

WORK SESSION
MET Council Governance
6:15 - 7:00 PM



AGENDA
CHASKA CITY COUNCIL
CHASKA CITY HALL - COUNCIL CHAMBERS & ZOOM
Monday, December 18, 2023
7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adopt Agenda
5. Visitor Presentation
6. Approve Previous Meeting Minutes
 - 6.A. City Council Meeting Minutes 12-4-2023
7. Consent Items
 - 7.A. Tri-City Tactical Team Joint Power Agreement
 - 7.B. Southwest Metro Drug Task Force Joint Power Agreement
 - 7.C. Adopt Resolution 2023-101 Approving an Amendment and Assignment of a Tax Abatement Agreement
 - 7.D. Adopt Resolution 2023-102 Finance Policies
 - 7.E. Adopt Resolution 2023-103 Establish 2023 Interfund Tax Increment Loans
 - 7.F. Adopt Resolution No. 2023-104 Approving the Lot Split and Minor Variance for 303 & 305 Hickory Street/Daniel Schepers/PC #2023-27
 - 7.G. Memorandum of Understanding for Recreation Services Between the City of Carver and the City of Chaska
 - 7.H. Adopt Resolution No. 2023-106 Approving the Feasibility Report for the NE Collector in the SW Area

8. Action Items

8.A. Adopt Resolution No. 2023-105 approving the Final Site and Building Plan for the Public Safety Facility/ City of Chaska/ PC #2023-26

8.B. Adoption of 2024 Tax Levy and General/Enterprise Fund Budgets

8.B.i. Adopt Resolution No. 2023-95 - 2024 Tax Levy

8.B.ii. Adopt Resolution No. 2023-96 General/Enterprise Fund Budgets

8.C. Establishing 2024 Utility Rates

8.C.i. Adopt Ordinance 2023-1039 Establishing 2024 Electric Utility Rates

8.C.ii. Adopt Resolution No. 2023-98 Approving Summary Publication or Ordinance 2023-1039

8.C.iii. Adopt Ordinance 2023-1040 Establishing 2024 Water Sewer Utility Rates

8.C.iv. Adopt Resolution No. 2023-99 Approving Summary Publication for Ordinance 2023-1040

8.C.v. Adopt Resolution No. 2023-100 Establishing 2024 Storm Water Utility Rates

9. Bills

9.A. Accounts Payable Claims Roster 12-18-2023

10. Other Business

10.A. City Administrator's Report

10.A.i. Biweekly 12-18-2023

10.B. Metropolitan Governance Task Force Update

10.C. Mosquito Control District Summary 2023

10.D. Financial Reports as of 10/31/2023

11. Adjourn

Chaska Economic Development Authority Meeting
Immediately following City Council

**- MINUTES -
CHASKA CITY COUNCIL
DECEMBER 4, 2023**

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

Roll call was taken. Present: Mayor Windschitl and Councilmembers Grau, Hatfield, Hubbard, and Huang.

Absent: None.

Also Present: Matt Podhradsky, City Administrator; Noel Graczyk, Administrative Services Director; Kevin Wright, Community Engagement Manager; Elise Durbin, Assistant Administrator; Stephen Kraus, Fire Chief; Ryan Seibert, Police Chief; Matt Burt, Accountant II; and Christophe Morschen, City Attorney;.

4. Adopt the Agenda

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

5. Visitor Presentation

Mayor Windschitl introduced the new *Chaska Herald* reporter, Graham Johnson.

6. Approve Previous Meeting Minutes

6.A. Approve the November 20, 2023 City Council Meeting Minutes

Motion by Councilmember Hatfield, second by Councilmember Grau, to approve the minutes of the November 20, 2023 City Council meeting.

Motion carried.

7. Consent Agenda

Councilmember Hatfield stated that she was excited to see the Bluffs Trail continue moving forward.

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

A. Business License Renewals

Motion to approve renew annual business licenses for Games of Skill, Refuse Haulers, Massage Therapists, Massage Therapy Commercial Business Sites, and Tobacco Sale for the upcoming business license period beginning January 1, 2024, and ending December 31, 2024.

B. Adopt Resolution No. 2023-94 Authorizing Eminent Domain for MN River Bluffs Regional Trail

Motion to adopt Resolution No. 2023-94 to authorize city staff to initiate eminent domain proceedings for the affected property owner for the Minnesota River Bluffs Regional Trail – Chaska Connection.

C. Adopt Resolution No. 2023-93 Bond Sale Reimbursement

Motion to adopt Resolution 2023-93, relating to financing certain proposed projects and establishing compliance with reimbursement bond regulations under the Internal Revenue Code Motion carried.

8. Action Items

8.A. Public Hearing – Truth in Taxation – 2024 Tax Levy and Budget

City Administrator Podhradsky introduced the item to the Council and provided a presentation on the 2024 Tax Levy and Budget. He explained that the Council would hold the public hearing for this item tonight, but would take action to adopt the final budgets on December 18, 2023.

Mayor Windschitl opened the public hearing at 8:19 p.m.

Randy Bush, 3200 McKnight Road, expressed his appreciation for the thorough and clear explanation that City Administrator Podhradsky had done for this item. He explained his concern that there was a lot of growth happening which sometimes results in spending money without looking back to see where they may be able to save money. He asked if there had been audits done for how things are used, how long they are used, or surrounding owning versus leasing equipment. He stated that he would like to know that these audits are happening so the City doesn't have a \$300,000 backhoe that just sits for long periods of time without being used.

City Administrator Podhradsky explained that he had two examples that may answers Mr. Bush's questions. The first concerns the stormwater system and noted that for years they contracted out for a batcher vehicle come out and suck out their drains but they took a look at how much they were spending contracting this work out and also looked at another department that could also use this type of vehicle and found it would be better if the City went ahead and purchased this vehicle themselves. The second example is how the City has extended the life of their replacements for things like plow trucks which saves them a lot of money over the life of these things. He assured Mr. Bush that the City is always looking at things to determine if they would be better off doing things themselves or contracting it out.

Mayor Windschitl noted that many of the City's purchases are done through State contracts, which generally provides a huge savings. He stated that he thinks the City has looked at a lot of this type of thing throughout the years and believes that they have very sharp people on their crews and as directors of the departments that look into this to see if the City may be able to better their services. He stated that Chaska has always run pretty lean with both equipment and personnel, but they have also added better equipment into the mix.

Mr. Bush stated that he just wanted to make sure the City was looking at their operations and making they were operating efficiently.

City Administrator Podhradsky shared the other example of City staff handling all the prep work for overlay projects rather than having the contractor do that work, which saves them money.

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Mr. Bush asked if there was a reason that the City had not contracted out for payroll services.

Administrative Services Director Graczyk stated that they have looked at options for contracting this service out, but because they differ from a commercial industry, there are a lot of specialized reporting requirements, so having their payroll system integrated with the City's overall financial system is more cost effective than contracting out.

Jay Roe, 3621 Cavallo Pass, noted that he had shared his tax statement last year and had made a promise to also share this years' statement as well. He explained that he had shared it on social media and noted that his taxes went up over 40% in the last two years. He stated that this is due to their valuation increasing and the 17.4% increase in the levy. He noted that when you dilute the City taxes out of the overall tax bill that includes the County and the school district, his increase would be 24.1% which equates to almost \$2,700/year. He stated that he feels they need to have accountability and noted that they appear to be planning for 20% increases over the next two years. He explained that he was not sure if he could afford to remain living in Chaska with those type of increases and suspects that there are many others in the City who feel the same way. He shared the example of his daughter, who is a single mother, whose valuation went up 17% over the last two years. He stated that he feels what is driving this is primarily the new buildings which are large expenditures which are usually talked about and planned for many years in advance. He explained that he had sat through the strategic planning process in 2018 as a City Councilmember and there was no mention of those buildings at that time. He stated that the elected officials should have seen them coming years ahead of time and had a plan in place for capital improvements. He stated that he feels that there is a way to manage the tax impacts while still getting the results that the City needs. He explained that the attitude of the Council seems to be 'grin and bear it' and asked if the City had a strategic plan and priority for effectively managing property taxes. He stated that the City accomplished a lot of great things even back when their taxes were kept low and listed off a variety of examples. He stated that Chaska has surpassed Chanhassen when it comes to taxes now and also referenced a property in Bear Path that is part of a gated community in Eden Prairie that is valued at \$150,000 more than his home in Chaska but pays less in property taxes to the City, which, to him, shows that there is something wrong. He referenced the fire station and explained that he had done some research and found that on June 1, 2015 the Council approved redevelopment of the upstairs of the fire station which cost \$251,000 and noted that part of the plan was to build five new sleeping rooms and now they are being told that the reason they need to build a new one is because they need a place for them to sleep and cannot handle the duty crews. He noted that he believes others cities can handle duty crews with less than what is available here. He explained that when he was first elected there was an initiative to keep the taxes low and there was even an article in the Star Tribune in February of 2009 that talked about the frugality of Chaska because they were the lowest in the State. He asked what had happened in the last 14 years to change that strategic thought. He stated that he had seen comparative tax data and feels that people need to have a better understanding of what their money is being spent on. He stated that he believes in the earlier presentation he heard that the City was bringing in about \$1.6 million in revenue related to building permits and asked what had happened with that money. He stated that his overarching question is where and what the vision and plan is for the City. He explained that he left the City Council in 2018 and

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does not remember having any discussions about building all of the new buildings that are being proposed. He stated that he would like a pledge from the Council and City Administrator Podhradsky that the \$75 million for the community center that he has read about will not be coming out of his pocket as a taxpayer. He stated that he would like to know when the idea of all these new buildings came up and noted that the current economy is very bad, but yet the City just seems to continue to spend money. He stated that he thinks it is going to get to a saturation point where people will not be able to take on anymore. He stated that he was here talking to the Council tonight because he cares about this community and when he had served on the Council, he was proud that they kept taxes low in Chaska but that it no longer the case. He stated that changing the City to a high tax city will change what they have been for many years which was a community for all and that all were welcome here because all of the people will not be able to afford to live in Chaska.

Jim Judd, 134 Liberty Heights Drive, stated that he lives in a 55+ community and explained the reason he had sold 2 acres on the edge of town. He stated that he loved it out there, but loves where he is now too; however, there is no adjustment within the tax statement for those that live in the 55+ community. He noted that when they go to resell this home, the buyer will need to be 55+ as well and asked the Council to keep that in mind. He stated that he understands that the County does the valuations, but explained that he and his neighbors need some help because his taxes will be well over \$10,000. He noted that when he had 2 acres out in the country, his taxes were a lot less than that and stated that while they enjoy living here, financially, it was a terrible decision for him to make that move.

There being no additional comment, Mayor Windschitl closed the public hearing at 8:40 p.m.

Councilmember Grau thanked the residents for attending tonight's meeting and sharing their thoughts with the Council. He stated that in looking at this information, the dollar values make a lot of sense to him, but understands that other people may see this differently and also understands that it will impact everyone differently. He stated that there was a question raised about the plan and vision for the City and explained that he was very proud of their vision and strategic plan moving forward. He stated that the thoughts shared that people will not be able to afford to live here and will need to leave was not something that he was denying, but feels that people also choose to live here because of the services they receive in the City, for example a strong Police and Fire Department, or well maintained roads. He stated that he viewed the budget as taking care of the people that he wants to take care of him. He noted that he didn't necessarily want to raise taxes and will have to pay them himself, but has realized that they are in a situation where there is aging infrastructure that does not support the size of the community and unfortunately there is not magic fund that they can dip into in order to pay for it. He assured the residents that he was listening to their concerns but also recognizes that they need to take care of their police, fire, and City Hall in a responsible way. He stated that he feels the Council has been very transparent through this process, but understands that not everyone will like the numbers. He explained that he wanted to make sure that the City was building for the future and its growth.

Councilmember Huang stated that he also had concerns about the numbers because they are pretty significant. He explained that he had looked at it from the perspective of 'needs' and

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noted that there are real structural problems happening. He shared examples of needs that exist for the firefighters and police force and stated that he feels the City needs to take care of these things and make it right. He stated that they also need to get the point where they can hire good officers and firefighters to take care of their citizens. He stated that the cost is absolutely painful and explained that when he first saw them he was not comfortable with them and had made a call and asked to look at other options. He stated that they discussed other options, at length, at one of their Work Sessions, including delaying and pushing it further out, however, the biggest problem is economics and inflation which means that if they push it out a year or two, then the costs end up being more. He explained that as much as he really abhors raising taxes, there are real needs present, so this is a painful call for the Council to make. He stated that he was trying to look at the long game and find a way to make an investment in the City that will last for another 30-40 years. He stated that his hope is that through the years there will be new businesses and residents that it will help spread out those costs and help bring the overall tax rate back down again. He noted that the downside of this is that they have to take a bit of a hit right now, financially and assured residents that raising taxes was not something he took lightly.

Councilmember Hubbard stated that she also appreciated the residents who were in attendance at tonight's meeting and took the time to share their concerns. She stated that she shares their pain and explained that her statement showed a 9.3% increase, which is a hard hit to her household finances, but as Councilmembers Grau and Huang explained, she also understands the 'why' behind the 'ask' but that still did not make it an easy decision. She explained that when she was elected in 2019, she made a point to tour all the facilities and have conversations with all of the departments. She shared the example of touring the Police Department and her feeling dumbfounded that they were able to function so well with the space that they had. She stated that she has stated that it was like they were operating out of a match box and gave examples of shower curtains separating desk areas and the evidence and break room sharing space. She listed other examples of the municipal facility and having equipment outdoors and the challenges that can create. She reiterated that it is difficult to sit on the Council and make the decision to raise taxes, but agreed with Councilmember Huang that this is the right time to do it. She stated that while it was unfortunate that it seemed like everything was coming all at once, it does not change the fact that the need is truly there for the existing buildings which were constructed in the 1980s and 1990s and their capacity has been met or exceeded. She stated that there are unintended costs that would be incurred if they choose not to act which are harder to quantify and does not want people to worry about whether or not the police will be able to respond quickly or that a watermain break could be serviced and repaired quickly. She stated that was why she felt this was important and would take full accountability for knowing all the facts and figures that have been presented to the Council and the reasons behind their decisions. She stated that she also feels that the Council is really taking on the responsibility of truly caring for the community, keeping everyone safe, and keeping all their services functioning.

Councilmember Hatfield stated that when she was 27 she decided she wanted to run for Council because she felt that she did not really see a group of people serving that represented her. She explained that she lives on one income in a small house in downtown Chaska and has a heap of student loans. She stated that she wanted to see proactive leaders that were addressing the

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community needs. She noted that she wished that the Council would have been talking about these buildings 5 years ago too, but that is easy to say when you are looking backwards. She stated that she wants to be kind and understanding about what she wished they would have done that may now be leading to what is happening. She stated that when they gain knowledge, it is important to apply it so when they know better, they do better, which is where she feels they are today. She stated that being on one income, she also does not like the idea of raising taxes, because it makes things very difficult for her personally, but also thinks of those that are on fixed incomes and the difficulties that it may bring. She noted that low taxes are not synonymous with living in a community that meets your needs and explained that she wants to live in a community where the leaders are thoughtfully considering what is needed in order to keep it somewhere she wants to live, which is what she feels they are doing. She reiterated that supporting this was not an easy decision, but they have been talking about this for a long time and now that they know more, they need to do better.

Mayor Windschitl stated that there is nothing worse than dealing with the budget this time of year, but agreed with statements made by other Councilmembers that this has not been taken lightly. He explained that they have been talking about this for a long time and noted that when he became mayor in 2010 they talked about their buildings and various needs but they were in the middle of a recession. He stated that it took seven years to get back to where they were prior to the recession. He noted that there were four years where the City never raised taxes because at the time they didn't think they could do it, but looking back now, he believes that was a mistake. He stated that he takes ownership because he was part of that decision and now feels that they should have been doing modest increases. He stated that he did not think that Chaska had ever had the lowest tax rate in the metro area, but agreed that they were among the lowest. He noted that in 2018 or 2019 they had proposed a new library and had various plans in place to move forward until the referendum failed. He stated that looking back now, that may have been a good thing because then Covid hit. He explained that he feels the statement that the City had not been talking about new buildings was not accurate because they have been and this was not happening 'all of a sudden'. He gave the example of 30% of their equipment being stored outside and unsecured. He stated that the City is growing and agreed that this would be a bad idea if they were stale and not growing. He stated that they have been working really hard to bring industrial growth to the City and noted that the example given earlier about a home in Eden Prairie that paid less in taxes was partly due to the fact that they have so much industry there. He stated that the question raised about doing this now can be traced back to something he feels is important which is recruitment and retention of police officers, but also for City employees, in general. He shared examples of City building issues that the employees have to deal with and wants them to feel comfortable and safe. He stated that he understands that this is not easy but feels that they have hit a wall and is not about 'wants', but is truly about 'needs' at this point. He expressed his appreciation for the residents that took the time to come in and address the Council and noted that he believes that in all his time serving the City, this was the most he had ever seen attend the Truth in Taxation hearing. He assured residents that the Council has spent a lot of time talking about this and, while difficult, feel it is important.

Mayor Windschitl reiterated that he understood this was difficult and noted that if people feel as though their property values were not accurate that they contact the County. He stated the

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Council does not take this decision lightly and both they and City staff have spent a lot of time looking at all the options. He stated that if there were any residents that would like to come and tour the existing facilities he asked that they reach out because they would be happy to make those arrangements for them.

Councilmember Hubbard noted that there were also virtual tours available.

Mayor Windschitl recessed the meeting at 9:19 p.m. and reconvened at 9:21 p.m.

8.B. Adopt Resolution No. 2023-92 Authorizing Issuance and Awarding Sale of G.O. Bonds, Series 2023A

City Administrator Podhradsky introduced the item to the Council and provided a presentation on it.

Motion by Councilmember Huang, second by Councilmember Hatfield to adopt Resolution No. 2023-92 Awarding \$10,065,000 of General Obligation Bonds, Series 2023A to Robert W. Baird based on their low bid of 3.509%.

Motion carried.

9. Bills

9.A. Accounts Payable Claims Roster 12-4-2023

The Council requested further information about bills related to storm drain cleaning, updated irrigation, Standard and Poor's, and purchase card (P-card) usage.

City Administrator Podhradsky provided further information regarding those bills.

Motion by Councilmember Huang, second by Councilmember Grau 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

Councilmember Hubbard:

- Attended the Tree Lighting ceremony and appreciated the mild temperatures
- Volunteered at the Heroes and Helpers event last week and expressed appreciation to the Rotary Club and the Lions Club for their financial support
- She encouraged residents to Shop Local if they still had gifts to buy for the holidays
- Outlined her suggestion for combining the Santa Parade with the Tree Lighting event, in the future, in order to draw more people and create more 'buzz' for the City

Councilmember Hatfield:

- Thanked everyone that attended the Hometown Holiday event
- Coffee with a Cop will take place at 9:00 a.m. on December 20, 2023 at the Gateway Drive Caribou Coffee.
- Food distribution will be on December 21, 2023 at noon

Councilmember Huang:

- Attended the Hometown Holiday Lighting Ceremony and the Tree Lighting Event which both had a great turnout.
- Santa Parade will be on December 20, 2023
- Outlined the request from Senator Coleman for a representative to speak at the Metropolitan Governance Task Force on January 9, 2024 in Shakopee

The Council discussed options for this giving feedback and suggested that it be discussed at their upcoming Work Session.

- Asked about the plans from the new owners of the Town Square space from hotel to residential

City Administrator Podhradsky explained that the sale has not closed and staff has informed them that they need to contact the City, because it is zoned as a hotel.

- Noted that there are plans to replace his neighborhood monument sign that had been damaged in a car accident this fall and explained that they were still working through the insurance process for repairs

Councilmember Grau:

- Expressed his appreciation for those that have chosen to serve on the Council and their honest and transparency in the face of difficult decisions

Mayor Windschitl:

- Outlined the upcoming meeting schedule for the next few months.
- Reminded residents of the Santa Parade coming up on December 20, 2023 and encouraged them to follow the City on social media and the City's webpage for updates. He noted that there will be a Santa tracker so arrival time in the neighborhoods will be easy to follow.
- Attended the Tree Lighting Ceremony and was amazed at how many people were in attendance.
- Suggested that the City take a look at a possibility for families to decorate trees throughout the park perhaps through some sort of lottery selection
- Extended his congratulations to the Chanhassen football team for winning the State title. He explained that his grandson plays on the team and it was fun to see them mature and progress through the season.

11. Adjourn

Motion by Councilmember Huang, second by Councilmember Hubbard to adjourn the meeting at 10:15 p.m.

Motion carried.

REQUEST FOR ACTION CHASKA CITY COUNCIL 12/18/2023

Subject: Tri-City Tactical Team Joint Powers Agreement

Prepared By: Ryan Seibert, Chief of Police

Background

The Tri-City Tactical Team (TCTT) is comprised of the Counties of Carver and Scott, on behalf of their Sheriff's Offices, as well as the Cities of Prior Lake, Savage, and Shakopee, on behalf of their Police Departments. In addition, the TCTT is governed by a joint powers agreement (JPA) between the parties that allows for coordinated response and resolution to high-risk or critical incidents, while preserving human life. In addition to tactical operations, resources provided by the TCTT include a crisis negotiation unit and tactical emergency medical services.

The City of Chaska Police Department has not been a member of the TCTT in the past and not involved with any tactical team since the 1990s. Involvement with the collaborative team would enhance response and resolution capabilities during high-risk or critical incidents that may occur within our jurisdiction. Chaska Police Officers selected for positions on the team would receive enhanced training that would benefit them and the community in practical ways during their regular job duties. Joining the TCTT also allows our department to offer new experiences and career growth opportunities to department members.

The member dues for the 2024-2028 JPA are set at \$15,000 annually for each community. Membership dues also cover the costs of TCTT-related training.

It is recommended that the City of Chaska Police Department seek membership with the TCTT and initially staff three police officers to serve as "operators" on the team.

Attachment

- Tri-City Tactical Team 2024-2028 Joint Powers Agreement

Recommended Action

Motion to authorize the Mayor Pro Tem and City Administrator of the City of Chaska to act as the signing authority to approve the Tri-City Tactical Team Joint Powers Agreement.



TRI-CITY TACTICAL TEAM JOINT POWERS AGREEMENT

This Joint Powers Agreement (“Agreement”), is entered by and between the Counties of Carver and Scott, on behalf of their Sheriff’s Offices, the Cities of Chaska, Prior Lake, Savage, and Shakopee, on behalf of their Police Departments (herein collectively referred to as “Members”).

Recitals

Under Minnesota Statutes § 471.59, the Members are empowered to engage in agreements that are necessary to exercise their powers. The parties wish to preserve human life by responding to and resolving high risk or critical incidents.

Agreement

1. Term of Agreement

1.1 Effective Date. This Agreement is effective January 1, 2024.

1.2 Expiration Date. This Agreement expires December 31, 2028, unless terminated earlier pursuant to clause 16.

2. Purpose

The Members enter into this Agreement to establish an organization through which the parties may jointly and cooperatively provide for and operate a multi jurisdictional tactical team, the Tri-City Tactical Team (TCTT).

3. Membership

3.1 Any Governmental Unit with a law enforcement agency, located in Carver or Scott County is eligible to be a Member of the TCTT.

3.2 A Governmental Unit desiring to be a Member, shall submit their request in writing and shall be admitted only upon the favorable vote of two-thirds of the Governing Board of Directors. If admitted, the new Governmental Unit shall execute a copy of this Agreement, provide personnel, and pay the established Membership dues, as stated within.

4. Organizational Structure

4.1 TCTT. A multi-jurisdictional tactical unit consisting of Member agencies.

4.2 Member. A Governmental Unit providing personnel and paying Member dues with voting rights in TCTT business.

4.3 Governing Board of Directors/Directors. The governing body of the TCTT, composed of the full-time, licensed chief law enforcement officer employed by each Member, or their designee. Directors shall not be compensated by the TCTT.

- 4.4 Commander.** A full-time, licensed peace officer employed by a Member's agency and assigned by the Governing Board of Directors to direct and supervise all operational activities of the TCTT. Duties and responsibilities of this role are detailed in the Operations Manual.
- 4.5 Assistant Commander.** A full-time, licensed peace officer employed by a Member's agency and assigned by the Governing Board of Directors to assist the Commander with direction and supervision of all operational activities of the TCTT. Duties and responsibilities of this role are detailed in the Operations Manual.
- 4.6 Team Leaders.** Full-time, licensed peace officers employed by Member agencies and assigned by Tactical Command Staff to be liaisons between the team members and Tactical Command Staff during a deployment pursuant to this agreement. Team leaders are also qualified Operators. Duties and responsibilities of this role are detailed in the Operations Manual.
- 4.7 Operators.** Full-time, licensed peace officers employed and assigned by Member agencies, specifically selected, trained, and equipped to work on a coordinated team to resolve critical incidents. Duties and responsibilities of this role are detailed in the Operations Manual.
- 4.8 Crisis Negotiation Unit.** A designated group of law enforcement personnel specifically selected, trained, and equipped to work as a coordinated team to resolve critical incidents that may exceed the capabilities of first responders. Duties and responsibilities of this group are detailed in the Operations Manual.
- 4.9 Tactical Emergency Medical Services.** A group of qualified medics specifically selected, trained, and equipped to work as a coordinated team to care for the welfare of all TCTT members during tactical operations. Duties and responsibilities of this group are detailed in the Operations Manual.
- 4.10 Business Agent.** A qualified staff person employed by a Member's agency and appointed by the Governing Board of Directors to maintain the TCTT financial records and coordinate this Agreement.

5. Powers of the Governing Board of Directors

5.1 The Governing Board of Directors may:

- 5.1.1** Enter into any contract necessary or proper for exercise of its powers or the fulfillment of its duties and enforce such contracts to the extent available in equity or at law.
- 5.1.2** Apply for and accept gifts, donations or grants of money or other property (excluding real property) or assistance from the United States government, law enforcement agencies, corporations, non-profit corporations or any person, association, or agency for any of its purposes; enter into any agreement in connection therewith; and hold, use and dispose of such money or other property and assistance in accordance with the terms of the gift, donation, or grant.
- 5.1.3** With respect to any such gifts, donations or grants, in the event there may be a demonstrable conflict of interest between the terms of the gift, donation or grant, or requests for assistance, that rise either under the TCTT Operations Manual or under accepted professional standards of conduct, then the TCTT shall decline such gift, donation, grant or assistance.
- 5.1.4** Cooperate with any other federal, state or local law enforcement agencies to accomplish the purpose for which the TCTT is organized.

6. Responsibilities

6.1 Members shall:

- 6.1.1** Support the Commander's and Operator's discretionary powers of arrest in their jurisdiction, pursuant to Minnesota States § 471.59, subdivision 12.
- 6.1.2** Assign personnel to the TCTT and provide them with the uniform and equipment detailed in the Operations Manual.
- 6.1.3** Upon request of the Commander and approval of the Governing Board of Directors, take any disciplinary action necessary and/or change assignment of their agency's assigned Operator(s).

6.2 The Governing Board of Directors shall:

- 6.2.1** Be responsible for the overall management, operations and budget of the TCTT.
- 6.2.2** Adopt an Operations Manual to govern its operation. Such guidelines must be consistent with this Agreement and all applicable laws and regulations.
- 6.2.3** Exercise all powers granted herein in a fiscally responsible manner and in accordance with the requirements of law.
- 6.2.4** Coordinate information between the Members and the TCTT.
- 6.2.5** Obtain and maintain liability insurance in amounts not less than the statutory liability limits established under Minnesota Statutes Chapter 466. The Governing Board of Directors may obtain other insurance it deems necessary to insure the TCTT, the Governing Board of Directors, the Members, and employees of the Members for actions rising out of this Agreement. The costs of liability insurance shall be payable from TCTT funds. The TCTT shall not take any actions under this Agreement until or unless such liability insurance is in effect.
- 6.2.6** Conduct regular meetings on an agreed-upon frequency to review operational activities and expenditures, discuss relevant items, and establish and review policies and procedures as needed. The Members recognize that meetings are subject to "open meeting laws" pursuant to Minnesota Statute Chapter 13D.
- 6.2.7** Function by a majority vote of Directors, or their designees present, provided that a quorum is present. The presence of a simple majority of Governing Board of Directors or their designees shall constitute a quorum. Each Member shall have one vote at any meeting of the Governing Board of Directors. Proxy votes are not permitted.
- 6.2.8** Adopt an annual budget and approve budget amendments when necessary.
- 6.2.9** Approve all expenditures and disburse funds in a manner which is consistent with the Agreement any applicable laws, and procedures of the Business Agent.
- 6.2.10** Not change annual Member dues, without giving written notice by April 30th of the year prior to the year requiring the increase to allow for reasonable budget planning and adoption.

6.3 The Business Agent shall:

- 6.3.1** Maintain the TCTT's financial records.
- 6.3.2** Manage accounts and funds according to generally accepted accounting principles.
- 6.3.3** Perform accounting tasks including, but not limited to accounts payable and accounts receivable.
- 6.3.4** Comply with all fiscal-related grant reporting requirements.
- 6.3.5** Provide monthly and annual financial reporting, including expenditures and fund balances to the Commander.
- 6.3.6** Support budget development.

6.3.7 Coordinate amendments or renewals to this Agreement, and updates to the Operations Manual.

6.3.8 Coordinate contracts entered into by the Governing Board of Directors.

7. Equipment and Property

7.1 All individually owned property brought by a Commander, Assistant Commander, Operator, or Member into the TCTT shall remain the property of that owner. Damage to or loss of individually owned property during TCTT operations shall be the responsibility of the owner. Individuals and Members waive the right to sue the TCTT or any other party for damage or loss, even if they were caused wholly or partially by the negligence of any other Member or their officers or employees.

7.2 Any property purchased by the TCTT shall be the property of the TCTT.

7.3 TCTT personnel shall be initially uniformed and equipped by their Member agency. Replacement of uniforms destroyed in service shall be at the expense of the TCTT.

7.4 The TCTT may issue specialized equipment to the Commander, Assistant Commander, and Operators as necessary.

8. Funding

8.1 Primary funding for the TCTT shall be annual contributions paid by each Member.

8.2 Member Dues. Members shall pay annual dues of fifteen thousand dollars (\$15,000.00).

9. Reimbursements

9.1 The TCTT shall reimburse hourly wages for Business Agent service. Upon approval by the Commander, reimbursements will be issued to the Member.

9.2 In the event the TCTT provides extensive response service to a non-Member agency, Members may submit actual costs incurred for the event including but not limited to salaries, overtime, materials and supplies, to the Commander. The Commander will work with the Business Agent to summarize the total costs and recommend billable efforts to the Governing Board of Directors. With approval from the Governing Board of Directors, each Member and the TCTT may invoice the non-Member directly for their respective portions.

10. Amendments and Agreement Complete

10.1 Any Member wishing to submit an amendment to this Agreement shall do so by submitting a written proposal to the Governing Board of Directors at a regularly scheduled or special meeting. The Governing Board of Directors shall forward the proposed amendment, with a recommendation, to each Member within ninety (90) days of receipt of the proposal. Each Member shall respond within sixty (60) days of receipt of the proposal. If no response is received from any Member, the amendment is deemed to be rejected.

10.2 Amendment to this Agreement shall only be effective if each Member agrees, in writing, to the proposed change or amendment.

10.3 This Agreement sets forth all negotiations and agreements between the Members. No other understandings regarding this Agreement, whether oral or written, may be used to bind any Member.

11. Indemnification

11.1 The TCTT shall be considered a separate and distinct public entity to which the Members have transferred all responsibility and control for actions taken pursuant to this Agreement. To the fullest extent permitted by law, actions by the Members pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of

the Members that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes Section 471.59, subdivision 1a (b); provided further that for purposes of that statute, each Member expressly declines responsibility for the acts or omissions of the other party. The Members are not liable for the acts or omissions of the other Members except to the extent to which they have agreed in writing to be responsible.

11.2 The TCTT shall defend, indemnify and hold harmless the Members against all claims, losses, liabilities, suits, judgments, costs and expenses arising out of action or inaction of the Governing Board, its directors, the TCTT Commander and Assistant Commander, and other employees or operators of the TCTT pursuant to this Agreement. The TCTT shall defend and indemnify the employees of any Member acting pursuant to the Agreement except for any act or omission for which the Member's employee is guilty of malfeasance, willful neglect of duty or bad faith. This Agreement to defend and indemnify does not constitute a waiver by the TCTT or any Member of the limitations on liability provided by Minnesota Statutes Chapter 466.

12. Personnel Employment

All personnel assigned or appointed to the TCTT shall remain employees of the Member that has assigned them to the TCTT and shall be compensated by that Member, not the TCTT.

13. Workman's Compensation

Each Member shall be responsible for injuries to or death of its own employees in conjunction with services provided pursuant to the Agreement. Each Member shall maintain workers' compensation coverage or self-insurance coverage, covering its own personnel while they are operating for the TCTT. Each Member waives the right to sue any other party for any workers' compensation benefits paid to its own employee or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Member or its officers, employees or agents.

14. Audits

Pursuant to Minnesota Statutes §16C.05, Subd. 5, the books, records, documents, and accounting practices and procedures relevant to this Agreement are subject to examination by the Members, and/or the State Auditor, and/or any of their duly authorized representatives, as appropriate.

15. Government Data Practices

Each Member agrees to comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, as it applies to all data created, collected, received, stored, used, maintained or disseminated by the TCTT. If a Member receives a request to release the data referred to in this section, it must immediately notify the TCTT Commander, who shall act as the Data Practices Responsible Authority and Compliance Official.

16. Withdrawal and Dissolution

16.1 Withdrawal. Any Member may terminate its participation in this Agreement upon thirty (30) days written notice to the Governing Board of Directors. No refund will be issued by the TCTT of any annual contribution paid by the withdrawing party. All rights to TCTT funds and assets are relinquished by the Member upon withdrawal. Withdrawal shall not discharge any liability incurred by any Member prior to withdrawal. Such liability shall continue until discharged by law or agreement. Withdrawal by any Member shall not terminate this Agreement with respect to any parties who have not withdrawn.

16.2 Dissolution. This Agreement shall remain in full force and effect unless a majority of the Members' governing bodies vote in favor of dissolution, if dissolution is necessitated by operation of law as a result of a decision by a court of competent jurisdiction, or when a majority of remaining Members agree to terminate the Agreement upon a date certain.

