

WORK SESSION

Review 5 Year Financial Budgets for Enterprise Funds
City Council Chambers
5:45-7pm



AGENDA
CHASKA CITY COUNCIL
ONE CITY HALL PLAZA, CHASK CITY HALL
Monday, December 02, 2019
7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adopt Agenda
5. Visitor Presentation
 - 5.A. Proclamation - In Recognition of Barbara Collhapp
 - 5.B. Proclamation - In Recognition of Chaska High School 5A Prep Bowl Victory
6. Approve Previous Meeting Minutes
 - 6.A. Approve City Council Meeting Minutes of 11-18-2019
7. Consent Items
 - 7.A. Adopt Resolution 2019-126, 2020 Downtown Reconstruction Project Feasibility Study
 - 7.B. Adopt Ordinance 971, Amend Chapter 1, Article II, Section 9 Citations

- 7.C. Adopt Ordinance 972, Amend Chapter 15, Article I, Section 17 Issuance of Citations
- 7.D. 2020 Business License Renewals
- 7.E. 2020 Prosecution Contract
- 8. Action Items
 - 8.A. Public Hearing: Truth In Taxation Annual Hearing
- 9. Bills
 - 9.A. ACCOUNTS PAYABLE COUNCIL ROSTER 12-2-19
- 10. Other Business
 - 10.A. City Administrator's Report
 - 10.A.i. Biweekly Report
- 11. Adjourn



CITY OF
CHASKA MINNESOTA
“A Quality Small Town”



PROCLAMATION

In Recognition of Barbara Colhapp

- WHEREAS:** Barbara Colhapp has lived in Chaska for over 47 years, served on the Chaska Human Rights Commission, Carver County Library Board, Library Foundation of Carver County and Friends of the Library;
- WHEREAS:** In 2019 Barbara was honored as the 2019 Chaska Human Rights award winner for her decades of service and dedication to advancing opportunity and human rights in our community through education;
- WHEREAS:** Barbara Colhapp was a teacher for over 20 years as an English as a Second Language (ESL) teacher. She led a project for the “National Issues Forums for the New Reader” which targeted adult basic education students in Carver/Scott Counties, inmates of correctional institutions and Indian tribes along with others;
- WHEREAS:** Barbara initiated the Chaska Community Center Lodge Discussion Group with discussions for active older adults on a wide variety of topics with guest speakers;
- WHEREAS:** Barbara is, indeed, beloved by many and a true mentor to others. She continues to stay involved and active with issues that affect people’s lives;
- NOW, THEREFORE,** Be it Resolved, that I, Mark Windschitl, Mayor of the City of Chaska, on behalf of the City Council and the Citizens of Chaska, do hereby honor - Barbara Colhapp for her many years of dedication, mentorship and community service.

IN WITNESS WHEREOF, I have hereunto set my hand and the Seal of the City of Chaska this 2nd day of December in the year of our Lord Two Thousand and Nineteen.

Mark Windschitl, Mayor, City of Chaska



CITY OF
CHASKA MINNESOTA
“A Quality Small Town”



PROCLAMATION

CHASKA HIGH SCHOOL 5A PREP BOWL VICTORY

WHEREAS, never giving up requires serious energy from within one’s self, dedication, sacrifice, and pure will of heart; and

WHEREAS, the Chaska High School football team showed their will through talent, hard work, and sportsmanship this past Saturday during the 5A Prep Bowl against St. Thomas Academy; and

WHEREAS, the will of the 2019 Chaska High School football team enabled these student athletes to earn a State Championship title; and

WHEREAS, winning the 2019 Class 5A Prep Bowl Championship brought honor to Chaska High School and the City of Chaska on the local and state level; and

WHEREAS, Head Coach Bryan Dahl and his staff, team members, student body parents, and faculty at Chaska High School were all integral in guiding the team to victory through their unwavering support;

NOW, THEREFORE BE IT RESOLVED: by the City Council of the City of Chaska, Minnesota, this 2nd day of December 2019, that the City of Chaska hereby recognize and heartily congratulate Chaska High School and the 2019 State Championship Football Team on its outstanding accomplishment.

Mark Windschitl
Mayor, City of Chaska

DRAFT

**- MINUTES -
CHASKA CITY COUNCIL
NOVEMBER 18, 2019**

1. Call to Order

The meeting was called to order by Mayor Windschitl at 7 pm.

2. Pledge of Allegiance

3. Roll Call

Roll call was taken. Present: Councilmembers Hatfield, Hubbard, Huang, Grau, and Mayor Windschitl. Absent: None.

Also Present: Kevin Ringwald, Community Development Director; Liz Hanson, City Planner; Luke Melchert, City Attorney; Noel Graczyk, Administrative Services Director; Nate Kabat, Assistant Administrator; and Matt Podhradsky, City Administrator.

4. Adopt the Agenda

Motion by Councilmember Huang, second by Councilmember Hubbard to adopt the agenda as presented. Motion carried.

5. Visitor Presentation

None.

6. Minutes

Motion by Councilmember Hubbard, second by Councilmember Grau to approve the minutes of the November 4, 2019 City Council meeting.

Motion carried.

7. Consent Agenda

Councilmember Grau inquired how the polling locations are determined.

City Administrator Podhradsky gave more information about how those locations are determined.

Mayor Windschitl pointed out a typo in item 7.B.

Motion by Councilmember Huang, second by Councilmember Hatfield to approve the Consent Agenda Items A through E:

- A. Adopt Resolution 2019-120, Approve the Lot Split for Shepherd of the Hill
Motion to adopt Resolution No. 2019-120, approving the Lot Split.
- B. Adopt Resolution 2019-125, Approve the Final Plat for Shepherd of the Hill for 8
Lots/Habitat for Humanity/PC #2019-21
Motion to adopt Resolution No. 2019-125 approving the Final Plat for Shepherd of
the Hill for 8 lots (PC #2019-21).

- C. Adopt Ordinance 970, Amend Chapter 6 Code of Ordinances - Building Regulations
Motion to adopt Ordinance No. 970, amending Chapter 6, Article 1 of the Code of Ordinances.
- D. Adopt Resolution 2019-121, Authorize Call of GO Bonds, Series 2011B
Motion to adopt Resolution 2019-121 authorizing call of certain outstanding General Obligation Bonds, Series 2011B.
of Garage Floor Coating of MN, 5100 US 169, New Hope, Minnesota, 55428, effective June 3, 2019, through December 31, 2019.
- E. Adopt Resolution 2019-122, Designating Polling Locations for 2020 Elections
Motion to approve Resolution No. 2019-122 Designating Polling Place Locations for 2020 Elections.

Motion carried.

8. Action Items

8.A. Adopt Ordinance 968, Approve Ordinance Amending Chapter 14, Article V Related to Motorized Golf Carts

Assistant Administrator Kabat presented the item to the Council.

Mayor Windschitl inquired what the annual fee would be.

The Council directed Staff to state fee language in the ordinance and noted that all the changes look good.

Motion by Councilmember Hubbard, second by Councilmember Hatfield to adopt Ordinance No. 968 amending Chapter 14, Article V, Section 96 through 105 by repealing Article V and adopting a new Article V related to motorized golf carts of the Chaska Code of Ordinances with the addition of where the fee amount would be located. Motion carried.

8.B. Adopt Resolution 2019-123, Approve the Preliminary Site & Building Plan for Lot 2, Block 1 Shadow Wood Third Addition/Dr. Aaron Swingdorf DDS/PC #2019-20

City Administrator Podhradsky introduced the item to the Council.

City Planner Hanson presented the item to the Council.

The Council expressed their thoughts regarding proposed parking and traffic flow.

Aaron Swingdorf, applicant, said a few words regarding the proposed building.

Motion by Councilmember Huang, second by Councilmember Hatfield to adopt Resolution No. 2019-123 approving the Preliminary Site & Building Plan for Lot 2, Block 1 Shadow Wood Third Addition (PC #2019-20). Motion carried.

8.C. Adopt Resolution 2019-124, Approve the Concept Plan for the Peavey Road Industrial Building/Steve Anderson/PC #2019-19

City Administrator Podhradsky introduced the item to the Council.

City Planner Hanson presented the item to the Council.

Mayor Windschitl inquired if this plan would use up all the building ability of the site.

City Planner Hanson stated it would and continued her presentation of the item.

Mayor Windschitl asked if this will be set up for a single user or multi-user.

City Planner Hanson explained it would likely be one-user.

Councilmember Huang inquired if there were any prospects the developer is marketing to at this point and if there will be an easement agreement attached to the deed for truck access.

City Planner Hanson provided further detail regarding the easement and noted there is not a named prospect yet.

Councilmember Huang also asked if an easement existed over the current Century Link building on the site.

City Planner Hanson confirmed that there is.

Councilmember Huang inquired if there are plans to sell the property once the building is completed.

Jennifer Kaplan with Mohagen Hansen Architecture explained that the applicant's goal is to sell the property as a whole once the project is completed.

Motion by Councilmember Huang, second by Councilmember Grau to adopt Resolution No. 2019-124 approving the Concept Plan for Peavey Road Industrial Building (PC #2019-19).
Motion carried.

9. Bills

Accounts Payable Council Roster 11-18-19

The Council requested further information about bills on pages 2, 5, 9, and 12.

City Administrator Podhradsky provided further information regarding those bills.

Motion by Councilmember Huang, second by Councilmember Hubbard to approve the bills as presented. Roll call was taken. Voting aye: Councilmembers Hatfield, Hubbard, Huang, Grau and Mayor Windschitl. Voting nay: None
Motion carried.

10. Other Business

10.A. City Administrator's Report

10.A.i. Bi-Weekly Report

10.B. Other Meeting Minutes

10.B.i. Receive the minutes of the 10-14-19 Parks and Recreation Board.

Councilmember Grau:

- Commented that he is pleased with the opening of the interchange.
- Noted the Veteran's event at the middle school was an excellent event.
- Reminded citizens of the coat and winter clothes drive that goes through the 22nd.
- Inquired about hunting guidelines and regulations within Chaska. Community Development Director Ringwald gave details regarding those regulations.

Councilmember Huang:

- Thanked citizens who cast ballots regarding the referendum vote.
- Congratulated the Chaska football team for making it to State.
- Noted the His House sleep out was last weekend and was an encouraging event.
- Noted the Chaska High School Theater has upcoming shows this week.
- Stated the tree lighting at Fireman's Park is on December 1st at 6pm.
- Noted the Marnita's Table event is on December 5 from 6-9pm.
- Noted Santa is visiting the Community Center on December 6.

Councilmember Hubbard:

- Stated she also was very impressed by the Veteran's Day event at the middle school.
- Noted the Race: Power of Illusion event was really encouraging.

Councilmember Hatfield:

- Noted Hometown Holiday, City Square Park Lighting, and Small Business Saturday is coming up on November 30.
- Noted the Downtown Sip and Shop event will be on Saturday, December 7.
- Commented that the downtown street paving will be happening in the next week.
- Inquired about plans for the roads at 6th and Maple. City Administrator Podhradsky stated he would look into it.

Mayor Windschitl:

- Noted the City's new American flags look great.
- Noted there will be new City Christmas decorations this year raised by the Chaska 100 Club.
- Noted the tree lighting at Fireman's Park is a family event with Santa present.
- Gave more details about activities occurring during Hometown Holiday.
- Commented that County Road 61 toward Eden Prairie will open up the week of the 25th.
- Noted the Mayor's Lunch is on Wednesday and that Councilmember Huang will do a presentation.

DRAFT

11. Adjourn

Motion by Councilmember Huang, second by Councilmember Grau to adjourn the meeting at 8:20 pm.

Motion carried.

REQUEST FOR ACTION CHASKA CITY COUNCIL 12/2/2019

Subject: 2020 Downtown Reconstruction Project Feasibility Study

Prepared By: Matt Clark, City Engineer

The streets that are shown in red on the attached map are those that are proposed for the City to evaluate the feasibility to reconstruct with the Downtown Reconstruction Program. The map includes streets that are in grey which represent those that have been completed and yellow for streets that have not been reconstructed. Summarizing past years projects, the City has completed over 4.5 miles of street reconstruction with water and sewer utility improvements in downtown. The streets being evaluated with the next feasibility study have been selected to allow the continuation of utility upgrades, particular to how the sanitary sewer system flows in downtown.

This year's feasibility report is being proposed in two phases to identify project costs for those streets included in each phase shown on Exhibit A. Once the project costs are known staff will be presenting the information for Council's review and direction on how to best manage project funding. The City has received state bridge funds to replace the Beech St/Stoughton Avenue bridge which regardless of phasing will be the core component of next year's downtown project.

The blocks proposed to be improved are portions of Beech, Stoughton Ave, Willow, Sixth, Boldt, and Seventh Street. Since the downtown street/utility reconstruction project does not include a property owner petition, the attached resolution needs to be approved specifying the City Council is the project initiator.

CITY COUNCIL ACTION REQUESTED

Motion to approve Resolution 2019-126 ordering preparation of the feasibility study for the 2020 Downtown Street/Utility Reconstruction Project.

**CITY OF CHASKA
CARVER COUNTY, MINNESOTA**

RESOLUTION

DATE 12/2/2019 **RESOLUTION NO.** 2019-126

MOTION BY COUNCILMEMBER _____ **SECOND BY COUNCILMEMBER** _____

**A Resolution Ordering Preparation of a Feasibility Report for the
2020 Chaska Downtown Street and Utility Reconstruction Project**

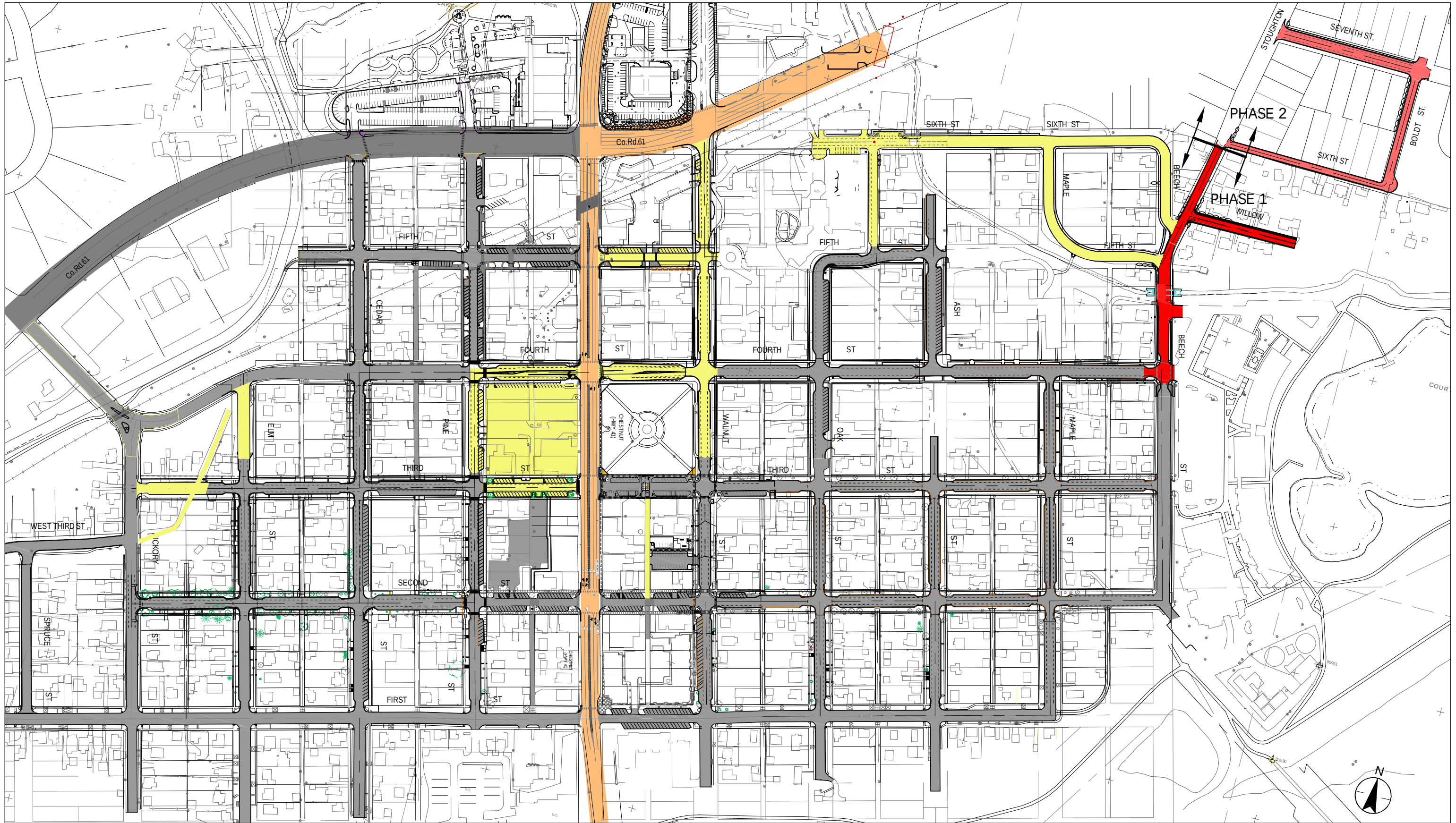
WHEREAS, it is proposed to improve: portions of Beech Street, Stoughton Avenue, Willow Street, Sixth Street, Boldt Street, and Seventh Street as noted on attached Exhibit "A", and to assess the benefited property for a portion of the improvement, pursuant to Minnesota statutes, Chapter 429.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Chaska, Minnesota, that the proposed improvement be referred to City Engineer/Stantec for study and they are instructed to prepare a feasibility study advising if the proposed improvement is necessary, cost-effective, and feasible; the estimated cost of the improvement as recommended; and, a description of the methodology used to calculate individual assessments for affected parcels.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 2nd day of December 2019.

Mark Windschitl, Mayor

Attest: _____
Chaska Deputy Clerk



DOWNTOWN CHASKA MASTER STREET LAYOUT

Exhibit A

CHASKA, MINNESOTA

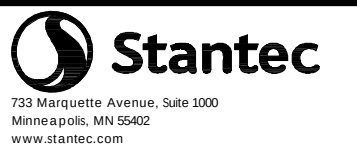
2020 DOWNTOWN RECONSTRUCTION

RECONSTRUCTED STREETS

FUTURE STREET RECONSTRUCTION

2020 DOWNTOWN RECONSTRUCTION

FIGURE A-2



**REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/2/2019**

Subject: Amending Chapter 1, Article II, Section 9 Citations

Prepared By: Denise Wetzel, Senior Clerk

Chapter 1, Article II, Section 9 of the Code of Ordinances sets provisions related to what sections of the Code of Ordinances Community Service Officers and Building Inspectors could issue citations under.

Chapter 15, Article I, Section 17 of the Code of Ordinances sets provisions related to individuals authorized to issuance of citations.

It is proposed to amend both Chapters so that they mirror each other allowing all individuals listed authority to issue citations under Minnesota State Statutes or City Code under their jurisdictions.

CITY COUNCIL ACTION REQUESTED

Adopt Ordinance No. 971, amending Chapter 1, Article II, Section 9 of the Code of Ordinances.

ORDINANCE NO. 971

**AN ORDINANCE AMENDING CHAPTER 1, ARTICLE II, SECTION 9; OF THE
CODE OF ORDINANCES, CITY OF CHASKA RELATING TO
CITATIONS; COMMUNITY SERVICE OFFICER AND BUILDING INSPECTOR**

MOTION BY COUNCILMEMBER _____, SECOND BY COUNCILMEMBER _____

The City Council of the City of Chaska do ordain:

Section 1. Chapter 1, Article II, Section 9, of the Code of Ordinances, City of Chaska, Minnesota is hereby amended to read as follows:

Article I. – In General

• **Section 09. - Citations**

- (1) Except as otherwise provided by Statute, only a Peace Officer may:
 - (a) Ask a person receiving a citation to give a written promise to appear in court; or
 - (b) Take a person into custody as permitted by Minnesota Statutes 629.34 (1986).

- (2) The following City individuals are authorized to institute in the name of the city any appropriate actions, civil or criminal, including the issuance of citations in lieu of arrest against a person, firm or corporation for violations of any provisions of Minnesota State Statutes or City Code under their jurisdiction. Pursuit of one remedy shall not bar or act as a limitation on any other remedy the city may have at law.
 - (a) Peace Officers
 - (b) Community Service Officers.
 - (c) Zoning Administrator.
 - (d) Chief Building Official
 - (e) Public Works Director.

State Law reference— Authority for City to increase maximum penalty for violations of ordinances, Minn. Stats. Sec. 609.032.

Section 2. Effective Date

This ordinance shall be in full force and effect from and after its date of passage, adoption, and publication according to law.

Passed and adopted by the City Council of the City of Chaska, Minnesota this 2nd day of December 2019.

Mark Windschitl, Mayor

Deputy Clerk

- **Chapter 1 - General Provision**

- **Article II. - In General**

- **Section 09. - Citations; Community Service Officer and Building Inspector.**

- Community Service Officers of the Chaska City Police Department are hereby authorized and empowered to issue citations for violations of [Chapter 14](#), Article 2, Section 18 through and including Section 39 of the Code of Ordinances relating to the parking, stopping and standing of automobiles; Minnesota State Statute 169.34 relating to prohibitions, stopping and parking, Minnesota State Statute 169.346 relating to parking for physically handicapped, Minnesota State Statute 169.35 relating to parking; violations of [Chapter 14](#), Article 3; Sections 51 through 61, same relating to abandoned vehicles; and any violations of any section of Minnesota State statutes relating to the regulations of animals or fowl, violations of [Chapter 5](#) of the Code of Ordinances for the City of Chaska and [Chapter 15](#), Article 1, Section 18 of the Code of Ordinances relating to external storage containers both permanent or temporary, and off-street parking as regulated by Section 9.2 of the Zoning Ordinance.

The Building Inspectors of the City of Chaska are hereby authorized and empowered to issue citations for violations of the Code of Ordinances contained in Ordinance 229 relating to zoning; [Chapter 6](#), Article 2, Sections 21—45 relating to house moving; Ordinance 252 relating to subdivision; [Chapter 19](#), Article V, Sections 85—105 relating to on-site septic systems; and [Chapter 9](#), Section 14 relating to the Uniform Fire Code; and, [Chapter 6](#), Article III, Sections 46 through 83.

Penalty for violation of Code of Ordinances, as provided in Section 08, Subd. (a) and (b), [Chapter 1](#).

(1) Except as otherwise provided by Statute, only a Peace Officer may:

- (a) Ask a person receiving a citation to give a written promise to appear in court; or
- (b) Take a person into custody as permitted by Minnesota Statutes 629.34 (1986).

(2) The following City individuals are authorized to institute in the name of the city any appropriate actions, civil or criminal, including the issuance of citations in lieu of arrest against a person, firm or corporation for violations of any provisions of Minnesota State Statutes or City Code under their jurisdiction. Pursuit of one remedy shall not bar or act as a limitation on any other remedy the city may have at law.

- (a) Peace Officers
- (b) Community Service Officers.
- (c) Zoning Administrator.
- (d) Chief Building Official
- (e) Public Works Director.

State Law reference— Authority for City to increase maximum penalty for violations of ordinances, Minn. Stats. Sec. 609.032.

**REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/2/2019**

Subject: Amending Chapter 15, Article I, Section 17 Issuance of Citations

Prepared By: Denise Wetzel, Senior Clerk

Chapter 15, Article I, Section 17 of the Code of Ordinances sets provisions related to individuals authorized to issuance of citations.

Chapter 1, Article II, Section 9 of the Code of Ordinances sets provisions related to what sections of the Code of Ordinances Community Service Officers and Building Inspectors could issue citations under.

It is proposed to amend both Chapters so that they mirror each other allowing all individuals listed authority to issue citations under Minnesota State Statutes or City Code under their jurisdictions.

CITY COUNCIL ACTION REQUESTED

Adopt Ordinance No. 972, amending Chapter 15, Article I, Section 17 of the Code of Ordinances.

ORDINANCE NO. 972

**AN ORDINANCE AMENDING CHAPTER 15, ARTICLE I, SECTION 17; OF THE
CODE OF ORDINANCES, CITY OF CHASKA RELATING TO
ISSUANCE OF CITATIONS**

MOTION BY COUNCILMEMBER _____, SECOND BY COUNCILMEMBER _____

The City Council of the City of Chaska do ordain:

Section 1. Chapter 15, Article I, Section 17, of the Code of Ordinances, City of Chaska, Minnesota is hereby amended to read as follows:

Article I. – In General

• **Section 17. - Issuance of citations.**

- (1) Except as otherwise provided by Statute, only a Peace Officer and Part-time Peace Officer may:

- (a) Ask a person receiving a citation to give a written promise to appear in court; or
 - (b) Take a person into custody as permitted by Minnesota Statutes 629.34 (1986).

(2) The following City individuals are authorized to institute in the name of the city any appropriate actions, civil or criminal, including the issuance of citations in lieu of arrest against a person, firm or corporation for violations of any provisions of Minnesota State Statutes or City Code under their jurisdiction. Pursuit of one remedy shall not bar or act as a limitation on any other remedy the city may have at law.

- (a) Peace Officers
 - (b) Community Service Officers.
 - (c) Zoning Administrator.
 - (d) Chief Building Official
 - (e) Public Works Director.
 - (f) Fire Inspector Officers.

Section 2. Effective Date

This ordinance shall be in full force and effect from and after its date of passage, adoption, and publication according to law.

Passed and adopted by the City Council of the City of Chaska, Minnesota this 2nd day of December 2019.

Mark Windschitl, Mayor

Deputy Clerk

Chapter 15 – Offenses and Miscellaneous Provisions

Article 1 – In General

- **Section 17. - Issuance of citations.**

- (1) Except as otherwise provided by Statute, only a Peace Officer and Part-time Peace Officer may:

- (a) Ask a person receiving a citation to give a written promise to appear in court; or
- (b) Take a person into custody as permitted by Minnesota Statutes 629.34 (1986).

(2) The following City individuals **are authorized to institute in the name of the city any appropriate actions, civil or criminal, including may the issuance of citations in lieu of arrest against a person, firm or corporation for violations of any provisions of Minnesota State Statutes or the City Code under their jurisdiction. Pursuit of one remedy shall not bar or act as a limitation on any other remedy the city may have at law. Areas of jurisdiction will be contained in City policy as set forth in resolution form by the City Council.**

- (a) ~~Peace Officers and Part-time Peace Officers.~~
- (b) ~~Reserve Officers.~~
- (b) Community Service Officers.
- (c) Zoning Administrator.
- (d) ~~Building Inspector.~~ **Chief Building Official**
- (e) Public Works Director.
- (f) Fire Inspector Officers.

REQUEST FOR ACTION CHASKA CITY COUNCIL 12/2/2019

Subject: 2020 Business License Renewals

Prepared By: Denise Wetzel, Senior Clerk

Business License Renewals:

It is time to renew all annual business licenses, apart from alcohol and transient accommodation licenses and solicitor/peddler/transient permits, for the upcoming business license period beginning January 1, 2020 and ending December 31, 2020.

The businesses we license are Games of Skill, Refuse Haulers, Massage Therapists, Massage Therapy Commercial Business Sites, and Tobacco Sales.

All licenses/registrations are set forth and listed below. The fees remain the same as last year. All businesses/individuals who had licenses last year were contacted by mail and requested to return their renewal paperwork by November 22nd. The following businesses/individuals have returned their paperwork and payments. In 2019 there were 6 refuse haulers utilizing a total of 76 trucks, 17 businesses selling tobacco, 3 games of skill vendors servicing 8 locations, 2 massage therapy business license, and 9 individual licensed massage therapists. There was a total of 64 solicitors, 4 peddlers, 20 transient permits and 3 transient accommodation licenses issued for the year also.

2020 Business Applicants and Fees:

The following is the list of businesses requesting permits as of December 2, 2019, for the year 2020. All the refuse haulers and massage therapy business licenses application renewals have been received. I am waiting for 1 game of skill vendor, 1 tobacco and several massage therapist's renewal applications. I expect more renewals to follow and will update the Council.

Refuse Haulers: \$56.00 per vehicle

Aspen Waste Systems – 4 Vehicles
Dick's Sanitation Service – 5 Vehicles
Randy's Sanitation – 26 Vehicles
Republic Services – 23 Vehicles
Suburban Waste – 6 Vehicles
Waste Management – 21 Vehicles

Michelle Lason
Allyson Heimark

Massage Therapy Business \$300

Royal Massage
Bee Well Massage

Games of Skill: \$16 per unit/\$16 site

Superior Vending - \$192
Theisen Vending - \$144

Tobacco Licenses: \$222.00

Chaser's Beverage Center
Chaska Market
Cooper's Foods
Cub Foods
Cy's Liquors
Dolce Vita Wine Shop
Hazeltine Golf Course
Holiday Stationstore #67

Massage Therapists: \$112.00

Yan Zhenzhen (AKA Rose White)
Zhongqi Bai (AKA Jack White)

Holiday Stationstore #340
Kwik Trip
Oak 19
River City Liquors
Speedway 4507
Speedway 4519
Walgreens
Chaska Smoke Shop

Solicitors/Peddlers/Transients: \$40.00

As of 12-03-18 - \$4160

(Some fees are waived due to City/CCC hosted events)

Transient Accommodations: \$300

Norwood Inn & Suites

Oak Ridge Conference Center

Super 8

Total Revenue as of 12-2-19

Refuse Haulers -	\$ 4760
Tobacco Venders -	\$ 3552
Games of Skill -	\$ 336
Massage Therapy -	\$ 1048
Solicitors -	\$ 4160
Transient Accommodations	\$ 900
Grand Total:	\$14,756

CITY COUNCIL ACTION REQUESTED

Motion to approve the 2020 Business Licenses to include games of skill, refuse haulers, massage therapists, tobacco sales, transient accommodations and solicitors/peddlers/transients effective January 1, 2020 through December 31, 2020.

REQUEST FOR ACTION CHASKA CITY COUNCIL 12/2/2019

Subject: 2020 Prosecution Contract

Prepared By: Nate Kabat, Assistant City Administrator

Background

Under State law, the City of Chaska is responsible for prosecuting certain misdemeanor and gross misdemeanor incidents. Historically, the City has contracted to have these services provided by the Carver County Attorney's Office.

Update

For 2020, based on our past 3-year usage of these services, the County is proposing that Chaska's surcharge be \$46,948.15 to be paid by the City of Chaska to the Carver County Attorney's Office in four equal installments on April 15, 2020, July 15, 2020, October 15, 2020 and January 15, 2021. This is up from the amount of \$41,988.00 in surcharge that the City paid for this service in 2019.

To help offset prosecuting costs, court fines are shared between the County Attorney and City of Chaska as defined in the attached contract and pursuant to Minnesota Statute Section 484.90, Subdivisions 6(a)(1) and 6(a)(2).

Recommendation

Purchasing prosecution services through the County results in a more cost effective and high-quality service than the City can provide on its own. Staff is confident that the City could not duplicate this service at a lesser cost. The proposed contract is consistent with the City's 5-year budget. Staff recommends that the City of Chaska extend the prosecution contract for 2020 based on the surcharge of \$46,948.15.

CITY COUNCIL ACTION REQUESTED

Motion to authorize the Mayor and City Administrator to execute the 2020 County Prosecution Contract.

2020 PROSECUTION CONTRACT

THIS JOINT POWERS AGREEMENT is made and entered into between the Carver County Attorney, the Carver County Board of Commissioners, a political subdivision of the State of Minnesota, and the City of Chaska, a municipal corporation organized under the laws of the State of Minnesota, to provide for prosecution of statutory gross misdemeanor, misdemeanor and petty misdemeanor violations, other than liquor law violations directly involving establishments, organizations or individuals with liquor licenses or permits issued by the City of Chaska and also to provide for prosecution of municipal traffic and parking ordinance violations.

WHEREAS, Minnesota Statutes Section 471.59 authorizes governmental units in the State of Minnesota to enter into agreements by resolution with any other governmental unit to perform on behalf of that unit any service or function which that unit would be authorized to provide for itself; and

WHEREAS, Minnesota Statutes Section 484.87, Subdivision 3, provides that statutory gross misdemeanor, misdemeanor, petty misdemeanor violations and municipal ordinance violations in the counties of Anoka, Carver, Dakota, Scott and Washington shall be prosecuted by the attorney of the municipality where the violation is alleged to have occurred and further provides that municipalities may enter into three party agreements with the County Board and the County Attorney to provide for prosecution services for criminal offenses; and

WHEREAS, each of the parties hereto desires to enter into this Joint Powers Agreement and has, through the actions of its respective governing bodies, been duly authorized to enter into this Joint Powers Agreement for the purposes hereinafter stated;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is hereby agreed by and between the County of Carver, through the Board of Commissioners, the Carver County Attorney, and the City of Chaska, through its Council, that:

1. Enabling Authority.

Minnesota Statutes Section 471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties. Minnesota Statutes Section 484.87, Subdivision 3 authorizes the City of Chaska to enter into an agreement with the County of Carver and the Office of the Carver County Attorney to provide for prosecution services for criminal offenses.

2. Purpose

Provide for prosecution of statutory gross misdemeanor, misdemeanor and petty misdemeanor violations, other than liquor law violations directly involving establishments, organizations or individuals with liquor licenses or permits issued by the City of Chaska and also to provide for prosecution of municipal traffic and parking ordinance violations.

3. Services.

The Carver County Attorney's Office shall prosecute statutory gross misdemeanor, misdemeanor, petty misdemeanor violations and, any other criminal municipal ordinance violation. The Carver County Attorney shall also prosecute all municipal traffic and parking ordinance violations allegedly occurring within the jurisdiction of the municipality and within Carver County.

4. Term.

Prosecution services shall be rendered by the Carver County Attorney's Office commencing January 1, 2020, and extending through December 31, 2020.

5. Payment for Services.

In consideration for prosecution services being rendered, the County shall collect one-half (1/2) of all funds allocated pursuant to Minnesota Statute Section 484.90, Subdivision 6(a)(1) (fines that the court administers allocates 100% to the fines to the city or town in which the offense was committed) and one-third (1/3) allocated pursuant to Minnesota Statute Section 484.90, Subdivision 6(a)(2) (fines that the court administers allocates two-thirds to the fines to the city or town in which the offense was committed). An additional surcharge calculated on the percentage of cases and fine revenue in the amount of \$46,948.15 is to be paid by the City of Chaska to the Carver County Attorney's Office in four equal installments on April 15, 2020, July 15, 2020, October 15, 2020 and January 15, 2021.

6. Ordinances.

The City shall forward current traffic ordinances to the Carver County Attorney's Office and immediately inform the County Attorney of any changes made during the contract period.

7. Data.

All data collected, created, received, maintained or disseminated in any form for any purposes by the activities of this Agreement is governed by the Minnesota Data Practices Act, Minnesota Statute Section 13, or the appropriate Rules of Court and shall only be shared pursuant to laws governing that particular data.

8. Audit.

Pursuant to Minnesota Statute Section 16C.05, Subdivision 5, the parties agree that the State Auditor or any duly authorized representative at that time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. which are pertinent to the

accounting practices and procedures related to this Agreement. All such records shall be maintained for a period of six (6) years from the date of termination of this Agreement.

9. Indemnification.

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employee may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement.

It is understood and agreed that liability shall be limited by the provisions of Minnesota Statutes Chapter 466. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes Section 466.04.

It is further understood that Minnesota 471.59, Subd. 1a applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes Section 471.59, Subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

Each party agrees to promptly notify the other party if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, including attorney's fees, involving or reasonably likely to involve the other party, and arising out of acts or omissions related to this Agreement.

10. Nonwaiver, Severability and Applicable Laws.

Nothing in this Agreement shall constitute a waiver by the parties of any statute of limitation or exceptions on liability.

If any part of this Agreement is deemed invalid such shall not affect the remainder unless it shall substantially impair the value of the Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid one that most closely approximates the intent of the Agreement.

The laws of the State of Minnesota apply to this Agreement.

11. Termination.

This Agreement shall terminate of its own accord without further action taken or notice given by either party at midnight, December 31, 2020.

12. Merger and Modification.

It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties hereto.

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IN WITNESS WHEREOF, each of the parties has caused this Agreement to be executed by its appropriate officers and with the consent and approval of its appropriate governing bodies.

CITY OF CHASKA

IN PRESENCE OF:

BY: _____
Mayor

City Administrator

Date: _____

Date: _____

COUNTY ATTORNEY

Mark Metz
Carver County Attorney

Date: _____

IN PRESENCE OF:

COUNTY OF CARVER

BY: _____
County Administrator

Date: _____

**REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/2/2019**

Subject: Public Hearing: Annual Truth in Taxation Public Hearing

Prepared by: Matt Podhradsky

Under the Truth in Taxation process, the City and other local taxing jurisdictions are required to hold a public hearing prior to adoption of its annual tax levy and General Fund budget. This process is intended to provide citizen input prior to final development of the budget document by staff and to assure that these comments can be incorporated into staff's final budget recommendations. While this process was modified by the State Legislature in the 2009 session, reducing some of the requirements on cities for this process, the City of Chaska has chosen to follow the same process we have followed in the past to create consistency for our residents and businesses.

Presently Staff is working on preparation of the 2020 General Fund budget. While the Council will hear Staff recommendations for the General Fund budget and the 2020 tax levy at this meeting, as well as take any public comment on these recommendations, it should be noted that no formal action would be taken by the Council until the December 16th Council meeting.

Based on what the Council reviewed in the 5-Year financial forecast and based on subsequent work completed by Staff to allow our budget to fall within our available resources, the General Fund Operating budget would be \$19,009,708 which is an increase of approximately 12.22% over 2019 budget. However, it should be noted that of that total budget amount, \$355,000 of this is a transfer of existing dollars in our EDA Fund into our General Fund to better reflect where the dollars are being spent for debt service payments. This means that while the General Fund is going up by \$355,000, it also means that the EDA Tax Levy is going down by \$355,000, which means it is a net-neutral change to the budget. Accounting for this, the operating portion of the General Fund Budget would be \$18,654,708, which is an increase of 10.1% from our 2019 budget.

As will be discussed in the attached draft of the Administrator's Budget Message, the major area of growth in the 2020 General Fund Budget is with implementing the first year of filling the gap identified in our Staffing Study Analysis. At the Council/Department Head retreat held in 2017, one of the major items that we discussed was the perceived issue that we had not allocated enough resources over the years to adequately staff the City at a level sustainable over time for the level of services our residents have come to expect. At that Retreat, City Council did direct Staff to move forward with doing a formal Staffing Study to quantify any shortages we may have in staffing, and to also look at what to plan for in staffing as we move into the future. Based on that direction, Staff did work with our Financial Advisors at Baker Tilly to complete a Staffing Study over the past year and a half, which identified the City was currently short 16 employees to meet its current staffing needs. It also identified that between now and full development of the City, we would need to plan for an additional 57 employees throughout the

organization. Of the total 16 employees we were determined to currently be short, a major gap that was identified was in the area of Building Maintenance, as we currently have no centralized Building Maintenance operations in the City, and our City facilities are aging, causing more significant issues.

Based on the findings of the Study, the priority was placed on filling the gap of 16 employees, and to start allocating additional resources to Building Maintenance throughout the City. It was determined that there was approximately a \$1.5 million annual cost to bring these 16 employees on-board, with an additional \$500,000 annually to start funding building maintenance activities across the organization. As you will see in the 2020 budget document, the recommendation is that we implement filling these gaps over a 4-year period, with the first phase starting in 2020 and the entire gap being filled by the 2023 budget. Of the total \$2 million annually that was identified, \$1.5 million would be coming through the General Fund supported by a tax levy, with the other \$500,000 coming from our Enterprise Funds to support activities directly impacting these Enterprise Funds. To implement the plan to fill this identified gap in 4 years, would require us increasing the General Fund Tax Levy by an additional \$375,000 in each of the next 4-years, until it is fully implemented in 2023. With the start of this in 2020, our priority would be to start filling the gaps we are experiencing in Building Maintenance by creating a Building Maintenance Division that would be housed in our Public Works Department.

The tax levy for our General Operations in the General Fund, Equipment Acquisition, EDA, and the Mt. Pleasant Cemetery Fund would be \$10,516,132, which would be an 8.4% increase from the 2019 General Tax Levy. This 8.4% increase from our 2019 tax levy would be comprised of 1.35% for new growth in the community, 3% for inflationary increases in cost from the past year, as well as the additional \$375,000 previously described for the first year of implementation of our Staffing Study recommendations. Addressing this first year of implementation of our Staffing Study recommendations would add 4.05% to the tax levy, bringing it to a total of 8.4%. With our tax capacity going up by 9.7% for 2020, our recommended tax levy increase would actually bring our tax rate down for 2020 by 1.59%. This means if a home had an increase in value under 1.59%, their taxes would stay the same or go down from what they paid in 2019.

It should be noted that there is once again a special levy this year of \$235,703, which is associated with the tax abatement assistance that the City provided over the past several years for United Health Group, 212 Medical Center, Stream Data and Exactec. Unlike the way Tax Increment assistance works, Tax Abatement assistance must be levied by the local jurisdiction providing the assistance. However, this levy is completely offset by the taxes that are generated from the user receiving the assistance (as with TIF), meaning that while this is a special levy, it has no impact on any other taxpayers within the City.

Budget Objectives

In order to establish the proposed budget for 2020, the following budgeting objectives were utilized:

- 1) Support budgeting programs that help Chaska strengthen its mission of being "The Best Small Town in Minnesota"
- 2) Maintain existing high-quality service levels, funding new programs only after our existing, necessary programs are funded

- 3) Limit tax levy growth to capture only new growth and inflation
- 4) Fully fund scheduled maintenance and replacement of equipment/property
- 5) Increase levy additionally only if new service levels or assets are being added
- 6) Budget utilizing a plan that avoids draw-down of the City's General Fund reserve
- 7) Fully levy to support our adopted Street Reconstruction Program
- 8) Develop a budget plan that is sustainable from a resource perspective to support service levels residents expect

From a budget objective perspective, there are two main items to review that were utilized in establishing this proposed 2020 General Fund Budget and Operational Tax Levy recommendation.

First, as the Council has done since 2015, Staff is recommending continuing to move forward with our new tax levy establishment policy, which is meant to look more at the true factors influencing our cost of providing services.

For three decades, the City utilized a policy of keeping a constant tax rate while establishing the levy. That meant that if tax capacity went up by 9.7% like it is this year, you could increase the City's tax levy 9.7% and keep our tax rate constant. Theoretically, this would mean that if a residence kept the same market value from one year to the next, their City taxes would not increase. As mentioned previously, our tax levy recommendation is an 8.4% increase, meaning that our tax rate would go down by 1.59%.

This worked well up until about 10 years ago when we started to see market values go down. With market value going down, the tax levy would also have to go down if we were to keep the tax rate constant. This effect was inconsistent with our other budgeting objective, which is to keep service levels constant unless there was no longer a demand for a service. This was especially a problem given the fact that we had such a low tax rate to begin with, and it was marginal whether we had enough revenues to support our expected service levels.

To mitigate this, the Council, in 2010, did revise our policy by stating that we would keep a constant tax rate unless the tax levy went down, in which case we would keep the tax levy the same. That is how we ended up with 4 years of tax increases at 0%. Staff feels that the policy adopted in 2015, of establishing the tax levy based on the two items that effect the cost of service levels in our community (new growth and inflation) more accurately represents how we should view our tax levy, to make sure that we are capturing new growth (and that new properties are paying their fair share for services provided), but also keeping up with inflation as costs increase. For 2020, this policy would have us increasing the operational levy by 4.35% (1.35% for new growth and 3% for inflationary increases in costs).

Our new policy goes on to state that the only time you would go over the percentage of new growth and inflation is if you were to add a new service to the spectrum of City services already provided, in which case you would add to the levy the actual cost of providing this new service. As previously mentioned, in 2020, we are looking at implementing the recommendations of our Staffing Study, by funding the first phase (4 total phases) of this new program, which would add an additional \$375,000 to the levy for 2020. This would be an additional increase of 4.05% to the Tax Levy.

The total of these three factors would bring the City to the recommended 8.4% increase in our tax levy for 2020. With our tax capacity going up by 9.7%, this means that our tax rate would go down by 1.59% in 2020.

2020 Revenues

From a revenue perspective, the 2020 budget is continuing to be strong. This is due mainly to the increase in economic development activity that we are and will be experiencing, which has had a positive impact especially on our electric franchise fee revenue to the General Fund. The following section will talk about how the changes we have seen in increasing market values in the community for the 7th straight year are really starting to help us recover from the loss of revenue during the economic downturn. However, it is important to recognize that while we have seen increases in market values for 7 years, it took until 2016 to completely rebound our market values to the levels they were in 2007, prior to the recession. This means it took approximately a decade to recover the taxable market value that existed in the community prior to the Recession. You will also notice in the Revenue Chart below an increase in Administrative Charges to Funds. What this represents is the General Fund charging our Enterprise Funds for the services it provides, such as Administration, Administrative Services, Buildings, Human Resources, etc... Traditionally we had not charged enough for the services being provided. This is one that we have tried to bring up further to represent its true cost to the General Fund, and usage by the Enterprise Funds.

General Fund Revenues					
	2018 Actual	2019 Budget	2020 Budget	Increase	%Increase
Property Tax	\$5,398,615	\$5,700,506	\$6,926,682	\$1,226,176	21.5%
Elec/GasFranchise Fees	4,270,125	4,396,400	4,458,000	\$61,600	1.4%
Other Franchise Fees	306,860	315,000	315,000	\$0	0.0%
License and Permits	864,536	1,348,495	958,500	(\$389,995)	-28.9%
Other Revenues	2,287,185	2,064,139	2,357,448	\$293,309	14.2%
Admin Charges to Funds	2,830,048	3,115,077	3,994,078	\$879,001	28.2%
Total Revenue	<u>\$15,957,369</u>	<u>\$16,939,617</u>	<u>\$19,009,708</u>	<u>\$2,070,091</u>	<u>12.2%</u>

Once again, it should be noted that while the increase in the General Fund Revenues shows it going up by 12.2%, \$355,000 of this represents the transfer of existing levy in the EDA Fund over to the General Fund in the same amount. Taking the fact that this is an overall net-neutral impact to our revenues between the two funds, the operational revenues are going up by 10.1%.

