

October 10th, 2024

5:30 pm

Council Meeting

Check Bills – Scott

2024 COUNCIL CHECKING BILLS

Jan. - Ron
Feb. - Wayne
March - Amy
April - Carrie
May - Scott
June - Wayne
July - Ron
August - Amy
September - Jake
October - Scott
November - Ron
December - Wayne



The City of Ashby is an equal opportunity provider & employer.

OCTOBER CITY COUNCIL MEETING AGENDA
Thursday, October 10th, 2024
Ashby City Hall – 5:30 P.M.

Pledge of Allegiance
Call to Order Regular Meeting
Additions to Agenda/Approval of Agenda

Public Comment

Visitors:

Consent Agenda
• Approval of Minutes and Bills

Council Reports

Mayor's Report

Administration
• Clerk/Treasurer's Report

Public Safety
• Grant County Law Enforcement Report
• Fire/Ambulance Department Report

Public Works

Old Business
• Senior and Community Center Insulation Bids
• Nursing Home Site
• Land Purchase Update
• Wastewater Facility Plan

New Business
• Request Approval
• Fire Department Relief Increase
• 3rd Quarter Financials

Adjourn

MINUTES
September Regular Council Meeting
Thursday, September 12th , 2024

Regular Meeting	<p>A regular council meeting of the City of Ashby, MN was held at Ashby City Hall with the following members present: Mayor Amy Johnson, Scott Ellingson, Wayne Stierlen, Jacob Dahle and Ron Jaenisch. Absent: None. Also present: Clerk Thormodson, Public Works Superintendent Johnson and Deputy Clerk Klinkner. Visitors present: Residents Jacqueline Wolff and Tim Klinkner Mayor Johnson called the meeting to order at 5:30 pm.</p>
Agenda Approval	<p>Upon motion from Dahle, seconded by Jaenisch, and unanimously carried, the agenda was approved.</p>
Visitors:	<p>None</p>
Public Comment: Resident Jacqueline Wolf (100 Norge St)	<p>Ms. Wolff expressed her concern with the overwhelming odor coming from TFC's new waste water treatment facility. The odor has given her headaches and nausea. Ms. Wolff also is concerned about the condition of Norge St and would like a tree removed that she believes is in the city right of way. Mayor Johnson will reach out to TFC.</p>
Consent Agenda Minutes/Claims	<p>Upon motion from Jaenisch, seconded by Dahle and unanimously carried, council approved the consent agenda which includes minutes of the Regular Council Meeting of August 8th, 2024, and the claims and prepaid disbursements of September 12th, 2024 as presented and reviewed by Dahle.</p>
Council Reports	<p>None</p>
Mayor's Report	<p>At a recent Community Club meeting, building a skate rack for the warming house was discussed. The Ashby high school ag class will construct one this fall.</p>
Clerk's Report	<p>The Clerk's Report was reviewed.</p>
Public Safety -Law Enforcement -Fire & Ambulance	<p>The Grant County Law Enforcement was reviewed. The Fire and Ambulance report was reviewed.</p>
Public Works	<p>The grinding rates from TFC were reviewed. Superintendent Johnson finished the first fall discharge and the numbers were within compliance. An additional discharge may have to be done again before winter. The manholes have been lowered in preparation for snow plowing and work has been done to fill in holes around town.</p>
Old Business Community and Senior Center Insulation	<p>The City has received 2 bids to insulate the ceiling with spray foam. Council would like further clarification on one of the bids and a third bid before a decision is made.</p>
WCI Commitment Letter	<p>The West Central Initiative commitment letter for 2025 was reviewed.</p>
Nursing Home Site	<p>Council had the building inspected to ensure that it is structurally sound. Then council received an estimate to renovate the building into apartments. The estimate came in higher than council would like to spend. Council will reach out to some local parties to see if they are interested in using the building or if they have interest in the lot. Demo is being considered if no parties show interest in the structure. Clerk Thormodson will look into possible grant funding.</p>
Wild Parsnip Control	<p>The Public Works department will begin a spray program in spring 2025.</p>

Ice Rink brush clean-up

This fall a tree service will be in Ashby to clean up trees in the parks and on the boulevards. Once the ground freezes, equipment will be brought in to clear out overgrown brush around the Ice Rink.

Group Cares Camp June 22nd-28th, 2025

Group Cares Camp will be held in Ashby on June 22nd- June 28th, 2025. Applications to have work done by these volunteers are available at Ashby City Hall, the Community and Senior Center or online. Some examples of projects they can do include: painting, building decks & ramps and general repairs. Applications are due February 2025.

Land Purchase Update

A purchase agreement has been sent to Donald Hotchkiss for 3+ acres south of Memorial Park. Once the land has been purchased, a public forum will be held to inform residents of the plan for the purchased land.

Beyond the Yellow Ribbon Hero Day

This event will be held at the Ashby Legion on Saturday, September 14th starting at 11:00 am. Locals Jim Risbrudt and Beaver Johnson will be recognized for their service to the community.

Ashby Feastival

This Welcoming Week event will take place at the Community and Senior Center on Sunday, September 15th from 11:30am to 1:30pm.

New Business

Request Approvals:

***Hire Alixandra Olson, Wyatt Olson and Mike Thormodson to EMS**

Upon motion from Jaenisch, seconded by Dahle, and unanimously carried, council agreed to hire Mike Thormodson to the Ashby EMS and to hire Alixandra Olson and Wyatt Olson pending background checks.

***2025 General Fund Budget**

Upon motion from Jaenisch, seconded by Dahle, and unanimously carried, council approved of the 2025 General Fund Budget.

***Resolution 2024-15 2025 Preliminary Levy**

Upon motion from Jaenisch, seconded by Dahle. Roll Call Vote: Dahle, Jaenisch, Johnson, Stierlen and Ellingson in favor. Opposed: None. Resolution 2024-15 2025 Preliminary Property Tax Levy passed.

***Resolution 2024-16 Certifying Delinquent Utilities**

Upon motion from Jaenisch, seconded by Stierlen. Roll Call Vote: Dahle, Jaenisch, Johnson, Stierlen and Ellingson in favor. Opposed: None. Resolution 2024-16: Certifying Delinquent Utilities to 2025 Property Taxes (Parcel ID# 17-0075-000) passed.

***Resolution 2024-17 Certifying Delinquent Utilities**

Upon motion from Jaenisch, seconded by Dahle. Roll Call Vote: Dahle, Jaenisch, Johnson, Stierlen and Ellingson in favor. Opposed: None. Resolution 2024-17: Certifying Delinquent Utilities to 2025 Property Taxes (Parcel ID# 17-0063-000) passed.

Adjourn

Upon motion by Jaenisch, seconded by Dahle and unanimously carried, the meeting was adjourned at 6:52 pm.

October Council Meeting

The next regular City Council Meeting will be held on October 10th, 2024 at City Hall starting at 5:30 pm.

