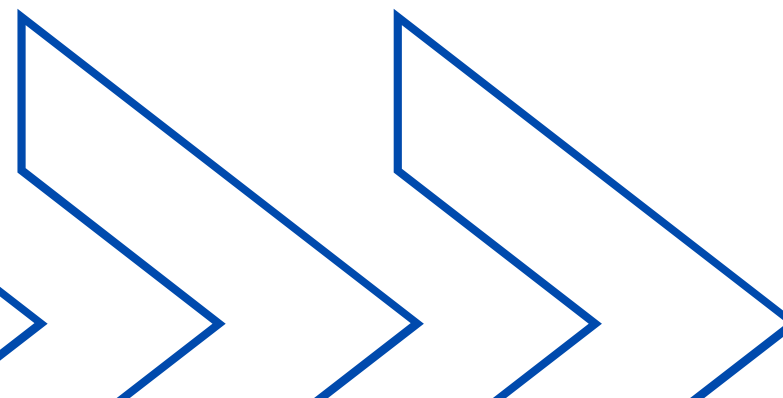


# City of Le Sueur Policy Book



203 South Second Street  
Le Sueur, MN 56058  
507-665-6401  
[www.cityoflesueur.com](http://www.cityoflesueur.com)

Revised November 2022



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# Banner Policy

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Updated 1/23/20

## **Application**

Application for placement of a banner across Minnesota State Highway 112 shall be made on the attached form. The applicant shall provide any and all information required by the City to review the eligibility of the applicant and information to be placed on the banner. Application forms are available at City Hall: 203 South Second Street, the Electric Line Shop: 505 Boright Street, and online at: [www.cityoflesueur.com](http://www.cityoflesueur.com).

Applicants will be informed of their eligibility by telephone or email. If approved, the applicant must then submit payment for the banner to reserve the dates requested. The City is unable to guarantee an exact date and time of placement or removal but will make a reasonable effort to address the requested timelines for placement. Applicants are advised they should not have the banner made before receiving notice from the City of Le Sueur that the application has been approved.

**No advertising for any organization or company (including logos or the sponsoring companies) is allowed on the banner.**

## **Eligibility**

All not for profit organizations, charitable event, and festival organizations as approved by the City shall be eligible to have a banner hung on the City owned structure across Highway 112. The City may also consider tourism and promotional banners that have been approved and recommended by the Le Sueur Area Chamber of Commerce. Any banner recommendation made by the Chamber of Commerce must also have the approval of the City Administrator prior to acceptance.

## **Priority**

The City will attempt to meet the needs of all applicants, but should two or more applicant requests be received for placement at the same time, the City Administrator shall reserve all rights to determine which applicant receives the benefit of placement and the time frame for which placement will be provided. Priority will be given in the following order:

- Applicants who have their primary business or organization in Le Sueur
- Applicants who are promoting community festivals or celebrations in Le Sueur
- Applicants promoting tourism in Le Sueur
- Those who apply on a first come first serve basis

## **Fee**

A fee of \$250 shall be paid upon approval of the banner application and in no event shall the banner be installed without payment being made. Said fee shall be payable to the City of Le Sueur and shall be delivered to the City Administrator's office once the applicant has been notified the banner application has been approved. The fee shall cover banner installation for a two-week

period. Should the applicant wish the banner to remain in place longer than two weeks, and additional \$250 must be immediately remitted for each additional two-week period or portion thereof. Specific dates are not reserved for any applicant until the fee is received.

### **Banner Construction**

It is the responsibility of the applicant to provide a banner that meets the specifications identified in the application packet. The City of Le Sueur is not responsible for any damage that may occur to the banner while it is in the City's possession and the City may refuse to install a banner that does not meet the specifications.

## Business Subsidy Policy

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Amended 5/26/20

### **Purpose**

The purpose of the Le Sueur Business Subsidy Policy is to establish criteria for the granting of business subsidies, including assistance through Tax Increment Financing, Tax Abatement, and other incentive and assistance programs that may become available through the City of Le Sueur. For the purposes of this document, the term "City" includes the Le Sueur City Council, the Le Sueur Economic Development Authority, staff, financial consultants, and legal counsel.

This policy will be used as criteria for providing subsidies, in addition to the requirements and limitations set forth by provision of Minnesota Statutes Section 116J.993 through 116J.995, as amended (the "Business Subsidy Act").

The criteria set forth in this Business Subsidy Policy shall be used as a guide in processing and reviewing applications requesting business subsidy assistance and shall be used in conjunction with other relevant policies of the City and the Authority.

The City may amend this Business Subsidy Plan at any time. Amendments to this Plan are subject to public hearing requirements contained in the Business Subsidy Act. The City reserves the right to approve or reject projects on a case-by-case basis, taking into consideration established policies, project criteria, and demand on City services in relation to the potential benefits from the project. Meeting policy criteria does not guarantee the award of business assistance for the project. Approval or denial of one project is not intended to set precedent for approval or denial of another project.

The City can deviate from this policy for projects that supersede the objects identified herein. Any applicant who is not in good standing with the city, regarding licenses, fees or other specific charges will not be considered for a business subsidy.

### **Business Subsidy Criteria**

The following criteria shall be utilized in evaluating a request for a business subsidy. However, that an applicant meets these criteria does not create a constitutional right to a business subsidy. The City may at any time and at its own discretion modify these criteria as permitted by the Act.

1. **Public Purpose.** The business subsidy must meet a public purpose which may include, but may not be limited to, increasing the tax base. Job retention may only be used as a public purpose in cases where job loss is specific and demonstrable.
2. **Increase Tax Base.** The Act provides that an increase in tax base cannot be the sole basis for generating a business subsidy. However, the City considers an increase in tax base to be a critical factor in granting a business subsidy.
3. **Wage & Job Creation.** The project provided a business subsidy must create at least one full-time equivalent job paying at least 150% of the State minimum wage in effect at the time the subsidy is granted. The maximum amount of subsidy per job created will be equal to the annual salary of the job(s) being created that comply with the wage requirement. If, after the public hearing, the City determines that the creation or retention of jobs is not a goal of the specific project, the job creation goal may be set at zero (0).
4. **"But-For" Test.** There is a substantial likelihood that the project would not go forward without the business subsidy. This criterion may be met based solely on representation of the recipient of the business subsidy.
5. **Other Economic or Redevelopment Goals.** If creation of jobs is determined not to be a goal of a project (and by extension wages) the proposed business subsidy must achieve specific, tangible, and measurable goals related to one or more of the following:
  - a. To encourage additional unsubsidized private development in the area, either directly or indirectly through "spin off" development.
  - b. To remove blight and/or encourage development of commercial and industrial areas in the city that result in higher quality development or redevelopment and private investment.
  - c. To facilitate the development process and to achieve development on sites which would not otherwise be developed but for the use of a business subsidy.
  - d. To support a project that will improve the quality of life in the City by providing a desirable good or service and addressing an unmet demand in the community.
  - e. To promote revitalization and redevelopment in the Main Street Corridor.

In granting business subsidies, the City may deviate from the criteria outlined above if a) the reasons for the deviation is documented in writing, and b) reported to the Minnesota Department of Employment and Economic Development (DEED) pursuant to the Act.

### **Application Process**

The applicant will complete and submit the City's Application for Business Subsidy along with the required application fee (refer to the current year's adopted fee schedule). The application fee covers the City's outside legal counsel review, and financial analysis costs. The applicant will also provide any additional information requested by the City. The applicant will be liable for any additional costs beyond the initial deposit. All materials submitted to the City in connection with

a business subsidy application shall become the property of the City and is subject to data privacy law. The review process shall involve at least the following:

1. Staff shall review the application materials and make a preliminary recommendation to the City Council and/or EDA regarding:
  - a. The completeness of the application,
  - b. Whether the application meets the goals of this policy, and
  - c. Whether the application complies with the criteria established in this policy.
2. In the event that the City Council and/or EDA concur with the recommendation in a. above, a public hearing will be set at which the City will consider a final recommendation related to the application. The final review and recommendation by City shall take into account at least the following:
  - a. Applicable credit analysis.
  - b. Financial structure of the proposed project/application.
  - c. Legal compliance of the project/application.
3. At the time of the scheduled public hearing, staff will make a final recommendation to the City regarding this application. The City may adopt the recommendation or direct staff to develop alternative information and/or alternatives for action by the City.
4. If the business subsidy is approved, the business and the city will enter into a business subsidy agreement.

#### Business Subsidy Agreement

1. A recipient must enter into a subsidy agreement with the grantor of the subsidy that includes:
  - a. A description of the subsidy, including the amount and type of subsidy, and type of district if the subsidy is tax increment financing.
  - b. A statement of the public purposes for the subsidy.
  - c. Measurable, specific, and tangible goals for the subsidy.
  - d. A description of the financial obligation of the recipient if the goals are not met.
  - e. A statement of why the subsidy is needed.
  - f. A commitment to continue operations in the jurisdiction where the subsidy is used for at least five years after the benefit date.
  - g. The name and address of the parent corporation of the recipient, if any.
  - h. A list of all financial assistance by all grantors for the project.
2. Business subsidies in the form of grants must be structured as forgivable loans. For other types of business subsidies, the agreement must state the fair market value of the subsidy to the recipient, including the value of conveying property at less than a fair market price, or other in-kind benefits to the recipient.
3. If a business subsidy benefits more than one recipient, the grantor must assign a proportion of the business subsidy to each recipient that signs a subsidy agreement. The proportion assessed to each recipient must reflect a reasonable estimate of the recipient's share of the total benefits of the project.
4. The state or local government agency and the recipient must both sign the subsidy agreement and, if the grantor is a local government agency, the agreement must be

approved by the local elected governing body, except for the St. Paul Port Authority and a seaway port authority.

5. Notwithstanding the provision in paragraph (a), clause (6), a recipient may be authorized to move from the jurisdiction where the subsidy is used within the five-year period after the benefit date if, after a public hearing, the grantor approves the recipient's request to move. For the purpose of this paragraph, if the grantor is a state government agency other than the Department of Iron Range Resources and Rehabilitation, "jurisdiction" means a city or township.