Impact of Tax Levy on Property Owners

To understand the impact of the tax levy on individual taxpayers, four factors must be analyzed:

- Market Value Changes
- Any changes in the Tax Capacity Formulas Established by the State
- The City's Tax Levy

Overall, Chaska's market values, excluding tax-exempt property, increased by \$229,174,900 to \$3,263,191,300, an overall increase of 9.14%. Below is a summary of the Market Values for 2019 (taxes payable 2020) as established by the County Assessors office:

Chaska 2019 Assessment					
	Residential	Commercial/Industrial	Apartment	Ag	Total
2019 EMV	\$2,446,190,300	\$514,645,800	\$209,915,900	\$92,439,300	\$3,263,191,300
2018 EMV	\$2,242,300,300	\$478,652,800	\$181,658,300	\$87,335,900	\$2,989,947,300
Total Value Change	\$203,890,000	\$35,993,000	\$28,257,600	\$5,103,400	\$273,244,000
New Construction	\$31,983,400	\$6,418,100	\$5,667,600	\$0	\$44,069,100
Market Change	\$171,906,600	\$29,574,900	\$22,590,000	\$5,103,400	\$229,174,900
% New Construction	1.31%	1.25%	2.70%	0.00%	1.35%
% Market Change	7.67%	6.18%	12.44%	5.84%	7.66%
2018 Total % Increase	9.09%	7.52%	15.56%	5.84%	9.14%

Using the 2019 market values and the classification formulas established by the State, the County Auditor has calculated Chaska's 2019 (for taxes payable 2020) gross tax capacity to be \$37,128,910, an increase of 9.4%. To calculate the net tax capacity used for determining Chaska's tax rate, a reduction must be made for captured tax increment and fiscal disparity contributions. Our 2020 captured TIF value will be \$1,209,495 with Chaska's fiscal disparities contribution for 2020 being \$3,698,513, resulting in a net tax capacity of \$32,220,902, an increase of 9.7%.

	2019	2020	Increase	%
Gross Tax Capacity	\$ 33,943,249	\$ 37,128,910	\$ 3,185,661	9.4%
TIF	\$ (1,052,097)	\$ (1,209,495)	\$ (157,398)	
Fiscal Disparities	\$ (3,523,591)	\$ (3,698,513)	\$ (174,922)	
Other	\$ -	\$ -	\$ -	
Net tax capacity	\$ 29,367,561	\$ 32,220,902	\$ 2,853,341	9.7%

As you will see in the Market Value Chart above, the existing residential property in the City went up by 7.67% in value for taxes payable 2020. For Chaska, this means that the median valued home of \$260,200 in value in 2019 would increase in value to \$288,900 in 2020. Based on our tax rate, this example house in 2019 would have paid \$759 in City property taxes and in 2020 would pay \$829, for an increase of \$70, or \$5.83 per month. It needs to be pointed out that this is just an example home in the community based on Median price. This would change based on what actual property value changes an individual home would experience.

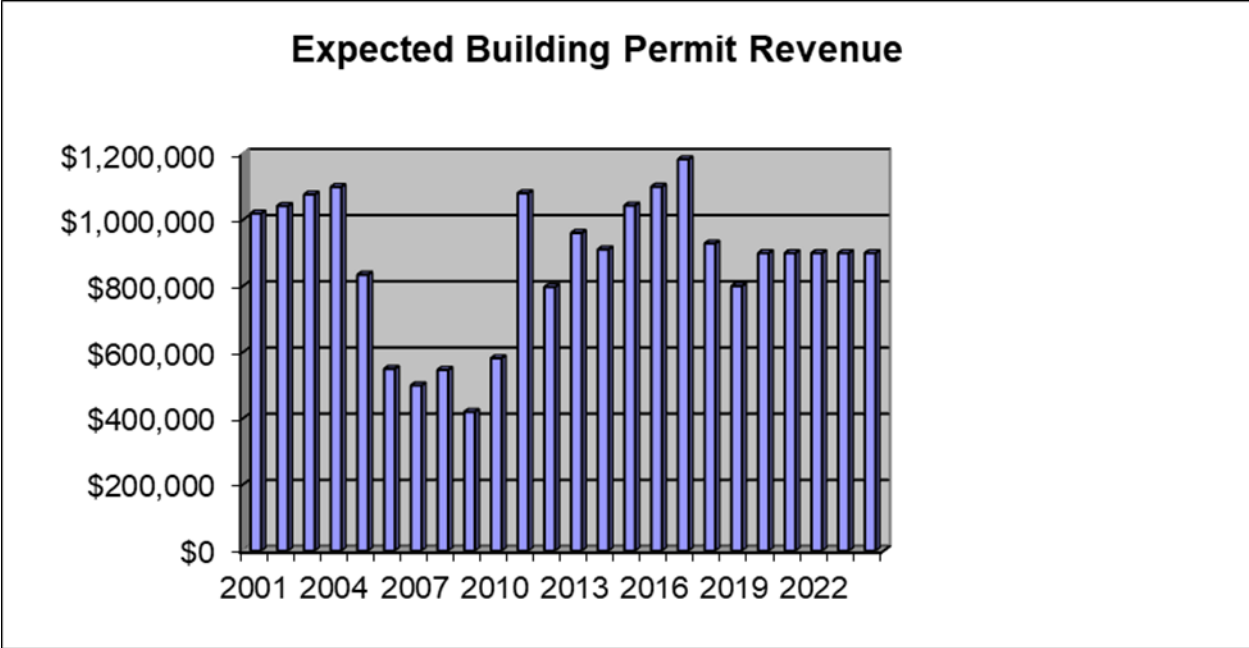
It should also be noted that in 2020 Chaska will continue to maintain one of the lowest tax levies per capita of any City in the metropolitan area, ranking 7th lowest in the entire Metro Area (81 out of 87 cities). It also remains the lowest property tax per capita of any City in Carver County as well. It should be noted that this comparison is being made to data from other Cities from 2018, as that is the latest data the Department of Revenue currently has available. Based on this, the assumption could be made that our ranking is actually 82nd based on reasonable expected levels of taxes changes in the other Twin Cities communities over the past 2 years.

Development Revenue Issues

While we continue to see building activity be very strong in the community, you will see that we are adjusting down our budgeted revenue from building permits in 2020. This is mainly since we are seeing most of our building activity occurring with residential properties, as we run out of undeveloped space in the community for Commercial/Industrial properties. We do see that changing in 2021, as we expect our next Industrial Park at 44/212 (new Interchange) opening for development at that point.

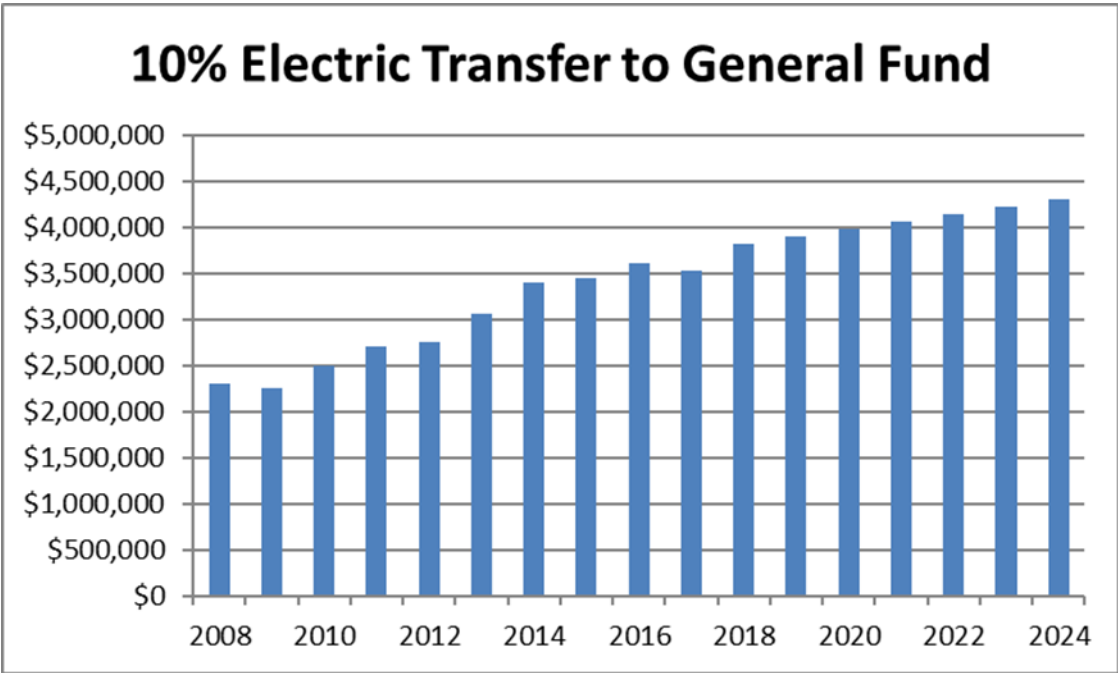
In 2004 and 2005 building permit revenues were \$1,214,038 and \$834,472 respectively. In 2009, the revenues were significantly less, being approximately \$425,000. Based on this reduction, in the beginning of 2009, we were forced to eliminate 3 positions from our Community Development Department, including 2 building inspectors and our Community Development Technician. These positions were eliminated due to a reduction in work coming into this department with the slowdown in development. While we did see a significant increase in development activity in 2011, with building permit levels anticipated to be close to levels we experienced in 2004, we were uncertain in 2012 whether that would be sustainable, and therefore did not recommend adding back any positions to accommodate for this growth. However, in 2013, based on continued economic growth, we had the need of bringing back one of the two building inspector positions that was eliminated and our Community Development Technician position that was eliminated to handle the amount of activity that we expected to see, and to be able to process this in a timely manner. Starting in 2013 and moving forward, this Building Permit activity has remained relatively stable, which brought the need to add back 50% of a building inspection position to handle this load. This occurred early in 2016 and remains currently.

As mentioned, in 2020, we would expect our building activity to remain strong, but with much of it being in residential building until our new Industrial Park opens at the 44/212 Interchange. Because residential permits do not generate as much revenue, as they are less complicated to review and inspect, we are budgeting permit revenue to be approximately \$900,000, with is a reduction of about \$300,000 in building and mechanical permits. Below is a chart illustrating the change that we have seen in building permits, and what we expect to see as we go into the next few years:



As you will see in the chart above, we are trying to be conservative on our building permit revenue projections over the next 5-years until we know exactly when our new Industrial Park will come on-line. We would expect that once this opens you would see an annual growth in this permit revenue.

With increased development activity over the past decade, one area we have seen very positive growth is in our electric franchise fee to the General Fund, as additional economic development activity has driven up electric usage in the community. Below is a chart illustrating what we expect to see in Electric Franchise Fee revenue:



2020 Expenditures-

Key assumptions utilized for putting together the 2020 budget, including expenditures, include:

- *Utilize budgeting objectives developed*
- *Increase in the tax levy by 4.35% due to new growth and inflation, with an additional \$375,000 (4.04%) levied to support the first of four years of implementing the Staffing Study Gap recommendations*
 - *This first year would include the addition of a Building Maintenance Foreman, and two Building Maintenance Workers, and Economic Development Coordinator along with \$125,000 going into the Building Maintenance Budget for 2020*
- *Continue to fully implement the Capital Improvement Program in 2020*
- *Continue with the 5% Gas Franchise Fee, which will represent approximately \$460,000 in 2020 with it continuing to be dedicated to the CIP Program*
- *Shifting of the existing \$355,000 in the EDA Fund to the General Fund to continue to better match where we are using these funds to pay existing debt service*
- *Operational costs up 1% in 2020*
- *Personnel salaries up 3%, with employer benefit contribution increases of 6%.*
- *Assume continuation of our Street Reconstruction Program, with the 2020 project targeted to be Beech Street just to the north of the Carver County Courthouse*
- *Continue contract with City of Carver for shared recreational services, bringing in additional \$51,000 in revenue (this is currently being renegotiated as it has expired and the City of Carver has the interest in continuing with this partnership-a new contract can be expected to be brought back to Council in early 2020)*
- *Continue with \$12,000 expense in 2020 for “Scholarships” to support large community activities utilizing our new banquet facility (\$1,000 per month)*
- *Fully fund the Equipment Replacement Schedule for 2020 (this occurred through the sale of Equipment Certificates in 2019)*
- *Continuation of equipping all Police Officers with Body Cameras*
- *Assume no draw-down on General Fund reserves*
- *All other items in budget to remain unchanged*

The following chart illustrates a summary of the 2020 General Fund Expenditures compared to the past 2 years:

Department	2018 Actual	2019 Budget	2020 Budget	Increase	%Increase	Notes
Council	\$157,509	\$113,457	\$132,407	\$18,950	16.70%	Moved event contributions to Council
Communication	\$109,182	\$113,507	\$99,774	-\$13,733	-12.10%	
Administration	\$961,726	\$802,158	\$864,219	\$62,061	7.74%	
Human Resources	\$0	\$0	\$241,025	\$241,025	100.00%	Moved HR out of ASD Budget
Elections	\$25,585	\$5,000	\$33,106	\$28,106	562.12%	Increases every 2 years for Election
Admin Serv-Finance	\$1,568,577	\$1,553,403	\$1,743,479	\$190,076	12.24%	Increase in Software Licensing Due
Admin Serv-IT	\$1,018,462	\$1,156,544	\$1,277,883	\$121,319	10.49%	Increase in Software Licensing Due
Legal	\$117,160	\$85,565	\$80,000	-\$5,565	-6.50%	
Community Dev.	\$967,519	\$1,028,557	\$1,017,575	-\$10,982	-1.07%	
Engineering	\$369,826	\$367,493	\$393,501	\$26,008	7.08%	Full year funding Water Resources Coord
City Hall Bldg	\$240,642	\$222,333	\$227,735	\$5,402	2.43%	
Building Maint Div	\$0	\$0	\$409,973	\$409,973	100.00%	Implementation of 1st Year Staffing Study
Police	\$4,232,303	\$4,435,876	\$4,689,032	\$253,156	5.71%	
Fire	\$1,745,694	\$1,974,325	\$2,070,512	\$96,187	4.87%	
Civil Defense	\$6,788	\$5,672	\$5,728	\$56	0.99%	
Public Works Admin	\$338,927	\$347,931	\$366,164	\$18,233	5.24%	
Streets	\$1,419,669	\$1,591,783	\$1,782,805	\$191,022	12.00%	Additional Street Maint. in CIP for 2020
Snow Removal	\$270,267	\$202,912	\$249,625	\$46,713	23.02%	Increase because of experience past 2 years
MSB Building	\$253,484	\$220,339	\$232,202	\$11,863	5.38%	
Park Maintenance	\$1,130,486	\$1,004,857	\$1,096,237	\$91,380	9.09%	Park Rehab projects in CIP for 2020
ISD 112 Maint	\$32,750	\$40,745	\$36,225	-\$4,520	-11.09%	
Tree Control	\$53,745	\$37,547	\$37,597	\$50	0.13%	
Parks Admin	\$369,241	\$513,853	\$608,218	\$94,365	18.36%	Overall decrease in Parks by \$48,586
Parks Youth	\$148,891	\$172,889	\$175,519	\$2,630	1.52%	shifted categories of where coded
Parks Adult	\$105,643	\$84,250	\$105,768	\$21,518	25.54%	for budget
Firemen's Park	\$161,078	\$294,215	\$127,116	-\$167,099	-66.79%	
Parks Skating Rink	\$12,346	\$9,559	\$8,631	-\$928	-9.71%	
Unallocated	\$139,869	\$554,847	\$897,672	\$342,825	61.79%	\$355,000 transfer from EDA
Total	\$15,957,369	\$16,939,617	\$19,009,708	\$2,070,091	12.22%	\$355,000 is EDA Transfer

It should be noted that in addition to general explanations provided next to General Fund categories, it should also be noted that general growth in the General Fund expenditures also is related to the first full year of implementation of recommendations from our Pay Equity Study completed in 2019. While this study was approved and implemented in 2019, this is the first year it shows as being budgeted, meaning that there are general increases to the budget based on this. The purpose of this study was to both make sure we are meeting Pay Equity standards required by the State of Minnesota, and to make sure that our wages are comparable to the average of similar positions in other Metro Communities. This was the first full study we had completed since 1986. So, while this was implemented in 2019, this is the first year that that the budget reflects the changes made from this study.

As mentioned previously, the major areas of growth in 2020 will be in the implementation of the first phase of our Staffing Study recommendations. With our priority being on filling our Building Maintenance gaps, the positions being added in 2020 would be:

- Building Maintenance Foreman: \$105,000
- Building Maintenance Worker: \$90,000
- Building Maintenance Worker: \$90,000
- Water/Sewer Maintenance Worker: \$90,000

In addition, we would also plan on having \$125,000 going into the budget for our Building Maintenance Division's activities. All of this will be funding by \$375,000 in new tax levy, along with \$125,000 coming from our Enterprise Funds.

From a CIP perspective, 2020 will be the fourth year we will be able to fully fund our new Capital Improvement Program, with \$1,000,000 now being dedicated to the plan. This now allows us to be able to program the exact projects we will be undertaking on an annual basis to support our overall Capital Improvement Program. For 2020, the following projects are planned to be undertaken:

- Street Overlay: \$375,000
- Sealcoat Roads: \$60,000
- Trail Upgrade/Overlay: \$60,000
- New Pedestrian Bridge on Main Trail: \$70,000
- MSB Annual Door/Hoist Maintenance Program: \$45,000
- Sports Court Resurfacing: \$70,000
- Siren #6 Replacement: \$25,000
- Fire Station Sidewalk Replacement: \$50,000
- Cortina Woods Park Rehab: \$135,000
- Clover Hock Rink Rehab: \$70,000
- Brickyard Lake Pier Rehab: \$40,000

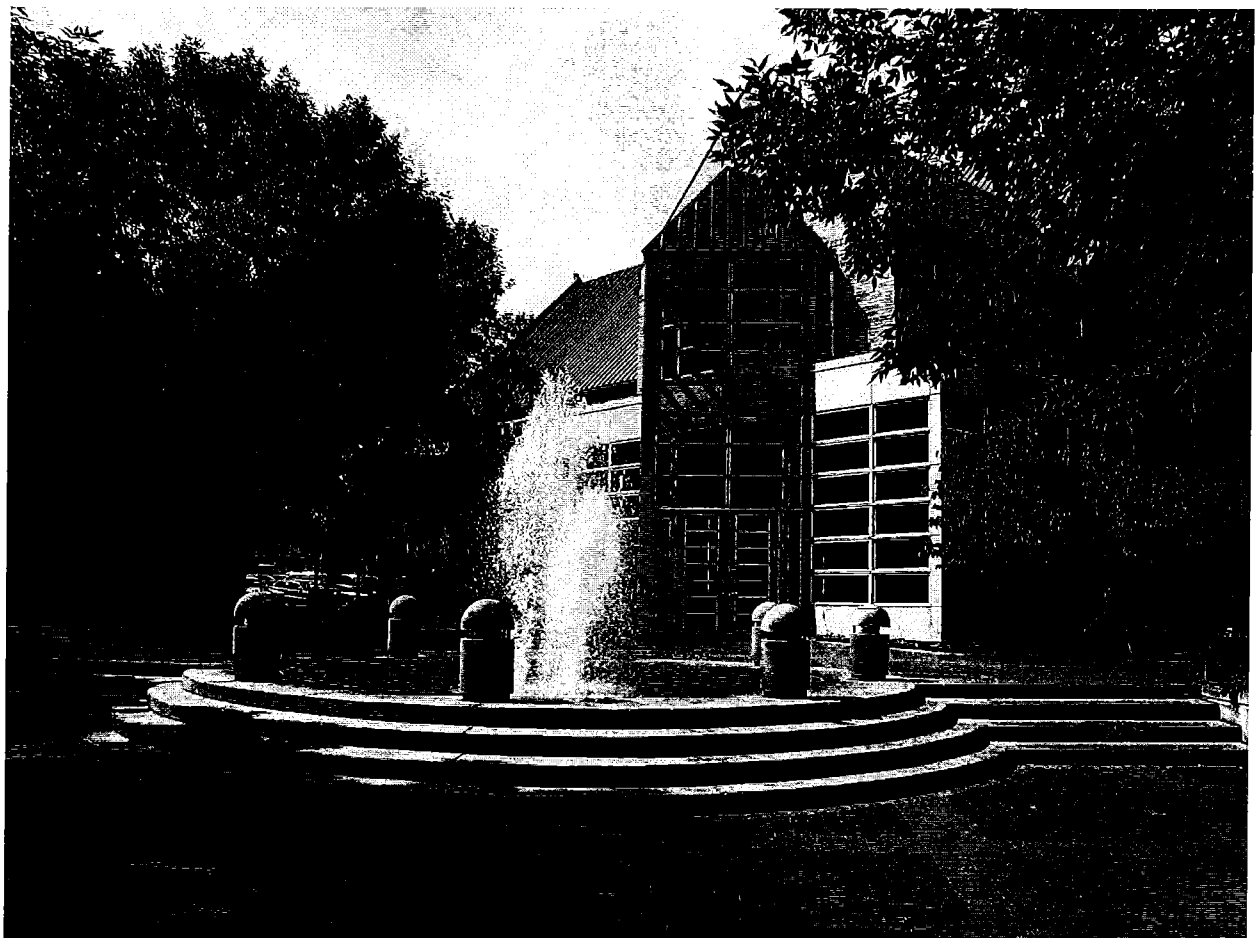
Our next step in the budget process will be to prepare a final budget document for Council review. Staff has included a draft of the Administrator's Budget message for your review.

Based on this schedule, the City would be able to consider adoption of the final budget and the final 2020 tax levy at the December 16, 2019 meeting.

CITY COUNCIL ACTION REQUESTED

Motion to close the Truth in Taxation hearing, and to establish December 16, 2019 as a date to consider adoption of the 2020 budget and tax levy.

City of Chaska 2020 Budget Draft



2020 Annual Budget

To the Citizens of Chaska, Honorable Mayor, and Chaska City Council:

Submitted for your review is the proposed 2020 Annual Budget for the City of Chaska, along with a review of major issues and opportunities relating to the City's general operations. The budget, as proposed, I believe meets the needs for continuing to provide excellent municipal services, while at the same time meeting the City's objectives that we have established during the budgeting process. This proposed budget also works to address an issue that was identified in a Staffing Study completed for the City of Chaska in 2019, which identifies a gap of 16 employees needed to sustainably provide our services at the levels in which our residents have come to expect. It also addresses an identified gap in building maintenance activities within the City. The proposed budget identifies a plan in which this gap can be filled over the next 4-years, with the initial stages of this implementation to start in 2020.

2020 Revenue Discussion

While we have seen increases in market values since 2014, 2016 was the first year we saw all the valuation lost during the "Great Recession" recovered in the community. As we go into 2020, we will once again see our valuations in the community continue to rise, but at a much more sustainable level than we saw during the economic boom period in the early-to-mid part of last decade. From 2008-2013, Chaska saw an average annual decrease in property values of over 6%, before seeing a 5.24% increase in 2014, a 12.24% increase of property values in 2015, an 8.21% increase in 2016, a 3.18% increase in 2017, a 7.85% increase in 2018, and a 5.72% increase in 2019.

For taxes payable 2020, we are seeing a 9.14% increase in our community's taxable market value, which provides a very healthy increase in our community's tax capacity, with it growing by 9.7%. The full recovery of taxable market values in the community took a full decade to recover, which illustrates how deeply property values were affected during the last recession. With property taxes tied directly to housing values, this had a direct impact on the revenue we were able to generate during this time period. With Chaska now experience sustainable growth levels, we do conservatively project to see a 2% increase in market values each of the next 5-years, although we have experienced an average annual increase in taxable market values of 5.46% over the past 5 years.

