

**Organizational Meeting
January 8, 2024
Library Community Room, 6:15 pm**

Pursuant to due call and notice thereof, the special meeting of the Elmore City Council was called to order at 6:15 pm by Mayor Vereide. Members present were Sue Dickson, Lorman Jahnke and Elton Rhoda via Zoom.

The purpose of the special meeting was to hold the 2024 Organizational Meeting. The motion for the adoption of the foregoing resolution was made by Jahnke and seconded by Dickson. Roll call in favor: all in favor. Roll call against: none against. Whereupon the resolution was declared passed and duly adopted.

RESOLUTION NO. 1.08.24

**A RESOLUTION APPROVING THE 2024 ANNUAL ORGANIZATIONAL ITEMS
FOR THE CITY OF ELMORE FOR THE YEAR 2024**

WHEREAS the City Council of the City of Elmore is holding its first annual meeting to establish items that are required; and

WHEREAS, the City Council of the City of Elmore also desires to establish other items at this meeting as it deems necessary; and

WHEREAS, the following items have been reviewed, read, and discussed as necessary.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELMORE, MINNESOTA that the following items are hereby approved and established for the year 2024.

COUNCIL ORGANIZATION

Councilmember responsibility assignments:

Weed & Insect Control: Vereide

Assistant Weed Control: Public Works Department

Acting Mayor: Dickson

Sanitation: Dickson

Civil Defense Director: Vereide

EDA Members Jahnke and Rhoda

Waterworks & Sewer: Jahnke

Library: Dickson

Streets, Alleys and Sidewalks: Jahnke

Fire Protection: Vereide

EFRA Board Ex-Officio Trustees: Rhoda and Jahnke

Administrative Penalty Review Board: NEED 2 COUNCIL MEMBERS. Not a public meeting: Dickson and Jahnke

OFFICIAL DEPOSITORY FOR CITY FUNDS

BE IT HEREBY RESOLVED by the City Council of Elmore, County of Faribault, State of Minnesota that the official depository for the City funds be the First Bank of Blue Earth, County of Faribault, State of Minnesota

MANAGEMENT’S DISCUSSION and ANALYSIS REPORT

Management’s Discussion and Analysis report will be excluded in the 2024 financial statements.

FUND BALANCE POLICY

‘Fund Balance in Accordance with GASB 54’ with no changes. A copy can be viewed at the City Clerk’s office.

PERSONS AUTHORIZED TO SIGN CHECKS ON BEHALF OF THE CITY

The Mayor, City Clerk, and in the absence of the City Clerk, the Deputy Clerk, are authorized to sign checks on behalf of the City of Elmore.

AUTHORIZATION TO SIGN DOCUMENTS

Mayor, City Clerk, and in the absence of the City Clerk, the Deputy Clerk are authorized to sign documents on behalf of the City Council for the City of Elmore, to include notices of ordinance violations.

The Faribault County Police Officers are authorized to sign City Code violation notices on behalf of the City.

MISCELLANEOUS SCHEDULE

The following is a schedule of assignments and designations:

- Council Meeting: 2nd Monday of each month at 6:30 pm
- Purchasing Agent of Imprest Funds: City Clerk
- Library: Elmore Public Library
- Weed Inspector: Vereide
- City Attorney(s): Law Firm of Frundt, Lindquist & Gustafson, Ltd.
Primary: David Frundt
- City Auditor: Burkhardt & Burkhardt, Ltd
- Process Servers: Faribault County Sheriff’s Department
- City Engineer(s): Engineering Firm of Bolton & Menk, Inc.
Primary: Wesley Brown
- Official Newspaper: Faribault County Register

SCHEDULE OF MISCELLANEOUS PAY ALLOWANCES

The following is a schedule of miscellaneous pay allowances:

- Election Officials...\$10.85 per hour
- Incidental Labor...\$10.85 per hour
- Assessing...Rate Established by the County Tax Assessor

ALLOCATION OF SALARY COST

The City Clerk is authorized to allocate salary costs according to function. All salaries, including amounts determined to be necessary to cover the pension and insurance costs shall be paid and accounted for in the applicable Fund.

FIRE DEPARTMENT PAY SCHEDULE

The following is established as the schedule of payment for firefighting and meeting attendance of the Elmore Fire Department:

- Per Meeting or Practice...\$10.85 per hour
- Per Fire Call.....\$10.85 per hour, less than 1 hour will be paid 1 hour
- Initial Training...\$5.00 per hour upon completion of 6 month period and as approved by the Fire Chief.

In addition to the above, the persons elected to the following offices shall receive the

additional stated pay per year:

- Fire Chief...\$700.00 per year
- Assistant Chief.....\$350.00 per year combine
- Assistant Chief/Training & Safety Officer.....\$350.00 per year
- Secretary.....\$350.00 per year
- Captains (2).....\$50.00 per year

It is the responsibility of the Fire Chief to determine what constitutes a meeting or a practice. Before the January Meeting of the City Council, the Secretary of the Fire Department will prepare a statement of the attendance record and submit it to the City Clerk. The City Clerk shall calculate according to the above schedule, the payment due each member and submit the same to the Council, whereupon the Council shall approve, upon the validity of the claim, payment to each member accordingly.

