

CITY COUNCIL MEETING AGENDA
December 4, 2023
7:00pm

1) Call to Order

- a) Pledge of Allegiance
- b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin, Ann MacGregor; Peter Vickery, and Claudia Lacy Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Safety Paul Falls, Director of Administration Allie Polsfuss, Director of Public Works Gary Peters and City Clerk Ann Meyerhoff Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering
- c) Approval of Agenda

2) Special Presentations

- a) Senator Kelly Morrison Legislative Update
- b) Public Comment on 2024 Budget – Overview and Presentation

3) Persons to Be Heard

The City Council invites residents to share new ideas or concerns related to city business not already on the agenda; however, individual question and remarks are limited to three (3) minutes per speaker. No City Council action will be taken, although the Council may refer issues to staff for follow up or for consideration at a future meeting. The Mayor may use discretion if speakers are repeating views already expressed or ask for a spokesperson for groups of individuals with similar views. Speakers should state their name and home address at the podium before speaking.

4) Consent Agenda

- a) Approve Work Session Meeting Minutes from November 13, 2023
- b) Approve City Council Regular Meeting Minutes from November 13, 2023
- c) Approve 2024 City Council Meeting Calendar
- d) Approve 2024 Pay Plan and a 3.00% Cost of Living Increase for Non-Union Employees effective January 1, 2024
- e) Approve MOUs between City of Minnetrista and Local Unions for 2024 Cafeteria Plan
- f) Approve MOU for LELS 343 Probationary Language Revisions
- g) Approve MOU for IUOE Local 49 regarding Compensatory Time Pay Out
- h) Approve changes to the 2024 Personnel Policy
- i) Res. No. 110-23 Approve Claims
- j) Res No 111-23 Approve Final Budgeted Transfers 2023
- k) Res. No. 112-23 Approve Simple Subdivision request for Sharon Thaler for 3316 & 3320 Williams Lane
- l) Res. No. 113-23 Planning/Parks Commission Appointments for 2024
- m) Res. No. 114-23 Accept Improvements and Authorize Final Payment for the 2023 Street Reclamation Project

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, maintaining a rural character, while effectively managing growth.

- n) Res. No. 115-23 Approve Task Order No. 07 for Design, Bid, and Construction Administration for Wells No. 08 and 09

5) Public Hearings

- a) 2024 Fee Schedule
 - i. Adopt Ordinance No. 487 Adopting 2024 Fee Schedule
 - ii. Res. No.116-23 Approve Publication of Ordinance No.487 by Title and Summary

6) Business Items

- a) 2024 Budget Approvals
 - i) Res. No. 117-23 Adopt and Approve 2024 Tax Levy
 - ii) Res. No. 118-23 Adopt and Approve 2024 Budgets (General Fund, Special Revenue, Debt Service, CIP Funds and Enterprise)

7) Administrative Items

- a) Staff Reports
 - i) City Engineer – Street Project Update

- b) Council Reports
 - i) Mayor Lisa Whalen – *Economic Development Authority; Personnel Committee; Planning Commission (rotating); Parks Commission (rotating); Public Safety Advisory Committee; Northwest Hennepin League of Municipalities; Regional Council of Mayors; Minnehaha Creek Watershed District; Mound Fire Advisory Committee (alternate)*
 - ii) Cathleen Reffkin – *Acting Mayor; Economic Development Authority; Personnel Committee; Planning Commission (rotating); Parks Commission (rotating); St. Bonifacius Fire Advisory Committee; Mound Fire Advisory Committee*
 - iii) Ann MacGregor – *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Gillespie Center Advisory Council*
 - iv) Peter Vickery – *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission*
 - v) Claudia Lacy - *Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Westonka Community & Commerce*

8) Adjournment

The agenda packet with all background material will be available on the City’s website for viewing by the public. Published agenda is subject to change without notice. Information and materials relating to the above items are available for review at city hall by appointment.

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, maintaining a rural character, while effectively managing growth.



MEMO TO: Honorable Mayor and City Council City Administrator, Jasper Kruggel

MEMO FROM: Brian Grimm, Finance Director

DATE: December 4, 2023

REGARDING: 2024 Final Budget – Public Comment Item 2b

Attached is the Proposed 2024 Final Budget for General, Special Revenue, Capital CIP, Debt Service and Enterprise funds for your review. The multiyear CIP plan is also attached at the end of the budget document. The preliminary budget was presented back in August and September in conjunction with the adoption of the preliminary 2024 levy. Several budget discussions have been held at Council meetings subsequently relating to enterprise funds, roads, parks and tree replacement.

The Final Budgets attached are consistent with what was presented earlier in the year with a few modifications. The levy option being presented is slightly lower than what was adopted as the preliminary levy back in September. It is about 1.3% lower than that original amount. The reduction is based on 2023 financial performance being better than what was budgeted for 2023.

Public Comment on the 2024 budget and levy will be taken at this time. A Powerpoint will be presented that will review the budget and levy information.

Several items to note that have been incorporated from previous budget discussions and meetings are these:

- The general fund budgeted summary revenues and expenditures are summarized on the page right after the memo.
- Levied dollar amount for roads is going up by \$25,000 from 2023 to 2024. \$900,000 with \$550,000 being for the road maintenance fund and \$350,000 associated with the new debt levy related to the 2023 street projects.
- 2023 Actuals should be around budget performance based on YTD projections for the general fund expenditures. Revenues are running

better than expected mainly due to additional building permit fees received during the year.

- CIP is being funded a through \$150K of cash levy and fund balance. In future years an equipment certificate may need to be done or other internal financing when the fund balance goes too low or negative.
- 2024 street projects will be a much smaller scope in 2024 (overlays). 2023 street projects are in the process of being finalized. They will be formally accepted improvements at a future Council meeting
- The City's water engineering consultant will be looking into the options for additional wells during 2024. This could lead to a bond financing in 2024 to fund that/those improvements.
- \$900 for Singles and \$1,500 for families (single same, family \$200 higher than 2023) is taken into account as part of the 2024 budget for Health Insurance Tiers
- 3.00 % annual increase (COLA) was used for Budgeting purposes for 2024 for non-union City employees per the 2022 compensation study. As well as the related steps per the plan. Union contracts are mostly settled for 2024 and those adjustments have been incorporated in the 2024 budget.
- Public works staff time continues to be updated in the budget to reflect that more time is being spent in some of the enterprise fund activities (especially the water and sewer activities) in the last few of years with the water infrastructure projects that have happened and are ongoing.
- The 15th officer and additional PW maintenance worker (with a enterprise fund focus) are included in the 2024 budget.
- The Fire department budget for St Boni has also been adjusted based on the updated estimate received in November.

The final budget and levy agenda items are subsequently attached for adoption by resolution.

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

12-4-23

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	\$ 4,824,375	16.1%
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	\$ 35,000	0.0%
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	\$ 6,600,960	11.8%
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	\$ 718,843	14.5%
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	\$ 23,000	-8.0%
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	\$ 6,794,312	12.3%
Projected 2023 Surplus				\$ 325,000		
One time police Funds in December 2023				\$ 200,000		
G.F. SURPLUS/(DEFICIT)	\$ 624,656	\$ (148,674)	\$ (571,397)	\$ 375,936	\$ (193,352)	
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	\$ 2,911,449	\$ 2,718,098	
General Fund Percentage of Expenditures	69.17%	64.44%	46.31%	48.10%	40.01%	

2024 General Fund Summary

12-4-23

**City of Minnetrista
2024 Proposed Final Budget
Revenue Detail**

	2021 Actuals	2022 Budget	2022 Actual	2023 Budget	2024 Draft Budget
FUND 101 GENERAL FUND					
R 101-100-31010 GENERAL PROPERTY TAX	\$ 3,320,452	\$ 3,487,964	\$ 3,426,897	\$ 4,037,333	\$ 4,704,375
R 101-100-31020 DELINQUENT AD VALOREM	\$ 50,006	\$ -	\$ 27,734	\$ -	\$ -
R 101-100-31040 FISCAL DISPARITIES	\$ 130,201	\$ 114,240	\$ 135,343	\$ 117,667	\$ 120,000
R 101-200-32120 BUSINESS LICENSES	\$ 3,200	\$ 4,000	\$ 5,650	\$ 6,000	\$ 6,000
R 101-200-32210 BUILDING PERMITS	\$ 710,356	\$ 675,000	\$ 735,288	\$ 700,000	\$ 725,000
R 101-200-32212 BLDG - ENGINEER REVIEW	\$ 36,050	\$ 45,000	\$ 34,775	\$ 45,000	\$ 40,000
R 101-200-32230 PLUMBING AND HEATING PERMITS	\$ 59,065	\$ 55,000	\$ 55,795	\$ 55,000	\$ 55,000
R 101-200-32240 DOG LICENSES	\$ -	\$ -	\$ 300	\$ -	\$ -
R 101-200-32260 OTHER PERMITS	\$ 3,835	\$ 3,000	\$ 2,830	\$ 3,000	\$ 3,000
R 101-300-33160 FEDERAL GRANT	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-300-33265 SAFE & SOBER GRANT	\$ 270	\$ 3,000	\$ 2,294	\$ 2,000	\$ 3,000
R 101-300-33402 HOMESTEAD CREDIT	\$ 5,934	\$ 6,000	\$ 6,031	\$ 6,000	\$ 6,000
R 101-300-33406 POST REIMBURSEMENT	\$ 14,723	\$ 12,500	\$ 12,178	\$ 12,500	\$ 13,000
R 101-300-33407 POLICE AID	\$ 134,015	\$ 140,000	\$ 137,074	\$ 140,000	\$ 140,000
R 101-300-33416 PERA STATE AID	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-300-33425 STATE OTHER	\$ -	\$ -	\$ 1,159	\$ -	\$ -
R 101-300-33510 Drug Task Force	\$ 7,322	\$ -	\$ 11,475	\$ 10,000	\$ 50,000
R 101-400-34101 Rent	\$ 2,668	\$ 2,000	\$ 2,122	\$ 2,000	\$ 2,200
R 101-400-34103 ZONING AND SUBDIVISION FEES	\$ 60,796	\$ 45,000	\$ 47,030	\$ 45,000	\$ 45,000
R 101-400-34104 WETLAND PERMIT FEE	\$ 2,500	\$ 2,000	\$ 3,800	\$ 2,000	\$ 3,000
R 101-400-34105 SALE OF MAPS AND COPIES	\$ 542	\$ 500	\$ (178)	\$ 500	\$ 500
R 101-400-34106 REPORT COPIES	\$ 2,336	\$ 1,000	\$ 2,454	\$ 1,000	\$ 2,000
R 101-400-34107 ASSESSMENT SEARCHES	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-400-34109 MISC FEES	\$ 88	\$ 500	\$ 294	\$ 500	\$ 500
R 101-400-34301 STREET STATE AID	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
R 101-400-34303 STREET DEPARTMENT	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-400-34401 CRIME LEVY - ISD #277 OFFICER	\$ 48,265	\$ 50,000	\$ 48,413	\$ 50,000	\$ 50,000
R 101-400-34501 POLICE SERVICES CONTRACT	\$ 234,514	\$ 245,085	\$ 245,082	\$ 261,259	\$ 278,245
R 101-400-34940 SQUADS VEHICLES/EQUIP SOLD	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-400-37170 OTHER - CELL PHONE TOWER (NEW)	\$ 123,373	\$ 137,000	\$ 153,590	\$ 137,000	\$ 175,000
R 101-500-35101 COURT FINES	\$ 31,000	\$ 35,000	\$ 29,575	\$ 35,000	\$ 35,000
R 101-500-35104 ALARM FINES	\$ 100	\$ -	\$ 450	\$ -	\$ -
R 101-500-35105 DOG RELEASE	\$ 80	\$ -	\$ 290	\$ -	\$ -
R 101-600-36101 SPECIAL ASSESSMENTS	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-610-36210 INTEREST/MKT VALUE ON INVESTME	\$ (20,796)	\$ 25,000	\$ (168,095)	\$ 25,000	\$ 100,000
R 101-620-36230 CONTRIBUTIONS AND DONATIONS	\$ (2,500)	\$ -	\$ 7,520	\$ -	\$ -
R 101-620-36240 REVENUE COLL FOR OTHER AGENC	\$ -	\$ -	\$ -	\$ -	\$ -
R 101-620-36250 REFUNDS AND REIMB	\$ 31,470	\$ 7,000	\$ 11,143	\$ 10,000	\$ 19,140
R 101-620-36251 PD REFUNDS/REIMB	\$ 3,364	\$ 5,000	\$ 750	\$ 5,000	\$ 2,000
R 101-620-37170 OTHER (ADMIN Charge Street Project)	\$ -	\$ -	\$ -	\$ 170,000	\$ -
R 101-620-39101 - SALE OF FIXED ASSETS	\$ 9,115	\$ -	\$ -	\$ 5,000	\$ 3,000
R 101-700-40000 OPERATING TRANSFER IN	\$ -	\$ -	\$ 4,463	\$ -	\$ -
TOTAL GENERAL FUND	\$ 5,022,344	\$ 5,120,790	\$ 5,003,524	\$ 5,903,759	\$ 6,600,960

**City of Minnetrista
2024 Proposed Final Budget
Revenue Detail**

	2021 Actuals	2022 Budget	2022 Actual	2023 Budget	2024 Draft Budget
FUND 401 CAPITAL IMPROVEMENT PROGRAM					
R 401-100-31010 GENERAL PROPERTY TAX	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
R 401-620-39310 GENERAL OBL BO - Equip CERT	\$ -	\$ -	\$ -	\$ 250,000	\$ -
R 401-700-40000 TRANSFER IN (General Fund)	\$ -	\$ 225,000	\$ 225,000	\$ -	\$ -
R 401-610-36210 INTEREST ON INVESTMENT & CKG	\$ (237)	\$ 500	\$ (6,677)	\$ 225	\$ 5,000
R 401-620-39101 SALE OF FIXED ASSETS	\$ 15,890	\$ -	\$ 14,820	\$ -	\$ -
R 401-620-36230 - Contributions/Donations	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CIP FUND	\$ 115,653	\$ 375,500	\$ 383,143	\$ 400,225	\$ 155,000
FUND 402 EMERG WARNING SIREN FUND					
R 402-610-36210 INTEREST ON INVESTMENT & CKG	\$ (1,428)	\$ 500	\$ (13,164)	\$ 500	\$ 2,000
R 402-620-36230 CONTRIBUTIONS AND DONATIONS	\$ 12,800	\$ 1,500	\$ 19,500	\$ 1,000	\$ 1,000
R 402-620-39310 GENERAL OBL BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SIREN FUND	\$ 11,372	\$ 2,000	\$ 6,336	\$ 1,500	\$ 3,000
FUND 404 PARK DEDICATION FUND					
R 404-300-33280 COUNTY GRANT	\$ -	\$ -	\$ -	\$ -	\$ -
R 404-610-36210 INTEREST ON INVESTMENT & CKG	\$ (6,843)	\$ 2,000	\$ (63,887)	\$ -	\$ 15,000
R 404-620-36230 CONTRIBUTIONS AND DONATIONS	\$ 295,392	\$ 50,000	\$ 304,945	\$ 100,000	\$ 50,000
R 404-620-36250 REFUNDS & REIMB	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PARK FUND	\$ 288,549	\$ 52,000	\$ 241,058	\$ 100,000	\$ 65,000
FUND 406 ROAD MAINTENANCE FUND					
R 406-100-31010 GENERAL PROPERTY TAX	\$ 725,000	\$ 875,000	\$ 875,000	\$ 875,000	\$ 550,000
R 406-300-33160 FEDERAL GRANT	\$ -	\$ -	\$ 345,247	\$ -	\$ -
R 406-400-34301 STREET STATE AID (maintenance)	\$ 90,000	\$ 90,000	\$ 132,643	\$ 90,000	\$ 90,000
R 406-600-36101 - Street Assessments	\$ 382,865	\$ 154,000	\$ 226,439	\$ 200,000	\$ 200,000
R 406-620-36250 Refunds/Reimb	\$ -	\$ -	\$ 49,616	\$ -	\$ -
R 406-400-34301 STREET STATE AID (MSA capital)	\$ 581,599	\$ -	\$ -	\$ -	\$ -
R 406-700-40000 Transfer IN	\$ -	\$ -	\$ -	\$ -	\$ -
R 406-610-36210 INTEREST ON INVESTMENT & CKG	\$ (6,244)	\$ 3,000	\$ (40,399)	\$ 2,000	\$ 20,000
TOTAL ROAD MAINTENANCE FUND	\$ 1,773,220	\$ 1,122,000	\$ 1,588,546	\$ 1,167,000	\$ 860,000
FUND 407 TREE REPLACEMENT FUND					
R 407-610-36210 INTEREST ON INVESTMENT & CKG	\$ (2,564)	\$ 1,000	\$ (23,062)	\$ 500	\$ 7,500
R 407-620-36230 CONTRIBUTIONS AND DONATIONS	\$ 2,000	\$ -	\$ -	\$ -	\$ -
TOTAL TREE REPLACEMENT FUND	\$ (564)	\$ 1,000	\$ (23,062)	\$ 500	\$ 7,500
FUND 409 AMERICAN RESCUE PLAN ACT FUND					
R 409-610-36210 INTEREST ON INVESTMENT & CKG	\$ -	\$ -	\$ -	\$ -	\$ -
R 409-300-33160 FEDERAL GRANT	\$ -	\$ 444,000	\$ -	\$ -	\$ -
TOTAL 2023 STREET CAPITAL PROJECTS FUND	\$ -	\$ 444,000	\$ -	\$ -	\$ -
FUND 433 2023 STREET CAPITAL PROJECTS FUND					
R 433-610-36210 INTEREST ON INVESTMENT & CKG	\$ -	\$ -	\$ -	\$ -	\$ -
R 433-400-34301 STREET STATE AID	\$ -	\$ -	\$ -	\$ 340,000	\$ -
R 433-620-39310 GENERAL OBL BOND	\$ -	\$ -	\$ -	\$ 5,870,000	\$ -
TOTAL AMERICAN RESCUE PLAN ACT FUND	\$ -	\$ -	\$ -	\$ 6,210,000	\$ -
FUND 490 STREET CAPITAL PROJECTS FUND					
R 490-100-31010 GENERAL PROPERTY TAX	\$ -	\$ -	\$ -	\$ -	\$ -
R 490-300-33610 COUNTY/STATE AID FOR HIGHWAY	\$ -	\$ -	\$ -	\$ -	\$ -
R 490-610-36210 INTEREST ON INVESTMENT & CKG	\$ (2,055)	\$ -	\$ (19,071)	\$ -	\$ -
R 490-400-70000 TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -
R 490-620-36250 REFUNDS AND REIMB	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL STREET IMP FUND	\$ (2,055)	\$ -	\$ (19,071)	\$ -	\$ -
FUND 499 2017 Street Projects Fund					
R 499-620-39310 GENERAL OBL BOND	\$ -	\$ -	\$ -	\$ -	\$ -
R 499-620-36250 - Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
R 499-300-34301 Street State Aid	\$ -	\$ -	\$ -	\$ -	\$ -
R 499-610-36210 INTEREST ON INVESTMENT & CKG	\$ -	\$ -	\$ -	\$ -	\$ -

**City of Minnetrista
2024 Proposed Final Budget
Revenue Detail**

	2021 Actuals	2022 Budget	2022 Actual	2023 Budget	2024 Draft Budget
Total 2017 Street Projects	\$ -	\$ -	\$ -	\$ -	\$ -
FUND 501 CIP EQUIPMENT CERTIFICATES					
R 501-100-31010 GENERAL PROPERTY TAX	\$ 138,680	\$ 102,000	\$ 101,010	\$ 100,000	\$ 154,400
R 501-610-36210 INTEREST ON INVESTMENT & CKG	\$ (2,226)	\$ 1,000	\$ (15,210)	\$ 1,000	\$ 5,000
R 501-620-39310 GENERAL OBL BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CIP EQUIP CERT FUND	\$ 136,454	\$ 103,000	\$ 85,800	\$ 101,000	\$ 159,400
FUND 514 MOUND FIRE IMPROVEMENT FUND					
R 514-100-31010 GENERAL PROPERTY TAX	\$ 71,321	\$ 72,000	\$ 70,777	\$ -	\$ -
R 514-610-36210 INTEREST ON INVESTMENT & CKG	\$ (12)	\$ -	\$ -	\$ -	\$ -
TOTAL MOUND FD IMP FUND	\$ 71,309	\$ 72,000	\$ 70,777	\$ -	\$ -
FUND 526 MAPLE CREST DEBT FUND					
R 526-100-31010 GENERAL PROPERTY TAX	\$ 20,306	\$ 20,500	\$ 20,301	\$ 20,500	\$ 35,500
R 526-600-36101 SPECIAL ASSESSMENTS	\$ 4,811	\$ 5,000	\$ 4,602	\$ 5,000	\$ 5,000
R 526-610-36210 INTEREST ON INVESTMENT & CKG	\$ (535)	\$ 500	\$ (4,184)	\$ 300	\$ 500
R 526-700-40000 OPERATING TRANS	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL MAPLE CREST DEBT FUND	\$ 24,582	\$ 26,000	\$ 20,719	\$ 25,800	\$ 41,000
FUND 527 PUBLIC FACILITIES DEBT FUND					
R 527-100-31010 GENERAL PROPERTY TAX	\$ 342,737	\$ 346,000	\$ 342,643	\$ 346,000	\$ 346,000
R 527-610-36210 INTEREST ON INVESTMENT & CKG	\$ (1,667)	\$ 750	\$ (6,731)	\$ 500	\$ 3,000
R 527-620-36250 REFUNDS AND REIMBURSE	\$ 19,664	\$ 19,664	\$ 19,664	\$ 19,664	\$ 19,664
R 527-620-39310 GENERAL OBL BO	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FACILITIES DEBT FUND	\$ 360,734	\$ 366,414	\$ 355,576	\$ 366,164	\$ 368,664
FUND 528 GAME FARM SOUTH BAY DEBT FUND (NEW IN 2010)					
R 528-100-31010 GENERAL PROPERTY TAX	\$ 88,883	\$ 89,729	\$ 88,858	\$ 89,729	\$ 89,729
R 528-600-36101 SPECIAL ASSESSMENTS	\$ 73,630	\$ 40,000	\$ 38,696	\$ 50,000	\$ 35,000
R 528-610-36210 INTEREST ON INVESTMENT & CKG	\$ (376)	\$ 250	\$ (2,209)	\$ 250	\$ 2,000
R 528-620-39310 GENERAL OBL BO	\$ -	\$ -	\$ -	\$ -	\$ -
R 528-700-40000 OPERATING TRANSFERS	\$ 14,383	\$ 14,383	\$ 14,383	\$ 14,383	\$ 14,383
TOTAL SOUTH BAY DRIVE DEBT FUND	\$ 176,520	\$ 144,362	\$ 139,728	\$ 154,362	\$ 141,112
Fund 529HIGHLAND ROAD DEBT					
R 529-100-31010 GENERAL PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -
R 529-300-33425 STATE AID OTHER	\$ -	\$ -	\$ -	\$ -	\$ -
R 529-600-36101 SPECIAL ASSESSMENT	\$ 3,819	\$ 3,500	\$ 3,695	\$ 3,500	\$ 3,500
R 529-610-36210 INTEREST ON INVESTMENT	\$ (590)	\$ 500	\$ (5,122)	\$ 500	\$ 2,000
R 529-620-36250 REFUNDS AND REIMBURSEMENTS	\$ 31,127	\$ 31,000	\$ 31,095	\$ 31,000	\$ 31,000
R 529-620-39310 GENERAL OBL BOND	\$ -	\$ -	\$ -	\$ -	\$ -
R 529-700-40000 OPERATING TRANSFERS	\$ 25,025	\$ 25,025	\$ 25,025	\$ 25,025	\$ 25,025
TOTAL HIGHLAND ROAD DEBT	\$ 59,381	\$ 60,025	\$ 54,693	\$ 60,025	\$ 61,525
Fund 530 ROUNDABOUT DEBT FUND (Paid Off Early)					
R 530-620-39310 Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
R 530-610-36210 INTEREST ON INVESTMENT	\$ -	\$ -	\$ -	\$ -	\$ -
R 530-600-36101 SPECIAL ASSESSMENT	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ROUNDABOUT DEBT	\$ -				

**City of Minnetrista
2024 Proposed Final Budget
Revenue Detail**

	2021 Actuals	2022 Budget	2022 Actual	2023 Budget	2024 Draft Budget
Fund 531 KPR DEBT FUND (Paid Off Early)					
R 531-700-40000 Transfer IN	\$ -	\$ -	\$ -	\$ -	\$ -
R 531-610-36210 INTEREST ON INVESTMENT	\$ -	\$ -	\$ -	\$ -	\$ -
R 531-600-36101 SPECIAL ASSESSMENT	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL KPR DEBT FUND	\$ -				
Fund 532 2017 Street Projects (Halstead and Enchanted)					
R 532-100-31010 GENERAL PROPERTY	\$ 116,887	\$ 118,000	\$ 116,855	\$ 118,000	\$ 118,000
R 532-610-36210 INTEREST ON INVESTMENT	\$ (3,046)	\$ 3,000	\$ (23,591)	\$ 2,000	\$ 10,000
R 532-600-36101 SPECIAL ASSESSMENT	\$ 99,593	\$ 15,000	\$ 62,682	\$ 50,000	\$ 50,000
TOTAL 2017 Street Projects FUND	\$ 213,434	\$ 136,000	\$ 155,946	\$ 170,000	\$ 178,000
Fund 533 2023 Street Projects					
R 533-100-31010 GENERAL PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ 350,000
R 533-610-36210 INTEREST ON INVESTMENT	\$ -	\$ -	\$ -	\$ -	\$ 5,000
R 533-600-36101 SPECIAL ASSESSMENT	\$ -	\$ -	\$ -	\$ -	\$ 70,000
TOTAL 2023 Street Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ 425,000
FUND 601 WATER FUND					
R 601-300-33630 GRANTS	\$ -	\$ -	\$ 215,922	\$ -	\$ -
R 601-400-37110 WATER SALES	\$ 1,060,811	\$ 1,036,176	\$ 1,617,567	\$ 1,200,000	\$ 1,570,000
R 601-400-37120 UNDISTRIBUTED UTILITIES	\$ 4,190	\$ -	\$ 12,395	\$ -	\$ -
R 601-400-37150 WATER CONNECTION FEES	\$ -	\$ -	\$ -	\$ -	\$ -
R 601-400-37158 WATER TEST SURCHARGE	\$ (1,538)	\$ -	\$ 18,011	\$ -	\$ -
R 601-400-37165 WATER METERS	\$ 43,355	\$ 50,000	\$ 43,090	\$ 50,000	\$ 50,000
R 601-400-37170 OTHER	\$ 96	\$ -	\$ 4,556	\$ -	\$ -
R 601-600-36101 SPECIAL ASSESSMENTS	\$ 409	\$ 500	\$ 288	\$ 500	\$ 500
R 601-610-36210 INTEREST/MKV VALUE ON INVESTMENT	\$ (11,495)	\$ 8,000	\$ (53,157)	\$ 2,000	\$ 20,000
R 601-620-36250 REFUNDS & REIMB	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL WATER FUND - OPERATIONS	\$ 1,095,828	\$ 1,094,676	\$ 1,858,672	\$ 1,252,500	\$ 1,640,500
R 601-400-37150 WATER CONNECTION FEES	\$ 318,701	\$ 275,000	\$ 260,490	\$ 300,000	\$ 302,940
R 601-400-37151 WATER AREA CHARGES	\$ 343,831	\$ 196,964	\$ 458,104	\$ 200,000	\$ 100,000
R 601-600-36101 SPECIAL ASSESSMENTS	\$ -	\$ -	\$ -	\$ -	\$ -
R 601-610-36210 INTEREST ON INVESTMENT & CKG	\$ -	\$ -	\$ -	\$ -	\$ -
R 601-620-39310 Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -
R 601-700-40000 Transfers in from ARPA Fund (2022?)	\$ -	\$ 430,000	\$ -	\$ -	\$ -
R 601-650-39311 REVENUE Bond/PFA	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 1,500,000
SUBTOTAL WATER FUND - CAPITAL	\$ 662,532	\$ 901,964	\$ 718,594	\$ 3,500,000	\$ 1,902,940
TOTAL WATER FUND	\$ 1,758,360	\$ 1,996,640	\$ 2,577,266	\$ 4,752,500	\$ 3,543,440
FUND 602 SEWER FUND					
R 602-400-34407 SEWER AVAILABILITY CHARGE	\$ 2,659	\$ 4,000	\$ 2,684	\$ 4,000	\$ 4,000
R 602-400-37210 SEWER USE CHARGES	\$ 996,502	\$ 996,000	\$ 1,046,433	\$ 1,026,000	\$ 1,105,000
R 602-400-37250 SEWER CONNECTION FEES	\$ 13,345	\$ 15,000	\$ 15,345	\$ 15,000	\$ 15,000
R 602-610-36210 INTEREST/MKT VALUE ON INVESTMENT	\$ (8,231)	\$ 3,000	\$ (59,812)	\$ 3,090	\$ 3,000
R 602-620-37270 OTHER INCOME	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SEWER OPERATIONS	\$ 1,004,275	\$ 1,018,000	\$ 1,004,650	\$ 1,048,090	\$ 1,127,000
R 602-400-37250 SEWER CONNECTION FEES	\$ 110,000	\$ 115,000	\$ 102,000	\$ 130,000	\$ 120,000
R 602-400-37251 SEWER AREA CHARGES	\$ 20,674	\$ 7,500	\$ 31,316	\$ 14,000	\$ 20,000
R 602-600-36101 SPECIAL ASSESSMENT	\$ -	\$ -	\$ 164	\$ -	\$ 200
R 602-610-36210 INTEREST ON INVESTMENT & CKG	\$ -	\$ 2,000	\$ -	\$ 1,000	\$ 20,000
R 602-650-39310 REVENUE BOND (other financing source)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SEWER CAPITAL	\$ 130,674	\$ 124,500	\$ 133,480	\$ 145,000	\$ 160,200

**City of Minnetrista
2024 Proposed Final Budget
Revenue Detail**

	2021 Actuals	2022 Budget	2022 Actual	2023 Budget	2024 Draft Budget
TOTAL SEWER FUND	\$ 1,134,949	\$ 1,142,500	\$ 1,138,130	\$ 1,193,090	\$ 1,287,200
FUND 651 STORM WATER FUND					
R 651-300-33630 GRANTS	\$ -	\$ -	\$ -	-	-
R 651-400-37310 STORM WATER CHARGES	\$ 365,889	\$ 388,800	\$ 372,994	\$ 400,464	\$ 412,478
R 651-610-36210 INTEREST/MKT VALUE ON INVESTME	\$ (3,417)	\$ 3,000	\$ (25,293)	\$ 2,000	\$ 10,000
R 651-620-36250 REFUNDS AND REIMB	\$ -	\$ -	\$ 796	\$ -	\$ -
R 651-400-34301 Street State Aid (MSA Capital)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ST WATER FUND	\$ 362,472	\$ 391,800	\$ 348,497	\$ 402,464	\$ 422,478
FUND 671 RECYCLING ENTERPRISE FUND					
R 671-300-33620 COUNTY AID FOR RECYCLING	\$ 28,281	\$ 13,000	\$ 16,217	\$ 15,000	\$ 15,000
R 671-400-34950 SUPPLIES/MATERIALS SOLD	\$ 1,342	\$ -	\$ -	\$ 1,000	\$ -
R 671-400-37410 RECYCLING SERVICE CHARGE	\$ 146,240	\$ 152,016	\$ 161,854	\$ 177,120	\$ 189,560
R 671-400-37411 RECYCLING DAY SERVICES	\$ 13,096	\$ 13,000	\$ 13,335	\$ 13,000	\$ 14,000
R 671-610-36210 INTEREST/MKT VALUE ON INVESTME	\$ (1,404)	\$ 500	\$ (10,352)	\$ -	\$ 3,000
TOTAL RECYCLING FUND	\$ 187,555	\$ 178,516	\$ 181,054	\$ 206,120	\$ 221,560
CABLE FUND					
R 673-400-38050 CABLE TV	\$ 51,573	\$ 55,000	\$ 53,023	\$ 53,000	\$ 47,000
R 673-400-33425 (County Aid Mid Co Project)			\$ -	\$ 223,500	\$ -
R 671-610-36210 INTEREST/MKT VALUE ON INVESTME	\$ (1,620)	\$ 1,000	\$ (14,988)	\$ -	\$ 1,000
TOTAL CABLE FUND	\$ 49,953	\$ 56,000	\$ 38,035	\$ 276,500	\$ 48,000
TOTAL ALL FUNDS	\$ 11,744,222	\$ 11,790,547	\$ 12,346,694	\$ 21,491,009	\$ 14,588,839

**City of Minnetrista
Proposed Final Budget 2024
Expenditure Detail**

_Detail DEPT		2021				2024 Draft
		Actuals	2022 Budget	2022 Actual	2023 Budget	Budget
FUND 101 GENERAL FUND						
DEPT 41110 COUNCIL						
41110	E 101-41110-101 SALARIES-REGULAR	\$ 22,200	\$ 22,200	\$ 22,200	28,200	\$ 28,200
41110	E 101-41110-122 FICA - EMPLOYER CONTR	\$ 1,699	\$ 1,698	\$ 1,699	2,157	\$ 2,517
41110	E 101-41110-201 OFFICE SUPPLIES	\$ 24	\$ -	\$ 56	-	\$ -
41110	E 101-41110-361 GENERAL LIABILITY INSURANCE	\$ 1,910	\$ 2,500	\$ 1,740	2,500	\$ 2,500
41110	E 101-41110-433 DUES & SUBSRIPT & TRAINING	\$ 705	\$ 1,000	\$ 1,893	1,000	\$ 1,000
41110	E 101-41110-440 APPRECIATION EVENTS	\$ -	\$ 2,000	\$ -	2,000	\$ 2,000
41110	E 101-41110-437 MISCELLANEOUS EXPENSE	\$ 873	\$ 3,000	\$ 2,852	3,000	\$ 3,300
TOTAL		\$ 27,410	\$ 32,398	\$ 30,440	\$ 38,857	\$ 39,517
DEPT 41320 ADMINISTRATION						
41320	E 101-41320-101 SALARIES-REGULAR	\$ 321,889	\$ 342,472	\$ 271,148	397,103	\$ 436,737
41320	E 101-41320-102 SALARIES-OVERTIME	\$ -	\$ -	\$ -	-	\$ -
41320	E 101-41320-121 PERA - EMPLOYER CONTR	\$ 22,509	\$ 25,685	\$ 19,560	29,783	\$ 32,755
41320	E 101-41320-122 FICA - EMPLOYER CONTR	\$ 23,836	\$ 26,199	\$ 20,049	30,378	\$ 33,410
41320	E 101-41320-131 HEALTH & LIFE INS - E CONTR	\$ 38,806	\$ 45,000	\$ 33,704	39,792	\$ 49,680
41320	E 101-41320-151 WORKMEN'S COMP INSURANCE	\$ 2,152	\$ 2,500	\$ 2,562	2,500	\$ 3,000
41320	E 101-41320-201 OFFICE SUPPLIES	\$ 2,458	\$ 3,000	\$ 2,379	3,000	\$ 3,000
41320	E 101-41320-202 COPY & PRINTING SUPPLIES	\$ 3,746	\$ 3,500	\$ 3,921	3,500	\$ 3,500
41320	E 101-41320-302 CONSULTANTS/MINUTES	\$ -	\$ -	\$ -	-	\$ -
41320	E 101-41320-307 PROFESSIONAL SERVICES	\$ 4,874	\$ 5,000	\$ 4,648	5,000	\$ 5,000
41320	E 101-41320-322 POSTAGE	\$ 7,879	\$ 7,000	\$ 7,370	7,000	\$ 7,140
41320	E 101-41320-331 TRAVEL EXPENSE	\$ -	\$ -	\$ -	-	\$ -
41320	E 101-41320-351 LEGAL NOTICE & ORD PUBLICATION	\$ 1,213	\$ 1,000	\$ 1,749	1,000	\$ 1,000
41320	E 101-41320-404 EQUIPMENT MAINT	\$ -	\$ -	\$ -	-	\$ -
41320	E 101-41320-410 COMPUTER SERVICES/FEES	\$ 23,025	\$ 25,000	\$ 26,443	30,000	\$ 30,000
41320	E 101-41320-433 DUES & SUBSRIPT & TRAINING	\$ 21,070	\$ 21,000	\$ 26,403	21,000	\$ 22,000
41320	E 101-41320-435 BOOKS & PAMPHLETS	\$ 110	\$ -	\$ 140	-	\$ -
41320	E 101-41320-437 MISCELLANEOUS EXPENSE	\$ 1,913	\$ 2,500	\$ 3,617	2,500	\$ 3,000
TOTAL		\$ 475,481	\$ 509,857	\$ 423,691	\$ 572,556	\$ 630,222
DEPT 41410 ELECTIONS						
41410	E 101-41410-101 SALARIES-REGULAR	\$ -	\$ 13,000	\$ 8,679	-	\$ 12,000
41410	E 101-41410-201 OFFICE SUPPLIES	\$ 72	\$ 995	\$ 222	80	\$ 300
41410	E 101-41410-202 COPY & PRINTING SUPPLIES	\$ 49	\$ 2,000	\$ 814	50	\$ 1,000
41410	E 101-41410-322 POSTAGE	\$ -	\$ 500	\$ -	-	\$ -
41410	E 101-41410-404 VEHICLE & EQUIP MAINT	\$ 492	\$ 5,000	\$ 3,458	500	\$ 5,000
41410	E 101-41410-437 MISCELLANEOUS EXPENSE	\$ -	\$ -	\$ 236	-	\$ -
TOTAL		\$ 614	\$ 21,495	\$ 13,408	\$ 630	\$ 18,300
DEPT 41530 AUDITOR						
41530	E 101-41530-301 AUDITING AND ACCOUNTING SERV	\$ 26,700	\$ 27,500	\$ 27,400	33,600	\$ 37,000
TOTAL		\$ 26,700	\$ 27,500	\$ 27,400	\$ 33,600	\$ 37,000

**City of Minnetrista
Proposed Final Budget 2024
Expenditure Detail**

_Detail DEPT		2021				2024 Draft
		Actuals	2022 Budget	2022 Actual	2023 Budget	Budget
DEPT 41550 ASSESSING						
41550	E 101-41550-310 HENNEPIN COUNTY ASSESSING	\$ 158,000	\$ 178,000	\$ 178,000	198,000	\$ 205,000
TOTAL		\$ 158,000	\$ 178,000	\$ 178,000	\$ 198,000	\$ 205,000
DEPT 41610 ATTORNEY						
41610	E 101-41610-304 LEGAL FEES - ATTORNEY	\$ 70,882	\$ 69,000	\$ 61,956	69,000	\$ 69,000
41610	E 101-41610-305 PROSECUTING ATTORNEY	\$ 36,000	\$ 36,000	\$ 36,000	36,000	\$ 36,000
41610	E 101-41610-311 HUMAN RESOURCE ATTORNEY	\$ 1,476	\$ -	\$ 1,425	1,400	\$ -
TOTAL		\$ 108,358	\$ 105,000	\$ 99,380	\$ 106,400	\$ 105,000
DEPT 41910 PLANNING						
41910	E 101-41910-101 SALARIES-REGULAR	\$ 161,790	\$ 166,232	\$ 196,840	227,032	\$ 240,708
41910	E 101-41910-102 SALARIES-OVERTIME	\$ -	\$ -	\$ -	-	-
41910	E 101-41910-121 PERA - EMPLOYER CONTR	\$ 12,134	\$ 12,467	\$ 14,763	17,027	\$ 18,053
41910	E 101-41910-122 FICA - EMPLOYER CONTR	\$ 12,283	\$ 12,717	\$ 14,944	17,368	\$ 18,414
41910	E 101-41910-131 HEALTH & LIFE INS - E CONTR	\$ 25,794	\$ 26,400	\$ 26,290	26,400	\$ 28,800
41910	E 101-41910-151 WORKMEN'S COMP INSURANCE	\$ 1,076	\$ 1,000	\$ 1,031	1,000	\$ 1,100
41910	E 101-41910-201 OFFICE SUPPLIES	\$ 930	\$ 1,000	\$ 724	1,100	\$ 1,100
41910	E 101-41910-202 COPY & PRINTING SUPPLIES	\$ 1,925	\$ 1,900	\$ 2,331	1,950	\$ 1,950
41910	E 101-41910-302 CONSULTANTS/MINUTES	\$ -	\$ -	\$ -	-	-
41910	E 101-41910-303/307 ENG SERV (NOW ENG/GIS Servic	\$ 1,885	\$ 4,500	\$ 4,198	5,500	\$ 1,900
41910	E 101-41910-322 POSTAGE	\$ -	\$ 100	\$ 106	100	-
41910	E 101-41910-331 TRAVEL EXPENSE	\$ -	\$ 200	\$ 41	200	\$ 200
41910	E 101-41910-351 LEGAL NOTICE & ORD PUBLICATION	\$ 1,138	\$ 1,000	\$ 992	1,200	\$ 1,200
41910	E 101-41910-433 DUES & SUBSRIPT & TRAINING	\$ -	\$ 1,000	\$ 272	1,000	\$ 1,000
41910	E 101-41910-435 Commission Training	\$ -	\$ -	\$ -	-	-
41910	E 101-41910-437 MISCELLANEOUS EXPENSE	\$ -	\$ 100	\$ -	100	\$ 700
TOTAL		\$ 218,955	\$ 228,616	\$ 262,533	\$ 299,977	\$ 315,125
DEPT 41940 GOVERNMENT BUILDINGS						
41940	E 101-41940-101 SALARIES-REGULAR	\$ 173	\$ -	\$ -	-	-
41940	E 101-41940-121 PERA - EMPLOYER	\$ 13	\$ -	\$ -	-	-
41940	E 101-41940-122 FICA - EMPLOYER	\$ 13	\$ -	\$ -	-	-
41940	E 101-41940-211 CLEANING & MAINT SUPPLIES	\$ 6,458	\$ 8,000	\$ 7,856	10,000	\$ 8,000
41940	E 101-41940-223 BUILDING REPAIR PARTS	\$ 213	\$ 1,000	\$ 3,265	1,000	\$ 1,000
41940	E 101-41940-321 TELEPHONE	\$ 13,795	\$ 14,000	\$ 12,750	14,000	\$ 14,000
41940	E 101-41940-362 PROPERTY INSURANCE	\$ 19,267	\$ 20,000	\$ 20,548	22,000	\$ 25,000
41940	E 101-41940-381 ELECTRIC UTILITIES	\$ 9,763	\$ 12,000	\$ 14,445	14,000	\$ 15,000
41940	E 101-41940-383 NATURAL GAS	\$ 3,439	\$ 4,000	\$ 5,393	5,000	\$ 5,500
41940	E 101-41940-401 BLDG & LAWN MAINTENANCE (2012 I	\$ 10,060	\$ 7,500	\$ 10,960	8,000	\$ 8,000
41940	E 101-41940-402 LAWN MAINTENANCE (NEW FOR 201	\$ 9,263	\$ 7,000	\$ 9,542	9,250	\$ 9,250
41940	E 101-41940-404 VEHICLE & EQUIP MAINT	\$ -	\$ -	\$ -	-	-
41940	E 101-41940-437 MISCELLANEOUS EXPENSE	\$ 49	\$ -	\$ 125	100	\$ 100
41940	E 101-41940-531 BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -	-	-
TOTAL		\$ 72,505	\$ 73,500	\$ 84,884	\$ 83,350	\$ 85,850

**City of Minnetrista
Proposed Final Budget 2024
Expenditure Detail**

_Detail DEPT		2021				2024 Draft
		Actuals	2022 Budget	2022 Actual	2023 Budget	Budget
DEPT 42110 POLICE DEPARTMENT						
42110	E 101-42110-101 SALARIES-REGULAR	\$ 1,386,790	\$ 1,477,039	\$ 1,427,257	1,593,282	\$ 1,849,738
42110	E 101-42110-102 SALARIES-OVERTIME	\$ 52,129	\$ 31,000	\$ 52,660	31,000	\$ 31,000
42110	E 101-42110-103 SALARIES-SAFE&SOBER	\$ 977	\$ 5,000	\$ 1,954	5,000	\$ 5,000
42110	E 101-42110-121 PERA - EMPLOYER CONTR	\$ 245,915	\$ 246,087	\$ 253,972	256,944	\$ 307,973
42110	E 101-42110-122 FICA - EMPLOYER CONTR	\$ 32,534	\$ 35,142	\$ 32,338	37,805	\$ 43,027
42110	E 101-42110-131 HEALTH & LIFE INS - E CONTR	\$ 210,075	\$ 213,300	\$ 221,173	219,600	\$ 248,400
42110	E 101-42110-151 WORKMEN'S COMP INSURANCE	\$ 23,525	\$ 44,000	\$ 44,680	75,000	\$ 85,000
42110	E 101-42110-201 OFFICE SUPPLIES	\$ 2,645	\$ 4,000	\$ 2,094	4,000	\$ 4,000
42110	E 101-42110-202 COPY & PRINTING SUPPLIES	\$ 3,324	\$ 5,000	\$ 3,914	3,500	\$ 3,500
42110	E 101-42110-211 CLEANING & MAINT SUPPLIES	\$ 11,372	\$ 13,000	\$ 12,380	13,000	\$ 13,000
42110	E 101-42110-212 MOTOR FUELS AND LUBRICANTS	\$ 27,995	\$ 30,000	\$ 42,771	35,000	\$ 38,000
42110	E 101-42110-221 EQUIPMENT PARTS, TIRES	\$ 6,373	\$ 9,500	\$ 15,948	10,000	\$ 15,000
42110	E 101-42110-240 SMALL TOOLS AND MINOR EQUIP	\$ 238	\$ 1,000	\$ 451	1,000	\$ 1,000
42110	E 101-42110-307 PROFESSIONAL SERVICES	\$ 4,865	\$ 12,600	\$ 12,980	12,000	\$ 12,000
42110	E 101-42110-319 KENNEL CHARGES	\$ 227	\$ 2,000	\$ 930	2,000	\$ 2,000
42110	E 101-42110-321 TELEPHONE	\$ 11,111	\$ 12,000	\$ 10,996	12,000	\$ 12,000
42110	E 101-42110-322 POSTAGE	\$ 642	\$ 1,000	\$ 172	1,000	\$ 500
42110	E 101-42110-339 Siren Maintenance and Power	\$ 17,605	\$ 18,000	\$ 18,177	18,000	\$ 18,000
42110	E 101-42110-362 PROPERTY INSURANCE	\$ 12,048	\$ 14,000	\$ 16,201	18,000	\$ 22,000
42110	E 101-42110-363 AUTOMOBILE INSURANCE	\$ 12,235	\$ 14,000	\$ 12,909	14,000	\$ 14,000
42110	E 101-42110-381 ELECTRIC UTILITIES	\$ 33,807	\$ 36,000	\$ 39,373	36,000	\$ 36,000
42110	E 101-42110-383 NATURAL GAS	\$ 3,836	\$ 6,000	\$ 8,657	7,000	\$ 8,000
42110	E 101-42110-401 BLDG & LAWN MAINTENANCE (2012 I	\$ 29,229	\$ 20,000	\$ 11,423	20,000	\$ 18,000
42110	E 101-42110-404 VEHICLE & EQUIP MAINT	\$ 14,487	\$ 16,000	\$ 18,689	16,000	\$ 18,000
42110	E 101-42110-410 COMPUTER SERVICES/FEES	\$ 37,718	\$ 36,000	\$ 49,385	36,000	\$ 36,000
42110	E 101-42110-417 UNIFORMS	\$ 15,044	\$ 14,000	\$ 17,744	16,000	\$ 16,000
42110	E 101-42110-418 RECRUITING	\$ 7,071	\$ -	\$ 11,360	3,000	\$ 5,000
42110	E 101-42110-428 RESERVE OFFICERS	\$ 248	\$ 1,000	\$ -	1,000	\$ -
42110	E 101-42110-431 TRAIN/MTG/EXP & SUPPLIES	\$ 7,321	\$ 10,000	\$ 8,098	10,000	\$ 10,000
42110	E 101-42110-433 DUES & SUBSRIPT & TRAINING	\$ 3,254	\$ 6,000	\$ 9,057	6,000	\$ 9,000
42110	E 101-42110-434 POLICE TRAINING	\$ 9,464	\$ 12,000	\$ 13,107	15,000	\$ 15,000
42110	E 101-42110-437 MISCELLANEOUS EXPENSE	\$ 2,146	\$ 3,000	\$ 1,612	3,000	\$ 2,000
42110	E 101-42110-440 APPRECIATION EVENTS	\$ 134	\$ 6,500	\$ 7,730	8,500	\$ 10,000
42110	E 101-42110-441 CORRECTIONS	\$ 4,528	\$ 5,000	\$ 5,566	5,000	\$ 5,000
42110	E 101-42110-450 DARE/CRIME PREV Supplies	\$ -	\$ -	\$ -	-	\$ -
TOTAL		\$ 2,230,916	\$ 2,359,168	\$ 2,385,757	\$ 2,544,631	\$ 2,913,138

**City of Minnetrista
Proposed Final Budget 2024
Expenditure Detail**

_Detail DEPT		2021				2024 Draft
		Actuals	2022 Budget	2022 Actual	2023 Budget	Budget
DEPT 42210 FIRE DEPARTMENT						
42210	E 101-42210-316 FIRE CONTRACT MOUND	\$ 247,225	\$ 259,473	\$ 259,473	348,047	403,225
42210	E 101-42210-318 FIRE CONTRACT ST BONIFACIUS	\$ 220,262	\$ 249,992	\$ 253,762	279,789	315,618
	TOTAL	\$ 467,487	\$ 509,465	\$ 513,235	\$ 627,836	\$ 718,843
DEPT 42401 BUILDING INSPECTION						
42401	E 101-42401-101 SALARIES-REGULAR	\$ 137,810	\$ 143,369	\$ 149,662	166,845	176,644
42401	E 101-42401-102 SALARIES-OVERTIME	\$ 57	\$ 5,000	\$ 17	5,000	5,000
42401	E 101-42401-107 SALARIES-SEASONAL	\$ -	\$ -	\$ -	\$ -	\$ -
42401	E 101-42401-121 PERA - EMPLOYER CONTR	\$ 10,148	\$ 10,753	\$ 11,226	12,513	13,248
42401	E 101-42401-122 FICA - EMPLOYER CONTR	\$ 10,641	\$ 10,968	\$ 11,475	12,764	13,513
42401	E 101-42401-131 HEALTH & LIFE INS - E CONTR	\$ 30,759	\$ 26,400	\$ 27,285	26,400	28,800
42401	E 101-42401-201 OFFICE SUPPLIES	\$ 767	\$ 1,000	\$ 401	1,000	500
42401	E 101-42401-202 COPY & PRINTING SUPPLIES	\$ 1,709	\$ 1,000	\$ 971	1,000	1,000
42401	E 101-42401-303 ENGINEERING SERV	\$ 31,923	\$ 30,000	\$ 25,868	31,000	31,000
42401	E 101-42401-306 BUILDING INSPECTION	\$ -	\$ -	\$ -	\$ -	\$ -
42401	E 101-42401-308 PLAN REVIEW FEES	\$ -	\$ -	\$ -	\$ -	\$ -
42401	E 101-42401-404 VEHICLE MAINTENANCE	\$ 1,513	\$ 1,000	\$ 1,127	1,500	1,500
42401	E 101-42401-433 DUES SUBSCRIPTIONS & TRAINING	\$ 635	\$ 2,000	\$ 2,956	2,500	3,000
42401	E 101-42401-437Misc Expense	\$ -	\$ 1,000	\$ 57	1,000	1,000
	TOTAL	\$ 225,961	\$ 232,490	\$ 231,045	\$ 261,522	\$ 275,205
DEPT 42600 ENGINEER						
42600	E 101-42600-303 ENGINEERING SERV	\$ 12,768	\$ 13,000	\$ 12,000	13,500	12,000
42600	E 101-42600-309 WETLAND REVIEW	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 12,768	\$ 13,000	\$ 12,000	\$ 13,500	\$ 12,000
DEPT 43121 STREET DEPARTMENT						
43121	E 101-43121-101 SALARIES-REGULAR	\$ 384,155	\$ 351,432	\$ 399,737	400,360	499,323
43121	E 101-43121-102 SALARIES-OVERTIME	\$ 6,025	\$ 6,000	\$ 8,394	6,000	6,000
43121	E 101-43121-121 PERA - EMPLOYER CONTR	\$ 28,329	\$ 25,544	\$ 30,003	27,869	31,899
43121	E 101-43121-122 FICA - EMPLOYER CONTR	\$ 29,590	\$ 22,973	\$ 30,681	28,426	32,536
43121	E 101-43121-131 HEALTH & LIFE INS - E CONTR	\$ 63,830	\$ 66,990	\$ 68,844	69,740	80,960
43121	E 101-43121-151 WORKMEN'S COMP INSURANCE	\$ 24,601	\$ 25,000	\$ 25,711	25,000	30,000
43121	E 101-43121-201 OFFICE SUPPLIES	\$ 227	\$ 600	\$ 782	500	500
43121	E 101-43121-211 CLEANING & MAINT SUPPLIES	\$ 4,950	\$ 5,500	\$ 5,835	5,500	6,000
43121	E 101-43121-212 MOTOR FUELS AND LUBRICANTS	\$ 17,920	\$ 22,000	\$ 26,015	25,000	25,000
43121	E 101-43121-215 SHOP MATERIALS	\$ 4,783	\$ 8,000	\$ 4,816	6,000	6,000
43121	E 101-43121-221 EQUIPMENT PARTS, TIRES	\$ 17,453	\$ 13,000	\$ 10,375	16,000	20,000
43121	E 101-43121-224 STREET MAINTENANCE SUPPLIES	\$ 145,116	\$ 220,000	\$ 132,967	225,000	195,000
43121	E 101-43121-240 SMALL TOOLS AND MINOR EQUIP	\$ 662	\$ 2,000	\$ 1,467	2,000	2,000
43121	E 101-43121-307 PROFESSIONAL SERVICES	\$ 9,370	\$ 10,000	\$ 10,878	10,000	10,000
43121	E 101-43121-321 TELEPHONE	\$ 10,185	\$ 11,000	\$ 10,560	11,000	11,000
43121	E 101-43121-363 AUTOMOBILE INSURANCE	\$ 4,429	\$ 7,500	\$ 11,831	12,000	14,000
43121	E 101-43121-381 ELECTRIC UTILITIES	\$ 5,927	\$ 6,000	\$ 8,353	7,000	7,000
43121	E 101-43121-383 NATURAL GAS	\$ 3,944	\$ 5,000	\$ 6,620	5,500	7,000
43121	E 101-43121-401 BLDG & LAWN MAINTENANCE	\$ 15,832	\$ 10,000	\$ 2,644	10,000	10,000
43121	E 101-43121-404 VEHICLE & EQUIP MAINT	\$ 33,106	\$ 20,000	\$ 29,401	25,000	30,000
43121	E 101-43121-410 COMPUTER SERVICES/FEES	\$ 4,762	\$ 3,500	\$ 6,324	4,000	4,000
43121	E 101-43121-416 RENTAL	\$ 433	\$ 2,000	\$ 780	2,000	1,000
43121	E 101-43121-417 UNIFORMS	\$ 5,561	\$ 8,000	\$ 7,937	8,000	1,000
43121	E 101-43121-433 DUES & SUBSRIPT & TRAINING	\$ 494	\$ 1,200	\$ 2,606	1,000	8,500
43121	E 101-43121-437 MISCELLANEOUS EXPENSE	\$ 3,289	\$ 3,500	\$ 3,470	3,500	3,500
	TOTAL	\$ 824,974	\$ 856,739	\$ 847,032	\$ 936,395	\$ 1,042,218