ATTEST: _____
Mike Thormodson, City Clerk

Amy Johnson, Mayor



September - October 2024 Council Bills

Date	Claim #	Check #	Paid to:	Amount
Total Prepays (Attached Disbursement Register)				\$47,786.98
Total Claims for Approval (Attached)				\$38,898.68

\$86,685.66

*Disbursement Register lists all bills paid since last council meeting.
Claims List for Approval are bills to be paid after council approval.*

2024 Clerk/Treasurer's Report

September 13th - October 10th, 2024

The following is a list of work items in addition to regular monthly activities which includes all financial aspects of the City, utility billing, preparing and delivering council packets, updating web-site, posting and publishing notices, economic development tasks, maintaining work order system, publish and make changes to ordinances, keep policy book and resolution book updated and handle several items for the fire and ambulance department.

- Mowing Paperwork
- Submitted Preliminary Levy to county
- gWorks transition training (utility billing)
- MPCA Funding Webinar
- Donated bench installation
- Community Center ceiling insulation bids
- Rural Child Care Virtual Meeting October 9th
- Fire/Ambulance Meeting October 8th
- Cybersecurity Training on September 20th
- Service Line forms from MDH
- Ashby Fire Truck Insurance work
- Senior Citizen's Meeting October 8th
- Quarterly check in with TFC

Ashby City Activity Report September 2024

Title		Reported Date
Agency Assist		9/3/2024
Motorists Assist		9/4/2024
Public Assist		9/4/2024
Harassment		9/13/2024
Suspicious		9/14/2024
Agency Assist		9/17/2024
Accident		9/23/2024
Public Assist		9/24/2024
Public Assist		9/27/2024
Traffic Stop		9/29/2024
Public Assist		9/30/2024



Ashby Officer Activity Report - September 2024

Employee	Date	Activity	Start	End	Time	Comment	Veh #	Miles	Weather
Froemming, Ken	9/25/2024	CT	22:04	00:04	02:00		408	0	
	Total				2:00:00			0	
Johnson, Elliot	9/4/2024	CT	07:50	08:20	00:30			0	
	9/6/2024	CT	13:10	13:40	00:30			0	
	9/12/2024	CT	13:28	14:48	01:20	1 hour and 20 minutes patrol	409	0	
	Total				2:20:00			0	
Mickelsen, Kyle	9/4/2024	CT	02:30	04:30	02:00	ashby patrol	405	0	
	9/28/2024	CT	11:32	12:32	01:00	ashby patrol	405	0	
	9/29/2024	CT	13:26	15:26	02:00	ashby patrol	405	0	
	9/30/2024	CT	08:53	09:28	00:35	ashby patrol	405	0	
	Total				5:35:00			0	
Nelson, Logan	9/26/2024	CT	17:10	18:10	01:00	1 HOUR PATROL	411	0	
	9/30/2024	CT	01:15	02:15	01:00	1 HOUR PATROL	411	0	
	Total				2:00:00			0	
Obright, Jeremy	9/1/2024	CT	01:21	02:21	01:00	1 hour patrol	403	0	
	9/2/2024	CT	23:50	03:50	04:00	4 hours patrol	403	0	
	9/10/2024	CT	01:15	02:15	01:00	Ashby Patrol	403	0	
	9/11/2024	CT	00:45	02:15	01:30	Ashby Patrol	403	0	
	9/13/2024	CT	18:10	18:40	00:30	30 MINUTES PATROL	403	0	
	9/14/2024	CT	00:12	02:12	02:00	2 hours patrol	403	0	
	9/15/2024	CT	16:40	17:40	01:00	1 HOUR PATROL, CALL AND PAPER SERVICE	403	0	
	9/15/2024	CT	00:15	02:15	02:00	2 HOURS PATROL	403	0	
	9/15/2024	CT	13:37	14:02	00:25	25 MINUTES PATROL	403	0	
	9/16/2024	CT	01:15	02:15	01:00	1 HOUR PATROL	403	0	
	9/16/2024	CT	13:45	14:15	00:30	30 MINUTES PATROL	403	0	
	9/17/2024	CT	00:15	02:15	02:00	2 HOURS PATROL	403	0	
	9/17/2024	CT	15:35	16:05	00:30	30 MINUTES PATROL	403	0	
9/18/2024	9/18/2024	CT	20:30	21:00	00:30	30 minutes patrol	403	0	
	9/18/2024	CT	02:45	03:30	00:45	45 minutes patrol	403	0	
	9/21/2024	CT	21:45	22:30	00:45	45 MINUTES TZD PATROL	403	0	



Ashby Officer Activity Report - September 2024

Date	Time	Activity	Code	Count
9/23/2024	11:10	CRASH	403	0
9/27/2024	01:30	1 HOUR PATROL	403	0
	01:00	25 MINUTES PATROL	403	0
9/28/2024	00:25	Ashby patrol	403	0
	01:00	accident report	403	0
	01:00	45 MINUTES PATROL AND STOP AT	403	0
Total	25:05:00			0
Rude, Andy				
9/5/2024	01:30	PATROL	410	0
9/6/2024	01:00	PATROL	410	0
9/8/2024	01:00	PATROL	410	0
	01:00	PATROL	410	0
9/11/2024	02:15	PATROL	410	0
9/18/2024	01:30	PATROL	410	0
9/20/2024	01:00	PATROL	410	0
	01:00	PATROL	410	0
9/22/2024	01:30	PATROL	410	0
	01:30	PATROL	410	0
Total	13:15:00			0
Skadsem, Jordan				
9/4/2024	01:00		406	0
9/6/2024	01:00		406	0
	01:00		406	0
9/7/2024	00:30		406	0
9/8/2024	00:30		406	0
9/11/2024	00:45		406	0
9/12/2024	01:15		406	0
9/19/2024	01:15		406	0
9/20/2024	01:15		406	0
9/22/2024	00:45		406	0
Total	9:15:00			0
Total	59:30:00			0



Fire Department & Ambulance Activity

Activity- September - 2024		
Ambulance Calls:	23	5 in City
Fire & Rescue Calls:	5	1 in City





PROPOSAL

Prepared for:

Mark Zlotnick Construction
13168 320th St
Ashby, MN 56309
carizlotnick@yahoo.com

August 26, 2024**No. 2490**

Tri County Foam Insulation, LLC | Josh Seidel C: (320) 766-0200
5313 Co Rd 82 SE, Alexandria, MN 56308
P: (320) 852-7050 | sales@tricityfoam.com
www.tricityfoam.com

Senior Center -- 104 Main street

Scope of Work Total**COVER WALLS & FLOOR \$865.00**

Cover walls & floor from overspray.

3" SF WALLS: \$4,920.00

Spray 3" (R-21) closed cell foam insulation on the walls above the false ceiling (this includes the gable walls).

4" SF ROOF DECK: \$10,404.00

Spray 4" (R-28) closed cell foam insulation to the underside of the roof (if sprayed to buffalo board will need a 1x4 board screwed up every 2' to hold the weight).

