

1. Agenda And Packet

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City of Excelsior
Notice of Special Work Session
of the Excelsior City Council

NOTICE IS HEREBY GIVEN that the City Council of the City of Excelsior will hold a Special Work Session on Monday, October 10, 2022 at 5:30 P.M. at Excelsior City Hall, 339 Third Street, Excelsior, MN 55331. The agenda for the meeting is attached hereto.

City of Excelsior
City Council Special Work Session

Agenda

Monday, October 10, 2022

5:30 P.M. – 6:30 P.M.

1. Call to Order/Roll Call
2. Agenda Approval
3. Utility and Special Revenue Fund Review
4. Adjournment

Note: The purpose of a Special Work Session is for the Council to discuss matters informally and in greater detail than is allowed at formal Council meetings. All meetings of the Council, including Special Work Sessions, are open to the public. While the privilege of participating in these discussions is generally limited to the Council, staff, and consultants, the Mayor may open a discussion from the floor.

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City Council Special Work Session

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MEMORANDUM

Item 3-Utility and Special Revenue Budget

Re: Review

Date: October 10, 2022

To: City Council

From: Jenny Palmer, Finance Director

Summary

Included in this memo is the first draft of utility budgets for the Water Fund, Sewer Fund, Docks Fund, and Surface Water Management Fund. Also included are budgets for special revenue funds Street Lighting and Parking Lot Maintenance Fund.

Solid Waste and Recycling budgets have been eliminated due to Republic Services taking over customer billings. The costs for wages and benefits for these funds have been distributed to the remaining utility and special revenue funds which caused those accounts to have slightly higher increases than prior years. No updated rates have been included in the revenue amounts.

At the end of this memo is an updated report from BakerTilly for sewer and surface water rates. All the pavement management projects have been pushed back a year, but the rates on 20-year bonds were increased due to current rising interest rates. The utility rates were able to be reduce a little, but not much.

Water Fund

Revenues are projected to increase slightly due to continued strong collections as well as increased water connection fees from an area of Greenwood with customers who will be connecting over the next year.

Expenses are reduced slightly due to no bond issuance costs. Increases in wages are due to reallocation of solid waste and recycling wages. Supplies are increased due to higher fuel costs. Other charges and services are increase due to inflation based on 2022 projected year end expenses and increased capital outlay.

CITY OF EXCELSIOR								
2023 BUDGET								
Water Fund								
	2020 Actual	2021 Actual	2022 Budget	09.30.22 YTD	2023 Budget	Percent Change	Dollar Change	
Revenue								
Charges for Services	772,883	795,658	762,215	649,336	820,200	7.07%	57,985	
Interest Earnings	26,212	(4,561)	6,500	6,253	8,000	18.75%	1,500	
Other Revenue	3,481	11,631	9,700	18,747	9,000	-7.78%	(700)	
Transfer from Other Fund	-	-	-	-	-	0.00%	-	
	802,575	802,727	778,415	674,336	837,200	7.02%	58,785	
								-
Expenses								
Personnel	151,148	161,755	199,897	141,993	231,514	13.66%	31,617	
Supplies	45,257	61,293	59,800	54,658	68,800	13.08%	9,000	
Other Charges & Services	192,220	146,221	115,308	206,559	234,300	50.79%	118,992	
Transfer Out	-	-	-	-	-	0.00%	-	
Depreciation	181,859	222,450	90,000	-	200,000	55.00%	110,000	
Debt Service/Issuance Costs	117,537	130,697	444,230	133,659	129,577	-242.83%	(314,653)	
	688,020	722,416	909,235	536,870	864,191	-4.95%	(45,044)	
								-
Change in Net Position	114,555	92,335	(130,820)	137,467	(26,991)			
BEGINNING FUND BALANCE	\$ 2,702,860	\$ 2,818,701	\$ 3,043,104	\$ 3,043,104	\$ 2,780,216			
ENDING FUND BALANCE	\$ 2,818,701	\$ 3,043,104	\$ 2,780,216	\$ 3,180,571	\$ 2,753,225			

Personnel includes all employee related expenses—salaries, taxes, insurance, work comp

Supplies includes—motor fuels, chemicals, clothing, and maintenance supplies

Other Charges and Services includes—all professional services including engineering fees and accounting/auditing, lab testing, travel/school expenses, utilities, repairs and maintenance, insurance, and capital outlay

Sewer Fund

Revenues are projected to stay relatively stable; no allocation was made for Shorewood sewer collections for 2023.

