



City Council AGENDA

Monday, October 28, 2024
6:00 p.m.

1. **CALL TO ORDER – Pledge of Allegiance & Roll Call**
2. **APPROVE AGENDA – Additions/Deletions**
3. **GUESTS – City Attorney – Matthew Gross**
4. **CONSENT AGENDA – All items listed under the Consent Agenda, unless removed from the Consent Agenda, shall be approved by one Council motion.**
 - a. Minutes of the September 23, 2024, Regular City Council Meeting
 - b. Claims Payable
 - c. LU Permits – #11.2024, #12.2024
 - d. Resolution #11.2024 – Assessment of unpaid charges
4. **REPORTS**
 - Fire Department
 - Public Works
 - Mayor/Council
 - Clerk/Treasurer
5. **UNFINISHED BUSINESS**
 - Revolving Loan/Line of Credit Update
 - CD rates
 - Housing Concept Review
 - Redwood County Prosecution services contract
 - 604 Cedar Street Property concern
 - Employee Reviews Update
6. **NEW BUSINESS**
 - 2025 Fee Schedule – review for adoption @November meeting
 - Canvass Meeting – November 12, 2024 @5:00p.m.
10. **OPEN FORUM – Open forum provides residents with the opportunity to address the City Council. The City Council cannot take official action on items discussed during the open forum, except to refer items to staff for future reports or follow through. Speakers may be limited to three (3) minutes.**
 - Debbie Todd
11. **MAYOR/COUNCIL ITEMS**
 - October 31 & November 7 – City Office Closed
 - November 5 – General Election – Polls open 7am to 8pm
 - November 11 – Holiday Observed – City Office Closed
 - November 12 – Special Canvassing Meeting 5pm
 - November 25 – City Council Meeting
 - November 28 – Holiday Observed – City Office Closed
12. **ADJOURN**

CITY OF MILROY

Regular City Council Meeting
September 23, 2024

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor Brooks called the meeting to order at 6:00 p.m., followed by the pledge of allegiance.

ROLL CALL

Present: Mayor Brooks, Council Members Christensen and Zwach. Also present were Clerk/Treasurer Snyder and Public Works Director Duscher.

AGENDA ADDITIONS

Mayor Brooks would like to add Councilmember position/Oath of Office under Unfinished Business.

GUESTS

Kent Miller, Sharri & Jeff VanDeWiele, Scott Haken, Margaret (Peggy) Sik and Sue Thooft.

CONSENT AGENDA

Zwach/Christensen unanimous to approve the consent agenda as presented.

- Approve August 26, 2024, Regular Council minutes as presented.
- Approve the payment of claims (check #12642 - #12655) in the amount of \$10,315.93, and electronic payments in the amount of \$14, 617.74 as presented.
- LU Permits #7.2024 – 511 Euclid Avenue, #8.2024 – 500 Prospect Street, #9.2024 – 507 Prospect Street, #10.2024 – 103 Prospect Street.

REPORTS

FIRE – The '07 Pumper was taken to Heiman Fire for needed repairs. The rescue rig will be taken to Wrencher's for an antifreeze leak. The house burn training went well.

PUBLIC WORKS – Empire Pipe Services was here and cleaned one lift station and gate valves.

MAYOR/COUNCIL – Christensen would like the owner of 501 Euclid Avenue to be contacted to remove the furniture that is sitting on the property.

CLERK/TREASURER – The current contract the city has with Redwood County for prosecution services was then discussed. Currently any misdemeanor committed within the city is prosecuted by the county. Costs to the city in 2024 are well over \$3,000.00. The Clerk/Treasurer will contact the city attorney about other options for the city and update at the October meeting.

UNFINISHED BUSINESS

At this time Councilmembers Christensen and Zwach both asked when Margaret (Peggy) Sik would be sworn in. Mayor Brooks explained that she had spoken with the City Attorney as to how voting her onto the council was handled. After much disagreement about this process, Clerk/Treasurer Snyder was asked to give the official oath to Margaret (Peggy) Sik.

The 2025 proposed levy needs to be adopted tonight, as the resolution has to be sent to the Redwood County Auditor no later than 9.30.2024.

Zwach/Christensen unanimous to approve Resolution #10.2024 approving 2025 proposed levy amounts; General Levy \$190,000; Tax Abatement Levy \$16,500 and 2022 Street Project Abatement Levy \$ 110,000.

The information from surrounding cities as it relates to wages was reviewed by the council. More information as it relates to benefits, position title and full/part time will be requested from other cities. Reviews will be tabled until the October meeting.

NEW BUSINESS

CD rates were then discussed and tabled until the October meeting.

Christensen/Zwach unanimous to move \$100,000 from the city checking account to the city savings account.

MAYOR/COUNCIL ITEMS

- October 28 – City Council Meeting

ADJOURN

Christensen/Zwach unanimous to adjourn the meeting 7:02p.m.

Approved this 28th day of October 2024.

Betsy Snyder, City Clerk/Treasurer

Accounts Payable Check Register Report - First Independent Bank-1005284

For The Date Range From 9/20/2024 To 10/24/2024

For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
12656	C	9/23/2024	54	Otter Tail Power Company	\$1,123.23	O
12657	C	9/23/2024	531	Minnesota Fire Service Certification Board	\$26.25	O
12658	C	9/23/2024	576	Timothy Stoll	\$900.00	O
12659	C	10/15/2024	1	Alert- All Corp.	\$112.50	O
12660	C	10/15/2024	27	FCAM	\$407.64	O
12661	C	10/15/2024	29	Gopher State One-Call	\$2.70	O
12662	C	10/15/2024	31	Heiman Fire Equipment	\$1,659.99	O
12663	C	10/15/2024	41	MN Valley Telephone Co.	\$271.71	O
12664	C	10/15/2024	70	West Central Communications, INC.	\$102.00	O
12665	C	10/15/2024	137	One Office Solution	\$437.00	O
12666	C	10/15/2024	170	Redwood County Attorney's Office	\$1,225.00	O
12667	C	10/15/2024	259	MARC	\$751.80	O
12668	C	10/15/2024	284	Menards	\$54.73	O
12669	C	10/15/2024	350	NCPERS Group Life Ins.	\$16.00	O
12670	C	10/15/2024	399	Dusty's Service & Repair	\$564.00	O
12671	C	10/15/2024	428	City of Milroy	\$155.85	O
12672	C	10/15/2024	480	Empire Pipe Services	\$3,062.50	O
12673	C	10/15/2024	533	Minnesota Valley Testing Labs	\$75.25	O
12674	C	10/15/2024	558	I & S Group	\$5,400.00	O
12675	C	10/15/2024	575	Quarnstrom & Doering P.A.	\$198.00	O
12676	C	10/24/2024	54	Otter Tail Power Company	\$1,165.72	O
12677	C	10/24/2024	357	North Star Training & Consulting	\$7,180.00	O
12678	C	10/24/2024	569	League of Minnesota Cities	\$122.25	O
MEDICA	E	10/15/2024	544	MEDICA	\$3,234.50	O
Southwest Sanitation	E	10/15/2024	413	Southwest Sanitation	\$1,314.18	O
VISA	E	10/15/2024	90	VISA	\$270.40	O
WEX Health	E	10/15/2024	272	WEX Health	\$5.50	O

Cleared \$0.00

Outstanding \$29,838.70

Void \$0.00

CHECKING	AMOUNT	BALANCE
Beginning Balance	9/1/2024	192,473.21
EFT – Pera	1,884.18	190,589.03
EFT – IRS	2,665.29	187,923.74
EFT – State of MN	385.82	187,537.92
EFT - Sales Tax		187,537.92
EFT - Transfer To Savings	100,000.00	87,537.92
Payroll	11,664.62	75,873.30
Misc. Receipts	1,360.00	77,233.30
WSG Receipts	13,868.21	91,101.51
		91,101.51
AP	17,140.82	73,960.69
First Independent - Checking Interest	35.50	73,996.19
First Independent - Analysis Charge	70.60	73,925.59
Ending Balance	9/30/2024	

GENERAL FUND SAVINGS ACCOUNT	AMOUNT	BALANCE
Beginning Balance	9/1/2024	201,705.18
Transfer Out/In	100,000.00	301,705.18
Interest	200.15	301,905.33
Ending Balance	9/30/2024	

TRUCK FUND SAVINGS ACCOUNT	AMOUNT	BALANCE
Beginning Balance	9/1/2024	26,579.59
Transfer Out/In		26,579.59
Interest	10.92	26,590.51
Ending Balance	9/30/2024	

GENERAL FUND CD	AMOUNT	BALANCE
Beginning Balance	9/1/2024	300,000.00

TRUCK FUND CD	AMOUNT	BALANCE
Beginning Balance	9/1/2024	143,366.00

Balance Sheet

For General Fund (01)

September 30, 2024

Assets

01-00-1000	Cash Checking	(326,123.75)
01-00-1001	CD's	300,000.00
01-00-1003	Savings Account	301,905.33
01-00-1011	Accrued Interest	2,617.81
01-00-1015	Delinquent Taxes Receivables	5,272.60
01-00-1035	Prepaid Insurance	9,633.97
	Total	<u>293,305.96</u>
	Total Assets	<u>\$ 293,305.96</u>

Liabilities and Fund Balance

01-00-2000	Accounts Payable	(311.10)
01-00-2025	Pera Payable	(3.98)
01-00-2035	Insurance Payable	3.24
01-00-2036	Health Insurance Payable	927.76
01-00-2040	Deferred Revenue	5,364.52
	Total	<u>5,980.44</u>
	Total Liabilities	<u>5,980.44</u>

01-00-2070	Fund Balance	143,790.58
01-00-2071	Fund Balance-Seal Coating	117,804.89
01-00-2073	Fund Balance-Savings	1,543.49
01-00-2075	Fund Balance-Capital Acquisition	53,774.45
01-00-2080	Nonspendable Fund Balance	6,760.00
01-00-2081	Restricted Fund Balance	11,203.00
	Total	<u>334,876.41</u>
	Excess of Revenue Over Expenditures	(47,550.89)
	Total Fund Balances	<u>287,325.52</u>
	Total Liabilities and Fund Balances	<u>\$ 293,305.96</u>

Balance Sheet

For Water Fund (02)

September 30, 2024

Assets

02-00-1000	Cash Checking	109,286.70
02-00-1006	Buildings & Improvements	549,680.87
02-00-1020	Accounts Receivable	9,774.08
02-00-1025	Spec. Assessments Receivables	997.33
02-00-1050	Accumulated Depreciation	(374,946.74)
02-00-1075	Deferred Outflow	4,144.10
	Total	<u>298,936.34</u>
	Total Assets	<u>\$ 298,936.34</u>

Liabilities and Fund Balance

02-00-2002	Over Payments - UB Unearned Rev. Liability	2,309.84
02-00-2025	Pera Payable	(3.00)
02-00-2055	Sales Tax Payable	147.74
02-00-2060	MN 9.72 Fee Payable	225.36
02-00-2066	Bond Payable-Non-Current	63,000.00
02-00-2067	Bond Payable-Curent	32,000.00
02-00-2079	Accrued Interest	1,191.06
02-00-2165	Dues Payable	(23.00)
02-00-2166	Accrued Leave	2,610.42
02-00-2167	Net Pension Liability	13,308.68
02-00-2168	Deferred Inflow	7,565.74
	Total	<u>122,332.84</u>
	Total Liabilities	<u>122,332.84</u>
02-00-2068	Invested in Capital Assets	79,734.00
02-00-2070	Fund Balance	106,069.39
	Total	<u>185,803.39</u>
	Excess of Revenue Over Expenditures	(9,199.89)
	Total Fund Balances	<u>176,603.50</u>
	Total Liabilities and Fund Balances	<u>\$ 298,936.34</u>

Balance Sheet

For Sewer Fund (03)

September 30, 2024

Assets

03-00-1000	Cash Checking	141,233.73
03-00-1006	Buildings & Improvements	87,520.73
03-00-1020	Accounts Receivable	4,003.14
03-00-1025	Spec. Assessments Receivables	443.13
03-00-1050	Accumulated Depreciation	(58,165.72)
03-00-1075	Deferred Outflow	4,144.10
	Total	<u>179,179.11</u>
	Total Assets	<u>\$ 179,179.11</u>

Liabilities and Fund Balance

03-00-2020	Medicare Payable	(.33)
03-00-2166	Accrued Leave	2,610.45
03-00-2167	Net Pension Liability	13,308.68
03-00-2168	Deferred Inflow	7,565.74
	Total	<u>23,484.54</u>
	Total Liabilities	<u>23,484.54</u>
03-00-2068	Invested in Capital Assets	29,355.00
03-00-2070	Fund Balance	121,699.63
	Total	<u>151,054.63</u>
	Excess of Revenue Over Expenditures	4,639.94
	Total Fund Balances	<u>155,694.57</u>
	Total Liabilities and Fund Balances	<u>\$ 179,179.11</u>

Balance Sheet
For Garbage Fund (04)
September 30, 2024

Assets

04-00-1000	Cash Checking	48,558.47
04-00-1020	Accounts Receivable	1,771.78
04-00-1025	Spec. Assessments Receivables	457.83
	Total	<u>50,788.08</u>
	Total Assets	<u>\$ 50,788.08</u>

