompanied by a receipt. Meal allowance amounts will be reimbursed for up to $10/day for breakfast, $15/day for lunch and $20/day for dinner for city official or employee when attending city functions/meetings. Alcohol is not a reimbursable expense and shall not be consumed while engaged in city business.

All Maintenance Department employees will be eligible for an annual reimbursement in the amount of $150 upon the purchase of steel toed boots, provided that the boots are used for protection in performing city related tasks.

Professional Development

The city may from time-to-time budget and pay for professional dues and subscriptions for its employees as necessary for his/her full participation in associations and organizations relevant to his/her assigned duties. The city may budget and pay for direct expenses occurred by an employee for his/her attendance at any approved conference, meeting, seminar, or other such occasions undertaken to continue their professional growth and development. Any payment for the above-mentioned dues, subscriptions and professional development must be specifically pre-approved by the vote of the city council.

TRAINING PERIOD

The training period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions and rehires. Training periods are six months in duration.

During training period, the city council may terminate an employee anytime if, in the city council's opinion, the employee is unable or unwilling to perform the duties of the position satisfactorily or that his habits and dependability do not merit continuance in the position. The employee so terminated shall be notified in writing of the reasons for the termination five working days before the termination takes effect and shall not have the right of appeal unless he is a veteran.

BENEFITS

Paid Holidays

The following calendar days and such other days as the city council may designate, as mandated in Minn. Stat. 645.44 subd. 5, are deemed holidays with time off with full pay at eight (8) hours:

New Year's Day
Martin Luther King, Jr. Day
Presidents Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day and the day after
Christmas Day

If the holiday falls on a Saturday, the previous Friday shall be designated as the official holiday and if the holiday falls on a Sunday, the following Monday shall be designated as the official holiday.

Employees wanting to observe holidays other than those officially observed by the city may request either vacation leave or unpaid leave for such time off.

Mileage Reimbursement

Employees shall be reimbursed for every mile driven in his/her personal vehicle while on the exclusive business of the City of Empire. Any reimbursement for mileage shall be at the then current IRS mileage rate.

Health, Dental, Life Insurance

The city will contribute a monthly amount toward single coverage for health, dental and life insurance benefits for each eligible employee and his/her dependents. The amount to be contributed and the type of coverage will be determined by the city council.

For more information about coverage and eligibility requirements, employees should contact the clerk-administrator.

Retirement (PERA)

The city participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. The city and the employee contribute to PERA each pay period as determined by state law.

Flex (Cafeteria) Plan
Full-time city employees are eligible to enroll into a Flex plan (Cafeteria Plan), to allow coverage for eligible insurance premiums, un-reimbursed medical expenses, and other eligible expenses.

Other Employee Paid Elective Insurance
Full-time city employees are eligible to enroll into supplemental elective insurance plans, paid through employee withholding, as may be approved by the city council from time-to-time.

LEAVES

Sick Leave
Sick leave is authorized absence from work with pay, granted to qualified full-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence. Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Eligible full-time employees are entitled to sick pay at the rate of ten (10) days (eighty hours) per calendar year, prorated per contracted hours:

Sick leave may be used as follows:
- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at work could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to medical, dental or other care provider appointments.
- To care for an ill spouse, father, mother, sister or brother.

To be eligible for sick leave pay, the employee will:
- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the workday, for each and every day absent;
- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member.
- Submit a physician's statement upon request.

The city has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions on an

employee's ability to work. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Sick leave may be transferred from one employee to another, per the city's Sick Leave Donation Policy, found in this Handbook.

Sick Leave Donation Policy
With the approval of the city council, employees may donate up to 40 hours of accrued, unused sick time per year to a sick leave bank; from which an employee who has exhausted all available sick leave time because of a serious illness, or serious illness of a family member, can withdraw.

The total of all donated sick hours that can be received by an employee is 160 hours per year. Donations will be accounted for on the basis of an hour of leave donated equals an hour received, regardless of the pay rates of the donor and the recipient.

Donated leave may only be used by the recipient for loss of scheduled work hours. Donated leave cannot be used for severance pay, paid out in the form of cash, or used in any other manner than stated in this policy.

Only employees who are expected to return to work are eligible to receive donated leave. A recipient of donated leave is not expected to repay the donated leave. An employee's request to receive donated leave, and an employee's request to donate accrued sick leave, must be in writing and submitted to the clerk-administrator for consideration by the city council. The city council retains the right to approve or deny any request based on their determination of whether the recipient is eligible under the terms of this policy and whether granting the request would be in the best interest of the city.

*** Earned Sick and Safe Time (ESST)***

ESST is a subcategory of Sick Leave, however it is a right, not a privilege, per Minnesota law.
For eligible full-time employees, ESST shall accrue at the rate of ten (10) days (eighty hours) on January 1, 2024, or upon hire after January 1, 2024. For each following year, the employee shall begin the year with 80 hours of ESST and any sick leave accrued, not classified as ESST, shall be classified as regular sick leave. In no case shall an employee have a balance of more than 80 hours of ESST.
Eligible non-regular employees, including part-time employees who work less than 20 hours per week, temporary, and seasonal employees, who work at least 80 hours in a calendar year will earn 1 hour of ESST for every 30 hours worked up to a maximum of 48 hours per year. Accrual begins upon hire but cannot be used until an employee meets the 80 hours worked threshold. Earned and unused hours at year end will carry over into a new calendar year and the maximum balance shall not exceed 80 hours. Earned and unused hours are not eligible for cash out or conversion to any other form of payment at any time.

Elected officials and independent contractors are not eligible for ESST.

Accrued sick and safe leave can be used in accordance with MN Statute 181.9447 including:

- An employee's mental or physical illness or other health condition, including care, treatment, diagnosis, or preventive care.
- To care for a family member with a health condition, including care, treatment diagnosis or preventive care.
- Absence due to domestic abuse, sexual assault or stalking of the employee or employee's family member.
- Closure of the employee's place of business or to care for a family member whose school or place of business is closed due to weather or another public emergency.
- The employee's inability to telework due to health concerns or possibility of jeopardizing the health of others relating to potential transmission of communicable illness related to a public emergency.
- Any other reason allowable by state statute.