As we look at 2020, we continue to see a positive trend occurring in the market, as we continue to see both commercial and industrial economic development activity occurring and planned for in the community, while also seeing our residential development continue to move forward in a positive, but measured, direction. This development activity has continued to have a positive impact on the Electric Franchise Fee to the General Fund. It has also helped increase new market values in the community, in which we have been able to derive additional tax resources to support our service levels without having a significant impact on existing properties in the community.

As the 2020 budget was put together, there were five major budget environmental factors we needed to consider, as it related to revenues:

- Market Values across the community increased by an average of 9.14%. This will bring our overall property values in the community to \$3.2 billion, the highest level in our community's history. 1.35% of this change came from new construction, with the rest being increased values on existing properties
- Based on the State formula, the City is no longer going to receive Local Government Aid to help reduce our tax levy needed. The amount we are projected to receive in 2020 will be \$14,171. It should be noted that in 2018, we did recapture half of the \$250,000 we received in 2017 from LGA. We have retained that amount in this proposed budget
- Residential and Commercial building permits in 2018 and 2019 were strong, but not as strong as they were in 2017. Much of this has to do with us running out of room for additional Commercial/Industrial development and expansions. Because of that, we have reduced the amount we are budgeting towards Building Permit revenue by over \$300,000 in 2020. We do expect to see that increase once we have the new Industrial Park opened at the County Road 44/212 Interchange, which will once again open up opportunities for C/I development that we are running out of space for in the remainder of the community.
- We are continuing to see an increase in population, with a steady increase in the number of residential units being built in the community. We expect the population in Chaska to be just over 27,000 in 2020.
- Our Electric Revenue has continued to increase significantly, as we have seen a significant amount of Economic Development activity occur in the last five years, including Data Center development and additions to existing industrial businesses, driving up this usage. This has had a positive impact on the Electric Franchise Fee coming back to our General Fund
- We expect to see a good balance of residential, commercial and industrial development occur in the City, especially now that the interchange is open at Highways 44/212 and additional property is becoming available for development.

During the recession period from 2008-2013, in order to navigate the financial impacts to our revenue collection to support our budgeted activities, the City needed to defer many planned expenditures as a strategy to balance the budget. With growth in the economy over the past 5 years, the City was once again able to look at some of those areas we had to defer in the past, which we feel will be critical to meet our budgeting objectives over the next 5 years.

This renewed emphasis on reinvestment back into our existing infrastructure started through the establishment of our Capital Improvement Program. The CIP focused on how to properly maintain the assets in which we have already invested and have a responsibility to keep in good condition moving into the future. In 2014 we started investment into this program, with a 4-year plan for how to fully fund these needs. This 4-year plan increased revenue in the General Fund to support a \$1 million gap, with the

final \$250,000 of this being incorporated into the 2017 budget. With this program now fully funded, we have been able to move forward in making the proper reinvestment back into our existing General Fund Assets, such as roads, trails and parks.

In the 2020 budget, we are now turning our attention to addressing the gaps we have had in our staffing levels across the City in past years needed to sustainably meet our service level expectations. Following direction from the City Council in the 2017 Council/Department Head Retreat, focus was put on having our Financial Advisors at Baker Tilly complete a Staffing Study looking not only at what staff we need to plan on going into the future to keep up with our service level demands in a growing community, but also on any gaps we currently have in being able to sustainably meet our service level expectations in the current environment. Based on this study, we were able to determine that we are currently 15.8 employees short in being able to meet our current service needs, but that once we fill this gap, we could expect that we will need an additional 57 employees City-wide to meet our staffing needs when our community is fully developed in the next 20 years. This budget document will focus on the plan we have developed for filling our existing staffing gap over a 4-year period, and what that means for an addition to our tax levy to be able to fill this gap.

This document will also discuss the continued use of our tax levy establishment policy which the Council adopted during our 2014 budgeting process. Our current policy focusses on what the actual driving factors are in setting our tax levy, including actual new growth in our population and inflationary factors, instead of focusing solely on keeping a constant tax rate, which was a past policy direction the City utilized. In this respect we feel that any new increases in tax resources are directly tied to the increased costs we will have to support the level of services we currently provide in the community. This policy also allows us to capture the resources of any new development in the community to make sure all new homes are contributing their "fair share" to support our General Fund services. Capturing this new value has no impact on the taxes paid by existing residences.

Staff feels that this budget document continues to move forward in taking a more comprehensive look at not just our current operations, but also the future costs of properly maintaining our assets through our CIP Program. We also think this document starts the process of making sure that we are staffing at proper levels to be able to sustainably meet our service level expectations. We also think that it creates a logical nexus between how we set our tax levy and what actual changes we see in the community that cause us to increase the resources we need to meet one of our primary service objectives. The only addition to the tax levy beyond this would be if there was an addition to our service levels in the community, with any increase directly related to the cost of providing this new service.

Budget Objectives

As with all our budgeting processes, the first place that we start is by establishing the objectives we are trying to accomplish in setting our budget for the upcoming year. Below is the list of those objectives that were used in both the 5-year financial forecast

process this year, and the goals that were used in the establishing the proposed 2020 budget you see before you now:

- 1) Support budgeting programs that help Chaska strengthen its mission of being "The Best Small Town in Minnesota"*
- 2) Maintain existing high-quality service levels, funding new programs only after our existing, necessary programs are funded*
- 3) Limit tax levy growth to capture only new growth and inflation*
- 4) Fully fund scheduled maintenance and replacement of equipment/property*
- 5) Increase levy additionally only if new service levels or assets are being added*
- 6) Budget utilizing a plan that avoids draw-down of the City's General Fund reserve*
- 7) Fully levy to support our adopted Street Reconstruction Program*
- 8) Develop a budget plan that is sustainable from a resource perspective to support the service levels residents expect*

The newest objective on this list is the last one, in which we discuss the importance of resourcing our organization at a level that can sustain the service levels our residents have come to expect. Over the past two years, the City Council has discussed some of the biggest financial challenges the City will face over the next several years, with one of our biggest challenges being able to keep our service levels constant if we do not put sustainable levels of resources to support them.

In the past, the City of Chaska has been very "lean" when it has come to resources used to support the high level of services we provide in the community. As the community grows, and assets such as our facilities get older, these levels of resources will not be sustainable to keep our service levels constant. This is especially true when it comes to the Staffing levels throughout the organization, and the dollars and staffing resources allocated towards maintaining our aging facilities. Over the past year, the City's financial advisor, Baker Tilly, worked to help complete a staffing study that focused on the services we currently provide and whether we have a sufficient number of staff to provide these services. They also looked at what staffing we would need to focus on adding in the future to keep up with growth, and service areas we may be missing that will have long-term impacts on the organization.

From their study, there were three general findings that stood out. First, the organization is currently understaffed by 16 employees to sustainably provide the services we already provide. Second, it found that we have a major gap in our organization, with us not having a building maintenance staffing adequate to service our many facilities. This was especially found to be an issue with the age of our facilities. Finally, the study found that we would need to grow our organization by approximately 57 employees by the time the City is fully developed, just to continue to provide the services we already provide in a growing community.

From this study, the budget for 2020 puts a priority on addressing the first two issues, which would be filling the existing staffing gap that was identified, and resourcing ourselves at a level where we can properly maintain the buildings we have, especially as they age. From a financial perspective, to fill both the current gap of 16 employees and budget for building maintenance would require adding \$2 million to our operational

budget-\$1.5 million for additional staffing and \$500,000 towards an annual building maintenance budget. Just as when we implemented our CIP Program, and addressed the \$1 million gap we had to properly fund that program, Staff is recommending in this budget that we address filling this gap over a 4-year period. This would have us addressing \$500,000 of the existing gap each year, until we have the \$2 million gap completely filled in 2023. Staff did identify that out of this \$2 million gap, that \$500,000 should be supported from our Enterprise Funds, with \$1.5 million being through additional tax levy. With this being implemented over a 4-year period, this would have us increasing our Tax Levy by an additional \$375,000 each year through 2023 to fill this gap, over and above our standard tax levy policy addressing new growth and inflation.

Based on starting to address our Staffing Gap Analysis and Building Maintenance needs as described above, and utilizing our normal tax levy policy for addressing new growth and inflation, Staff is recommending a 4.35% increase in our operational tax levy for 2020 to address the 1.35% new market growth in the community and the 3% for inflationary factors. In addition to this, Staff is also recommending raising the tax levy be raised an additional 4.05% to implement the first of our 4-year plan (\$375,000) to help eliminate our current Staffing gap and identified building maintenance needs. Implementing both would require a total increase of 8.4% to our General Fund, which would actually allow us to decrease our tax rate, as we saw a 9.7% increase in tax capacity within the community.

Tax Levy Establishment Policy

For nearly 30 years, the City of Chaska had a policy of establishing our annual tax levy based on keeping a constant tax rate. Based on this policy, the tax levy would go up by the amount of increase we saw annually in our tax capacity within the City, which is directly related to the amount of market value growth we saw in the City. For instance, if market values (and hence tax capacity) increased in the community by 9.7% (as it will in 2020), the levy could also increase by 9.7% and have no impact on the tax rate in the community. This would mean that if someone's property did not change in taxable market value from one year to the next, that their City taxes would not see any increase. Based on the 8.4% increase in tax levy proposed for 2020, and the tax capacity going up 9.7%, this means that the tax rate will actually go down by 1.59% in 2020. This means that if a property saw no increase in their property values for 2020, that their taxes would go down by 1.59%.

While the constant tax rate policy worked very well for several years, over the past decade we did start to experience some of the practical limitations of this policy. The first practical issue experienced is that not all market value increase is associated with the construction of new buildings. Some of the market value increase also occurs on existing properties as we experience inflationary growth from one year to the next. While the tax rate would not change, a resident's taxes would not change only if their values stayed the same. This often was not the practical reality, as we saw a significant amount of property value growth in existing properties from 2000-2008.

The other issue that we experienced from 2010-2013 was the impact of decreasing market values in the community. As with increasing market values, the same can be

said for decreasing market values when trying to keep a constant tax rate. If the market values go down, the tax levy also needs to decrease accordingly to keep the tax rate constant. With an objective of keeping our service levels constant, this was a significant issue the City faced when market values did start to decline. This led to the City modifying its tax levy policy to state that the tax levy would be set to keep the tax rate constant, unless that forced the actual levy to decrease, in which case the tax levy would stay the same. This change was made based on the notion that while property values decreased, the cost for providing these services does not decrease unless a community is willing to reduce the amount of services it provides. Based on this change, and the decrease in market values in 2010-2013, the City of Chaska's tax levy saw a 0% increase during each of those 4 years, staying at an amount of \$4,880,354.

Finally, the final practical reality is that if the tax levy change is only tied to the changes in market values, and a large portion of this market value change is in existing properties, this does not really tie the tax levy increases directly to a need for additional levy. Theoretically, it does not cost the City more to provide services for a residence that is already existing, except for our actual inflationary increases in costs from year to year for supplies and labor. Our costs only increase by the amount of new growth that occurs in the community. By focusing only on new growth and our inflationary increase in costs, we are more truly representing the need we have for additional resources to support the services we already provide.

It was during the 2014 budgetary process that Staff recommended we make a permanent change to our tax levy establishment policy to learn from the issues we experienced during the Great Recession. The tax levy policy established in 2014 focuses specifically on looking at the two items that create pressure on our General Fund, if an objective is to keep a constant level of services in the community:

- New construction in the community
- Inflationary increases in the market.

If the City desires to keep service levels constant, it costs more money to provide the same services to new users in the community. Also, market inflationary increases impact the cost of providing our services, regardless if we make any changes in service levels or not. In order to make sure we take these issues into account, our new tax levy policy states that we would set our increase in operational levy based on the percentage market value attributed to new growth, in addition to whatever the inflation rate is running in any given year. In that way, we are able to make sure that all new users are paying their fair share of service costs in the community, and that we take into account that costs go up on an annual basis because of inflation, no matter what policy decisions we make.

The new policy goes on to state that we would only increase the levy beyond this point if we were adding new services, and that the actual cost of providing those new services would determine the amount of additional increase we would need in the tax levy. In the case of the 2020 budget, we are recommending levying an additional \$375,000 to start implementing the first of 4-years of addressing our existing Staffing gap and our building maintenance needs.

Key Factors in Revenue Forecast

Key factors which impact both the cost of providing services and the City's revenue resources are changes in Chaska's population and households. As the number of households in the community increases, there are increased demands for street maintenance, snow plowing, park usage, recreation, police calls, utility bills, etc. Population and household levels also impact expected revenues from utilities, building permits and property tax levies.

A significant trend that occurred in the early part of the past decade was the increased rate of residential development in the City. In the 1990s, Chaska's residential development remained relatively stable, with an average of 200 new living units per year.

During the 1990s, Chaska's population increased from 11,339 to 17,450. From 2001 to 2005, in excess of 2400 new living units were approved within new residential subdivisions. In addition, the type of developer shifted from local developers to large national firms. As a result of both increased demand and supply of residential dwellings, a significant increase in new residential dwelling construction activity occurred in the 2003-2005 time period. This large amount of growth resulted in a 35% increase in our population from 2000-2010, with our official population being 23,770. This compares to the 8% average increase in population that was experienced across the rest of the Twin Cities Metropolitan Area during the same time period, making Chaska and the Southwest Metro Area one of the fastest growing areas in the entire Twin Cities. This growth resulted in an increase demand for services, and hence an increase in revenue necessary to provide the same level of services in the future to our residents.

From 2008-2013 however, residential development in the metro area decreased significantly as a result of both over-building and a general downturn in the economy. At the same time, the supply of new available lots within the Chaska area decreased, resulting in a significant downturn in building activity. This resulted in a period of very stagnant residential growth from 2008-early 2012.

As was mentioned earlier, this downward trend reversed itself in late 2012, and stabilized, with a number of new residential developments approved over the past 7 years. Starting in 2013, this included the approvals for several new residential subdivisions both on the north end of Chaska, and in the Southwest quadrant of the community. We also saw very robust growth in our Commercial/Industrial properties, with the addition of the 212 Medical Center, several Data Centers, commercial additions in Hazeltine Plaza, and the expansion of buildings in our existing Industrial Parks. Over this past year, we have seen this C/I development trend continue, with the completion of the new Formacoat building on the old Chaska Building Center site, Dunkin Donuts/Multi-Tenant commercial on the former Hot Spot site, and Aldi/Chipotle/Starbucks in the Hazeltine Plaza development. We also saw the opening of the Jonathan Flats apartment building adjacent to the Dairy Queen in the Jonathan Square development. We expect to see this level of development activity continue into the 2020 budget year, including the expected addition of 120 new residential properties

in the community, as well as some new C/I projects and expansions in our existing Industrial Parks. Below is a chart illustrating past population growth and the growth Staff anticipates over the 5-year period.

Year	# of Households	# of New	Est. Pop.
2000	6,979	445	17,449
2001	7,394	415	17,746
2002	7,909	515	18,982
2003	8,378	469	20,107
2004	8,854	476	21,250
2005	9,122	268	21,893
2006	9,323	201	22,375
2007	9,553	230	22,927
2008	9,743	190	23,383
2009	9,767	24	23,441
2010	9,832	65	23,652
2011	9,907	75	23,777
2012	10,039	132	24,094
2013	10,173	134	24,415
2014	10,373	200	25,270
2015	10,523	150	25,255
2016	10,673	150	25,652
2017	10,823	150	25,975
2018	10,973	150	26,335
2019	11,123	150	26,695
2020	11,243	120	26,983
2021	11,363	120	27,271
2022	11,513	150	27,631
2023	11,663	150	27,991
2024	11,813	150	28,351

An analysis of General Fund revenues by major fund source:

Total revenues anticipated to fund the 2020 General Fund operating budget are \$19,009,708 which is an increase of 12.2% from the 2019 budget of \$16,939,617. As a note, this total revenue includes a shifting of \$355,000 existing in the EDA Fund over to the General Fund. This is a net neutral change to the budget as we saw an equal decrease of levy in the EDA Fund along with the increase we saw in the General Fund. Taking this into account, the operational increase in revenues for the 2020 budget is a 10.1% increase.

The majority of the increase in revenues is coming from our growing Electric Franchise Fee, as well as Administrative Charges to other funds to accommodate both the changes we are making in implementing our Staff Study, and to make sure that we are properly charging our Enterprise Funds for services provided out of the General Fund., In addition to this, our tax levy policy would have us plan to increase our operating tax levy revenues by 4.35%, for operational expenses based on our tax levy policy that captures new growth (1.35%) and inflation to expenditures (3%). In addition to this, our tax levy policy only adds onto this percentage if a new service is being added. The new program to start funding this year would be moving forward with the first of four years of filling the positions identified as missing in our Staffing Study analysis, and starting to fill the gap in our building maintenance activities. The additional tax revenue

needed to support this effort would be 4.05% (\$375,000), bringing the total tax levy increase to 8.4%.

In addition to this, our other main source of income in our General Fund is our Electric and Gas Franchise Fees at over \$4.4 million, our permit and fee revenue at \$958,500 and the Administrative Fees of \$3,994,078 we charge our Enterprise Funds to provide Administrative Services to other departments in the City. The chart below shows a summary of revenues for the 2020 budget year:

General Fund Revenues					
	2018	2019	2020		
	Actual	Budget	Budget	Increase	%Increase
Property Tax	\$5,398,615	\$5,700,506	\$6,926,682	\$1,226,176	21.5%
Elec/GasFranchise Fees	4,270,125	4,396,400	4,458,000	\$61,600	1.4%
Other Franchise Fees	306,860	315,000	315,000	\$0	0.0%
License and Permits	864,536	1,348,495	958,500	(\$389,995)	-28.9%
Other Revenues	2,287,185	2,064,139	2,357,448	\$293,309	14.2%
Admin Charges to Funds	2,830,048	3,115,077	3,994,078	\$879,001	28.2%
Total Revenue	\$15,957,369	\$16,939,617	\$19,009,708	\$2,070,091	12.2%

*There is an existing \$355,000 transferred from the EDA into the General Fund for 2020. This gain in the General Fund is offset by the reduction in the EDA, meaning there is no net impact of this move to the taxpayer. The percent change in the operational budget taking into consideration this \$355,000 shift is 10.1%.

Capital Improvement Program

With our Capital Improvement Program being fully funded after the 2017 budget, the 2020 budget document does show the continued implementation of our Capital Improvement Program. A main objective of this program is to make sure that we have the proper resources in place to fund the necessary replacement and maintenance of the assets we have already invested into. As mentioned previously, we did increase our levy by \$1,000,000 over a 4-year period between 2014-2017 to fill the gap of resources needed to fully implement this plan.

As we build and bring on new assets into our community, a critical function we have as a local government unit is to plan for the proper maintenance and replacement of these assets, so we always keep them in good working order. Just as we would individually with our own home, the City has the responsibility to be good stewards of our resources and make sure our assets are as good for future generations as they are for us now. If we do not do this, these costs will be passed to future generations who will have to invest more to replace the assets that are lost. This is truly an issue of equity from one generation to the next, making sure we each take on responsibility in asset maintenance.

With the CIP gap now being fully funded, 2020 will bring a number of rehabilitation projects to the table, including:

- Street Overlay: \$375,000 (Christian/Manuela Drives)
- Sealcoat: \$60,000
- Trail Upgrade/Overlay: \$60,000
- New Pedestrian Bridge on the Main Ravine Trail: \$70,000
- Sports Court Resurfacing: \$70,000
- Siren #6 Replacement: \$25,000
- Fire Station Sidewalk Replacement: \$50,000
- Cortina Woods Park Rehab: \$135,000
- Clover Hockey Rink Rehab: \$70,000
- Brickyard Lake Pier Rehab: \$40,000
- MSB Annual Door/Hoist Maintenance Program: \$45,000

Each of these projects will help make sure our assets stay in great shape as we move into the future, and that we treat each of our assets as a true investment into the community.

Staffing Gap Analysis/Building Maintenance

As mentioned previously, based on the results of our Staffing Analysis, we did determine that we were 16 employees short to meet our current service levels, and that we had a missing component in our current organization of proper resources and staff dedicated towards Building Maintenance, which is especially important with our aging facilities. The gap identified was \$2 million, with \$1.5 million being attributed towards tax levy resources and \$500,000 being attributed toward Enterprise Fund resources. Based on the recommended 4-year implementation of this plan to address these needs, this would have \$500,000 of additional resources added in 2020, with \$375,000 coming from additional tax levy and \$125,000 coming from Enterprise Fund Resources. The first year of the plan would include addressing these specific areas:

2020 Staffing Study Implementation Plan:

- Building Maintenance Foreman: \$105,000
- Building Maintenance Worker: \$90,000
- Building Maintenance Worker: \$90,000
- Water/Sewer Maintenance Worker: \$90,000
- Allocation to Building Maintenance Budget: \$125,000

Each of these positions will help to make our service delivery more sustainable over time, and address a major gap in our current services, which is having adequate resources to maintain our City facilities in the community.

Property Taxes:

For 2020 the General Fund budget requires a total levy of \$10,516,132. This represents an increase of 8.4% from the 2019 General Fund tax levy, the EDA Levy and our annual Tax Abatement Levy. This General Fund levy is made up of 4.35% to support the

Operating levy (3% for inflation and 1.35% for new growth in the community), in addition to an additional \$375,000 (4.05%) that is dedicated towards the first year of addressing our Staffing Gap Study. In addition to this, the total amount of levy would include bringing over \$355,000 of the existing EDA levy being transferred into the General Fund. This was EDA levy that was first put in place in 2016 to address a portion of the Park Rehabilitation of Firemen's Park. This does not affect the overall percentage increase of total tax levy for 2020, as it is simply moving existing dollars from the EDA into the City's General Fund. This helps match up more closely to where the expenses are incurred for debt service on the Park. It should be noted that a portion of our total levy goes towards our General Fund Budget, with the remaining going towards our Equipment Acquisition Fund and debt service for our current Downtown Street Reconstruction Program.

It should also be noted that out of this total tax levy amount, \$235,703 represents a levy for tax abatement assistance provided in the past. This additional amount represents the eighth year of tax abatement that was provided to the West Creek Corporate Center Development for development of infrastructure to support this new industrial park. While we are required to officially levy this assistance, the City in essence is a "pass-through" for these funds, with the same amount coming in from this particular project that goes out for the tax abatement assistance. It does not have an effect on other tax payers in the community.

Beyond the General Fund Levy, the Chaska Economic Development Authority also has a \$165,747 levy. Last year this levy was \$498,843. As mentioned previously, this levy was reduced this year in the amount of \$355,000, as these dollars were shifted into the General Fund as they go to support debt that is paid out of the General Fund. The amount levied for 2020 in the EDA Fund of \$165,747 represents the dollars supporting the operations of our Economic Development Activity.

In summary, the total levy will include:

- Continuation of dollars added in 2010 to re-institute the Street Reconstruction Program
- \$9,739,682 being levied to support General Fund Operations, a portion of Street Reconstruction Debt Service, Mt. Pleasant Cemetery, and existing Equipment Acquisition Fund needs
- \$375,000 of additional levy to fund the first year of our Staffing Study recommendations
- Continuation of the fully implemented Capital Improvement Program
- \$165,747 being levied in the Economic Development Authority Fund for operations
- 235,703 in tax abatement that is generated from the new West Creek Corporate Center Development, 212 Medical Center and Exactec.

