

Council Action Request Form



CITY OF MENAHGA

"The Gateway to the Pines"

115 2nd St NE - PO Box C
Menahga, MN 56464
218-564-4557
www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: Land Usage Forms and Fees

Date of Meeting: 12-5-22 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting: Jensine Kurtti

Background Supporting Documentation Enclosed

The Planning and Zoning Commission has reviewed the attached forms: Land Use Application, Variance Application, Boundary Line Adjustment, Rezoning Application, Lot Split Application, Plat Approval, and Conditional Use Permit. These forms and fee schedule were developed by the Planning Commission and Jake Huebsch from Sourcewell. The Planning Commission recommends that the City Council approve the forms and the updated fee schedule for land use items.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the forms for Land Use Application, Variance Application, Boundary Line Adjustment, Rezoning Application, Lot Split Application, Plat Approval and Conditional Use Permit ,effective immediately. To approve the updated fee schedule for land use items effective 1-1-23.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornison	<input type="checkbox"/> Bjornison
<input type="checkbox"/> Failed	<input type="checkbox"/> Keranen	<input type="checkbox"/> Keranen
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold

Signatures

Land Use Permits		
New Residential Structure	Fee	All construction represents actual footprint of structure plus attached garage, deck, porch of other usable area being constructed.
0 to 1,500 sq. ft.	\$200	
Over 1,501 sq. ft.	\$300	
New Commercial Structure		All construction based on actual square footage of structure.
0 to 1,500 sq. ft.	\$400	
Over 1,501 sq. ft.	\$500	
Accessory Structure(s) & Existing Residential and Commercial Expansions		Include: decks, sheds, garages, porches, existing structure expansion, addition, etc.
0 to 200 sq. ft.	\$50	
201 to 800 sq. ft.	\$75	
Over 801 sq. ft.	\$100	
Miscellaneous		
Variance	\$300	
Conditions Use Permit / Interim Use Permit	\$300	
Rezone	\$300	
Fence	\$50	
Boundary Line Adjustment	\$100	
Minor Subdivision (lot split(s) resulting in 3 or less new parcels with certificate of survey)	\$100	
Subdivision / Plat	\$400	
Final Plat	\$100	
Permit after the fact (X 2 original permit cost)		Note: If costs of zoning review exceeds original application fee, review will be completed at the above rates. per hour; minimum 1 hour charge
Zoning Review		
Construction & Land Use Permit Review	\$50	per hour; minimum 1 hour charge
Extra site visit/inspection	\$50	per hour; minimum 1 hour charge



City of Menahga
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APPROVED

DENIED

Permit # _____

Land Use Application

Application Date: _____

This application is for: remodeling moving construction demolition
of a: residence business accessory building other _____

Estimated cost of proposed construction: \$ _____

Please provide a separate sheet with a detailed site plan of property and the position of the planned work on your property. Indicate lot dimensions, corners, direction, setbacks, and distance from other structures. See attached for more information.

Property owner name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone numbers: _____

Email address: _____

Contractor name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone numbers: _____

Site address: _____

Parcel number: _____

The property is currently zoned:

- | | |
|---|--|
| <input type="checkbox"/> A-R, agricultural residential | <input type="checkbox"/> R-1, one-to four-family residence |
| <input type="checkbox"/> R-2, multiple-family residence | <input type="checkbox"/> C-B, central business |
| <input type="checkbox"/> C-1, commercial | <input type="checkbox"/> C-2, highway commercial |
| <input type="checkbox"/> I, industrial | <input type="checkbox"/> S-D, shoreland district |
| <input type="checkbox"/> M-H, manufactured home residence | |

List the distance the proposed structure is from the property lines (in feet):

Front: _____ Rear: _____ Side: _____ Side: _____

List the size of the proposed structure: _____ Number of stories: _____

Square footage: _____ Length: _____ Width: _____ Height: _____

Type of construction: On site Modular Pre-fabricated Mobile home

Number of units: _____ Number of bedrooms: _____

Number of off-street parking spaces to be provided: _____

Number of off-street loading spaces to be provided: _____

Describe the building's current use (vacant or number of buildings and use of each):

Accessory Building Information

Accessory buildings are detached structures such as attached or detached garages, sheds, playhouses, storage buildings, greenhouses, etc.

Please describe the proposed accessory building:

List the distance the proposed structure is from the property lines (in feet):

Front: _____ Rear: _____ Side: _____ Side: _____

List the size of the proposed structure: _____ Number of stories: _____

Square footage: _____ Length: _____ Width: _____ Height: _____

Applicant statement. I certify that the proposed construction will conform to the dimensions shown in this application and that no changes will be made. If construction or structural alteration of a building is proposed by this application, I will conform to the provisions of all relevant laws and ordinances. All of the statements are true description of the proposed new or altered uses and/or structures. I agree that the applied for permit, if granted, is issued on the representations made and that the permit may be revoked for any breach of representations or conditions. All land use permits shall expire one year from the date of approval.

Applicant Signature

Date

Zoning Administrator

Date

Impervious Surface Calculation for Your Lot

Name: _____

PID # _____

Property Address: _____

~~Wahkon, MN~~ *Menahga*

Structure or Impervious Surface	Dimensions	Total sq. ft.
1 Existing or Proposed Dwelling		
2 Proposed Dwelling Addition		
3 Existing Accessory Structure		
4 Existing Accessory Structure		
5 Proposed Accessory Structure		
6 Sidewalks		
7 Deck with Impervious Below		
8 Patio(s)		
9 Driveways & Parking Areas		
10		
11		
12		
13		
Total Impervious Surface (A)		

Existing Lot Dimensions:

_____ x _____ = _____ sq. ft. (B)

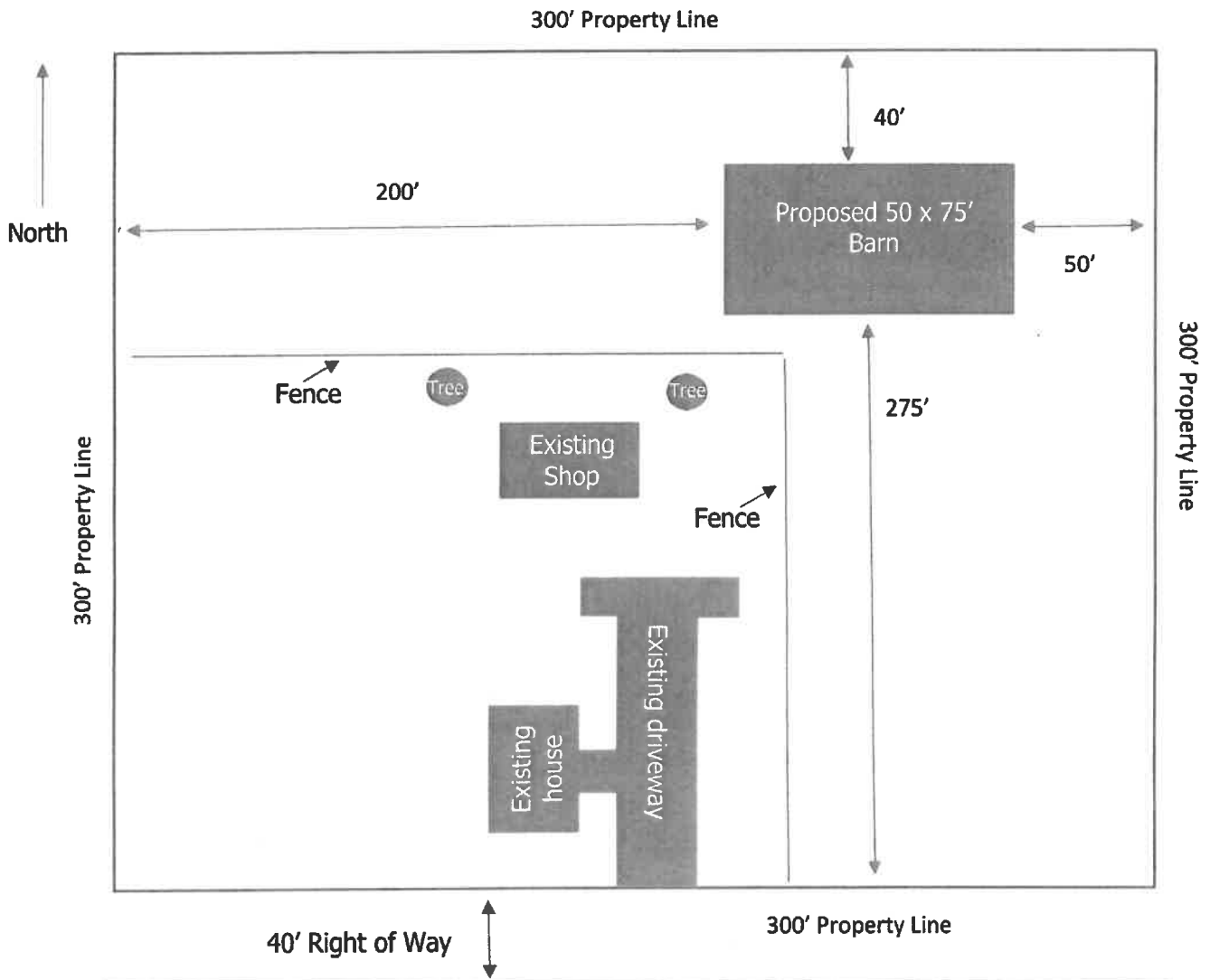
Impervious coverage (A divided by B multiplied by 100)

(A) _____ ÷ (B) _____ x 100 = _____ %

Site Plan Example

Please use a separate sheet and provide the following information on the site plan. All information must be included in order for the plan to be accepted for review.

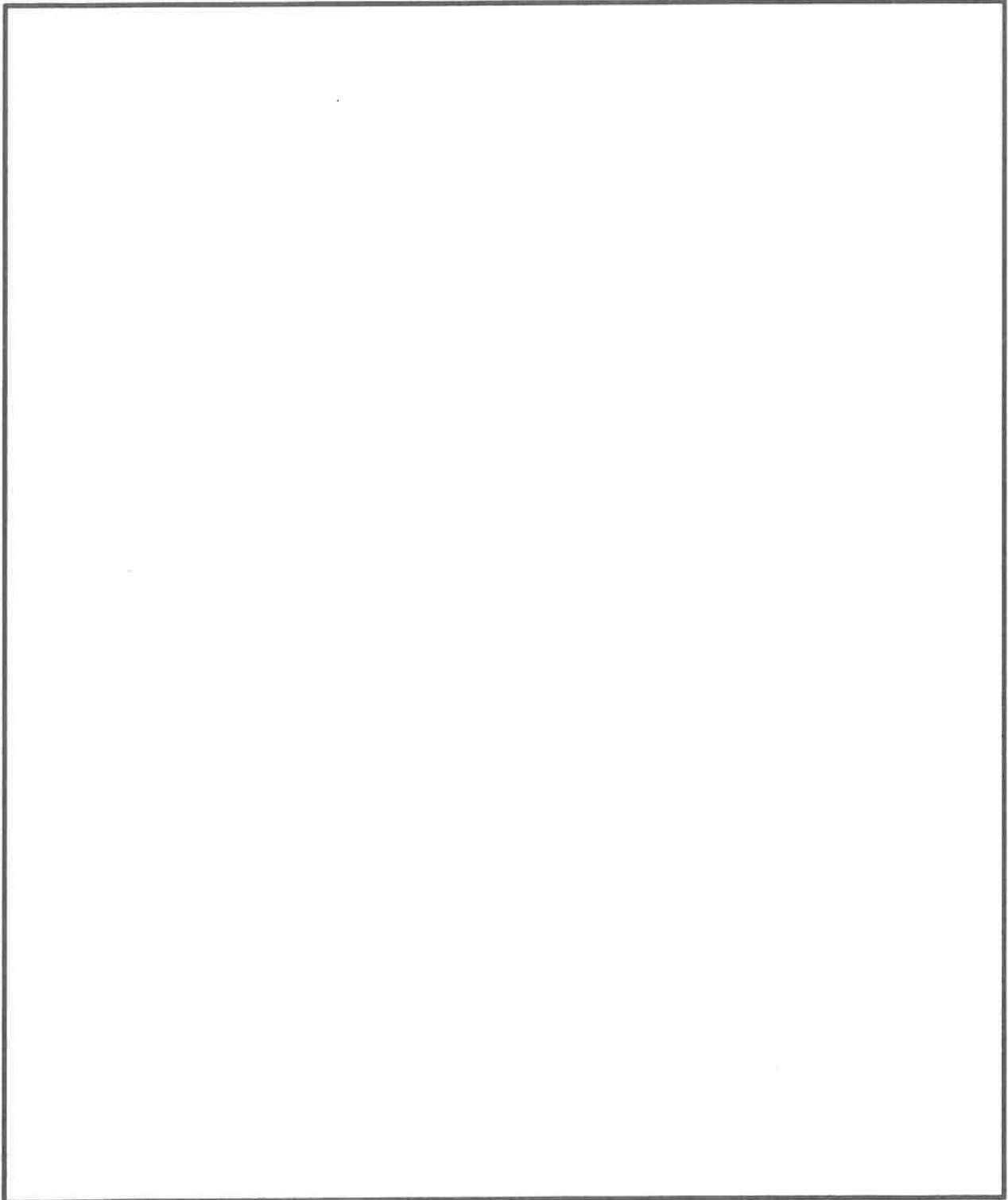
1. Gross and net acreages of proposed development.
2. Location, width and name of all existing streets, highway, public property, railroad, utility right of ways and easements within the proposed development.
3. Location and size of existing buildings and infrastructure (water and sewer lines).
4. Wetlands, wooded areas and other natural features.
5. Tree inventory, including trees to be removed and saved.
6. Layout of proposed streets, right of way and appropriate street information.
7. Layout of proposed sidewalks, trails and pedestrian ways.
8. Location and dimension of all easements.
9. Minimum building setback lines.
10. Direction.



