



**CITY COUNCIL
WORK SESSION MEETING AGENDA**

**August 21, 2023
5:30 – 6:30pm**

- 1) Call to Order**
- 2) 2024 Budget Discussion**
- 3) 10-Year Street CIP Review**
- 4) Employee Wellness Policy**
- 5) St. Bonifacius Watermain Interconnect Update**
- 6) Adjourn**



CITY OF MINNETRISTA

WORK SESSION ITEM 1

Subject: 2024 Follow up Budget and Preliminary Levy Discussion

Prepared By: Brian Grimm, Finance Director – on behalf of the Department Manager Budget Working Group

Meeting Date: August 21, 2023

At the August 7, 2023 Worksession the below items were presented. These items may be referenced again and can be brought up from that packet for the discussion this evening.

- 1) General Fund Summary (couple options)
- 2) General Fund Revenue Detail
- 3) General Fund Expenditure Detail (with some highlights in areas where costs have been going higher, fuel, utilities maintenance, etc.)
- 4) CIP Equipment Summary and Detail 2024-2028 Draft
- 5) Potential draft levy options – two of them (Includes proposed general fund, CIP, Debt and Road levies). The second levy option is \$100,000 higher than that in version 1.
- 6) Proposed Debt (Special) Levies breakdown for 2024
- 7) Information sheet on Hennepin County Municipality levies from 2019-2023
- 8) Proposed timeline of upcoming budget meetings/action steps

The Powerpoint that was presented on 8-7-23 can also be looked at and reviewed again based on any further analysis and discussion needed.

From the discussion on the 7th, the option that was presented that had the gross levy increase of 14.33% seemed to have a consensus as a preliminary levy to adopt for 2024 (14.60% net levy increase from 2023).

An item that was discussed is how to utilize the \$372,000 one-time police money coming in December 2023. One of the options that was presented that evening was to allocate \$200,000 to put towards the general fund (operations) and the other \$172,000 for capital purposes. On the 7th, there was direction to look at an option of flipping the allocation to put more towards capital purposes. To have \$200,000 allocated for capital purposes and \$172,000 for operations purposes. Both scenarios are included in the packet. The effect of allocating a little more towards the capital portion made the projected general fund balance percentage calculation go from about 38.5 to 38.0 % projected at the end of 2024.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

As in previous years, the City's preliminary levy will have to be certified to the County by the September 30th deadline. A factor to consider is the preliminary levy, once set, can only stay the same or be reduced at the time of final certification in December. It cannot be increased from the preliminary levy that is certified to the County.

Recommended City Council Action: The objective of this meeting is to have a budget discussion regarding the 2024 preliminary levy. Subsequently, the goal is to have Council come to a consensus on an acceptable preliminary tax levy to approve by resolution at one of the next Council meetings to certify to the County before the September 30th deadline.

Does Recommended Action meet City Mission Statement? ☒ Yes ☐ No
Does Recommended Action meet City Goals/Priorities? ☒ Yes ☐ No
Explain: This item is a discussion on the 2024 budget and levy for funding 2024 services, operations and capital needs.

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**City of Minnetrista
2024 Draft Budget
General Fund Summary**

