

**AGENDA - ATWATER CITY COUNCIL
MONDAY, MARCH 4, 2024**

**RULES FOR MEETING – TURN OFF CELL PHONES, LISTEN, TAKE
TURNS TALKING WHEN RECOGNIZED BY THE MAYOR**

1. **CALL TO ORDER - 7:00**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES – February 5, 2024 – Regular meeting M__ S__**
4. **VISITORS:**
 1. Sam Schultz – inquiring about incentives or tax breaks for new businesses.
 2. Spencer Johnson – Bolton & Menk (Resolution 2024-09) item # 3 new business
 - 3.
5. **REPORTS:**
 1. POLICE- Chief Ross Johnson
 2. FIRE/AMBULANCE - Chief Chad Busskohl
 3. MAYOR – Mark Olson
 4. MAINTENANCE – Jason Johnson
 5. PARKS – Shane Hagstrom
 6. ECONOMIC DEVELOPMENT
 7. CITY CLERK – February January checks list, bank balances
6. **APPROVE BILLS: MOTION _____ SECOND _____**
7. **OLD BUSINESS:**
 1. PA Agreement with DeLite (Lamar) Outdoor – still waiting for response.
 2. We need to follow through and tear down house at 106 5th St S (behind elevator)
 3. Need Rolling Hill Equipment to tear down the center of the old grain elevator.
 4. New water and sewer rates – still working on verify
 5. Generator plug in for Community Center for Emergency Services location
8. **NEW BUSINESS:**
 1. Off premises liquor license for HandleBar Dance for the Strong Garage for March 16, St. Patrick’s Day Celebration.

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2. Resolution 2024-08 accept \$5000 donation from Atwater Lions Club for Splashpad
3. Resolution 2024-09 Accept bids for North Side Street project
4. Resolution 2024-10 for Bobcat lease for \$100,265.19 (60 months @ \$1259.25)
5. Renew SafeAsssure Safety program \$2,448.37
6. Reserves for End of 2023 (needs approval)
7. 2024 Fire Protection Worksheet – Townships are \$ 69401.16, City \$26180.57
8. 2023 Pioneerland Library Support Report \$19,598
9. 2023 OSHA 300A Injury and Illness Data
10. 2023 DNR Water Use Report Pumped 29,892,000 -- Sold 25,205,050 at cost of \$365.56
11. Minnesota State Auditor report for 2024 – compare years.
- 12.

ADJOURN: MOTION _____ SECOND _____ TIME _____

Next Meetings are:

Monday April 1, 2024 -- Regular meeting 7pm

Thursday April 4, 2024 – Local Board of Appeal & Equalization

Monday May 6th, 2024

Monday June 3rd, 2024

Monday July 1st, 2024

REMINDER: All item to be on the agenda or guests must submit before Thursday at 3 pm

Agendas are ready for pick up Friday 8:00 am

**FEBRUARY 5, 2024
REGULAR MEETING**

The only regularly scheduled monthly meeting of the Atwater City Council was called to order on Monday, February 5, 2024, at 7:00 p.m. at the Atwater City Hall by Mayor Mark Olson. Council members present were Brian Carlson, Shane Hagstrom, Anthony Holtz and Deb Mickle. Visitors at the meeting were Adam Bosch, Dick Bosch, Tony and Valores Anderson all from the Atwater Threshers, Cari Danielson and Conner Danielson from the Atwater Karters, Greg Tauer with the Atwater Lions group, Dale Tagtow and Logan Whitcomb and Spencer Johnson, Robin Cauffman and Sarah Swedburg from Bolton and Menk.

Representing the city departments was Police Chief Ross Johnson, Fire Chief Chad Busskohl, Assistant Fire Chief Mike Smith, Jason Johnson Head of Maintenance department.

The minutes of the regular meeting of January 8, 2023, were motioned for approval by Brian Carlson and Deb Mickle. Motion carried unanimously.

VARIOUS ORGAIAZIONGS USING THE BRUSH SITE

Bosch asked if there were any prices yet from the chloride company. Mayor Olson told him there aren't any yet. This year they not only want to do the township road but also into the brush site

They then discussed the fencing situation. The maintenance department tried to contain the "brush site" area due to the abuse – unwanted or not brush site material being left out at the site. The barricade was not agreed upon so it will be taken down. Threshers want to put in a gate to help alleviate this problem. The city will replace some fencing that had come to the end of it purpose next spring. The purpose is keep people from going in the back way.

Next they wanted to discuss the lease the Threshers and Lions Club have with the city. He read the minutes from the January 6th, 2020, Council meeting were the lease was about to expire that April. The council motioned and approved extending the lease to April 29 of 2030. The Threshers are in good standing.

SPENCER JOHNSON – BOLTON & MENK - UPDATE

Spencer introduced Robin Cauffman and Sarah Swedburg from the St. Cloud office. They were there to discuss the proposal for establishing a Comprehensive plan and updating the Planning and Zoning ordinance book. It would cover land use, housing, public infrastructure and utilities, parks and trails, and Economic Development. It would take approximately a year to complete the process with a fee of \$60,825. The council will consider the project.

Next Spencer told the council that the bids for the North Side Street Project will be opening on Wednesday, February 14 at 2 pm. The council can attend if they want to. He reported that 14 copies of the plans had been given out. A review will be given at the March meeting. There needs to be a pedestrian archeological survey on the Delit Outdoor property to keep things moving along.

**FEBRUARY 5, 2024
REGULAR MEETING**

MAINTENANCE DEPARTMENT

Jason Johnson submitted two quotes to replace the water meter at Dan Rousers apartment, Ferguson was \$1097.31. Motion made by Hagstrom to purchase from Ferguson and second by Brian Carlson and voted on unanimously. Next was a quote from Pollardwater for a meter with back flow preventer and lock for the fire hydrant used to sell water to various contractors for \$1804.25. Motion to purchase the meter was made by Brian Carlson and seconded by Deb Mickle. Motion carried unanimously.

DNR called and told Jason to turn off the aerator, they stated the fish should be okay – there is enough oxygen in the water. Skip will be taking the sewer test in October; he has passed his water test. Mayor Olson told the Council that on Wellhouse #4 steel door is rusted and needs to be replaced. A quote from Brian Hovey to use existing frame and install for smaller door for \$1185.46 or tear out metal frame for commercial door for \$2100. A motion was made by Brian Carlson and seconded by Tony Holtz to spend \$1185.46. Motion carried with everyone voting in favor. Lastly, he reported that the backhoe radiator is leaking. He has ordered a new radiator.

POLICE DEPARTMENT

Johnson quickly went over the January 2024 Emergency Services Report. He has received two applications for part time officer. First is Tom Fread who comes from KCSO (at Step 2) and Breanna Buboltz (at step 1). Motion made by Deb Mickle and seconded by Brian Carlson to hire both Deputies. Motion carried by unanimous vote.

FIRE/AMBULANCE REPORT

Fire Chief Chad Busskohl told the council that the FEMA grant applied for turn out gear for 25 sets at \$4500 for boots, gloves, coat and pants. Total of \$112,500 is being applied for with the city being responsible for 5% or 10% or up to \$11,250. The motion to proceed with the grant writer costs of \$1200 was motioned by Brian Carlson and second by Tony Holtz.

EDA REPORT

Hagstrom said they have 2 applications for loans to be reviewed. They are looking at improving the downtown area and the Hwy 12 corridor.

PUBLIC SAFETY AID FOR 2024

Clerk Smith asked the council to clarify how much each department would receive. Motion was made by Carlson and second by Hagstrom to split even between fire, ambulance and police departments. Motion carried with everyone voting in favor.

**FEBRUARY 5, 2024
REGULAR MEETING**

DANCE PERMIT FOR THE COMMUNITY CENTER

Motion made by Hagstrom to approve the dance permit for October 12, 2024 to Melissa Whitcomb for a wedding. Motion to approve was made by Hagstrom and seconded by Deb Mickle. Motion carried with every voting in favor.