Site Plan



Include: Property lines, existing and proposed structures, driveways, etc.



CITY OF MENAHGA
VARIANCE APPLICATION

Please read the variance application in its entirety before submitting the application. Depending upon publication timeline requirements, your application may be scheduled for the following meeting.

WHAT IS A VARIANCE?

A variance is a legally permitted deviation from the provisions of the ordinance as deemed necessary by the Board of Adjustment when the strict interpretation of the Ordinance would create a practical difficulty and be impractical because of circumstances related to lot size, shape, topography or other characteristics of the property. The deviation from the Ordinance, with any attached conditions, must still be in keeping with the spirit and intent of the Ordinance. Variances cannot be given to create a land use that is not permitted in a zone.

APPLICATION:

- A. Applicant shall complete the Variance Application provided by the city.
- B. Application shall be accompanied by a site plan drawing complete with, at a minimum, the information from the Variance Checklist.
- C. Application shall be accompanied by an application fee of \$300 made payable to the City of Menahga. **This fee does not cover the Land Use Permit, which must be filed separately, if necessary.**

REVIEW:

- A. The Zoning Administrator reviews the application for completeness and assigns a reference number to the application, plans, and any other attachments. The Applicant will be notified within ten days if additional information is required to complete the application.
- B. After receipt of a completed Variance Application and supporting documents, the Zoning Administrator shall schedule a public hearing date on the Board of Adjustment agenda for the earliest possible opening. Applicant will be notified by mail or email of the date and time of the public hearing.
- C. The Zoning Administrator will prepare a Staff Report on the application. The Staff Report will be available for public review by request of the Zoning Administrator, typically one week prior to the scheduled meeting date.
- D. The Zoning Administrator may conduct a site visit of the property to familiarize himself or herself with the property and to verify that the requirements of the Ordinance, such as setbacks, can be met.
- E. The City Fee Schedule is based on average processing and review costs for all applications. When costs exceed the original application fees, the Applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on any application and/or hold the release of such permits until all fees are paid.

ACTION:

- A. The Planning Commission shall hold a public hearing on the variance application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Board of Adjustment shall make a recommendation on the application. The application can be approved, denied, or tabled in order to gather additional information. Conditions can be placed on an approved variance as long as they are directly related to and bear a rough proportionality to the impact created by the variance.
- C. The recommendation is then given to the city council. The council shall review the recommendation and have make a final decision on the application.

CITY OF MENAHGA CONTACT INFORMATION

115 2nd Street NE
Menahga, MN 56464
Ph: 1-218-564-4557

**CITY OF MENAHGA
VARIANCE APPLICATION**

APP # _____
Date _____
Fee _____
Check # _____
(for office use only)

Name of Applicant _____

Phone _____

Property Address (E911#) _____

Mailing Address _____
(if different than above)

Email _____

Applicant is:		Title Holder of Property <i>(if other than applicant)</i>
Legal Owner	()	_____
Contract Buyer	()	(Name)
Option Holder	()	_____
Agent	()	(Address)
Other _____		_____
		(City, State, Zip)

Property ID # (# on Tax Statement) _____

Zoning District _____

What are you proposing for the property? State nature of request in detail: _____

What changes (if any) are you proposing to make to this site?

Building: _____

Landscaping: _____

Parking/Signs: _____

Signature of Owner, authorizing application *(required)* _____
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant *(if different than owner)*: _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

The Applicant should be prepared at the public hearing to explain the unique practical difficulty for the proposed variance. A practical difficulty is defined as a condition whereby the property in question cannot be put to a reasonable use if used under conditions allowed by the official controls, the plight of the landowner is due to circumstances unique to his property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute a difficulty if reasonable use for the property exists under the terms of the Ordinance. Please complete all the following questions:

(1) Discuss your current use of the property and the reason for your variance request:

(2) Describe the effects on the property if the variance is not granted:

(3) Describe any unique physical limitations that exist on your property, not generally found on others, which prevent you from complying with the provisions of the current ordinance:

(4) Discuss alternatives you considered that comply with existing standards. If compliant alternatives exist, provide your reasoning for rejecting them:

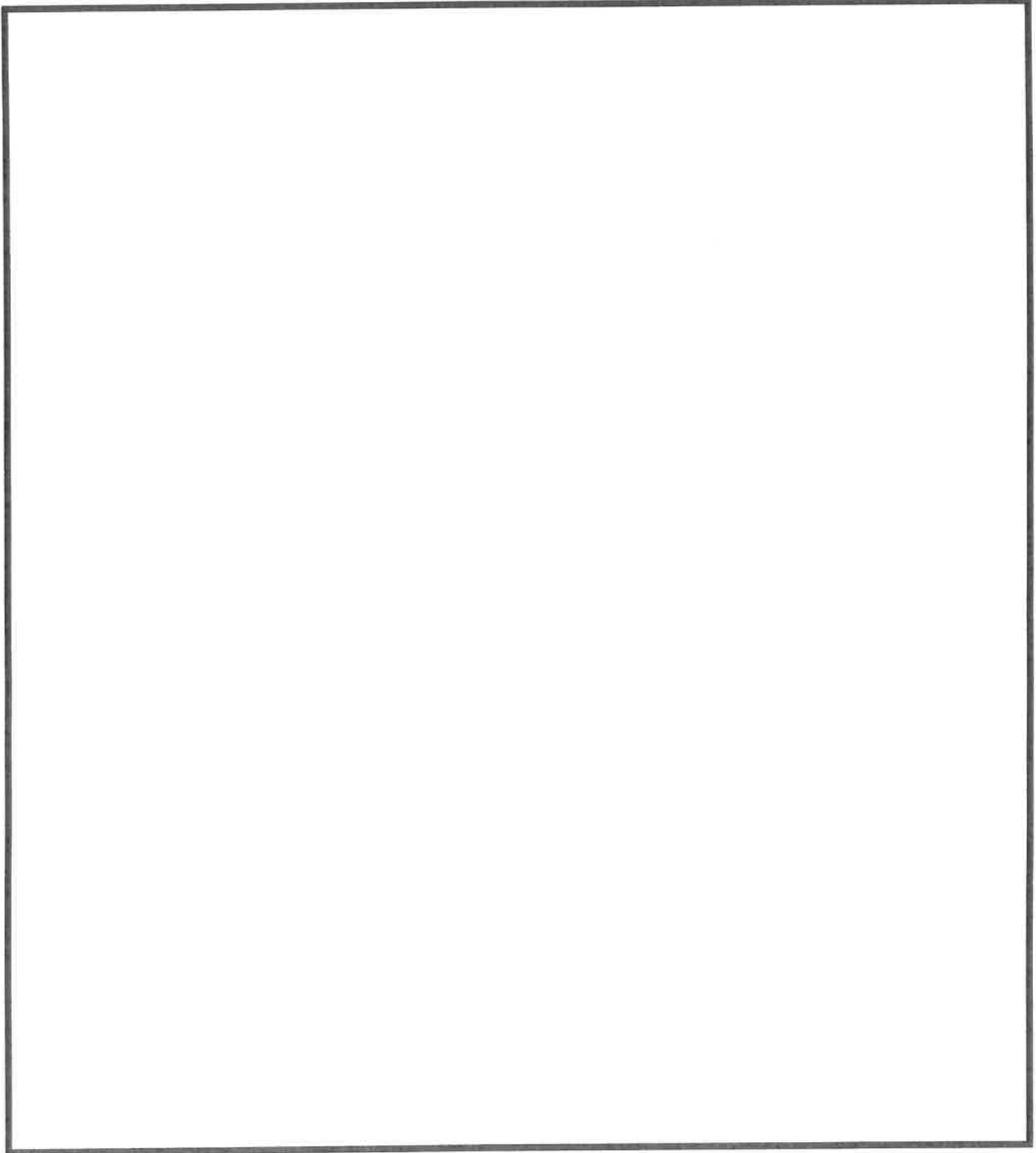
(5) Discuss alternatives you considered that would require a lesser variance. If you rejected such alternatives, provide your reasoning:

(6) In your opinion, do you think the granting of your variance request would alter the "essential character" of the neighborhood/area?:

(7) Does the need for the variance involves more than economic considerations? Please include any other comments pertinent to this request.

Include: Property lines, water features, existing and proposed structures, septic systems, wells and roads. Include all setbacks to features

Site Plan



Impervious Surface Calculation for Your Lot

Name _____

Address _____

Structure or Impervious Surface	Dimensions	Total sq. ft.
1 Existing or Proposed Dwelling		
2 Proposed Dwelling Addition		
3 Existing Accessory Structure		
4 Existing Accessory Structure		
5 Proposed Accessory Structure		
6 Sidewalks		
7 Deck with Impervious Below		
8 Deck with Impervious Below		
9 Patio(s)		
10 Driveways and Parking Areas		
11		
12		
13		

Total Impervious Surface (A)

Existing Lot Dimensions:

_____ X _____ = _____ sq. ft. (B)

Impervious coverage (A divided by B multiplied by 100)

(A) _____ ÷ (B) _____ X 100 = _____ %

VARIANCE CHECKLIST

- _____ Completed application, including signature of property owner
- _____ Sewer Compliance Inspection Report (if ISTS on the property)
- _____ No outstanding violations
- _____ Site plan as close to scale as possible with the following information, as a minimum
 - _____ Current survey showing existing iron pipe boundary monuments marked with proof of survey
 - _____ Legal Description of Site (from deed)
 - _____ Size of parcel and dimensions
 - _____ All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
 - _____ All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
 - _____ Impervious surface coverage of the lot (calculated in percentage)
 - _____ Location on the parcel of existing and proposed sewage treatment systems (ISTS) and wells and their distance from property lines, structures and each other
 - _____ Existing and/or proposed square footage of the driveway (gravel and paved), access roads, parking, sidewalks
 - _____ Proposed landscaping, screening and drainage plans
 - _____ Soil data for the proposed site are.
 - _____ Name of record owner/title holder of property

BOUNDARY LINE ADJUSTMENT

Application Fee: As Per City Fee Schedule

Applicant Name: _____

Date: _____

Site Address: _____

Telephone: _____

Parcel Zoning: _____ Property PID(s): _____

General Information & Qualifications:

- A boundary or lot line adjustment is a procedure for changes in property lines through the attachment of land to a contiguous lot, tract or parcel. It is intended to modify or correct the location of a boundary or lot line to remedy adverse topographical features or encroachments of structures. A boundary line adjustment may be allowed within any zoning district, with the administrator approval, provided any residual tract or any existing structure does not become noncompliant with the provisions of this code. The application for a boundary line adjustment will not be considered complete until all fees and items are submitted.
- The length of the process may vary, usually it takes about two-three weeks.
- The boundary line adjustment shall not:
 - Replat, amend, alter or vacate a plat;
 - Create any additional lot, tract, parcel or division;
 - Result in a lot, parcel, site or division which does not meet the minimum requirements of this code for setbacks, lot standards and access; or
 - Increase the nonconforming aspect of an existing nonconforming lot.

Submittal Requirements:

- Original and two (2) copies of a certificate of survey by a state registered land surveyor for all affected lots or tracts, showing the following:
 - The proposed lines for affected lots, indicated by heavy solid lines;
 - The existing lot lines for all affected lots proposed to be changed, indicated by heavy broken lines;
 - The location and dimension of all structures/improvements existing upon the affected lots and the distances between structures/improvements and the proposed boundary lines;
 - The area and dimensions of each lot following the proposed adjustment;
 - The original legal description of the entire property, together with new separated legal descriptions for each parcel;
 - All parcel numbers of affected lots; and
 - The location and dimension of any drain field, easements or rights of way existing within or adjacent to any affected lots.

Upon submittal of all required documents, the administrator shall review the proposed boundary line adjustment application for compliance with the requirements of this section and all other applicable code provisions. If the adjustment is in compliance, it shall require filing a certificate of transfer of subdivided property with the office of

the recorder or register of deeds, or the registrar of titles of Wadena County. The auditor's office will require the following: evidence that the current year and delinquent taxes are paid in full; and a deed of attachment be filed that states that the property as described is for the purpose of attachment.