Expenses are projected to increase slightly in personnel due to increased wage allocations from solid waste and recycling. Supplies is projected to be reduced slightly due to reduced spending in 2022. Other charges and services are increased due to increased capital outlay projects.

CITY OF EXCELSIOR								
2023 BUDGET								
Sewer Fund								
	2020 Actual	2021 Actual	2022 Budget	09.30.22 YTD	2023 Budget	Percent Change	Dollar Change	
Revenue								
Charges for Services	641,803	660,047	652,000	483,432	658,000	0.91%	6,000	
Interest Earnings	35,621	(6,210)	7,500	-	7,500	0.00%	-	
Other Revenue	1,423	3,474	3,500	1,040	3,000	-16.67%	(500)	
	<u>678,847</u>	<u>657,311</u>	<u>663,000</u>	<u>484,472</u>	<u>668,500</u>	<u>0.82%</u>	<u>5,500</u>	
Expenses								
Personnel	185,777	176,344	213,538	153,542	240,835	11.33%	27,297	
Supplies	7,184	21,180	15,000	8,797	10,400	-44.23%	(4,600)	
Other Charges & Services	248,622	267,832	245,167	266,364	386,955	36.64%	141,788	
Transfer Out	-	-	-	-	-	0.00%	-	
Depreciation	107,707	151,796	60,000	-	120,000	50.00%	60,000	
Debt Service	72,395	93,930	214,868	96,794	92,729	-131.72%	(122,139)	
	<u>621,685</u>	<u>711,082</u>	<u>748,573</u>	<u>525,497</u>	<u>850,919</u>	<u>12.03%</u>	<u>102,346</u>	
Change in Net Position	57,162	(49,559)	(85,573)	(41,025)	(182,419)			
BEGINNING FUND BALANCE	\$ 2,964,427	\$ 3,043,103	\$ 2,993,544	\$ 2,993,544	\$ 2,907,971			
ENDING FUND BALANCE	\$ 3,043,103	\$ 2,993,544	\$ 2,907,971	\$ 2,952,519	\$ 2,725,552			

Personnel includes all employee related expenses—salaries, taxes, insurance, work comp

Supplies includes—motor fuels, chemicals, clothing, and maintenance supplies

Other Charges and Services includes—all professional services including engineering fees and accounting/auditing, travel/school expenses, utilities, repairs and maintenance, insurance, and capital outlay

Docks Fund

Revenues are projected to increase slightly due to the addition of the Duffy boats.

Expenses for personnel are increased due to the reallocation of solid waste and recycling wages. Supplies increase is due to high fuel costs. Other charges and services are reduced due to no capital outlay costs allocated for 2023.

CITY OF EXCELSIOR							
2023 BUDGET							
Docks Fund							
	2020 Actual	2021 Actual	2022 Budget	09.30.22 YTD	2023 Budget	Percent Change	Dollar Change
Revenue							
Commercial Leased Docks	26,683	137,033	123,000	167,658	160,000	30.08%	37,000
Public Docks	74,052	14,026	15,000	-	14,000	-6.67%	(1,000)
Residential Docks	266,469	271,308	270,000	273,455	270,000	0.00%	-
Interest Earnings	4,229	(1,174)	3,000	-	6,000	100.00%	3,000
	<u>371,433</u>	<u>421,193</u>	<u>411,000</u>	<u>441,113</u>	<u>450,000</u>	<u>9.49%</u>	<u>39,000</u>
Expenses							
Commercial Leased Docks							
Personnel	35,290	26,629	34,274	24,840	39,116	14.13%	4,842
Supplies	354	409	1,300	451	1,300	0.00%	-
Other Charges & Services	31,978	30,179	35,834	47,750	31,650	-11.68%	(4,184)
Public Docks						0.00%	-
Personnel	25,816	26,028	34,741	25,370	47,433	36.53%	12,692
Supplies	402	842	2,400	360	2,600	8.33%	200
Other Charges & Services	22,394	9,139	17,664	15,852	11,280	-36.14%	(6,384)
Residential Docks						0.00%	-
Personnel	34,555	40,102	61,065	40,049	79,101	29.54%	18,036
Supplies	171	596	2,350	2,856	3,500	48.94%	1,150
Other Charges & Services	19,206	15,492	25,434	24,748	16,980	-33.24%	(8,454)
Depreciation	23,021	18,952	20,000	-	20,000	0.00%	-
Transfers Out	200,000	200,000	200,000	216,800	200,000	0.00%	-
	<u>393,187</u>	<u>368,367</u>	<u>435,062</u>	<u>399,075</u>	<u>452,960</u>	<u>4.11%</u>	<u>17,898</u>
Change in Net Position	(18,548)	65,063	(24,062)	42,038	(2,960)		
BEGINNING FUND BALANCE	\$ 342,036	\$ 323,488	\$ 388,551	\$ 388,551	\$ 364,489		
ENDING FUND BALANCE	\$ 323,488	\$ 388,551	\$ 364,489	\$ 430,589	\$ 361,529		