Wages for 2024

The steps are 2.5% and 3% cost of living increase. Motion by Brian Carlson to approve the 3% COLA thus making it 5.5% in total. The addition of licenses would be added to the maintenance department salary. Motion seconded by Hagstrom. Motion carried by everyone.

The next supervisor meeting will be March 25, at 2pm.

APPROVAL OF BILLS

The following verified accounts were presented for payment, upon approval of the Finance Committee; it was moved by Brian Carlson and second by Hagstrom. Motion carried authorizing the Clerk/Treasurer to make such disbursements: February 6, 2024 (Checks numbers 32253-32266 for \$ 138,946.19 and Mid-month bills paid on February 16, 2024, were check numbers 32277 through 32266 for \$ 23,299.15 all approved by the finance committee.

A motion was made to adjourn by Hagstrom and second by Deb Mickle at 8:38 p.m.

Goldie Smith
City Clerk/Treasurer



Marshall Office | 504 Fairgrounds Road | Suite 200 | Marshall, MN 56258-1688 | 507-537-7146
800-657-3864 | Use your preferred relay service | info.pca@state.mn.us | Equal Opportunity Employer

February 7, 2024

CERTIFIED MAIL NO. # 7022 0410 0002 6204 6932
RETURN RECEIPT REQUESTED

The Honorable Mark Olson
Mayor, City of Atwater
322 Atlantic Ave. West
PO Box 59
Atwater, MN 56209-0059

RE: Administrative Penalty Order
City of Atwater Wastewater Treatment Facility, Atwater, Kandiyohi County
NPDES/SDS Permit Number MN0022659

Dear Mayor Olson:

The Minnesota Pollution Control Agency (MPCA) is issuing the enclosed Administrative Penalty Order (APO) to the city of Atwater for violations of Minnesota's environmental requirements. Please read the APO carefully. You must take action within 30 days after you receive this letter.

You must:

- complete the corrective actions; and
- document your completion of the corrective actions to the MPCA.

The MPCA considered all the information you provided. However, we did not make changes to the violations listed in the APO.

You have a right to formally dispute this action within 30 days after receiving the APO. Instructions are in the RIGHT TO REVIEW section of the APO.

The MPCA is committed to being open and transparent about compliance and enforcement matters that have been concluded. Generally, the contents of executed, negotiated enforcement actions, and closed, administrative enforcement actions are public information. Twice a year, the MPCA issues an enforcement report that is posted on the Agency's website. In addition, all public enforcement actions with assessed penalties of \$10,000.00 or more are individually released to the media and the public.

The Honorable Mark Olson

Page 2

February 7, 2024

If you have questions or need assistance, contact me by phone at 507-476-4255 or by email at brad.gillingham@state.mn.us.

Sincerely,

Brad Gillingham

This document has been electronically signed.

Brad Gillingham
Environmental Specialist
Municipal Division

BG:sj

Enclosure/Attachment

cc: Goldie Smith, City of Atwater (w/enclosure)
Jason Johnson, City of Atwater (w/enclosure)
Michelle Janson, Attorney MPCA (w/attachment)
Kayla Billett, Attorney, MPCA (w/attachment)
Deb Klooz, MPCA (w/attachment)
Paul Kimman, MPCA (w/attachment)
Mark Hugeback, MPCA (w/attachment)
Stephen Mikkelson, MPCA (w/attachment)
Activity ID PEN20240001 @ 3510

**STATE OF MINNESOTA
MINNESOTA POLLUTION CONTROL AGENCY**

ADMINISTRATIVE PENALTY ORDER

**City of Atwater
322 Atlantic Ave. West
PO Box 59
Atwater, MN 56209-0059**

**Wastewater Treatment Facility
Atwater, Kandiyohi County**

This Administrative Penalty Order (APO) is issued by the Minnesota Pollution Control Agency (MPCA) Commissioner pursuant to Minn. Stat. § 116.072 for the violations listed below. This APO requires the City of Atwater (Regulated Party) to take action to correct the violations.

VIOLATIONS

**1. National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS)
Permit Number MN0022659, Total Facility Requirements, Permit Reissuance.**

6.10.2. Permit Reissuance. If the Permittee desires to continue permit coverage beyond the date of permit expiration, the Permittee shall submit an application for permit reissuance : Due by 180 days prior to permit expiration. If the Permittee does not intend to continue the activities authorized by this permit after the expiration date of this permit, the Permittee shall notify the MPCA in writing at least 180 days before permit expiration.

If the Permittee has submitted a timely application for permit reissuance, the Permittee may continue to conduct the activities authorized by this permit, in compliance with the requirements of this permit, until the MPCA takes final action on the application, unless the MPCA determines any of the following (Minn. R. 7001.0040 and 7001.0160):

- a. The Permittee is not in substantial compliance with the requirements of this permit, or with a stipulation agreement or compliance schedule designed to bring the Permittee into compliance with this permit;
- b. The MPCA, as a result of an action or failure to act by the Permittee, has been unable to take final action on the application on or before the expiration date of the permit;
- c. The Permittee has submitted an application with major deficiencies or has failed to properly supplement the application in a timely manner after being informed of deficiencies. [Minn. R. 7001.0160]

Minn. R. 7001.0040, APPLICATION DEADLINES.

Subp. 3. Reissuance of existing permits. If a permit has been issued by the agency and the person holding the permit desires to continue the permitted activity beyond the expiration date of the permit, the person shall submit a written application for permit reissuance at least 180 days before the expiration date of the existing permit.

The MPCA has determined that the application for permit reissuance, due July 1, 2023, was received on January 25, 2024.

CORRECTIVE ACTION REQUIRED

Pursuant to Minn. Stat. § 116.072, subd. 4, the Regulated Party is required to correct all the violations listed in this APO. The Regulated Party must document to the Commissioner, within 30 days after receipt of this APO and in writing that the Regulated Party has completed the corrective actions listed below, unless the Regulated Party seeks review of this APO as described below (Right to Review).

1. Within 30 days after the receipt of this APO the Regulated Party shall submit a detail report describing the procedures put in place by the Regulated Party to ensure that all permit applications are submitted timely and completely, as required by the NPDES/SDS Permit.
2. Within 30 days after the receipt of this APO the Regulated Party shall submit the attached compliance agreement requiring the Regulated Party to comply with the conditions of the expired permit until a reissued or new permit is final issued.
3. Within 30 days after the receipt of this APO the Regulated Party shall sign and submit a complete application for permit reissuance, including payment of fee, to the MPCA at the following address: Fiscal Services - 6th Floor, Minnesota Pollution control Agency, 520 Lafayette Road North, St. Paul, MN 55155-4194.

....This requirement has been completed.

If the Regulated Party has any questions about the corrective actions required, please contact the MPCA staff person identified below for assistance.

PENALTY: \$600.00

The Regulated Party is hereby assessed a penalty of \$600.00 for the violations cited above. In determining the amount of the penalty, the Commissioner considered whether the violations were willful, whether the Regulated Party gained economic benefit, whether there is a history of past violations, the number of violations, and the gravity of the violations, including the potential for damage to humans, animals, air, water, land, or other natural resources of the state.

If the Regulated Party performs and documents the corrective actions listed above to the satisfaction of the Commissioner, within 30 days after receipt of the APO, the penalty shall be forgiven.

If the Regulated Party fails to provide documentation of corrective actions, the penalty is due on the 31st day after receipt of this APO.

If the Regulated Party provides documentation of corrective action but the Commissioner determines the corrective action was not satisfactory, then the penalty will not be forgiven and will be due on the 21st day after the Regulated Party receives notice of the Commissioner's determination.

Payment of the penalty amount of \$600.00 is to be by check payable to the Minnesota Pollution Control Agency. The check should reference "City of Atwater" in the memo line and be mailed to the Minnesota Pollution Control Agency, P.O. Box 64893, St. Paul, Minnesota, 55164-0893. To pay with Visa, MasterCard, American Express, or electronic check, visit <https://www.pca.state.mn.us/data/e-services>. To make an ACH or wire transfer payment, contact MPCA Fiscal Services at 651-757-2182.