We, the undersigned, owners of property, as shown on the attached diagram, pursuant to the applicable statutes of Minnesota, state that to the best of their knowledge, it is in the best interests of the City and the abutting property owners that said property be adjusted as proposed. In consideration of the boundary line adjustment, the undersigned severally waives and releases the City from any and all claims, demands, actions or causes of action of every kind and nature for damages to their real estate arising out of, resulting from, or incidental to the said boundary line adjustment.

Signature of Property Owner(s)

Property Owner Signature

Date

Property Owner Signature

Date

Mailing Address: City of Menahga 15 2nd St NE, Menahga, MN 56464

115 2nd Street NE
Menahga, MN 56464
Ph: 1-218-564-4557

APP # _____
Date _____
Fee _____
Check# _____

CITY OF MENAHGA
REZONING APPLICATION

APPLICATION:

- A. Applicant shall complete Application and submit to the City.
- B. All applications must be submitted **30 days** prior to the date in which applicant wishes to be heard.
- C. The fee shall be paid by the applicant at the time of application, rezone fee \$300.

REVIEW:

- A. Staff shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant will be notified where additional information is needed.
- B. After receipt of a completed Application and supporting documents, staff shall schedule a public hearing, if required, date on the City Council's agenda for the earliest possible opening. Applicant will be notified by mail or email of the date and time of the public hearing.
- C. Staff will prepare a staff report on the application.
- D. The Fee Schedule is based on average processing and review costs for all applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the city may need to obtain in reviewing permits.

ACTION:

- A. The City shall hold a public hearing on the application.
- B. The City shall consider the request.

CITY OF MENAUGA
REZONING APPLICATION

Name of Applicant _____ Phone _____

Property Address (E911#) _____

Mailing Address _____ E-mail _____
(if different than above)

City, State, Zip _____

Applicant is:		Title Holder of Property <i>(if other than applicant)</i>
Legal Owner	<input type="checkbox"/>	_____
Contract Buyer	<input type="checkbox"/>	(Name)
Option Holder	<input type="checkbox"/>	_____
Agent	<input type="checkbox"/>	(Address)
Other _____		_____
		(City, State, Zip)

Location of property involved in this request:

Property ID # _____ Zoning District _____
(# on tax statement)

Nature of request (select only one):
Rezoning Proposed New Zoning District _____

Additional Information you wish to provide:

Signature of Owner & Date, authorizing application (required): _____
By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant & Date, (if different than owner): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

CHECKLIST

- _____ Completed application, signed by property owner
- _____ Fee
- _____ All current City charges paid
- _____ Site plan with the minimum information outlined in the Ordinance (unless waived by zoning Administrator):

CONTACT INFORMATION

City of Menahga
115 2nd Street NE
Menahga, MN 56464
Ph: 1-218-564-4557

**CITY OF MENAUGA
LOT SPLIT APPLICATION**

Name of Applicant _____ Phone _____

Property Address (E911#) _____

Mailing Address _____ E-mail _____

(if different than above)

City, State, Zip _____

Applicant is:

Legal Owner

Contract Buyer

Option Holder

Agent

Other _____

Title Holder of Property *(if other than applicant)*

(Name)

(Address)

(City, State, Zip)

Location of property involved in this request:

Property ID # _____ Zoning District _____
(# on tax statement)

Nature of request:

Subdivision -Metes and Bounds ()

Additional Information you wish to provide:

Signature of Owner & Date, authorizing application (required): _____
By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant & Date, (if different than owner): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

115 2nd Street NE
Menahga, MN 56464
Ph: 1-218-564-4557

APP # _____
Date _____
Fee _____
Check# _____

CITY OF MENAHGA
LOT SPLIT APPLICATION

APPLICATION:

- A. Applicant shall complete Application and submit to the City.
- B. The fee shall be paid by the applicant at the time of application, lot split \$100.

REVIEW:

- A. Staff shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant will be notified where additional information is needed.

ACTION:

- A. Review for compliance with the local ordinance(s)
- B. If approved, staff will draft an approval letter.
- C. Applicant shall file all paperwork and certificate of survey with County recorders office.

CHECKLIST

- _____ Completed application, signed by property owner
- _____ Fee
- _____ All current City charges paid
- _____ Survey with Legal Description
- _____ Site plan with the minimum information outlined in the Ordinance (unless waived by zoning Administrator):

CONTACT INFORMATION

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APP # _____
Date _____
Fee _____
Check# _____

APPLICATION PROCEDURES FOR PLAT APPROVAL

Note: Please call for an appointment before dividing any tract of land into four (4) or more lots or parcels.

PROCEDURE:

- _____ 1. Meet with City staff regarding development and platting proposal to include the following items;
- | | |
|-----------------------------------|-------------------------------------|
| 1. Availability of services | 7. Trunk highway requirements |
| 2. Topographic features | 8. Notice to other jurisdictions |
| 3. Street pattern and standards | 9. Storm water run-off requirements |
| 4. Proposed timing of development | 10. Proof of ownership |
| 5. Lot location | 11. Underlying plats on property |
| 6. Park dedication requirements | 12. Developer's Agreement |

_____ 2. Following such informal review and consultation, the subdivider may contract with a Minnesota Licensed Surveyor to develop the preliminary plat, utilizing sketch plat review considerations.

_____ 3. Complete this application, with *all* submittal requirements listed on the checklist included with the application. The Zoning Administrator will not accept incomplete applications. Other information may be required that is not listed on the checklist in order to make a proper evaluation of the request. The complete plat, application and other required information must be submitted by the first week of the month for a public hearing to be scheduled the second week of the following month. The application will be stamped, officially filed and a public hearing date will be established when the preliminary plat application is accepted as complete.

_____ 4. The owner or subdivider shall submit Six full-size copies of the preliminary plat. The size of map shall not be less than twenty two inches (22") by thirty two inches (32"). Submit one additional copy of plans and graphics on 11 inch by 17 inch paper.

_____ 5. The platting fee is four hundred dollars (\$400.00)

_____ 6. A fee is required if the subdivider requests that any existing special assessments which have been levied against the premises described in the subdivision be divided and allocated to the respective lots in the subdivision plat. The City Assessor shall estimate the clerical cost of preparing the revised assessment roll, filing the same with the county auditor, and making such division and allocation, and upon approval by the council of such estimated cost, the same shall be paid to the City Treasurer, in addition to the cost for platting/subdivision application of this subdivision, to cover the cost of preparing and filing such revised assessment.

_____ 7. An up-to-date certified abstract of title or torrens certificate of title and such other evidence as the city attorney may require showing title or control of the proposed subdivision. The submittal shall be updated within 30 days of submission.

_____8. The subdivider must contact the Morrison Soil and Water Conservation District to determine if there are any wetland issues with the proposed subdivision. Any delineated wetlands shall be shown on the plat.

_____9. A Developers Agreement is required and shall be executed by both parties and any lien holders and/or proposed lien holders. The Developers Agreement shall be submitted to the Planning Commission within fifteen (15) days from the date the preliminary plat is officially accepted. A performance bond, or escrow deposit is required and may be posted in the name of the City to ensure that all required improvements are constructed.

_____10. City staff will submit a copy of the preliminary plat to the City Engineer for his examination and report. Copies of the report will be given to city staff to present to the Planning Commission prior to the public hearing.

_____11. Where applicable as to location, City staff will submit a copy of the preliminary plat to the Commissioner of Transportation. The Commissioner of Transportation shall submit written comments before final action on the preliminary plat.

_____12. The Planning Commission will conduct a public hearing and make a recommendation for denial or conditional approval to the City Council within sixty (60) days except in cases where the applicant/subdivider requests additional time to amend the plat.

_____13. The City Council shall act on the preliminary plat within one hundred twenty (120) days of the date on which the preliminary plat was officially filed. The preliminary plat must be approved if it meets the applicable zoning standards unless the municipality adopts written findings based on a record from the public proceeding why the application shall not be approved.

_____14. If the preliminary plat is approved, such approval shall not constitute final acceptance of the subdivision. The owner or subdivider shall file six (6) full-size copies twenty two inch by thirty four inch (22" x 34") and two (2) eleven inch by seventeen inch (11" x 17") copies of the final plat with the Administrator, no later than six (6) months after the date of approval of the preliminary plat by the Council, otherwise the preliminary plat and the final plat will be considered void, unless an extension is requested in writing by the subdivider for good cause and is granted by the City Council. The final plat borders and hard shell requirements are described in Section 12.02, Subd. 3(G) of the Subdivision Ordinance. The City Engineer shall receive one of these copies for approval.

_____15. The final plat will have incorporated all changes or modifications approved in the preliminary plat, and otherwise conform to the preliminary plat. The Zoning Administrator will also examine the final plat for proper form before the plat is considered to be officially filed.

_____16. A plat shall contain a certification by the proper County official that there are no delinquent taxes owed and that the current year's payable taxes have been paid in accordance with Minnesota Statutes, Section 272.12.

_____17. The subdivider is responsible to obtain all required signatures on the final mylars before the Final Plat is submitted for recording at the Cass County Recorder's Office with any covenants. The Final Plat must be recorded with the County Register of Deeds or Registrar of Titles within six (6) months of receiving approval of the City Council; otherwise, the approval of the final plat shall be considered void.

PRELIMINARY PLAT SUBMITTAL CHECKLIST All

subdivision maps shall be drawn at a scale not smaller than one inch (1") equals one hundred feet (100'), and prepared by a surveyor registered in the State of Minnesota.

1. The preliminary plat shall contain or have attached thereto the following information:

A. Identification and Description.

- Proposed name of subdivision, which shall not duplicate or be similar in pronunciation to the name of any previously recorded in the County
- Legal description of property to be platted.
- Names and address of the owner, subdivider, contract –for- deed vendors, mortgage holder of record, surveyor and designer of the plan
- North point
- Date of preparation

B. Existing Conditions.

- Boundary line of proposed subdivision, clearly indicated.
- Existing zoning classification
- Total approximate acreage
- Location, width, and name of every existing or previously platted street or other public way, showing type, width and condition of improvements, if any.
- Railroad and utility right-of-way
- Parks and other public open spaces
- Permanent buildings and structures
- Significant historical sites
- Wetlands, shoreland area (current, professional delineation of all wetlands within the plat required)
- Easements
- Section lines and corporate lines within the proposed subdivision and within a distance of 100 feet beyond the tract
- Location and size of existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of 100 feet beyond the tract. Such data as grades, invert elevations and locations of catch basins, manholes, and hydrants shall also be shown.
- Boundary lines of adjoining unsubdivided lands within 100 feet, identified by name and ownership.
- Topographic data, out to 300 feet beyond the boundaries of the proposed plat including contours at vertical intervals of not more than 2 feet. Where horizontal contour interval is 100 feet or more, a 1-foot vertical interval shall be shown. Water courses, marshes, wetlands, wooded areas, rock outcrops, power transmission poles and lines, bluffs and other significant features shall also be shown.
- Proposed Green Space shown on plat. Tree and shrubbery locations and anticipated vegetation alterations.

C. Subdivision Design Features.

- Layout of proposed streets, showing right-of-way widths and proposed names of streets. The name of any street already used in the City shall not be used, unless the proposed street is an extension of an already named street, in which event the name shall also be shown.
- Location and widths of proposed alleys, pedestrian walkways, and utility, drainage, and public way easements.
- Typical cross sections of proposed street and alley improvements, and method of disposing of proposed storm water run-off
- Approximate centerline gradients of proposed streets and alleys, and location, size and approximate gradient of proposed sewer lines and water mains, drawn to scale the same way as existing data.
- Layout, numbers and preliminary dimensions of lots and blocks.
- Building/structure setback lines from streets and lot lines, indicating dimensions, and from the Ordinary High Water Mark.
- Other areas intended to be dedicated or preserved for public use, including their size in acres,

D. Other Information.

- Statement of the proposed use of lots so as to reveal the effect of the development on traffic, fire hazards or congestion of population.
- Proposed protective covenants.
- Source of water supply.
- Provisions for sewage disposal, drainage, and flood control.
- Storm water retention plan. This plan shall be engineered so that the plat shall retain the storm water run-off of 10-year rain event if said plat is served by storm sewer or other city-maintained system.
- Any additional information required by the Zoning Administrator, the Planning Commission, or City staff called upon to render opinions on any part of the proposed preliminary plat.