JOBSITE FEE: \$200.00**THERMAL BARRIER:**

Spray 15 minute thermal barrier coating over the foam on the exposed walls & roof: Add \$5,382.00

This is estimated with the false ceiling removed & grid work removed. Call for pricing if you decide to leave ceiling tile & grid work installed.

PAYMENT TERMS:

Pricing is subject to change after 30 days from the bid proposal date. If you would like us to do this project for you, please sign and provide a 50% down payment which will reserve a spot for you on our schedule. Any down payment received is non-refundable. Final payment is due upon completion unless other arrangements have been made and approved prior to starting the project. There will be a 1.5% per month finance charge on all invoices not paid within 30 days unless prior agreement was made. There will be an automatic fee added to your invoice to pay using credit or debit card or ACH.

Grand Total: \$16,389.00

PLEASE NOTE: Additional charges for your project may include the following: If there are recessed lights to be wrapped and foamed around, they will be charged on the invoice at \$45.00 each. In weather below 40 degrees, heat would need to be provided or we will furnish heat for the cost of the fuel in the heaters which will be at an additional charge on the invoice. We will charge \$110/hour if we arrive onsite and need to move items to perform the work you hired us to do, this will be added to your final invoice. All insulation is to be covered with a 15 min. thermal barrier, except in rim joists & unused attic & crawlspace areas. We are NOT responsible for any damage to your personal items. The job site will be cleaned up when we finish. We have Liability and Work Comp Insurance.

X

Mark Zlotnick Construction

X

Company Authorized Signature

City of Ashby

From: Larry Van Hout <Larry.VanHout@widseth.com>
Sent: Tuesday, October 08, 2024 2:52 PM
To: ashbycit@prtcl.com
Cc: Troy Johnson (ashbypw@prtcl.com); Jeff Kuhn; Dan McInnis
Subject: Phase I Archaeological Survey - Ashby WWTF Project
Attachments: In Situ Proposal_Ashby WWTF Project_10.07.2024.pdf; SHPO Response 7-24-2024.pdf

Mike-

The MPCA has provided preliminary approval of the wastewater facility plan. The wastewater facility plan addressed improvements needed to the Ashby wastewater treatment system.

As part of facility plan process, an environmental information worksheet was prepared. State and federal agencies were contacted for any environmental concerns with the project. The State Historic Preservation Office requested a Phase I archeological survey be conducted on the pond site and the irrigation site (see attached letter). We received quotes from two firms and In Situ provided the lowest proposal (see attached). The cost options for the proposal are on third page of the document and are summarized as follows:

1. Cost A: Phase Ia Background - \$1,266. This is the cost of a background literature review and summary report should they find that a survey has already been completed and/or the area is exempt from field investigation due to previous disturbance. (This option is unlikely.)
2. Cost B: Phase I Survey with surface collection - \$5,660. This option assumes the crop is off the field and at least 30% of the ground surface is visible to identify artifacts and cultural resources. A plowed surface with exposed soil is preferred.
3. Cost B: Phase I Survey with shovel testing - \$16,624.50. This option assumes limited ground surface visibility, either due to a crop ~~is~~ on the field or crop residue left in place after harvest. Test pits are dug to identify artifacts and cultural resources.

We are hoping the work can be scheduled after the crop is off the field this fall. If that is the case, Option B 2 (Phase I Survey with surface collection) can be used.

To access state and federal funding, an archaeological survey will need to be completed. We recommend the City of Ashby approve this quote. We would like to get the survey completed this fall, weather permitting.

If any questions, let us know.

Larry

Larry Van Hout, PE

Civil Engineer
320-335-5014
610 Fillmore Street
Alexandria, MN 56308

WIDSETH

Widseth.com

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7630 Executive Drive
Eden Prairie, MN 55344
Ph: 952-658-8891
Web: www.insitucrm.com

October 7th, 2024

Dan McInnis, Ph.D
Widseth
610 Fillmore Street
Alexandria, Mn 56308
Dan.McInnis@widseth.com

Re: Proposal for the Literature Review and Conditional Phase I Archaeological Survey for the City of Ashby Wastewater Project, Grant County, Minnesota.

Project Description

At the request of Widseth, In Situ Archaeological Consulting, LLC (In Situ) is pleased to submit our Scope of Work (SOW) and cost proposal for the above-referenced project. The project will consist of the Phase Ia with a conditional Phase I survey of an approximately 20-acre wastewater treatment facility (WWTF) for the City of Ashby, Minnesota. Due to the project location within a parcel owned by the City of Ashby, an Office of the State Archaeologist Phase I Archaeological License will be needed prior to the start of fieldwork.

The SOW includes the following tasks to be completed to the guidelines of the Minnesota State Historic Preservation Office (SHPO):

- Task 1: Phase Ia Background Literature Review
- Task 2: (Conditional) Agency Coordination and Consultation
- Task 3: (Conditional) Phase I Archaeological Survey within the proposed project area
- Task 4: (Conditional) Report Preparation and completion of site forms, dependent on survey results

Scope of Work

Task 1 – Phase Ia Background Literature Review. The study area is defined as a 2-mile area surrounding the proposed project area (1-mile from each side of the project area). This task will be completed using site files and inventory files maintained by the Minnesota SHPO. In addition, background research will be completed by reviewing historic maps, atlases, current aerial photographs, soils mapping, topographic and geomorphic data, and other sources that might provide information for the locations of historic-era sites, areas of prior disturbance, etc.

As a part of the literature review for the In Situ will use several factors to create an assessment of archaeological resource potential within the proposed project area. These factors consist of the general terrain, water resources, geomorphological setting, and topographic factors. These factors are considered in order to assess the absence or likelihood of any cultural resources within the project area. Areas identified as disturbed areas, areas with a slope greater than 20 degrees, areas of poorly drained soils, and low lying-wet areas are considered to have a low potential for containing archaeological sites. However, for an area to be considered to have a potential for an archaeological site, the following factors are considered:



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Eden Prairie, MN 55344
Ph: 952-658-8891
Web: www.insitucrm.com

- Located within undisturbed land;
- Located on a topographically significant landscape feature;
- Proximity of a suitable former or existing water source (named waterbody and perennial streams; within 200 m for high potential and within 500 m for moderate potential);
- Proximity of a previously recorded archaeological site or historic structure (within 200 m).

Using these parameters, In Situ will identify areas of cultural resource potential within the project area. These areas are meant as a planning tool for identifying areas with potential archaeological sites. The mapped areas of resource potential are believed to possess a high archaeological potential.

The results of the literature review and resource potential assessment will be presented in a detailed technical report prepared in accordance with the MN SHPO guidelines. The final report will be created in Microsoft Word and single-spaced on standard sized (8.5 x 11 inch) white paper. Page numbers will appear on all pages. Maps, photographs, and other graphics will be clearly presented. Maps will include the locations of all previously recorded resources, previous inventories, and detailed GIS maps. The literature review report will be suitable for submission to the Minnesota SHPO.