Liabilities and Fund Balance

04-00-2055	Sales Tax Payable	546.60
	Total	<u>546.60</u>
	Total Liabilities	<u>546.60</u>
04-00-2070	Fund Balance	44,969.76
	Total	<u>44,969.76</u>
	Excess of Revenue Over Expenditures	5,271.72
	Total Fund Balances	<u>50,241.48</u>
	Total Liabilities and Fund Balances	<u>\$ 50,788.08</u>

Balance Sheet

For 2022 Street Project Levy (05)

September 30, 2024

Assets

05-00-1000	Cash Checking	(6,363.61)
05-00-1025	Spec. Assessments Receivables	1,663.46
	Total	<u>(4,700.15)</u>
	Total Assets	<u>\$ (4,700.15)</u>

Liabilities and Fund Balance

05-00-2171	Deferred Special Assessment	1,293.71
	Total	<u>1,293.71</u>
	Total Liabilities	<u>1,293.71</u>

05-00-2070	Fund Balance-Ending	307,181.42
05-00-2081	Restricted Fund Balance	(235,750.00)
	Total	<u>71,431.42</u>
	Excess of Revenue Over Expenditures	(77,425.28)
	Total Fund Balances	<u>(5,993.86)</u>
	Total Liabilities and Fund Balances	<u>\$ (4,700.15)</u>

Balance Sheet

*For Fire Fund (06)
September 30, 2024*

Assets

06-00-1000	Cash Checking	39,147.45
06-00-1001	CD's	143,366.00
06-00-1004	Truck Fund Savings	26,590.51
06-00-1011	Accrued Interest	576.80
	Total	<u>209,680.76</u>
	Total Assets	<u>\$ 209,680.76</u>

Liabilities and Fund Balance

06-00-2045	Reserved Fund Balance	(36,133.00)
06-00-2165	Dues Payable	678.00
	Total	<u>(35,455.00)</u>
	Total Liabilities	<u>(35,455.00)</u>

06-00-2070	Fund Balance	28,961.64
06-00-2073	Fund Balance- Investment Savings	7,169.87
06-00-2074	Fund Balance- Capital Acquisition	153,483.24
06-00-2080	Assigned Fund Balance	37,568.48
	Total	<u>227,183.23</u>
	Excess of Revenue Over Expenditures	17,952.53
	Total Fund Balances	<u>245,135.76</u>
	Total Liabilities and Fund Balances	<u>\$ 209,680.76</u>

Balance Sheet

For Milroy EDA (08)

September 30, 2024

Assets

08-00-1000	Cash Checking	64,036.40
	Total	<u>64,036.40</u>
	Total Assets	<u>\$ 64,036.40</u>

Liabilities and Fund Balance

08-00-2065	Deposits Held	850.00
	Total	<u>850.00</u>
	Total Liabilities	<u>850.00</u>

08-00-2070	Fund Balance-Ending	.15
08-00-2075	Fund Balance-Capital Acquisition	56,977.00
	Total	<u>56,977.15</u>
	Excess of Revenue Over Expenditures	6,209.25
	Total Fund Balances	<u>63,186.40</u>
	Total Liabilities and Fund Balances	<u>\$ 64,036.40</u>

Balance Sheet

For Milroy Fitness Center (09)

September 30, 2024

Assets

09-00-1000	Cash Checking	4,150.20
09-00-1002	Unearned Revenue Cash	(2,499.64)
	Total	<u>1,650.56</u>
	Total Assets	<u>\$ 1,650.56</u>

Liabilities and Fund Balance

09-00-2015	SS Payable	(.01)
09-00-2055	Sales Tax Payable	73.99
	Total	<u>73.98</u>
	Total Liabilities	<u>73.98</u>

09-00-2070	Fund Balance-Ending	.37
09-00-2075	Fund Balance-Capital Acquisition	5,404.14
	Total	<u>5,404.51</u>
	Excess of Revenue Over Expenditures	(3,827.93)
	Total Fund Balances	<u>1,576.58</u>
	Total Liabilities and Fund Balances	<u>\$ 1,650.56</u>

CITY OF MILROY - 507-336-2495
Statement of Revenue and Expenditures

Original Budget
For General Fund (01)
For the Fiscal Period 2024-9 Ending September 30, 2024

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
01-00-3000	General Property Tax	\$ 15,416.67	\$ 0.00	\$ 185,000.00	\$ 103,202.89	44.21%
01-00-3001	Tax Abatement	1,375.00	0.00	16,500.00	0.00	100.00%
01-00-3005	LGA	6,207.58	0.00	74,491.00	37,245.50	50.00%
01-00-3010	Small Cities Assistance	0.00	0.00	0.00	10,860.00	0.00%
01-00-3020	License & Permits	100.00	260.00	1,200.00	3,135.00	(161.25%)
01-00-3025	Interest Income	50.00	235.65	600.00	1,890.13	(215.02%)
01-00-3035	2% Fire State Aid	333.33	0.00	4,000.00	0.00	100.00%
01-00-3055	Insurance Dividend	125.00	0.00	1,500.00	936.70	37.55%
01-00-3060	Misc. Income	41.67	0.00	500.00	2,445.99	(389.20%)
01-00-3207	Spring Clean Up	25.00	0.00	300.00	285.00	5.00%
Total General Fund Revenues		\$ 23,674.25	\$ 495.65	\$ 284,091.00	\$ 160,001.21	43.68%

Expenditures						
01-01-4000	Mayor/Council Salary	\$ 416.67	\$ 1,025.00	\$ 5,000.00	\$ 3,400.00	32.00%
01-01-4005	Clerk/Treasurer Salary	4,750.00	7,076.64	57,000.00	45,479.38	20.21%
01-01-4010	Assessing Fees	186.67	0.00	2,240.00	2,460.00	(9.82%)
01-01-4011	Custodian Salary	20.83	8.53	250.00	89.35	64.26%
01-01-4020	City Share PERA	375.00	530.75	4,500.00	3,410.97	24.20%
01-01-4025	City Share SS	291.67	461.35	3,500.00	2,759.24	21.16%
01-01-4030	City Share MEDICARE	66.67	107.92	800.00	645.35	19.33%
01-01-4035	Election Expense	166.67	0.00	2,000.00	301.25	84.94%
01-01-4040	Office Supplies	183.33	0.00	2,200.00	2,636.95	(19.86%)
01-01-4045	Cleaning Supplies	16.67	40.94	200.00	170.39	14.81%
01-01-4050	Equipment Purchased	33.33	0.00	400.00	5,620.45	(1305.11%)
01-01-4052	Equipment Repairs/Maintenance	8.33	0.00	100.00	2,181.99	(2081.99%)
01-01-4055	Professional & Legal Services	1,083.33	41.25	13,000.00	12,925.44	0.57%
01-01-4056	Redwood County Court Costs	41.67	1,487.50	500.00	3,150.00	(530.00%)
01-01-4060	Phone	333.33	306.41	4,000.00	2,532.75	36.68%
01-01-4065	Mileage	108.33	377.80	1,300.00	1,899.28	(46.10%)
01-01-4070	Confrences & Training	250.00	100.00	3,000.00	2,908.19	3.06%
01-01-4075	Bonds & Insurance	1,333.33	0.00	16,000.00	25,672.00	(60.45%)
01-01-4076	Employer Paid Health Insurance	2,500.00	2,751.33	30,000.00	24,761.97	17.46%
01-01-4077	VEBA-Maintenance	103.00	2.75	1,236.00	1,224.75	0.91%
01-01-4078	VEBA-Clerk/Treasurer	203.00	2.75	2,436.00	2,424.75	0.46%
01-01-4080	Publications	41.67	0.00	500.00	0.00	100.00%
01-01-4095	Utilities & LP	1,000.00	265.35	12,000.00	5,741.09	52.16%
01-01-4107	Transfer Out to T. FUND SAVINGS	683.33	0.00	8,200.00	8,200.00	0.00%
01-01-4108	Transfer Out to FIRE	0.00	3,500.00	0.00	3,500.00	0.00%
01-01-4110	Misc. Expense	41.67	70.60	500.00	680.91	(36.18%)
01-01-4116	Postage	58.33	5.10	700.00	209.10	70.13%
01-01-4125	Property Taxes	41.67	0.00	500.00	405.00	19.00%
01-01-4165	Dues/Subscriptions	33.33	161.00	400.00	644.00	(61.00%)
01-01-4210	Government Building Repairs	41.67	0.00	500.00	118.00	76.40%
01-01-4255	Tax Abatement Expense	1,375.00	0.00	16,500.00	0.00	100.00%
01-01-4293	Clothing/Uniform Allowance	20.83	0.00	250.00	0.00	100.00%
01-01-5000	First Responder Lease Cost	41.67	0.00	500.00	500.00	0.00%

CITY OF MILROY - 507-336-2495
Statement of Revenue and Expenditures

Original Budget
For General Fund (01)
For the Fiscal Period 2024-9 Ending September 30, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
01-02-4052 Equipment Repairs	8.33	0.00	100.00	0.00	100.00%
01-02-4061 2% Fire State Aid	333.33	0.00	4,000.00	0.00	100.00%
01-02-4145 Ambulance Dues	83.33	0.00	1,000.00	1,000.00	0.00%
01-04-4005 Street Salaries	1,583.33	2,127.71	19,000.00	14,321.21	24.63%
01-04-4020 City Share Pera	116.67	159.57	1,400.00	1,074.11	23.28%
01-04-4025 City Share SS	100.00	131.91	1,200.00	887.91	26.01%
01-04-4030 City Share Medicare	25.00	30.85	300.00	207.60	30.80%
01-04-4032 Spring Clean Up Day	208.33	0.00	2,500.00	2,713.49	(8.54%)
01-04-4050 Equipment Purchased	41.67	0.00	500.00	0.00	100.00%
01-04-4052 Equipment Repairs/Maintenance	166.67	0.00	2,000.00	2,445.28	(22.26%)
01-04-4060 Phone	13.33	13.34	160.00	120.06	24.96%
01-04-4070 Conference & Training	25.00	0.00	300.00	278.45	7.18%
01-04-4095 Utilities	625.00	554.03	7,500.00	6,180.47	17.59%
01-04-4110 Misc. Expense	8.33	0.00	100.00	108.03	(8.03%)
01-04-4170 Vehicle Repairs/Maintenance	166.67	187.80	2,000.00	1,378.50	31.08%
01-04-4175 Gas-City Pick Up	125.00	136.95	1,500.00	804.26	46.38%
01-04-4176 Diesel-Plow, Tractor, Mower, Sweeper	208.33	48.00	2,500.00	881.20	64.75%
01-04-4185 Street Maintenance Supplies	83.33	0.00	1,000.00	0.00	100.00%
01-04-4189 Tree Trimming	166.67	0.00	2,000.00	1,185.00	40.75%
01-04-4190 One Call Concepts	33.33	8.10	400.00	74.30	81.43%
01-04-4200 Shop Supplies	66.67	0.00	800.00	245.99	69.25%
01-04-4210 Government Building Repairs	41.67	0.00	500.00	0.00	100.00%
01-04-4275 Seal Coating & Crackfilling	666.67	0.00	8,000.00	0.00	100.00%
01-04-4278 Vehicle/Equipment Replacement	1,666.67	0.00	20,000.00	0.00	100.00%
01-04-4293 Clothing/Uniform Allowance	7.00	0.00	84.00	66.67	20.63%
01-05-4052 Repairs & Maintenance	8.33	0.00	100.00	2,101.86	(2001.86%)
01-05-4095 Utilities	37.50	46.29	450.00	364.73	18.95%
01-05-4189 Tree Trimming	41.67	0.00	500.00	0.00	100.00%
01-05-4200 Equipment & Supplies	25.00	0.00	300.00	148.34	50.55%
01-05-4205 Capital Improvements	0.00	0.00	0.00	4,312.09	0.00%
01-05-4278 Equipment Replacement	41.67	0.00	500.00	0.00	100.00%
Total General Fund Expenditures	\$ 22,575.50	\$ 21,767.52	\$ 270,906.00	\$ 207,552.10	23.39%
General Fund Excess of Revenues Over Expenditures	\$ 1,098.75	\$ (21,271.87)	\$ 13,185.00	\$ (47,550.89)	460.64%