The following table summarizes Chaska's actual tax levies (General Levy, EDA, Tax Abatement and Mount Pleasant Cemetery for 2017, 2018 and 2019, along with the proposed 2020 levy:

	2017	2018	2019	2020	Increase	%
General/Equipment Acquisition/EDA/Tax Abatement	\$ 8,390,406	\$ 9,051,245	\$ 9,694,664	\$ 10,510,132	\$ 816,478	8.4%
Mt Pleasant	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0.0%
Total Operating and Special Levy	\$ 8,396,406	\$ 9,057,245	\$ 9,700,664	\$ 10,516,132	\$ 816,478	8.4%

Impact of Tax Levy on Property Owners

To understand the impact of the tax levy on individual taxpayers, three factors must be analyzed:

- Market Value Changes
- Any changes in the Tax Capacity Formulas Established by the State
- The City's Tax Levy

Overall, Chaska's market values, excluding tax-exempt property, increased by \$229,174,900 to \$3,263,191,300, an overall increase of 9.14%. The largest percentage increase that we saw in 2019 was in Apartment properties, with a 15.56% overall increase. 2.70% of that came from new construction of residential units in the community. The other major area of increase we saw was in residential properties, with a 9.09% increase in market values. 1.31% of that growth came from new construction, meaning that the majority of the increase we are seeing in residential valuation is coming from existing homes. Commercial/Industrial properties also had an increase, with the overall increase in this type of property being at 7.52%. New construction accounted for only 1.25% of this change, with the remainder of the change coming from increases in property values to existing C/I properties. Below is a summary of the Market Values for taxes payable 2020 (assessed 2019) as established by the County Assessor's office:

Chaska 2019 Assessment					
	Commercial	Industrial	Apartment	Ag	Total
2019 EMV	\$2,446,190,300	\$514,645,800	\$209,915,900	\$92,439,300	\$3,263,191,300
2018 EMV	\$2,242,300,300	\$478,652,800	\$181,658,300	\$87,335,900	\$2,989,947,300
Total Value Change	\$203,890,000	\$35,993,000	\$28,257,600	\$5,103,400	\$273,244,000
New Construction	\$31,983,400	\$6,418,100	\$5,667,600	\$0	\$44,069,100
Market Change	\$171,906,600	\$29,574,900	\$22,590,000	\$5,103,400	\$229,174,900
% New Construction	1.31%	1.25%	2.70%	0.00%	1.35%
% Market Change	7.67%	6.18%	12.44%	5.84%	7.66%
2018 Total % Increase	9.09%	7.52%	15.56%	5.84%	9.14%

Using the 2019 market values and the classification formulas established by the State, the County Auditor has calculated Chaska's 2019 (for taxes payable 2020) gross tax capacity to be \$37,128,910, an increase of 9.4%. To calculate the net tax capacity used for determining Chaska's tax rate, a reduction must be made for captured tax increment and fiscal disparity contributions. Our current captured TIF value is \$1,209,495 with Chaska's fiscal disparities contribution for 2020 being \$3,698,513 resulting in a net tax capacity of \$32,220,902, an increase of 9.7%.

	2019	2020	Increase	%
Gross Tax Capacity	\$ 33,943,249	\$ 37,128,910	\$ 3,185,661	9.4%
TIF	\$ (1,052,097)	\$ (1,209,495)	\$ (157,398)	
Fiscal Disparities	\$ (3,523,591)	\$ (3,698,513)	\$ (174,922)	
Other	\$ -	\$ -	\$ -	
Net tax capacity	\$ 29,367,561	\$ 32,220,902	\$ 2,853,341	9.7%

Based on these estimates, Carver County has estimated Chaska's 2020 General Fund tax rate to be 28.711%. This is a decrease of 1.59% from 2019, where we had a tax rate of 29.174%. With the median value of home going up from \$260,200 to \$288,900 in the community (11.03%), this would bring the average valued home's City taxes from \$759 in 2019 to \$829 in 2020, or an increase of \$70 for the year. As always, the actual amount of impact is completely dependent on the actual market value change experienced on that property over the past year.

While Chaska's General Fund operational tax levy will go up in 2020, Chaska will continue to maintain one of the lowest City tax levies per capita of any City in the metropolitan area, ranking seventh lowest in the entire Metro Area. It also remains the lowest tax levy per capita of any City in Carver County as well.

A major concern of property taxpayers is the level of property taxes necessary to fund City services. In considering property taxes in Chaska, three points should be highlighted. First, property taxes account for just 45% of Chaska's general fund operating revenues. Secondly, Chaska has always ranked extremely low amongst other metropolitan cities when it comes to total City property tax levels. In the latest Department of Revenue Survey looking at 2018 City tax data (the latest data that the MN Department of Revenue has released), out of 87 local units of government looked at in the metropolitan area, Chaska ranked 81st lowest in City taxes per capita. This is comparing our data assuming our increase for 2020 and comparing it to other communities' 2018 data. In this sense, Chaska has continued to perform very well when comparing our City property tax level compared to all of communities in the metropolitan area. It has allowed the City to keep a competitive edge when it relates to other municipalities in the metropolitan area and Carver County.

		2018 Taxable Value	2018 Taxable Value	2018 Taxable Value
1	Oak Park Heights	5,328,501	4,918	\$1,083
2	Golden Valley	22,420,742	21,520	\$1,042
3	Wayzata	4,683,662	4,586	\$1,021
4	Minneapolis	328,908,000	422,331	\$779
5	Hopkins	14,221,880	18,678	\$761
6	Mendota Heights	8,591,146	11,343	\$757
7	St. Anthony Village	6,687,477	9,077	\$737
8	Columbus	2,960,502	4,065	\$728
9	West St. Paul	14,344,671	19,767	\$726
10	Tonka Bay	1,122,322	1,561	\$719

68	Chanhassen	10,913,868	25,558	\$427
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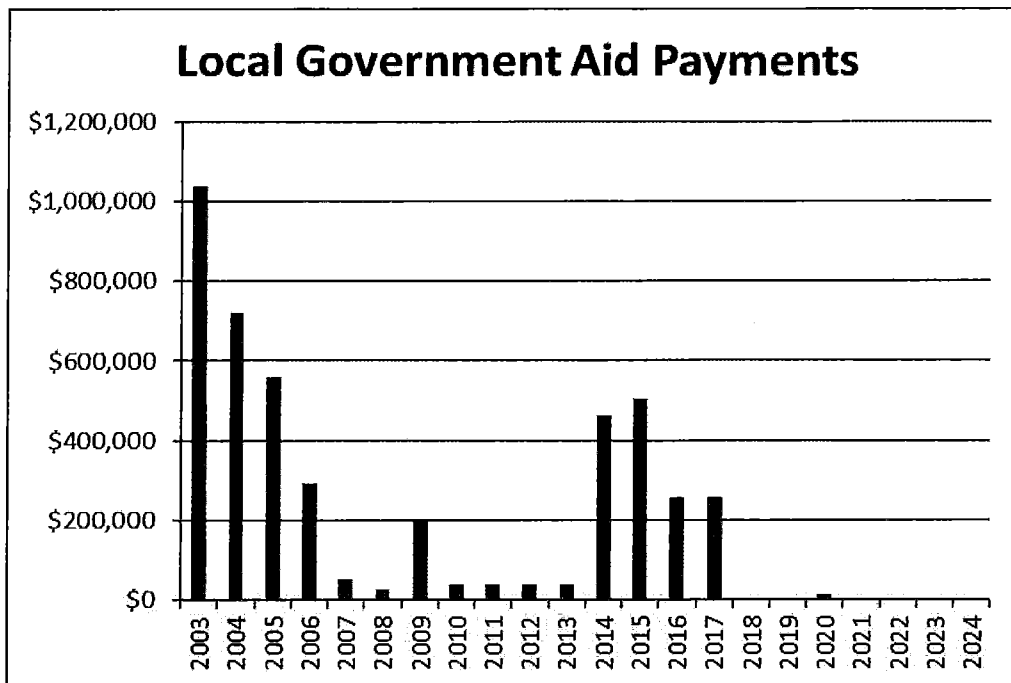
78	New Brighton	8,661,170	22,787	\$380
79	Mounds View	4,973,985	13,098	\$380
80	Andover	12,416,357	32,902	\$377
81	Chaska	10,205,429	27,055	\$377
82	Arden Hills	3,786,942	10,362	\$365
83	Vadnais Heights	4,427,548	13,561	\$326
84	Lauderdale	765,514	2,528	\$303
85	North Oaks	1,557,082	5,207	\$299
86	Falcon Heights	1,585,389	5,592	\$284
87	White Bear Lake	5,625,000	25,888	\$217

Intergovernmental Revenues:

One significant change we experienced in 2018 and has continued into 2020 is the reduction of our Local Government Aid by approximately \$250,000 to the amount we will have certified for next year which is \$14,171. It is not expected we will see any more Local Government Aid in 2020 or any future years. This is due to the State's LGA formula, the increase in market values we have seen in the community over the past couple of years, and the decertification of our large TIF District #4 in 2014, which reincorporated a large taxable market value back into the community in that following year.

In 2003, the City of Chaska received approximately \$1 million in LGA from the State on an annual basis. By 2013, that number was very close to \$0. This was a very significant hit to the City's revenues, representing approximately 10% of our overall revenues. The loss of nearly \$1 million in revenue was a significant reason that we started to get behind in the properly staffing of our services and have had a difficult time catching back up ever since.

In 2014, the City received did see an allocation of LGA in the amount of \$462,000, with it going to just over \$500,000 in 2015 and \$550,000 in 2016. In 2017, we once again saw this amount reduced to just under \$250,000. As mentioned previously, this amount went down to approximately \$1,000 in 2018, and is expected to stay close to this level going into future. Below is a chart of our experience for local government aid, and what we expect to see in LGA over the next 5-year period.



It should be noted that when the City saw the \$250,000 LGA amount go to \$1,000 in 2018, the Council did decide to levy back half of that amount (\$125,000), which has remained in the budget ever since, and is included in the 2020 budgeted revenues. However, it continues to be important to point out that this loss of nearly \$1 million from the State from that 2004 period did have a long-term impact on the City and is a large reason why we are now having to have the discussions about the gap that we see in our staffing levels to sustainably meet our service level expectations.

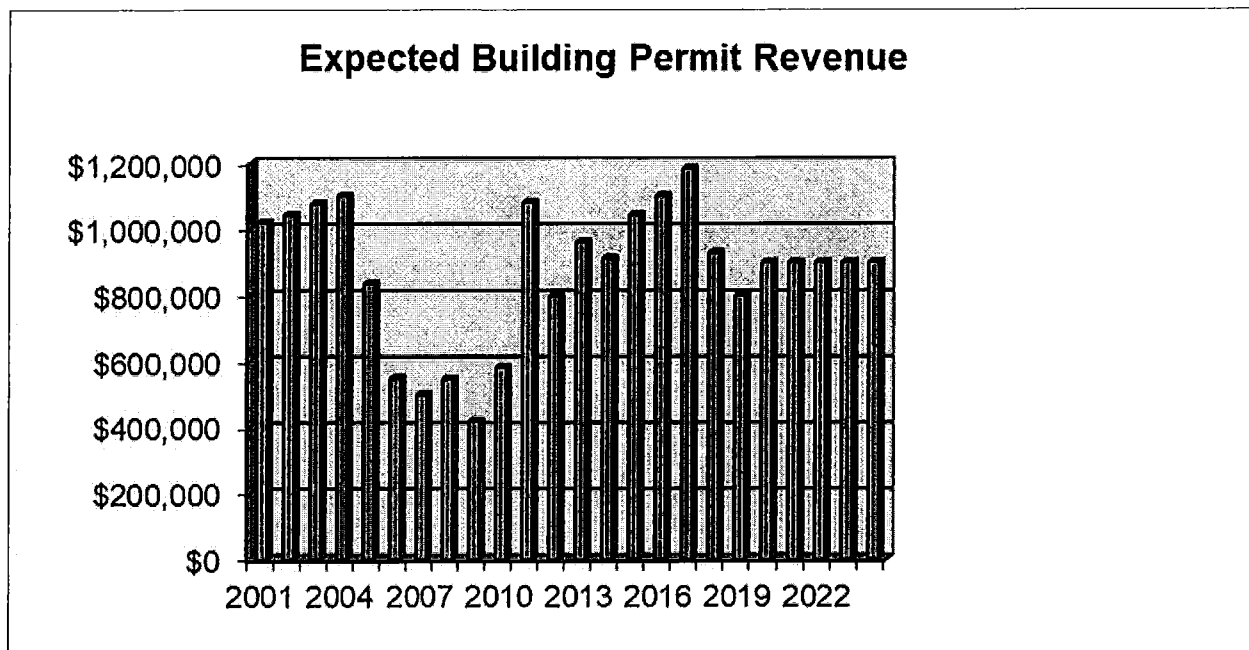
Licenses and Permits

From 2008-2011, Chaska and the rest of the metropolitan area experienced a dramatic slowdown in not only residential development, but development in all sectors of the market. As a result of the downturn, building permit revenues dropped significantly. Up through 2005, this revenue source was over \$1 million per year, and in 2010 brought in approximately \$500,000. In mid-2011, we did start to see this change as some larger Commercial/Industrial development activity did start to occur, and we ended 2011 with over \$1 million in permit revenue. While we continued to see good activity during 2012 and saw positive movement since 2013, the consistency and predictability of this revenue stream continues to be volatile, and can be somewhat difficult to project from year to year.

This positive turn in the market is anticipated to continue into 2020, although we do expect that there is going to be more residential growth occurring, as opposed to large

Commercial/Industrial projects, as we are still expecting to be a year out before our new Industrial Park opens at the new interchange at 44/212. While we will see some C/I activity with some planned additions to existing Industrial buildings in our North Industrial Parks, we do not expect these to be large projects that would significantly impact our building permits in 2020. For that reason, we did reduce our budgeted amount of Building Permits by just over \$300,000, to bring it back down to a total of just over \$900,000. Staff feels that this number is more reflective of the development we can foresee going into 2020.

Under our current building projections, our staffing levels will be sufficient to cover the anticipated workload and be able to turn around building permits in a timely fashion.



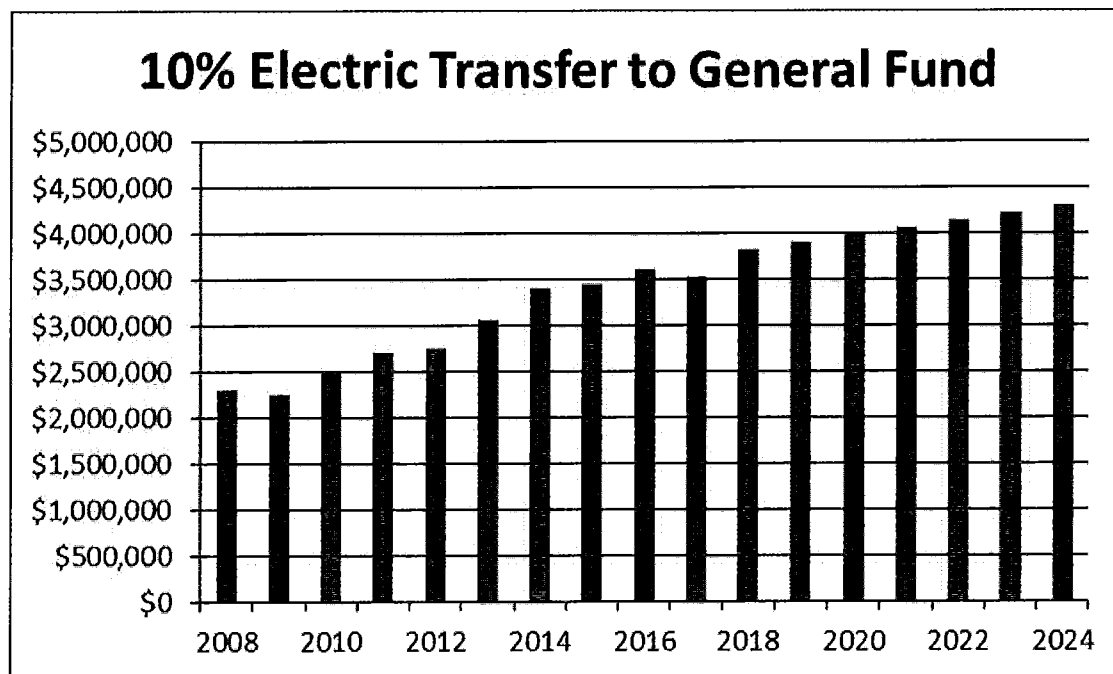
Electric Fund Transfers

The City has a formal policy of charging ourselves a per kilowatt-hour franchise fee, which is roughly equivalent to 10% of the total electric rate of our electric utility. For 2020 the franchise fee is anticipated to generate revenues to the general fund of approximately \$3,998,000. We have seen an a dramatic increase in this portion of our revenue over the past several years, which has represented both an increase in usage by our existing customers, but also reflects the positive impacts we are seeing through the addition of large economic development projects such as increasing usage of our Data Centers, additional commercial uses in town, and the recent expansions we have seen with existing business in our original Industrial Parks on the north end of the community. We continue to expect that to increase in 2020 as we expect to see some continued expansion of load in our data centers, as well as seeing existing industrial customers add on, and residential growth continue.

It should be noted that in that total Electric Franchise Fee above, that we do program just under \$50,000 of that to come from Minnesota Valley Electric Cooperative and Xcel for their franchise fee in 2020, with development of the first building at the Southwest

corner of the intersection of 212 and Engler Boulevard now completed, and the addition of franchise fee from MN Valley Electric Coop Services in the Chevalle neighborhood. This franchise fee to the other providers in Chaska is something that we would plan to fully implement in 2020 to make sure that as we see new development in our community, that users in other provider's territories are seeing a franchise fee as if they were in Chaska Electric's territory.

There is a significant amount of development that will occur in the future in MVEC's territory, with most of the job growth in the Southwest Chaska Master Plan falling within their territory. Because of this, we expect this number to increase significantly as we move into the future and we see this development occur. It should be noted that as opposed to the 10% fee that we have charged by policy to our own Electric Utility, the franchise fee that will be charged to MVEC and Xcel will be based on 5% of their gross revenues for the year. This is because of the limitations State Statute allows us to charge from an outside utility, and also because this percentage matches up with the percentage that is charged to Centerpointe Energy for our enacted Gas Franchise Fee. Statute requires that these franchise fees to external business be equitable from one utility to the next. The total Franchise Fee revenue between Chaska, Xcel and MVEC represents around 21% of the General Fund's total revenues.



Charges for Services

Charges for services are those revenues that support City derived from charges to individual users for services, other governmental agencies, or inter-fund charges for administrative services. These would include payroll, finance, administration and Human Resources costs to our Enterprise Funds (i.e. Electric, Sewer, Water, CCC, etc...). For 2020, charges for services are programmed to be \$3,994,078 as compared to \$3,115,077 in 2019. This increase in charges for services is occurring to help us keep up with the actual cost of service the General Fund is providing to our other Enterprise Funds. This includes all of our Administrative Services, Human Resources

and Administration. In 2020, it will also include a contribution from the Enterprise Funds to the overall Building Maintenance Division Budget, which will start at \$125,000 in 2020. As the Building Maintenance Division will be providing a centralized service to all Departments/Buildings in the City, we have to make sure that the Enterprise Funds are contributing enough towards this budget to accommodate for the Building Maintenance Services they will be receiving out of the General Fund. As mentioned previously, we want to make sure that the Enterprise Funds are contributing an equitable share to the shared services the General Fund provides to ensure that the General Fund is not bearing an undue burden for these services and to avoid subsidizing our Enterprise funds for Administrative Services.

General Fund Expenditures:

General fund operating expenditures are forecast to be \$19,009,708 which is an increase of 12.22% over the 2019 Operating Budget. In that, it should be noted that \$355,000 of that increase in the General Fund Budget is related to shifting this already-existing amount from the EDA Fund over into the General Fund, and does not have an impact on taxes residents will pay. It is simply shifting that revenue and expense into the General Fund as that is where the debt service it supports currently resides. Taking away that shift of dollars into the General Fund, the total operational increase in the General Fund would be 10.1%

In preparing the 2020 budget the following general assumptions were used for the operating budget:

- *Utilize budgeting objectives developed*
- *Increase in the tax levy by 4.35% due to new growth and inflation, with an additional \$375,000 (4.04%) levied to support the first of four years of implementing the Staffing Study Gap recommendations*
 - *This first year would include the addition of a Building Maintenance Foreman, and two Building Maintenance Workers, and Economic Development Coordinator along with \$125,000 going into the Building Maintenance Budget for 2020*
- *Continue to fully implement the Capital Improvement Program in 2020*
- *Continue with the 5% Gas Franchise Fee, which will represent approximately \$460,000 in 2020 with it continuing to be dedicated to the CIP Program*
- *Shifting of the existing \$355,000 in the EDA Fund to the General Fund to continue to support the debt service for the Park Component of the Fireman's Park Rehabilitation Project*
- *Operational costs up 1% in 2020*
- *Personnel salaries up 3%, with employer benefit contribution increases of 6%.*
- *Assume continuation of our Street Reconstruction Program, with the 2020 project targeted to be Beech Street just to the north of the Carver County Courthouse*
- *Continue contract with City of Carver for shared recreational services, bringing in additional \$51,000 in revenue (this is currently being renegotiated as it has expired and the City of Carver has the interest in continuing with this*

partnership-a new contract can be expected to be brought back to Council in early 2020)

- Continue with \$12,000 expense in 2020 for "Scholarships" to support large community activities utilizing our new banquet facility (\$1,000 per month)
- Fully fund the Equipment Replacement Schedule for 2020 (this occurred through the sale of Equipment Certificates in 2019)
- Continuation of equipping all Police Officers with Body Cameras
- Assume no draw-down on General Fund reserves
- All other items in budget to remain unchanged

Department	2018 Actual	2019 Budget	2020 Budget	Increase	%Increase	Notes
Council	\$157,509	\$113,457	\$132,407	\$18,950	16.70%	Moved event contributions to Council
Communication	\$109,182	\$113,507	\$99,774	-\$13,733	-12.10%	
Administration	\$961,726	\$802,158	\$864,219	\$62,061	7.74%	
Human Resources	\$0	\$0	\$241,025	\$241,025	100.00%	Moved HR out of ASD Budget
Elections	\$25,585	\$5,000	\$33,106	\$28,106	562.12%	Increases every 2 years for Election
Admin Serv-Finance	\$1,568,577	\$1,553,403	\$1,743,479	\$190,076	12.24%	Increase in Software Licensing Due
Admin Serv-IS	\$1,018,462	\$1,156,544	\$1,277,863	\$121,319	10.49%	Increase in Software Licensing Due
Legal	\$117,160	\$85,565	\$80,000	-\$5,565	-6.50%	
Community Dev.	\$967,519	\$1,028,557	\$1,017,575	-\$10,982	-1.07%	
Engineering	\$369,826	\$367,493	\$393,501	\$26,008	7.08%	Full year funding Water Resources Coord
City Hall Bldg	\$240,642	\$222,333	\$227,735	\$5,402	2.43%	
Building Maint Div	\$0	\$0	\$409,973	\$409,973	100.00%	Implementation of 1st Year Staffing Study
Police	\$4,232,303	\$4,435,876	\$4,689,032	\$253,156	5.71%	
Fire	\$1,745,694	\$1,974,325	\$2,070,512	\$96,187	4.87%	
Civil Defense	\$6,788	\$5,672	\$5,728	\$56	0.99%	
Public Works Admin	\$338,927	\$347,931	\$366,164	\$18,233	5.24%	
Streets	\$1,419,669	\$1,591,783	\$1,782,805	\$191,022	12.00%	Additional Street Maint. in CIP for 2020
Snow Removal	\$270,267	\$202,912	\$249,625	\$46,713	23.02%	Increase because of experience past 2 years
MSB Building	\$253,484	\$220,339	\$232,202	\$11,863	5.38%	
Park Maintenance	\$1,130,486	\$1,004,857	\$1,096,237	\$91,380	9.09%	Park Rehab projects in CIP for 2020
ISD 112 Maint	\$32,750	\$40,745	\$36,225	-\$4,520	-11.09%	
Tree Control	\$53,745	\$37,547	\$37,597	\$50	0.13%	
Parks Admin	\$369,241	\$513,853	\$608,218	\$94,365	18.36%	Overall decrease in Parks by \$48,586
Parks Youth	\$148,891	\$172,889	\$175,519	\$2,630	1.52%	shifted categories of where coded
Parks Adult	\$105,643	\$84,250	\$105,768	\$21,518	25.54%	for budget
Firemen's Park	\$161,078	\$294,215	\$127,116	-\$167,099	-56.79%	
Parks Skating Rink	\$12,346	\$9,559	\$8,631	-\$928	-9.71%	
Unallocated	\$139,869	\$554,847	\$897,672	\$342,825	61.79%	\$355,000 transfer from EDA
Total	\$15,957,369	\$16,939,617	\$19,009,708	\$2,070,091	12.22%	\$355,000 is EDA Transfer

It should be noted that in addition to general explanations provided next to each General Fund category, it should also be noted that general growth in the General Fund expenditures also is related to the first full year of implementation of recommendations from our Pay Equity Study completed in 2019. While this study was approved and implemented in 2019, this is the first year it shows as being budgeted, meaning that there are general increases to the budget based on this. The purpose of this study was to both make sure we are meeting Pay Equity standards required by the State of Minnesota, and to make sure that our wages were comparable to the average of similar positions in other Metro Communities. This was the first full study we had completed since 1986.