Task 2 – Agency Coordination and Consultation. Due to the location of the project within publicly owned land, an Office of the State Archaeologist (OSA) Phase I permit will be needed prior to the start of field work. This permit process could take between 15-30 business days. Throughout the process of the proposed project, In Situ will consult as needed with the various agencies including, but not limited to: Minnesota SHPO, Minnesota OSA, Minnesota Indian Affairs Council (MIAC), and various interested tribal representatives and Tribal Historic Preservation Offices (THPO).

Task 3 – Phase I Archaeological Survey. Following receipt of detailed GIS mapping depicting the locations of the project area, the Phase I Intensive Cultural Resource Inventory will be completed to the Minnesota SHPO standards. The Phase I survey will be completed using the following methods:

- *Visual Inspection* – Locations where cultural resources were not expected, such as disturbed areas, areas with a slope greater than 20 degrees, and low/wet areas will be walked over and visually inspected. This method will be used to verify the absence or likelihood of any cultural resources within these areas. This method will also be utilized to document the general terrain and the surrounding area.
- *Pedestrian Survey* – this method is used to visually inspect the ground surface for any cultural resources within the project area. The survey transect interval will be 15 m. All identified artifacts and cultural resources are to be documented with a sub-meter GPS unit and photographed.
- *Shovel Testing* – this method is used to sample subsurface contexts in areas with a high potential of containing subsurface cultural resources, slopes less than 20 degrees, and ground visibility of less than 30%. A shovel test (ST) is 30-40 cm in circular diameter.



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The STs are excavated on a grid at 15 m intervals – additional radial STs are conducted at 5 m intervals when any artifacts are discovered. All positive STs are to be documented using a sub-meter GPS unit. Excavated soil is screened through a 0.25-inch mesh. STs are to be excavated no deeper than 1 m or 10 cm into sterile subsoils.

It is expected that a single three-person crew will be used. The survey is expected to take no more than one field day to complete. The crew will be directly supervised in the field by a qualified archaeologist who meets the requirements for the Secretary of the Interior's Guidelines for Professional Qualifications in Archaeology. A GPS unit will be used to ensure field personnel maintain accurate survey tracts and do not extend the survey outside the project area. It is anticipated that the majority of the project area will be subject to shovel testing.

Task 4 –Phase I Report Preparation. . The results of the desktop literature review and intensive cultural resource inventory will be presented in a detailed technical memo prepared in accordance with Minnesota SHPO guidelines. For this project, a short report may be produced since the survey area is less than 40 acres in size and if the survey yields negative results for cultural resources. If a site(s) is identified within the project area, a full report and site form(s) will need to be produced, which will require a change order for additional time and costs. The final report will be created in Microsoft Word and single-spaced on standard sized (8.5 x 11 inch) white paper. Page numbers will appear on all pages. Maps, photographs, and other graphics will be clearly presented. Maps will include the locations of all previously recorded resources, previous inventories, and detailed GIS maps. The final report will be suitable for submission to the Minnesota SHPO. In addition, shapefiles that depict all cultural resources, locations on the NRHP, and cultural resources inventories will be provided to Widseth.

Time Schedule

In Situ can initiate and complete Task 1 within 5-10 business days after the project is awarded and receipt of detailed GIS mapping depicting the proposed project area. Task 2 can be initiated within 5 business days after the notice to proceed, it expected the OSA permit will take between 15-30 days to process. Task 3 can be initiated within 5 days after the approved permit is received from OSA. It is expected a three-person crew will be used for the fieldwork. For this project, depending on the field strategy, it should take between one-four field days to complete the survey. Task 4 can be completed within 10-20 business days after completion of Task 3.

Deliverables

In Situ will submit an electronic copy of the Draft Report to Widseth for review and consultation with Minnesota SHPO and Minnesota OSA. Upon receipt of comments, one copy of the Final Draft Report will be produced for Widseth for submission to the Minnesota SHPO and Minnesota OSA for review. In Situ will make any necessary revisions to the report that is requested by Minnesota SHPO and/or Minnesota OSA following their review. Submission of the Final Report to Widseth will consist of one electronic copy. **Bound copies may be submitted upon request.**



7630 Executive Drive
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Cost Proposal

As discussed, two costs are provided below; one for the stand-alone Phase Ia background literature report and conditional costs for the Phase I cultural resource inventory and reporting if found necessary. The costs are detailed in the tables below. The cost estimates provided are a not-to-exceed and invoices will be based on time and materials.

Cost A: Phase Ia Literature Review

Task 1: Phase Ia Background Literature Review	\$1,266.00
Total Cost for Phase Ia Background Literature Review (Estimated)	\$1,266.00

Cost B: Phase I Survey	Surface Collection	Shovel Testing
Task 1: Phase Ia Background Literature Review	\$633.00	\$633.00
Task 2: Agency Coordination and Consultation	\$696.00	\$696.00
Task 3: Phase I Archaeological Survey	\$2,515.00	\$13,479.50
Task 4: Archaeological Report Preparation, Submittal, Revisions*	\$1,816.00	\$1,816.00
Total Cost for Phase I Archaeological Survey and Report (Estimated)	\$5,660.00	\$16,624.50

*Assuming negative results a short report format may be produced. If a site(s) is identified within the project area, a full report and site form(s) will need to be produced, which will require a change order for an additional **\$928.00**.

These prices are valid until **December 31, 2024**. Unless agreed to otherwise, terms are payment in full within 60 calendar days of the receipt of In Situ's invoice, which will be submitted to Widseth upon completion of the project. A late fee of 1.5% per month on any unpaid balance will be applied. In the event that the client does not honor these terms of payment, the client agrees to pay any additional collection, attorney, court costs, and/or interest charges.



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Project Assumptions

- Project supervision will be overseen by a SOI-qualified archaeologist.
- In Situ is not responsible for obtaining landowner permission for the field survey.
- In Situ will make every effort to avoid all crop damage but is not responsible for any unavoidable damage to crops resulting from the survey.
- No human remains will be identified within the project area.
- Assuming there are no lost field days due to inclement weather.
- The survey will not extend outside of the project area.
- As this time an architectural component is not needed.
- Assuming the majority of the project area is subject to a pedestrian survey with at least 25% visibility. If ground visibility is less than 25% shovel testing will need to be implemented, this would require a chance order. MN SHPO guidelines do not allow pedestrian survey of fields with low ground surface visibility (GSV). In cases where GSV is less than 25% MN guidelines allow the use of systematic shovel testing in a 15-meter (50 ft) x 15-meter (50 ft) spacing. If shovel testing is not possible, pedestrian survey can be done after crops have been harvested and tilled, which would improve the GSV to allow for pedestrian survey. This time of year, corn fields have enough GSV to allow pedestrian survey. Typically, soybean fields are considered to have low GSV and would require shovel testing or harvesting and tilling before pedestrian survey can be conducted.
- Archaeological fieldwork is expected to take between one and four field days to complete the survey.
- Revisions to the proposed project that significantly increase the size of the survey would require a modification of this proposal.
- Any delays caused by the client that affect In Situ's field schedule and/or cause additional trips between the office and project may result in a change order.