If need for leave is unforeseeable, employees are required to give notice of the need for leave as soon as practicable in writing to their supervisor. Leave more than three consecutive days may require reasonable documentation before leave is approved or as soon as practicable after leave is taken, if unforeseeable.

Employees must use accrued ESST prior to using accrued sick, or an unpaid leave of absence during a medical leave. Employees on an unpaid leave of absence will not accrue sick leave for ESST.

An employee returning from time off using accrued ESST is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off.

Employees who are re-hired within 180 days of separation shall have earned and unused ESST hours reinstated. An employee is entitled to use and accrue ESST at the commencement of reemployment.

"Family Member" Definition
For the purposes of this policy, "family member" is defined by MN Statute 181.9447 as:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in local parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild, or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

Retaliation Notice
The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

Vacation Leave

Vacation Leave Schedule (Based on Eight (8) Hour Workdays)

Years of Service	Annual Accrual
0 – 5 Years	10 Days
6 – 10 Years	14 Days
11 – 15 Years	20 Days
16 + Years	28 Days

Eligibility
Full-time employees will earn vacation leave in accordance with the above schedule, prorated per contracted hours. Upon hire, an employee may, at the city council's discretion, be allowed to advance in years of service, based on previous work experience.

After one year of service, eligible part-time employees will earn vacation leave at a rate to be calculated using the average number of weekly hours worked for the previous twelve (12) months.

The standard for this calculation will be based on one-week (5 days) of vacation provided for a twenty (20) hour work week. For part-time employees with more than ten (10) years of continuous service, the standard will be based on two weeks (10 days) of vacation provided for a twenty (20) hour work week. *Ex: 5 days of vacation standard: Employee averages 23 hours: 23-20=3 (3 = .15% of 20) 1.15% X 40 = 46 hours of vacation for the year.*

Accrual Rate
For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked with the city. Employees who are rehired after terminating employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

Earnings and Use
After one year of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor.

Request for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the employee's supervisor. Vacation can be requested in increments as small as one (1) hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

At the end of the calendar year, employees will have the option to be compensated at their current regular rate of pay for any unused vacation time that has been earned prior to December 31st or carry over unused

vacation time into the following year. If an employee elects to carry over unused vacation time into the following year, said vacation time must be used during the new calendar year. In no case will an employee be allowed to carry over two years of accrued vacation time into a new calendar year.

Employees leaving city employment in good standing will be compensated at their current regular rate of pay for any vacation time accrued, but not to exceed the number of hours earned by the employee during the year that the employee leaves employment with the city and prorated amount based on the date that employee leaves employment.

Bereavement Leave

In addition to leave provided by ESST above, regular full-time and regular part-time employees will be permitted to use up to three (3) working days (24 hours) with pay per the death of an immediate family member under the following classification: spouse, sibling, parent, child; and one (1) working day (8 hours) with pay per the death of a family member under the following classification: grandparent, aunt, uncle, brother-in-law, sister-in-law.

Military Leave

State and federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absences is only in the event the employee returns to employment with the city as required upon being relieved from service or is prevented from returning by physical or mental disability or other cause not the fault of the employee or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the city at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the city in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so the city will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Court Appearances

Employees will be paid their regular wage to testify in court for city-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with city employment, minus mileage reimbursement, must be turned over to the city.

Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest medical facility for treatment and, as soon as possible notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the city council.

Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

School Conferences

In accordance with Minnesota law, unpaid time off, up to a maximum of sixteen (16) hours annually, is available to all regular full-time and regular part-time employees for attendance at school conferences, classroom activities and pre-school activities that cannot be scheduled during non-working hours.

Voting/Elections

Employees are encouraged to vote and will be permitted the necessary time off. An employee will be allowed up to one (1) hour of time to vote in the morning of Election Day in case he/she is unable to vote before or after working hours. Pursuant to law, this leave is with pay. For purposes of this section, an "election" shall mean only a regularly scheduled state primary or general election, an election to fill a vacancy in the office of United States senator or representative, or a presidential primary, as described in Minn. Stat. §§ 207A.01 and 204C.04.

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the city at least ten (10) days written notice. The full-time employee may utilize accrued vacation or compensatory time for an approved absence to be an election judge.

Regular Leave Without Pay

The city council may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the city council.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the city's contribution toward insurance may be continued, if approved by the city council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays and vacation or sick time. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue vacation and sick time based on actual hours worked.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use sick leave).

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees are entitled to leaves of absence for various reasons, including reasons protected by law. Depending upon an employee's situation, more than one form of leave may apply during the same period. There are many laws that address and/or otherwise relate to leave, and these laws are continually changing and being addressed by state and/or federal courts, agencies, and other decision makers. These laws include the Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Pregnant Workers Fairness Act (PWFA), Minnesota Human Rights Act (MHRA), Minnesota Paid Family and Medical Leave (PFML), Earned Sick and Safe Time (ESST), Minnesota Pregnancy and Parental Leave Law, workers' compensation, public safety duty disability law, and other laws. An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis. If there is any inconsistency between city policy and the law, the city will follow the law.

Except as otherwise stated, all paid time off, taken under any of the city's leave programs, must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in and/or inconsistent with the city's personnel policies.

Unauthorized Leave

Any absence for a day or part of a day that is not approved under this policy shall be without pay and the employee shall be subject to disciplinary action including discharge.

Any employee who is absent without authorized leave for three (3) consecutive working days shall be deemed to have automatically resigned, and he/she will lose any terminal leave benefits.

Minnesota Paid Leave (MNPL)

Overview

The city provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. The City of Empire is a participant in the State of Minnesota's Paid Leave program. MNPL benefits are funded through premium contributions payable to the State of Minnesota. The premium cost will be split between the city and employees as follows: The city will pay 50% of the required premium and employees will pay 50% of the premium cost through payroll deductions starting January 1, 2026.

Eligibility

Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must:

- Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally (unless an employee lives in Minnesota, then the employee need not work at least 50% of the time in Minnesota to be eligible).
- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined under Minnesota law at the time of your requested leave. As of January 1, 2026, this amount is 5.3% of the State's average annual wage, or $3,900. Currently, it is understood that all employment, not just employment at the city, is included in this calculation.

Benefit Amount

An employee's weekly MNPL benefits are calculated and determined by the Minnesota Department of Employment and Economic Development (DEED).