CITY OF MILROY - 507-336-2495
Statement of Revenue and Expenditures

Original Budget
For Water Fund (02)
For the Fiscal Period 2024-9 Ending September 30, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
02-00-3080 Customer Water	\$ 3,750.00	\$ 4,101.68	\$ 45,000.00	\$ 36,958.94	17.87%
02-00-3090 Reconnection/Penalty/Deposit Fees	83.33	450.00	1,000.00	2,460.00	(146.00%)
02-00-3200 Improvement Fees	3,750.00	4,379.79	45,000.00	39,166.28	12.96%
Total Water Fund Revenues	\$ 7,583.33	\$ 8,931.47	\$ 91,000.00	\$ 78,585.22	13.64%
Expenditures					
02-00-4005 Water Salaries	\$ 1,583.33	\$ 2,127.08	\$ 19,000.00	\$ 14,317.03	24.65%
02-00-4020 City Share PERA	116.67	159.53	1,400.00	1,073.75	23.30%
02-00-4025 City Share SS	100.00	131.88	1,200.00	887.65	26.03%
02-00-4030 City Share MEDICARE	25.00	30.84	300.00	207.62	30.79%
02-00-4052 Equipment Repairs/Maintenance	333.33	1,129.20	4,000.00	1,129.20	71.77%
02-00-4060 Phone	14.58	13.33	175.00	119.97	31.45%
02-00-4070 Conference & Training	25.00	0.00	300.00	593.32	(97.77%)
02-00-4095 Utilities	250.00	25.43	3,000.00	1,070.17	64.33%
02-00-4100 Meters and Supplies	125.00	0.00	1,500.00	927.46	38.17%
02-00-4116 Postage/Office Supplies	50.00	20.50	600.00	595.05	0.83%
02-00-4165 Dues/Memberships & Permits	41.67	0.00	500.00	612.57	(22.51%)
02-00-4200 Shop Supplies	25.00	0.00	300.00	235.35	21.55%
02-00-4205 Capital Improvements	0.00	0.00	0.00	9,771.02	0.00%
02-00-4217 Tower Maintenance	1,166.67	0.00	14,000.00	20,726.48	(48.05%)
02-00-4220 Chemicals & Testing Fees	41.67	0.00	500.00	726.33	(45.27%)
02-00-4260 Bond Principal	2,583.33	0.00	31,000.00	32,000.00	(3.23%)
02-00-4265 Bond Interest	271.67	0.00	3,260.00	2,330.50	28.51%
02-00-4270 Bond Agent Fees	31.25	0.00	375.00	395.00	(5.33%)
02-00-4293 Clothing/Uniform Allowance	6.92	0.00	83.00	66.64	19.71%
Total Water Fund Expenditures	\$ 6,791.09	\$ 3,637.79	\$ 81,493.00	\$ 87,785.11	(7.72%)
Water Fund Excess of Revenues Over Expenditures	\$ 792.24	\$ 5,293.68	\$ 9,507.00	\$ (9,199.89)	196.77%

CITY OF MILROY - 507-336-2495
Statement of Revenue and Expenditures

Original Budget
For Sewer Fund (03)
For the Fiscal Period 2024-9 Ending September 30, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
03-00-3090 Connection Fees	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00%
03-00-3110 Customer Sewer	1,250.00	937.33	15,000.00	8,255.24	44.97%
03-00-3200 Improvement Fees	250.00	2,644.40	3,000.00	23,639.54	(687.98%)
Total Sewer Fund Revenues	\$ 1,500.00	\$ 3,581.73	\$ 18,000.00	\$ 32,894.78	(82.75%)
Expenditures					
03-00-4005 Sewer Salaries	\$ 1,583.33	\$ 2,127.08	\$ 19,000.00	\$ 14,317.03	24.65%
03-00-4020 City Share PERA	116.67	159.53	1,400.00	1,073.75	23.30%
03-00-4025 City Share SS	100.00	131.88	1,200.00	887.65	26.03%
03-00-4030 City Share MEDICARE	25.00	30.84	300.00	207.62	30.79%
03-00-4050 Equipment Purchased	83.33	0.00	1,000.00	0.00	100.00%
03-00-4052 Equipment Repairs/Maintenance	333.33	0.00	4,000.00	0.00	100.00%
03-00-4060 Phone	14.58	13.33	175.00	119.97	31.45%
03-00-4070 Conference & Training	25.00	0.00	300.00	593.32	(97.77%)
03-00-4095 Utilities & LP	250.00	194.13	3,000.00	2,895.41	3.49%
03-00-4116 Postage/Office Supplies	50.00	0.00	600.00	544.00	9.33%
03-00-4125 Property Taxes	0.00	0.00	0.00	874.24	0.00%
03-00-4165 Dues/Memberships & Permits	33.33	0.00	400.00	345.00	13.75%
03-00-4200 Shop Supplies	25.00	0.00	300.00	95.35	68.22%
03-00-4205 Capital Improvements	0.00	0.00	0.00	1,761.25	0.00%
03-00-4220 Chemicals & Testing Fees	416.67	1,951.89	5,000.00	4,473.61	10.53%
03-00-4240 Jetter Expenses	83.33	0.00	1,000.00	0.00	100.00%
03-00-4293 Clothing/Uniform Allowance	6.92	0.00	83.00	66.64	19.71%
Total Sewer Fund Expenditures	\$ 3,146.49	\$ 4,608.68	\$ 37,758.00	\$ 28,254.84	25.17%
Sewer Fund Excess of Revenues Over Expenditures	\$ (1,646.49)	\$ (1,026.95)	(19,758.00)	4,639.94	123.48%

CITY OF MILROY - 507-336-2495
Statement of Revenue and Expenditures
Original Budget
For Garbage Fund (04)
For the Fiscal Period 2024-9 Ending September 30, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
04-00-3115 Charges for Services	\$ 1,666.67	\$ 1,734.52	\$ 20,000.00	\$ 15,450.70	22.75%
Total Garbage Fund Revenues	\$ 1,666.67	\$ 1,734.52	\$ 20,000.00	\$ 15,450.70	22.75%
Expenditures					
04-00-4250 Charges for Services	\$ 1,083.33	\$ 1,314.18	\$ 13,000.00	\$ 10,178.98	21.70%
Total Garbage Fund Expenditures	\$ 1,083.33	\$ 1,314.18	\$ 13,000.00	\$ 10,178.98	21.70%
Garbage Fund Excess of Revenues Over Expenditures	\$ 583.34	\$ 420.34	\$ 7,000.00	\$ 5,271.72	24.69%

CITY OF MILROY - 507-336-2495
Statement of Revenue and Expenditures
Original Budget
For 2022 Street Project Levy (05)
For the Fiscal Period 2024-9 Ending September 30, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
05-00-3205 '22 Street Project Abatement Levy	\$ 8,333.33	\$ 0.00	\$ 100,000.00	\$ 50,534.72	49.47%
Total 2022 Street Project Levy Revenues	\$ 8,333.33	\$ 0.00	\$ 100,000.00	\$ 50,534.72	49.47%
Expenditures					
05-00-4260 Loan Principal	\$ 6,821.85	\$ 0.00	\$ 81,862.19	\$ 81,862.19	0.00%
05-00-4265 Loan Interest	3,841.48	0.00	46,097.81	46,097.81	0.00%
Total 2022 Street Project Levy Expenditures	\$ 10,663.33	\$ 0.00	\$ 127,960.00	\$ 127,960.00	0.00%
2022 Street Project Levy Excess of Revenues Over Exp	\$ (2,330.00)	\$ 0.00	\$ (27,960.00)	\$ (77,425.28)	(176.91%)

CITY OF MILROY - 507-336-2495
Statement of Revenue and Expenditures

Original Budget
For Fire Fund (06)
For the Fiscal Period 2024-9 Ending September 30, 2024

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual		Remaining Budget %
Revenues										
06-00-3015	Relief Reimbursement	\$ 0.00	\$	0.00	\$	0.00	\$	8,164.50		0.00%
06-00-3018	Fire Training Reimbursement	0.00		0.00		0.00		6,263.00		0.00%
06-00-3025	Interest Income	33.33		10.92		400.00		72.99		81.75%
06-00-3040	Township Contracts-Fire Protection	1,025.00		0.00		12,300.00		12,300.00		0.00%
06-00-3041	Township Contracts-T. Fund Savings	687.50		0.00		8,250.00		8,200.00		0.61%
06-00-3045	Fire Calls	125.00		0.00		1,500.00		750.00		50.00%
06-00-3065	Transfers In from GENERAL	0.00		3,500.00		0.00		11,700.00		0.00%
Total Fire Fund Revenues		\$ 1,870.83	\$	3,510.92	\$	22,450.00	\$	47,450.49		(111.36%)
Expenditures										
06-03-4005	Salaries	\$ 166.67	\$	0.00	\$	2,000.00	\$	0.00		100.00%
06-03-4025	City Share SS	14.17		0.00		170.00		0.00		100.00%
06-03-4030	City Share Medicare	3.33		0.00		40.00		0.00		100.00%
06-03-4050	Equipment Purchased	250.00		0.00		3,000.00		3,778.55		(25.95%)
06-03-4052	Equipment Repairs/Maintenance	83.33		0.00		1,000.00		1,153.56		(15.36%)
06-03-4055	Professional & Legal Services	83.33		0.00		1,000.00		1,912.06		(91.21%)
06-03-4066	Physicals	125.00		0.00		1,500.00		2,140.00		(42.67%)
06-03-4070	Conference & Training	83.33		5,521.25		1,000.00		9,354.25		(835.43%)
06-03-4095	Utilities	12.50		9.57		150.00		88.02		41.32%
06-03-4109	Parade Candy	12.50		128.87		150.00		128.87		14.09%
06-03-4116	Postage	2.08		0.00		25.00		6.15		75.40%
06-03-4135	Civil Defense Per Diem	41.67		0.00		500.00		0.00		100.00%
06-03-4150	Vehicle Gas	41.67		0.00		500.00		467.32		6.54%
06-03-4151	Supplies/Fire Clothes	41.67		0.00		500.00		2,433.00		(386.60%)
06-03-4155	Operating Supplies	25.00		0.00		300.00		1,751.98		(483.99%)
06-03-4165	Dues & Subscriptions	41.67		0.00		500.00		452.00		9.60%
06-03-4170	Vehicle Repairs & Maintenance	166.67		0.00		2,000.00		49.20		97.54%
06-03-4205	Capital Improvements	0.00		0.00		0.00		5,783.00		0.00%
Total Fire Fund Expenditures		\$ 1,194.59	\$	5,659.69	\$	14,335.00	\$	29,497.96		(105.78%)
Fire Fund Excess of Revenues Over Expenditures		\$ 676.24	\$	(2,148.77)	\$	8,115.00	\$	17,952.53		(121.23%)

CITY OF MILROY - 507-336-2495
Statement of Revenue and Expenditures
Original Budget
For Milroy EDA (08)
For the Fiscal Period 2024-9 Ending September 30, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
08-00-3070 Rental Income	\$ 833.33	\$ 925.00	\$ 10,000.00	\$ 8,775.00	12.25%
Total Milroy EDA Revenues	\$ 833.33	\$ 925.00	\$ 10,000.00	\$ 8,775.00	12.25%
Expenditures					
08-08-4052 Equipment Repairs/Maintenance	\$ 16.67	\$ 0.00	\$ 200.00	\$ 0.00	100.00%
08-08-4095 Utilities & LP	8.33	0.00	100.00	0.00	100.00%
08-08-4125 Property Taxes	100.00	0.00	1,200.00	1,326.00	(10.50%)
08-08-4210 Government Building Repairs	41.67	0.00	500.00	0.00	100.00%
08-08-4290 Water	83.33	111.18	1,000.00	875.27	12.47%
08-08-4291 Sewer	41.67	45.97	500.00	364.48	27.10%
08-08-4292 Garbage	12.50	0.00	150.00	0.00	100.00%
Total Milroy EDA Expenditures	\$ 304.17	\$ 157.15	\$ 3,650.00	\$ 2,565.75	29.71%
Milroy EDA Excess of Revenues Over Expenditures	\$ 529.16	\$ 767.85	\$ 6,350.00	\$ 6,209.25	2.22%

CITY OF MILROY - 507-336-2495
Statement of Revenue and Expenditures
Original Budget
For Milroy Fitness Center (09)
For the Fiscal Period 2024-9 Ending September 30, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
09-00-3209 Fitness Center Memberships	\$ 583.33	\$ 163.75	\$ 7,000.00	\$ 2,673.27	61.81%
Total Milroy Fitness Center Revenues	\$ 583.33	\$ 163.75	\$ 7,000.00	\$ 2,673.27	61.81%
Expenditures					
09-09-4011 Custodian Salary	\$ 100.00	\$ 161.97	\$ 1,200.00	\$ 1,039.13	13.41%
09-09-4025 City Share SS	7.50	10.04	90.00	61.63	31.52%
09-09-4030 City Share MEDICARE	1.67	2.35	20.00	14.41	27.95%
09-09-4045 Cleaning Supplies	25.00	40.94	300.00	80.94	73.02%
09-09-4052 Equipment Repairs/Maintenance	41.67	0.00	500.00	250.00	50.00%
09-09-4095 Utilities & LP	166.67	142.18	2,000.00	1,711.23	14.44%
09-09-4125 Property Taxes	4.17	0.00	50.00	45.00	10.00%
09-09-4155 Operating Supplies	27.50	0.00	330.00	3,298.86	(899.65%)
09-09-4278 Equipment Replacement	83.33	0.00	1,000.00	0.00	100.00%
Total Milroy Fitness Center Expenditures	\$ 457.51	\$ 357.48	\$ 5,490.00	\$ 6,501.20	(18.42%)
Milroy Fitness Center Excess of Revenues Over Expend	\$ 125.82	\$ (193.73)	\$ 1,510.00	\$ (3,827.93)	353.51%

CITY OF MILROY - 507-336-2495
Statement of Revenue and Expenditures
Original Budget

For the Fiscal Period 2024-9 Ending September 30, 2024

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 46,045.07	\$ 19,343.04	\$ 552,541.00	\$ 396,365.39	28.26%
Total Expenditures	\$ 46,216.01	\$ 37,502.49	\$ 554,592.00	\$ 500,295.94	9.79%
Total Excess of Revenues Over Expenditures	\$ (170.94)	\$ (18,159.45)	\$ (2,051.00)	\$ (103,930.55)	(4967.31%)

MILROY

MINNESOTA

Land Use Permit

NO: 11-2024
\$ 100.00

IN CONSIDERATION OF The statements and representations made by **GARLAN DAHMES** in application therefore duly filed in this office, which application is hereby made part hereof, PERMISSION IS HEREBY GRANTED to build/add to a building described in the permit application.