For In Situ Archaeological Consulting, LLC.:

Signed: _____

Name: Abraham Ledezma, M.S., RPA
Position: Principal Investigator, Archaeology



DEPARTMENT OF
ADMINISTRATION

STATE HISTORIC PRESERVATION OFFICE

July 24, 2024

Dan McInnis
Wiseth
610 Fillmore St
Alexandria, MN 56308

RE: Ashby Wastewater Treatment Facility Project
Ashby, Grant County
SHPO Number: 2024-1743

Dear Dan McInnis:

Thank you for the opportunity to comment on the above referenced project. Information received on June 10, 2024, has been reviewed pursuant to the responsibilities given the State Historic Preservation Officer by Section 106 of the National Historic Preservation Act (54 U.S.C. § 306108) and its implementing federal regulations, "Protection of Historic Properties" (36 CFR Part 800), pursuant to the provisions of the Memorandum of Understanding among the Minnesota Public Facilities Authority, the Minnesota Pollution Control Agency, and the Minnesota State Historic Preservation Office, and pursuant to the responsibilities given the State Historic Preservation Office by the Minnesota Historic Sites Act (Minn. Stat. 138.665-666) and the Minnesota Field Archaeology Act (Minn. Stat. 138.40).

As stated in your submittal, the City of Ashby is proposing to make improvements to its existing wastewater treatment facility. The proposed project includes constructing additional primary and secondary wastewater treatment ponds, installing a new center pivot irrigator, and trenching or directional drilling new sanitary sewer and force main.

Due to the nature and location of the proposed project, we recommend that a Phase I archaeological survey be completed. The survey must meet the requirements of the Secretary of the Interior's Standards for Identification and Evaluation and should include an evaluation of National Register eligibility for any properties that are identified. For a list of consultants who have expressed an interest in undertaking such surveys, please visit the website www.mnhs.org/preservation/directory, and select "Archaeologists" in the "Specialties" box.

We will reconsider the need for survey if the project area can be documented as previously surveyed or disturbed. Any previous survey work must meet contemporary standards. Evidence of previous disturbance should be demonstrated with documentation, maps, and photographs of the horizontal and vertical (i.e., depth below surface) extent of the disturbance. **Note:** plowed areas and right-of-way are not automatically considered disturbed. Archaeological sites can remain intact beneath the plow zone and in undisturbed portions of the right-of-way.

If you have any questions regarding our review of this project, please contact me at 651-201-3285 or kelly.graggjohnson@state.mn.us.

Sincerely,

Kelly Gragg-Johnson

Kelly Gragg-Johnson
Environmental Review Program Specialist

cc: Pamela Foster, Minnesota Pollution Control Agency

MINNESOTA STATE HISTORIC PRESERVATION OFFICE

50 Sherburne Avenue ■ Administration Building 203 ■ Saint Paul, Minnesota 55155 ■ 651-201-3287 mn.gov/admin/shpo ■ mnshpo@state.mn.us

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Web: www.insitucrm.com

October 7th, 2024

Dan McInnis, Ph.D
Widseth
610 Fillmore Street
Alexandria, Mn 56308
Dan.McInnis@widseth.com

Re: Proposal for the Literature Review and Conditional Phase I Archaeological Survey for the City of Ashby Wastewater Project, Grant County, Minnesota.

Project Description

At the request of Widseth, In Situ Archaeological Consulting, LLC (In Situ) is pleased to submit our Scope of Work (SOW) and cost proposal for the above-referenced project. The project will consist of the Phase Ia with a conditional Phase I survey of an approximately 20-acre wastewater treatment facility (WWTF) for the City of Ashby, Minnesota. Due to the project location within a parcel owned by the City of Ashby, an Office of the State Archaeologist Phase I Archaeological License will be needed prior to the start of fieldwork.

The SOW includes the following tasks to be completed to the guidelines of the Minnesota State Historic Preservation Office (SHPO):

- Task 1: Phase Ia Background Literature Review
- Task 2: (Conditional) Agency Coordination and Consultation
- Task 3: (Conditional) Phase I Archaeological Survey within the proposed project area
- Task 4: (Conditional) Report Preparation and completion of site forms, dependent on survey results

Scope of Work

Task 1 – Phase Ia Background Literature Review. The study area is defined as a 2-mile area surrounding the proposed project area (1-mile from each side of the project area). This task will be completed using site files and inventory files maintained by the Minnesota SHPO. In addition, background research will be completed by reviewing historic maps, atlases, current aerial photographs, soils mapping, topographic and geomorphic data, and other sources that might provide information for the locations of historic-era sites, areas of prior disturbance, etc.

As a part of the literature review for the In Situ will use several factors to create an assessment of archaeological resource potential within the proposed project area. These factors consist of the general terrain, water resources, geomorphological setting, and topographic factors. These factors are considered in order to assess the absence or likelihood of any cultural resources within the project area. Areas identified as disturbed areas, areas with a slope greater than 20 degrees, areas of poorly drained soils, and low lying-wet areas are considered to have a low potential for containing archaeological sites. However, for an area to be considered to have a potential for an archaeological site, the following factors are considered:



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- Located within undisturbed land;
- Located on a topographically significant landscape feature;
- Proximity of a suitable former or existing water source (named waterbody and perennial streams; within 200 m for high potential and within 500 m for moderate potential);
- Proximity of a previously recorded archaeological site or historic structure (within 200 m).

Using these parameters, In Situ will identify areas of cultural resource potential within the project area. These areas are meant as a planning tool for identifying areas with potential archaeological sites. The mapped areas of resource potential are believed to possess a high archaeological potential.

The results of the literature review and resource potential assessment will be presented in a detailed technical report prepared in accordance with the MN SHPO guidelines. The final report will be created in Microsoft Word and single-spaced on standard sized (8.5 x 11 inch) white paper. Page numbers will appear on all pages. Maps, photographs, and other graphics will be clearly presented. Maps will include the locations of all previously recorded resources, previous inventories, and detailed GIS maps. The literature review report will be suitable for submission to the Minnesota SHPO.

Task 2 – Agency Coordination and Consultation. Due to the location of the project within publicly owned land, an Office of the State Archaeologist (OSA) Phase I permit will be needed prior to the start of field work. This permit process could take between 15-30 business days. Throughout the process of the proposed project, In Situ will consult as needed with the various agencies including, but not limited to: Minnesota SHPO, Minnesota OSA, Minnesota Indian Affairs Council (MIAC), and various interested tribal representatives and Tribal Historic Preservation Offices (THPO).