Leave Entitlement and Usage

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
    - Bond with a child through birth, adoption, or foster placement
    - Care for a family member with a serious health condition
    - Support a military family member called to active duty
    - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. Your benefit year starts the first day you take Paid Leave. There is no waiting period for MNPL if you are granted the benefit.

MNPL Intermittent Leave

Employees may apply for intermittent leave for the time that they are eligible for MNPL leave, in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

A) Eligibility

In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

B) Notice

In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to the clerk-administrator of the need for intermittent leave *before* applying for MNPL benefits through the State program. As part of the notice, employees must provide the city with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.

A) Increments of Leave & Maximum Number of Hours

Consistent with other forms of leave provided by the city, employees may take intermittent leave in increments of **one** hour. If eligible for intermittent leave, the city allows a maximum of 800 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

Definitions

- **Family member** includes:
  - Spouse or partner
  - Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
  - Parent or person who raised you
  - Sibling
  - Grandchild or grandparent
  - In-laws (including son, daughter, father, or mother)
  - Anyone close to you who depends on you like family, even if not related by blood

- A **serious health condition** means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

- **Notice**
  Prior to starting a claim with the State, employees should reach out to the clerk-administrator to notify your intention to take leave. If the need is foreseeable, we ask that you provide at least two-weeks notice prior to taking leave. If the leave is not foreseeable you will still be able to take leave under MNPL and we ask that you provide as much notice as possible.

Interaction with Other Laws and Benefits

MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include: Family and Medical Leave Act (FMLA) and/or Pregnancy and Parenting leave.

Supplementing MNPL Benefits with Accrued Paid Leave

If you are receiving MNPL benefits, the city allows you to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact the clerk-administrator.

Maintaining Health Coverage During Leave

Unless the employee revokes coverage while on MNPL, the city will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments for your share of the premiums for such coverage. If you are not using paid time off to cover part or all of the leave, you will be responsible for remitting your portion of health premiums to the city in order to ensure continuation of benefits.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

1. prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions;
2. arranged to write a check every 2 weeks for the duration that the employee may be out;

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the city will provide written notice to the employee at least 15 days before the coverage is terminated listing the final date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received. For any payments requiring deductions, the City will obtain a written authorization for such deduction(s). There may be tax advantages and/or consequences for these various options, and it is the employee's obligation to understand these and decide accordingly.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

Reinstatement

Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the city for a minimum of 90 calendar days. Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the city may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation

The city will not interfere or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

Minnesota Pregnancy and Parenting Leave

Overview & Eligibility

All employees are entitled to take an unpaid pregnancy and/or parenting leave of absence under the Minnesota Women's Economic Security Act (WESA). Female employees for prenatal care, or incapacity

due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with the birth or adoption of a child, are eligible for up to 12 weeks of unpaid leave. Any paid or unpaid leave taken for prenatal care medical appointments will not count toward the 12-week leave.

Additionally, leave under this section must begin within twelve months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employees should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than 30 days, the employee should give as much notice as practicable.

Interaction with Other Laws and Paid Leave

Leave under this section runs concurrently with Minnesota paid leave (MNPL), FMLA when the leave is for the same purpose.

Additionally, employees may choose, but are not required, to use any accrued vacation leave or Sick Leave/Earned Sick and Safe Time leave during this leave. When the employee is also receiving MN Paid Leave benefits, the combined weekly sum of MNPL benefits and any city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact the clerk-administrator.

Job Reinstatement

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave.

Group insurance coverage, including any employer contributions toward the benefits, will continue while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, provided the employee continues to pay any employee share of the cost of the benefits.

The city will inform employees of their parental leave rights at the time of hire and when an employee makes an inquiry about or requests parental leave.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

FMLA LEAVE

NOTE: As a small employer, the City of Empire is not required to provide FMLA but elects to do so and keeps requirements regarding FMLA and its use in this policy.

Eligibility
To qualify to take FMLA leave under this policy, an employee must meet all the following conditions:

- Have worked for the city for 12 months (or 52 weeks) prior to the date the leave is to commence. The 12 months or 52 weeks need not have been consecutive; however, the city will not consider any service 7 years prior to the employee's most recent hire date.

- Have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act ("FLSA") determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

Types of Leave Covered
Leave will be granted to all eligible employees (male and female) for any of the following reasons:

- The birth of a child, including prenatal care, or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child or parent who has a serious health condition;
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position; and
- A covered military member's active duty or call to duty or to care for a covered military member (Military Caregiver and Qualified Exigency Leave) (described below).

Definitions
- "Caring" for a covered family member includes psychological as well as physical care. It also includes acquiring care and sharing care duties.

- An eligible "child" is defined as a person under 18 years of age (or a person incapable of self-care because of a physical or mental disability) who is a biological, adopted, foster, or step child, a ward of the employee, or a person with whom the employee is charged with a parent's rights, duties and responsibilities.

- "Spouse" does not include domestic partners or common-law spouses.

- An eligible "parent" includes a biological parent or a person who was charged with parental rights, duties and responsibilities over the employee when the employee was under the age of 18; "parent" doesn't include in-laws.

- "Serious Health Condition" as defined under the FMLA means an illness, injury, impairment, or physical or mental condition that involves one of the following:

    - Hospital Care: Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;

    - Pregnancy: Any period of incapacity due to pregnancy, prenatal medical care or child birth;

- Absence Plus Treatment: A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.

- Chronic Conditions Requiring Treatments. An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time and may cause episodic rather than a continuing period of incapacity;

- Permanent/Long-term Conditions Requiring Supervision;

- Multiple Treatments: Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

- "Incapacity" means inability to work, attend school or perform other regular daily activities.

Length and Amount of Leave

The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated based on a fixed calendar date.

The entitlement to FMLA leave for the birth or placement of a child for adoption expires twelve (12) months after the birth or placement of that child.

How Leave May be Taken

FMLA leave may be taken in 12 (or less) consecutive weeks, may be used intermittently (a day periodically when needed) or may be used to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 ~~workweeks~~work weeks.

Intermittent Leave may be taken when medically necessary for the employee's serious health condition or to care for a seriously ill family member. Intermittent leave must be documented in the medical certification form as medically necessary.

If an employee is taking leave intermittent or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the city's business.

In instances when intermittent or reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the city may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Intermittent/reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child only with the city's approval.