Upon that tract of land described as:

Parcel#: 85-240-0220

Lot: 1 & 2 Block: 4

Street Address: 304 Bernice Street

Which tract is of the size and area specified in said application

This permit is granted upon the express conditions that said owner(s) shall comply in all respects with the Ordinances of the City of Milroy; that it does not cover the use of property, such as streets, sidewalks, alleys, etc. for which special permits must be obtained.

All permits are valid for six (6) months from time of approval and can be extended for six (6) months with approval from the Zoning Administrator.

Given under the hand of the Zoning Administrator of said City and its corporate seal this 23rd day of September 2024.

ATTEST:



ZONING ADMINISTRATOR

MILROY

MINNESOTA

City of Milroy Land Use Application

Request is hereby made for:

- New Residential Structure (\$500.00)
- New Commercial Structure (\$500.00)
- Utility Shed – 320Sq. Ft. or Less (\$25.00)
- Accessory Structure (\$100.00)
- Accessory shed larger than 320 Sq. Ft. (\$100.00)
- An addition onto an existing Residential or Commercial Structure (\$150.00)
- Deck/Patio/Fence/Concrete (\$25.00)
- Step Replacement – Anything larger than 36 Sq. Ft. (\$10.00)

Legal Description:

Lot: 2 Block: 4
Width: _____ Length: _____
Parcel #: 85-240-6220

Street Address: 304 Bernice Street Milroy, MN 56263

Kind of Construction: wood (wood, steel etc.)


Structure Dimensions

Length: 28'
Width: 15'
Height: 7'4"
Contents in Square Feet: 420

Please draw location on Lot on the Back. Please include all measurement distances from lot lines.

I, the owner, agree to pay the required fee for this application at time of request and understand that this request be refused, the fee will not be returned. I also understand that should this request be granted; all work shall be done within 1 (one) year from date of approval and all materials shall comply with the plans and specifications submitted and property taxes will be current with all the Ordinances of the City.

Owner Printed Name: Garlan Dahmes Phone#: 507-227-0350



Owner Signature

9-23-24

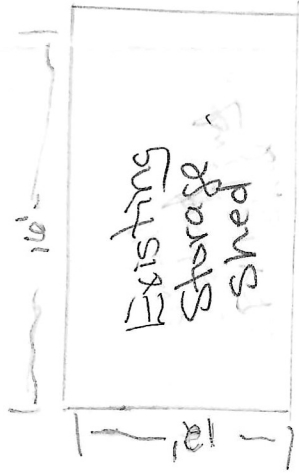
Date

City Office Use Only

Received: 9/23/2024 Amount: 100.00 Cash, EFT or Check#: 7359
Approved: Denied: _____ Date: 9/23/2024 Permit#: 11-2024

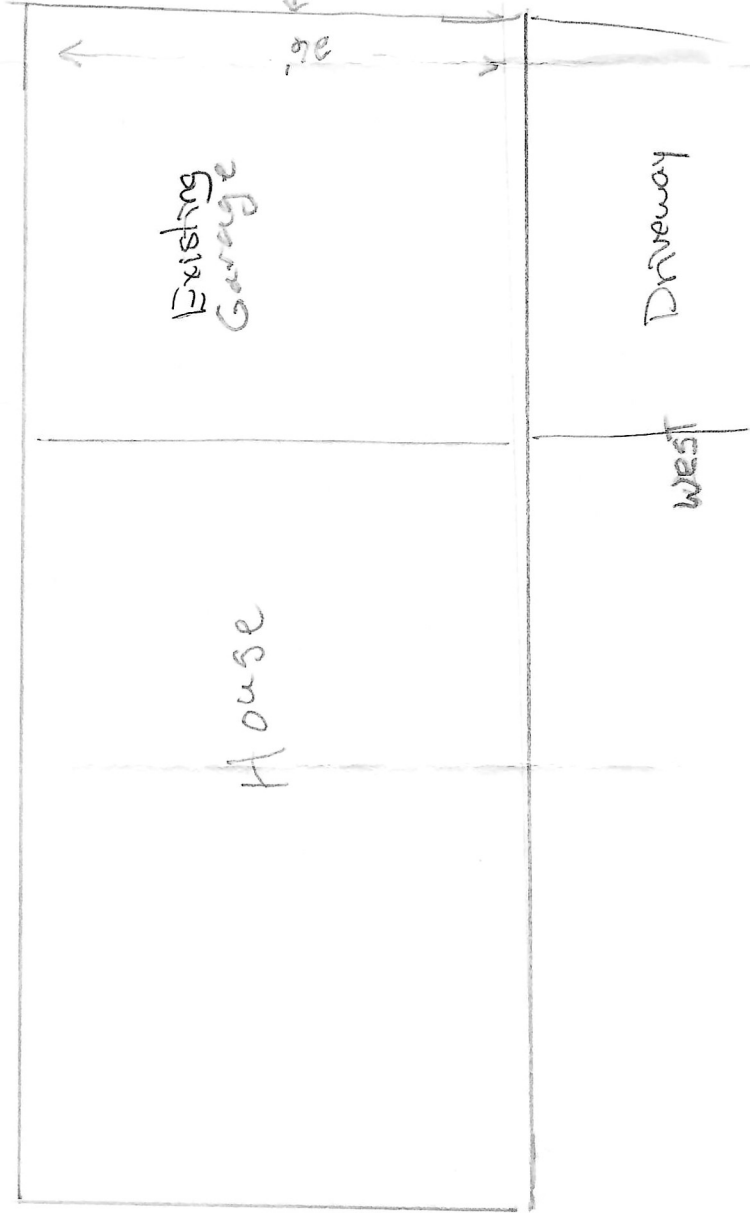
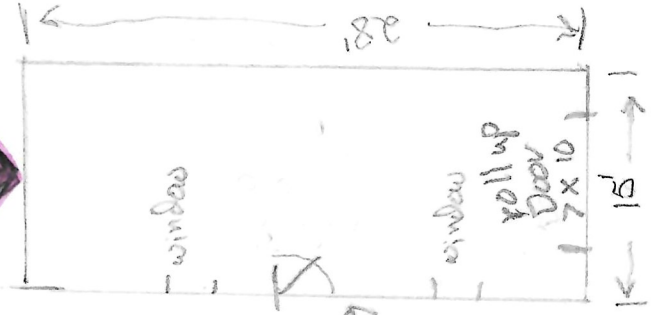
East

Garlan & Mary Dahmes
304 Bernice St



South

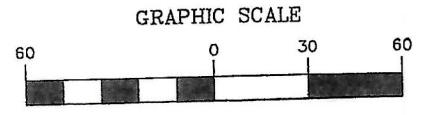
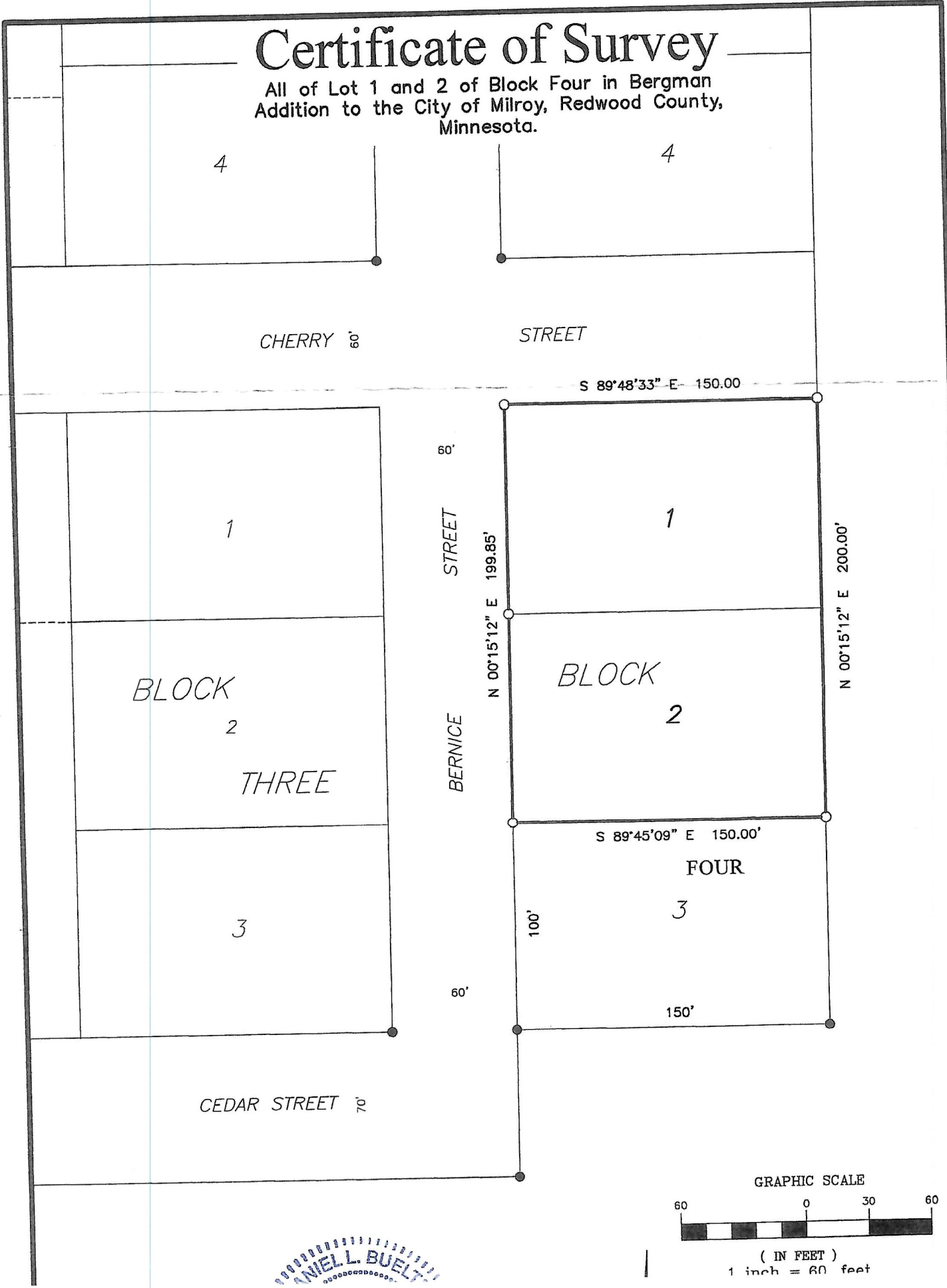
Dakota Storage Shed



North

Certificate of Survey

All of Lot 1 and 2 of Block Four in Bergman Addition to the City of Milroy, Redwood County, Minnesota.



(IN FEET)
1 inch = 60 feet

ANIEL L. BUELT

MILROY

MINNESOTA

Land Use Permit

NO: 12-2024
\$ 150.00

IN CONSIDERATION OF The statements and representations made by **BARB VIGIL** in application therefore duly filed in this office, which application is hereby made part hereof, PERMISSION IS HEREBY GRANTED to build/add to a building described in the permit application.

Upon that tract of land described as:

Parcel#: 85-200-1720

Lot: 3 Block: 12

Street Address: 305 Prospect Street

Which tract is of the size and area specified in said application

This permit is granted upon the express conditions that said owner(s) shall comply in all respects with the Ordinances of the City of Milroy; that it does not cover the use if property, such as streets, sidewalks, alleys, etc. for which special permits must be obtained.

All permits are valid for six (6) months from time of approval and can be extended for six (6) months with approval from the Zoning Administrator.

Given under the hand of the Zoning Administer of said City and its corporate seal this 14th day of October 2024.

ATTEST:



ZONING ADMINISTRATOR

MILROY

MINNESOTA

City of Milroy Land Use Application

Request is hereby made for:

- New Residential Structure (\$500.00)
- New Commercial Structure (\$500.00)
- Utility Shed – 320Sq. Ft. or Less (\$25.00)
- Accessory Shed larger than 320 Sq. Ft. (\$100.00)
- An addition onto an existing Residential or Commercial Structure (\$150.00)
- Deck/Patio/Fence/Concrete (\$25.00)
- Step Replacement – Anything larger than 36 Sq. Ft. (\$10.00)

Legal Description:

Lot: 3 Block: 12
Width: 50 Length: 140
Parcel #: 85-200-1720

Street Address: 305 Prospect St Milroy, MN 56263

Kind of Construction: wood (wood, steel etc.)

Structure Dimensions

Length: 33 ft 6 in
Width: 3 ft 6 in
Height: 4 ft
Contents in Square Feet: 120 sq. ft.

Please draw location on Lot on the Back. Please include all measurement distances from lot lines.