**City of Minnetrista
Proposed Final Budget 2024
Expenditure Detail**

_Detail DEPT		2021				2024 Draft
		Actuals	2022 Budget	2022 Actual	2023 Budget	Budget
DEPT 43125 ICE AND SNOW REMOVAL						
43125	E 101-43125-101 SALARIES-REGULAR	\$ 31,444	\$ 32,000	\$ 43,244	36,480	\$ 62,795
43125	E 101-43125-102 SALARIES-OVERTIME	\$ 10,130	\$ 6,000	\$ 17,764	6,000	\$ 6,000
43125	E 101-43125-121 PERA - EMPLOYER CONTR	\$ 3,061	\$ 2,400	\$ 4,572	2,736	\$ 5,160
43125	E 101-43125-122 FICA - EMPLOYER CONTR	\$ 3,160	\$ 2,448	\$ 4,556	2,791	\$ 5,263
43125	E 101-43125-131 HEALTH & LIFE INS - E CONTR	\$ 12,860	\$ 13,000	\$ 14,156	13,000	\$ 15,000
43125	E 101-43125-212 MOTOR FUELS AND LUBRICANTS	\$ 5,619	\$ 13,000	\$ 14,395	20,000	\$ 20,000
43125	E 101-43125-221 EQUIPMENT PARTS, TIRES	\$ 3,405	\$ 6,500	\$ 2,910	6,500	\$ 6,500
43125	E 101-43125-224 STREET MAINTENANCE SUPPLIES	\$ 27,422	\$ 27,000	\$ 51,089	31,000	\$ 45,000
43125	E 101-43125-307 PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	-	\$ -
43125	E 101-43125-404 VEHICLE & EQUIP MAINT	\$ -	\$ 3,500	\$ 7,545	2,500	\$ 2,500
43125	E 101-43125-437 MISCELLANEOUS EXPENSE	\$ 800	\$ 500	\$ 1,545	500	\$ 2,000
43125	E 101-43125-560 Equip and Furnishings	\$ -	\$ -	\$ -	-	\$ -
TOTAL		\$ 97,902	\$ 106,348	\$ 161,775	\$ 121,507	\$ 170,217
DEPT 43160 STREET LIGHTING						
43160	E 101-43160-381 ELECTRIC UTILITIES	\$ 25,979	\$ 26,000	\$ 32,909	27,000	\$ 33,000
TOTAL		\$ 25,979	\$ 26,000	\$ 32,909	\$ 27,000	\$ 33,000
DEPT 45202 PARK AREAS						
45202	E 101-45202-101 SALARIES-REGULAR	\$ 36,665	\$ 25,000	\$ 41,339	42,000	\$ 41,255
45202	E 101-45202-102 SALARIES-OVERTIME	\$ 570	\$ -	\$ 918	-	\$ -
45202	E 101-45202-107 SALARIES-SEASONAL (NEW CODE)	\$ -	\$ -	\$ -	-	\$ -
45202	E 101-45202-121 PERA - EMPLOYER CONTR	\$ 1,908	\$ 1,875	\$ 2,526	3,150	\$ 3,144
45202	E 101-45202-122 FICA - EMPLOYER CONTR	\$ 2,850	\$ 1,913	\$ 3,247	3,213	\$ 3,227
45202	E 101-45202-131 HEALTH & LIFE INS - E CONTR	\$ 7,186	\$ 7,000	\$ 8,493	7,000	\$ 7,000
45202	E 101-45202-151 WORKERS COMP	\$ -	\$ -	\$ -	-	\$ -
45202	E 101-45202-201 OFFICE SUPPLIES	\$ -	\$ -	\$ -	-	\$ -
45202	E 101-45202-215 SHOP MATERIALS	\$ 110	\$ -	\$ -	-	\$ -
45202	E 101-45202-221 EQUIPMENT PARTS, TIRES	\$ 149	\$ 500	\$ 149	500	\$ 300
45202	E 101-45202-362 PROPERTY INSURANCE	\$ 25,266	\$ 25,000	\$ 21,992	23,000	\$ 23,000
45202	E 101-45202-202 Copy Printing	\$ -	\$ -	\$ -	0	\$ -
45202	E 101-45202-401 BLDG & LAWN MAINTENANCE (2012 I	\$ 9,253	\$ 10,000	\$ 15,129	10,000	\$ 15,000
45202	E 101-45202-402 LAWN MAINTENANCE (NEW IN 2012)	\$ 52,839	\$ 53,000	\$ 51,927	60,000	\$ 65,000
45202	E 101-45202-404 VEHICLE & EQUIPMENT	\$ -	\$ 500	\$ -	500	\$ 500
45202	E 101-45202-433 DUES & SUBSCRIP TRAINING	\$ 450	\$ 500	\$ 625	1,200	\$ 750
45202	E 101-45202-437 MISCELLANEOUS	\$ 1,191	\$ 500	\$ 880	500	\$ 500
45202	E 101-45202-416 RENTAL	\$ -	\$ -	\$ -	-	\$ -
TOTAL		\$ 138,437	\$ 125,788	\$ 147,225	\$ 151,063	\$ 159,676
DEPT 45203 CUTLURE & RECREATION - GILLESPIE						
	E 101-45203-307 PROFESSIONAL SERVICES	\$ 34,000	\$ -	\$ -	\$ -	\$ -
DEPT 49020 MISCELLANEOUS						
49020	E 101-49020-437 MISCELLANEOUS EXPENSE	\$ 14,097	\$ 15,000	\$ 17,104	25,000	\$ 23,000
TOTAL		\$ 14,097	\$ 15,000	\$ 17,104	\$ 25,000	\$ 23,000
DEPT 49240 INSURANCE UNALLOCATED						
49240	E 101-49240-361 GENERAL LIABILITY INSURANCE	\$ 10,474	\$ 11,000	\$ 7,658	11,000	\$ 11,000
TOTAL		\$ 10,474	\$ 11,000	\$ 7,658	\$ 11,000	\$ 11,000
DEPT 49300 TRANSFERS OUT						
49300	E 101-49300-720 TRANSFERS (to CIP)	\$ -	\$ 225,000	\$ 225,398	\$ -	\$ -
TOTAL		\$ -	\$ 225,000	\$ 225,398	\$ -	\$ -
TOTAL GENERAL FUND 101		\$ 5,171,018	\$ 5,656,363	\$ 5,700,874	\$ 6,052,823	\$ 6,794,312

**City of Minnetrista
Proposed Final Budget 2024
Expenditure Detail**

_Detail DEPT	2021				2024 Draft	
	Actuals	2022 Budget	2022 Actual	2023 Budget	Budget	
FUND 401 CAPITAL IMPROVEMENT PROGRAM						
DEPT 42110 POLICE DEPARTMENT						
42110	E 401-42110-540 MOTOR VEHICLES & MACHINERY	\$ 59,903	\$ 102,000	\$ 50,006	\$ 114,000	\$ 124,000
42110	E 401-42110-560 EQUIP AND FURNISHINGS	\$ 51,963	\$ 34,400	\$ 80,922	\$ 39,800	\$ 43,600
	TOTAL	\$ 111,867	\$ 136,400	\$ 130,928	\$ 153,800	\$ 167,600
DEPT 43126 MACHINERY & EQUIPMENT						
43126	E 401-43126-307 PROFESSIONAL	\$ 3,699	\$ -	\$ 1,889	\$ -	\$ -
43126	E 401-43126-540 MOTOR VEHICLES & MACHINERY	\$ -	\$ 70,000	\$ -	\$ 78,750	\$ 180,000
43126	E 401-43126-560 EQUIP AND FURNISHINGS	\$ 55,331	\$ 126,350	\$ 72,035	\$ 157,400	\$ 94,875
	TOTAL	\$ 59,030	\$ 196,350	\$ 73,924	\$ 236,150	\$ 274,875
	TOTAL CIP FUND 401	\$ 170,897	\$ 332,750	\$ 204,852	\$ 389,950	\$ 442,475
FUND 402 EMERG WARNING SIREN FUND						
DEPT 43126 MACHINERY & EQUIPMENT						
43126	E 402-43126-540 MOTOR VEHICLES & MACHINERY	\$ -	\$ -	\$ -	\$ -	\$ -
	EMERGENCY WARNING FUND TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
FUND 404 PARK DEDICATION FUND						
DEPT 45202 PARK AREAS						
45202	E 404-45202-307 PROFESSIONAL SERVICE	\$ 26,933	\$ -	\$ 27,805	\$ -	\$ -
45202	E 404-45202-437 MISCELLANEOUS EXPENSE	\$ 263	\$ -	\$ -	\$ -	\$ -
45202	E 404-45202-514 LAND	\$ -	\$ -	\$ -	\$ -	\$ -
45202	E 404-45202-530 IMPROVEMENTS	\$ 150,441	\$ 475,000	\$ 238,604	\$ 401,261	\$ 141,000
45202	E 404-45202-580 OTHER EQUIPMENT	\$ -	\$ -	\$ 200	\$ -	\$ 0
	TOTAL	\$ 177,636	\$ 475,000	\$ 266,609	\$ 401,261	\$ 141,000
DEPT 45202 TRANSFERS OUT						
49300	E 404-49300-720 TRANSFERS	\$ 14,383	\$ 14,383	\$ 14,383	\$ 14,383	\$ 14,383
	TOTAL	\$ 14,383	\$ 14,383	\$ 14,383	\$ 14,383	\$ 14,383
	TOTAL PARK DEDICATION FUND 404	\$ 192,019	\$ 489,383	\$ 280,992	\$ 415,644	\$ 155,383
FUND 406 ROAD MAINTENANCE						
DEPT 43121 Streets						
43121	E 406-43121-303 Engineering	\$ 495,214	\$ -	\$ 333,902	\$ -	\$ -
43121	E 406-43121-304 & 351 Legal/Ord	\$ 18,455	\$ -	\$ 18,894	\$ -	\$ -
43121	E 406-43121-224 Road Maintenance	\$ 38,264	\$ 441,383	\$ -	\$ 200,000	\$ 491,598
43121	E 406-43121-530 Road Improvements	\$ 1,907,135	\$ 637,700	\$ 634,542	\$ -	\$ -
43121	406-49300-720 - TRANSFERS	\$ 25,025	\$ 25,025	\$ 25,025	\$ 25,025	\$ 25,025
	ROAD MAINTENANCE FUND TOTAL	\$ 2,484,094	\$ 1,104,108	\$ 1,012,363	\$ 225,025	\$ 516,623
FUND 407 TREE REPLACEMENT FUND						
DEPT 45203 CULTURE AND RECREATION						
45203	E 407-45202-530 IMPROVEMENTS	\$ 3,813	\$ 5,000	\$ 25,561	\$ 15,000	\$ 3,000
45203	E 407-45202-437 Misc Expense	\$ -	\$ -	\$ 1,619	\$ -	\$ -
	TOTAL	\$ 3,813	\$ 5,000	\$ 27,180	\$ 15,000	\$ 3,000
FUND 409 AMERICAN RESCUE PLAN ACT FUND						
DEPT MISC - 49020						
45203	E 409-49300-720 TRANSFERS OUT	\$ -	\$ 430,000	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ 430,000	\$ -	\$ -	\$ -
FUND 433 2023 STREET PROJECTS FUND						
DEPT STREETS - 43122						
43122	E 433-43122-530 IMPROVEMENTS	\$ -	\$ -	\$ -	\$ 6,210,000	\$ -
	TOTAL	\$ -	\$ -	\$ -	\$ 6,210,000	\$ -
FUND 490 REVOLVING FUND STREET IMP CAPITAL PROJECTS						
DEPT 43122 STREET CONSTRUCTION						
43122	E 490-43122-303 ENGINEERING SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
43122	E 490-43122-307 PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
43122	E 490-43122-530 IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL STREET FUND 490	\$ -	\$ -	\$ -	\$ -	\$ -
FUND 499 2017 STREET IMP CAPITAL PROJECTS (closed in 2020)						
43122	E 499-43122-303 Engineering	\$ -	\$ -	\$ -	\$ -	\$ -
43122	E 499-43122-304 Legal	\$ -	\$ -	\$ -	\$ -	\$ -
43122	E 499-43122-437 MISCELLANEOUS EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
43122	E 499-43122-530 IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL 2017 Street Projects FUND 499	\$ -	\$ -	\$ -	\$ -	\$ -

**City of Minnetrista
Proposed Final Budget 2024
Expenditure Detail**

_Detail DEPT		2021				2024 Draft
		Actuals	2022 Budget	2022 Actual	2023 Budget	Budget
FUND 501 CIP EQUIPMENT CERTIFICATES						
DEPT 47000 DEBT SERVICE						
47000	E 501-47000-601 BOND PRINCIPAL	\$ 125,000	\$ 140,000	\$ 140,000	\$ 145,000	\$ 95,000
47000	E 501-47000-611 BOND INTEREST	\$ 21,581	\$ 13,300	\$ 13,300	\$ 9,025	\$ 14,591
47000	E 501-47000-620 FISCAL AGENT FEES	\$ 1,183	\$ 1,000	\$ 647	\$ 1,000	\$ 1,000
47000	E 501-47000-720 TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 147,764	\$ 154,300	\$ 153,947	\$ 155,025	\$ 110,591
TOTAL CIP EQUIP CERT DEBT SERVICE FUND 501		\$ 147,764	\$ 154,300	\$ 153,947	\$ 155,025	\$ 110,591
FUND 514 MOUND FIRE IMPROVEMENT FUND						
DEPT 47000 DEBT SERVICE						
47000	E 514-47000-601 BOND PRINCIPAL	\$ 74,979	\$ 72,000	\$ 75,856	\$ -	\$ -
TOTAL		\$ 74,979	\$ 72,000	\$ 75,856	\$ -	\$ -
TOTAL MOUND FIRE IMP FUND 514		\$ 74,979	\$ 72,000	\$ 75,856	\$ -	\$ -
FUND 526 MAPLE CREST DEBT FUND						
DEPT 47000 DEBT SERVICE						
47000	E 526-47000-601 BOND PRINCIPAL	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 45,000
47000	E 526-47000-611 BOND INTEREST	\$ 11,800	\$ 9,000	\$ 10,000	\$ 8,000	\$ 6,000
47000	E 526-47000-620 FISCAL AGENT FEE/BOND ISSUANCE	\$ 984	\$ 1,000	\$ 1,084	\$ 1,000	\$ 1,000
TOTAL		\$ 57,784	\$ 60,000	\$ 61,084	\$ 59,000	\$ 52,000
43122	E 526-43122-437 MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL MAPLE CREST DEBT SERVICE FUND		\$ -	\$ 60,000	\$ 61,084	\$ 59,000	\$ 52,000
FUND 527 PUBLIC FACILITIES DEBT FUND						
DEPT 47000 DEBT SERVICE						
47000	E 527-47000-601 BOND PRINCIPAL/REFUNDING	\$ 270,000	\$ 275,000	\$ 275,000	\$ 290,000	\$ 295,000
47000	E 527-47000-611 BOND INTEREST	\$ 92,250	\$ 84,075	\$ 84,075	\$ 74,875	\$ 64,638
47000	E 527-47000-307/620 ARBITRAGE/FISCAL AGENT FEES	\$ 984	\$ 1,000	\$ 984	\$ 1,000	\$ 1,000
TOTAL		\$ 363,234	\$ 360,075	\$ 360,059	\$ 365,875	\$ 360,638
43122	E 527-43122-437 MISCELLANEOUS/fiscal agent fees	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PUBLIC FACILITES DEBT FUND		\$ 363,234	\$ 360,075	\$ 360,059	\$ 365,875	\$ 360,638
FUND 528 GAME FARM/SOUTH BAY DEBT FUND						
DEPT 47000 DEBT SERVICE						
47000	E 528-47000-601 BOND PRINCIPAL	\$ 80,000	\$ 80,000	\$ 80,000	\$ 85,000	\$ 90,000
47000	E 528-47000-605 BOND ISSUANCE FEES	\$ -	\$ -	\$ -	\$ -	\$ -
47000	E 528-47000-611 BOND INTEREST	\$ 50,800	\$ 46,800	\$ 46,800	\$ 42,675	\$ 38,300
47000	E 528-47000-620 FISCAL AGENT FEE	\$ 984	\$ 1,000	\$ 984	\$ 1,000	\$ 1,000
GAME FARM/SOUTH BAY DEBT FUND TOTAL		131,784	127,800	127,784	128,675	129,300

**City of Minnetrista
Proposed Final Budget 2024
Expenditure Detail**

_Detail DEPT		2021				2024 Draft	
		Actuals	2022 Budget	2022 Actual	2023 Budget	Budget	
FUND 529 HIGHLAND ROAD DEBT FUND (NEW IN 2013)							
DEPT 47000 DEBT SERVICE							
47000	E 529-47000-601 BOND PRINCIPAL	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$	55,000
47000	E 529-47000-611 BOND INTEREST/FEES	\$ 9,195	\$ 7,430	\$ 8,976	\$ 6,355	\$	5,159
HIGHLAND ROAD DEBT FUND TOTAL		\$ 59,195	\$ 57,430	\$ 58,976	\$ 56,355	\$	60,159
FUND 530 ROUNDABOUT DEBT FUND (NEW IN 2014) - Paid Off Early							
DEPT 47000 DEBT SERVICE							
47000	E 530-47000-601 BOND PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$	-
47000	E 530-47000-720 TRANSFER OUT	\$ -	\$ -	\$ -	\$ -	\$	-
47000	E 530-47000-620- fiscal agent fee	\$ -	\$ -	\$ -	\$ -	\$	-
47000	E 530-47000-611 BOND INTEREST	\$ -	\$ -	\$ -	\$ -	\$	-
ROUNDABOUT DEBT FUND TOTAL		\$ -	\$ -	\$ -	\$ -	\$	-
FUND 531 KINGS POINT ROAD DEBT FUND (NEW IN 2015) - Paid Off Early							
DEPT 47000 DEBT SERVICE							
47000	E 531-47000-601 BOND PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$	-
	E 531-47000-605 BOND Issuance costs	\$ -	\$ -	\$ -	\$ -	\$	-
	E 531-47000-620- fiscal agent fee	\$ -	\$ -	\$ -	\$ -	\$	-
47000	E 531-47000-611 BOND INTEREST	\$ -	\$ -	\$ -	\$ -	\$	-
KINGS POINT ROAD DEBT FUND TOTAL		\$ -	\$ -	\$ -	\$ -	\$	-
FUND 532 2017 Street Projects Fund (NEW IN 2017) - Halstead Enchanted							
DEPT 47000 DEBT SERVICE							
47000	E 532-47000-601 BOND PRINCIPAL	\$ 115,000	\$ 120,000	\$ 120,000	\$ 125,000	\$	125,000
47000	E 532-47000-611 BOND INTEREST/FEES	\$ 79,440	\$ 74,950	\$ 76,665	\$ 71,275	\$	67,525
Fund 532 (NEW IN 2017) - Halstead Enchanted		\$ 194,440	\$ 194,950	\$ 196,665	\$ 196,275	\$	192,525
FUND 533 2023 Street Projects Fund (NEW IN 2013) - Morningview/North Arm							
DEPT 47000 DEBT SERVICE							
47000	E 533-47000-601 BOND PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$	-
47000	E 533-47000-611 BOND INTEREST/FEES	\$ -	\$ -	\$ -	\$ -	\$	150,792
Fund 533 (NEW IN 2013) - 2023 Street Projects		\$ -	\$ -	\$ -	\$ -	\$	150,792

**City of Minnetrista
Proposed Final Budget 2024
Expenditure Detail**

_Detail DEPT		2021				2024 Draft
		Actuals	2022 Budget	2022 Actual	2023 Budget	Budget
FUND 601 WATER FUND						
DEPT 47000 OPERATIONS DEBT SERVICE						
47000	E 601-47000-601 BOND PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -
47000	E 601-47000-611 BOND INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -
47000	E 601-47000-620 FISCAL AGENT FEES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -
DEPT 49300 TRANSFERS OUT						
49300	E 601-49300-720 TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -
DEPT 49440 WATER DEPARTMENT ADMINISTRATION						
49440	E 601-49440-101 SALARIES-REGULAR	\$ 188,819	\$ 176,682	\$ 246,924	198,260	\$ 219,135
49440	E 601-49440-102 SALARIES-OVERTIME	\$ 5,927	\$ 8,000	\$ 5,914	6,223	\$ 7,000
49440	E 601-49440-105 PAGER	\$ 8,150	\$ 9,000	\$ 6,187	8,558	\$ 8,000
49440	E 601-49440-121 PERA - EMPLOYER CONTR	\$ 15,184	\$ 17,000	\$ 19,140	15,943	\$ 17,635
49440	E 601-49440-122 FICA - EMPLOYER CONTR	\$ 14,929	\$ 17,000	\$ 18,385	15,675	\$ 18,000
49440	E 601-49440-131 HEALTH & LIFE INS - E CONTR	\$ 47,843	\$ 37,000	\$ 28,953	50,235	\$ 50,000
49440	E 601-49440-151 WORKMEN'S COMP INSURANCE	\$ 16,140	\$ 19,000	\$ 19,464	16,947	\$ 20,000
49440	E 601-49440-201 OFFICE SUPPLIES	\$ -	\$ 100	\$ -	-	\$ -
49440	E 601-49440-202 COPY & PRINTING SUPPLIES	\$ 412	\$ 350	\$ 642	500	\$ 500
49440	E 601-49440-212 MOTOR FUELS AND LUBRICANTS	\$ 7,054	\$ 6,000	\$ 12,232	7,000	\$ 10,000
49440	E 601-49440-215 SHOP MATERIALS	\$ -	\$ -	\$ -	-	\$ -
49440	E 601-49440-221 EQUIPMENT PARTS, TIRES	\$ 865	\$ 500	\$ -	500	\$ 500
49440	E 601-49440-227 UTILITY SYSTEM MAINT SUPPLIES	\$ 201,970	\$ 175,000	\$ 182,608	190,000	\$ 190,000
49440	E 601-49440-240 SMALL TOOLS AND MINOR EQUIP	\$ 513	\$ 1,000	\$ 183	1,000	\$ 500
49440	E 601-49440-303 ENGINEERING SERV	\$ 42,538	\$ 12,000	\$ 33,210	20,000	\$ 30,000
49440	E 601-49440-307 PROFESSIONAL SVCS (& 304)	\$ 8,621	\$ 8,500	\$ 20,160	8,500	\$ 10,000
49440	E 601-49440-322 POSTAGE	\$ 2,556	\$ 1,500	\$ 3,260	2,500	\$ 2,500
49440	E 601-49440-351 LEGAL NOTICE & ORD PUBLICATION	\$ 621	\$ 750	\$ 66	750	\$ 750
49440	E 601-49440-362 PROPERTY INSURANCE	\$ 22,640	\$ 23,000	\$ 31,039	24,000	\$ 31,000
49440	E 601-49440-381 ELECTRIC UTILITIES	\$ 118,975	\$ 117,000	\$ 161,810	120,000	\$ 140,000
49440	E 601-49440-383 NATURAL GAS	\$ 10,732	\$ 10,000	\$ 17,663	12,000	\$ 15,000
49440	E 601-49440-401 BLDG MAINTENANCE	\$ 11,901	\$ 12,000	\$ 6,808	13,000	\$ 7,000
49440	E 601-49440-402 LAWN MAINTENANCE	\$ 740	\$ -	\$ 5,422	-	\$ 6,000
49440	E 601-49440-404 VEHICLE & EQUIP MAINT	\$ 6,323	\$ 5,000	\$ 3,022	5,000	\$ 5,000
49440	E 601-49440-410 COMPUTER SERVICES/FEES	\$ 8,863	\$ 10,000	\$ 10,051	10,000	\$ 11,000
49440	E 601-49440-416 RENTAL	\$ -	\$ -	\$ 817	-	\$ -
49440	E 601-49440-433 DUES & SUBSRIPT & TRAINING	\$ 1,777	\$ 2,000	\$ 3,102	2,000	\$ 2,000
49440	E 601-49440-437 MISCELLANEOUS EXPENSE	\$ 749	\$ 500	\$ 3,287	500	\$ 500
49440	E 601-49440-580 OTHER EQUIPMENT	\$ -	\$ -	\$ 135,330	200,000	\$ 177,200
SUB TOTAL WATER OPERATIONS ADMIN		\$ 744,844	\$ 668,882	\$ 975,679	\$ 929,092	\$ 979,220
Dept 47000 - Capital Debt Service						
47000	E 601-47000-601 BOND PRINCIPAL	\$ 760,500	\$ 743,000	\$ 770,500	780,000	\$ 840,000
47000	E 601-47000-611 BOND INTEREST (& 620)	\$ 120,725	\$ 150,000	\$ 138,709	150,000	\$ 228,141
SUB TOTAL WATER DEBT SERVICE		\$ 881,225	\$ 893,000	\$ 909,209	\$ 930,000	\$ 1,068,141
DEPT 43241 WATER CONSTRUCTION						
43241	E 601-43241-303 ENGINEERING SVCS	\$ 28,184	\$ -	\$ 30,328	-	\$ -
43241	E 601-43241-304 LEGAL	\$ -	\$ -	\$ -	-	\$ -
43241	E 601-43241-307 PROF SVCS	\$ -	\$ -	\$ -	-	\$ -
43241	E 601-43241-437 WATER PLAN IMPROVEMENTS/EXPE	\$ -	\$ -	\$ -	-	\$ -
43241	E 601-43241-530 IMPROVEMENTS	\$ 1,134,612	\$ 838,000	\$ 712,030	3,000,000	\$ 1,200,000
43241	E 601-43241-514 Land	\$ -	\$ -	\$ -	-	\$ -
SUB TOTAL WATER CAPITAL PROJECTS		\$ 1,162,796	\$ 838,000	\$ 742,358	\$ 3,000,000	\$ 1,200,000
TOTAL WATER FUND 601		\$ 2,788,865	\$ 2,399,882	\$ 2,627,246	\$ 4,859,092	\$ 3,247,361

**City of Minnetrista
Proposed Final Budget 2024
Expenditure Detail**

_Detail DEPT		2021				2024 Draft
		Actuals	2022 Budget	2022 Actual	2023 Budget	Budget
FUND 602 SEWER FUND						
DEPT 49490 SEWER DEPARTMENT ADMINISTRATIO						
49490	E 602-49490-101 SALARIES-REGULAR	\$ 111,455	\$ 144,385	\$ 138,119	\$ 148,717	\$ 189,897
49490	E 602-49490-102 SALARIES-OVERTIME	\$ 6,728	\$ 6,500	\$ 6,587	\$ 6,695	\$ 8,000
49490	E 602-49490-105 SALARIES PAGER	\$ 8,125	\$ 7,000	\$ 6,194	\$ 8,000	\$ 7,000
49490	E 602-49490-121 PERA - EMPLOYER CONTR	\$ 9,486	\$ 11,612	\$ 11,029	\$ 11,960	\$ 15,667
49490	E 602-49490-122 FICA - EMPLOYER CONTR	\$ 9,467	\$ 11,284	\$ 10,898	\$ 11,623	\$ 15,842
49490	E 602-49490-131 HEALTH & LIFE INS - E CONTR	\$ 35,428	\$ 26,460	\$ 25,167	\$ 35,000	\$ 33,000
49490	E 602-49490-151 WORKMEN'S COMP INSURANCE	\$ 16,139	\$ 19,064	\$ 19,528	\$ 17,510	\$ 20,000
49490	E 602-49490-201 OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
49490	E 602-49490-202 COPY & PRINTING SUPPLIES	\$ 412	\$ 500	\$ 642	\$ 500	\$ -
49490	E 602-49490-212 MOTOR FUELS AND LUBRICANTS	\$ 7,161	\$ 6,000	\$ 14,732	\$ 70,000	\$ 10,000
49490	E 602-49490-215 SHOP MATERIALS	\$ -	\$ -	\$ -	\$ -	\$ -
49490	E 602-49490-221 EQUIPMENT PARTS, TIRES	\$ 13	\$ 1,000	\$ -	\$ 500	\$ -
49490	E 602-49490-227 UTILITY SYSTEM MAINT SUPPLIES	\$ 280,513	\$ 125,000	\$ 128,703	\$ 150,000	\$ 200,000
49490	E 602-49490-240 SMALL TOOLS AND MINOR EQUIP	\$ 1,051	\$ -	\$ 129	\$ -	\$ 500
49490	E 602-49490-303 ENGINEERING SERV	\$ 62,515	\$ 18,000	\$ 16,577	\$ 25,000	\$ 25,000
49490	E 602-49490-307 PROFESSIONAL SVCS	\$ 7,167	\$ 7,000	\$ 7,798	\$ 10,000	\$ 8,000
49490	E 602-49490-322 POSTAGE	\$ 1,116	\$ 1,000	\$ 948	\$ 1,000	\$ 1,000
49490	E 602-49490-351 LEGAL NOTICE & ORD PUBLICATION	\$ 294	\$ -	\$ -	\$ -	\$ -
49490	E 602-49490-362 PROPERTY INSURANCE	\$ 5,729	\$ 6,500	\$ 7,156	\$ 6,500	\$ 7,000
49490	E 602-49490-381 ELECTRIC UTILITIES	\$ 14,761	\$ 16,000	\$ 17,689	\$ 16,000	\$ 19,000
49490	E 602-49490-390 SEWER SERVICE TO OTHER GOVT	\$ 67,214	\$ 78,000	\$ 69,928	\$ 80,000	\$ 75,000
49490	E 602-49490-401/402 BLDG & LAWN MAINTENANCE	\$ 120	\$ 2,000	\$ 2,015	\$ 2,000	\$ 2,000
49490	E 602-49490-404 VEHICLE & EQUIP MAINT	\$ 1,646	\$ 3,500	\$ 1,600	\$ 3,500	\$ 2,000
49490	E 602-49490-410 COMPUTER SERVICES/FEES	\$ 8,861	\$ 9,000	\$ 10,052	\$ 10,000	\$ 11,000
49490	E 602-49490-433 DUES & SUBSRIPT & TRAINING	\$ 1,065	\$ 1,000	\$ 1,015	\$ 1,000	\$ 1,000
49490	E 602-49490-437 MISCELLANEOUS EXPENSE	\$ 10,469	\$ 1,000	\$ 11,815	\$ 1,000	\$ 10,000
49490	E 602-49490-438 EXPENSE MWCC	\$ 336,172	\$ 357,390	\$ 357,390	\$ 390,881	\$ 404,170
49490	E 602-49490-540 MOTOR VEHICLES	\$ -	\$ -	\$ -	\$ -	\$ -
49490	E 602-49490-580 OTHER EQUIPMENT/IMPROVEMENTS	\$ -	\$ 6,000	\$ 24,207	\$ -	\$ 2,200
SUB TOTAL SEWER OPERATIONS		\$ 1,003,106	\$ 865,195	\$ 889,918	\$ 1,007,385	\$ 1,067,276
FUND 602 SEWER IMP CAPITAL PROJECTS						
Dept 47000	E 602-47000-601 BOND PRINCIPAL	\$ 67,500	\$ 67,500	\$ 67,500	\$ 67,500	\$ 67,500
47000	E 602-47000-611 BOND INTEREST	\$ 14,033	\$ 17,000	\$ 12,664	\$ 14,000	\$ 13,000
SUBTOTAL DEBT SERVICE SEWER		\$ 81,533	\$ 84,500	\$ 80,164	\$ 81,500	\$ 80,500
DEPT 43251	E 602-43251-307 PROFESSIONAL SVCS	\$ -	\$ -	\$ -	\$ -	\$ -
43251	E 602-43251-437 MISCELLANEOUS EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
43251	E 602-43251-530 IMPROVEMENTS	\$ 736,455	\$ 381,000	\$ 103,894	\$ 530,100	\$ 485,000
43251	E 602-43251-580 I & I	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ 40,000
SUBTOTAL CAPITAL IMPROVEMENTS		\$ 736,455	\$ 481,000	\$ 103,894	\$ 630,100	\$ 525,000
TOTAL SEWER FUND 602		\$ 1,821,094	\$ 1,430,695	\$ 1,073,976	\$ 1,718,985	\$ 1,672,776
FUND 651 STORM WATER FUND						
DEPT 49590 STORM WATER ADMINISTRATION						
49590	E 651-49590-101 SALARIES-REGULAR	\$ 34,169	\$ 35,000	\$ 30,920	\$ 36,000	\$ 36,000
49590	E 651-49490-102 SALARIES-OVERTIME	\$ 121	\$ 1,000	\$ 132	\$ 1,000	\$ 500
49590	E 651-49590-121 PERA - EMPLOYER CONTR	\$ 2,551	\$ 3,273	\$ 2,250	\$ 3,500	\$ 3,000
49590	E 651-49590-122 FICA - EMPLOYER CONTR	\$ 2,610	\$ 3,059	\$ 2,227	\$ 3,200	\$ 3,000
49590	E 651-49590-131 HEALTH & LIFE INS - E CONTR	\$ 12,072	\$ 8,730	\$ 8,977	\$ 8,900	\$ 9,500
49590	E 651-49590-151 WORKMEN'S COMP INSURANCE	\$ 5,379	\$ 5,500	\$ 5,654	\$ 5,700	\$ 6,000
49590	E 651-49590-202 COPY & PRINTING SUPPLIES	\$ 177	\$ 100	\$ 160	\$ 100	\$ 100
49590	E 651-49590-221 EQUIPMENT PARTS, TIRES	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,000
49590	E 651-49590-224 STREET MAINTENANCE SUPPLIES	\$ 68,604	\$ 50,000	\$ 57,932	\$ 52,000	\$ 58,000
49590	E 651-49590-307 PROFESSIONAL SERVICES	\$ 35,838	\$ 35,000	\$ 29,197	\$ 37,000	\$ 35,000
49590	E 651-49590-303 ENGINEERING SERV	\$ 34,525	\$ 25,000	\$ 23,996	\$ 25,000	\$ 25,000
49590	E 651-49590-322 POSTAGE	\$ 372	\$ 250	\$ 316	\$ 250	\$ 300
49590	E 651-49590-351 LEGAL NOTICE & ORD PUBLICATION	\$ -	\$ -	\$ -	\$ -	\$ -
49590	E 651-49590-401 BLDG & LAWN MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -
49590	E 651-49590-404 VEHICLE & EQUIP MAINT	\$ -	\$ 1,000	\$ 1,247	\$ -	\$ 1,500
49590	E 651-49590-433 DUES & SUBSRIPT & TRAINING	\$ 15,070	\$ 18,000	\$ 15,424	\$ 17,000	\$ 18,000
49590	E 651-49590-437 MISCELLANEOUS EXPENSE	\$ -	\$ 1,000	\$ 146	\$ 1,000	\$ 500
49590	E 651-49590-530 IMPROVEMENTS	\$ 298,520	\$ 170,500	\$ 73,988	\$ 230,000	\$ 243,700
49590	E 651-49590-580 OTHER EQUIPMENT/PROJECTS	\$ 22,687	\$ 75,000	\$ -	\$ 175,600	\$ 32,500
TOTAL STORM WATER FUND		\$ 532,695	\$ 433,912	\$ 252,566	\$ 597,750	\$ 473,600

**City of Minnetrista
Proposed Final Budget 2024
Expenditure Detail**

_Detail DEPT		2021				2024 Draft
		Actuals	2022 Budget	2022 Actual	2023 Budget	Budget
DEPT 43230 RECYCLING						
43230	E 671-43230-101 SALARIES-REGULAR	\$ 8,914	\$ 9,000	\$ 9,397	\$ 9,200	\$ 9,500
43230	E 671-43230-102 SALARIES- OVERTIME	\$ 2,665	\$ 900	\$ 3,050	\$ 2,500	\$ 3,000
43230	E 671-43230-121 PERA - EMPLOYER CONTR	\$ 846	\$ 850	\$ 924	\$ 900	\$ 1,000
43230	E 671-43230-122 FICA - EMPLOYER CONTR	\$ 880	\$ 700	\$ 961	\$ 1,000	\$ 1,000
43230	E 671-43230-131 HEALTH & LIFE INS -E CONTR	\$ 959	\$ -	\$ 86	\$ 1,000	\$ 300
43230	E671-43230-241 RECYCLING DAY EXPENSE	\$ 16,290	\$ 15,000	\$ 16,416	\$ 16,000	\$ 17,000
43230	E 671-43230-215 SHOP MATERIALS	\$ -	\$ -	\$ -	\$ -	\$ -
43230	E 671-43230-307 PROF SERV	\$ 2,707	\$ 2,500	\$ 3,667	\$ 2,500	\$ 2,500
43230	E 671-43230-322 POSTAGE	\$ 372	\$ 350	\$ 316	\$ 400	\$ 500
43230	E 671-43230-384 REFUSE REMOVAL	\$ 178,500	\$ 196,762	\$ 193,778	\$ 211,643	\$ 226,253
43230	E 671-43230-437 MISCELLANEOUS EXPENSE	\$ 2,285	\$ 225	\$ 486	\$ 1,000	\$ 500
	TOTAL RECYCLING FUND	\$ 214,418	\$ 226,287	\$ 229,081	\$ 246,143	\$ 261,553
DEPT 49600 CABLE						
	E 673-49600-101 SALARIES-REGULAR	\$ 35,074	\$ 39,036	\$ 56,321	\$ 52,000	\$ 50,000
	E 673-49600-121 PERA - EMPLOYER CONTR	\$ 2,630	\$ 2,830	\$ 4,224	\$ 3,380	\$ 3,750
	E 673-49600-122 FICA - EMPLOYER CONTR	\$ 2,712	\$ 2,986	\$ 4,265	\$ 3,978	\$ 3,825
	E 673-49600-131 HEALTH INSURANCE	\$ 2,384	\$ -	\$ 1,840	\$ 2,500	\$ 2,000
	E 673-41320-307 PROFESSIONAL SERVICES	\$ 17,224	\$ 7,000	\$ 22,491	\$ 10,000	\$ 5,000
	E 673-49600-530 IMPROVEMENTS (Midco Project)	\$ -	\$ -	\$ -	\$ 452,000	\$ -
	E 673-49600-560 CABLE EXPENSE	\$ 3,129	\$ -	\$ 3,322	\$ -	\$ -
	TOTAL CABLE FUND	63,153	51,852	92,463	523,858	64,575
	TOTAL ALL FUNDS	\$ 14,416,592	\$ 13,586,787	\$ 12,539,286	\$ 22,215,475	\$ 14,687,663

**City of Minnetrista
2024 Final Budget
CIP Fund Revenues Expenditures**

**CAPITAL IMPROVEMENT PROGRAM
FUND 401**

Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Draft Budget
City Public Works & Police CIP					
31010 GENERAL PROPERTY TAXES	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
39310 Equipment Certs	\$ -	\$ -	\$ -	\$ 250,000	\$ -
39101 Sale of fixed assets	\$ 15,890	\$ -	\$ 14,820	\$ -	\$ -
36230 Contributions/Donations	\$ -	\$ -	\$ -	\$ -	\$ -
36210 INVESTMENT INTEREST	\$ (237)	\$ 500	\$ (6,677)	\$ 225	\$ 5,000
40000 Transfers IN/assignment from general	\$ -	\$ 225,000	\$ 225,000	\$ -	\$ -
Total Revenue	\$ 115,653	\$ 375,500	\$ 383,143	\$ 400,225	\$ 155,000
Expenditures					
Police					
540 motor vehicles	\$ 59,903	\$ 102,000	\$ 50,006	\$ 114,000	\$ 124,000
560 Equipment/other improvements	\$ 51,963	\$ 34,400	\$ 80,922	\$ 39,800	\$ 43,600
Police Works Total Expenditures	\$ 111,867	\$ 136,400	\$ 130,928	\$ 153,800	\$ 167,600
Public Works/City Hall Total Expenditures					
307 Prof Services	\$ 3,699	\$ -	\$ 1,889	\$ -	\$ -
540 motor vehicles	\$ -	\$ 70,000	\$ -	\$ 78,750	\$ 180,000
560 Equipment/other improvements	\$ 55,331	\$ 126,350	\$ 72,035	\$ 157,400	\$ 94,875
Public Works/Admin Total Expendit	\$ 59,030	\$ 196,350	\$ 73,924	\$ 236,150	\$ 274,875
Beginning Fund Balance	\$ 118,006	\$ 62,762	\$ 62,762	\$ 241,053	\$ 423,328
Surplus/(Deficit)	\$ (55,244)	\$ 42,750	\$ 178,291	\$ 10,275	\$ (287,475)
One time police Aid dollars				\$ 172,000	
Ending Fund Balance	\$ 62,762	\$ 105,512	\$ 241,053	\$ 423,328	\$ 135,853

**City of Minnetrista
2024 Final Budget
Special Revenue Funds**

**EMERGENCY WARNING SIREN FUND
FUND 402**

Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Draft Budget
31010 GENERAL PROPERTY TAX					
36210 INTEREST ON INVESTMENT	\$ (1,428)	\$ 500	\$ (13,164)	\$ 500	\$ 2,000
36230 CONTRIBUTIONS/DONATIONS	\$ 12,800	\$ 1,500	\$ 19,500	\$ 1,000	\$ 1,000
39310 BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER FROM	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total	\$ 11,372	\$ 2,000	\$ 6,336	\$ 1,500	\$ 3,000
Expenditures					
540 EQUIPMENT PURCHASES	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Total	\$ -				
Surplus/(Deficit)	\$ 11,372	\$ 2,000	\$ 6,336	\$ 1,500	\$ 3,000
Beginning Fund Balance	\$ 218,120	\$ 229,492	\$ 229,492	\$ 235,828	\$ 237,328
Surplus/(Deficit)	\$ 11,372	\$ 2,000	\$ 6,336	\$ 1,500	\$ 3,000
Ending Fund Balance	\$ 229,492	\$ 231,492	\$ 235,828	\$ 237,328	\$ 240,328

**City of Minnetrista
2024 Final Budget
Special Revenue Funds**

**PARK DEDICATION FUND
FUND 404**

Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Draft Budget
33280 County Grant					
36210 INTEREST ON INVESTMENT	\$ (6,843)	\$ 2,000	\$ (63,887)	\$ -	\$ 15,000
36230 CONTRIBUTIONS/DONATIONS	\$ 295,392	\$ 50,000	\$ 304,945	\$ 100,000	\$ 50,000
TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total	\$ 288,549	\$ 52,000	\$ 241,058	\$ 100,000	\$ 65,000
Expenditures					
307 Prof Serv	\$ 26,933		\$ 27,805	\$ -	\$ -
437 MISC/transfer for game farm	\$ 14,646	\$ 14,383	\$ -	\$ 14,383	\$ 14,383
530 PARK OR TRAIL IMPROVEMENT	\$ 150,441	\$ 475,000	\$ 238,604	\$ 401,261	\$ 141,000
514 LAND	\$ -	\$ -	\$ -	\$ -	\$ -
580 EQUIPMENT PURCHASES	\$ -	\$ -	\$ 200	\$ -	\$ -
Expenditure Total	\$ 192,019	\$ 489,383	\$ 266,609	\$ 415,644	\$ 155,383
Surplus/(Deficit)	\$ 96,530	\$ (437,383)	\$ (25,551)	\$ (315,644)	\$ (90,383)
Beginning Fund Balance	\$ 1,043,858	\$ 1,140,388	\$ 1,140,388	\$ 1,114,837	\$ 799,193
Surplus/(Deficit)	\$ 96,530	\$ (437,383)	\$ (25,551)	\$ (315,644)	\$ (90,383)
Projected positive fund balance		\$ 300,000			
Ending Fund Balance	\$ 1,140,388	\$ 1,003,005	\$ 1,114,837	\$ 799,193	\$ 708,810

**Road Maintenance Fund
FUND 406**

Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Draft Budget
31010 Property tax	725,000	875,000	875,000	875,000	550,000
34401 Street Aid	671,599	90,000	132,643	90,000	90,000
36210 INTEREST ON INVESTMENT	(6,244)	3,000	(40,399)	2,000	20,000
36101 SPECIAL ASSESSMENTS	382,865	154,000	226,439	200,000	200,000
36250 Refund Reimbursments	-		\$ 49,616	-	-
TRANSFER FROM	-	-	-	-	-
Revenue Total	1,773,220	1,122,000	1,243,299	1,167,000	860,000
Expenditures					
437, 303, 304 Misc, Legal and Engineering	513,669	-	354,415	-	-
224 Road Maintenance	38,264	441,383	-	200,000	491,598
530 Road Improvements	1,907,135	637,700	634,542	-	-
700 Transfers	25,025	25,025	25,025	25,025	25,025
Expenditure Total	2,484,094	1,104,108	1,013,982	225,025	516,623
Surplus/(Deficit)	(710,874)	17,892	229,317	941,975	343,377
Beginning Fund Balance	\$ 1,321,510	\$ 610,636	\$ 610,636	\$ 839,953	\$ 1,781,928
Surplus/(Deficit)	(710,874)	17,892	229,317	941,975	343,377
Transfer from General					
Ending Fund Balance	610,636	628,528	839,953	1,781,928	2,125,305

**City of Minnetrista
2024 Final Budget
Special Revenue Funds**

**Tree Replacement Fund
FUND 407**

Revenue	2021 Actuals	2022 Budget	2022 Actual	2023 Budget	2024 Draft Budget
31010 Property tax					
36210 INTEREST ON INVESTMENT	\$ (2,564)	\$ 1,000	\$ (23,062)	\$ 500	\$ 7,500
36230 CONTRIBUTIONS/DONATIONS	\$ 2,000	\$ -	\$ -	\$ -	\$ -
<hr/>					
Revenue Total	(564)	1,000	(23,062)	500	7,500
<hr/>					
Expenditures					
437 Misc	-	-	1,619	-	-
530 Trees	\$ 3,813	\$ 5,000	\$ 25,561	\$ 15,000	\$ 3,000
700 Transfers	-	-	-	-	-
Expenditure Total	3,813	5,000	27,180	15,000	3,000
Surplus/(Deficit)	(4,377)	(4,000)	(50,242)	(14,500)	4,500
Beginning Fund Balance	416,956	412,579	412,579	362,337	347,837
Surplus/(Deficit)	(4,377)	(4,000)	(50,242)	(14,500)	4,500
Ending Fund Balance	412,579	408,579	362,337	347,837	352,337

**AMERICAN RESCUE PLAN ACT FUND
FUND 409**

Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Budget
33160 FEDERAL GRANT	-	\$ 444,000	-	-	-
36210 INTEREST ON INVESTMENT	-	-	-	-	-
<hr/>					
Revenue Total	-	444,000	-	-	-
<hr/>					
Expenditures					
700 Transfers	-	430,000	-	-	-
Expenditure Total	-	430,000	-	-	-
Surplus/(Deficit)	-	14,000	-	-	-
Beginning Fund Balance		444,000	-	-	-
Surplus/(Deficit)	-	14,000	-	-	-
Dollars received in 2021	\$ 444,000				
Funds Transferred		\$ (458,000)			
Ending Fund Balance	444,000	-	-	-	-

**City of Minnetrista
2024 Final Budget
Project Funds**

**2023 Street Project Funds
FUND 433**

	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Budget
Revenue					
39310 General Obligation Bonds	-	-	-	5,870,000	-
36250 Refund Reimbursements	-	-	-	-	-
34301 Street State Aid	-	-	-	340,000	-
36210 INTEREST ON INVESTMENT	-	-	-	-	-
Total Revenue Financing Sources	-	-	-	6,210,000	-
Expenditure					
437 Misc Costs	-	-	-	-	-
530 Improvement/Project Costs	-	-	-	6,210,000	-
Total Expenditures	-	-	-	6,210,000	-
Surplus/(Deficit)	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-
Projected Ending Fund Balance	-	-	-	-	-

**REVOLVING STREET IMPROVEMENT FUND
FUND 490**

Revenue	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2024 Budget
31010 GENERAL PROPERTY TAX	\$ -	\$ -	\$ -	\$ -	\$ -
33610 COUNTY AID FOR HIGHWAY	\$ -	\$ -	\$ -	\$ -	\$ -
36210 INTEREST ON INVESTMENT	\$ (2,055)	\$ -	\$ (19,071)	\$ -	\$ -
36230 CONTRIBUTIONS	\$ -	\$ -	\$ -	\$ -	\$ -
40000 TRANSFERS IN/COSTS TO 499	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue/Reallocaton Total	\$ (2,055)	\$ -	\$ (19,071)	\$ -	\$ -
Expenditures					
303 ENGINEERING SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
320 CONSTRUCTION CONTRACT	\$ -	\$ -	\$ -	\$ -	\$ -
437 MISCELLANEOUS EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Total	\$ -				
Surplus/(Deficit)	\$ (2,055)	\$ -	\$ (19,071)	\$ -	\$ -
Beginning Fund Balance	\$ 64,481	\$ 62,426	\$ 62,426	\$ 43,355	\$ 43,355
Surplus/(Deficit)	\$ (2,055)	\$ -	\$ (19,071)	\$ -	\$ -
Ending Fund Balance	\$ 62,426	\$ 62,426	\$ 43,355	\$ 43,355	\$ 43,355

**City of Minnetrista
2024 Final Budget
Project Funds**

**2017 Street Project Funds
FUND 499**

	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Budget
Revenue					
39310 General Obligation Bonds	-	-	-	-	-
36250 Refund Reimbursements	-	-	-	-	-
34301 Street State Aid	-	-	-	-	-
36210 INTEREST ON INVESTMENT	-	-	-	-	-
Total Revenue Financing Sources	-	-	-	-	-
Expenditure					
720 Transfer to general fund	-	-	-	-	-
530 Improvement/Project Costs	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Surplus/(Deficit)	-	-	-	-	-
Beginnng Fund Balance	-	-	-	-	-
Projected Ending Fund Balance	-	-	-	-	-

* Closed Fund in early 2020. Brought in funds from MSA to close out

**City of Minnetrista
2024 Final Budget
Debt Service Funds**

**CIP EQUIPMENT CERTIFICATES
FUND 501**

Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Draft Budget
31010 GENERAL PROPERTY TAXES	138,680	102,000	101,010	100,000	154,400
36210 INVESTMENT INCOME	(2,226)	1,000	(15,210)	1,000	5,000
39310 BOND PROCEEDS	-	-	-	-	-
CIP Equipment Cert. Revenue Total	136,454	103,000	85,800	101,000	159,400
Expenditures					
BOND PRINCIPAL	125,000	140,000	140,000	145,000	95,000
BOND INTEREST	21,581	13,300	13,300	9,025	14,591
FISCAL AGENT FEES	1,183	1,000	647	1,000	1,000
CIP Equip. Cert. Expenditure Total	147,764	154,300	153,947	155,025	110,591
Surplus/(Deficit)	(11,310)	(51,300)	(68,147)	(54,025)	48,809
Beginning Fund Balance	\$ 427,980	\$ 416,670	\$ 416,670	\$ 348,523	\$ 294,498
Surplus/(Deficit)	(11,310)	(51,300)	(68,147)	(54,025)	48,809
Transfers Out					
Ending Fund Balance	416,670	365,370	348,523	294,498	343,307

**City of Minnetrista
2024 Final Budget
Debt Service Funds**

**MOUND FIRE IMPROVEMENT FUND
FUND 514**

Revenue	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2024 Draft Budget
31010 GENERAL PROPERTY	71,321	72,000	70,777	-	-
36210 INTEREST ON INVESTMENT & CKC	(12)	-	-	-	-
TOTAL REVENUE	71,309	72,000	70,777	-	-
Expenditures					
601 PRINCIPAL	74,979	72,000	75,856	-	-
TOTAL MOUND FIRE IMP EXPEND	74,979	72,000	75,856	-	-
Surplus/(Deficit)	(3,670)	-	(5,079)	-	-
Beginning Fund Balance	12,963	9,293	9,293	-	-
Surplus/(Deficit)	(3,670)	-	(5,079)	-	-
Transfers out to close fund		(9,293)	(4,214)		
Ending Fund Balance	9,293	-	-	-	-