Notice

All employees requesting FMLA leave must provide written or verbal notice of the need for the leave to the clerk-administrator.

When the need for the leave is foreseeable, the employee must give verbal or written notice to the clerk-administrator at least thirty (30) days prior to the date on which leave is to begin.

If thirty (30) days' notice cannot be given, the employee is required to give as much notice as practicable, including following required call-in procedures.

If an employee fails to give thirty (30) days' notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until thirty (30) days after the employee provides notice.

Certification and Documentation Requirements

For leave due to an employee's serious health condition or a family member's, the city will require the completion of a Medical Certification form by the attending physician or practitioner. The form must be submitted to the clerk-administrator within fifteen (15) calendar days after requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

The city may require an employee obtain a second opinion from a provider which the city selects. If necessary to resolve a conflict between the original certification and the second opinion, the city may require the opinion of a third doctor. This third opinion will be considered final. An employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

When Leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) may be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave, and reasonable safety concerns exist regarding the employee's ability to perform his or her duties, a FFD certificate may be required as frequently as every 30 days during periods when the employee has used intermittent leave.

Recertification

Recertification of the need for leave may be required if the employee requests an extension of the original length approved by the city or if the circumstances regarding the leave have changed. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

Reinstatement

Employees returning from Family and Medical Leave will be reinstated in the same position or a position equivalent in pay, benefits and other terms and conditions of employment.

An employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been eliminated or an employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

Notice of Intent to Return from FMLA Leave
The city requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Effect on Benefits
An employee granted leave under this policy will continue to be covered under the city's insurance plan under the same conditions and at the same level of city contribution as would have been provided had they been continuously employed during the leave period. All paid benefits run concurrently with unpaid FMLA benefits. For example, STD benefits, if available, will run concurrently with unpaid FMLA leave so that an employee will receive STD benefits while taking up to 12 weeks of FMLA leave. If there are changes in the city's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

The employee will be required to continue payment of the employee portion of group insurance coverage while on leave. If paid leave is being used during an FMLA leave, the employee's share of health plan premiums must be paid by the method normally used during paid leave (usually payroll deduction). An employee on unpaid FMLA leave must make arrangements to pay the normal employee portion of the insurance premiums in order to maintain insurance coverage. Arrangements for payment of the employee's portion of premiums must be made by the employee with the city.

Failure to Return to Work after FMLA
Under certain circumstances, if the employee does not return to work at the end of the FMLA leave for at least 30 calendar days, the city may require the employee to repay the portion of the monthly cost paid by the city for health plan benefits. The city may also require the employee to repay any amounts the city paid on the employee's behalf to maintain benefits other than health plan benefits.

If an employee does not return to work following 12 weeks of FMLA leave, the employee may be subject to COBRA continuation.

If the employee fails to pay the city a portion of the premiums for which he or she is responsible during the FMLA leave and the employee fails to return to work, coverage may end. Loss of coverage for failure to pay premiums is not a qualifying event for purposes of continuation coverage under COBRA.

If the employee does not return from the FMLA leave and coverage ended sometime during the FMLA leave due to lack of payment, there is no COBRA election available. For COBRA to apply, the employee must have been covered on the day before the qualifying event. In this situation, the qualifying event would occur at the time the employee did not return from the leave.

Activities Prohibited During FMLA
While on leave, an employee may not engage in activities (including employment) which have the same or similar requirements and essential functions of an employee's current position.

While on leave, an employee may not engage in any activity that conflicts with the best interests of the city. Such conduct will result in disciplinary action up to and including termination of employment.

Use of Accrued Vacation and Sick Time During Family and Medical Leave
Prior to taking unpaid FMLA leave employees must use all accrued vacation or sick time prior to taking an unpaid leave unless their medical condition/injury is covered by worker's compensation or the absence qualifies under the state Parental Leave law (see Pregnancy and Parental Leave Policy).

Any paid disability leave benefits or sick leave available to employees for covered reason (an employee's serious health condition or a covered family member's serious health condition, including workers' compensation leave (to the extent that it qualifies) will run concurrently with FMLA.

Additional Leave
Employees who cannot return from an approved FMLA leave at the end of the approved leave period may request an extension (up to the maximum of twelve (12) weeks allowed under FMLA). If the twelve (12) FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, before unpaid leave begins, the employee must use any accrued vacation or sick time that remains. If the leave is approved and unpaid, the employee will be required to pay the full cost of all group insurance, as provided under COBRA, in order to continue coverage.
If the unpaid leave of absence is not approved or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to the City Council approval.

SEPARATION FROM SERVICE

Resignations
Employees wishing to leave the city service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. The written resignation must state the effective date of the employee's resignation.
Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the city.

Severance Pay
Employees who leave the employ of the city in good standing by retirement or resignation will receive pay for 100% of unused accrued vacation leave.

DISCIPLINE

General Policy
The objective of this policy is to establish a standard disciplinary process for employees of the city. Employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the city's personnel policies. The supervisor and/or the city clerk-administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

The circumstances surrounding the reason for disciplinary action will be reviewed on a case-by-case basis to determine the appropriate level of disciplinary action, if any.

While the city strives for consistency, the level of discipline taken in any given case does not establish a precedent for future similar circumstances.

No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

This policy does not change the fact that employment with the city is at-will, meaning that an employee has the right to terminate it, at any time and for any reason, with or without cause or notice, and that the city has that same right. At-will employment does not necessarily equate to an employee leaving in good standing upon separation from employment. The determination of an employee leaving in good standing will be determined by the city council upon the employee's separation from employment with the city.

Process

The city may elect to use progressive discipline; a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any city employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

An employee who has been notified that he/she is being investigated for possible disciplinary action shall be informed, in writing, of the status of the investigation upon its conclusion.

Examples of Possible Disciplinary Actions

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the right to issue oral reprimands. If a supervisor has reason to reprimand an employee, the reprimand shall be done in a manner that shall not embarrass the employee before other employees or the public. Oral reprimands should be identified as such.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The clerk-administrator will document the oral reprimand including date(s) and a summary of discussion and corrective action needed. The oral reprimand will be brought to the attention of the city council personnel committee.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the city clerk-administrator and a copy shall be provided to the city council personnel committee.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay

The city clerk-administrator, with city council approval, may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the city council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Salary or Wages

An employee's salary or wage increase may be withheld, or the salary may be decreased due to performance deficiencies.