I, the owner, agree to pay the required fee for this application at time of request and understand that this request be refused, the fee will not be returned. I also understand that should this request be granted; all work shall be done within 1 (one) year from date of approval and all materials shall comply with the plans and specifications submitted and property taxes will be current with all the Ordinances of the City.

Owner Printed Name: Barb Vigil Phone#: 320) 522-5907

Barbara Vigil

Owner Signature

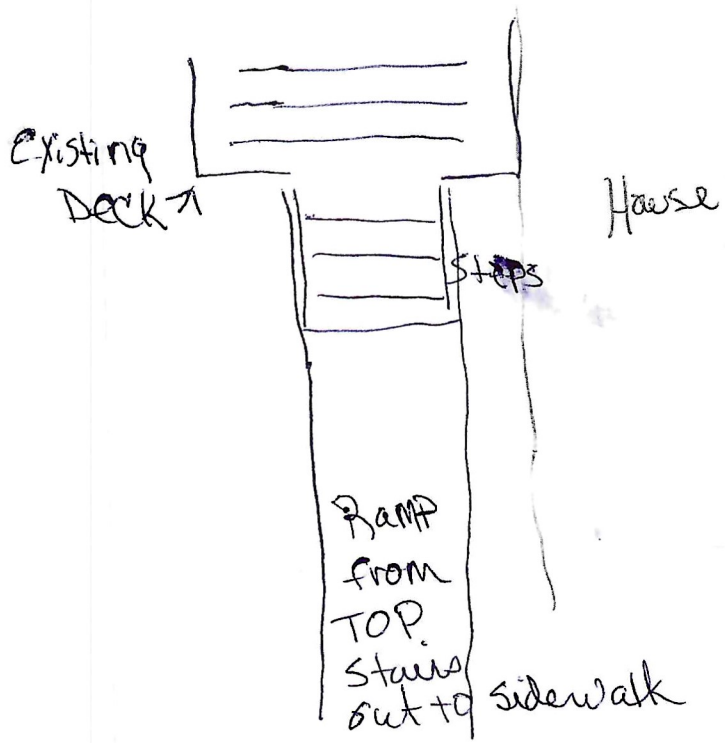
10-10-2024

Date

City Office Use Only

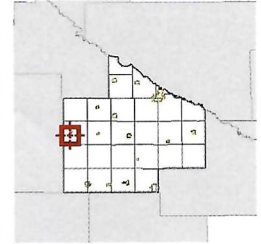
Received: 10/10/2024 Amount: 150.00 Cash, EFT or Check#: 1002

Approved: Denied Date: 10/14/2024 Permit#: 12/2024





Overview



Legend

-  Municipal Boundaries
-  Surrounding Counties
-  Townships
-  Parcels
- Major Roads**
-  State/Federal
-  County
-  County/Twp/City
-  Minor Roads

Parcel ID	85-200-1720	Alternate ID	n/a	Owner Address	VIGIL/BARBARA
Sec/Twp/Rng	0-0-0	Class	RESIDENTIAL\ SINGLE UNIT		305 PROSPECT ST
Property Address	305 PROSPECT ST CITY OF MILROY	Acreage	n/a		MILROY MN 56263
District	n/a				
Brief Tax Description	n/a				

(Note: Not to be used on legal documents)

Date created: 10/10/2024
 Last Data Uploaded: 10/9/2024 10:09:16 PM

RESOLUTION 2024-11

**CITY OF MILROY
COUNTY OF REDWOOD
STATE OF MINNESOTA**

AUTHORIZING ASSESSMENT OF UNPAID BILLS FOR COLLECTION IN 2025

WHEREAS, the City Council of the City of Milroy, County of Redwood, State of Minnesota, that an assessment for unpaid services to include water, sewer, fire calls and mowing be placed on the property taxes of the following property:

Parcel Number	85-200-1800
Address	203 Cedar Street, Milroy MN 56263
Water	\$489.65
Sewer	\$242.59
Administrative Fee	\$40.00
Total assessments due	\$772.24

NOW, THEREFORE BE IT RESOLVED, the City Clerk/Treasurer is hereby instructed to transmit a certified copy of the assessments to the County Auditor to be extended on the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Mayor and Council of the City of Milroy, Minnesota, this 28th day of October 2024.

SIGNED: _____
Colleen Brooks, Mayor

ATTEST: _____
Betsy Snyder, City Clerk/Treasurer

Betsy:

Here below is the response from David Drown and Associates pertaining to a city borrowing money.

Brad

From: Stanley P. Holmberg <sholmberg@fibmn.com>

Sent: Tuesday, October 8, 2024 3:31 PM

To: AgLenders <AgLenders@fibmn.com>

Subject: City requesting loans

Hello, I visited with David Drown and Associates and cities are not able to have loans or lines of credit.

Stan



FIRST
INDEPENDENT
BANK *Est. 1903*

Member
FDIC



CERTIFICATE OF DEPOSIT (CD) SPECIALS*

24 Month Variable CD

- **\$25,000 minimum deposit.**
- **Interest Rate of 5.35% Annual Percentage Yield 5.46%**
(Interest rate based on WSJ Prime minus a margin of 3.15%. Rate can change at any time.)
- **Cap of 8.50% Floor of 2.50%**
- **1-time deposit of additional funds can be made with a minimum amount of \$1,000 during the term.**
- **1-time withdrawal provision of up to 50% of the original balance without penalty.**

7 Month CD

- **\$2,500 minimum deposit.**
- **Interest Rate of 4.42% Annual Percentage Yield 4.50%**

*Earnings will be compounded or paid electronically only.

Rates as of 7-1-2024

**WOULD YOU LIKE
FURTHER INFORMATION?
PLEASE LET US KNOW!**

FIBMN.COM

Site Development Concepts

Milroy, MN



To: City of Milroy
From: Dane Ekdorn, PE - ISG Inc.
Date: September 19, 2024
Subject: Site Development Concepts
Two (2) Proposed Development Sites

INTRODUCTION + BACKGROUND

The City of Milroy contracted with ISG to provide service for evaluation two (2) potential sites adjacent to the City of Milroy for future development. Two (2) exhibits are attached to this memo for reference ([Site #1 Exhibit](#), [Site #2 Exhibit](#), and [Site #2 Exhibit - Future](#)). For this evaluation, ISG utilized existing information such as County GIS information (including contours and property boundaries), City utility maps, and record plans of existing infrastructure provided by City Staff. Sanitary sewer serviceable areas were evaluated for each Site, along with considerations for stormwater and zoning for each site as well. The attached exhibits provided a preliminary layout for possible development and needed items as necessary.

SITE 1

Location + Access

This site is located south of Cedar Street and west of Marion Street as shown in the attached [Site #1 Exhibit](#). The site is about +/- 8.4 Acres in size. Street access was considered from Marion Street and from Cedar Street, west of Bernice Street. Connection from Marion Street would require additional right-of-way and street extension to access the property.

Utility Service – Water + Sewer

Water service is available to the site from an existing water main located along the west side of the proposed property. A loop would not be readily available without making a second connection at the intersection of Cedar Street and Bernice Street.

Sewer service is not readily available to the site. This proposed development area is approximately 3-5-feet lower than the other developed lots adjacent to the site. The nearest connection to be made at a manhole is near the intersection of Cedar Street and Marion Street. We considered extending the sewer to the east along Cedar Street, then to the South; however, this pipe run is too long for the shallow depth of the sewer.

We also considered a pipe run to the south (extending from Marion Street) and this pipe could service an area west of our proposed site. Slab on grade construction and additional fill/embankment material would likely be needed to provide sewer service. This sewer pipe would also be very shallow (less than 6-feet) which is typically not recommended.

Due to the depth of the existing sanitary sewer, compared to existing surface elevations, a lift station is likely needed to service this area. To construct a new lift station, the following items need to be considered:

- Total (final) service area (including areas outside immediate proposed development)
 - The service area for this lift station could include additional area to the east as noted in [Site #1 Exhibit](#). The total area shown is +/- 25 Acres
- Connection point

Site Development Concepts

Milroy, MN



- Currently shown with a connection to existing sanitary sewer at Cedar Street and Marion Street.
- Capacity of pipe where connection is made (including collection system to final treatment).

Stormwater Considerations

This site is a local low-point and collects storm water for part of the surrounding area outside of the Site. Substantial stormwater storage, such as a pond, would be needed for this area to mitigate possible drainage issues. The storage used would need an outlet to protect the homes and infrastructure from damage. This outlet could connect to drain tile located in the area to west, or conveyed with new storm sewer pipe to the east to adjacent low lying areas. Conveyance to the east is shown in [Site #1 Exhibit](#). This is shown because connection can be made to storm water infrastructure that could be installed as part of the work in Site #2.

Zoning Considerations

This site was evaluated for future single-family residential land use, which matches the land use of the surrounding area. Within the +/- 8.4 Acres evaluated, 16 lots could be created, with space for future lots to the west of the area evaluated.

Multi-family (medium to high residential), business, or light industrial could be considered along County Road 74/250th Street. Generally, a buffer should be provided as a separation between residential uses and industrial or business use.

Cost Considerations

The engineer's opinion of probable costs for the project is about \$3,269,000. This includes construction, design, construction administration, and materials testing. This site only develops 16 total lots, which does not make it very cost effective at a cost over \$200,000 per lot.

SITE 2

Location + Access

This site is located west of Bernice Street, and west of the existing residential lots along the east side of Bernice Street as shown in the attached [Site Exhibit #2](#) and [Site Exhibit #2 - Future](#). This total site assessed is about +/- 13.7 Acres in size. Street access points were considered from extending Cherry Street and/or Cedar Street. Two points of access for development areas are ideal for utility service connections and emergency access to the site. This site was separated into 2 areas, because a portion of the site, shown in [Site Exhibit #2](#), is immediately ready for utility service. The rest of the site, shown in [Site Exhibit #2 - Future](#) is not immediately serviceable.

Utility Service – Water + Sewer

Water service can be available for this site by connecting to the existing water main located at the intersection of Bernice Street and Cherry Street. To complete a water loop, water main would also have to be extended along Cedar Street from the intersection with Bernice Street. This extension is the same extension that is also recommended to complete a loop for Site #1.

Sanitary sewer service is partially available to the proposed site as shown in [Site Exhibit #2](#). Based on the existing grades, sanitary sewer pipe could be extended west from the intersection of Bernice Street and Cherry Street to serve a portion of the property on the west and south sides. Due to the existing grades to the north and east, sanitary sewer could not be extended further without changing existing grades. The minimum pipe depth would need to be 6-feet to service 2 lots shown in the attached exhibit.

Site Development Concepts

Mitroy, MN



A lift station would likely be needed to service the remaining portion of the Site as shown in [Site Exhibit #2 - Future](#). The same considerations should be made for a new lift station in this location as noted for Site #1.

Stormwater Considerations

This site is located at a local “high point” where the existing grades break in multiple directions. Generally, the site drains to the north and east; though smaller areas drain west and south. As this area develops, rate control will be a large consideration for stormwater runoff that leaves the site.

Development generally causes larger and faster rates of stormwater runoff, which could have negative impacts if not properly managed. Stormwater for the layout shown in [Site #2 Exhibit](#) would drain west would to be conveyed through existing streets. Depending on the amount of runoff from the development, this could cause capacity issues leaving more water in the street than intended.

Stormwater draining towards undeveloped areas (east, north, and south) as shown in [Site Exhibit #2 - Future](#) could cause washouts as runoff leaves the site. Storage of stormwater (such as ponds) will help control rates. This storage should be planned for the immediate development or Site, but additional planning should be done towards future development as well. Ultimately this area appears to continue to drain to the north.

Zoning Considerations

This site was evaluated for future single-family residential land use, which matches the land use of the surrounding area. Within the +/- 13.7 Acres evaluated, 10 lots are immediately available for development as shown in [Site Exhibit #2](#). Buffer should be considered for the north side of the site, as part of future development, to provide space between existing and proposed commercial or industrial uses.

Cost Considerations

The engineer’s opinion of probable costs for the project is about \$1,415,000. This includes construction, design, construction administration, and materials testing. This site develops 10 total lots, which is more cost effective than Site #1; however, this cost is still over \$140,000 per lot. Development of these lots will have further economic impacts within the City, such as property or sales taxes.

CONCLUSION

Site #1 (See attached Exhibit)

- Water service is available.
 - Additional water main would need to be provided for a loop.
- Sanitary sewer service would require a lift station.
 - Additional considerations should be made for a future lift station.
- This area is a local low point.
 - Stormwater management will require proper storage and outlets to mitigate possible issues.
- Commercial or light industrial use could be possible on the south side along 250th Street.
 - Proper buffers should be in place between residential and commercial or light industrial uses.

Site Development Concepts

Milroy, MN



Site #2 (See attached Exhibits)

- Water service is available.
 - Additional water main would need to be provided for a loop.
- Sanitary sewer service is available for a portion of the proposed area shown in Site Exhibit #2.
 - Sanitary sewer service is not available for the area shown in Site Exhibit #2 – Future.
- Stormwater management will require rate control to prevent future issues for existing streets and adjacent properties.
 - Stormwater will need to be conveyed through the streets for the area shown in Site #2 Exhibit. If there are existing drainage issues in this area, additional storm sewer should be added.
- The property north of the proposed site should have a land use plan to provide proper buffers between business or light industrial uses and residential use.