From a CIP perspective, 2020 will be the fourth year we will be able to fully fund our Capital Improvement Program, with \$1,000,000 now being dedicated to the plan. This now allows us to be able to program the exact projects we will be undertaking on an annual basis to support our overall Capital Improvement Program. For 2020, the following projects are planned to be undertaken:

- Street Overlay: \$375,000
- Sealcoat Roads: \$60,000
- Trail Upgrade/Overlay: \$60,000
- New Pedestrian Bridge on Main Trail: \$70,000
- MSB Annual Door/Hoist Maintenance Program: \$45,000
- Sports Court Resurfacing: \$70,000
- Siren #6 Replacement: \$25,000
- Fire Station Sidewalk Replacement: \$50,000
- Cortina Woods Park Rehab: \$135,000
- Clover Hock Rink Rehab: \$70,000
- Brickyard Lake Pier Rehab: \$40,000

Based on this, and the other changes that were listed above, the level of expenditures we are recommending to the budget would allow us to meet our budget and service objectives set for the 2020 budget process, while also keeping us very low from a tax perspective in the entire Twin Cities Metropolitan Area. By starting up the first of 4-years of implementing the Staffing Study recommendations, this will also allow us to staff our services going into the future at a much more sustainable level and help us to have the resources to address our again facility needs through the addition of a Building Maintenance Division.

Specific Department 2020 Activities

Administration

A position that was identified as a need in the Staffing Study is an Economic Development Coordinator position. While we expect that this position will ultimately be funded through the EDA, this would in practice reside within our Administration Department as that is where all Economic Development activities currently occurs. We do have this position being funded out of the General Fund in 2020, but supported from an Administrative Fee Transfer from the Economic Development Fund with dollars that we would aim to have generated from Economic Development Activity. The Staffing Study does also identify that there is the need for 1 additional Human Resource Generalist Position. However, we would see that occurring in either year two or three of the Staffing Study implementation, as the Building Maintenance needs in the City are a higher priority. Beyond the Economic Development Coordinator, there are no new planned additions for the Administration Department for 2020.

Administrative Services

Budgeted staffing levels for the Administrative Services Department will remain steady in 2020. As part of the Staffing Study, it was identified that the IS portion of this department is short 1 Network Analyst position. Currently, we have this position being implemented in fourth year of the Staffing Study implementation in 2023.

Community Development

As indicated previously, we do anticipate continuing to see a steady amount building activity in the community in 2020, with it focused mainly on residential development, as our new Corporate/Industrial Park area at the new 44/212 Interchange will not likely come on-line until the summer of 2021. In 2010, we saw building permit revenue at only \$500,000 annually, which was down from our past peak of over \$1 million that we had seen each of the years through the mid-part of last decade. In 2020, we anticipate seeing approximately \$900,000 of building permit activity. Staffing levels are at the proper level to be able to handle this activity now, and are not scheduled to change in 2020. The addition we see coming into the department is a second City Planner position, which was identified in the Staffing Study. This is something that is needed given the level of our planning activities in Chaska, but we do not have it coming on-line until 2021, as the Building Maintenance needs of the City are a higher priority at this point.

In the Engineering Department, we did have the addition of a Water Resources Coordinator Position in 2019, which helped to fill a major gap we saw in this department over the past several years. This position is funded 50% through the General Fund and 50% through the Storm Water Fund. The Staffing Study still does show the need for 1 additional position in the Engineering Department, which would be an Assistant Engineer position. We do not have that planned to come on-line until 2022. There are no planned additions in the Engineering Department for 2020.

Police

The major change recently in the Police Department was the addition of a Code Compliance Division within our Police Department in 2019. This addresses code compliance issues within the community on a pro-active level, instead of the re-active level we had based on our previous staffing levels. This division now has 4 Staff members, allowing it to provide service to residents not only during normal business hours but also during evenings and weekends. While this division resides within the Police Department to help with enforcement efforts, it is one that serves multiple departments in code compliance, including Community Development, Public Works, Fire and Public Utilities. While the Staffing Study did not identify a current gap in our levels of Sworn Officers, it did identify that we needed to have an additional 12 staff members in the Police Department by full development, with 10 of these needing to be Sworn Officers. To keep up with the growth that is occurring, and to not fall behind on the addition of officers as we need them, we do anticipate that we will need to add an additional officer in 2021. There are no additions to this department planned for 2020.

Fire Department

Currently, the Fire Department has an authorized staffing level of 44 paid-on-call staff, although because of retirements on the department, the actual staffing level is currently at 35 firefighters, with a full-time Fire Chief and Fire Marshal, along with two Fire Inspectors. We also have support staff in the Fire Department to support Administrative functions. All 5 of these full-time staff are also Fire fighters, allowing them to respond to calls during the day, and reduce the burden on our Paid-on-Call Staff.

To preserve our volunteer base of firefighters for the long-term, the City added a Fire Chief position in 2013 both to provide continuity in leadership to our fire personnel, but to also be able to take on the growing administrative load of running a department such as this. It was the plan that making this move now would be a cost savings to the Fire Department over time, so as to avoid large staffing expenses in the future if we were unable to attract volunteers for these critical positions. This position was hired in February of 2013 and has been a very good addition to our Fire Department model. At the time that we created the Fire Chief position, we also moved the Fire Marshall position out of the Community Development Department and moved this position up into the Fire Department.

In addition to this, in 2015 we also did add Duty Crew shifts twice a week to both help take the burden off of all fire fighters to respond to calls, and to pilot this program for future use. We have been able to add to this over the last four years, bringing the total number of evenings we have this staffed to Wednesday-Saturday evenings.

In the 2018 budget we made another significant change to the department by budgeting the addition of two new Rental Inspectors/Fire Fighters to the Department. The primary function of these employees is to help bolster our Rental Inspection program, as that particular area of services has been on the rise as more single family homes were converted to rentals during our last economic downturn. An added benefit of these employees being in the Fire Department is that they add two additional fire fighters at the station during daytime hours to be able to respond to fire calls. Given that this is the most difficult time for the City to staff with Paid On-Call Fire Fighters, this will continue to help us maintain our volunteer-based department. This has been a great addition to this department and is continued to be included in the 2020 budget.

The Staffing Study did not identify a current gap in this department, but did identify that when we are fully developed that we will likely need the equivalent of an additional 10 FTEs in the department. How we Staff these positions over time to most effectively and efficiently utilize our resources will still have to be determined, but it is something that we will have to plan for implementation over the next 20 years as we reach full development.

Public Works

Chaska's Public Works activities are anticipated to increase as the community grows, with personnel needing to be added as mileage of road and the addition of parks occurs in the community. We will also have to plan for the addition of Staff to support our Storm Water activities. While these services are paid out of the Storm Water Fund, they are housed out of the Public Works Department, as we utilize our Staff for multiple functions.

The largest item identified as a need in the Staffing Study was the need for the City to dedicate more resources to our Building Maintenance Activities. This is especially true as our facilities have continued to age, and we have not always put the proper levels of resources necessary in the past to keep these buildings in good condition. To address this priority towards building maintenance, the City is planning on moving to centralize all its Building Maintenance Activities to one central Division, which we plan to house in the Public Works Department. Ultimately, this Division will have 6 dedicated full-time Staff to address building maintenance, with the ability to centralize it in one area so that we are able to maintain all of our facilities in a similar manner, and take advantage of purchasing power, by bringing service contracts under one area of the organization. To implement this Division completely will take three years, with the plan to start in 2020 with the hiring of a Building Maintenance Foreman, along with a Building Maintenance Lead and a Building Maintenance Worker. We will also have \$125,000 of a Building Maintenance Division budget started in 2020, with it planned to grow up to \$500,000 annually of new resources by 2023. Out of any need identified in the Staffing Study, this was identified as the highest priority, as it is the largest gap we currently have in our service delivery in the City. Because of this, we are making a priority to get this Division fully staffed within the first three years of the Staffing Study Implementation.

Other than the addition of this Building Maintenance Division staff, there are no other additions identified in 2020 for the Public Works Department.

Recreation

Although functionally, the Recreation Department, Community Center and new Curling/Event Center are in essence combined, Recreation Administration and Programming are budgeted as separate General Fund activities. Having them functionally work together does create efficiencies, which has kept our Park and Recreation expenditures significantly below the State average for communities our size. In 2020, we plan to continue to have our Park and Recreation Director, our Recreation Manager, our Recreation Coordinator, the Recreation/Special Events Coordinator and Athletics Supervisor all funded fully out of the General Fund, with a portion of other support positions allocated to the General Fund. The Staffing Study did not identify any gaps in our overall staffing levels for recreation, and Staffing levels will remain unchanged for 2020.

CLAIMS ROSTER REPORT

FOR COUNCIL MEETING:

December 2, 2019

Paid and Unpaid Invoices:

Check #'s 330628-330786

\$660,132.36

Paid Electronic Invoices:

Wire #'s 2114-2132

\$3,968,638.55

Amount for Approval-Council Meeting:

December 2, 2019

\$4,628,770.91

Checks

11/27/2019 09:03 8482mrob City of Chaska VENDOR INVOICE LIST  P 1									
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CHECK DATE:	12/03/2019								
72526		11/19/2019	120319	330648	320.00	12/19/2019	INV	PD	4 HR Drivers Safety @ Cha
CHECK DATE:	12/03/2019								
					520.00				
100843 AH HERMEL COMPANY									
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802228		11/20/2019	120319	330649	217.04	12/20/2019	INV	PD	vending supplies
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CHECK DATE:	11/26/2019								
SC149714		11/01/2019	112619	330646	.54	11/30/2019	INV	PD	SERVICE CHARGE ON JUNE IN
CHECK DATE:	11/26/2019								
					1,468.43				
100072 ALTERNATIVE TECHNOLOGIES INC									
47087		10/31/2019	120319	330650	55.00	11/30/2019	INV	PD	OIL SAMPLE TESTING
CHECK DATE:	12/03/2019								
107955 ANDRUSKIEWICZ, TONYA									
72399		10/25/2019	120319	330651	9.17	12/18/2019	INV	PD	SNACKS FOR ADAPTIVE PROGR
CHECK DATE:	12/03/2019								
100122 ARAMARK REFRESHMENT SERVICES									
6369487		11/18/2019	120319	330652	71.03	12/18/2019	INV	PD	Coffee and Cocoa-CH
CHECK DATE:	12/03/2019								
101930 AXON ENTERPRISE INC									



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
SI-1591014 CHECK DATE: 11/22/2019		05/10/2019	112219	330640	16,207.24	06/09/2019	INV	PD	SQUAD CAMERAS, TRAINING +
SI-1598339 CHECK DATE: 11/22/2019		06/26/2019	112219	330640	49,529.56	12/19/2019	INV	PD	BODY CAMERAS, TASERS, TRA
					65,736.80				
107557 BARNUM, ERIN									
72340 CHECK DATE: 12/03/2019		10/30/2019	120319	330653	63.10	12/13/2019	INV	PD	MILEAGE-AEM CONF IN MANKA
100174 BAUER BUILT TIRE AND BATTERY									
180255482 CHECK DATE: 12/03/2019		11/07/2019	120319	330654	4,576.68	12/15/2019	INV	PD	#109, 111, 112 REAR TIRES
180255484 CHECK DATE: 12/03/2019		11/04/2019	120319	330654	1,675.40	12/15/2019	INV	PD	#312 FIRE TRUCK TIRES
180255666 CHECK DATE: 12/03/2019		11/07/2019	120319	330654	937.60	12/15/2019	INV	PD	#113 STREET FRONT TIRES
180255708 CHECK DATE: 12/03/2019		11/07/2019	120319	330654	1,061.84	12/15/2019	INV	PD	#810 STREET BOBCAT TIRES
180255762 CHECK DATE: 12/03/2019		11/07/2019	120319	330654	1,347.20	12/15/2019	INV	PD	#312 FIRE FRONT TIRES
180255864 CHECK DATE: 12/03/2019		11/08/2019	120319	330654	-1,675.40	12/08/2019	CRM	PD	#312 WRONG TIRES CREDIT
180256363 CHECK DATE: 12/03/2019		11/19/2019	120319	330654	138.00	12/19/2019	INV	PD	#810 TIRES AND RIMS
180256367 CHECK DATE: 12/03/2019		11/19/2019	120319	330654	214.00	12/19/2019	INV	PD	#111 TIRES
180256372 CHECK DATE: 12/03/2019		11/19/2019	120319	330654	120.00	12/19/2019	INV	PD	SERVICE CALL (STREETS)
					8,395.32				
100188 BERRY COFFEE COMPANY									
708537 CHECK DATE: 12/03/2019		11/20/2019	120319	330655	80.51	12/20/2019	INV	PD	Lodge coffee
104610 MARIE S BERRY									
72417		11/12/2019	120319	330656	250.00	12/12/2019	INV	PD	Painting Instruction & Su



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/03/2019									
107942 BHATIA, JILLIAN									
31822		11/14/2019	120319	330657	186.98	12/14/2019	INV	PD	METER DEPOSIT REFUND-3100
CHECK DATE: 12/03/2019									
100214 BORDER STATES INDUSTRIES INC									
918922311	190205	11/12/2019	120319	330658	28.47	12/25/2019	INV	PD	CONNECT TRN 6 5/8 BARE
CHECK DATE: 12/03/2019									
918931959		11/13/2019	120319	330658	25.26	12/25/2019	INV	PD	METER SOCKET/VOLTS COND M
CHECK DATE: 12/03/2019									
918940832		11/14/2019	120319	330658	735.00	12/25/2019	INV	PD	VOLTAGE MARKERS
CHECK DATE: 12/03/2019									
918960758		11/18/2019	120319	330658	5.28	12/25/2019	INV	PD	METER PLATES
CHECK DATE: 12/03/2019									
918989107		11/21/2019	120319	330658	1,009.44	12/25/2019	INV	PD	CABLE LUBE
CHECK DATE: 12/03/2019									
					1,803.45				
100226 BRAUN INTERTEC CORPORATION									
B193573		11/15/2019	120319	330659	1,515.00	12/18/2019	INV	PD	SALT STORAGE SHED
CHECK DATE: 12/03/2019									
100251 BROCK WHITE COMPANY LLC C/O CSG									
13640636-00		11/06/2019	120319	330660	621.92	12/10/2019	INV	PD	INSULATING BLANKETS (FROS
CHECK DATE: 12/03/2019									
107946 BROSE, LOIS									
33004		11/14/2019	120319	330661	39.42	12/14/2019	INV	PD	METER DEPOSIT REFUND-407
CHECK DATE: 12/03/2019									
103810 TARA ALISON BRUESKE									
72420		11/07/2019	120319	330662	150.00	12/07/2019	INV	PD	Entertainment-Lodge @ Aub
CHECK DATE: 12/03/2019									
100254 BRYAN ROCK PRODUCTS INC									
38912		11/15/2019	120319	330663	224.36	12/15/2019	INV	PD	ROCK FOR MCKNIGHT ROAD



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/03/2019									
100255 BSN SPORTS									
907087295		11/14/2019	120319	330664	521.35	12/14/2019	INV	PD	Adult Basketballs - Gym
CHECK DATE: 12/03/2019									
107951 CARLSON, ALAN									
33828		11/14/2019	120319	330665	101.10	12/14/2019	INV	PD	METER DEPOSIT REFUND-863
CHECK DATE: 12/03/2019									
100301 CARVER COUNTY									
48210		11/06/2019	120319	330666	142,506.85	12/06/2019	INV	PD	2019 ASSESSMENT CONTRACT
CHECK DATE: 12/03/2019									
100285 CARVER COUNTY ATTORNEY									
72507		11/20/2019	120319	330667	150.00	12/10/2019	INV	PD	Forfeiture 19007923 - Int
CHECK DATE: 12/03/2019									
107854 CASTLE, ANDREW									
72342		10/30/2019	120319	330668	248.53	12/13/2019	INV	PD	MILEAGE 4/21-10/26
CHECK DATE: 12/03/2019									
100323 CDW GOVERNMENT INC									
VPJ9317		11/01/2019	120319	330669	50.32	12/01/2019	INV	PD	IPHONE CASE
CHECK DATE: 12/03/2019									
100332 CENTERPOINT ENERGY RESOURCES CORP									
105010300/OCT19		11/04/2019	112019	330628	2,306.82	12/02/2019	INV	PD	OCT 2019 3210 CHASKA BLVD
CHECK DATE: 11/20/2019									
80000146268/OCT19		11/12/2019	112019	330628	1,823.91	12/09/2019	INV	PD	OCT 2019 GAS SVC
CHECK DATE: 11/20/2019									
80000167843/OCT19		11/12/2019	112019	330628	1,274.93	12/09/2019	INV	PD	OCT 2019 GAS SVC
CHECK DATE: 11/20/2019									
					5,405.66				
100333 CENTERPOINT ENERGY RESOURCES CORP									
80000167793/OCT19		11/12/2019	112019	330629	71.40	12/09/2019	INV	PD	OCT 2019 CITY PKS GAS SVC



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 11/20/2019									
100337 QWEST CORPORATION									
313196254/NOV19		11/18/2019	120319	330670	587.16	12/16/2019	INV	PD	NOV 2019 CITY HALL LOC PH
CHECK DATE: 12/03/2019									
313249294/NOV19		11/11/2019	112019	330630	54.03	12/09/2019	INV	PD	NOV 2019 TC MAINT LOC PHN
CHECK DATE: 11/20/2019									
313408124/NOV19		11/11/2019	112019	330630	125.72	12/09/2019	INV	PD	NOV 2019 TC MAINT LOC PHN
CHECK DATE: 11/20/2019									
313692512/NOV19		11/01/2019	112019	330630	255.92	11/29/2019	INV	PD	NOV 2019 TC CLUBHS LOC PH
CHECK DATE: 11/20/2019									
314238800/NOV19		11/18/2019	120319	330670	73.05	12/16/2019	INV	PD	NOV 2019 LOCAL PHN SVC
CHECK DATE: 12/03/2019									
					1,095.88				
100338 QWEST CORPORATION									
202000790/OCT19		10/21/2019	112019	330631	3,664.17	11/18/2019	INV	PD	OCT 2019 PHN/LONG DIST SV
CHECK DATE: 11/20/2019									
100418 CLEARSOFT INC									
120-316		10/01/2019	112019	330632	75.00	11/27/2019	INV	PD	OCT 2019 WATER SOFTENER R
CHECK DATE: 11/20/2019									
100436 COMCAST CORPORATION									
0036243/NOV19-TC		11/07/2019	112019	330633	247.03	12/02/2019	INV	PD	CLUBHOUSE CABLE
CHECK DATE: 11/20/2019									
102867 TILLER CORPORATION									
191115		11/15/2019	112219	330641	9,540.78	12/15/2019	INV	PD	SALT SHED
CHECK DATE: 11/22/2019									
107686 CONCENTRA HEALTH SERVICES INC									
13718360		10/24/2019	120319	330671	180.00	11/24/2019	INV	PD	RANDOM DRUG TESTING
CHECK DATE: 12/03/2019									
100429 COORDINATED BUSINESS SYSTEMS LTD									
INV53470		11/07/2019	120319	330672	98.49	11/17/2019	INV	PD	M452DW HP Color

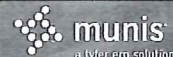


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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/03/2019									
INV53786		11/08/2019	120319	330673	32.44	12/08/2019	INV	PD	NOV TC PRINTER CONTRACT
CHECK DATE: 12/03/2019									
INV54887		11/13/2019	120319	330672	70.52	11/23/2019	INV	PD	HP M401N
CHECK DATE: 12/03/2019									
					201.45				
106301 CORE AND MAIN LP									
L459167	190200	10/31/2019	120319	330674	1,486.49	11/30/2019	INV	PD	WATER STOCK ANODES, GATE
CHECK DATE: 12/03/2019									
106530 CREW2									
24345		11/20/2019	120319	330675	75.00	12/21/2019	INV	PD	REFUND BUILDING PERMIT-80
CHECK DATE: 12/03/2019									
107485 CROWN COLLEGE									
46		11/07/2019	120319	330676	750.00	11/22/2019	INV	PD	EMT REFRESHER FOR DEPARTM
CHECK DATE: 12/03/2019									
100490 DAKOTA SUPPLY GROUP INC									
F117823		11/04/2019	120319	330677	3,900.00	12/25/2019	INV	PD	LED BULBS-ST LIGHT CONSER
CHECK DATE: 12/03/2019									
F140171		11/08/2019	120319	330677	3,900.00	12/25/2019	INV	PD	LED BULBS-ST LIGHT CONSER
CHECK DATE: 12/03/2019									
					7,800.00				
106328 DANCO COMMERCIAL PAINTING INC									
2154		11/19/2019	120319	330678	2,700.00	12/19/2019	INV	PD	LION'S PK & DOG PK VANDAL
CHECK DATE: 12/03/2019									
107812 SCOTT CONGDON									
3424		11/11/2019	120319	330679	224.00	12/11/2019	INV	PD	PD Envelopes
CHECK DATE: 12/03/2019									
3467		11/22/2019	120319	330679	190.00	12/22/2019	INV	PD	INSPECTION NOTICE FORMS
CHECK DATE: 12/03/2019									
					414.00				
103870 DIVERSIFIED PLUMBING AND HEATING INC									