**City of Minnetrista
2024 Final Budget
Debt Service Funds**

**Maple Crest Project Debt Fund
FUND 526**

Revenue	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2024 Draft Budget
31010 GENERAL PROPERTY	20,306	20,500	20,301	20,500	35,500
33425 STATE AID OTHER	\$ -	\$ -	\$ -	\$ -	-
36101 SPECIAL ASSESSMENTS	4,811	5,000	4,602	5,000	5,000
36210 INTEREST ON INVESTMENT & CKC	(535)	500	(4,184)	300	500
39310 Bond Proceeds (refunding)	\$ -	\$ -	\$ -	\$ -	-
TOTAL REVENUE	24,582	26,000	20,719	25,800	41,000
Expenditures					
620 Issuance Costs					
601 PRINCIPAL	45,000	50,000	50,000	50,000	45,000
611 BOND INTEREST	12,784	10,000	11,084	9,000	7,000
Expenditure Total	57,784	60,000	61,084	59,000	52,000
Surplus/(Deficit)	(33,202)	(34,000)	(40,365)	(33,200)	(11,000)
Beginning Fund Balance	96,180	62,978	62,978	22,613	(10,587)
Surplus/(Deficit)	(33,202)	(34,000)	(40,365)	(33,200)	(11,000)
Ending Fund Balance	62,978	28,978	22,613	(10,587)	(21,587)

* May need to transfer money in from source during 2024 (Road Fund - Fund 406 or other source)

**City of Minnetrista
2024 Final Budget
Debt Service Funds**

**Public Facilities Debt Fund
FUND 527**

Revenue	2021 Actuals	2022 Budget	2022 Actual	2023 Budget	2024 Draft Budget
31010 GENERAL PROPERTY	342,737	346,000	342,643	346,000	346,000
33425 Other/Reimb	19,664	19,664	19,664	19,664	19,664
36210 INTEREST	(1,667)	750	(6,731)	500	3,000
39310 R 527-620-39310 GENERAL OBL BO	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	360,734	366,414	355,576	366,164	368,664
Expenditures					
620 BOND ISSUANCE COSTS					
601 PRINCIPAL	270,000	275,000	275,000	290,000	295,000
611 BOND INTEREST	93,234	85,075	85,059	75,875	65,638
Expenditure Total	363,234	360,075	360,059	365,875	360,638
Surplus/(Deficit)	(2,500)	6,339	(4,483)	289	8,026
Beginning Fund Balance	419,296	416,796	416,796	412,313	412,602
Surplus/(Deficit)	(2,500)	6,339	(4,483)	289	8,026
Debt Service Reserve no longer required					
Ending Fund Balance	416,796	423,135	412,313	412,602	420,628

**GAME FARM SOUTH BAY DRIVE
FUND 528 (Refunded in 2019)**

Revenue	2021 Actual	2022 Budget	2022 Actuals	2023 Budget	2024 Draft Budget
31010 GENERAL PROPERTY	\$ 88,883	\$ 89,729	\$ 88,858	\$ 89,729	\$ 89,729
34401 Other/Reimb	\$ 14,383	\$ 14,383	\$ 14,383	\$ 14,383	\$ 14,383
36101 SPECIAL ASSESSMENTS	\$ 73,630	\$ 40,000	\$ 38,696	\$ 50,000	\$ 35,000
39310 GO Refunding Bonds	\$ -	\$ -	\$ -	\$ -	\$ -
36210 INTEREST	\$ (376)	\$ 250	\$ (2,209)	\$ 250	\$ 2,000
TOTAL REVENUE	\$ 176,520	\$ 144,362	\$ 139,728	\$ 154,362	\$ 141,112
Expenditures					
437 MISCELLANEOUS EXPENSE	-	-	-	-	-
601 PRINCIPAL	\$ 80,000	\$ 80,000	\$ 80,000	\$ 85,000	\$ 90,000
611 BOND INTEREST	\$ 51,784	\$ 47,800	\$ 47,784	\$ 43,675	\$ 39,300
Expenditure Total	\$ 131,784	\$ 127,800	\$ 127,784	\$ 128,675	\$ 129,300
Surplus/(Deficit)	44,736	16,562	11,944	25,687	11,812
Beginning Fund Balance	\$ 99,506	\$ 144,242	\$ 144,242	\$ 156,186	\$ 181,873
Surplus/(Deficit)	44,736	16,562	11,944	25,687	11,812
Ending Fund Balance	144,242	160,804	156,186	181,873	193,685

**City of Minnetrista
2024 Final Budget
Debt Service Funds**

**Highland Road Debt
FUND 529 (New in 2013)**

Revenue	2021 Actual	2022 Budget	2022 Budget	2023 Budget	2024 Draft Budget
40000 Transfers in	25,025	25,025	25,025	25,025	25,025
34401 Other/Reimb	31,127	31,000	31,095	31,000	31,000
36101 SPECIAL ASSESSMENTS	3,819	3,500	3,695	3,500	3,500
36210 INTEREST	(590)	500	(5,122)	500	2,000
TOTAL REVENUE	59,381	60,025	54,693	60,025	61,525

Expenditures

437 MISCELLANEOUS EXPENSE					
601 PRINCIPAL	50,000	50,000	50,000	50,000	55,000
611 BOND INTEREST	9,195	7,430	8,976	6,355	5,159

Expenditure Total 59,195 57,430 58,976 56,355 60,159

Surplus/(Deficit) 186 2,595 (4,283) 3,670 1,366

Beginning Fund Balance \$ 121,575 \$ 121,761 \$ 121,761 \$ 117,478 \$ 121,148

Surplus/(Deficit) 186 2,595 (4,283) 3,670 1,366

Transfers Out

Ending Fund Balance 121,761 124,356 117,478 121,148 122,514

**Roundabout Debt
FUND 530(New in 2014)**

Revenue	2021 Actual	2022 Budget	2022 Budget	2023 Budget	2024 Draft Budget
31010 GENERAL PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -
39101 Bond proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
36101 SPECIAL ASSESSMENTS	\$ -	\$ -	\$ -	\$ -	\$ -
36210 INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	-	-	-	-	-

Expenditures

720 Transfer out	\$ -	\$ -	\$ -	\$ -	\$ -
601 PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -
611 BOND INTEREST/fees	\$ -	\$ -	\$ -	\$ -	\$ -

Expenditure Total - - - - -

Surplus/(Deficit) \$ - \$ - \$ - \$ - \$ -

Beginning Fund Balance \$ - \$ - \$ - \$ - \$ -

Surplus/(Deficit) \$ - \$ - \$ - \$ - \$ -

Transfers In Capital Fund

Ending Fund Balance \$ - \$ - \$ - \$ - \$ -

**City of Minnetrista
2024 Final Budget
Debt Service Funds**

**Kings Point Road Debt
FUND 531(New in 2015)**

Revenue	2021 Actual	2022 Budget	2022 Budget	2023 Budget	2024 Draft Budget
31010 GENERAL PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -
40000 Transfer IN	\$ -	\$ -	\$ -	\$ -	\$ -
36101 SPECIAL ASSESSMENTS	-	-	-	-	-
36210 INTEREST	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-
Expenditures					
437 MISCELLANEOUS EXPENSE					
601 PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -
611 BOND INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Total	-	-	-	-	-
Surplus/(Deficit)	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-
Surplus/(Deficit)	-	-	-	-	-
Transfers Out					
Assessments paid off in 2015					
Ending Fund Balance	-	-	-	-	-

**2017 Street Projects Debt - Halstead and Enchanted
FUND 532(New in 2017)**

Revenue	2021 Actual	2022 Budget	2022 Budget	2023 Budget	2024 Draft Budget
31010 GENERAL PROPERTY	116,887	118,000	116,855	118,000	118,000
34401 Other/Reimb	-	-	-	-	-
36101 SPECIAL ASSESSMENTS	99,593	15,000	62,682	50,000	50,000
36210 INTEREST	(3,046)	3,000	(23,591)	2,000	10,000
TOTAL REVENUE	213,434	136,000	155,946	170,000	178,000
Expenditures					
437 MISCELLANEOUS EXPENSE					
601 PRINCIPAL	115,000	120,000	120,000	125,000	125,000
611 BOND INTEREST	79,440	74,950	76,665	71,275	67,525
Expenditure Total	194,440	194,950	196,665	196,275	192,525
Surplus/(Deficit)	18,994	(58,950)	(40,719)	(26,275)	(14,525)
Beginning Fund Balance	\$ 555,206	\$ 574,200	\$ 574,200	\$ 533,481	\$ 507,206
Surplus/(Deficit)	18,994	(58,950)	(40,719)	(26,275)	(14,525)
Transfers Out					
Ending Fund Balance	574,200	515,250	533,481	507,206	492,681

**City of Minnetrista
2024 Final Budget
Debt Service Funds**

**2023 Street Projects Debt - Morningview and North Arm Areas
FUND 533(New in 2023)**

	2021	2022	2022	2023	2024
Revenue	Actual	Budget	Budget	Budget	Draft Budget
31010 GENERAL PROPERTY	-	-	-	-	350,000
34401 Other/Reimb	-	-	-	-	-
36101 SPECIAL ASSESSMENTS	-	-	-	-	70,000
36210 INTEREST	-	-	-	-	5,000
TOTAL REVENUE	-	-	-	-	425,000
Expenditures					
437 MISCELLANEOUS EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
601 PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -
611 BOND INTEREST	-	-	-	-	150,792
Expenditure Total					150,792
Surplus/(Deficit)					274,208
Beginning Fund Balance					\$ 602,000
Surplus/(Deficit)					274,208
Transfers Out					
2023 Prepaid Assessments				\$ 602,000	
Ending Fund Balance				602,000	876,208

**City of Minnetrista
2024 Final Budget
Enterprise Funds**

**WATER ENTERPRISE FUND
FUND 601**

Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Draft Budget
OPERATIONS					
37110 WATER SALES	\$ 1,060,811	\$ 1,036,176	\$ 1,617,567	\$ 1,200,000	\$ 1,570,000
37120 UNDISTRIBUTED UTILITIES	\$ 4,190	\$ -	\$ -	\$ -	\$ -
37150 WATER CONNECTION FEES	\$ -	\$ -	\$ -	\$ -	\$ -
37158 WATER TEST SURCHARGE	\$ (1,538)	\$ -	\$ -	\$ -	\$ -
37165 WATER METERS	\$ 43,355	\$ 50,000	\$ 43,090	\$ 50,000	\$ 50,000
37170 OTHER	\$ 96	\$ -	\$ 4,556	\$ -	\$ -
36210 SPECIAL ASSESSMENTS	\$ 409	\$ 500	\$ 288	\$ 500	\$ 500
36210 INTEREST ON INVESTMENT & Cr	\$ (11,495)	\$ 8,000	\$ (53,157)	\$ 2,000	\$ 20,000
36250 REFUNDS & REIMB	\$ -	\$ -	\$ -	\$ -	\$ -
Water Operations SubTotal	\$ 1,095,828	\$ 1,094,676	\$ 1,612,344	\$ 1,252,500	\$ 1,640,500
CAPITAL					
37150 WATER CONNECTION FEES	\$ 318,701	\$ 275,000	\$ 260,490	\$ 300,000	\$ 302,940
37151 WATER AREA CHARGES	\$ 343,831	\$ 196,964	\$ 458,104	\$ 200,000	\$ 100,000
36101 SPECIAL ASSESSMENTS	\$ -	\$ -	\$ -	\$ -	\$ -
36210 INTEREST ON INVESTMENT & CI	\$ -	\$ -	\$ -	\$ -	\$ -
39310 Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -
40000 Transfers in (ARPA)	\$ -	\$ 430,000	\$ -	\$ -	\$ -
39311 REVENUE Bond/PFA	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 1,500,000
Water Capital SubTotal	\$ 662,532	\$ 901,964	\$ 718,594	\$ 3,500,000	\$ 1,902,940
Total Water Revenue	\$ 1,758,360	\$ 1,996,640	\$ 2,330,938	\$ 4,752,500	\$ 3,543,440
Expenditures					
601 BOND PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -
611 BOND INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -
620 FISCAL AGENT	\$ -	\$ -	\$ -	\$ -	\$ -
630 BOND ISSUANCE FEES	\$ -	\$ -	\$ -	\$ -	\$ -
101 SALARIES-REGULAR	\$ 188,819	\$ 176,682	\$ 246,924	\$ 198,260	\$ 219,135
102 SALARIES-OVERTIME	\$ 5,927	\$ 8,000	\$ 5,914	\$ 6,223	\$ 7,000
105 SALARIES - PAGER	\$ 8,150	\$ 9,000	\$ 6,187	\$ 8,558	\$ 8,000
121 PERA - EMPLOYER CONTR	\$ 15,184	\$ 17,000	\$ 19,140	\$ 15,943	\$ 17,635
122 FICA - EMPLOYER CONTR	\$ 14,929	\$ 17,000	\$ 18,385	\$ 15,675	\$ 18,000
131 HEALTH & LIFE INS - E CONTR	\$ 47,843	\$ 37,000	\$ 28,953	\$ 50,235	\$ 50,000
151 WORKMEN'S COMP INSURANCE	\$ 16,140	\$ 19,000	\$ 19,464	\$ 16,947	\$ 20,000
201 OFFICE SUPPLIES	\$ -	\$ 100	\$ -	\$ -	\$ -
202 COPY & PRINTING SUPPLIES	\$ 412	\$ 350	\$ 642	\$ 500	\$ 500
212 MOTOR FUELS AND LUBRICANTS	\$ 7,054	\$ 6,000	\$ 12,232	\$ 7,000	\$ 10,000
215 SHOP MATERIALS	\$ -	\$ -	\$ -	\$ -	\$ -
221 EQUIPMENT PARTS, TIRES	\$ 865	\$ 500	\$ -	\$ 500	\$ 500
227 UTILITY SYSTEM MAINT SUPPLIE	\$ 201,970	\$ 175,000	\$ 182,608	\$ 190,000	\$ 190,000
240 SMALL TOOLS AND MINOR EQUIP	\$ 513	\$ 1,000	\$ 183	\$ 1,000	\$ 500
303 ENGINEERING SERVICE	\$ 42,538	\$ 12,000	\$ 33,210	\$ 20,000	\$ 30,000
307 PROFESSIONAL SVCS	\$ 8,621	\$ 8,500	\$ 20,160	\$ 8,500	\$ 10,000
322 POSTAGE	\$ 2,556	\$ 1,500	\$ 3,260	\$ 2,500	\$ 2,500
351 LEGAL NOTICE & ORD PUBLICAT	\$ 621	\$ 750	\$ 66	\$ 750	\$ 750
362 PROPERTY INSURANCE	\$ 22,640	\$ 23,000	\$ 31,039	\$ 24,000	\$ 31,000
381 ELECTRIC UTILITIES	\$ 118,975	\$ 117,000	\$ 161,810	\$ 120,000	\$ 140,000
383 NATURAL GAS	\$ 10,732	\$ 10,000	\$ 17,663	\$ 12,000	\$ 15,000
401 BLDG & LAWN MAINTENANCE	\$ 12,641	\$ 12,000	\$ 6,808	\$ 13,000	\$ 13,000
404 VEHICLE & EQUIP MAINT	\$ 6,323	\$ 5,000	\$ 3,022	\$ 5,000	\$ 5,000
410 COMPUTER SERVICES/FEES	\$ 8,863	\$ 10,000	\$ 10,051	\$ 10,000	\$ 11,000
416 RENTAL					
433 DUES & SUBSRIPT & TRAINING	\$ 1,777	\$ 2,000	\$ 3,102	\$ 2,000	\$ 2,000
437 MISCELLANEOUS EXPENSE	\$ 749	\$ 500	\$ 3,287	\$ 500	\$ 500
580 OTHER EQUIPMENT	\$ -	\$ -	\$ 135,330	\$ 200,000	\$ 177,200
720 Transfers					
Operating Expenditure Sub Total	\$ 744,844	\$ 668,882	\$ 969,440	\$ 929,092	\$ 979,220

**City of Minnetrista
2024 Final Budget
Enterprise Funds**

Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Draft Budget
Capital Expenses					
307 ENGINEERING SVCS	\$ 28,184	\$ -	\$ -	\$ -	\$ -
304 LEGAL	\$ -	\$ -	\$ -	\$ -	\$ -
307 PROF SVCS	\$ -	\$ -	\$ -	\$ -	\$ -
530 IMPROVEMENTS	\$ 1,134,612	\$ 838,000	\$ 712,030	\$ 3,000,000	\$ 1,200,000
514 Land	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditure Sub Total	\$ 1,162,796	\$ 838,000	\$ 712,030	\$ 3,000,000	\$ 1,200,000
Dept 47000 - Capital Debt Service					
601 BOND PRINCIPAL	\$ 760,500	\$ 743,000	\$ 770,500	\$ 780,000	\$ 840,000
611 BOND INTEREST	\$ 120,725	\$ 150,000	\$ 138,709	\$ 150,000	\$ 228,141
Capital Debt Expenditure Sub Tot	\$ 881,225	\$ 893,000	\$ 909,209	\$ 930,000	\$ 1,068,141
Total Water Fund Expenditures	\$ 2,788,865	\$ 2,399,882	\$ 2,590,679	\$ 4,859,092	\$ 3,247,361
Revenue/Exp Surplus/(Deficit)	\$ (1,030,505)	\$ (403,242)	\$ (259,741)	\$ (106,592)	\$ 296,079
Cash Balance at Beg of Year	\$ 2,626,855	\$ 1,596,350	\$ 1,596,350	\$ 1,336,609	\$ 1,530,018
Cash Surplus/(Deficit)	\$ (1,030,505)	\$ (403,242)	\$ (259,741)	\$ (106,592)	\$ 296,079
Projected YTD difference		\$ 250,000		\$ 300,000	
Cash Balance at Yr End	\$ 1,596,350	\$ 1,443,108	\$ 1,336,609	\$ 1,530,018	\$ 1,826,097

**City of Minnetrista
2024 Final Budget
Enterprise Funds**

Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Draft Budget
SEWER ENTERPRISE FUND FUND 602					
Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Budget
OPERATIONS					
34407 SEWER AVAILABILITY CHARGE	\$ 2,659	\$ 4,000	\$ 2,684	\$ 4,000	\$ 4,000
37210 SEWER USE CHARGES	\$ 996,502	\$ 996,000	\$ 1,046,433	\$ 1,026,000	\$ 1,105,000
37250 SEWER CONNECTION FEES	\$ 13,345	\$ 15,000	\$ 15,345	\$ 15,000	\$ 15,000
36210 INTEREST ON INVESTMENT & CA	\$ (8,231)	\$ 3,000	\$ (59,812)	\$ 3,090	\$ 3,000
OPERATIONS Revenue Sub Total	\$ 1,004,275	\$ 1,018,000	\$ 1,004,650	\$ 1,048,090	\$ 1,127,000
Capital Revenue Sub Total					
37250 SEWER CONNECTION FEES	\$ 110,000	\$ 115,000	\$ 102,000	\$ 130,000	\$ 120,000
37251 SEWER AREA CHARGES	\$ 20,674	\$ 7,500	\$ 31,316	\$ 14,000	\$ 20,000
36101 SPECIAL ASSESSMENT	\$ -	\$ -	\$ 164	\$ -	\$ 200
36210 INTEREST ON INVESTMENT & CA	\$ -	\$ 2,000	\$ -	\$ 1,000	\$ 20,000
39310 Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 130,674	\$ 124,500	\$ 133,480	\$ 145,000	\$ 160,200
Total Sewer (602) Revenue	\$ 1,134,949	\$ 1,142,500	\$ 1,138,130	\$ 1,193,090	\$ 1,287,200
Operating Expenditures					
101 SALARIES-REGULAR	\$ 111,455	\$ 144,385	\$ 138,119	\$ 148,717	\$ 189,897
102 SALARIES-OVERTIME	\$ 6,728	\$ 6,500	\$ 6,587	\$ 6,695	\$ 8,000
105 SALARIES-PAGER	\$ 8,125	\$ 7,000	\$ 6,194	\$ 8,000	\$ 7,000
121 PERA - EMPLOYER CONTR	\$ 9,486	\$ 11,612	\$ 11,029	\$ 11,960	\$ 15,667
122 FICA - EMPLOYER CONTR	\$ 9,467	\$ 11,284	\$ 10,898	\$ 11,623	\$ 15,842
131 HEALTH & LIFE INS - E CONTR	\$ 35,428	\$ 26,460	\$ 25,167	\$ 35,000	\$ 33,000
151 WORKMEN'S COMP INSURANCE	\$ 16,139	\$ 19,064	\$ 19,528	\$ 17,510	\$ 20,000
201 OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
202 COPY & PRINTING SUPPLIES	\$ 412	\$ 500	\$ 642	\$ 500	\$ -
212 MOTOR FUELS AND LUBRICANTS	\$ 7,161	\$ 6,000	\$ 14,732	\$ 70,000	\$ 10,000
215 SHOP MATERIALS	\$ -	\$ -	\$ -	\$ -	\$ -
221 EQUIPMENT PARTS, TIRES	\$ 13	\$ 1,000	\$ -	\$ 500	\$ -
227 UTILITY SYSTEM MAINT SUPPLIE	\$ 280,513	\$ 125,000	\$ 128,703	\$ 150,000	\$ 200,000
240 SMALL TOOLS AND MINOR EQUIP	\$ 1,051	\$ -	\$ 129	\$ -	\$ 500
303 ENGINEERING SERV	\$ 62,515	\$ 18,000	\$ 16,577	\$ 25,000	\$ 25,000
307 PROFESSIONAL SVCS	\$ 7,167	\$ 7,000	\$ 7,798	\$ 10,000	\$ 8,000
322 POSTAGE	\$ 1,116	\$ 1,000	\$ 948	\$ 1,000	\$ 1,000
351 LEGAL NOTICE & ORD PUBLICAT	\$ 294	\$ -	\$ -	\$ -	\$ -
362 PROPERTY INSURANCE	\$ 5,729	\$ 6,500	\$ 7,156	\$ 6,500	\$ 7,000
381 ELECTRIC UTILITIES	\$ 14,761	\$ 16,000	\$ 17,689	\$ 16,000	\$ 19,000
390 SEWER SERVICE TO OTHER GOV	\$ 67,214	\$ 78,000	\$ 69,928	\$ 80,000	\$ 75,000
401 BLDG & LAWN MAINTENANCE	\$ 120	\$ 2,000	\$ 2,015	\$ 2,000	\$ 2,000
404 VEHICLE & EQUIP MAINT	\$ 1,646	\$ 3,500	\$ 1,600	\$ 3,500	\$ 2,000
410 COMPUTER SERVICES/FEES	\$ 8,861	\$ 9,000	\$ 10,052	\$ 10,000	\$ 11,000
433 DUES & SUBSRIPT & TRAINING	\$ 1,065	\$ 1,000	\$ 1,015	\$ 1,000	\$ 1,000
437 MISCELLANEOUS EXPENSE	\$ 10,469	\$ 1,000	\$ 11,815	\$ 1,000	\$ 10,000
438 EXPENSE MWCC	\$ 336,172	\$ 357,390	\$ 357,390	\$ 390,881	\$ 404,170
540 MOTOR VEHICLES	\$ -	\$ -	\$ -	\$ -	\$ -
580 OTHER EQUIPMENT	\$ -	\$ 6,000	\$ 24,207	\$ -	\$ 2,200
Operating Expenditure Sub Total	\$ 1,003,106	\$ 865,195	\$ 889,918	\$ 1,007,385	\$ 1,067,276

**City of Minnetrista
2024 Final Budget
Enterprise Funds**

Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Draft Budget
Capital Expenses					
Debt Service					
601 BOND PRINCIPAL	\$ 67,500	\$ 67,500	\$ 67,500	\$ 67,500	\$ 67,500
611 BOND INTEREST	\$ 14,033	\$ 17,000	\$ 12,664	\$ 14,000	\$ 13,000
Debt Service Subtotal	\$ 81,533	\$ 84,500	\$ 80,164	\$ 81,500	\$ 80,500
Capital Projects					
307 PROFESSIONAL SVCS					
437 MISCELLANEOUS EXPENSE					
530 IMPROVEMENTS	\$ 736,455	\$ 381,000	\$ 103,894	\$ 530,100	\$ 485,000
580 E 602-43251-580 I & I	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ 40,000
Capital Subtotal Sewer Fund	\$ 736,455	\$ 481,000	\$ 103,894	\$ 630,100	\$ 525,000
Total Sewer Fund Expenditures	\$ 1,821,094	\$ 1,430,695	\$ 1,073,976	\$ 1,718,985	\$ 1,672,776
Revenue/Exp Surplus/(Deficit)	\$ (686,145)	\$ (288,195)	\$ 64,154	\$ (525,895)	\$ (385,576)
Cash Balance at Beg of Year	\$ 1,827,717	\$ 1,141,572	\$ 1,141,572	\$ 1,205,726	\$ 979,831
Cash Surplus/(Deficit)	\$ (686,145)	\$ (288,195)	\$ 64,154	\$ (525,895)	\$ (385,576)
Projected positive variance				300,000	
Cash Balance at Yr End	\$ 1,141,572	\$ 853,377	\$ 1,205,726	\$ 979,831	\$ 594,255

**City of Minnetrista
2024 Final Budget
Enterprise Funds**

Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Draft Budget
STORM WATER ENTERPRISE FUND FUND 651					
Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Budget
37310 STORM WATER CHARGES	\$ 365,889	\$ 388,800	\$ 372,994	\$ 400,464	\$ 412,478
36210 INTEREST ON INVESTMENT & CF	\$ (3,417)	\$ 3,000	\$ (25,293)	\$ 2,000	\$ 10,000
34301 Refund Reimb	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total	\$ 362,472	\$ 391,800	\$ 347,701	\$ 402,464	\$ 422,478
Expenditures					
101 SALARIES-REGULAR	\$ 34,169	\$ 35,000	\$ 30,920	\$ 36,000	\$ 36,000
102 SALARIES-OVERTIME	\$ 121	\$ 1,000	\$ 132	\$ 1,000	\$ 500
121 PERA - EMPLOYER CONTR	\$ 2,551	\$ 3,273	\$ 2,250	\$ 3,500	\$ 3,000
122 FICA - EMPLOYER CONTR	\$ 2,610	\$ 3,059	\$ 2,227	\$ 3,200	\$ 3,000
131 HEALTH & LIFE INS - E CONTR	\$ 12,072	\$ 8,730	\$ 8,977	\$ 8,900	\$ 9,500
151 WORKMEN'S COMP INSURANCE	\$ 5,379	\$ 5,500	\$ 5,654	\$ 5,700	\$ 6,000
202 COPY & PRINTING SUPPLIES	\$ 177	\$ 100	\$ 160	\$ 100	\$ 100
221 EQUIPMENT PARTS, TIRES	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,000
224 PROJECT MAINTENANCE SUPPL	\$ 68,604	\$ 50,000	\$ 57,932	\$ 52,000	\$ 58,000
307 PROFESSIONAL SERVICES	\$ 35,838	\$ 35,000	\$ 29,197	\$ 37,000	\$ 35,000
303 ENGINEERING SERV	\$ 34,525	\$ 25,000	\$ 23,996	\$ 25,000	\$ 25,000
322 POSTAGE	\$ 372	\$ 250	\$ 316	\$ 250	\$ 300
351 LEGAL NOTICE & ORD PUBLICAT	\$ -	\$ -	\$ -	\$ -	\$ -
401 Bldg & Lawn Maint	\$ -	\$ -	\$ -	\$ -	\$ -
404 VEHICLE & EQUIP MAINT	\$ -	\$ 1,000	\$ 1,247	\$ -	\$ 1,500
433 DUES & SUBSRIPT & TRAINING	\$ 15,070	\$ 18,000	\$ 15,424	\$ 17,000	\$ 18,000
437 MISCELLANEOUS EXPENSE	\$ -	\$ 1,000	\$ 146	\$ 1,000	\$ 500
530 Improvements	\$ 298,520	\$ 170,500	\$ 73,988	\$ 230,000	\$ 243,700
580 Captial Projects	\$ 22,687	\$ 75,000	\$ -	\$ 175,600	\$ 32,500
Expenditure Total	\$ 532,695	\$ 433,912	\$ 252,566	\$ 597,750	\$ 473,600
Revenue/Exp Surplus/(Deficit)	\$ (170,223)	\$ (42,112)	\$ 95,135	\$ (195,286)	\$ (51,122)
Cash Balance at Beg of Year	\$ 621,008	\$ 450,785	\$ 450,785	\$ 545,920	\$ 550,634
Cash Surplus/(Deficit)	\$ (170,223)	\$ (42,112)	\$ 95,135	\$ (195,286)	\$ (51,122)
Projected positive variance				\$ 200,000	
** Cash Balance at Yr End	\$ 450,785	\$ 408,673	\$ 545,920	\$ 550,634	\$ 499,512

**** Fund Balance will be used for projects listed in utility financial management plan**

**City of Minnetrista
2024 Final Budget
Enterprise Funds**

Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Draft Budget
RECYCLING ENTERPRISE FUND FUND 671					
Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Budget
34711 Recycling Day Services	\$ 13,096	\$ 13,000	\$ 13,335	\$ 13,000	\$ 14,000
33620 COUNTY AID FOR RECYCLING	\$ 28,281	\$ 13,000	\$ 16,217	\$ 15,000	\$ 15,000
34950 SUPPLIES MAT SOLD	\$ 1,342	\$ -	\$ -	\$ 1,000	\$ -
37410 RECYCLING SERVICE CHARGE	\$ 146,240	\$ 152,016	\$ 161,854	\$ 177,120	\$ 189,560
36210 INTEREST ON INVESTMENT & Ch	\$ (1,404)	\$ 500	\$ (10,352)	\$ -	\$ 3,000
Revenue Total	\$ 187,555	\$ 178,516	\$ 181,054	\$ 206,120	\$ 221,560
Expenditures					
101 SALARIES-REGULAR	\$ 8,914	\$ 9,000	\$ 9,397	\$ 9,200	\$ 9,500
102 SALARIES-OVERTIME	\$ 2,665	\$ 900	\$ 3,050	\$ 2,500	\$ 3,000
121 PERA - EMPLOYER CONTR	\$ 846	\$ 850	\$ 924	\$ 900	\$ 1,000
122 FICA - EMPLOYER CONTR	\$ 880	\$ 700	\$ 961	\$ 1,000	\$ 1,000
131 HEALTH INSURANCE	\$ 959	\$ -	\$ 86	\$ 1,000	\$ 300
215 SHOP MATERIALS	\$ -	\$ -	\$ -	\$ -	\$ -
307 PROF SERV	\$ 2,707	\$ 2,500	\$ 3,667	\$ 2,500	\$ 2,500
322 POSTAGE	\$ 372	\$ 350	\$ 316	\$ 400	\$ 500
384 REFUSE REMOVAL	\$ 178,500	\$ 196,762	\$ 193,778	\$ 211,643	\$ 226,253
437 MISCELLANEOUS EXPENSE	\$ 2,285	\$ 225	\$ 486	\$ 1,000	\$ 500
241 Recycling Day expense	\$ 16,290	\$ 15,000	\$ 16,416	\$ 16,000	\$ 17,000
Expenditure Total	\$ 214,418	\$ 226,287	\$ 229,081	\$ 246,143	\$ 261,553
Revenue/Exp Surplus/(Deficit)	\$ (26,863)	\$ (47,771)	\$ (48,027)	\$ (40,023)	\$ (39,993)
Cash Balance at Beg of Year	\$ 233,770	\$ 206,907	\$ 206,907	\$ 158,880	\$ 118,857
Cash Surplus/(Deficit)	\$ (26,863)	\$ (47,771)	\$ (48,027)	\$ (40,023)	\$ (39,993)
Cash Balance at Yr End	\$ 206,907	\$ 159,136	\$ 158,880	\$ 118,857	\$ 78,864
Cable Fund FUND 673					
Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Budget
38050 Cable Revenue	\$ 51,573	\$ 55,000	\$ 53,023	\$ 53,000	\$ 47,000
36210 INTEREST ON INVESTMENT	\$ (1,620)	\$ 1,000	\$ (14,988)	\$ -	\$ 1,000
33425 County Aid - Mid co project	\$ -	\$ -	\$ -	\$ 223,500	\$ -
Revenue Total	\$ 49,953	\$ 56,000	\$ 38,035	\$ 276,500	\$ 48,000
Expenditures					
101 SALARIES-REGULAR	35,074	39,036	56,321	52,000	50,000
121 PERA - EMPLOYER CONTR	2,630	2,830	4,224	3,380	3,750
122 FICA - EMPLOYER CONTR	2,712	2,986	4,265	3,978	3,825
131 Health Insurance	2,384			2,500	2,000
307 PROFESSIONAL SERVICES	17,224	7,000	22,491	10,000	5,000
560 Equipment/Midco Project	3,129	-	3,322	452,000	-
Expenditure Total	63,153	51,852	90,623	523,858	64,575
Surplus/(Deficit)	(13,200)	4,148	(52,588)	(247,358)	(16,575)
Beginning Fund Balance	263,505	250,305	250,305	276,217	58,859
Surplus/(Deficit)	(13,200)	4,148	(52,588)	(247,358)	(16,575)
ARPA Funds		78,500	78,500		
Midco project came in under budget				30,000	
Ending Fund Balance	250,305	332,953	276,217	58,859	42,284

Capital Improvements Plan
City of Minnetrista, Minnesota
TOTAL EQUIPMENT, VEHICLES, OTHER CAPITAL ITEMS
TAX LEVY SUPPORTED FUNDS
2024 thru 2028

Summary of Future Needs	2024	2025	2026	2027	2028	Total
Equipment & Vehicles						
Police	167,600	183,000	167,600	161,000	107,600	786,800
Campus Maintenance	45,000	11,250	82,250	12,500	13,850	164,850
Streets	192,875	723,375	452,125	544,125	7,125	1,919,625
Administration	\$37,000	\$ 25,000	\$ 25,000	\$25,000	\$25,000	137,000
	442,475	942,625	726,975	742,625	153,575	3,008,275
<i>Funding Sources:</i>						
<i>CIP equipment certificates (bond) - other</i>	292,475	742,625	476,975	492,625	-	2,004,700
<i>CIP/General Fund Balance</i>						-
<i>Tax Levy</i>	150,000	200,000	250,000	250,000	250,000	1,100,000
	442,475	942,625	726,975	742,625	250,000	3,104,700

**CITY OF MINNETRISTA
CAPITAL IMPROVEMENTS PLAN
PUBLIC SAFETY VEHICLES - EQUIPMENT - EMERGENCY MANAGEMENT**

ITEM DESCRIPTION				2024	2025	2026	2027	2028	REPLACEMENT POLICY			
									CURRENT MILES/HR	YRS	MIN ANNUAL MILES	MAX MILES
VEHICLES & SQUAD EQUIPMENT												
Squad 70 - Investigations (2015 FPI Utility)					60,000						50000	100000
Squad 79 - Patrol (2020 FPI Utility)					60,000						50000	100000
Squad 68 - CSO (2014 Ford F-150 SSV)						60,000					50000	100000
Squad 80 - Lt. (2021 FPI Utility)							60,000				50000	100000
Squad 78 - Patrol (2020 FPI Utility)						60,000					50000	100000
Squad 81 - Patrol (2021 FPI Utility)											50000	100000
Squad 84 - Chief (2023 FPI Utility)								60,000			50000	100000
Squad 82 - Patrol (2022 FPI Utility)							60,000				50000	100000
Squad 76 - Patrol (2017 Interceptor Utility)				60,000							50000	100000
Squad 77 - Patrol (2017 Interceptor Utility)				60,000							50000	100000
Additional Misc.	0	1	0	0	2,000	2,000	2,000	2,000	2,000			
Mobile squad 800 Mhz radio	0	0	0	0	0	0	0	0	0			
Mobile Squad Computers	0	1	0	0	0	0	0	0	0			
Mobile Squad Car Printers	0	2	0	0	0	0	0	0	0			
Mobile Squad Video Systems	0	1	0	6	0	0	0	0	0			
Vehicle scales	0	0	0	0	0	6,000	0	0	0			
POLICE BUILDING EQUIPMENT												
Digital Finger Print & Booking photo system	0	0	0	0	0	0	0	0	0			
CIP Reserve from 2016 General Fund Surplus	#	0	0	0	0	0	0	0	0			
Other Software (scheduling, crime tracking, etc)	0	0	0	0	0	0	0	0	0			
Station and Range Maintenance	0	0	0	0	0	0	0	0	0			
Fitness Equipment	0	0	0	0	0	0	0	0	0			
Telecommunications equipment	0	0	0	0	0	0	0	0	0			
Copier - 5 yr replacement cycle	0	0	0	0	0	0	0	0	0			
Records software updates and video storage	0	0	0	0	0	0	0	0	0			
ID card maker replacement	0	1	0	0	0	0	0	0	0			
Building Security and monitoring	0	0	0	0	0	0	0	0	0			
LETG Mobile Software/Hardware	0	0	0	0	0	0	0	0	0			
Office Furnishings	0	0	0	0	0	0	0	0	0			
Video Equipment (non-squad)	0	0	0	0	0	0	0	0	0			
Additional Misc.	0	1	1	1	2,000	2,000	2,000	2,000	2,000			
Sub TOTAL					\$124,000	\$130,000	\$124,000	\$124,000	\$64,000			
Capital Improvements Plan PUBLIC SAFETY EQUIPMENT - EMERGENCY MANAGEMENT												
PATROL EQUIPMENT & WEAPONS												
Squad Equipment Cases	0	0	0	0	0	0	0	0	0			
PBT's	2	2	2	2	1,000	1,000	1,000	1,000	1,000			
Cameras (still camera for patrol)	0	0	0	0	0	0	0	0	0			
First Aide Equipment	0	1	1	1	1,000	1,000	1,000	1,000	1,000			
Surveillance Equipment (varda, night-vision, binoculars)	0	0	0	0	0	1,000	0	0	0			
AED Defibrillators	0	2	0	0	0	10,000	0	0	0			
Speed Detection Equipment (lidar, smart trailer, laser)	0	0	0	1	0	5,000	0	0	0			
Additional Misc.	0	0	0	0	1,000	1,000	1,000	1,000	1,000			
Tactical Equipment	0	1	0	1	5,000	0	5,000	0	5,000			

ITEM DESCRIPTION				2024	2025	2026	2027	2028	REPLACEMENT POLICY			
									CURRENT MILES/HRS	YRS	MIN ANNUAL MILES	MAX MILES
Firearms	0	2	2	2,000	2,000	2,000	2,000	2,000				
	0	0	0	0	0	0	0	0				
Tasers	0	2	2	2,000	2,000	2,000	2,000	2,000				
Training Equipment (D.T., simunitions, firearms)	0	0	1	1,000	0	1,000	0	1,000				
Animal Control Equipment	0	0	0	0	0	0	0	0				
Personal Protection Equipment (haz-mat or pathogen)	0	0	0	0	0	0	0	0				
COMMUNICATIONS EQUIPMENT												
Portable Radio Replacements/radio lease payments	0	0		30,000	30,000	30,000	30,000	30,000				
Portable radio batteries	0	6	6	600	0	600	0	600				
Portable radio microphones	0	0	0	0	0	0	0	0				
Portable radio Chargers	0	0	0	0	0	0	0	0				
Additional Misc.	0	0	0	0	0	0	0	0				
EMERGENCY MANAGEMENT												
Public Ed. And protection (CERT)	0	0	0	0	0	0	0	0				
EM Healy Ruff Replacement Units	0	0	0	0	0	0	0	0				
Additional Misc.	0	0	0	0	0	0	0	0				
Sub TOTAL				43,600	53,000	43,600	37,000	43,600				
TOTAL of Both CIP's				167,600	183,000	167,600	161,000	107,600				
Capital Improvements Plan												
SUMMARY OF PUBLIC SAFETY CIP												
Vehicles and Squad Equipment				122,000	128,000	122,000	122,000	62,000				
Police Building Equipment				2,000	2,000	2,000	2,000	2,000				
Patrol Equipment & Weapons				13,000	23,000	13,000	7,000	13,000				
Communications Equipment				30,600	30,000	30,600	30,000	30,600				
Emergency Management				0	0	0	0	0				
Sub TOTAL				167,600	183,000	167,600	161,000	107,600				
TOTAL				\$167,600	\$183,000	\$167,600	\$161,000	\$107,600				

Campus Maintenance CIP						
	2024	2025	2026	2027	2028	Details/Comments
Campus Security						
Security system annual maintenance	\$1,500	\$2,000	\$2,000	\$2,250	\$2,500	
Fuel management system	\$35,000	\$0	\$0	\$0	\$0	
Sub Total	\$36,500	\$2,000	\$2,000	\$2,250	\$2,500	
Physical Plant						
City Hall HVAC Maintenance (Furnace/AC units)	\$2,000	\$2,000	\$2,500	\$2,500	\$3,000	
City Hall HVAC Replacemnt - AC unit	\$0	\$6,500	\$0	\$7,000	\$0	Current AC units purchased 2005 (10-15 yr life cycle)
City Hall HVAC Replacemnt - Furnace	\$6,000	\$0	\$7,000	\$0	\$7,500	Current Furnaces purchased 2006 (15-20 yr life cycle)
Sub Total	\$8,000	\$8,500	\$9,500	\$9,500	\$10,500	
Building Exterior						
Repair/Replace City Hall concrete sidewalks/steps	\$0	\$0	\$20,000	\$0	\$0	Look at total repalcement of front entry area in 2026
Repair/Replace PD concrete sidewalks	\$0	\$0	\$0	\$0	\$0	
Sub Total	\$0	\$0	\$20,000	\$0	\$0	
Building Interior						
New carpeting in CH offices	\$0	\$0				
Repaint Entry Foyer & Hallways	\$0	\$0				
Repaint City Council Chambers	\$0	\$0	\$0	\$0	\$0	Done by Public Works staff in March 2021
Replace City Hall hot water heaters	\$500	\$750	\$750	\$750	\$850	
Server Room AC system	\$0	\$0	\$0	\$0	\$0	Installed in 2023
ADA upgrades to City Hall entry & bathrooms	\$0	\$0	\$50,000	\$0	\$0	Moved from 2023
Sub Total	\$500	\$750	\$50,750	\$750	\$850	
Yearly Campus Maintenance CIP Total	\$45,000	\$11,250	\$82,250	\$12,500	\$13,850	

CITY OF MINNETRISTA PUBLIC WORKS CAPITAL IMPROVEMENT PLANS

VEHICLE DESCRIPTION		2024	2025	2026	2027	2028	REPLACEMENT POLICY			
							CURRENT MILES/HRS	YRS	MIN ANNUAL MILES/HOURS	MAX MILES / HOURS
PUBLIC WORKS: VEHICLES										
1	2017 Ford F-550 chassis (Sewer Utility CIP)			\$85,000			60,166	8	20,000	100,000
	Utility box body			\$60,000						
	Overhead crane			\$20,000						
	Trade in value			-\$5,000						
	SUB TOTAL	\$0	\$0	\$160,000	\$0	\$0				
2	2017 Ford F-350 Pickup (Parks CIP)				\$50,000		38,756	10	10,000	100,000
	Front plow / Lights / Bed liner				\$10,000					
	Estimated Trade in value				-\$3,000					
	SUB TOTAL	\$0	\$0	\$0	\$57,000	\$0				
3	2017 Mack GU432 Single Axle Dump Truck						9,972	25	10,000	100,000
	Front plow & wing / Spreader / SS box / Lights / Hydraulics									
	Estimated Trade in value									
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
4	2016 Ford F-550			\$70,000			42,556	10	10,000	100,000
	Dump body (short) & hoist / Plow / Sander / Lights			\$30,000						
	Estimated Trade in value			\$5,000						
	SUB TOTAL	\$0	\$0	\$105,000	\$0	\$0				
5	2016 Ford F-550				\$75,000		28,705	10	10,000	100,000
	Dump body (long) & hoist / Lift gate / Lights (No plow)				\$30,000					
	Estimated Trade in value				\$5,000					
	SUB TOTAL	\$0	\$0	\$0	\$110,000	\$0				
6	2015 Ford F-350 Pickup		Moved from 2022				119,137	10	10,000	100,000
	Front plow / Lights / Bed liner									
	Estimated Trade in value									
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
7	2016 Ford F-550 chassis (Water Utility CIP)		\$80,000				73,062	8	25,000	100,000
	Utility box body		\$55,000							
	Overhead crane		\$20,000							
	Trade in value		-\$5,000							
	SUB TOTAL	\$0	\$150,000	\$0	\$0	\$0				
9	2016 Ford F-350 Pickup						51,435	10	6,000	60,000
	Front plow / Lights / Bed liner									
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
10	2017 Ford F-150 Pickup (2WD)				\$45,000		41,063	10	6,000	60,000
	Lights / Bed liner				\$5,000					
	SUB TOTAL	\$0	\$0	\$0	\$45,000	\$0				
11	2017 Freightliner Single Axle Dump Truck						15,551	25	6,500	100,000
	Front plow & wing / Spreader / SS box / Lights / Hydraulics									
	Estimated Trade in value									
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
12	2003 Sterling LT-9500 Tandem Axle w/tag (¼ each CIP - Street / Storm / Sewer / Water)						117,398	20	6,500	100,000
	Front plow & wing / Spreader / SS box / Lights / Hydraulics / Tarp / Pre-wetter									
	Estimated Trade in value									
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
13	2005 Sterling LT-9500 Tandem Axle Dump Truck		\$180,000				74,754	20	6,500	100,000
	Front plow & wing / Spreader / SS box / Lights / Hydraulics / Tarp		\$170,000							
	Estimated Trade in value		-\$20,000							
	SUB TOTAL	\$0	\$330,000	\$0	\$0	\$0				
15	Ford F-350 Pickup - regular cab (Fleet add-on)	\$65,000						10	6,000	60,000
	Front plow / Lights / Bed liner	\$15,000								
	SUB TOTAL	\$80,000	\$0	\$0	\$0	\$0				
16	2020 Chevrolet 3500HD						21,455	10	6,000	60,000
	Front plow / Lights / Bed liner									
	Estimated Trade in value									
	SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
17	2006 Sterling LT-9500 Tandem Axle Dump Truck			\$185,000			68,237	20	6,500	100,000
	Front plow & wing / Spreader / SS box / Lights / Hydraulics / Tarp			\$175,000						
	Estimated Trade in value			-\$20,000						
	SUB TOTAL	\$0	\$0	\$340,000	\$0	\$0				
	Single Axle Dump Truck (New addition to the fleet when needed for expanded plowing)		\$160,000					10	6,000	60,000
	Front plow & wing / Spreader / SS box / Lights / hydraulics		\$150,000							
	Estimated Trade in value									
	SUB TOTAL	\$0	\$310,000	\$0	\$0	\$0				
	Aerial lift truck - look at good used - addition to fleet (Tree fund?)		\$75,000					10	6,000	60,000
	SUB TOTAL	\$0	\$75,000	\$0	\$0	\$0				

CITY OF MINNETRISTA PUBLIC WORKS CAPITAL IMPROVEMENT PLANS

VEHICLE DESCRIPTION	2024	2025	2026	2027	2028	REPLACEMENT POLICY			
						CURRENT MILES/HRS	YRS	MIN ANNUAL MILES/HOURS	MAX MILES / HOURS
STREETS: VEHICLE TOTAL	\$80,000	\$640,000	\$445,000	\$155,000	\$0				
WATER: VEHICLE TOTAL	\$0	\$150,000	\$0	\$0	\$0				
SEWER: VEHICLE TOTAL	\$0	\$0	\$160,000	\$0	\$0				
STORM WATER: VEHICLE TOTAL	\$0	\$0	\$0	\$0	\$0				
PARKS: VEHICLE TOTAL	\$0	\$0	\$0	\$57,000	\$0				
TREE FUND	\$0	\$75,000	\$0	\$0	\$0				
PUBLIC WORKS: TRAILERS									
20 2015 Felling FT-15I (Skid-steer trailer)						n/a	10	n/a	n/a
SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
21 2014 Felling FT-6 T-1 (Roller trailer)						n/a	20	n/a	n/a
SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
22 2009 Triton TRA/Rem CT167REB-7' (Enclosed trailer - PARKS CIP)						n/a	20	n/a	n/a
SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
23 2004 Towmaster T-18DD (Large Skid-Steer/Blacktopping trailer)						n/a	20	n/a	n/a
SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
24 2001 Towmaster T-50 (Heavy equipment trailer)						n/a	20	n/a	n/a
SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
25 2005 Hallmark TH85X20WT2 (Main break trailer - 1/2 each - Sewer & Water CIP)						n/a	25	n/a	n/a
SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
26 Sprayer trailer (Parks CIP)						n/a	25	n/a	n/a
SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
27 Water tank trailer (Parks CIP)						n/a	25	n/a	n/a
SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
28 Vac trailer (Storm water CIP)		\$100,000				n/a	25	n/a	n/a
SUB TOTAL	\$100,000	\$0	\$0	\$0	\$0				
STREETS: TRAILER TOTAL	\$0	\$0	\$0	\$0	\$0				
WATER: TRAILER TOTAL	\$0	\$0	\$0	\$0	\$0				
SEWER: TRAILER TOTAL	\$0	\$0	\$0	\$0	\$0				
STORM WATER: TRAILER TOTAL	\$100,000	\$0	\$0	\$0	\$0				
PARKS: TRAILER TOTAL	\$0	\$0	\$0	\$0	\$0				
PUBLIC WORKS: HEAVY EQUIPMENT									
29 2017 Bobcat T595 Track Loader (Storm water CIP)				\$85,000					
Trade-in							1110	10	180
SUB TOTAL	\$0	\$0	\$0	\$75,000	\$0				
30 2003 John Deere 624H Loader (OVERHAUL COST IS 2/3 OF REPLACEMENT COST)				\$250,000					
Trade-in							5433	15	400
SUB TOTAL	\$0	\$0	\$0	\$280,000	\$0				
31 2003 John Deere 772CH Grader (PERFORMED OVERHAUL IN 2019)									
RH Wing for plowing (REPLACEMENT \$300K / OVERHAUL \$105K ACTUAL)									
Rear mounted pack & roll (ESTIMATING ANOTHER 10 YRS OF SERVICE LIFE)									
Gravel retriever									
Trade-in							4787	20	1,000
SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
32 2016 Cat 420F2 Tractor Backhoe (1/2 each - Storm water / Sewer / Water CIP)									
Trade-in							755	20	180
SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
35 2008 Cat 315D-L Track Hoe (1/2 each - Storm water / Sewer / Water CIP)									
Trade-in							1575	20	150
SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
Mini Excavator (1/2 each - Street / Storm water / Sewer / Water CIP) New Equipment	\$100,000							20	100
SUB TOTAL	\$100,000	\$0	\$0	\$0	\$0				
33 2010 Bobcat S300 Skid Steer Loader		\$75,000							
Trade-in									
SUB TOTAL	\$0	\$55,000	\$0	\$0	\$0		2441	10	400
34 2007 Bobcat S300 Skid Steer Loader (Storm water CIP)			\$75,000						
Trade-in									
SUB TOTAL	\$0	\$0	\$0	\$0	\$0		2268	10	400

CITY OF MINNETRISTA PUBLIC WORKS CAPITAL IMPROVEMENT PLANS

VEHICLE DESCRIPTION	2024	2025	2026	2027	2028	REPLACEMENT POLICY			
						CURRENT MILES/HRS	YRS	MIN ANNUAL MILES/HOURS	MAX MILES / HOURS
SUB TOTAL	\$0	\$0	\$60,000	\$0	\$0				
BOBCAT ATTACHMENTS									
2001 Bobcat Auger						n/a	n/a	n/a	n/a
2011 Bobcat Snow Blower SBX 240						n/a	10	n/a	n/a
2011 Bobcat Angle Broom						n/a	10	n/a	n/a
1997 Virnig 66" Fork Grapple						n/a	10	n/a	n/a
1997 E/Z Grade Bar						n/a	10	n/a	n/a
2010 72" Box Broom Sweeper	\$6,500					n/a	10	n/a	n/a
2001 Pallet Fork - replace with hydraulic forks						n/a	10	n/a	n/a
1998 Fork hook						n/a	n/a	n/a	n/a
1998 Tooth Bucket						n/a	n/a	n/a	n/a
2010 Rock Bucket						n/a	n/a	n/a	n/a
2013 18" High-flow Planer w/18" Fast Cut All Purpose Drum						n/a	10	n/a	n/a
Box Blade (for snowplowing & shouldering purposes)						n/a	n/a	n/a	n/a
Hydraulic Breaking Hammer (Jackhammer)		\$7,000				n/a	5	n/a	n/a
Forestry cutter (Tree fund) - NOT GOING TO PURCHASE - RENT AS NEEDED						n/a	n/a	n/a	n/a
SUB TOTAL	\$6,500	\$7,000	\$0	\$0	\$0				
38 2014 Kubota M7060 Tractor (replace w/larger tractor)	\$100,000								
Rear mount flail mower (Berti TA200 - new in 2022)				\$30,000					
Front Mount snowblower (Erskine 925FM - new 2020)						n/a	15	200	3,000
SUB TOTAL	\$100,000	\$0	\$0	\$30,000	\$0				
39 Kubota Zero Turn Mower ZD323-60 (Parks CIP item)		\$15,000							
SUB TOTAL	\$0	\$15,000	\$0	\$0	\$0	634	10	90	450
2013 Caterpillar P5000 Fork lift								20	
SUB TOTAL	\$0	\$0	\$0	\$0	\$0				
STREETS: HEAVY EQUIPMENT TOTAL	\$106,500	\$62,000	\$0	\$310,000	\$0				
WATER: HEAVY EQUIPMENT TOTAL	\$25,000	\$0	\$0	\$0	\$0				
SEWER: HEAVY EQUIPMENT TOTAL	\$25,000	\$0	\$0	\$0	\$0				
STORMWATER: HEAVY EQUIPMENT TOTAL	\$25,000	\$0	\$60,000	\$75,000	\$0				
PARKS: HEAVY EQUIPMENT TOTAL	\$0	\$15,000	\$0	\$0	\$0				
PUBLIC WORKS: LIGHT EQUIPMENT									
42 2008 IR P185 Air Compressor w/dual reels						221	15	180	2,700
Jackhammer attachment						n/a	10	n/a	n/a
Post pounder attachment						n/a	n/a	n/a	n/a
36 2003 IR DD28HF Asphalt Roller						1020	10	150	1,500
37 2013 Wacker/Neuson RD-12 Asphalt Roller				\$15,000		688	10	150	1,500
40 2014 Stepp SPH 2.0 - 3 ton trailer unit						n/a	10	n/a	n/a
41 2009 Bandit 1890 XP Chipper						791	10	150	1,500
42 1999 DynaPacker (Plate compactor)						n/a	10	n/a	n/a
44 2000 Katolight 200 KW Generator (Water CIP)			\$85,000			548	20	400	2,000
45 2000 Katolight 50 KW Generator (Sewer CIP)			\$70,000			840	20	400	2,000
46 2016 Winco DR45 Generator (Sewer CIP)						26	20	400	2,000
STREETS: LIGHT EQUIPMENT TOTAL	\$0	\$0	\$0	\$15,000	\$0				
WATER: LIGHT EQUIPMENT TOTAL	\$0	\$0	\$85,000	\$0	\$0				
SEWER: LIGHT EQUIPMENT TOTAL	\$0	\$0	\$70,000	\$0	\$0				
PUBLIC WORKS: OTHER									
Street sign replacement for reflectivity guidelines set by Federal government									
Motorola radio lease program (Street/Sewer/Water)	\$8,500	\$8,500	\$9,500	\$9,500	\$9,500				
Cartegraph OMS Asset Mgmt License Renewal (1/4 ea: Street/Sewer/Water/Storm)	\$2,200	\$2,300	\$2,400	\$2,500	\$2,600				
STREETS: OTHER TOTAL	\$6,375	\$6,375	\$7,125	\$7,125	\$7,125				
WATER: OTHER TOTAL	\$1,613	\$1,638	\$1,788	\$1,813	\$1,838				
SEWER: OTHER TOTAL	\$1,613	\$1,638	\$1,788	\$1,813	\$1,838				
STORM WATER: OTER TOTAL	\$550	\$575	\$600	\$625	\$650				
PUBLIC WORKS: SHOP TOOLS									
Hydraulic hose crimping machine									
2004 Dayton 20" drill press									
2004 Wire feed welder									
2004 CastAire air compressor (old shop)									
2010 Quincy air compressor (new shop)									
Pressure washer									
STREETS: SHOP TOOLS TOTAL	\$0	\$0	\$0	\$0	\$0				