\$200K of one time police \$ to operations

GENERAL FUND SUMMARY

	2020 Actuals	2021 Actuals	2022 Actuals	2023 Final Budget	2024 Draft Budget	2023-2024 % change
GENERAL FUND REVENUE						
Property Tax	\$ 3,412,349	\$ 3,500,659	\$ 3,589,974	\$ 4,155,000	\$ 4,874,375	17.3%
Licenses & Permits	\$ 956,557	\$ 812,506	\$ 834,638	\$ 809,000	\$ 829,000	2.5%
Intergovernmental	\$ 766,665	\$ 182,264	\$ 190,211	\$ 190,500	\$ 212,000	11.3%
Fines	\$ 22,743	\$ 31,180	\$ 30,315	\$ 35,000	\$ 30,000	-14.3%
Other/Charges for services	\$ 498,539	\$ 495,735	\$ 258,945	\$ 714,259	\$ 700,585	-1.9%
TOTAL G.F. REVENUES	\$ 5,656,853	\$ 5,022,344	\$ 4,904,083	\$ 5,903,759	\$ 6,645,960	12.6%
GENERAL FUND EXPEND.						
Legislative	\$ 26,629	\$ 27,521	\$ 30,580	\$ 38,857	\$ 39,517	1.7%
Administrative	\$ 466,086	\$ 475,368	\$ 423,633	\$ 572,556	\$ 630,222	10.1%
Elections	\$ 27,971	\$ 613	\$ 13,409	\$ 630	\$ 18,300	2804.8%
Auditing	\$ 26,300	\$ 26,700	\$ 27,500	\$ 33,600	\$ 37,000	10.1%
Assessor	\$ 153,000	\$ 158,000	\$ 178,000	\$ 198,000	\$ 205,000	3.5%
Planning	\$ 216,793	\$ 218,955	\$ 262,352	\$ 299,977	\$ 315,125	5.0%
Legal	\$ 111,915	\$ 108,358	\$ 99,381	\$ 106,400	\$ 105,000	-1.3%
Buildings	\$ 68,223	\$ 72,506	\$ 84,884	\$ 83,350	\$ 85,850	3.0%
Police	\$ 2,125,833	\$ 2,230,917	\$ 2,385,758	\$ 2,544,631	\$ 2,913,138	14.5%
Fire	\$ 455,117	\$ 467,487	\$ 513,235	\$ 627,836	\$ 663,083	5.6%
Inspections	\$ 226,808	\$ 225,962	\$ 242,988	\$ 261,522	\$ 275,205	5.2%
Engineering	\$ 13,167	\$ 12,768	\$ 12,000	\$ 13,500	\$ 12,000	-11.1%
Streets	\$ 810,187	\$ 824,974	\$ 835,032	\$ 936,395	\$ 1,042,218	11.3%
Snow and Ice Removal	\$ 79,996	\$ 97,902	\$ 161,775	\$ 121,507	\$ 170,217	40.1%
Street Lighting	\$ 22,922	\$ 25,979	\$ 32,909	\$ 27,000	\$ 33,000	22.2%
Park Areas	\$ 113,270	\$ 138,437	\$ 147,225	\$ 151,063	\$ 159,676	5.7%
Culture and Recreation - Gillespie	\$ 34,000	\$ 34,000	\$ -	\$ -	\$ -	#DIV/0!
Misc. Expense	\$ 45,472	\$ 14,097	\$ 17,161	\$ 25,000	\$ 25,000	0.0%
Insurance	\$ 8,508	\$ 10,474	\$ 7,658	\$ 11,000	\$ 11,000	0.0%
Transfers - Capital Fund/Roads	\$ -			\$ -	\$ -	#DIV/0!
TOTAL G. F. EXPENDITURES	\$ 5,032,197	\$ 5,171,018	\$ 5,475,480	\$ 6,052,823	\$ 6,740,552	11.4%
Projected 2023 Surplus				\$ 100,000		
One time police Funds in December 2023				\$ 200,000		
G.F. SURPLUS/(DEFICIT)	\$ 624,656	\$ (148,674)	\$ (571,397)	\$ 150,936	\$ (94,592)	
Transfers to CIP Fund			\$ (225,398)			
Transfers - Administrative charges on p	\$ 50,000.00					
Year End Fund Balance	\$ 3,480,982	\$ 3,332,308	\$ 2,535,513	\$ 2,686,449	\$ 2,591,858	
	69.17%	64.44%	46.31%	44.38%	38.45%	

**City of Minnetrista
2024 Draft Budget
General Fund Summary**

172K of one time PD \$ to operations

GENERAL FUND SUMMARY

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Transfers - Administrative charges on p	\$ 50,000.00					
Year End Fund Balance	\$ 3,480,982	\$ 3,332,308	\$ 2,535,513	\$ 2,658,449	\$ 2,563,858	
	69.17%	64.44%	46.31%	43.92%	38.04%	

2024 General Fund Summary

8-21-23

Tax Calculations using Proposed 2024 Budget

	2023	Draft 2024	Dollars Inc/Dec 23-24	Percentage Inc/Dec 23-24	
General	4,155,000	4,874,375	719,375	17.31%	General levy increase to try to get back to balanced budget
Capital	150,000	150,000	-	0.00%	leave same - maybe reduce if add equip cert
Debt	674,229	1,093,729	419,500	62.22%	debt effects would start in 2024 for 2023 roads (\$350K new debt le
Roads	875,000	575,000	(300,000)	-34.29%	see above - still spending more money on roads
Fiscal Disparities	(166,397)	(174,717)	(8,320)	5.00%	
Total Net levy	5,687,832	6,518,387	830,555	14.60%	
Gross levy	5,854,229	6,693,104	838,875	14.33%	