### **Financial Assistance Not Considered a Business Subsidy**

1. A business subsidy of less than \$150,000.
2. Assistance that is generally available to all businesses or to a general class of similar businesses, such as a line of business, size, location, or similar general criteria.
3. Public improvements to buildings or lands owned by the state or local government that serve a public purpose and do not principally benefit a single business or defined group of businesses at the time the improvements are made.
4. Redevelopment property polluted by contaminants as defined in 116J.552, subdivision 3.
5. Assistance provided for the sole purpose of renovating old or decaying building stock or bringing it up to code and assistance provided for designated historic preservation districts, provided that the assistance is equal to or less than 50 percent of the total cost.
6. Assistance to provide job readiness and training services if the sole purpose of the assistance is to provide those services.
7. Assistance for housing.
8. Assistance for pollution control or abatement, including assistance for a tax increment financing hazardous substance sub-district as defined under M.S. §469.174, subdivision 23;
9. Assistance for energy conservation.
10. Tax reductions resulting from conformity with federal tax law.
11. Workers' compensation and unemployment insurance.
12. Benefits derived from regulation.
13. Indirect benefits derived from assistance to educational institutions.
14. Funds from bonds allocated under chapter 474A, bonds issued to refund outstanding bonds, and bonds issued for the benefit of an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended through December 31, 1999.
15. Assistance for a collaboration between a Minnesota higher education institution and a business.
16. Assistance for a tax increment financing soils condition district as defined under section 469.174, subdivision 19.
17. Redevelopment when the recipient's investment in the purchase of the site and in site preparation is 70 percent or more of the assessor's current years estimated market value.
18. General changes in tax increment financing law and other general tax law changes of a principally technical nature.
19. Federal assistance until the assistance has been repaid to, and reinvested by, the state or local government agency.
20. Funds from dock and wharf bonds issued by a seaway port authority.
21. Business loans and loan guarantees of \$150,000 or less.

22. Federal loan funds provided through the United States Department of Commerce, Economic Development Administration.
23. Property tax abatements granted under M.S. §469.1813 to property that is subject to valuation under Minnesota Rules, chapter 8100.

### **Definitions**

- Benefit date: the date that the recipient receives the business subsidy. If the business subsidy involves the purchase, lease, or donation of physical equipment, then the benefit date begins when the recipient puts the equipment into service. If the business subsidy is for improvements to property, then the benefit date refers to the earliest date of either.
- Business Subsidy: a state or local government agency grant, contribution of personal property, real property, infrastructure, the principal amount of a loan at rates below those commercially available to the recipient, any reduction or deferral of any tax or any fee, any guarantee of any payment under any loan, lease, or other obligation, or any preferential use of government facilities given to a business, and as defined by the Business Subsidy statute M.S. §116J.993 - 116J.995.
- Business Subsidy Report: the annual reports submitted each year for each business receiving a business subsidy in the community. The report is submitted by the local government unit in order to comply with M.S. §116J.994 Subd. 7. (b).
- Criteria: the equitably applied, uniform standards by which the City bases its decision to award any business subsidy to a private business or development project establishing a business and creating jobs in the City of Le Sueur.
- DEED: the Minnesota Department of Employment and Economic Development.
- Full-Time Equivalent Job: the number does not reflect headcount, but rather all annual hours recorded by the employer over a specific period of time divided by 40 hours per week.
- Grantor: the city department, city attorney, local or regional economic development agency or other authorized entity that is empowered to solicit, negotiate, and form business subsidy agreements on behalf of the City of Le Sueur.
- Public Purpose: a business subsidy must meet a public purpose which may include, but may not be limited to, increasing the tax base. Job retention may only be used as a public purpose in cases where job loss is specific and demonstrable.
- Recipient: any business entity that receives a business subsidy as defined by M.S. §116J.993, and that has signed a Business Subsidy Agreement with a city.

## Cell Phone Policy

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Updated 7/20

### **City-Provided Cell Phones**

- City will provide initial phone to employee at no cost. Phone model will be approved by division manager.
- Every year, the phone can be replaced per the Verizon contract. A \$100 stipend for phone replacement will be provided toward the replacement of the phone through the city's



designated vendor. The designated cellular phone manager will provide that list to the employee and manage automatic replacement dates.

- If the employee wants to upgrade the phone to model that exceeds the \$100 stipend, they can choose to pay the difference, but the phone remains the property of the City.
- If phone is damaged prior to the annual replacement date, the manager will make the decision regarding replacement. Possible cost share depending on scenario may be negotiated with the employee. Phone will be replaced with exact model damaged.
- The phone shall be returned to the City when the employee resigns or is terminated. If the phone is damaged beyond normal wear and tear, or not returned, the value of the device will be taken out of their final paycheck.
- The City will provide a case and other accessories totaling up to \$100 annually; the cellular phone administrator will track these items.

### **Personal Cell Phone Use Stipend**

- **Exempt Employees**

- Available for supervisors, managers, directors, and the administrator
- Employee provides phone
- Phone replacement costs are built into monthly stipend
- Phone must be hot spot enabled and active
- \$100 per month (based on need for internet access at all times)

- **Non-Exempt Employees**

- Available for all staff
- Employee provides phone
- General employees can request stipend, but up to manager to approve, based on personnel and budget considerations
- Phone replacement costs are built into monthly stipend
- Phone must be hot spot enabled and active
- \$75 per month (based on need for internet access when working, when called in for emergency work and when on call)

# City Council Standing Meeting Attendance Policy

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Adopted 7/22/19

### **Purpose**

The primary purpose of the City of Le Sueur's City Council Standing Meeting Attendance Policy is to provide guidance to City Council members related to the attendance of standing committee meetings that they are not directly appointed to or participate on.

### **Definitions**

The following phrases have special meanings as used in this policy:

1. Standing Committee: refers to any Housing and Redevelopment Authority, Planning Commission, Fire Commission, Economic Development Authority, Board of Zoning Appeals, Minnesota River Valley Public Utilities Commission, Minnesota River Valley Transit Committee, Personnel and Budget Committee, Recreation and Park Advisory Committee, or any other board, commission, or committee that has City Council members appointed.
2. Open Meeting Law refers to Minnesota Statutes Chapter 13D.

**Standing Committee Meeting Attendance Policy**

- If Administration is aware of that a quorum of City Council members will be present at a standing committee meeting, that meeting will be noticed as a City Council meeting.
- It is recommended that unless a City Council member feels strongly to attend, that the appointed members are the only attendees of standing committee meetings, making compliance with the Open Meeting Law more attainable.
- If a Council member would like to attend a standing committee meeting, they should reach out to Administration at least three days before the meeting so that it can be properly noticed.

# Electric Meter Testing Policy

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Adopted 12/10/18

If a Le Sueur electric customer believes that a bill for any past service period is excessive, the City of Le Sueur utility department shall have the meter reread on request. If still dissatisfied, the customer may, by written request and the deposit of \$150.00, have the meter tested. If the test shows an error in the utility’s favor exceeding five (5) percent of the consumption, the meter shall be deemed inaccurate. The meter testing deposit shall be refunded and a new meter shall be installed, and the bill shall be adjusted accordingly. The adjustment shall not extend back more than one service period from the date of the written request. If the meter is found to be accurate, the deposit made by the customer will be forfeited.

**ELECTRIC METER TEST REQUEST FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I am requesting that my electric meter be removed and sent to a testing facility to be tested for accuracy. I understand that if the results of the test show an error in the utility’s favor exceeding five (5) percent of the consumption, the meter shall be deemed inaccurate. The meter testing deposit shall be refunded and a new meter shall be installed, and the bill shall be adjusted accordingly. The adjustment shall not extend back more than one service period from the date

of the written request. If the meter is found to be accurate, the deposit made by the customer will be forfeited.

I am including payment of \$150.00 in guaranteed funds (cash, money order, cashier's check, credit or debit card).

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Customer's Signature

Date

## Electric Load Shedding Policy

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Adopted 7/12/21

### **Purpose**

Load shedding is a way to distribute demand for electrical power across multiple power sources. Load shedding is used to relieve stress on a primary energy source when demand for electricity is greater than the primary power source can supply.

### **Objectives**

The reduction of power ensures adequate reserve margin and helps prevent a failure of the larger electrical grid. Because electricity in power lines cannot be stored, generation and load must always match up or the grid enters blackout territory. A required outage is always a last resort to prevent more extensive and prolonged power outages that could severely affect the reliability of the power grid.

### **Criteria**

MISO (Midcontinent Independent System Operator) Declares an Energy Emergency and instructs its Local Balancing Authority (Xcel Energy) to Shed load.

### **Communications Protocol**

- Xcel Energy contacts Avant Energy's Operations Personnel with load shedding instructions
- Avant Energy contacts member cities in order of MMPA's load shedding plan with load shedding instructions
- Member city sheds load within 15 minutes of receiving the instruction

### **Contact Information**

- Avant Energy 24-hour phone number: 612-252-6528
- Key City staff
  - Electric Manager: 507-593-8360
  - Public Services Director: 507-593-8370
  - City Administrator: 507-593-8312

### **Feeder Priority List**

Annually, the utility will list the top five (5) electric demand customers to notify to reduce their load in the event the City is notified by Avant Energy with load shedding instructions.

### **Record Keeping**

The City will document the load shedding instructions received from Avant Energy and the City will document the actions taken to implement the instructions.

# Investment Policy

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Updated 10/28/19

### **Purpose**

The purpose of this policy is to establish specific guidelines the City of Le Sueur will use in the investment of City funds, including:

- Investment objectives
- Investment reporting practices
- Designation of appropriate investment instruments
- Criteria for selection of banks and dealers
- Requirements regarding maturities and diversification
- Principles of risk, prudence, and ethics
- Responsibilities for the investment function
- Internal controls related to investments

### **Policy**

It will be the responsibility of the Finance Director to invest City funds in order to attain a market rate of return while preserving and protecting the capital of the overall portfolio. Investments will be made, based on statutory constraints, in safe, low-risk instruments.