	2024	2025	2026	2027	2028
STREET CIP TOTAL	\$192,875	\$708,375	\$452,125	\$487,125	\$7,125

CITY OF MINNETRISTA PUBLIC WORKS CAPITAL IMPROVEMENT PLANS

VEHICLE DESCRIPTION	2024	2025	2026	2027	2028	REPLACEMENT POLICY			
						CURRENT MILES/HR	YRS	MIN ANNUAL MILES/HOURS	MAX MILES / HOURS
WATER CIP TOTAL	\$26,613	\$151,638	\$86,788	\$1,813	\$1,838				
SEWER UTILITY CIP TOTAL	\$26,613	\$1,638	\$231,788	\$1,813	\$1,838				
STORM WATER CIP TOTAL	\$125,550	\$575	\$60,600	\$75,625	\$650				
PARK CIP TOTAL	\$0	\$15,000	\$0	\$57,000	\$0				
TREE FUND TOTAL	\$0	\$75,000	\$0	\$0	\$0				
TOTAL TAX LEVY CIP	\$192,875	\$723,375	\$452,125	\$544,125	\$7,125				

Capital Improvements Plan
City of Minnetrista, Minnesota
ADMINISTRATION EQUIPMENT, VEHICLES,
2024 thru 2028

Summary of Future Needs	2024	2025	2026	2027	2028
Equipment & Vehicles					
City Hall Office Space Improvements	\$3,000	3,000	3,000	3,000	3,000
Other Equipment	\$2,000	2,000	2,000	2,000	2,000
Technology Improvements	\$25,000	20,000	20,000	20,000	20,000
2023 Technology projects (Switches and Microsoft 2023. Office 365)	\$0	-			
Laserfiche and Scanner Update	\$0	-	-	-	-
Server Upgrade	\$7,000				
	\$37,000	\$25,000	\$25,000	\$25,000	\$25,000

City of Minnetrista, MN

CIP - Operating Department 602 Sewer

Project/Equipment	2024 BUDGET			2025 BUDGET			2026 BUDGET			2027 BUDGET			2028 BUDGET			2029 BUDGET					
Replace Sewer Dept Service Truck (Truck #1)							\$160,000			\$160,000			\$160,000			\$160,000					
Replace 2005 Tandem Axle Dump Truck (Truck #12) (1/2 each - Street / Sewer / Water CIP)																					
Computer & Server Upgrades																					
Replace 2016 CAT Tractor Backhoe (1/2 each - Storm water / Sewer / Water CIP)																					
Mini Excavator - New Equipment (1/2 each - Street / Storm water / Sewer / Water CIP)																					
iPad & software for locates and SCADA system																					
Replace 2000 Katolight 50 KW Generator (Evaluted yearly for replacement)									\$60,000												
I & I repair (MH lining & CIPP projects)			\$40,000			\$40,000			\$40,000			\$50,000			\$50,000			\$75,000			
I & I repair w/street projects (MH recons/rebuilds)			\$0.00 - No sewer work for 2024 project			\$0.00 - No sewer work for 2025 project			\$100,000			\$100,000			\$100,000			\$150,000			
Emergency lift station repairs			\$25,000			\$25,000			\$25,000			\$25,000			\$50,000			\$60,000			
Emergency lift station pump replacement			\$40,000			\$40,000			\$40,000			\$50,000			\$50,000			\$60,000			
Equipment for water & sewer main break trailer (2020)																					
Planned lift station replacements																					
Planned sewer force main replacements/improvements																					
Carteograph OMS Asset Mgmt License Renewal (1/2 ea: Street/Sewer/Water/Storm water)			\$2,200			\$2,300			\$2,400			\$2,500			\$2,600			\$2,600			
SCADA computer/software/component upgrades												\$30,000									
Planned LS pump & wet well piping/check valve replacement due to age				LS #13 ('02) - pumps only \$60,000						LS #2 ('07) \$120,000	LS #15 ('08) \$65,000		LS #15 ('08) \$65,000	LS #17 ('03/'09) \$65,000		LS #16 ('08) \$120,000	LS #19 ('08) \$120,000		LS #20 ('09) \$75,000		
Planned lift station control panel upgrade due to age & parts availability	LS #4 \$100,000	LS #6 \$100,000	LS #13 \$100,000	LS #10 \$100,000	LS #11 \$100,000	LS #12 \$100,000	LS #2 \$100,000	LS #7 \$100,000	LS #15 (?) \$100,000	LS #7 \$110,000	LS #17 (?) \$110,000	LS #17 (?) \$111,000	LS #16 ('08) \$130,000	LS #19 ('08) \$130,000		LS #20 ('09) \$100,000					
Planned generator installation (emergency power outages)			LS #6 \$60,000	LS #10 \$50,000	LS #11 \$50,000		LS #2 \$50,000	LS #7 \$60,000		LS #12 \$60,000			LS #16 ('08) \$75,000	LS #19 ('08) \$75,000					LS #21 \$75,000	LS #22 \$75,000	
Safety excavation trench box (1/2 each Sewer & Water) 2022																					
TOTAL			\$527,200			\$567,300			\$962,400			\$938,500			\$1,062,600			\$832,600			

Surface Water CIP - Operating Fund xxx		2024	2025	2026	2027	2028	2029	2030	2031
PROGRAMS									
	NPDES/MS4/General Stormwater Consultant Services	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
	Re-ditching program	\$35,000	\$35,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
	Culvert replacement program	\$25,000	\$25,000	\$30,000	\$33,000	\$36,000	\$40,000	\$43,000	\$45,000
	Street Sweeping Program (Now 100% of street sweeping is here)	\$29,000	\$30,000	\$32,000	\$34,000	\$39,000	\$35,000	\$35,000	\$35,000
	Cartegraph OMS Asset Mgmt License Renewal (¼ ea: Street/Sewer/Water/Storm water)	\$2,200	\$2,300	\$2,400	\$2,500	\$2,600	\$2,600	\$2,600	\$2,600
	Storm Water Pond Maintenance Program	\$20,000	\$20,000	\$20,000	\$20,000	\$30,000	\$30,000	\$30,000	\$30,000
EQUIPMENT									
	Replace 2007 Skid Steer Loader	\$75,000		\$75,000					
	Replace 2005 Tandem Axle Dump Truck (Truck #13) (½ each - Street / Sewer / Water CIP)								
	Replace Tractor Backhoe - 2016 CAT 420F (½ each - Storm water / Sewer / Water CIP)			\$45,000			\$45,000		
	Mini Excavator - New Equipment (¼ each - Street / Storm water / Sewer / Water CIP)	\$25,000							
	Vac Trailer - New Equipment	\$100,000							
	TOTAL CASH	\$243,700	\$119,800	\$206,900	\$137,000	\$155,100	\$200,100	\$158,100	\$160,100

Moved from
2022 & 2024

Moved from
2026

Surface Water CIP - Surface Water Improvement Fund xxx		2024	2025	2026	2027	2028	2028	2028	2028
Priority Rank	PROJECTS								
3	Mpls Ave - ravine outlet stabilization. This is between 5103-5107 Mpls Ave. Inlet area and outlet area are getting redone w/2021 Minneapolis reclaim project. (\$50,000.00)								
4	Painters Creek crossing on West Branch Rd - Replace culvert and re-establish slope for improved roadway shoulder		\$100,000						
2	Kingswood Park drainage project (joint venture w/Three Rivers/Hennepin Cty/PCWS)	\$25,000							
	810 Cty Rd 110 N - Storm water runoff has caused a large washout area along property line from culvert outlet by 151 to lake. Redo drainage to lake.			\$75,000					
	Storm Sewer dollars for street projects (CB, pipe and outlet repairs / televising)	\$0	\$25,000	\$80,000	\$85,000	\$85,000	\$85,000	\$100,000	\$100,000
1	North Branch Rd - Reditch both sides of the road from Cty Rd 26 to West Branch Rd *								
	Alum Treatment for Whaletail Lake (1st application - 2023 & 2nd application 2024)	\$7,500							
	SUBTOTAL	\$32,500	\$125,000	\$155,000	\$85,000	\$85,000	\$85,000	\$100,000	\$100,000



CITY COUNCIL
WORK SESSION MEETING MINUTES
November 13, 2023

1) Call to Order

Mayor called the meeting to order at 5:31.

Roll Call of Attendees:

Present – Council: Mayor Lisa Whalen, Cathleen Reffkin, Ann MacGregor, Peter Vickery; **Staff:** City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Works Gary Peters, Director of Administration Allie Polsfuss and City Clerk Ann Meyerhoff.
Absent: Claudia Lacy

2) Park Dedication and Tree Replacement Budget Discussion

Finance Director Brian Grimm presented and overview of the 2024 Park Dedication Fund Budget.

Highlights include:

- Parks Commission reviewed the proposed 2024 Parks CIP at their September 12, 2023 meeting and voted 4-0 to recommend approval as presented.
- The main project for 2023 was Gene Lehner Park which is wrapping up.
- The main capital improvement items in the annual parks CIP for 2024 will be related to Linden and Lisle Parks which include trail mill and overlay.
- Looking forward without park dedication funds the fund balance will continue to go down.

Council and staff had a discussion about future park projects and timelines in regards to the park budget. Applying for grants and sponsorships was also discussed.

Public Works Director Gary Peters suggested that if Council wants to go ahead with the playground project for Lisle Park to put it out there for 2025 so 2024 and be used to put a plan into place.

3) Rain Barrel Discussion – Harrison's Bay Association

City Administrator Jasper Kruggel indicated that at the September 18, 2023 City Council Meeting, representatives from the Harrison's Bay Association provided an update and requested the City Council consider participating in a rain barrel program in Minnetrista.

The request is for the City of Minnetrista to commit \$20 per rain barrel if a Minnetrista resident purchases a rain barrel. This program has been successfully implemented in Mound.

There may be a need for staff to assist with the unloading of the rain barrels, and also the City would store them until they are picked up.

Council had a brief discussion and decided that the City would contribute \$20 per rain barrel and cap it at 72 barrels.

4) City Meeting Calendar

Director of Administration Allie Polsfuss presented the 2024 City meeting calendar.

- Meetings that fall on a Holiday will be held the Wednesday of that week.
- There will be only one meeting in March and November due to Elections.

5) Adjourn

Motion by Reffkin seconded by MacGregor to adjourn the meeting at 6:10 p.m.

Motion passed 5-0. Absent: Lacy

Respectfully submitted,

Ann Meyerhoff
City Clerk



CITY COUNCIL MEETING MINUTES November 13, 2023

1) Call to Order

Mayor Whalen called meeting to order at 7:00 p.m.

- a) Pledge of Allegiance
- b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin, Ann MacGregor; Peter Vickery Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Safety Pete Michael, Director of Administration Allie Polsfuss, Director of Public Works Gary Peters and City Clerk Ann Meyerhoff Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering Absent: Claudia Lacy
- c) Approval of Agenda
 - i) Remove item 2c- Sentor Morrison will be present at December 4th meeting.
 - ii) Add Item 6b-Resolution 109 Approve the City Administrator and Mayor as authorized officials to execute state grant applications.

Motion by Vickery, seconded by MacGregor to approve the agenda as amended.

Motion passed 4-0. Absent: Lacey

2) Special Presentations

- a) Res No. 102-23 Lora Sandholm Public Service Recognition
Mayor Whalen recognized Lora Sandholm for her service on the Planning Commission.

Motion by Reffkin, seconded by Vickery to approve Res No 102-23 Recognizing Lora Sandholm for her contributions to Minnetrista through membership on the Planning Commission.

Motion passed 4-0. Absent: Lacy

- b) Res No. 103-23 Gary Pettis Public Service Recognition
Mayor Whalen recognized Gary Pettis for his service on the Parks Commission and Planning Commission.

Motion by MacGregor, seconded by Vickery to approve Res No. 103-23 for his contributions to Minnetrista through membership on the Parks and Planning Commissions.

Motion passed 4-0. Absent: Lacy

- ~~c) Senator Kelly Morrison Legislative Update~~

3) Persons to Be Heard

None

4) Consent Agenda

- a) Approve Work Session Meeting Minutes from October 16, 2023
- b) Approve City Council Regular Meeting Minutes from October 16, 2023
- c) Approve Conditional Offer of Employment to Tyler Anderson for Police Officer Position
- d) Approve City of Minnetrista "Not to Waive" the Monetary Limits on Municipal Tort Liability
- e) Approve new Off-Sale Intoxicating Liquor License for The Cove Wine & Spirits Inc.
- f) Approve AE2S Task Order No. 06 - Bonding Bill Engineering Support
- g) Res. No. 104-23 Approve Claims
- h) Res. No. 105-23 Accept Donations for Holiday Tree Lighting Event- Additional donation of \$1,200 received from Midco. The total received donations is \$4,800 which is reflected in the approved resolution.
- i) Res. No. 106-23 Approve Agreement with Advantage Property Maintenance, inc. for Lawn Mowing Services
- j) Res. No. 107-23 Approve Agreement with TruGreen for Fertilization and Weed Control Services

Motion by Reffkin, seconded by MacGregor to approve consent agenda.

Motion passed 4-0. Absent: Lacy

5) Public Hearings

6) Business Items

- a) Res. No. 108-23 Approve Counting Write-In Votes for Elective Offices
During 2023 legislative session, several election administration laws were changed. Now, Minnesota Statute 204B.09, subdivision 3 allows for a governing body of a statutory or home rule charter city to adopt a resolution governing the counting of write-in votes for local elective office.

The change allows election officials to count only registered write-in candidates on election night, aligning with the write-in recording process with Federal, State and County offices. The current write-in vote counting process is overly time consuming and makes unnecessary work for election judges on election night.

Council Member Reffkin expressed that she is not in favor of this. Her concern is that if someone doesn't know they have to be registered a vote for them will not count.

Council directed staff to look into how many more cities are doing this, how many write-in votes has Minnetrista had in past elections and revisit this item in the Spring.

- b) Res. No. 109-23 Approve the City Administrator and Mayor as authorized officials to execute state grant applications.

City Administrator Kruggel stated that he received this item today from AE2S. The resolution allows for the City Administrator and Mayor to apply for State grants for Water Infrastructure Projects. Approving this will allow to meet deadlines for these grants.

Motion by Vickery, seconded by MacGregor to approve Res. No. 109-23 Approve the City Administrator and Mayor as authorized officials to execute state grant application. all in favor. Motion passed 4-0. Absent: Lacy

7) Administrative Items

a) Staff Reports

- i) City Engineer
 - Street Project Update
- ii) City Administrator
 - Holiday Tree Lighting
 - Bonding Bill Tour
 - Hwy 7 Corridor Coalition

b) Council Reports

- i) Mayor Lisa Whalen
 - Hwy 7 Corridor Coalition
 - Northwest League Kelly Grissum. Harder to get grants out this way
 - Personel Meeting
 - Thank You to sponsors for the tree lighting
- ii) Cathleen Reffkin
 - St. Bonifacious Fire Meeting next week
 - Personel Meeting
- iii) Ann MacGregor
 - None
- iv) Peter Vickery
 - Pioneer-Sarah Creek Watershed Management Commission
- v) Claudia Lacy - Absent

8) Adjournment

The agenda packet with all background material will be available on the City's website for viewing by the public. Published agenda is subject to change without notice. Information and materials relating to the above items are available for review at city hall by appointment.

Motion by Reffkin, seconded by MacGregor to Adjourn the meeting at 7:35 p.m.

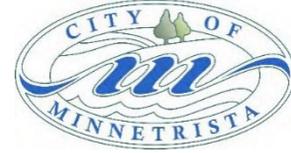
Motion passed 4-0. Absent: Lacy

Respectfully submitted,

Ann Meyerhoff
City Clerk

DRAFT

CITY OF MINNETRISTA



CONSENT AGENDA ITEM 4c

Subject: Approving City Calendar for 2024

Prepared By: Ann Meyerhoff, City Clerk

Meeting Date: December 4, 2023

Issue:

The City Council reviews and approves a calendar of City meetings so City Officials, Staff and members of the public may know what to expect for the year.

Background:

Please note that in accordance with City Code, City Policy, past practices and previous Council directives, that when regularly scheduled meetings fall on a holiday or election, they are moved to the next day of business, in 2023 Council decided to make the change to move the meeting to the Wednesday after the holiday. Also, the City Council typically cancels public meetings close to the Independence Day holiday, Thanksgiving Day holiday and the Christmas holidays each year; so there is only one scheduled Council meeting date in July, November and December, respectively.

Also in 2024, Staff is suggesting to move the January Work Session and Regular City Council meetings from the first and third Mondays to the second and fourth Mondays, due to the New Year's holiday, with the Planning Commission moving to January 29th since there are five Mondays in January. The proposed Work Session and Regular City Council meetings would be held on Monday, January 8, 2024 and Monday, January 22, 2024. There will only be one Regular City Council meeting in March and November due to Elections.

City Council Work Session meetings starting at 5:30pm will be scheduled along with Regular meetings starting at 7:00pm for each meeting date.

The Planning Commission meets on the 4th Monday of every month with a start time of 7:00 p.m. except for the month of December. They typically do not meet in December due to the holiday.

The Parks Commission meets on the 2nd Tuesday of every month with a start time of 7:00 p.m.

Discussion:

A color coded calendar is attached for your review:

January 2024

- 1 – City Offices closed, New Year's Holiday
- 8 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 9 – Park Commission meeting 7:00pm
- 15 – City Offices closed, Martin Luther King Holiday
- 22 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 29 – Planning Commission meeting 7:00pm

February 2024

- 5 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 5 – Annual EDA meeting 6:30pm
- 13 – Park Commission meeting 7:00pm
- 19 – City Offices Closed, President’s Day Holiday
- 21 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 26 – Planning Commission meeting 7:00pm

March 2024

- 5 – Presidential Primary Election 7:00 a.m. – 8:00 p.m.
- 12 – Park Commission meeting 7:00pm
- 18 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 25 – Planning Commission meeting 7:00pm

April 2024

- 1 – Work Session meeting 5:30 p.m./Regular City Council meeting 7:00 p.m.
- 9 – Park Commission meeting 7:00pm
- 15 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 22 – Planning Commission meeting 7:00pm

May 2024

- 6 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 11 - Recycle Clean-up Day 8:00am – 3:00pm
- 14 – Park Commission meeting 7:00pm
- 18 – Trista Day
- 20 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 27 – City Offices closed, Memorial Day Holiday
- 28 - Planning Commission meeting 7:00 p.m.

June 2024

- 3 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 11 – Park Commission meeting 7:00pm
- 17 – Work Session meeting 5:30 p.m./Regular City Council meeting 7:00 p.m.
- 19 – City Offices Closed - Juneteenth Holiday
- 24 – Planning Commission meeting 7:00pm

July 2024

- 4 – City Offices Closed, Independence Day Holiday
- 9 – Park Commission meeting 7:00pm
- 15 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 22 – Planning Commission meeting 7:00pm

August 2024

- 5 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 13 – Primary Election 7:00 a.m. – 8:00 p.m.
- 19 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 26 – Planning Commission meeting 7:00pm

September 2024

- 2 – City Offices Closed, Labor Day Holiday
- 4 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 11 – Parks Commission meeting 7:00pm
- 16 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 23 – Planning Commission meeting 7:00pm

October 2024

- 7 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 8 – Parks Commission meeting 7:00pm
- 21 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 28 – Planning Commission meeting 7:00pm

November 2024

- 5 – General Election 7:00 a.m. – 8:00 p.m.
- 11 – City Offices Closed, Veterans Day Holiday
- 12 – Parks Commission meeting 7:00pm
- 18 – Work Session meeting 5:30 p.m./Regular City Council meeting 7:00 p.m.
- 25 – Planning Commission meeting 7:00 p.m.
- 28 – City Offices Closed, Thanksgiving Holiday
- 29 – City Offices Closed, Day after Thanksgiving Holiday

December 2024

- 2 – Work Session meeting 5:30pm / Regular City Council meeting 7:00pm
- 10 – Parks Commission meeting 7:00pm
- 24 – City Offices Closed; Christmas Holiday
- 25 - City Offices Closed, Christmas Holiday

2024 Meeting Dates and Deadlines for the City of Minnetrista

KEY

- City Council meeting 7pm
- Park Commission meeting 7pm
- Planning Commission meeting 7pm
- Work Session Meeting 5:30pm
- Trista Day
- EDA meeting February 5th 6:30pm
- Recycle Clean-up Day - TBD
- Full-day Holiday - City Offices Closed
- PNP/Primary/General Election

Jan-24						
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Feb-24						
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Mar-24						
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Apr-24						
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May-24						
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Jun-24						
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Jul-24						
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Aug-24						
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Oct-24						
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Nov-24						
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Dec-24						
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* Special Meeting may need to be added in November to Canvass Election Results

CITY OF MINNETRISTA CITY

COUNCIL AGENDA ITEM 4d



Subject: Consider Approval of 2024 Non-Union Pay Table

**Prepared By: Allie Polsfuss
Director of Administration**

Meeting Date: December 4, 2023

On June 6, 2022, City Council approved the City of Minnetrista Pay Plan effective June 1, 2022. Part of that plan included an annual cost of living adjustment to the adopted pay table on January 1 of each year, and also a step increase for employees who are in good standing effective July 1.

Built into the budget process for 2024 was a cost-of-living adjustment of 3.0%. Due to the mid-year compensation adjustment for non-union employees, staff recommended a 3.0% cost of living adjustment to the pay plan. Staff will continue to monitor the job market and compensation adjustments of our regional competitors and continue to discuss the job market environment with the Personnel Committee and City Council.

Below there are tables that show the 2023 Non-Union Pay Table, the proposed 2024 Non-Union Pay Table, effective 1/1/2024, and a table showing job titles and hourly wages associated with the 2024 Non-Union Pay Table. Keep in mind that these are for non-union employees and union contracts dictate union employee adjustments. Also as a note, the July 1 step increase pay adjustments will be considered at the June 4, 2024, City Council meeting.

2023 CITY OF MINNETRISTA PAY PLAN				COLA 3.00%								
				Steps								
				2.50%	2.50%	3.00%	3.00%	3.00%	3.50%	3.50%	3.50%	3.50%
POINTS	GRADE	1	2	3	4	5	6	7	8	9	10	
130	139	1	\$21.63	\$22.17	\$22.73	\$23.41	\$24.11	\$24.83	\$25.70	\$26.60	\$27.53	\$28.50
140	170	2	\$23.79	\$24.39	\$25.00	\$25.75	\$26.52	\$27.32	\$28.27	\$29.26	\$30.29	\$31.35
170	209	3	\$26.17	\$26.83	\$27.50	\$28.32	\$29.17	\$30.05	\$31.10	\$32.19	\$33.31	\$34.48
210	216	4	\$28.79	\$29.51	\$30.25	\$31.15	\$32.09	\$33.05	\$34.21	\$35.41	\$36.65	\$37.93
217	225	5	\$31.67	\$32.46	\$33.27	\$34.27	\$35.30	\$36.36	\$37.63	\$38.95	\$40.31	\$41.72
226	263	6	\$34.84	\$35.71	\$36.60	\$37.70	\$38.83	\$39.99	\$41.39	\$42.84	\$44.34	\$45.89
264	300	7	\$38.32	\$39.28	\$40.26	\$41.47	\$42.71	\$43.99	\$45.53	\$47.13	\$48.77	\$50.48
301	350	8	\$42.15	\$43.20	\$44.28	\$45.61	\$46.98	\$48.39	\$50.08	\$51.84	\$53.65	\$55.53
351	400	9	\$46.37	\$47.52	\$48.71	\$50.17	\$51.68	\$53.23	\$55.09	\$57.02	\$59.02	\$61.08
401	564	10	\$51.00	\$52.28	\$53.58	\$55.19	\$56.85	\$58.55	\$60.60	\$62.72	\$64.92	\$67.19
565	612	11	\$56.10	\$57.51	\$58.94	\$60.71	\$62.53	\$64.41	\$66.66	\$69.00	\$71.41	\$73.91
613	781	12	\$61.71	\$63.26	\$64.84	\$66.78	\$68.79	\$70.85	\$73.33	\$75.90	\$78.55	\$81.30

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.

CITY OF MINNETRISTA

CONSENT ITEM 4e



Subject: Approval of Memorandums of Understanding between City of Minnetrista and Local Unions for 2024 Cafeteria Plan Reopener

Prepared By: Allie Polsfuss, Director of Administration

Meeting Date: December 4, 2023

Issue

A three-year labor agreement was entered into between the City and I.U.O.E. Local 49, L.E.L.S. Local 116, and L.E.L.S. Local 343, the MOU sets forth the respective parties' agreement regarding the adjustment of the "Employer" maximum contribution for qualified benefits listed in the approved Minnetrista Cafeteria Plan. As mentioned in the contract agreements, qualifying benefits include, but may not be limited to, insurance premiums (individual and dependent health, dental, life, and long-term disability) and contributions to an individual H.S.A. account if elected.

For 2024, the "Employer" will contribute up to a maximum of Nine Hundred dollars [\$900.00] per month per "Union" 'Employee Only' election and One Thousand Five Hundred dollars [\$1,500.00] for 'Family' election for the 2024 calendar year (January 1, 2024 through December 31, 2024). This Memorandum of Understanding shall be in effect for all of 2024, effective January 1, 2024.

Background

These dollar amounts were budgeted and approved by the Council during the preliminary 2024 budget for all employees for calendar year 2024.

Recommended City Council Action: The Personnel Committee recommends the approval of the Memorandum of Understanding for a Cafeteria benefits adjustment to \$900 for 'Employee Only' and \$1,500 for 'Family' elections per month, beginning January 1, 2024, for the I.U.O.E. Local 49, L.E.L.S. 116, and L.E.L.S. Local 343 members.

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.

**Memorandum of Understanding Between
The City of Minnetrista
-and-
L.E.L.S. #116, Police Officers Union**

This Memorandum of Understanding (MOU) entered into between the City of Minnetrista (“Employer”) and L.E.L.S., Local No. 116 (“Union”) sets forth the respective parties’ agreement regarding the “Employer” sponsored health insurance plan included in the Minnetrista Cafeteria Plan.

With the most recent labor agreement spanning 2024-2025-2026; and with the “Employer” required to go out for bid yearly, or after the length of each health insurance contract, both parties agreed to “negotiate an insurance re-opener provision for any/all future years of the contract.” The current contract for health insurance is administered by Medica.

Continuing on January 1, 2024, the tiered “Employer” monthly contribution will remain \$900 for those opting for Single health insurance coverage; and increase to \$1,500 monthly contribution for those opting for Family health insurance coverage. These rates will be in effect through December 31, 2024.

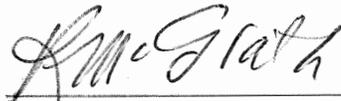
This Memorandum of Understanding shall be in effect for all of 2024.

For the City of Minnetrista

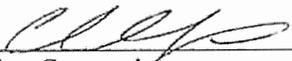


Jasper Kruggel, City Administrator

For L.E.L.S. #116



Kevin McGrath, Business Agent



Union Steward



Union Steward

**Memorandum of Understanding Between
The City of Minnetrista
-and-
L.E.L.S. #343, Police Supervisors Union**

This Memorandum of Understanding (MOU) entered into between the City of Minnetrista ("Employer") and L.E.L.S., Local No. 343 ("Union") sets forth the respective parties' agreement regarding the "Employer" sponsored health insurance plan included in the Minnetrista Cafeteria Plan.

With the most recent labor agreement spanning 2024-2025-2026; and with the "Employer" required to go out for bid yearly, or after the length of each health insurance contract, both parties agreed to "negotiate an insurance re-opener provision for any/all future years of the contract." The current contract for health insurance administered by Medica.

Continuing on January 1, 2024, the tiered "Employer" monthly contribution will remain \$900 for those opting for Single health insurance coverage; and increase to \$1,500 monthly contribution for those opting for Family health insurance coverage. These rates will be in effect through December 31, 2024.

This Memorandum of Understanding shall be in effect for all of 2024.

For the City of Minnetrista

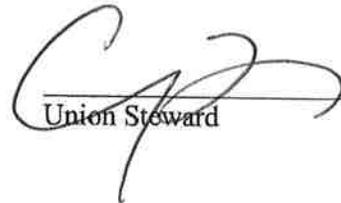


Jasper Kruggel, City Administrator

For L.E.L.S. #343



Tim Gannon
Business Agent, LELS



Union Steward

**Memorandum of Understanding Between
The City of Minnetrista
-and-
I.U.O.E. Local No. 49**

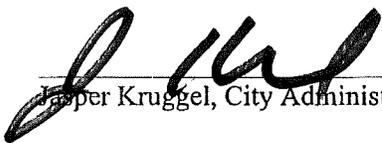
This Memorandum of Understanding (MOU) entered into between the City of Minnetrista ("Employer") and the International Union of Operating Engineers, Local No. 49 ("Union") sets forth the respective parties' agreement regarding the "Employer" sponsored health insurance plan included in the Minnetrista Cafeteria Plan.

With the most recent labor agreement spanning 2024-2025-2026; and with the "Employer" required to go out for bid yearly, or after the length of each health insurance contract, both parties agreed to "negotiate an insurance re-opener provision for any/all future years of the contract." The current contract for health insurance is administered by Medica.

Continuing on January 1, 2024, the tiered "Employer" monthly contribution will remain \$900 for those opting for Single health insurance coverage; and will increase to \$1,500 monthly contribution for those opting for Family health insurance coverage. These rates will be in effect through December 31, 2024.

This Memorandum of Understanding shall be in effect for all of 2024.

For the City of Minnetrista



Jasper Kruggel, City Administrator

For I.U.O.E. Local 49



Ron Boesel, ABR



Carter Ostlie, Union Steward



Mark Klein, Union Steward

CITY OF MINNETRISTA

CITY COUNCIL CONSENT AGENDA ITEM 4f



Subject: Approve MOU for LELS 343 to Revise Probationary Language

Prepared By: Allie Polsfuss
Director of Administration

Meeting Date: December 4, 2023

Issue:

The proposed MOU is to remove the language requiring employees to finish their probationary period prior to utilizing their accrued leave. Currently, employees are allowed to use their leave as it is accrued, subject to the approval of their supervisor. However, we need to change the language in the union contract to reflect this. All other employees and unions already operate this way and have accurate language in the contract. This is just a clerical language change.

The MOU has approved by the union and is attached.

Recommended City Council Action: Approve MOU for LELS 343 to Revise Probationary Language as presented.

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.

**Memorandum of Understanding Between
The City of Minnetrista
-and-
L.E.L.S. #343, Police Supervisors Union**

This Memorandum of Understanding (MOU) entered into between the City of Minnetrista ("Employer") and L.E.L.S., Local No. 343 ("Union") sets forth the respective parties' agreement regarding the probationary language.

Employer wishes to remove the probationary language regarding using leave effective January 1, 2024.

~~17.1 Eligibility. To be eligible for paid absences as established by this Article, employee must have completed the first six (6) months of the probationary period and be full-time.~~

This Memorandum of Understanding shall be in effect January 1, 2024.

For the City of Minnetrista

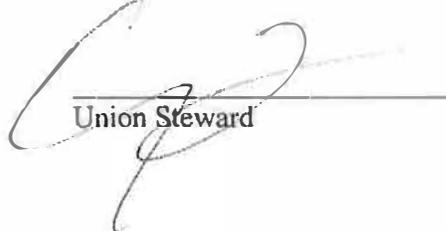


Jasper Kruggel, City Administrator

For L.E.L.S. #343



Tim Gannon
Business Agent, LELS



Union Steward

CITY OF MINNETRISTA

CONSENT AGENDA ITEM 4g



Subject: Approve MOU with IUOE Local 49 to add Compensatory Time Pay Out Language

Prepared By: Allie Polsfuss
Director of Administration

Meeting Date: December 4, 2023

Issue:

Per the IUOE Local 49 (Public Works Employees) contract, employees may accrue comp time throughout the year. At the end of each year, employees can choose to get paid out comp time hours on their pay check or carry over up to 40 hours to the next year.

In the past, Local 49 employees get paid out their comp time on the last pay period (26th) of the year. However, the union requested that we allow them the opportunity for comp time pay out on the 25th pay period instead, to allow employees to use their comp time funds for the holidays.

Below is the language in the contract:

At year's end the employee shall be allowed to only carry over a maximum of forty (40) hours of compensation time to the next year. Any hours not carried over shall be paid to the employee at their current year's rate of pay. All compensation hours need to be used during the last full payroll that is paid in the same calendar year.

Below is what would be added:

Eligible employees will have the opportunity to elect for compensatory time pay out on the 25th pay period of each calendar year.

There are no fiscal or administrative issues with the union's request and staff is recommending approval of the attached MOU.

Recommended City Council Action: Approve MOUs for IUOE Local 49 to add Compensatory Time Pay Out Language

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.

INTERNATIONAL UNION OF OPERATING ENGINEERS

LOCAL NO. 49, 49A, 49B, 49C, 49D, 49E, 49L
MINNESOTA • NORTH DAKOTA • SOUTH DAKOTA

EUGENE J. GROVER, President
RYAN P. DAVIES, Vice President
STEVE R. PIPER, Recording-Corresponding Secretary
MARVIN J. HOSE, Treasurer



JASON A. GEORGE
Business Manager/Financial Secretary

2829 Anthony Lane South, Minneapolis, MN 55418-3285
Phone (612) 788-9441 • Toll Free (866) 788-9441 • Fax (612) 788-1936

MEMORANDUM OF UNDERSTANDING Between CITY OF MINNETRISTA And INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 49

“COMPENSATORY TIME PAY OUT”

This Memorandum of Understanding (“MOU”) is entered into by and between the International Union of Operating Engineers, Local 49 (“Local 49” or “Union”) and City of Minnetrista (“City”), collectively the “Parties,” to address.

WHEREAS, there exists a Labor Agreement between the City and Local 49 in effect from January 1, 2021 through December 31, 2023.

WHEREAS, the Parties to the Labor Agreement wish to enter into this MOU to address the compensatory time pay out for the Public Works Staff for the duration of the current Labor Agreement and all future Labor Agreements.

NOW THEREFORE, in consideration of the mutual promises contained herein, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

Under Article 25.3, eligible employees will have the opportunity to elect for compensatory time pay out on the 25th pay period of each calendar year.

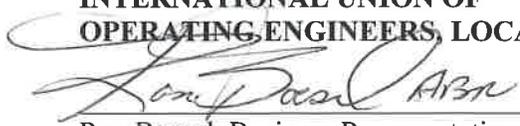
IT IS SO UNDERSTOOD, AGREED AND AFFIRMED, by the execution of this MOU the undersigned represent that they are duly authorized to enter into this MOU on behalf of the respective Parties hereto and verify that they have read this MOU and that they understand and fully agree to all of its provisions.

IN WITNESS WHEREOF, the parties hereto have executed this MOU on this 28th day of NOVEMBER, 2023.

CITY OF MINNETRISTA

Jasper Kruggel, City Administrator

INTERNATIONAL UNION OF
OPERATING ENGINEERS, LOCAL NO. 49



Ron Boesel, Business Representative

Carter Ostlie, Steward

CITY OF MINNETRISTA
CONSENT AGENDA ITEM 4h



Subject: Approve 2024 Personnel Policy Updates

Prepared By: Allie Polsfuss
Director of Administration

Meeting Date: December 4, 2023

Issue:

Every year, the City Council approves changes and updates to the Personnel Policy to reflect new laws or operations. The purpose of this memo is to give an overview of the changes to the 2024 Personnel Policy for approval tonight.

The below revisions have been recommended by the personnel committee and legal counsel. Most of the updates are changes in legislation effective January 1, 2024. The proposed changes are redlined in Attachment B.

Proposed Revisions:

SECOND 3C: Page 10- EEO Policy Statement additions per HR Attorney Recommendation

SECTION 6: Page 16- Addition of negative PTO bank for employees who have to use leave before it is accrued. Non-union has operated this way but wish to get it in policy.

SECTION 12A: Page 28- Addition of PTO/ESST policy as recommended by the personnel committee (see attachment A for explanation of ESST)

SECTION 12B: Page 31- ESST policy as recommended by HR Attorney.

SECTION 16C: Page 36-Pregnancy and Parenting Leave- MN Statute 181.940

SECTION 16D: Page 36- Reasonable Unpaid Work Time for Nursing Mothers- MN Statute 181.939.

SECTION 19: Page 39- School Conference Leave- MN Statute 181.940

SECTION 20- Page 40-Bone Marrow/Organ Donation Leave- MN Statute 181.945

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.

SECTION 21: Page 41- Voting and Election Judge Leave- MN Statute 204C.04

SECTION 24: Page 42-Holidays- Addition of Juneteenth per MN Statute 645.44

SECTION 37: Page 57-59-Drug Free Workplace- Addition of Cannabis Language per MN Statute 181.952

Recommended City Council Action: Approve the above changes to the 2024 Personnel Policy

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.

Earned Sick and Safe Time (ESST)

ESST is a new law which requires employers to provide paid leave to employees in Minnesota that can be used for certain reasons. Although the leave is intended to be used for specific reasons, the law is also vague enough to allow employees to utilize the leave however they choose. We believe the intent of the law is to ensure employers in Minnesota are providing adequate leave hours for when an employee is sick, to care for a sick family member, and to seek assistance if an employee or their family member has experienced abuse.

Although the law does not require that employers provide additional leave if their current leave is more generous, it does require the leave to be tracked separately and listed separately on an employee's pay stub and in the payroll system which creates complications with implementation. The law is also very specific on the options for implementation.

The Personnel Committee met on November 15, 2023 and provided direction to move forward with implementing ESST as a part of our current PTO policy. The policy has been reviewed by legal counsel. The below method is the proposed language in the personnel policy.

Frontload 48 hours of ESST as a part of PTO

How would it work?

On January 1, employees would receive 48 hours of their PTO frontloaded into their bank. Throughout the rest of the year, employees would accrue the remainder of their leave per pay period. Employees would be required to utilize the 48 hours prior to their remaining leave. No additional leave hours will be given. This policy would also not impact the use and accrual of sick leave.

Example: Jim has been here 10 years and accrues a total of 220 PTO hours per year. On January 1, 48 of those hours would be frontloaded into his bank. Throughout the remainder of the year, Jim would earn 172 hours (220-48) or 6.62 hours per pay period to be used after the 48 hours have been depleted.

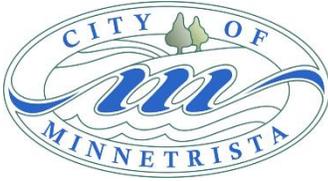
Because the city's current leave policies are more generous in terms of hours than required by ESST, staff believes that frontloading 48 hours of into employee's bank is the most effective way to implement the law with the least amount of complications and without providing additional leave hours or leave uses to employees.

One caveat to this option is employees would get paid out if they have any unused ESST time by the end of the year. However, staff believes it is highly unlikely that employees wouldn't use at least 48 hours of PTO per year.

City of Minnetrista Personnel Policy



Updated December ~~54~~, 202~~32~~



EMPLOYEE ACKNOWLEDGEMENT **FORM**

I acknowledge that I have received a copy of the City of Minnetrista Personnel Policy. It is my responsibility to read and familiarize myself with the Personnel Policy. I agree that if there is any information in this Personnel Policy that I do not understand, I will seek clarification from Human Resources.

I understand that City of Minnetrista is an “at will” employer and that either City of Minnetrista or the employee can terminate the employment relationship at any time, with or without cause. It also is understood that neither party has an obligation to base a decision to terminate the employment relationship on any reason other than the decision not to continue the relationship. It is further understood that nothing contained in this Personnel Policy is intended to create nor shall be construed as creating a contract of employment, express or implied, or a guarantee of employment for a definite or indefinite term.

In addition, I understand that this Personnel Policy states City of Minnetrista’s policies, practices and procedure in effect on the date of publication. I understand that nothing contained in this Personnel Policy may be construed as creating a promise of future benefits or a binding contract with City of Minnetrista for benefits or for any other purpose. I also understand that these policies, practices and procedures are continually evaluated and may be amended, modified or rescinded at any time. My signature on this page serves as an acknowledgement of my responsibility to keep this Personnel Policy current as changes are issued, as well as an acknowledgement that I have received all Company policies that may affect me in compliance with the Minnesota Wage Theft Act. .

Please sign and date this receipt and return it to Human Resources.

Print Name: _____

Signature: _____

Date: _____

SECTION 1: INTRODUCTION

SECTION 2: ORGANIZATION & DEPARTMENTS

SECTION 3: PURPOSE SCOPE OF THE POLICY

SECTION 4: DEFINITIONS

SECTION 5: EMPLOYEE RECRUITMENT AND SELECTION

SECTION 6: NEW HIRE PROTOCOL

SECTION 7: COMPENSATION

SECTION 8: GENERAL PROVISIONS

SECTION 9: WORK SCHEDULES

SECTION 10: OUTSIDE EMPLOYMENT

SECTION 11: CONDUCT AS AN EMPLOYEE

SECTION 12A: PAID TIME OFF/EARNED SICK AND SAFE TIME

SECTION 12B: EARNED SICK AND SAFE TIME POLICY

SECTION 14: EXTENDED ILLNESS BANK

SECTION 15: FUNERAL LEAVE

SECTION 16: FAMILY MEDICAL LEAVE ACT

SECTION 17: LEAVE OF ABSENCE WITHOUT PAY

SECTION 18: MILITARY LEAVE

SECTION 19: SCHOOL ACTIVITY/ SCHOOL CONFERENCE LEAVE

SECTION 20: BONE MARROW/ORGAN DONATION

SECTION 21: VOTING AND ELECTION JUDGE LEAVE

SECTION 22: JURY OR WITNESS DUTY

SECTION 23: SHORT TERM AND LONG TERM DISABILITY COVERAGE

SECTION 24: HOLIDAYS

SECTION 25: INCLEMENT WEATHER

SECTION 26: HEALTH, DENTAL AND LIFE INSURANCE BENEFITS

SECTION 27: EMPLOYEE ASSISTANCE

SECTION 28: EMPLOYEE EDUCATION AND TRAINING

SECTION 29: EXPENSES
SECTION 30: PURCHASING
SECTION 31: VEHICLES
SECTION 32: RESIGNATION
SECTION 33: RETIREMENT
SECTION 34: LAYOFFS
SECTION 35: DISCIPLINE
SECTION 36: PERFORMANCE REVIEWS
SECTION 37: DRUG FREE WORKPLACE
SECTION 38: COMMUNICATIONS TECHNOLOGY
SECTION 39: PUBLIC RELATIONS
SECTION 40: PERSONAL COMMUNICATIONS & TECHNOLOGY
SECTION 41: CONFIDENTIAL INFORMATION
SECTION 42: ETHICS
SECTION 43: CONFLICTS OF INTEREST
SECTION 44: LEGAL ACTION
SECTION 45: RESPECTFUL WORKPLACE
SECTION 46: SEXUAL HARASSMENT
SECTION 47: SAFETY

SECTION 1: INTRODUCTION

Dear City of Minnetrista Employee:

Whether you are a new or long-time employee, you are very valuable to the City of Minnetrista. The City recognizes that it is through our employees that our citizens are served. We want you to become the most effective employee possible. For that reason, we have prepared this manual to help you understand your rights, responsibilities and benefits as an employee. Please keep it available for easy reference in the event you have questions about a particular issue.

While we have made every attempt to address most of the issues of concern to an employee, this manual should not be taken as a completely comprehensive document. There are many specific laws and regulations dealing with employment and it is impossible to include all their details. The manual is a compilation of key federal and state provisions and locally adopted policies, and it may be revised as needed. For positions represented by unions, the terms of negotiated collective bargaining agreements take precedence if they conflict with the provisions of this manual. Employees with questions not addressed in the manual should feel free to contact the City Administrator's Office.

We encourage you to enjoy your job, to set high standards and take pride in your work, and to perform your job to the very best of your ability. It is our hope that by working together we will continue to maintain and improve the high quality of government in the City of Minnetrista.

The City of Minnetrista Council

A. City of Minnetrista Vision Statement

Minnetrista is to be a community with a broad range of housing on various lot sizes and a long-term commitment to economic and ecological balance that allows harmonious development while preserving and protecting its beautiful woods, steep slopes, wetlands, lakes, and streams.

B. City of Minnetrista Employee Mission Statement

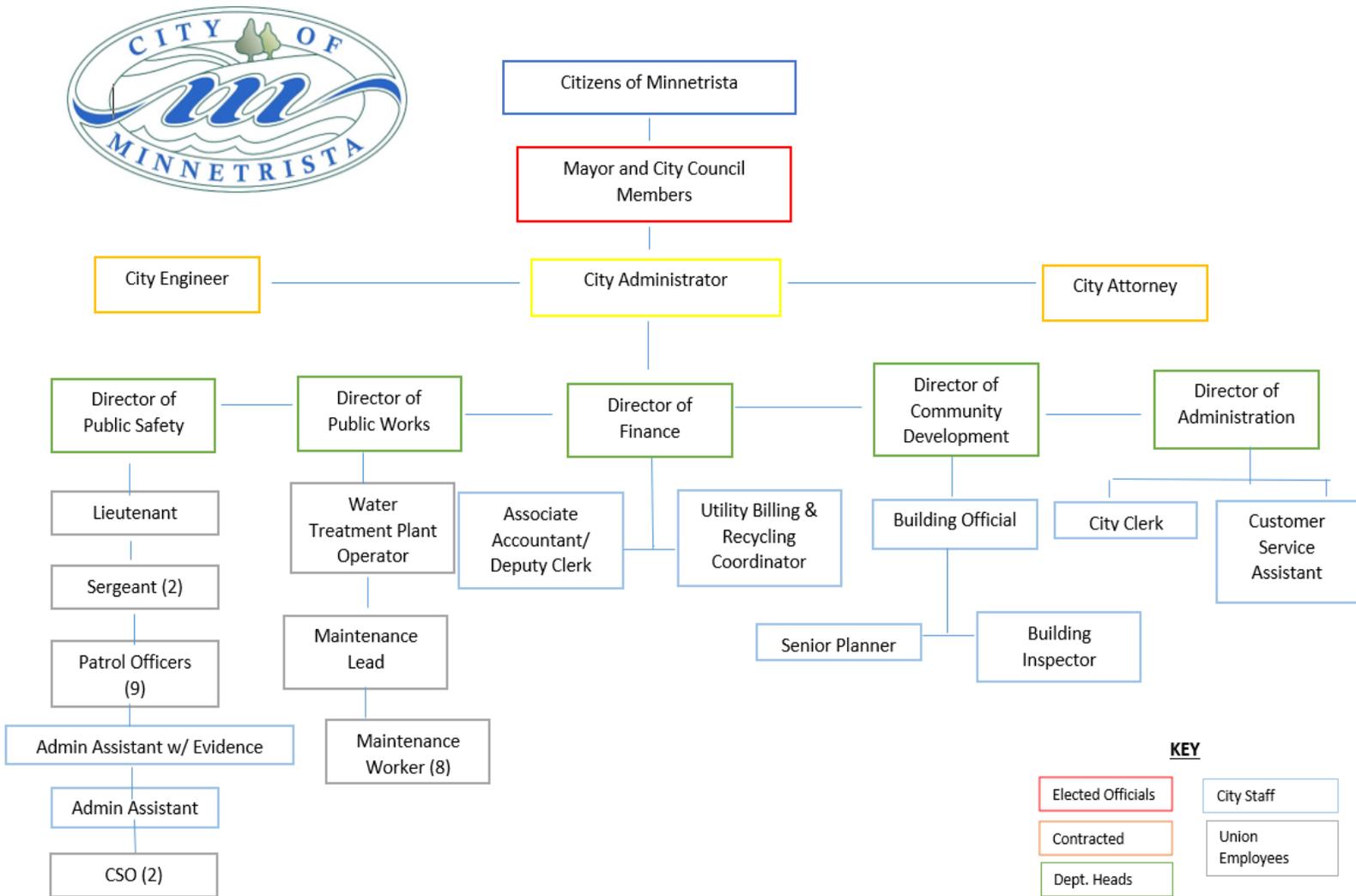
Employees of the City of Minnetrista work as a team to enhance the quality of life for our residents through excellent customer service, quality performance, and ongoing communication. We are responsive to citizen needs, maintain a high degree of ethics, and support our organization and its leadership

C. City of Minnetrista Safety Compliance Policy Statement

Workplace safety is a priority for employees of the City of Minnetrista. Personnel shall perform assigned duties in accordance with safety and health related policies, standard operating procedures, and safe work practices. Failure to observe safety and health related policies may result in disciplinary action.

SECTION 2: ORGANIZATION & DEPARTMENTS

A. City of Minnetrista Organizational Chart



B. Department/Commission Description

1. The City Council

The City Council consists of the Mayor and four members of the council, each elected at large. The Council meets on the first and third Monday of each month at 7:00 p.m. City Council work sessions are held on the first and third Monday of each month with special meetings being called as necessary.

2. The Planning and Zoning Commission

The Minnetrista Planning Commission is made up of seven members that are appointed by the City Council to serve four-year terms. There are two alternate positions on the Commission as well. The Commission meets every fourth Monday to review and recommend actions on proposed subdivisions and other land use applications.

3. The Park and Recreation Commission

The Park and Recreation Commission is made up of five members that are appointed by the City Council to serve three-year terms. There are two alternate positions on the Commission as well. They are an advisory group to the City Council, making recommendations on matters relating to. The City's Park, Trails, and Open Space Plan.

4. The City Administrator

The City Administrator is the chief administrative officer of the City under the direction of the Council who advises the Council in matters of general policy, personnel, budget, and procedure.

5. Administration

The Administration Department is responsible for executing the policies adopted by the City Council and provides for the general management of the City. The Administration Department is responsible for personnel, compensation and benefits administration, labor relations, communications, policy research and implementation, and elections. The Administration Department Consists of the City Administrator, Director of Administration, City Clerk, and Customer Service and Communications Assistant.

6. Finance

The Finance Department provides accounting services for all city departments. This department administers the payroll and related personnel activities. This department is responsible for revenue collections, disbursements, investments, utility billing, preparation of the annual budget, and financial statements of the city. The Finance Director is assisted by a Payroll/Billing Clerk and an Accounting Clerk/Deputy Clerk.

7. Public Safety

The Public Safety Department enforces federal, state, and municipal laws within the City and within the jurisdiction of St. Bonifacius by contract. The Police Department also responds to medical emergencies, fire emergencies, accidents, animal control calls, theft, damage to property, and alarm responses. The Police Department is responsible for providing public education, crime prevention programming, emergency preparedness programming, and community orientated police work. The Director of Public Safety is assisted by a Lieutenant, Sergeant, an Investigator/Detective, Patrol Officers, CSO Officers, and Clerical Staff.

8. Public Works

Public Works maintains all city buildings, water, sewer, and storm water facilities, streets, sidewalk maintenance, gravel road, and park maintenance. Public works is also responsible for snow removal. The Director of Public Works is assisted by Maintenance Personnel.

SECTION 3: PURPOSE AND SCOPE OF THE POLICY

A. Purpose

The purpose of this Personnel Policy is to provide a uniform and efficient system of personnel administration, and to set forth the pledge of the employer and employees to their continued dedication to the highest quality of public service. This Personnel Policy is not intended to be and does not constitute an employment contract.