FINAL PLAT SUBMITTAL CHECKLIST

1. Information to be shown on the final plat:

- Accurate angular and lineal dimensions for all lines, angles and curvatures used to describe boundaries, streets, alleys, easements, areas reserved for public use, and other important features. Dimensions of lot lines shall be shown in feet and hundredths of a foot.
- An identification system for all lots and blocks.
- True angles and distances to the nearest established official monuments (not less than three) which shall be accurately described in the plat.
- Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and angles.
- Radii, internal angles, point and curvatures, tangent bearings and lengths of all arcs.
- Accurate locations of all monuments.
- Accurate outlines and legal description of any areas to be dedicated or reserved for public use, or for the exclusive use of property owners in the subdivision with the purposes indicated therein.
- Certification by a registered surveyor in the form required by Minnesota Statutes, Section 505.03
- Execution by all owners of any interest in the land and any holders of a mortgage thereon of the certificate required by Minnesota Statutes, Section 505.03, and which certificate shall include a dedication of the utility easements and any other public areas in such form as shall be approved by the City Attorney.
- Certification by the proper county official that there are no delinquent taxes owed and the current year's payable taxes have been paid.
- Form of approval by City and County authorities as required by law.

APPLICATION FOR SUBDIVISION

Fee Paid _____ Date Filed _____ Receipt Number _____

Name of Applicant: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Title Holder(s) (if different than applicant)

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Street Address of Property: _____

Legal Description of Property: _____

Parcel Identification Number: _____ Zoning District: _____

Existing Use of Property: _____

Existing Use and Zoning of the Surrounding Area (350 feet): _____

Rezoning Requested? _____ If so, to what zoning district? _____ (Petition to re-zone must be submitted when preliminary plat is filed.)

Variance Requested? _____ (If so, application must be submitted when preliminary plat is filed)

Number of Lots: _____ Total acreage or sq. feet of property to be divided: _____

Describe how the land will be developed: (Statement of the proposed use of lots stating type of residential buildings with number of proposed dwelling units; type of business or industry so as to reveal the effect of the development on traffic, fire hazards or congestion of population): _____

Name of Land Surveyor for Project: _____

Address of Land Surveyor: _____
_____ Phone: _____

Applicant Signature: _____ Date: _____

I am the legal fee owner(s) of the property described on this application and I consent to this application :

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Date Complete Application was received and approved by Zoning Administrator: _____

Approved: _____ Denied: _____ by Planning Commission on: _____
Date

Approved: _____ Denied: _____ by the City Council on: _____
Date

CITY OF MENAUGA
CONDITIONAL USE PERMIT APPLICATION

Please read the Conditional Use Permit application in its entirety before submitting the application. Applications must be submitted 30 days before the Planning Commission meeting. The full Land Use Ordinance is available at City Hall and online.

WHAT IS A CONDITIONAL USE PERMIT?

A Conditional Use Permit is a land use or development that would not be appropriate without restrictions but may be allowed with or without restrictions of conditions as determined by the Planning Commission. The Planning and Zoning Commission must determine if the following requirements are met when reviewing a Conditional Use Permit Application:

1. The use or development is an appropriate conditional use in the land use zone.
2. The use or development, with conditions, conforms to the Comprehensive Land Use Plan (if applicable).
3. The use with conditions is compatible with the existing neighborhood.
4. The use with conditions would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the City.

The Planning Commission must also consider the following questions when reviewing the Conditional Use Permit Application:

1. The conditional use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose permitted on that property, nor substantially diminish or impair values in the immediate vicinity.
2. The conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
3. The conditional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
4. The conditional use will have vehicular approaches to the property which are so designed as not to create traffic congestion or an indifference with traffic on surrounding public thoroughfares.
5. Adequate measures have been taken to provide sufficient off-street parking and loading space to serve the proposed use.
6. Adequate measures have been taken or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so none of these will constitute a nuisance and to control lights and signs in such a manner, that no disturbance to neighboring properties will result.
7. The conditional use will not result in the destruction, loss or damage of a natural, scenic or historical feature of major significance.
8. The conditional use will promote the prevention and control of pollution of the ground and surface waters including sedimentation and control of nutrients.

APPLICATION:

- A. Applicant shall complete Conditional Use Permit Application provided by the Zoning Administrator and submit to the Zoning Administrator **30** days prior to scheduling Public Hearing.
- B. Application shall be accompanied by a Site Plan Drawing complete with, as a minimum, the information from the Conditional Use Permit Checklist. Application shall be accompanied by the application fee of \$300.
- C. The recording fee will be returned if the application is denied. **This fee does not cover the Land Use Permit, which must be filed separately, if necessary.**

REVIEW:

- A. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant shall be notified within ten days if additional information is required to complete the application.
- B. After receipt of a completed Conditional Use Permit Application and supporting documents, the Zoning Administrator shall schedule a Public Hearing date on the Planning Commission's agenda for the earliest possible opening. Applicant will be notified by mail of the date and time of the Public Hearing.
- C. City Staff will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall approximately one week prior to the scheduled meeting date.
- D. The City Fee Schedule is based on average processing and review costs for all applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on any application and/or hold the release of such permits until all fees are paid.

ACTION:

- A. The Planning Commission shall hold a Public Hearing on the Conditional Use Permit Application.
- B. At the conclusion of the Public Hearing, and after consideration of the testimony presented, the Planning Commission shall make a decision on the application. The application can be approved, denied, or tabled in order to gather additional information.
- C. Appeals of the Planning Commission decision are made to the City Council.

APP # _____
Date _____
Fee _____
(for office use only)

CITY OF MENAHGA
CONDITIONAL USE PERMIT APPLICATION

Name of Applicant _____ Phone _____

Property Address (E911#) _____ Local Phone _____

Mailing Address _____ E-mail _____
(if different than above)

City, State, Zip _____

Applicant is:		Title Holder of Property : <i>(if other than applicant)</i>
Legal Owner	()	_____
Contract Buyer	()	(Name)
Option Holder	()	_____
Agent	()	(Address)
Other _____		_____
		(City, State, Zip)

Signature of Owner, authorizing application (required): _____
 (By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____
 (By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Property ID # (15 digit # on Tax Statement) _____

Zoning District _____, Lake Name (if applicable) _____

What are you proposing for the property? State nature of request in detail:

What changes (if any) are you proposing to make to this site?

Building: _____

Landscaping: _____

Parking/Signs: _____

The applicant should be prepared at the Public Hearing to discuss the following issues by explaining how the proposed Conditional Use will cause no significant adverse effects. Please complete all the following questions:

- (1) Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is no impact, explain why.

- (2) Describe character of the area and the existing patterns and uses of development in the area. How is this proposal consistent with those patterns and uses?

- (3) Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Describe if additional facilities will be required.

- (4) Describe the impact on the character of the neighborhood in which the property is located.

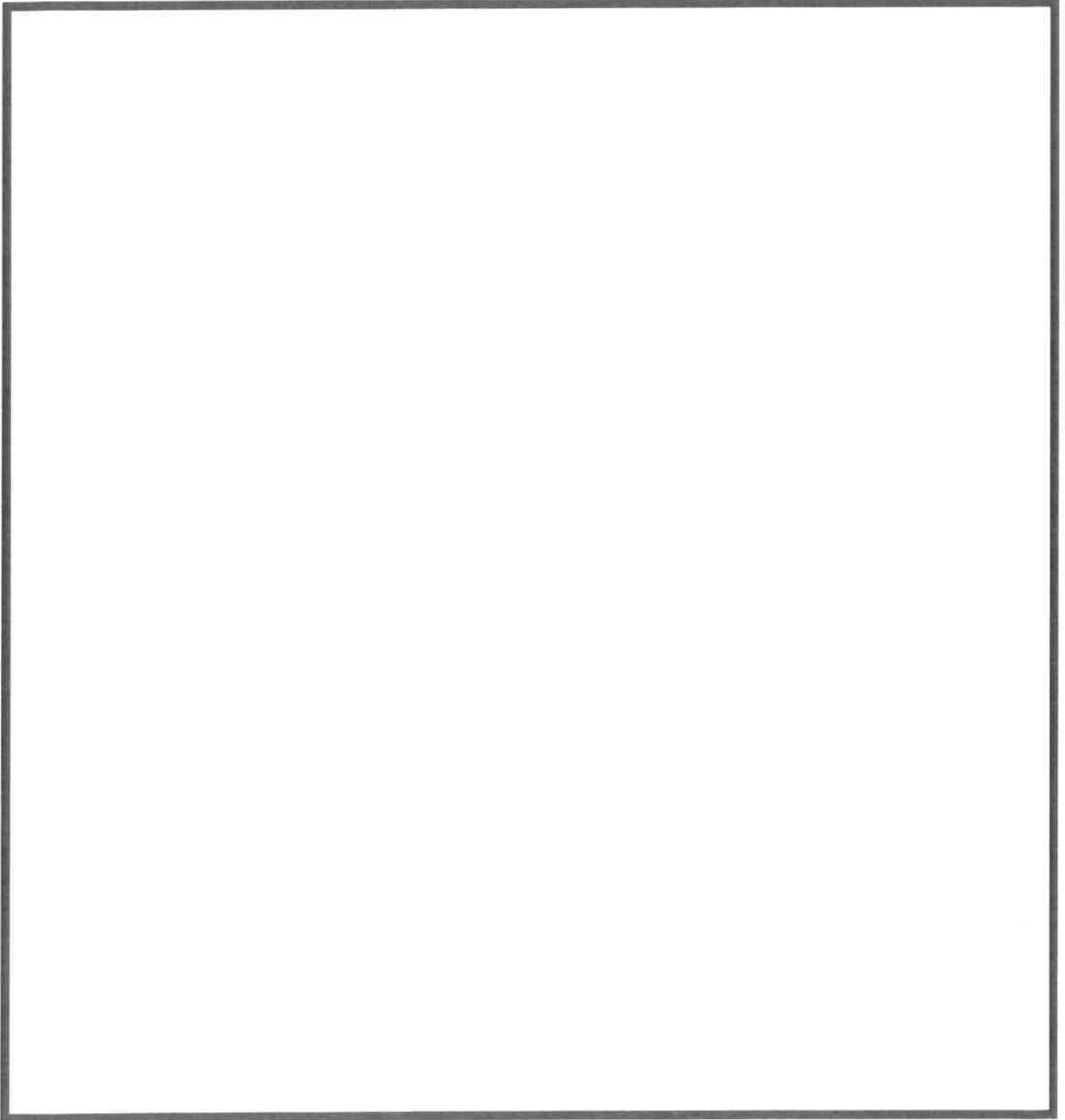
- (5) Describe the impact to traffic on roads and highways in the vicinity, and expected traffic generated by this application. Is there adequate parking available to accommodate the proposal?

- (6) Discuss any environmental limitations of the site or area.

Site Plan



Include: Property lines, water features, existing and proposed structures, septic systems, wells and roads. Include all setbacks to features



CONDITIONAL USE PERMIT APPLICATION CHECKLIST

- _____ Completed application, including signature of property owner
- _____ All current City charges paid
- _____ No outstanding violations
- _____ Site Plan
- _____ Legal Description of Site (can be located on most property tax statements)
- _____ Size of parcel and dimensions
- _____ All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
- _____ All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
- _____ Location on the parcel of existing and proposed sewage treatment systems (SSTS) and wells and their distance from property lines, structures and each other
- _____ Existing and/or proposed square footage of the driveway (gravel and/or paved), access roads, parking, sidewalks
- _____ Proposed landscaping and screening plans (if applicable)
- _____ Proposed Drainage Plan (if applicable)
- _____ Location of the subject property (a copy of the tax map can be used)
- _____ Name of record owner/title holder of property
- _____ Approximate location of existing and proposed water courses, wooded areas, and other significant physical features
- _____ Approximate location of any proposed signs

** Under certain circumstances, the Planning Commission may require a professionally prepared property survey, stormwater management plan, and/ or landscaping plan.*

CITY OF MENAHGA OFFICE CONTACT INFORMATION

City of Menahga
115 2nd St NE,
Menahga, MN 56464
(218) 564-4557

Council Action Request Form



CITY OF MENAHGA
"The Gateway to the Pines"

115 2nd St NE - PO Box C
 Menahga, MN 56464
 218-564-4557
 www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
--	--

Regarding: Water and Sewer Connections for Multi-Family Dwellings

Date of Meeting: 12-5-22 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting: Jensine Kurtti

Background Supporting Documentation Enclosed

The Planning and Zoning Commission recommends that a criteria be established regarding water and sewer connections for Multi-Family Dwellings, as there has been several of these type of units being built. The attached criteria has been approved by Public Works Director, Ron Yliniemi.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the Water and Sewer Connections for Multi-Family Dwellings criteria effective immediately.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
<input type="checkbox"/> Failed	<input type="checkbox"/> Keranen	<input type="checkbox"/> Keranen
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold

Signatures

Water Service Connections on Multi-Family Dwellings

Recently we have been receiving requests for permits for Multi-Family Dwellings, this type of housing is not only cost effective, but is allowed in all our Residential Districts. The R-1 District allows one to four dwelling units and the R-2 District allows 3 or more dwelling units (no maximum).

The question that has come up, is how many Water Services this type of housing requires. The Menahga City Ordinance 50.15 (B) states Supply from one service: No more than one house or building shall be supplied from one service connection, **except by special permission of the Council.**

I think that it would be much more beneficial and time saving to have a criteria in place, as to how these properties are to be handled.