### **Scope**

The Finance Director is responsible for the investing of all funds in the custody of the City, including but not necessarily limited to, the General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds and Agency Funds. Unless specified by the City Council, investments of the City's monies will be pooled and invested, with the resultant investment income accruing to the benefited fund.

### **Prudence**

The standard of prudence to be used by investment officials shall be the "prudent investor," and shall be applied in the context of managing the overall portfolio. Investment officers acting in accordance with this policy, and with Minnesota Statutes §427.01, et. seq. and Minnesota Statutes §118A.01, et. seq., and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that reasonable action is taken to control adverse developments and unexpected deviations are reported in a timely manner. The Finance Director is expected to display prudence in the selection of securities, as a way to minimize default risk. No individual

transaction shall be undertaken which jeopardizes the total capital position of the overall portfolio.

### **Objectives**

There are five main objectives of all investment activities that are prioritized as follows:

1. **Safety.** Safety of principal is the foremost objective of the City. Each investment transaction shall seek to first insure that capital losses are avoided. The objective will be to mitigate credit risk and interest rate risk. Credit risk shall be defined as the risk of loss due to failure of the security issuer or backer. Interest rate risk shall be defined as the risk that the market value of securities in the portfolio will fall due to changes in general interest rates.
2. **Liquidity.** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. It shall be the policy of the City to emphasize liquidity over yield to meet disbursement requirements.
3. **Diversification.** To diversify the investment portfolios by individual financial institution, government agency, or by corporation in the case of commercial paper to reduce the exposure to risk or loss. Investment maturity dates should vary in order to ensure that the City will have money available when needed.
4. **Yield.** The investment portfolio of the City of Le Sueur shall be designed to attain a market-average rate of return through budgetary and economic cycles, taking into consideration the city's investment risk constraints, cash flow characteristics of the portfolio and prudent investment principles.
5. **Responsibility.** To maintain public confidence in the City of Le Sueur, all participants in the investment process shall seek to act responsibly and avoid any transaction that might impair the credibility of the City.

Subject to requirements of the above objectives, it is the policy of the City of Le Sueur to offer financial institutions and companies within the City of Le Sueur the opportunity to bid on investments; however, the City of Le Sueur will seek the best investment yields.

### **Delegation of Authority**

Management responsibility for the investment program is hereby delegated from the City Council to the Finance Director, who shall establish procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include delegation of authority to persons responsible for investment transactions. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of internal controls designed to prevent losses from fraud, employee error, unanticipated changes in financial markets and imprudent actions by employees and officers of the City.

### **Conflict of Interest**

Any City official (elected or appointed) involved in the investment process shall refrain from personal business activity that could conflict, or give the appearance of a conflict, with proper execution of the investment program or which could impair his/her ability to make impartial investment decisions.

### **Authorized Financial Institute and Dealer**

In accordance with Minnesota Statutes §118A.02, the governing body of each government shall designate, as a depository of its funds, one or more financial institutions. The governing body may authorize the treasurer or chief financial officer to all of the following: designate depositories of the funds, make investments of funds under sections 118A.01 to 118A.06 or other applicable law, or both designate depositories and make investments as provided in this subdivision. Additionally the treasurer or chief financial officer of a government entity may at any time sell obligations purchased pursuant to this section and the money receive from such sale, and the interest and profits or loss on such investment shall be credited or charged, as the case may be, to the fund from which the investment was made. Neither such official not government entity, nor any other officer responsible for the custody of such funds, shall be personally liable for any loss sustained from the deposit or investment of funds in accordance with the provisions of sections 118A.04 and 118A.05.

Only approved security broker/dealers selected by creditworthiness shall be utilized (minimum capital requirement \$10,000,000 and at least five years of operation.) These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15c3-1 (uniform net capital rule).

All financial institutions and broker/dealers must supply the following as appropriate:

- Audited financial statements
- Proof of Financial Industry Regulatory Authority (FINRA) certification
- Proof of state registration
- Completed broker/dealer questionnaire for firms who are not major regional or national firms
- Certification of having read the City's investment policy

### **Broker Representations**

Municipalities must obtain from their brokers certain representations regarding future investments. The City of Le Sueur will provide each broker with information regarding the municipality's investment restrictions. Before engaging in investment transactions with the City of Le Sueur the supervising officer at the securities broker/dealer shall submit a certification stating that the officer has reviewed the investment policies and objectives, as well as applicable state laws, and agrees to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the firm and the City of Le Sueur. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the city's funds.

### **Authorized and Suitable Investments**

MN Statutes, §11SA.04, lists all permissible investments for municipalities. This list establishes the maximum investment risk permitted for a Minnesota municipality. Even though MN Statutes §11SA.04 provides for more instruments to be used for investing purposes, the following is a listing of investments the City will be authorized to invest in:

1. Government Securities  
Direct obligations of the federal government or its agencies, with the principal fully guaranteed by the U.S. Government or its agencies.
2. Certificate of Deposit  
A negotiable or nonnegotiable instrument issued by commercial banks and insured up to \$100,000 or the amount set by the Federal Deposit Insurance Corporation (FDIC).
3. Repurchase Agreement  
An investment that consists of two simultaneous transactions, where an investor purchases securities from a bank or dealer. At the same time, the selling bank or dealer agrees to repurchase the securities at the same price plus interest at some agreed-upon future date. The security purchased is the collateral protecting the investment.

### **Prime Commercial Paper**

An investment used by corporations to finance receivables. A short-term (matures in 270 days or less) unsecured promissory note is issued for a maturity specified by the purchaser. Corporations market their paper through dealers who in turn market the paper to investors. The City will only purchase commercial paper issued by U.S corporations or their Canadian subsidiaries that has been rated highest quality (A1, P1 and F1) by two of three rating agencies.

### **State or Local Government Securities**

Any Security that is a General Obligation of the State of Minnesota or any of its Municipalities.

### **Statewide Investment Pools**

Statewide investment pools that invest in authorized instruments according to Minnesota Statutes §11SA.04, such as the Minnesota Municipal Money Market **(4M)** Fund.

### **Money Market Mutual Funds**

Money market mutual funds that invest in authorized instruments according to Minnesota Statutes §11SA.04.

Interest-bearing deposits in authorized depositories must be fully insured or collateralized.

### **Collateralization**

The City funds must be deposited in financial institutions that provide at least \$100,000 in government insurance protection. At no time will deposits in any one institution exceed the insured amount unless such excesses are protected by pledged securities. Pledged securities, computed at market value, will be limited to the following:

1. United States Treasury bills, notes or bonds that mature within five years.
2. Issues of United States government agencies guaranteed by the United State government.
3. General obligation securities of any state or local government with taxing powers which is rated "A" or better, or revenue obligation securities of any state or local government with taxing powers which is rated is rated AA or better, provided no single issue exceeds \$300,000 with maturities not exceeding five years.
4. Irrevocable standby letters of credit issued by Federal Home Loan Banks accompanied by written evidence that the bank's public debt is rated AA or better.
5. Time deposits that are fully insured by any federal agency.

In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110 percent (110%) of the market value of principal and accrued interest. Collateral shall be deposited in the name of the City of Le Sueur, subject to release by the City's Finance Director. All certificates of deposit and repurchase agreements purchased by the City shall be held in third-party safekeeping by an institution designated as primary agent. The primary agent shall issue a safekeeping receipt to the City listing the specific instrument rate maturity and other pertinent information. All deposits will be insured or collateralized in accordance with Minnesota Statutes Chapter 118. No other collateral except as designated above will be authorized for use as collateral for City funds.

### **Safekeeping and Custody**

When investments purchased by the City are held in safekeeping by a broker/dealer, they must provide asset protection of \$500,000 through the Securities Investor Protection Corporation (SIPC) and at least another \$2,000,000 supplemental insurance protection.

### **Diversification**

It is the policy of the City to diversify its investment portfolios to eliminate the risk of loss resulting from the over concentration of assets in a specific maturity, a specific issuer, or a specific class of maturities.

The portfolio, as much as possible, will contain both short-term and long-term investments. The City will attempt to match its investments with anticipated cash flow requirements. Liquidity is necessary to pay for recurring operations. Maturities should not be extended beyond the dates necessary to meet these projected liquidity needs and should be staggered in such a way that avoids over concentration in a specific maturity sector. Extended maturities may be utilized to take advantage of higher yields; however, no more than 20% of the total investment portfolio should extend beyond five (5) years and in no circumstance should any extend beyond ten (10) years.

The portfolio will reflect diversity by class of maturity and issuer. The following limits are imposed for investments of a specific class:

1. Commercial Paper



At any one time, no more than 20% of the total portfolio shall consist of commercial paper investments. Maximum holdings for any one issuer of commercial paper will be 5% of the total portfolio.

2. Certificates of Deposit

At any one time, no more than 70% of the total portfolio shall consist of certificates of deposit. Maximum holdings for any one issuer of a certificate of deposit will be \$100,000, or the amount insured by the Federal Deposit Insurance Corporation (FDIC), unless collateral is provided in accordance with this policy and Minnesota Statute Chapter 118. Maximum holdings for any one issuer of collateralized certificates of deposit will be 5% of the total portfolio.

3. Government Securities

At any one time, no more than 60% of the total portfolio shall be invested in obligations of the federal government or its agencies.

4. Repurchase Agreements

At any one time, no more than 5% of the total portfolio shall be invested in repurchase agreements.

5. State or Local Government Securities

At any one time, no more than 20% of the total portfolio shall be invested in State or local government securities. Maximum holdings for any one issuer of state or local government securities will be 10% of the total portfolio.

6. Money Market Funds

At any one time, no more than 25% of the total portfolio shall be invested in authorized money market mutual funds.

### **Investment Reporting**

The Finance Director shall prepare an investment report at least quarterly, including a management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter. The investment reporting function shall include requirements for budgetary reporting, interim reporting, internal reporting, and annual reporting.