RIGHT TO REVIEW

Pursuant to Minn. Stat. § 116.072, subds. 6 and 7, the Regulated Party has a right to seek review of this APO. The following description is intended only to aid the Regulated Party's understanding of the review process. The Commissioner strongly advises the Regulated Party to review the law itself carefully before proceeding.

The Regulated Party has a right to have an expedited hearing before an administrative law judge or to have a district court judge review this APO or the Commissioner's determination that the Regulated Party's corrective action was unsatisfactory.

EXPEDITED HEARING (Administrative Law Judge Hearing) - To obtain an expedited hearing, the following steps must be taken in a timely manner:

- the Regulated Party must request review within 30 days after receipt of this APO or within 20 days after receipt of the Commissioner's determination that the Regulated Party's corrective action is unsatisfactory. The Regulated Party must ensure that any review request is received by the MPCA before 4:30 p.m. on the last day of the 30-day period. The 30-day period begins the first calendar day after the Regulated Party receives the APO or corrective action determination. If the 30-day period ends on a weekend or holiday, the 30-day period is extended to 4:30 p.m. on the next day the MPCA is open for business;
- the request must be in writing (email is acceptable);
- the request may be sent by email, U.S. mail or it may be delivered in person;
- the request must identify the APO or the corrective action determination that the Regulated Party wants to have reviewed and must specifically state the reasons why the Regulated Party wants the APO to be reviewed, including any facts upon which the Regulated Party relies;
- if sent by email, the Regulated Party must send the email to appealrequest.mPCA@state.mn.us;
- if sent by mail or delivered in person, the Regulated Party must send or deliver the request to the MPCA at the following address: General Counsel, Legal Services Unit, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, Minnesota 55155-4194; and
- to ensure expeditious processing of the request, please send or deliver copies of the request to: Brad Gillingham, Minnesota Pollution Control Agency, at brad.gillingham@state.mn.us or 504 Fairgrounds Road, Suite 200, Marshall, Minnesota, 56258 and to Manager, Natural Resources Division, Attorney General's Office, Bremer Tower, 445 Minnesota Street, Suite 900, St. Paul, Minnesota, 55101-2127.

The MPCA will schedule an expedited hearing at the Office of Administrative Hearings if the above steps are completed in the time frames indicated.

OR

COURT REVIEW (District Court Hearing) - As an alternative to the expedited hearing procedure described above, the Regulated Party may file a petition in district court. In this case, the following steps must be taken:

- the Regulated Party must file a petition in district court within 30 days after receipt of this APO or within 20 days after receipt of the Commissioner's determination that the Regulated Party's corrective action is unsatisfactory;
- the Regulated Party must also serve a copy of the petition on the MPCA at the following address: General Counsel, Legal Services Unit, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, Minnesota 55155-4194;
- the Regulated Party must also serve a copy of the petition on the Minnesota Attorney General at the following address: Manager, Natural Resources Division, Attorney General's Office, Bremer Tower, 445 Minnesota Street, Suite 900, St. Paul, Minnesota 55101-2127;
- the petition must identify the APO or corrective action determination that is the subject of the Petition and state the specific grounds upon which the Regulated Party challenges this APO or determination, including the facts upon which the Regulated Party bases each claim that the Regulated Party makes; and
- the Regulated Party must file a proof of timely service on the MPCA and the Attorney General with the clerk of the district court.

In the case of either an expedited hearing or a district court review, if the Regulated Party's request is found to be frivolous, the Regulated Party may be required to pay the costs that the MPCA incurs in responding to the request for review.

This APO becomes a final order after 30 days unless the Regulated Party requests a hearing as provided above. If the Regulated Party fails to comply with the APO when it is a final order, the MPCA may file the APO in district court where it will become a final judgment against the Regulated Party without further notice or additional proceedings. The MPCA may enforce and collect the judgment or a district court order against the Regulated Party and require payment of unpaid penalties, monetary damages, attorney fees, costs, and interest. The Attorney General may petition the district court for entry of the final order as an order of the district court that may be enforced against the Regulated Party in the same manner as a judgment of the district court.

**STATE OF MINNESOTA
POLLUTION CONTROL AGENCY**

Paul Kimman

This document has been electronically signed.

Paul Kimman
Supervisor
Southeast/Southwest Regional Unit
Municipal Division

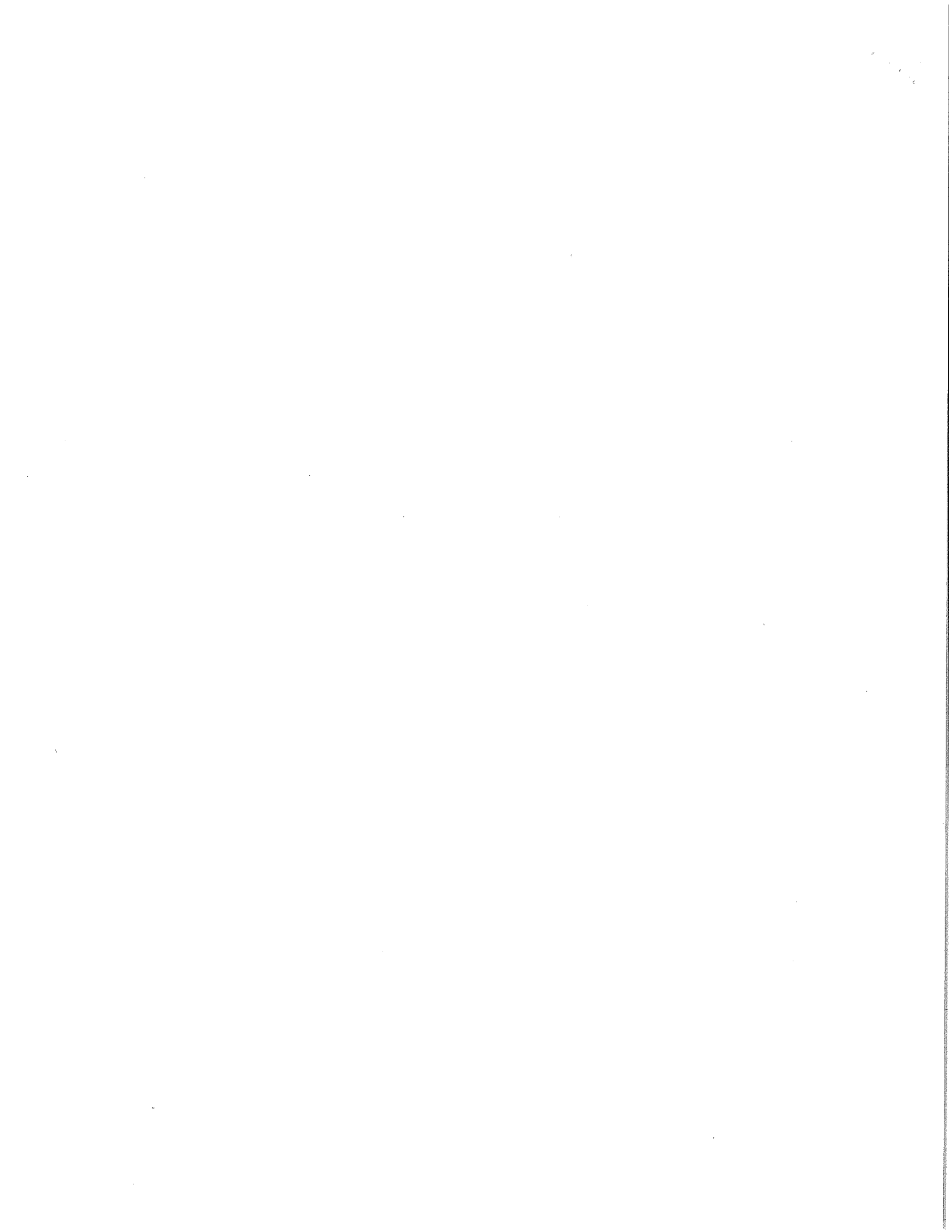
February 7, 2024

Date signed

**CERTIFIED MAIL NO. # 7022 0410 0002 6204 6932
RETURN RECEIPT REQUESTED**

Address questions and submittals requested above to:

Brad Gillingham
Minnesota Pollution Control Agency
504 Fairgrounds Rd, Ste 200
Marshall, MN 56258
brad.gillingham@state.mn.us
507-476-4255



Tom

TEMPORARY OFF PREMISES

"ON SALE" LIQUOR PERMIT

PERMISSION IS HEREBY GRANTED TO:

THE HANDLE BAR

For the term of ONE DAY from the 16 day of March, 2024, to sell intoxicating liquors as Defined by law; At retail only for consumption on the premises described as:

Strong Garage

108 Fourth St. N.

Atwater, MN 56209

In the municipality of Atwater, Kandiyohi County, Minnesota, at which premises said licensee control and operate a _____ as defined by law; subject, however, to the laws of the United States, the laws of the State of Minnesota, the regulations and ordinances of said municipality and the rules and regulations of the Liquor control commissioner, relating to the sale and distribution of intoxicating liquors, hereby made a part of hereof, and subject to revocation according to law for violation thereof.