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
27185		11/01/2019	120319	330680	465.00	11/16/2019	INV	PD	REPLACE FD FAUCETS
CHECK DATE: 12/03/2019									
105629 DICKS SANITATION SERVICE INC									
DT0002932843		10/31/2019	112019	330634	178.32	11/30/2019	INV	PD	FIRE STATION
CHECK DATE: 11/20/2019									
107882 ECKERT, CANDY									
32770-1		11/25/2019	120319	330681	49.04	12/25/2019	INV	PD	CREDIT BALANCE REFUND-325
CHECK DATE: 12/03/2019									
107846 BROOKS JAY HOLMGREN									
11/13/19		11/13/2019	120319	330682	1,920.00	12/13/2019	INV	PD	insulate ductwork for DU
CHECK DATE: 12/03/2019									
104594 ESP INC									
011606		11/04/2019	120319	330683	918.00	12/04/2019	INV	PD	FD FIRE ALARM & SPRINKLER
CHECK DATE: 12/03/2019									
107921 SHANE EGGE									
19067		11/04/2019	120319	330684	4,950.00	12/04/2019	INV	PD	MANHOLE REPAIRS
CHECK DATE: 12/03/2019									
105908 FAMILY SUPPORT REGISTRY									
PR11221910859189		11/22/2019	112219	330642	34.00	11/22/2019	INV	PD	112219 Payroll Child Supp
CHECK DATE: 11/22/2019									
100643 FASTENAL COMPANY									
MNT1092804		11/18/2019	120319	330685	151.65	12/18/2019	INV	PD	SAWZALL BLADES
CHECK DATE: 12/03/2019									
100653 FERGUSON ENTERPRISES INC									
6875924		11/06/2019	120319	330686	19.65	12/06/2019	INV	PD	PLUMBING REPAIRS AT LION'
CHECK DATE: 12/03/2019									
7071442		11/06/2019	120319	330686	1.44	12/06/2019	INV	PD	VENTS KEYS FOR BOILER SYS
CHECK DATE: 12/03/2019									



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
7091412		11/11/2019	120319	330686	3.82	12/11/2019	INV	PD	PLUMBING PARTS FOR PARKS
CHECK DATE: 12/03/2019									
					24.91				
100655 FERRELLGAS 7780961									
D819856		11/04/2019	120319	330687	70.99	12/04/2019	INV	PD	PROPANE
CHECK DATE: 12/03/2019									
D819963		11/13/2019	120319	330687	15.83	12/13/2019	INV	PD	PROPANE
CHECK DATE: 12/03/2019									
					86.82				
100657 CE MINNE INDUSTRY INC									
18713		11/11/2019	120319	330688	315.00	12/11/2019	INV	PD	ice melt
CHECK DATE: 12/03/2019									
100685 FOX LABS INTERNATIONAL INC									
00027705		11/11/2019	120319	330689	558.73	12/11/2019	INV	PD	OC Spray for officers
CHECK DATE: 12/03/2019									
100690 WADE FRADENBURGH									
72528		11/22/2019	120319	330690	175.00	12/22/2019	INV	PD	entertainment for Lodge H
CHECK DATE: 12/03/2019									
100693 FS3 INC									
64421	190207	10/28/2019	120319	330691	420.90	11/27/2019	INV	PD	CONDUIT COUPLER SHUR-LOK
CHECK DATE: 12/03/2019									
107961 FUHRMAN, JASON									
10009464		11/25/2019	120319	330692	239.32	12/25/2019	INV	PD	CREDIT BALANCE REFUND-621
CHECK DATE: 12/03/2019									
100759 GRAINGER									
9345306394		11/05/2019	120319	330693	188.84	12/05/2019	INV	PD	AIR COMPRESSOR WATER TRAP
CHECK DATE: 12/03/2019									
9352939947		11/12/2019	120319	330693	20.66	12/12/2019	INV	PD	light ballast
CHECK DATE: 12/03/2019									



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100758 GRAYBAR ELECTRIC COMPANY INC					209.50				
9311782930		08/22/2019	120319	330694	-131.12	11/25/2019	CRM	PD	CREDIT - RETURN OF STK# 6
CHECK DATE:	12/03/2019								
9311782931		08/22/2019	120319	330694	-224.98	11/25/2019	CRM	PD	CREDIT - RETURN OF STK# 6
CHECK DATE:	12/03/2019								
9313287585	190206	11/19/2019	120319	330694	605.85	12/19/2019	INV	PD	CONNECT GEL #14-#2
CHECK DATE:	12/03/2019								
104859 GREYSTONE CONSTRUCTION COMPANY					249.75				
27753		11/07/2019	120319	330695	164,990.00	12/07/2019	INV	PD	SALT SHED
CHECK DATE:	12/03/2019								
100785 HACH COMPANY									
11716641		11/08/2019	120319	330696	793.10	12/08/2019	INV	PD	WTP CHEMICALS
CHECK DATE:	12/03/2019								
11726370		11/15/2019	120319	330696	84.30	12/15/2019	INV	PD	WTP CHEMICALS
CHECK DATE:	12/03/2019								
100807 HARTMAN COMPANIES INC					877.40				
9712		11/11/2019	120319	330697	3,584.00	12/11/2019	INV	PD	REFORESTATION OF MSB AND
CHECK DATE:	12/03/2019								
107962 HATHAWAY, BRYAN									
10015065		11/25/2019	120319	330698	16.29	12/25/2019	INV	PD	CREDIT BALANCE REFUND-411
CHECK DATE:	12/03/2019								
100821 HEALTHPARTNERS INC									
93445265		11/07/2019	112019	330635	5,933.45	12/07/2019	INV	PD	DEC 2019 EMP DENTAL INS P
CHECK DATE:	11/20/2019								
107645 HENNING PROFESSIONAL SERVICES INC									
067-1		11/08/2019	120319	330699	317.75	12/08/2019	INV	PD	TOTAL LOSS REDEVELOPMENT
CHECK DATE:	12/03/2019								
954-5		11/08/2019	120319	330699	207.00	12/08/2019	INV	PD	CITY SQUARE WEST



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/03/2019									
955-5		11/08/2019	120319	330699	1,061.25	12/08/2019	INV	PD	COTTRELL PROPERTY-ACQUII
CHECK DATE: 12/03/2019									
					1,586.00				
100841 HERMANS LANDSCAPE SUPPLIES									
37593/1		09/24/2019	120319	330700	128.00	12/14/2019	INV	PD	BLACK DIRT FOR ATHLETIC P
CHECK DATE: 12/03/2019									
100848 HIGH TECH CLEANING INC									
15293		11/01/2019	120319	330701	3,092.25	12/01/2019	INV	PD	CITY HALL
CHECK DATE: 12/03/2019									
15295		11/01/2019	120319	330701	1,495.91	12/01/2019	INV	PD	FIRE STATION
CHECK DATE: 12/03/2019									
15296		11/01/2019	120319	330701	1,140.83	12/01/2019	INV	PD	HISTORICAL CENTER
CHECK DATE: 12/03/2019									
15297		11/01/2019	120319	330701	202.15	12/01/2019	INV	PD	IT DEPARTMENT
CHECK DATE: 12/03/2019									
15298		11/01/2019	120319	330701	1,971.55	12/01/2019	INV	PD	MSB
CHECK DATE: 12/03/2019									
15346		11/08/2019	120319	330701	889.17	12/08/2019	INV	PD	POLICE DEPARTMENT
CHECK DATE: 12/03/2019									
					8,791.86				
100859 HOISINGTON KOEGLER GROUP INC									
019-047-2		11/10/2019	120319	330702	7,420.33	12/10/2019	INV	PD	SAVANNA PARK-TRADITIONS W
CHECK DATE: 12/03/2019									
100863 HOLMES DESIGN									
5217		11/14/2019	120319	330703	4,250.00	12/15/2019	INV	PD	2020 Winter/Spring P&R Br
CHECK DATE: 12/03/2019									
106151 HOLT TOUR AND CHARTER INC									
43894		11/20/2019	120319	330704	600.00	12/20/2019	INV	PD	Transportation for Ripcor
CHECK DATE: 12/03/2019									
107956 HOPMAN, KURT									



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
32862		11/20/2019	120319	330705	204.55	12/20/2019	INV	PD	METER DEPOSIT REFUND-2515
CHECK DATE: 12/03/2019									
100879 PRAIRIE TECHNOLOGIES INC OF MN									
190944		11/12/2019	120319	330706	617.50	12/12/2019	INV	PD	HVAC SYSTEM MAINTENANCE A
CHECK DATE: 12/03/2019									
100889 INTERNATIONAL CITY MGMT ASSN RETIREMENT CORP									
2019/1122-ICMA		11/22/2019	112219	330643	3,785.01	11/22/2019	INV	PD	20191122 - Payroll 457 &
CHECK DATE: 11/22/2019									
100896 IMAGE TREND INC									
119290		11/05/2019	120319	330707	4,635.00	12/05/2019	INV	PD	ANNUAL FEE - SCHEDULING F
CHECK DATE: 12/03/2019									
100977 KARIAN/PETERSON POWERLINE CONTRACTING									
1744		10/26/2019	120319	330708	7,576.25	12/14/2019	INV	PD	WO# 583 OVERHEAD MAINT -
CHECK DATE: 12/03/2019									
1790		10/21/2019	120319	330708	16,230.64	11/21/2019	INV	PD	WO# 638 LYMAN BLVD OH REL
CHECK DATE: 12/03/2019									
					23,806.89				
103247 RACHAEL KROOG									
11/2019-01		11/26/2019	120319	330709	300.00	12/09/2019	INV	PD	Pickleball Clinic - Instr
CHECK DATE: 12/03/2019									
101043 LANO EQUIPMENT INC									
01-715123		11/08/2019	120319	330710	526.76	12/08/2019	INV	PD	UNIT #810 BOBCAT WHEELS
CHECK DATE: 12/03/2019									
01-715852		11/12/2019	120319	330710	36.04	12/12/2019	INV	PD	BOBCAT PARTS
CHECK DATE: 12/03/2019									
					562.80				
101056 LEAGUE OF MINNESOTA CITIES									
5342		11/06/2019	120319	330711	1,000.00	12/06/2019	INV	PD	ALLEGED UNLAWFUL ACCESS O
CHECK DATE: 12/03/2019									
101694 RUSSELL LEISTIKO									



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
20195010 CHECK DATE: 12/03/2019		11/05/2019	120319	330712	19,950.00	12/05/2019	INV	PD	FALL CLEAN UP
101071 LENZEN CHEVROLET BUICK INC									
79664 CHECK DATE: 12/03/2019		11/06/2019	120319	330713	89.15	12/06/2019	INV	PD	#708 ELECTRIC PICKUP LAMP
107963 LILJENGREN, JACKIE									
31093 CHECK DATE: 12/03/2019		11/25/2019	120319	330714	25.71	12/25/2019	INV	PD	CREDIT BALANCE REFUND-110
101097 LOCATORS & SUPPLIES INC									
0280760-IN CHECK DATE: 12/03/2019		11/07/2019	120319	330715	1,024.66	12/07/2019	INV	PD	LOCATING FLAGS
0280796-IN CHECK DATE: 12/03/2019		11/08/2019	120319	330715	375.00	12/08/2019	INV	PD	BLUE FLAGS (WATER LINE)
0280894-IN CHECK DATE: 12/03/2019		11/13/2019	120319	330715	458.16	12/13/2019	INV	PD	LOCATING PAINT
101096 LOCKSAFE					1,857.82				
428109 CHECK DATE: 12/03/2019		11/08/2019	120319	330716	1,601.00	12/08/2019	INV	PD	new locksets
101102 LOUIS DEGIDIO SERVICES INC									
14599 CHECK DATE: 12/03/2019		11/07/2019	120319	330717	853.50	12/07/2019	INV	PD	SEASONAL CHECKS ON CITY H
103449 MADDEN GALANTER HANSEN LLP									
72384 CHECK DATE: 12/03/2019		11/06/2019	120319	330718	544.00	12/06/2019	INV	PD	SEP LEGAL
103176 MANSFIELD OIL COMPANY									
656294 CHECK DATE: 12/03/2019		11/15/2019	120319	330719	8,936.07	12/15/2019	INV	PD	UNLEADED FUEL
656295 CHECK DATE: 12/03/2019		11/15/2019	120319	330719	4,580.29	12/15/2019	INV	PD	COLDPRO ADDITIVE

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
656296		11/15/2019	120319	330719	2,900.43	12/15/2019	INV	PD	DYED DIESEL
CHECK DATE: 12/03/2019									
					16,416.79				
101168 MELCHERT HUBERT SJODIN PLLP									
147789		11/11/2019	120319	330720	199.50	12/11/2019	INV	PD	GENERAL FUND LEGAL
CHECK DATE: 12/03/2019									
147790		11/11/2019	120319	330720	157.50	12/11/2019	INV	PD	COUNCIL MEETINGS 10/7, 10
CHECK DATE: 12/03/2019									
147791		11/11/2019	120319	330720	199.50	12/13/2019	INV	PD	ELECTRIC DEPARTMENT
CHECK DATE: 12/03/2019									
147792		11/11/2019	120319	330720	30.00	12/11/2019	INV	PD	NE COLLECTOR ASSESSMENT
CHECK DATE: 12/03/2019									
147793		11/11/2019	120319	330720	2,896.00	12/01/2019	INV	PD	CSAH 44 & HWY 212 PARCEL
CHECK DATE: 12/03/2019									
147794		11/11/2019	120319	330720	285.00	12/13/2019	INV	PD	FRANCHISE ORDINANCES 2018
CHECK DATE: 12/03/2019									
147795		11/11/2019	120319	330720	509.20	12/13/2019	INV	PD	MOUNTAIN BIKE TRAIL (MNDO
CHECK DATE: 12/03/2019									
147796		11/11/2019	120319	330720	3,638.50	12/01/2019	INV	PD	MISCELLANEOUS OCT 2019
CHECK DATE: 12/03/2019									
147797		11/11/2019	120319	330720	541.50	12/13/2019	INV	PD	PROBATE COURT-COTTRELL-NE
CHECK DATE: 12/03/2019									
147798		11/11/2019	120319	330720	152.00	12/11/2019	INV	PD	POPLER/SCHALOW PROPERTY
CHECK DATE: 12/03/2019									
147799		11/11/2019	120319	330720	2,850.00	12/01/2019	INV	PD	MRS BREAKER LEASE
CHECK DATE: 12/03/2019									
147800		11/11/2019	120319	330720	620.00	12/01/2019	INV	PD	NORWOOD INN NUISANCE
CHECK DATE: 12/03/2019									
147801		11/11/2019	120319	330720	1,358.50	12/13/2019	INV	PD	2019 CABLE AND UTILITY FR
CHECK DATE: 12/03/2019									
					13,437.20				
101187 METRO SALES INC									
INV1465058		11/04/2019	120319	330721	46.50	12/04/2019	INV	PD	Copier Staple Refills
CHECK DATE: 12/03/2019									
INV1473666		11/18/2019	120319	330721	165.00	12/18/2019	INV	PD	Ricoh/MP C3003 color copi



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/03/2019									
101196 MID COUNTY COOP #122622					211.50				
37739		11/07/2019	120319	330722	263.90	12/07/2019	INV	PD	100 GLS GAS - TC
CHECK DATE: 12/03/2019									
37740		11/07/2019	120319	330722	567.60	12/07/2019	INV	PD	200 GLS DIESEL - TC
CHECK DATE: 12/03/2019									
101194 MIDWEST AQUA CARE INC					831.50				
72563		11/11/2019	120319	330723	400.00	12/11/2019	INV	PD	REMOVAL OF BRICKYARDS FOU
CHECK DATE: 12/03/2019									
101217 MINNESOTA CHILD SUPPORT PMT CTR									
PR1122190014172152		11/22/2019	112219	330645	195.66	11/22/2019	INV	PD	112219 Payroll Child Supp
CHECK DATE: 11/22/2019									
PR112219001510208001		11/22/2019	112219	330644	179.04	11/22/2019	INV	PD	112219 Payroll Child Supp
CHECK DATE: 11/22/2019									
101276 MINNESOTA VALLEY ELECTRIC COOPERATIVE					374.70				
107051510/NOV19		11/21/2019	120319	330724	29.52	12/16/2019	INV	PD	NOV 2019 82ND ST & HWY 41
CHECK DATE: 12/03/2019									
778320601/NOV19		11/21/2019	120319	330724	96.45	12/16/2019	INV	PD	NOV 2019 CHEVALLE LIFT ST
CHECK DATE: 12/03/2019									
780272000/NOV19		11/21/2019	120319	330724	10.70	12/16/2019	INV	PD	NOV 2019 CHEVALLE IRRIGAT
CHECK DATE: 12/03/2019									
105308 MINNESOTA VALLEY UTILITY SERVICES LLC					136.67				
1251		10/31/2019	120319	330725	2,064.30	12/15/2019	INV	PD	ARC FLASH ASSESSMENT AND
CHECK DATE: 12/03/2019									
101351 MN DEPARTMENT OF TRANSPORTATION									
P00010906		11/13/2019	120319	330726	4,579.47	12/13/2019	INV	PD	INTERCHANGE-MATERIAL TEST
CHECK DATE: 12/03/2019									



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
101327	MP NEXLEVEL LLC								
1117712	CHECK DATE: 12/03/2019	11/21/2019	120319	330727	1,553.00	12/21/2019	INV	PD	WO# 618 CLOVERFIELD 7TH -
1117713	CHECK DATE: 12/03/2019	11/21/2019	120319	330727	5,084.86	12/20/2019	INV	PD	WO# 582 UG MAINT - HUNDER
					6,637.86				
101330	MINNESOTA SOUTH CENTRAL INVESTIGATORS COALITION IN								
72571	CHECK DATE: 12/03/2019	11/22/2019	120319	330728	125.00	12/22/2019	INV	PD	Training conference-Perso
106657	MUNICIPAL ASSET MANAGEMENT INC								
0617500	CHECK DATE: 12/03/2019	11/01/2019	120319	330729	151.05	12/15/2019	INV	PD	CCC SCIFIT PRO LEASE PMT
101253	BUSINESS PLANNING CONCEPTS INC								
383600122019	CHECK DATE: 12/03/2019	11/13/2019	120319	330730	160.00	12/10/2019	INV	PD	Dec 19 PERA Life Premiums
105875	NETWORKFLEET INC								
OSV000001944542	CHECK DATE: 12/03/2019	11/01/2019	120319	330731	303.20	12/01/2019	INV	PD	Data procssing GPS
101402	NIHCA								
103222	CHECK DATE: 12/03/2019	11/13/2019	120319	330732	399.00	12/25/2019	INV	PD	ANNUAL MEMBERSHIP INVESTM
102654	NORTH AMERICAN SAFETY INC								
46401	CHECK DATE: 12/03/2019	11/11/2019	120319	330733	125.33	12/11/2019	INV	PD	W. BORGMAYER JACKET (CITY
46714	CHECK DATE: 12/03/2019	11/25/2019	120319	330733	148.83	12/25/2019	INV	PD	B. DOERR JACKET AND GLOVE
					274.16				
101425	NORTHERN SAFETY TECHNOLOGY INC								
49164	CHECK DATE: 12/03/2019	11/06/2019	120319	330734	31.68	12/06/2019	INV	PD	#270 PARK LIGHT BAR PARTS



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
107952 NUNEZ, BRAYAN									
33170		11/15/2019	120319	330735	203.60	12/15/2019	INV	PD	CREDIT BALANCE REFUND-305
CHECK DATE: 12/03/2019									
101440 NYSTROM PUBLISHING CO INC									
42562		11/19/2019	120319	330736	15,992.66	12/19/2019	INV	PD	Printing 2020 Winter P&R
CHECK DATE: 12/03/2019									
101445 OFFICE DEPOT									
399626874001-1		11/06/2019	120319	330737	104.97	12/07/2019	INV	PD	Copy Paper
CHECK DATE: 12/03/2019									
399626874001-2		11/06/2019	120319	330737	197.81	12/07/2019	INV	PD	Lunch Room supplies, Scan
CHECK DATE: 12/03/2019									
399626874001-3		11/06/2019	120319	330737	34.39	12/07/2019	INV	PD	Pens
CHECK DATE: 12/03/2019									
399639146001		11/06/2019	120319	330737	15.09	12/07/2019	INV	PD	Black Pens
CHECK DATE: 12/03/2019									
399826433001		11/08/2019	120319	330737	45.99	12/13/2019	INV	PD	Bulletin board
CHECK DATE: 12/03/2019									
					398.25				
101456 OLSEN FIRE PROTECTION INC									
023768		11/20/2019	120319	330738	780.00	12/20/2019	INV	PD	MSB FIRE ALARM MONITORING
CHECK DATE: 12/03/2019									
107926 ORANGEBALL INC									
CEC001-1		11/08/2019	120319	330739	750.00	12/06/2019	INV	PD	Chaska Event Center Logo
CHECK DATE: 12/03/2019									
101491 PATCHIN MESSNER APPRAISALS INC									
21815-A		06/26/2019	112619	330647	3,965.50	11/30/2019	INV	PD	INTERCHANGE-APPRAISAL REP
CHECK DATE: 11/26/2019									
101510 PERFORMANCE PLUS LLC									
5862		10/29/2019	120319	330740	4,715.00	11/29/2019	INV	PD	HEALTH SCREENING
CHECK DATE: 12/03/2019									



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
101518 PETERSON, NATE									
72337		08/23/2019	120319	330741	39.21	12/13/2019	INV	PD	MILEAGE-GOV FIRE PREVENTI
CHECK DATE: 12/03/2019									
106085 N&M ENTERPRISES INC									
INV71111		11/08/2019	120319	330742	21.19	12/08/2019	INV	PD	DOG WASTE PICK-UP BAGS FO
CHECK DATE: 12/03/2019									
101548 PODHRADSKY, MATT									
72455		10/23/2019	120319	330743	60.00	12/19/2019	INV	PD	BAGGAGE FEES-ICMA CONF IN
CHECK DATE: 12/03/2019									
107959 PORTH, PHILLIP									
KeyRefund101603		11/22/2019	120319	330744	10.00	12/22/2019	INV	PD	KEY DEPOSIT REFUND
CHECK DATE: 12/03/2019									
101557 POWER SYSTEM ENGINEERING INC									
9031778		11/15/2019	120319	330745	537.96	12/15/2019	INV	PD	MISC ENGINEERING FOR OCT
CHECK DATE: 12/03/2019									
101571 PREMIUM WATERS INC									
417080-10-19		10/31/2019	112019	330636	89.72	11/30/2019	INV	PD	TC WATER
CHECK DATE: 11/20/2019									
107941 PULIDO, JON									
10014447		11/14/2019	120319	330746	61.91	12/14/2019	INV	PD	METER DEPOSIT REFUND-1200
CHECK DATE: 12/03/2019									
103055 QUALITY PROPANE INC									
188095t		11/04/2019	120319	330747	134.66	12/04/2019	INV	PD	L P gas
CHECK DATE: 12/03/2019									
107855 STAPLES INC									
2529929		11/08/2019	120319	330748	60.01	12/08/2019	INV	PD	Misc Office Supplies
CHECK DATE: 12/03/2019									
2614102		11/13/2019	120319	330748	22.59	12/13/2019	INV	PD	Step Stool for Workroom