1. Budgetary Reporting

As part of the annual budget, interest income shall be estimated for all funds based on a formal cash flow forecast. This forecast shall consider the historical pattern of inflows and outflows of general fund cash, the adopted fiscal policies and any other pertinent factors affecting cash flow. The budget document shall explicitly state the assumptions of the cash flow forecast, the assumed interest rate on short-term investment and the interest estimated for any long-term investments.

2. Interim Reporting

The investment portfolios for the City funds shall be provided to the Council with the periodic budget versus actual reports that they receive monthly. These reports shall be sequenced by maturity and shall state the type of investment, annualized rate of return based on the daily interest amount. The Finance Director shall summarize any changes in investment strategy or anticipated variances from the investment income budgeted as part of monthly reporting process.

### 3. Internal Reporting

Finance Department procedures shall ensure that investment portfolios are maintained on the City computer system on a monthly basis and available to management or the City Council at any time. Management shall be provided investment portfolios monthly together with their budget versus actual reports.

### **Investment Committee**

The City Council may appoint an investment committee to serve at its pleasure at any point moving forward. The mission of the committee shall be to monitor the City's investment portfolio and make recommendations to the Finance Director regarding the same. The committee shall consist of five members defined as follows: the City Finance Director, the City Administrator, two City Council members, and one member of the community who has a background in public finance and no financial connection with the City. The Finance Director shall serve as the facilitator of the committee. The committee shall meet as often as it sees fit, but no less than once per year and no more than once per quarter.

### **Conclusion**

The intent of this policy is to ensure the safety of all City funds. The main goal of the City will be to achieve a market rate of return while maintaining the safety of its principal.

### **Additional Policies**

Interest earnings will be credited to the source of the invested monies at the end of each month based on the average cash balances during that quarter. Market value adjustments will be credited to the source of the invested monies annually based on the average cash balances during that year.

# Le Sueur Municipal Airport (12Y) Hangar Space Leasing Policy

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Adopted 11/22

Persons interested in leasing space at the Le Sueur Municipal Airport (12Y) must email the Airport Manager. Following the initial email, City staff will follow the steps below.

### **Request Process**

- City staff, within five (5) working days, will email the interested party the current site map of available lots for the interested party to circle the desired space(s), initial, and return to City within three (3) working days.
- Upon receipt of the completed site map from the interested party, City staff will date the document, compile the lease agreement and then email the interested party the lease agreement within five (5) working days.
- Interested party has five (5) working days to return the lease agreement completed, signed with a notary, payment, and all supporting documents to City Hall.

- If not received at City Hall within five (5) working days, the lot will become available again to the public or the next interested person on the wait list.
- If the interested party arrives at City Hall after the five (5) working day, but has the lease agreement completed, signed with a notary, payment and all supporting documents, and the lot has not been reserved by a different interested person, the City will approve the lease agreement.

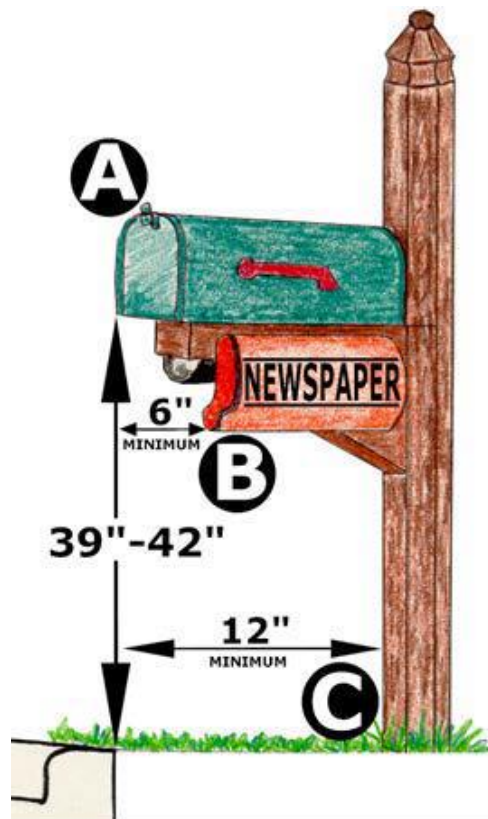
## Mailbox Installation Policy

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Revised 3/21

Le Sueur residents are reminded to check their mailboxes to ensure that they meet the following criteria in order to reduce the possibility of damage due to snow plowing operations:

1. Front of mailbox should be flush with the back of the curb and 39" to 42" from the top of the curb to the bottom of the mailbox.
2. Newspaper boxes and other containers should be set back a minimum of 6 inches from the back of the curb.
3. The post should be set back a minimum of 12 inches from the back of the curb.



You must call Gopher State One Call at 800-252-1166 before you do any digging.

Placement Standards:

- Do not attach to utility poles or other public utility structures. A minimum of 12 feet in all directions from fire hydrants must be maintained.
- All supports must be of sufficient strength to withstand the pressure of snow being pushed against them and constructed of material that will not quickly deteriorate, like treated lumber and iron. Mailboxes must be maintained so they will withstand all weather conditions.
- Snow must be removed by the postal patron.

# Public Purpose Expenditure Policy

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Adopted 10/18

## **Introduction**

Pursuant to provisions of the Le Sueur City Charter and the statutes and laws of the State of Minnesota, which permit and require the expenditure of public funds for public purposes, the City of Le Sueur believes it necessary and appropriate to provide assistance and guidance to the officials, employees, and representatives of Le Sueur to aid in the determination of when public funds may be spent for a public purpose.

## **Definition**

A public purpose expenditure is one that benefits the community as a whole, relates to the functions of government and promotes the public health, safety, general welfare, security, prosperity, and contentment for the benefit of all the City's residents. Further, the City of Le Sueur hereby finds there is a public benefit in ensuring high City employee productivity and morale.

## **Purpose**

This policy is intended to provide guidelines regarding which expenditures the City Council has authorized as a public purposes expenditure determined during and in accordance with the City's annual budget process.

## **Responsibility**

The City Administrator is the responsible authority overseeing all City expenditures and as such is the chief purchasing agent for the City. The City Administrator is responsible for administering this Public Purpose Expenditure Policy with assistance from the Finance Department as determined is necessary. Further, all officers and employees authorized by their Department to make purchases for the benefit of their respective departments are responsible for complying with this policy and corresponding procedures.

## **Permitted Expenditures for Meals and Refreshments**

Use of City funds in reasonable amounts for meals and/or refreshments for elected and appointed city officials and employees are permitted in the following circumstances, with City Administrator approval:

- City-sponsored events of community-wide interest where staff are required to be present.
- City Council, Board, and Commission meetings held during or adjacent to meal hour.
- Meetings related to City business at which attendees include non-city representatives.
- Professional association meetings, conferences, and training when meals are not included as part of the registration or program fee, or in accordance with the travel policy.
- Quarterly department staff or training meetings.
- Annual employee recognition and appreciation events.
- Quarterly, City-sponsored training or work-related meetings where employees are required to participate or be available during break periods.
- Multi-departmental meetings scheduled during or adjacent to a meal hour when no other meeting time is available.
- Work activities requiring continuous service when it is not possible to break for meals (Elections, water main breaks, emergency snow removal, time-sensitive public safety responses).
- Events recognizing the completion of a significant work-related project
- Refreshments for employees working during excessively hot days.
- Coffee, creamer, and sweeteners for the Police Department to assist in maintaining 24-hour Police coverage of the City.
- Water coolers and heaters for buildings with public interactions (City Hall, Electric, Water/Wastewater, Community Center) that is available to the public.

#### **Other Permitted Expenditures**

- Uniforms, clothing, or apparel that is considered necessary for safety or visible staff recognition by the public, as budgeted by City Council.
- Use of staff and equipment for public events, as approved by the City Council (Giant Celebration).
- Monuments and items of appreciation located on public property for City Council Members, Boards and Commissions, and City Employees.

#### **Prohibited Expenditures**

- Food and refreshments for routine work meetings
- Alcoholic beverages
- Employee functions or celebration that is solely social in nature (birthday, holidays)
- Fundraisers for non-City related events
- Participation in optional activities unless included as part of an overall conference registration fee (golf, sporting events)
- Employee-sponsored fundraising events

#### **Membership Dues**

To promote, advertise, improve, and develop the City of Le Sueur's resources and advantages, membership, and dues in professional and Le Sueur social and community organizations serve a public purpose when included in the budget adoption process.

#### **Employee Service Recognition Program**

- The City of Le Sueur will recognize the services of its employees and paid-on call Fire Fighters by presenting awards for years of full-time service. Employees will receive the first award after five years of full-time services and will continue to receive awards every five years thereafter.
  - Five Year Anniversary - \$50 gift card
  - Ten Year Anniversary - \$100 gift card
  - Fifteen Year Anniversary - \$150 gift card
  - Twenty Year Anniversary - \$200 gift card
  - Twenty-Five Year Anniversary - \$250 gift card
  - Thirty-Year Anniversary and any five-year anniversary after thirty years - \$300 gift card
- The City of Le Sueur will recognize its full-time employees at retirement from public service by providing monetary gifts using the following criteria:
  - >=15 years of public service at the City of Le Sueur - \$150 gift card
  - >=20 years of public service at the City of Le Sueur - \$200 gift card
  - >=25 years of public service at the City of Le Sueur - \$250 gift card
  - >=30 years of public service at the City of Le Sueur - \$300 gift card
- Employees who are separating services from the City of Le Sueur will have the option of a public event with a snack and beverage not to exceed \$100 in cost.
- Employees may only receive up to a \$300 gift card in any calendar year.

#### **Annual Employee Appreciation Meal and Program**

- Annually there will be an employee appreciation event that hosts all City of Le Sueur full-time employees.
- The budget for this event will be approved by the City Council through the normal budget adoption process.