16.3 Effect of Termination. Termination of this Agreement shall not discharge any liability incurred by the TCTT or by the Members during the term of this Agreement. Any individually-owned property and equipment brought into the TCTT by a Member remains the property of that Member. Upon termination of this Agreement and after payment of all outstanding obligations, property, equipment or surplus money owned by the TCTT shall be distributed equally to the current Members.

City of Chaska

Mayor Pro Tem:_____

City Administrator:_____

REQUEST FOR ACTION CHASKA CITY COUNCIL 12/18/2023

Subject: Southwest Metro Drug Task Force Joint Powers Agreement

Prepared By: Ryan Seibert, Chief of Police

Background

The Southwest Metro Drug Task Force (SWMDTF) is comprised of the Counties of Carver, McLeod, and Scott, on behalf of their Sheriff's Offices; the Cities of Belle Plaine, Brownston, Chaska, Hutchinson, Lester Prairie, New Prague, Jordan, Prior Lake, and Shakopee, on behalf of their Police Departments; and the Cities of Carver, Chanhassen, Cologne, Mayer, Norwood Young America, Waconia, and Watertown as governmental units. In addition, the SWMDTF is governed by a joint powers agreement (JPA) between the parties that allows the task force to reduce felony-level drug trafficking and its harmful consequences in a multi-jurisdictional effort.

The City of Chaska entered a JPA for the SWMDTF in 2021 as a member governmental unit. Members have voting rights on the SWMDTF Board of Directors and can either provide personnel to the task force or pay member dues annually. The City of Chaska has elected to pay member dues and not supply dedicated personnel to the task force.

The member dues for the 2024-2028 JPA remain unchanged, with a cost of \$16,800 annually for a city with a population exceeding 7,000 residents.

Since joining the SWMDTF, the collaborative task force has assisted the Chaska Police Department with numerous narcotics-related investigations and continues to provide valuable public-safety resources to our community. In 2022, 17 narcotics-related investigations were initiated by the task force in the City of Chaska. Staff recommends a continuation of our involvement in the multi-jurisdictional task force.

Attachment

- Southwest Metro Drug Task Force 2024-2028 Joint Powers Agreement

Recommended Action

Motion to authorize the Mayor Pro Tem and City Administrator of the City of Chaska to act as the signing authority to approve the Southwest Metro Drug Task Force Joint Powers Agreement.



SOUTHWEST METRO DRUG TASK FORCE JOINT POWERS AGREEMENT

This Joint Powers Agreement ("Agreement"), is entered by and between the Counties of Carver, McLeod, and Scott, on behalf of their Sheriff's Offices, the Cities of Belle Plaine, Brownston, Chaska, Hutchinson, Lester Prairie, New Prague, Jordan, Prior Lake, and Shakopee, on behalf of their Police Departments, and the Cities of Carver, Chanhassen, Cologne, Mayer, Norwood Young America, Waconia, and Watertown ("Governmental Units").

Recitals

Under Minnesota Statutes § 471.59, the Governmental Units are empowered to engage in agreements that are necessary to exercise their powers. The parties wish to work together to reduce felony level drug trafficking and related violent crime within the parties' jurisdictions.

Agreement

1. Term of Agreement

1.1 Effective Date. This Agreement is effective January 1, 2024.

1.2 Expiration Date. This Agreement expires December 31, 2028, unless terminated earlier pursuant to clause 17.

2. Purpose

The Governmental Units enter into this Agreement to establish an organization through which the parties may jointly and cooperatively provide for and operate a multi jurisdictional drug task force, the Southwest Metro Drug Task Force (SWMDTF).

3. Membership

3.1 Any Governmental Unit with a law enforcement agency, located in Carver, McLeod, or Scott County is eligible to be a "Member" or "Partner" of the SWMDTF.

3.2 A Governmental Unit desiring to be a Member or Partner, shall submit their request in writing and shall be admitted only upon the favorable vote of two-thirds of the Governing Board of Directors. If admitted, the new Governmental Unit shall execute a copy of this Agreement and provide personnel, or pay the established Membership dues, as stated within.

4. Organizational Structure

4.1 SWMDTF. A multi-jurisdictional tactical unit consisting of Member and Partner agencies.

4.2 Member. A Governmental Unit providing personnel or paying Member dues with voting rights in SWMDTF business.

- 4.3 Partner.** A Governmental Unit with desire to follow closely the activities of the SWMDTF but not providing personnel or paying Partner dues and not having voting rights in SWMDTF business.
- 4.4 Governing Board of Directors/Directors.** The governing body of the SWMDTF, composed of the full-time, licensed chief law enforcement officer employed by each Member, or their designee. Directors shall not be compensated by the SWMDTF.
- 4.5 Executive Director.** An incumbent of the Governing Board of Directors, representing the same Member agency of the appointed Commander, assigned to a lead role for the Directors.
- 4.6 Commander.** A full-time, licensed peace officer employed by the Executive Director's Member's agency, assigned to devote 100 percent of their work time to directing Agents and overseeing all operational activities of the SWMDTF.
- 4.7 Agents.** Full-time, licensed peace officers employed by Member agencies and assigned to devote 100 percent of their work time to SWMDTF operations.
- 4.8 Business Agent.** A qualified staff person employed by a Member's agency and appointed by the Governing Board of Directors to maintain the SWMDTF financial records and coordinate this Agreement.
- 4.9 Support Staff.** An Administrative Assistant, employed and assigned by Scott County to devote up to 20 hours per week to SWMDTF administrative support.
- 4.10 Legal Advisor.** A licensed Attorney, employed and assigned by Carver County to provide legal advice for the operations of the SWMDTF.

5. Powers of the Governing Board of Directors

5.1 The Governing Board of Directors may:

- 5.1.1** Adopt bylaws to govern its operation. Such bylaws must be consistent with this Agreement and all applicable laws and regulations.
- 5.1.2** Enter into any contract necessary or proper for exercise of its powers or the fulfillment of its duties and enforce such contracts to the extent available in equity or at law.
- 5.1.3** Apply for and accept gifts, donations or grants of money or other property (excluding real property) or assistance from the United States government, law enforcement agencies, corporations, non-profit corporations or any person, association, or agency for any of its purposes; enter into any agreement in connection therewith; and hold, use and dispose of such money or other property and assistance in accordance with the terms of the gift, donation, or grant.
- 5.1.4** With respect to any such gifts, donations or grants, in the event there may be a demonstrable conflict of interest between the terms of the gift, donation or grant, or requests for assistance, that rise either under the SWMDTF by-laws or under accepted professional standards of conduct, then the SWMDTF shall decline such gift, donation, grant or assistance.
- 5.1.5** Cooperate with any other federal, state or local law enforcement agencies to accomplish the purpose for which the SWMDTF is organized.

6. Responsibilities

6.1 Members shall:

- 6.1.1** Support the Commander's and Agent's discretionary powers of arrest in their jurisdiction, pursuant to Minnesota States § 471.59, subdivision 12.
- 6.1.2** Provide its licensed peace officer staff assigned to the SWMDTF with a weapon, portable radio, and cell phone.

- 6.1.3 Provide fuel for SWMDTF-owned vehicles assigned to the Commander and Agents.
- 6.1.4 Upon request of the Commander and approval of the Governing Board of Directors, take any disciplinary action necessary and/or change assignment of their agency's assigned Agent.

6.2 Partners shall:

- 6.2.1 Support the Commander's and Agent's discretionary powers of arrest in their jurisdiction, pursuant to Minnesota States § 471.59, subdivision 12.
- 6.2.2 Appoint a representative and an alternate representative to receive communication from the SWMDTF. These representatives may attend Governing Board of Directors meetings.
- 6.2.3 Submit a request in writing, if desiring to change their status from Partner to Member.

6.3 The Governing Board of Directors shall:

- 6.3.1 Be responsible for the overall management, operations and budget of the SWMDTF.
- 6.3.2 Exercise all powers granted herein in a fiscally responsible manner and in accordance with the requirements of law.
- 6.3.3 Coordinate information between the Members and the SWMTDF.
- 6.3.4 Obtain and maintain liability insurance in amounts not less than the statutory liability limits established under Minnesota Statutes Chapter 466. The Governing Board of Directors may obtain other insurance it deems necessary to insure the SWMDTF, the Governing Board of Directors, the Members, and employees of the Members for actions rising out of this Agreement. The costs of liability insurance shall be payable from SWMDTF funds. The SWMDTF shall not take any actions under this Agreement until or unless such liability insurance is in effect.
- 6.3.5 Conduct regular meetings on an agreed-upon frequency to review operational activities and expenditures, discuss relevant items, and establish and review policies and procedures as needed. The Members recognize that meetings are subject to "open meeting laws" pursuant to Minnesota Statute Chapter 13D.
- 6.3.6 Function by a majority vote of Directors, or their designees present, provided that a quorum is present. The presence of a simple majority of Governing Board of Directors or their designees shall constitute a quorum. Each Member shall have one vote at any meeting of the Governing Board of Directors. Proxy votes are not permitted and Partner representatives shall not be counted for quorum purposes.
- 6.3.7 Adopt an annual budget and approve budget amendments when necessary.
- 6.3.8 Approve all expenditures and disburse funds in a manner which is consistent with the Agreement any applicable laws, and procedures of the Business Agent.
- 6.3.9 Not change annual Member or Partner dues, without giving written notice by April 30th of the year prior to the year requiring the increase to allow for reasonable budget planning and adoption.

6.4 The Executive Director shall:

- 6.4.1 Be responsible for presiding over Governing Board of Directors meetings, unless unavailable, in which case any Director may fill in.
- 6.4.2 Maintain frequent communications with Members and Partners.
- 6.4.3 Maintain direct oversight of the Commander.

6.5 The Commander shall:

- 6.5.1** Develop best practices and policies for SWMDTF operations.
- 6.5.2** Have the authority and responsibility to direct all Agent and Support Staff activities.
- 6.5.3** Have the authority and responsibility to evaluate agent performance.
- 6.5.4** Have the authority and responsibility to write letters of commendation for Agents, if requested.
- 6.5.5** Have the authority and responsibility to suspend Agents from SWMDTF duties and order them back to their Member agency; and recommend agent assignment cancellations to the Governing Board of Directors when appropriate.
- 6.5.6** Work with the Business Agent to complete operational receivables, disbursements, and grant management.
- 6.5.7** Comply with all operations-related grant reporting requirements.
- 6.5.8** Ensure maintenance, retention and security of all minutes, records, books, and reports.
- 6.5.9** Coordinate the management of records relevant to a suspect's personal information and any alleged criminal activity. All SWMDTF case information shall be recorded and/or stored in the SWMDTF Records Management System.
- 6.5.10** Maintain statistics containing information relevant to all SWMDTF arrests, property seizures, controlled substance seizures and forfeitures.
- 6.5.11** Report operational and fiscal activities to the Governing Board of Directors at least quarterly.
- 6.5.12** By December 15th of each year, prepare and present a budget for the following calendar year to be adopted by the Governing Board of Directors.

6.6 The Agents shall:

- 6.6.1** Consider their assignment to the SWMDTF to be a privilege, perform at an acceptable level, and comply with SWMDTF policies and procedures.
- 6.6.2** Obtain training prior to assignment or as soon as reasonably practical thereafter and maintain proficiency throughout assignment in the following areas:
 - 6.6.2.1** Search warrants/entries/raid planning and execution
 - 6.6.2.2** Civil process/forfeiture procedures
 - 6.6.2.3** Evidence collection/testing/handling/packaging/documentation
 - 6.6.2.4** Surveillance techniques/counter surveillance awareness
 - 6.6.2.5** Electronic surveillance device usage/capabilities/limitations
 - 6.6.2.6** Formal complaints/charging
 - 6.6.2.7** Covert operations/plain clothes/undercover operations
 - 6.6.2.8** Interview/interrogation/statements
 - 6.6.2.9** Investigative strategies
- 6.6.3** Perform duties under the supervision and coordination of the Commander.
- 6.6.4** Work on behalf of the SWMDTF by gathering and acting on information and investigating specific cases related to felony level drug distribution in the Members' jurisdictions.
- 6.6.5** Timely submit all required reports and case work documents, as directed.

6.7 The Business Agent shall:

- 6.7.1** Maintain the SWMDTF's financial records.
- 6.7.2** Manage accounts and funds according to generally accepted accounting principles.
- 6.7.3** Perform accounting tasks including, but not limited to accounts payable, accounts receivable, forfeiture disbursements and bank deposit preparation.

- 6.7.4 Comply with all fiscal-related grant reporting requirements.
- 6.7.5 Provide monthly and annual financial reporting, including expenditures and fund balances to the Commander.
- 6.7.6 Support budget development.
- 6.7.7 Coordinate amendments or renewals to this Agreement.
- 6.7.8 Coordinate contracts entered into by the Governing Board of Directors.

6.8 The Support Staff shall:

- 6.8.1 Attend Governing Board of Directors meetings and take meeting minutes.
- 6.8.2 Perform administrative tasks including, but not limited to: case-related record management; forfeiture documentation; and statistical reporting.
- 6.8.3 Be primarily located at the SWMDTF facility when providing service.

6.9 The Legal Advisor shall:

- 6.9.1 Attend Governing Board of Directors meetings at the request of the Commander to advise on current operational topics.
- 6.9.2 Provide legal guidance directly to Commander on operational inquiries, including but not limited to, cases involving entities outside Member jurisdictions.

7. Operations

- 7.1 All SWMDTF equipment, information and records should be stored at the SWMDTF facility. The Commander and Agents may assist Member law enforcement agencies with technical advice and support, and provide needed equipment to Members, if available.
- 7.2 Agents shall have discretionary powers of arrest in all Member's jurisdictions, pursuant to Minnesota Statutes §471.59, subdivision 12.
- 7.3 The SWMDTF's Records Management System shall be provided by Scott County.

8. Equipment and Property

- 8.1 All individually owned property brought by a Commander, Agent, or Member into the SWMDTF shall remain the property of that owner. Damage to or loss of individually owned property during SWMDTF operations shall be the responsibility of the owner. Individuals and Members waive the right to sue the SWMDTF or any other party for damage or loss, even if they were caused wholly or partially by the negligence of any other Member or their officers or employees.
- 8.2 Any property purchased by the SWMDTF shall be the property of the SWMDTF.
- 8.3 The SWMDTF may issue equipment to the Commander and Agents as necessary, including but not limited to a SWMDTF-owned (or leased) vehicle, which will be maintained and insured by the SWMDTF.
- 8.4 Items seized through actions of the SWMDTF and forfeited through legal process, such as jewelry, vehicles, or real estate may be sold or disposed of by the SWMDTF in a manner permitted by law.
- 8.5 Forfeited funds and proceeds from forfeited item sales, once cleared by the district court, will be distributed according to Minnesota Statutes.
- 8.6 All firearms seized by the SWMDTF shall be destroyed.

9. Funding

- 9.1 Primary funding for the SWMDTF shall be federal and state grants and donations.
- 9.2 SWMDTF distributions from forfeited funds and proceeds from forfeited item sales shall become SWMDTF assets and held for supplemental funding for operations and expenses.

9.3 Member Dues. Unless specified below, Members shall provide personnel or pay annual dues as follows:

9.3.1 City/County populations shall be determined by the latest Metropolitan Council's Annual Population Estimates, available on January 1st.

9.3.2 City/County with a population at, or exceeding, 7,000 on January 1, 2024 - sixteen thousand eight hundred dollars (\$16,800)

9.3.3 City/County with a population under 7,000 - eight thousand four hundred dollars (\$8,400)

9.3.4 In the event a City/County reaches a population of 7,000 or more during the term of this Agreement dues shall increase over the following years as follows:

Year 1 Following Threshold of 7,000	\$11,200
Year 2	\$14,000
Year 3	Current Dues for City/County with a Population Exceeding 7,000

9.3.5 In the event there are no grant funds to pay for the reimbursement of Support Staff or Business Agent services as set out below, Members shall contribute equally towards the unpaid costs. In that event, Members shall be invoiced in January for their portion of the preceding calendar year's expenses.

9.4 Partner Dues. Partners shall pay annual dues of two thousand one hundred dollars (\$2,100).

10. Reimbursements

10.1 Members seeking eligible reimbursements as stated below, shall submit monthly invoices to the Business Agent by the last day of the month following the incursion of the expense. Upon approval by the Commander, reimbursements will be issued to Member.

10.2 The SWMDTF shall reimburse a rate of \$3,500 per month for Commander service.

10.3 The SWMDTF shall reimburse overtime wages for Agent service.

10.4 The SWMDTF shall reimburse training expenses relative to topics listed in 6.6.2 for prospective Agents. If prospective Agents are not ultimately assigned to the SWMDTF, the Member agency shall refund the SWMDTF for those expenses.

10.5 The SWMDTF shall reimburse hourly wages for Business Agent service.

10.6 The SWMDTF shall reimburse wages and benefits for up to the equivalent of .50 FTE in Support Staff service.

10.7 The SWMDTF may reimburse hourly wages for Legal Advisor service.

11. Amendments and Agreement Complete

11.1 Any Member wishing to submit an amendment to this Agreement shall do so by submitting a written proposal to the Governing Board of Directors at a regularly scheduled or special meeting. The Governing Board of Directors shall forward the proposed amendment, with a recommendation, to each Member within ninety (90) days of receipt of the proposal. Each Member shall respond within sixty (60) days of receipt of the proposal. If no response is received from any Member, the amendment is deemed to be rejected.

11.2 Amendment to this Agreement shall only be effective if each Member agrees, in writing, to the proposed change or amendment.

11.3 This Agreement sets forth all negotiations and agreements between the Members. No other understandings regarding this Agreement, whether oral or written, may be used to bind any Member.

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- 12.1** The SWMDTF shall be considered a separate and distinct public entity to which the Members have transferred all responsibility and control for actions taken pursuant to this Agreement. To the fullest extent permitted by law, actions by the Members pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Members that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes Section 471.59, subdivision 1a (b); provided further that for purposes of that statute, each Member expressly declines responsibility for the acts or omissions of the other party. The Members are not liable for the acts or omissions of the other Members except to the extent to which they have agreed in writing to be responsible.
- 12.2** The SWMDTF shall defend, indemnify and hold harmless the Members against all claims, losses, liabilities, suits, judgments, costs and expenses arising out of action or inaction of the Governing Board, its directors, the Executive Director, the SWMDTF Commander and other employees or agents of the SWMDTF pursuant to this Agreement. The SWMDTF shall defend and indemnify the employees of any Member acting pursuant to the Agreement except for any act or omission for which the Member's employee is guilty of malfeasance, willful neglect of duty or bad faith. This Agreement to defend and indemnify does not constitute a waiver by the SWMDTF or any Member of the limitations on liability provided by Minnesota Statutes Chapter 466.

13. Personnel Employment

All personnel assigned or appointed to the SWMDTF shall remain employees of the Member that has assigned them to the SWMDTF and shall be compensated by that Member, not the SWMDTF.

14. Workman's Compensation

Each Member shall be responsible for injuries to or death of its own employees in conjunction with services provided pursuant to the Agreement. Each Member shall maintain workers' compensation coverage or self-insurance coverage, covering its own personnel while they are assigned to the SWMDTF. Each Member waives the right to sue any other party for any workers' compensation benefits paid to its own employee or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Member or its officers, employees or agents.

15. Audits

Pursuant to Minnesota Statutes §16C.05, Subd. 5, the books, records, documents, and accounting practices and procedures relevant to this Agreement are subject to examination by the Members, and/or the State Auditor, and/or any of their duly authorized representatives, as appropriate.

16. Government Data Practices

Each Member agrees to comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, as it applies to all data created, collected, received, stored, used, maintained or disseminated by the SWMDTF. If a Member receives a request to release the data referred to in this section, it must immediately notify the SWMDTF Commander, who shall act as the Data Practices Responsible Authority and Compliance Official.

17. Withdrawal and Dissolution

- 17.1 Withdrawal.** Any Member or Partner may terminate its participation in this Agreement upon thirty (30) days written notice to the Governing Board of Directors. No refund will be issued by the SWMDTF of any annual contribution paid by the withdrawing party. All rights to SWMDTF funds and assets are relinquished by the Member upon withdrawal. Withdrawal shall not discharge any liability incurred by any Member prior to withdrawal. Such liability shall continue until discharged by law or agreement. Withdrawal by any Member shall not terminate this Agreement with respect to any parties who have not withdrawn.
- 17.2 Dissolution.** This Agreement shall remain in full force and effect unless a majority of the Members' governing bodies vote in favor of dissolution, if dissolution is necessitated by operation of law as a result of a decision by a court of competent jurisdiction, or when a majority of remaining Members agree to terminate the Agreement upon a date certain.
- 17.3 Effect of Termination.** Termination of this Agreement shall not discharge any liability incurred by the SWMDTF or by the Members during the term of this Agreement. Upon termination of this Agreement and after payment of all outstanding obligations, property, equipment or surplus money held by the SWMDTF shall be distributed equally to the current Members.

City of Chaska

Mayor Pro Tem:_____

City Administrator:_____

REQUEST FOR ACTION CHASKA CITY COUNCIL 12/18/2023

**Subject: Adopt Resolution 2023-101 Approving an Amendment and
Assignment of a Tax Abatement Agreement**

Prepared By: Elise Durbin, Assistant City Administrator

In April 2013, the City Council approved a Tax Abatement Agreement with IP Stream Minneapolis, LLC for the construction of a new data center on 1708 West Creek Lane. The assistance provided through the abatement helped the business to construct their new data center due to the extraordinary costs associated with acquisition, grading, utility and street connections, and retaining wall construction. Since completion of the construction, IP Stream Minneapolis, LLC has been operating the site as a data center, meeting the requirements set forth in the Tax Abatement Agreement.

IP Stream Minneapolis, LLC has reached out to staff as they intend on selling the facility to LightEdge Solutions, LLC prior to the end of the year. It is the intent of LightEdge Solutions, LLC to continue data center operations at this facility and continue to meet the job and wage requirements set out in the tax abatement agreement. Because of this, both IP Stream Minneapolis, LLC and LightEdge Solutions, LLC have requested the assignment of the Tax Abatement Agreement from IP Stream Minneapolis, LLC and LightEdge Solutions, LLC.

Staff and legal counsel have reviewed the request and find that the intended use after the sale continues to meet the requirements of the Tax Abatement Agreement and recommend the City Council adopt the resolution approving the Amendment and Assignment of the Tax Abatement Agreement.

CITY COUNCIL ACTION REQUESTED

Motion to adopt Resolution 2023-101 approving the Amendment and Assignment of a Property Tax Abatement Agreement between the City of Chaska and IP Stream Minneapolis, LLC to LightEdge Solutions, LLC.

**CITY OF CHASKA
CARVER COUNTY, MINNESOTA**

RESOLUTION

DATE: December 18, 2023

RESOLUTION NO. 2023-101

MOTION BY COUNCILMEMBER_____SECOND BY COUNCILMEMBER__

Resolution Approving the Amendment and Assignment of a Tax Abatement Agreement Between the City of Chaska and IP Stream Minneapolis, LLC to LightEdge Solutions, LLC

WHEREAS, The City of Chaska (the "City") entered into that certain tax abatement agreement with IP Stream Minneapolis, LLC, a Delaware limited liability company ("IP Stream"), in April 2013 (the "Tax Abatement Agreement") relating to the real property legally described as (the "Property"):

LOT 1, BLOCK 1, WEST CREEK CORPORATED 3RD ADDITION, CARVER COUNTY,
MINNESOTA

WHEREAS, IP Stream now desires to transfer the Property to LightEdge Solutions, LLC, a Delaware limited liability company ("LightEdge"); and

WHEREAS, in conjunction with that transfer, IP Stream desires to assign any and all interest in the Tax Abatement Agreement to LightEdge; and

WHEREAS, IP Stream represents that the current use of the Property satisfies the requirements of the Tax Abatement Agreement;

WHEREAS, the Tax Abatement Agreement requires that the City consent in writing to any assignment of the Property and the Tax Abatement Agreement; and

WHEREAS, the assignor, IP Stream, and the assignee, LightEdge, represent to the City that the required terms and conditions necessary to receive the tax abatement contemplated by the Tax Abatement Agreement are met; and

WHEREAS, the Agreement used a parcel identification number to describe the Property which is now outdated because of subsequent platting; and

WHEREAS, the Parties all desire to amend the Agreement to accurately describe the real property which is subject to the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Chaska, Minnesota, that:

1. The City consents to the assignment of the Tax Abatement Agreement by IP Stream to LightEdge and an amendment thereto using a form of assignment substantially as shown in the attached Exhibit A.
2. LightEdge shall abide by the terms of the Tax Abatement Agreement and provide any and all information required by the City with regard to the Tax Abatement Agreement, including, but not limited to, compliance with the Minnesota Government Data Practices Act and reporting requirements to Federal, State, or County agencies.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 18th day of December, 2023.

Mike Huang, Mayor Pro Tem

Attest: _____
Chaska Deputy Clerk

**AMENDMENT AND ASSIGNMENT OF
PROPERTY TAX ABATEMENT AGREEMENT**

This Amendment and Assignment of Property Tax Abatement Agreement (“**Assignment**”) is made as of the 18th day of December, 2023 (“**Effective Date**”) by and among IP Stream Minneapolis, LLC, a Delaware limited liability company, (“**Assignor**”), and LightEdge Solutions, LLC, a Delaware limited liability company (“**Assignee**”), and the City of Chaska, a Minnesota municipal corporation (the “**City**”). Assignor, Assignee, and the City are sometimes referred to all together as the Parties (“**Parties**”).

RECITALS

A. City and Assignor are the parties to that certain Property Tax Abatement Agreement attached as Exhibit C (the “**Agreement**”) related to the property legally described on the attached Exhibit A (the “**Development Property**”); and

B. Assignor intends to transfer its title to the Development Property to Assignee by special warranty deed; and

C. Assignor has operated its business on the Development Property in a manner that qualifies for City Assistance and any other benefits specified in the Agreement; and

D. Assignee desires to purchase, acquire, and receive from Assignor, and Assignor desires to sell, assign, transfer, and set over to Assignee, all of Assignor's right, title, and interest in and to the Agreement relating to the Development Property; and

E. Assignor and Assignee wish to enter into this Assignment for purposes of memorializing their agreements and understandings regarding the transaction described herein; and

F. The parties acknowledge that the City must provide written consent to this Assignment before it can become effective; and

G. The parties acknowledge that at the time of the Agreement, a parcel identification number issued by Carver County was used to identify the Development Property, but that parcel identification number is no longer active, and is no longer an accurate description of the real property subject to the Agreement; and

H. The parties desire to amend the Agreement to properly identify the real property which is subject to the Agreement; and

I. On December 18, 2023, the City adopted Resolution No. 2023-101 and approved the Consent and Signature of City attached as Exhibit B.

[Remainder of Page Intentionally Blank]

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. **Recitals**. The parties agree that each of the above recitals is true and correct as of the date hereof and are incorporated herein by this reference along with the attached exhibits.

2. **Development Property**. The Parties agree and stipulate:

- a) That the real property identified in the Agreement has been platted and issued a new parcel ID number by Carver County;
- b) That the Development Property's new parcel ID number as of the Effective Date of this Agreement is 306910010;
- c) That the legal description in the attached Exhibit A describes the Development Property; and
- d) That the Development Property is subject to the Agreement.

3. **Amendment**. The Parties agree that the Agreement is hereby amended as follows:

The Agreement's Exhibit A - Development Property is replaced with the document attached to this document as Exhibit A.

4. **Assignment**. Upon the consummation of the transfer of the Development Property from Assignor to Assignee (the "Closing"), Assignor does hereby sell, transfer, assign, and set over to Assignee all right, title, and interest of Assignor in the Agreement. Upon the Closing, Assignee does hereby accept such assignment and agrees to be bound by the terms of the Agreement and to assume all the obligations of Assignor therein. Without limiting the generality of the foregoing, the City acknowledges and agrees that, upon the Closing, Assignee is entitled to all City Assistance and other benefits provided under the Agreement. The Parties acknowledge and agree that this Section 4 is conditioned upon the Closing and, should the Closing fail to occur, this Section 4 shall have no force or effect. The Parties further acknowledge and agree that this Section 4 is also conditioned upon the execution and delivery of the Consent and Signature of City attached as Exhibit B and, should the City fail to so execute and deliver the Consent and Signature of City attached as Exhibit B, this Section 4 shall have no force or effect.

5. **Consideration**. In consideration of this Assignment, Assignee has paid to Assignor the sum of \$1.00 and other good and valuable consideration, the receipt and sufficiency of such consideration is hereby acknowledged by Assignor.

6. **Assignment Without Recourse**. The Parties acknowledge and agree that this Assignment is made without any representation or warranty by the City except as otherwise expressly set forth in this Assignment.

7. **Successors and Assigns**. The covenants and agreements herein contained shall bind and the rights herein shall inure to the respective successors and assigns of Assignor and Assignee, except that neither this Assignment nor the underlying Agreement can be assigned without the prior written consent of the City

whereby the Parties to the Assignment are specifically named therein. Assignee shall abide by all the terms and conditions of the Agreement.

8. **Execution in Counterparts.** This Assignment may be executed in counterparts, which together shall constitute one complete agreement. This Assignment may be delivered by facsimile or by an electronic signature in PDF format, and such a signature shall have the same force and effect as an original signature.

9. **Authority.** The Parties have the requisite power and authority to enter into this Assignment and perform in accordance with this Assignment and the Agreement. Further, the individuals executing this Assignment on behalf of the Assignor and Assignee, respectively, represent that each has the requisite authority to bind its respective party. This Assignment shall be a valid, binding, and enforceable upon the Parties by its terms. The Agreement shall be valid, binding, and enforceable upon the Assignee as though it were an original signatory thereto.

10. **Captions, Integration, and Counsel.** The titles, captions, and paragraph headings herein are inserted for convenience only and are in no way intended to interpret, define, or limit the scope or content of this Agreement or any provision hereof. The parties agree that this Assignment represents the complete understanding of the parties with regard to the assignment of the Agreement and no waiver or modification of any terms of the Assignment or Agreement will be effective unless in writing executed by the parties. All parties have been represented by counsel in the drafting and negotiation of this Assignment, and this Assignment shall be construed without regard to any presumption or other rule requiring construction against the party causing this Assignment to be drafted. This Assignment shall be governed by the laws of Minnesota.

11. **City Certifications.** The City hereby certifies that, to the City's knowledge: (a) Assignor is in compliance with the Agreement; (b) there has been no Event of Default of the Agreement by Assignor; (c) the Development Property is in compliance with the Agreement, including, without limitation, Section 3.2(a)(iii) and Article IV of the Agreement; and (d) the City has been provided the invoices or other documentation contemplated by Section 3.1(a) of the Agreement and City is satisfied that such costs have been paid. The City further agrees to be estopped from asserting anything contrary to the following: (a) the Agreement is a true and correct copy and, together with this Assignment, represents the entire understanding between the City and Assignor with respect to the subject matter set forth therein and herein; and (b) the Development Property satisfies the Minimum Improvements (as such term is defined in the Agreement) required under the Agreement.

12. **Assignee Notice Address.** Upon the Closing, the address set forth in Section 10.6(a) of the Agreement is amended to: LightEdge Solutions, LLC, 909 Locust Street, Suite 301, Des Moines, IA 50309.

[Signature Page to Follow]

SIGNATURE PAGE TO AMENDMENT AND ASSIGNMENT OF PROPERTY TAX ABATEMENT AGREEMENT

IN WITNESS WHEREOF, the parties hereto have executed this Assignment as of the day and year first written above.

ASSIGNOR:

IP Stream Minneapolis, LLC,
a Delaware limited liability company

By: _____

Name: _____

Title: _____

ASSIGNEE:

LightEdge Solutions, LLC,
a Delaware limited liability company

By: _____

Name: _____

Title: _____

THIS INSTRUMENT WAS DRAFTED BY:

Melchert Hubert Sjodin, PLLP
121 West Main Street, #200
Waconia, MN 55387
(952) 442-7700 (CLM)

Exhibit A

LEGAL DESCRIPTION OF DEVELOPMENT PROPERTY

Lot 1, Block 1, West Creek Corporate Center 3rd Addition, according to the plat thereof recorded on January 19, 2017 as Doc. No. 640235, Office of the County Recorder of Carver County, Minnesota.

The parcel ID of the Development Property was changed to 306910010 after the Development Property was platted in the accomplishment of the development plans contemplated by this Agreement.

Exhibit B

CONSENT AND SIGNATURE OF CITY

The City hereby consents to the assignment of the Property Tax Abatement Agreement as described in the Amendment and Assignment of Property Tax Abatement Agreement to which this Consent and Signature is attached, and the City, by its signature hereto, becomes a party to such Amendment and Assignment of Property Tax Abatement Agreement and agrees to the amendments and certifications set forth therein.

THE CITY OF CHASKA,
a Minnesota municipal corporation

By: _____
Mike Huang, Mayor Pro Tem

By: _____
Matt Podhradsky, City Administrator

Exhibit C

PROPERTY TAX ABATEMENT AGREEMENT

[See Following Pages]

REQUEST FOR ACTION CHASKA CITY COUNCIL 12/18/2023

Subject: **Finance Policies:**
 Federal Awards Administration
 Capital Assets
 Purchasing Card

Reviewed By: Noel Graczyk, Administrative Services Director

Prepared By: Erica Mattice, Finance Division Director
 Lisa Nelson, Controller
 Erin Barnum, Assistant Controller

Background

On occasion, the City receives federal funds for various purposes. One of the conditions for receiving such funds is to have in place certain policies and procedures. The Council first adopted policies and procedures for Federal Awards Administration on October 19, 2020, to comply with federal requirements after passage of the CARES Act. With the passage of the American Rescue Plan Act (ARPA) in 2021, the City was required to annually update its policies and procedures for Federal Awards Administration.

The attached Policies and Procedures for Federal Awards Administration is based on a model policy provided by MMKR, the City's auditors, and was last adopted by City Council on January 9, 2023. The City is required to reestablish a micro-purchase limit each calendar year. Per the City's Policies and Procedures for Federal Awards Administration, the micro-purchases limit for 2024 is set at \$25,000, consistent with the limit as previously established for 2023.

Additional auditing procedures in accordance with Federal Single Audit (FSA) requirements must be completed in years when total federal dollars expended by the City exceed \$750,000. Recently, the City was required to complete a FSA for fiscal years 2020 and 2022. The City received more than \$750,000 in federal dollars for road construction in 2023; therefore, the City will be required to complete a FSA for fiscal year 2023. Attached is a revised and updated Federal Awards Administration policy. This proposed update to the policy for 2024 will be adopted by a City Resolution that will be referenced in the policy.