Separation of Employment

The city clerk-administrator, with the approval of the city council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with city standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

Grievance Procedure

The city ~~realizes that effective communication between employees and the City Council is essential to maintain a productive working relationship.~~recognizes that differences may arise relating to the application, meaning, or interpretation of these personnel policies. In addition, recognizing that on-the-job work experience is the best source of suggestions for improvement in the workplace, the ~~City Council~~city welcomes and solicits ideas from all employees. Suggestions concerning the city's operation, general maintenance, facilities, services, or other matters should be made to the ~~City Council or its personnel committee~~Clerk-Administrator or designee. Concerns that are expressed only to co-workers or to persons outside the city are not likely to be given the appropriate level of attention ~~that they deserve~~ and may violate confidentiality considerations.

~~In any organization, dissatisfaction may arise because an employee does not know, understand, or agree with certain policy interpretations or management decisions. Such dissatisfactions are commonly referred to as grievances. At The City of Empire, the City Council believes that if an employee has a grievance concerning wages, hours of work, or other terms or conditions of employment, the matter should receive the consideration of all concerned.~~

An employee who feels aggrieved is urged to take the matter up immediately with the ~~City Council~~clerk-administrator or ~~its personnel committee~~designee. The ~~City Council~~clerk-administrator is required to investigate your grievance and provide you a response or decision within a reasonable period of time as outlined below. The investigation may consist of, but is not limited to, gathering information from other employees involved, reviewing city policy, and any other action necessary to make an informed decision.

There will be no adverse action taken against a complaining employee as a result of making the complaint, regardless of the outcome of the investigation.

Any dispute between an employee and the city relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

> **Step 1**: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the ~~clerk-administrator~~proper supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The ~~City Council~~supervisor will respond to the employee in writing within ten (10) calendar days.
>
> **Step 2**: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, a statement of why the employee believes the Step 1 decision was not correct, and the remedy ~~by~~requested, by the employee

to the ~~City Council~~clerk-administrator within seven (7) days after the ~~City Council~~supervisor's response is due. The ~~City Council~~clerk-administrator or their designee will respond to the employee in writing within ~~thirty~~ seven (~~30~~7) calendar days unless the dispute is referred to a third-party agency or individual for review and recommendation to the ~~City Council. The decision of the City Council is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.~~clerk-administrator or designee believes more time is needed to further investigate or consider the matter.

The decision of the clerk-administrator is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration or otherwise and/or where the clerk-administrator has a real or reasonably perceived conflict of interest (for example is the subject or a witness to the matter) or is alleged to have engaged in discriminatory, retaliatory, or other conduct in violation of city policies and/or the law. In the event the city administrator is not able to serve as the final decision maker, the clerk-administrator will direct the Step 2 grievance to the city attorney in order for such grievance to be processed by the city council in consultation with the city attorney. ~~for review and final decision.~~

~~Nothing in this section shall prevent the City Council from having an employee grievance reviewed by a third-party agency or individual retained by the City Council prior to making a decision.~~

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Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the city's last answer. If the city does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The city may extend the time limit in each step.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof; and
- Merit pay awards.

The above list is not meant to be all-inclusive or exhaustive.

Veterans Preference Act

Any disciplinary action resulting in the intent to terminate a veteran must adhere to Minnesota Statute §197.455 Veteran's Preference Act. In essence, any veteran who has been notified of the intent to terminate him/her from their appointed position shall be notified in writing of such intent and the veteran's right to request a hearing within 60 days. A veteran cannot be removed from a position except for incompetence or misconduct shown after a hearing, upon due notice, upon stated charges, in writing. Failure of the veteran to request a hearing within the 60-day period shall constitute a waiver of the right to a hearing. A request for a hearing must be made in writing and mailed or personally submitted to the city council personnel committee. The Civil Service Board shall serve as the veteran's hearing board; appeals of the decision of the Board may be made to District Court.

Personnel Files
Initial minor infractions, irregularities, or deficiencies shall first be privately brought to the attention of the employee and, if corrected, shall not be entered into the employee's personnel record.

An oral reprimand shall not become part of an employee's personnel record, except for the documentation of occurrence. Investigations, which do not result in disciplinary actions, shall not be entered into the employee's personnel record.

A written record of all disciplinary entries in the personnel office record shall state the corrective action expected of the employee. Problem areas in performance shall be reflected in the employee's annual performance appraisal.

Each employee shall be furnished with a copy of all evaluative and disciplinary entries into the personnel office record and shall be entitled to have the employee's written response included therein if submitted in a timely fashion.

Documentation regarding any wage garnishment action against an employee shall not be placed in the employee's personnel file.

Access to File
The contents of an employee's personnel office record shall be disclosed to the employee upon request, within a reasonable period of time. In the event a grievance is initiated, the clerk-administrator shall provide a copy of any items from the employee's personnel office record upon the request of the employee.

Employee Acknowledgement

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CITY OF EMPIRE

MAINTENANCE MANAGER
(PUBLIC WORKS SUPERVISOR)
Position Description

OVERVIEW OF POSITION

Under the general direction of the Clerk-Administrator, the Public Works Supervisor is a full-time position has the responsibility of supervising the City's public works department. The Public Works Supervisor directly supervises public works staff in providing overall direction of day-to-day tasks; oversees the operation of the City's park system, water and sewer system, streets, and other public infrastructure; and provides a channel for communication between the department, Clerk-Administrator, and City Council.

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

ESSENTIAL JOB FUNCTIONS

General

Responsible for purchasing supplies and tools for the maintenance department and overseeing repairs City equipment and facilities.

Responsible for keeping records of the City's maintenance operations.

Responsible for the operation of the City's water supply and system.

Responsible for working with the City's engineer to see that water and sewer facilities are correctly installed.

Responsible for street maintenance, cleaning, and patching.

Responsible for the maintenance of the City' parks and trails system.

Responsible for repairing any City owned equipment or facilities.

Day to day coordination with the Clerk-Administrator is necessary to anticipate any problems that may arise.

Responsible for managing erosion control and storm water management of all new development projects in the City.