#### **Employee Wellness and Safety Programs**

- The City of Le Sueur City Council recognizes the Employee Wellness Committee for its public purpose to improve the health and wellness of City Employees. Expenditures for food, refreshments, incentives, and various expenses are allowed for pre-planned events, training, and activities that encouraged improved levels of health and fitness among employees. The City recognizes the goal of controlling the cost of City-provided employee health insurance and to provide an improved quality of life for City employees.
- The City of Le Sueur City Council recognizes the Employee Safety Committee for its public purpose to improve the safety environment in all aspects of City business. The City recognizes the goal of controlling insurance claims and general liability insurance costs by supporting the Employee Safety Committee. Expenditures for food, refreshments, incentives, and various expenses are allowed for pre-planned events, training, and activities that encouraged improved levels of safety among employees.

#### **Board and Commission Appreciation Items**

The City of Le Sueur City Council recognizes the value of the volunteers on the various boards and commissions. These roles are essential in creating a functional government body, and items of appreciation are allowed. Items of appreciation may be budgeted for, and funds may be

expended to show gratitude toward our board and commission members. These items of appreciation will be approved by City Council and developed by City Staff.

### **Conclusion**

The Le Sueur City Council has determined that the above expenditures are valid and serve a public purpose.

# Purchasing Policy

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Updated 2/25/18

### **General Provisions**

The purchasing policies of the City are established by the City Council through the City Administrator.

The purpose of this policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the City of Le Sueur, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

This policy applies to the procurement of materials, supplies, services, and construction. It shall apply to every expenditure of municipal funds, irrespective of their source. When the procurement involves the expenditure of Federal or State assistance or contract funds, the procurement shall be conducted by any applicable mandatory Federal or State laws and regulations which are not reflected in this policy. Nothing in this policy shall prevent the City of Le Sueur from complying with the terms and conditions of any grant, gift, or bequest which are otherwise consistent with law.

To facilitate a sound and cost-effective purchasing operation, all purchases shall be of a quality to suit the intended purpose at the lowest possible cost.

The City Administrator shall be the designated purchasing agent of the City of Le Sueur. Purchases for the requirements of the City are made for each department through the City Administrator's office or his/her designee. The success of the purchasing function and the mutual benefits derived are contingent upon the cooperation of all City departments.

Purchase authorization should be sought far enough in advance to allow for delivery before actual need. Ideally, similar purchases by various departments should be aggregated in one order to allow for better unit prices and lower delivery costs. Purchases shall not be split to circumvent any provision of this policy or applicable Minnesota State Statutes.

### **Discretionary Authority**

Competitive purchases shall not be made on the sole basis of low quotation. Said purchases shall be based upon factors such as life-cycle costs, quality, delivery period, and availability of goods and maintenance service, as determined by discretion herein given.

**General Information**

Whenever possible and as outlined below, competitive prices shall be obtained for the purchase of materials, equipment, or services. Generally, the greater the value of the purchase, the more formal the method used.

The following procurement methods shall be used, and, in all cases, a written record shall be made and preserved by the City Administrator's Office.

<b>Level of Purchase</b>	<b>Procurement Method</b>
\$1 - \$10,000	Direct Purchase
>\$10,000 - \$50,000	Three Written Quotes (requested verbally)
>\$50,000 - \$175,000	Formal Written Proposals (quote package)
>\$175,000	Formal Bids (except as noted below)

For purchases up to and including \$50,000, the City Administrator shall have discretion as to whether a Performance Bond is required and/or the amount of that Bond.

Whenever a purchase is made through the State of Minnesota’s Cooperative Purchasing Venture, Sourcewell (Formerly National Joint Powers Alliance (NJPA)), Cooperative Purchasing Connection (CPC) or H-GAC (Houston-Galveston Area Council), the quotation/proposal/bid method above shall not apply.

In the event local and non-local proposals for goods and services of like amount, quality and availability exist at the same price; the local proposal shall be accepted. Local vendors are hereby defined as those business establishments that have a significant portion of their physical plant located within the corporate boundaries of the City of Le Sueur.

**Purchases Over \$175,000 (Except as Noted Above)**

Formal Bids M.S. 471/345 SUBD. 4 Procedure

- Notice to Bidders: Notice inviting sealed competitive bids shall be published in the official newspaper of the City at least ten (10) days before the final date for submitting bids thereon. Such notice shall cite the specifications on the supplies, materials, equipment or construction project or other matter to be contracted for and shall state the amount of bond or other security, if any is to be required, to be given with the bid and the amount of bond or security to be given with the contract. The notice shall state the time limit, the place of filing and the time of opening bids and shall also state that the right is reserved to reject any or all bids. Any consideration or award of the contract shall also be stated in general terms.
- Solicitation and Posting: The purchasing agent shall also solicit bids from such qualified prospective vendors that are reasonably known to the purchasing agent.



- Bid Security Deposit: This deposit shall be in the form of a certified or cashier's check or a bond written by a surety company authorized to do business in the State of Minnesota. The amount of such security shall be expressed in terms of percentage of the bid submitted. Unless fixed by the City Council, the City Administrator shall prescribe the amount of any security to be deposited with any bid. The City Administrator shall be authorized to waive the bid security requirement for purchase of materials under \$175,000.
- Bid Opening: Bids shall be opened in public at the time and place designated in the notice requesting bids. Original bid documents shall be referred to the Office of the City Administrator to be examined and tabulated and shall be reported to the City Council with a recommendation.
- After opening, all bids shall be available for inspection and kept on file by the City Administrator's office.
- Award of Bid: Provided that the City Council shall find any of the bids satisfactory, the Council shall award the contract to the lowest responsible bidder unless the Council shall determine that the public interest will be better served by accepting a higher bid. The Council shall have the right to reject any or all bids and to waive irregularities in bidding and to accept bids which do not conform in every respect to the bidding requirements. Upon satisfying itself that the conditions have been met, the Council may award the contract by resolution.
- Written Contract: All formal bid awards shall be made the subject of written contract. A purchase order alone shall be a sufficient written contract only in cases where the expenditure is in the usual and ordinary course of the City's affairs. In no case shall a purchase order be sufficient for the construction of Public Works or the contracting for supplies or services over any period of time or where the quality of the goods or materials or the scope of the services bargained for is not wholly standardized.
- Bidder's Security: All bid bonds or certified or cashier's checks may be retained by the City Administrator's Office until the contract is awarded and executed. If any successful bidder fails or refuses to enter into the contract awarded to him/her in the time specified after the same has been awarded, or file any bond required within the same time, the deposit accompanying his bid shall be forfeited to the City, and the City Council at its discretion may award the contract to the next lowest competent bidder unless the Council shall determine that the public interest will be better served by accepting a higher bid, or said contract may be re-advertised.
- Performance Bond: At the time a contract is executed the contractor shall file a bond executed by a surety company authorized to do business in the State of Minnesota, to the City, conditioned upon the performance of said contract and saving the City harmless from all losses or damages caused to any person or property by reason of any carelessness or negligence by the contractor and from all expense of inspection, engineering, and otherwise, caused by the delay in the completion of any improvement. The bond shall further be conditioned to pay all laborers, mechanics, subcontractors, and material suppliers as well as all just debts and demands incurred in the performance of such work. Unless fixed by the City Council, the City Administrator shall prescribe the amount of the performance bond and in the case of construction contracts, the amount of the labor and materials bond to be required of the successful bidders. For purchases up to and including \$100,000 the City Administrator shall have the discretion as to whether a Performance Bond is

required and the amount of that Bond. For purchases or contracts over \$100,000, the regulations contained in Minnesota Statutes shall apply as those regulations relate to publication, bonding, and bid security.

### **Receipt/Return of Materials**

All vendor issued packing slips or other pertinent documentation shall be held by the Department Manager and attached to the vendor billing for future reference.

Returned materials are items returned to a vendor due to damage or other valid reason of non-acceptance. The return of materials should be acknowledged by the vendor by a credit memorandum.

### **Invoices**

An invoice is the means by which a vendor informs the City of its financial obligation. Invoices should contain an itemization of quantities and charges for supplies, materials, or services furnished to the City as well as special conditions such as discounts and due dates.

Upon receipt of an invoice, the Department Manager shall reconcile the purchase order, packing slips, and returned materials credit memorandums to the invoice. Any and all discrepancies in quantities and costs must be reconciled by the Department Director before an invoice is forwarded to the Finance Department for payment.

At appropriate intervals, the Finance Department shall prepare a schedule of invoices payable for Council review and approval. Payment shall be made following Council approval except that the Finance Department is hereby granted authority to make prior payment to take advantage of allowable discounts or for other necessary reasons as determined by the City Administrator.

### **Petty Cash**

It is the City's policy to hold petty cash purchases to a minimum. No employee may make such a purchase without prior authorization of his/her Department Supervisor or Department Director. Such purchases are generally paid for by the employee who then secures reimbursement from the petty cash fund. The number and size of petty cash funds shall be designated by the Finance Director.

The petty cash fund shall be maintained on an "imprest" system which requires that each disbursement must be supported by proper documentation. Replenishment of petty cash funds will be made by submitting a report of disbursements along with supporting documentation for payment processing.

Petty cash purchases are to be held under forty dollars (\$40) whenever practical. Expenses for travel, schools, luncheons, etc. should not normally be reimbursed by the petty cash fund, but rather submitted on an Expense Reimbursement Form.

### **Emergency Purchases**

Emergency purchases are to be made only when normal operations of a department would be hampered significantly by delays resulting from the submission of a purchase order or when property, equipment, or lives are endangered through unexpected circumstances.

In the case of an emergency, a Department Director may purchase directly any budgeted supplies, materials, or services necessary to alleviate the emergency. Every effort shall be made to contact the City Administrator or Finance Director if emergency expenditures exceed the budget or are unbudgeted, whether the emergency occurs during normal working hours or not. The emergency, following its abatement, shall be explained on a purchase order, and submitted to the City Administrator.

## Reconstruction Incentive Program

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Adopted 6/14/21

### **Purpose**

The purpose of the Le Sueur Reconstruction Incentive Program is to encourage properties that are not currently on City sanitary sewer and/or City water services to hook up to City services during a construction or reconstruction project.