This permit is non-transferable except by consent of the authority issuing the same.

Witness the governing body of the municipality of Atwater and the seal thereof this 16 day of March, 2024.

The Chief of Police of the
City of Atwater

X

Chief of Police

Attest:

City Clerk/Treasurer

Revised 12/27/2023

APPLICATION FOR TEMPORARY OFF-PREMISES INTOXICATING LIQUOR LICENSE TO THE HONORABLE COUNCIL, CITY OF ATWATER:

I, Hannah Nisley of The Handle Bar
(Individual Owner, Officer or Partner or Name of Corporation or Association)

hereby submit this application for an on or off or both INTOXICATING LIQUOR LICENSES located at The Storage Garage in the City of Atwater for the sale of intoxicating liquor in accordance with the provisions of Minnesota Statutes, Chapter 340 and in the City of Atwater Ordinance, commencing (day and date) March 16 2024

And ending March 16 2024, in support of said application and in accordance with requirements as set forth in said Ordinance there is attached hereto evidence of LIABILITY INSURANCE and a copy of Atwater City Resolution #91-03 which allows for holders of retail on-sale intoxicating liquor licenses to dispense intoxicating liquor on municipal property under certain conditions.

Such license application shall be presented at the Regular City Council Meeting on _____, 2024, for consideration and approval on or before said date



Signature of person making application

CITY SEAL

APPROVAL ATWATER CITY COUNCIL

ATTEST: _____

City Clerk/Treasurer

Mayor

Date

Revised 12/27/2023

**A RESOLUTION ACCEPTING A DONATION TO THE CITY.
CITY OF ATWATER, MINNESOTA
RESOLUTION NO. 2024-08**

WHEREAS, the City of Atwater is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens, and is specifically authorized to accept gifts.

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

<u>Name of Donor</u>	<u>Amount</u>
Atwater Lions Group From Funds raised by the Atwater Baseball Association	\$ 5,000.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Donation Number</u>	<u>Terms or Conditions</u>
N/A	To be used for Splash pad

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; 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 ATWATER, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Atwater, Minnesota this 4th day of March, 2024.

Mark Olson
Mayor

Attested:

Goldie Smith
City Clerk/Treasurer

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY
OF ATWATER, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Atwater, Kandiyohi County, Minnesota, was duly held at Atwater City Hall in said City on the 4th day of March, 2024, at 7:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption.

**RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR THE NORTH
SIDE IMPROVEMENT PROJECT
CITY OF ATWATER, MINNESOTA
RESOLUTION NO. 2024-09 __**

WHEREAS, pursuant to an advertisement for bids for the North Side Improvement Project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

<u>Company</u>	<u>Bid</u>
C&L Excavating, Inc, St. Joseph, MN	\$7,534,623.00
Ryan Contracting Co., Elko, MN	\$7,557,947.60
Kuechle Underground Inc., Kimball, MN	\$8,101,525.50
RL Larson Excavating Inc., St. Cloud, MN	\$8,295,209.85
LaTour Construction, Inc., Maple Lake, MN	\$8,797,848.48
Northdale Construction Company, Albertville, MN	\$8,836,071.32
Hjerpe Contracting, Inc., Hutchinson, MN	\$8,884,272.61
Duininck, Inc., Prinsburg, MN	\$9,029,867.15
Crow River Construction	\$11,309,377.20

AND WHEREAS, it appears that C&L Excavating, Inc. of St. Joseph, Minnesota is the lowest responsible bidder;

NOW, THEREFORE, BE IT RESOLVED that the City Council of Atwater, Kandiyohi County, Minnesota resolves as follows:

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract, upon approval of MN Public Facilities Authority financing, with C&L Excavating, Inc. in the name of the City of Atwater for such construction, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk, for a total contract amount of \$7,534,623.00.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

The foregoing resolution was duly seconded by Councilmember _____,
upon a vote being taken thereon, the following members voted in favor thereof:
_____, the following members voted against:
_____; the following members abstained: _____; the following
members were absent: _____.

WHEREUPON, said resolution was declared duly passed and adopted this 4th day
of March 2024.

Mayor

City Clerk

RESOLUTION 2024-10

RESOLUTION AND CERTIFICATE OF INCUMBENCY

Lease Number 215947

Lessee: City of Atwater

Amount \$100,265.19

WHEREAS, Lessee, a body politic and corporate duly organized and existing as a political subdivision, municipal corporation or similar public entity of the State or Commonwealth (the "State") is authorized by the laws of the State to purchase, acquire and lease certain equipment and other property for the benefit of the Lessee and its inhabitants and to enter into contracts with respect thereto; and

WHEREAS, pursuant to applicable law, the governing body of the Lessee ("Governing Body") is authorized to acquire, dispose of and encumber real and personal property, including, without limitation, rights and interest in property, leases and easements necessary to the functions or operations of the Lessee.

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more Lease Agreements or lease schedules ("Leases") in the principal amount not exceeding the amount stated above for the purpose of acquiring the property ("Equipment") to be described in the Leases is appropriate and necessary to the functions and operations of the Lessee.

WHEREAS, PNC Bank, National Association ("Lessor") shall act as Lessor under said Leases. NOW, THEREFORE,

Be It Ordained by the Governing Body of the Lessee:

Section 1. Either one of the _____ OR _____ (each an "Authorized Representative") acting on behalf of the Lessee, is hereby authorized to negotiate, enter into, execute, and deliver one or more Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Lessee. Each Authorized Representative acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Lease as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Leases are hereby authorized.

Section 2. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Lessee to execute and deliver agreements and documents relating to the Leases on behalf of the Lessee.

Section 3. The aggregate original principal amount of the Leases shall not exceed the amount stated above and shall bear interest as set forth in the Leases and the Leases shall contain such options to purchase by the Lessee as set forth therein.

Section 4. The Lessee's obligations under the Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Lease and the Lessee's obligations under the Leases shall not constitute general obligations of the Lessee or indebtedness under the Constitution or laws of the State.

Section 5. This resolution shall take effect immediately upon its adoption and approval.

SIGNATURES AND TITLES OF AUTHORIZED REPRESENTATIVES: AUTHORIZED LEASE SIGNORS ONLY

_____	_____	_____
Name	Title	Signature
_____	_____	_____
Name	Title	Signature

ADOPTED AND APPROVED on this _____, 20____.

Section 7. I, the undersigned Secretary/Clerk identified below, does hereby certify that I am the duly elected or appointed and acting Secretary/Clerk of the above Lessee, a political subdivision duly organized and existing under the laws of the State where Lessee is located, that I have the title stated below, and that, as of the date hereof, the individuals named below are the duly elected or appointed officers of the Lessee holding the offices set forth opposite their respective names.

The undersigned Secretary/Clerk of the above-named Lessee hereby certifies and attests that the undersigned has access to the official records of the Governing Body of the Lessee, that the foregoing resolutions were duly adopted by said Governing Body of the Lessee at a meeting of said Governing Body and that such resolutions have not been amended or altered and are in full force and effect on the date stated below.