- **Duplex (One Owner) – Owner occupied in one unit – Separate Service Line and Meter**
- **Four-Plex (One Owner) – Owner occupied in one unit – Separate Service Line and Meter**
- **Duplex (One Owner) – Non-Owner occupied, Rental – Separate Service Line and Meter**
- **Four-Plex (One Owner) – Non-Owner occupied, Rental – Separate Service Line and Meter**
- **Five units or more (Apartment Buildings) One Owner – Separate Service Line and Meter**
- **Townhouses – Separate Owners - Separate Curb Stop, Service Line and Meter.**
- **Twin Homes – Separate Owners - Separate Curb Stop, Service Line and Meter.**

The term “Water Service” also needs to be defined. Does this mean “Curb Stop/Stop Box” and water meter, or just separate meters off one Curb Stop? In most cases if the street is tarred in front of the parcel that is being built on, adding a Curb Stop will require digging up the street. If only a separate meter is required, that can be accomplished with minimal disturbance to the street.

I feel that due to the limited space available for housing in the City of Menahga, we are going to see more multi-family dwelling units’ style of housing. This is not only cost effective for the developer, but also a benefit to the City, as it does not require new infrastructure to be installed.

It should be noted that existing “One owner building, with one service” can not be separated and sold individually without having separate Curb Stops and Water Meters installed.

The Curb Stop is the connection off the main pipe, and the Service Line runs from the Curb Stop to the building (meter). Most Service Lines are 1 inch, but larger lines are placed in places of anticipated large water usage. Recommended pressure levels (PSI) should be monitored by the owner/builder for adequate water flow, if large water usage is anticipated.

It is the Builder/Landowners responsibility from the Main Curb Stop to their building. All installations must be done by a licensed installer and approved by the City of Menahga Public Works Director/Employee prior to and during installation.

Council Action Request Form



CITY OF MENAHGA
"The Gateway to the Pine"

115 2nd St NE - PO Box C
 Menahga, MN 56464
 218-564-4557
 www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
--	--

Regarding: Zoning District name change from Agricultural Residential to Rural Residential.

Date of Meeting: 12-5-22 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting: Jensine Kurtti

Background Supporting Documentation Enclosed

The Planning and Zoning Commission recommends a name change regarding the City of Menahga Zoning Districts. The change will be in name only to be more uniform with zoning classifications used in other cities. The proposed name change was recommended by Jake Huebsch from Sourcewell. The existing classification is Agricultural Residential (A-R) and the change would be to Rural Residential (R-R).

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the name change for the zoning classification from Agricultural Residential to Rural Residential.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
<input type="checkbox"/> Failed	<input type="checkbox"/> Keranen	<input type="checkbox"/> Keranen
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold

Signatures

2023 CITY OF MENAHGA PRELIMINARY BUDGET

Account	Account Descr	2020 Amt	2021 Amt	2022YTD Amt	2023Budget	BUDGET NEW	CHANGE
WATER FUND							
E 601-49400-101	E 601-49400-101 Salaries	\$36,873.35	\$38,856.05	\$28,896.34	\$71,973.57		
E 601-49400-103	E 601-49400-103 Part-time Salaries	\$10,795.12	\$13,403.68	\$7,993.65			
E 601-49400-104	E 601-49400-104 Admin Salaries	\$0.00	\$0.00	\$0.00	\$7,767.11		
E 601-49400-121	E 601-49400-121 PERA	(\$20.61)	\$836.43	\$2,766.79	\$5,980.55		
E 601-49400-122	E 601-49400-122 Social Security	\$2,850.56	\$3,156.33	\$2,270.50	\$4,943.92		
E 601-49400-128	E 601-49400-128 Medicare	\$666.76	\$738.22	\$531.00	\$1,156.24		
E 601-49400-131	E 601-49400-131 Employer Paid Health	\$9,196.26	\$10,507.14	\$8,386.29	\$22,507.54		
E 601-49400-132	E 601-49400-132 Employer Paid HSA	\$0.00	\$0.00	\$1,483.84	\$2,756.25		
E 601-49400-134	E 601-49400-134 Employer Paid Life	\$61.05	\$6.00	\$16.95	\$86.40		
E 601-49400-136	E 601-49400-136 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$460.36		
E 601-49400-156	E 601-49400-156 State Water Testing Fee	\$0.00	\$5,497.53	\$0.00	\$5,500.00		
E 601-49400-210	E 601-49400-210 Operating Supplies	\$22,175.45	\$19,263.99	\$21,965.32	\$20,000.00		
E 601-49400-212	E 601-49400-212 Motor Fuels & Lubricants	\$0.00	\$0.00	\$1,921.84	\$2,500.00		
E 601-49400-220	E 601-49400-220 Repair & Maintenance	\$16,975.83	\$12,453.13	\$23,641.56	\$20,000.00		
E 601-49400-301	E 601-49400-301 Auditing Services	\$4,380.00	\$5,500.00	\$0.00	\$5,000.00		
E 601-49400-304	E 601-49400-304 Legal Services	\$0.00	\$0.00	\$2,154.42	\$2,500.00		
E 601-49400-305	E 601-49400-305 Professional Services	\$1,877.08	\$2,416.49	\$3,874.92	\$6,000.00		
E 601-49400-309	E 601-49400-309 Computer Support Services	\$0.00	\$1,087.50	\$2,041.44	\$2,500.00		
E 601-49400-312	E 601-49400-312 Contracted Maintenance	\$0.00	\$0.00	\$0.00	\$57,275.00		
E 601-49400-321	E 601-49400-321 Telephone/Fax/Internet	\$463.30	\$583.57	\$969.77	\$1,000.00		
E 601-49400-322	E 601-49400-322 Postage	\$1,299.98	\$1,279.49	\$1,009.77	\$1,200.00		
E 601-49400-331	E 601-49400-331 Travel & Conference	\$1,800.10	\$1,189.18	\$0.00	\$1,000.00		
E 601-49400-350	E 601-49400-350 Printing & Publishing	\$1,149.75	\$1,102.50	\$2,109.46	\$1,500.00		
E 601-49400-361	E 601-49400-361 General Liability Ins	\$2,814.97	\$400.64	\$450.00	\$450.00		
E 601-49400-362	E 601-49400-362 Property Insurance	\$2,720.64	\$2,074.00	\$4,527.00	\$4,500.00		
E 601-49400-363	E 601-49400-363 Automotive Insurance	\$850.83	\$227.75	\$89.67	\$90.00		
E 601-49400-367	E 601-49400-367 Workers Compensation	\$3,886.89	\$4,790.33	\$4,001.30	\$7,001.00		
E 601-49400-381	E 601-49400-381 Electric Utilities	\$16,979.92	\$18,795.87	\$18,456.26	\$19,500.00		
E 601-49400-420	E 601-49400-420 Depreciation Expense	\$241,395.98	\$240,523.31	\$0.00	\$240,500.00		
E 601-49400-430	E 601-49400-430 Miscellaneous Expense	\$493.68	\$159.75	(\$3.08)	\$0.00		
E 601-49400-433	E 601-49400-433 Dues and Subscriptions	\$2,229.72	\$534.60	\$3,296.90	\$3,500.00		
E 601-49400-437	E 601-49400-437 Licenses & Permits	\$3,730.85	\$325.15	\$344.20	\$350.00		
E 601-49400-440	E 601-49400-440 Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00		
E 601-49400-500	E 601-49400-500 Capital Outlay	\$0.00	\$2,500.00	\$16,799.13			
E 601-49400-600	E 601-49400-600 Principal	\$169.70	\$0.00	\$0.00			
E 601-49400-604	E 601-49400-604 2015 G.O. Water Rev Note	\$0.00	\$0.00	\$1,075.00			
E 601-49400-610	E 601-49400-610 Interest	\$0.00	\$0.00	\$0.00			
E 601-49410-350	E 601-49410-350 Printing & Publishing	\$0.00	\$0.00	\$462.00			

2023 CITY OF MENA HGA PRELIMINARY BUDGET

Account	Account Descr	2020 Amt	2021 Amt	2022 YTD Amt	2023 Budget	BUDGET NEW	CHANGE
E 601-49420-600	E 601-49420-600 Principal	\$2,430.00	\$1,145.00	\$14,000.00	\$15,000.00		
E 601-49420-610	E 601-49420-610 Interest	\$0.00	\$777.00	\$1,075.00	\$2,010.00		
E 601-49451-302	E 601-49451-302 Construction Expense	\$0.00	\$0.00	\$0.00			
E 601-49451-303	E 601-49451-303 Engineering Fees	\$0.00	\$0.00	\$0.00			
E 601-49451-305	E 601-49451-305 Professional Services	\$0.00	\$0.00	\$0.00			
E 601-49451-350	E 601-49451-350 Printing & Publishing	\$0.00	\$0.00	\$0.00			
E 601-49451-437	E 601-49451-437 Licenses & Permits	\$0.00	\$0.00	\$0.00			
E 601-49451-600	E 601-49451-600 Principle				\$10,500.00		REVENUE
E 601-49451-610	E 601-49451-610 Interest				\$7,646.00		\$231,853
					\$554,653.94		554,654
							(\$322,801)
SEWER							
E 602-49450-101	E 602-49450-101 Salaries	\$37,882.10	\$40,870.69	\$29,234.19	\$61,479		
E 602-49450-103	E 602-49450-103 Part-time Salaries	\$10,666.79	\$13,403.22	\$7,993.52	\$0		
E 602-49450-104	E 602-49450-104 Admin Salaries	\$0.00	\$0.00	\$0.00	\$7,767		
E 602-49450-121	E 602-49450-121 PERA	(\$1,086.97)	\$4,358.46	\$2,792.04	\$3,975		
E 602-49450-122	E 602-49450-122 Social Security	\$2,861.80	\$3,293.77	\$2,290.10	\$3,640		
E 602-49450-128	E 602-49450-128 Medicare	\$669.03	\$770.38	\$535.58	\$851		
E 602-49450-131	E 602-49450-131 Employer Paid Health	\$26,661.89	\$26,751.37	\$9,734.01	\$18,605		
E 602-49450-132	E 602-49450-132 Employer Paid HSA	\$0.00	\$0.00	\$1,483.84	\$2,056		
E 602-49450-134	E 602-49450-134 Employer Paid Life	\$61.05	\$6.00	\$16.95	\$86		
E 602-49450-136	E 602-49450-136 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$381		
E 602-49450-210	E 602-49450-210 Operating Supplies	\$21,577.65	\$11,536.42	\$9,136.60	\$11,421		
E 602-49450-212	E 602-49450-212 Motor Fuels & Lubricants	\$0.00	\$22.06	\$2,259.30	\$2,824		
E 602-49450-220	E 602-49450-220 Repair & Maintenance	\$57,305.71	\$51,804.95	\$33,151.69	\$41,440		
E 602-49450-225	E 602-49450-225 Safety Equipment	\$173.85	\$0.00	\$21.24	\$27		
E 602-49450-301	E 602-49450-301 Auditing Services	\$4,380.00	\$5,500.00	\$0.00	\$0		
E 602-49450-304	E 602-49450-304 Legal Services	\$0.00	\$0.00	\$165.00	\$206		
E 602-49450-305	E 602-49450-305 Professional Services	\$1,318.88	\$2,325.21	\$869.48	\$1,087		
E 602-49450-309	E 602-49450-309 Computer Support Services	\$0.00	\$1,682.50	\$2,041.44	\$2,552		
E 602-49450-321	E 602-49450-321 Telephone/Fax/Internet	\$464.91	\$497.48	\$599.54	\$749		
E 602-49450-322	E 602-49450-322 Postage	\$1,255.69	\$1,136.44	\$915.98	\$1,145		
E 602-49450-331	E 602-49450-331 Travel & Conference	\$938.89	\$250.00	\$0.00	\$0		
E 602-49450-350	E 602-49450-350 Printing & Publishing	\$115.50	\$0.00	\$734.46	\$918		
E 602-49450-361	E 602-49450-361 General Liability Ins	\$2,814.97	\$400.64	\$450.00	\$563		
E 602-49450-362	E 602-49450-362 Property Insurance	\$4,650.14	\$4,586.00	\$7,109.00	\$8,886		
E 602-49450-363	E 602-49450-363 Automotive Insurance	\$162.34	\$237.75	\$99.67	\$125		
E 602-49450-365	E 602-49450-365 Errors & Omissions Ins	\$1,815.00	\$0.00	\$1,634.00	\$2,043		
E 602-49450-367	E 602-49450-367 Workers Compensation	\$5,789.27	\$5,365.33	\$4,481.59	\$5,602		