RECOMMENDATION

Based on ISG's evaluation of the 2 sites, Site #2 is recommended for development over Site #1. Specifically, the area shown in Site #2 Exhibit. This area can be served by existing infrastructure, without requiring an additional lift station.

A detailed survey, design, and construction documents are still needed to move forward with the development of this project. Local City Ordinances also outline the process for subdivision of land, annexation into City limits, platting, and security of proposed improvements. Minnesota Statutes generally allow Cities to review subdivisions within 2-miles of City limits, with a resolution in place. These processes should be followed by any developer proposed to construct improvements that will be taken over and maintained by the City.

Site Concept Review



Client Name: City of Milroy
 Location: Milroy, MN
 ISG Project Number: 31514
 Date: Friday, October 18, 2024

ENGINEER'S OPINION of PROBABLE COST Site #1

No.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL AMOUNT
General Items					\$216,000.00
1	Mobilization	LS	1	\$165,000.00	\$165,000.00
2	Removals	LS	1	\$21,000.00	\$21,000.00
3	Site Restoration	LS	1	\$30,000.00	\$30,000.00
Sanitary Sewer					\$764,700.00
4	Sanitary Sewer, 8"	LF	1550	\$80.00	\$124,000.00
5	Sanitary Sewer Manhole, 48"	EA	6	\$8,500.00	\$51,000.00
6	Sanitary Sewer Service	EA	16	\$3,000.00	\$48,000.00
7	Connect to Existing Sanitary Sewer	EA	1	\$1,500.00	\$1,500.00
8	Sanitary Sewer Lift Station	LS	1	\$500,000.00	\$500,000.00
9	Sanitary Sewer Force Main Pipe, 6"	LF	670	\$60.00	\$40,200.00
Water Main					\$332,500.00
10	Connect to Existing Water Main	EA	1	\$2,000.00	\$2,000.00
11	Water Main, 8"	LF	2350	\$70.00	\$164,500.00
12	8" Gate Valve & Box	EA	11	\$4,000.00	\$44,000.00
13	Misc. Fitting	EA	15	\$1,200.00	\$18,000.00
14	Water Services	EA	16	\$2,500.00	\$40,000.00
15	Hydrant Assembly	EA	8	\$8,000.00	\$64,000.00
Storm Sewer					\$255,200.00
16	Excavation - Storm Water Pond	LS	1	\$24,000.00	\$24,000.00
17	Storm Sewer RCP, 24" and Smaller	LF	800	\$80.00	\$64,000.00
18	Storm Sewer RCP, 30" and Larger	LF	625	\$160.00	\$100,000.00
19	12" RCP Flared End	EA	1	\$750.00	\$750.00
20	24" RCP Flared End	EA	1	\$1,250.00	\$1,250.00
21	Rip Rap, Class B	TN	40	\$80.00	\$3,200.00
22	2x3 Inlet	EA	5	\$4,000.00	\$20,000.00
23	48" Manhole Catch Basin	EA	7	\$6,000.00	\$42,000.00
Streets & Grading					\$708,600.00
24	Unclassified Excavation	CY	14000	\$12.00	\$168,000.00
25	Subgrade Preparation	SY	8900	\$3.00	\$26,700.00
26	Aggregate Base Course, 8"	TN	4310	\$30.00	\$129,300.00
27	Asphalt Concrete Pavement, 5"	TN	2080	\$100.00	\$208,000.00
28	Concrete Curb and Gutter	LF	4000	\$35.00	\$140,000.00
29	Geotextile Fabric for Subgrade Stabilization	SY	8900	\$4.00	\$35,600.00
30	Concrete Washout	EA	2	\$500.00	\$1,000.00
Construction Cost					\$2,277,000.00
20% Construction Contingency					\$455,400.00
TOTAL ESTIMATED CONSTRUCTION COST					\$2,732,400.00
Survey					\$27,330.00
Design Engineering					\$204,930.00
Bidding and Contract Documents					\$27,330.00
Construction Engineering					\$177,610.00
Administration and Legal					\$81,980.00
Total Estimated Project Cost:					\$3,251,580.00

Site Concept Review



Client Name: City of Milroy
 Location: Milroy, MN
 ISG Project Number: 31514
 Date: Friday, October 18, 2024

ENGINEER'S OPINION of PROBABLE COST Site #2

No.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL AMOUNT
General Items					\$94,000.00
1	Mobilization	LS	1	\$72,000.00	\$72,000.00
2	Removals	LS	1	\$9,000.00	\$9,000.00
3	Site Restoration	LS	1	\$13,000.00	\$13,000.00
Sanitary Sewer					\$150,250.00
4	Sanitary Sewer, 8" SDR 26	LF	1130	\$75.00	\$84,750.00
5	Sanitary Sewer Manhole, 48"	EA	4	\$8,500.00	\$34,000.00
6	Sanitary Sewer Service	EA	10	\$3,000.00	\$30,000.00
7	Connect to Existing Sanitary Sewer	EA	1	\$1,500.00	\$1,500.00
Water Main					\$199,400.00
8	Connect to Existing Water Main	EA	1	\$2,000.00	\$2,000.00
9	Water Main, 8"	LF	1600	\$70.00	\$112,000.00
10	8" Gate Valve & Box	EA	7	\$4,000.00	\$28,000.00
11	Misc. Fitting	EA	7	\$1,200.00	\$8,400.00
12	Water Services	EA	10	\$2,500.00	\$25,000.00
13	Hydrant Assembly	EA	3	\$8,000.00	\$24,000.00
Streets & Grading					\$546,800.00
14	Unclassified Excavation	CY	8800	\$12.00	\$105,600.00
15	Subgrade Preparation	SY	7200	\$3.00	\$21,600.00
16	Aggregate Base Course, 8"	TN	3450	\$30.00	\$103,500.00
17	Asphalt Concrete Pavement, 5"	TN	1664	\$100.00	\$166,400.00
18	Concrete Curb and Gutter	LF	3200	\$35.00	\$112,000.00
19	Concrete Valley Gutter	SY	83	\$100.00	\$8,300.00
20	Geotextile Fabric for Subgrade Stabilization	SY	7100	\$4.00	\$28,400.00
21	Concrete Washout	EA	2	\$500.00	\$1,000.00
Construction Cost					\$990,450.00
20% Construction Contingency					\$198,100.00
TOTAL ESTIMATED CONSTRUCTION COST					\$1,188,550.00
Survey					\$11,890.00
Design Engineering					\$89,150.00
Bidding and Contract Documents					\$11,890.00
Construction Engineering					\$77,260.00
Administration and Legal					\$35,660.00
Total Estimated Project Cost:					\$1,414,400.00



SITE LEGEND	
SYMBOL	DESCRIPTION
	LIFT STATION REQUIRED FOR SANITARY SEWER SERVICE
	PROPOSED LIFT STATION LOCATION
	PROPOSED DETENTION POND
	PROPOSED ROADWAY AREA
	POSSIBLE LIFT STATION SERVICE AREA (FULL ANALYSIS TO BE COMPLETED WITH DESIGN)

UTILITY LEGEND		
EXISTING		PROPOSED
	STORM DRAIN	
	SANITARY SEWER	
	SANITARY SEWER FORCEMAIN	
	WATER MAIN	

SITE INFO	
TOTAL SITE AREA	9.05 ACRES
TOTAL ROW AREA	2.02 ACRES
TOTAL LOT AREA	4.79 ACRES (16 LOTS)

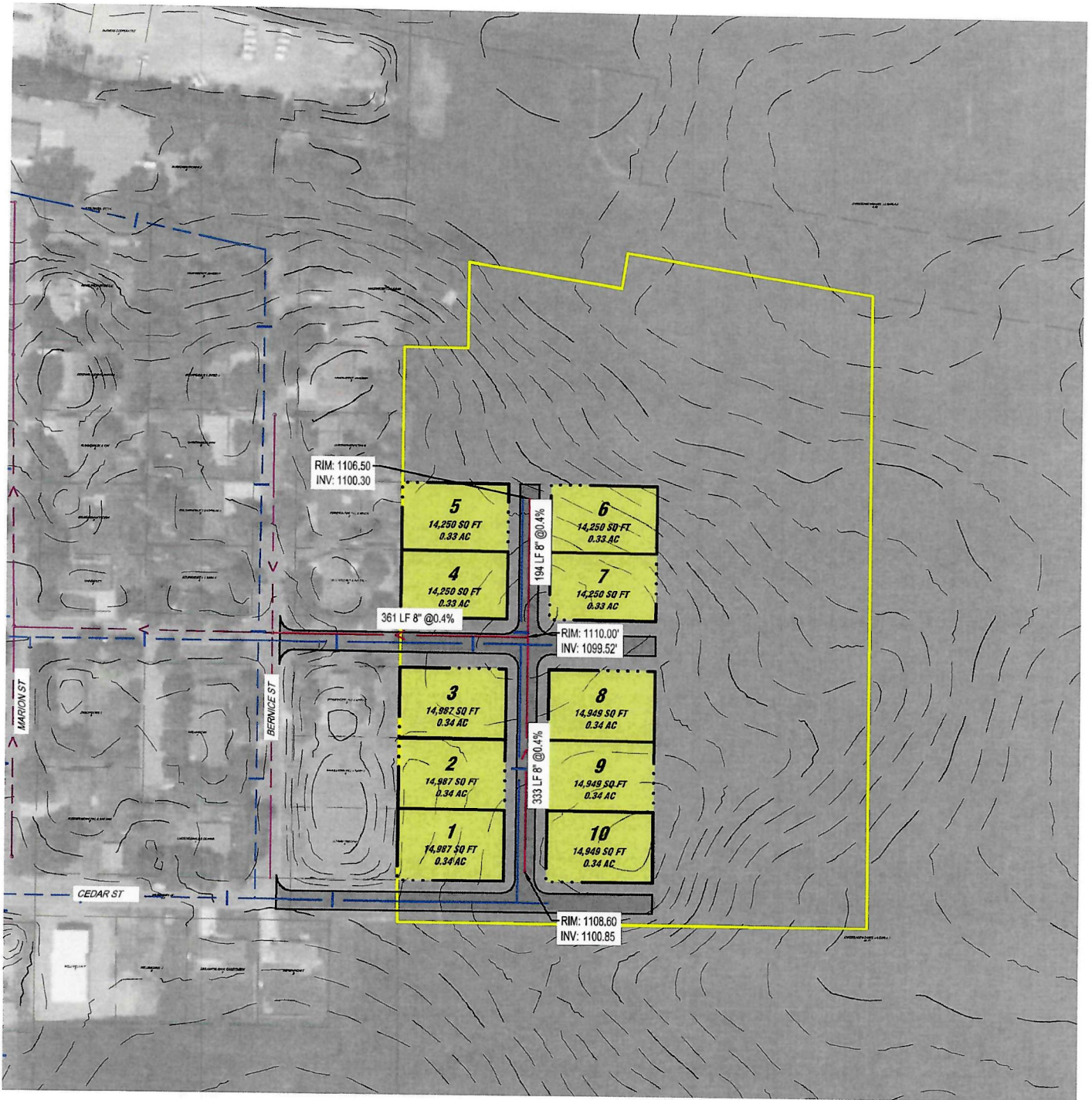


SITE 1



Architecture + Engineering + Environmental + Planning
ISGInc.com

MILROY SITE DEVELOPMENT
MILROY, MN - 10/10/2024
ISG PROJECT NO. 24-31514



SITE LEGEND	
SYMBOL	DESCRIPTION
	GRAVITY SERVICEABILITY FOR SANITARY SEWER SERVICE
	PROPOSED ROADWAY AREA

UTILITY LEGEND		
EXISTING		PROPOSED
	STORM DRAIN	
	SANITARY SEWER	
	WATER MAIN	

SITE INFO	
TOTAL SITE AREA	9.05 ACRES
TOTAL ROW AREA	2.19 ACRES
TOTAL LOT AREA	3.36 ACRES (10 LOTS)