LESSEE: City of Atwater

Signature of Secretary/Clerk of Lessee [SEAL]

Print Name: _____

Official Title: _____

Date: _____



\$ 2,448.37

The United States Department of Labor, Division of Occupational Safety and Health Administration and the Minnesota Department of Labor, Division of Occupational Safety and Health Administration require employers to have documented proof of employee training and written procedures for certain specific standards. **The attached addendum and training schedule clarify written and training requirements.**

The required standards that apply to The City of Atwater are listed below:

A.W.A.I.R.

MN Statute 182.653

"An employer covered by this section must establish a written Work-place Accident & Injury program that promotes safe & healthful working conditions".

EMERGENCY ACTION PLAN

29 CFR 1910.35 THRU .38

"The emergency action plan shall be in writing and shall cover the designated actions employers & employees must take to insure employee safety from fire & other emergencies".

CONTROL OF HAZARDOUS ENERGY

29 CFR 1910.147 &

MN Statute 5207.0600

"Procedures shall be developed, documented & utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section".

HAZARD COMMUNICATIONS

29 CFR 1910.1200 &

MN Statute 5206.0100 thru 5206.1200

"Evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees may include, but is not limited to, provision for: development & maintaining a written hazard communication program for the work-place..."

RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES 29 CFR 1904

"Each employer shall maintain in each establishment a log and summary of all occupational injuries and illnesses for that establishment....."

CONFINED SPACE

29 CFR 1910.146

If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program.....

RESPIRATORY PROTECTION

29 CFR 1910.134

Written standard operating procedures governing the selection and use of respirators shall be established.

OCCUPATIONAL NOISE EXPOSURE

29 CFR 1910.95

The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels and shall ensure employee participation in such a program.

BLOODBORNE PATHOGENS

29 CFR 1910.1030

Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.

POWERED INDUSTRIAL TRUCKS

29 CFR 1910.178

"Only trained and authorized operators shall be permitted to operate a powered industrial truck. Methods shall be devised to train operators in the safe operation of Powered Industrial Trucks".

GENERAL DUTY CLAUSE

PL91-596

"Hazardous conditions or practices not covered in an O.S.H.A. Standard may be covered under section 5(a)(1) of the act, which states: Each employer shall furnish to each of {their} employees employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to {their} employees."

PERSONAL PROTECTIVE EQUIPMENT

1926.95 a)

"Application." Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

OVERHEAD CRANES

1910.179(j)(3)

Periodic inspection. Complete inspections of the crane shall be performed at intervals as generally defined in paragraph (j)(1)(ii)(b) of this section, depending upon its activity.....

ERGONOMICS

29 CFR PART 1910.900 THRU 1910.944

"Training required for each employee and their supervisors must address signs and symptoms of MSD's, MSD hazards and controls used to address MSD hazards."

MOBILE EARTHMOVING EQUIPMENT

MN RULES 5207.1000

Mobile earth-moving equipment operators and all other employees working on the ground exposed to mobile earth-moving equipment shall be trained in the safe work procedures pertaining to mobile earth-moving equipment and in the recognition of unsafe or hazardous conditions.

In the interest of Quality Safety Management, it may be recommended that written procedures and documented employee training also be provided for the following Subparts. (Subparts represent multiple standards)

1910 Subparts

- Subpart D - Walking - Working Surfaces
- Subpart E - Means of Egress
- Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms
- Subpart G - Occupational Health and Environmental Control
- Subpart H - Hazardous Materials
- Subpart I - Personal Protective Equipment
- Subpart J - General Environmental Controls
- Subpart K - Medical and First Aid
- Subpart L - Fire Protection
- Subpart M - Compressed Gas and Compressed Air Equipment
- Subpart N - Materials Handling and Storage
- Subpart O - Machinery and Machine Guarding
- Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.
- Subpart Q - Welding, Cutting, and Brazing.
- Subpart S - Electrical
- Subpart Z - Toxic and Hazardous Substances

1926 Subparts

- Subpart C - General Safety and Health Provisions
- Subpart D - Occupational Health and Environmental Controls
- Subpart E - Personal Protective and Life Saving Equipment
- Subpart F - Fire Protection and Prevention
- Subpart G - Signs, Signals, and Barricades
- Subpart H - Materials Handling, Storage, Use, and Disposal
- Subpart I - Tools - Hand and Power
- Subpart J - Welding and Cutting
- Subpart K - Electrical
- Subpart L - Scaffolds
- Subpart M - Fall Protection
- Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors
- Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations
- Subpart P - Excavations
- Subpart V - Power Transmission and Distribution
- Subpart W - Rollover Protective Structures; Overhead Protection
- Subpart X - Stairways and Ladders
- Subpart Z - Toxic and Hazardous Substances
- Applicable MN OSHA 5205 Rules
- Applicable MN OSHA 5207 Rules
- Applicable MN OSHA 5206 Rules (Employee Right to Know)

All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.

These programs/policies and procedures listed on the addendum **do not** include the cost of hardware such as labels, signs, etc. and will be the responsibility of The City of Atwater to obtain as required to comply with OSHA standards.

Our Service Agreement year will begin on the signing of this Service Agreement. Classroom training will be accomplished at a time convenient to most employees/management and so selected as to disrupt the workday as little as possible.

All documents and classroom training produced by SafeAssure Consultants for The City of Atwater are for the sole and express use by The City of Atwater and its employees and not to be shared, copied, recorded, filmed or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure Consultants.

It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a Service Agreement year, will be made at no additional cost to The City of Atwater.

All written programs/services that are produced by SafeAssure Consultants, Inc. are guaranteed to meet the requirements set forth by MNOSHA/OSHA. SafeAssure Consultants, Inc. will reimburse The City of Atwater should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure Consultants, Inc. SafeAssure Consultants, Inc. does not take responsibility for financial loss due to MNOSHA/OSHA fines that are unrelated to written programs mentioned above.

ADDENDUM
SAFETY PROGRAM RECOMMENDATIONS
The City of Atwater

Written Programs & Training

A.W.A.I.R. (A Workplace Accident and Injury Reduction Act)

- review/modify or write site specific program
- documented training of all personnel
- accident investigation
- simulated OSHA inspection

Employee Right to Know/Hazard Communication

- review/modify or write site specific program
- documented training of all personnel (general and specific training)
- various labeling requirements
- assist with installing and initiating MSDSonline Database

Lock Out/Tag Out (Control of Hazardous Energy)

- review/modify or write site specific program
- documented training of all personnel

Emergency Action Plan

- review/modify or write site specific program
- documented training of all personnel

Respiratory Protection

- review/modify or write site specific program
- documented training of all personnel

Bloodborne Pathogens

- review/modify or write site specific program
- documented training of all personnel

Cranes-Chains-Slings

- review/modify or write site specific program
- documented training of all personnel (inspections)

Hearing Conservation (Occupational Noise Exposure)

- review/modify or write site specific program
- documented training of all personnel
- decibel testing and documentation

Personal Protective Equipment

- review/modify or write site specific program
- documented training of all personnel

Confined Space

- review/modify or write site specific program
- documented training of all personal

Powered Industrial Trucks/Forklifts

- review/modify or write site specific program
- documented training of all personnel
- testing and licensing

Mobile Earthmoving Equipment

- review/modify or write site specific program
- documented training of all personal

Ergonomics

- review/modify or write site specific program
- documented training of all personnel
 - job hazards-recognition
 - control steps
 - reporting
 - management leadership requirements
 - employee participation requirements

General Safety Requirements

- review/modify or write site specific program
- documented training of all personnel

The "SafeAssure Advantage"

- On-Line training available for AWAIR, EAP, ERTK, ERGO, Bloodborne
- Safety Committee Advisor
- Employee Safety Progress Analysis
- SafeAssure "Client Discount Card" from Fastenal Stores or Catalogs (15% off any item)
- Job Hazard Analysis (JHA for more hazardous tasks/jobs)
- Training manual maintenance
- Safety manual maintenance
- Documented decibel testing
- Documented air quality readings-(CO2 testing in shops with 5 or more vehicle capacity)
- Documented foot-candle readings (if needed)
- OSHA recordkeeping
- General Duty Clause
- Assistance during an actual OSHA inspection
- General safety recommendations
- "ALERT" data base
- Unlimited consulting services

Service Agreement

THIS AGREEMENT is effective the first day of January 2024, between The City of Atwater, Minnesota, herein referred to as The City of Atwater and SafeAssure Consultants, Inc. 7505 93rd Ave NE, Spicer, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this Service Agreement, The City of Atwater (upon request) with a current Certificate of Insurance with proper coverage lines and a **minimum of \$2,000,000.00** in insurance limits of general liability and statutory for workers' compensation insurance. SafeAssure is insured by "The Hartford" insurance companies.