2023 CITY OF MENA HGA PRELIMINARY BUDGET

Account	Account Descr	2020 Amt	2021 Amt	2022 YTD Amt	2023 Budget	Budget New	Change
E 609-49750-309	E 609-49750-309 Computer Support Services	\$335.53	\$8.58	\$1,009.72	\$1,212		
E 609-49750-321	E 609-49750-321 Telephone/Fax/Internet	\$1,658.41	\$822.24	\$791.74	\$950		
E 609-49750-331	E 609-49750-331 Travel & Conference	\$0.00	\$0.00	\$0.00	\$0		
E 609-49750-333	E 609-49750-333 Freight	\$2,709.70	\$1,643.08	\$3,401.62	\$4,082		
E 609-49750-340	E 609-49750-340 Advertising	\$671.93	\$969.00	\$708.50	\$850		
E 609-49750-350	E 609-49750-350 Printing & Publishing	\$0.00	\$24.75	\$0.00	\$0		
E 609-49750-361	E 609-49750-361 General Liability Ins	\$6,468.77	\$300.62	\$400.00	\$480		
E 609-49750-362	E 609-49750-362 Property Insurance	\$961.50	\$1,916.50	\$1,373.84	\$1,649		
E 609-49750-364	E 609-49750-364 Dram Shop Insurance	\$0.00	\$0.00	\$2,366.50	\$2,840		
E 609-49750-365	E 609-49750-365 Errors & Omissions Ins	\$0.00	\$0.00	\$247.84	\$297		
E 609-49750-367	E 609-49750-367 Workers Compensation	\$4,155.48	\$4,851.50	\$4,052.40	\$4,863		
E 609-49750-381	E 609-49750-381 Electric Utilities	\$11,965.03	\$9,341.81	\$6,580.54	\$7,897		
E 609-49750-382	E 609-49750-382 Water/Sewer Utilities	\$0.00	\$90.02	\$371.41	\$446		
E 609-49750-383	E 609-49750-383 Gas Utilities	\$458.32	\$1,173.27	\$813.79	\$977		
E 609-49750-384	E 609-49750-384 Garbage Services	\$1,794.76	\$1,748.98	\$1,074.76	\$1,290		
E 609-49750-385	E 609-49750-385 Cable Utilities	\$378.38	\$453.66	\$372.91	\$447		
E 609-49750-386	E 609-49750-386 Cleaning Services	\$1,130.82	\$849.46	\$1,455.00	\$1,746		
E 609-49750-419	E 609-49750-419 Equipment Lease	\$2,532.47	\$3,025.85	\$1,159.06	\$1,391		
E 609-49750-420	E 609-49750-420 Depreciation Expense	\$8,789.05	\$7,394.63	\$0.00	\$0		
E 609-49750-430	E 609-49750-430 Miscellaneous Expense	\$0.00	\$1,433.35	\$3,617.32	\$4,341		
E 609-49750-431	E 609-49750-431 Cash Short	\$0.00	\$0.00	\$0.00	\$0		
E 609-49750-433	E 609-49750-433 Dues and Subscriptions	\$686.00	\$652.95	\$62.55	\$700		
E 609-49750-437	E 609-49750-437 Licenses & Permits	\$649.80	\$305.00	\$225.00	\$270		
	LIQUOR STORE- ON SALE				\$779,940		
E 609-49760-101	E 609-49760-101 Salaries	\$58,867.62	\$58,287.62	\$46,851.76	\$70,492		
E 609-49760-103	E 609-49760-103 Part-time Salaries	\$7,456.77	\$4,028.97	\$1,697.45	\$5,131		
E 609-49760-104	E 609-49760-104 Admin Salaries	\$0.00	\$0.00	\$0.00	\$1,195		
E 609-49760-105	E 609-49760-105 Unemployment	\$0.00	\$0.00	\$0.00	\$0		
E 609-49760-121	E 609-49760-121 PERA	\$4,663.75	\$3,895.03	\$3,516.56	\$5,761		
E 609-49760-122	E 609-49760-122 Social Security	\$4,097.19	\$3,872.23	\$2,989.46	\$4,762		
E 609-49760-128	E 609-49760-128 Medicare	\$958.00	\$905.48	\$698.97	\$1,114		
E 609-49760-131	E 609-49760-131 Employer Paid Health	\$17,119.25	\$14,228.12	\$11,149.60	\$13,380		
E 609-49760-132	E 609-49760-132 Employer Paid HSA	\$0.00	\$0.00	\$3,576.50	\$4,292		
E 609-49760-134	E 609-49760-134 Employer Paid Life	\$99.90	\$12.00	\$37.90	\$45		
E 609-49760-136	E 609-49760-136 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0		
E 609-49760-155	E 609-49760-155 Sales Tax	\$0.00	\$0.00	\$45.73	\$55		
E 609-49760-200	E 609-49760-200 Office Supplies	\$0.00	\$29.94	\$51.91	\$62		
E 609-49760-210	E 609-49760-210 Operating Supplies	\$7,960.33	\$6,975.50	\$4,970.41	\$5,964		
							REVENUE
							\$817,665
							\$37,724.56

2023 CITY OF MENA HGA PRELIMINARY LEVY BUDGET

Account	Account Descr	2020 Amt	2021 Amt	2022YTD Amt	2023 Budget	CHANGE	LEVY AMOUNT
GENERAL							
GOVERNMENT							
E 101-41000-101	E 101-41000-101 Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
E 101-41000-121	E 101-41000-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
E 101-41000-131	E 101-41000-131 Employer Paid Health	(\$3,066.58)	\$25.50	\$11,599.17	\$0.00	\$0.00	\$0
E 101-41000-134	E 101-41000-134 Employer Paid Life	\$161.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0
E 101-41000-158	E 101-41000-158 PERA Initiated Health	\$30,651.63	\$20,708.54	\$1,765.92	\$19,258.56	\$19,258.56	\$19,259
E 101-41000-226	E 101-41000-226 Sign Repair Materials	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
E 101-41000-310	E 101-41000-310 Other Professional Services	\$7,780.00	\$586.46	\$0.00	\$0.00	\$0.00	\$0
E 101-41000-361	E 101-41000-361 General Liability Ins	\$2,746.00	\$0.00	\$21,910.66	\$0.00	\$0.00	\$21,911
E 101-41000-362	E 101-41000-362 Property Insurance	\$946.50	\$5,156.74	\$5,470.66	\$5,580.00	\$5,580.00	\$5,672
E 101-41000-433	E 101-41000-433 Dues and Subscriptions	\$1,573.00	\$1,665.99	\$5.37	\$1,689.12	\$1,689.12	\$1,689
			\$40,751.78	\$26,527.68		(\$22,003.00)	\$48,531
MAYER & COUNCIL							
E 101-41110-101	E 101-41110-101 Salaries	\$11,790.00	\$13,370.00	\$0.00	\$12,500.00	\$12,500.00	\$12,500
E 101-41110-105	E 101-41110-105 Unemployment	\$162.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0
E 101-41110-122	E 101-41110-122 Social Security	\$730.98	\$828.96	\$0.00	\$775.00	\$775.00	\$775
E 101-41110-128	E 101-41110-128 Medicare	\$170.96	\$193.86	\$0.00	\$181.25	\$181.25	\$181
E 101-41110-331	E 101-41110-331 Travel & Conference	\$46.98	\$624.00	\$1,259.26	\$1,300.00	\$1,300.00	\$1,300
E 101-41110-350	E 101-41110-350 Printing & Publishing	\$0.00	\$68.25	\$209.00	\$70.00	\$70.00	\$70
E 101-41110-361	E 101-41110-361 General Liability Ins	\$379.35	\$751.55	\$800.00	\$816.00	\$816.00	\$827
E 101-41110-367	E 101-41110-367 Workers Compensation	\$381.00	\$106.00	\$627.98	\$640.53	\$640.53	\$827
E 101-41110-430	E 101-41110-430 Miscellaneous Expense	\$0.00	\$1,059.15	\$0.00	\$0.00	\$0.00	\$0
E 101-41110-433	E 101-41110-433 Dues and Subscriptions	\$30.00	\$40.74	\$30.00	\$753.00	\$753.00	\$753
			\$2,926.24	\$17,035.78		(\$197.47)	\$17,233
PLANNING							
COMMISSION							
E 101-41200-101	E 101-41200-101 Salaries	\$1,120.00	\$1,225.00	\$0.00	\$2,100.00	\$2,100.00	\$2,100
E 101-41200-122	E 101-41200-122 Social Security	\$0.00	\$75.93	\$0.00	\$130.20	\$130.20	\$130
E 101-41200-128	E 101-41200-128 Medicare	\$0.00	\$17.76	\$0.00	\$30.45	\$30.45	\$30
E 101-41200-331	E 101-41200-331 Travel & Conference	\$0.00	\$0.00	\$211.26	\$0.00	\$0.00	\$0
E 101-41200-340	E 101-41200-340 Advertising	\$110.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0
E 101-41200-430	E 101-41200-430 Miscellaneous Expense	\$0.00	\$0.00	\$46.00	\$0.00	\$0.00	\$0
			\$257.26	\$2,260.65		\$0.00	\$2,260.65
CITY							
ADMINISTRATION							
E 101-41400-101	E 101-41400-101 Salaries	\$158,546.63	\$193,494.91	\$157,703.05	\$175,683.04	\$175,683.04	\$168,346
E 101-41400-102	E 101-41400-102 Admin Salary In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
E 101-41400-121	E 101-41400-121 PERA	\$12,310.65	\$12,230.19	\$7,314.01	\$13,176.25	\$13,176.25	\$12,626
E 101-41400-122	E 101-41400-122 Social Security	\$9,010.13	\$10,570.10	\$9,691.16	\$10,892.35	\$10,892.35	\$10,437
E 101-41400-128	E 101-41400-128 Medicare	\$2,204.91	\$2,658.65	\$2,282.95	\$2,547.40	\$2,547.40	\$2,441
E 101-41400-131	E 101-41400-131 Employer Paid Health	\$39,755.49	\$44,214.02	\$7,424.31	\$36,703.68	\$36,703.68	\$36,704
E 101-41400-132	E 101-41400-132 Employer Paid HSA	\$0.00	\$0.00	\$3,722.50	\$4,550.00	\$4,550.00	\$4,550
E 101-41400-134	E 101-41400-134 Employer Paid Life	\$183.15	\$18.00	\$56.85	\$187.20	\$187.20	\$188
E 101-41400-136	E 101-41400-136 Employer Paid Dental	\$0.00	\$0.00	\$60.20	\$831.21	\$831.21	\$831
E 101-41400-200	E 101-41400-200 Office Supplies	\$6,515.12	\$815.90	\$3,169.29	\$2,000.00	\$2,000.00	\$2,000