B. Scope & Application of Personnel Policy

This Personnel Policy applies to all regular part-time and full-time employees, and temporary part-time employees of the City of Minnetrista. Except where specifically noted, this Personnel Policy does not apply to the following:

1. Elected Officials
2. Members of City boards, commissions and committees;
3. Volunteer personnel;
4. Personnel included in a collective bargaining agreement, but only insofar as this policy is inconsistent with such agreement;
5. Emergency employees;
6. City attorney; and
7. Consultants and contractors.

This Policy replaces all previously adopted employee policies. All employees are required to read the Policy and sign the Personnel Policy Acknowledgement form found at the beginning of this Personnel Policy. This Personnel Policy takes precedence over all past practices and verbal and written representation of regular terms and conditions of employment. The City has the right to amend the Policy at any time without notice.

Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

If any specific provisions of the personnel policies conflict with any current union agreement the union agreement will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

C. EEO Policy Statement

The City of Minnetrista is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Minnetrista will not discriminate against any employee or job applicant on the basis of race [\(including traits associated with race, including but not limited to hair texture and hair styles such as braids, locs and twists\)](#), color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

D. Declaration of Equal Opportunity

The City of Minnetrista acknowledges that equal opportunity for all persons is a fundamental human value. Consequently, it is the policy of the City to provide equal opportunity in employment and personnel management for all employees as provided by state and federal statutes and regulations.

To implement this policy, the City of Minnetrista requires that every employee or person making application for employment will be considered on the basis of individual ability and merit, without discrimination or favor. This extends to all recruitment, selection, promotion, transfer, demotion, layoff, discipline, termination, compensation, and training.

The City of Minnetrista prohibits the harassment of any employee or job applicant on the basis of their protected class status. Any employee of this organization who does not comply with the policies and procedures set forth in this policy and plan may be subject to disciplinary action.

Any subcontractor not complying with all applicable Equal Employment Opportunity laws, directives and regulations of the Federal and State governing bodies or agencies thereof will be subject to appropriate legal sanctions. If any employee or applicant for

employment believes he/she has been discriminated against, they are encouraged to contact the City Administrator.

E. Data Practices Advisory

Employee records are maintained in a location designated by the Director of Administration. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

F. Provisions Superseded in Certain Cases

Any employee included in a collective bargaining agreement entered into in accordance with the Public Employment Labor Relations Act, Minnesota Statutes Section 179A.01 to 179A.25, shall be exempt from any provision of this policy which is inconsistent with such agreement. Any employee within the jurisdiction of a personnel board established under Minnesota Statutes Chapters 44, 419, or 420 is exempt from any provision of this policy which is inconsistent with such statute or rules and regulations adopted there under. Nothing in this policy is intended to modify or supersede any provision of the Veterans Preference Act, Minnesota Statutes Sections 197.455, 197.46 and 43A.11. Where this policy is inconsistent with state or federal law, the applicable law will be followed.

G. Orientation of New Employees

All new employees will go through an orientation of the city with the Director of Administration. The orientation will include a review of this Personnel Policy, benefits information, introductions, emergency procedures, and basic information to get you started in your new position with the City.

H. At- Will Employment

All employees are hired on an at-will basis. Except as otherwise prohibited by law, the City of Minnetrista has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

I. Administration of Policy

Department Heads and the City Administrator shall administer this Personnel Policy. Any employee, or group of employees, has the right to express or communicate views, complaints or opinions on any matter with their Department Head and/or the City Administrator.

J. State, Federal, Local Legislation

If any part of this Personnel Policy conflicts with state, federal, or local laws, or an applicable collective bargaining agreement, such laws or agreements shall prevail.

SECTION 4: DEFINITIONS

A. Regular Full-time Employee

A regular full-time employee is one who is employed on a regular basis for forty (40) or more hours per week.

B. Regular Part-time Employee

A regular part-time employee is one who is employed on a regular basis for less than forty (40) hours per week, but more than fourteen (14) hours per week.

C. Temporary Part-time Employee

A temporary part-time employee is one hired to work on a temporary basis for full or part-time employment, but less than sixty-seven (67) days a year; or one hired to work less than fourteen (14) hours a week.

D. New Hire

A new hire employee is one who has been assigned a regular full-time or part-time position, but has not been employed with the City for a twelve (12) month period.

E. Elected Official

An elected official is one who has been elected to a constitutional or statutory office within the City governmental system.

F. Department Head, Supervisor, or Lead Worker

A Department Head is the administrative head of a department who has the authority to recommend hiring and termination of employees to the City Administrator, administer discipline through suspension, training, transfer, adjust grievances, administer budgets, and conduct the day-to-day business of the department in adherence with the Minnesota PELRA definition.

G. Non-Union Employees

Non-union employees are all employees in positions that are not specifically included in any of the City bargaining units.

H. Exempt Positions

Exempt positions may include managers, executive, administrative, and professional employees, who because of the nature of their work are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.

I. Non-Exempt Employees

Non-Exempt employees are those employees who do not meet the criteria for exempt status and are eligible for overtime pay under the FLSA.

J. Interns

Interns are short-term employees, typically less than six (6) months, employed part-time and receiving no benefits. An internship is typically related to completion of educational requirements. Any department wishing to create an intern position shall notify the City Administrator. Benefits are not paid nor shall they accrue.

SECTION 5: EMPLOYEE RECRUITMENT AND SELECTION

The City Administrator or designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the Council is responsible for the final hiring decision and must approve all regular hires to City employment. All hires will be made according to merit and qualifications for the position. Whenever possible, appointments shall be considered from within existing staff whenever qualified candidates exist.

The City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion or transfer or some other method. This determination will be made on a case-by-case basis. The majority of positions will be filled through an open recruitment process.

A. Review of Position Openings

When a position vacancy occurs, the Department Head and City Administrator will review the duties and qualifications of the position to ensure that the job description is current and accurate.

1. Job Descriptions

The city will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the city. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. In addition, job descriptions may also describe the benefits offered and potential career path opportunities as a means to entice a qualified pool of applicants. Good attendance and compliance with work rules and policies are essential functions of all city positions.

Prior to posting a vacant position the existing job description is reviewed by the City Administrator or designee and the hiring supervisor to ensure the job description is an accurate reflection of the position and the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

2. Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator.

3. Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the City Administrator.

B. Recruitment

The City may recruit to fill employment vacancies using any or all of the following methods:

1. Internal posting within the department;
2. General internal posting for all city employees; or
3. Outside recruitment.

C. Advertisement

The Administration Department shall publicize recruitment of position openings according to the following procedures:

1. Notice of vacancies and new positions shall be posted as soon as possible within City buildings and on the City website.
2. Advertisements shall be placed at minimum on the LMC Website/Bulletin. Other publications and methods may be used as needed.

Notice of "Equal Opportunity Employer" shall be included in each notice of opening.

D. Screening of Applicants

Application shall be made on forms provided by the Administration Department or appointed representative. The Department Head and the City Administrator shall review completed applications. They shall be ranked according to the qualifications specified in the position description. These rankings will be used as the basis for determining the applicants to be interviewed.

E. Interview and Evaluation

The evaluation process may consist of one or more interviews in combination with testing approved by the City. A psychological evaluation may be required to verify the ability of the applicant to perform the job. A physician's certificate may be required to verify the ability of the applicant to perform the job. Criminal & credit background checks may be performed. Drug testing and alcohol testing may also be required if a conditional job offer is made.

F. Selection and Notification

The Department Head shall, subject to approval of the City Administrator and City Council, make the decision to hire. The City Administrator shall notify the candidate selected of the decision.

G. Personnel Records

The City Administrator’s Office shall maintain official personnel records for each employee. Department Heads may have access to personnel files upon request.

All information about an employee shall be accumulated and disseminated according to the Minnesota Government Data Privacy Act and any other related federal laws. The City Administrator is designated as the responsible authority under this act. Each file is accessible to the affected employee, but information shall be released to other persons only as required under the Act.

It is the responsibility of each employee to see that the following items are kept current:

1. home address and telephone number
2. changes in dependent status
3. emergency contact
4. beneficiary changes (i.e., group life and pension)
5. legal name changes

The City Administrator’s Office shall provide the necessary forms for reports of all personnel changes.

H. Age

No person under the age of eighteen (18) shall be employed by the City in any work, except for a temporary position, where the minimum age is 16 years. This provision shall not apply to special youth employment programs.

I. Familial Relationship

No person shall be appointed, promoted, or transferred to a position where that person would be working with, supervising, or receiving supervision from that person's spouse, any person permanently residing with the employee, a child, parent, sibling, grandparent, or grandchild of either the employee or of the employee's spouse.

J. Employment Verifications and References

To assure compliance with data privacy law, all verbal and written requests for employment verification shall be responded to by the City Administrator’s Office.

With approval from the City Administrator, Department Heads may provide written references on current or former employees, provided they are strictly factual in nature and contain only public information. Employee performance records are private data under law. Please contact the Administrator’s office for further information.

K. Temporary Employment

Due to occasional emergency needs for temporary help, Department Heads are authorized to recall previous temporary employees for temporary service. In all such cases, temporary employees shall be paid at the minimum rate of pay currently in effect for permanent employment in the position to which they are assigned.

SECTION 6: NEW HIRE PROTOCOL

A. Protocol

There is a new hire protocol for all original hire or rehire employees. Employees are hired on an at-will basis. The following rules apply to original hire employees and may also apply to rehire employees at the discretion of the City Administrator and City Council.

1. New Hire employees may use accumulated paid time off, as approved by the City Administrator and Supervisor. Compensatory or Administrative time may be used at the discretion of the City Administrator and Supervisor.
- ~~1.2.~~ Upon request and approval of the Supervisor, employees may go into negative PTO balance no more than forty (40) hours. In the case of a negative balance, any leave taken beyond 40 hours will be unpaid leave until the leave bank has been brought out of negative balance. If employment is terminated and the PTO balance is negative, the employee must reimburse the city the negative balance at their hourly rate.
- ~~2.3.~~ The City reserves the right to terminate employment for any reason without cause.
- ~~3.4.~~ Paid Time Off shall have no cash value to any employee terminated, for any reason, within the first year of an original hire.

The employee's immediate Department Head shall prepare a written performance evaluation annually to assess the process of the of the employee. This evaluation shall be submitted to the Administrator's Office and a copy shall be placed in the employee's personnel file.

B. Promotions Protocol

Upon promotion, the employee's ability to perform the duties and responsibilities of the position will be evaluated. At any time, the City may elect to return the employee to the previously held job classification and pay rate or dismiss the employee.

C. Medical Examinations

After a conditional job offer is made to a job applicant, the City may require the applicant to take and pass a pre-employment physical exam, including a drug or alcohol test. Information from the exam must be available to the City.

Such examination shall be at the City's expense and shall be given by a licensed, qualified physician designated by the City. The relevant job description, which includes the physical requirements of the job, will be provided to the physician.

Information provided by the applicant to the City and the examining physician must be accurate and complete in order for the applicant to qualify for employment, paid time off, and other benefits. Information obtained from the medical exam will be treated as confidential medical records.

SECTION 7: COMPENSATION

A. Salary Schedule

The City Administrator, or Designee, will maintain a current compensation policy including job classifications for each position not covered under union contract. The City Administrator, or Designee, will submit recommended revisions to the policy to the City Council as needed. The Council will review the plan and may amend any or all of it prior to final approval. Such plans shall be available for public review in the Administrator's Office.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

1. Require nondisclosure by an employee of his or her wages as a condition of employment.
2. Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
3. Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
4. Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The city cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

B. Department Head Pay Schedules

No Department Head pay range shall have a maximum pay step less than that of the same job evaluation level in a union contract.

1. New Positions

If a position has no established pay range, the City Administrator will determine the appropriate range.

2. Promotion

When employees are promoted, they will normally receive an increase to either: (a) the minimum pay level of the new range or (b) the salary in the new range that is immediately above the employee's salary before promotion.

3. Pay Period/Pay Dates

Payday occurs every other Thursday. The pay period covers the previous two (2) weeks' time from Sunday to Saturday. Questions regarding payroll can be directed to the Finance Officer.

4. Compulsory Deductions

The following deductions from payroll are mandatory for all regular employees. Some of these deductions, however, may not apply to your department. Please check with your Department Head or the Finance Officer regarding your deductions:

- a. Federal Income Tax
- b. State Income Tax
- c. FICA (Social Security)
- d. Public Employees Retirement Association (PERA) or acceptable alternative in the case of the Administrator.
- e. Recovery of any pro-rated clothing allowance
- f. Any garnishments provided by law.
- g. Union Dues

C. Voluntary Deductions

The City offers options for voluntary payroll deductions. They are:

Deferred Compensation-There is a deferred compensation plan available (savings of income before taxes). The City of Minnetrista will follow the allowable maximum contribution amounts as set fourth by law. For more information on deferred compensation contact the Director of Administration.

Additional Life Insurance-Low cost, group, term life insurance with additional coverage for accidental death and dismemberment is available to regular employees through P.E.R.A and the City's group life insurance plan with premiums deducted from the employee's paycheck. Brochures are provided with new employee packets or from the Benefits Administrator.

D. Direct Deposit

Paychecks are administered through automatic direct deposit or. You will be asked to submit information pertinent to the bank account you would like your check deposited. As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees

are responsible for notifying the City Administrator of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

E. Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

SECTION 8: GENERAL PROVISIONS:

A. Attendance

The normal workday for regular full-time employees is eight and one-half (8 ½) hour days, including one-half (1/2) hour unpaid lunch break. The normal workweek for most regular employees is five days, Monday-Friday. Flexible schedules may be required or arranged for some employees.

You should arrive on time in accordance with your departmental schedules and work the normal hours that are established for your position unless otherwise arranged by your Department Head.

From time to time, absence and tardiness may occur. In such instances, employees are required to contact their Department Head before the start of their scheduled shift. Failure to notify your Department Head in the event of an absence or tardiness may result in disciplinary action.

Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. The city may waive this rule if extenuating circumstances warranted such behavior.

This policy does not preclude the city from administering discipline for unexcused absences of less than three (3) days. Individual departments may establish more specific reporting procedures.

For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

B. Dress

The dress and appearance of City employees is a direct reflection on the professionalism of our services. A neat, well-groomed and appropriately dressed employee will present a positive image of the City and demonstrate the pride of our City employees. Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive

image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor. Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the city. City staff shall not enforce the city's dress code more strictly against transgender and gender diverse employees than other employees.

1. **Non-uniformed Personnel.** The following items are considered inappropriate attire for the office environment:
 - a. Tube tops, halter tops, tank tops, muscle shirts
 - b. Clothing that is revealing, outlandish or body hugging such as spandex
 - c. Clothing that is worn, faded or in despair
 - d. Shorts in general
 - e. Mini-skirts

These examples are intended only as a guide, and are not all-inclusive. Employees with a question about a particular clothing item should contact their department head.

2. **Uniformed Personnel.** Uniforms, which are provided to some city employees, are expected to be neat, fresh and clean when reporting to duty. Each department is responsible for employees following regulations regarding uniforms, related accessories and equipment. Uniforms bearing a city identification patch should not be worn during off-duty hours.
3. **Administration of Dress Code.** Failure to comply with the dress-code policy may result in disciplinary action. Employees may also be sent home to change unpaid if the situation warrants.

C. Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies, will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

D. Whistleblower Protections

An employee of the City who, in good faith, reports an activity that he/she considers to be illegal or dishonest to one or more of the parties may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate city management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

It is the city's legal responsibility to protect employees who make a complaint of employment discrimination, who serve as a witness or participate in an investigation, or who are exercising their rights when requesting religious or disability accommodation from retaliation.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation; insofar as consistent with Minnesota Data Practices, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The City will not retaliate against a whistleblower. This includes but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

E. Political Activities of Employees

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no city employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the city to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

F. Smoking

The City of Minnetrista observes and supports the Minnesota Clean Indoor Air Act. All city buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited while in a city facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

SECTION 9: WORK SCHEDULES

A. Normal Week

For most positions, a normal workweek shall consist of forty (40) hours, five days a week, Monday through Friday except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments.

B. Flextime

Regular, full-time employees may have the opportunity of working a flexible schedule, with prior approval of their Department Head. The following guidelines apply to flextime:

- a. Participation is voluntary unless the incorporation of flextime is necessary to adequately serve the public.
- b. Flexible working schedules shall be developed in the context of a forty (40) hour workweek and can be periodic, seasonal, or ongoing, based on the needs of each department.
- c. 4-10 hour workdays will not be allowed for an extended period of time, but may be acceptable on occasion. This restriction shall not apply to Police.
- d. Flextime work schedules will be compensated on the basis of an eight (8) hour day. Paid time off will be compensated based on actual scheduled hours.
- e. Flextime schedules will not be allowed in certain departments if it would interfere with the department's or the City's ability to provide quality customer service, and accessibility to the public.
- f. Flextime is a privilege that is revocable at any time by the Department Head.
- g. Approval and management of flextime is the responsibility of each Department Head.
- h. Where multiple departments are overlapping responsibilities for coverage, there must be a successful coordination of flextime by Department Heads.
- i. Department Heads should make a request to the City Administrator if they wish to work flexible working schedules.

C. Meal Breaks and Rest Periods

Department Heads are responsible for scheduling lunch periods that do not interfere with work requirements. In most City departments, the normal lunch period is a half (1/2) hour long. It is not part of the compensated workday. Full-time employees shall receive two (2) fifteen (15) minute rest periods in each regular work shift, as designated by their Department Head. There is no accumulation of rest period time.

D. Office Hours

Business hours of the City Offices and the Administrative Offices of the Police Department are 8:00 a.m. to 4:30 p.m. (including the noon hour), Monday through Friday. Police operations are on duty twenty-four hours a day, seven days a week. Public Works is open from 7:00 am to 3:30 pm.

E. Overtime

The City of Minnetrista has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In

general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

Department Heads shall authorize overtime only when absolutely necessary to meet an urgent, job-related need. They are expected to develop guidelines for overtime work in their departments so grounds for authorization are clearly understood. No employee shall be permitted to work overtime without advance authorization.

All employees shall be expected to respond to the call for work outside of the regular hours, should overtime be required by their Department Head or by the City Administrator.

All hours worked over forty hours (40) per workweek shall be considered as overtime for non-exempt employees.

"A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the city administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, park and recreation department.)

F. Compensatory Time

Instead of overtime, non-exempt employees may earn compensatory time off, on a time-and-one-half basis, for all overtime hours. Such compensatory time may be accumulated up to forty (40) hours maximum. Employees may "bank" up to forty (40) hours of compensatory time. If overtime is required of a non-exempt employee having the maximum balance, that overtime shall be paid out. This paid amount shall be included in the employee's bi-weekly paycheck.

It is at the Department Head's discretion whether the employee is to earn compensatory time or be paid overtime. Compensatory time shall not be carried over from one fiscal year to another. Thus, any balance of compensatory time at years end shall be paid to the employee.

G. Administrative Leave

Exempt employees are not eligible to earn overtime or compensatory time. It is understood, however, that exempt employees are required to work hours in excess of the normal workday to fulfill job responsibilities. Administrative time may be accrued by exempt employees who are required to attend meetings after regular hours. Administrative time balances may not exceed 40 hours at any given time, and may be used in any increment at the discretion of the employees and approved by their Supervisor. Administrative Leave shall not be carried over from one fiscal year to another.

H. Non-Exempt (Overtime-Eligible) Employees

All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one workweek. Paid time off , and paid holidays do not count toward “hours worked.” Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one-and-one-half hours off for each hour of overtime worked.

For most employees the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time-and-one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

The maximum compensatory time accumulation for any employee is 40 hours per year. Once an employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

I. Exempt (Non-Overtime-Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors.

Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Minnetrista will only make deductions from the weekly salary of an exempt employee in the following situations:

1. The employee is in a position that does not earn paid time off or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
2. The employee is in a position that earns paid time off, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
3. The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
4. The very first workweek or the very last workweek of employment with the city in which the employee does not work a full week. In this case, the city will prorate the employee's salary based on the time actually worked.
5. The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
 - a. Paid leave has not been requested or has been denied.
 - b. Paid leave is exhausted.
 - c. The employee has specifically requested unpaid leave.
6. The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
7. The employee takes unpaid leave under the FMLA.
8. The City of Minnetrista may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Minnetrista will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the city any amounts received by the employee as jury fees or witness fees.

If the city inadvertently makes an improper deduction to the weekly salary of an exempt employee, the city will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

J. Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for exempt staff are Monday through Friday, 8 a.m. to 4:30 p.m., plus evening meetings as necessary.

While a city certainly has discretion on how to handle Exempt employees' timesheet reporting, it is a fairly common practice to not require leave for less than four-hour absence:

Exempt employees are required to use paid leave when on personal business or away from the office on a given day. Exempt employees must communicate their absence to their supervisor and/or City Administrator or his/her designee.

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work that is not justified, the situation will be handled as a performance issue.

If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the city. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

SECTION 10: OUTSIDE EMPLOYEMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Minnetrista regard the city as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the City Administrator. Any city employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's city job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-city employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with city employment. The following is to be considered when determining if outside employment is acceptable:

1. Outside employment must not interfere with a full-time employee's availability during the city's regular hours of operation or with a part-time employee's regular work schedule.
2. Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
3. The employee must not use city equipment, resources or staff in the course of the outside employment.
4. The employee must not violate any city personnel policies as a result of outside employment.
5. The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city. Work performed for others while on approved paid time off or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.

6. No employee will work for another employer, or for his/her own business, while using paid time off from the city for those same hours.
7. Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the city.

SECTION 11: CONDUCT AS A CITY EMPLOYEE

In accepting city employment, employees become representatives of the city and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of the Minnetrista. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Minnetrista. All employees are expected to:

1. Perform assigned duties to the best of their ability at all times.
2. Render prompt and courteous service to the public at all times.
3. Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
4. Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
5. Report any and all unsafe conditions to the immediate supervisor.
6. Maintain good attendance while meeting the goals set by an employee's supervisor.

SECTION 12A: PAID TIME OFF (PTO) LEAVE and EARNED SICK AND SAFE TIME (ESST)

A. 1. Accrual Rates

<u>Tier</u>	<u>Years</u>	<u>Total Hours</u>	<u>PTO Hours</u>	<u>PTO-ESST hours</u>	<u>Severance</u>
<u>1</u>	<u>0-2 years</u>	<u>140</u>	<u>92</u>	<u>48</u>	<u>100%</u>
<u>2</u>	<u>3-5 years</u>	<u>180</u>	<u>132</u>	<u>48</u>	<u>100%</u>
<u>3</u>	<u>6-10 years</u>	<u>220</u>	<u>172</u>	<u>48</u>	<u>100%</u>
<u>4</u>	<u>11-15 years</u>	<u>240</u>	<u>192</u>	<u>48</u>	<u>100%</u>
<u>5</u>	<u>16+</u>	<u>280</u>	<u>232</u>	<u>48</u>	<u>100%</u>

2. PTO and ESST

All eligible non-union employees will accrue Paid Time Off (PTO) based on years of service with the City of Minnetrista.

The City of Minnetrista's PTO program exceeds the requirements of the State of Minnesota's Earned Sick & Safe Time (ESST) law required under state statute, both in terms of accrual amounts and authorized uses.

All employees will receive 48 hours of PTO put into a bank labeled PTO – ESST on January 1 of each year. These hours are part of the employee's standard accrual and are to be used prior to the use of PTO, Admin Leave, or Compensatory Time. Bi-weekly PTO accruals will be adjusted accordingly to accommodate for the front-loading of 48 hours of PTO-ESST. These hours can be used for any time-off that is allowed under the City's PTO and ESST policy.

New hires will receive a pro-rated number of hours in the bank based on their start date at a rate of 1 hour for every 30 hours remaining in the calendar work year, capped at 48 hours.

Every regular full-time employee shall earn PTO on a per-pay-period basis, as follows, unless otherwise negotiated at the time of hire. The scale for earning PTO is as follows:

PTO hours will be accrued to the employees PTO bank on a per-pay-period basis, apart from the 48 hour PTO-ESST bank provided on January 1. Hours worked in excess of 40 per week will not count in any accrual of PTO but will be subject to the City Compensatory Time/Overtime Policy for applicable employees.

2.3. Use of PTO/PTO ESST

If the need for PTO/PTO-ESST is foreseeable, the City requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for PTO/PTO-ESST as soon as practicable. All employees must receive permission from the department supervisor at least ten (10) working days prior to taking leave when such leave is to extend for a period of more than one consecutive day. If the leave is to be for one day or less, permission will be granted without notice if the department head feels that City service will not be adversely affected. Priority will be

given to leave scheduling based on the earliest date of request and seniority. Leave scheduling for employees is the responsibility of their supervisor.

3.4. Maximum Accrual of PTO

Employees may accrue leave to a maximum of four hundred (400) hours. In the event an employee has been unable to take advantage of leave as earned one may be absent from work with notice to take leave and thus prevent the loss of leave beyond the maximum of four hundred (400) hours. Any accrued leave beyond the four hundred (400) hours limit must be taken as it is accrued, otherwise it is ineligible for accrual, subject to the following subsection.

4.5. PTO Upon Severance:

Any employee leaving the service of the City in good standing will be compensated for leave accrued to the day of separation provided said employee has served at least twelve (12) consecutive months prior to separation and has given the City at least two weeks' notice prior to the effective date of such separation. Such pay for accumulated leave will be at the same rate as the hourly rate of the employee's base salary. Time and accrual will be based upon "anniversary date" rather than a calendar year.

6. ESST FOR NON-REGULAR EMPLOYEES

In accordance with state statute, City of Minnetrista non-regular and variable hour employees who do not qualify for vacation or annual leave benefits and who work at least 80 hours in a calendar year are eligible to earn sick and safe leave in accordance with the following provisions:

Eligible non-regular employees will earn 1-hour of sick and safe leave for every 30 hours worked up to a maximum of 48 hours per year. Accrual begins upon hire but cannot be used until employees meet the 80 hours worked threshold. Earned and unused hours are not eligible for cash out or conversion to any other form of payment at any time. Employees who are re-hired within 180 days of separation shall have earned and unused sick and safe leave reinstated. These hours for non-regular employees can be used for any time off as allowed under the ESST Policy.

SECTION 12B. ESST POLICY

The purpose of this policy is to provide employees with earned sick and safe paid leave to comply with Minnesota "Earned Safe and Sick Time" (ESST) law, effective on January 1, 2024. The below uses are in addition to the uses allowed by the City of Minnetrista's Paid Time Off Policy.

ESST Eligible Uses

Employees may use available ESST hours as allowed under state law. The leave may be used as it is accrued in the smallest increment of time tracked by the City's payroll system (1 hour) for the following circumstances:

A. An employee's own:

- Mental or physical illness, injury, or other health condition
- Need for medical diagnosis, care or treatment, of a mental or physical illness
- Injury or health condition
- Need for preventative care
- Closure of the employee's place of business due to weather or other public emergency
- The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
- Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

B. Care of a family member:

- With mental or physical illness, injury or other health condition
- Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition
- Who needs preventative medical or health care
- Whose school or place of care has been closed due to weather or other public emergency
- When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease

- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

Family Members

For ESST purposes, "family member" includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild, or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

Advance Notice for use of ESST

If the need for ESST is foreseeable, the City requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for ESST as soon as practicable. When an employee uses ESST for more than three consecutive days, the City may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, ESST for a qualifying purpose. The City will not

require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the City will not require an employee using ESST to find a replacement worker to cover the hours the employee will be absent.

Retaliation prohibited

The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting ESST rights, requesting an ESST absence, or pursuing remedies. Further, the use of ESST will not be factored into any attendance point system the City may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under the ESST law.

Benefits and return to work protections

During an employee's use of ESST, an employee will continue to receive the City's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued ESST is entitled to return to their City employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during ESST absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the city and the employee is rehired again within 180 days of separation, previously accrued ESST that had not been used will be reinstated. An employee is entitled to use and accrue ESST at the commencement of reemployment.

SECTION 13: EXTENDED ILLNESS BANK

For those non-union employees hired before January 1, 2023, sick leave balances as of that date will be converted on a one for one basis into an Extended Illness Bank.

A. Use of Extended Illness Bank

Use of the Extended Illness Bank will be granted when the employee is for three or more days unable to perform work duties due to illness, short term disability, the necessity for medical, dental or chiropractic care, childbirth, "safety leave" if used for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking, or exposure to contagious disease where such exposure may endanger the health of others with whom the employee would come in contact in the course of performing work duties.

The employee must use the Extended Illness Bank for any illness or injury that extends for three or more days for themselves, and/or family member. Family member is

defined as a child (under 18 years of age, or under age 20 and still attending secondary school), adult child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

B. Parameters for Requesting Extended Illness Bank

When an employee is required to use their Extended Illness Bank, the employee’s Department Manager must be notified. Such notice should be given at the earliest possible time, preferably before the start of the scheduled working hours. The City Administrator or Department Manager may request a doctor’s certificate for illness involving more than three (3) consecutive days. Use of the Extended Illness Bank under false pretense may be cause for disciplinary action, including transfer, suspension, demotion or, termination.

C. Extended Illness Bank Upon Severance

Upon severance of employment, employees leaving in good standing with an extended illness bank will be compensated in accordance with their years of service and severance rates below:

Years of Service	Severance
0-5 years	0
6-10 years	25%
11-15 years	30%
16-20 years	40%
21+ years	55%

D. Work Related Injury

In the case of disability from a work related disease or injury for which Worker’s Compensation benefits are available, employees may elect to use their Extended Illness Bank rather than Worker’s Compensation benefits by notifying the City Administrator of their election. Under no circumstances can an employee receive both Extended Illness Bank benefits and Worker’s Compensation benefits for the same period of disability, except if the employee elects to receive Worker’s Compensation benefits they may also use Extended Illness Bank benefits to the extent necessary to increase their income to their net wage prior to the injury or onset of the disease.

E. Compensable Injury

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

An employee receiving Worker's Compensation payments for an injury may also be entitled to a partial paid time off or extended illness benefit. If an employee has accrued paid time off or extended illness bank hours, the City will pay the portion of the employee's regular pay that is not already paid by Worker's Compensation. During the period of disability, this payment will be deducted from the employee's account until it is exhausted. To receive payments described in this section, the employee must certify the amount of the Worker's Compensation payment to the City Administrator

1. Medical Verification

The City reserves the right to require written medical certification from an employee when paid time off due to an illness or injury is used for more than three (3) days. In the case of an extended illness or injury, the City may require written medical verification that an employee is able to perform the duties of employment before the employee is allowed to return to work.

2. Donation of Extended Illness Bank and Paid Time off Hours

Subject to case-by-case approval of the City Administrator, employees shall be allowed to donate a portion of their accumulated paid time off or extended illness bank hours annually to fellow employees who are ill or injured and have depleted their accumulated paid time off and extended illness bank. Employees requesting that paid time off or extended illness bank hours be donated to their account shall provide written application to the City Administrator and shall detail the circumstances. Donated time shall be paid at the recipient's rate of pay, and shall be deducted from the donor's appropriate account. .

SECTION 15: FUNERAL LEAVE

A. Funeral Leave

A maximum of ten (10) days paid time off may be utilized when a death occurs in an employee's family; namely, husband, wife, partner, son, daughter, father, mother, father-in-law, and mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, or grandchild provided the employee attends the funeral. Additional days may be allowed when travel is necessary, subject to the approval of the Department Head or City Administrator.

The Department Head or City Administrator may approve additional time.

SECTION 16: FAMILY AND MEDICAL LEAVE

A. Family Medical Leave Act-Employee and Employer Rights

The Family and Medical Leave Act of 1993 (FMLA) allows employees to take job-protected, unpaid leave for up to a total of 12 weeks in any 12 month period for the following reasons:

1. The birth of the employee's child;
2. The placement of a child with the employee for adoption or foster care;
3. When the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition;
4. When the employee's own serious health condition makes the employee unable to perform the functions of his or her job.

B. FMLA Eligibility Requirements

To be eligible for FMLA leave, an employee must:

1. Have worked for the City for at least 12 months
2. Have worked at least 1,250 hours during the 12 months preceding the start of the leave.
3. Be employed at a workstation with 50 or more employees within 75 miles of that worksite.

Employees may obtain more information regarding the FMLA from the City Administrator and from the U.S. Department of Labor's website www.dol.gov

C. Minnesota Parental Leave Act (state law requirement for employers with 21 or more employees)

~~As prescribed by Minnesota Statutes sections 181.940—181.941, certain employees are entitled to up to twelve (12) weeks of unpaid parenting leave upon the birth or adoption of a child. Eligible employees are those who have:~~

- ~~1. — Been employed by the City for at least 12 consecutive months preceding the request for leave; and~~
- ~~2. Worked an average of 20 hours or more per week.~~

~~A request for parental leave must be made ninety (90) days in advance of the first day of the parental leave. The leave must begin not more than 12 months after the birth or adoption of the child, unless the child remains in the hospital longer than the mother, then the leave must not begin more than 12 months after the child leaves the hospital. No paid time off, or other benefits shall accrue during a parental leave period. The employee shall be eligible for group health insurance benefits during the parental leave, but will be responsible for any costs of insurance premiums during the parental leave.~~

~~All E~~mployees ~~who work twenty (20) hours or more per week and have been employed more than one year~~ are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Unpaid pregnancy and parenting leave for up to 12 weeks is available to Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related

health conditions, as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child. ~~as eligible for up to 12 weeks of unpaid leave and~~ For leave related to the birth or adoption of a child, the leave must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employees should provide reasonable notice, which is at least 3 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave paid time off or extended illness hours during Pregnancy or Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

Effective July 1, 2023, the city will inform employees of their parental leave rights at the time of hire and when an employee makes an inquiry about or requests parental leave.

~~An employer~~The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

D. Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. ~~The city will provide~~ The city will provide a clean, private, and secure room e a room (other than a bathroom or toilet stall) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

~~An employer~~The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting nursing rights or remedies.

E. Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator. The city may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee.

If the city offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. The city will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

F. Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth:

- More frequent restroom, food, and water breaks;
- Seating;
- Limits on lifting over 20 pounds; and/or
- Temporary transfer to a less strenuous or hazardous position, should one be available.

Unless such accommodations impose an undue hardship on the city, the city will engage in an interactive process with respect to an employee's request for a reasonable accommodation.

SECTION 17: LEAVE OF ABSENCE WITHOUT PAY

Upon formal written request of an employee, a leave of absence without pay may be granted by the City Administrator, taking into consideration: good conduct, length of service, efficiency of the employee and the general good of the municipal service. Leaves of absence without pay may only be requested after accrued paid time off hours have been exhausted

A. Regular Leave Without Pay

The City Administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the city's contribution toward health, dental and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, or paid time off. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue paid time off based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued paid time off and compensatory time must normally be used before an unpaid leave of absence will be approved.

Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the city.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administrator subject to approval of the City Council.

The Family and Medical Leave Act (29 CFR Part 825) provides certain employees with up to 12 workweeks of unpaid, job-protected leave a year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave.

The FMLA applies to all public agencies, including state, local and federal employers, and local education agencies (schools). To be eligible for FMLA leave, an employee must work for a covered employer and:

1. have worked for that employer for at least 12 months; and
2. have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and
3. work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

Given the employee eligibility requirements, even though all cities are covered by the FMLA, only employees in cities with more than 50 employees have the potential to qualify for FMLA protected leave. Thus, only cities with 50 or more employees generally include an FMLA policy in their personnel policies.

SECTION 18: MILITARY LEAVE

A. Paid Leave.

Pursuant to Minnesota Statutes Section 192.26, employees who are members of the National Guard, or any other branch of the state militia or the officers' reserve corps, the enlisted reserve corps, the Naval Reserve, the Marine Corps reserve, or any other reserve branch of the military or naval forces of the United States are entitled to a paid leave of absence of up to fifteen (15) days calendar year for training or active service authorized by the proper authority. The employee shall not lose pay, seniority, paid time off, or any other benefits during the leave of absence. The leave will not be allowed if the employee does not return to work immediately upon being relieved from service, unless the employee is prevented from returning by physical or mental disability or other cause not the employee's fault or is required by the proper authority to continue in service beyond the 15-day leave period. Where possible, notice is to be provided to the city at least ten (10) working days in advance of the requested leave.

B. Unpaid Leave

Pursuant to Minnesota Statutes Section 192.261, an employee who engages in active service in any of the military or naval forces of the state or the United States for which leave is not otherwise allowed by law is entitled to an unpaid leave of absence, with rights of reinstatement as provided by state and federal law. Such rights include, but are not limited to, the right to return to the same job or to a position with like seniority, status and pay if such a position is available at the same salary that the employee would have received if the leave had not been taken. Reinstatement is subject to the following conditions: 1) the position has not been abolished or its term has not expired; 2) the employee is not physically or mentally disabled from performing the duties of the position; 3) the employee applies for reinstatement within 90 days after termination of military service or within 90 days after discharge from hospitalization or medical treatment resulting from military service, provided that such application is within one year and 90 days after termination of military service; 4) the employee submits an honorable discharge or other form of certification that the employee's military service was satisfactory.

C. Rights of Others

An employee promoted or hired to fill a vacancy created by a person being on military leave may be appointed to the position subject to the return of the employee on military leave. Upon return of the employee on military leave, a promoted employee may be restored to the employee's original position or an equivalent position. A replacement employee may be subject to layoff if no other position is available.

SECTION 19: SCHOOL ACTIVITY / SCHOOL CONFERENCE LEAVE

As prescribed by Minnesota Statutes section 181.9412, any employee will be granted up to a total of 16 hours during any 12-month period to attend school conferences or school-related activities related to the employee's child, provided the conferences or activities cannot be scheduled during non-work hours. An employee may substitute accrued paid time off, compensatory time, or administrative time, or take unpaid time for leave under this section.

SECTION 20: BONE MARROW / ORGAN DONATION LEAVE

Employees working an average of 20 hours per week may take paid leave not to exceed 40 hours, unless agreed to by the City Administrator, for bone marrow donation. The City may require verification from a physician of the purpose and length of each leave requested by an employee for bone marrow donation.

Employees working an average of 20 hours per week may take paid leave not to exceed 40 hours, unless agreed to by the City Administrator for organ donation. The City may require verification from a physician of the purpose and length of each leave requested by an employee for organ donation.

Effective July 1, 2023, an employerthe City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting bone marrow or organ donation leave rights or remedies.

SECTION 21: VOTING AND ELECTION JUDGE LEAVE

City employees who are eligible to vote and who are scheduled to work 8 hours during poll hours on a federal or state Election Day will be allowed to take sufficient time off from work to vote. Employees who plan to take time off to vote should request the time off at least 2 days in advance, so that staffing and work plans can be arranged to accommodate the lost hours. To limit the disruption of work crews, the City requests that employees who take voting leave either report to work one-half hour late or leave work one-half hour early.

If an employee wishes to take time off from work to serve as an election judge (as defined by state statute) in another city or township, he or she must notify his or her supervisor at least 10 days in advance and provide certification from the appointing authority. The employee will receive full, regular City pay for that day. Management may need to limit the number of employees serving as election judges to maintain adequate coverage.

If an employee serves as an election judge with the City, he or she will receive regular City pay in lieu of election judge pay during the employee's regular work hours. The employee will receive election judge pay for hours served as an election judge outside of regular work hours. City staff may be assigned to assist with various election duties as part of their job assignments. In no case will an employee receive both City pay and election pay from the City for the same hours worked.

Effective July 1, 2023, employees may be absent from work for the time necessary to vote, including being absent during the time allowed for voting in person before election day.

SECTION 22: JURY OR WITNESS DUTY:

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the city in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the city will be able to determine the amount of compensation due for the period involved.

An employee who is called for jury duty shall report for work at any time that the court does not require his/her presence during the time of his/her jury responsibility. Employees called for jury duty should notify their Department Head immediately and work with the Payroll and Billing Clerk to coordinate payroll. While serving on a jury, employees enjoy all employee benefits.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

A. Court Appearances

Employees will be paid their regular wage to testify in court for city-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with city employment, minus mileage reimbursement, must be turned over to the city.

B. Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case. The City may require advanced notice and require the employee to provide verification supporting the need for this type of leave.

SECTION 23: SHORT TERM AND LONG TERM DISABILITY COVERAGE:

The City shall provide short term and long-term disability coverage at no cost to regular full-time employees through the City's insurance carrier. In the event of a claim, the employee shall notify the City Administrator and the City Administrator shall coordinate with the employee to submit a short-term disability claim form to the insurance carrier on behalf of the employee. Thereafter, the insurance carrier shall be solely responsible for any disability determination or decision and payment. The employee will be notified in writing directly by the insurance carrier of the status of the claim. The insurance carrier may require information from an employee's physician to determine the status of the claim. The employee is responsible for providing all information to the City and/or insurance carrier required to process the employee's claim. Short term disability benefits will run concurrently with FMLA leave, if applicable, and will be in conjunction with the disability period certified by the employee's doctor.

During an absence due to disability the employee will be charged paid time off or extended illness hours (if applicable) for any time missed from work in order to receive full wages. In the event all available paid time off has been used, then other paid leaves must be used in order to receive full wages.

If the disability is approved and a payment check is issued by the insurance carrier for the time period covered by the check the employee has the option of:

- a. Requesting paid time off (or other applicable paid leave accounts) to supplement the disability benefit check. The amount of supplemental pay when added to the disability benefit check shall provide the employee with no more than 100% of the employee's regular wages. An employee shall earn prorated paid time off benefits while on supplemented disability leave; or
- b. Receiving only the disability check and no wages shall be paid by the City for the dates covered. An employee shall earn no leave benefits while on unpaid (by the City) disability leave.

The disability benefit, plus other sources of income, such as City of Minnetrista payroll, Social Security, Worker's Compensation, and PERA, cannot exceed 100% of the employee's monthly income. The employee must apply for these other benefits; and, if eligible, the disability benefit under the City plan will be reduced so that the benefit does not exceed the 100% maximum.

SECTION 24: HOLIDAYS

The following calendar days shall be recognized and observed as paid legal holidays. All Offices, except the Police Department, will be closed on these days:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King Day	January – Third Monday
Presidents' Day	February – Third Monday
Memorial Day	May – Last <u>Monday</u>
<u>Juneteenth</u>	<u>June 19</u>
Independence Day	July 4
Labor Day	September – First Monday
Veterans' Day	November 11
Thanksgiving	November – Fourth Thursday
Thanksgiving Friday	November – Fourth Friday
Christmas Eve	December 24
Christmas Day	December 25

Regular full-time employees shall receive one (1) day's pay for each holiday. Regular part-time employees shall receive holiday pay pro-rated by their normal percentage of full-time employment. City Council in December 2018 approved combining two half-day holidays (Christmas Eve and New Year's Eve) into one full-day holiday, to be observed on Christmas Eve

(December 24th), and eliminated any holiday time associated with New Year's Eve (December 31st).

A. Holiday Work

In the instance of a nonunion non-exempt employee, any time worked on a holiday shall be subject to provisions of the section titled "Overtime". Union employees should refer to their applicable contracts.

B. Observance

Whenever any of the holidays listed above fall on Saturday, the proceeding Friday shall be observed as the holiday. Whenever any of the holidays listed above fall on Sunday, the succeeding Monday shall be observed as the holiday.

SECTION 25: INCLEMENT WEATHER

A. Severe Weather

Should snow or severe weather require the closure of City offices, the City Administrator will make the determination to close the offices. The City Administrator will contact the Department Heads and Department Heads will report to their employees. Employees may use paid time off during the closure or take this time off unpaid.

If City offices are open and you are unable to report to work due to hazards of weather, you will need to utilize paid time off or leave without pay.

B. Emergencies

Employees are required to advise the Public Safety Department of any possible or potential threat made against the City, an employee or any City property. The Public Safety Department will investigate and/or respond to emergency situations within the city. Employees should ask their Department Head for direction if they are concerned for their welfare. Emergencies may include but are not limited to: natural and manmade disasters, security and safety threats, and weather related situations.

Employees may be ordered to seek shelter, evacuate or take other action during an emergency. If the potential for evacuation or seeking shelter exists, employees shall backup any open items on their computers and gather personal belonging to their workstations in case they are ordered to a safe location.

Shelter areas are marked in City Hall. Every employee is responsible for knowing where shelter areas are located in City Hall. If evacuation of the building is recommended employees will be advised where to relocate.

The Director of Public Safety or designee is in charge during all emergency situations. The Director may find it necessary to activate the city Emergency Operation Plan. If the Emergency Operation Plan is activated, staff will be advised of their task assignments.

SECTION 26: HEALTH, DENTAL, LIFE INSURANCE BENEFITS

The City makes a competitive monthly contribution toward group health, dental, and life insurance benefits. Employees are encouraged to look closely at this contribution as part of their overall compensation package with the city.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the Director of Administration.

A. Provider

The City of Minnetrista provides a medical and dental plan.

B. Cafeteria Plan

The City provides a group health and life insurance program for its employees. The program recognizes that all employees have unique insurance needs and allows them to design individualized benefits to meet these needs. For that reason it is commonly termed a "cafeteria" benefit plan. All regular full and part-time employees, upon completion of forms, for group coverage as of their initial date of their employment.

C. Employer Contributions

The City participates in the cost of the group coverage by paying the premium amount for "core" individual health and life insurance benefits, which full-time employees are required to carry. The benefits of this coverage are described in individual policies available from the Benefits Administrator. In addition, the City provides each employee a contribution towards optional benefits to be selected by the employee. The amount of this contribution depends on whether the employee elects individual or family insurance coverage. The amounts of the family and individual contributions may vary each year but shall be at least the same as those provided by the union contract with which the employee is most closely associated. Insurance contributions for part-time employees who elect coverage are provided on a pro-rated basis. For current amounts, please contact the Benefits Administrator.

D. Leave and Benefits

Any employee on unpaid leave of absence shall be responsible for paying premiums for their employee coverage. The City Administrator will determine the payment option in such an instance on a case-by-case basis. The employee shall contribute the difference in benefits after the employer contribution is applied.

E. Benefit Options

Available insurance benefits include: higher health insurance deductible, supplemental life insurance, long-term disability insurance, and dental insurance. Employees must either elect dental coverage through the City's plan or show proof of coverage through another carrier. Benefits are available for either individual or family coverage

F. Unpaid Continuation of Coverage After Employment

Provisions permitting continued insurance coverage at a former employee's expense including Minnesota state continuation and COBRA would be administered in compliance with current rules and regulations. See the Benefits Administrator for more information.

SECTION 27: EMPLOYEE ASSISTANCE

The City of Minnetrista recognizes that its employees are its greatest resource, and its greatest expense. Personal problems on or off the job can have an adverse effect on an employee's job performance. The employee assistance plan provides a confidential outside resource to assist in resolving such issues. It is designed to deal with a broad range of human problems, including alcohol and chemical abuse, emotional/behavioral disorders, family and marital conflicts, and financial, legal, and other personal problems.

Sunlife's Business Class EAP includes three face-to-face visits with experienced clinicians per employee per occurrence, confidential emotional support, work-life solutions, and other services. Staff believes implementing this program will address personal life challenges employees may have and improve workplace productivity, performance, and culture.

To use the program, employees simply need to call 1-877-595-5281.

This number serves as a 7-day per week 24-hour per day crisis line for emergencies. It can also be used to schedule a confidential, local appointment with a professional counselor. Voluntary participation in the program will not jeopardize an employee's job status.

A. Unemployment Compensation and Worker's Compensation

Employees are eligible for unemployment compensation as outlined in Minnesota Statutes Chapter 268 and workers' compensation as outlined in Minnesota Statutes Chapter 176. Further information is available from the City Administrator's Office.

SECTION 28: EMPLOYEE EDUCATION AND TRAINING

The city promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

The city will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

A. Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job

description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the city.

The supervisor and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

B. Job-Related Meetings

Attendance at professional meetings costing \$ 500 or less and directly related to the performance of the employee's work responsibilities do not require the approval of the City Administrator. Advance supervisor approval is required to ensure adequate department coverage.

C. Request for Participation in Training & Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the city.

D. Requests totaling more than \$500 must be approved by the employee's supervisor and the City Administrator. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

E. Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the City Administrator.

F. Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

G. Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the city. Normally, one city membership per agency, as determined by the City Administrator is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the city and are transferred to another employee by the supervisor.

SECTION 29: EXPENSES

A. Mileage

The City will reimburse travel for city business in an employee's private automobile at a rate consistent with the Internal Revenue Code allowance, the current per diem rate per mile, to be adjusted automatically with IRS guidelines. However, employee's use of a personal vehicle requires the Department Head's approval. If a City vehicle is available employees using their personal vehicle for work-related travel will be reimbursed at 75% of the prevailing Internal Revenue Code allowance.

When the City of Minnetrista reimburses an employee using a fixed and variable rate (FAVR) allowance, the allowance includes a combination of payments covering fixed and variable costs, such as an employee's variable operating costs (gas, oil, etc.) plus a flat amount to cover employees' fixed costs (such as depreciation, insurance, registration and license fees, etc.). The standard mileage rate determined by the IRS is based on an annual study of the fixed and variable costs of operating an automobile. Mileage reimbursement is meant to pay a proportion of insurance costs, not all insurance costs. Therefore, if your car is damaged while traveling on City business your mileage reimbursement covers a portion of your insurance on your vehicle and you are entitled to the same coverage as you would be driving your own car for personal reasons.

If you are injured as a result of an accident in your vehicle while performing City business, however, workers compensation covers the cost of the expenses associated with the injury.

B. Travel

For travel on City business (that requires an overnight stay), an employee must secure the advance permission of the City Administrator. Prior to traveling, employees must fill out a Travel and Reimbursement Approval Form and submit it to the Department Head or designee for approval. Employees are eligible for reimbursement for reasonable expenses such as mileage, meals, lodging, etc. A budget prior to travel and actual expense report will be documented on the Travel and Reimbursement Approval Form. In order to be reimbursed, an employee must submit ALL appropriate receipts and receive approval from the Department Head or designee.

C. Meals

Expenses for meals when an employee is on official business outside of the City will be reimbursable at actual cost provided expenses fall at or below the following meal expenses guide:

Breakfast	\$11.00
Lunch	\$15.00
Dinner	\$21.00

Gratuity of up to 15% is reimbursable under this policy.
Receipts are required for all reimbursement requests.

The following are NOT reimbursable as part of a meal expense:

1. Wine, beer, or liquor;
2. Non-mealtime snacks, coffees, sodas, etc.;
3. Any meal expense that is incurred when the meal is provided at the conference or business meeting.

Meal costs within the City are only reimbursable when the meal is a part of a meeting:

1. Between governmental bodies, or
2. Of a council, commission or organization involving official meetings with staff representation.

D. Lodging

Lodging expenses, when an employee is on official business or at an authorized conference, will be reimbursable at actual cost. The employee is required to submit receipts.

E. Mandatory Education

When employees are required to attend classes to meet educational requirements necessary to maintain their position, the City will reimburse the costs of books and tuition.

F. Elected Education Tuition Reimbursement

Employees are encouraged to continue education to improve their skills and knowledge. To promote this goal, the City will reimburse employees on a case-by case basis for tuition up to \$2500 annually provided that the expenses have been budgeted for and only after all of the following conditions are met:

- a. The employee is a regular, full-time, employee in good standing, the employee has been employed for at least a year;
- b. Tuition payment or reimbursement is approved by the employee's Department Head and City Administrator;
- c. The course is directly related to the employee's current job or to a position to which the employee could be promoted or deemed beneficial to the employee's performance;
- d. Course work is completed in a manner that does not conflict with established work schedule;
- e. Courses are offered by an institution approved by the Department Head or City Administrator; and
- f. Proof of successful completion of the course is provided upon its conclusion. (A passing grade of "C" or equivalent constitutes successful completion. Where grades are not provided the employee and Department Head shall agree upon a standard to measure completion.)

If an employee terminates service with the City less than one year after receiving the tuition reimbursement, the employee is required to pay back 100% of monies received.

G. Reimbursing Personal Expenses to City

Employees should, wherever possible, pay for personal expenses with their own resources. However, within narrow limits City accounts may be used to temporarily pay for needed personal expenses, provided these are promptly repaid. These situations include:

- a. Incidental personal expenses charged along with city expenses
i.e., tips and beverages accompanying meals, personal phone calls accompanying lodging expenses.
- b. Personal calls and faxes made on city phone equipment
- c. Extra lodging costs for guests accompanying the employee on business requiring an overnight stay.

These situations should be absolutely minimized, and reimbursement must be made to the city within one month of incurring the cost. Employees who must reimburse the City for personal expenses should fill out the Reimbursement To The City For Personal Expenses Form. Inappropriate use or abuse of this policy may warrant disciplinary action. This privilege may be revoked at anytime per the employee's Department Head's discretion.

SECTION 30: PURCHASING

If you require the purchase of goods and services for unbudgeted items, a request should be made to your Department Head. The purchase order or invoice will be submitted to the Finance Department with all appropriate receipts. The Finance Officer will authorize payment and issue a check to the vendor once the City Council has approved the claims. Should prior approval be required for the purchase, the City Administrator may also approve the purchase. Except in emergency situations, or those authorized by the City Administrator, checks are issued twice per month. This is good information to share with vendors in order for them to understand when they can expect payment.

A. Authorization of Expenditures

Department Heads shall obtain advance approval from the City Council for all purchases exceeding \$10,000 if not previously approved in the budget. The City Administrator or the Mayor may authorize emergency expenditures exceeding this amount if required prior to the next available Council Meeting date. With the exception of professional services, goods and services exceeding \$175,000 require a formal bid process and award of the bid by the City Council. Professional services require contractual agreement and approval by the City Council.

SECTION 31: VEHICLES

A. City Owned Vehicles

Many Department Heads and other employees are required to drive in the course of their job responsibilities. Some, such as the Director of Public Safety, are assigned vehicles that remain in their possession. City vehicles are available for the use of other employees, who shall use them whenever possible to avoid personal mileage expense. In all cases, city-

owned vehicles are to be used for official City business only. Arrangements to utilize City vehicles must be made through the Administration Department.