SafeAssure further agrees that The City of Atwater will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges The City of Atwater, its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify and hold harmless The City of Atwater, its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure and its employees is an independent contractor of The City of Atwater, and nothing in this agreement shall be considered to create the relationship of an employer/employee.

In consideration of this signed Service Agreement, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide The City of Atwater, the aforementioned features and services. These features and services include but are not limited to OSHA compliance recommendations and consultations, providing scheduled classroom-training sessions, writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of The City of Atwater.

ANNUAL SERVICE AGREEMENT	\$2,448.37
MSDS ON-LINE SERVICES	Included
TOTAL	\$2,448.37

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

X _____
The City of Atwater

X _____
The City of Atwater

x  _____ 111523
SafeAssure Consultants, Inc.

CITY OF ATWATER

as of

12/31/2023

RESERVES

ACCOUNT

Submitted to Council

NUMBER

AMOUNT

EXPLANATION

4-Mar-23

WORKING CAPITAL \$215,000.00 Balance 01/01/2023 & 12/31/22

POLICE CAR & EQUIP. \$28,683.41 Balance 01/01/2023

100 42100 500 \$9,000.00 Addition per levy & budget
 R 100 36305 \$0.00 Interest from Dividends
 \$445.00 CD#15517 (off of 1099)
 \$183.63 CD#15649 (off of 1099)
\$38,312.04 Balance end of year
 Increase (decrease) = \$9,628.63

MAINTENANCE EQUIP \$106,351.83 Balance 01/01/2023

100 43100 500 \$35,000.00 Addition per levy & budget
 R 100 36310 (\$10,040.00) Sterling Plow truck
 (\$47,277.69) 2023 F350 Ford
 Interest from Dividends
 \$118.77 CD # 15043(off of 109)
\$84,152.91 Balance end of year
 Increase (decrease) = (\$22,198.92)

decrease

FIRE TRUCK \$488,772.19 Balance 01/01/2023

100 42200 500 \$50,000.00 Addition per levy & budget
 R 100 36300 \$ - Interest from Dividends
 1266.86 CD #15518 (off of 1099)
 \$1,968.14 CD #13992 (off of 1099)
 \$ 2,569.98 CD #14100 (off of 1099)
 \$ 2,875.34 CD #15401 (off of 1099)
 \$ 1,391.28 CD #15461 (off of 1099)
 \$ 1,163.53 CD #15650 (off of 1099)
\$550,007.32 Balance end of year
 Increase (decrease) = \$61,235.13

AMBULANCE \$90,527.74 Balance 01/01/2023

100 42900 500 \$15,000.00 Transfer to reserves per budget
 R 100 36320 \$1,148.99 CD #15044
 \$759.18 CD 15194
 \$312.28 CD 15651
\$107,748.19 Balance end of year
 Increase (decrease) = \$17,220.45

STREET IMPROVEMENT	\$433,794.86	Balance 01/01/2023	
100 43110 430	\$160,000.00	Addition per levy & budget	
R 100 36350	\$0.00	2021 Small Cities St Improv	
	-\$66,420.65	Adstech, Corp - crack sealing	Less county reimbursement of \$18,000
Street Projects plus sealcoating and/or crackfilling	\$0.00	Bolton & Menk Eng fees for seal coat	
	-\$489,490.70	B/M for North Side Project	
	\$0.00		
	\$37,883.51	Balance end of year	
		Increase (decrease) =	(\$395,911.35)

PARKS	\$13,011.86	Balance 01/01/2023	
100 45200 500	\$15,000.00	Addition per levy & budget	
	(\$2,790.00)	Welcome sign less insurance	
	(\$9,212.04)	JD Mower (lease Aug to Oct payments)	
	\$16,009.82	Balance end of year	
		Increase (decrease) =	\$16,009.82

WATER TANK	(\$89,102.04)	Balance 01/01/2023	
R 601 37190	23,979.53	23,961.47	Year Utility Billing
		(\$21,286.10)	Utility Service for 2022

**	(\$86,426.67)	Balance end of year	\$2,675.37
	(86,408.61)	Increase (decrease) =>	2693.43

BUILDING RESERVE	\$142,800.26	Balance 01/01/2023	
401 41940 500	\$986.00	Cd # 7636 int off 1099	
	\$ 2,471.44	Cd # 8609 int off 1099	
	\$146,257.70	Balance end of year	
		Increase (decrease) =	\$3,457.44

GRAND TOTAL \$1,108,944.82

6940116

ACTUAL USE OF SERVICES - 5 YEAR PERIOD

YEAR	CITY	GENNESSEE	(MAN HOURS)	HARRISON	IRVING	LAKE ELIZABETH	GRAND TOTAL
2019	71	67	129	0	10	0	277
2020	104	119	173	0	0	0	396
2021	109	115	19	0	12	0	255
2022	63	36	0	0	0	0	99
2023	0	0	0	0	0.00	0	0
	347	337	321	22	2.1422%	0	1027
	33.7877%	32.8140%	31.2561%		0.0000%		100.000%

** didn't really know what to put.

MARKET VALUATION

Value Covered (less tillable)	\$75,224,500	\$76,175,000	\$181,417,900	18,466,400	7,033,900	358,317,700
Percent of Total*	20.9938%	21.2591%	50.6305%	5.1536%	1.9630%	100.0000%

* (page 4 of Firevalu.wks)

FINAL PERCENT CALCULATION

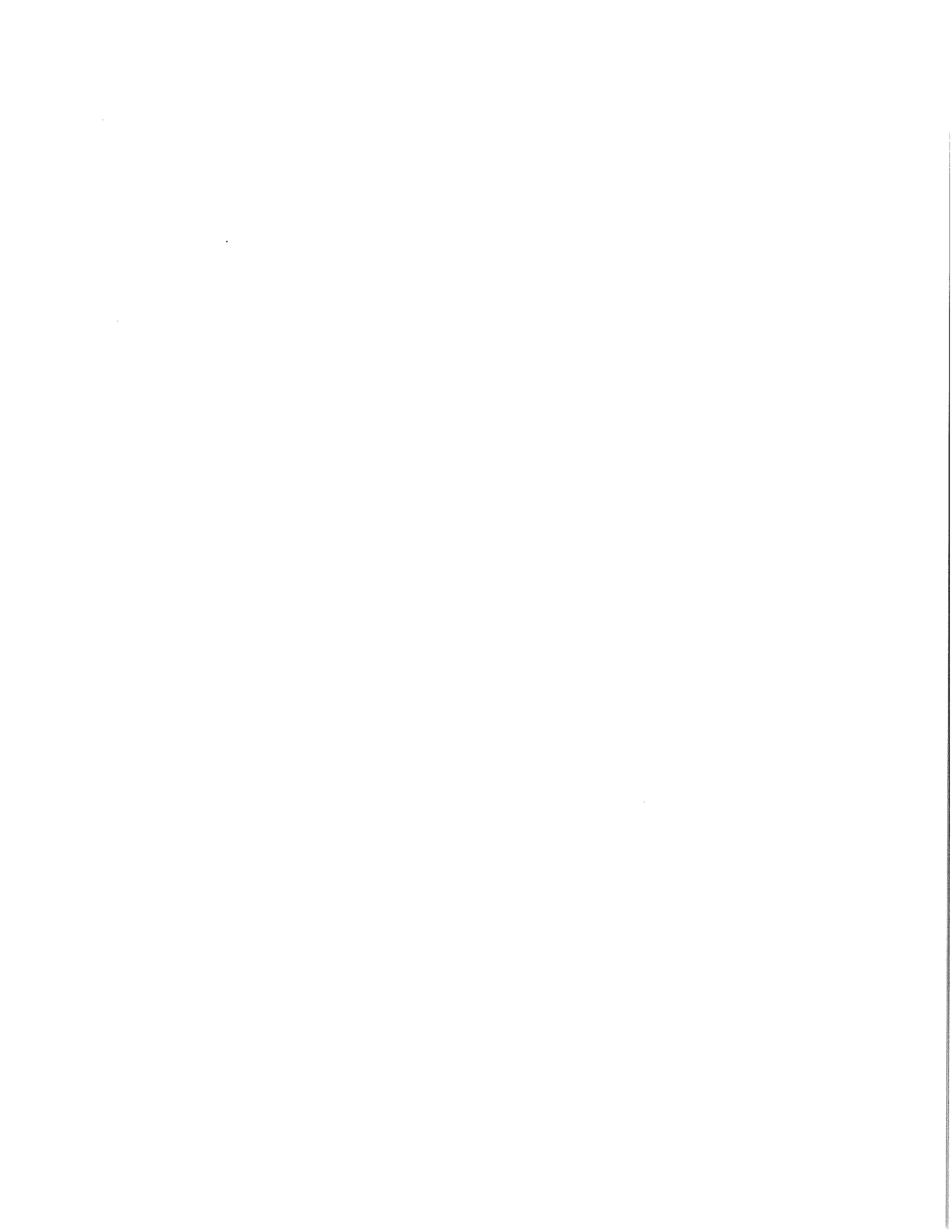
% Valuation + % Usage	54.7815%	54.0731%	81.8866%	7.2958%	1.9630%	
2 (for average)	27.3908%	27.0366%	40.9433%	3.6479%	0.9815%	100.0000%