Personnel includes all employee related expenses—salaries, taxes, insurance, work comp

Supplies includes—motor fuels, chemicals, clothing, and maintenance supplies

Other Charges and Services includes—all professional services including engineering fees, accounting/auditing, travel/school expenses, utilities, dockmaster, repairs and maintenance, insurance, and capital outlay

Surface Water Management Fund

Revenues and expenses for this fund are projected to remain stable. A slight increase in revenues is projected and a smaller increase in expenses. The largest increase in expenses is under other charges and services due to increases capital improvement projects over 2022 in capital outlay.

CITY OF EXCELSIOR								
2023 Budget								
Surface Water Management Fund								
	2020 Actual	2021 Actual	2022 Budget	09.30.22 YTD	2023 Budget	Percent Change	Dollar Change	
Revenue								
Charges for Services	187,194	249,822	237,000	200,822	248,000	4.64%	11,000	
Interest Earnings	10,546	(1,676)	-	-	4,000	0.00%	4,000	
Other Revenue	3,728	3,386	-	-	3,300	0.00%	3,300	
	<u>201,468</u>	<u>251,532</u>	<u>237,000</u>	<u>200,822</u>	<u>255,300</u>	<u>7.72%</u>	<u>18,300</u>	
								-
Expenses								
Personnel	83,741	79,541	123,107	70,066	113,982	-7.41%	(9,125)	
Supplies	597	3,634	4,900	2,930	5,000	2.04%	100	
Other Charges & Services	16,192	59,999	28,657	25,917	63,770	122.53%	35,113	
Depreciation	24,820	45,883	19,000	-	25,000	31.58%	6,000	
Debt Service	43,120	52,649	126,689	54,435	100,210	-20.90%	(26,479)	
Transfers Out	(4,345)	-	-	-	-	0.00%	-	
	<u>164,125</u>	<u>241,706</u>	<u>302,353</u>	<u>153,349</u>	<u>307,962</u>	<u>1.86%</u>	<u>5,609</u>	
Change in Net Position	37,343	9,861	(65,353)	47,473	(52,662)			
BEGINNING FUND BALANCE	\$ 480,381	\$ 527,112	\$ 536,973	\$ 536,973	\$ 471,620			
ENDING FUND BALANCE	\$ 527,112	\$ 536,973	\$ 471,620	\$ 584,446	\$ 418,958			

Personnel includes all employee related expenses—salaries, taxes, insurance, work comp

Supplies includes—motor fuels, chemicals, clothing, and maintenance supplies

Other Charges and Services includes—all professional services including engineering fees and accounting/auditing, travel/school expenses, utilities, repairs and maintenance, insurance, and capital outlay

Special Revenue Funds

Street Lighting Fund

Revenues are projecting a slight increase.

Expenses are projected to increase due to the reallocation of wages from the solid waste and recycling funds.