Task 3 – Phase I Archaeological Survey. Following receipt of detailed GIS mapping depicting the locations of the project area, the Phase I Intensive Cultural Resource Inventory will be completed to the Minnesota SHPO standards. The Phase I survey will be completed using the following methods:

- *Visual Inspection* – Locations where cultural resources were not expected, such as disturbed areas, areas with a slope greater than 20 degrees, and low/wet areas will be walked over and visually inspected. This method will be used to verify the absence or likelihood of any cultural resources within these areas. This method will also be utilized to document the general terrain and the surrounding area.
- *Pedestrian Survey* – this method is used to visually inspect the ground surface for any cultural resources within the project area. The survey transect interval will be 15 m. All identified artifacts and cultural resources are to be documented with a sub-meter GPS unit and photographed.
- *Shovel Testing* – this method is used to sample subsurface contexts in areas with a high potential of containing subsurface cultural resources, slopes less than 20 degrees, and ground visibility of less than 30%. A shovel test (ST) is 30-40 cm in circular diameter.



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The STs are excavated on a grid at 15 m intervals – additional radial STs are conducted at 5 m intervals when any artifacts are discovered. All positive STs are to be documented using a sub-meter GPS unit. Excavated soil is screened through a 0.25-inch mesh. STs are to be excavated no deeper than 1 m or 10 cm into sterile subsoils.

It is expected that a single three-person crew will be used. The survey is expected to take no more than one field day to complete. The crew will be directly supervised in the field by a qualified archaeologist who meets the requirements for the Secretary of the Interior's Guidelines for Professional Qualifications in Archaeology. A GPS unit will be used to ensure field personnel maintain accurate survey tracts and do not extend the survey outside the project area. It is anticipated that the majority of the project area will be subject to shovel testing.

Task 4 –Phase I Report Preparation. . The results of the desktop literature review and intensive cultural resource inventory will be presented in a detailed technical memo prepared in accordance with Minnesota SHPO guidelines. For this project, a short report may be produced since the survey area is less than 40 acres in size and if the survey yields negative results for cultural resources. If a site(s) is identified within the project area, a full report and site form(s) will need to be produced, which will require a change order for additional time and costs. The final report will be created in Microsoft Word and single-spaced on standard sized (8.5 x 11 inch) white paper. Page numbers will appear on all pages. Maps, photographs, and other graphics will be clearly presented. Maps will include the locations of all previously recorded resources, previous inventories, and detailed GIS maps. The final report will be suitable for submission to the Minnesota SHPO. In addition, shapefiles that depict all cultural resources, locations on the NRHP, and cultural resources inventories will be provided to Widseth.

Time Schedule

In Situ can initiate and complete Task 1 within 5-10 business days after the project is awarded and receipt of detailed GIS mapping depicting the proposed project area. Task 2 can be initiated within 5 business days after the notice to proceed, it expected the OSA permit will take between 15-30 days to process. Task 3 can be initiated within 5 days after the approved permit is received from OSA. It is expected a three-person crew will be used for the fieldwork. For this project, depending on the field strategy, it should take between one-four field days to complete the survey. Task 4 can be completed within 10-20 business days after completion of Task 3.

Deliverables

In Situ will submit an electronic copy of the Draft Report to Widseth for review and consultation with Minnesota SHPO and Minnesota OSA. Upon receipt of comments, one copy of the Final Draft Report will be produced for Widseth for submission to the Minnesota SHPO and Minnesota OSA for review. In Situ will make any necessary revisions to the report that is requested by Minnesota SHPO and/or Minnesota OSA following their review. Submission of the Final Report to Widseth will consist of one electronic copy. **Bound copies may be submitted upon request.**



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Cost Proposal

As discussed, two costs are provided below; one for the stand-alone Phase Ia background literature report and conditional costs for the Phase I cultural resource inventory and reporting if found necessary. The costs are detailed in the tables below. The cost estimates provided are a not-to-exceed and invoices will be based on time and materials.

Cost A: Phase Ia Literature Review

Task 1: Phase Ia Background Literature Review	\$1,266.00
Total Cost for Phase Ia Background Literature Review (Estimated)	\$1,266.00

Cost B: Phase I Survey	Surface Collection	Shovel Testing
Task 1: Phase Ia Background Literature Review	\$633.00	\$633.00
Task 2: Agency Coordination and Consultation	\$696.00	\$696.00
Task 3: Phase I Archaeological Survey	\$2,515.00	\$13,479.50
Task 4: Archaeological Report Preparation, Submittal, Revisions*	\$1,816.00	\$1,816.00
Total Cost for Phase I Archaeological Survey and Report (Estimated)	\$5,660.00	\$16,624.50

*Assuming negative results a short report format may be produced. If a site(s) is identified within the project area, a full report and site form(s) will need to be produced, which will require a change order for an additional **\$928.00**.

These prices are valid until **December 31, 2024**. Unless agreed to otherwise, terms are payment in full within 60 calendar days of the receipt of In Situ's invoice, which will be submitted to Widseth upon completion of the project. A late fee of 1.5% per month on any unpaid balance will be applied. In the event that the client does not honor these terms of payment, the client agrees to pay any additional collection, attorney, court costs, and/or interest charges.



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Project Assumptions

- Project supervision will be overseen by a SOI-qualified archaeologist.
- In Situ is not responsible for obtaining landowner permission for the field survey.
- In Situ will make every effort to avoid all crop damage but is not responsible for any unavoidable damage to crops resulting from the survey.
- No human remains will be identified within the project area.
- Assuming there are no lost field days due to inclement weather.
- The survey will not extend outside of the project area.
- As this time an architectural component is not needed.
- Assuming the majority of the project area is subject to a pedestrian survey with at least 25% visibility. If ground visibility is less than 25% shovel testing will need to be implemented, this would require a change order. MN SHPO guidelines do not allow pedestrian survey of fields with low ground surface visibility (GSV). In cases where GSV is less than 25% MN guidelines allow the use of systematic shovel testing in a 15-meter (50 ft) x 15-meter (50 ft) spacing. If shovel testing is not possible, pedestrian survey can be done after crops have been harvested and tilled, which would improve the GSV to allow for pedestrian survey. This time of year, corn fields have enough GSV to allow pedestrian survey. Typically, soybean fields are considered to have low GSV and would require shovel testing or harvesting and tilling before pedestrian survey can be conducted.
- Archaeological fieldwork is expected to take between one and four field days to complete the survey.
- Revisions to the proposed project that significantly increase the size of the survey would require a modification of this proposal.
- Any delays caused by the client that affect In Situ's field schedule and/or cause additional trips between the office and project may result in a change order.