As part of the FSA for fiscal year 2022, MMKR advised the Capital Assets policy in place with the City be aligned with the \$5,000 capital recognition threshold requirements of the policy on Federal Awards Administration. Attached is a revised and updated Capital Assets policy. This proposed update to the policy will be adopted by a City resolution that will be referenced in the policy.

Also attached is a policy for Purchasing Card (P-Card) purchases by employees. This policy has been in place since 2008 when the City P-Card program was first established. It has been modified in subsequent years to ensure alignment with best practices from the State Auditor for implementation and usage of P-Card programs by City employees and regarding capital asset purchases. This policy has also been shared with employees as part of a City issued P-Card. This proposed update to the policy will be adopted by a City resolution that will be referenced in the policy.

Staff Recommendation

Staff recommends adoption of the proposed resolution that establishes by City Council action for each of the three finance policies as required by either Federal or local requirements.

CITY COUNCIL ACTION REQUESTED

Motion to adopt Resolution 2023-102 to adopt Finance Policies related to Federal Awards Administration, Capital Assets, and Purchasing Card.

CITY OF CHASKA
CARVER COUNTY, MINNESOTA
RESOLUTION

DATE: 12/18/2023 **RESOLUTION NO.** 2023-102

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

**A RESOLUTION ADOPTING FINANCE POLICIES FOR FEDERAL AWARDS
ADMINISTRATION, CAPITAL ASSETS, AND PURCHASING CARDS**

WHEREAS, the City Council of the City of Chaska is the official governing body of the City of Chaska, Minnesota (City); and,

WHEREAS, the City Administrator has operational control over financial affairs of the City; and,

WHEREAS, Finance Policies of the City are periodically reviewed by the Administrative Services Director and amendments are recommended to the City Administrator for consideration by City Council; and,

WHEREAS, Financial Policies for Federal Awards Administration, Capital Assets, and Purchasing Cards have been reviewed and the City Council desire to amend each policy.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Chaska, Minnesota, that:

1. The recitals stated above and attached exhibits are hereby incorporated by reference.
2. The Federal Awards Administration policy is hereby revised as stated in the attached Exhibit.
3. The Capital Assets policy is hereby revised as stated in the attached Exhibit.
4. The Purchasing Card policy is hereby revised as stated in the attached Exhibit.
5. The Administrative Services Director is hereby authorized and directed to amend the City's Finance Policies to reflect the Federal Awards Administration, Capital Assets, and Purchasing Card policies are amended by this Resolution.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 18th day of December 2023.

Mike Huang, Mayor Pro Tem

Attest _____
Chaska Deputy Clerk

City of Chaska, Minnesota

Finance Policies and Procedures
for
Federal Awards Administration

Adopted December 18, 2023

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Policies and Procedures – Federal Awards

Administration Overview

Purpose – This manual has been prepared to document the policies and procedures for the administration of federal awards of City of Chaska (the “City”). The Office of Management and Budget (OMB) Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance) require all recipients and sub-recipients of federal funds to establish and maintain internal controls designed to reasonably ensure compliance with Federal laws, regulations, and program compliance requirements. Written policies and procedures are part of the necessary internal controls and are required as a precondition to receiving federal funds. These policies and procedures are intended to be sufficiently comprehensive to adequately meet such requirements. However, in no case are these policies and procedures intended to supersede or limit federal or state laws or regulations, or the provisions of individual grant agreements.

Hierarchy of Authority – In the event that conflicting guidance on the administration of Federal awards is available, the City has deemed Federal guidance to be most authoritative, followed by other State or local agencies.

Revisions – Guidance provided by the Federal government through the OMB UG - Uniform Grant Guidance Compliance Supplement are expected to be updated each year. Such updates are considered by the City as they become available, and policies and procedures will be revised accordingly.

The City Administrator, Administrative Services Director, Finance Division Director, and designees are authorized and required to establish and document policies and procedures to ensure compliance with the provisions of federal and state regulations and the provisions of grant agreements. Such policies and procedures are documented herein, and will be reviewed and updated as necessary, but not less than once every three years.

Training – City finance personnel and its program administrators of Federal awards will be provided the necessary training through various mechanisms, such as:

- Reviewing monthly State Aid Financial Status Report Updates, accompanying State aid payments
- Consulting with the City’s auditors as needed for clarification
- Participating in various training opportunities, such as those offered by appropriate professional organizations
- Reviewing legislative updates from multiple sources
- Membership and participation in meetings of the Government Finance Officers Association (GFOA)
- Certification of respective positions by the GFOA, i.e.: Finance Division Director
- Coordination and collaboration with individuals performing similar job functions at similar municipalities.

Compliance Failures – Compliance failures, whether noted internally by management or through the external audit process, will be addressed immediately by reviewing the reason for the failure with responsible personnel and devising an improved process to improve compliance in the future.

General Accounting and Financial Management

It is the policy of the City to comply with all statutory, regulatory, and contractual requirements in the conduct of, and accounting for, its financial operations. The official books of record for the City will be maintained subject to the following provisions:

1. The City will account for its operations in accordance with the Generally Accepted Accounting Principles (GAAP) applicable to local units of government.
 - a. The City will comply with the Super Circular issued by the OMB, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).
2. The City will comply with all contractual requirements detailed in its duly executed grant agreements with awarding agencies.
3. The City will contract annually with an independent CPA firm for the purposes of conducting the City's external financial audit. To the extent that the City has expended federal awards in excess of the applicable single audit limit (currently \$750,000), the City will have a single audit performed in accordance with OMB UG.
4. To ensure continuing compliance with all applicable accounting requirements, the City may, at its discretion, contract with a CPA firm to provide internal auditing and/or consulting services.
5. The Finance Division Director shall be responsible for the maintenance of all accounting and financial records (including journals, timesheets, bank statements, audit reports, and similar documents). Such records shall be retained as required by contractual or regulatory requirements. The City has adopted the state's records retention schedule as its official guide for records storage, filing, and destruction.
6. The City and employees are required to comply with the City's conflict of interest policy and report any potential conflicts of interest to their managers. No employee, officer or agent may participate in the selection, award or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

Such violations may result in appropriate discipline. See also the City policies on conflict of interest located in the City's Personnel Policies and Procedures.

7. The City will request prior approval from federal agencies for program or budget changes.
8. The City has implemented the new federal purchasing procedures which follow:
 - Acquisitions for micro-purchases (below \$25,000 or below \$2,000 for construction subject to the Davis Bacon Act) may be awarded without soliciting bids if the City considers the price to be reasonable.
 - Procurements for Small Purchases (less than \$175,000 - Minn. Stat. § 471.345), in which case quotations must be obtained from an adequate number of sources.
 - Procurements made by sealed bid should be made to the lowest responsible (not necessarily the lowest) bidder.
 - Procurements made by competitive proposal must have standards to evaluate the selected recipient.
 - Procurement made by non-competitive proposals (to one vendor) may be used only if one of the following applies:
 - The item is available only from a single source,
 - An emergency exists,
 - The federal agency expressly authorizes non-competitive proposals, or
 - Competition is seen as inadequate after solicitation to vendors.
9. Other procurement procedures include:
 - Contractors who develop or draft specifications for bids are precluded from bidding on them.
 - The City must maintain oversight so that contractors perform work as bid.
 - Multiple provisions must be included in contracts (see Appendix II of grant procurement guidelines of super circular procedures).
 - If a contract is \$25,000 or more the City must verify on <http://www.sam.gov/> that the contractor is not on the suspended and debarred list for federal grants.
10. Procedures for inventory of federal capital purchases will be maintained by the Finance Department, with the help of the other departments if needed, and all items will be tracked annually. The Equipment and Real Property Management section of this document contains additional procedures.

11. The Finance Division Director (or designee) or the City Administrator are required to certify expenditures.

Purchasing and Procurement

It is the policy of the City to ensure that all disbursements of City funds are properly reviewed and authorized, and consistent with sound financial management principles, and made in compliance with all applicable federal, state, and local laws. In order to meet these objectives, all disbursements of City funds shall be subject to the following provisions, to the extent that they do not conflict or contradict with any specific federal, state, or local law or Council policies (the most specific or restrictive law, policy or procedure will be followed):

1. Substantial state and federal requirements exist pertaining to standards of conduct and conflict of interest. It is the intent of the City for all employees, officers, or agents to conduct all activities associated with procurements in compliance with the highest ethical standards, including the avoidance of any real or perceived conflict of interest. It is also the intent of the City to impose appropriate sanctions or disciplinary actions, including but not limited to termination and/or prosecution, for any employees or officers who violate any of these requirements.
2. The City avoids the acquisition of unnecessary or duplicative items. Additionally, the City considers consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, the City makes an analysis of leases versus purchase alternatives, and other appropriate analyses to determine the most economical approach.
3. To foster greater economy and efficiency, the City enters into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services. This includes cooperative purchasing agreements where practical and beneficial. Depending on the purchase requested, the City may purchase it from a cooperative or inter-local agreement if the price is competitive and the goods or service are needed in a timely manner. The Finance Division Director and the City Administrator will make this determination.
4. The City awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. The City considers such matters as contractor integrity and business ethics, compliance with public policy, ability to complete the project on time and in accordance with specifications, record of past performance, and the contractor's financial and technical resources.
5. The City will award a contract to a contractor who has the appropriate experience, expertise, qualifications, and any required certifications, necessary to perform the work. Contractors should

also have the financial resources to sustain the project while the initial work is being completed and during each service period until he or she submits invoices for payment to the City as work is completed. Contractors should have the proper equipment or the capability to subcontract for the proper equipment necessary to complete the contracted work.

6. Debarment and Suspension: The City will not subcontract with or award subgrants to any person or company who is debarred or suspended from receiving federal funds. The Finance Division Director, or designee thereof, is required to check for excluded parties at the System for Award Management (SAM) website before any procurement transaction paid with federal funds. This list is located at: <http://www.sam.gov/>.
7. All procurement transactions paid with federal funds are conducted in a manner providing full and open competition. In an environment of full and open competition, no proposer or bidder has a competitive advantage over another. All potential proposers and bidders must be provided the same information and have the same opportunity to submit a bid or proposal. Providing a competitive advantage to one or more potential proposers or bidders over another can open the potential for disputes and lawsuits that can be costly and can significantly delay the completion of projects.
8. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals (RFP) are excluded from competing for such procurements. The City does not engage in the following situations that may restrict full and open competition, including but not limited to:
 - Placing unreasonable requirements on firms in order for them to qualify to do business
 - Requiring unnecessary experience and excessive bonding
 - Noncompetitive pricing practices between firms or between affiliated companies
 - Noncompetitive contracts to consultants that are on retainer contracts
 - Organizational conflicts of interest
 - Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement
 - Any arbitrary action in the procurement process
 - The City conducts federal procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.

9. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such a description will not, in competitive procurements, contain features which unduly restrict competition. The description will include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, will set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications will be avoided if possible.
10. The City will make independent estimates of the goods or services being procured before receiving bids or proposals to get an estimate of how much the goods and services are valued in the current market. To accomplish this, after bids and proposals are received, but before awarding a contract, the City conducts either a price analysis or a cost analysis, depending on the type of contract, in connection with every procurement with federal funds in excess of \$175,000.
11. The City takes all necessary affirmative steps to assure that minority businesses and women's business enterprises, and labor surplus area firms are used when possible. To accomplish this, the City uses the following required affirmative steps:
 - Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
 - Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
 - Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
 - Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
 - Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
 - Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.
12. Federal methods provide for procurement by micro-purchase. Micro-purchase is a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed \$25,000. The micro-purchase method is used to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost.

13. Small purchase procedures may be used in those relatively simple and informal procurement methods for securing nonprofessional services, supplies, or other property that do not cost more than \$175,000.
14. Sealed bids (\$175,000, formal advertising, price is a major factor). Requirements for sealed bids:
 - The invitation for bids will be publicly advertised and bids must be selected from an adequate number of known suppliers, providing them with sufficient response time prior to the date set for opening the bids.
 - The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services for the bidder to properly respond.
 - All bids will be publicly opened at the time and place prescribed in the invitation for bid.
 - A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder.
- Any or all bids may be rejected if there is a sound documented reason.
15. Competitive proposal (> \$175,000, fixed price or cost reimbursement, RFP with evaluation methods). Requirement for competitive proposal procedures:
 - RFPs must be publicized requests and identify all evaluation factors and their relative importance.
 - Proposals must be solicited from an adequate number of qualified sources.
 - The organization must have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
 - Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program.
 - The organization may only use qualification-based methods, whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, in the procurement of architectural/engineering professional services.
16. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used when using federal funds only when one or more of the following circumstances apply:
 - The item is available only from a single source. This must be documented.
 - The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.

- Any federal awarding agency expressly authorizes noncompetitive proposals in response to a written request from the City.
- After solicitation of a number of sources, competition is determined inadequate.

17. Time and materials type contract means a contract whose cost to the City is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit. The City may use a time and materials type contract paid with federal funds in accordance with the above only.

- After a determination that no other contract is suitable; and
- If the contract includes a ceiling price that the contractor exceeds at its own risk.

18. The City ensures that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. The City accomplishes this by conducting internet searches, including using vendor searches, and by using other less technologically advanced tools to locate and identify potential contractors. Federal guidelines are followed regarding the number of bids required.

19. If bids are required, the City requires that construction or facility improvement contracts, or subcontracts exceeding \$175,000, include a bid guarantee equivalent to 5% of the bid price from each bidder (such as bid bond or certified check), a performance bond on the part of the contractor for 100 percent of the contract price, and a payment bond on the part of the contractor for 100 percent of the contract price.

Note: The City's purchasing policy does not apply to procurement by contractors or subcontractors on projects, federally supported or otherwise.

Payroll and Timekeeping

The following provisions apply to the payment of employees and recording of time and effort (as required) in accordance with OMB UG:

1. The payroll records must be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated. Hourly employees record time on an electronic timekeeping system each day, with the following information:
 - a. The total number of hours actually worked each day
 - b. The use of any holiday, personal, vacation, sick, or other approved time off with pay
 - c. The total number of hours to be paid

- d. An allocation of those hours to each program or department for which work was performed, when necessary
- e. The dated signature of the employee and his/her supervisor for each payroll period

The allocation of hours between programs or departments should be based on the actual hours worked, and not be based on available budgets, or predetermined allocation schedules.

2. It is the responsibility of the employee being charged to a federal award(s) to clarify documentation requirements with the City Administrator or Finance Division Director and provide appropriate documentation to the Payroll Coordinator as it becomes available. The employee should retain a copy of the documentation for his/her personal records. In the event that an after-the-fact correction is necessary to an employee's timesheet due to errors in the allocation of time worked, such corrections must be submitted to the Controller, and approved in writing by both the employee and his/her supervisor. Salaried employees charged to a federal grant will document time and effort as follows: the employee may document time and effort using timesheet as described above. Timesheets must account for the total activity for which the employee is compensated and be signed by the employee. It will not be acceptable for timesheets to include the hours worked on Federal grants only.

- a. It is the responsibility of the employee being charged to a Federal award(s) to clarify documentation requirements with the Administrative Services Director, Finance Division Director, or designee and provide appropriate documentation to the Payroll Coordinator as it becomes available. The employee should retain a copy of the documentation for his/her personal records.

Certifications should never be signed prior to the end date of the payroll period being certified. Each certification should be provided to the Finance Department when available.

Grant Administration

The following policies and procedures will also be applied to the extent that they do not conflict with or contradict any existing Council policies:

1. Grant Development, Application, and Approval –

- a. Legislative Approval – The point at which legislative approval is required is determined by the requirements of the grant program. If the grant must be submitted by “an individual authorized by the legislative body”, then City Council approval is required prior to submitting the application. If such legislative approval is not specifically required by the written terms of the grant, then the City Administrator or designee may, at his or her discretion, approve grant applications.
- b. Matching Funds – Grants that require cash local matches must be coordinated through the Finance Department. At a minimum, funds must be identified within the existing budget to provide the match, or a budget amendment will be required. Depending on the nature of the grant, there may also be some policy implications that will bear discussion. (For example, will the grant establish a level of service that cannot be sustained once the grant funds are depleted?)

In all cases involving matching funds, the grant applicant should contact the Finance Department to determine the strategy for securing matching funds.

Refer to the section within this manual titled “Matching, Level of Effort, and Earmarking” for additional information on compliance with the provisions of the OMB UG.

- c. Grant Budgets – Most grants require the submission of an expenditure budget. The Finance Division Director will review this portion of the grant request prior to submission. A technical review may reveal inconsistencies in the calculations, cost centers that might have been overlooked, or identify reimbursable expenses of which program staff may not be aware—particularly for indirect costs.

2. Grant Program Implementation –

- a. Notification and Acceptance of an Award – Official notification of a grant award is typically sent by a funding agency to the official (City Grant Official) designated in the original grant proposal. However, the authorization to actually spend grant funds is derived from the City Council through the approval of a grant budget. Such notification should also be directed to the Finance Department.

Adoption of the grant budget as a component of the City-wide operating budget is deemed to be sufficient approval.

- b. Establishment of Accounts – The department that obtained the grant will provide the Finance Division Director with information needed to establish revenue and expense accounts for the project, as well as other codes needed for tracking purposes. Ordinarily, this information will include a copy of a summary of the project and detail of the full project budget.
- c. Purchasing Guidelines – All other City purchasing guidelines apply to the expenditure of grant funds. The use of grant funds does not exempt any purchase from normal purchasing requirements. All typical paperwork and bidding requirements as well as normal staff approvals apply. When in doubt, the City Grant Official should contact the Finance Division Director for further assistance.

3. Financial and Budgetary Compliance –

- a. Monitoring Grant Funds – Departments may use some internal mechanism (such as a spreadsheet) to monitor grant revenues, expenditures, and budgetary compliance, at the grant level. The Finance Division Director maintains this information in financial software system as well; this is the City’s “official” accounting system. City Grant Officials are strongly encouraged to use financial software reports provided by the Finance Department for their grant tracking. If any “off-system” accounting records are maintained, it is the responsibility of the City Grant Official to ensure that the program’s internal records agree to the City’s accounting system.

b. Fiscal Years – Occasionally, the fiscal year for the granting agency will not coincide with the City's fiscal year. This may require adjustments to the City's internal budget accounts and interim financial reports as well as special handling during fiscal year-end close. It is the responsibility of the City Grant Official to bring such discrepancies to the attention of the Finance Department at the time the grant accounts are established.

c. Grant Budgets –The terms of each specific grant will dictate whether any budget transfers between budgeted line items will be permitted. In no case will the City Grant Official be authorized to exceed the total budget authority provided by the grant.

If grant funds have not been totally expended by fiscal year-end, it is the responsibility of the City Grant Official to notify the Finance Division Director that budget funds need to be carried forward to the new fiscal year, and to confirm the amounts of such carryforwards. Carryforwards of grant funds will be subjected to maximum allowable amounts/percentages based on the grant award agreement and/or the OMB UG.

Capital Assets – The City is responsible for maintaining an inventory of assets purchased with grant funds. The City is accountable for them and must make them physically available for inspection during any audit. The City Council must approve of any sale of these assets. Customarily, the proceeds of the sale can only be used on the grant program that purchased them. (Refer to the specific regulations governing the original grant).

The Finance Division Director will coordinate this grant requirement. All transactions that involve the acquisition or disposal of grant funded capital assets must be immediately brought to the attention of the Finance Division Director. Refer to the City's separate Capital Assets policy and the section of this manual titled Equipment and Real Property Management for additional information. Record Keeping –

- c. Audit work papers – The City's external auditors audit all grants at the end of each fiscal year. Finance Department staff will prepare the required audit work- papers. City Grant Officials may be asked to assist in this process, if necessary.
- d. Record Keeping Requirements – Grant record keeping requirements may vary substantially from one granting agency to another. Consequently, a clear understanding of these grant requirements at the beginning of the grant process is vital. The Finance Department will maintain copies of all grant draw requests and approved grant agreements (including budgets). The City Grant Official should maintain all other records.

4. Other Guidelines – Specific information on policies and procedures related to compliance with the provisions of the OMB UG are addressed in this manual and should be considered along with the information in this section.

Year-end Closing and Reporting

The following provisions govern the year-end close-out process of the City for purposes of external financial reporting:

1. To the extent that the City is required to have a single audit completed in accordance with OMB UG, the City will accumulate the information necessary to prepare a Schedule of Expenditures of Federal Awards (SEFA) in accordance with Federal and State requirements. This schedule will be characterized as follows:

- a. The schedule will include all federal financial assistance, including grants, contracts, property, loans, loan guarantees, interest subsidies, cooperative agreements, insurance, or direct appropriations. Amounts will be reported whether received directly from the Federal government or through a pass-through agency (if the City is determined to be a sub-recipient and not a vendor).
- b. The schedule will be prepared on the same basis of accounting as the related financial statements.
- c. Federal programs will be listed by Federal Agency. For program clusters, the schedule will provide the cluster name, individual federal programs in each cluster, and the name of the federal agency. Totals will be provided for each cluster.
- d. Total Federal awards expended for each federal program will be listed along with the Assistance Listing Number, pass-through entity name (if applicable) and pass-through entity number (if applicable). Such information will agree to the award documentation.
- e. If the Assistance Listing Number of a Federal award cannot be reasonably determined, it shall be reported in the schedule using the two-digit prefix for the related Federal agency, followed by "UNKNOWN".
- f. In addition to current year expenditures, the schedule will list approved award/grant amount, accrued/deferred revenue at the beginning of the year, current year cash received, current year actual expenditures, and accrued/deferred revenue at the end of the year. If expenditures were incurred relative to this award in prior year(s), this amount should be disclosed as memorandum-only.
- g. Any adjustments to prior year awards, expenditures, and balances (including transfers between grants) will be disclosed in the footnotes to the schedule.

- h. Accrued/deferred revenue in the schedule shall agree to the amounts recorded as receivables/deferrals in the related financial statements.
- i. To the extent that a separate line item is included in the financial statements for federal revenue, this amount shall agree to expenditures in the schedule. Any reconciling items will be disclosed in the footnotes to the schedule.
- j. To the extent that amounts are passed through to sub-recipients, the schedule will provide the total amount for each federal program that was provided to subrecipients.
- k. The notes to the schedule will include significant accounting policies used to prepare the schedule, balances of any loans and loan guarantees that are outstanding at the end of the audit period, and whether or not the auditee has elected to use the 10% de minimis cost rate.

Additional Federal Awards Compliance Requirements

Some of the Federal awards received by the City are passed through the State of Minnesota. Management will consider both the OMB UG and any applicable compliance requirements as set forth by the State of Minnesota.

General Information

Source of Information – Each year the OMB issues a comprehensive document on the compliance requirements each grant recipient is obligated to follow in general terms, along with program-specific guidance on various grant awards. There are 12 compliance requirements identified, each of which is considered individually in this manual.

The following pages document the policies and procedures of the City related to compliance with such procedures, as applicable. In each year that the City is subject to a single audit, applicable compliance requirements are expected to be tested in detail by the City's independent auditors.

Objectives – The objectives of most compliance requirements are generic in nature. While the criteria for each program may vary, the main objective of the compliance requirement is relatively consistent across all programs. As such, the policies and procedures of the City have been based on the generic sense of the compliance requirement. For selected compliance requirements, this manual addresses the specific

regulations applicable to individual grants. This is not intended to imply that a program is not subject to such policies if it is not specifically mentioned here. It is the intent of the City that all Federal awards are subject to the following policies and procedures.

Controls over Compliance – In addition to creating policies and procedures over compliance with provisions of Federal awards, the City has implemented internal controls over such compliance, generally in the form of administrative oversight and/or independent review and approval. To document these control activities, all independent reviews must be signed/initialed and dated.

Documentation – The City will maintain adequate documentation to support both the compliance with applicable requirements as well as internal controls over such compliance. This documentation will be provided to the City's independent auditors and/or pass-through grantor agencies, as requested, during the single audit and program audits.

Activities Allowed/Unallowed and Allowable Costs/Cost Principles

Source of Governing Requirements – The requirements for activities allowed or unallowed are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for allowable costs/cost principles are contained in 2 CFR 200 Subpart E, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

To ensure compliance with these requirements, the City has implemented the following policies and procedures:

1. All grant expenditures will be in compliance with OMB Circular 2 CFR 200, Subpart E, State law, City policy, and the provisions of the grant award agreement, which will also be considered in determining allowability. Grant funds will only be used for expenditures that are considered reasonable and necessary for the administration of the program.
2. Grant expenditures will be approved by department heads/City Grant Officials initially through the purchasing process and again when the bill or invoice is received. This will be evidenced by signature or initials and date on the invoice or by an approval documented via email. Accounts payable disbursements will not be processed for payment by the Finance Department until necessary approval has been obtained.
3. Payroll costs will be documented in accordance with 2 CFR 200 Subpart E as described in the section of this manual titled "Payroll and Timekeeping".
4. An indirect cost rate will only be charged to the grant to the extent that it was specifically approved through the grant budget/agreement. When allowable, indirect costs will be charged based on the Cost Allocation Plan of the City.

Cash Management

Source of Governing Requirements – The requirements for cash management are contained in OMB UG 2 CFR 200.302 & 305, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

To ensure compliance with these requirements, the City has implemented the following policies and procedures:

1. Many of the City's grants are awarded on a reimbursement basis. As such, program costs will be expended and disbursed prior to requesting reimbursement from the grantor agency.
2. Cash draws will be initiated by the Controller who will determine the appropriate draw amount. Documentation of how this amount was determined will be retained and signed/dated.
3. For state grants, the physical draw of cash will be processed through SWIFT (Minnesota's State-wide Integrated Financial Tools payment system) or through the means prescribed in the grant agreement.
4. Supporting documentation from SWIFT or a copy of the cash draw paperwork will be filed along with the approved paperwork described above and retained for audit purposes.
5. When cash is received in advance or drawn, the City will work to minimize the time lapse between transfer of funds and disbursement by the City.

Eligibility

Source of Governing Requirements – The requirements for eligibility are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Federal grants will only benefit those individuals and/or groups of participants that are deemed to be eligible.

Equipment and Real Property Management

Source of Governing Requirements – The requirements for equipment are contained in OMB UG 2 CFR 200.310-316, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The following policies and procedures will also be applied to the extent that they do not conflict with or contradict any existing Council policies:

1. All equipment will be used in the program for which it was acquired or, when appropriate and allowable, other Federal programs.

2. When required, purchases of equipment will be pre-approved by the grantor or pass-through agency. The Finance Division Director, or designee will be responsible for ensuring that equipment purchases have been previously approved, if required, and will retain evidence of this approval.
3. Equipment records will be maintained, and an appropriate system shall be used to safeguard equipment, as described in the City's separate Capital Asset policy. Equipment should be assigned to a program and physical location on the inventory. If such equipment is moved, it will be noted and adjusted in the City's capital assets records.
4. When equipment is no longer needed for a Federal program, it may be retained or sold with the Federal agency having a right to a proportionate amount of the current fair market value. Proper sales procedures shall be used that provide for competition to the extent practicable and result in the highest possible return.

The City will keep, sell, or otherwise dispose of the equipment with no further obligation unless disposal requirements are specifically detailed in the grant. A record of the date, reason, and method of disposal or sale will be maintained with the equipment inventory.

5. Equipment purchased will be identified and kept in the City's capital asset records. The records shall include the following:

- a. Asset number and description of the equipment
- b. Location of the equipment
- c. Depreciation method & years of expected life
- d. Acquisition date
- e. Cost of the equipment
- f. Equipment classification (land, building, equipment, etc.)
- g. Make, Model, & Serial number or other identification number
- h. Vendor and invoice number to purchase equipment
- i. Disposition data including date and sale price of the equipment.

A physical inventory of the property will be conducted periodically, and the results will be reconciled with the capital asset listing. A control system will be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft will be investigated.

Maintenance procedures are in place to keep the equipment in good condition.

Matching, Level of Effort and Earmarking

Source of Governing Requirements – The requirements for matching are contained in OMB UG 2 CFR 200.306, program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for level of effort and earmarking are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The City defines “matching”, “level of effort”, and “earmarking” consistent with the definitions of the OMB UG:

Matching or cost sharing includes requirements to provide contributions (usually non-Federal) or a specified amount or percentage of match Federal awards. Matching may be in the form of allowable costs incurred or in-kind contributions (including third-party in-kind contributions).

Level of effort includes requirements for (a) a specified level of service to be provided from period to period, (b) a specified level of expenditures from non-Federal or Federal sources for specified activities to be maintained from period to period, and (c) Federal funds to supplement and not supplant non- Federal funding of services.

Earmarking includes requirements that specify the minimum and/or maximum amount of percentage of the program’s funding that must/may be used for specified activities, including funds provided to sub-recipients. Earmarking may also be specified in relation to the types of participants covered.

To ensure compliance with these requirements, the City has implemented the following policies and procedures:

1. Compliance with matching, level of effort, and earmarking requirements will be the responsibility of the Finance Division Director.
2. Adequate documentation will be maintained to support compliance with matching, level of effort, and earmarking requirements. Such information will be made available to City administration, auditors, and pass- through or grantor agencies, as requested.
3. Maintenance of effort for grants through the State Minnesota will be determined at the State level.

Period of Performance

Source of Governing Requirements – The requirements for period of performance of Federal funds are contained in OMB UB 2 CFR 200.038-309 & 344, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

To ensure compliance with these requirements, the City has implemented the following policies and procedures:

1. Costs will be charged to an award only if the obligation was incurred during the funding period (unless pre- approved by the Federal awarding agency or pass-through grantor agency).
2. All obligations will be liquidated not later than 120 days after the end of the funding period (or as specified by program legislation).
3. Compliance with period of performance requirements will initially be assigned to the individual approving the allowability of the expense/payment. This will be subject to review and approval by the Finance Department as part of the payment processing.

Procurement, Suspension and Debarment

Source of Governing Requirements – The requirements for procurement are contained in OMB UG 2 CFR 180, program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for suspension and debarment are contained OMB UG 2 CFR 180, program legislation, Federal awarding agency regulations; and the terms and conditions of the award.

To ensure compliance with these requirements, the City has implemented the following policies and procedures:

1. Purchasing and procurement related to Federal grants will be subject to the general policies and procedures of the City (described in the section of this manual titled “Purchasing and Procurement”).
2. Contract files will document the significant history of the procurement, including the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis of contract price.
3. The Finance Division Director will be responsible for determining whether the City is entering into a transaction that may be subject to suspension or debarment procedures and executing appropriate oversight and control activities at that time. The Finance Division Director, or designee thereof, is required to check for excluded parties at the System for Award Management (SAM) website: <http://www.sam.gov/>.

Program Income

Source of Governing Requirements – The requirements for program income are found in OMB UG 2 CFR 200.307, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

To ensure compliance with these requirements, the City has implemented the following policies and procedures:

1. Program income will include (but will not be limited to): income from fees for services performed, the use or rental of real or personal property acquired with grant funds, the sale of commodities or items fabricated under a grant agreement, and payments of principal and interest on loans made with grant funds. It will not include interest on grant funds unless otherwise provided in the Federal awarding agency regulations or terms and conditions of the award.
2. The City will allow program income to be used in one of three methods:
 - a. Deducted from outlays
 - b. Added to the project budget
 - c. Used to meet matching requirements

In the absence of specific guidance in the Federal awarding agency regulations or the terms and conditions of the award, program income shall be deducted from program outlays.

3. Program income, when applicable, will be accounted for as a revenue source in the same project code as the Federal grant.

Sub-recipient Monitoring

The City will ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and, if any of these data elements change, include the changes in subsequent subaward modification. Required information includes:

1. Federal Award Identification.
 - a. Subrecipient name (which must match the name associated with its unique entity identifier)
 - b. Subrecipient's unique entity identifier
 - c. Federal Award Identification Number (FAIN)
 - d. Federal Award Date (see §200.39 Federal award date) to the recipient by the Federal agency
 - e. Subaward Period of Performance Start and End Date
 - f. Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient
 - g. Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation
 - h. Total Amount of the Federal Award committed to the subrecipient by the pass-through entity

- i. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)
- j. Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity
- k. Assistance Listing Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listing number at time of disbursement
- l. Identification of whether the award is R&D
- m. Indirect cost rate for the Federal award (including if the de minimis rate is charged per \$200,414 Indirect (F&A) costs)

The City will perform a written risk assessment of each subrecipient, evaluating their risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in 2 CFR 200.332. This evaluation of risk may include consideration of such factors as the following:

- a. The subrecipient's prior experience with the same or similar subawards
- b. The results of previous audits including whether or not the subrecipient receives single audit in accordance with 2 CFR Part 200, Subpart F, and the extent to which the same or similar subaward has been audited as a major program
- c. Where the subrecipient has new personnel or new or substantially changed systems
- d. The extent and results of federal award agency monitoring (e.g., if the subrecipient also receives federal awards directly from a federal awarding agency)

The City will monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

The City will verify that every subrecipient is audited as required by OMB UG 2 CFR 200 Subpart F when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold.

Special Tests and Provisions

To ensure compliance with these requirements, the City has implemented the following policies and procedures:

1. The Finance Division Director will be assigned the responsibility for identifying financial-related compliance requirements for special tests and provisions, determining approved methods for compliance, and retaining any necessary documentation. Program-related compliance requirements will be the responsibility of the department administering the grant.

Acronyms

CFR – Code of Federal Regulations

FFATA – Federal Funding Accountability and Transparency Act
GAAP – Generally Accepted Accounting Principles

GFOA – Government Finance Officers Association
OMB – Office of Management and Budget

RFP – Request for Proposal

SAM – System for Award Management

SEFA – Schedule of Expenditures of Federal Awards

Adoption/Revision History

Policies and Procedures Adopted, Resolution 2023-102	December 18, 2023
Policies and Procedures Adopted, Motion	January 09, 2023
Policies and Procedures Adopted, Motion	December 20, 2021
Original Policies and Procedures Adopted, Motion	October 19, 2020

City of Chaska, Minnesota

Finance Policies and Procedures
for
Capital Assets

Adopted December 18, 2023

Purpose

The purpose of the City's Capital Asset Policy is to establish general guidelines for creating and maintaining records of capital assets owned by the City. This policy has been developed consistent with Government Accounting Standards Board (GASB) and Government Finance Officers Association (GFOA) recommendations for capital assets best practices. These guidelines should be used to achieve the following objectives:

- Ensure compliance with all applicable laws, regulations and internal policies
- Ensure compliance with Generally Accepted Accounting Principles (GAAP) for recording, valuation, depreciation, useful lives and retirements.
- Ensure capital asset records contain all required and relevant data for financial reporting and insurance purposes
- Differentiate between capitalizable and non-capitalizable expenditures
- Ensure compliance with periodic physical inventory procedures
- Establish proper valuation of capital assets based on historical costs for purchased assets and acquisition value plus ancillary costs for donated assets
 - Historical costs include:
 - Direct purchase price or construction costs
 - Ancillary costs incurred to place the asset into service, some examples include:
 - Freight/transportation
 - Sales tax
 - Professional, legal and engineering fees
 - Site preparation costs
 - Acquisition value for donated assets is defined as the "cost to obtain an asset with the same service capacity as the asset being valued."