CITY OF EXCELSIOR							
2023 BUDGET							
Street Lighting Fund							
	2020 Actual	2021 Actual	2022 Budget	09.30.22 YTD	2023 Budget	Percent Change	Dollar Change
Revenue							
Charges for Services	65,870	67,292	65,000	51,957	67,000	2.99%	2,000
Interest Earnings	640	(187)	100	-	600	83.33%	500
	66,510	67,105	65,100	51,957	67,600	3.70%	2,500
							-
Expenses							
Personnel	3,326	12,544	16,881	13,029	24,590	31.35%	7,709
Supplies	810	4,045	4,300	4,783	5,350	19.63%	1,050
Other Charges & Services	42,278	33,325	42,957	22,122	48,820	12.01%	5,863
Transfers Out	-	-	-	-	-	0.00%	-
	46,413	49,915	64,138	39,934	78,760	18.57%	14,622
Change in Net Position	10,667	17,106	962	12,024	(11,160)		
Beginning Net Position	44,380	55,047	72,153	72,153	73,115		
Ending Net Position	55,047	72,153	73,115	84,177	61,955		

Personnel includes all employee related expenses—salaries, taxes, insurance, work comp

Supplies includes—motor fuels, chemicals, clothing, and maintenance supplies

Other Charges and Services includes—all professional services including accounting/auditing, travel/school expenses, utilities, repairs and maintenance, insurance, and capital outlay

Parking Lot Maintenance Fund

The projections for this fund are based on a regular year. Both revenues and expenditures may be affected by the 339 Third Street project scheduled for 2023.

Revenues are projected to reduce significantly from 2022 due to only the current year being billed for parking lot maintenance fees.

Expenses increased due to maintenance supplies increase for sweeper brooms, filters and fuel.

CITY OF EXCELSIOR							
2023 Budget							
Parking Lot Maintenance Fund							
	2020 Actual	2021 Actual	2022 Budget	09.30.22 YTD	2023 Budget	Percent Change	Dollar Change
Revenue							
Charges for Services	795	18,384	107,063	101,748	60,000	-43.96%	(47,063)
Interest Earnings	4,694	(251)	-	-	-	0.00%	-
Other Revenue	20,126	-	-	1,508	-	0.00%	-
	25,615	18,133	107,063	103,257	60,000	-43.96%	(47,063)
Expenses							
Personnel	20,393	21,945	23,152	17,110	26,125	12.84%	2,973
Supplies	4,041	232	250	3,853	3,800	1420.00%	3,550
Other Charges & Services	3,259	3,913	3,650	1,673	1,920	-47.40%	(1,730)
Transfers Out	200,000	-	-	-	-	0.00%	-
	227,693	26,090	27,052	22,636	31,845	17.72%	4,793
Change in Net Position	(202,079)	(7,959)	80,011	80,620	28,155		
Beginning Net Position	\$ 246,062	\$ 43,983	\$ 36,024	\$ 36,024	\$ 116,035		
Ending Net Position	\$ 43,983	\$ 36,024	\$ 116,035	\$ 116,645	\$ 144,190		

Personnel includes all employee related expenses—salaries, taxes, insurance, work comp

Supplies includes—motor fuels, chemicals, clothing, and maintenance supplies

Other Charges and Services includes—all professional services including accounting/auditing, travel/school expenses, utilities, repairs and maintenance, insurance, and capital outlay

Updated Rate Projections from BakerTilly

	Surface Water Utility	G.O. Surface Water Revenue Bond	Total Surface Water	Sanitary Sewer Utility	G.O. Sewer Revenue Bonds	Total Sewer	Totals
2022	86,000	-	86,000	209,500	300,000	509,500	595,500
2023	55,500	-	55,500	356,000	513,500	869,500	925,000
2024	16,000	497,000	513,000	155,500	833,000	988,500	1,501,500
2025	16,000	86,500	102,500	159,500	192,000	351,500	454,000
2026	25,000	266,000	291,000	172,000	562,500	734,500	1,025,500
2027	17,000	-	17,000	168,500	-	168,500	185,500
2028	17,500	685,000	702,500	172,500	1,449,500	1,622,000	2,324,500
2029	18,000	-	18,000	177,000	-	177,000	195,000
2030	18,000	545,000	563,000	33,900	1,151,500	1,185,400	1,748,400
2031	-	-	-	-	-	-	-
2032	-	-	-	-	-	-	-
Total	269,000	2,079,500	2,348,500	1,604,400	5,002,000	6,606,400	8,954,900