Works with building inspector to conduct final home inspections for new and remodeled homes

Communication with community recreational groups.

Other duties as assigned.

Management / Supervisory

Responsible for and supervises the City Maintenance Crew; assigns work and work schedules; disciplines, evaluates, and trains subordinates.

Responsible for recording the hours worked by the personnel of the City Maintenance Department.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of street repairs and maintenance, including the maintenance of gravel roads; park and trail system upkeep; maintenance of water and sewer facilities including water testing and reporting.

Ability to operate and repair all City equipment and facilities.

Ability to supervise subordinates in a manner conducive to high morale and effective performance.

Ability to effectively work and communicate with the general public, other City employees and suppliers.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.)

Requires work inside, outside, alone and with others

This position will work inside and outside and be exposed to heat and cold; noise; vibrations of mechanical and electrical equipment; fumes/odors; and dust

Activities that will occur continuously, more than 7 hours, are: reaching, twisting, handling, feeling, talking; hearing; seeing with near vision, far vision, color vision, and depth perception; and reading

Activities that occur frequently, 4 to 7 hours, are: sitting; stooping; kneeling; crouching; seeing with field vision; walking; and carrying and lifting up to 75 pounds

Activities that occur occasionally, 1 to 3 hours, are carrying and lifting 75 pounds or more

This position will require the ability to drive an automobile

MINIMUM QUALIFICATIONS

Appropriate Water and Sewer Licensing

Class B MN Commercial Driver's License

Must have a safe driving record and pass drug screening.

Construction Installer Erosion Control Certificate.

General knowledge of operating computers and I-pads for maintenance documentation.

Ability to operate locating and tracing equipment.

Ability to respond to emergencies on a 24/7 basis

Ability to work weekends as necessary

PREFERED QUALIFICATIONS

Non-Commercial Pesticide license

General knowledge of building maintenance

CITY OF EMPIRE

MAINTENANCE WORKER
Position Description

OVERVIEW OF POSITION

Under the general direction of the Public Works Supervisor, the Maintenance Worker position is a full-time position that has the responsibility of providing day-to-day maintenance tasks for the City's public infrastructure, including parks & trails, sports complexes, public buildings, streets, equipment, and water and sewer infrastructure.

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

ESSENTIAL JOB FUNCTIONS

- Assist with snow plowing, lawn mowing, building maintenance.
- Assist with water/wastewater maintenance work.
- Road grading numerous gravel roads.
- Performs other, non-supervisory, manual and semi-skilled work.
- Other duties as assigned.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.)

Requires work inside, outside, alone and with others

This position will work inside and outside and be exposed to heat and cold; noise; vibrations of mechanical and electrical equipment; fumes/odors; and dust

Activities that will occur continuously, more than 7 hours, are: reaching, twisting, handling, feeling, talking; hearing; seeing with near vision, far vision, color vision, and depth perception; and reading

Activities that occur frequently, 4 to 7 hours, are: sitting; stooping; kneeling; crouching; seeing with field vision; walking; and carrying and lifting up to 75 pounds

Activities that occur occasionally, 1 to 3 hours, are carrying and lifting 75 pounds or more

This position will require the ability to drive an automobile

MINIMUM QUALIFICATIONS

- Class B MN Commercial Driver's License.
- Experience operating street and snowplow equipment.
- Ability to operate equipment such as a riding lawn mower, skidsteer, grader, truck, etc.
- Ability to be on call as needed, including weekends.
- General knowledge of operating computers and I-pads for maintenance documentation.
- The ability to work well with other employees.
- Work in a professional manner when working with the public.
- Must have a safe driving record and pass drug screening and pre-employment physical.
- Class C water license and Class D sewer license or ability to obtain Class C water within 2 years and Class D sewer within 3 years.

PREFERED QUALIFICATIONS

- ~~Class D water license and Class D sewer license or ability to obtain both within 1-2 years.~~
- Ability to operate locating and tracing equipment.
- Familiarity with spraying for noxious weeds
- Knowledge of erosion control measures

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Information on Proposed Amendment to Ordinance No. 265, Ordinance Regulating Uses and Activities on Public Land and Right-of-Way

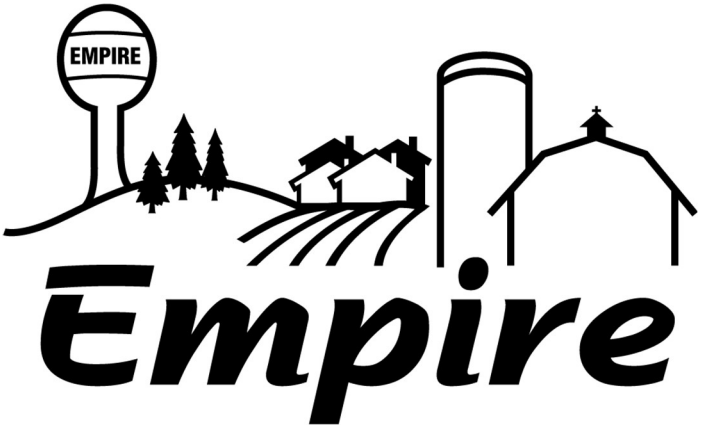
At the last City Council Meeting, Council reviewed examples of other ordinances, policies and State laws relating to the operation of Electronic Powered Devices (EPDs) on public trails. Ordinance No. 265 regulates what can and cannot be used on trails and in parks. Items such as electric scooters are not permitted on city trails as they are defined as a motorized vehicle by state statute. After discussion, the City Council recommended that staff draft proposed amendments to Ordinance 265 that permits the operation of items such as e-scooters on trails, provided they are operated in a safe manner.

The draft ordinance adds a definition section to include EPD's, Motorized Recreational Vehicle, Motorized Vehicle, and Vehicle. The section covering Public Trails (Section 4, B.) is proposed to allow certain EPD's to operate on public trails with conditions.

Council should review and discuss the proposed amendments to determine if this is what the Council would like to see permitted on public trails. Staff recommends that the final language be reviewed by law enforcement and the city's attorney prior to adoption.

The draft ordinance with proposed tracked changes is attached.