2024 Proposed Debt Levy Breakdown

	<u>2023</u>	<u>2024</u>
Debt		
2023 Equip Cert	\$ -	\$ 54,500
2020 Equip Cert	\$ 100,000	\$ 100,000
Game Farm South Bay	\$ 89,729	\$ 89,729
Maple Crest	\$ 20,500	\$ 35,500
Public Facilities	\$ 346,000	\$ 346,000
2017 Street Projects	\$ 118,000	\$ 118,000
2023 Street Projects	\$ -	\$ 350,000
Other Debt Total	<u>\$ 674,229</u>	<u>\$ 1,093,729</u>

CITY OF MINNETRISTA



WORK SESSION AGENDA ITEM 2

Subject: 10-Year Road CIP Discussion

Prepared By: Gary Peters (Public Works Director)
Alyson Fauske (WSB – City Engineer)

Meeting Date: August 21, 2023

Issue:

The city of Minnetrista needs a 10-year Road CIP to help with future planning and budgeting.

Overview:

This 10-year Road CIP is a planning document and adjustments will be made as needed. This helps look at future road needs and what monetary amounts the City Council will have to plan for. Costs shown on this plan are estimates and will be adjusted as yearly projects are completed and those costs are added to the historical cost analysis. The yearly added funding amounts shown are estimates and will be adjusted as the council decides the yearly budget. Yearly maintenance projects will be added, and the updated plan can be reviewed/discussed at Council discretion.

Fiscal Impact:

This 10-year Road CIP will be funded by the general fund, with the possibility of a bonding project in 2026.

Recommended City Council Action:

Motion to move forward with the 2024 and 2025 Road CIP as presented so coring samples on those roads can be completed, and planning for these projects can begin.

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2023 BONDING PROJECTS		AVAILABLE CIP FUNDING			\$ 650,000.00	CARRY OVER FROM 2022			
					\$ 875,000.00	2023 FUNDING			
					\$ 8,000,000.00	BOND			
					\$ 9,525,000.00	2023 AVAILABLE DOLLARS			
PROJECT AREA	STREET NAMES	DATE BUILT	2017 PCI (avg)	2021 PCI (avg)	PROJECT TYPE	TOTAL ESTIMATED COST	TOTAL ESTIMATED UTILITIES COST	TOTAL ESTIMATED STREET COST	COMMENTS
Maintenance	Ox Yoke Cir / Feilding Tr / Game Farm Cir / Retreat Cir / Sterling Dr / Farmhill Dr / Halstead Dr / Enchanted Ln / Tuxedo Rd	n/a	n/a	n/a	Crack Fill			\$100,000.00	
	Shady Ln / Margaret Cir / Lakeview Dr / Stonebridge Rd & Cir / Loring Dr / Hardscrabble Cir & Rd	n/a	n/a	n/a	Crack Fill & Reclamite				
	Lotus Dr (Ginger to gravel) / Ginger Dr / Astilbe Ct / Bracken Dr / May Apple Dr	n/a	n/a	n/a	Crack Fill & Seal Coat & Fog Seal				
Westwood - Morningview - Eastview area	Westwood Ave / Westwood Dr / Morningview Dr / Morningview Ct / Eastview Dr	1973	48.03	41.78	Reconstruction	\$5,038,586	\$914,627	\$4,123,959	Water main replacement. Curb & gutter installation
North Arm area	North Arm Dr / Trails End Rd / Trails End Cir / Timber Ln	n/a	62.02	53.43	Reclamation & M&O	\$1,302,404	\$7,759	\$1,294,645	No City utilities - except Timber Ln (C&G w/2 CBs). Timber Ln - M&O only
Painters Creek area	Alexandra Dr / Kramer Rd / Evans Way / Maria Ct	1998	81.20	76.54	M&O	\$423,624	\$191,680	\$231,944	M&O due to age and settlement issues.
Turtle Creek area	Turtle Creek Blvd / Pondview Dr / Turtle Rd / Forest Ct / Stone Creek Ct / Northome Dr / Eagle Nest Dr	2001	87.47	83.94	Full Depth Removal & M&O	\$1,016,237	\$263,469	\$752,768	PCI does not accurately reflect actual condition of road. M&O due to age and settlement issues.
Sunnybrook area	Sunnybrook Cir	2000	89.64	85.50	M&O	\$304,347	\$142,238	\$162,109	M&O due to age and sealcoat issues and major drainage issue from Cty 110 to Sunnybrook Dr. CBs will need replacement. ADA work.
Kings Point area	Kings Point Rd (KP Park to cul-de-sac)	1994	28.20	23.00	Overlay	\$102,473	n/a	\$102,473	Overlay to push out recon for 3-5 years.
Hunter Crest Area	Hunters Tr (Hwy 7 to Linden Park)	2001	92.04	86.50	M&O	\$282,335	n/a	\$282,335	PCI does not accurately reflect actual condition of road. M&O to push out full depth removal & recon of side streets for 3-5 years. MSA dollars.
TOTALS						\$8,187,670	\$1,519,773	\$6,767,897	