For In Situ Archaeological Consulting, LLC.:

Signed: _____

Name: Abraham Ledezma, M.S., RPA
Position: Principal Investigator, Archaeology



DEPARTMENT OF
ADMINISTRATION

STATE HISTORIC PRESERVATION OFFICE

July 24, 2024

Dan McInnis
Wiseth
610 Fillmore St
Alexandria, MN 56308

RE: Ashby Wastewater Treatment Facility Project
Ashby, Grant County
SHPO Number: 2024-1743

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Sincerely,

Kelly Gragg-Johnson

Kelly Gragg-Johnson
Environmental Review Program Specialist

cc: Pamela Foster, Minnesota Pollution Control Agency

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Statewide Volunteer Firefighter Plan

CITY OF ASHBY

RESOLUTION No. 2024-18

A RESOLUTION OPTING TO INCREASE THE BENEFIT LEVEL FOR FIREFIGHTERS WHO ARE VESTED IN THE STATEWIDE VOLUNTEER FIREFIGHTER PLAN

The City Council of the City of ASHBY, Minnesota, does ordain:

WHEREAS: The City previously authorized the fire department to join the Statewide Volunteer Firefighter Plan administered by the Public Employees Retirement Association (PERA); and

WHEREAS: The City requested and obtained a cost analysis of increasing the benefit level for firefighters who are vested in the Statewide Volunteer Firefighter Plan from PERA not more than 120 days ago; and

WHEREAS: The City understands that Minnesota statutes do not have provisions for a decrease in benefit levels; and

WHEREAS: The City highly values the contributions of City Fire Department members to the safety and well being of our community and wishes to safeguard their pension investments in a prudent manner.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHBY, MINNESOTA:

- 1) The City hereby approves an increase in the benefit level for firefighters who have completed at least 5 years of good time service credit as a member of the Statewide Volunteer Firefighter Plan administered by PERA at the \$1,500.00 benefit level per year of service, effective January 1, 2025; and
- 2) The City Clerk/Administrator and Mayor are hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

The motion for the adoption of the foregoing resolution was proposed by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted by the City Council of the City of ASHBY, on October 10th, 2024.

BY:

ATTEST:

Mayor

City Clerk

As on 9/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
General Property Taxes (31001 through 31299)	152,400.00	110,286.92	(42,113.08)
Total Acct 310	152,400.00	110,286.92	(42,113.08)
HRA in Lieu of Taxes	150.00	287.77	137.77
Total Acct 311	150.00	287.77	137.77
Penalties & Int-Delinq Taxes	0.00	310.44	310.44
Total Acct 319	0.00	310.44	310.44
LICENSES AND PERMITS	0.00	130.00	130.00
Business Licenses and Permits	900.00	0.00	(900.00)
Total Acct 321	900.00	130.00	(770.00)
Building Permits (Excludes surcharge)	37.50	225.00	187.50
Animal Licenses	45.00	50.00	5.00
Election Filing Fees	0.00	2.00	2.00
Total Acct 322	82.50	277.00	194.50
Local Government Aid	111,106.50	74,091.00	(37,015.50)
Total Acct 334	111,106.50	74,091.00	(37,015.50)
GRANTS & AIDS FROM LOCAL GOVT	0.00	780.53	780.53
Grants & Aids from Other Local	0.00	650.00	650.00
Other County Grants and Aids	0.00	10,661.50	10,661.50
Total Acct 336	0.00	12,092.03	12,092.03
Misc. Charges	0.00	100.00	100.00
Pelican Lake Township	0.00	279.43	279.43
CHARGES FOR SERVICES	0.00	400.00	400.00
Total Acct 341	0.00	779.43	779.43
BRUSH SITE	750.00	1,010.00	260.00
Total Acct 344	750.00	1,010.00	260.00
Service Charges - Misc.	0.00	100.00	100.00
Total Acct 349	0.00	100.00	100.00
Fines	450.00	39.98	(410.02)
Total Acct 351	450.00	39.98	(410.02)
MISCELLANEOUS REVENUES	0.00	4,088.20	4,088.20
Interest Earning	93.75	103.75	10.00
Misc. Income	0.00	108.58	108.58
SPECIAL ASSESSMENTS	0.00	0.00	0.00
Penalties and Interest	0.00	27.73	27.73
Refunds & Reimbursements	0.00	3,545.60	3,545.60
Total Acct 362	93.75	7,873.86	7,780.11
Total Revenues	265,932.75	207,278.43	(58,654.32)
Other Financing Sources:			
Total Other Financing Sources	0.00	0.00	0.00

As on 9/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
GENERAL GOVERNMENT			
Wages and Salaries: Full-time Employees-Regular	0.00	38.25	(38.25)
Employer Contributions for Retirement: FICA Contributions	0.00	31.00	(31.00)
Employer Paid Insurance: Medicare	0.00	7.25	(7.25)
Meeting Supplies	0.00	63.58	(63.58)
Professional Services	0.00	135.00	(135.00)
Communications: Postage	0.00	295.00	(295.00)
Insurance	0.00	8.83	(8.83)
Miscellaneous: Dues and Subscriptions	0.00	2,039.14	(2,039.14)
Council/Town Board			
Wages and Salaries: Full-time Employees-Regular	8,250.00	1,036.40	7,213.60
Training Expenses	1,200.00	350.00	850.00
Employer Contributions for Retirement: FICA Contributions	712.50	424.70	287.80
Employer Paid Insurance: Medicare	300.00	99.35	200.65
Mileage	375.00	118.78	256.22
Meeting Supplies	0.00	690.35	(690.35)
Professional Services	0.00	680.00	(680.00)
Insurance: General Liability	1,575.00	2,661.44	(1,086.44)
Insurance: Bond Coverage	45.00	83.17	(38.17)
Worker's Compensation: Insurance Premiums	375.00	0.00	375.00
Miscellaneous: Dues and Subscriptions	30.00	0.00	30.00
Total Acct 411	12,862.50	8,762.24	4,100.26
Elections			
Miscellaneous	600.00	0.00	600.00
Clerk			
Employer Paid Insurance: Life	0.00	0.00	0.00
Capital Improvement Plan	750.00	0.00	750.00
Wages and Salaries: Full-time Employees-Regular	15,750.00	15,334.64	415.36
Training Expenses	1,200.00	1,886.65	(686.65)
Employer Contributions for Retirement: PERA Contributions	1,500.00	1,141.58	358.42
Employer Contributions for Retirement: FICA Contributions	975.00	939.81	35.19
Employer Paid Insurance: Health	0.00	716.24	(716.24)
Employer Paid Insurance: Health Savings	0.00	3,112.47	(3,112.47)
Employer Paid Insurance: Medicare	375.00	219.83	155.17
Health Insurance	9,000.00	6,297.55	2,702.45
Worker's Compensation: Insurance Premiums	375.00	362.64	12.36
Mileage	187.50	322.07	(134.57)
Operating Supplies	0.00	17.89	(17.89)
Clothing Allowance	75.00	20.00	55.00
Insurance: General Liability	525.00	914.87	(389.87)
Insurance: Bond Coverage	112.50	96.00	16.50
Miscellaneous: Dues and Subscriptions	75.00	50.00	25.00
Total Acct 414	31,500.00	31,432.24	67.76
Financial Administration			
Professional Services: Auditing and Accounting Services	12,525.00	14,650.00	(2,125.00)
Professional Services	0.00	388.92	(388.92)
Total Acct 415	12,525.00	15,038.92	(2,513.92)
City/Town Attorney			
Professional Services: Legal Fees	5,250.00	5,107.00	143.00
Total Acct 416	5,250.00	5,107.00	143.00
Building Operations			
Wages and Salaries: Full-time Employees-Regular	525.00	936.38	(411.38)