### **Objectives**

This policy offers properties the opportunity to enhance public health and environmental protection through the connection of existing properties to public sanitary sewer and/or water system(s).

The City of Le Sueur will waive the sanitary access charge and/or water access charge (whichever is applicable) if the work is done in conjunction with a public sanitary sewer and/or water system project.

### **Criteria**

This policy shall waive the sanitary access charge (SAC) and/or water access charge (WAC), whichever is applicable, only if the work is done in conjunction with a sanitary sewer and/or water reconstruction project. Any property that, at the time this policy goes into effect, is not connected to public sanitary sewer and/or water system(s) and is located adjacent to a City project in which the public sanitary sewer and/or water systems are being constructed or reconstructed.

### **Terms and Process**

The following terms and conditions shall apply:

1. The applicant will be the property owner of the property for which the connection(s) is requested and will also be the responsible party for the property.
2. The City of Le Sueur will finance the cost of:

- a. Materials, permits, equipment and labor for the cost of installation of the service line and any plumbing modifications necessary to connect the property to the public sewer or water. For sewer, if a grinder pump, a low-pressure service line, and/or force main extension are necessary to connect the property to the public sewer, the cost of the pump, low-pressure service line, and force main extension are also eligible for financing.
  - b. Materials, permits, equipment, and labor for the cost to follow all local and state guidelines to remove and/or seal any private wells and/or private sewage treatment system.
3. A Sewer-Water Permit Application will be made with City of Le Sueur by the property owner (applicant). The applicant will submit the application no sooner than 1 year prior to commencement of the project construction. and no later than 30 days after the start of the project construction. Additionally, the City of Le Sueur reserves the right to refuse financing due to poor payment history.
4. Financing for the items listed will be subject to approval from the City Council of the City of Le Sueur.
5. The financing interest rate and term will be determined by the City Council.
6. The City of Le Sueur will NOT be responsible for the installation, repair, replacement or maintenance of the service line(s) or pump (if applicable). The installation of these items will be performed by others under the project contract, and under the authority of the City Inspector. If a pump is required, the operating characteristics of the pump must meet City of Le Sueur requirements in order to ensure successful operation with City of Le Sueur's receiving sewer line.
7. The approved applicant will be required to sign a right to forfeit appeal of the assessment.
8. The minimum amount per customer for financing is \$1,000.00 and the maximum is \$25,000.00, without the City Council's prior approval.
9. All properties that are connected to public sanitary sewer and/or water will pay the rates and fees established from time to time by resolution of the City Council.

# Residential Electric Service Conversion Policy

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Adopted 02/19

If a customer has an overhead electric service to their house, the City of Le Sueur Electric Utility will offer the customer \$8.00 per foot of underground wire installed with a maximum amount of \$800.00 towards their responsibilities and The City of Le Sueur Electric will provide a new meter socket to convert their electric service from overhead to underground. The City of Le Sueur Electric Utility recognizes the future benefit of increased vehicle safety, reduced tree maintenance and increased service reliability in these conversions.

## **Customer's Responsibilities**

- Fill out and return Electric Service Conversion Rebate Form

- Provide a copy of the state electrical permit prior to connection
- Customer is responsible for all costs and is only eligible for \$8.00 per foot of underground wire installed with a maximum rebate amount of \$800.00

### **City of Le Sueur Responsibilities**

- Review Electric Service Conversion Rebate Form
- Give customer approval to proceed
- Provide customer with a new meter socket
- Coordinate with customer for the switch over from the old service to the new underground service
- Inspect for completion of work
- Verify the amount of underground wire installed
- Process rebate

### **Request Process**

- Contact City of Le Sueur Electric at 507-665-3338 to request service conversion.
- Fill out Electric Service Conversion Rebate Form and submit to City
- After City review, customer will receive notice from City
- Upon completion, City will review and issue rebate

The City of Le Sueur Electric Utility has \$50,000.00 per year for this rebate. Rebates are paid on first come, first served basis. Rebate requests that are exceeding the annual amount may not be fulfilled.

# Sanitary Sewer Maintenance Policy

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Revised 11/29/22

### **Purpose**

The purpose of this policy is to provide the City of Le Sueur's procedures for maintaining its sanitary sewer system. These procedures are necessary to prevent sewer backups into homes and businesses and the natural environment. Maintenance also protects and extends the life of the City's sanitary sewer system. The City will provide such maintenance in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The City will use City employees, equipment and/or private contractors to conduct this maintenance.

### **Routine Maintenance and Inspection**

1. Sanitary Sewer Lines
  - a. Scope of City's Responsibility: the City will maintain the City's sanitary sewer lines. Private property owners are responsible for the maintenance of the private lines from the City's main line, including the connection at the main, through their building.
  - b. Schedule: the City will clean every City sanitary sewer main every four years.

- c. Problem Areas: this is defined as an area that has had a sewer backup, blockage, or a known problem such as grease accumulation or shallow slope. This area will be cleaned as needed.
  - d. Equipment: lines will be cleaned with a combination jet/vac machine. This machine cleans the main with high velocity water pressure. Any accumulation of debris will be vacuumed out of the manhole into a debris tank on the truck.
  - e. Television Inspection: each line will be inspected, televised, and recorded once every four years.
2. Sanitary Sewer Lift Stations
- a. Schedule: the City will maintain the lift stations annually using specific maintenance that is reasonable and recommended.

### **Emergency Response**

1. Definition: an emergency response occurs in response to a call from citizens, fellow employees, or an alarm that indicates that there is a possible problem in the sanitary sewer system.
2. Response: it is the City of Le Sueur's policy to respond to sewer back-ups and lift station problems or failures, or other real or potential system problems or failures 24 hours a day, 365 days a year. Normal business hours are 7:00am to 4:00pm Monday through Thursday and 7:00am-1:00pm Friday, excluding holidays. During this time all calls and reported problems will be dispatched by the Wastewater Manager/Supervisor or his/her designee. After hours and on weekends, all calls will be routed through the Wastewater Department phone system to our on-call wastewater employee.

After receiving notice of a possible problem, an employee will respond and determine if there is a problem in the City's system. If there is, he or she will remedy it based on accepted procedures. If necessary, the City employee will obtain assistance from other City employees or outside contractors such as electricians or engineers. If the problem is in the private service line the property owner will be notified and it is their responsibility to call a licensed plumber or drain cleaning service to correct the problem.

### **Inflow/Infiltration**

1. Definitions: inflow is where storm water is misdirected into the sanitary sewer system through intentional connections such as sump pumps and roof leaders. Infiltration is where storm and ground water get into the sanitary sewer system through cracks or leaks in the sewer pipes or manholes. Inflow and infiltration can lead to backups, overflows, and unnecessary and expensive treatment of storm water.
2. Inflow: to reduce inflow, the City has developed a program to eliminate illegal connections to the sanitary sewer system. This includes enforcement of the ordinance banning such connections and public education to encourage voluntary compliance.
3. Infiltration: to reduce infiltration, City employees will annually inspect manholes and repair any that contribute to this problem. The sewer lines are maintained and inspected pursuant to Section 2 of this policy. In addition to the routine maintenance, the City has adopted a ten year plan to replace sewer lines that are cracked and in need of repair.

### **Training**

The City will provide training on a regular basis to employees that will be involved in the routine maintenance and the emergency response on the procedures to follow and on how to use the proper equipment.

### **Weather Conditions**

Sewer maintenance operations will be conducted only when weather conditions do not endanger the safety of City employees and equipment. Factors that may delay sewer maintenance operations include: severe cold, flooding, rain, snow, and wind.

### **Documentation**

The City will document all inspections, maintenance, and emergency responses for its sanitary sewer system. The City will also document any circumstances where something has occurred that limits its ability to comply with this policy. These records will be kept in accordance with the City's record retention schedule.

### **Notification**

City employees will notify the homeowners by use of an informational door hanger before, during or after cleaning a line in their street block. These door hangers will provide information, emergency phone numbers, and contacts.

## Sidewalk and Trail Inspection and Maintenance Policy

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Adopted 09/19

### **Introduction**

- The City of Le Sueur, Minnesota has an estimated 62,228 ft. of public sidewalks and trails (see map, below).
- Public sidewalks and trails vary in age and in quality of their condition.
- Not every mere inequality or irregularity in the surface of the sidewalk rises to the level of a defect.
- The City recognizes that some sidewalk and trail conditions create unreasonable hazards for pedestrians and other sidewalk users.
- Potential Hazard Images:



- The City does not have unlimited staff and financial resources and cannot reasonably

replace all sidewalks or trails needing replacement or repair in the same year the sidewalk or trail is identified as needing replacement and repair.

- Sidewalk and trail replacement and repair can be costly.
- Comprehensive sidewalk and trail surveys are expensive and require the use of limited City personnel and other resources.
- Under appropriate circumstances, some or all the cost of sidewalk or trail replacement may be passed to the adjacent property owner.
- Accordingly, the City and its Public Services Department must exercise both discretion and professional judgment in determining whether and when sidewalks and trails need to be replaced or repaired.
- The City expects that its agents, employees, and City officials will exercise discretion in identifying conditions requiring replacement and repair, in the scheduling of replacement and repair and in establishing priorities for replacement and repair.

### **Sidewalk and Trail Inspection Procedures**

- The Street & Parks Manager or City Appointee shall establish procedures for regular sidewalk inspection. Those procedures will include:
  - An initial City-wide sidewalk and trail survey to be completed by June 30, 2020
  - A schedule for routine sidewalk and trail inspections on a regular basis.
  - Criteria for determining whether a sidewalk or trail condition needs replacement or repair.