TOTAL COST

Depreciation & Fire Hall (pg. 2)	50,000.00
Fire Department Expenses (pg. 4)	45,581.73 x
	95,581.73

BREAKDOWN OF SHARED COSTS

	26,180.57	25,842.01	39,134.31	3,486.71	938.13	95,581.73
Needs to be re-done						
1st Half Due August 1st	12,921.00	19,567.15	1,743.35	938.13		
2nd Half Due December 20th	12,921.01	19,567.16	1,743.36			95,581.73



Pioneerland

RETURN COMPLETED FORM BY 2-28-24

EMAIL TO: pam.robinson@pioneerland.lib.mn.us
OR
laurie.ortega@pioneerland.lib.mn.us

COUNTY/CITY LIBRARY FUNDING REPORT
FOR 2023 AND 2024

City or County: ATWATER

Completed By: Goldie Smith

Date: February 12, 2024

LIBRARY EXPENDITURES

	2023 ACTUAL	2024 BUDGET	
Payment for Pioneerland Library System	<u>7172</u> ✓	<u>7459</u>	4%
Books	_____	_____	
Non-Print (video, audio, etc)	_____	_____	
Periodical subscription	_____	_____	
Other library materials	_____	_____	
Programs for the public	_____	_____	
Staff salaries and wages (Provide name of each employee and their hourly & annual wage on the back of this page)	_____	_____	
Staff benefits	_____	_____	
Custodial salaries and wages	<u>2860</u>	<u>3000</u>	
Custodial benefits	_____	_____	
Telephone	<u>1559</u>	<u>1600</u>	
Office Supplies	_____	_____	
Custodial supplies	<u>175</u>	<u>441</u>	
Postage and post office box rental	_____	_____	

City or County: ATWATER	2023 <u>ACTUAL</u>	2024 <u>BUDGET</u>
Leasing of equipment	_____	_____
Maintenance contracts for equipment	_____	_____
Repair of equipment <i>Copier</i>	<u>90.00</u>	_____
Building operations/utilities (Pro-rate costs if library is in a building with other offices) <i>8930/2</i>	<u>4465</u>	<u>5000</u>
Insurance <i>Contents</i>	<u>412</u>	<u>500</u>
Building rent	_____	_____
Travel expenses for staff	_____	_____
Continuing education for staff	_____	_____
Designated reserve carryover	_____	_____
Other (specify) <i>Building Insurance 1/2</i>	<u>2865</u>	<u>3000</u>
<i>\$5729</i>	<u>19598</u>	<u>21,000</u>
TOTAL EXPENDITURES		
MAINTENANCE OF EFFORT	16,889	16,889
CAPITAL EXPENDITURES	_____	_____

Summary for Filing Year 2023

Employee Information

Annual average number of employees 12

Total hours worked by all employees last year 15795

Number Of Cases

TOTAL NUMBER OF:

Deaths (G)

0

Cases with days away from work (H)

0

Cases with job transfer or restriction (I)

0

Other recordable cases (J)

0

Number Of Days

TOTAL NUMBER OF:

Days away from work (K)

0

Days of job transfer or restriction (L)

0

Injury And Illness Types

TOTAL NUMBER OF:

Injuries (M1)

0

Skin disorders (M2)

0

Respiratory conditions (M3)

0

Poisonings (M4)

0

Hearing loss (M5)

0

All other illnesses (M6)

0

Occupational Safety and Health Administration

RECEIVED

FEB 21 2024

CITY OF ATWATER

Injury Tracking Application

User: GOLDIE | [Logout](#)

View Submission

i Submitted on 2/21/2024 12:25 PM by goldie.smith.

Establishment Details:
CITY OF ATWATER

ID: 1145345

EIN: 416004944

Company: CITY OF ATWATER

Address: 322 ATLANTIC AVE WEST -- PO BOX 59,
ATWAER, MN, 56209

NAICS: 921110

Size: 20-99 employees

Government: Local Government

300A Status: Submitted



**DEPARTMENT OF
NATURAL RESOURCES**
MNDNR PERMITTING AND REPORTING SYSTEM (MPARS)

2023 WATER USE REPORT



Permit: 1984-4139

Report Completed Date: 02/14/2024

Project Name: -

County: Kandiyohi

Landowner: Atwater, City Of (represented by Goldie Smith)

Authorized Volume: 60.0 MGY

Lessee: -

Number of Installations: 2

Status: Active

2023 Water Use Reported

Installation / Use-Type: 1 / Municipal/Public Water Supply		Monthly Water Use (in whole gallons)												Pump Rate (gpm): 45	Measurement Method: Flow Meter									
January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	
520,000	470,000	540,000	550,000	730,000	1,120,000	1,070,000	730,000	580,000	580,000	580,000	480,000													

Total (in whole gallons): 7,880,000

Installation / Use-Type: 4 / Municipal/Public Water Supply		Monthly Water Use (in whole gallons)												Pump Rate (gpm): 228	Measurement Method: Flow Meter									
January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	
1,410,000	1,360,000	1,550,000	1,520,000	2,100,000	2,212,000	3,170,000	2,170,000	1,740,000	1,750,000	1,480,000	1,550,000													

Total (in whole gallons): 22,012,000

Grand Total for 2 Installations (in whole gallons): 29,892,000



**DEPARTMENT OF
NATURAL RESOURCES**

MNDNR PERMITTING AND REPORTING SYSTEM (MPARS)

WATER PERMIT INVOICE

Permit Number 1984-4139
Invoice Date 02/14/2024
Payment Due Date 02/15/2024

file

**** PAYMENT DUE 02/15/2024 ****

ATWATER, CITY OF
ATTN: GOLDIE SMITH
322 ATLANTIC AVE WEST
ATWATER, MN 56209

Please pay the Total Due amount shown below:

#	Description	Amount
1	Water Use (2023), 29,892,000 gallons (50,000,001 gallons) @ \$140.00 minimum fee, Municipal/Public Water Supply, Kandiyohi County	\$140.00
2	Summer Surcharge 1,402,000 gallons X \$30.00 per million gallons for June overages and 3,670,000 gallons X \$50.00 per million gallons for July-Sept overages	\$225.56
Comments -		TOTAL DUE
		\$365.56

Payment for the Total Due amount is due by February 15, 2024. If the due date falls on a weekend or holiday, payment must be received by the state's regular business day prior to the weekend and/or holiday. You can pay online or by mail.