ESTABLISHING CERTAIN CITY FEES

ADMINISTRATIVE FEES

Parking..... (or according to relevant state statutes)	\$ 50.00	\$ 62.50	\$ 75.00
Junk or Demolition Vehicle.....	\$ 50.00	\$ 62.50	\$ 75.00
Habitual Barking.....	\$ 50.00	\$ 62.50	\$ 75.00
Animal at Large.....	\$ 50.00	\$ 62.50	\$ 75.00
Too Many Animals (.....)	\$ 50.00	\$ 62.50	\$ 75.00
Unregistered Animal(s).....	\$ 50.00	\$ 62.50	\$ 75.00
Animal Caused Damage.....	\$ 50.00	\$ 62.50	\$ 75.00
Accumulations of Junk.....	\$ 50.00	\$ 62.50	\$ 75.00
Accumulations of Tree, Lawn, Yard Waste	\$ 50.00	\$ 62.50	\$ 75.00
Failure to Cut Grass.....	\$ 50.00	\$ 62.50	\$ 75.00
Excessive Music or Stereo Noise.....	\$ 50.00	\$ 62.50	\$ 75.00
Snow Removal.....	\$ 50.00	\$ 62.50	\$ 75.00
Burning.....	\$ 50.00	\$ 62.50	\$ 75.00
Tree/Bush Trimming.....	\$ 50.00	\$ 62.50	\$ 75.00

MISCELLANEOUS FEES

- Tobacco License Fee= \$25.00
- Club License= \$100.00
- Filing Fees= \$2.00
- Clerk's Office Copies= \$.10 per (free for churches or other non-profit)
- Clerk's Office Fax= \$.50 1st two + \$.10 per thereafter (free for churches or other non-profit)
- Bad Check Fee=\$30.00 (no checks for 6 months)
- Notary= No Charge
- Mowing=\$85.00/hr. minimum
- Hauling= \$3.00 per ton over cost of material
- Loader Use=\$85.00 per hour
- Retail Off-Sale (Liquor License) Fee= \$100.00/year

UTILITY BILLING RATES

Current:

Water= 21.00 Base + 7.50/1,000 gallons

Sewer= 19.50 Base + 3.50/1000 gallons

Penalty= 10%

Minimum payment of 1/2 past due to have water turned back on once it has been turned off for non-payment; reconnect fee if due to non-payment is \$50.00

Fee to Reinstate Water Service if no Minimum is Requested=\$200.00

ZONING PERMITS & RELATED

<u>Total Valuation</u>	<u>Fee</u>
\$1.00 to \$1,000.00	17.50
\$1,001.00 to \$10,000.00	\$17.50 for the first \$1,000.00 plus \$2.00 for each additional \$1,000.00, or fraction thereof, to and including \$10,000.00.
\$10,001.00 to \$50,000.00	\$35.50 for the first \$10,000.00 plus \$4.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$195.50 for the first for the first \$50,000.00 plus \$3.00 for each additional \$1,000.00, or fraction thereof, to and including 100,000.00.

Penalty for Not Obtaining Permit= Maximum double of actual permit cost

Variance/Special Use Permit=\$25.00 + Permit Fees

BOND COVERAGE

Faithful performance bond coverage on City employees will be maintained by the City as per the City's LMCIT property and liability insurance policy.

MILEAGE RATE

The current mileage rate as established by the Internal Revenue Service will be paid to City Officials and Employees when travel is required when said Official or Employee uses their own vehicle for said travel. The IRS rate as of 1/1/24 is 67¢.

VACATION SCHEDULE

Full-time City Employees will be granted paid vacation days as follows:

From 0 to 2 yrs. of Employment...1/2 day per month (6 days/yr.)

From 2 to 10 yrs. of Employment...1 day per month (12 days/yr.)

11 to 20 yrs. of Employment...1 1/2 days per month (18 days/yr.)

20+ yrs. of Employment...1.7 days per month (20 days/yr.)

Full-time employees also receive 40 hours of personal time hours per year paid at the current rate of pay, which cannot be accrued but must be used within the one year period.

The Librarian will be granted vacation pay same as above, and holiday pay in accordance with the current personnel policy, prorated according to average hours worked per week; the Library and PT Clerks will receive holiday pay as above prorated to the hours worked; in addition, the PT Clerks will receive 24 hours per year paid at the current rate of pay for personal time, which cannot be accrued but must be used within the one year period.

HOLIDAY SCHEDULE

New Year's Day (January 1st), Martin Luther King Jr. Day (3rd Monday in January), President's Day (3rd Monday in February), Memorial Day (Last Monday in May), Juneteenth (June 19th), Independence Day (July 4th), Labor Day (1st Monday in September), Indigenous People Day (2nd Monday in October), Veterans Day (November 11th), Thanksgiving Day (4th Thursday in November), Christmas Day (December 25th). Public employers are prohibited from transacting business on any of these days except in cases of necessity. If a holiday falls on a Sunday, it is observed on the following Monday. If a holiday falls on a Saturday, it is observed on the prior Friday. MN Statute 645.44(5).

TOBACCO, TOBACCO PRODUCTS, OR TOBACCO RELATED DEVICES

LICENSING AUTHORITY

A license is required and must be obtained for all persons desiring to sell tobacco, tobacco products, or tobacco related devices, at retail in the City of Elmore, by applying for the same to the City Clerk of the City of Elmore according to the provisions of Chapter 382 of the laws of the State of Minnesota. The laws and ordinances of the City insofar as they pertain to the sale of such products shall be complied with. The fees for such license shall be \$25.00 per year, payable upon receipt of said license and shall be effective for one (1) year from the date of issue.

POLICE COVERAGE

The City is under annual contract with the Faribault County Sheriff's Department. The City has agreed to pay \$45,000/year. 3% increase annually beginning January 1, 2025. The Faribault County Sheriff's Department has agreed to cover all of the City of Elmore's Police related business. Extra surveillance has been installed to help them in the process.

POUND DESIGNATION

The Blue Earth City dog pound is designated as the City's official pound in accordance with the Animal Control Joint Powers Agreement.

As there was no further business, it was moved by Jahnke, seconded by Dickson to adjourn the meeting. All members present voted aye, motion carried.

ATTEST:

CITY CLERK