Capitalization Definition and Thresholds

A "capital asset" consists of land and land improvements, easements, buildings and building improvements, vehicles, machinery, equipment, artwork, historical treasures, infrastructure, leased right-to-use assets and all other tangible and intangible items used in operations that have an estimated useful life of at least **one** year following the date of acquisition **and** are valued at a minimum of \$5,000 individually (See U.S. Code of Federal Regulations Part 200). A capital asset is considered to have been acquired on the date the item was placed into service.

This policy establishes a minimum capitalization threshold for individual items, to be applied on a case-by-case basis, taking into consideration past City practices and best practices established by GFOA and GASB. The minimum threshold per individual item is consistent with Federal capitalization thresholds and ensures the City's compliance with capitalization requirements outlined in Federal Uniform Guidance, applicable to federal award recipients. Specific minimum thresholds are given to the following class of items:

Description	Capitalization Threshold
Land	25,000
Works of Art/Treasures	5,000
Buildings and Building Improvements	25,000
Other Improvements	25,000
Furniture and Equipment	5,000
Infrastructure	50,000

To assist in the differentiation between capitalizable items, non-capital items or routine maintenance, an item shall be capitalized if it meets the criteria established above **and** increases the capacity, efficiency, or useful life of the item. Any expenditure related to a capital improvement project is capitalized, regardless of the amount. Leased right-to-use assets are capitalized in accordance with GASB 87 standards.

Useful Lives of Capital Assets

The table below is a guideline to use when determining the life of a capital asset. This table includes only the most common classes of capital assets and is not a complete list of all asset classes and/or sub-classes. A capital asset should normally be within the useful life range provided; however, there are exceptions to the rule.

Description	Life
Works of Art/Treasures	5 - 10 years
Buildings and Building Improvements	25 years
Other Improvements	25 - 50 years
Furniture and Equipment	3 - 25 years
Infrastructure	10 - 50 years

Factors to consider when determining an asset's useful life include:

- past City practice with similar assets
- the condition/quality of the asset when obtained
- the materials and construction of the asset
- the specific use of the asset
- the physical environment
- the maintenance policy for the asset
- lease terms for right-to-use assets

Additionally, the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) publication "Estimating Useful Lives for Capital Assets" by Paul Gruenwald should be used as a guide when determining appropriate useful lives. This publication is attached as **Exhibit A**.

Improvement of Capital Assets

Improvements to existing assets that increase the useful life or service capacity shall be capitalized. Repairs and maintenance to assets shall be expensed.

Depreciation Method

The City will use the straight-line depreciation method with the full-month convention to depreciate all of its exhaustible capital assets. Depreciation expenses are posted annually and is calculated through the depreciation processing program in the City's ERP system. Property placed in service at any time during a given month will be treated as if it had been placed in service on the first day of that month. If property is disposed of prior to the end of the estimated useful life, depreciation is taken through the month of disposal.

Periodic Inventory

The City Finance department will conduct a periodic physical inventory at least once every other fiscal year for all inventoriable capital assets. The purpose of this inventory is to identify any discrepancies between the physical counts and the asset data contained in the City's ERP system. The physical inventory counts will be compared to the capital asset records maintained by the Finance department. Any exceptions identified will be investigated and reconciled. If necessary, adjustments will be made to the capital asset records to accurately reflect the information obtained during the physical inventory.

Disposal of Asset

The City may only dispose of an asset if the department has consented to disposal. Disposals occur if the asset is sold, traded in, lost, stolen, damaged, or deemed obsolete. All asset disposals must be done in accordance with applicable state statutes (**Minn. Stat. 471.345; Minn. Stat. 15.054; Minn. Stat. 462.356; Minn. Stat. 471.64**)

Capital Asset Records Maintenance

During the fiscal year, capital assets may be purchased or otherwise placed into service, disposed of, or transferred to another department. The Finance department is responsible for gathering all appropriate information and maintaining the capital asset records in the City's ERP system. The Fleet Maintenance Foreman maintains vehicle and equipment inventory records and provides these records to the Finance department on a regular basis.

The City's capital asset records must contain the following information, if applicable, for all capital assets recorded in the City's ERP system:

- Asset ID
- Asset Class
- Asset subclass
- Asset Description
- Asset Type (Proprietary vs Governmental)
- Location
- Department
- Custodian
- Acquisition Date
- Acquisition Cost

- Estimated Useful Life
- Accounts for capitalization and depreciation
- Invoice or GL expenditure detail (attached in TCM)

Capital asset records should also include the following information, when available:

- Property identification number for land
- Vehicle ID Number (VIN) for licensed vehicles
- Serial number for equipment
- Manufacturer
- Model and model year

Policy Revision & Adoption History

- | | |
|------------------------------------|----------------------------|
| • City Council Resolution 2023-102 | December 18 2023 |
| • Revised Policies and Procedures | 1980 through December 2023 |
| • Original Policies and Procedures | 1980 |

City of Chaska, Minnesota

Finance Policies and Procedures
for
Purchasing Card Program

Adopted December 18, 2023

Contacts

Primary contact for lost or stolen cards:

- US Bank Card Services
 - 1-800-344-5696

Secondary, as-needed, contacts for lost or stolen cards:

- Chaska Police Department
 - 952-448-4200
- Purchasing Card Administrator, City Finance Division Director
 - 952-448-9200, Ext 7559
- City Controller
 - 952-448-9200, Ext 7553

For account inquiries, discrepancies, disputed charges and billing information:

- US Bank Card Services
- City Finance Division Director
- City Controller

Questions about policies and procedures:

- City Finance Division Director
- City Controller

Replacing damaged cards:

- City Finance Division Director
- City Controller

To Apply for a City of Chaska Purchasing Card:

- City Finance Division Director
- City Controller

Purpose

The City of Chaska's (hereinafter "City") Purchasing Card Program is designed to provide a cost-effective and efficient method of purchasing goods and services necessary for the function of a government entity. This program also serves the purpose of enabling City of Chaska employees (hereinafter "cardholders") to carry out their duties in the most efficient manner possible by granting them the authority to make properly approved purchases of materials and supplies that are necessary to perform their duties as City employees. The purpose of this policy is two-fold and is to ensure that cardholders are trained appropriately and understand the responsibilities associated with the use of a purchasing card so that they do not unknowingly violate any State Statutes or create unnecessary liability for the City. The policy also serves the purpose of ensuring that the purchasing card is used appropriately by authorized cardholders so that approved goods and services may be procured on behalf of the City in a manner that is consistent with State statutes governing allowable City expenditures. Minnesota Statutes require that expenditures of public funds serve a public purpose. The definition of a public purpose is an activity that will serve as a benefit to the community as a body and which is directly related to the functions of government.

Purchasing cards must not be used to circumvent any applicable contract requirements, bid laws or other established purchasing policies.

Policy

The Chaska City Council, in accordance with Minnesota Statutes Chapter 471.382 Credit Card Sales authorizes the City of Chaska Purchasing Card program. This policy applies to all cardholders and provides the information needed to use a purchasing card in accordance with the City of Chaska Purchasing Card Policy. It is important that all cardholders read the following information carefully since each cardholder will be held responsible for adhering to the policies and procedures as stated herein. Violations of this policy could result in disciplinary action, including revocation of your p-card privileges. **(See Contrary Use section of this policy for details).**

Use of the Purchasing Card

The City delegates to each cardholder the authority to make low dollar purchases by using the purchasing card issued in their name. The use of the purchasing card is a liability of the City and is not a personal liability of the named cardholder. The City is responsible for payment on all City approved purchases; however, the City will bill the cardholder for any personal purchases or unauthorized City purchases made by the cardholder.

- **Purchasing Card Assignment**

Purchasing cards will be assigned to cardholders upon approval by both the Department Head and Purchasing Card Administrator (hereinafter "Finance Division Director"). Prior to receiving their P-card, each cardholder must attend a required training session and complete a Cardholder User Agreement (Exhibit A). The User Agreement must be signed annually, and the signed agreement will be kept in the Finance Department.

When a cardholder's p-card expires, the cardholder must complete a refresher training course on the appropriate use of purchasing cards before the new p-card is issued. The cardholder can obtain their new p-card from the Finance Division Director or City Controller.

The named cardholder is the only authorized user for their purchasing card. Purchasing cards may not be used by anyone other than the named cardholder.

- **Purchasing Card Limitations**

Purchasing cards are subject to single transaction limits and monthly credit limits. The limits for each cardholder are determined based on position level and need. The single and monthly limits are as follows:

- 2,500 Single Transaction/\$7,500 Monthly Limit (Department Head Level)
- \$2,000 Single Transaction/\$6,000 Monthly Limit
- \$1,000 Single Transaction/\$3,000 Monthly Limit
- \$500 Single Transaction/\$1,500 Monthly Limit

If the need to exceed an established limit occurs for an approved purchase, the cardholder's department head or manager must submit a completed request form for a temporary change in credit limit. This form can be obtained by contacting the Finance Division Director or City Controller. Splitting a single purchase into more than one transaction to avoid the transaction limits is prohibited.

- **Purchasing Card Purchases**

- **Permitted Purchases**

All purchases made with a City issued purchasing card must pass the public purpose expenditure test (**See Appendix C**). The definition of a public purpose is an activity that will serve as a benefit to the community as a body and which, is directly related to the functions of government.

- Materials, supplies or services for City use and not prohibited by any applicable policy.
 - Travel related expenses (**see Employee Handbook section 515 for details & limitations**) including but not limited to: airfare, overnight lodging, banquet registration, toll fees, parking fees, transportation fees & tips.
 - The purchase of travel meals for the cardholder or other city employees while traveling with a purchasing card are prohibited.

- **Prohibited Purchases**

Consistent with any other City purchase, the purchasing card may not be used to purchase any product or service considered to be an inappropriate use of City funds. Unauthorized purchases include but are not limited to:

- Items for personal use
 - Gift cards
 - Purchases of food/beverages that do not serve a public purpose or could be misconstrued as for personal use. **See Appendix C for the Public Purpose Expenditure Test.**
 - Alcoholic Beverages of any type
 - Meals for individuals, including the cardholder, unless public purpose test is met (for assistance determining public purpose eligibility please see the Finance

Dept)

- Capital related contract payments and capital assets
- Equipment that is required to be licensed
- Consulting or professional/technical services
- Construction services
- Cash, Cash Advances or Credit Extensions
- Any transaction exceeding Purchasing Cards limits

- **Past Due Invoices**

The purchasing card may not be used to pay any invoices that are past due. Under MN Statute 471.425 Prompt Payment of Local Government Bills, city governments are required to assess interest on past due balances. This process can only be done through normal accounts payable invoice processing; therefore, all past due invoices must be paid by check and the use of purchasing cards under these circumstances is strictly prohibited. If there are unusual or extreme circumstances, cardholders should immediately contact the Finance Division Director or City Controller.

- **Returns and Credits**

Returns and credits must be processed in the same manner as the purchase transaction. The original purchasing card must be used for any returns or credits. Cash refunds are strictly prohibited.

- **State and Local Sales Tax**

The City is exempt from paying State and Local Sales tax, with the exceptions of the Electric Department, Town Course and The Loop Golf Courses. Cardholders must check to ensure that tax is not charged on exempt City purchases. In the event that sales tax is charged on exempt purchases, the cardholder must provide the Vendor with a copy of the City's ST3 Exemption form and request reimbursement of the tax charged. If the cardholder makes a purchase from a new vendor, an ST3 Exemption form must be presented at the time of purchase to avoid having sales tax charged on exempt purchases. Cardholders may obtain copies of the ST3 Exemption form from the City Finance department.

Record Keeping and Compliance

- **Receipts and Supporting Documentation**

In accordance with MN Statutes, all cardholders are required to obtain original receipts for every purchase made with their purchasing card. If a receipt is lost or cannot be obtained from a vendor, the cardholder must complete and sign an Affidavit in Lieu of Receipts form. This form can be obtained from the Finance department. The Affidavit must be turned in to the Finance department along with all other receipts for the month. Please refer to Exhibit B, P-Card Instructions, for specific instructions regarding the required receipt information and supporting documentation. The cardholder is required to follow these instructions for proper record keeping and compliance. Repeated non-compliance with the record keeping requirements will result in disciplinary action. The City follows a "three strikes" policy – after three violations of the record keeping policy, the cardholder's purchasing card privileges will be revoked.

- **Card Holder Responsibilities**

- Complete the Purchasing Card application and User Agreement.
- Complete Training with the Finance Division Director
- Sign the back of the purchasing card when issued and received.
- Ensure that the purchasing card is secure when not in use.
- Ensure that all purchasing card transactions are in the name of the cardholder.
- Ensure that the cardholder signs all purchasing card receipts when required by the Vendor.
- Ensure that the purchasing card is used solely for authorized City purchases.
- Ensure that the purchasing card transactions are not "split" to avoid individual purchase transaction limitations.
- Obtain detailed transaction receipts for all purchasing card transactions. (See Exhibit B for specific instructions.)
- Review monthly purchasing card statements for accuracy of charges and take appropriate action regarding any discrepancies or fraudulent charges.
- Attach original receipts and transaction coding to monthly statements. Send all originals to Kari Johnson in the Finance department.

- **Supervisor Responsibilities**

- Review and approve statements from all department employees to ensure that all transactions and charges are accurate and appropriate.
- Ensure that the purchasing card is not used to make personal purchases.
- Ensure compliance with the purchasing card requirements set forth in this policy.
- Ensure that only the named cardholder uses the purchasing card issued in their name.
- Secure the return of the purchasing card issued to a cardholder upon termination of employment with the City. (Card should be cut into two pieces and returned to the Finance Division Director.)

- **Termination of Employment or Transfer of Cardholder**

If a cardholder terminates employment with the City for any reason or transfers between City departments, the purchasing card issued in the name of the cardholder must be returned to the Finance Division Director prior to the termination or transfer date. The purchasing card will be canceled and, if needed, a new card will be issued as approved by the newly assigned Department Head.

- **Administrative Leave from the City of Chaska**

Cardholders on paid or unpaid leave from the City must return all issued purchasing cards to their assigned Department Head immediately upon being placed on leave.

- **Contrary Use**

Failure to comply with the Purchasing Card Policies and Procedures as outlined in this policy will result in the loss of purchasing card privileges and immediate revocation of the issued purchasing card. Other disciplinary action will be determined on a case-by-case basis.

Policy Revision & Adoption History

- | | |
|------------------------------------|---------------------------------|
| • City Council Resolution 2023-102 | December 18, 2023 |
| • Revised Policies and Procedures | July 2008 through December 2023 |
| • Original Policies and Procedures | July 2008 |

Exhibit A

CITY OF CHASKA CARDHOLDER USER AGREEMENT

You are being entrusted with a City of Chaska purchasing credit card, issued by U.S. Bank. The card is provided to you based on your need to purchase materials for the City of Chaska. It is not an entitlement nor a reflection of title or position. The card may be revoked at any time without your permission. Your signature below indicates that you have read and will comply with the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of the City of Chaska and will strive to obtain the best value for the City of Chaska.
2. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or for others. Using the card for personal charges could be considered misappropriation of City funds and could result in disciplinary action, up to and including termination of employment.
3. I understand that all Purchasing card purchases must meet the same standard as all other City purchases, including that the purchase meets the public purpose doctrine, which means that the purchase will serve as a benefit to the community as a body and which, at the same time, is directly related to the functions of government.
4. I will make only purchases that are just and correct and will not pay for any part of a purchase has been previously paid.
5. I agree that should I violate the terms of this Agreement and use the Purchasing card for personal use or gain that I will reimburse the City for all incurred charges and any fees related to the collection of those charges.
6. The Purchasing Card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any charges against the card.
7. The Purchasing Card is City of Chaska property. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the card to validate its existence and account number. I may also be asked to produce receipts and statements to audit its use.
8. If the card is lost or stolen, I will immediately notify US Bank Account Service at 1- 800-344-5696 and the City Finance Division Director or City Controller.
9. I will receive a monthly statement, which will report all purchasing activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will reconcile the statement and resolve any discrepancies by either contacting the supplier or U.S. Bank.
10. I agree to surrender the Purchasing Card to my Supervisor immediately upon separation of employment, whether for retirement, voluntary, or involuntary reasons.

Cardholder Name (Print)

Cardholder Signature

Date

CC:

Department Head
Cardholder

Exhibit B

P-Card Instructions

It is your responsibility to retain and submit all **original** receipts and appropriate documentation (see below for additional information on original receipts and appropriate documentation) for purchases made on your card. **State law requires that we keep original documentation for each purchase.**

Personal use of the City P-Card is NOT allowed.

Your P-Card may NOT be given to other employees for their use.

The City of Chaska is exempt from sales tax (except for the golf courses and electric department). Please notify vendors of the tax exemption. Contact Kari (7557) or Michelle (7556) if you need a copy of the tax-exempt form (ST3).

The Finance Dept will send you a copy of your monthly P-Card/US Bank statement when available, usually between the 13th & 15th of the month. Please send the P-Card information back to Kari in the Finance Dept by the due date specified.

Guidelines for submission of receipts and supporting documentation:

- Write legibly
- Remove all staples
- Tape the receipt to a single sheet of paper for scanning but do not tape over the receipt information
- The receipt **must** be itemized and show the following:
 - ✓ Name of the business
 - ✓ Date of the transaction
 - ✓ What was purchased/quantity of what was purchased
 - ✓ Method of payment (your P-card number)
 - ✓ Dollar amount
- You will also need to add the following information:
 - ✓ General Ledger Expense Coding
 - ✓ A concise explanation including:
 - ✓ What was purchased
 - ✓ For what department/location
 - ✓ **The public purpose of the purchase**
 - ✓ If the p-card charge is for a conference and/or travel, please include a copy of the conference flyer/brochure showing the conference name, purpose, dates, costs, etc.

After you have entered the information into Munis, please forward all **original** documentation to Kari in Finance. If the Finance Dept enters your receipt information, please have documentation to Kari by the date specified.

If you suspect fraud or our P-Card is lost/stolen, please notify the appropriate parties including the City Finance Division Director or City Controller. Contact information for US Bank can be found at the beginning of the User Policy document.

Appendix C

Public purpose expenditure chart

This chart sets forth criteria to help determine the validity of a public expenditure. An expenditure that does not meet the tests below may not represent a proper public expenditure.

Test	Answer	Public expenditure <u>NOT</u> authorized	Public expenditure authorized
1. Does a statute or charter provision specifically or implicitly authorize the specific expenditure?	Yes	✓	
	No		✓
2. Does the expenditure benefit the community as a whole?	Yes	✓	
	No		✓
3. Is the expenditure directly related to the functions of government?	Yes	✓	
	No	✓	
4. Does the expenditure have as its primary objective the benefit of a private interest?	Yes		✓
	No		

REQUEST FOR ACTION CHASKA CITY COUNCIL DECEMBER 18, 2023

Subject: Establish 2023 Interfund Tax Increment Loans

Reviewed By: Noel Graczyk, Administrative Services Director

Prepared By: Lisa Nelson, Controller

Background

Each year in accordance with Minnesota State Statutes, the City by resolution authorizes the use of interfund loans to fund cash deficits in various tax increment funds. The proposed resolution establishes the terms and conditions for interfund loans, from various City funds to various tax increment funds that are expected to have a cash deficit as of December 31, 2023. In accordance with Minnesota State Statutes, interfund loans must be established each year by resolution with a stated interest rate, annual term, and loan amount. These defined terms fix the annual cost of a loan using the maximum interest rate permitted in accordance with State Statutes. The following Tax Increment Districts (TID) are expected to have a cash deficit as of December 31, 2023:

TID #20 (Brewery Project) has a projected cash deficit of \$25,220 and will have a maximum 2023 annual interest cost of \$1,204 at the permitted 5% maximum interest rate.

TID #21 (Hot Spot) has a projected cash deficit of \$87,584 and will have a maximum 2023 annual interest cost of \$4,113 at the permitted 5% maximum interest rate.

TID #22 (Ernst House) has a projected cash deficit of \$76,962 and will have a maximum 2023 annual interest cost of \$3,356 at the permitted 5% maximum interest rate.

TID #23 (City Square West) has a projected cash deficit of \$882,110 and will have a maximum 2023 annual interest cost of \$41,729 at the permitted 5% maximum interest rate.

TID #24 (Oppidan) is projected pay down the \$45,770 interfund loan, and at the end of the year with a small cash surplus. For the period of the district's cash deficit, the district will have a maximum 2023 annual interest cost of \$2,187 at the permitted 5% maximum interest rate.

Staff Recommendation

The proposed resolution establishes interfund loans and sets loan terms for each loan. Staff recommends adoption of the resolution.

CITY COUNCIL ACTION REQUESTED

Motion to adopt Resolution 2023-103, establishing terms and conditions of interfund tax increment loans.

**CITY OF CHASKA
CARVER COUNTY, MINNESOTA**

RESOLUTION

DATE 12/18/2023 RESOLUTION NO. 2023-103

MOTION BY COUNCILMEMBER _____ SECOND BY COUNCILMEMBER _____

RESOLUTION PROVIDING 2023 INTERFUND TAX-INCREMENT PROJECT FINANCING

BE IT RESOLVED, by the City Council of the City of Chaska, Minnesota (the “City”), as follows:

1. Recitals.

(a) Minnesota State Statutes (MSS), Section 469.178 permits the authority or municipality to use interfund loans to advance or loan money to finance tax increment expenditures. The maximum interest rate on the interfund loans is the greater of (i) the rate stated in MSS, Section 270C.40 or (ii) the rate stated in MSS, Section 549.09.

(b) In 2023 the maximum interfund interest rate is 5.0%, based on the 5.0% permitted rate in accordance with MSS, Section 270C.40 and the 5.0% permitted rate in accordance with MSS, Section 549.09.

2. Official Intent Declaration.

(a) The City of Chaska intends to make interfund loans from various funds of the City of Chaska to Tax Increment District No. 20, Brewery Project for the 2023 fiscal year in the amount of \$25,220 for a maximum period from December 31, 2022 to December 31, 2023 (one year) at the rate of 5.0% for a 2023 total interest cost of \$1,204.

(b) The City of Chaska intends to make interfund loans from various funds of the City of Chaska to Tax Increment District No. 21, Hot Spot Development for the 2023 fiscal year in the amount of \$87,584 for a maximum period from December 31, 2022 to December 31, 2023 (one year) at the rate of 5.0% for a 2023 total interest cost of \$4,113.

(c) The City of Chaska intends to make interfund loans from various funds of the City of Chaska to Tax Increment District No. 22, Ernst House for the 2023 fiscal year in the amount of \$76,962 for a maximum period from December 31, 2022 to December 31, 2023 (one year) at the rate of 5.0% for a 2023 total interest cost of \$3,356.

(d) The City of Chaska intends to make interfund loans from various funds of the City of Chaska to Tax Increment District No. 23, City Square West for the 2023 fiscal year in the amount of \$882,110 for a maximum period from December 31, 2022 to December 31, 2023 (one year) at the rate of 5.0% for a 2023 total interest cost of \$41,729.

(e) The City of Chaska intends to make interfund loans from various funds of the City of Chaska to Tax Increment District No. 24, Oppidan for the 2023 fiscal year in the amount of \$45,770 for a maximum period from December 31, 2022 to December 31, 2023 (one year) at the rate of 5.0% for a 2023 total interest cost of \$2,187.

Resolution No. 2023-103
December 18, 2023
Page 2

Passed and adopted by the City Council of the City of Chaska, Minnesota this 18th day of December 2023.

Mike Huang, Mayor Pro Tem

Attest: _____
Deputy Clerk

REQUEST FOR ACTION CHASKA CITY COUNCIL DECEMBER 18, 2023

Subject: 303 & 305 Hickory Street – Lot Split & Minor Variance

Applicants: Daniel Schepers

Location: 303 & 305 Hickory Street

Case No.: P.C. No. 2023-27

Synopsis: The applicant is requesting a lot split and minor variance to deviate from the driveway setback up to 3.4 feet for an existing driveway.

Prepared by: Elizabeth Hanson

Staff Recommendation: Motion to adopt Resolution No. 2023-104

BACKGROUND

In 1989 the City approved both a house move and a lot split/construction in a flood plain request for 305 Hickory Street;

- April 3, 1989: lot split/construction within a flood plain approved;
- May 30, 1989: house move approved

Both of these requests were in conjunction with the relocation of the residence located at 639 West 1st Street, which was moved as a part of the Flood Control Project (i.e. construction of the levy).



(Left Image: 1979 aerials showing former location of 639 West 1st Street home ; Right Image: house move)



(Left Image: Lot Split document from 1989 approvals ; Right Image: 2023 layout and lot)

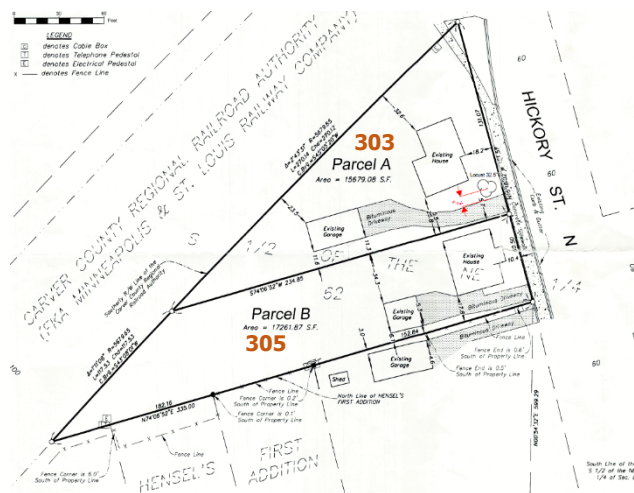
The home from 639 West 1st Street moved to the south side of the lot at 305 Hickory Street and was addressed as 305 Hickory Street; the existing home on 305 Hickory Street was then addressed to 303 Hickory Street. The existing garage on site was relocated to the rear of the existing home to accommodate the new home from 639 W 1st St, but used the same driveway opening to Hickory Street for access. The lot split requested was never officially recorded in 1989 and thus the property has stayed one lot with two homes on it. Tonight we are looking at a new lot split request.

CURRENT REQUEST

The applicant is proposing the following requests:

1. Lot Split
2. Minor Variance

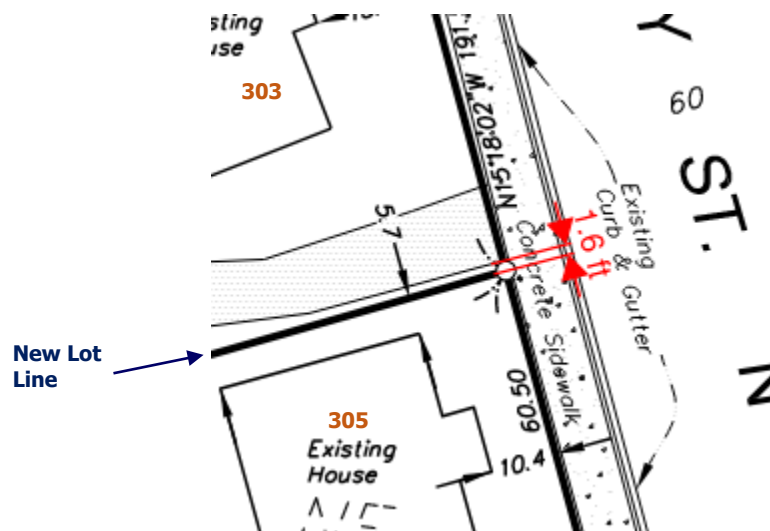
The applicant is proposing a lot split between the homes of 303 and 305 Hickory Street, which are located on one 0.75 acre lot. The applicant owns both homes. The lot split would create a lot for each home on the property: 303 Hickory Street (Parcel A) and 305 Hickory Street (Parcel B). Currently the site is non-conforming because there are two homes on one lot. Splitting the lot would bring the property into a more conforming state.



(Lot Split Survey)

The property is within the Medium Density Residential (R2) zoning district. Splitting the lot will not render the parcels in violation of the zoning ordinance in regards to minimum lot width/depth and size. 'Parcel A' (303 Hickory Street) will be an ending total of 15,679 square feet (0.35 acres); 'Parcel B' will be an ending total of 17,261 square feet (0.4 acres). The lot split is being requested to allow the property owner to separately sell each home.

Driveways and buildings require a five (5) foot setback from interior side yard property lines for the R2 zoning district. The lot split will place the new lot line between the existing driveway at 303 Hickory Street and the home at 305 Hickory Street. The existing driveway will have a (1.6) ft. setback from the new side property line, which creates a 3.4 foot deviation from the 5 foot setback. Because there is only 7.3 feet between the home and the driveway, the new lot line would not be able to create a conforming setback between the driveway and home (where 10 feet is needed). The applicant is deviating from the five (5) foot setback for the existing driveway, and thus a minor variance is being sought.



(Zoomed in survey showing new lot line and existing driveway setback)

MINOR VARIANCE REQUIREMENTS

A property owner may file an application for a minor variance if the variance meets any of the following requirements (per Zoning section 15.08.080.D):

1. If it relates to setbacks for driveway, garage, or swimming pool;
2. If it is less than five (5) feet; or
3. If it relates to the size and location of signs that deviate from the Ordinance by less than 10%.

The procedure for applying for a minor variance is as follows:

1. The property owner or his/her agent shall meet with the Zoning Administrator to explain the situation, learn the procedures, and obtain an application form.
2. The applicant shall file the completed application form together with the required exhibits with the Zoning Administrator and shall pay the required fee.
3. The applicant shall secure and present signatures from property owners contiguous to the affected yard for which the variance is requested, specifically noting awareness of

the minor variance request. The Zoning Administrator shall determine the adequacy and accuracy of the names and addresses of such property owners.

4. The Minor Variance Board shall be composed of the Planning Director (or designee), Community Development/Code Administrator (or designee) and Building Official (or designee).
5. The Minor Variance Board shall unanimously recommend approval or denial of the application within five (5) days of filing with the Zoning Administrator. In the event the application is not recommended for approval by the Board, the applicant may proceed as provided in paragraph C, and the original fee shall be applied to the fee as required for a standard variance.
6. If recommended for approval by the Minor Variance Board, the application shall be placed on the City Council's consent agenda within 21 days of filing. The Minor Variance Board may recommend conditions upon the approval which relate directly to the variance request.
7. Within all shoreland areas defined by CZO 15.24.020 paragraph B, a copy of every variance application along with supporting materials required by paragraph B, shall be submitted to the Minnesota Department of Natural Resources and also shall have received at least ten (10) days notice prior to the meeting date to consider the variance. (Ord. No. 644, 10/19/98)

FINDINGS

In 1998, the City's Zoning Ordinance was amended to add a new review procedure for minor variances. The purpose for establishing a minor variance review process was to streamline the review process for variance applications that Staff deemed as minor and noncontroversial. This streamlined review process was consistent with the City's goals of being more efficient and customer friendly. The Staff Report specifically referred to the future need for minor variances for additions to houses and garages in the lower part of the City, following its removal from the flood plain. Since the applicant's variance request relates to a driveway and is less than five (5) ft., Staff concludes that this situation constitutes a minor variance application.

In reviewing minor variances, the Minor Variance Board uses a basic "rule of thumb" that if an average resident drives down the street and cannot tell the difference between the required situation and the proposed situation, then the minor variance is most likely acceptable. The existing driveway is not physically being altered with the lot split request. The lot split makes the property more conforming so that each home is on a separate lot. Splitting the property would not create a physical difference in what is being seen from the street. Other properties in the vicinity appear to have similar driveway deviations; 305 Hickory Street, 225 Hickory Street, 221 Hickory Street, 504 Locust Street, and 518 Locust Street (see images on next page). In that regard, approving the minor variance for the existing driveway's deviation into the side yard setback would not create a situation that is uncommon for



the area. The property owner considered the potential of moving the driveway north with the lot split request to meet the 5 foot setback however there is a sizeable tree (32.5" Locust) just north of the driveway that could be adversely impacted with that move (see image on previous page).



(Left Image: street view of 221 Hickory Street ; Right Image: street view of 225 & 305 Hickory Street)

Based on the above findings, Staff concludes that the existing driveway and the required side yard setback deviation meets the criteria of being minor (less than 5 ft.) and noncontroversial. The property owner is choosing to locate the new lot line so that the home at 305 Hickory Street would meet the 5 foot setback but the result of that would make the existing driveway at 303 Hickory Street deviate. In staff's opinion having the driveway deviate into the setback versus the home is more favorable. Additionally, the proposal for a new lot line will eliminate the non-conforming situation of having two homes on one lot. This non-conforming situation is more considerable than a driveway deviation and thus should take priority in being corrected. The Minor Variance Board met on November 27, 2023, and is unanimously recommending approval of this minor variance request.

MINOR VARIANCE BOARD ACTION TAKEN 11-27-23:

Recommend approval to the City Council of a lot split and a minor variance to allow an existing driveway to encroach into the side yard setback up to 3.4 feet, based on the following graphic exhibits and conditions:

1. Certificate of Survey, prepared by Otto Associates, dated October 9, 2023.
2. Narrative (pgs 1-2), submitted by Dan & Chris Schepers dated November 20, 2023 and December 5, 2023
3. Neighbor Signatures – 225 Hickory Street, 508 Locust Street, 512 Locust Street, and 518 Locust Street, dated December 4, 2023
4. The driveway at 303 Hickory Street must conform to the City's zoning ordinance section 15.04.050 for Non-Conforming Structures and Uses. Alteration or enlargement to the driveway are only allowed if such alterations or enlargements are made so as to bring the driveway into conformity.

CITY COUNCIL ACTION REQUESTED:

Motion to adopt Resolution 2023-104 approving a lot split and minor variance to allow an existing driveway to encroach into the side yard setback up to 3.4 feet.