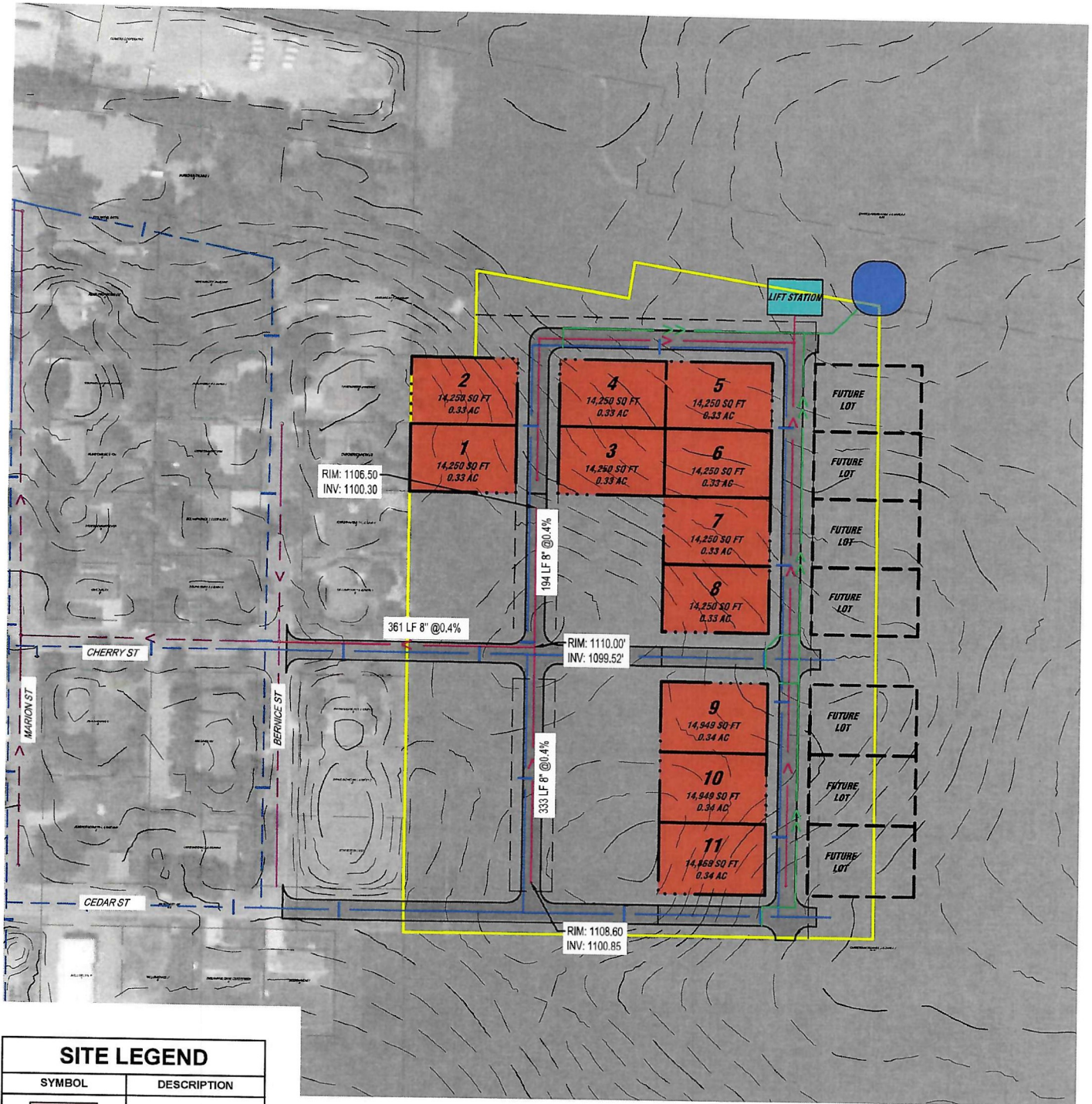


SITE 2



Architecture + Engineering + Environmental + Planning
 ISGInc.com

MILROY SITE DEVELOPMENT
 MILROY, MN - 10/10/2024
 ISG PROJECT NO. 24-31514



SITE LEGEND	
SYMBOL	DESCRIPTION
	LIFT STATION REQUIRED FOR SANITARY SEWER SERVICE
	PROPOSED LIFT STATION LOCATION
	PROPOSED DETENTION POND
	PROPOSED ROADWAY AREA

UTILITY LEGEND		
EXISTING		PROPOSED
	STORM DRAIN	
	SANITARY SEWER	
	WATER MAIN	

SITE INFO	
TOTAL SITE AREA	9.05 ACRES
TOTAL ROW AREA	4.73 ACRES
TOTAL LOT AREA	3.66 ACRES (11 LOTS)



SITE 2 - FUTURE



Architecture + Engineering + Environmental + Planning
ISGInc.com

MILROY SITE DEVELOPMENT
MILROY, MN - 10/10/2024
ISG PROJECT NO. 24-31514

Rec'd in city dropbox
10/21/2024

Milroy City Council Members:

My husband and I are seriously disappointed with the condition of our yard-604 Cedar St. It all started early this spring with out much notice for sure when they were going to do it they dug up our yard and cut into part of our driveway.

It wouldn't be so upsetting if this was something regarding our property being repaired but it was because the property next door did not have sewer/water. Not sure why everything in that property had to be linked to ours, so wondering if he has some sewer issues our property will be dug up again??

We were told it would be fixed when we went to a meeting in June but nothing was done at all until September when a pile of dirt was put on but had junk in it with blades and big chunks of metal in it. It was not leveled out and was very weedy and not much not grass.

We are having a portion of our driveway redone as when winter comes it will bulge up. I am hoping it will be covered by the City.

We have had much embarrassment with our yard condition and hope you can help us with this problem.

Thanks for this consideration!

Sincerely,

Larry & Diane Silk

please
give to
Milroy City
Council

CITY OF MILROY
Payroll Employee Pay Report

Pay Detail by Employee
 from 1/1/2023 to 12/31/2023

Duscher, Dean

Pay Type	Cheque Date	Pay Qty	Pay Amount
COMP TIME			
	1/23/2023	12	300.00
	6/26/2023	7	262.50
	7/10/2023	2.5	93.75
	8/7/2023	0.5	18.75
COMP TIME	Totals:	22	675.00
Holiday			
	1/9/2023	16	400.00
	1/23/2023	8	200.00
	3/6/2023	8	200.00
	6/12/2023	1	25.00
	6/26/2023	1	25.00
	7/10/2023	1	25.00
	9/18/2023	8	200.00
	11/13/2023	8	200.00
	11/27/2023	16	400.00
Holiday	Totals:	67	1675.00
Hourly			
	1/9/2023	57.5	1437.50
	1/23/2023	52.5	1312.50
	2/6/2023	66	1650.00
	2/20/2023	74.5	1862.50
	3/6/2023	70	1750.00
	3/20/2023	80	2000.00
	4/3/2023	68.5	1712.50
	4/17/2023	67	1675.00
	5/1/2023	73.5	1837.50
	5/15/2023	71	1775.00
	5/15/2023	8.5	212.50
	5/29/2023	70.75	1768.75
	6/12/2023	74	1850.00
	6/26/2023	63.5	1587.50
	7/10/2023	60.75	1518.75
	7/24/2023	80	2000.00
	8/7/2023	67.5	1687.50
	8/21/2023	59.25	1481.25
	9/4/2023	66.5	1662.50
	9/18/2023	62	1550.00
	10/2/2023	76	1900.00
	10/16/2023	70.5	1762.50
	10/30/2023	79	1975.00
	11/13/2023	62	1550.00
	11/27/2023	60	1500.00
	12/11/2023	65.5	1637.50
	12/25/2023	73.5	1837.50
Hourly	Totals:	1779.75	44493.75
Hourly Overtime			
	1/9/2023	4	150.00
	1/23/2023	5	187.50
	2/6/2023	4	150.00
	2/20/2023	4	150.00
	3/6/2023	5	187.50
	3/20/2023	9.25	346.88
	4/3/2023	8	300.00
	4/17/2023	7.5	281.25
	5/1/2023	5.25	196.88
	5/15/2023	5	187.50
	5/29/2023	4	150.00
	6/12/2023	8	300.00
	6/26/2023	3	112.50
	7/10/2023	4	150.00
	7/24/2023	8	300.00
	8/7/2023	4	150.00
	8/21/2023	4	150.00
	9/4/2023	3	112.50
	9/18/2023	5	187.50

	10/2/2023	4	150.00
	10/16/2023	4	150.00
	10/30/2023	5.5	206.25
	11/13/2023	4	150.00
	11/27/2023	4	150.00
	12/11/2023	4	150.00
	12/25/2023	4	150.00
Hourly Overtime	Totals:	129.5	4856.26
PTO			
	2/6/2023	9	225.00
	2/20/2023	3	75.00
	3/6/2023	7	175.00
	4/3/2023	9	225.00
	4/17/2023	8	200.00
	5/1/2023	5	125.00
	5/29/2023	3	75.00
	7/10/2023	5.5	137.50
	8/7/2023	9	225.00
	8/21/2023	18	450.00
	9/4/2023	12	300.00
	9/18/2023	5	125.00
	10/16/2023	3	75.00
	11/13/2023	6	150.00
	11/27/2023	9	225.00
	12/11/2023	12	300.00
	12/25/2023	2	50.00
PTO	Totals:	125.5	3137.50
Working Holiday			
	1/9/2023	8	400.00
Working Holiday	Totals:	8	400.00

Pay Detail by Employee
from 1/1/2023 to 12/31/2023

Snyder, Bette

Pay Type	Cheque Date	Pay Qty	Pay Amount
Funeral Leave			
	4/17/2023	32	896.00
Funeral Leave	Totals:	32	896.00
Holiday			
	1/9/2023	16	448.00
	1/23/2023	8	224.00
	3/6/2023	8	224.00
	6/12/2023	8	224.00
	6/26/2023	8	224.00
	7/10/2023	8	224.00
	9/18/2023	8	224.00
	11/13/2023	8	224.00
	11/27/2023	16	448.00
Holiday	Totals:	88	2464.00
Hourly			
	1/9/2023	49	1372.00
	1/23/2023	56.75	1589.00
	2/6/2023	69.5	1946.00
	2/20/2023	67.5	1890.00
	3/6/2023	65.5	1834.00
	3/20/2023	70	1960.00
	4/3/2023	76.75	2149.00
	4/17/2023	23	644.00
	5/1/2023	71.25	1995.00
	5/15/2023	77.5	2170.00
	5/29/2023	63	1764.00
	6/12/2023	38.5	1078.00
	6/26/2023	75.25	2107.00
	7/10/2023	56	1568.00
	7/24/2023	66.25	1855.00
	8/7/2023	70.75	1981.00
	8/21/2023	40.75	1141.00
	9/4/2023	63	1764.00
	9/18/2023	73.75	2065.00
	10/2/2023	71.5	2002.00
	10/16/2023	56.5	1582.00
	10/30/2023	70.25	1967.00
	11/13/2023	74.75	2093.00

	11/27/2023	55	1540.00
	12/11/2023	71.75	2026.94
	12/25/2023	61.25	1730.31
Hourly	Totals:	1635	45813.25
Hourly Overtime			
	2/6/2023	7.25	304.50
	4/3/2023	3	126.00
	5/15/2023	1.75	73.50
	6/26/2023	2	84.00
Hourly Overtime	Totals:	14	588.00
PTO			
	1/9/2023	8	224.00
	1/23/2023	8	224.00
	2/20/2023	8	224.00
	3/6/2023	8	224.00
	3/20/2023	8	224.00
	4/17/2023	18	504.00
	5/1/2023	4	112.00
	5/29/2023	10	280.00
	6/12/2023	24	672.00
	7/10/2023	8	224.00
	7/24/2023	8	224.00
	8/21/2023	32	896.00
	9/4/2023	13	364.00
	10/16/2023	20	560.00
	10/30/2023	8	224.00
	11/27/2023	8	224.00
	12/11/2023	9	254.25
	12/25/2023	20	565.00
PTO	Totals:	222	6223.25
Special Meeting			
	5/1/2023	1	25.00
	9/4/2023	1	25.00
	9/18/2023	1	25.00
Special Meeting	Totals:	3	75.00

Pay Detail by Employee
from 1/1/2023 to 12/31/2023

Soupir, Sara

Pay Type	Cheque Date	Pay Qty	Pay Amount
Custodian	1/9/2023	4.74	63.99
	1/23/2023	2.66	35.91
	2/6/2023	4.57	61.70
	2/20/2023	5.66	76.41
	3/6/2023	4.25	57.38
	3/20/2023	4.41	59.54
	4/3/2023	2.25	30.38
	4/17/2023	4.32	58.32
	5/1/2023	4.91	66.29
	5/15/2023	4.66	62.91
	5/29/2023	3.83	51.71
	6/12/2023	4.08	55.08
	6/26/2023	4.07	54.95
	7/10/2023	3.25	43.88
	7/24/2023	4.25	57.38
	8/7/2023	4.91	66.29
	8/21/2023	4.08	55.08
	9/4/2023	4.16	56.16
	9/18/2023	5.74	77.49
	10/2/2023	3.83	51.71
	10/16/2023	5.5	74.25
	10/30/2023	4.16	56.16
	11/13/2023	5.41	73.04
	11/27/2023	3.75	50.63
	12/11/2023	5	67.50
	12/25/2023	3.83	51.71
Custodian	Totals:	112.28	1515.85