Projected Sewer Rate Adjustment	Projected Change	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Revenues												
Charges for Services	0.50%	655,500	732,561	818,680	914,924	1,022,483	1,142,686	1,277,020	1,347,576	1,422,029	1,500,596	1,583,504
Penalties	0.00%	-	-	-	-	-	-	-	-	-	-	-
Shorewood unmetered flows	0.00%	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Total Revenue		715,500	792,561	878,680	974,924	1,082,483	1,202,686	1,337,020	1,407,576	1,482,029	1,560,596	1,643,504
Operating Expenses												
Personal Services	4.50%	204,382	213,579	223,190	233,234	243,729	254,697	266,159	278,136	290,652	303,731	317,999
Supplies	5.00%	13,556	14,234	14,945	15,693	16,477	17,301	18,166	19,075	20,028	21,030	22,081
Other services and charges	5.00%	293,924	308,620	324,051	340,254	357,266	375,130	393,886	413,581	434,260	455,973	478,771
Existing Depreciation		107,707	102,322	97,206	92,345	87,728	83,342	79,175	75,216	71,455	67,882	64,488
New Depreciation			18,475	53,392	99,217	116,792	153,517	161,942	243,042	251,892	311,162	311,162
Total Operating Expenses		619,569	657,230	712,784	780,742	821,993	883,987	919,327	1,029,048	1,068,286	1,159,777	1,193,901
Operating Income (Loss)		95,931	135,331	165,896	194,182	260,490	318,700	417,693	378,527	413,743	400,819	449,603
Non Operating Revenues (Expenses)												
Intergovernmental		-										
Investment Income	0.75%	7,500	9,949	7,199	6,155	5,117	4,489	4,508	5,288	5,566	7,226	8,824
Interest expense-existing		(96,862)	(92,429)	(85,181)	(77,537)	(69,411)	(61,853)	(54,853)	(47,845)	(41,370)	(35,995)	(31,785)
Interest expense-new			(7,500)	(25,179)	(53,397)	(58,120)	(75,506)	(72,431)	(119,984)	(114,902)	(149,949)	(143,087)
Total Non Operating Revenues (Expenses)		(89,362)	(89,980)	(103,161)	(124,780)	(122,414)	(132,870)	(122,775)	(162,541)	(150,706)	(178,717)	(166,048)
Net Income (Loss)		6,569	45,351	62,735	69,403	138,076	185,829	294,918	215,986	263,037	222,101	283,555
Beginning Cash & Investments		1,539,505	1,326,573	959,848	820,644	682,261	598,511	601,132	705,024	742,190	963,515	1,176,527
Net Income		6,569	45,351	62,735	69,403	138,076	185,829	294,918	215,986	263,037	222,101	283,555
Depreciation		107,707	120,797	150,597	191,562	204,520	236,858	241,116	318,257	323,347	379,044	375,650
Acquisition and Construction of Assets		(509,500)	(869,500)	(988,500)	(351,500)	(734,500)	(168,500)	(1,622,000)	(1,177,000)	(1,185,400)	-	-
Proceeds from New Long-Term Debt		300,000	513,500	833,000	192,000	562,500	-	1,449,500	-	1,151,500	-	-
Payments on New Long-Term Debt		(117,708)	(11,744)	(30,196)	(60,588)	(69,374)	(91,567)	(94,642)	(149,077)	(154,159)	(200,133)	(206,995)
Payments on Existing Long-Term Debt			(165,129)	(166,840)	(179,260)	(184,971)	(160,000)	(165,000)	(171,000)	(177,000)	(188,000)	(194,000)
Ending Cash Balance		1,326,573	959,848	820,644	682,261	598,511	601,132	705,024	742,190	963,515	1,176,527	1,434,737
Minimum Cash Balance												
For ongoing operations		154,892	164,307	178,196	195,186	205,498	220,997	229,832	257,262	267,072	289,944	298,475
For debt service		276,802	307,396	370,782	381,877	388,926	386,926	487,906	487,431	574,077	575,867	394,093
Minimum Cash Balance Required		431,694	471,703	548,978	577,062	594,424	607,922	717,738	744,693	841,149	865,811	692,568
Amount Over (Under) Minimum		894,879	488,145	271,666	105,199	4,087	(6,790)	(12,714)	(2,503)	122,366	310,716	742,169