CITY OF CHASKA
CARVER COUNTY, MINNESOTA

RESOLUTION

DATE DECEMBER 18, 2023 **RESOLUTION NO.** 2023-104

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

A Resolution to approve a lot split and minor variance to allow an existing driveway to encroach into the side yard setback up to 3.4 feet/Daniel Schepers/PC #2023-27

WHEREAS, the applicant is proposing a lot split between the homes of 303 and 305 Hickory Street, which are located on one 0.75 acre lot; and

WHEREAS, the lot split would create a lot for each home on the property; and

WHEREAS, the lot split will place the new lot line between the existing driveway at 303 Hickory Street and the home at 305 Hickory Street; and

WHEREAS, the existing driveway will have a (1.6) ft. setback from the new side property line, which creates a 3.4 foot deviation from the 5 foot setback; and

WHEREAS, the applicant is deviating from the five (5) foot setback for the existing driveway, and thus a minor variance is being sought; and

WHEREAS, a property owner may file an application for a minor variance if the variance meets any of the following requirements:

- 1) If it relates to setbacks for driveway, garage, or swimming pool;
- 2) If it is less than five (5) feet; or
- 3) If it relates to the size and location of signs that deviate from the Ordinance by less than 10%; and

WHEREAS, the applicant has filed an application for a minor variance that complies with items 1) and 2) above; and

WHEREAS, the applicant has followed the applicable procedures for a minor variance; and

WHEREAS, the lot split makes the property more conforming so that each home is on a separate lot; and

WHEREAS, splitting the property would not create a physical difference in what is being seen from the street; and

WHEREAS, the property owner considered the potential of moving the driveway north with the lot split request to meet the 5 foot setback, however there is a sizeable tree (32.5" Locust) just north of the driveway that could be adversely impacted with that move; and

WHEREAS, staff has analyzed this request and it was determined that the applicants proposal would yield a better result for the property to be split, rather than strict compliance with the driveway setback ordinance; and

WHEREAS, the applicant has provided signatures from their neighbors (variance side) which consents that they have no objection to this request; and

THE CITY COUNCIL MAKES THESE FINDINGS OF FACT:

1. The applicant has demonstrated practical difficulties in complying with the ordinance because:
 - a. The applicant proposed use of the property is reasonable because the existing uses are not altered, but the lot split creating the need for the variance will make the parcel generally more conforming; and
 - b. The difficulty is not created by the homeowner because relocation of the driveway is impeded by a substantial tree; and
 - c. The variance would not alter the essential character of the neighborhood because the existing features on the ground are not altered, and staff report that there are other similar non-conforming driveways in the neighborhood owing to the age of the neighborhood.
2. The variance is in harmony with the zoning ordinance and comprehensive plan because:
 - a. The lot split makes the parcels generally more conforming to the City code; and
 - b. The proposed use remains residential, in accordance with the zoning code and the guidance of the Comprehensive Plan; and
 - c. The variance makes an older neighborhood appealing as a living area because increasing the ability of homeowners to buy and sell the lots, while protecting existing mature trees which contribute to attractive living areas.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Chaska, Minnesota hereby approves the a lot split and minor variance to allow an existing driveway to encroach into the side yard setback up to 3.4 feet at 303 Hickory Street North, subject to the aforementioned stipulations and the following conditions:

1. Approvals shall be based on the following exhibits:

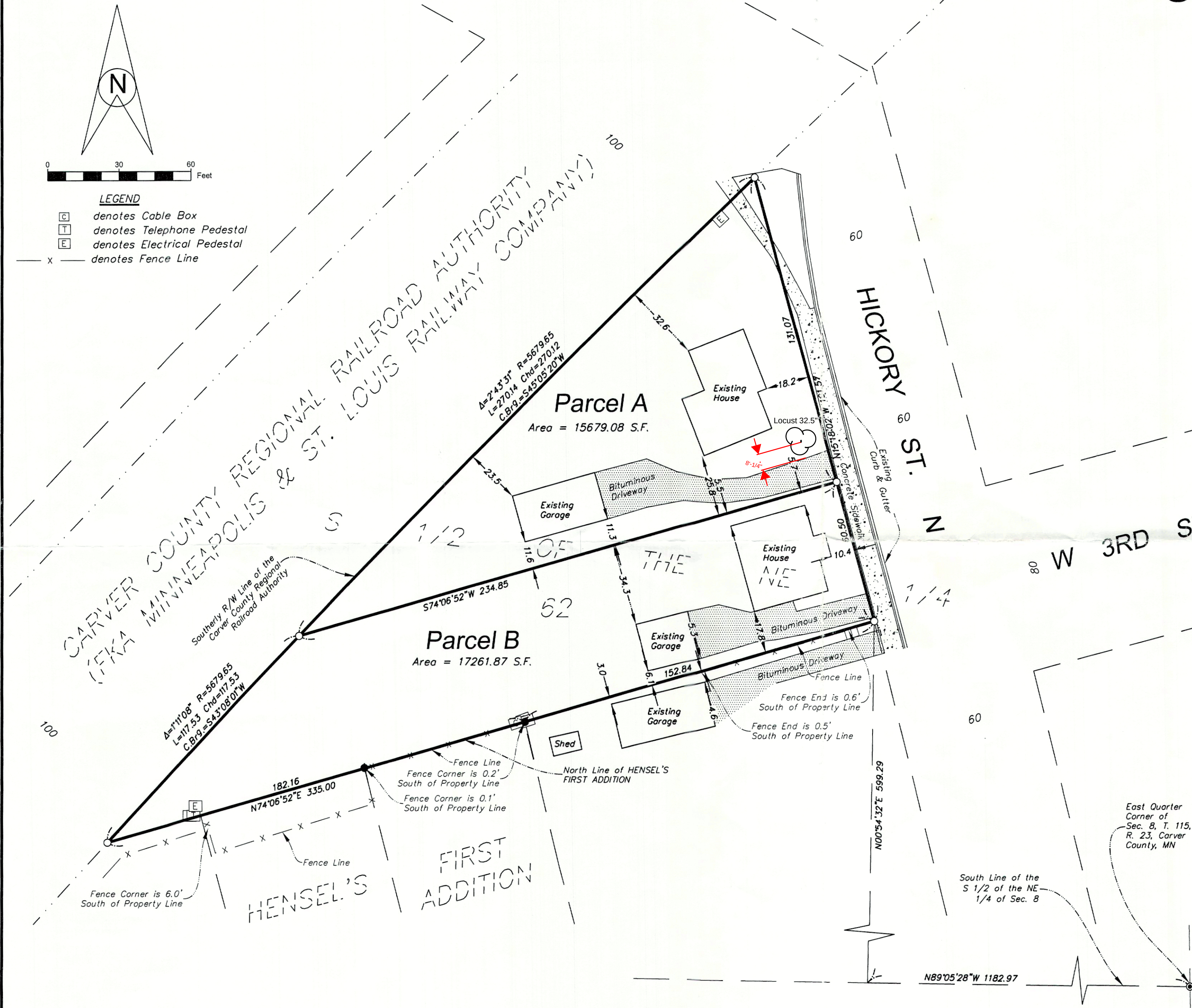
- A. Certificate of Survey, prepared by Otto Associates, dated October 9, 2023.
 - B. Narrative (pgs 1-2), submitted by Dan & Chris Schepers dated November 20, 2023 and December 5, 2023
 - C. Neighbor Signatures – 225 Hickory Street, 508 Locust Street, 512 Locust Street, and 518 Locust Street, dated December 4, 2023
2. The driveway at 303 Hickory Street must conform to the City’s zoning ordinance section 15.04.050 for Non-Conforming Structures and Uses. Alteration or enlargement to the driveway are only allowed if such alterations or enlargements are made so as to bring the driveway into conformity.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 18th day of December, 2023.

Mike Huang, Mayor Pro Tem

Attest _____
Deputy Clerk

Certificate of Survey



EXISTING PROPERTY DESCRIPTION:

That part of the South Half of the Northeast Quarter of Section 8, Township 115, Range 23, Carver County, Minnesota, described as follows:

Beginning at the intersection of the Southeasterly right of way line of the Chicago and Northwestern Railway, formerly the Minneapolis and St. Louis Railway, and the Easterly line of vacated Block 62, according to the original plat of the TOWNSITE OF CHASKA; thence Southerly along the Easterly line of said vacated Block 62 and its Southerly extension to its intersection with the centerline of vacated Third Street according to said original plat of the TOWNSITE OF CHASKA; thence Westerly along the centerline of said vacated Third Street and its Westerly extension along the Northerly line of the recorded plat of HENSEL'S FIRST ADDITION, 329.3 feet, more or less, to its intersection with said Southeasterly right of way line of the Chicago and Northwestern Railway; thence Northeasterly along said Southeasterly right of way line to the point of beginning.

SURVEYOR'S NOTE:

The purpose of this survey is to subdivide the parcel into two parcels. The existing description references vacated Block 62 and the centerline of Third Street. We have found that the centerline of Third Street does not fit the North line of HENSEL'S FIRST ADDITION. This could cause an ambiguous boundary location. I have written the following Suggested Revised Property Descriptions based upon the Section to correct this. An attorney should be contacted to discuss this.

SUGGESTED REVISED PROPERTY DESCRIPTIONS

PARCEL A:

That part of the South Half of the Northeast Quarter of Section 8, Township 115, Range 23, Carver County, Minnesota, described as follows:

Commencing at the East Quarter corner of said Section 8; thence on an assumed bearing of North 89 degrees 05 minutes 28 seconds West, along the South line of said South Half of the Northeast Quarter, a distance of 1182.97 feet; thence North 00 degrees 54 minutes 32 seconds East, a distance of 599.29 feet; thence North 15 degrees 18 minutes 02 seconds West, a distance of 60.50 feet to the point of beginning; thence South 74 degrees 06 minutes 52 seconds West, a distance of 234.85 feet to the Southerly right of way line of the Carver County Regional Railroad Authority right of way; thence Northeasterly along said right of way line, a distance of 270.14 feet to a line that bears North 15 degrees 18 minutes 02 seconds West from the point of beginning; thence South 15 degrees 18 minutes 02 seconds East, a distance of 131.07 feet to the point of beginning.

PARCEL B:

That part of the South Half of the Northeast Quarter of Section 8, Township 115, Range 23, Carver County, Minnesota, described as follows:

Commencing at the East Quarter corner of said Section 8; thence on an assumed bearing of North 89 degrees 05 minutes 28 seconds West, along the South line of said South Half of the Northeast Quarter, a distance of 1182.97 feet; thence North 00 degrees 54 minutes 32 seconds East, a distance of 599.29 feet to the point of beginning; thence North 15 degrees 18 minutes 02 seconds West, a distance of 60.50 feet; thence South 74 degrees 06 minutes 52 seconds West, a distance of 234.85 feet to the Southerly right of way line of the Carver County Regional Railroad Authority right of way; thence Southwesterly along said right of way line to the North line of the recorded plat of HENSEL'S FIRST ADDITION; thence North 74 degrees 06 minutes 52 seconds East, along said North line, a distance of 182.16 feet to the Northeast corner of said HENSEL'S FIRST ADDITION; thence North 74 degrees 06 minutes 52 seconds East, a distance of 152.84 feet to the point of beginning.

Certificate of Survey on Part of the S 1/2 of the NE 1/4 of Sec. 8, T. 115, R. 23, Carver County, Minnesota

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Paul E. Otto
License #40062 Date: 10-17-23

Requested By:

Dan Schepers

Date: 10-09-23

Drawn By: B.M.H.

Scale: 1"=20'

Checked By: P.E.O.



www.ottoassociates.com
9 West Division Street
Buffalo, MN 55313
(763)682-4727
Fax: (763)682-3522

- denotes iron monument found
- denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062
- denotes Soil Boring

Project No. 23-0403

11/20/2023

To whom it may concern:

Request for Minor Variance for 303 Hickory Street, Chaska, Mn. 55318 by Dan and Chris Schepers

Narrative:

In 1989 we owned the property at 305 Hickory Street. The city was set to move and/or demolish the Lobitz house that was located next to the Athletic Park to make way for the Creek Project. We purchased the house. We then needed to move our garage from the side of the house to the back of our house. The city determined the location of our garage and also the foundation of the new house and garage that we were moving (I.e., 303). In October 1989, the house and garage were moved. The 305 driveway at the time started at the road in the same place as it is now but made a left hand turn into the garage. Then that garage was moved to the back of the house in order to move 303 into its place. At the time we thought the city had split the lot but then realized that it was not the case.

The placement for the 305 driveway was affected by a large tree and cistern (had a little hand pump with it and was about 6-8 feet deep). The tree was compromised and slowly died. When a large branch fell between the houses we knew it had to be removed. That was a couple of years ago. Along with the tree, we also filled in the hole for the cistern. The stump of the tree is still in place.

If the driveway to 305 Hickory needs to be moved, that would affect the curbing and sidewalks that access the driveway. There is also a tree that the city planted near the place where the driveway would need to move to.

According to the survey, there is a 1.6 foot distance from the driveway to the lot line. It appears that our request is for a 3 ½ foot variance.

Since we own both of the properties, we would be happy to give 303 permission to leave the driveway where it has been for the last 34 years.

An option would be if you would allow the property line to be moved closer to the house to allow the 5 foot distance that you are looking for.

Thank you for your consideration.

Yours,

Dan and Chris Schepers

Elizabeth Hanson

From: Daniel Schepers <cdschepers@gmail.com>
Sent: Tuesday, December 5, 2023 7:22 PM
To: Elizabeth Hanson
Subject: [EXTERNAL]Narrative #2 for 303 and 305 Hickory Street Minor Variance

1. The condition that creates a practical difficulty that would prohibit development without a variance: the placement of the driveway that is between the 2 houses, the curb cutout would not align, and the tree that was planted by the city would sustain significant damage to the roots.
2. conditions on the property that create a practical difficulty that are not present on similar lots in the same area: the history of a large tree on the 305 side of the driveway, the inability to move the driveway closer to the house on 305, and the history of the cistern that facilitated the location of the tree.
3. relationship with abutting property that will not be adversely affected by the variance: we own both properties and have for the last 34 years. There is a history.
4. The variance shall not impair the health of the public because there would be no change to anything.
5. The variance shall not be contrary to the intent and purpose of the Comprehensive Plan: the Comprehensive plan, 34 years ago, was followed and the 303 house and subsequent driveway was placed accordingly.
6. Variance shall not allow a use in a district that is not otherwise allowed? Not applicable to our situation
7. The variance shall not be greater than necessary to accomplish the landowners objectives: we are looking for 3 ½ feet
8. Are there alternatives: an alternative would be to move the driveway in which would involve cutting into the roots of the tree and to move the curb cutout
9. The variance would not alter the essential character of the locality: true as in the property would not change and look the same as it has for the last 34 year
10. Conforming to City Code, the property could not be put to a reasonable use: true as the tree would need to be damaged and the curb moved
11. the variance would improve an existing non-conforming condition: yes as it would make it legal
12. The variance will not impair the property: true as there would be no changes to the current landscape
13. Are there unique characteristic to the property: yes we adhered to the requirements that we were given by the city to move 303 onto the property and also the placement of the driveway.

CAUTION: This email originated from outside of the organization. Do not click links, open attachments, or respond unless you recognize the sender and know the content is safe.

12/4/23

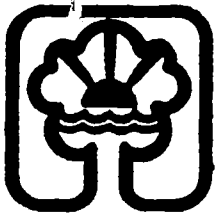
I agree to the proposed property line between the properties at 303 and 305 Hickory Steet:

225 Hickory Street Mary Quest

508 Locust Street Sharon M. Shaw Sheila Shoel

512 Locust Street John Emery JOHN EMERY

518 Locust Street Patrick Poppler



REQUEST FOR COUNCIL ACTION

APRIL 3, 1989

AGENDA ITEM NO. 9

LB SUBJECT: 1) PUBLIC HEARING: CONSTRUCTION IN FLOOD PLAIN
2) LOT SPLIT

The Planning Commission at its March 8, 1989 meeting held a public hearing to consider a Lot Split at 305 Hickory Street. The lot is approximately .75 acres in size; is triangular; is bordered by Hensels addition to the south; the C & NW Railroad on the north and northwest, and has 190 feet of frontage on Hickory Street on the east. The property is zoned R-2 and is located in the Floodplain.

The applicant is proposing two lots: Parcel A is 24,077 sq.ft. and Parcel B is 8,450 sq.ft. The minimum lot size in the R-2 District is 7,200 sq.ft. The frontage, at the building line, is 125 feet on Parcel A and 65 feet on Parcel B. The minimum frontage required in the R-2 District is 60 feet.

Presently, there is one house and one garage on the property. The garage will be removed from the newly created Parcel B. The applicant is proposing to either construct a new home on Parcel B or relocate the home now at 639 West First Street onto the new lot. That home is being removed as part of the Flood Control Project. The subject property has a metes and bounds description and because of this staff did evaluate platting the property versus the simple lot split. Staff determined that splitting the property as opposed to platting appears to make more sense at this time due to the uncertainty of the future of the railroad right-of-way. Planning Commission agreed. Also, staff reviewed the proposal with the County Recorder and he is okay with the split. Waiving the platting requirement does not appear to interfere with the purpose of the Subdivision Regulations. The legal description of the property is relatively simple and the property has been surveyed. (See attached staff report to Planning Commission for additional information.)

Basically, this item could have appeared under the current agenda, but the issue of this property being located in the Floodplain was overlooked. A public hearing is required for building in the Floodplain and rather than making the applicant wait an additional month, the Planning Commission requested that the City Council hold the public hearing on the Special Use Permit for construction in the Floodplain.

Planning Commission Recommendation

- 1) Consideration of waiver of compliance with the Subdivision Regulations requiring platting.
- 2) Consideration of approval of the request to split the .75 acres located at 305 Hickory Street from one lot into two lots subject to the conditions as set forth in the attached Resolution for approval.

City Council Action Requested

Motion to adopt Resolution No. 89-28 approving:

- 1) The waiver of compliance with the Subdivision Regulations requiring platting.
- 2) Approval of the request to split the .75 acres located at 305 Hickory Street from one lot into two lots subject to the conditions as set forth in Resolution.
- 3) The Special Use Permit to allow construction within the Floodplain.

CITY OF CHASKA
CARVER COUNTY, MINNESOTA

RESOLUTION

DATE APRIL 3, 1989 RESOLUTION NO. 89-28

MOTION BY ALDERMAN _____ SECONDED BY ALDERMAN _____

A Resolution waiving the Subdivision Regulations requiring platting/
approving lot split/approving Special Use Permit - P.C. No. 89-12.

WHEREAS, the Planning Commission of the City of Chaska, Minnesota at its March 8, 1989 meeting, held a public hearing to consider a lot split for the property located at 305 Hickory Street; and

WHEREAS, the subject property has a metes and bounds description; and

WHEREAS, Minnesota Statue 462.358, Subd. 4b states "no conveyance of land to which the (subdivision) regulations are applicable shall be filed or recorded, if the land is described in the conveyance by metes and bounds..." however, it also goes onto say that, "in any case in which compliance with the foregoing restrictions will create an unnecessary hardship and failure to comply does not interfere with the purpose of the subdivision regulations, the platting authority may waive such compliance by adoption of a Resolution and the conveyance may then be filed or recorded"; and

WHEREAS, the subject property is rather small, is located in a well defined area, has a relatively simple legal description and has been surveyed, the lot split over platting is preferable at this time; and

WHEREAS, the Planning Commission recommends that the City Council consider approvals as follows:

1. Consideration of the waiver of compliance with the Subdivision Regulations requiring platting.
2. Consideration of approval of the request to split the .75 acres located at 305 Hickory Street from one lot into two lots subject to the following conditions:
 - a) If and when the railroad right-of-way becomes available, and if it becomes available for residential development, the right-of-way and the applicant's property shall be platted as one subdivision.

- b) Parkland dedication fees shall be applicable and shall be paid at time of building permit.
- c) Prior to issuance of a Building Permit a public hearing shall be held to consider a Special Use Permit for construction in the flood plain. Planning Commission requested that the City Council hold the public hearing for a Special Use Permit for construction in the Floodplain at its April 3, 1989 meeting. Staff to prepare a legal notice, publish in the Carver County Herald and mail notices to the appropriate property owners.
- d) If an existing home is relocated onto the newly created Parcel B a public hearing shall be held to consider a Building Moving Permit.
- e) If an existing home is relocated onto the newly created Parcel B it shall be brought into compliance with the Uniform Building Code and be subject to review and approval by the Building Inspector.

and;

WHEREAS, the City Council at its April 3, 1989 meeting held a public hearing to consider a Special Use Permit to allow construction in the Floodplain at 305 Hickory Street to review waiving the Subdivision Regulations requiring platting and to consider a lot split at 305 Hickory Street.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of City of Chaska, Minnesota hereby approves the following:

1. Waiver of compliance with the Subdivision Regulations requiring platting.
2. The split of the .75 acres located at 305 Hickory Street from one lot into two lots subject to the following conditions:
 - a) If and when the railroad right-of-way becomes available, and if it becomes available for residential development, the right-of-way and the applicant's property shall be platted as one subdivision.
 - b) Parkland dedication fees shall be applicable and shall be paid at time of building permit.
 - c) If an existing home is relocated onto the newly created Parcel B a public hearing shall be held to consider a Building Moving Permit.
 - d) If an existing home is relocated onto the newly created Parcel B it shall be brought into compliance with the Uniform Building Code and be subject to review and approval by the Building Inspector.

3. The Special Use Permit to allow construction within the
Floodplain.

Passed and adopted by the City Council of the City of Chaska, Minnesota
this 3rd day of April, 1989.

Robert P. Roepke, Mayor

Attest: Jacquelyn A. Iten, Deputy Clerk

March 8, 1989

AGENDA ITEM NO. 7

SUBJECT: LOT SPLIT - PART OF BLOCK 62, CITY LOTS (305 HICKORY)

Background

Mr. Schepers recently contacted Staff regarding his desire to split his property, located at 305 Hickory Street, into three separate lots. The lot in question is roughly .75 acres, is triangular, is bordered by Hensels addition to the south, the C&NW Rail Road on the north, north/west and has 190 feet of frontage on Hickory Street on the east. There is currently one house and one garage on the lot. The property is zoned R-2 and is located in the floodplain.

Mr. Schepers was informed that there were some concerns regarding the adjacent rail road right of way and the proposed lot configuration. Specifically, with regard to the rail road, the concern was and still is the ultimate use of the right of way property when the rail line is abandoned. With regard to the lot configuration the concern was that one of the proposed lots did not have direct access to a public street. The applicant has since revised his request and now plans two lots rather than the three that were originally proposed. Both lots will front onto Hickory Street.

Lot Split vs Platting

This request was submitted as a typical lot split. However, when it was learned that this property had only a metes and bounds description and was not platted, staff discussed platting the property rather than simply splitting it. Platting typically simplifies metes and bounds properties by replacing lengthy legal descriptions with graphic descriptions and with lot and block numbers.

Minnesota statute 462.358 subd. 4b. states that, "...no conveyance of land to which the (subdivision) regulations are applicable shall be filed or recorded, if the land is described in the conveyance by metes and bounds..." However, it also goes on to say that, "In any case in which compliance with the foregoing restrictions will create an unnecessary hardship and failure to

comply does not interfere with the purpose of the subdivision regulations, the platting authority may waive such compliance by adoption of a resolution to that effect and the conveyance may then be filed or recorded."

Due to the fact that this property is rather small, is located in a well defined area, has a relatively simple legal description, has been surveyed and that the future of the rail road right of way is still uncertain staff is recommending the lot split over platting. This will avoid the possibility of having to replat the property again if it is incorporated with the right of way when that property becomes available. The joining of these two properties for residential use is a likely scenario.

There is presently one house and one garage on the property. The garage will be removed from the newly created Parcel B. The applicant would like to either construct a new home on the new lot or relocate the home now at 639 West First Street onto the new lot. That home is being removed as part of the Flood Control project. Staff supports this idea.

Zoning Requirements

The proposed lots meet the standards of the R-2 Zoning District. Parcel A is 24,077 square feet and Parcel B is 8,450 square feet. The minimum lot size in the R-2 district is 7,200. The frontage, at the building line, is 125 feet on Parcel A and 65 feet on Parcel B. The minimum frontage required in the R-2 district is 60 feet.

Evaluation

The proposed lots meet the area and frontage requirements of the R-2 zoning district. Splitting the property as opposed to platting appears to make more sense at this time due to the uncertainty of the future of the rail road right of way. Platting now would likely result in having to replat again at some future date. Waiving the platting requirement does not appear to interfere with the purpose of the subdivision regulations. The legal description of the property is relatively simple and the property has been surveyed. The concept of relocating one of the Flood Control project's displaced homes is, in Staff's opinion, a sensible one.

Staff Recommendation

1. Motion to recommend to City Council approval of the waiver, by Resolution, of compliance with the subdivision regulations requiring platting.
2. Motion to recommend to City Council approval of the request to split the .75 acres located at 305 Hickory Street from one lot into two lots subject to the following conditions and stipulations:

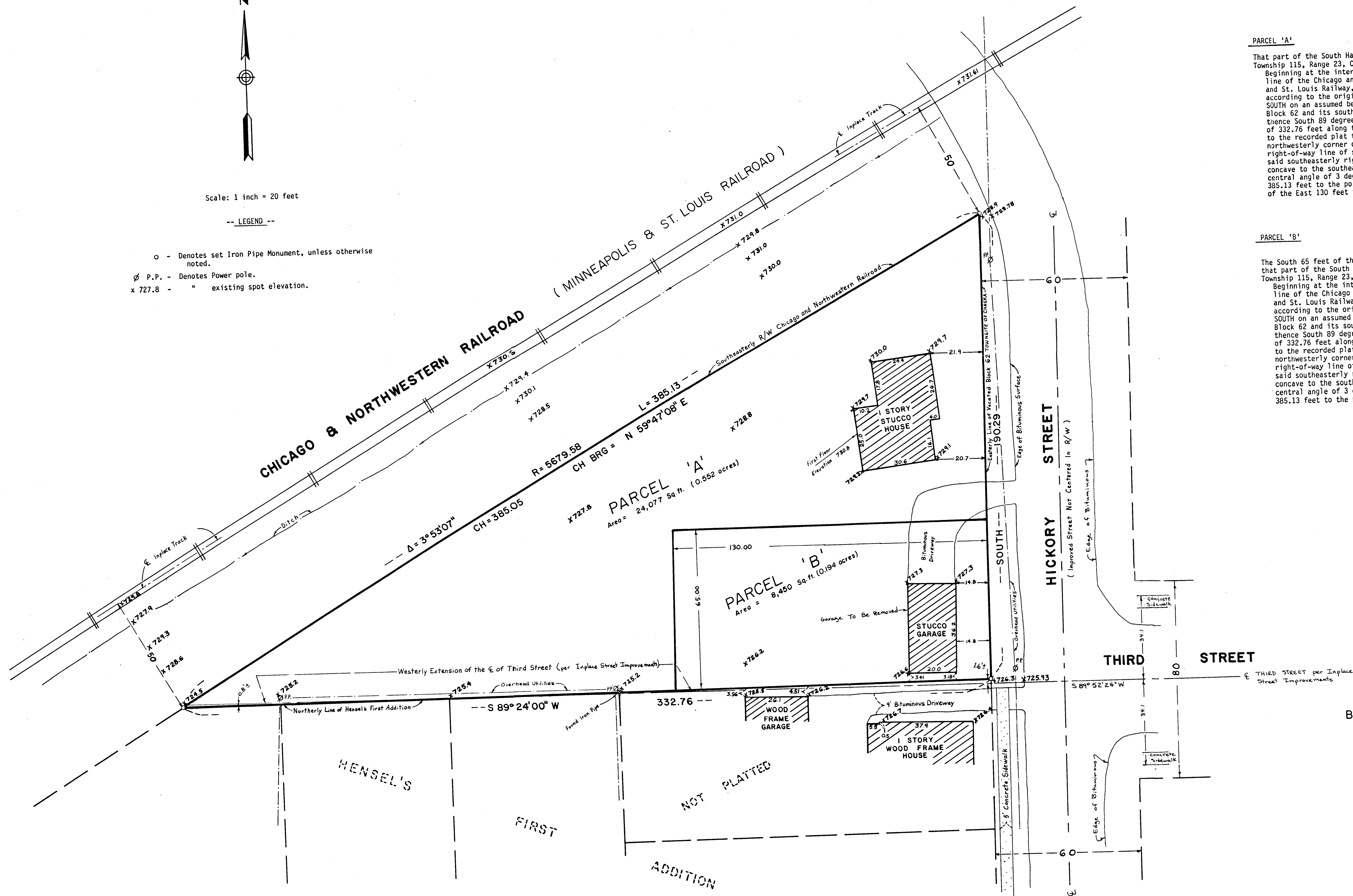
- a. If and when the rail road right of way becomes available, and if it becomes available for residential development, the right of way and the applicant's property shall be platted as one subdivision.
- b. Parkland dedication fees shall be applicable and shall be paid at time of building permit.
- c. Prior to issuance of a Building Permit a public hearing shall be held to consider a Special Use Permit for construction in the floodplain.
- d. If an existing home is relocated onto the newly created Parcel B a public hearing shall be held to consider a Building Moving Permit.
- e. If an existing home is relocated onto the newly created Parcel B it shall be brought into compliance with the Uniform Building Code and be subject to review and approval by the Building Inspector.



Scale: 1 inch = 20 feet

-- LEGEND --

- o - Denotes set Iron Pipe Monument, unless otherwise noted.
- Ø P.P. - Denotes Power pole.
- x 727.8 - " existing spot elevation.



PARCEL 'A'

That part of the South Half of the Northeast Quarter of Section 8, Township 115, Range 23, Carver County, Minnesota described as follows: Beginning at the intersection of the southeasterly right-of-way line of the Chicago and Northwestern Railway, formerly the Minneapolis and St. Louis Railway, and the easterly line of vacated Block 62, according to the original plat of the TOWNSITE OF CHASKA; Thence SOUTH on an assumed bearing along the east line of said vacated Block 62 and its southerly extension a distance of 190.29 feet; thence South 89 degrees 24 minutes 00 seconds West a distance of 332.76 feet along the north line of HENSEL'S ADDITION, according to the recorded plat thereof and its easterly extension to the northwesterly corner of said HENSEL'S ADDITION and the southeasterly right-of-way line of said Railway; thence Northeasterly along said southeasterly right-of-way line on a non-tangential curve, concave to the southeast, having a radius of 5679.58 feet, a central angle of 3 degrees 53 minutes 07 seconds a distance of 385.13 feet to the point of beginning. EXCEPT the South 65 feet of the East 130 feet thereof.

PARCEL 'B'

The South 65 feet of the East 130 feet of that part of the South Half of the Northeast Quarter of Section 8, Township 115, Range 23, Carver County, Minnesota described as follows: Beginning at the intersection of the southeasterly right-of-way line of the Chicago and Northwestern Railway, formerly the Minneapolis and St. Louis Railway, and the easterly line of vacated Block 62, according to the original plat of the TOWNSITE OF CHASKA; Thence SOUTH on an assumed bearing along the east line of said vacated Block 62 and its southerly extension a distance of 190.29 feet; thence South 89 degrees 24 minutes 00 seconds West a distance of 332.76 feet along the north line of HENSEL'S ADDITION, according to the recorded plat thereof and its easterly extension to the northwesterly corner of said HENSEL'S ADDITION and the southeasterly right-of-way line of said Railway; thence Northeasterly along said southeasterly right-of-way line on a non-tangential curve, concave to the southeast, having a radius of 5679.58 feet, a central angle of 3 degrees 53 minutes 07 seconds a distance of 385.13 feet to the point of beginning.

SURVEYORS CERTIFICATION

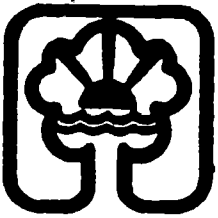
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.
Wayne D. Cordes Date: 3/1/89
Wayne D. Cordes, Minn. Reg. No. 14675

Boundary Survey for:
MR. & MRS. DAN SCHEPERS
Chaska, MN

Prepared by:

SIGMA
SURVEYING
SERVICES

Eagan, Minnesota 55122
Phone: (612) 452-3077



REQUEST FOR COUNCIL ACTION

MAY 30, 1989

AGENDA ITEM NO. 7

LB SUBJECT: HOUSE MOVE - PUBLIC HEARING

City Council at its April 3, 1989 meeting adopted Resolution No. 89-28 approving a lot split and a Special Use Permit to allow construction within the Floodplain for the property at 305 Hickory Street.

The applicant, Dan Schepers, indicated that he was considering two options for the newly created Parcel B: 1) the construction of a new home, or 2) the relocation of a home at 639 West First Street that is being removed as part of the Flood Control Project. The applicant may acquire the home at 639 West Fifth Street and relocate it on Parcel B at 305 Hickory Street. A house move requires a public hearing.

Staff did not receive the paperwork in time for the Planning Commission to hold the public hearing at its May 10th meeting. Planning Commission requested that City Council schedule and hold the public hearing for the house move.

City Council at its May 15, 1989 meeting scheduled a public hearing at 7:00 p.m. on Tuesday, May 30, 1989 to consider the house moving request.

City Council Action Requested

Motion to adopt Resolution No. 89-~~63~~ approving a house move from 639 West First Street to 305 Hickory Street.

CITY OF CHASKA
CARVER COUNTY, MINNESOTA

RESOLUTION

DATE MAY 30, 1989 RESOLUTION NO. 89-63

MOTION BY ALDERMAN _____ SECONDED BY ALDERMAN _____

Resolution approving a house move from 639 West First Street to 305 Hickory Street - P.C. No. 89-12/Dan Schepers

WHEREAS, the Chaska Planning Commission at its May 10, 1989 meeting requested that the City Council schedule and hold the public hearing for a house move request from Dan Schepers, 305 Hickory Street; and

WHEREAS, the City Council at its May 15, 1989 meeting scheduled a public hearing at 7:00 p.m., Tuesday, May 30, 1989 to consider the house move from 639 West First Street to 305 Hickory Street; and

WHEREAS, the City Council at its May 30, 1989 meeting held a public hearing to consider the house moving request.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Chaska, Minnesota hereby approves the house moving request to relocate the structure at 639 West First Street to 305 Hickory Street subject to the applicant working with the City's Building Inspector to assure compliance with the Building Code and Floodplain regulations.

Passed and adopted by the City Council of the City of Chaska, Minnesota this 30th day of May, 1989.

Robert P. Roepke, Mayor

Attest: _____
Jacquelyn A. Iten, Deputy Clerk

**REQUEST FOR ACTION
CHASKA CITY COUNCIL
12/18/2023**

Subject: Approve Renewal of the Carver Recreation Agreement

Prepared By: Mary Monteith, Parks and Recreation Department

Background:

In 2015, the Chaska City Council approved the Carver Recreation Agreement which provided recreation services for the City of Carver. The agreement provided their residents with the opportunity to register for recreation programs and utilize recreation facilities at the Chaska resident rates. The agreement also included Chaska Parks & Recreation staff planning and executing programming and events for in Carver. The 5-year agreement was renewed in November of 2020 with a 3-year term and is now up for renewal.