B. Traveling in City-Owned and Personal Vehicles

Whenever possible, employees shall use City-owned vehicles for work-related travel.

If a City vehicle is not available, the employee may use his or her personal vehicle. If the employee uses his or her personal vehicle, she or he is eligible for mileage reimbursement.

SECTION 32: RESIGNATION

Employees wishing to resign in good standing shall give written notice to their Department Head not less than two (2) weeks prior to such date that the resignation shall become effective. Department Heads shall give three (3) weeks minimum notice of resignation to the City Administrator and City Council. Employees may be required to participate in an exit interview. Failure to comply may be considered cause for denying future employment.

Regular employees who terminate employment while in good standing will be eligible for severance pay. To be considered in good standing, an employee must give notice within the required period of time, must have a cumulative rating of “meets job requirements” on their most recent performance evaluation, and no disciplinary matters shall be unresolved or in affect at the time of resignation. Unauthorized absences from work for a period of three consecutive work days may be considered as resignation without proper notice. Failure to comply with this procedure may be cause for denying the employee’s severance pay and may be considered cause for denying future employment.

SECTION 33: RETIREMENT

An employee shall be eligible for retirement when he/she meets the minimum requirements in effect for their PERA program.

The city participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The city and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each pay check for Social Security and Medicare (the city matches the employee’s Social Security and Medicare withholding for many employees). For information about PERA eligibility and contribution requirements, contact the Director of Administration.

The Minnesota State Legislature passed a law in 1931 to establish the Public Employees Retirement Association (PERA) as a retirement system for public employees. All qualified employees automatically become a member of PERA when hired. Temporary, seasonal, and intern positions may not be eligible for PERA. Eligibility is determined on a case-by-case basis and is generally dependent on length of service and earnings. All PERA members belong to one of three different funds” the Coordinated Fund, the Police and Fire Fund, or the Basic Fund (closed to new members as of 1968).

Federal and State taxes on PERA contributions are deferred to the time of withdrawal. Because PERA is considered a tax qualified plan under Section 414(h) of the Internal Revenue Code, there may be limits on how much employees may contribute to an I.R.A. Additional information regarding PERA will be sent directly to new employees.

A. Notice

Employees wishing to retire in good standing shall give written notice to their Department Head not less than two (2) weeks prior to such date that the retirement shall become effective. Department Heads shall give three (3) weeks minimum notice of retirement to the City Administrator and City Council. Employees may be required to participate in an exit interview. Failure to comply may be considered cause for denying future employment.

Regular employees who terminate employment while in good standing will be eligible for severance pay. To be considered in good standing, an employee must give notice of the required period of time, must have a cumulative rating of “meets job requirements” on their most recent performance evaluation, and no disciplinary matters shall be unresolved or in affect at the time of retirement.

SECTION 34: LAYOFFS

The City Administrator will make decisions about layoffs based on the city’s needs. The City Administrator will submit a list of employees to be laid off to the City Council for final approval.

SECTION 35: DISCIPLINE

Supervisors are responsible for maintaining compliance with city standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Minnetrista. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the city’s personnel policies. The supervisor and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

A. Progressive Discipline

Discipline against any employee may be progressive, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not

appropriate. However, the City reserves the right to take any disciplinary action, including immediate termination that it deems appropriate under the circumstances.

Nothing in these personnel policies implies that any city employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

B. Verbal Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue verbal reprimands without prior approval.

Verbal reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the verbal reprimand including date(s) and a summary of discussion and corrective action needed.

C. Written Reprimand

A written reprimand is more serious and may follow an verbal reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time.

Serious infractions may require skipping either the verbal or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the City Administrator.

A written reprimand will state the following:

1. That he or she is being warned for misconduct;
2. A description of the misconduct;
3. Identify the policy, directive or performance expectation that was not followed;
4. A description of past actions, if any, taken by the Department Head to correct the problem;
5. An urge for prompt correction or improvement by the employee;
6. A timetable and performance goals for the employee;
7. An outline future penalties should the problem continue.

The employee shall be given a copy of the reprimand and sign the original reprimand acknowledging that he or she has received the reprimand. The signature does not mean that he or she agrees with the reprimand. The reprimand will then be placed in the employee's personnel file.

D. Suspension With and Without Pay

Employees may be suspended with or without pay. Prior to the suspension or as soon as possible thereafter, the employee shall be notified in writing of the reason for the suspension and its length. Suspension without pay can be designated for any amount of time, not to exceed two (2) weeks. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans, who have completed a year of employment, will not be suspended without pay in conjunction with a termination. Upon the employee's return to work after a suspension he or she shall be given a written statement outlining further disciplinary actions should the misconduct continue. An employee may be suspended without pay pending investigation of an allegation. A copy of each written statement shall be placed in the employee's personnel file, but if the suspension is under investigation and the allegation proves false, that statement shall be removed and the employee will receive compensation to which he or she would have been entitled to had the suspension not taken place.

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

E. Dismissal

The City Administrator, or Administrator's delegated representative may, with City Council approval, dismiss any employee after the employee is given a notice. The notice shall contain:

1. Reasons for the dismissal;
2. The employee's rights under these rules and the veteran's preference law if it applies;
3. A statement indicating that the employee may respond to the charges both verbally and in writing and that he or she may appeal the decision to the City Council.

The notice of termination does not change the at-will status of the employee. An employee may be dismissed by the City Administrator at any time, for any reason, without notice within the first year of employment.

F. Other Disciplinary Actions

At the City Administrator's discretion, the following disciplinary actions may also occur at any time, with prior notice to the employee. This notice will be included in the employee's personnel file.

1. Involuntary Demotion-This step shall be taken if the employee does not have the ability to function at a higher level.
2. Forced Transfer-The employee may be transferred to a comparable position under a different Department Head.
3. Withholding a salary increase or decreasing the employee's salary- In no case shall an employee's salary be decreased below the minimum of the salary range of the class.

The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

G. Hearing

In the case of a suspension, demotion, or dismissal, the employee shall be granted a hearing before the City Council if the employee submits a written request for a hearing to the City Administrator within five (5) working days of notification of the action. The hearing shall be held within ten (10) working days of the date the request is received by the City Administrator, unless the City and employee agree on a later date. The City Council will decide whether to uphold the discipline. Subject to any applicable state laws, the City Council's decision is final.

Section : GRIEVANCE PROCEDURE

A. Process

Any dispute between an employee and the city relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested, to the proper supervisor within twenty-one days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the city administrator within seven days after the supervisor's response is due. The city administrator or his/her designee will respond to the employee in writing within seven calendar days. The decision of the city administrator is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

B. Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the city's last answer. If the city does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the city and the employee without prejudice to either party.

The following actions are not grievable:

1. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
2. Pay increases or lack thereof; and
3. Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

SECTION 36: PERFORMANCE REVIEWS

A. Purpose of Performance Reviews

Performance reviews are aimed to engage a discussion regarding employee development. An objective performance review system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of city employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments. Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the city's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and not so well.

Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

The performance review may include any or all of the below listed components:

1. Review of the employee's job description
2. Accomplishments and general assessment of past performance period
3. Suggestions for improvement changes based on these accomplishments
4. Performance goals for the next performance period
5. Adherence to City mission, policies, and practices
6. Department Head comments
7. Employee comments and questions
8. Discussion of employee and Department Head expectations

B. Timing of Performance Reviews

Department Heads can perform as many performance reviews on employees as they deem necessary to develop staff. However, regardless of the status of the employee, all Department Heads must perform a performance evaluation annually. (This means that all exempt and non-exempt full and part-time, temporary and seasonal employees shall undergo a performance evaluation each December.

C. Preparing for Your Performance Evaluation

Sometimes employees feel uncomfortable at the knowledge of an upcoming performance evaluation. Employees are encouraged to do the following things to prepare for these discussions

- ✓ Review your job description
- ✓ Write down questions or concerns about your performance or your position
- ✓ Write down some goals you would like to accomplish over the next year

D. Acknowledgement of Performance Evaluation

Your performance evaluation will be included in your personnel file. Once the evaluation is administered by your Department Head, you should review the evaluation. Often times, Department Heads will even leave the room for your written comments. You are required to sign your performance evaluations. Your signature does not mean that you necessarily agree with the evaluation, it only acknowledges that you have been informed of your performance. You must then return your evaluation to your Department Head so that it may be turned into the administration department and filed in your personnel file. You may retain a copy of your performance evaluation for yourself.

SECTION 37: DRUG FREE WORK PLACE

In accordance with federal law, the City of Minnetrista has adopted the following policy on drugs in the workplace:

1. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the city's intent and obligation to provide a safe and secure work environment free from drugs, alcohol, or cannabinoid products.
2. Cannabinoid products: Products, including those that can be consumed or ingested, usually in the form of a food or beverage, containing a cannabinoid ingredient, particularly tetrahydrocannabinols (THC). Tetrahydrocannabinols (THC): The psychoactive ingredient occurring in the Cannabis sativa plant, whether derived naturally or synthetically.
3. The unlawful manufacture, distribution, possession, or use of a controlled substance, alcohol, or cannabinoid products on city property or while conducting city business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
4. The city recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
5. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting city business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

A. Alcohol and Drugs

Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, cannabinoid products, or drug paraphernalia while on duty; is on city premises; while operating any city vehicle, machinery, or equipment; or when performing any city business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter drugs used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

1. Use and Possession of Alcohol or Drug(s)

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabinoid products, cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing cannabinoids, or pills) on the worksite by a person working as an employee at the city or while “on call” and subject to return to work. Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabinoids may be lawfully purchased and consumed in some circumstances does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use in certain circumstances. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates our equipment or vehicles or who is on one of our worksites. Applicants and employees are still subject to being tested under our drug and alcohol testing policy. And employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

B. Tobacco

Smoking and smokeless tobacco are not permitted within City-owned buildings or vehicles. Smoking and use of other tobacco products are permitted outside during designated employee breaks.

C. Drug and Alcohol Testing

2. Types of Testing. Employees are subject to drug and alcohol testing in the following circumstances:

- a. Job Applicant Testing. The City may require that all applicants who have received conditional offers of employment undergo a drug and alcohol testing and/or alcohol or cannabis test, if applicable, among other conditions. The city will not request

or require a job applicant to undergo testing related to “lawful consumable products” pursuant to Minn. Stat. § 181.938, including alcohol, cannabis, lower-potency hemp edibles, and hemp-derived consumer products, except with respect to the categories of positions listed below in the definition of “Drug” or if otherwise required by state or federal law. . If the offer of conditional employment is subsequently withdrawn, the City will notify the applicant of the reason for the withdrawal.

b. Routine Physical Examination Testing. Any employee may be required to undergo drug and alcohol testing, but not cannabis testing, as part of a routine physical examination. The drug or alcohol test will be requested no more than once annually and the employee will be given at least two weeks' written notice that the test shall be required as part of the examination.

c. Random Testing. An employee in a position in which impairment caused by drug or alcohol usage would threaten the health or safety of any person may be required to undergo random drug and alcohol testing. In addition, employees who are required to have a commercial driver's license are subject to random testing, including drug, alcohol, and cannabis testing, as required by federal law and the City's policy.

d. Reasonable Suspicion Testing. Any employee may be required to undergo drug and alcohol testing, including cannabis testing, if there is a reasonable suspicion that the employee: (a) is under the influence of drugs or alcohol or cannabis; or (b) has engaged in the use, possession, sale, or transfer of drugs or alcohol or cannabis while the employee is working or while the employee is on City property or operating a City vehicle, machinery, or equipment; or (c) has sustained a personal injury arising out of and in the course of employment, or caused another person to sustain a personal injury; or (d) has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

e. Treatment Program Testing. Any employee may be required to undergo drug and alcohol testing, including cannabis testing, if the employee has been referred by the City for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under the City insurance, in which case the employee may be requested or required to undergo drug or alcohol testing, including cannabis testing without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

3. Testing Procedure. Any Department Head or the City Administrator may order the drug and alcohol testing. Before undergoing drug or alcohol testing, the employee shall complete a form (1) acknowledging that the employee has seen a copy of the City's drug and alcohol policy, and (2) indicating consent to undergo the drug and alcohol testing.

4. Testing Laboratory. A laboratory meeting all requirements of state law, including those set forth in Minn. Stat. Sec. 181.953, shall handle all drug and alcohol testing.

5.—Test Results. Within three days of obtaining the final test results, the testing laboratory shall provide the City with a written report indicating the drug(s), alcohol, cannabis or their metabolites tested for, the types of test conducted, and whether the test produced negative or positive test results. Within three working days after receipt of the test result report, the City shall inform the employee in writing of a negative test result on an initial screening test, or of a negative or positive test result on a confirmatory test.

6. Emergency Call Back to Work Provisions:

If an employee is called out for a city emergency and he or she reports to work and is suspected of being under the influence of drugs, alcohol, or cannabis he or she will not be subject to the testing procedures of this policy and will not be allowed to work. Appropriate arrangements for return transportation to the employee's residence will be made. It is the sole responsibility of the employee who is under the influence of alcohol, drugs or cannabis and who is called out for a city emergency, to notify his or her supervisor of this information and advise if he or she is unable to respond to the emergency call back.

7. Refusal on Religious Grounds:

An employee or job applicant who, on religious grounds, refuses to undergo drug and/or alcohol testing, including cannabis testing, of a blood sample will not be considered to have refused testing, unless the employee or job applicant also refuses to undergo drug and/or alcohol testing, or cannabis testing, of a urine sample.

6.8.Rights of Employees and Job Applicants. Employees and applicants have a right to request and receive a copy of the test result report. If an employee or applicant tests positive for drug use, the City will give written notice of the right to explain the positive test. Within three working days after notice of a positive test result on a confirmatory test, the employee or applicant may submit information to the City to explain that result or may, within five working days after notice of the positive test result, request a confirmatory retest at the employee's or the applicant's own expense. If the confirmatory retest does not confirm the original positive test result, the City will not take any adverse personnel action against the employee or applicant based on the original confirmatory test and will reimburse the employee for the expense of the retest.

7.9.Consequences for Refusal to Test. Employees and job applicants have the right to refuse to undergo drug and alcohol and cannabis testing. However, failure to comply with the City's drug and alcohol policy, and refusal to take a drug, cannabis, and alcohol test upon request shall subject an employee to discipline, including discharge. If an applicant refuses to test, the job offer will immediately be withdrawn.

A. Discipline. An employee who has a positive test result on a confirmatory test, when this is the first such result for the employee, will be subject to discipline but shall not be discharged unless (1) the employee has been given an opportunity to participate in either a drug or

alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the City after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency, and (2) the employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program as evidenced by withdrawal from the program before its completion or a positive test result on a confirmatory test after completion of the program.

Participation in the specified program will be at the employee's own expense or pursuant to coverage under the City's insurance. All other employees obtaining a positive test result will be subject to discipline including discharge.

B. Data Privacy

Test results and other information gathered under this policy will be treated as private data on individuals. Positive results will be disclosed to the employee, the employee's Department Head and the City Administrator. Results will not be disclosed to others unless requested in writing by the employee or required by law.

For additional information on Commercial Motor Vehicle Operator Drug and Alcohol Testing, see attached Policy 37.1 .

SECTION 38: COMMUNICATION TECHNOLOGY

A. Systems:

Systems including: telephones, FAX machines, cellular phones, PDA's, voicemail, email, video and voice recorders and players, radio and paging systems, Police Mobile Data Terminals, electronically stored files and data bases, desktop computers, laptop computers, modems, internet access and bulletin boards. These mediums are intended for business purposes. All of the above listed equipment and the data stored in the systems are and remain at all times to be the property of the City of Minnetrista. Limited occasional or incidental use for personal non-business use is allowed, provided that no City policies are violated and that employees demonstrate a sense of responsibility and not abuse of the privilege. Rules regarding limited non-business use of City communication mediums are established within each department and monitored by the Department Head.

All communication performed on City-owned communication systems is a matter of public record. Employees should not expect privacy regarding the use of City-owned Communication systems. The City may access, without notice, any communication system. The employee is obliged to provide their Department Head with any codes or passwords to access information. The City maintains the right to change access codes or passwords at any time.

Because communication performed on City-owned equipment is a matter of public record, communication including emails, handwritten notes, and faxes may need to be documented and retained for record.

B. Hardware

Employees wishing to use personal hardware other than the equipment provided by the City such as speakers, web cams, personal digital assistants (PDAs) are required to consult with their Department Head and the contracted communications technician. Approval will be based upon the equipment's compatibility with and impact on the City's system.

Employees shall lock down computers when leaving their workstations.

C. Software

Employees may not duplicate copyrighted software that is owned by the City of Minnetrista for non-business purposes. Software owned or licensed to the City of Minnetrista shall not be provided to anyone not employed by the City of Minnetrista. Software may not be installed if there are insufficient licenses and all software must be used in accordance with the license agreement.

Requests to use software other than the City's standard applications must be approved with the employee's Department Head and the contracted communications technician.

Employees may not download any unnecessary software including, but not limited to screensavers, instant messaging programs, games, or icons.

D. General Cell Phone Policy

Cellular telephones are intended for the use of city employees in the conduct of their work for the city. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.

Regardless of who pays the bill, cell phone records about city business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the city would be under the obligation to determine what information is public data and what information is private data and would need access to the employee's phone records and possibly the phone itself in order to provide the data that is being requested. Therefore, the best practice is to limit usage of personal cell phones for city business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

An employee will not be reimbursed for business-related calls without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by city employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the

circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible.

In cases where the city does not regard accounting for personal calls to be unreasonable or administratively impractical due to the minimal cost involved, personal calls made by employees on a city-provided cellular phone must be paid for by the employee through reimbursement to the city based on actual cost listed on the city's phone bill.

All employees using City-owned cellular telephones during the workday must determine appropriate usage.

Personal calls will be acceptable in those circumstances where it is necessary to *briefly* contact someone. Such calls should only be made when customary telephones are not accessible. The City maintains the right to charge the employee for such calls should fees incur beyond the normal monthly charge for the plan. Further, the City maintains the right to revoke this privilege due to misuse.

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments

1. City-Owned Cellular Phones

This policy is intended to define acceptable and unacceptable uses of city issued cellular telephones. Its application is to insure cellular phone usage is consistent with the best interests of the city without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that city employees exercise the highest standards of propriety in their use.

E. Personal Cellular Phones

Personal telephone calls are to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with city work and are to be completed as quickly as possible. Any personal long-distance call costs will be paid for by the employee. Noncompliance with this policy may result in disciplinary action.

F. Employee Responsibilities.

When utilizing City owned equipment of any kind, employees should always use the following behavior:

1. Use good judgment
2. Do not engage in inappropriate uses
3. Protect the City's equipment from damage including viruses
4. Ensure security

5. Follow password guidelines if applicable
6. Properly store records created
7. Engage only in appropriate personal use
8. Report inappropriate use
9. Expect consequences for violating any of the employee responsibilities listed above

G. Information

Occasionally employees will have access to confidential, sensitive, or private information and data. Such information must not be disseminated to unauthorized persons or organizations. Misuse of such information may result in disciplinary action.

Messages to solicit or recruit others for commercial ventures, religious, or partisan political causes or concerns are prohibited.

H. Personal Information

To keep payroll, benefits, mailing lists and other information current, please notify the Administration Department of any changes in your personal status such as address, telephone number, emergency contacts, etc. Employees shall provide updated personal information within one week of any information changes.

I. Tennesen Warning

The Tennesen Warning requires the City of Minnetrista to inform employees of their rights in regards to the Minnesota Data Practices Act. At the end of this Personnel Policy is a Tennesen Warning Form.

SECTION 39: PUBLIC RELATIONS

The City of Minnetrista exists to serve the public, and it is our responsibility to provide the community with information about our policies, programs and decisions that affect the public. We foster an open and honest environment in which to disseminate information on a consistent and timely basis.

A. Authorization of Media Release. Generally, the City Administrator, or designee, will approve requests for information and news releases. There may be times however, when someone other than the City Administrator may make a preliminary news release if such release is necessary and in the best interest of the City. Questions relating to department policy or procedure shall be referred through channels, or by direction, to the City Administrator. Public Safety and/or emergency management information requests and/or press releases will be referred to the Director of Public Safety.

B. Guidelines for Media Release. The following is intended to serve as general guidance for individuals who will be in contact with members of the media as a result of their work with the City of Minnetrista.

1. Discussions shall focus on fact, not speculation.
2. Limit discussions to matters for which you are responsible and of which you have direct knowledge. When a reporter or citizen question goes beyond your expertise, refer them to the appropriate source.
3. Whether in person, on camera, or over the phone, when speaking to the media you represent and speak for the entire organization. Misinformation shared with the media can have negative effects on the public, as well as on our credibility.
4. When speaking to members of the media, you are speaking on the record. Off-the-record and background interviews almost always result in a story.
5. You are not bound to talk with reporters. Should you have questions, concerns, or doubts, contact the City Administrator.
6. No legally protected information may be released.

C. Media Requests

All city employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority.

Any employee who identifies a mistake in reporting should bring the error to the City Administrator or other appropriate staff. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

With the exception of routine events and basic information readily available to the public, all requests for interviews or information from the media are to be routed through the City Administrator. No city employee is authorized to speak on behalf of the city without prior authorization from the City Administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administrator of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the City Administrator. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as he/she can." Then ask the media representative's name, questions, deadline, and contact information.

All news releases concerning city personnel will be the responsibility of the City Administrator.

When/if the City Administrator authorizes a staff person to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications, employees must:

1. Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city and approved by the City Administrator.
2. Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: “The city finished street cleaning on 16 streets in the northwest corner of the city this past week” instead of “The city is doing a great job with street cleaning this year!” Corrections must be issued when needed.
3. Generally not include personal opinions in official city statements. One exception is communications related to promoting a city service. For example, an employee could post the following on the city’s Facebook page: “My family visited Hill Park this weekend and really enjoyed the new band shelter.” Employees who have been approved to use social media sites on behalf of the city should seek assistance from the City Administrator on this topic.

Notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for city business. Employees should be aware that data transmitted or stored may be subject to the Minnesota Government Data Practices Act

SECTION 40: PERSONAL COMMUNICATIONS AND USE OF SOCIAL MEDIA

It is important for city employees to remember that the personal communications of employees may reflect on the city, especially if employees are commenting on city business. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- A. Remember what you write or post is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos you would not want your boss or other employees to read, or you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home and on home computers.
- B. The City of Minnetrista expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the city. Avoid using statements, photographs, video or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of sex, race, national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender

identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission.

- C. If you publish something related to city business, identify yourself and use a disclaimer such as, “I am an employee of the City of Minnetrista. However, these are my own opinions and do not represent those of the City of Minnetrista.
- D. City resources, working time, or official city positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the city’s logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.
- E. Personal social media account name or email names should not be tied to the city (e.g., Minnetrista_Cop).

SECTION 41: CONFIDENTIAL INFORMATION

Employees shall not disclose or discuss any information classified as non-public by law or regulation. Infractions are subject to the disciplinary process. An employee of the City shall not use confidential information to further the employee’s private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use nonpublic information. Further information can be obtained from the Designated Authority for Data Practices.

SECTION 42: ETHICS

Ethics insure that you maintain a high standard of integrity, impartiality, and conduct which are all vital components of an effective government. Even small breaches of ethical behavior can diminish the confidence residents have in their government, and can thereby decrease the ability to be effectively governed.

The City of Minnetrista sets forth these guidelines for maintaining ethical behavior:

All employees shall avoid any action that might result in or create the appearance of:

1. Using public office for private gain
2. Giving preferential treatment to any person
3. Losing impartiality
4. Making a City decision outside the official channels.

A. Acceptance of Gifts

Pursuant to Minnesota Statutes section 471.895, no employee shall request, solicit, or accept a gift from any person or representative of a person or association that has a direct financial interest in a decision that the employee is authorized to make.

1. **Exceptions.** The prohibition in this section does not apply if the gift or gratuity is one of the following:
 - a. contribution as defined in Minnesota Statutes section 211A.01, subdivision 5;
 - b. services to assist an official in the performance of official duties, including but not limited to providing advice, consultation, information, and communication in connection with legislation, and services to constituents;
 - c. service, trinket or memento of insignificant monetary value;
 - d. a plaque or similar memento recognizing individual services in a field or specialty or to a charitable cause;
 - e. informational material of unexceptional value;
 - f. food or a beverage given at a reception, meal, or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program;

The prohibitions in this section also do not apply if the gift is given:

- g. because the recipient's membership in a group and a majority of members are not local officials, and an equivalent gift is given to the other group members; or
 - h. by an interested person who is a member of the family of the recipient, unless the gift is given on behalf of the someone who is not a member of that family; or
 - i. by a national or multi-state organization of governmental organizations or public officials, if a majority of the dues to the organization are paid from public funds, to attendees at a conference sponsored by that organization, if the gift is food or a beverage given at a reception or meal and an equivalent gift is given or offered to all other attendees.
2. **Consult with Department Head.** Exceptions to the prohibition against gifts are rare. Employees should courteously decline all offers of gifts and gratuities. If an employee has any doubt about the propriety of a gift, the employee shall report the gift to his or her Department Head immediately.

B. Organizational Support

Organizational support is defined as positively upholding the vision, policies, practices and general mverbal of the City. Employees are responsible to portray organizational support at all times and will be held accountable for promoting the City through support of their Department Heads, elected officials, colleagues, and citizenry. Failure to practice organizational support may be grounds for disciplinary action.

C. Judgment

As City employees, you will be required to use sound judgment within the decision making capacities of your position, as well as in areas surrounding ethical practices and conflicts of interest. You will also be called to make judgment calls regarding interactions with fellow

employees, vendors, and citizens. City employees are responsible for using good judgment in all areas and capacities of their job. Failure to practice sound judgment could result in disciplinary action.

SECTION 43: CONFLICTS OF INTEREST

A. Conflicts of Interest

City employees must avoid a conflict of interest and even the appearance of a conflict of interest. Therefore, a City employee, acting in the employee's official capacity, shall not:

1. Transact official City business with a family member, or with a business or person with whom that employee has a financial interest, or involvement;
2. Enter into a relationship with a vendor where the employee's actions are, or may reasonably be viewed as, not in the best interests of the City.

An employee who becomes involved in a possible conflict situation must report the possible conflict to the employee's Department Head and the City Administrator. Involvement in a conflict of interest may result in disciplinary action and, in some cases, termination.

SECTION 44: LEGAL ACTIONS

Under rare circumstances, employees may have or receive questions regarding how to handle legal actions against the City. Further, employees may seek claims personally against the city for damaged property, employee matters, or for other circumstances. The following describes how employees should handle such matters.

A. Lawsuits

To be considered a lawful service, notice of a lawsuit must be served upon the Mayor or City Administrator. If neither is available, any employee who accepts the notice should note the time, method, and any other pertinent information. All original copies of any lawsuit are to be sent promptly to the City Administrator who will consult with affected parties and the City's legal counsel.

B. Conciliation Court Claims

If you accept the claim, please note the time, method, and any other pertinent information. All original copies are to be provided promptly to the City Administrator.

C. Court Notices

If you receive a court notice, please note the time, method, and any other pertinent information. Contact your Department Head or the City Administrator immediately.

D. General Claims

If you accept the claim, please note the time, method, and other pertinent information. All original copies are to be provided promptly to the City Administrator.

E. Employee Matters

Matters including, workers compensation claims and discrimination allegations should be promptly reported to the City Administrator or Director of Administration.

SECTION 45: RESPECTFUL WORKPLACE

The intent of this policy is to provide general guidelines about conduct that is and is not appropriate in the workplace and other city-sponsored social events.

The city acknowledges this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

A. Applicability

Maintaining a respectful public service work environment is a shared responsibility. This policy is applicable to all city employees, volunteers, firefighters, members of boards and commissions and City Council members.

B. Abusive Customer Behavior

While the city has a strong commitment to customer service, the city does not expect employees to accept verbal and other abuse from any customer.

An employee may request that a supervisor intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

C. Types of Disrespectful Behavior

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

1. Violent behavior:

includes the use of physical force, harassment, bullying or intimidation.

2. Discriminatory behavior:

includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, pregnancy, gender-biased statements, such as stereotypes about women or men, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.

3. Offensive behavior:

may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction.

Although the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the City Administrator.

4. Sexual harassment:

can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

5. Names and Pronouns:

Every employee will be addressed by a name and by pronouns that correspond to the employee's gender identity. A court-ordered name or gender change is not required.

D. Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police or ask the individual to leave the area.

If employees see or overhear a violation of this policy, employees should advise a supervisor, the City Administrator, or City Attorney promptly.

Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

Step 1(a). If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter.

In some situations with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The city urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a supervisor, the City Administrator, the mayor or councilmember of promptly of your concerns. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it promptly to a supervisor or the City Administrator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the mayor.

E. Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations promptly to the City Administrator, who will determine whether an

investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Supervisors, when talking with the reporting employee will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the city cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Data Practices Act.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. Typically, the investigator will obtain the following description of the incident, including date, time and place:

- a. Corroborating evidence.
- b. A list of witnesses.
- c. Identification of the offender.

Step 3. The supervisor must notify the City Administrator about the allegations (assuming the allegations do not involve the City Administrator).

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The City will follow any other applicable policies or laws in the investigatory process.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

F. Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will determine how to proceed in addressing the complaint as well as appropriate discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city attorney who will confer with the mayor and City Council regarding appropriate investigation and action.

If a councilmember is perceived to be the cause of a disrespectful workplace behavior incident involving city personnel, the report will be made to the City Administrator and referred to the city attorney who will undertake the necessary investigation. The city attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

G. Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

H. Retaliation

Consistent with the terms of applicable statutes and city personnel policies, the city may discipline any individual who retaliates against any person who reports alleged violations of this policy. The city may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

SECTION 46: SEXUAL HARASSMENT

The City of Minnetrista is committed to creating and maintaining a public service work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws

In keeping with this commitment, the city maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees, volunteers, members of boards and commissions, and elected officials sensitive to the matter of sexual harassment, to express the city's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

B. Application of Policy

The City's policy on harassment includes, but is not limited to sexual harassment, harassment and offensive behavior. This policy applies to all full-time, part-time, and temporary employees, elected officials, all members of commissions and committees appointed by the Council, and all individuals maintaining a business relationship with the City. This policy applies to conduct which is directed at individuals or which occurs around them even though conduct may not be directed specifically to them. This policy governs conduct through e-mail, voice mail, and other electronic communication.

C. Definition of Sexual Harassment

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363A.03, subdivision 43, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate behaviors that are unacceptable and therefore prohibited, even if not unlawful in and of themselves include: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome or repeated action of an individual against another individual, using sexual overtones

D. Examples of Harassment and Offensive Behavior

Sexual harassment, harassment and offensive behavior, which may resemble sexual harassment, is strictly prohibited and includes, but is not limited to:

- ✓ Unwanted sexual comments, compliments, flirtations, advances, and jokes;
- ✓ Sexual suggestions or remarks about a person's clothing, body, or sexual activity;
- ✓ Unwanted or unnecessary touching, brushing against, patting or pinching
- ✓ Requesting sexual favors;

- ✓ Unwelcome or repeated invitations to social engagements or other activities;
- ✓ Display in the workplace of sexually suggestive pictures, cartoons, or objects;
- ✓ Any indications or threat, expression or otherwise that an employee's job security, job assignment, conditions of employment, or opportunities for advancement may depend on the granting of sexual favors;
- ✓ Conduct, whether deliberate or careless, which creates an intimidating, hostile, or offensive work environment interfering with an employee's work;
- ✓ Offensive comments or actions that are based on a person's age, marital status, religion, disability, national origin, race, or sexual orientation.

E. Reporting Violations

Any knowledge about or claims of a violation of this Section must be reported to the employee's Department Head. Department Heads shall promptly report allegations to the City Administrator. If the employee is not comfortable reporting to the employee's Department Head, the employee must report directly to the City Administrator.

The City Administrator will determine if the allegations require further investigation. If an investigation is warranted, the City Administrator or the Administrator's designee will perform the investigation. In some cases, a third party may be deemed most appropriate.

All reports of violations will be handled as promptly and confidentially as possible. If facts appear to support the allegations, appropriate action will be taken. Resolution of complaints may include, but are not limited to, direction to stop the offensive behavior, counseling and or training, warning, suspension with or without pay, transfer, and termination.

This policy prohibits retaliation against employees who report complaints of harassment or assist in investigating such complaints.

F. Expectations

The City of Minnetrista recognizes the need to educate its employees volunteers, members of boards and commissions, and elected officials on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect, and assist in fostering an environment free from offensive behavior or harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. A supervisor;
2. City Administrator;
3. Mayor or city councilmember.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps, if the person feels safe and comfortable

doing so. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

1. Communicate to the harasser the conduct is unwelcome. Professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions, and request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.
2. In some situations such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with an offender.
3. To reiterate, it's important you notify a supervisor, the City Administrator, the mayor or councilmember of your concerns. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator, the mayor or the city attorney.

The city urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. Management takes these complaints seriously, and has the obligation to provide an environment free of sexual harassment. The city is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

In the case of a sexual harassment complaint, a supervisor must report the allegations promptly to the City Administrator. If the City Administrator is the subject of the complaint, then the supervisor is to report the complaint to the City Attorney. A supervisor must act upon such a report even if requested otherwise by the victim. The city will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

The city is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

G. Special Reporting Requirements

When the supervisor is the alleged harasser, a report will be made to the City Administrator who will assume the responsibility for investigation and discipline.

If the City Administrator is the alleged harasser, a report will be made to the City Attorney who will confer with the Mayor and City Council regarding appropriate investigation and action. If a councilmember is the alleged harasser, the report will be made to the City Administrator and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

H. Retaliation

The City of Minnetrista will not tolerate retaliation or intimidation directed towards anyone who makes a complaint of employment discrimination, who serves as a witness or participates in an investigation, or who is exercising his/her rights, including when requesting religious or disability accommodation. Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. City Administrator;
3. Mayor or City Councilmember
4. In the event an employee feels retaliation has occurred by the City Administrator or the City Council, then reporting may be made to the City Attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the City Administrator, or if the complaint is against the City Administrator to the City Attorney, who will decide how to proceed in addressing the complaint.

SECTION 46: SAFETY

The health and safety of each employee of the city and the prevention of occupational injuries and illnesses are of primary importance to the city. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

The primary source of information regarding safety is the City Safety and Health Program. Copies of this program are housed in every department. The City Safety and Health program details the City of Minnetrista's commitment to safe work practices. It is the responsibility of each employee to notify the Department Head of any safety issue. Employees will notify their Department Head.

An employee who is injured on the job must immediately report their injury to their Department Head.

If an employee observes an injury to the public occurring on City property or resulting from the operation of City equipment, he or she should report it as soon as possible to the City Administrator's Office.

Employees may be asked to serve on the City's Safety Committee. The Safety Committee is comprised of employees and Department Heads representing all City departments. The safety committee meets on a regular basis to discuss safety issues in the workplace, maintain the Health and Safety Program, and ensure all Occupational Health and Safety Administration regulations are met. If you have an innovation to improve safety conditions, please contact your department's Safety Committee representative.

A. Reporting Accidents and Illnesses

Both Minnesota workers' compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

B. Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

C. Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the city's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

D. Access to Gender-Segregated Activities and Areas

With respect to all restrooms, locker rooms or changing facilities, employees will have access to facilities that correspond to their affirmed gender identity, regardless of their sex at birth. The city maintains separate restroom and/or changing facilities for male and female employees and allows employees to access them based on their gender identity.

In any gender-segregated facility, any employee who is uncomfortable using a shared facility, regardless of the reason, will, upon the employee's request, be provided with an appropriate alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, the city will not require a transgender or gender diverse employee to use a separate, nonintegrated space, unless requested by the transgender or gender diverse employee, because it may publicly identify or marginalize the employee as transgender.

Under no circumstances may employees be required to use sex-segregated facilities that are inconsistent with their gender identity.

E. Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon (see attached definitions) is prohibited on city property, in city vehicles, or in any personal vehicle, which is being used for city business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

1. Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on city property.
2. A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
3. Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

RESOLUTION NO. 110-23

**RESOLUTION APPROVING JUST AND CORRECT
CLAIMS AGAINST CITY FUNDS**

WHEREAS, the City Council of the City of Minnetrista, pursuant to MS 412.241, shall have the full authority over the financial affairs of the City; and

WHEREAS, the City Council reviewed the Claims for payment, with checks numbered 70535 through 70621; electronic checks E1002836 through E1002857; Claims batch includes an electronic transfers for payroll in the amount of \$181,874.66.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of \$838,614.76 and a wire transfer to 4M for \$400,000.00 is hereby approved.

ADOPTED this 4th day of December 2023 by a vote of ____ Ayes
____ Nays.

Lisa Whalen, Mayor

ATTEST:

City Clerk

(seal)

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: Aflac110923,PR11092023,Xcel111423,111623HP,Tasc111723,111623 BRIDGE,BOND 11212023,4MP
11172023,Tasc112723,120423 2023 RECLAIM,112823HP,PR112223,120423AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1010 1ST BK OF THE LAKES					
70535	11/16/23	BENTZ, VIRGEL			
	R 601-400-37120	UNDISTRIBUTED UTILITI	\$326.75		Rfd of Overpmt- 3998 Covey Trail
		Total	\$326.75		
70536	11/16/23	CONCENTRA			
	E 101-42110-418	RECRUITING	\$556.00	103867631	Physical for Pre-Employment
		Total	\$556.00		
70537	11/16/23	DENN, ELIZABETH AND JAMES			
	R 601-400-37120	UNDISTRIBUTED UTILITI	\$183.79		Rfd Overpmt of Utility-4310 Trillium Lane West
		Total	\$183.79		
70538	11/16/23	ECM PUBLISHERS, INC			
	E 101-41320-202	COPY & PRINTING SUPP	\$57.13	972509	Fee Schedule
		Total	\$57.13		
70539	11/16/23	ELLIS, ANDREW			
	R 601-400-37120	UNDISTRIBUTED UTILITI	\$140.93		Rfd Overpmt Utility-3790 Enchanted Lane
		Total	\$140.93		
70540	11/16/23	FAY, TERRANCE AND LORRAINE			
	R 601-400-37120	UNDISTRIBUTED UTILITI	\$888.89		Rfd Overpmt Utility-3663 Hunters Trail
		Total	\$888.89		
70541	11/16/23	FREDRICKSON, JAMES			
	R 601-400-37120	UNDISTRIBUTED UTILITI	\$125.83		Rfd Overpmt on Utility-3530 Kings Point Road
		Total	\$125.83		
70542	11/16/23	GREAT AMERICA FINANCIAL SVCS			
	E 101-41320-322	POSTAGE	\$201.85	35264965	Postage Machine
		Total	\$201.85		
70543	11/16/23	JUNGE, AMY AND JEFF			
	R 601-400-37120	UNDISTRIBUTED UTILITI	\$315.78		Rfd Overpmt of Utility-3880 Games Drive
		Total	\$315.78		
70544	11/16/23	KERBER, LUCY & VANCE			
	R 601-400-37120	UNDISTRIBUTED UTILITI	\$555.47		Rfd Overpmt Utilities-3627 Hunters Trail
		Total	\$555.47		
70545	11/16/23	MANRIQUE, TANJA			
	R 601-400-37120	UNDISTRIBUTED UTILITI	\$408.88		Rfd Overpmt of Utilities-4165 Trillium Lane East
		Total	\$408.88		
70546	11/16/23	MET COUNCIL			
	G 602-2395	SAC CLEARING	\$39,362.40	Oct 2023	* Monthly SAC
		Total	\$39,362.40		
70547	11/16/23	MN CHIEFS OF POLICE ASSN.			
	E 101-42110-433	DUES & SUBSRIPT & TR	\$175.00	14630	Training-Squires

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: Aflac110923,PR11092023,Xcel111423,111623HP,Tasc111723,111623 BRIDGE,BOND 11212023,4MP
11172023,Tasc112723,120423 2023 RECLAIM,112823HP,PR112223,120423AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			Total	\$175.00	
70548	11/16/23	PREMIUM WATERS, INC			
E 101-41940-211		CLEANING & MAINT SUP	\$128.27	605123-10-23	Water
			Total	\$128.27	
70549	11/16/23	Star Tribune			
E 101-43121-437		MISCELLANEOUS EXPE	\$119.50	7633734	Paper
			Total	\$119.50	
70550	11/16/23	US BANK CORPORATE SYSTEMS			
E 101-42110-240		SMALL TOOLS AND MIN	\$29.30		Tool Set
E 101-42110-201		OFFICE SUPPLIES	\$66.40		Flash Drives
E 101-42110-431		TRAIN/MTG/EXP & SUPP	\$60.00		Bag Check Fees-Falls
E 101-42110-431		TRAIN/MTG/EXP & SUPP	\$2,107.00		Lodging IACP Conference-Falls
E 101-42110-240		SMALL TOOLS AND MIN	\$91.12		Glasses (8)
E 101-42110-201		OFFICE SUPPLIES	\$19.99		Memory Stick/Thumb Driv
E 101-42110-434		POLICE TRAINING	\$75.00		Brown-BCA Training
E 101-42110-201		OFFICE SUPPLIES	\$82.96		Paper/Calendars
E 101-42110-417		UNIFORMS	\$18.75		Squires-Uniform
E 101-42110-201		OFFICE SUPPLIES	\$174.37		Phone Cases and Screen Protectors
E 101-42110-201		OFFICE SUPPLIES	\$36.39		Phone chargers
E 101-42110-201		OFFICE SUPPLIES	\$20.98		Screen Protectors
E 101-42110-201		OFFICE SUPPLIES	\$7.49		Binder Clips
E 101-41110-437		MISCELLANEOUS EXPE	\$75.06		Council Meeting Food
E 101-41320-410		COMPUTER SERVICES/	\$100.68		Domain Renewals
E 407-45202-530		IMPROVEMENTS	\$92.53		Return of holiday tree lights
E 101-41940-223		BUILDING REPAIR PART	\$112.35		Iron reducer feed system for City Hall water softener
E 101-43121-433		DUES & SUBSRIPT & TR	\$245.00		DOT inspection recertification class
E 101-43125-221		EQUIPMENT PARTS, TIR	\$311.91		Snowplow parts
			Total	\$3,727.28	
70551	11/16/23	WASTE MANAGEMENT OF WI-MN			
E 671-43230-384		REFUSE REMOVAL	\$174.50	00000056-46	* Organics
E 671-43230-384		REFUSE REMOVAL	\$18,765.54	78649663-15	* Recycling
			Total	\$18,940.04	
70552	11/16/23	WING, SCOTT AND JENNIFER			
R 601-400-37120		UNDISTRIBUTED UTILITI	\$86.25		Rfd Overpmt Utilities-6645 Bracken Drive
			Total	\$86.25	
70553	11/16/23	XCEL ENERGY			
E 602-49490-381		ELECTRIC UTILITIES	\$4,208.27	51-6565409-5	Electricity-Lift Stations
			Total	\$4,208.27	
70554	11/16/23	YAHNA, JOE			
R 601-400-37120		UNDISTRIBUTED UTILITI	\$149.81		Rfd Overpmt of Utility -5230 Co Road 151 N
			Total	\$149.81	
70555	11/28/23	MEDICA			

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Batch: Aflac110923,PR11092023,Xcel111423,111623HP,Tasc111723,111623 BRIDGE,BOND 11212023,4MP 11172023,Tasc112723,120423 2023 RECLAIM,112823HP,PR112223,120423AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41320-131		HEALTH & LIFE INS - E C	\$4,823.78	62596557780	Insurance Premium
E 101-41910-131		HEALTH & LIFE INS - E C	\$1,920.00	62596557780	Insurance Premium
E 101-43121-131		HEALTH & LIFE INS - E C	\$3,630.00	62596557780	Insurance Premium
E 101-42110-131		HEALTH & LIFE INS - E C	\$14,619.66	62596557780	Insurance Premium
E 101-43125-131		HEALTH & LIFE INS - E C	\$858.00	62596557780	Insurance Premium
E 101-45202-131		HEALTH & LIFE INS - E C	\$462.00	62596557780	Insurance Premium
E 601-49440-131		HEALTH & LIFE INS - E C	\$1,872.00	62596557780	Insurance Premium
E 602-49490-131		HEALTH & LIFE INS - E C	\$1,612.00	62596557780	Insurance Premium
E 651-49590-131		HEALTH & LIFE INS - E C	\$590.00	62596557780	Insurance Premium
E 101-42401-131		HEALTH & LIFE INS - E C	\$2,000.00	62596557780	Insurance Premium
		Total	\$32,387.44		
70556	11/28/23	METLIFE			
E 101-41320-131		HEALTH & LIFE INS - E C	\$359.55	KM05399000	Dental Insurance
E 101-42401-131		HEALTH & LIFE INS - E C	\$42.75	KM05399000	Dental Insurance
E 101-41910-131		HEALTH & LIFE INS - E C	\$42.75	KM05399000	Dental Insurance
E 101-43121-131		HEALTH & LIFE INS - E C	\$255.58	KM05399000	Dental Insurance
E 101-43125-131		HEALTH & LIFE INS - E C	\$60.41	KM05399000	Dental Insurance
E 101-45202-131		HEALTH & LIFE INS - E C	\$32.53	KM05399000	Dental Insurance
E 101-42110-131		HEALTH & LIFE INS - E C	\$835.52	KM05399000	Dental Insurance
E 601-49440-131		HEALTH & LIFE INS - E C	\$106.42	KM05399000	Dental Insurance
E 602-49490-131		HEALTH & LIFE INS - E C	\$97.00	KM05399000	Dental Insurance
E 651-49590-131		HEALTH & LIFE INS - E C	\$32.66	KM05399000	Dental Insurance
		Total	\$1,865.17		
70557	11/28/23	SUN LIFE FINANCIAL			
G 101-2340		PAYROLL CLEARING HE	\$847.19	Dec 2023	LTD
G 101-2340		PAYROLL CLEARING HE	\$564.13	Dec 2023	STD
		Total	\$1,411.32		
70558	11/28/23	The Standard			
G 101-2380		PAYROLL CLEARING LIF	\$1,767.75	Dec 2023	* Life Insurance
		Total	\$1,767.75		
70559	12/04/23	ADVANCED POWER SERVICES INC			
E 101-42110-404		VEHICLE & EQUIP MAIN	\$2,465.00	4901	Coolant System Maint on PD Generator
E 601-49440-227		UTILITY SYSTEM MAINT	\$2,565.00	4902	N WTP Generator Coollant System Flush and Inspection
E 601-49440-227		UTILITY SYSTEM MAINT	\$2,565.00	4903	S WTP Generator Coollant System Flush and Inspection
E 601-49440-227		UTILITY SYSTEM MAINT	\$2,225.00	4904	Coollant System Maintance on Generator #44
E 602-49490-227		UTILITY SYSTEM MAINT	\$2,479.63	4905	Coolant System Maint on Generator #45 and Power Outlet on Generator #46
		Total	\$12,299.63		
70560	12/04/23	ADVANTAGE PROPERTY MAINTENANCE			
E 101-45202-402		LAWN MAINTENANCE	\$2,497.00	3739	Fall Cleanup
E 601-49440-402		LAWN MAINTENANCE	\$285.00	3739	Fall Cleanup
E 602-49490-402		LAWN MAINTENANCE	\$110.00	3739	Fall Cleanup
E 101-41940-402		LAWN MAINTENANCE	\$380.00	3739	Fall Cleanup
		Total	\$3,272.00		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment	
70561	12/04/23	AE2S				
		E 601-49440-303	ENGINEERING SERV	\$23,486.25	90746	Water System Planning-Oct Invoice
		E 601-49440-303	ENGINEERING SERV	\$3,481.25	90747	AE2S General Services Oct Billing
			Total	\$26,967.50		
70562	12/04/23	ASPEN MILLS				
		E 101-42110-418	RECRUITING	\$1,546.55	323089	Uniform for CSO
			Total	\$1,546.55		
70563	12/04/23	AUTOMATIC SYSTEMS CO.				
		E 601-49440-580	OTHER EQUIPMENT	\$23,428.00	040820	Scada Computer Hardware and Software Upgrades WTPS
		E 602-49490-580	OTHER EQUIPMENT	\$23,428.00	040820	Scada Computer Hardware and Software Upgrades WTPS
			Total	\$46,856.00		
70564	12/04/23	BCA				
		E 101-42110-434	POLICE TRAINING	\$375.00	32309	Training
			Total	\$375.00		
70565	12/04/23	BURDAS TOWING				
		E 101-42110-404	VEHICLE & EQUIP MAIN	\$188.93	12-165678	DTF Squad Tow
			Total	\$188.93		
70566	12/04/23	CANON FINANCIAL SERVICES INC				
		E 101-42110-202	COPY & PRINTING SUPP	\$95.49	31585261	Copier-PD
			Total	\$95.49		
70567	12/04/23	CANTEEN REFRESHMENT SVCS				
		E 101-42110-211	CLEANING & MAINT SUP	\$281.45	MSP79823	Coffee
			Total	\$281.45		
70568	12/04/23	CARQUEST				
		E 101-43121-221	EQUIPMENT PARTS, TIR	\$48.55	433128	Hydraulic Hose for Track Hoe
			Total	\$48.55		
70569	12/04/23	Center Point Energy				
		E 601-49440-383	NATURAL GAS	\$16.28	10654144-4	Gas Utility
		E 601-49440-383	NATURAL GAS	\$16.13	11431330-7	Gas Utility
		E 601-49440-383	NATURAL GAS	\$466.74	6401076054-	Gas Utility
			Total	\$499.15		
70570	12/04/23	CINTAS				
		E 101-49020-437	MISCELLANEOUS EXPE	\$54.94	1904410063	City Apparel
		E 101-49020-437	MISCELLANEOUS EXPE	\$35.39	1904410074	City Apparel
		E 101-43121-417	UNIFORMS	\$371.95	1904425301	Uniforms
		E 101-43121-417	UNIFORMS	\$215.57	4173802016	Uniforms
		E 101-43121-417	UNIFORMS	\$124.34	4174640173	Uniforms
		E 101-43121-417	UNIFORMS	\$124.34	4175186662	Uniforms
			Total	\$926.53		
70571	12/04/23	City of St Bonifacius				

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42210-318		FIRE CONTRACT ST BO	\$5,298.00		2022 Reconciliation Excess Expenses-Year End Fire Contract
		Total	\$5,298.00		
70572	12/04/23	CLASSIC CLEANING COMPANY			
E 101-43121-211		CLEANING & MAINT SUP	\$500.00	35583	Monthly Cleaning Nov 2023-Bags and Towels
E 101-41940-211		CLEANING & MAINT SUP	\$530.00	35583	Monthly Cleaning Nov 2023-Bags and Towels
E 101-42110-211		CLEANING & MAINT SUP	\$775.00	35584	Monthly Cleaning Nov 2023-PD
		Total	\$1,805.00		
70573	12/04/23	CONCENTRA			
E 101-42110-418		RECRUITING	\$69.00	103877148	Physical-Preemployment
		Total	\$69.00		
70574	12/04/23	CORE AND MAIN			
E 601-49440-227		UTILITY SYSTEM MAINT	\$97.22	T885857	Gate Valve Cap Removal Tools
E 602-49490-227		UTILITY SYSTEM MAINT	\$97.22	T885857	Gate Valve Cap Removal Tools
		Total	\$194.44		
70575	12/04/23	COREMARK METALS			
E 101-41110-440		APPRECIATION EVENTS	\$218.69	5439670	Metal for Make the Presents for Tree Lighting
		Total	\$218.69		
70576	12/04/23	CORNER HOUSE			
G 101-1350		PREPAID ITEMS	\$2,320.00	4312	Police Dept Contract 2024
		Total	\$2,320.00		
70577	12/04/23	COVERTTRACK GROUP INC			
E 101-42110-433		DUES & SUBSRIPT & TR	\$624.20	INVCT00428	Stealth
		Total	\$624.20		
70578	12/04/23	CUMMINGS, PATRICK			
E 101-42110-417		UNIFORMS	\$33.99		Uniform
		Total	\$33.99		
70579	12/04/23	EROSION PRODUCTS, LLC			
E 651-49590-224		STREET MAINTENANCE	\$85.00	231101AW10	Erosion Logs for Ditch work on N Branch
		Total	\$85.00		
70580	12/04/23	FACTORY MOTOR PARTS			
E 601-49440-404		VEHICLE & EQUIP MAIN	\$110.46	1-9190821	Batteries for Service Truck Generators
E 602-49490-404		VEHICLE & EQUIP MAIN	\$110.46	1-9190821	Batteries for Service Truck Generators
E 602-49490-227		UTILITY SYSTEM MAINT	\$133.28	69-508056	Battery for LS #1 Generator
		Total	\$354.20		
70581	12/04/23	FASTENAL COMPANY			
E 101-43121-224		STREET MAINTENANCE	\$58.08	MNWAC7665	AAA Batteries and Pen Light for Shop
		Total	\$58.08		
70582	12/04/23	AT & T MOBILITY			
E 101-42110-321		TELEPHONE	\$91.71	28733308499	phones
E 101-42110-321		TELEPHONE	\$52.19	28733314926	phones