2024 CIP PROJECTS		AVAILABLE CIP FUNDING			\$ 1,250,000.00	CARRY OVER FROM 2023			
					\$ 575,000.00	2024 FUNDING			
					\$ 1,825,000.00	AVAILABLE DOLLARS FOR 2024			
PROJECT AREA	STREET NAMES	DATE BUILT	2017 PCI (avg)	2021 PCI (avg)	PROJECT TYPE	TOTAL ESTIMATED COST	TOTAL ESTIMATED UTILITIES COST	TOTAL ESTIMATED STREET COST	COMMENTS
Maintenance		n/a	n/a	n/a	Crack Fill			\$100,000.00	
		n/a	n/a	n/a	Crack Fill & Reclamite				
		n/a	n/a	n/a	Crack Fill & Seal Coat & Fog Seal				
Hermitage area	Hermitage Trail / Hermitage Circle / Stonebridge Lane	2007	93.61	88.80	M&O	\$191,694.30	\$42,998.87	\$148,695.43	M&O - due to age. There should be minimum curb R/R & utility work in this area.
Pine Cir	Pine Cir	1973	70.60	65.00	M&O - age	\$18,652.15	\$0.00	\$18,652.15	Listed as M&O - May change to Reclamation - depends on coring results
Ambjor Ln	Ambjor Ln - Highland Rd to Cul-de-sac	2006	93.76	90.00	M&O - age	\$37,301.32	\$0.00	\$37,301.32	Milling only at resident driveways.
Nike Rd	Nike Rd - Cty Rd 92 to gravel	Mid 1990s	92.09	93.00	Pave only - Mill if cores show need	\$305,601.06	\$0.00	\$305,601.06	Due for overlay because of age
TOTALS						\$553,249	\$42,999	\$610,250	

2025 CIP PROJECTS		AVAILABLE CIP FUNDING			\$ 1,214,750.05	CARRY OVER FROM 2024			
					\$ 750,000.00	2025 FUNDING (↑\$175,000.00)			
					\$ 1,964,750.05	AVAILABLE DOLLARS FOR 2025			
PROJECT AREA	STREET NAMES	DATE BUILT	2017 PCI (avg)	2021 PCI (avg)	PROJECT TYPE	TOTAL ESTIMATED COST	TOTAL ESTIMATED UTILITIES COST	TOTAL ESTIMATED STREET COST	COMMENTS
Maintenance		n/a	n/a	n/a	Crack Fill			\$125,000.00	
		n/a	n/a	n/a	Crack Fill & Reclamite				
		n/a	n/a	n/a	Crack Fill & Seal Coat & Fog Seal				
Wind Ridge Tr	Wind Ridge Tr - Cty Rd 110 W to cul-de-sac	1996	72.20	68.00	Reclamation	\$453,461.68	\$0.00	\$453,461.68	Asphalt has severe cracking & PCI does not accurately reflect the pavement condition. No City Utilities. Assessable Project
Trillium Bay area	Trillium Ln E / Trillium Ln W / Trillium Way	1994	89.93	85.50	Full Depth Removal	\$1,254,854.95	\$138,397.48	\$1,116,457.47	PCI does not accurately reflect actual condition of road. Cores show base asphalt failure. Reclamation is recommended. There should be minimum utilities cost due to PW having replaced bad curb sections & repairing CBs. MHs already completed for I&I. Assessable Project
TOTALS						\$1,708,317	\$138,397	\$1,694,919	