The next agreement has a new fee structure that accounts for population growth in Carver year-to-year and a 3% cost of living inflator each year.

Recommendation:

Staff recommend the City Council approve the renewal of the Carver Recreational Agreement between the City of Carver and City of Chaska.

CITY COUNCIL ACTION REQUESTED

The Chaska City Council approve the renewal of the Carver Recreational Agreement between the City of Carver and the City of Chaska as defined in the Memorandum of Understanding.

MEMORANDUM OF UNDERSTANDING
FOR RECREATION SERVICES
BETWEEN THE CITY OF CARVER AND CITY OF CHASKA

1. TERM

CHASKA will provide recreation services to CARVER, as specified in this memorandum of understanding, beginning January 1, 2024, through December 31, 2027. CHASKA or CARVER shall have the option to terminate or renegotiate the terms of this agreement upon one hundred twenty (120) days written notice to the other party.

2. PAYMENT

CARVER shall pay CHASKA bi-annual payments for recreation services with a base rate of \$79,881 in 2024. The payment shall be adjusted annually by a combination of CARVER's annual population estimate as determined by the Metropolitan Council plus an additional 3% to cover annual program costs (as shown in the table below).

Year	Payment	Population Increase	Population Increase	Program Costs Adjustment	Following Year Adjustment
2023	\$72,030	5,863 to 6,371	7.9%	3%	10.9%
2024	\$79,881				
2025					
2026					
2027					

3. FEES COLLECTED

CHASKA shall retain all collected revenues related to recreation service programming in CARVER. CHASKA shall retain all collected revenues from CARVER related to facility use and recreation programming in CHASKA.

4. RECREATION PROGRAMMING

For each programming season, CHASKA shall provide a variety of recreation programs in Carver, consistent with participation levels and based on available facilities. Examples include open gym, yoga in the park, day camps, adult sports leagues, and so on.

5. EVENT PLANNING

CHASKA shall provide resources to plan and execute community events in Carver. Examples include the Vehicle Fair, Summer Concerts, and so on.

CARVER shall pay for direct costs, with the exception of CHASKA labor costs, for the carrying out of event planning. Examples of direct costs include band fees, stage rental, movie rental, event supplies, and so on.

6. CHASKA RECREATION PROGRAMS

CHASKA shall provide resident reciprocity to CARVER for all recreation programs and activities provided by the Chaska Recreation Department with all benefits being identical for Chaska and Carver residents.

7. CHASKA COMMUNITY CENTER

CHASKA shall provide resident reciprocity to CARVER at the Chaska Community Center with all benefits related to the facility being identical for Chaska and Carver residents.

8. CHASKA TOWN COURSE AND PAR 30

CHASKA shall provide resident reciprocity to CARVER at the Chaska Town Course and Chaska Par 30 with all benefits related to the facility being identical for Chaska and Carver residents.

9. CHASKA CURLING CENTER AND BANQUET FACILITY

CHASKA shall provide resident reciprocity to CARVER at the Chaska Curling Center and Banquet Facility with all benefits related to the facility being identical for Chaska and Carver residents.

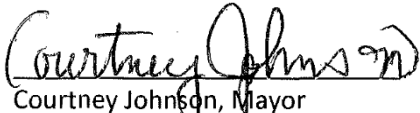
10. COMMUNICATIONS

CARVER and CHASKA staff shall meet on a seasonal basis to discuss participant, CARVER Parks Commission, and CARVER Parks & Recreation Commission feedback. Such feedback will be used by CHASKA staff to plan and execute future program and event offerings. CHASKA will advertise programs and events occurring in CARVER through a variety of marketing options such as print/digital activity guide, website, email list-serv and social media.

11. ANNUAL REPORT

CHASKA shall provide CARVER with an Annual Report summarizing participant and facility usage, as staff efforts to coordinate events and programs in Carver.

CITY OF CARVER:


Courtney Johnson, Mayor

Date

CITY OF CHASKA:

Mike Huang, Mayor Pro Tem

Date

REQUEST FOR ACTION CHASKA CITY COUNCIL DECEMBER 18, 2023

Subject: Feasibility Report Amendment for the NE Collector in SW Area

Prepared By: Matt Clark, City Engineer

The Council has reviewed and accepted previous studies for the NE Collector in SW Chaska named Savanna Way. Years have passed since those studies were completed and the attached revision provides current overall costs to construct public improvements.

While the overall scope of work remains the same, the costs and phasing have been updated for the overall project. The final phase II portion of the project schedule proposes to complete the roadway connection between CSAH 44 and Creek Road in 2024. The Council has previously been made aware of how the street and utility improvements will be phased and the attached amendment reflects those changes.

CITY COUNCIL ACTION REQUESTED

Adopt Resolution No. 2023-106, approving the Feasibility Report Amendment for the NE Collector in the SW area, dated December 2024, as prepared by Stantec: Authorizing the preparation of Construction Documents and Scheduling a Public Improvement Hearing for February 26, 2024 for the NE Collector Street and Utility Improvement Phase II Project

**CITY OF CHASKA
CARVER COUNTY, MINNESOTA**

RESOLUTION

DATE December 18, 2023 RESOLUTION NO. 2023-106

MOTION BY COUNCILMEMBER _____ SECOND BY COUNCILMEMBER _____

**A RESOLUTION ACCEPTING THE FEASIBILITY REPORT AMENDMENT FOR
THE NE COLLECTOR IN SW CHASKA DEVELOPMENT AREA**

WHEREAS, the Chaska City Council directed the City Engineer to prepare a Feasibility Study for the extension of Clover Ridge Drive ("NE Collector"); and

WHEREAS, the initial Feasibility Study prepared by Stantec, dated October 2016, was determined feasible in terms and construction and economics and was accepted by the Chaska City Council on October 17, 2016, Resolution No. 16-83; and

WHEREAS, a feasibility amendment report was prepared by Stantec, dated September 2017, was determined feasible in terms of constructing and economics and was accepted by the Chaska City Council on September 11, 2017, Resolution No. 17-95 due to project phasing;

WHEREAS, a second feasibility amendment report was prepared by Stantec, dated December 2023 due to the amount of time lapsed in considering construction the final Phase II of the overall project;

NOW, THEREFORE, BE IT RESOLVED, that the City of Chaska Council hereby accepts receipt of the Feasibility Amendment for the NE Collector, for noted improvements as prepared by Stantec, dated December 2023.

BE IT RESOLVED, that the City of Chaska Council hereby establishes Monday February 26th, 2024 as the date for a Public Improvement Hearing on said Improvement Project to be held at 7:00 pm at City Hall Council Chambers. The City Clerk is directed to mail and publish notices in accordance with provisions of Minnesota statutes.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 18th day of December, 2023.

Mike Huang, Mayor Pro Tem

Attest: _____
Chaska Deputy Clerk



Feasibility Report Amendment #2

NE Collector in SW Area

Prepared for:

City of Chaska, Minnesota



December 2023

Stantec Project No. 193804164



Stantec Consulting Services Inc.
2335 Highway 36 West, St. Paul MN 55113

December 14, 2023

Honorable Mayor and City Council
City of Chaska
One City Plaza
Chaska, MN 55318

Re: NE Collector in SW Area – Phase 2
City of Chaska
Stantec Project No. 193804164

Dear Mayor and Council:

Enclosed please find the Report Amendment #2 on the NE Collector in the SW Area for your review and comments. This amendment together with the original report dated October 12, 2016, Report Amendment #1 dated September 5, 2017 discusses the feasibility and economic impact of constructing the collector roadway. The amended report replaces the two previous studies to provide an update on the project cost summary, cost participation and cost estimates with exhibits for the overall project.

We will be pleased to review this report with Council at any mutually convenient time.

Respectfully yours,

CITY OF CHASKA

Matthew Clark, P.E.
City Engineer

STANTEC CONSULTING SERVICES INC.

Eric S. Lembke, PE
Principal

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Eric S. Lembke, PE

Date: December 14, 2023 License No.: 42748

Introduction

This amendment has been written to adjust the report to new conditions that have occurred on the project since the completion of the original Feasibility Report as well as the Report's first amendment that broke the project into two phases. Items that have been adjusted are the following:

Roadway

Geometric modifications to the roundabout at the intersection to Creek Road and Savanna Way have been made since the original 2016 Feasibility Report. Further, the amended roundabout was included with and constructed as a part of the Creek Road Trunk Sewer Extension Street and Utility Improvements – Phase 4 project. The costs associated with the change have been removed from the scope of this report and included with the Creek Road Trunk Sewer Extension Street and Utility Improvements – Phase 4 Feasibility Report dated March 1, 2022. Figures and associated cost have been updated to reflect this change.

Storm Sewer

Storm sewer ponds and treatment features serving area development that contribute to the roadway drainage system have been updated to show the current locations. The storm water ponds needed to treat the Phase 2 NE Collector project were constructed with the Creek Road trunk sewer project. The costs associated with constructing the ponds were included in the Creek Road report and subsequently have been removed from this report. The ponds were constructed as part of the Creek Road Project in 2022. The 14'x9' and 10'x 6' box culverts included in the original report have been updated and remain part of this updated report. For timing and constructability purposes the twin culverts that span West Chaska Creek were installed with the Creek Road project in 2022.

Right of way/easements

The estimate for right of way acquisition has been amended to include the current City Right of Way land acquisition costs in the area.

Project Phasing and Appendix Exhibits

The appendixes have been updated to show the corrected limits for Phase 1 and Phase 2 for the overall roadway project.

Schedule and Costs

Phase I of the project was constructed in 2017-2018. The report includes the actual construction costs for this phase with estimated contingencies. Costs associated with Phase 2 have been estimated for the construction year of 2024. If the project is delayed beyond 2024, then an inflation factor will need to be added to the current project estimate. The Cost Participation Section has also been amended with current estimated total project costs.

Project Schedule – Phase 2

Phase 1 began construction in the fall of 2017 and was completed with wearing course and final restoration in summer 2018. As previously mentioned, the dual storm sewer box culverts shown on the attached figures were installed as part of the 2022 Creek Road Phase 1 project. This was done to accommodate settlement time for fill placed over the box culvert and to reduce the amount of excess material to be exported from the Creek Road Project. Nearly 20 feet of fill material over the existing ground was required to construct the northern portion of Phase 2.

The following project schedule is recommended for Phase 2. Phase 2 of the NE Collector (now called Savanna Way) Improvements are proposed to be constructed in 2024, with the final wear course paving and boulevard tree planting in 2025. It is recommended to begin constructing the project in the spring of 2024.

Upon acceptance of the Feasibility Study Amendment #2 for the 2024 NE Collector Phase 2 Improvement Project, a public hearing will be scheduled to consider approval of the improvement project. A proposed schedule is as follows:

Council Accepts Feasibility Study Amendment / Authorize Preparation of Construction Documents / Order Public Hearing	December 18, 2023
Staff and Engineer Hold Neighborhood Information Meeting	January 15, 2024
Public Improvement Hearing / Council Approves Construction Documents / Authorize Bidding	February 26, 2024
Receive Bids	March 28, 2024
Accept Bids and Award Contract	April 15, 2024
Staff and Engineer Hold Neighborhood Information Meeting	May 2024
Start Construction	June 2024
Construction Completion	October 25, 2024
Final Wear Course Paving	July 2025

Project Costs

The following is a breakdown of estimated costs for the various sections of the project improvements being proposed for Council consideration:

	Phase I 2017-2018 Completed Total Project Costs <i>(Updated actual Construction Costs with Estimated Contingencies)</i>	Phase II 2024 Estimated Total Project Cost	2024 Phase I and Phase II Combined Estimated Total Project Cost	<i>Previously Estimated 2017 Phase I and Phase II Estimated Total Project Costs</i>
Street Improvements	\$1,418,833.53	\$2,640,186.31	\$4,059,019.84	\$5,696,233.12
Sanitary Sewer Improvements	\$8,725.00	\$370,975.00	\$379,700.00	\$742,362.50
Water Main Improvements	\$268,896.25	\$467,568.75	\$736,465.00	\$692,422.50
Storm Sewer Improvements	\$336,606.25	\$607,255.00	\$943,861.25	\$2,136,365.00
Land Acquisitions	<u>\$557,500.00</u>	<u>\$1,992,500.00</u>	<u>\$2,550,000.00</u>	<u>\$1,398,500.00</u>
Total Estimated Project Costs	\$2,590,561.03	\$6,078,485.06	\$8,669,046.09	\$10,665,883.12

The cost summary above represents costs for a phased implementation for constructing the NE Collector Roadway now named Savanna Way. The 2016 Feasibility Report considered the improvements in their entirety from County Road 44 to Creek Road. In 2016-2017 the City worked to acquire the north parcel of property to complete the improvements. Due to development phasing and the ongoing property acquisition for the corridor, it was decided to split the project into two phases to facility development.

The timing of the original report, combined with project assessments required the first report amendment dated September 5, 2017. The estimated total project cost included with Amendment #1 was \$10,665,883.12. Phase 1 was constructed in 2017-2018 and the costs summarized in the table above reflect the actual construction costs with estimated contingencies.

The Phase II estimated project costs are reflected in the table above based on a project being bid in Spring 2024. The total combined Phase I & II project cost is now estimated to be \$ 8,669,046.09. The revised project estimates are itemized in Appendix A. The cost estimates includes construction, land acquisitions, contingencies, engineering, and administration for both projects.

Cost Participation

Consistent with current policy on cost participation the City will be responsible for the project cost related to the trunk utilities and the collector roadway storm sewer section. Those costs are estimated below:

City trunk sanitary sewer costs	\$246,805
Property owner lateral sewer	\$132,895
City trunk water main costs	\$736,465
Collector Roadway and County Road 44 turn lane costs	\$4,059,020
Storm sewer and box culvert costs	\$943,861
Land Acquisition costs	<u>\$2,550,000</u>
Total	\$8,669,046

Appendix A Cost Estimates

CONSTRUCTION COSTS

SAVANNA WAY PHASE 1

PROJECT NO. 193804164

CHASKA, MINNESOTA

December 14, 2023

No.	Item	Units	Qty	EE Unit Price	EE Total Price
PART 1 - STREET IMPROVEMENTS					
1	MOBILIZATION	LS	1	20000.00	\$20,000.00
2	CLEARING AND GRUBBING	LS	1	2000.00	\$2,000.00
3	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	2078	3.00	\$6,234.00
4	SALVAGE SIGN	EA	1	100.00	\$100.00
5	SALVAGE ROCK	CY	80	4.00	\$320.00
6	COMMON EXCAVATION	CY	4461	1.00	\$4,461.00
7	SUBGRADE EXCAVATION	CY	1534	1.00	\$1,534.00
8	SELECT GRANULAR BORROW (CV)	CY	9589	22.00	\$210,958.00
9	GEOTEXTILE FABRIC	SY	23534	1.40	\$32,947.60
10	SUBGRADE PREPARATION	SY	17060	2.50	\$42,650.00
11	STREET SWEEPER (WITH PICKUP BROOM)	HR	18	85.00	\$1,530.00
12	WATER	MGAL	0	5.00	\$0.00
13	AGGREGATE BASE CLASS 5 (STREET)	TN	11678.5	15.00	\$175,177.50
14	AGGREGATE BASE CLASS 5 (TRAIL)	TN	850.82	15.00	\$12,762.30
15	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1350	3.00	\$4,050.00
16	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TN	356.61	68.00	\$24,249.48
17	TYPE SP 9.5 NON WEARING COURSE MIXTURE (2,B) (WEDGE)	TN	37.51	80.00	\$3,000.80
18	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B)	TN	422.02	63.00	\$26,587.26
19	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TN	3958.02	60.00	\$237,481.20
20	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B)	TN	514.17	57.00	\$29,307.69
21	IMPROVED PIPE FOUNDATION	LF	0	0.01	\$0.00
22	5" CONCRETE WALK	SF	12899	5.00	\$64,495.00
23	CONCRETE CURB AND GUTTER DESIGN B618	LF	5276	13.00	\$68,588.00

No.	Item	Units	Qty	EE Unit Price	EE Total Price
24	TRUNCATED DOMES	SF	272	40.00	\$10,880.00
25	4" NON-METALLIC CONDUIT	LF	960	5.00	\$4,800.00
26	TRAFFIC CONTROL	LS	1	2000.00	\$2,000.00
27	TEMPORARY TRAFFIC DETOUR	LS	1	3000.00	\$3,000.00
28	SIGN PANELS TYPE SPECIAL	SF	0	22.00	\$0.00
29	SIGN PANELS TYPE C	SF	113	32.00	\$3,616.00
30	INSTALL SIGN PANEL TYPE C	EA	1	150.00	\$150.00
31	PERMANENT TYPE III BARRICADE	EA	9.3	250.00	\$2,325.00
32	SILT FENCE, TYPE MS	LF	500	0.75	\$375.00
33	STORM DRAIN INLET PROTECTION	EA	24	50.00	\$1,200.00
34	STABILIZED CONSTRUCTION EXIT	LS	1	250.00	\$250.00
35	FERTILIZER TYPE 1	LB	800	0.50	\$400.00
36	BOULEVARD TOPSOIL BORROW	CY	2327.9	22.00	\$51,213.80
37	SEEDING	ACRE	1.745	500.00	\$872.50
38	SEED MIXTURE 25-131	LB	700	5.00	\$3,500.00
39	SODDING TYPE SALT TOLERANT	SY	7950.5	5.00	\$39,752.50
40	WATER	MGAL	0	70.00	\$0.00
41	PAVEMENT MESSAGE EPOXY	SF	180	7.00	\$1,260.00
42	4" SOLID LINE EPOXY	LF	7772	0.30	\$2,331.60
43	12" SOLID LINE EPOXY	LF	37	3.50	\$129.50
44	24" SOLID LINE EPOXY	LF	0	4.00	\$0.00
45	8" BROKEN LINE EPOXY	LF	51	2.00	\$102.00
46	4" DOUBLE SOLID LINE EPOXY	LF	8179	0.60	\$4,907.40
47	CROSSWALK EPOXY	LF	1170	5.00	\$5,850.00

No.	Item	Units	Qty	EE Unit Price	EE Total Price
48	CHANGE ORDER 1	LS	1	\$5,790.85	\$5,790.85
49	CHANGE ORDER 2	LS	1	\$4,568.84	\$4,568.84
50	CHANGE ORDER 3	LS	1	\$7,174.00	\$7,174.00
51	CHANGE ORDER 4	LS	1	\$10,184.00	\$10,184.00
SUBTOTAL PART 1 - STREET IMPROVEMENTS					\$1,135,066.82
10% Contingency					\$0.00
25% Engineering, Administration, Legal					\$283,766.71
TOTAL PART 1 - STREET IMPROVEMENTS					\$1,418,833.53

No.	Item	Units	Qty	EE Unit Price	EE Total Price
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PART 2 - SANITARY SEWER IMPROVEMENTS

52	CONNECT TO EXISTING SANITARY SEWER	EA	1	\$1,500.00	\$1,500.00
53	6" PVC FORCE MAIN	LF	137	\$40.00	\$5,480.00
TOTAL PART 2 - SANITARY SEWER IMPROVEMENTS					\$6,980.00
10% Contingency					\$0.00
25% Engineering, Administration, Legal					\$1,745.00
TOTAL PART 2 - SANITARY SEWER IMPROVEMENTS					<u>\$8,725.00</u>

PART 3 - WATER MAIN IMPROVEMENTS

54	CONNECT TO EXISTING WATERMAIN	EA	4	\$2,000.00	\$8,000.00
55	HYDRANT	EA	4	\$3,900.00	\$15,600.00
56	16" BUTTERFLY VALVE AND BOX	EA	3	\$3,500.00	\$10,500.00
57	6" GATE VALVE AND BOX	EA	4	\$1,500.00	\$6,000.00
58	8" GATE VALVE AND BOX	EA	0	\$1,800.00	\$0.00
59	12" GATE VALVE AND BOX	EA	2	\$3,200.00	\$6,400.00
60	6" PVC WATERMAIN	LF	100	\$35.00	\$3,500.00
61	8" PVC WATERMAIN	LF	227	\$36.00	\$8,172.00
62	16" PVC WATERMAIN	LF	2299	\$60.00	\$137,940.00
63	DUCTILE IRON FITTINGS	LB	2715	\$7.00	\$19,005.00
TOTAL PART 3 - WATER MAIN IMPROVEMENTS					<u>\$215,117.00</u>
10% Contingency					\$0.00
25% Engineering, Administration, Legal					\$53,779.25
TOTAL PART 3 - WATER MAIN IMPROVEMENTS					<u>\$268,896.25</u>

No.	Item	Units	Qty	EE Unit Price	EE Total Price
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PART 4 - STORM SEWER IMPROVEMENTS

64	REMOVE SEWER PIPE (STORM)	EA	148	\$15.00	\$2,220.00
65	12" RC PIPE APRON	EA	1	\$900.00	\$900.00
66	18" RC PIPE APRON	LF	2	\$1,000.00	\$2,000.00
67	36" RC PIPE APRON	LF	1	\$2,500.00	\$2,500.00
68	4" PVC DRAIN TILE	CY	6385	\$5.00	\$31,925.00
69	12" RC PIPE SEWER CLASS V	EA	268	\$38.00	\$10,184.00
70	15" RC PIPE SEWER CLASS V	EA	1623	\$40.00	\$64,920.00
71	18" RC PIPE SEWER CLASS V	LF	644	\$42.00	\$27,048.00
72	21" RC PIPE SEWER CLASS III	LF	170	\$45.00	\$7,650.00
73	24" RC PIPE SEWER CLASS III	LF	409	\$48.00	\$19,632.00
74	30" RC PIPE SEWER CLASS III	LF	368	\$65.00	\$23,920.00
75	36" RC PIPE SEWER CLASS III	LF	68	\$90.00	\$6,120.00
76	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1 (2'X3')	LF	12	\$1,700.00	\$20,400.00
77	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 2 (48" DIA)	LF	13	\$2,000.00	\$26,000.00
78	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 3 (60" DIA)	EA	5.94	\$3,300.00	\$19,602.00
79	RANDOM RIPRAP CLASS III	EA	64.16	\$50.00	\$3,208.00
80	CHANGE ORDER 1	LS	1	\$264.00	\$264.00
81	CHANGE ORDER 2	LS	1	\$792.00	\$792.00

TOTAL PART 4 - STORM SEWER IMPROVEMENTS

\$269,285.00

10% Contingency

\$0.00

25% Engineering, Administration, Legal

\$67,321.25

TOTAL PART 4 - STORM SEWER IMPROVEMENTS

\$336,606.25

No.	Item	Units	Qty	EE Unit Price	EE Total Price
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PART 5 - LAND ACQUISITIONS

82	STREET RIGHT OF WAY ACQUISITION	LS	1	\$446,000.00	\$446,000.00
	TOTAL PART 5 - LAND ACQUISITIONS				<u>\$446,000.00</u>
	10% Contingency				\$0.00
	25% Engineering, Administration, Legal				\$111,500.00
	TOTAL PART 5 - LAND ACQUISITIONS				<u>\$557,500.00</u>

SUMMARY ESTIMATED PROJECT COSTS:

PART 1 - STREET IMPROVEMENTS	\$1,418,833.53
PART 2 - SANITARY SEWER IMPROVEMENTS	\$8,725.00
PART 3 - WATER MAIN IMPROVEMENTS	\$268,896.25
PART 4 - STORM SEWER IMPROVEMENTS	\$336,606.25
PART 5 - LAND ACQUISITIONS	<u>\$557,500.00</u>
TOTAL ESTIMATED PROJECT COSTS	\$2,590,561.03

ENGINEERS ESTIMATE
SAVANNA WAY PHASE 2
PROJECT NO. 193804164
CHASKA, MINNESOTA
December 14, 2023

No.	Item	Units	Qty	EE Unit Price	EE Total Price
PART 1 - STREET IMPROVEMENTS					
1	MOBILIZATION	LS	1	\$110,000.00	\$110,000.00
2	TRAFFIC CONTROL	LS	1	\$7,500.00	\$7,500.00
3	ROCK CONSTRUCTION ENTRANCE	EA	2	\$3,000.00	\$6,000.00
4	STREET SWEEPER WITH PICK UP BROOM WITH OPERATOR	HR	20	\$150.00	\$3,000.00
5	CLEAR AND GRUB	ACRE	0.5	\$10,000.00	\$5,000.00
6	SAWING BITUMINOUS PAVEMENT	LF	150	\$8.00	\$1,200.00
7	BUILDING REMOVAL	LS	1	\$92,900.00	\$92,900.00
8	REMOVE EXISTING PRIVATE BRIDGE	LS	LS	\$6,000.00	\$6,000.00
9	REMOVE CONCRETE SIDEWALK	SY	260	\$5.90	\$1,534.00
10	REMOVE CONCRETE DRIVEWAY	SY	475	\$9.20	\$4,370.00
11	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SY	1766	\$1.00	\$1,766.00
12	REMOVE SIGN	EA	6	\$200.00	\$1,200.00
13	REMOVE DITCH CHECK	EA	10	\$500.00	\$5,000.00
14	REMOVE BITUMINOUS PAVEMENT	SY	350	\$6.00	\$2,100.00
15	REMOVE STORM SEWER PIPE	LF	525	\$14.00	\$7,350.00
16	REMOVE SANITARY SEWER MANHOLE	EA	2	\$1,500.00	\$3,000.00
17	REMOVE SANITARY SEWER PIPE	LF	65	\$15.00	\$975.00
18	REMOVE SANITARY FORCE MAIN	LF	550	\$10.00	\$5,500.00
19	REMOVE EXISTING SILT FENCE/BIOLOGS	LF	3000	\$1.50	\$4,500.00
20	REMOVE EXISTING RIPRAP	CY	200	\$40.00	\$8,000.00
21	ABANDON SANITARY FORCE MAIN	LF	650	\$15.00	\$9,750.00
22	ABANDON LIFT STATION	LS	1	\$20,000.00	\$20,000.00
23	COMMON EXCAVATION (EV)	CY	5,800	\$17.00	\$98,600.00

No.	Item	Units	Qty	EE Unit Price	EE Total Price
24	MUCK EXCAVATION	CY	1,500	\$17.00	\$25,500.00
25	SUBGRADE EXCAVATION (EV)	CY	500	\$17.00	\$8,500.00
26	DEWATERING	LS	1	\$50,000.00	\$50,000.00
27	DEWATERING SPECIAL	LS	1	\$15,000.00	\$15,000.00
28	TEMPORARY STREAM DIVERSION	LS	1	\$8,400.00	\$8,400.00
29	SELECT GRANULAR BORROW (CV)	CY	6,400	\$25.00	\$160,000.00
30	COMMON EMBANKMENT	CY	23,780	\$4.60	\$109,388.00
31	SELECT GRANULAR EMBANKMENT	CY	3,500	\$26.00	\$91,000.00
32	GRANULAR BORROW (CV)	CY	500	\$23.00	\$11,500.00
33	TOP SOIL BORROW (LV)	CY	1,500	\$30.00	\$45,000.00
34	GEOTEXTILE FABRIC, TYPE V	SY	8,925	\$2.50	\$22,312.50
35	SOIL STABILIZATION GEOGRID (HX165)	SY	2,100	\$6.00	\$12,600.00
36	AGGREGATE BASE, CLASS 5, 100% CRUSHED	TN	6,350	\$25.00	\$158,750.00
37	AGGREGATE BASE, CLASS 5, 100% CRUSHED - TRAIL/WALK	TN	1,550	\$30.00	\$46,500.00
38	WATER FOR DUST CONTROL	1000 GAL	50	\$75.00	\$3,750.00
39	TYPE SP 12.5 WEARING COURSE (3,C)	TN	2,300	\$105.00	\$241,500.00
40	TYPE SP 12.5 WEARING COURSE (4,F)	TN	65	\$130.00	\$8,450.00
41	TYPE SP 12.5 NONWEAR COURSE (4,B)	TB	50	\$83.00	\$4,150.00
42	TYPE SP 9.5 WEARING COURSE (2,B) TRAIL PAVING	TN	375	\$110.00	\$41,250.00
43	BITUMINOUS WEDGE FOR PLOW PROTECTION	TN	30	\$300.00	\$9,000.00
44	BITUMINOUS MATERIAL FOR TACK COAT	GAL	400	\$4.00	\$1,600.00
45	4" PERFORATED POLYETHYLENE PIPE	LF	3,125	\$11.00	\$34,375.00
46	4" PERFORATED PVC DRAIN TILE, SCHEDULE SDR 26	LF	400	\$15.00	\$6,000.00
47	POTHOLE EXISTING UTILITY	EA	2	\$700.00	\$1,400.00
48	4" CONCRETE MEDIAN	SF	350	\$6.00	\$2,100.00
49	B618 CONCRETE CURB AND GUTTER	LF	3,950	\$21.00	\$82,950.00
50	4" CONCRETE WALK	SF	11,000	\$5.50	\$60,500.00
51	CONCRETE PEDESTRIAN CURB RAMP	SF	500	\$18.00	\$9,000.00

No.	Item	Units	Qty	EE Unit Price	EE Total Price
52	TRUNCATED DOME PANEL	SF	70	\$50.00	\$3,500.00
53	JOINT SEALANT	LF	1000	\$10.00	\$10,000.00
54	STREET LIGHT:POLE, LIGHT FIXTURE	EA	5	\$5,000.00	\$25,000.00
55	2" PVC CONDUIT AND WIRE, FOR STREET LIGHTS	LF	2000	\$8.00	\$16,000.00
56	4" PVC CONDUIT	LF	130	\$15.00	\$1,950.00
57	SIGN PANELS TYPE C	SQ FT	40	\$140.00	\$5,600.00
58	SIGN PANELS TYPE D	SQ FT	10	\$140.00	\$1,400.00
59	4" SOLID LINE, WHITE PAINT	LF	1,600	\$0.50	\$800.00
60	4" DOUBLE SOLID LINE, YELLOW PAINT	LF	2,200	\$0.90	\$1,980.00
61	4" SOLID LINE, WHITE EPOXY	LF	1,200	\$1.00	\$1,200.00
62	4" SOLID LINE, YELLOW EPOXY	LF	425	\$1.00	\$425.00
63	4" DOUBLE SOLID LINE, YELLOW EPOXY	LF	2,200	\$1.80	\$3,960.00
64	12" SOLID LINE, YELLOW EPOXY	LF	250	\$11.00	\$2,750.00
65	PAVMENT MESSAGE ARROWS THRU RIGHT, WHITE EPOXY	EA	2	\$250.00	\$500.00
66	PAVMENT MESSAGE ARROWS LEFT, WHITE EPOXY	EA	4	\$225.00	\$900.00
67	PAVEMENT MARKING, CROSSWALK ZEBRA STRIPES, EPOXY	SQ FT	600	\$5.50	\$3,300.00
68	BOULEVARD TREE	EA	70	\$600.00	\$42,000.00
69	CHAIN LINK SAFETY FENCE	LF	225	\$110.00	\$24,750.00
70	PROTECTION OF CATCH BASIN IN STREET (BEFORE CURB)	EA	8	\$250.00	\$2,000.00
71	PROTECTION OF CATCH BASIN IN STREET (AFTER CURB)	EA	20	\$250.00	\$5,000.00
72	SILT FENCE, MACHINE SLICED	LF	5,000	\$2.50	\$12,500.00
73	SEDIMENT CONTROL LOG	LF	750	\$3.00	\$2,250.00
74	FLOATING SILT FENCE	LF	50	\$21.50	\$1,075.00
75	SEEDING	AC	4.5	\$1,000.00	\$4,500.00
76	SUBSOILING	AC	4.5	\$1,700.00	\$7,650.00
77	SEED MIXTURE TYPE 25-131	LB	1000	\$5.50	\$5,500.00
78	MULCH MATERIAL, TYPE 1	TN	5	\$350.00	\$1,750.00
79	EROSION CONTROL BLANKETS, CATEGORY 3N	SY	9,700	\$1.75	\$16,975.00

No.	Item	Units	Qty	EE Unit Price	EE Total Price
80	HYDROMULCH TYPE STABILIZED FIBER MATRIX	AC	2	\$4,500.00	\$9,000.00
81	HYDRAULIC SOIL STABILIZER TYPE 6	AC	3	\$3,500.00	\$10,500.00
82	SOD	SY	720	\$10.00	\$7,200.00
83	IRRIGATION REPAIR	LS	1	\$2,500.00	\$2,500.00
84	LANDSCAPE RESTORATION ALLOWANCE	LS	1	\$5,000.00	\$5,000.00
85	WATER FOR TURF ESTABLISHMENT	MGAL	100	\$50.00	\$5,000.00
	SUBTOTAL PART 1 - STREET IMPROVEMENTS				\$1,920,135.50
	10% Contingency				\$192,013.55
	25% Engineering, Administration, Legal				\$528,037.26
	TOTAL PART 1 - STREET IMPROVEMENTS				\$2,640,186.31
PART 2 - SANITARY SEWER IMPROVEMENTS					
86	CONNECT TO EXISTING SANITARY SEWER PIPE	EA	2	\$5,000.00	\$10,000.00
87	CONNECT TO EXISTING SANITARY MANHOLE	EA	1	\$10,000.00	\$10,000.00
88	ADJUST FRAME & RING CASTING	EA	2	\$1,200.00	\$2,400.00
89	RECONSTRUCT SANITARY STRUCTURE	LF	2	\$4,000.00	\$8,000.00
90	4' DIAMETER SANITARY MH, INCL R-1642-B CSTG AND CONC ADJ RINGS	EA	6	\$13,000.00	\$78,000.00
91	4' DIAMETER SANITARY DROP MH, INCL R-1642 CSTG AND CONC ADJ RINGS	EA	1	\$15,000.00	\$15,000.00
92	CONSTRUCT 8" OUTSIDE DROP	LF	4	\$200.00	\$800.00
93	4' DIAMETER SANITARY MANHOLE OVERDEPTH	LF	11	\$550.00	\$6,050.00
94	PROTECTIVE MAHOLE LINING	LF	12	\$500.00	\$6,000.00
95	8" PVC SANITARY SEWER, SDR 35	LF	565	\$70.00	\$39,550.00
96	8" PVC SANITARY SEWER, SDR 26	LF	825	\$100.00	\$82,500.00
97	8" PVC SANITARY SEWER, C900	LF	20	\$200.00	\$4,000.00
98	IMPROVED PIPE FOUNDATION, PER 6" INCREMENT	LF	2500	\$3.00	\$7,500.00
	TOTAL PART 2 - SANITARY SEWER IMPROVEMENTS				\$269,800.00
	10% Contingency				\$26,980.00
	25% Engineering, Administration, Legal				\$74,195.00
	TOTAL PART 2 - SANITARY SEWER IMPROVEMENTS				\$370,975.00