2023 CITY OF MENA HGA PRELIMINARY LEVY BUDGET

Account	Account Descr	2020 Amt	2021 Amt	2022YTD Amt	2023 Budget	Budget New	Change	Levy Amount
E 101-41400-210	E 101-41400-210 Operating Supplies	\$7,410.03	\$6,437.78	\$331.25	\$0.00	\$500.		
E 101-41400-220	E 101-41400-220 Repair & Maintenance	\$420.59	\$114.67	\$0.00	\$0.00	\$0.		
E 101-41400-305	E 101-41400-305 Professional Services	\$6,156.35	\$7,722.86	\$0.00	\$0.00			
E 101-41400-313	E 101-41400-313 Economic Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		
E 101-41400-321	E 101-41400-321 Telephone/Fax/Internet	\$2,915.73	\$1,155.10	\$3,761.86	\$4,706.40	\$4,706.		
E 101-41400-322	E 101-41400-322 Postage	\$400.90	\$988.83	\$751.95	\$0.00	\$800.		
E 101-41400-331	E 101-41400-331 Travel & Conference	\$310.76	\$795.44	\$26.91	\$3,000.00	\$3,000		
E 101-41400-350	E 101-41400-350 Printing & Publishing	\$5,932.66	\$6,362.03	\$8,116.94	\$4,400.64	\$4,401		
E 101-41400-361	E 101-41400-361 General Liability Ins	\$1,935.07	\$450.93	\$500.00	\$510.00	\$501		
E 101-41400-367	E 101-41400-367 Workers Compensation	\$849.50	\$2,509.00	\$2,095.81	\$2,138.00	\$2,760		
E 101-41400-430	E 101-41400-430 Miscellaneous Expense	\$0.00	\$62.22	\$700.09	\$0.00	\$500.		
E 101-41400-433	E 101-41400-433 Dues and Subscriptions	\$799.00	\$1,322.37	\$3,397.83	\$725.00	\$725.		
E 101-41400-500	E 101-41400-500 Capital Outlay	\$8,763.00	\$0.00	\$0.00	\$0.00	\$0.		
			\$211,106.96		\$262,051.17	\$256,025		LEVY AMOUNT \$256,025
								\$6,025.82
ELECTIONS								
E 101-41410-101	E 101-41410-101 Salaries	\$2,659.00	\$0.00	\$821.25	\$0.00	\$800.		
E 101-41410-122	E 101-41410-122 Social Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		
E 101-41410-128	E 101-41410-128 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		
E 101-41410-331	E 101-41410-331 Travel & Conference	\$147.78	\$0.00	\$260.00	\$0.00	\$300.		
E 101-41410-350	E 101-41410-350 Printing & Publishing	\$681.00	\$0.00	\$0.00	\$0.00	\$0.		
E 101-41410-430	E 101-41410-430 Miscellaneous Expense	\$815.50	\$0.00	\$0.00	\$0.00	\$0.		
				\$1,081.25	\$0.00	\$1,100		LEVY AMOUNT \$1,100
								(\$1,100.00)
CONTRACTUAL								
SERVICES								
E 101-41500-301	E 101-41500-301 Auditing Services	\$5,669.90	\$49,746.72	\$12,500.00	\$18,000.00	\$18,000.		
E 101-41500-304	E 101-41500-304 Legal Services	\$37,974.65	\$22,251.76	\$85,584.17	\$25,000.00	\$25,000.		
E 101-41500-305	E 101-41500-305 Professional Services	\$6,990.98	\$2,887.50	\$1,495.00	\$0.00	\$1,495		
E 101-41500-306	E 101-41500-306 Personnel Medical Testing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.		
E 101-41500-309	E 101-41500-309 Computer Support Services	\$0.00	\$4,456.45	\$7,618.93	\$6,741.92	\$7,079.		
E 101-41500-430	E 101-41500-430 Miscellaneous Expense	\$37.99	\$0.00	\$0.00	\$0.00	\$0.		
				\$107,198.10	\$49,741.92	\$51,574.		LEVY AMOUNT \$61,574
								(\$1,832.10)
GOVERNMENT								
BUILDINGS								
E 101-41940-210	E 101-41940-210 Operating Supplies	\$64.30	\$1,514.41	\$23.96	\$0.00	\$500.		
E 101-41940-220	E 101-41940-220 Repair & Maintenance	\$7,093.86	\$19,496.98	\$2,213.43	\$0.00	\$3,000		
E 101-41940-305	E 101-41940-305 Professional Services	\$0.00	\$2,636.06	\$2,689.65	\$0.00	\$3,000.		
E 101-41940-321	E 101-41940-321 Telephone/Fax/Internet	\$736.12	\$3,345.41	\$279.00	\$0.00			
E 101-41940-325	E 101-41940-325 Internet	\$14,682.72	\$11,087.69	\$44.04	\$0.00			
E 101-41940-362	E 101-41940-362 Property Insurance	\$2,556.25	\$8,596.00	\$3,500.00	\$3,570.00	\$5,500.		
E 101-41940-381	E 101-41940-381 Electric Utilities	\$5,948.07	\$7,472.15	\$6,967.59	\$7,453.32	\$7,453.		
E 101-41940-382	E 101-41940-382 Water/Sewer Utilities	\$2,092.66	\$2,032.32	\$1,781.35	\$0.00	\$2,227.		
E 101-41940-383	E 101-41940-383 Gas Utilities	\$3,003.50	\$3,393.91	\$4,205.69	\$0.00	\$5,257.		
E 101-41940-384	E 101-41940-384 Garbage Services	\$1,255.78	\$584.73	\$657.25	\$0.00	\$822.		
E 101-41940-386	E 101-41940-386 Cleaning Services	\$633.60	\$843.20	\$1,034.04	\$0.00	\$1,300.		
E 101-41940-419	E 101-41940-419 Equipment Lease	\$2,941.04	\$5,604.21	\$1,125.85	\$0.00	\$1,407.		
E 101-41940-430	E 101-41940-430 Miscellaneous Expense	\$247.20	\$68.96	\$47.92	\$0.00	\$190.		

2023 CITY OF MENA HGA PRELIMINARY LEVY BUDGET

Account	Account Descr	2020 Amt	2021 Amt	2022YTD Amt	2023 Budget	Budget New	Change	Levy Amount
E 101-41940-433	E 101-41940-433 Dues and Subscriptions	\$215.00	\$27.24	\$0.00	\$0.00	\$0		
E 101-41940-437	E 101-41940-437 Licenses & Permits	\$10.00	\$10.00	\$0.00	\$0.00	\$0		
E 101-41940-500	E 101-41940-500 Capital Outlay	\$5,449.96	\$0.00	\$6,884.85	\$0.00	\$0		
E 101-41940-580	E 101-41940-580 Other Equipment	\$562.33	\$0.00	\$0.00	\$0.00	\$0		
			\$31,454.62	\$11,023.32	\$30,566			LEVY AMOUNT \$30,566
	POLICE							(\$19,542.68)
E 101-42110-101	E 101-42110-101 Salaries	\$186,277.56	\$189,643.96	\$153,511.76	\$202,009.26	\$202,009		
E 101-42110-103	E 101-42110-103 Part-time Salaries	\$6,758.16	\$7,494.70	\$2,026.60	\$20,000.00	\$8,000		
E 101-42110-104	E 101-42110-104 Admin Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0		
E 101-42110-121	E 101-42110-121 PERA	\$33,545.09	\$28,406.48	\$27,048.55	\$39,295.63	\$36,750		
E 101-42110-122	E 101-42110-122 Social Security	\$292.91	\$174.30	\$48.35	\$0.00	\$0		
E 101-42110-128	E 101-42110-128 Medicare	\$2,689.93	\$2,811.22	\$2,224.96	\$3,219.13	\$3,220		
E 101-42110-131	E 101-42110-131 Employer Paid Health	\$13,340.57	\$14,546.36	\$8,429.82	\$10,470.36	\$10,470		
E 101-42110-132	E 101-42110-132 Employer Paid HSA	\$0.00	\$0.00	\$3,993.63	\$3,500.00	\$3,500		
E 101-42110-134	E 101-42110-134 Employer Paid Life	\$133.20	\$150.60	\$189.45	\$216.00	\$216		
E 101-42110-136	E 101-42110-136 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$978.53	\$980		
E 101-42110-200	E 101-42110-200 Office Supplies	\$337.98	\$0.00	\$218.55	\$2,000.00	\$1,000		
E 101-42110-208	E 101-42110-208 Training and Instruction	\$3,327.73	\$0.00	\$510.00	\$5,000.00	\$4,000		
E 101-42110-210	E 101-42110-210 Operating Supplies	\$17,832.73	\$5,350.70	\$3,645.61	\$4,000.00	\$4,000		
E 101-42110-212	E 101-42110-212 Motor Fuels & Lubricants	\$7,166.29	\$11,741.19	\$2,443.48	\$8,000.00	\$10,000		
E 101-42110-217	E 101-42110-217 Uniform Allowance	\$1,250.08	\$3,380.86	\$3,798.06	\$5,000.00	\$5,000		
E 101-42110-220	E 101-42110-220 Repair & Maintenance	\$4,841.82	\$3,221.99	\$9,289.57	\$6,000.00	\$6,000		
E 101-42110-304	E 101-42110-304 Legal Services	\$11,711.86	\$11,361.08	\$21,888.93	\$13,630.00	\$13,630		
E 101-42110-305	E 101-42110-305 Professional Services	\$0.00	\$1,786.54	\$2,562.18	\$2,000.00	\$2,000		
E 101-42110-321	E 101-42110-321 Telephone/Fax/Internet	\$3,095.63	\$3,629.09	\$3,149.57	\$4,555.80	\$4,000		
E 101-42110-322	E 101-42110-322 Postage	\$625.85	\$189.25	\$123.54	\$400.00	\$400		
E 101-42110-331	E 101-42110-331 Travel & Conference	\$49.11	\$368.28	\$509.82	\$2,000.00	\$2,000		
E 101-42110-350	E 101-42110-350 Printing & Publishing	\$0.00	\$0.00	\$0.00	\$200.00	\$200		
E 101-42110-361	E 101-42110-361 General Liability Ins	\$5,974.02	\$8,004.86	\$10,342.00	\$10,548.00	\$10,550		
E 101-42110-363	E 101-42110-363 Automotive Insurance	\$2,624.50	\$5,214.00	\$5,210.00	\$5,314.20	\$5,300		
E 101-42110-367	E 101-42110-367 Workers Compensation	\$0.00	\$30,378.00	\$23,539.92	\$24,010.72	\$24,000		
E 101-42110-417	E 101-42110-417 Animal Control Costs	\$0.00	\$0.00	\$0.00	\$150.00	\$150		
E 101-42110-421	E 101-42110-421 Squad Car Equipment	\$11,192.71	\$303.75	\$479.72	\$10,000.00	\$5,000		
E 101-42110-433	E 101-42110-433 Dues and Subscriptions	\$1,908.17	\$759.72	\$470.00	\$2,000.00	\$1,000		
E 101-42110-437	E 101-42110-437 Licenses & Permits	\$832.24	\$180.00	\$1,010.00	\$1,460.00	\$1,460		
E 101-42110-500	E 101-42110-500 Capital Outlay	\$74,128.73	\$0.00	\$0.00	\$30,000.00	\$15,000		
E 101-42110-580	E 101-42110-580 Other Equipment	\$3,550.33	\$0.00	\$451.95	\$5,000.00	\$5,000		
E 101-42110-990	E 101-42110-990 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0		
E 101-42110-999	E 101-42110-999 Covid-19	\$3,814.36	\$0.00	\$0.00	\$0.00	\$0		
			\$297,006.02	\$420,957.63	\$384,835			LEVY AMOUNT \$362,785.36
	FIRE DEPARTMENT							\$36,122.27
E 101-42200-101	E 101-42200-101 Salaries	\$14,050.00	\$15,370.00	\$14,914.08	\$15,370.00	\$15,000		
E 101-42200-104	E 101-42200-104 Admin Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$2,400		
E 101-42200-122	E 101-42200-122 Social Security	\$0.00	\$907.37	\$813.00	\$952.94	\$1,100		
E 101-42200-124	E 101-42200-124 Fire Relief Annual Contrib	\$3,000.00	\$3,000.00	\$3,000.00	\$17,000.00	\$3,000		

2023 CITY OF MENA HGA PRELIMINARY LEVY BUDGET

Account	Account Descr	2020 Amt	2021 Amt	2022 YTD Amt	2023 Budget	Budget New	Change	Levy Amount
E 101-45120-331	E 101-45120-331 Travel & Conference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
E 101-45120-350	E 101-45120-350 Printing & Publishing	\$341.25	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
E 101-45120-362	E 101-45120-362 Property Insurance	\$1,262.50	\$2,615.00	\$2,000.00	\$2,040.00	\$2,787.62		\$2,787.62
E 101-45120-367	E 101-45120-367 Workers Compensation	\$714.00	\$0.00	\$607.48	\$619.63	\$620.00		\$620.00
E 101-45120-382	E 101-45120-382 Water/Sewer Utilities	\$179.85	\$398.59	\$0.00	\$0.00	\$400.00		\$400.00
E 101-45120-384	E 101-45120-384 Garbage Services	\$375.22	\$379.78	\$605.97	\$400.00	\$600.00		\$600.00
E 101-45120-420	E 101-45120-420 Depreciation Expense	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00		\$400.00
E 101-45120-500	E 101-45120-500 Capital Outlay	\$0.00	\$2,133.23	\$0.00	\$2,500.00	\$2,500.00		\$2,500.00
E 101-45120-990	E 101-45120-990 Transfer Out	\$0.00	\$0.00	\$10,121.72	\$13,004.32	\$16,851.00		\$16,851.00
CITY PARK								
E 101-45200-101	E 101-45200-101 Salaries	\$23,910.53	\$22,153.46	\$11,774.53	\$25,974.03	\$25,974.03		\$25,974.03
E 101-45200-103	E 101-45200-103 Part-time Salaries	\$6,957.54	\$8,729.77	\$16,197.83	\$0.00	\$0.00		\$0.00
E 101-45200-111	E 101-45200-111 Other	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00		\$0.00
E 101-45200-121	E 101-45200-121 PERA	\$2,194.84	\$2,047.70	\$1,717.92	\$1,948.05	\$1,948.05		\$1,948.05
E 101-45200-122	E 101-45200-122 Social Security	\$1,843.30	\$1,857.84	\$1,730.86	\$1,610.39	\$1,610.39		\$1,610.39
E 101-45200-128	E 101-45200-128 Medicare	\$431.14	\$434.50	\$404.80	\$376.63	\$377.00		\$377.00
E 101-45200-131	E 101-45200-131 Employer Paid Health	\$137.74	\$102.31	\$42.26	\$975.53	\$976.00		\$976.00
E 101-45200-132	E 101-45200-132 Employer Paid HSA	\$0.00	\$0.00	\$0.00	\$87.50	\$88.00		\$88.00
E 101-45200-134	E 101-45200-134 Employer Paid Life	\$0.00	\$0.00	\$0.00	\$3.60	\$4.00		\$4.00
E 101-45200-136	E 101-45200-136 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$19.85	\$20.00		\$20.00
E 101-45200-155	E 101-45200-155 Sales Tax	\$1,359.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
E 101-45200-210	E 101-45200-210 Operating Supplies	\$1,542.62	\$3,257.82	\$1,970.39	\$2,000.00	\$2,000.00		\$2,000.00
E 101-45200-212	E 101-45200-212 Motor Fuels & Lubricants	\$893.12	\$939.73	\$1,482.95	\$1,000.00	\$1,000.00		\$1,000.00
E 101-45200-220	E 101-45200-220 Repair & Maintenance	\$2,398.17	\$3,353.59	\$1,291.04	\$2,500.00	\$2,500.00		\$2,500.00
E 101-45200-225	E 101-45200-225 Safety Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
E 101-45200-321	E 101-45200-321 Telephone/Fax/Internet	\$0.00	\$0.00	\$45.24	\$0.00	\$0.00		\$0.00
E 101-45200-325	E 101-45200-325 Internet	\$120.96	\$395.16	\$314.55	\$419.40	\$419.40		\$419.40
E 101-45200-350	E 101-45200-350 Printing & Publishing	\$880.00	\$660.00	\$1,004.00	\$500.00	\$500.00		\$500.00
E 101-45200-361	E 101-45200-361 General Liability Ins	\$644.50	\$150.31	\$700.00	\$714.00	\$714.00		\$714.00
E 101-45200-362	E 101-45200-362 Property Insurance	\$3,382.25	\$5,473.75	\$300.00	\$306.00	\$306.00		\$306.00
E 101-45200-367	E 101-45200-367 Workers Compensation	\$6,391.00	\$8,399.00	\$7,015.66	\$7,155.97	\$3,600.00		\$3,600.00
E 101-45200-381	E 101-45200-381 Electric Utilities	\$3,186.40	\$6,492.67	\$4,012.03	\$6,496.68	\$6,497.00		\$6,497.00
E 101-45200-382	E 101-45200-382 Water/Sewer Utilities	\$215.30	\$424.57	\$46.78	\$0.00	\$425.00		\$425.00
E 101-45200-384	E 101-45200-384 Garbage Services	\$500.09	\$1,038.12	\$786.36	\$0.00	\$800.00		\$800.00
E 101-45200-420	E 101-45200-420 Depreciation Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
E 101-45200-430	E 101-45200-430 Miscellaneous Expense	\$221.53	\$1,263.17	\$1,588.29	\$0.00	\$1,500.00		\$1,500.00
E 101-45200-433	E 101-45200-433 Dues and Subscriptions	\$648.17	\$1,195.51	\$282.80	\$0.00	\$300.00		\$300.00
E 101-45200-437	E 101-45200-437 Licenses & Permits	\$147.00	\$175.00	\$0.00	\$0.00	\$175.00		\$175.00
E 101-45200-500	E 101-45200-500 Capital Outlay	\$0.00	\$2,133.22	\$0.00	\$0.00	\$0.00		\$0.00
E 101-45200-530	E 101-45200-530 Improvements Other Than Bldgs	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00		\$0.00
E 101-45200-600	E 101-45200-600 Principal	\$0.00	\$0.00	\$0.00	\$7,024.12	\$7,024.12		\$7,024.12
E 101-45200-610	E 101-45200-610 Interest	\$0.00	\$0.00	\$811.07	\$1,529.18	\$1,529.18		\$1,529.18
E 101-45200-990	E 101-45200-990 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
				\$57,534.36	\$60,640.93	\$60,284.96		\$355.97
								\$16,851.00
								\$26,000.00
								\$34,284.96