### **Sidewalk and Trail Replacement and Repair**

- Upon completion of the initial sidewalk and trail survey, the Street & Parks Manager shall establish a replacement and repair schedule.
- This schedule is subject to modification based both on sidewalk and trail conditions and the availability of resources for sidewalk and trail replacement and repair.
- The City of Le Sueur sidewalks and trails shall be divided in four inspection districts split into quadrants by Ferry Street (running east to west) and Highway 112 (running north to south).
- The Street & Parks Department shall inspect one of the four sidewalks and trails quadrants each year beginning in 2021 with the NE quadrant and working clockwise along the quadrants so that every sidewalk or trail in Le Sueur will be inspected at least once every four years.
- The sidewalk and trail replacement and repair schedule will take into consideration and weigh the following factors:
  - Sidewalk or trail location and amount of pedestrian traffic.
  - Proximity of sidewalk or trail identified as needing replacement or repair to other sidewalks also needing replacement or repair.
  - The nature and severity of the condition needing replacement or repair.
  - The City's budget for replacement or repair of sidewalks or trails.
  - Availability of employees, equipment, and other resources for sidewalk or trail replacement or repair.
  - Public safety.
  - History of prior accidents or complaints.



- Schedules of independent contractors and work necessary to prepare bids and bid specifications if work is to be performed by independent contractors

### **Sidewalk and Trail Maintenance**

- City employees will be responsible for removing snow from sidewalks in front of or adjacent to City-owned buildings or parking lots and all trails.
- The owners and occupants of lots shall keep the sidewalks in front of or adjacent to their respective lots free and clear from snow, ice, and other obstructions (see City Code § 92.015).
- The City will remove ice and snow from sidewalks that are adjacent to City trails.
- The City will remove ice and snow from City trails.
- The City may, as a public service and for reasons of public safety, remove snow and ice from sidewalks and trails. The Street & Parks Manager will identify sidewalks and trails from which the City will remove ice and snow.

### **Modification and Review of Policy:**

- The City Council may modify or clarify this policy at any time.
- Where the City Council has delegated responsibility or authority to any City employee or official for development or implementation of any portion of this policy, that employee or official shall have full authority to modify that portion of the policy at any time.
- The Public Services Department will keep on file comments and complaints received regarding this policy.
- The policy will be reviewed periodically.
- Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.

### **Effective Date**

- This policy shall be effective on the date approved by City Council.
- Modifications of the policy shall be effective on the date said modifications are approved by City Council resolution or the date City employee or official (with authority granted by the City Council) has approved the policy modification or change.

# Snow Removal Policy

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Updated 11/28/22

### **Introduction**

The City of Le Sueur finds that it is in the best interest of the residents of the City to assume basic responsibility for control of snow and ice on City streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The City will attempt to provide such control in a safe and cost-effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The City will use City employees, equipment and/or private contractors to provide this service. This policy does not relieve the operator of private vehicles, pedestrians,

property owners, residents, and all others that may be using public streets, of their responsibility to act in a reasonable, prudent, and cautious manner, given the prevailing street conditions.

### **When Will the City Start Snow or Ice Control Operations?**

The Public Works Manager will decide when to begin snow or ice control operations. The criteria for that decision are:

1. Snow accumulation of two (2) inches or more
2. Drifting of snow that causes problems for travel
3. Icy conditions which seriously affect travel
4. Time of snowfall in relationship to heavy use of streets

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not generally be conducted for snowfall of less than two (2) inches.

### **Snow Emergency**

A snow emergency will be declared anytime more than four (4) inches of snow is forecast to happen. The goal is to declare the snow emergency twelve (12) hours in advance of the beginning of the snow event. All vehicles must be moved off the street within 24 hours of the snow emergency being declared. Snow Emergencies are declared to allow snowplow crews to clear roadways for movement of fire, health, police, and emergency traffic, as well as to ensure the safety of the community. Additionally, the snow emergency restricts parking in City-owned lots in the downtown area so that the snow can be removed from those parking lots. The start time for the Snow Emergency will be declared in the announcement and the emergency will remain in effect for 72 hours or until all streets have been plowed curb to curb.

1. Regulations
  - a. No parking on City streets until the snow has been plowed from curb to curb, even if the precipitation has stopped. Parking is only allowed in City designated parking areas
  - b. Vehicles parked in violation of snow emergency rules will be towed and are subject to fees outlined in the City of Le Sueur Governmental Fee Schedule.
2. Publication/Announcement. The City of Le Sueur publicizes the declaration of a snow emergency in multiple locations.
  - a. City of Le Sueur website ([www.cityoflesueur.com](http://www.cityoflesueur.com))
  - b. City of Le Sueur Facebook page
  - c. Le Sueur County News
  - d. KCHK Radio
  - e. WCCO, KSTP, KMSP, KARE, KEYC

### **Snow Plowing**

Plowing will not normally begin until a minimum of two (2) inches of snow has accumulated on the streets. Plowing may begin earlier; however, that decision is made based on the severity of the winter event. The timing of plowing events is tied to the severity of weather, end time of snowfall and normal staff work hours. Management uses best judgement when scheduling after

hours, weekend or holiday work to reduce impact to the traveling public while also minimizing overtime usage. Snow will be plowed in a manner to minimize traffic obstructions. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

### **Snow Removal**

The Public Works Manager will determine if and when snow will be removed from the area by truck. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel, and budget availability. The snow will be removed and hauled to a snow storage area. The snow storage area will be located to minimize environmental problems.

### **Priorities and Schedule of Streets to be Plowed**

The City has classified City streets based on the street function, traffic volume, and importance to the welfare of the community. Those streets classified as "Snowplow Routes" will be plowed first. These are high volume routes, which connect major sections of the City and provide access for emergency fire, police, and medical services. The second priority streets are those streets providing access to schools and commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are alleys and City parking lots.

During significant and severe storms, the City must be prepared to move personnel and equipment to maintain priority routes first. In fulfilling the need to have all priority streets safe and passable, when resources are limited, plowing of all other streets may be stopped at any time so resources can be shifted to priority routes.

Unforeseeable circumstances may cause delays in completing assigned plow routes. Such circumstances may include weather conditions that endanger the safety of snowplow operators and/or safe and effective operation of equipment, commuter traffic, disabled vehicles, poor visibility conditions, parked cars along streets, assistance to emergency response vehicles, equipment breakdown, and personnel shortages.

### **Work Schedule for Snowplow Operators**

Snowplow operators will be expected to work their assigned shifts. In severe snow emergencies, operators sometimes must work longer shifts. While work breaks are not guaranteed, generally operators will take breaks in accordance with City policy, provided the breaks do not interfere with City services or operations. In addition, operators will be allowed sufficient time to eat a meal during any shift which is eight or more hours, or as provided in the collective bargaining agreement.

### **Traffic Regulations**

The City recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on City streets have discretion to

disregard traffic laws set forth in Chapter 169, except for laws relating to impaired driving and school children safety, when in their judgment, it is safe to disregard such laws. The privileges granted herein to operators of snow removal and ice control vehicles shall apply only if the vehicle is equipped with one lighted lamp displaying a flashing, oscillating, or rotating amber light placed in such a position on the vehicle as to be visible throughout an arc of 360 degrees.

### **Weather Conditions**

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of snowplow operators and equipment. Factors that may delay snow and ice control operations include severe cold, significant winds, and limited visibility.

### **Use of Sand, Salt, and Other Chemicals**

The City will use sand, salt, and other chemicals when there are hazardous ice or slippery conditions. The City is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

### **Mailboxes**

Damage to a mailbox is a risk that snowplow operators face during their winter plowing requirements. The City will conduct a review of each mailbox damage claim to determine whether the City has any legal responsibility for the damage:

1. If it is determined that the weight of the snow caused the damage, the City of Le Sueur will not assume responsibility for repair of the mailbox. If evidence shows that physical contact from the snowplow was made to the mailbox, the City of Le Sueur shall provide a \$65.00 payment to the property owner for repair or replacement. The property owner shall install the new mailbox as shown in Mailbox Policy (Attachment 1), and this will relieve the City from further future obligations
2. Failure of the property owner to upgrade the mailbox to the City of Le Sueur standards will relieve the City from any further liability from damage caused during snow plowing operations.

### **Complaint Procedure**

Complaints will be recorded on telephone logs. Calls requiring service will be transferred to a work request and forwarded to the appropriate supervisor for scheduling. Emergency complaints will be handled in an expeditious manner as resources are available.

### **Deviation from Policy**

The Public Works Manager may deviate from this policy when in his or her judgment it is in the best interest of the City or is necessary because of budget needs or other circumstances. Changes in priorities (lasting more than 4 hours) will be documented as to what caused such actions, why the change was necessary, and for how long the change is to be in effect. Those City employees and/or contractors affected will be notified immediately by radio or cell phone of such changes with all communications logged. Information logged will include the time and date of the communication, name of employee contacted, and how they were contacted. Any changes of priorities lasting more than 24 hours should be made in a written record and

the public should be informed of such changes through normal methods used by the City for emergency notifications.

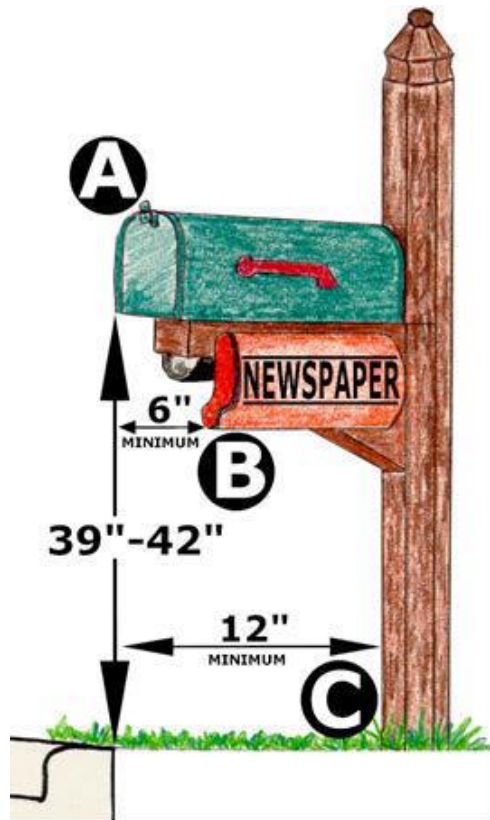
### **Review and Modification of Policy**

The Public Works Manager shall keep on file all comments and complaints received regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.