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			Total	\$143.90	
70583	12/04/23	FRONTIER OH			
E 601-49440-381		ELECTRIC UTILITIES	\$402.50		952-196-1926 WTP Internet Access
E 101-42110-321		TELEPHONE	\$534.73		952-446-1660 Monthly Phone Service
E 101-43121-321		TELEPHONE	\$534.73		952-446-1660 Monthly Phone Service
E 101-41940-321		TELEPHONE	\$534.74		952-446-1660 Monthly Phone Service
E 601-49440-381		ELECTRIC UTILITIES	\$94.30		952-472-1082 Well #5 Phone Service
			Total	\$2,101.00	
70584	12/04/23	Fury Motors			
E 101-42110-404		VEHICLE & EQUIP MAIN	\$91.52	776784/1	Unit 78-Oil Change, Tire Rotation, Multipoint Inspection
E 101-42110-404		VEHICLE & EQUIP MAIN	\$186.44	776915/1	Unit 82-Battery Test
E 101-42110-404		VEHICLE & EQUIP MAIN	\$84.36	777005/1	Unit 76- Oil Change, The Works
E 101-42110-221		EQUIPMENT PARTS, TIR	\$138.55	777159/1	Unit 81-Wiper Blades, Multipoint Inspection
			Total	\$500.87	
70585	12/04/23	HARRIS, THOMAS			
R 601-400-37120		UNDISTRIBUTED UTILITI	\$404.18		Refund Overpmt Utility 8270 Pondview
			Total	\$404.18	
70586	12/04/23	HAWKINS INC			
E 601-49440-227		UTILITY SYSTEM MAINT	\$220.00	6626514	Chlorine Cylinder Demurrage
			Total	\$220.00	
70587	12/04/23	HENNEPIN COUNTY INFO TECH DEPT			
E 401-42110-560		EQUIP AND FURNISHIN	\$2,596.86	1000214302	radio lease - PD
			Total	\$2,596.86	
70588	12/04/23	HICKMAN, COLE & ANGELA			
G 101-2025		DEPOSITS PAYABLE	\$5,000.00		MB-22067 R1 Temp Co Rtn -8595 W Highland Road
			Total	\$5,000.00	
70589	12/04/23	HINTZ, NATHAN			
E 101-42110-431		TRAIN/MTG/EXP & SUPP	\$51.00		Training Reimbursement
			Total	\$51.00	
70590	12/04/23	HOME DEPOT			
E 101-43121-224		STREET MAINTENANCE	\$551.56		Cordless Framing Nailer and Nails
			Total	\$551.56	
70591	12/04/23	ISD MOUND CHOIR BOOSTER			
E 101-41110-440		APPRECIATION EVENTS	\$200.00		Madd Jazz Performance Fee
			Total	\$200.00	
70592	12/04/23	KENNEDY & GRAVEN, CHARTERED			
E 101-41610-304		LEGAL FEES - ATTORNE	\$3,000.00	178192	General
E 101-41610-304		LEGAL FEES - ATTORNE	\$1,067.00	MN415-0014	Administration
E 101-41610-304		LEGAL FEES - ATTORNE	\$741.00	MN415-0026	General Personnel Matters
G 801-1170		LAND USE RECEIVABLE	\$728.50	MN415-0037	* 5900 W Brance Road and 5875 Painter Rd Simple Subdivision

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 801-1170		LAND USE RECEIVABLE	\$465.00	MN415-0037	* Dock Structure 3470 Tuxedo Road
E 101-41610-304		LEGAL FEES - ATTORNE	\$19.00	MN415-0037	CSO Mediation
		Total	\$6,020.50		
70593	12/04/23	KLEIN, MARK			
E 101-43121-417		UNIFORMS	\$96.04		Boot Reimbursement
		Total	\$96.04		
70594	12/04/23	KOCH, SPENCER			
E 101-42110-431		TRAIN/MTG/EXP & SUPP	\$40.57		Training Reimbursement
		Total	\$40.57		
70595	12/04/23	LANGUAGE LINE SERVICES			
E 101-42110-307		PROFESSIONAL SERVIC	\$458.01	11143192	Interpretation Services
		Total	\$458.01		
70596	12/04/23	LE-AST SERVICE CONSELING			
E 101-42110-307		PROFESSIONAL SERVIC	\$320.00	1317	Check up
		Total	\$320.00		
70597	12/04/23	LOFFLER			
E 401-43126-560		EQUIP AND FURNISHIN	\$21,780.30	4530066	Server Upgrades
		Total	\$21,780.30		
70598	12/04/23	MATRIX COMMUNICATIONS			
E 101-42110-321		TELEPHONE	\$75.00	M007637	Voicemail Set up for CSO
		Total	\$75.00		
70599	12/04/23	MAYER LUMBER COMPANY			
E 101-41110-440		APPRECIATION EVENTS	\$417.84	238212	Lumber for Santa Platform at Tree Lighting Event
		Total	\$417.84		
70600	12/04/23	Menards			
E 101-41110-440		APPRECIATION EVENTS	\$83.52	92980	Carpet for Santa's Platform at Tree Lighting
		Total	\$83.52		
70601	12/04/23	MENARDS BUFFALO			
E 101-41110-440		APPRECIATION EVENTS	\$385.56	97044	Tree Lighting Event Items
E 101-41110-440		APPRECIATION EVENTS	\$89.84	97341	Extension Cords for Tree Lighting Event
		Total	\$475.40		
70602	12/04/23	METERING AND TECHNOLOGY			
E 601-49440-227		UTILITY SYSTEM MAINT	\$2,363.36	INV3745	Meter Ends and Seals
		Total	\$2,363.36		
70603	12/04/23	MN DEPT OF HEALTH			
R 601-400-37158		WATER TEST SURCHAR	\$4,721.00	10/23-12/23	Community Water Supply Service Connection Fee
		Total	\$4,721.00		
70604	12/04/23	MORRIES Parts and Service Group			
E 602-49490-404		VEHICLE & EQUIP MAIN	\$1,199.48	580680	Repair of Truck #1

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,199.48		
70605	12/04/23	MOUND TRUE VALUE HARDWARE			
E 602-49490-227		UTILITY SYSTEM MAINT	\$15.99	189794	Rope for MH Cleaning
E 101-41110-440		APPRECIATION EVENTS	\$6.98	189944	Parts for Tree Lighting Box
Total			\$22.97		
70606	12/04/23	MULTIHOUSING CREDIT CONTROL			
E 101-42110-418		RECRUITING	\$24.00	23100068	Background (2)
Total			\$24.00		
70607	12/04/23	NCPERS MINNESOTA - 632400			
G 101-2380		PAYROLL CLEARING LIF	\$240.00	63240001220	*PERA life Ins Employer Paid
Total			\$240.00		
70608	12/04/23	Oak Ridge Kennels			
G 101-1350		PREPAID ITEMS	\$1,200.00		2024 Monthly Retainer Fee
Total			\$1,200.00		
70609	12/04/23	OFFICE OF MNIT SERVICES			
E 101-42110-410		COMPUTER SERVICES/	\$100.00	DV23100441	Services
Total			\$100.00		
70610	12/04/23	OVERLINE & SON, INC			
E 651-49590-224		STREET MAINTENANCE	\$1,663.75	1252	Jet Clean Culvert on N Branch Road
E 601-49440-227		UTILITY SYSTEM MAINT	\$2,138.75	1252	Vac Out Water Gate Valves
E 602-49490-227		UTILITY SYSTEM MAINT	\$1,657.50	1253	Jet Clean line to MET Council Station
E 651-49590-224		STREET MAINTENANCE	\$975.00	1254	Jet S Saunders Pond Outlet Structure to get flow
E 601-49440-227		UTILITY SYSTEM MAINT	\$975.00	1254	Vac out dirt around curb stop on Foxglove for Repair
E 602-49490-227		UTILITY SYSTEM MAINT	\$111,193.74	1255	Sewer Line Cleaning and Televising -SW Section of town
Total			\$118,603.74		
70611	12/04/23	POLSFUSS, ALLIE			
E 101-41110-440		APPRECIATION EVENTS	\$143.81		Supplies for Smores for Tree Lighting
E 101-41110-437		MISCELLANEOUS EXPE	\$40.99		Cake for Council
E 101-41320-433		DUES & SUBSRIPT & TR	\$20.96		Mileage
Total			\$205.76		
70612	12/04/23	Postmaster			
E 101-41320-322		POSTAGE	\$310.00	PI 89	First Class Presort
Total			\$310.00		
70613	12/04/23	SEBOLD HEATING AND COOLING			
E 101-43121-401		BLDG/STRUCT MAINTEN	\$440.00	5750	Thermostat Replacment in PW Shop
Total			\$440.00		
70614	12/04/23	William R Miles Sr.			
E 601-49440-401		BLDG/STRUCT MAINTEN	\$288.60	014095	Repair of generator door lock at S WTP
Total			\$288.60		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment	
70615	12/04/23	SVEN				
		E 601-49440-227	UTILITY SYSTEM MAINT	\$700.00	11833	4 5 Gallon Pails Poly for WTPs
			Total	\$700.00		
70616	12/04/23	US BANK EQUIPMENT FINANCE				
		E 101-41320-307	PROFESSIONAL SERVIC	\$41.86	516064201	Copier -City Hall
		E 101-41910-307	PROFESSIONAL SERVIC	\$41.86	516064201	Copier -City Hall
		E 101-43121-307	PROFESSIONAL SERVIC	\$41.86	516064201	Copier -City Hall
		E 601-49440-307	PROFESSIONAL SERVIC	\$41.87	516064201	Copier -City Hall
		E 602-49490-307	PROFESSIONAL SERVIC	\$41.87	516064201	Copier -City Hall
			Total	\$209.32		
70617	12/04/23	USA SECURITY				
		E 101-42110-404	VEHICLE & EQUIP MAIN	\$718.65	40551	Battery, Remote and Field Support
			Total	\$718.65		
70618	12/04/23	VERIZON WIRELESS				
		E 101-42110-321	TELEPHONE	\$388.13	9947605274	PD Cell phones
		E 101-41940-321	TELEPHONE	\$466.41	9947605274	Admin Cell phones
		E 101-43121-321	TELEPHONE	\$81.24	9947605274	PW Cell Phones
		E 602-49490-227	UTILITY SYSTEM MAINT	\$81.24	9947605274	PW Cell Phones
		E 601-49440-227	UTILITY SYSTEM MAINT	\$117.49	9947605274	PW Cell Phones
		E 651-49590-224	STREET MAINTENANCE	\$13.34	9947605274	PW Cell Phones
		E 101-43121-224	STREET MAINTENANCE	\$13.34	9947605274	PW Cell Phones
		E 602-49490-227	UTILITY SYSTEM MAINT	\$49.91	9947605274	PW Cell Phones
			Total	\$1,211.10		
70619	12/04/23	Wm Mueller & Sons Inc.				
		E 101-43121-224	STREET MAINTENANCE	\$158.23	295078	Pit Run sand for stock
			Total	\$158.23		
70620	12/04/23	WRIGHT HENNEPIN ELECTRIC				
		E 101-42110-339	SIREN AND MAINTENAN	\$18.66	150-1680-355 Co Road 15	
		E 101-42110-339	SIREN AND MAINTENAN	\$18.41	150-1680-355 Apple Garden Rd	
		E 101-42110-339	SIREN AND MAINTENAN	\$18.41	150-1680-381 Rolling Hills Dr	
		E 101-42110-339	SIREN AND MAINTENAN	\$18.41	150-1680-381 Game Farm Road	
		E 101-42110-339	SIREN AND MAINTENAN	\$19.11	150-1680-433 CO road 6	
			Total	\$93.00		
70621	12/04/23	XCEL ENERGY				
		E 101-43160-381	ELECTRIC UTILITIES	\$5,533.15	51-6565411-9	Electricity-Street Lights-2 Months
		E 101-42110-381	ELECTRIC UTILITIES	\$3,104.51	51-9597547-2	Electricity-Police
			Total	\$8,637.66		
1002836 e	11/09/23	AFLAC				
		G 101-2348	AFLAC INS	\$98.30		* Supplemental Insurance
			Total	\$98.30		
1002837 e	11/13/23	Internal Revenue Service				
		G 101-2300	PAYROLL CLEARING FE	\$12,683.15		* PR - Fed w/h
		G 101-2320	PAYROLL CLEARING FIC	\$13,517.28		* PR - SS/Medicare w/h

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: Aflac110923,PR11092023,Xcel111423,111623HP,Tasc111723,111623 BRIDGE,BOND 11212023,4MP 11172023,Tasc112723,120423 2023 RECLAIM,112823HP,PR112223,120423AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	\$26,200.43		
1002838 e	11/13/23	MINNESOTA DEPT. OF REV.			
G 101-2310		PAYROLL CLEARING ST	\$6,054.56		* State w/h
		Total	\$6,054.56		
1002839 e	11/13/23	Public Employees Retirement			
G 101-2330		PAYROLL CLEARING PE	\$26,901.96		* Pera w/h
		Total	\$26,901.96		
1002840 e	11/13/23	EDWARD JONES			
G 101-2370		PAYROLL CLEARING DE	\$2,271.51		* Deferred Comp w/h
		Total	\$2,271.51		
1002841 e	11/13/23	Optum			
G 101-2347		HSA CLEARING ACCT	\$4,952.62		HSA Employer and Employee Cont
		Total	\$4,952.62		
1002842 e	11/13/23	ICMA			
G 101-2370		PAYROLL CLEARING DE	\$400.00		* Roth IRA Contributions
		Total	\$400.00		
1002843 e	11/13/23	HCSP			
G 101-2370		PAYROLL CLEARING DE	\$250.00		* HCSP
		Total	\$250.00		
1002844 e	11/14/23	XCEL ENERGY			
E 601-49440-381		ELECTRIC UTILITIES	\$12,298.52	51-6565410-8	Electricity-Wells/Watertower
		Total	\$12,298.52		
1002845 e	11/17/23	TASC			
G 101-2346		PR CLEARING DAYCARE	\$416.66		* Dependent Care
		Total	\$416.66		
1002846 e	11/21/23	BRIDGEWATER BANK			
E 101-41320-437		MISCELLANEOUS EXPE	\$234.25	11/16/23	REMOTE DEPOSIT & POSITIVE PAY MONTHLY FEE
		Total	\$234.25		
1002847 e	11/21/23	Four M Fund			
G 101-1040		INVESTMENTS	\$400,000.00	11/17/23	11-17-23 WIRE TRANSFER TO INVESTMENT 4M FUND
		Total	\$400,000.00		
1002848 e	11/21/23	WELLS FARGO - BOND WIRES			
E 526-47000-601		BOND PRINCIPAL	\$50,000.00	11/21/23	BOND PRINCIPAL 2014A GENERAL OBLIGATION BONDS-MAPLE CREST
E 526-47000-611		BOND INTEREST	\$4,000.00	11/21/23	BOND INTEREST 2014A GENERAL OBLIGATION BONDS
		Total	\$54,000.00		
1002849 e	11/27/23	TASC			
G 101-2346		PR CLEARING DAYCARE	\$451.15		* Dependent Care

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: Aflac110923,PR11092023,Xcel111423,111623HP,Tasc111723,111623 BRIDGE,BOND 11212023,4MP 11172023,Tasc112723,120423 2023 RECLAIM,112823HP,PR112223,120423AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			Total	\$451.15	
1002850 e	12/04/23	ASPHALT SURFACE TECH CORP			
E 433-43122-530		IMPROVEMENTS	\$54,998.51	12/4/2023	STREET IMP PROJ _ PAY VOUCHER 4 (FINAL)
			Total	\$54,998.51	
1002851 e	11/29/23	EDWARD JONES			
G 101-2370		PAYROLL CLEARING DE	\$2,492.15		* Deferred Comp w/h
			Total	\$2,492.15	
1002852 e	11/29/23	HCSP			
G 101-2370		PAYROLL CLEARING DE	\$250.00		* HCSP Retirement
			Total	\$250.00	
1002853 e	11/29/23	ICMA			
G 101-2370		PAYROLL CLEARING DE	\$400.00		* Roth IRA Contributions
			Total	\$400.00	
1002854 e	11/29/23	Internal Revenue Service			
G 101-2300		PAYROLL CLEARING FE	\$14,134.32		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FIC	\$13,553.02		* PR - SS/Medicare w/h
			Total	\$27,687.34	
1002855 e	11/29/23	MINNESOTA DEPT. OF REV.			
G 101-2310		PAYROLL CLEARING ST	\$6,541.42		* State w/h
			Total	\$6,541.42	
1002856 e	11/29/23	Optum			
G 101-2347		HSA CLEARING ACCT	\$5,072.53		HSA Employer and Employee Cont
			Total	\$5,072.53	
1002857 e	11/29/23	Public Employees Retirement			
G 101-2330		PAYROLL CLEARING PE	\$29,277.59		* Pera w/h
			Total	\$29,277.59	
1010 1ST BK OF THE LAKES					
				\$1,056,740.10	

Fund Summary

1010 1ST BK OF THE LAKES

101 GENERAL FUND	\$625,231.92
401 CAPITAL IMPROVEMENT PROGRAM	\$24,377.16
407 TREE REPLACEMENT FUND	\$92.53
433 2023 STREET PROJECTS	\$54,998.51
526 MAPLE CREST IMP DEBT	\$54,000.00
601 WATER FUND	\$88,668.70
602 SEWER FUND	\$185,877.99
651 STORM WATER MGMT FUND	\$3,359.75
671 RECYCLING FUND	\$18,940.04
801 LANDUSE AGENCY	\$1,193.50
	\$1,056,740.10



CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

Subject: Item –Resolution No 111-23 Approve and finalize 2023 Budgeted Transfers

Prepared By: Brian Grimm, Finance Director

Meeting Date: December 4, 2023

Item: As part of the 2023 Budget and financing of the 2010A and 2012A bond issues there are a couple cost sharing items that are related to these issues. For the 2010A (Game Farm Road Project/South Bay Project) there is an annual cost that is picked up the Park Dedication Fund. For the 2012A (Highland Road Project), the annual cost has been picked up by the Road Maintenance Fund as when the project was completed, this was designated as the funding source in lieu of an annual debt services levy.

These funds are still available to be transferred as per the budget and the attached list should be approved to complete the transaction of actually transferring these funds.

Recommended City Council Action: Approve Res No 111-23 which approves actual transfers that were budgeted for 2023 on the attached listing

Does Recommended Action meet City Mission Statement? Yes No
Does Recommended Action meet City Goals/Priorities? x Yes No
Explain: Adapt to a changing economy – monitor budget

This agenda item is part of financial monitoring of the current year budget.

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.

RESOLUTION NO. 111-23

**RESOLUTION APPROVING AND FINALIZING BUDGETED TRANSFERS FOR 2023
AND AUTHORIZING ACTUAL TRANSACTIONS**

WHEREAS, the City of Minnetrista is a municipal corporation, organized and existing under the laws of the State of Minnesota; and

WHEREAS, there are annual transfers/cost sharing regarding bond issues that had multiple/other financing sources

AND WHEREAS, the City of Minnetrista has budgeted for the above transactions through the 2023 budget.

BE IT RESOLVED, that the City Council of the City of Minnetrista hereby approves the transfers as outlined on the attached listing

This resolution was adopted on the 4th day of December 2023 by a vote of Ayes _____ and Nays _____.

ATTEST:

Mayor

City Clerk

(SEAL)



Subject: Simple Subdivision Request from Sharon Thaler

Prepared By: Nickolas Olson, Senior City Planner

Through: David Abel, Community Development Director

Meeting Date: December 4, 2023

Issue: Sharon Thaler (the “Applicant”) is the fee owner of 3316 & 3320 Williams Lane (collectively the “Properties”). The Applicant has proposed to adjust the common lot lines between the Properties to meet a condition regarding lot coverage of a previously approved variance for a porch addition. Each parcel will meet or exceed the minimum lot size requirements for the R-1 Low density single family residence zoning district and the Shoreland overlay district after the proposed lot line adjustment. The Council should note that there is currently a drainage and utility easement over the common lot line that is being adjusted. Due to notice requirements to the MnDNR, this will be completed at a meeting in January 2024. New easements over the new common lot line are a condition of this approval.

Recommended City Council Action: Motion to adopt Res. No. 112-23 Approving a Simple Subdivision request from Sharon Thaler for 3316 & 3320

Williams Lane

Attachments:

1. Location Map
2. Applicant Narrative
3. Survey of Proposal
4. Res. No. 112-23 Approving a Simple Subdivision request from Sharon Thaler for 3316 & 3320 Williams Lane

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.

3316 & 3320 Williams Lane



1 in = 192 Ft

-  City Boundary
-  Address Labels
-  Parcels



N
November 27, 2023
Map Powered By Datafi





City of Minnetrista

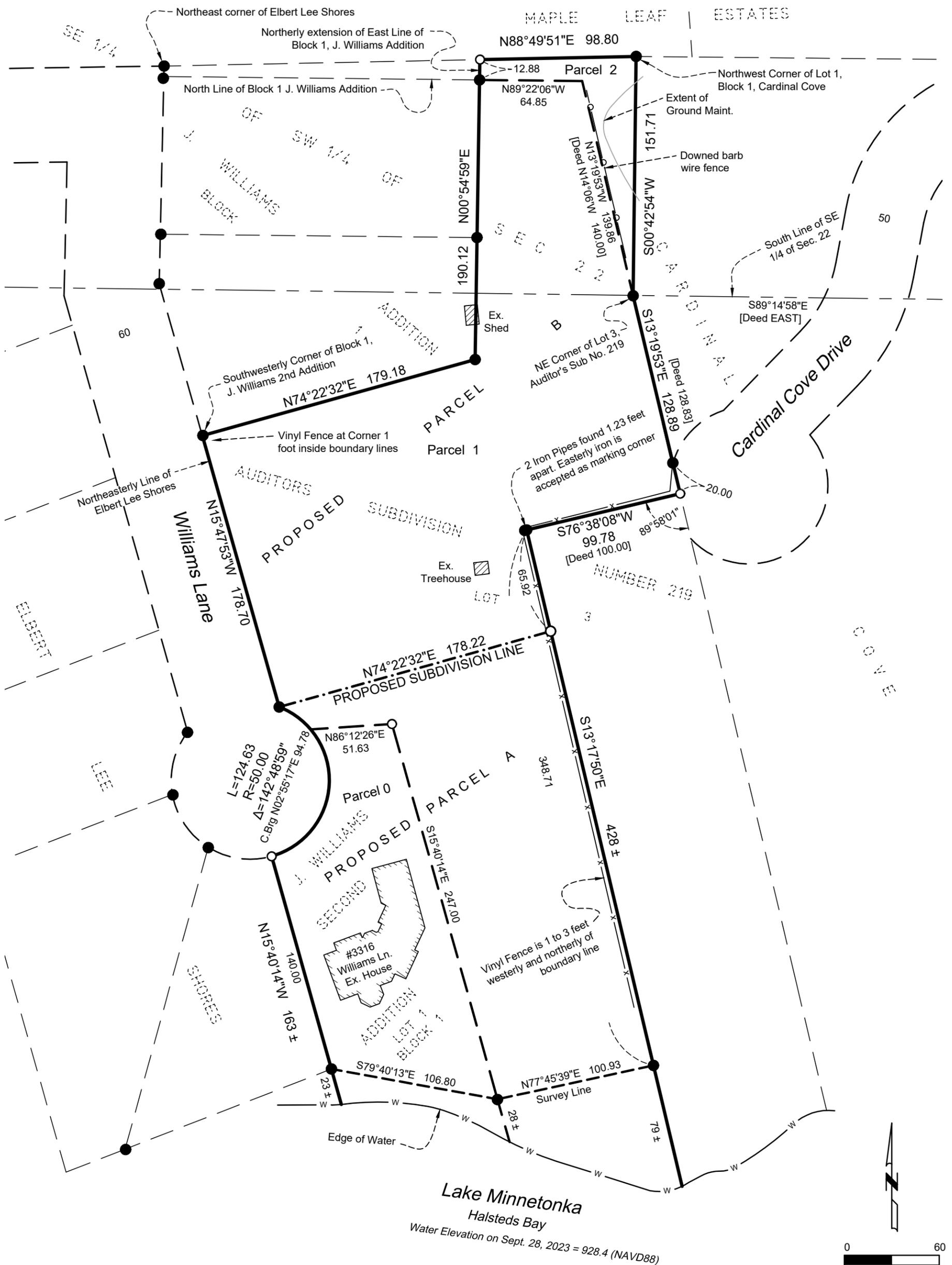
October 18, 2023

Re: Simple Subdivision at 3316 & 3320 Williams Lane

Lake Country Builders and Lindgren Land Surveying have been retained by Ms. Sharon Thaler to assist in various projects on the subject property. Ms. Thaler desires to complete a Simple Subdivision between 3316 & 3320 Williams Lane to expand the 3316 property in order to reduce the overall hardcover percentage and expand the buildable area. Ms. Thaler is completing this effort in conjunction with a planned project to expand an existing screen porch that is currently limited by the layout of the parcel. Ms. Thaler owns both the 3316 & 3320 properties.

Certificate of Survey // Simple Subdivision

Survey Prepared For: Sharon Thaler



LINDGREN
Land Surveying

PO Box 217
Chanhassen, MN 55317
(952) 223-0063

Existing and Proposed Boundary Lines

PROJ. NO.
15022R

SHEET
2 of 6

BOOK/PAGE
003/087

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RESOLUTION NO. 112-23

CITY OF MINNETRISTA

RESOLUTION APPROVING A SIMPLE SUBDIVISION FOR SHARON THALER TO ALLOW FOR THE LOT LINE ADJUSTMENT BETWEEN PROPERTIES LOCATED AT 3316 & 3320 WILLIAMS LANE

WHEREAS, the city of Minnetrista (the “City”) is a municipal corporation, organized and existing under the laws of Minnesota; and

WHEREAS, the City has adopted a zoning ordinance and subdivision regulations, which are codified in chapter 5 of the city code, to promote the orderly, economic and safe development and utilization of land within the community; and

WHEREAS, Sharon Thaler (the “Applicant”) is the fee owner of the two adjacent parcels located at 3316 & 3320 Williams, which are legally described on Exhibit A attached hereto; and

WHEREAS, the Applicant has requested that the common lot line between the parcels be modified so that the two newly configured properties will be as legally described on Exhibit B attached hereto; and

WHEREAS, the existing and new parcels are depicted on Exhibit C attached hereto; and

WHEREAS, the City Council considered the Applicant’s request for a simple subdivision for a lot line adjustment at its meeting on December 4th, 2023 and adopted the following findings of fact regarding the application:

1. The Applicant has properly applied for a simple subdivision in accordance with city code; and
2. The request does not involve the creation of any additional lots; and
3. The resulting lots conform to the City’s land use regulations.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Minnetrista, Minnesota that the Applicant’s request for a simple subdivision to allow a lot line adjustment of the properties at 3316 & 3320 Williams Lane is hereby approved, subject to the following:

1. The Applicant shall execute drainage and utility easements over the new common lot line in a form acceptable to the City Attorney.
2. The new legal descriptions of the two parcels are those included on Exhibit B attached hereto.
2. The approval of this simple subdivision shall expire within one year of the date of this resolution unless recorded within Hennepin County within that period of time; and

3. The Applicants shall reimburse the City for all costs and expenses associated with the review of this application.

This resolution was adopted by the City Council of the City of Minnetrista on the 4th day of December, 2023 by a vote of _____ ayes and _____ nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

(SEAL)

EXHIBIT A

Existing Legal Descriptions

PARCEL 0 (3316 Williams Lane):

Lot 1, Block 1, J. Williams Second Addition, according to the recorded plat thereof, and situate in Hennepin County, Minnesota.

PARCEL 1 (3320 Williams Lane):

That part of Lot 3, Auditor's Subdivision No. 219, Hennepin County, Minnesota, and that part of the Southeast Quarter of the Southwest Quarter of Section 22, Township 117, Range 24, Hennepin County, Minnesota described as follows: Beginning at the Northeast corner of said Lot 3; thence Southerly along the Easterly line of said Lot 3 a distance of 128.83 feet; thence Westerly deflecting to the right 90 degrees 00 minutes a distance of 100.00 feet; thence Southerly, parallel with the Easterly line of said Lot 3, a distance of 420.00 feet, more or less, to the shore line of Lake Minnetonka; thence Westerly along the shore line of Lake Minnetonka to its intersection with the Northeasterly line of J. Williams Second Addition, according to the plat on file or of record in the office of the County Recorder in and for said Hennepin County; thence Northwesterly along said Northeasterly line to the Northeasterly corner of said Addition; thence Westerly along the Northerly line of said Addition to its intersection with the Northeasterly line of Elbert Lee Shores, according to the plat on file or of record in the office of the County Recorder in and for said Hennepin County; thence Northwesterly along the said Northeasterly line of Elbert Lee shores to the Southwesterly corner of Block 1, J. Williams Addition, according to the plat on file or of record in the office of the County Recorder in and for said Hennepin County; thence Northeasterly along the South line of said last Addition to the Southeast corner thereof; thence Northerly along the East line of said last Addition and its Northerly extension to its intersection with a line run from the Northeast corner of Elbert Lee Shores to the Northwest corner of Lot 1, Block 1, Cardinal Cove, according to the plat on file or of record in the office of the County Recorder in and for said Hennepin County; thence Easterly along the said last described line to the Northwest corner of Lot 1, Block 1, Cardinal Cove; thence Southerly along the Westerly line of Cardinal Cove to the point of beginning;

EXCEPT

That part of the following described property: That part of the Southeast Quarter of the Southwest Quarter of Section 22, Township 117, Range 24, Hennepin County, Minnesota described as follows: Beginning at the Northwest corner of Lot 1, Block 1, Cardinal Cove; thence South along the West line of said Lot 1 to the South line of the Southeast Quarter said Section 22; thence North 14 degrees 06 minutes West (assuming said South line as bearing East and West) a distance of 140.00 feet to the Easterly extension of the North line of Block 1, J. Williams Addition; thence Westerly along said extension and along said North line to the Williams Addition; thence Westerly along said extension and along said North line to the East line of Elbert Lee Shores; thence North to the Northeast corner of Elbert Lee Shores; thence Easterly to the point of beginning, lying Easterly of the East line of said Block 1, J. Williams Addition and its Northerly extension. according to the Government Survey thereof.

PARCEL 2 (3320 Williams Lane):

That part of the Southeast Quarter of the Southwest Quarter of Section 22, Township 117, Range 24, Hennepin County, Minnesota described as follows: Beginning at the Northwest corner of Lot 1, Block 1, Cardinal Cove; thence South along the West line of said Lot to the South line of the Southeast Quarter of the Southwest Quarter of said Section 22; thence North 14 degrees 06 minutes West (assuming said South line as bearing East and West) a distance of 140.00 feet to the Easterly extension of the North line of Block 1, J. Williams Addition; thence Westerly along said extension and along said North line to the East line of Elbert Lee Shores; thence North to the Northeast corner of Elbert Lee Shores; thence Easterly to the point of beginning, lying Easterly of the East line of said Block 1, J. Williams Addition and its Northerly extension, according to the Government Survey thereof.

According to Warranty Deed Doc. No. 9141121.

EXHIBIT B

New Legal Descriptions

PROPOSED PARCEL A (3316 Williams Lane):

Lot 1, Block 1, J. Williams Second Addition, according to the recorded plat thereof, and situate in Hennepin County, Minnesota.

AND

That part of the following described property:

That part of Lot 3, Auditor's Subdivision No. 219, Hennepin County, Minnesota, and that part of the Southeast Quarter of the Southwest Quarter of Section 22, Township 117, Range 24, Hennepin County, Minnesota described as follows: Beginning at the Northeast corner of said Lot 3; thence Southerly along the Easterly line of said Lot 3 a distance of 128.83 feet; thence Westerly deflecting to the right 90 degrees 00 minutes a distance of 100.00 feet; thence Southerly, parallel with the Easterly line of said Lot 3, a distance of 420.00 feet, more or less, to the shore line of Lake Minnetonka; thence Westerly along the shore line of Lake Minnetonka to its intersection with the Northeasterly line of J. Williams Second Addition, according to the plat on file or of record in the office of the County Recorder in and for said Hennepin County; thence Northwesterly along said Northeasterly line to the Northeasterly corner of said Addition; thence Westerly along the Northerly line of said Addition to its intersection with the Northeasterly line of Elbert Lee Shores, according to the plat on file or of record in the office of the County Recorder in and for said Hennepin County; thence Northwesterly along said Northeasterly line of Elbert Lee shores to the Southwesterly corner of Block 1, J. Williams Addition, according to the plat on file or of record in the office of the County Recorder in and for said Hennepin County; thence Northeasterly along the South line of said last Addition to the Southeast corner thereof; thence Northerly along the East line of said last Addition and its Northerly extension to the intersection with a line run from the Northeast corner of Elbert Lee Shores to the Northwest corner of Lot 1, Block 1, Cardinal Cove, according to the plat on file or of record in the office of the County Recorder in and for said Hennepin County; thence Easterly along the last described line to the Northwest corner of said Lot 1, Block 1, Cardinal Cove; thence Southerly along the Westerly line of Cardinal Cove to the point of beginning.

Lying Southerly of the following described line:

Commencing at said Southwesterly corner of Block 1, J. Williams Addition; thence Southeasterly 178.70 feet along the Northeasterly line of Elbert Lee Shores to a point of curvature in said Northeasterly line and the point of beginning of said line to be described; thence Northeasterly, parallel with the South line of said Block 1, a distance of 178.22 feet to the Northeasterly line of said property and there terminating.

PROPOSED PARCEL B (3320 Williams Lane):

That part of the following described property:

That part of Lot 3, Auditor's Subdivision No. 219, Hennepin County, Minnesota, and that part of the Southeast Quarter of the Southwest Quarter of Section 22, Township 117, Range 24, Hennepin

County, Minnesota described as follows: Beginning at the Northeast corner of said Lot 3; thence Southerly along the Easterly line of said Lot 3 a distance of 128.83 feet; thence Westerly deflecting to the right 90 degrees 00 minutes a distance of 100.00 feet; thence Southerly, parallel with the Easterly line of said Lot 3, a distance of 420.00 feet, more or less, to the shore line of Lake Minnetonka; thence Westerly along the shore line of Lake Minnetonka to its intersection with the Northeasterly line of J. Williams Second Addition, according to the plat on file or of record in the office of the County Recorder in and for said Hennepin County; thence Northwesterly along said Northeasterly line to the Northeasterly corner of said Addition; thence Westerly along the Northerly line of said Addition to its intersection with the Northeasterly line of Elbert Lee Shores, according to the plat on file or of record in the office of the County Recorder in and for said Hennepin County; thence Northwesterly along said Northeasterly line of Elbert Lee shores to the Southwesterly corner of Block 1, J. Williams Addition, according to the plat on file or of record in the office of the County Recorder in and for said Hennepin County; thence Northeasterly along the South line of said last Addition to the Southeast corner thereof; thence Northerly along the East line of said last Addition and its Northerly extension to the intersection with a line run from the Northeast corner of Elbert Lee Shores to the Northwest corner of Lot 1, Block 1, Cardinal Cove, according to the plat on file or of record in the office of the County Recorder in and for said Hennepin County; thence Easterly along the last described line to the Northwest corner of said Lot 1, Block 1, Cardinal Cove; thence Southerly along the Westerly line of Cardinal Cove to the point of beginning.

Lying Northerly of the following described line:

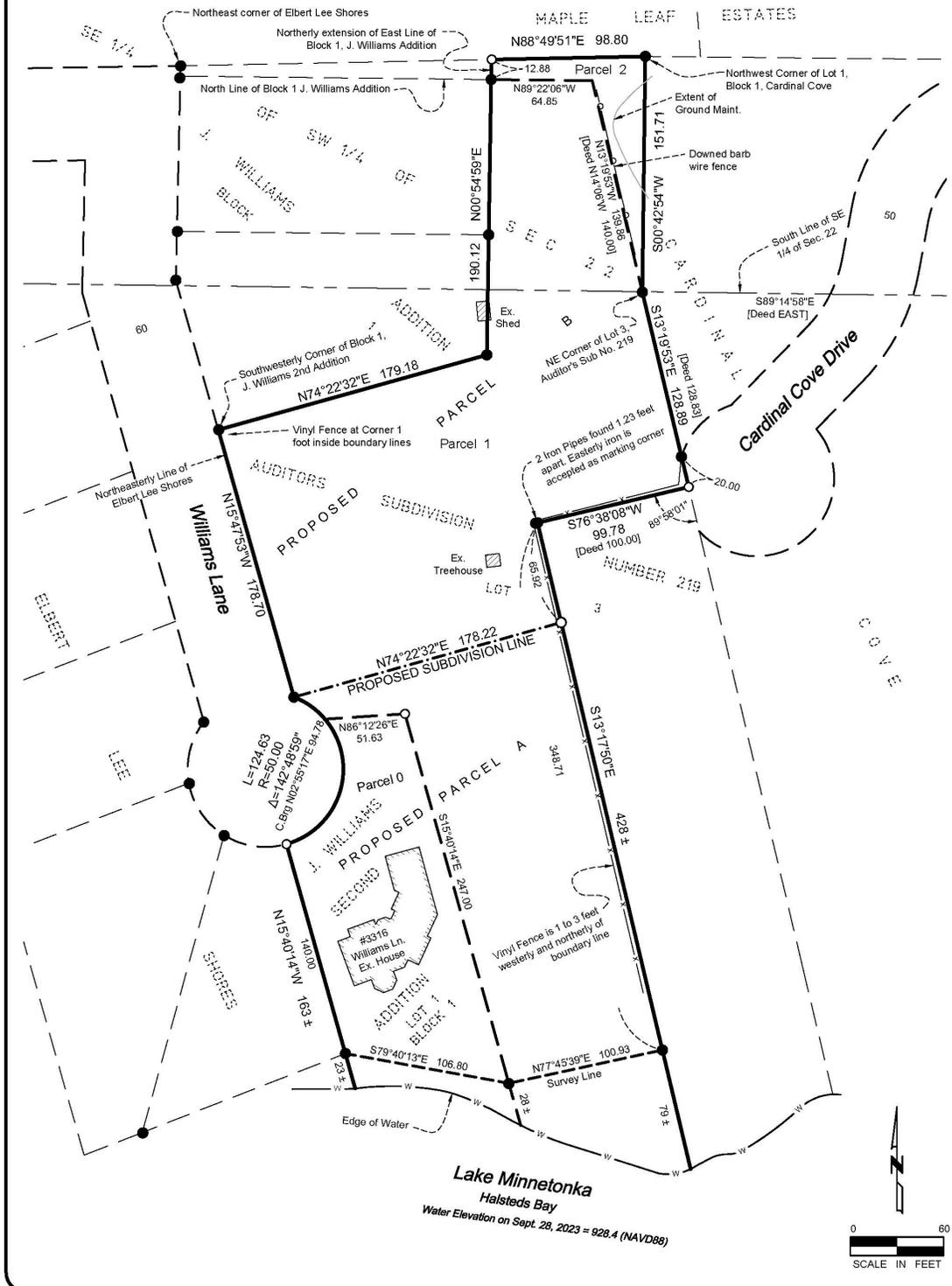
Commencing at said Southwesterly corner of Block 1, J. Williams Addition; thence Southeasterly 178.70 feet along the Northeasterly line of Elbert Lee Shores to a point of curvature in said Northeasterly line and the point of beginning of said line to be described; thence Northeasterly, parallel with the South line of said Block 1, a distance of 178.22 feet to the Northeasterly line of said property and there terminating.

EXHIBIT C

Depiction of Existing and New Parcels

Certificate of Survey // Simple Subdivision

Survey Prepared For: Sharon Thaler



LINDGREN
Land Surveying
PO Box 217
Chanhasen, MN 55317
(952) 223-0063

**Existing and Proposed
Boundary Lines**

PROJ. NO.
15022R
SHEET
2 of 6
BOOK/PAGE
003/087

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CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM 4I

Subject: Parks & Planning Commissions Candidate Update

Prepared By: Nickolas Olson, Senior City Planner

Through: David Abel, Community Development Director

Meeting Date: December 4, 2023

Issue: The terms for Planning Commissioners Lora Sandholm and Steve Livermore and Alternate Parks Commissioner Hal Goldstein conclude at the end of the year. Steve Livermore is seeking reappointment while Lora Sandholm and Hal Goldstein have submitted resignations. Staff posted the open positions on the Planning Commission (2 regular seats) and Parks Commission (2 alternate seats) in the Laker-Pioneer newspaper and on the City's website and Facebook page with an application deadline of November 22nd. In addition to receiving Mr. Livermore's application for reappointment, staff received an application from current Planning Commission alternate Zak Gangestad. There were no applications received for the Parks Commission alternate position. Since both Mr. Livermore and Mr. Gangestad have served on the Commission and have been interviewed in the past, interviewing these candidates again is not necessary. With only alternate seats available, staff will continue to post these openings until filled and bring applications forward to the City Council as they are received.

Attachments:

1. Res. No. 113-23 Planning Commission Appointments for 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.

RESOLUTION NO. 113-23

CITY OF MINNETRISTA

**RESOLUTION APPROVING PLANNING
COMMISSION APPOINTMENTS FOR 2024**

WHEREAS, the city code of the City of Minnetrista requires the City Council to appoint Planning Commissioners to 4-year terms; and

WHEREAS, the City Council accepted applications on December 4, 2023; and

WHEREAS, the City Council has discussed each application and made the following appointments:

PLANNING COMMISSION:	TERM EXPIRATION:
1. Steve Livermore	December 31, 2027
2. Zak Gangestad	December 31, 2027

WHEREAS, with the appointment of Zak Gangestad, current Alternate 1, the City Council elevates Lucas Rognli, current Alternate 2, to Alternate 1 with his term expiration remaining unchanged.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, THAT THE ABOVE APPOINTMENTS ARE HEREBY MADE FOR THEIR RESPECTIVE TERMS IN ACCORDANCE WITH CITY CODE.

This resolution was adopted by the City Council of the City of Minnetrista on the 4th day of December 2023, by a vote of _____ Ayes and _____ Nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

(SEAL)



**CITY OF MINNETRISTA
CONSENT AGENDA ITEM 4m**

Subject: **Accept Improvements and Authorize Final Payment for the 2023 Street Improvement Project (City Project No. 02-23)**

Prepared By: Chris Bunders, PE, Assistant City Engineer Through: Alyson Fauske, PE, City Engineer

Meeting Date: December 4, 2023

Issue:

The 2023 Street Improvement Project, City Project No. 02-23, has been satisfactorily completed and project acceptance and final payment is requested by the contractor.

Background/Discussion:

The 2023 Street Improvement Project, City Project 02-23, was initiated by the City Council at their June 6, 2022, regular City Council meeting when the City Council passed Resolution 93-22, Authorizing Professional Services for the 2023 Street Reconstruction Improvement Project, now known as City Project 02-23. Improvements proposed for construction in 2023 are summarized below:

Proposed improvements for this project include full depth reclamation of the pavement and minor enhancements to storm water drainage system of North Arm Drive, Trails End Road, and Trails End Circle. The project also includes partial replacement of deficient concrete curb and gutter, mill and overlay of the pavement, and minor enhancements to storm water drainage system of Timber Trail.

Asphalt Surface Technologies Corporation has substantially completed the scheduled work on September 18, 2023, in general conformance with the Contract documents. Final quantities have been reviewed and agreed to by the City Engineer and it has been determined that the project is complete and final payment is appropriate.

Asphalt Surface Technologies Corporation has submitted the required Consent of Surety to Final Payment, Minnesota Form IC-134 Withholdings Affidavit, lien waivers, and the signed request for final payment. Asphalt Surface Technologies Corporation has provided a maintenance bond terminating on September 29, 2025.

A Resolution Accepting Improvements for the 2023 Street Improvement Project, City Project 02-23, and Authorizing Final Payment is included for Council consideration of approval.

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.

Conclusion:

Staff recommends that the 2023 Street Improvement Project, City Project 02-23 be accepted, and that final payment be issued to Asphalt Surface Technologies Corporation.

Fiscal Impact:

The bid awarded to Asphalt Surface Technologies Corporation was a total of \$935,786.27 and the final project construction amount is \$826,196.57, which is 11.7% under the base bid.

Below are reasons for the underrun of project costs:

- The contractor included unit costs for work, and the estimated SY area of the project was higher than the SY area that was needed to complete the scope of the project.

The 2023 Street Improvement Project, City Project 02-23 costs are funded by Road Maintenance Fund. The budgeted amount associated with engineering design, bidding, and construction administration was \$189,614.50. The final amount billed for these services amounts to \$171,237.75.

The Engineer’s opinion of grand total project cost was presented to City Council on March 20, 2023 and was \$1,139,787.68. The total cost of the project, including engineering and construction, is \$997,434.32.

<p><u>Recommended City Council Action:</u> Staff recommends approving Resolution accepting the 2023 Street Improvement Project, City Project 02-23, and authorizing final payment to Asphalt Surface Technologies Corporation in the amount of \$14,409.14.</p>
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Does Recommended Action meet City Mission Statement? Yes No

Does Recommended Action meet City Goals/Priorities? Yes No

Explain:

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.



November 6, 2023, 2023

Mr. Dale Strandberg, Vice President
Asphalt Surface Technologies Corporation
PO Box 1025
St. Cloud, MN 56302

Re: Final Pay Voucher No. 4
2023 Street Improvement Project
City Project No. 02-23
WSB Project No. 020670-000

Dear Mr. Strandberg:

Please find attached Final Construction Pay Voucher No. 4 for the above-referenced project in the amount of \$54,998.51 for your review and signature. Please sign and return three copies to our office for processing with the City.

Please note that the original signed vouchers must be accompanied by the following documents when submitting for final payment and to close out the project. Final acceptance will be considered upon receipt of these documents.

1. Satisfactory showing that the Contractor has complied with the provisions of Minnesota Statutes 290.92 requiring withholding state income tax (IC134 forms).
2. Evidence in the form of an affidavit that all claims against the contractor by reasons of the contract have been fully paid or satisfactorily secured (lien waivers, if any).
3. Consent of Surety to Final Payment certification from the Contractor's surety.
4. Two-year Maintenance Bond.

Please give me a call at 612.430.0986 if you have any questions regarding this letter.

Sincerely,

WSB

Chris Bunders, PE
Project Manager

Attachments

cc: Alyson Fauske, City Engineer

ar



Client: City of Minnetrista 7701 County Road 110 West Minnetrista, MN 55364-9553	Contractor: Asphalt Surface Technologies Corporation P.O. Box 1025 St. Cloud, MN 56302
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WSB Project No.: 020670-000
Client Project No.: 02-23
State Project No.:
Federal Project No.:

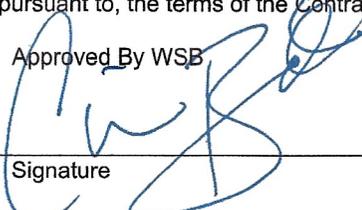
Contract Amount		Funds Encumbered	
Original Contract	\$935,786.27	Original	\$935,786.27
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$935,786.27	Total	\$935,786.27

Work Certified To Date	
Base Bid Items	\$826,196.57
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$826,196.57

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$14,409.14	\$826,196.57	\$0.00	\$771,198.06	\$54,998.51	\$826,196.57
Percent Retained: 0%			Percent Complete: 88.29%		

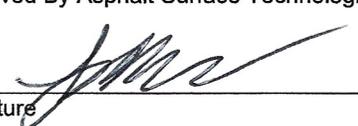
FINAL PAY VOUCHER

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By WSB


 Signature
 November 6, 2023

 Date

Approved By Asphalt Surface Technologies Corporation


 Signature
 10-10-2023

 Date

Approved By City of Minnetrista

 Signature

 Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	07/05/2023	\$172,964.55	\$8,648.23	\$164,316.32
2	07/31/2023	\$410,892.58	\$20,544.63	\$390,347.95
3	08/25/2023	\$227,930.30	\$11,396.51	\$216,533.79
4	11/06/2023	\$14,409.14	(\$40,589.37)	\$54,998.51

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local	\$826,196.57	\$0.00	\$771,198.06	\$54,998.51	\$826,196.57

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	\$54,998.51	\$935,786.27	\$935,786.27	\$826,196.57

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$23,250.00	1	0	\$0.00	1	\$23,250.00
2	2104.502	SALVAGE SIGN	EACH	\$40.00	5	0	\$0.00	0	\$0.00
3	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$4.50	22	0	\$0.00	0	\$0.00
4	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$3.50	891	0	\$0.00	659.5	\$2,308.25
5	2104.503	REMOVE BITUMINOUS CURB	L F	\$6.05	122	0	\$0.00	122	\$738.10
6	2104.503	REMOVE CURB & GUTTER	L F	\$7.92	90	0	\$0.00	83	\$657.36
7	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$42.00	16	0	\$0.00	0	\$0.00
8	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$11.44	644	0	\$0.00	305.5	\$3,494.92
9	2106.507	EXCAVATION - COMMON (P)	C Y	\$33.11	470	0	\$0.00	470	\$15,561.70
10	2106.507	EXCAVATION - SUBGRADE	C Y	\$22.00	400	0	\$0.00	454	\$9,988.00
11	2118.509	AGGREGATE SURFACING CLASS 2	TON	\$40.48	140	0	\$0.00	260.72	\$10,553.95
12	2123.610	SKID LOADER	HOUR	\$115.00	50	0	\$0.00	1.5	\$172.50
13	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$165.00	50	0	\$0.00	4	\$660.00
14	2130.523	WATER	MGAL	\$49.50	100	0	\$0.00	0	\$0.00
15	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$50.60	400	0	\$0.00	0	\$0.00
16	2215.504	FULL DEPTH RECLAMATION	S Y	\$1.43	24865	0	\$0.00	24865	\$35,556.95
17	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	\$7.59	694	0	\$0.00	0	\$0.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
18	2331.603	JOINT ADHESIVE	L F	\$3.30	540	0	\$0.00	0	\$0.00
19	2360.504	TYPE SP 9.5 WEAR CRS MIX (2,B) 3.0" THICK	S Y	\$24.64	837	0	\$0.00	518.8	\$12,783.23
20	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	\$94.60	2360	0	\$0.00	2346.84	\$222,011.06
21	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3,C)	TON	\$82.83	4379	0	\$0.00	4106.69	\$340,157.13
22	2504.604	2" POLYSTYRENE INSULATION	S Y	\$30.58	100	0	\$0.00	0	\$0.00
23	2511.507	RANDOM RIPRAP CLASS III	C Y	\$125.00	48	0	\$0.00	47	\$5,875.00
24	2531.503	CONCRETE CURB & GUTTER DESIGN D412	L F	\$49.50	90	0	\$0.00	80	\$3,960.00
25	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$49.50	122	0	\$0.00	88.8	\$4,395.60
26	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$93.50	40	0	\$0.00	0	\$0.00
27	2540.602	MAIL BOX SUPPORT	EACH	\$220.00	8	0	\$0.00	0	\$0.00
28	2540.602 /M7905	TEMPORARY MAIL BOX	EACH	\$220.00	44	0	\$0.00	0	\$0.00
29	2563.601	TRAFFIC CONTROL	LS	\$1,650.00	1	0	\$0.00	1	\$1,650.00
30	2564.602	INSTALL SALVAGED SIGN	EACH	\$250.00	5	0	\$0.00	0	\$0.00
31	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,320.00	1	0	\$0.00	0	\$0.00
32	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$220.00	2	0	\$0.00	2	\$440.00
33	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$3.85	1230	0	\$0.00	2520	\$9,702.00
34	2573.503	SILT FENCE, TYPE HI	L F	\$2.75	6838	0	\$0.00	0	\$0.00
35	2574.507	COMMON TOPSOIL BORROW	C Y	\$47.30	250	0	\$0.00	196	\$9,270.80
36	2574.508	FERTILIZER TYPE 3	LB	\$2.20	130	0	\$0.00	25	\$55.00
37	2575.504	SODDING TYPE LAWN	S Y	\$16.50	200	0	\$0.00	0	\$0.00
38	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	S Y	\$2.20	150	0	\$0.00	0	\$0.00
39	2575.505	SEEDING	ACRE	\$7,150.00	1	0	\$0.00	1.25	\$8,937.50
40	2575.508	SEED MIXTURE 25-141	LB	\$4.40	33	0	\$0.00	150	\$660.00
41	2575.508	SEED MIXTURE 25-151	LB	\$3.30	7	0	\$0.00	600	\$1,980.00



Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
42	2575.508	HYDRAULIC STABILIZED FIBER MATRIX	LB	\$1.43	1625	0	\$0.00	2000	\$2,860.00
43	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$15.70	520	179	\$2,810.30	558	\$8,760.60
44	2501.502	15" CS PIPE APRON	EACH	\$498.30	4	0	\$0.00	4	\$1,993.20
45	2501.502	15" RC PIPE APRON	EACH	\$1,496.00	4	2	\$2,992.00	4	\$5,984.00
46	2501.502	18" RC PIPE APRON	EACH	\$1,639.00	2	0	\$0.00	2	\$3,278.00
47	2501.502	24" RC PIPE APRON	EACH	\$1,936.00	2	0	\$0.00	2	\$3,872.00
48	2501.502	17" SPAN CS SAFETY APRON	EACH	\$1,069.20	2	0	\$0.00	2	\$2,138.40
49	2501.503	15" CS PIPE CULVERT	L F	\$121.00	50	0	\$0.00	90	\$10,890.00
50	2501.503	17" SPAN CS PIPE-ARCH CULVERT	L F	\$97.90	245	0	\$0.00	260	\$25,454.00
51	2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	\$955.90	4	0	\$0.00	0	\$0.00
52	2501.602	TRASH GUARD FOR 18" PIPE APRON	EACH	\$1,056.00	1	0	\$0.00	0	\$0.00
53	2501.602	TRASH GUARD FOR 24" PIPE APRON	EACH	\$2,136.20	1	0	\$0.00	0	\$0.00
54	2503.503	15" RC PIPE SEWER CLASS V	L F	\$125.40	96	48.3	\$6,056.82	115.5	\$14,483.70
55	2503.503	18" RC PIPE SEWER CLASS V	L F	\$147.40	67	17.3	\$2,550.02	89.3	\$13,162.82
56	2503.503	24" RC PIPE SEWER CLASS III	L F	\$177.10	48	0	\$0.00	48	\$8,500.80
Bid Totals:							\$14,409.14		\$826,196.57

Project Category Totals			Amount This Voucher	Amount To Date
Category				
A. SURFACE IMPROVEMENTS			\$0.00	\$727,679.05
B. DRAINAGE IMPROVEMENTS			\$14,409.14	\$98,517.52

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
Contract Change Totals:											

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining

**MAINTENANCE
BOND**

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
Hartford, Connecticut 06183

Bond No.: 107780061

KNOWN ALL BY THESE PRESENTS: That we Asphalt Surface Technologies Corporation, PO Box 1025, St. Cloud, MN 56302, as Principal, and Travelers Casualty and Surety Company of America, a corporation organized and existing under the Laws of the State of Connecticut, as Surety, are held and firmly bound unto Dassel Township, MN, as Obligee, in the total sum of Eight Hundred Twenty Six Thousand One Hundred Ninety Six and 57/100 U.S. Dollars (\$826,196.57) for the payment whereof said Principal and Surety bind themselves, jointly and severally, as provided herein.