PARK REVENUE
\$26,000.00
LEVY AMOUNT
\$34,284.96

**City of Menahga
Payments**

Current Period: November 2022

Batch 112822-2 PAY

Payments Batch 112822PAY-2

\$6,880.07

Refer	65 MINNESOTA POWER	Ck# 062510 11/28/2022	
Cash Payment	E 101-41940-381 Electric Utilities	Nov 2022	\$330.35
Invoice	1051018411-112 12/7/2022		
Cash Payment	E 101-43160-381 Electric Utilities	Nov 2022	\$634.97
Invoice	1699020000-112 12/12/2022		
Cash Payment	E 101-43160-381 Electric Utilities	Nov 2022	\$606.26
Invoice	8850020000-112 12/12/2022		
Cash Payment	E 101-43160-381 Electric Utilities	Nov 2022	\$651.69
Invoice	0542018421-112 12/12/2022		
Cash Payment	E 101-43160-381 Electric Utilities	Nov 2022	\$33.65
Invoice	9473120000-112 12/12/2022		
Cash Payment	E 101-45200-381 Electric Utilities	Nov 2022	\$30.64
Invoice	0159018421-112 12/12/2022		
Cash Payment	E 601-49400-381 Electric Utilities	Nov 2022	\$2,016.30
Invoice	0178018411-112 12/12/2022		
Cash Payment	E 602-49450-381 Electric Utilities	Nov 2022	\$28.10
Invoice	0363118411-112 12/12/2022		
Cash Payment	E 602-49450-381 Electric Utilities	Nov 2022	\$20.81
Invoice	0496028411-112 12/12/2022		
Cash Payment	E 101-45200-381 Electric Utilities	Nov 2022	\$53.26
Invoice	0559018421-112 12/12/2022		
Cash Payment	E 101-45200-381 Electric Utilities	Nov 2022	\$16.39
Invoice	0551018411-112 12/12/2022		
Cash Payment	E 602-49450-381 Electric Utilities	Nov 2022	\$25.82
Invoice	2926910000-112 12/12/2022		
Cash Payment	E 101-43100-381 Electric Utilities	Nov 2022	\$185.57
Invoice	0568018411-112 12/12/2022		
Cash Payment	E 602-49450-381 Electric Utilities	Nov 2022	\$232.96
Invoice	0668018411-112 12/12/2022		
Cash Payment	E 602-49450-381 Electric Utilities	Nov 2022	\$29.61
Invoice	0763118421-112 12/12/2022		
Cash Payment	E 101-43100-560 Learning Center Expens	Nov 2022	\$85.13
Invoice	0816330561-112 12/12/2022		
Cash Payment	E 602-49450-381 Electric Utilities	Nov 2022	\$97.86
Invoice	0026018421-112 12/12/2022		
Cash Payment	E 602-49450-381 Electric Utilities	Nov 2022	\$21.30
Invoice	0926910000-112 12/12/2022		
Cash Payment	E 101-41940-381 Electric Utilities	Nov 2022	\$349.44
Invoice	0078018411-112 12/12/2022		
Cash Payment	E 609-49750-381 Electric Utilities	Nov 2022	\$687.06
Invoice	0082018421-112 12/12/2022		
Cash Payment	E 609-49760-381 Electric Utilities	Nov 2022	\$687.05
Invoice	0082018421-112 12/12/2022		
Cash Payment	E 101-45200-381 Electric Utilities	Nov 2022	\$15.27
Invoice	9766000000-112 12/12/2022		
Cash Payment	E 602-49450-381 Electric Utilities	Nov 2022	\$40.58
Invoice	3714200000-112 12/12/2022		
Transaction Date	11/28/2022	GENERAL CHECKIN 10100	Total \$6,880.07

City of Menahga
Payments

Current Period: November 2022

Fund Summary

	10100 GENERAL CHECKING	
101 GENERAL FUND		\$2,992.62
601 WATER FUND		\$2,016.30
602 SEWER FUND		\$497.04
609 MUNICIPAL LIQUOR FUND		\$1,374.11
		<hr/>
		\$6,880.07

Pre-Written Checks	\$6,880.07
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$6,880.07

Payments

Current Period: November 2022

113022PAY

Payments Batch 113022PAY \$242,250.00

Refer	66 MAGUIRE IRON, INC.	Ck# 062511 11/30/2022	
Cash Payment	E 417-00000-302 Construction Expense	Payment No. 6 Contract 20.00723	\$242,250.00
Invoice	11/30/2022		
Transaction Date	11/30/2022	GENERAL CHECKIN 10100	Total \$242,250.00

Fund Summary

	10100 GENERAL CHECKING	
417 Water Tower Construction		\$242,250.00
		<u>\$242,250.00</u>

Pre-Written Checks	\$242,250.00
Checks to be Generated by the Computer	\$0.00
Total	\$242,250.00

417-00000-302



APPLICATION FOR PAYMENT

Contract No.: 20.00723
 Application for Payment No.: 6
 Page: 1 of 2

Owner CITY OF MENA HGA	Contractor MAGUIRE IRON, INC. SIOUX FALLS, SOUTH DAKOTA	Period of Estimate From: SEPTEMBER 25, 2022 To: OCTOBER 29, 2022
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CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
No.	Agency Approval Date	Amount			
		Additions	Deductions		
				1. Original Contract.....	\$1,117,500.00
				2. Change Orders.....	\$0.00
				3. Revised Contract (1 + 2)...	\$1,117,500.00
				4. Work Completed*.....	\$721,000.00
				5. Stored Materials*.....	\$0.00
				6. Subtotal (4 + 5).....	\$721,000.00
				7. Ineligible Work*.....	\$0.00
				8. Adjusted Subtotal (6 - 7)..	\$721,000.00
				9. Retainage*.....	\$36,050.00
				10. Previous Payments.....	\$442,700.00
				11. Amount Due (8 -9 -10)..	\$242,250.00
TOTALS		\$0.00	\$0.00	* Detailed breakdown attached	
NET CHANGE			\$0.00		

Contract Time			
Original Substantial Completion Date: DECEMBER 2, 2022	Percent Contract Time Expired:	41% (to Final)	Contractor Is (BOLD One): On Schedule Ahead of Schedule Behind Schedule
Revised: _____	Percent of Work Completed:	64.5%	
Original Final Completion Date: SEPTEMBER 15, 2023	Percent of Contract Paid:	61.3%	If behind schedule, has Contractor been advised of liquidated damages clauses as outlined in the Contract? _____ Amount: _____
Revised: _____			

If the project is behind schedule, has the Contractor been informed and are measures being taken to return to schedule (describe)?

<p>CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work which previous payment estimates were issued and payments received from the Owner, and that current payments shown herein are now due.</p> <p>Contractor: MAGUIRE IRON, INC.</p> <p>By: _____ Date: _____</p>	<p>ENGINEER'S CERTIFICATION: The undersigned certifies that to the best of their knowledge and belief and to the extent of their assigned Contract responsibilities, the quantities shown in this estimate are correct and that the work has been performed in accordance with the Contract Documents.</p> <p>Engineer: ULTEIG ENGINEERS, INC.</p> <p><i>Brian K. P.</i> By: _____ Date: NOVEMBER 2, 2022</p>
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<p>APPROVED BY OWNER:</p> <p>Owner: CITY OF MENA HGA</p> <p>By: _____</p> <p>Title: _____ Date: _____</p>	
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**DETAILED BREAKDOWN OF WORK COMPLETED
APPLICATION FOR PAYMENT #6
ELEVATED WATER STORAGE FACILITY
MENAHA, MINNESOTA**

NO.	ITEM	SCHEDULED VALUE	WORK COMPLETED				TOTAL COMPLETED AND STORED TO DATE	PERCENT COMPLETE	BALANCE TO FINISH
			FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIALS STORED (NOT IN WORK COMPLETED)				
1	Mobilization	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%	\$0.00	
2	Project Bonding and Insurance	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%	\$0.00	
3	Foundation Drawing Approval	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	\$0.00	
4	Tank Drawing Approval	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	\$0.00	
5	Foundation and Concrete Floor	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	100.00%	\$0.00	
6A	Steel Receipts	\$106,458.00	\$106,458.00	\$0.00	\$0.00	\$106,458.00	100.00%	\$0.00	
6B	Shop Fabrication	\$130,542.00	\$130,542.00	\$0.00	\$0.00	\$130,542.00	100.00%	\$0.00	
6C	Steel Delivery	\$13,000.00	\$13,000.00	\$0.00	\$0.00	\$13,000.00	100.00%	\$0.00	
7	Tank Erection	\$471,500.00	\$0.00	\$255,000.00	\$0.00	\$255,000.00	54.08%	\$216,500.00	
8	Electrical	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	
9	Painting and Sterilization	\$125,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	12.00%	\$110,000.00	
10	Tank Mixer	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	
11	Insulate Riser Piping	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	
12	Site water piping and appurtenances	\$26,000.00	\$26,000.00	\$0.00	\$0.00	\$26,000.00	100.00%	\$0.00	
13	Site restoration	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	
14	Demolition of Existing Tank	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$30,000.00	
PROJECT TOTALS		\$1,117,500.00	\$431,000.00	\$255,000.00	\$0.00	\$721,000.00	64.52%	\$396,500.00	

Council Action Request Form



CITY OF MENAHGA
"The Gateway to the Place"

115 2nd St NE - PO Box C
 Menahga, MN 56464
 218-564-4557
 www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
--	--

Regarding: Consideration of Bills

Date of Meeting: 12-5-22 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting: Laura Ahlf

Background Supporting Documentation Enclosed

Batch #113022PAY - \$242,250.00 Maguire Iron
 Batch #112822-2PAY - \$6,880.07 Minnesota Power

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve Batch # 112822-2PAY - \$6,880.07 and Batch #113022PAY - 242,250.00 for a total of \$249,130.07

Financial Implications: \$ **Comments**

Funding Source:
Budgeted: Yes No

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
<input type="checkbox"/> Failed	<input type="checkbox"/> Keranen	<input type="checkbox"/> Keranen
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold

Signatures