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/03/2019									
106515 MILLS AFTERMARKET ACCESSORIES INC					82.60				
BR-1034509-01		11/12/2019	120319	330749	3,072.00	12/11/2019	INV	PD	#1193 CSO Truck Topper
CHECK DATE: 12/03/2019									
101617 REACH FOR RESOURCES INC									
6844709		10/31/2019	120319	330750	856.80	12/22/2019	INV	PD	Recreation Inclusion Octo
CHECK DATE: 12/03/2019									
107949 REYNOLDS, RICHARD									
33411		11/14/2019	120319	330751	4.65	12/14/2019	INV	PD	METER DEPOSIT REFUND-110
CHECK DATE: 12/03/2019									
101652 RIES HEATING & A/C INC									
19382		10/23/2019	120319	330752	1,217.00	12/04/2019	INV	PD	MAINT ON FD HEATING UNITS
CHECK DATE: 12/03/2019									
19426		11/06/2019	120319	330752	95.00	12/06/2019	INV	PD	PAR 30 FURNACE REPAIR
CHECK DATE: 12/03/2019									
19442		11/14/2019	120319	330752	405.00	12/14/2019	INV	PD	FURNACE REPAIR STANTEC OF
CHECK DATE: 12/03/2019									
					1,717.00				
107697 RIVERS EDGE CONCRETE LLC									
C2116459		10/16/2019	120319	330753	1,014.50	11/16/2019	INV	PD	CCC VALLEY GUTTER
CHECK DATE: 12/03/2019									
101673 ROCHESTER MIDLAND CORP									
INV00154797		11/05/2019	120319	330754	261.06	12/05/2019	INV	PD	FIREMAN'S PARK NOVEMBER 2
CHECK DATE: 12/03/2019									
INV00154803		11/05/2019	120319	330754	740.52	12/05/2019	INV	PD	LION'S PARK (NOVEMBER 201
CHECK DATE: 12/03/2019									
					1,001.58				
103545 SEWER SERVICES INC									
I2402		10/25/2019	120319	330755	322.50	11/25/2019	INV	PD	1 LOAD PUMPED
CHECK DATE: 12/03/2019									

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET DUE DATE	TYPE	STS	INVOICE DESCRIPTION
107939 SHAKOPEE PUBLIC UTILITIES COMMISSION								
6111	190204	11/13/2019	120319	330756	28,100.00 12/13/2019	INV	PD	1500 KVA TRANSFORMER
CHECK DATE: 12/03/2019								
104416 KELBRO COMPANY								
2442053		11/15/2019	120319	330757	260.35 12/15/2019	INV	PD	OAK 19 ICE MACHINE RENTAL
CHECK DATE: 12/03/2019								
104827 ROHN INDUSTRIES INC								
515337		11/04/2019	120319	330758	20.25 12/04/2019	INV	PD	Security Console Shredding
CHECK DATE: 12/03/2019								
105388 SHRED-IT US HOLDCO INC								
8128553680		11/15/2019	120319	330759	88.82 12/15/2019	INV	PD	Shredding
CHECK DATE: 12/03/2019								
107957 SIMMONS, SARAH								
72496		11/15/2019	120319	330760	102.58 12/20/2019	INV	PD	SNACKS FOR EQUITY TRAININ
CHECK DATE: 12/03/2019								
107950 SPAUDE, DONALD								
33430		11/14/2019	120319	330761	79.91 12/14/2019	INV	PD	METER DEPOSIT REFUND-110
CHECK DATE: 12/03/2019								
107945 SPODEN, MATTHEW								
32967		11/14/2019	120319	330762	82.58 12/14/2019	INV	PD	METER DEPOSIT REFUND-1112
CHECK DATE: 12/03/2019								
107960 STOLZ, PATRICK								
10002148		11/25/2019	120319	330763	144.97 12/25/2019	INV	PD	CREDIT BALANCE REFUND-365
CHECK DATE: 12/03/2019								
101888 STREICHERS								
11397617		11/12/2019	120319	330764	120.00 12/12/2019	INV	PD	Frisbie-Initial Issue-car
CHECK DATE: 12/03/2019								



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
I1397942		11/14/2019	120319	330764	28.00	12/14/2019	INV	PD	Kavlie-Embroidery
CHECK DATE: 12/03/2019									
101892 STUART C IRBY CO					148.00				
S011357474.007		11/07/2019	120319	330765	1,560.00	12/07/2019	INV	PD	FUSE HOLODERS FOR SWITCH
CHECK DATE: 12/03/2019									
S011600425.001		11/05/2019	120319	330765	370.50	12/05/2019	INV	PD	WIRE BRUSHES
CHECK DATE: 12/03/2019									
101224 MINNESOTA CONWAY FIRE & SAFETY INC					1,930.50				
1449619		11/08/2019	120319	330766	326.00	12/08/2019	INV	PD	FIRE EXTINGUISHER REPAIR
CHECK DATE: 12/03/2019									
101907 SCHWAB VOLLHABER LUBRATT SERVICE CORP									
INV145620		11/13/2019	120319	330767	590.00	12/13/2019	INV	PD	Rink 1 combustion fan
CHECK DATE: 12/03/2019									
106627 DIGITAL GOLF TECHNOLOGIES INC									
5690		10/31/2019	120319	330768	420.00	11/30/2019	INV	PD	HOLE IN ONE CONTEST
CHECK DATE: 12/03/2019									
107958 TACONIC MAINTENANCE									
12748		11/25/2019	120319	330769	540.00	12/25/2019	INV	PD	DEICER FOR STREETS AND SI
CHECK DATE: 12/03/2019									
107683 TCF NATIONAL BANK									
6273770		11/11/2019	112019	330637	284.93	12/03/2019	INV	PD	FD EQUIPMENT LEASE - PMT
CHECK DATE: 11/20/2019									
104908 TIMESAVER OFF SITE SECRETARIAL INC									
M25218		11/14/2019	120319	330770	145.00	11/19/2019	INV	PD	City Council Minutes 11/4
CHECK DATE: 12/03/2019									
102007 TRENCHERS PLUS INC									
IT97010		11/04/2019	120319	330771	2,630.00	12/04/2019	INV	PD	#715 TRENCHER CHAIN
CHECK DATE: 12/03/2019									



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
102010 TRI-COUNTY LAW ENFORCEMENT ASSOCIATION INC									
72492		11/15/2019	120319	330772	75.00	12/11/2019	INV	PD	Annual Dues
CHECK DATE: 12/03/2019									
107953 TURF & SOIL DIAGNOSTICS INC									
31260		07/02/2019	120319	330773	1,755.00	08/02/2019	INV	PD	LEARNING LINKS SOIL EVALU
CHECK DATE: 12/03/2019									
102028 TWIN CITY WATER CLINIC INC									
13911		11/14/2019	120319	330774	75.00	12/14/2019	INV	PD	WELL #5
CHECK DATE: 12/03/2019									
13920		11/18/2019	120319	330774	75.00	12/18/2019	INV	PD	WELL #5 (2ND TEST)
CHECK DATE: 12/03/2019									
					150.00				
104706 URBAN WORKS INC									
1194		10/30/2019	120319	330775	2,920.00	11/30/2019	INV	PD	SSD IMPOSITION OF SERVICE
CHECK DATE: 12/03/2019									
102102 VERIZON WIRELESS									
9840620291		10/21/2019	112019	330638	5,366.32	11/13/2019	INV	PD	NOV 2019 PHONE SERVICE
CHECK DATE: 11/20/2019									
107943 VOLK, MARIE									
31923		11/14/2019	120319	330776	37.17	12/14/2019	INV	PD	METER DEPOSIT REFUND-1105
CHECK DATE: 12/03/2019									
105593 VERNON ALAN WAGNER									
72275		11/11/2019	120319	330778	200.00	12/06/2019	INV	PD	Santa for Santa Visits th
CHECK DATE: 12/03/2019									
72276		11/11/2019	120319	330777	100.00	12/11/2019	INV	PD	Santa for Donuts with San
CHECK DATE: 12/03/2019									
					300.00				
107947 WANG, YANAN									
33067		11/14/2019	120319	330779	82.46	12/14/2019	INV	PD	METER DEPOSIT REFUND-325



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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/03/2019									
102141 WASTE MANAGEMENT-SAVAGE									
8175292-2282-7		10/31/2019	112019	330639	154.01	11/30/2019	INV	PD	WASTE REMOVAL - TC
CHECK DATE: 11/20/2019									
102172 WESTBY, WILLIAM									
72349		11/01/2019	120319	330780	55.10	12/13/2019	INV	PD	MILEAGE 4/2-11/1
CHECK DATE: 12/03/2019									
107948 WHITE, SKYLA									
33292		11/14/2019	120319	330781	58.84	12/14/2019	INV	PD	METER DEPOSIT REFUND-345
CHECK DATE: 12/03/2019									
102179 WICKRAMARATNE, LATH									
72339		10/23/2019	120319	330782	11.00	12/13/2019	INV	PD	PARKING-YMCA DIVERSITY TR
CHECK DATE: 12/03/2019									
102199 TERESA J WINSLOW									
1440		11/12/2019	120319	330783	400.00	12/12/2019	INV	PD	ENGRAVING ON FD MONUMENT
CHECK DATE: 12/03/2019									
102189 WM MUELLER & SONS									
19-731		11/20/2019	120319	330784	200.00	12/15/2019	INV	PD	CURB ON PIONEER TRAIL
CHECK DATE: 12/03/2019									
250321		11/04/2019	120319	330784	643.07	12/25/2019	INV	PD	SALT SHED
CHECK DATE: 12/03/2019									
250366		11/05/2019	120319	330784	60.24	12/25/2019	INV	PD	TOWN COURSE DRAINTILE
CHECK DATE: 12/03/2019									
250660		11/15/2019	120319	330784	84.15	12/25/2019	INV	PD	POTHOLE PATCHING
CHECK DATE: 12/03/2019									
250747		11/19/2019	120319	330784	256.70	12/19/2019	INV	PD	PATCHING
CHECK DATE: 12/03/2019									
250834		11/21/2019	120319	330784	679.15	12/25/2019	INV	PD	PARKVIEW DR WM REPAIR & G
CHECK DATE: 12/03/2019									
250868		11/22/2019	120319	330784	436.74	12/25/2019	INV	PD	PARKVIEW DR WM REPAIR
CHECK DATE: 12/03/2019									



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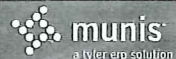
City of Chaska
VENDOR INVOICE LIST

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
					2,360.05				
107944 YOUNGS, MICHAEL									
32783		11/14/2019	120319	330785	130.15	12/14/2019	INV	PD	METER DEPOSIT REFUND-409
CHECK DATE: 12/03/2019									
102228 ZEE MEDICAL SERVICE INC									
54126500		11/13/2019	120319	330786	586.30	11/30/2019	INV	PD	1st aid supplies
CHECK DATE: 12/03/2019									
					586.30				
=====									
241 INVOICES					660,132.36				
=====									

** END OF REPORT - Generated by Michelle Robbin **

Wires



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City of Chaska
VENDOR INVOICE LIST

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100005 MINNESOTA MUNICIPAL MONEY MARKET FUND								
72495		11/20/2019	112019	2120	1,000,000.00 11/20/2019 DIR	PD		XFER ONB TO 4M-CASH FLOW
CHECK DATE: 11/20/2019								
105243 ALERUS FINANCIAL								
C85918		11/07/2019	112019	2118	107.10 11/20/2019 DIR	PD		OCT 2019 PARTICIPANT FEES
CHECK DATE: 11/20/2019								
100385 CHASKA FIRE DEPT RELIEF ASSN								
2019/10-CFDRA		11/22/2019	112219	2122	29,721.55 11/22/2019 DIR	PD		OCT 2019 FIRE RELIEF ASSO
CHECK DATE: 11/22/2019								
107490 GREAT-WEST LIFE & ANNUITY INSURANCE COMPANY								
72482		11/22/2019	112519	2130	1,048.66 11/25/2019 DIR	PD		112219 Payroll HCSP Contr
CHECK DATE: 11/25/2019								
107744 GREAT-WEST LIFE & ANNUITY INSURANCE COMPANY								
72483		11/22/2019	112519	2131	200.00 11/25/2019 DIR	PD		112219 Payroll MNCDP 457
CHECK DATE: 11/25/2019								
101756 MII LIFE INCORPORATED								
1424943		11/07/2019	112219	2123	315.00 11/22/2019 DIR	PD		NOV 2019 PARTICIPANT FEES
CHECK DATE: 11/22/2019								
39236469		11/19/2019	112119	2121	3,516.65 11/21/2019 DIR	PD		11/21/19 FSA REIMBURSEMENT
CHECK DATE: 11/21/2019								
					3,831.65			
100927 INTERNAL REVENUE SERVICE								
72476		11/22/2019	112219	2124	155,729.43 11/22/2019 DIR	PD		112219 Payroll FICA Feder
CHECK DATE: 11/22/2019								
101346 MINNESOTA COMMISSIONER OF REVENUE								
2019/1031-CC		10/31/2019	111819	2117	9,213.88 11/18/2019 DIR	PD		OCT-19 CARVER CTY TRANSIT
CHECK DATE: 11/18/2019								
2019/1031-SLS/UB		10/31/2019	111819	2115	127,510.08 11/18/2019 DIR	PD		OCT-19 GEN/UB SALES TAX
CHECK DATE: 11/18/2019								



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City of Chaska
VENDOR INVOICE LIST

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apinvlst

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
2019/1031-USE CHECK DATE: 11/18/2019		10/31/2019	111819	2116	1,014.49	11/18/2019	DIR	PD	OCT-19 USE TAX
					137,738.45				
101343 MINNESOTA DEPT OF REVENUE-PAYROLL WIRES									
72477 CHECK DATE: 11/25/2019		11/22/2019	112519	2127	29,929.44	11/25/2019	DIR	PD	112219 Payroll MN State T
101249 MINNESOTA MUNICIPAL POWER AGENCY									
3160 CHECK DATE: 11/20/2019		11/05/2019	112019	2119	2,063,243.58	11/20/2019	DIR	PD	OCT 2019 ELECTRIC SERVICE
101376 NATIONWIDE RETIREMENT SOLUTIONS(USCM)									
72478 CHECK DATE: 11/22/2019		11/22/2019	112219	2125	15,702.39	11/22/2019	DIR	PD	112219 Payroll 457 Contri
106955 NATIONWIDE RETIREMENT SOLUTIONS(USCM)									
72481 CHECK DATE: 11/22/2019		11/22/2019	112219	2126	4,451.00	11/22/2019	DIR	PD	112219 Payroll Roth Contr
107499 OLD NATIONAL BANK									
6314047-NOV19 CHECK DATE: 11/15/2019		11/15/2019	111519	2114	1,400.00	11/15/2019	DIR	PD	NOV 2019 EDA PROMISSORY N
104668 OPTUM BANK INC									
72480 CHECK DATE: 11/25/2019		11/22/2019	112519	2129	13,505.94	11/25/2019	DIR	PD	112219 Payroll HSA Contri
101506 PUBLIC EMPLOYEES RETIREMENT ASSOCIATION									
72479 CHECK DATE: 11/25/2019		11/22/2019	112519	2128	102,048.09	11/25/2019	DIR	PD	112219 Payroll PERA Contr
102066 US BANK									
2019/12/01 DS CHECK DATE: 11/25/2019		11/25/2019	112519	2132	409,981.27	11/25/2019	DIR	PD	US BANK-DS PMT DUE 12/1/1
					409,981.27				



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City of Chaska
VENDOR INVOICE LIST

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INVOICE	P.O.	INV DATE	CHECK RUN CHECK #	INVOICE NET DUE DATE	TYPE STS INVOICE DESCRIPTION
19 INVOICES				3,968,638.55	

** END OF REPORT - Generated by Michelle Robbin **

**Biweekly Report
December 2, 2019
By
Matt Podhradsky**

Upcoming Work Sessions:

As mentioned at the last Council meeting, we will be having a Work Session prior to the next Council meeting. Below are the details on this upcoming work session:

- December 2nd: From 5:45-7 prior to the regular Council meeting, we will be using this time to go over with Council a review of the 5-year financial forecast/2020 annual budget for our Recreational Enterprise Funds. These funds include our Community Center, Town Course, Par 30 and Curling/Event Center.

Just a reminder that we will be holding our annual Truth in Taxation Public Hearing during the meeting on December 2nd. This is an opportunity for residents to come and ask questions/make comments on the proposed General Fund Tax Levy and Budget. No decisions on our budgets can be made on that night. Our final budgets for all funds would be considered at the December 16th Council meeting.

Finally, while there is a 5th Monday in December (December 30th), we will not be holding a Council meeting on that night. Please let me know if you have any questions on this.

Marnita's Table Event

Just a reminder that the first Marnita's Table Event- "Celebrate: A Feast and Conversation for the Holidays"-will be held on Thursday December 5th from 6-9 pm at the Event Center in Fireman's Park. With it being the Holiday season, the theme of this first event is going to be a multi-cultural holiday celebration, focusing on bringing people together around the food that is central to the many different nationalities that celebrate holidays during this time of year, and who are within our community. The evening will include facilitated large and small group discussions, along with people having the opportunity to learn more about different cultures through their holiday traditions. Over the past four weeks, we have been getting invitations out to many individuals and groups within the community and have been getting RSVPs back for the event. If you need any information about the event, or want to RSVP, just let Nate, Kevin Wright or me know.

Hometown Holiday/Tree Lighting Ceremony

Just a reminder that this weekend will be a busy one in Downtown Chaska, as the Downtown Business Alliance will be hosting their annual Hometown Holiday Celebration. This will occur throughout the day on Saturday (November 30) with businesses having specials, activities happening around the downtown, and a lighting ceremony in City Square Park in the late afternoon. This year, the 100 Club purchased a large Santa's Sleigh and Reindeer that will be lit for the first time as part of this ceremony.

On Sunday, things will continue with the 100 Club holding their annual event at the Event Center from 4-6, following by the lighting of the large tree in Fireman's Park at 6 pm. After the tree lighting ceremony, the public will be invited back into the Event Center for treats, crafts and a visit with Santa!

This is always a very fun weekend. Hope you can take advantage of some of these events.

SW Transportation Coalition

If you are not familiar, the City of Chaska has been part of a group called the Southwest Transportation Coalition since the early 1980s. This group is a special interest group that is represented from communities on or close to the Highway 212 Corridor who work together for transportation improvements along Highway 212 or other adjacent roadways. The membership of this group includes cities starting at the 494-freeway going all the way out to the South Dakota Border. It was this large coalition which was instrumental in helping to get 212 made into a full freeway corridor from 494 out to the City of Carver in the mid-2000s, and has continued to work to try to secure funds for 212 going to the west of Carver, along with lobbying efforts for State Highway 5, which also impacts many of these communities. Each year, communities pay dues to be a part of this group who in turn lobbies at both the State and Federal level to secure funding for transportation projects important to us. This group was also key in helping Chaska secure funding for the 44/212 Interchange that just opened. Currently the group is working on securing the last bit of funding to make Highway 212 a 4-lane corridor going from Carver out to Cologne and is also focusing on a longer-term project to bring it to 4-lanes between Cologne and NYA.

Several times throughout the course of a year, the SW Transportation gathers to discuss updates on projects and to bring in special guests to educate them on our projects. This next meeting is coming up the morning of Friday, December 13th from 7:30-9 am, and will be held in the City Council Chambers at Chaska City Hall. I wanted to make sure you were aware of who/what this group is and will keep you updated on when they meet should you be interested in participating.

Annual Holiday Party

Each year our employees' "Sunshine Group" raises dollars through the sale of concessions in our lobby to raise money to hold an annual Holiday Party. This year's party will be at Oak 19 at the Chaska Town Course Clubhouse and will be held on Friday December 13th from 5-9 pm. If you can attend, we would highly encourage you as it is a good time to get to meet a lot of our employees from all departments throughout the City and is just a good time to share the Holiday Spirit. As the group is currently planning for food for the event, if you are interested and able to make it, please let me know so we can plan accordingly. Food and prizes will be provided. Drinks are available through a Cash Bar. If you have any questions, please let me know-hope you can make it!

AT and T Ribbon Cutting

If you are interested, the SW Chamber of Commerce will be hosting an official "Ribbon Cutting" at the new AT and T Store, which is opening as part of the Hot Spot Redevelopment Project, just to the north of the new Dunkin Donuts. This Ribbon Cutting will take place on Thursday December 12 and will occur at 10 am. If you have any questions on this, please let me know.

Tis the Season...For Snow Removal

With me typing this report on the verge of a major snowfall, I thought it might be helpful for our new Council members to understand how we approach removing snow in the winter should you get any questions/concerns from residents.

Our main efforts for snow removal occur following a snowfall of 2-inches or more. In these events, it is our goal to have all city streets plowed within an 8-hour period. In a typical event, we will have our plows do periodic plowing of major collector roads throughout the City during a snowfall, with the major efforts for removal following a snowfall starting at approximately 2 am in the morning and usually being complete by 7:30-8:00 am.

Neighborhood streets are typically not cleared until a snow event is complete, unless there is a major snow fall that lasts for an extended period. During these types of events, we will be strategic on hitting neighborhood streets at key times to make them drivable, with our main efforts put towards keeping the collector roads clear and the intersections salted and sanded.

As a City, we do not have a practice of calling any snow emergencies. We find that we can get the roads cleared in a much more efficient manner if we work to get them cleared all at once. To aid the city in achieving our goals, residents are asked not to park their cars on the streets until all snow has been cleared. In the Downtown Chaska Area, we do have no parking rules in place from November 1-April 1 from 2 am-6 am, to make sure that we are able to get all on-street parking and sidewalks cleared in a timely manner.

The second day following a snowstorm is when we haul snow. We once again run this operation through the nighttime hours, focusing on hauling snow out of key areas, such as our public parking lots throughout the community and within Downtown Chaska. Without this hauling effort occurring, many parking stalls in Downtown, and within our parking lots (such as the CCC) would be lost for the entirety of the winter, and our sidewalk areas in the downtown business district would be very difficult to use. We haul this snow down to the parking lot of Athletic Park.

As for trail maintenance, we do complete all trail plowing concurrent with the initial plowing of the roads to make sure that kids that need to walk to school are able to pass freely on our City trail system. It should be noted that the only trails we remove snow from during the winter are the main trails along collector roads in the City, as these are the ones typically used by the community to connect kids to school buildings. We do not have adequate staff to be able to remove snow from our other trails (we have 70+ miles of paved trails in the City). Many of these trails are used for snow shoeing or Cross-Country skiing during the winter.

If you should receive any calls from residents during a snow event, feel free to direct them to our Municipal Services Building line (952)448-4335 which will give them instructions should it be after hours to get a call back. You can also direct any emails to me, and I can make sure they get to the correct individual.

A huge thank you to our Public Works Staff who do a fantastic job with snow removal each year. As we saw in our last Resident Survey, we are consistently ranked very high for our Snow removal services and provide residents with a way to safely and efficiently navigate through the City even during the worst snow events.