### **Attachment 1 Mailbox Policy**

Le Sueur residents are reminded to check their mailboxes to ensure that they meet the following criteria in order to reduce the possibility of damage due to snow plowing operations:

1. The front of the mailbox should be flush with the back of the curb and 39" to 42" from the top of the curb to the bottom of the mailbox.
2. Newspaper boxes and other containers should be set back a minimum of 6 inches from the back of the curb.
3. The post should be set back a minimum of 12 inches from the back of the curb.



## Street Name Sign Policy

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Adopted 8/19/19

For purposes of this policy, MUTCD stands for Manual on Uniform Traffic Control Devices

- All street name signs located within the City of Le Sueur that are identifying public roads shall be blue as accepted in the MUTCD standards.
- All street name signs located within the City of Le Sueur that are identifying private roads shall be green as accepted in the MUTCD standards.
- All street name signs shall follow MUTCD standards with regards to sign sizing.
- All street name signs shall follow MUTCD standards with regards to size of lettering.
- All street name signs shall follow MUTCD standards with regards to reflectivity.

## Street Sweeping Policy

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### **Purpose**

This policy is to establish and maintain uniform definitions and procedures concerning street sweeping operations for the City of Le Sueur. The Street and Park department shall assume the basic responsibility for sweeping public streets. Reasonable sweeping is necessary for vehicle and pedestrian safety, water quality, and environmental concerns. The City shall provide such service

in a cost-effective manner keeping in mind safety, limited equipment, budgets, personnel, and environmental concerns.

### **Equipment and Routes**

The City may use City equipment and employees and/or private contractors to provide this service. The City maintains a fleet of sweepers:

- One mechanical sweeper
- Small rotating brooms mounted on a small tractor

The City conducts sweeping operations on streets within the City limits. The downtown area (South Main Street to 4<sup>th</sup> Street & Smith Street to Division Street) is swept bi-monthly during the months of April thru October.

### **Street Sweeping Operations**

The Streets & Parks Manager is responsible for coordinating street sweeping operations for the City's street system. A summary of the process used to guide efficient operation of street sweeping is provided below.

- First round (spring) sweeping consists of removing sand, aggregate and debris from the winter season. First round sweeping usually begins mid-March to mid-April when the streets are generally clear of ice, and weather forecasts do not include significant snow and ice events. First round of sweeping City streets is typically completed by May.
- The second-round sweeping picks up the aggregate missed during the first round. Second round sweeping normally takes less time and labor than the first round. Second round sweeping is typically scheduled to begin upon completion of first round sweeping.
- Fall sweeping is typically scheduled to begin in mid-October and completed in November or weather permitting. Areas with extensive foliage are cleaned first with equipment to remove the bulk of foliage, and then swept with sweeper equipment. This operation is planned when most of the leaves from trees have fallen.

Additional sweeping operations are conducted throughout the year at isolated locations based on personnel and necessity. Additional sweeping operations that may be scheduled are bi-weekly Downtown sweeping, storm-affected areas, or vehicle crashes on City streets.

Citizen requests for sweeping shall be evaluated by the Streets and Parks Supervisor based on personnel and budgets.

Street sweeping of State highways and County roads are the responsibility of MN-DOT and Le Sueur County respectfully, unless they are within the agreed maintenance areas. The City may assist in sweeping operations on these roadways by request, by maintenance agreements or under emergency conditions.

Sweeping operations are performed in conjunction with other maintenance operations.

- Sweeping operations are normally conducted Monday through Friday from 7:00am to 3:30pm.

- Bi-monthly Downtown sweeping operations may be performed on Friday's from 4:00am through 12:00pm.
- Extended workdays may occur for spring/fall cleanups or emergency sweeping operations.

### **Sidewalk and Pathway Sweeping**

The City may conduct sweeping operations along isolated sections of sidewalk and pathways adjacent to City streets. This work is focused on removal of sand and aggregates from the past winter. This work is typically completed using a front-mounted rotating broom on a tractor to transfer material to the street where collected by a street sweeper

### **Limitations**

Street sweeping is a slow process with gutter line speeds that can be as low as two to three miles per hour. Some factors that may prohibit or delay sweeping operations include temperatures below 32 degrees Fahrenheit, wind, rain, snow, and ice within gutter lines. While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to budget or personnel constraints, equipment failure, or weather and other emergencies may prevent the City from meeting the guidelines established herein.

## Tobacco-Free Parks Policy

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Adopted 9/19

The City of Le Sueur is committed to the quality of life for all residents. Therefore, we believe that:

1. Tobacco products used in the proximity of children, youth, and adults engaging in or watching recreational activities is unhealthy and detrimental to the health of others.
2. Tobacco products once consumed in public spaces are often discarded on the ground, thus posing a risk of ingestion to toddlers, and causing a litter problem.
3. As parents, leaders, coaches, and officials we are thought of as role models, and the use of tobacco products around youth has a negative effect on their lifestyle choices.

### **Tobacco-Free Facilities**

The City of Le Sueur does not allow the use of tobacco products on city-owned parkland, park facilities, open spaces, or joint school district properties within the confines of a vehicle in a designated parking area.

### **Compliance Procedures**

The emphasis on enforcing the tobacco-free park policy is through a voluntary compliance.



1. Appropriate city-owned parkland, park facilities, and the Le Sueur Community Center will post signage.
2. City of Le Sueur staff will meet with activity organizations and/or leaders and coaches to discuss the policy and to distribute flyers with the "Tobacco-Free" regulations.
3. City of Le Sueur staff will make periodic observations of activity sites to monitor compliance.
4. Any person found violating this policy will be asked to leave the park, open space, or facility for the remainder of the event.

## Vehicle Identification Policy

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Updated 07/20

All licensed road vehicles will have:

1. City of Le Sueur logo with website under it on both front doors



2. Vehicle ID placed on the front fenders (both sides)

Vehicle ID is as follows: Department – Year - Last 4 of VIN

Examples:

Building Official-2018-4875

BO-2018-4876

Public Works-1989-3654

PW-1989-3654

Electric-2014-2589

E-2014-2589

Water/Wastewater-2010-6431

W/WW-2010-6431

Facilities-1998-7193

F-1998-7193

Airport-2009-8426

# Water/Sewer Bill Adjustment Policy

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Adopted 4/27/20

A property owner may request for the City of Le Sueur to review a billing account to determine if the account is eligible for an adjustment.

## **Adjustment Request Requirements**

- Only the legal property owner or an authorized person designated by the property owner may request an adjustment.
- Adjustment requests must be submitted within sixty (60) days of the bill being issued.
- No more than two (2) consecutive bills are eligible for an adjustment for interior/situational usage or an underground leak.
- No leak adjustments will be granted if the property has an active leak or the known leak has not been repaired.

## **Adjustment Request Types Considered**

- **Interior/Situational Usage Adjustment:** This is for water loss typically associated with interior plumbing (e.g., appliances, interior fixtures, etc.) water loss in which the water loss returns to the sanitary sewer system. Property owners may only be granted an interior/situational usage adjustment at a property once every three (3) years.
- **Underground Leak Adjustment:** This is for water loss typically associated with underground pipe ruptures in which the water loss does NOT return into the sanitary sewer system. A receipt from a certified plumber is required to be submitted. The receipt must contain the date of the repair, type of repair, and indicate repair was completed. If water consumption data is available, data must support repair receipts. Property owners may only be granted an underground leak adjustment at a property once every two (2) years.

## **Adjustment Types Not Considered**

Theft or Vandalism: Water loss due to theft or vandalism will not be considered for adjustment and is the property owner's responsibility.

## **Adjustment Request Submission**

Adjustment requests must be submitted using the "Water and Sewer Adjustment Request" form and returned to the Le Sueur City Hall or the email below.

Click here to download the Water Sewer Bill Adjustment Application Form.

Email: [utilities@cityoflesueur.com](mailto:utilities@cityoflesueur.com)

Mail or In Person: City of Le Sueur  
Water and Sewer Adjustment Request  
203 South 2<sup>nd</sup> Street  
Le Sueur, MN 56058

### Adjustment Calculation

Usage Adjustment:

Adjustment is calculated from the daily average consumption of water from the previous 3-month billing periods prior to the leak. The sewer usage is then adjusted to the previous 3-month billing period average.

Example:

Previous Month 1 Units:	3,600	Gallons	
Previous Month 2 Units:	3,500	Gallons	
Previous Month 3 Units:	3,400	Gallons	
Average Previous Monthly Consumption Units:	3,500	Gallons	
Billed Consumption Units During Affected Bill Units:	10,000	Gallons	
Difference Between Average Previous Units and Affected Bill Units:	6,500	Gallons	
Water Usage Units Billed	10,000	Gallons	Actual Usage Units
Adjusted Sewer Units Billed:	3,500	Gallons	Average 3 Months Previous Usage

### Adjustment Notification

If approved, the adjustment will appear on the next utility bill. If an adjustment is NOT approved, the property owner will be notified as to the reason for the denial.

## Water Meter Testing Policy

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Adopted 8/13/16

If a Le Sueur water customer feels that their water meter is reading incorrectly, the customer can request that the meter be tested for accuracy. A water meter test request form must be completed by the customer before the meter is removed and shipped to the testing facility. The cost for each meter is a \$150.00 deposit in advance and must be paid in guaranteed funds.

If the results of the test show that the meter is within the American Water Works Association (AWWA) tolerance of +/-2% (98%-102%), the meter is considered accurate; the customer's account will not be credited the deposit and the outstanding account balance is due in full. If the test shows the meter is less than 98% accurate, the city shall keep the deposit, and a certified meter shall be installed. If the test results show that the meter is over 102% accurate, the customer's bill will be adjusted accordingly for a period not to extend back more than one service period from the date of the written request, the deposit will be credited to the customer's account and a certified meter shall be installed.