2026 BONDING PROJECTS		AVAILABLE CIP FUNDING			\$ 269,830.90	CARRY OVER FROM 2025			
					\$ 875,000.00	2026 FUNDING (↑\$125,000.00)			
					\$ 8,500,000.00	BOND			
					\$ 1,144,830.90	AVAILABLE DOLLARS FOR 2026			
PROJECT AREA	STREET NAMES	DATE BUILT	2017 PCI (avg)	2021 PCI (avg)	PROJECT TYPE	TOTAL ESTIMATED COST	TOTAL ESTIMATED UTILITIES COST	TOTAL ESTIMATED STREET COST	COMMENTS
Maintenance		n/a	n/a	n/a	Crack Fill			\$125,000.00	
		n/a	n/a	n/a	Crack Fill & Reclamite				
		n/a	n/a	n/a	Crack Fill & Seal Coat & Fog Seal				
North & South Saunders Area	SSLD / Basswood Dr / Walnut Dr / Cherrywood Ct / Bluffs Ln N / NSLD / Cedar Ct / Maple Ln / Willow Ct / Westedge Blvd	2000	86.20	81.86	M&O	\$1,658,648.84	\$363,004.93	\$1,295,643.91	M&O depends on core samples - might become reclamation (if so - assessable)
Cardinal Cove Area	Cardinal Cove Dr / Manor Dr	1973	57.46	65.71	Reclamation & Reconstruct	\$1,152,091.20	\$16,321.87	\$1,135,769.33	Assessable Project Add water main to Cardinal Cove cul-de-sac & Cardinal Cove gravel area?
Halstead Area	Williams Ln / Lakeside Dr / Lakeside Cir / Pinnacle Way	1973 1997 1999	77.96	78.67	M&O & Reclamation	\$526,924.58	\$81,227.95	\$445,696.63	Williams Ln - reclamation (assessable project) Add water line?
Game Farm Rd	Game Farm Rd	2010	75.00	89.00	M&O & Partial Reclamation	\$2,272,171.76	\$43,236.56	\$2,228,935.20	Partial reclaim - old section (assessable project?) This may be MSA. PCI not actuate - cannot increase
Hunters Crest Area	(Everything except Hunters Trail)	2001 to 2006	89.76	81.00	M&O & Reclamation & Partial Recon	\$3,478,117.00	\$248,620.19	\$3,229,496.81	Reclamation & recon areas - assessable projects Hunters Trail will use MSA funding
TOTALS						\$9,087,953	\$752,411	\$8,460,542	

2027 CIP PROJECTS		AVAILABLE CIP FUNDING			\$ 1,144,830.90	CARRY OVER FROM 2026			
					\$ 1,000,000.00	2027 FUNDING (↑\$125,000.00)			
					\$ 2,144,830.90	AVAILABLE DOLLARS FOR 2027			
PROJECT AREA	STREET NAMES	DATE BUILT	2017 PCI (avg)	2021 PCI (avg)	PROJECT TYPE	TOTAL ESTIMATED COST	TOTAL ESTIMATED UTILITIES COST	TOTAL ESTIMATED STREET COST	COMMENTS
Maintenance		n/a	n/a	n/a	Crack Fill			\$150,000.00	
		n/a	n/a	n/a	Crack Fill & Reclamite				
		n/a	n/a	n/a	Crack Fill & Seal Coat & Fog Seal				
Ridgewood Cove	Ridgewood Cove	1973	56.06	57.00	M&O / Reclamation	\$402,744.06	\$104,415.13	\$298,328.93	Assessable Project Add Curbing? Extend water to cul-de-sac?
Marina Dr	Marina Dr	1995	62.49	59.00	Reclamation	\$302,989.08	\$78,552.72	\$224,436.35	Assessable project
Painters Rd Area	Painters Rd / Painters Creek Dr / Painters Cir	1993	70.78	64.33	Reclamation	\$1,086,984.21	\$0.00	\$1,086,984.21	Assessable project
Halstead Area (If not done '26)	Williams Ln / Lakeside Dr / Lakeside Cir / Pinnacle Way	1973 1997 1999	77.96	78.67	M&O / Reclamation	\$553,270.81	\$85,289.34	\$467,981.46	Williams Ln reclamation (assessable project)
TOTALS						\$2,345,988	\$268,257	\$2,227,731	

2028 CIP PROJECTS		AVAILABLE CIP FUNDING			\$ (82,900.06)	CARRY OVER FROM 2027			
					\$ 1,125,000.00	2028 FUNDING (↑\$125,000.00)			
					\$ 1,042,099.94	AVAILABLE DOLLARS FOR 2028			
PROJECT AREA	STREET NAMES	DATE BUILT	2017 PCI (avg)	2021 PCI (avg)	PROJECT TYPE	TOTAL ESTIMATED COST	TOTAL ESTIMATED UTILITIES COST	TOTAL ESTIMATED STREET COST	COMMENTS
Maintenance		n/a	n/a	n/a	Crack Fill			\$150,000.00	
		n/a	n/a	n/a	Crack Fill & Reclamite				
		n/a	n/a	n/a	Crack Fill & Seal Coat & Fog Seal				
Tara Addition	Scott Dr & Susan Ln	1979	69.16	63.46	Reclamation	\$385,000.00	\$0.00	\$385,000.00	Assessable project
Palmer Pointe	Merrywood Ln / Yellowstone Tr / Palmer Ct / Palmer Pt Rd	2007	86.76	84.29	M&O	\$741,689.78	\$192,289.94	\$549,399.84	
Enchanted Island	Warner Ln / Cedar Point Rd / St Mary's Rd / Wellesley Way / Lee Rd	1973	59.21	55.25	Reclamation	\$1,118,037.90	\$289,861.68	\$828,176.22	Assessable project
Kings Point	Kings Point Rd (Hwy 7 to North WCP entrance)				M&O				15 years old - due for M&O
Highland Rd Area	Highland Rd / Wildwood Ave / Kennedy Ct / Kennedy Memorial Dr / Creekside Way				Full Depth Removal M&O				FDR on Kennedy Memorial & Part of Highland (Pondview to Hwy 7) is assessable project
TOTALS						\$2,244,728	\$482,152	\$1,912,576	