Attachment(s): *Draft Ordinance 265 Amendments.pdf*
State Statutes.pdf



ORDINANCE REGULATING USES AND ACTIVITES ON PUBLIC LAND, PUBLIC RIGHT-OF-WAY AND PUBLIC EASEMENTS

Ordinance No. 265

Adopted April 22, 2025

Amended ~~May 27, 2025~~

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SECTION 1 TITLE

This ordinance shall be known, cited, and referred to as the City of Empire Public Land Regulations Ordinance (hereinafter "this Ordinance").

SECTION 2 PURPOSE, SCOPE

The purpose of this Ordinance is to protect the public health, safety, and welfare by establishing regulations for uses and activities on and within public land, public rights-of-way, and public easements in the City of Empire, including but not limited to public parks, public sidewalks, public trail corridors, public utility corridors, public stormwater ponds, public drainage ways, wetlands, public drainage easements and other public property (hereinafter "Public Lands"). The scope of the regulations is limited to land, rights-of-way, and easements owned by or dedicated to the City of Empire. Specific permit requirements for locating private utilities or conducting any authorized work in City of Empire street rights-of-way are located in Ordinance No. 375.

SECTION 3 DEFINITIONS

Electric Powered Device (EPD) – Any electronic mobility device used for the purpose of locomotion or any electric mobility device designed to operate in areas without defined pedestrian routes but that is not an ADA device such as a wheelchair. Example devices include electric scooters, e-bikes, Segways, golf carts, and the like.

Motorized Recreational Vehicle- Any motorized self-propelled, off-road, or all-terrain conveyance, including but not limited to a snowmobile, ATV, mini-bike, amphibious vehicle, go-cart, trail bike, or dune buggy.

Motorized Vehicle- Any device in, upon, or by which any person or property is or may be transported upon a street or highway, including but not limited to automobiles, vans, trucks, buses, tractors and trailers.

Vehicle- Any motorized, self-propelled, animal-drawn, or human-powered conveyance.

SECTION ~~3~~4 PRIVATE USE OF PUBLIC LANDS

It shall be unlawful to occupy, use or alter the City of Empire's Public Lands, except as specifically permitted and regulated in this Ordinance. Public Lands are identified by legal descriptions recorded in the office of the Dakota County Recorder or Registrar, included on plat drawings, identified by signage, or delineated by public fencing or landscaping. Lack of knowledge of the location of Public Lands is not a defense for the unlawful occupancy, use or alteration of the City of Empire's Public Lands.

A. Public Parks.

1. Public parks are intended for the recreational use and enjoyment of all residents in the City. Parks are open, unless otherwise specifically posted, from dawn to dusk. The evening use of certain parks may be extended by field lighting. In such instances, parks close within 30 minutes of lights shutting off.

2. No vehicle may be parked within any public park, including designated driveways and parking areas, outside of open hours unless otherwise permitted by the City.

3. It shall be unlawful to plant or remove any landscaping, to excavate or fill, or to place any personal property in public parks.
4. It shall be unlawful to possess any glass food or beverage containers in public parks.
5. It shall be unlawful to litter in any public park.
6. It shall be unlawful to allow animals in public parks, except leashed, domestic pets, and except animals on display or in events hosted by the City. All animal feces shall be picked up and properly disposed of by the animals' owners.
7. It shall be unlawful to operate a motorized vehicle or motorized recreational vehicle in any public park, except within driveways and parking areas intended for public use, and except for public safety vehicles and authorized public works vehicles.
8. "Wine", "3.2 percent malt liquor" and "intoxicating liquor", as defined in Minnesota Statutes, may be possessed or consumed in city parks and at the Empire Public Works Facility rental room. No glass containers for alcohol consumption shall be permitted in City Parks.

B. Public Trails.

1. Public trails are intended for the recreational use and enjoyment of all residents in the City. Trails are open, unless otherwise specifically posted, from dawn to dusk.
2. A "public trail corridor" is the dedicated easements or publicly-owned property on which a public trail is located.
3. It shall be unlawful to plant or remove any landscaping, to excavate or fill, or to place any personal property in a public trail corridor.
4. It shall be unlawful to litter in a public trail corridor.
5. It shall be unlawful to allow animals in a public trail corridor, except leashed, domestic pets, and except horses within any public trail corridor clearly designated and posted for such use. All animal feces shall be picked up and properly disposed of by the animals' owners.
6. It shall be unlawful to operate a motorized vehicle or motorized recreational vehicle in any public trail corridor, except for public safety vehicles and authorized public works vehicles, and except snowmobiles within any public trail corridor clearly designated and posted for such use.
7. The following Electronic Powered Devices (EPDs) are allowed to operate in a public trail corridor if they are operated in a safe manner in accordance with State and Local laws. All accepted devices must be powered by electricity/battery; not exceed speeds of 15 mph; yield to non-motorized vehicles and devices; and yield to pedestrians.

   * Bikes

   * Free-standing devices such as Segways, hover boards, stand-up scooters, skateboards, longboards

* Kid-Powered Ride-ons

~~6.~~ * Scooters

C. Public Stormwater Ponds, Public Drainage Ways, Wetlands, and Public Drainage Easements

1. Public stormwater ponds, public drainage ways, wetlands and public drainage easements (hereinafter "Public Waterways") are generally public open spaces that perform specific public utility or natural functions within the City.
2. It shall be unlawful to occupy, use or alter Public Waterways for any private purpose, unless specifically excepted and allowed in writing by the City of Empire.
3. It shall be unlawful to plant or remove any landscaping, to excavate or fill, or to place any personal property in Public Waterways except as specifically permitted by the City.
4. It shall be unlawful to litter in Public Waterways.
5. It shall be unlawful to allow animals on Public Waterways, except leashed, domestic pets. All animal feces shall be picked up and properly disposed of by the animals' owners.
6. It shall be unlawful to operate a motorized vehicle on Public Waterways, except for public safety vehicles and authorized public works vehicles.
7. Wetlands and marked buffer areas may not be mowed, filled, excavated or otherwise altered.
8. Stormwater ponds, public drainage ways, and public drainage easements, not classified as wetlands or marked buffer areas, shall be maintained in accordance with the City's MS4 permit and its related Municipal Operations Best Management Practices Manual, and the Minnesota Dept. of Agriculture recommendations for removal and disposal of noxious weeds.
9. Drainage and utility easements and road rights-of-way may not be filled or excavated but may be mowed and maintained by adjacent property owners. Private trees and fences located within public easements and rights-of-way may be removed by the City at the adjacent landowner's expense for work conducted by the City within public easements and rights-of-way.