CITY OF MILROY
Payroll Employee Pay Report

Pay Detail by Employee
 from 1/1/2024 to 10/24/2024

Duscher, Dean

Pay Type	Cheque Date	Pay Qty	Pay Amount
Holiday	1/8/2024	16	400.00
	1/22/2024	8	200.00
	3/4/2024	8	200.00
	6/10/2024	8	202.00
	6/24/2024	8	202.00
	7/8/2024	8	202.00
	9/16/2024	8	202.00
	Totals:	64	1608.00
Hourly	1/8/2024	55	1375.00
	1/22/2024	66.5	1662.50
	2/5/2024	61	1525.00
	2/19/2024	64.75	1618.75
	3/4/2024	53	1325.00
	3/18/2024	68.25	1723.31
	4/1/2024	70.5	1780.13
	4/15/2024	56.5	1426.63
	4/29/2024	76.5	1931.63
	5/13/2024	78	1969.50
	5/27/2024	79	1994.75
	6/10/2024	69.5	1754.88
	6/24/2024	61.75	1559.19
	7/8/2024	64.5	1628.63
	7/22/2024	74.5	1881.13
	8/5/2024	49	1237.25
	8/19/2024	65	1641.25
	9/2/2024	73.5	1855.88
	9/16/2024	58	1464.50
	9/30/2024	64.5	1628.63
10/14/2024	69	1742.25	
Totals:	1378.25	34725.79	
Hourly Overtime	1/8/2024	4	150.00
	1/22/2024	4	150.00
	2/5/2024	4	150.00
	2/19/2024	4	150.00
	3/4/2024	4	150.00
	3/18/2024	4	151.48
	4/1/2024	6	227.22
	4/15/2024	6	227.22
	4/29/2024	5	189.35
	5/13/2024	4.5	170.42
	5/27/2024	4.5	170.42
	6/10/2024	5	189.35
	6/24/2024	39	1476.93
	7/8/2024	4	151.48
	7/22/2024	5.5	208.29
	8/5/2024	4	151.48
	8/19/2024	4	151.48
	9/2/2024	7.5	284.03
	9/16/2024	5	189.35
	9/30/2024	4	151.48
10/14/2024	4.5	170.42	
Totals:	132.5	5010.40	
PTO	1/8/2024	7	175.00
	2/5/2024	13	325.00
	2/19/2024	11	275.00
	3/4/2024	14	350.00

	3/18/2024	5	126.25
	4/1/2024	7	176.75
	4/15/2024	15	378.75
	7/22/2024	4	101.00
	8/5/2024	26	656.50
	8/19/2024	10	252.50
	9/2/2024	5	126.25
	9/16/2024	9	227.25
	9/30/2024	10	252.50
	10/14/2024	8	202.00
PTO	Totals:	144	3624.75
Working Holiday			
	7/8/2024	2	101.00
Working Holiday	Totals:	2	101.00

Pay Detail by Employee
from 1/1/2024 to 10/24/2024

Snyder, Bette

Pay Type	Cheque Date	Pay Qty	Pay Amount
Election Judge			
	7/8/2024	5	141.25
Election Judge	Totals:	5	141.25
Holiday			
	1/8/2024	16	452.00
	1/22/2024	8	226.00
	3/4/2024	8	226.00
	6/10/2024	8	226.00
	6/24/2024	8	226.00
	7/8/2024	8	226.00
	9/16/2024	8	226.00
Holiday	Totals:	64	1808.00
Hourly			
	1/8/2024	50.25	1419.56
	1/22/2024	71.5	2019.88
	2/5/2024	79	2231.75
	2/19/2024	80	2260.00
	3/4/2024	67.25	1899.81
	3/18/2024	72.75	2055.19
	4/1/2024	76	2147.00
	4/15/2024	73.75	2083.44
	4/29/2024	76.25	2154.06
	5/13/2024	72	2034.00
	5/27/2024	80	2260.00
	6/10/2024	72.75	2055.19
	6/24/2024	55.75	1574.94
	7/8/2024	65	1836.25
	7/22/2024	56	1582.00
	8/5/2024	74.75	2111.69
	8/19/2024	72.5	2048.13
	9/2/2024	66.25	1871.56
	9/16/2024	62	1751.50
	9/30/2024	74	2090.50
	10/14/2024	65	1836.25
Hourly	Totals:	1462.75	41322.70
Hourly Overtime			
	1/22/2024	6	254.28
	3/18/2024	2.5	105.95
	4/1/2024	0.5	21.19
	5/27/2024	6	254.28
	6/24/2024	3	127.14
	7/8/2024	1	42.38
	8/19/2024	1	42.38
	9/16/2024	1	42.38
	9/30/2024	2.5	105.95
Hourly Overtime	Totals:	23.5	995.93
PTO			
	1/8/2024	8	226.00
	4/15/2024	14	395.50
	5/13/2024	8	226.00
	6/24/2024	12	339.00

	7/22/2024	20	565.00
	8/5/2024	5	141.25
	8/19/2024	10	282.50
	9/2/2024	15	423.75
	9/16/2024	10	282.50
	9/30/2024	10	282.50
	10/14/2024	10	282.50
PTO	Totals:	122	3446.50
Special Meeting			
	7/8/2024	1	25.00
Special Meeting	Totals:	1	25.00

Pay Detail by Employee
from 1/1/2024 to 10/24/2024

Soupir, Sara

Pay Type	Cheque Date	Pay Qty	Pay Amount
Custodian	1/8/2024	5	67.50
	1/22/2024	4	54.00
	2/5/2024	1.75	23.63
	2/19/2024	4.74	63.99
	3/4/2024	3.83	51.71
	3/18/2024	5.83	78.71
	4/1/2024	3.5	47.25
	4/15/2024	3.5	47.25
	4/29/2024	4	54.00
	5/13/2024	5.16	70.95
	5/27/2024	3.58	49.23
	6/10/2024	5.32	73.15
	6/24/2024	3.66	50.33
	7/8/2024	2.83	38.91
	7/22/2024	3.41	46.89
	8/5/2024	4	55.00
	8/19/2024	2.58	35.48
	9/2/2024	4	55.00
	9/16/2024	4.49	61.74
	9/30/2024	3.91	53.76
	10/14/2024	5.49	75.49
Custodian	Totals:	84.58	1153.97

Betsy Snyder – 2024/30th Year Employed

PTO – Can carry over from year to year, up to a maximum of 2x the amount earned.

All other benefits are use or lose.

Time/Hours Earned:

Annual = 312

11 Holidays = 88

Funeral Leave = 32

ESST = 1 hour for every 30 hours worked up to 48 hours Max included in PTO

	Annual	Holiday	Funeral	ESST Earned
EARNED – 2024	312	88	32	
CARRIED OVER – 2023	510	0	0	
Totals	822	88	32	
Time Used – JANUARY	8	16	0	
Time Used – FEBRUARY	0	8	0	
Time Used – MARCH	0	0	0	
End of 1st Qtr balance	814	64	32	

Time Used – APRIL	14	0	0	
Time Used – MAY	8	8	0	
Time Used – JUNE	12	8	0	
End of 2nd Qtr balance	780	48	32	

Time Used – JULY	20	8	0	
Time Used – AUGUST	15	0	0	
Time Used - SEPTEMBER	35	8	0	
End of 3rd Qtr balance	710	32	32	

Time Used – OCTOBER				
Time Used – NOVEMBER				
Time Used – DECEMBER				
End of 4th Qtr balance				

Total time used 2024				
Carry over to 2025				

Dean Duscher – 2024/ 14th Year Employed

PTO – Can carry over from year to year, up to a maximum of 2x the amount earned.

All other benefits are use or lose.

Time/Hours Earned:

PTO = 260

11 Holidays = 88

Funeral Leave = 32

ESST = 1 hour for every 30 hours worked up to 48 hours Max included in PTO

	PTO	Holiday	Funeral	ESST Earned
EARNED – 2024	260	88	32	
CARRIED OVER – 2023	313.25	0	0	
Totals	573.25	88	32	
Time Used – JANUARY	7	16	0	
Time Used – FEBRUARY	24	8	0	
Time Used – MARCH	19	0	0	
End of 1st Qtr balance	523.25	64	32	

Time Used – APRIL	22	0	0	
Time Used – MAY	0	8	0	
Time Used – JUNE	0	8	0	
End of 2nd Qtr balance	501.25	48	32	

Time Used – JULY	4	8	0	
Time Used – AUGUST	36	0	0	
Time Used - SEPTEMBER	24	8	0	
End of 3rd Qtr balance	437.25	32	32	

Time Used – OCTOBER				
Time Used – NOVEMBER				
Time Used – DECEMBER				
End of 4th Qtr balance				

Total time used 2024				
Carry over to 2025				

City	Pop.	C/T Pay	Years of Service	PW/Streets Pay	Years of Service	PTO	Health Insurance	HSA Contributions
Lynd	448	\$ 25.41		\$ 30.00		PTO based on years ESST=80hrs	Single paid by city HSA=3000	
Milroy	252	\$ 28.25	30 Years	\$ 25.25	14 Years			
Belview	291	\$ 22.50 \$ 25.00	Just Started After 3Mths	\$ 31.21				
Wood Lake	381	\$ 29.92	1.5 Years	\$ 32.54	8.5 Years			
Vesta	271	\$ 24.60	2.7 Years	\$ 25.00 26.50	Just Started After 3Mths	40hrs first 2 yrs 80hrs yrs 3-5 120hrs yrs 5-10 11yrs or more add 1 day per year-Max 20days ESST=1 hr per 30worked	Single paid by city	
Echo	265	\$ 24.00	2.5 Years	\$ 29.00	5 Years	40hrs 1st yr 80hrs after 2yrs 120hrs after 5yrs	Single paid by city HSA = 2000	
Lucan	212	\$ 24.87	6.75 Years	\$ 27.04	13 Years	104hrs yrs 0-5 130hrs yrs 6-8 182hrs yrs 9-12 195hrs yrs 13-17 208hrs yrs 18+	Sick 8hrs per month	

Title **PW Hours** **CT Hours**

C/T - P/W Streets 40 30

C/T - P/W Streets 40 40

C/T - P/W Streets 40 32

C - P/W Streets 38 15

Administrative Fees		
Copies	0.25	Per Page
Return Check Fee	35.00	One Time Per Check Fee
Copy of City Audit	40.00	
Copy of City Budget	15.00	
Copy of City Ordinance	2.00	Per Ordinance Page
Copy of City Ordinance Book	100.00	One Time
Scan/Email	2.00	Per Page
Election Candidate Filing Fee	2.00	
Fitness Center		
Single Membership	35.00	1 Month
	180.00	6 Months
	335.00	1 Year
Student Membership – Ages 15-24	30.00	1 Month
Couple Membership – 2 People	60.00	1 Month
	330.00	6 Months
	610.00	1 Year
Family Membership – W/Kids Age 12-17	80.00	1 Month
	430.00	6 Months
	830.00	1 Year
Replacement Card	10.00	Per card
Adult Business License		
Adult Entertainment License	5,000.00	
Planning & Zoning		
Special Assessment Search	35.00	
Variance Request	300.00	
Conditional Use Request	300.00	
Zoning Amendment	200.00	
Street Vacating	225.00	
Structure Penalty – Without secured permit Plus, 2X the Permit Fee	100.00	Application Incompliance
Structure is Closer/too close to the Property Line Plus 10.00 per day that it is not in compliance	200.00	Application Incompliance
Addition to Existing Structure – Residential	150.00	
Addition to Existing Structure – Commercial	150.00	
Deck/Patio/Fence/Concrete	40.00	
New Structure – Residential	500.00	
New Structure – Commercial	500.00	
Step Replacement	40.00	36 Sq. Ft. or Larger
Utility Shed	40.00	320 Sq. Ft. or Smaller
Accessory Structure	100.00	
Accessory Shed	100.00	321 Sq. Ft. or Larger
Water		
Water Hook-Up Fee	1,000.00	One Time Charge
Water Meter Connection Fee	150.00	One Time Charge/No Return
Usage – Base Fee	27.50	Per Month
Usage – Consumption Rate Residential/Commercial	10.05	Per 1000 Gallons
Water Meter Installation	50.00	Per Hour
Usage – Late Fee	10%	Of monthly amount owed
Disconnect Fee – Resident Request	50.00	
Reconnect Fee – Resident Request	50.00	
Reconnect Fee – Non-Payment	50.00	During Business Hours
Reconnect Fee – Non-Payment	100.00	After Business Hours

Service Connection Fee	.81	Per Month
Sewer		
Sewer Hook-Up	1,000.00	One Time Charge
Usage – Base Fee	16.50	Per Month
Usage – Residential/Commercial	2.32	Per 100 based on water usage
Garbage		
35 Gallon Cart	12.00	Per Month
65 Gallon Cart	15.00	Per Month
95 Gallon Cart	18.00	Per Month
Fire		
Fire Service Call (Any Service Used)	750.00	Per occurrence
Fire Service Call (Services Not Used)	375.00	Per occurrence
Fire Service Call (Dispatch Error)	0.00	Per occurrence
External Services (Company/Contractor)	Cost Paid by Owner	Per occurrence
Accident Calls	750.00	Per occurrence
Jaws of Life Use	750.00	Per occurrence
Recreational Fire Permit	10.00	Per Year
Alcohol		
Administration Fee/Background Check Fee	25.00	Per Permit/Request
On-Sale License Fee	200.00	Per Calendar Year
On-Sale 3.2 Fee	50.00	Per Calendar Year
Off Sale Fee	100.00	Per Calendar Year
Sunday Fee	200.00	Per Calendar Year
1 – 4 Day Temporary	50.00	Per License
Wine & Strong Beer	100.00	Per License
City Park		
Milroy City Park	50.00	Reservation/Deposit Fee
Domestic Animals		
Dog/Cat Lifetime License	50.00	Per Animal
Care of Impounded Animal Cost + Administrative Fee	Actual	
EDA Fees		
Apartment w/animal	475.00	Per Month
Apartment w/o animal	450.00	Per Month