2029 CIP PROJECT		AVAILABLE CIP FUNDING			\$ (870,476.11)	CARRY OVER FROM 2028			
					\$ 1,275,000.00	2029 FUNDING (↑\$150,000.00)			
					\$ 404,523.89	AVAILABLE DOLLARS FOR 2029			
PROJECT AREA	STREET NAMES	DATE BUILT	2017 PCI (avg)	2021 PCI (avg)	PROJECT TYPE	TOTAL ESTIMATED COST	TOTAL ESTIMATED UTILITIES COST	TOTAL ESTIMATED STREET COST	COMMENTS
Maintenance		n/a	n/a	n/a	Crack Fill			\$175,000.00	
		n/a	n/a	n/a	Crack Fill & Reclamite				
		n/a	n/a	n/a	Crack Fill & Seal Coat & Fog Seal				
Deer Creek Preserve Addition	Preserve Blvd	2003			M&O				M&O if coring results support it - else reclamation
Chateau De Lac & Whaletail Woods	Chateau Way / Squire Ln	1974			M&O				M&O if coring results support it - else reclamation
Berrman Addition	Rainbow Rd	Mid '90s			Reclamtion				Assessable project
Alexander Farms Addition	Bertram Dr	2005			M&O				M&O if coring results support it - else reclamation
Alexander Farms Addition	Kristen Ln	2005			M&O				M&O if coring results support it - else reclamation
TOTALS						\$0	\$0	\$175,000	

2030 CIP PROJECT		AVAILABLE CIP FUNDING			\$ 229,523.89	CARRY OVER FROM 2029			
					\$ 1,425,000.00	2030 FUNDING (↑\$150,000.00)			
					\$ 1,654,523.89	AVAILABLE DOLLARS FOR 2030			
PROJECT AREA	STREET NAMES	DATE BUILT	2017 PCI (avg)	2021 PCI (avg)	PROJECT TYPE	TOTAL ESTIMATED COST	TOTAL ESTIMATED UTILITIES COST	TOTAL ESTIMATED STREET COST	COMMENTS
Maintenance		n/a	n/a	n/a	Crack Fill			\$175,000.00	
		n/a	n/a	n/a	Crack Fill & Reclamite				
		n/a	n/a	n/a	Crack Fill & Seal Coat & Fog Seal				
	M&O: Red Oak Ln, Fairway Ln, Grand View Ave, Crest Ridge Ct					\$805,000.00		\$805,000.00	
TOTALS						\$805,000	\$0	\$980,000	

2031 CIP PROJECT		AVAILABLE CIP FUNDING			\$ 674,523.89	CARRY OVER FROM 2030			
					\$ 1,575,000.00	2031 FUNDING (↑\$150,000.00)			
					\$ 2,249,523.89	AVAILABLE DOLLARS FOR 2031			
PROJECT AREA	STREET NAMES	DATE BUILT	2017 PCI (avg)	2021 PCI (avg)	PROJECT TYPE	TOTAL ESTIMATED COST	TOTAL ESTIMATED UTILITIES COST	TOTAL ESTIMATED STREET COST	COMMENTS
Maintenance		n/a	n/a	n/a	Crack Fill			\$175,000.00	
		n/a	n/a	n/a	Crack Fill & Reclamite				
		n/a	n/a	n/a	Crack Fill & Seal Coat & Fog Seal				
Burl Oak Estates	Fairway Ridge Dr / Fairway Ridge Ct				M&O	n/a	n/a	n/a	M&O if coring results support it - else reclamation
Bayside	Bayside Ln				M&O	n/a	n/a	n/a	M&O if coring results support it - else reclamation
Red Oak Crest	Crest Ridge Ct				M&O	n/a	n/a	n/a	M&O if coring results support it - else reclamation
TOTALS						\$0	\$0	\$175,000	