WHEREAS, the Principal entered into a contract with the Obligee dated March 20, 2023, for 2023 Street Improvement for the City of Minnetrista ("Work").

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall maintain and remedy said Work free from defects in materials and workmanship for a period of two year(s) commencing on September 29, 2023, and ending on September 29, 2025 (the "Maintenance Period"), then this obligation shall be void; otherwise it shall remain in full force and effect.

PROVIDED, HOWEVER, that any suit under this bond shall be commenced no later than one (1) year from the expiration date of the Maintenance Period; provided, however, that if this limitation is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law, and said period of limitation shall be deemed to have accrued and shall commence to run on the expiration date of the Maintenance Period.

SIGNED this 13th day of November, 2023.

Asphalt Surface Technologies Corporation
(NO CORPORATE SEAL)
(Principal)

By: 
Jessica L. Winter, Vice-President

Travelers Casualty and Surety Company of America

By: 
John C. Klein, Attorney-in-Fact



INDIVIDUAL OR PARTNERSHIP ACKNOWLEDGMENT

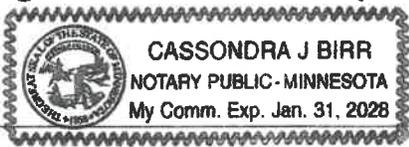
STATE OF
COUNTY OF

On this _____ day of _____, _____, before me personally appeared _____ to me known to be the person _____ described in and who executed the forgoing bond, and acknowledged that _____ he _____ executed the same as _____ free _____ Notary Public

CORPORATION ACKNOWLEDGMENT

STATE OF MINNESOTA
COUNTY OF STEARNS

On this 13th day of November, 2023, before me personally came JESSICA L. WINTER to me known, who being by me duly sworn, did depose and say; that she is the Vice President of Asphalt Surface Technologies Corporation, the corporation described in and which executed the above instrument; that sshe knows the seal of said corporation; affixed by order of the Board of Directors of said corporation, and that he signed her name thereto by like order.



Cassondra J Birr Notary Public

SURETY ACKNOWLEDGMENT

STATE OF MINNESOTA
COUNTY OF HENNEPIN

On this 13th day of November, 2023, before me appeared JOHN C. KLEIN to me personally known, who, being duly sworn, did say that he is the Attorney-in-Fact of Travelers Casualty and Surety Company of America of Hartford, CT that the seal affixed to the foregoing instrument is the corporation seal of said corporation; that the said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors; and he did also acknowledge that he executed the said instrument as the free act and deed of said Company.



Rita Carlson Notary Public



**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **JOHN C KLEIN** of **MINNEAPOLIS**, **Minnesota**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st day of April, 2021**.



State of Connecticut

City of Hartford ss.

By: 
Robert L. Raney, Senior Vice President

On this the **21st day of April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th day of June, 2026**




Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

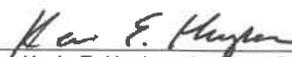
FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **13th** day of **November**, **2023**.




Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.**



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-420-077-920
Submitted Date and Time:	21-Nov-2023 1:32:57 PM
Legal Name:	ASPHALT SURFACE TECHNOLOGY CORP
Federal Employer ID:	41-1581447
User Who Submitted:	CBirr2023
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1680166912
Minnesota ID:	3921215
Project Owner:	CITY OF MINNETRISTA
Project Number:	CP 02-03
Project Begin Date:	19-Jun-2023
Project End Date:	17-Aug-2023
Project Location:	2023 STREET IMPROVEMENTS
Project Amount:	\$935,786.27

Subcontractor Summary

Name	ID	Affidavit Number
WARNING LITES OF MINNESOTA INC	3086922	1924354048
CREATIVE CURB LLC	3623244	291328000
MOTIV EXCAVATING AND SITE WORKS LLC	6515686	127094784
ALLSTATES PAVEMENT RECYCLING & STABILIZATION INC	3908651	210194432

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-152-737-632
Submitted Date and Time:	21-Nov-2023 11:57:25 AM
Legal Name:	WARNING LITES OF MINNESOTA INC
Federal Employer ID:	36-4762529
User Who Submitted:	jjjewels
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1924354048
Minnesota ID:	3086922
Project Owner:	CITY OF SCANDIA
Project Number:	CP 02-03
Project Begin Date:	05-Jun-2023
Project End Date:	30-Sep-2023
Project Location:	2023 STREET IMPROVEMENTS
Project Amount:	\$1,500.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIPT AND WAIVER OF MECHANICS LIEN RIGHTS

- 1. This is a **LEGAL INSTRUMENT** and must be executed accordingly by officers of corporations and by partners in co-partnership.
- 2. It is important that **ALL** blanks be completed and the **AMOUNT PAID BE SHOWN**.
- 3. A receipt similar to this or legal waiver of lien rights will be required for all plumbing, heating, plastering materials, etc.
- 4. **NO ERASURES OR ALTERATIONS MUST BE MADE.**

November 14, 2023

The undersigned hereby acknowledges receipt of the sum of \$ 1,500.00

CHECK ONLY ONE:

- 1. as partial payment for labor, skill and material furnished or to be furnished
- 2. as payment for all labor, skill, and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3. as full and final payment for all labor, skill, and material furnished or to be furnished to the following described real property: (legal description, street address, or project name)

To the following described property:
CITY OF MINNETRISTA
2023 STREET IMPROVEMENT
CITY PROJECT 02-23

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skills or materials furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

WARNING LITES OF MINNESOTA, INC

Company Name

Julie J Johnson

Signature

Julie J Johnson Contract Administrator

Name /Title

4700 Lyndale Ave N

Address

Minneapolis, MN 55430

Address

11/21/2023

Date

RETURN TO:
 ASPHALT SURFACE TECHNOLOGIES CORPORATION
 A/k/a ASTECH CORP

 PO BOX 1025
 ST CLOUD, MN 56302
 (320)363-8500
 (320) 363-8700 fax

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-503-259-488
Submitted Date and Time:	16-Nov-2023 10:05:09 AM
Legal Name:	CREATIVE CURB LLC
Federal Employer ID:	41-1912020
User Who Submitted:	Connie Hesse
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	291328000
Minnesota ID:	3623244
Project Owner:	SCANDIA, MN
Project Number:	020670-0000
Project Begin Date:	28-Jun-2023
Project End Date:	28-Jun-2023
Project Location:	2023 STREET IMPROVEMENT PROJECT, CITY OF MINNETRISTA
Project Amount:	\$7,596.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIPT AND WAIVER OF MECHANICS LIEN RIGHTS

1. This is a **LEGAL INSTRUMENT** and must be executed accordingly by officers of corporations and by partners in co-partnership.
2. It is important that **ALL** blanks be completed and the **AMOUNT PAID BE SHOWN**.
3. A receipt similar to this or legal waiver of lien rights will be required for all plumbing, heating, plastering materials, etc.
4. **NO ERASURES OR ALTERATIONS MUST BE MADE.**

November 14, 2023

The undersigned hereby acknowledges receipt of the sum of \$ 7,596.00

CHECK ONLY ONE:

1. as partial payment for labor, skill and material furnished or to be furnished
2. as payment for all labor, skill, and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
3. as full and final payment for all labor, skill, and material furnished or to be furnished to the following described real property: (legal description, street address, or project name)

To the following described property:
CITY OF MINNETRISTA
2023 STREET IMPROVEMENTS
CITY PROJECT 02-23

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skills or materials furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

RETURN TO:
 ASPHALT SURFACE TECHNOLOGIES CORPORATION
 A/k/a ASTECH CORP

 PO BOX 1025
 ST CLOUD, MN 56302
 (320)363-8500
 (320) 363-8700 fax

 CREATIVE CURB CONTRACTING INC
 Company Name

Connie Hesse
 Signature

 Connie Hesse, Partner
 Name /Title

 64358 375th Street
 Address

 Watkins, MN 55389
 Address

 11-16-23
 Date



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-858-403-836
Submitted Date and Time:	8-Nov-2023 1:12:41 PM
Legal Name:	MOTIV EXCAVATING AND SITE WORKS LLC
Federal Employer ID:	84-3696522
User Who Submitted:	Motiv4001
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	127094784
Minnesota ID:	6515686
Project Owner:	CITY OF MINNETRISTA
Project Number:	02-23
Project Begin Date:	18-Jun-2023
Project End Date:	22-Jul-2023
Project Location:	MINNETRISTA, MN
Project Amount:	\$101,204.90
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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2. It is important that ALL blanks be completed and the AMOUNT PAID BE SHOWN.
3. A receipt similar to this or legal waiver of lien rights will be required for all plumbing, heating, plastering materials, etc.
4. NO ERASURES OR ALTERATIONS MUST BE MADE.

November 14, 2023

The undersigned hereby acknowledges receipt of the sum of \$101,204.90

CHECK ONLY ONE:

- 1. [] as partial payment for labor, skill and material furnished or to be furnished
2. [] as payment for all labor, skill, and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
3. [X] as full and final payment for all labor, skill, and material furnished or to be furnished to the following described real property: (legal description, street address, or project name)

To the following described property:
CITY OF MINNETRISTA
2023 STREET IMPROVEMENTS
CITY PROJECT 02-23

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skills or materials furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

RETURN TO:
ASPHALT SURFACE TECHNOLOGIES CORPORATION
A/k/a ASTECH CORP
PO BOX 1025
ST CLOUD, MN 56302
(320)363-8500
(320) 363-8700 fax

MOTIV EXCAVATING & SITE WORK LLC
Company Name
[Signature]
Signature
JIMMY DEARICH - VICE PRESIDENT
Name /Title
14529 83RD STREET SE
Address
BECKER, MN 55308
Address
11/14/23
Date



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-642-220-384
Submitted Date and Time:	15-Nov-2023 8:34:36 AM
Legal Name:	ALLSTATES PAVEMENT RECYCLING & STABILIZATION INC.
Federal Employer ID:	47-3023160
User Who Submitted:	APRSINC
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	210194432
Minnesota ID:	3908651
Project Owner:	CITY OF MINNETRISTA
Project Number:	P23-017
Project Begin Date:	14-Jun-2023
Project End Date:	15-Jun-2023
Project Location:	2023 STREET IMP
Project Amount:	\$13,937.90
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIPT AND WAIVER OF MECHANICS LIEN RIGHTS

- 1. This is a **LEGAL INSTRUMENT** and must be executed accordingly by officers of corporations and by partners in co-partnership.
- 2. It is important that **ALL** blanks be completed and the **AMOUNT PAID BE SHOWN**.
- 3. A receipt similar to this or legal waiver of lien rights will be required for all plumbing, heating, plastering materials, etc.
- 4. **NO ERASURES OR ALTERATIONS MUST BE MADE.**

November 14, 2023

The undersigned herby acknowledges receipt of the sum of \$ 13,937.90

CHECK ONLY ONE:

- 1. as partial payment for labor, skill and material furnished or to be furnished
- 2. as payment for all labor, skill, and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3. as full and final payment for all labor, skill, and material furnished of to be furnished to the following described real property: (legal description, street address, or project name)

**To the following described property:
 CITY OF MINNETRISTA
 2023 STREET IMPROVEMENTS
 CITY PROJECT 02-23**

and for value received herby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skills or materials furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

RETURN TO: ASPHALT SURFACE TECHNOLOGIES CORPORATION A/k/a ASTECH CORP PO BOX 1025 ST CLOUD, MN 56302 (320)363-8500 (320) 363-8700 fax

 Allstates Pavement Recycling & Stabilization Inc
 Company Name


 Signature


 Name /Title

 14280 James Rd
 Address

 Rogers, MN 55374
 Address


 Date

**CONSENT OF SURETY
TO FINAL PAYMENT**

G707

(Instructions on reverse side)

OWNER _____
ARCHITECT _____
CONTRACTOR _____
SURETY _____
OTHER _____

AIA DOCUMENT

Bond No.: 107780061

ARCHITECT'S PROJECT NO:

TO (OWNER)
(Name and address)

**City of Minnetrista
7701 County Road 110W
Minnetrista, MN 55364**

PROJECT:
(Name and address)

**2023 Street Improvement for the City of Minnetrista
City Project No. 02-23
WSB Project No. 020670-000**

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(here insert name and address of Surety)

**Travelers Casualty and Surety Company of America
One Tower Square - 2SHS**

Hartford, CT 06183
on bond of
(here insert name and address of Contractor)

SURETY,

**Asphalt Surface Technologies Corporation
PO Box 1025
St. Cloud, MN 56302**

CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety Company of
any of its obligations to

(here insert name and address of Owner)
City of Minnetrista

OWNER,

**7701 County Road 110W
Minnetrista, MN 55364**

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF, the Surety Company has hereunto set its hand this 13th day of **November**, 2023 (Insert
in writing the month following by the numeric date and year)

Travelers Casualty and Surety Company of America
Surety Company

John C Klein

Signature of Authorized Representative

Title

John C. Klein, Attorney-in-Fact

Attest:
Seal

Rita Carlsson





Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

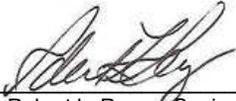
KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **JOHN C KLEIN** of **MINNEAPOLIS**, **Minnesota**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, **2021**.



State of Connecticut

City of Hartford ss.

By: 
 Robert L. Raney, Senior Vice President

On this the **21st** day of **April**, **2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, **2026**




 Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

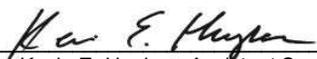
FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **13th** day of **November**, **2023**.




 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

RESOLUTION NO. 114-23

**CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION ACCEPTING IMPORVEMENTS AND AUTHORIZING FINAL
PAYMENT FOR THE 2023 STREET IMPROVEMENT PROJECT, CITY PROJECT NO.
02-23**

WHEREAS, pursuant to a written contract signed with the City on April 18, 2023, Asphalt Surface Technologies Corporation has satisfactorily completed 2023 Street Improvement Project, City Project 02-23, in accordance with such contract; and

WHEREAS, Asphalt Surface Technologies Corporation has supplied a maintenance bond terminating on September 29, 2025 respectively.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Minnetrista, Minnesota, the work completed under said contract is hereby accepted and approved; and

BE IT FURTHER RESOLVED by the City Clerk and Mayor are hereby directed to issue a proper order for the final payment on such contract.

This resolution was adopted by the City Council of the City of Minnetrista on the 4th day of December, 2023, by a vote of _____ Ayes and _____ Nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

(seal)

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM 4n

Subject: Approve Task Order #7 Agreement with AE₂S for the construction of new City Wells #8 and #9

Prepared By: Gary Peters, Public Works Director

Meeting Date: December 4, 2023

Issue:

The City and Advanced Engineering and Environmental Services, LLC (AE₂S) require a task order agreement for the construction of new City Wells #8 and #9.

Overview:

Task Order #7 is for the design, bidding, and construction administration phases for the City of Minnetrista's new Wells #8 and #9. Task #7 project scope includes final design plans, bid packet for award, construction administrative services for drilling the two new wells, installing casing and screens, test pumping, and capping of the wells. The final well appurtenances such as pitless units, pumps, pipelines, electrical, and sitework will be included under a separate project. See attached task order #7 for complete list of included services and individual details.

Fiscal Impact:

Compensation for Task Order #5 will be invoiced at hourly rates with total compensation not to exceed \$117,000.00.

Recommended City Council Action:

Motion to approve Task Order #7 Agreement with AE₂S for design, bidding, construction administration phases for new Wells #8 and #9 at a not-to-exceed total of \$117,000.00.

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.

This is Task Order No. 7,
consisting of 3 pages.

Task Order No. 7

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated August 1, 2022 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: November 13, 2023
- b. Owner: City of Minnetrista
- c. Engineer: Advanced Engineering and Environmental Services, LLC (AE2S)
- d. Specific Project (title): Well No. 8 and No. 9
- e. Specific Project (description): Provide Professional Consulting Services to the City of Minnetrista for the Design, Bidding, and Construction Administration Phases for Well No. 8 and Well No. 9. The project generally includes drilling two (2) wells, installing casing and screens, test pumping, and capping of the wells. The final well appurtenances such as pitless units, pumps, pipelines, electrical, and sitework will be included under a separate project.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are detailed in Attachment No. 1 – Scope of Services, attached to this Task Order.
- B. Resident Project Representative (RPR) Services:

Exhibit D of the Agreement is expressly incorporated in this Task Order by reference.
- C. Other Services

Engineer shall also provide the following services: None
- D. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Additional Services

- A. Additional Services that may be authorized or necessary under this Task Order are those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following:

Owner shall acquire ownership or permanent easement control of the proposed well site prior to advertising for bids.

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule: This Task Order is in effect through December 31, 2025. Specific task timelines will be established upon assignment.

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Well No. 8 and No. 9		
a. Design Phase	\$56,600	Hourly
b. Bidding Phase	\$12,200	Hourly
c. Construction Administration	\$24,400	Hourly
d. Construction Observation (RPR)	\$24,600	Hourly
TOTAL COMPENSATION	\$117,800	

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered. Engineer shall not exceed the total estimated compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order: LRE Water

8. Other Modifications to Agreement and Exhibits: None

9. Attachments: Attachment No. 1 – Scope of Services

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is November 13, 2023.

OWNER: _____

ENGINEER: _____

By: _____

By:  _____

Print Name: _____

Print Name: Brian R. Bergantine, PE

Title: _____

Title: Project Quality Director

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Gary Peters

Name: Richard Wagner, PE

Title: Public Works Director

Title: Senior Project Manager

Address: 7701 County Road 110 W
Minnetrista, MN 55364

Address: Water Tower Place Business Center
6901 E Fish Lake Rd, Suite 184
Maple Grove, MN 55369

E-Mail Address: GaryPeters@ci.minnetrista.mn.us

E-Mail Address: Richard.Wagner@AE2S.com

Phone: 952-241-2532

Phone: 763-463-5036

Attachment No. 1 – Scope of Services

City of Minnetrista – Wells No. 8 and No. 9 Design, Bidding, and Construction Administration Scope of Services

The City of Minnetrista intends to construct Well No. 8 and No. 9 at the site of a proposed water treatment plant. This Scope of Services provides for the design, bidding, and construction administration phase services to support two new wells that include drilling, casing, screening, grouting, test pumping, and well capping at the completion of construction. The final well appurtenances such as pitless units, pumps, pipelines, electrical, and sitework will be included under a separate project. The following is a detailed breakdown of the Scope of Services to Minnetrista Well No. 8 and No. 9:

Tasks

Well No. 8 and No. 9 Design Phase Services

- Discuss the project with the Minnesota Department of Health (MDH) and the Minnesota Department of Natural Resources (DNR).
- Meet at the well site with MDH personnel for review of well set-back distances.
- Assist the City with preparing a preliminary well construction application and submit it to the DNR for review.
- Meet with the DNR to discuss the project. (1 meeting)
- Prepare a preliminary set of drawings. Drawings will be sufficiently detailed to understand project but will lack details required of construction.
- Prepare a preliminary list of specifications that cover the project. Specification format will meet the typical format of the City of Minnetrista and will include the City of Minnetrista's standard general conditions and contract forms as provided by the City of Minnetrista.
- Prepare preliminary opinion of probable construction cost.
- Review preliminary well design documents with City of Minnetrista's personnel and make edits based on responses from the City personnel.
- Prepare final construction drawings and specifications based upon final/modified preliminary design documents.
- Update the preliminary opinion of probable cost to reflect any modifications made during final design.
- Review final construction documents with City of Minnetrista's personnel and make edits based on responses from the City personnel.
- Submit two (2) copies of the final bidding documents and wellhead protection information to the MDH for review. Respond to questions and comments from the MDH regarding their review of the drawings and specifications.
- Submit two (2) paper copies of the final bidding documents to the City and one electronic copy format (PDF).

Tasks

Well No. 8 and No. 9 Bidding Phase Services

- Respond to bidder questions.
- Issue addenda to bidding documents, if required.
- Attend the Bid Opening and prepare bid tabulation sheets.
- Evaluate the bids and prepare a recommendation letter.

Well No. 8 and No. 9 Construction Phase Services

- Issue contract document clarification, as required.
- Act as City's liaison with contractor.
- Organize, coordinate, lead, and attend a Preconstruction Conference. Provide and distribute meeting minutes.
- Assist the City in procuring testing services as defined in the Contract Documents.
- Review Contractor submittals (shop drawings) for products and equipment.
- Process contract change order requests, if required.
- Review contractor-submitted construction progress schedules.
- Process contractor pay requests.
- Review capacity test (24-hour test pumping) data and document in technical memorandum.
- Provide Substantial Completion inspection and punch list for Contractor and issue Certificate of Substantial Completion when appropriate.
- Provide Final Completion inspection for Contractor and issue Certificate of Final Completion when appropriate.
- Review final submittal from Contractor with respect to conformance with the contract documents.
- Process final pay requests and project close-outs.
- Provide record drawings based upon Contractor's mark-up and field observation.

Well No. 8 and No. 9 Residential Project Representative (RPR) Services

- Provide periodic construction observation by design team members during construction of the two (2) wells, step test and 24 hours test pumping operations, alignment tests, well videos, and substantial and final completion inspections, for a total of 80 hours. In addition, LRE Water team members (Hydrogeologist Consultant) will provide periodic construction observation during each well's test pumping for a total of 16 hours.

RESOLUTION NO. 115-23

**CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA**

**RESOLUTION AWARDED TASK ORDER #7 AGREEMENT WITH
ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC (AE₂S)
FOR CONSTRUCTION OF NEW CITY WELLS #8 AND #9.**

WHEREAS, The City of Minnetrista has a need to enter into Task Order #7 Agreement with Advanced Engineering and Environmental Services, LLC (AE₂S) for the construction of new City Wells #8 and #9, and wishes to contract with AE₂S of Maple Grove, MN for these services;

WHEREAS, The City received Task Order #7 Agreement from AE₂S for construction services for the construction of new City Wells #8 and #9.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, this contract is hereby executed with the intent to contract with AE₂S for Task Order #7 Agreement for construction services for the construction of new City Wells #8 and #9.

This resolution was adopted by the City Council of the City of Minnetrista on the 4th day of December, 2023 by a vote of _____ Ayes and _____ Nays.

Mayor
City of Minnetrista

ATTEST:

City Clerk
City of Minnetrista

(seal)



CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

ITEM 5a

Subject: Item - Ordinance 487 – 2024 Fee Schedule

Prepared By: Brian Grimm, Finance Director

Meeting Date: December 4, 2023

Item:

The City Council is being asked to approve the 2024 fee schedule by ordinance. A Public Hearing is being held for this item. No major changes are incorporated in the 2024 fee schedule from the 2023 fee schedule. The water utility rates are proposed to change based on previous discussions with City Council. The recycling quarterly fee is also changing based on the rates for the contracted service (Waste Management Contract) increasing. As well as the sewer rate is proposed to go up \$3 a quarter. Other minor changes have been incorporated into land use fees, public safety related fees, and other sections as necessary. Any changes have been notated and are next to the strikeouts of the appropriate items for the amounts and fees that have been changed for 2024.

City staff has reviewed the current 2023 fee schedule within their departments and made changes for 2024 as deemed necessary. City staff also have reviewed their fee structure to other entities as well as reviewing it internally.

Recommended City Council Action: Staff recommends City Council approve ordinance 487 – 2024 fee schedule which would go into effect after the summary publication has been published and would be effective starting with calendar year 2024. Staff also recommends adopting the attached Resolution to publish ordinance 487 – 2024 fee schedule by summary and title due to its length.

Does Recommended Action meet City Mission Statement? Yes No

Does Recommended Action meet City Goals/Priorities? Yes No

Explain: **Annual update to City Fee Schedule**

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.

**CITY OF MINNETRISTA
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

ORDINANCE NO 487

2024 Fee Schedule

The City Council of Minnetrista hereby ordains as follows:

In the event of a conflict between this schedule and the City Code, the fee schedule shall prevail. If the applicable section of the Code does not provide for a specific fee, the amount listed on the fee schedule shall prevail. In connection with any permit or procedure described herein, an applicant may be required to pay fees for consultation with experts, professionals or other qualified persons and other costs related to processing the application, resulting in the imposition of a fee greater than listed in this fee schedule. Fees for consultation with experts, professionals or other qualified persons will be billed at the annual hourly rate set by each consultant.

**BUILDING PERMIT FEES:
VALUATION OF STRUCTURE**

\$1.00 - \$500	\$29.50
\$501 - \$2,000	\$28 + \$3.70 per \$100 over \$500
\$2,001 - \$25,000	\$83.50 + \$16.55 per \$1000 over \$2000
\$25,001 - \$50,000	\$464.15 + \$12.00 per \$1000 over \$25,000
\$50,001 - \$100,000	\$764.15 + \$8.45 per \$1000 over \$50,000
\$100,001 - \$500,000	\$1186.65 + \$6.75 per \$1000 over \$100,000
\$500,001 - \$1,000,000	\$3886.65 + \$5.50 per \$1000 over \$500,000
\$1,000,001 and up	\$6636.65 + \$4.50 per \$1000 over \$1,000,000 State Surcharge for valuations greater than \$1,000,000 –See State MN Statutes

***Total Building Permit Fee includes the above, plan check fee =
65% of the above fee, plus a State Surcharge (.0005 x valuation).**

Site Inspection	\$60.00 (pre-construction), Backfill Inspection & Admin Review
Re-inspection Fee	\$60.00 (No Show or Not Ready)

Building Permit Renewal	\$ ½ of building Permit fee (<i>provided no changes have been made or will be made in the original plans and specifications for such work</i>)
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Permit Alteration	Fees incurred for changes (Plan Review)
Cancellation Fee	20% of Building Permit fee plus fees incurred for plan review prior to Cancellation
General Building Permit (re-roof/re-side/window replacement) Stucco removal requires demo permit.	\$90.00 + State Surcharge
Stucco (Removal requires demo)	Building Permit Required to re-apply stucco
Temporary Cert. of Occupancy	Incomplete Code Requirements = 150% of value of incomplete work \$1,000 minimum Final Grade between Nov.15 and June 30 = \$5,000 Emergency Final Grade between July 1 and Nov. 14 = \$10,000.00
Tree Preservation Escrow	\$1,000.00 escrow/lots subject to tree preservation
Engineer Grading Survey Review	\$300.00 (includes initial and final) + any additional costs

WORK BEGUN OR FINISHED WITHOUT REQUIRED PERMIT IS 2X THE REQUIRED PERMIT FEE

Electronic Payments (non-utilities) *

Credit Card Payments	3.00% Convenience Fee (permits over \$100)
Credit Card Payments	3.00% Convenience Fee + flat fee (permits under \$100)
Electronic Check Payments	\$1 Flat Convenience Fee per Transaction

* Applies to building permits, plumbing permits, heating, permits, (non-utility transactions)

COMMERCIAL PLUMBING, MECHANICAL, FIRE ALARM/SUPPRESSION SYSTEM PERMIT FEES

1.5% for valuations between \$5,000 and \$10,000. 1% for valuations over \$10,000.
Minimum commercial fee is \$75.00 Plus State Surcharge.

COMMERCIAL PLAN REVIEW FEE (IF REQUIRED) is 25% of Total Permit Fee

State Surcharge .0005 of the permit valuation (minimum of \$5.00) Valuation for \$1,000,000 or less

Electrical Permits

See State for Electrical Permits

LAND USE FEES:

Fees for land use and other applications must include the fee established

by this fee schedule ordinance and any unpaid fees from previous applications involving essentially the same property by the same or similar applicant.

FEES ARE DOUBLED FOR AFTER-THE-FACT APPLICATIONS AND PERMITS PENALTIES WILL APPLY

Simple Subdivision	\$400.00* + \$400 Deposit
Class I Subdivision	
Sketch	\$500.00* + \$1,000 Deposit
Preliminary	\$800.00* + \$30/Lot + \$500 per lot Deposit
Final	\$350.00* + \$30/Lot + \$500 per lot Deposit
Class II Subdivision	
Sketch	\$500.00* + \$1,000 Deposit
Preliminary	\$800.00* + \$30/Lot + \$500 per lot Deposit
Final	\$350.00* + \$30/Lot + \$500 per lot Deposit
Class III Subdivision	
Sketch	\$600.00* + \$1,000 Deposit
Preliminary	\$1000.00* + \$30/Lot + \$500 per lot Deposit (up to \$50,000)
Final	\$500.00* + \$30/Lot + \$500 per lot Deposit (up to \$50,000)
Planned Unit Development	
Concept/Sketch	\$600.00* + \$1,000 Deposit
Preliminary	\$1000.00* + \$30/Lot + \$500 per lot Deposit (up to \$50,000)
Final	\$500.00* + \$30/Lot + \$500 per lot Deposit (up to \$50,000)
PUD Amendment	\$300.00* + \$1,000 Deposit
Expedited Land Subdivision	
Sketch	\$100.00* + \$300 Engineer Review Deposit
Preliminary/Final	\$500.00* + \$30/Lot + \$500 per lot Deposit
Variance	
Structural	\$300.00* + \$300 Engineer Review Deposit
Wetlands	\$300.00* + \$300 Engineer Review Deposit
Road Vacation	
Easement/Utility Vacation	\$500.00* + \$1,000 Deposit
Fire Lane Vacation	\$1500.00* <i>per adjacent property owner</i>
Administrative Appeal	\$250.00* + \$1,500 Deposit
Amendments	
Comp Plan (Major)	\$800.00* + \$1,000 Deposit + Printing Costs
Code/Text/Rezoning	\$400.00* + \$1,000 Deposit + Printing Costs

Conditional Use Permit

Amending Applications	\$300.00* + \$300 Deposit
Standard Applications	\$600.00* + \$1,500 Deposit
Home Occupation (administrative)	\$100.00*
Accessory Building >1000 Sq.ft.	\$250.00* + \$1,000 Deposit
Conditional Sign Permit	\$150.00*
CUP Annual Inspection	\$75.00*
Agreement New/Modification	\$250.00* + \$1,000 Deposit

Interim Use Permit

Amending Applications	\$300.00* + \$300 Deposit
Standard Applications	\$600.00* + \$1,500 Deposit

Excavation/Fill Permit

Non-Shoreland District	\$300.00* + \$300 Deposit
Shoreland District	\$400.00* + \$1,000 Deposit
Adm. Review Required Only	\$300 + \$300 Deposit

General Wetland Review

\$250* + \$1000 Deposit

Engineer Concept Plan Review

\$200.00*

Park, Trail and Open Space Plan	\$100.00 Hard Copy \$25.00 Electronic Copy
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Watertower/Telecommunications Site Inspection Fee	\$500.00* + Bldg Permit Fee + Deposit \$1000
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Uniform Land Use Confirmation Forms	\$10.00
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Other Land Use Fees

Warning Siren Fee (part of subdivision)	\$64/unit
Park Dedication Fee	Per City Ordinance 301
Wetland Mitigation GIS Database Update Fee*	\$350.00 / development
Map Update Fee*	\$450.00 / development
Utility Base Map Update Fee*	\$1,000.00 / development
Late Fee on Land Use Accounts for amounts past due. (30 days)	.34% (1/3%) compounded monthly
Interest Rate on Land Use Accounts for amounts past due. (30 days)	.66% (2/3%) compounded monthly
Seal Coat Fee (for developers)	Actual cost plus 10% Admin Fee

*** MISCELLANEOUS & CONSULTANT FEES:**

The land-use applicant shall pay miscellaneous costs and fees to defray any additional expenses Incurred by the City in the review and processing of said application in excess of the application fee. Such expenses, as determined by the City Administrator or the Administrator’s designee, may include, but are not limited to, direct city payroll and overhead costs; fees paid to consultants/professionals; and the cost of printing, mailing and supplies. Such miscellaneous costs and fees shall come due immediately upon notification by the City. The City shall provide, upon the request of the applicant, a breakdown of the various expenses incurred by the City. The City may withhold any final action on a land use application, and/or rescind prior actions, until all miscellaneous costs and fees are paid in full. Furthermore, the City may request additional deposits if deemed necessary.

KENNEDY & GRAVEN FEES:

Reimbursable Work for:	Attorney	Paralegal	Law Clerks
CUP	\$310/hr	\$135/hr	\$100/hr
IUP	\$310/hr	\$135/hr	\$100/hr
PUD	\$310/hr	\$135/hr	\$100/hr
Simple Easements	\$195/hr	\$125/hr	\$100/hr
Subdivisions	\$310/hr	\$135/hr	\$100/hr
Vacations	\$195/hr	\$125/hr	\$100/hr
Variances	\$195/hr	\$125/hr	\$100/hr
Zonings	\$310/hr	\$135/hr	\$100/hr

WSB ENGINEER FEES:

Billing Rate/Hour

Principal/Associate	\$173-\$223	\$184-\$237
Sr Project Manager/Sr Project Engineer	\$173-\$223	\$184-\$237
Project Manager	\$152-\$170	\$90-\$180
Project Engineer/ Graduate Engineer	\$102-\$169	\$108-\$179
Sr Landscape Architect / Sr. Landscape Architect	\$78-\$162	\$82-\$172
Planner / Sr. Planner	\$80-\$167	\$85-\$177
GIS Specialist/Sr GIS Specialist	\$78-\$167	\$82-\$177
Engineering Technician / Engineering Specialist / Environmental Scientist	\$68-\$162	\$72-\$172
Survey Crew - One Person	\$175	\$186
Survey Crew -Two Person	\$235	\$250
Survey Office Technician	\$128-\$159	
Office Technician	\$60-\$102	\$64-\$140
Construction Observer	\$104-\$135	\$110-\$143
Drone Pilot	\$186	

Costs associated with word processing, vehicle mileage, cell phones, reproduction of common correspondence and mailing are included in the above hourly rates.

Reimbursable expenses include costs associated with plan, specification and report reproduction, permit fee, delivery cost, etc. Multiple rates illustrate the varying levels of experience within each category.

Rate Schedule is adjusted annually

LICENSE FEES:

3.2 Malt Liquor - On-Sale	\$175.00 + Insurance
3.2 Malt Liquor - Off-Sale	\$50.00 + Insurance
Temporary 3.2 Malt Liquor	\$25.00 + Insurance
Intoxicating Liquor - Off-Sale	\$240.00 + Insurance
Intoxicating Liquor - On-Sale	\$4,500.00 + Insurance
Intoxicating Liquor - Club	\$300.00 + Insurance
Intoxicating Liquor - Sunday On-Sale	\$200.00
Intoxicating Liquor - Combination On-sale/Off-Sale	2,500.00 + Insurance
Temporary Intoxicating Liquor - On-Sale	\$40.00 + Insurance
Wine - On-Sale	\$2,000.00 + Insurance
Temporary consumption & display	\$25.00
Liquor - Consumption & Display	\$250.00
Culinary Class limited On-Sale	\$100.00 + Insurance
Temporary Wine - Off-Sale	\$25.00 + Insurance
Brew Pub On-Sale	\$200.00 + Insurance
Brewer Off-Sale	\$75.00 + Insurance
Brewer Temporary On-Sale	\$25.00 + Insurance
New Liquor License-Background Investigation Fee	\$250.00 In-State Actual Cost, Not to Exceed \$10,000 Out-State
Liquor - After 1:00am	\$200.00
Dock Annual (New or Modified)	\$300.00
Home Owners Association (HOA)	
Dock Annual (Renewal, No Changes)	
HOA	\$50.00
Dock Annual After 1/31 (late fee HOA)	\$115.00
Kennel - Hobby	\$20.00 + CUP & Licenses
Kennel - Commercial	\$50.00 + CUP
Garbage & Rubbish Hauling	\$30.00 1st truck + \$10.00/each add'l truck

PERMIT FEES:

Burning Permit	\$35.00
Fireworks Permit	\$50.00
Fireworks Sales	\$100.00
	\$50.00 On Site Inspection-Dependent on Necessity
Pressure Reducing Valve	\$345.00 \$365.00
Electronic Meter 1"	\$445.00
Electronic Meter 1 1/2"	\$844.00
Electronic Meter 2"	\$1094.00

Firearm Discharge (Clubs, Dog Training)	\$25.00
HVAC per Unit (new home furnace/AC = 1 unit)	\$38.00 Each + State Surcharge
Gas Fittings	\$10 per gas fitting (minimum \$20)
House Moving	Pre-Inspection \$250.00 + \$500.00 + Deposit based on Time & Expense
Plumbing	\$5.00 per fixture (min \$75 + State surcharge)
Commercial Plumbing Plan Review	See Dept of Labor and Industry's Plumbing Division
Right of Way Utility Permit Charge	\$250.00
Right of Way Obstruction Permit Charge	\$250.00
Annual Right of Way Registration Fee	\$10.00
Right of Way Delay Penalty	\$500.00
SAC Charge	\$2,485 (Set by the Met Council)
Sewer Connection*	\$1,400 per unit + \$65.00 permit \$1,800 per unit
Solicitor/Peddler	\$50.00 + DL & Vehicle Info
Trunk Water Charge	\$10,300 /acre above Ordinary High Water Level \$11,500
Trunk Sewer Charge	\$1,400 per acre above OHW \$1,800 per acre above
Trapping	\$100.00 + \$300.00 deposit
Water Connection Woodland Cove 4 th and 5 th Addn	\$3,040.99 per unit + \$65 permit
Water Connection Woodland Cove 6 th -8 th Addn	\$3,100.00 per unit + \$65 permit
Woodland Cove – Lake Additions	\$2,725 per unit + \$65 permit
Water Connection	\$3,300 per unit + \$65 permit \$3,700 per unit
<u>Special Water Connection*</u>	
Charge Kings Point Road	\$4,612.05 per unit (Applicable Parcels)
Charge Halstead Drive	\$4,675.00 per unit (Applicable Parcels)
* Provided area charge is paid	
Construction Sign Rental	\$350.00 Deposit

SERVICE FEES:

Address List	\$30.00
Ag-Preservation Application	\$250
Alarm (False) per year	(3rd - \$100.00) (4th - \$150.00) (5th - \$250.00) (6th + \$350.00)
City Code - Entire Copy w/ Cover	\$150.00
City Code - Entire Copy w/o Cover	\$120.00
City Code Chapter 4 - Building/Housing	\$12.00
City Code Chapter 5 - Land Use Reg.	\$63.00
City Code - Subdivision	\$18.00

City Code - Zoning	\$33.00
Comprehensive Plan	\$100.00
Electronic Copies	\$0.25 per page (up to 100 pages)
Copies - Black & White Single sided - Letter/Legal	\$0.25 per page (up to 100 pages)
Copies-B&W Copies 11"x 17" (Ledger)	\$0.50 per page (up to 100 pages)
Copies- Color 8 1/2 x 11	\$1.00 per page (up to 100 pages)
Copies -Color 11 x 17	\$2.00
Map - Zoning Large	\$25.00
Outsourced Copying	Cost of Copies + \$50 Staff Time
Mobile Home Connection	\$50.00
Park Plan - Color Copy	\$140.00
Park Plan - B/W Copy	\$75.00
Park Plan - Electronic Copy	\$25.00
Recycle Curbside Pick-Up Service	\$13 per quarter \$14 per quarter
Returned Payment	\$20.00
Special Assessment Searches	\$15.00
Specifications (Engineering)	\$75.00 Book or \$8.00 per plate
Video Tape/DVD Copy	\$25.00

* Postage/handling fees will be added to orders for copies that are mailed out (based on actual cost).
Quotes for UPS rates are available upon request.

* Requests for Electronic or Paper Documents exceeding 100 pages will include a charge for staff time.

* All requests with a cost exceeding \$50.00 requires pre-payment.

NOTICE: Data Privacy laws restrict who may have copies of certain documents. Picture identification required for access to data classified as private.

DOG IMPOUND FEES:

1st Offense	\$40.00
2nd Offense (within year)	\$50.00
3rd Offense (within year)	\$60.00
	Impound Facility may have additional Fees

UTILITY RATES:

Administrative Fee (for assessing delinquent utilities to property)	\$30.00 per property
Public Works Service Call	\$40 per trip -During working hours (per management discretion)
After Hours PW Service Call	\$145 (per management discretion)
Water Shut off	
Outdoor Watering Citation	(1st - Warning Letter) (2nd - Citation +\$75.00) (3rd and up Citation + \$250.00)
Safe Water Test	\$9.72 per year

Sewer per Quarter	\$409 (Commercial/Schools/Apts) = .00477G .00492) \$112
Storm/Surface Water Management	\$29.00 per Quarter
Trailer Court/Appts. Sewer	Rate per Quarter = Number of Units x .8

Water - Residential	\$33.89 base per Quarter	\$36.26 base per Quarter
0-25,000 gallons	\$4.77 per 1,000 gallons	\$5.10 per 1,000 gallons
25,001-65,000 gallons	\$6.63 per 1,000 gallons	\$7.09 per 1,000 gallons
Over 65,001 gallons	\$11.93 per 1,000 gallons	\$12.77 per 1,000 gallons

Water- Commercial/Schools	\$33.89 base per Quarter	\$36.26 base per Quarter
0-300,000 gallons	\$4.77 per 1,000 gallons	\$5.10 per 1,000 gallons
300,001-600,000 gallons	\$6.63 per 1,000 gallons	\$7.09 per 1,000 gallons
Over 600,001 gallons	\$11.93 per 1,000 gallons	\$12.77 per 1,000 gallons

Water - Schools	\$33.89 base per Quarter
0-300,000 gallons	\$4.77 per 1,000 gallons
300,001-600,000 gallons	\$6.63 per 1,000 gallons
Over 600,001 gallons	\$11.93 per 1,000 gallons

Water Meter Testing	\$65.00 + cost of meter testing (meter faulty-no charge)
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Water/Sewer Tie Map	\$1.00 per page
Utility Billing Late Fee	15% of the amount past due compounded quarterly

PUBLIC WORKS FEES:

Culvert	Cost of Culvert + \$140 Delivery Fee
Culvert Inspection/Determination	\$60.00
Hydrant Meter Rental	\$30.00 Base + \$15.00/week + \$950 Deposit + Water Tiered Rate
Street Cut Inspection	\$110.00
Sump Pump Inspection	\$35.00
Sump Pump not inspected/month	\$75.00
Re-inspection Fee 3 rd Inspection (curbstop, S&W, Water Meter Install)	\$75.00

PUBLIC SAFETY FEES:

Accident/Incident Reports	\$0.25 Each Page
Community Service Officer	\$50.00/hr (2 hour min.)
Photos - Printed	\$3.00/page
Squad Video/DVD	\$25.00 (one case per disc/cd)
Photos/Audio/Data on CD	\$10.00 (one case per disc/cd)
Fingerprints (2 cards max.)	\$20.00 per Person
Police Officer	\$100.00/hr (2 hour min.)
Research/Special Report	\$30.00/hr (1 hour min.) + Postage (\$1 min.)

Reserve Officer	\$30.00/hr (donation requested)
Storage Fee	\$5.00 per Day + Tow & Impound Fees
Training Room	\$50.00 * (per management discretion) * Damage Deposit may be required
Bodyworn Camera (BWC) Per Camera	\$30.00
Mini Truck Permit	\$25.00
Special Event Permit	Fees are Case by Case basis (depending on demand for city services)

[DATA PRACTICES POLICY LINK](#)

Data privacy laws restrict who may have copies of certain documents. Picture identification required for access to data classified as private, fingerprint sessions, and for drivers license checks. Drivers license checks for DL holders only, unless required by law or waiver signed by subject is presented. Payment must be made in advance, unless otherwise approved. Estimates will be provided, upon request.

All fees herein are deemed to be service fees and the city intends to avail itself of all collection methods permitted under law, including but not limited to those authorized pursuant to Minnesota Statutes sections 366.012 and 415.01

Ordinance No. ____ was published in THE LAKER on _____ and is effective January 1st, 2024.

This Ordinance No. 487 was adopted on this 4th day of December 2023 by a vote of ____ Ayes and ____ Nays.

s: _____
Mayor

Attest: s: _____
City Clerk

City Seal

CITY OF MINNETRISTA

RESOLUTION NO. 116-23

RESOLUTION AUTHORIZING PUBLICATION OF ORDINANCE 487 BY TITLE AND SUMMARY

WHEREAS, the city council of the City of Minnetrista has adopted Ordinance Number 487 an ordinance amending the City of Minnetrista Fee Schedule; and

WHEREAS, the ordinance is lengthy; and

WHEREAS, Minnesota Statutes, section 412.191, subdivision 4 allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the city council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW THEREFORE BE IT RESOLVED, by the city council of the City of Minnetrista, that the city administrator shall cause the following summary of Ordinance 487 to be published in the official newspaper in lieu of the entire ordinance:

PUBLIC NOTICE

The city council of the City of Minnetrista has adopted Ordinance Number 487: the ordinance amends the City of Minnetrista Fee Schedule and sets fees for standard city services, land use fees, sewer and water rates, permits, public safety fees and licenses. The full text of Ordinance Number 487 is available for inspection at the Minnetrista City Hall during regular business hours.

S: Brian Grimm
Finance Director

This resolution was approved on the 4th day of December 2023 by a vote of ____ Ayes and ____ Nays.

Mayor

ATTEST:

City Clerk



MEMO TO: Honorable Mayor and City Council City Administrator, Jasper Kruggel

MEMO FROM: Brian Grimm, Finance Director December

DATE: 4, 2023

REGARDING: Adoption of 2024 Final Tax Levy Item 6ai

Attached is the resolution for the 2024 Final Tax Levy for your review. The levy option being presented tonight has been reduced by \$75,000 from the preliminary levy back in September. That preliminary levy of \$6,693,104 was adopted on a 3-0 vote by the City Council and was a 15.1% net levy increase over 2023's final net tax levy.

This is the last regularly scheduled council meeting before the December 29, 2023 County deadline, so a resolution needs to be passed tonight so we can meet the deadline for the County to have the certified resolution.

The total gross levy option that is being proposed in the attached resolution is \$6,618,104. Once fiscal disparities are added in, it reduces the net tax levy for 2024 down to \$6,480,729. The respective net levy amount for 2023 was \$5,695,839. The 2024 net levy is about a 13.8% increase in 2024 from 2023.

Recommended Action:

Staff recommends adopting the following attached resolution for the adoption of the 2024 Final tax levy.

RESOLUTION NO. 117-23

**CITY OF MINNETRISTA COUNTY
OF HENNEPIN STATE OF
MINNESOTA
ADOPTING FINAL 2023 TAX LEVY,
COLLECTIBLE IN 2024**

Be it resolved by the City Council of the City of Minnetrista, County of Hennepin, Minnesota, that the following sums of money be levied for the current year, collectible in 2024, upon the taxable property in the City of Minnetrista, for the following purposes:

GENERAL FUND	\$ 4,824,375
ROADS	\$ 550,000
CIP (Capital Equipment Plan)	\$ 150,000
BOND RETIREMENT EQUIPMENT CERTIFICATES 2020 A	\$ 100,000
BOND RETIREMENT EQUIPMENT CERTIFICATES 2023 A	\$ 54,500
2023 STREET PROJECTS (2023 A)	\$ 350,000
GAME FARM ROAD/SOUTH BAY (2019A)	\$ 89,729
MAPLECREST PROECT (2014A REFUNDING)	\$ 35,500
2017 STREET PROJECTS (2017A)	\$ 118,000
PUBLIC FACILITIES PROJECT (2014 B)	\$ <u>346,000</u>
TOTAL FINAL 2023 PAY 2024 LEVY	\$ 6,618,104

Operations Levy

Gross Levy	Fiscal Disparities	Net Levy
\$5,524,375	(\$137,375)	\$5,387,000

Special Levies

Game Farm/South Bay Bond	Equipment Certs	2017 Street Projects Bond	Maple Crest 2014A Bond	Pub Facil (2014 B) Project	2023 Street Projects (2023 A)	Total Special Levies
\$89,729	\$154,500	\$118,000	\$35,500	\$346,000	\$350,000	1,093,729

Special levy notes – A portion of the debt service tax levy as established in the bond documents for the 2014 B bond is being reduced as it is being reimbursed/paid by the City of Saint Bonifacius. The debt service tax levy as established in the bond documents for the 2012A Bond is being cancelled as the debt obligation will be paid through MSA dollars in lieu of tax levy. The principal and interest payments as established in the bond documents for the 2020A General Obligation Revenue bonds are being are paid for with sufficient funds being collected through water fund revenues to pay the required debt service. The debt service tax levy for 2023 for the 2020A Equipment Certificates is being approved at the amount listed above to cover those principal and interest payments. The small difference is covered by levies from previous years. A portion of the debt service tax levy as established in the bond documents for the 2017A bond is being reduced by fund balance on hand.

A certified copy of this resolution shall be submitted to the County Auditor of Hennepin County, Minnesota, by Friday December 29, 2023.

This resolution was adopted on the 4th day of December 2023, by a vote of _____Ayes and _____Nays.

Mayor

ATTEST:

City Clerk (SEAL)

State of Minnesota
County of Hennepin

HENNEPIN COUNTY
MINNESOTA

Taxing Jurisdiction of **City of Minnetrista**

2024 FINAL LEVY CERTIFICATION

I, **Ann Meyerhoff** Clerk of **City of Minnetrista** hereby certify that a resolution establishing the levy upon taxable property in said Taxing Jurisdiction was passed by the governing body at a duly convened meeting held on **December 4**, 2023.

On motion it was resolved that the following sums of money be raised by tax upon the taxable property in said Taxing Jurisdiction for the following purposes for the current year:

LEVY ITEM	CERTIFIED LEVY*
1. General Revenue	5,524,375.00
2. Bonded Indebtedness**	1,093,729.00
A. TOTAL TAX CAPACITY BASED LEVY	6,618,104.00
B. MARKET VALUE BASED REFERENDUM LEVY***	
TOTAL TAX CAPACITY AND MARKET VALUE BASED LEVIES	\$ 6,618,104.00

* The levy amount by line item should already be reduced by Local Government Aid (LGA) and other resources used to finance your taxing jurisdiction's budget.

** Provide a breakdown of the certified levy by individual bond on page 2.

*** Per M.S. 275.61, Levies for the payment of debt obligations that are approved by voters after June 30, 2008 must be levied on net tax capacity.

I further certify that I have compared the foregoing with the original entry of the minutes of the meeting so held on **December 4**, 2023 as the same are recorded in the Book of Records of said Taxing Jurisdiction, and that the same is a correct transcript therefrom.
Given under my hand on this _____ day of _____, 2023.

Taxing Jurisdiction Clerk



MEMO TO: Honorable Mayor and City Council
City Administrator, Jasper Kruggel

MEMO FROM: Brian Grimm, Finance Director

DATE: December 4, 2023

REGARDING: Adoption of 2024 Final Budget for General,
Capital, CIP, Debt service, Special Revenue and
Enterprise funds Item 6aii

Attached is a summary resolution for adopting the 2024 proposed final budgets for General, Capital, CIP, Debt service, Special Revenue and Enterprise funds.

Staff and Council have worked hard to put together a budget that meets the needs of the citizens of a growing community and provides good services while being cognizant of the tax levy which is discussed in the previous staff report regarding the adoption of the 2024 final tax levy.

The following resolution(s) are for the summary budget numbers for the final 2024 General, Capital, CIP, Debt service, Special Revenue and Enterprise funds. The detail line items by fund and summary sheets per fund type as well as CIP detail were presented in the agenda item regarding the public comment on the 2024 Budget.

Staff recommends adopting the following attached resolution.
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Does Recommended Action meet City Mission Statement? Yes No
Does Recommended Action meet City Goals/Priorities? Yes No

RESOLUTION NO. 118-23

CITY OF MINNETRISTA
COUNTY OF HENNEPIN
STATE OF MINNESOTA

**ADOPTING FINAL BUDGET FOR 2024 GENERAL, CAPITAL IMPROVEMENT (CIP)
CAPITAL PROJECT FUNDS, DEBT SERVICE FUNDS, SPECIAL REVENUE FUNDS
and ENTERPRISE FUNDS**

WHEREAS, the City Council of the City of Minnetrista met to consider budget needs for the Year 2024 at Council meetings over the last several months. The Council had its Public Comment meeting on the 2024 Budget on December 4, 2023

NOW THEREFORE BE IT RESOLVED THAT the City Council, adopts the 2024 Final Budget for the following funds as follows:

	Revenues/other financing sources	<u>Expenditures</u>
General Fund	\$6,600,960	\$6,794,312
Capital Equip Improvement Fund	\$155,000	\$442,475
Bond Retirement – 2017 Street Projects	\$178,000	\$192,525
Bond Retirement – Equip Certs	\$159,400	\$110,591
2023 Street Project Debt Fund (new)	\$425,000	\$150,792
Bond Retirement – Public Facilities	\$368,664	\$360,638
Bond Retirement – Maple Crest	\$41,000	\$52,000
Bond Retirement – Game Farm/South Bay	\$141,112	\$129,300
Bond Retirement – Highland Road	\$61,525	\$60,159
Special Revenue Funds	\$935,500	\$675,006
Enterprise Funds	\$5,522,678	\$5,719,865
TOTAL	\$14,588,839	\$14,687,663

BE IT FURTHER RESOLVED THAT city staff is hereby directed to prepare the final 2024 budget documents reflecting the above approved revenues and expenditures.

Adopted this 4th day of December 2023, by a vote of _____ Ayes and _____ Nays.

Mayor

ATTEST:

City Clerk
(seal)