Sample Bills - Residential 1						
Average Residential						
Sewer Usage	8	8	8	8	8	8
Surface Water	1	1	1	1	1	1
	2022	2023	2024	2025	2026	2027
Surface Water	\$ 43.20	\$ 46.66	\$ 50.39	\$ 54.42	\$ 58.77	\$ 63.47
Sewer	\$ 83.93	\$ 93.33	\$ 103.78	\$ 115.41	\$ 128.33	\$ 142.71
Total	\$ 127.13	\$ 139.99	\$ 154.17	\$ 169.83	\$ 187.11	\$ 206.18
Quarterly Change		\$ 12.86	\$ 14.19	\$ 15.65	\$ 17.28	\$ 19.08
Sample Bills - Residential 2						
Average Residential						
Sewer Usage	5	5	5	5	5	5
Surface Water						
	2022	2023	2024	2025	2026	2027
Surface Water						
Sewer	\$ 62.39	\$ 69.38	\$ 77.15	\$ 85.79	\$ 95.40	\$ 106.08
Total	\$ 62.39	\$ 69.38	\$ 77.15	\$ 85.79	\$ 95.40	\$ 106.08
Quarterly Change		\$ 6.99	\$ 7.77	\$ 8.64	\$ 9.61	\$ 10.68
Sample Bills - Commercial Car Wash						
Sewer Usage	897	897	897	897	897	897
Surface Water	0.69	0.69	0.69	0.69	0.69	0.69
	2022	2023	2024	2025	2026	2027
Surface Water	\$ 272.95	\$ 294.79	\$ 318.37	\$ 343.84	\$ 371.35	\$ 401.05
Sewer	\$ 6,466.95	\$ 7,191.25	\$ 7,996.67	\$ 8,892.30	\$ 9,888.23	\$ 10,995.71
Total	\$ 6,739.90	\$ 7,486.03	\$ 8,315.04	\$ 9,236.13	\$ 10,259.58	\$ 11,396.77
Quarterly Change		\$ 746.13	\$ 829.00	\$ 921.10	\$ 1,023.44	\$ 1,137.19
Sample Bills - Commercial - Example 2						
Sewer Usage	11	11	11	11	11	11
Surface Water	0.22	0.22	0.22	0.22	0.22	0.22
	2022	2023	2024	2025	2026	2027
Surface Water	\$ 89.20	\$ 96.34	\$ 104.04	\$ 112.37	\$ 121.36	\$ 131.06
Sewer	\$ 105.47	\$ 117.28	\$ 130.42	\$ 145.03	\$ 161.27	\$ 179.33
Total	\$ 194.67	\$ 213.62	\$ 234.46	\$ 257.39	\$ 282.62	\$ 310.39
Quarterly Change		\$ 18.95	\$ 20.84	\$ 22.93	\$ 25.23	\$ 27.77
Sample Bills - Commercial - Example 3						
Sewer Usage	5	5	5	5	5	5
Surface Water	0.42	0.42	0.42	0.42	0.42	0.42
	2022	2023	2024	2025	2026	2027
Surface Water	\$ 166.80	\$ 180.14	\$ 194.56	\$ 210.12	\$ 226.93	\$ 245.08
Sewer	\$ 62.39	\$ 69.38	\$ 77.15	\$ 85.79	\$ 95.40	\$ 106.08
Total	\$ 229.19	\$ 249.52	\$ 271.70	\$ 295.91	\$ 322.33	\$ 351.17
Quarterly Change		\$ 20.33	\$ 22.18	\$ 24.21	\$ 26.42	\$ 28.84

Council Action: Revise and comment prior to final adoption.

CITY OF EXCELSIOR

PUBLIC NOTICE

Notice is hereby given that the City Council Special Work Session scheduled for Monday, October 10, 2022 has been cancelled. The next regularly scheduled meeting of the City Council is Monday, October 17th, 2022 at 5:30 P.M.

For more information concerning this cancellation, please contact Nalisha Williams, City Clerk, at 952-653-3675.