2032 CIP PROJECTS		AVAILABLE CIP FUNDING			\$ 2,074,523.89	CARRY OVER FROM 2031			
					\$ 1,725,000.00	2032 FUNDING (↑\$150,000.00)			
					\$ 3,799,523.89	AVAILABLE DOLLARS FOR 2032			
PROJECT AREA	STREET NAMES	DATE BUILT	2017 PCI (avg)	2021 PCI (avg)	PROJECT TYPE	TOTAL ESTIMATED COST	TOTAL ESTIMATED UTILITIES COST	TOTAL ESTIMATED STREET COST	COMMENTS
Maintenance		n/a	n/a	n/a	Crack Fill			\$175,000.00	
		n/a	n/a	n/a	Crack Fill & Reclamite				
		n/a	n/a	n/a	Crack Fill & Seal Coat & Fog Seal				
Farmhill Addition	Farmhill Dr / Farmhill Cir / Farmhill Ct				M&O				
TOTALS						\$0	\$0	\$175,000	

2033 CIP PROJECTS		AVAILABLE CIP FUNDING			\$ 3,624,523.89	CARRY OVER FROM 2032			
					\$ 1,725,000.00	2033 FUNDING (↑\$150,000.00)			
					\$ 5,349,523.89	AVAILABLE DOLLARS FOR 2033			
PROJECT AREA	STREET NAMES	DATE BUILT	2017 PCI (avg)	2021 PCI (avg)	PROJECT TYPE	TOTAL ESTIMATED COST	TOTAL ESTIMATED UTILITIES COST	TOTAL ESTIMATED STREET COST	COMMENTS
Maintenance		n/a	n/a	n/a	Crack Fill			\$175,000.00	
		n/a	n/a	n/a	Crack Fill & Reclamite				
		n/a	n/a	n/a	Crack Fill & Seal Coat & Fog Seal				
TOTALS						\$0	\$0	\$175,000	

2034 CIP PROJECTS		AVAILABLE CIP FUNDING			\$ 5,174,523.89	CARRY OVER FROM 2033			
					\$ 1,875,000.00	2034 FUNDING (↑\$150,000.00)			
					\$ 7,049,523.89	AVAILABLE DOLLARS FOR 2034			
PROJECT AREA	STREET NAMES	DATE BUILT	2017 PCI (avg)	2021 PCI (avg)	PROJECT TYPE	TOTAL ESTIMATED COST	TOTAL ESTIMATED UTILITIES COST	TOTAL ESTIMATED STREET COST	COMMENTS
Maintenance		n/a	n/a	n/a	Crack Fill			\$175,000.00	
		n/a	n/a	n/a	Crack Fill & Reclamite				
		n/a	n/a	n/a	Crack Fill & Seal Coat & Fog Seal				
TOTALS						\$0	\$0	\$0	

CITY OF MINNETRISTA



WORK SESSION AGENDA ITEM 3

Subject: Employee Wellness Policy Discussion

Prepared By: Jasper Kruggel, City Administrator
Allie Polsfuss, Director of Administration

Meeting Date: August 21, 2023

Issue: The proposed Employee Wellness Policy captures existing and proposed practices in one document that provides guidance to employees working for the City of Minnetrista.

Overview: The City of Minnetrista prioritizes the mental and physical wellness of our employees and recognizes the benefits of programs that help facilitate positive outcomes. Employee wellness is a benefit that impacts employee performance and satisfaction and has a positive financial impact on items such as workers compensation claims. Also, wellness programs and policies reduce health risks, reduce job related injuries, reduce absenteeism due to illness, and increase employee morale. The attached policy document related to employee wellness is intended to solicit discussion at this work session and provide direction to staff.

The proposed Employee Wellness Policy focuses on the following areas:

- Mental Wellness
- Physical Wellness

Currently the City of Minnetrista has an Employee Assistance Program (EAP) through Sunlife at an annual cost of \$408. The proposed policy adds a physical wellness aspect that provides employees a \$200 stipend annually for the purchase of wellness related materials. Common uses for this stipend include but are not limited to fitness trackers, fitness equipment, and fitness related footwear. The existing “Employee Relations Team” would serve as the “Wellness Committee” and make determinations on eligible items. The cost to implement this aspect of the program would be \$8,000 for the year assuming all 40 full-time employees participate.

Recommended City Council Action: Staff is requesting feedback from City Council related to the incorporation of the employee wellness policy into the 2024 budget. The impact to the general fund is estimated to be around \$4,500, and \$3,500 for the various enterprise funds annually.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.



Employee Wellness Policy

The City of Minnetrista is committed to supporting the mental and physical health of all employees by providing them with resources that will help ensure stability and longevity in their personal and professional lives.