SECTION 45 VIOLATIONS AND PENALTIES

A. Civil Remedy. In the event of a violation of this Ordinance, the City may institute appropriate actions or proceedings, including but not limited to, civil actions for trespass and/or injunctive relief to prevent, restrain, correct or abate such violations or threatened violations, and the City Attorney may institute such action.

B. Criminal Remedy. Any person, firm or corporation who shall violate any of the provisions of this Ordinance or who shall fail to comply with any of the provisions of this Ordinance or who shall make any false statement in any document required to be submitted under the provisions of this Ordinance, shall be guilty of a petty misdemeanor and, upon conviction thereof, shall be fined as provided by law. Each day that a violation continues shall constitute a separate offense.

SECTION 56 REPEALS AND EFFECTIVE DATE

A. Repeals

All ordinances or portions of ordinances in conflict herewith are hereby repealed. Should any section of this ordinance be held unconstitutional or void, the remaining provisions shall

nevertheless remain in full force and effect.

B. Effective Date

This Ordinance shall take effect and be in full force from and after its passage, approval and publication. Adopted by the City Council of the City of Empire, Dakota County, Minnesota this ~~27th day of May, 2025~~.

Melanie Lee, Mayor

ATTEST:

Charles Seipel-Teng, Clerk-Administrator

Summary published in the *Dakota County Tribune* on ~~June 6, 2025~~.

169.225 MOTORIZED FOOT SCOOTER.

§

Subdivision 1.**Application of traffic laws.**

Every person operating a motorized foot scooter shall have all rights and duties applicable to the operator of a bicycle, except in respect to those provisions relating expressly to motorized foot scooters and in respect to those provisions of law that by their nature cannot reasonably be applied to motorized foot scooters.

Subd. 2.**Sidewalk and passenger prohibition.**

No person may operate a motorized foot scooter upon a sidewalk, except when necessary to enter or leave adjacent property. No person may operate a motorized foot scooter that is carrying any person other than the operator.

Subd. 3.**Minimum age for operator.**

No person under the age of 12 years may operate a motorized foot scooter.

Subd. 4.**Protective headgear.**

No person under the age of 18 years may operate a motorized foot scooter without wearing properly fitted and fastened protective headgear that complies with standards established by the commissioner of public safety.

Subd. 5.**Required lighting equipment.**

A motorized foot scooter must be equipped with a headlight and a taillight that comply with standards established by the commissioner of public safety if the vehicle is operated under conditions when vehicle lights are required by law.

Subd. 6.**Operation requirements and prohibitions.**

(a) A person operating a motorized foot scooter on a roadway shall ride as close as practicable to the right-hand curb or edge of the roadway, except in the following situations:

(1) when overtaking and passing another vehicle proceeding in the same direction;

(2) when preparing for a left turn, in which case the operator shall stop and dismount at the right-hand curb or right edge of the roadway, and shall complete the turn by crossing the roadway on foot, subject to restrictions placed by law on pedestrians; or

(3) when reasonably necessary to avoid impediments or conditions that make it unsafe to continue along the right-hand curb or edge, including, but not limited to, fixed or moving objects, vehicles, bicycles, pedestrians, animals, surface hazards, or narrow lanes.

(b) A person may operate a motorized foot scooter on a bicycle path, bicycle lane, bicycle trail, or bikeway that is not reserved for the exclusive use of nonmotorized traffic,

unless the local authority or governing body having jurisdiction over that path, lane, trail, or bikeway prohibits operation by law.

169.222 OPERATION OF BICYCLE.

Subd. 6a.**Electric-assisted bicycle; riding rules.**

(a) A person may operate an electric-assisted bicycle in the same manner as provided for operation of other bicycles, including but not limited to operation on the shoulder of a roadway, a bicycle lane, and a bicycle route, and operation without the motor engaged on a bikeway or bicycle trail.

(b) A person may operate a class 1 or class 2 electric-assisted bicycle with the motor engaged on a bicycle path, bicycle trail, or shared use path unless prohibited under section 85.015, subdivision 1d; 85.018, subdivision 2, paragraph (d); or 160.263, subdivision 2, paragraph (b), as applicable.

(c) A person may operate a class 3 electric-assisted bicycle or multiple mode electric-assisted bicycle with the motor engaged on a bicycle path, bicycle trail, or shared use path unless the local authority or state agency having jurisdiction over the bicycle path or trail prohibits the operation.

(d) The local authority or state agency having jurisdiction over a trail or over a bike park that is designated as nonmotorized and that has a natural surface tread made by clearing and grading the native soil with no added surfacing materials may regulate the operation of an electric-assisted bicycle.

(e) A person under the age of 15 must not operate an electric-assisted bicycle.

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Consider Cancelling August 25th City Council Meeting

The election on August 11 pushed the City Council Meeting back to August 18. The next regular meeting is scheduled for August 25. I can move things around so that Council does not need to meet two weeks in a row with the goal to resume the regular meeting schedule in September.

MEMORANDUM

Date:	August 18, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Update from Charter Communications on TV Package Name Changes

Attachment(s): *Empire City, MN LT 081026.pdf*

August 10, 2026

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

Re: Spectrum TV Package Name Changes

Dear Mr. Seipel-Teng:

This letter will serve as notice that, on or after September 16, 2026, Spectrum Mid-America, LLC, ("Spectrum") will implement changes to the names of its Spectrum TV packages as follows:

Existing Name	New Name
Spectrum TV Select	Spectrum Stream TV
Spectrum TV Select Signature	Spectrum Stream TV Signature
Spectrum TV Select Plus	Spectrum Stream TV Pro
Spectrum TV Platinum	Spectrum TV VIP
Spectrum TV Stream Latino	Spectrum TV Latino
Spectrum Mi Plan Latino	Spectrum Stream TV Latino Más
Spectrum Latino View	Spectrum Latino Pack
Entertainment View	Entertainment Pack
Entertainment +	Entertainment Pack +
Spectrum Sports View	Spectrum Sports Pack

Customers will experience no changes to their existing services.

If you have any questions about this change, please feel free to contact me at (952) 367-4263 or via email at david.larson@spectrum.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@spectrum.com