No.	Item	Units	Qty	EE Unit Price	EE Total Price
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PART 3 - WATER MAIN IMPROVEMENTS

99	HYDRANT	EA	2	\$7,000.00	\$14,000.00
100	CONNECT TO EXISTING WATER MAIN	EA	2	\$2,200.00	\$4,400.00
101	6" GATE VALVE AND BOX	EA	2	\$3,000.00	\$6,000.00
102	16" GATE VALVE AND BOX	EA	2	\$8,000.00	\$16,000.00
103	6" PVC WATER MAIN, C900	LF	70	\$60.00	\$4,200.00
104	16" PVC WATER MAIN, C900	LF	1700	\$140.00	\$238,000.00
105	INSULATION, 4" THICK	SY	50	\$65.00	\$3,250.00
106	DUCTILE IRON FITTINGS	LB	2200	\$20.00	\$44,000.00
107	IMPROVED PIPE FOUNDATION, PER 6" INCREMENT	LF	3400	\$3.00	\$10,200.00
TOTAL PART 3 - WATER MAIN IMPROVEMENTS					\$340,050.00
10% Contingency					\$34,005.00
25% Engineering, Administration, Legal					\$93,513.75
TOTAL PART 3 - WATER MAIN IMPROVEMENTS					\$467,568.75

PART 4 - STORM SEWER IMPROVEMENTS

108	10X6 PRECAST CONCRETE BOX CULVERT END SECT	EA	2	\$24,000.00	\$48,000.00
109	14X9 PRECAST CONCRETE BOX CULVERT END SECT	EA	2	\$51,000.00	\$102,000.00
110	10X6 PRECAST CONCRETE BOX CULVERT	LF	189	\$1,700.00	\$321,300.00
111	14X9 PRECAST CONCRETE BOX CULVERT END	LF	207	\$2,600.00	\$538,200.00
112	COURSE FILTER AGGREGATE	CY	700	\$55.00	\$38,500.00
113	ADJUST FRAME & RING CASTING	EA	2	\$1,200.00	\$2,400.00
114	CONNECT TO EXISTING STORM STRUCTURE	EA	1	\$1,500.00	\$1,500.00
115	12" RCP STORM SEWER, CLASS 5	LF	15	\$60.00	\$900.00
116	15" RCP STORM SEWER, CLASS 5	LF	250	\$75.00	\$18,750.00
117	18" RCP STORM SEWER, CLASS 5	LF	425	\$85.00	\$36,125.00
118	24" RCP STORM SEWER, CLASS 3	LF	610	\$115.00	\$70,150.00
119	27" RCP STORM SEWER, CLASS 3	LF	275	\$130.00	\$35,750.00

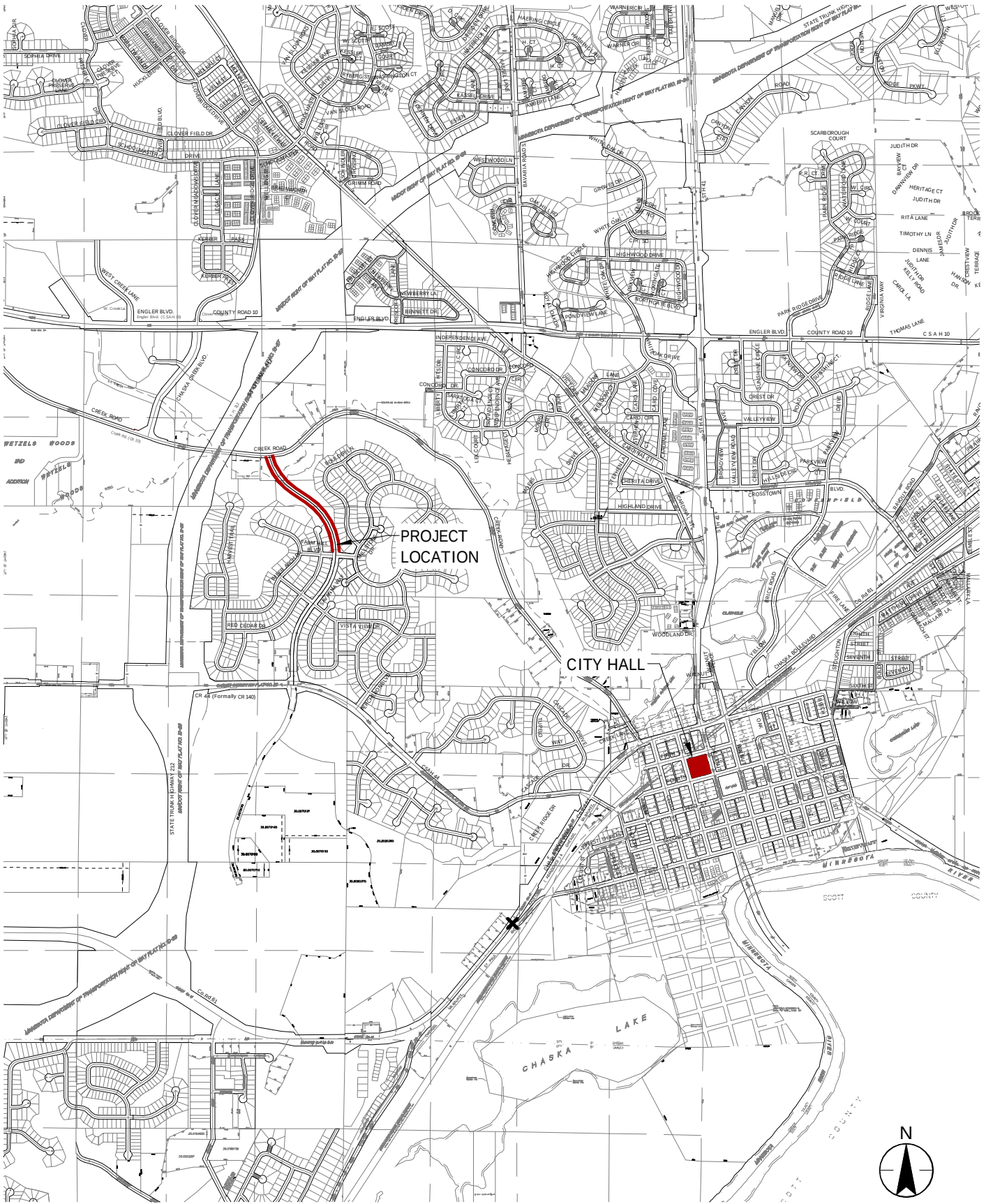
No.	Item	Units	Qty	EE Unit Price	EE Total Price
120	30" RCP STORM SEWER, CLASS 3	LF	300	\$170.00	\$51,000.00
121	36" RCP STORM SEWER, CLASS 3	LF	80	\$190.00	\$15,200.00
122	36" RC PIPE APRON CL III	EA	1	\$4,500.00	\$4,500.00
123	2' X 3' CB, INCL R-3067-V CSTG AND CONC ADJ RINGS	EA	7	\$3,500.00	\$24,500.00
124	4' DIA STORM SEWER CBMH, INC R-3067 CSTG AND CONC ADJ RINGS	EA	5	\$6,000.00	\$30,000.00
125	5' DIA STORM SEWER MH, INC R-3067 CSTG AND CONC ADJ RINGS	EA	5	\$8,500.00	\$42,500.00
126	6' DIA STORM SEWER TREATMENT MH, INC R-1642 CSTG AND CONC ADJ RINGS	EA	1	\$30,000.00	\$30,000.00
127	6' DIA STORM SEWER MH, INC R-3067 CSTG AND HDPE ADJ RINGS	EA	1	\$10,000.00	\$10,000.00
128	RANDOM RIPRAP CL III	CY	15	\$100.00	\$1,500.00
129	RANDOM RIPRAP CL V	CY	800	\$84.00	\$67,200.00
130	GEOTEXTILE FABRIC, TYPE 5	SY	970	\$2.00	\$1,940.00
131	GEOTEXTILE FILTER TYPE IV	SY	25	\$5.00	\$125.00
TOTAL PART 4 - STORM SEWER IMPROVEMENTS					\$441,640.00
10% Contingency					\$44,164.00
25% Engineering, Administration, Legal					\$121,451.00
TOTAL PART 4 - STORM SEWER IMPROVEMENTS					<u>\$607,255.00</u>
PART 5 - LAND ACQUISITIONS					
132	STREET RIGHT OF WAY ACQUISITION	LS	1	\$334,000.00	\$334,000.00
133	POND/COTTRELL PROPERTY ACQUISITION	LS	1	\$1,260,000.00	\$1,260,000.00
TOTAL PART 5 - LAND ACQUISITIONS					\$1,594,000.00
10% Contingency					\$0.00
25% Engineering, Administration, Legal					\$398,500.00
TOTAL PART 5 - LAND ACQUISITIONS					<u>\$1,992,500.00</u>

No.	Item	Units	Qty	EE Unit Price	EE Total Price
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SUMMARY ESTIMATED PROJECT COSTS:

PART 1 - STREET IMPROVEMENTS					\$2,640,186.31
PART 2 - SANITARY SEWER IMPROVEMENTS					\$370,975.00
PART 3 - WATER MAIN IMPROVEMENTS					\$467,568.75
PART 4 - STORM SEWER IMPROVEMENTS					\$607,255.00
PART 5 - LAND ACQUISITIONS					<u>\$1,992,500.00</u>
TOTAL ESTIMATED PROJECT COSTS					\$6,078,485.06

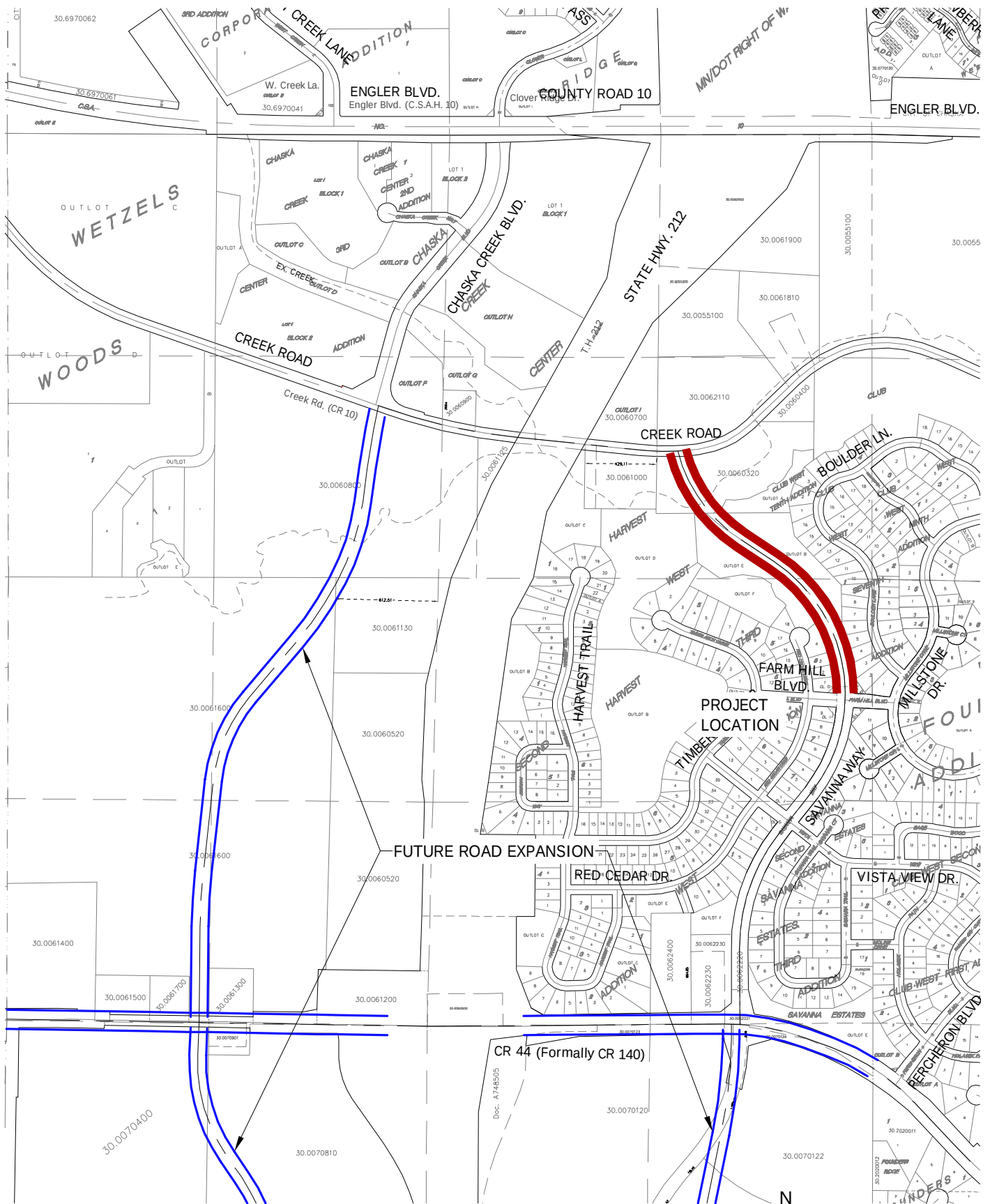
Appendix B Figures



LOCATION PLAN

CITY OF CHASKA
SAVANNA WAY PHASE II

FIGURE: 1



FUTURE ROAD EXPANSION

CITY OF CHASKA
 SAVANNA WAY PHASE II

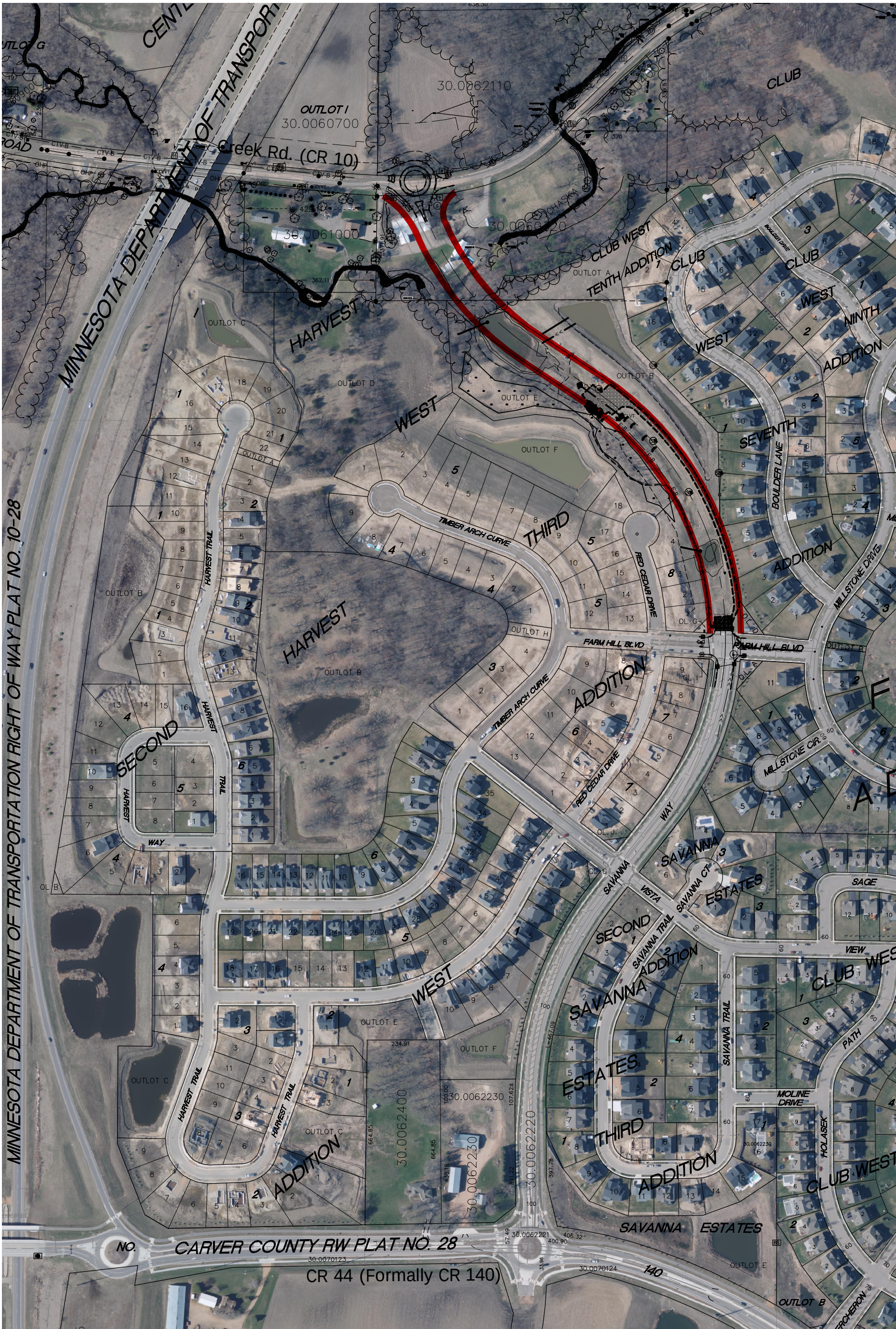
FIGURE: 2



733 Marquette Avenue, Suite 1000
 Minneapolis, MN 55402
 www.stantec.com

DATE: 12/11/2023

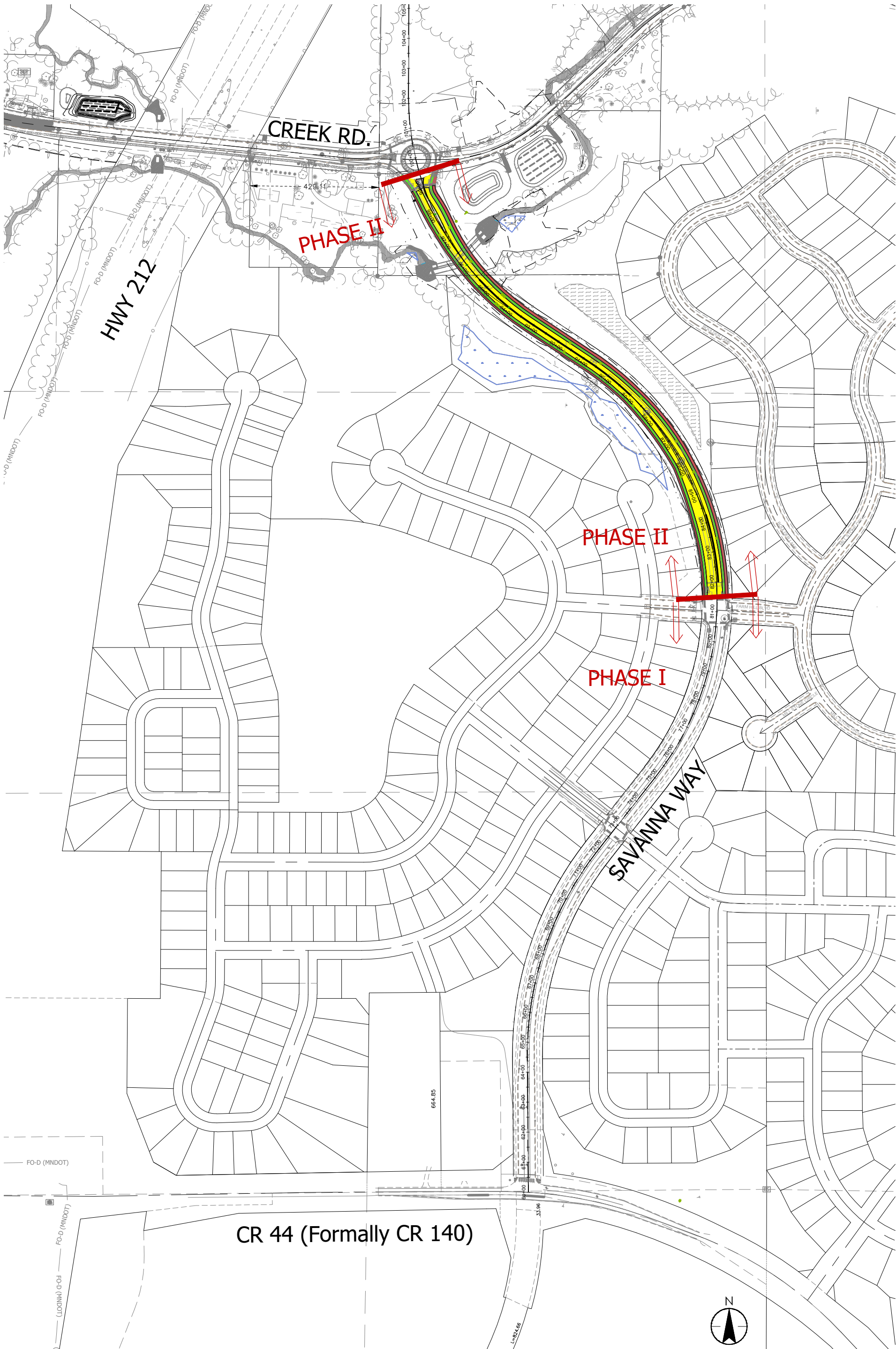
PROJ. NO.: 193804164



EXISTING CONDITIONS

CITY OF CHASKA
SAVANNA WAY PHASE II

FIGURE 3

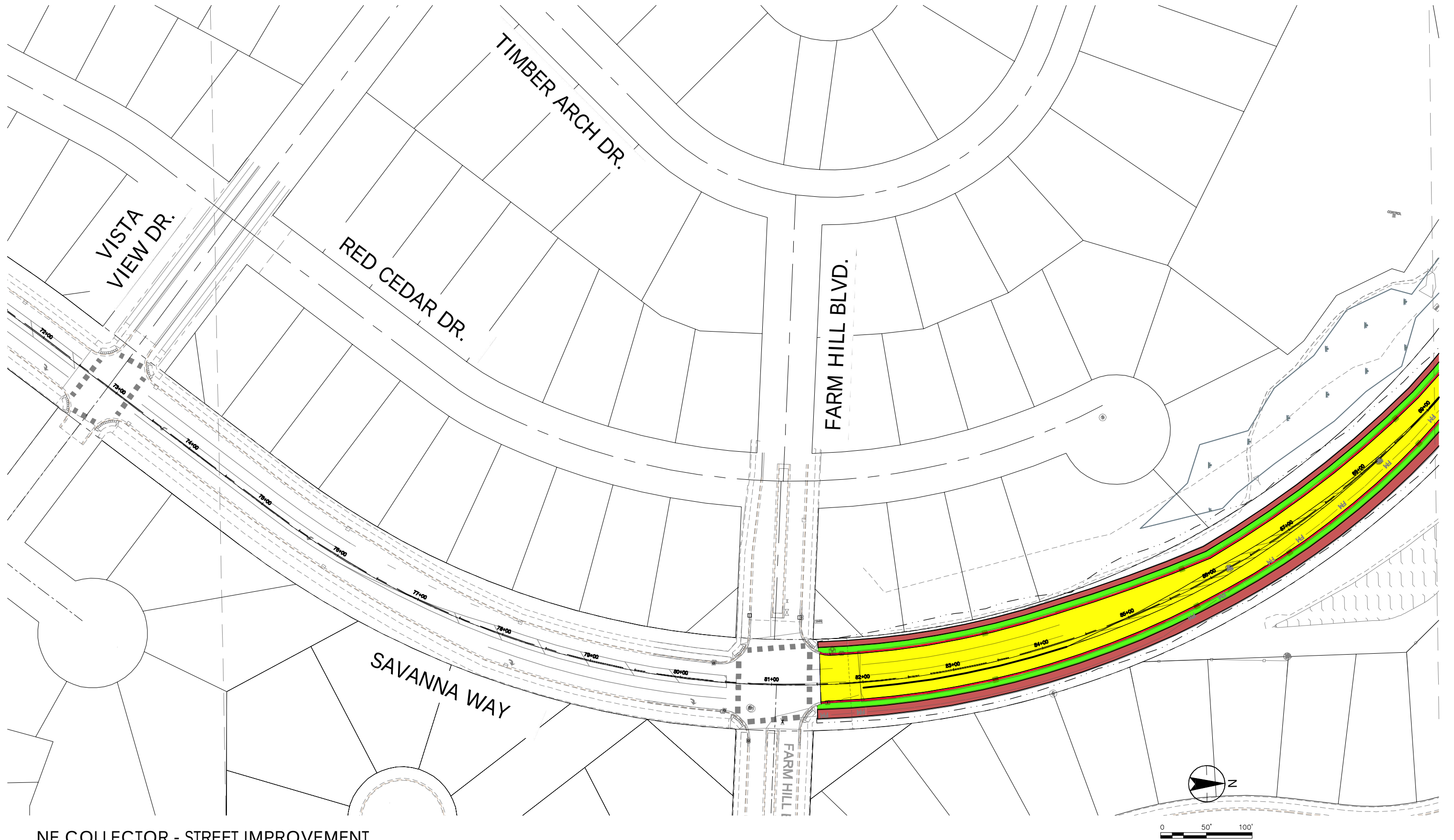


OVERALL PROJECT LAYOUT

CITY OF CHASKA
SAVANNA WAY PHASE II

FIGURE 4

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Drawn by: [redacted]
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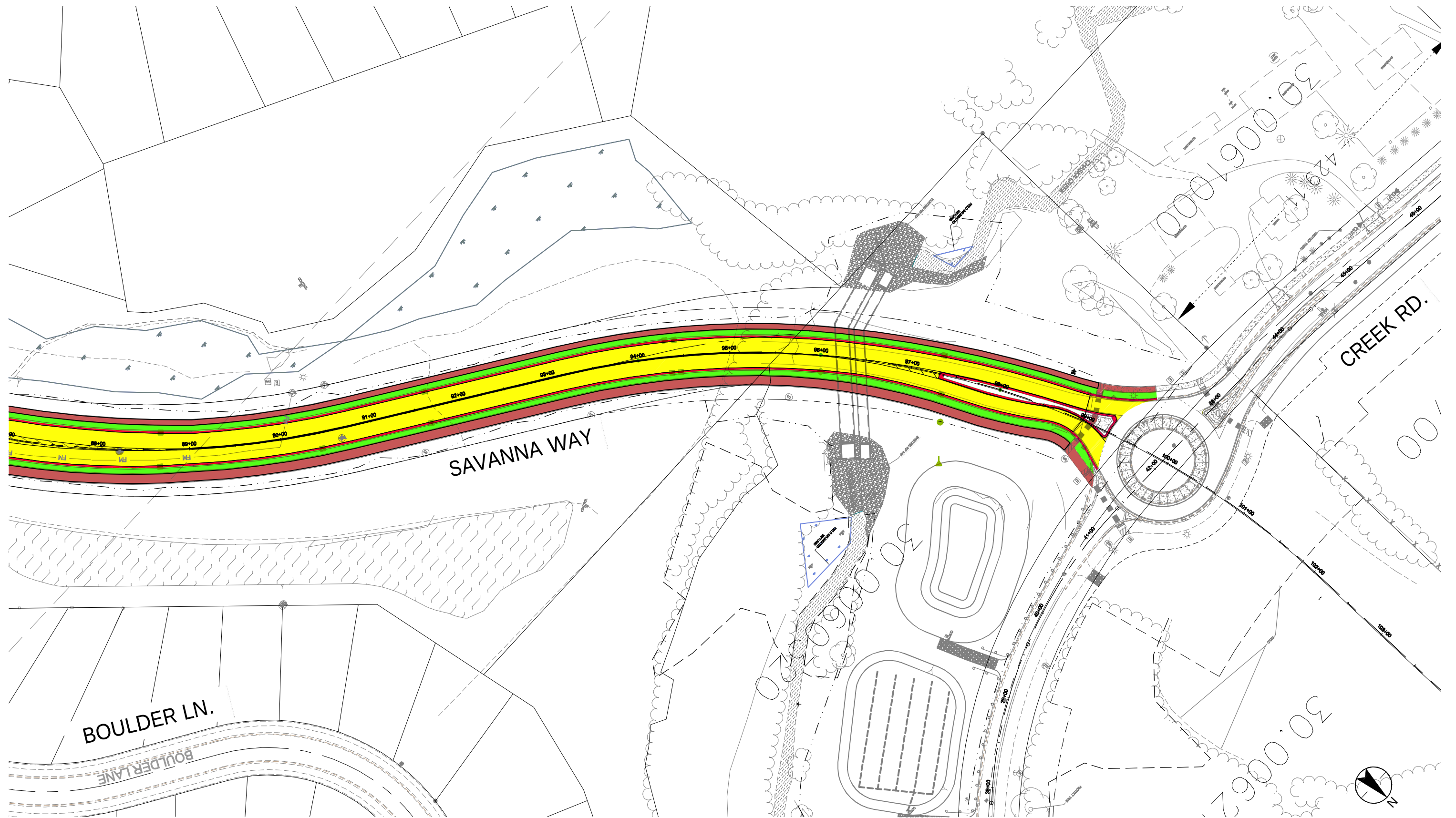
NE COLLECTOR - STREET IMPROVEMENT

CITY OF CHASKA
SAVANNA WAY PHASE II

FIGURE 5

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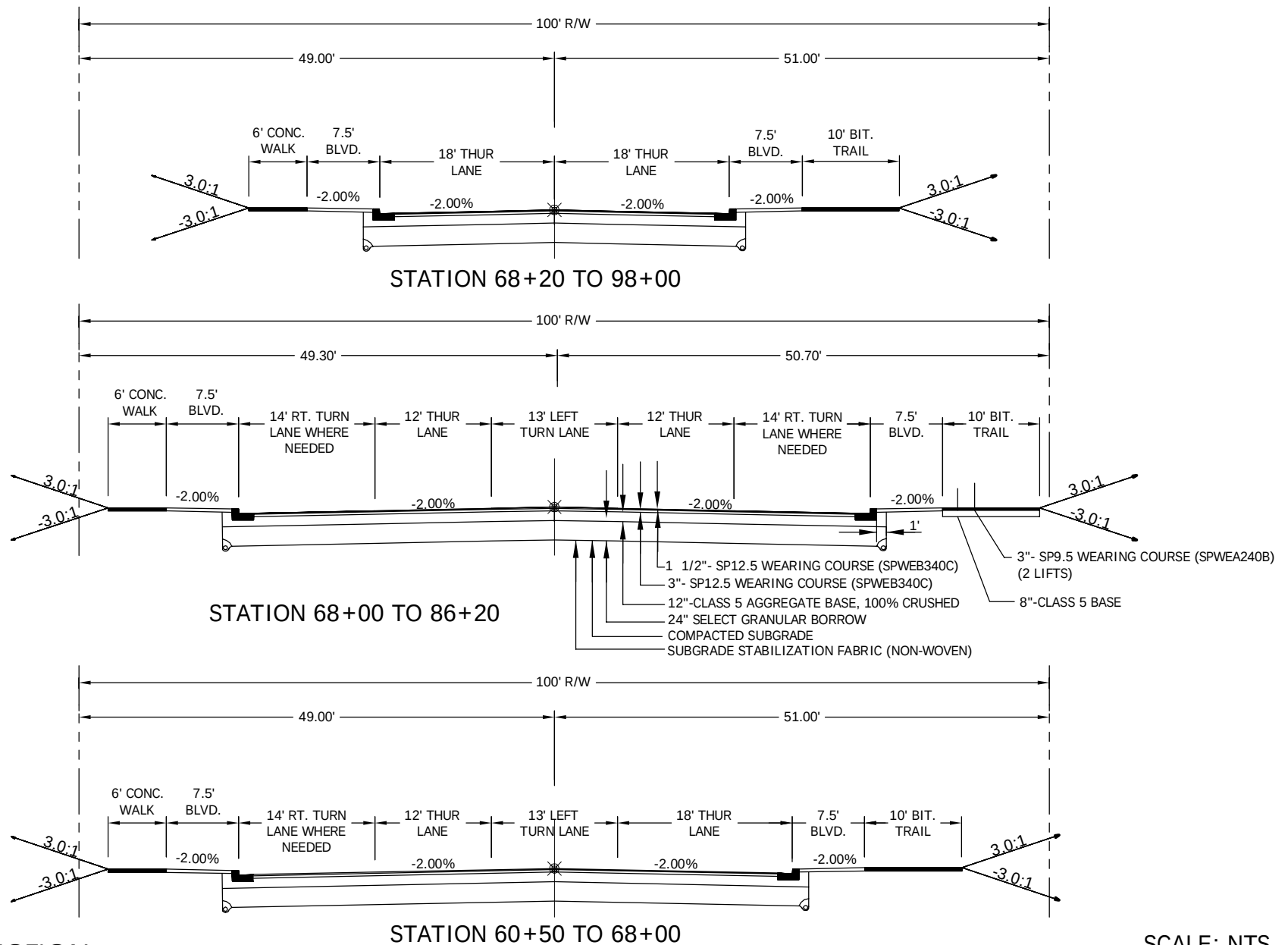
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NE COLLECTOR - STREET IMPROVEMENT