Mental Wellness Overview

Mental and emotional health are essential components of an employee's wellbeing in their professional and personal life. Mental health includes emotional, psychological, and social wellbeing. The City of Minnetrista is committed to providing employees with mental health resources to ensure they feel supported.

It is the intent of this program to:

- A. Make mental health tools and resources available to all employees for the purpose of maintaining and improving employee mental health.
- B. Give employees an opportunity to participate in this program and create policies to reinforce healthy coping behaviors and treatments.
- C. Ensure the City of Minnetrista is creating a space to support mental health related concerns.
- D. Provide annual check-ins for law enforcement officers to promote mental health and stress management (see Minnetrista Public Safety Department Mental Health Check-In Policy).
- E. Decrease the need for disability and worker's compensation claims; and
- F. Improve workplace performance, culture, and overall wellbeing.

Employee Assistance Program

The City of Minnetrista's Employee Assistance Program (EAP) is a work-based program designed to assist City employees in resolving problems that may adversely affect them in their personal or professional life.

Eligibility

All full-time, benefited City employees are defined as "wellness participants" and are eligible and automatically enrolled in the City's EAP. Part-time, seasonal, and temporary City employees, City Council Members, and independent contractors are not eligible for this benefit.

Policy

The EAP offers confidential access to three free face-to-face visits with experienced clinicians per occurrence per year to help employees with confronting personal problems. The EAP also offers phone or virtual counseling. Some services and support provided are:

- A. Confidential emotional support;
- B. Work-life solutions;

- C. Legal guidance;
- D. Financial resources;
- E. Online support; and
- F. Help for new parents.

The City of Minnetrista is not notified when employees utilize this resource and their information is kept confidential.

Administration

There is no cost to the employees to consult with an EAP counselor. Upon employment with the City of Minnetrista, the employee is automatically enrolled in the EAP. During yearly open enrollment, the Director of Administration renews the program as approved by the City Administrator. If additional counseling is necessary, the EAP counselor will describe additional services and resources available. See EAP program details (Attachment A).

Termination of EAP

An employee's EAP access will be discontinued upon termination of employment regardless of the reason for termination.

- Employees' EAP access will also terminate if the City discontinues the Employee Assistance Program.

Physical Wellness Overview

Exercise and a balanced diet improve mood, health, and productivity at work and at home.

Wellness is defined simply as living in a way to encourage good health. In practice, that means adopting preventive measures such as a balanced diet and regular exercise. Recent studies have shown that the benefits of exercise influence a wide variety of diseases and conditions affecting both mental and physical health including coronary heart disease, osteoporosis, diabetes, hypertension, and depression.

It is the intent of the physical health program to:

- A. Improve performance on the job;
- B. Reduce health risks;
- C. Reduce job related injuries;
- D. Reduce absenteeism due to illness;
- E. Decrease the need for disability and worker's compensation claims; and
- F. Increase employee morale.

Eligibility

All full-time, benefited City employees are defined as "wellness participants" and are eligible for wellness contributions. Part-time, seasonal, and temporary City employees, City Council Members, and independent contractors are not eligible for this benefit.

Policy

Eligible City employees may choose one of the following options:

1. The City will pay up to \$200 per year for wellness related materials; or
2. If an employee chooses to join a doctor approved weight loss program, the City will pay 50% of their membership up to \$200 per calendar year.

To ensure prudent use of taxpayer money for the purposes of a healthy workforce, each employee may only benefit financially from one of the two wellness options listed above.

Employee Responsibility

1. If the employee chooses to purchase wellness related materials, they must submit a wellness reimbursement form and copy of their receipt to the Safety & Wellness Committee for processing to receive reimbursement.
2. If the employee elects a doctor approved weight loss program, the employee must submit a wellness reimbursement form along with proof of payment for their membership.

Employer Responsibility

If a wellness related material purchase is questionable, a determination of reimbursement will be made by the Wellness Committee. All reimbursements will be processed in the following way:

- Human Resources notifies payroll.
- Payroll will process on the next payroll processing cycle.

Administration

The wellness participant must make the appropriate membership arrangement directly with the doctor approved weight loss program, or other wellness related membership. Financial arrangements are the wellness participant's responsibility and not in any way a financial obligation of the City.

Examples of Approved Wellness Expenses

- Equipment as approved by the Wellness Committee
- Fitness Memberships
- Doctor approved weight loss program
- Fitness tracker or similar device

Examples of Unapproved Wellness Materials

- Workout clothing
- Fad diets
- Tanning booth costs
- Unprescribed weight loss pills
- Cosmetic related expenses