Please be advised that water use reports are not considered complete until fees are paid. Failure to pay is grounds for termination of your permit.

PAY ONLINE (Visa, MasterCard, Discover, or automatic transfer from checking account)

- ☞ Sign-In to your MPARS account or create an account at <https://webapps11.dnr.state.mn.us/mpars/public>
- ☞ Click on the Financial tab
- ☞ Find the permit number "1984-4139" and select "Make Online Payment" from the "Action" column

PAY BY MAIL

- ☞ Make checks payable to: **MN DNR Ecological and Water Resources**
- ☞ Mail a copy of this invoice and your payment of **\$365.56** to:
MINNESOTA DEPARTMENT OF NATURAL RESOURCES - OMB
500 LAFAYETTE ROAD, BOX 10
ST. PAUL, MN 55155-4010

☞ **A COPY OF THIS INVOICE MUST BE INCLUDED WITH YOUR CHECK**

m DEPARTMENT OF NATURAL RESOURCES		DNR Use Only		Payment Method: R29029 OMB EWR Waters		Permit #	
Code	Amount	Received	Deposited	Entered	1984-4139		
355	365.56				Amount		
					Check #		

DNR Report

2023

Water SOLD

Serv Srv Name	USAGE	AMOUNT	CURRENT COUNT	Total Times Billed				
Account Type A								
1 WATER	2841800	\$9,065.40	6	36				
2 SEWER BASIC	26520	\$233.04	4	24				
3 RESERVE		\$144.00	6	36				
4 SEWER AG	2815280	\$3,946.94	1	12				
53 STATE FEE		\$29.16	6	3				
Totals Acct Typ A	5683600	\$13,418.54			A	2	841	800
Account Type C								
1 WATER	1560350	\$13,443.63	129	601	C	1	560	350
2 SEWER BASIC	1532600	\$7,295.99	121	565				
3 RESERVE		\$2,400.39	130	601				
5 WTR CUB FT	9661	\$396.80	* 7,485,162	12			72	314
6 SWR CUB FT	9661	\$234.53	1	12				
53 STATE FEE		\$476.28	115	49				
Totals Acct Typ C	3112272	\$24,247.62						
Account Type L								
1 WATER	19570	\$439.17	1	12			19	570
7 2 MTR/NOBAS	430920	\$1,292.76	32	13			430	920
Totals Acct Typ L	450490	\$1,731.93						
Account Type R								
1 WATER	20010349	\$138,011.16	1010	5228		20	010	349
2 SEWER BASIC	19975309	\$78,910.85	1008	5204				
3 RESERVE		\$21,399.70	1047	5360				
5 WTR CUB FT	36060	\$989.22	* 7,485,162	12			2692	747
6 SWR CUB FT	36060	\$629.45	3	12				
8 WATER NO M		\$2,820.00	34	120				
9 SEWER NO M		\$1,580.40	34	120				
52 ANNUAL RESV		\$9.72	2	1				
53 STATE FEE		\$4,315.68	994	444				
100 DEPOSIT DP		\$75.00	758	1				
104 TURN OFF FE		\$125.00	0	5				
Totals Acct Typ R	40057778	\$248,866.18						
Grand Totals	49304140	\$288,264.27				25	205	050

FILTER: ((cdate(format(nz([Date], #01/01/1980#), "short date"))) >= #01/01/2023#) and (cdate(format(nz([Date], #01/01/1980#), "short date"))) <= #12/31/2023#) and ([B]<>"") and ([Record Type] = 6)

NOTE: "Current Count" is the number of times the service is attached to accounts within the billing group(s) you specified. TOTALS FOR CURRENT COUNT MAY INCLUDE ACCOUNTS WHICH ARE NOT REPORTED ON THIS REPORT BECAUSE THEY HAD NO BILLING ACTIVITY IN THE DATE RANGE THAT YOU SPECIFIED! THIS MAY RESULT IN THE GRAND TOTALS FOR CURRENT COUNT BEING MORE THAN THE SUM OF THE INDIVIDUAL CURRENT COUNT TOTALS FOR EACH CHARGE.

"Total Times Billed" is the number of times that this charge was actually billed during the date range that you specified.

2024 Minnesota Summary Budget Form : Atwater

Submission Details

Submission Date	01/16/2024 12:30 PM
Confirmation ID	0f895824-abde-46a2-916b-0e9cbf77a429
Submitted By	Goldie Smith

Contact Information

Primary Financial Officer

First Name	Goldie
Last Name	Smith
Title	CityClerk/Treasurer
Email Address	goldie.smith@atwatermn.gov
Phone Number	(320) 974-8760

Form Preparer

Same as Primary Financial Officer

Budget Funds

Budgets have been adopted for the following governmental funds:	General Fund Debt Service Funds
Special Revenue Funds	(None)
Non-Budgeted Funds	(None)

Revenues

	2023 Original	2023 Final	2024 Proposed
Property Taxes (Do not include Market Value Credits)	\$592,259	\$592,259	\$613,264
Tax Increments	\$0	\$0	\$0
All Other Taxes (franchise, hotel/motel taxes, etc.)	\$0	\$0	\$0
Special Assessments	\$51,723	\$51,723	\$38,000
Licenses and Permits	\$7,590	\$7,590	\$8,090
Federal Grants	\$0	\$0	\$0
State General Purpose Aid (Market Value Credits, etc.)	\$363,436	\$363,436	\$405,170
State Categorical Aid (state aid for streets, etc.)	\$29,000	\$29,000	\$20,000
Grants from County and Other Local Governments	\$0	\$0	\$0
Charges for Services	\$126,800	\$126,800	\$142,300
Fines and Forfeits	\$20	\$20	\$1,520
Interest on Investments	\$8,000	\$8,000	\$18,400
Miscellaneous Revenues	\$24,000	\$24,000	\$33,000
Total Revenues	\$1,202,828	\$1,202,828	\$1,279,744
Proceeds from Bond Sales	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0
Transfers from Other Funds (incl. Enterprise Funds)	\$0	\$0	\$0
Total Revenues and Other Sources	\$1,202,828	\$1,202,828	\$1,279,744

Expenditures

	2023 Original	2023 Final	2024 Proposed
General Government (board, administration, etc.)	\$261,123	\$261,123	\$278,983
Public Safety	\$356,082	\$356,082	\$361,234
Streets and Highways (excluding construction)	\$393,591	\$393,591	\$408,626
Sanitation	\$0	\$0	\$0
Human Services	\$0	\$0	\$0
Health	\$200	\$200	\$200
Culture and Recreation	\$99,009	\$99,009	\$146,201
Conservation of Natural Resources	\$0	\$0	\$0
Economic Development	\$1,000	\$1,000	\$1,000
Miscellaneous Current Expenditures	\$50,000	\$50,000	\$53,200
Total Expenditures	\$1,161,005	\$1,161,005	\$1,249,444
Debt Service - Principal	\$92,000	\$92,000	\$94,000
Interest and Fiscal Charges	\$13,390	\$13,390	\$12,460
Streets and Highways Construction	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0
Transfers to Other Funds (include Enterprise Funds)	\$0	\$0	\$0
Total Expenditures	\$1,266,395	\$1,266,395	\$1,355,904

Fund Balance

	2023 Original	2023 Final	2024 Proposed
General Fund - Beginning Balance (Jan 1)	\$1,141,571	\$1,141,571	\$1,880,394
General Fund - Ending Balance (Dec 31)	\$1,121,882	\$995,297	\$1,121,882
Increase (Decrease) - Budgeted Governmental Funds	\$0	\$0	\$0

Property Tax Levy

	2023 Original	2023 Final	2024 Proposed
Total Property Tax Levy - All Funds	\$592,659	\$592,659	\$614,764

Investments Gain/Loss

Net Unrealized Gain (or Loss) from Investments for 2023	\$0
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Cash Balance

General Fund Ending Cash Balance (Dec 31, 2023)

Notes

Unique Circumstances
big street project coming in 2024.... Using PFA for financing.