As on 9/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Training Expenses	375.00	12.18	362.82
Employer Contributions for Retirement: PERA Contributions	0.00	62.91	(62.91)
Employer Contributions for Retirement: FICA Contributions	37.50	54.36	(16.86)
Employer Paid Insurance: Medicare	15.00	12.71	2.29
Worker's Compensation: Insurance Premiums	262.50	356.98	(94.48)
Office Supplies: Accessories (staplers, pencil sharpeners, etc.)	562.50	250.16	312.34
Meeting Supplies	600.00	606.82	(6.82)
Operating Supplies	1,875.00	2,425.14	(550.14)
Misc. Supplies	0.00	649.98	(649.98)
Professional Services: Engineering Fees	0.00	462.80	(462.80)
Cleaning	0.00	156.47	(156.47)
Communications: Telephone	1,125.00	969.79	155.21
Communications: Postage	675.00	402.67	272.33
Communications (Internet)	150.00	135.00	15.00
Advertising	0.00	74.00	(74.00)
Legal Notice Publishing	1,125.00	275.45	849.55
Printing and Binding	525.00	209.40	315.60
Insurance: Property	2,925.00	2,983.78	(58.78)
Utility Services: Electric Utilities	1,425.00	1,239.87	185.13
Reimbursement	0.00	9.27	(9.27)
Miscellaneous: Dues and Subscriptions	1,687.50	985.49	702.01
Repairs and Maintenance	0.00	608.14	(608.14)
Miscellaneous	600.00	100.00	500.00
Miscellaneous: Donations to Civic Organizations (Bands, etc.)	1,687.50	3,000.00	(1,312.50)
Professional Services	750.00	0.00	750.00
Rentals	187.50	0.00	187.50
Capital Improvement Plan	5,250.00	0.00	5,250.00
Pelican Lake Township			
Insurance: Property	0.00	252.72	(252.72)
Utility Services: Electric Utilities	0.00	64.87	(64.87)
Total Acct 419	22,365.00	17,297.34	5,067.66
Law Enforcement			
Contract Wages	32,250.00	31,902.75	347.25
PUBLIC SAFETY			
Fire Protection Contract	8,952.75	11,937.00	(2,984.25)
Fire Truck Replacement	11,906.25	15,625.00	(3,718.75)
Ambulance Services			
Office Supplies: Accessories (staplers, pencil sharpeners, etc.)	0.00	61.17	(61.17)
Total Acct 421	53,109.00	59,525.92	(6,416.92)
Animal Control Expenditures			
Miscellaneous: Dues and Subscriptions	187.50	375.00	(187.50)
Total Acct 427	187.50	375.00	(187.50)
Highways, Streets & Roadways			
Worker's Compensation: Insurance Premiums	750.00	870.94	(120.94)
Operating Supplies: Motor Fuels	600.00	306.16	293.84
Operating Supplies	468.75	223.15	245.60
Repair and Maintenance Supplies: Equipment Parts	0.00	30.39	(30.39)
Misc. Supplies	0.00	139.85	(139.85)
Professional Services	2,025.00	72.05	1,952.95
Communications: Telephone	375.00	339.41	35.59
Communications (Internet)	150.00	135.00	15.00

As on 9/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Insurance: Automotive	180.00	96.40	83.60
Repairs and Maintenance	3,562.50	2,776.04	786.46
Capital Improvement Plan	82,500.00	0.00	82,500.00
Maint. Shop			
Capital Improvement Plan	0.00	0.00	0.00
Worker's Compensation: Insurance Premiums	525.00	528.96	(3.96)
Operating Supplies	300.00	81.29	218.71
Repair and Maintenance Supplies: Equipment Parts	0.00	35.38	(35.38)
Misc. Supplies	0.00	120.36	(120.36)
Utility Services: Electric Utilities	900.00	495.49	404.51
Utility Services: Gas Utilities	900.00	876.29	23.71
Repairs and Maintenance	0.00	41.78	(41.78)
Ice and Snow Removal			
Operating Supplies: Motor Fuels	600.00	306.15	293.85
Repair and Maintenance Supplies: Equipment Parts	0.00	30.40	(30.40)
Professional Services	12,000.00	1,395.00	10,605.00
Insurance: Automotive	180.00	96.40	83.60
Repairs and Maintenance	1,500.00	794.13	705.87
Operating Supplies	600.00	0.00	600.00
Street Lighting			
Utility Services: Electric Utilities	10,500.00	9,129.94	1,370.06
Total Acct 431	118,616.25	18,920.96	99,695.29
Brush Site			
Professional Services	375.00	0.00	375.00
Total Acct 432	375.00	0.00	375.00
Parks & Recreation			
Miscellaneous	862.50	0.00	862.50
Capital Improvement Plan	2,250.00	0.00	2,250.00
Worker's Compensation: Insurance Premiums	675.00	700.28	(25.28)
Operating Supplies: Motor Fuels	600.00	314.04	285.96
Operating Supplies	562.50	279.43	283.07
Misc. Supplies	0.00	406.15	(406.15)
Small Tools and Minor Equipment	0.00	1,537.14	(1,537.14)
Insurance: Property	375.00	569.00	(194.00)
Insurance: Automotive	180.00	96.40	83.60
Utility Services: Electric Utilities	375.00	321.91	53.09
Repairs and Maintenance	1,500.00	2,342.34	(842.34)
Rentals	1,012.50	800.82	211.68
Total Acct 451	8,392.50	7,367.51	1,024.99
Ashby Promotion			
Professional Services	750.00	553.74	196.26
Total Acct 466	750.00	553.74	196.26
Water Utilities - Administration and General			
Wages and Salaries: Full-time Employees-Regular	0.00	210.06	(210.06)
Total Acct 494	0.00	210.06	(210.06)
Total Disbursements	265,932.75	164,590.93	101,341.82

As on 9/30/2024

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Other Financing Uses			
Tax Abatement	0.00	0.00	0.00
Land Purchase			
Capital Outlay: Land	0.00	100.00	(100.00)
Total Acct 493	<u>0.00</u>	<u>100.00</u>	<u>(100.00)</u>
Total Other Financing Uses	<u>0.00</u>	<u>100.00</u>	<u>(100.00)</u>
Beginning Cash Balance		394,265.46	
Total Receipts and Other Financing Sources		207,278.43	
Total Disbursements and Other Financing Uses		<u>164,690.93</u>	
Cash Balance as of 09/30/2024		436,852.96	