CITY OF CHASKA
SAVANNA WAY PHASE II

FIGURE 6



TYPICAL SECTION

SCALE: NTS

CITY OF CHASKA, MINNESOTA
SAVANNA WAY PHASE II

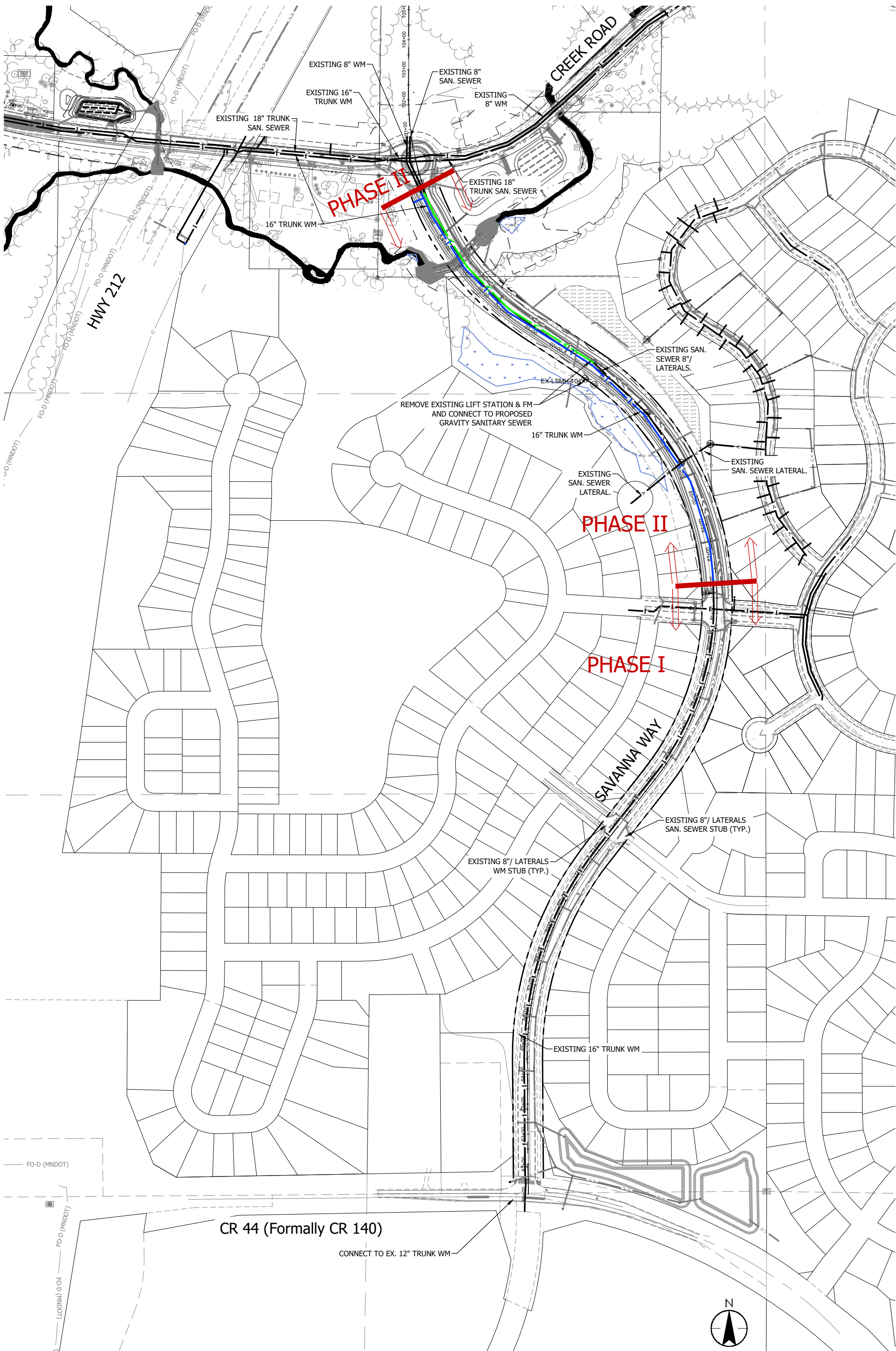
FIGURE 7



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DATE: 12/11/2023

PROJ. NO.: 193804164

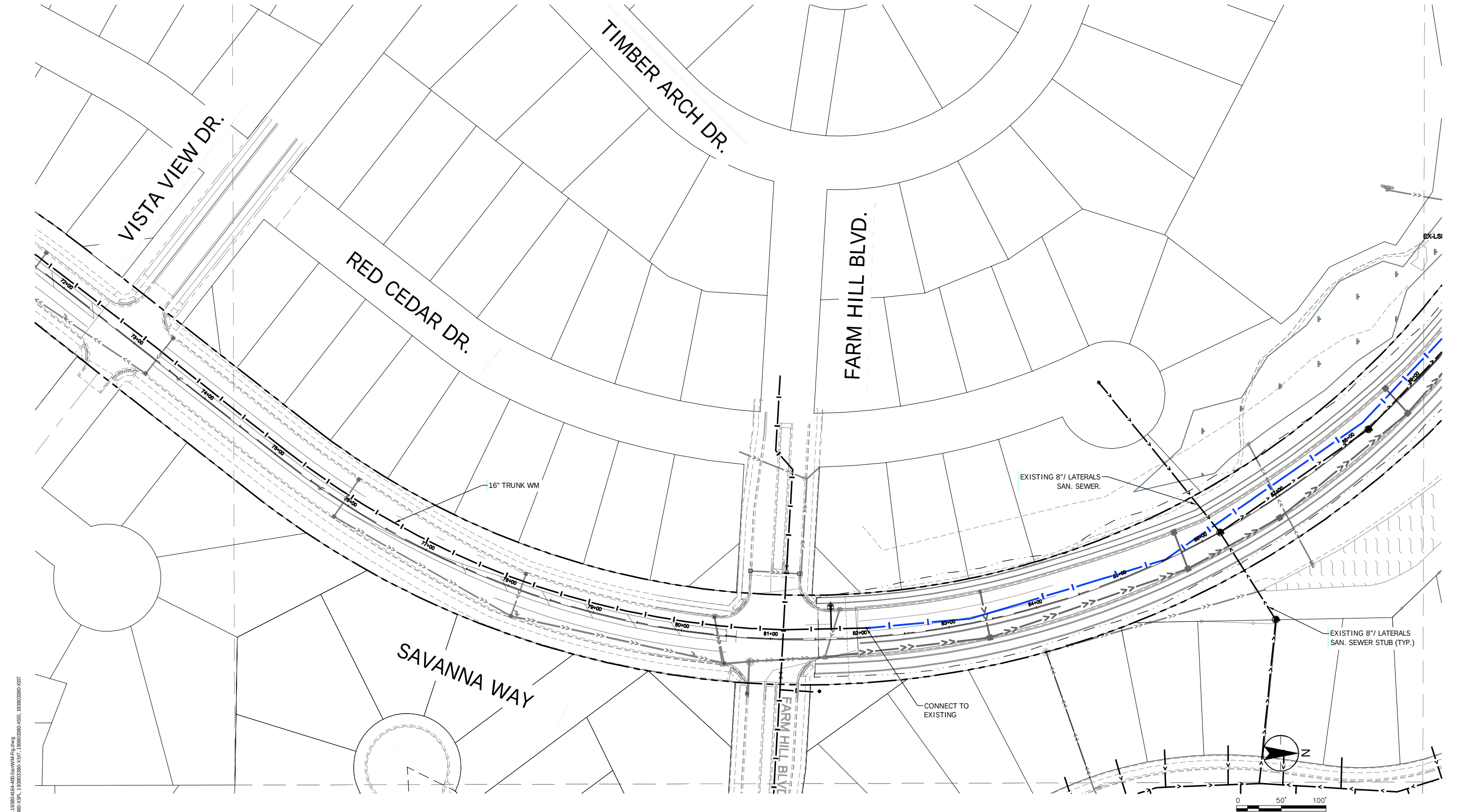


SANITARY SEWER AND WATER MAIN - PHASING

CITY OF CHASKA
SAVANNA WAY PHASE II

FIGURE 8

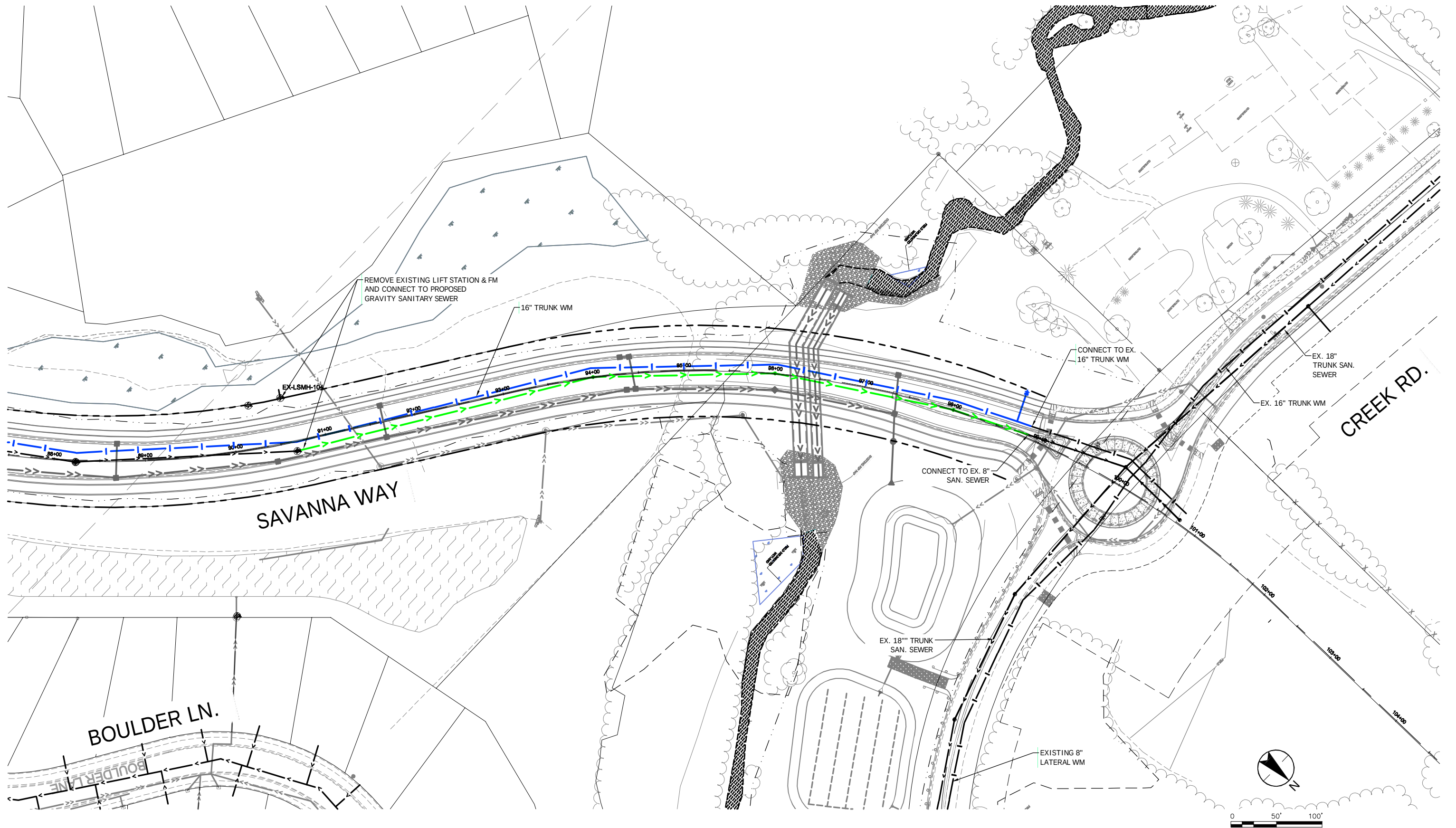
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PROPOSED SANITARY SEWER AND WATER MAIN IMPROVEMENTS

CITY OF CHASKA
SAVANNA WAY PHASE II

FIGURE 9

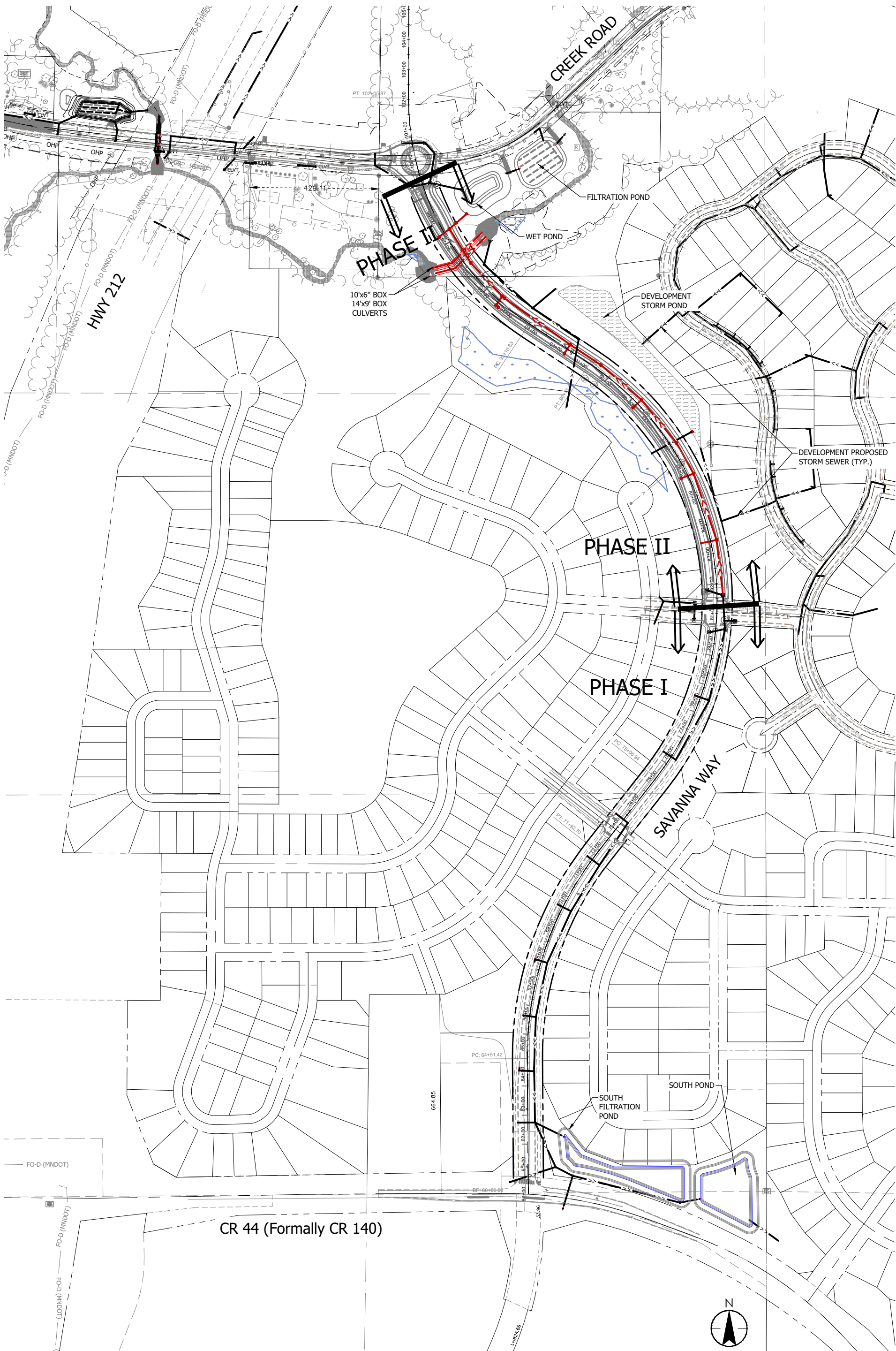


PROPOSED SANITARY SEWER AND WATER MAIN IMPROVEMENTS

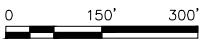
CITY OF CHASKA
SAVANNA WAY PHASE II

FIGURE 10

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PROPOSED PHASING FOR STORM SEWER AND PONDING IMPROVEMENTS



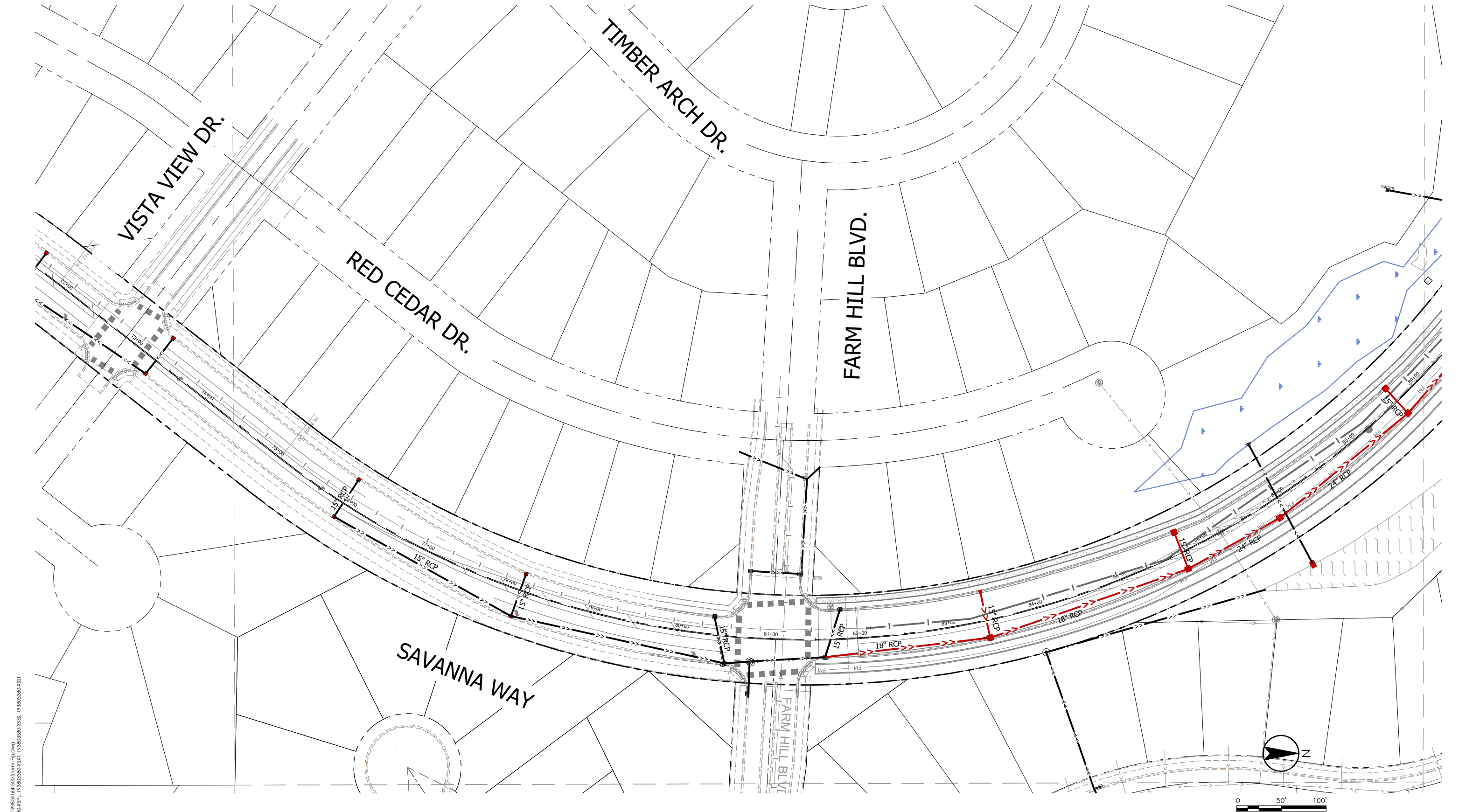
CITY OF CHASKA
SAVANNA WAY PHASE II

FIGURE 11



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Plot Date: 12/13/2023 - 3:10pm
Drawn: [redacted]
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PROPOSED STORM SEWER AND PONDING IMPROVEMENTS

CITY OF CHASKA
SAVANNA WAY PHASE II

FIGURE 12

December 1, 2023

Submittal	Final Site Plan Review
Applicant	City of Chaska Matt Podhrasky, City Administrator Ryan Seibert, Chief of Police Stephen Kraus, Fire Chief
Preparer	CNH Architects Quinn Hutson, AIA Brooke Jacobson, AIA 7300 147 th Street West Apple Valley, MN 55124

Introduction

Based on the Strategic Plan (2021-2025) developed by the Chaska City Council including a goal to reinvest in core assets, a Public Safety Facility was determined to be a top priority. The intent of this facility is to house the Police Department and the Fire Department on a single campus. The location of the new facility has been identified as 285 Engler Boulevard, the site of the current Fire Station.

The new Public Safety Facility is being designed to address the many current facility shortfalls and prepare for the future facility needs of both public safety departments. The current facilities currently lack sufficient staff space, training spaces, garage space, appropriate security, health and wellness elements, and an emergency operations center. In addition, the new facility will incorporate spaces to welcome the public to the campus and provide meeting and gathering areas that can be used to serve the whole Chaska Community.

If approved, the Public Safety Facility design will progress to the development of final building plans and site development for the entire campus. The process is planned for completion of the design and construction documents by the end of 2023 allowing for a 2024 construction start and completion in 2025.

Guiding Principles

At the outset of the Public Safety Facility design process the city staff design committee identified nine principles that were critical for guiding the design of the facility. These guiding principles highlight the

values to be considered as decisions are being made throughout the design process. Returning to these guiding principles has been and will continue to be beneficial particularly when evaluating difficult or competing choices. The guiding principles are the following:

- Functional & Flexible
- Innovative
- Safe & Secure
- Engaging & Connecting
- Honor History
- Sustainable
- Health & Wellness
- Fiscally Responsible
- Future Focused

Existing Conditions

The existing site consists of two adjacent city owned lots with a combined size of 9.37 acres. The main lot listed as Lot 1, Block 1 of the Fire Station Addition is 6.15 acres in size on which the current Chaska Fire Station is built. The adjacent lot platted as Outlot A of the North Meadow Fourth Addition is 3.22 acres in size and makes up Meadow Park.

The main lot holds the 23,000 square foot Fire Station which is a two story central building with apparatus bays flanking each side. The existing building is mostly brick exterior with a central gabled roof of standing-seam metal. This site is generally flat with significant paving as typical for fire station operations. There is a berm to the south side of the site which also holds a majority of the site's trees.

The smaller lot is developed as a park with a playground improvement. The west side of the property holds a large wetland / stormwater pond as well as a small portion of another pond to the northwest corner. Other than the ponds, the rest of the site is relatively flat grass lawn area with a few trees at the perimeter.

Both properties are zoned P2 – Public Buildings. The site is abutted to the south and west by properties zoned PMD – Planned Multi-Use Development. The southern portion of this adjacent land is developed as single-family residences while the west adjacency is a large 3-story apartment complex identified as Chaska Place. To the east of the site are lots zoned PCD – Planned Commercial Development holding a two-story office building. The north side of the site is bordered by County Highway 10 /Engler Boulevard. Across this street the land is zoned R1A – Low Density Single Family Residence however the entire area directly to the north of Engler Boulevard is a wetland / stormwater pond area separating the single family lots from the development site.

The site's vehicle access is off County Road 10 / Engler Boulevard on the north side currently with two standard drives and wide curb cut for apparatus. There are three pedestrian paths connecting to the site from the adjacent residential neighborhoods – two at the southwest corner of the site and the other on the northwest corner. These paths connect through the site mostly on the fire station property and provide access to the playground structure at the park. There are no sidewalks along the south side of Engler Boulevard along the development site or adjacent blocks.

Proposed Development

The proposed development is to provide a new Public Safety Facility at 285 Engler Boulevard, the site of the current Chaska Fire Station. This facility and the surrounding site will house the operations of the fire department, police department, as well as public gathering space and a revised city park area. The Public Safety Facility building consists of a Floor Area of 71,501 total square feet of building area measured to exterior face of walls which includes first floor area and a small second floor. There is also an accessory cold storage building of 1,468 square feet. The building footprint is 61,084 square feet which represents a total site coverage of 15.3% of the combined lots. In addition to the above ground floor area, there is a partial basement of 27,850 square feet total.

The site is designed to welcome the public to the campus at the main entry drive on the west side of the building. The drive leads into the site and its public parking area with the park on the west and building main entry on the east. A prominent entry element will provide a clear and welcoming visual cue for the public to identify the facility entrance both from Engler Boulevard as well as when entering the main drive. The parking is also situated to serve the adjacent Meadow Park and will include strong pedestrian connections from the building and parking lot to the park land.

The proposed building location towards the northeast on the site is based on several important influences. First, the building is set tight to the building setback on the north side off of Engler Boulevard in order to maximize the remaining space to the back of the site adjacent to the single family residents. To maximize the park footprint, the building is also set to the far east side of the site allowing just enough room for the public safety staff driveway to exit on this side. This is also a side of the site where screening is not as relevant as it abuts the office building on the PCD zoned property.

The site design creates multiple zones as is critical for safety and security associated with police and fire operations. In addition to the park and public areas on the west half of the site, there will be a police department zone on the southeast quadrant and a fire department zone on the northeast portion of the site.

The police department will include a gated and fenced area for staff and in-use squad car parking as is typical in a modern police facility. This fence will be prefinished metal picket style. There will also be significant landscape plantings and up to a five foot high berm screening the southern side of the site where single family residents are located. The development of the landscape plan at this buffer area has been refined to show a mixture of trees and more open shrub areas as requested by the neighbors during the earlier open house. Also, within the police site quadrant will be a ramp exiting the basement police squad parking and then routing to Engler Boulevard along the east side of the site for all police operations including call responses.

For the fire department zone of the site, the separation is focused on limiting public vehicular access to only the west drive allowing public safety response traffic only on the east drives. This portion of the site will limit traffic by the use of signage prohibiting public access and will be reinforced by the design of the new Engler Boulevard in cooperation with Carver County engineering staff. The east wing of the fire department portion of the building will house eight apparatus bays with their main response doors facing directly onto Engler Boulevard to promote safe and efficient response for the large apparatus of the fire department. The apparatus curb cut area has been reduced to a single wide curb cut in response to Carver County feedback.

Welcoming & Community Focused Facility

From the beginning of the design process for the Chaska Public Safety Facility there has been a focus on providing facility and site design that connects to and serves the community as is appropriate for the home of the city's public safety staff. From the exterior the visitor to the site will enter the site where identified by the monument signage and have a direct view of the tall, glass entry clerestory building element. This main entry design is intended to clearly identify the common police department and fire department public entrance. This entry further connects directly across the parking lot to Meadow Park further connecting to the community at this location.

The site design also considers the opportunity to provide public gatherings not only at the park, but also to provide the flexibility to host public safety open house events. This includes providing connections along the north side of the property connecting to the apparatus bays that would be opened to support public activities. Electrical power has also been added to site light poles on this north side in preparation to support food trucks, inflatables, or other open house activities.

As the guest enters the main lobby, the public will quickly identify the fire department reception desk and the entrance to the police department lobby and reception area. At the back portion of the main public lobby is also a conference room and large training room, both of which can support public gatherings for community meetings or other special events. Finally, along the fire department side of the main lobby is a history museum holding one of the historic fire trucks as well as many other artifacts and images providing the opportunity for guests to browse this tie to Chaska Fire Department history.

The Public Safety Facility will also serve the community through an expanded opportunity to host the annual summer Safe Kids Camp event. With the added meeting space and connection to Meadow Park, the camp will have a wide variety of fun and educational opportunities for the youth.

Parking

The parking for the site is broken into multiple categories based on the intended use. The quantities calculated in the table below represent an ordinance required ratio for the public accessed gathering spaces within the proposed building common area and operational staff quantities for all police and fire operations. The staff parking quantities include the projected staff growth over the next 20 to 30 years as the department grows to meet the needs of the projected population growth of the City of Chaska. Since these quantities will not initially be needed, the site plan indicates some areas of future parking stalls to indicate the areas of growth if it is needed. The future parking for the police secure parking lot has been moved to a location tucked into the south berm in order to provide more room for the stormwater pond expansion area as indicated on civil and site plans.

Parking Stall Table

Space	Calculation Method	Parking Stalls Required
Public Meeting Rooms	116 occupants / 3.5 occ per stall	34 stalls
Public Guest Parking	1 stall / anticipated guest	6 stalls
Police Staff Vehicles	1 stall / staff at largest shift	40 stalls + 20 future stalls
Police Squad Cars	1 stall / squad car (basement)	29 stalls

Fire Staff Vehicles	1 stall / staff at largest shift	32 stalls + 14 future stalls
Total Required Stalls		175 stalls
Total Stalls Proposed		144 stalls+34 future = 178 stalls

The above table indicates a total of 175 stalls required for this facility. The police squad car parking is provided in the basement garage with a total of 29 stalls available inside. The police staff vehicles and temporary squad parking are on the south side of the building with 60 stalls available, 20 of which are shown as future stalls. The firefighter response parking is located on-grade behind the apparatus bays with a total of 19 stalls at this location. The remaining parking is a blend of public and firefighter use on the west and northwest side of the building where 70 stalls are indicated, 14 of which are indicated as future stalls. This approach provides sufficient flexibility to meet today's parking needs and expand the parking if needed as the departments and city grow.

Site Utilities

The site is served by the typical utilities all of which are connected to the existing fire station building. This includes a 6 inch water line that loops through the site just south of the existing building well within the footprint of the proposed construction and therefore will be relocated in the construction. The new water lines will include tapping off the existing 12" water line in Engler Boulevard with an 8" water line as shown in the submitted utility drawings. This line will remain 8" to the water service entry into the west side of the basement level of the new building. There will also be a 6" branch line serving fire hydrants to the east as well as a 6" line that continues to the south serving an additional fire hydrant as well as connecting into the existing 6" water line going to the neighborhood on the south.

The sanitary service is an 8 inch pipe located along the south side of the property flowing west and then south down to Meadow Lane. The new building will connect to this sanitary line with a 6" pipe exiting the building below the police vehicle sallyport. Finally, natural gas piping and electrical service lines are located along Engler Boulevard. These services will be extended to the new building with connections within the secure police parking lot providing higher protection of these critical infrastructure elements.

Wetlands and Stormwater Management

There are two existing stormwater pond / wetlands located on the west side of the site. With input from the city after the Concept Plan review process, it has been determined to provide stormwater treatment on-grade rather than using the large underground pipe filtration systems originally considered. To accomplish this, there will be a third pond added adjacent to the southwest pond / wetland to provide additional water quality, infiltration and rate control for the site. The stormwater will be gathered from around the site as well as from roof drains and routed to this new pond and connected storage pipes.

In more detail, stormwater runoff from the proposed project will be routed to a forebay and iron enhanced sand filter. The iron enhanced sand filter will treat the stormwater for water quality and a majority of the required runoff volume. The remaining runoff volume will be treated with a combination of soil amendment and upland preservation. The soil amendments will be utilized in the green spaces on the north side of the site and upland preservation will be utilized on the south and southwest sides of the site. The iron enhanced sand filter will outlet into the existing wetland in the

southwest corner of the site. An outlet control structure will be installed on the existing outlet for this wetland to reduce the overall runoff rates from the site.

Site Grading

The existing site generally drains from east to west towards the two wetlands. The northwest wetland drains into the southwest wetland. The southwest wetland ultimately discharges into the storm sewer in Victoria Drive.

Since the proposed building will have a consistent finished floor elevation, the area adjacent to the building will be relatively level. The site will generally be graded away from the building and into catch basins in the parking lot. Beyond the limits of the parking lot, the grades will generally slope downward to tie-into existing grades with a three to four foot drop from the public parking lot to the general park grade. There will also be a screening berm at the south side of the police parking lot.

The apparatus driveway is a site feature that is used to set the elevation of the building, and ultimately the site grading. The slope of the apparatus driveway needs to be flat enough to not cause responding vehicles to bottom-out, but still allow proper drainage away from the building. Quick response times are important to fire stations, and if the apparatus drive is too steep, it may slow down the response time as well as incur an increase in apparatus wear.

Exterior Architectural Design

Massing

The Public Safety Facility at a footprint of 61,084 square feet is significantly larger than many of the buildings within this part of Chaska although the three-story apartments to the west are taller than this development. Still, it is important to break up the building massing in multiple ways to reduce its scale and provide architectural interest. This is accomplished by creating a U-shaped footprint reducing any one façade in size and by breaking up each façade both with changes in height and stepping of building elements. The design also positions the building to the northeast side of the site maximizing the distance to the neighboring residential properties. The tallest portions of the building are likewise placed on the north portion of the site facing Engler Boulevard with the two-story fire residence area. There is also a three-story fire training hose tower which is positioned internal to the U-shaped building screening its height and the training operations that will occur at this tower. The remaining one-story portion of the building is on the south side of the facility which is closest to the single-family residential neighbors.

Image

As the first new municipal building in a series of planned updates, it is critical that the Public Safety Facility set the right tone for the future development of the City of Chaska's public buildings. As noted in the Guiding Principles, it is envisioned that this facility will honor the historic elements of Chaska's past while leading into the future. The proposed building aesthetic observes the long tradition of brickmaking in Chaska and use the common brick detailing elements shown in the attached Precedent Study as inspiration for this building while still creating a contemporary aesthetic that guides the City into the future.

While maintaining a unified aesthetic and four-sided exterior image, there are elements providing a degree of separate identity between the fire department and police department portions of the building. The fire station features arched apparatus bay doors and significant brick detailing reminiscent of the typical historic brick buildings in Chaska. This detailing is also evident in the historic fire truck display space just to the left of the main building entry. While the building design has a variety of focal points, the public entry is designed as the key visual element in the building including a large two-story clerestory providing daylight and views into the main lobby. This entry creates a transition to a somewhat simpler, clean image of the police department portion of the public safety building which provides for more cast stone masonry with a lower percentage of brick.

Since the Preliminary Site Plan submittal, there have been several changes in the visual massing with the addition of two dark material areas along what had been a long expanse of cream brick on the north façade along Engler Boulevard. These two additional accent areas further tie the north elevation to the design on the main entry west elevation.

Materials

As noted above, the use of cream-colored Chaska brick will play a major role in the exterior materials of the building. In addition, the proposed building design includes a significant amount of cast stone panels with deep recessed jointing pattern providing an appropriate scale and texture to this portion of the exterior material. This cast stone will be a deeper gray-brown tone to create contrast to the lighter brick and depth in the building aesthetics. The final major exterior material is a smooth, fiber-cement composite material (Nichiha panel) that is used as a minor accent on most of the facades to provide interest and contrast to the brick and cast stone. The fiber-cement composite panel finish is primarily a mixture of dark gray tones with some cream mixed in providing an intentional tie between the other two exterior materials. The mixture of materials are all being considered Class I materials satisfying the minimum requirements on each building elevation as indicated on the exterior finish material tables on the submittal drawings.

Exterior Signage

The Public Safety Facility is identified to the public in multiple ways both for clarity when arriving as well as wayfinding elements within the site. First there is a monument sign at the main public entrance off of Engler Boulevard made with the same materials as the main building including brick and cast stone. The north half of this monument sign has fixed cut individual letters identifying the building and including the street address. The south half of the monument sign includes an electronic sign panel that will be used to provide public service announcements for the police and fire departments as well as general city events.

Building mounted signage is located on both the north elevation along Engler Boulevard and the west elevation associated with the main building entrance. Each elevation provides two signs as allowed by the signage ordinance where each entity can have up to 40 square feet of signage.

On the north elevation there is cut metal letter fire department sign at the tower between the two banks of apparatus bays. The other north elevation sign is also cut metal letters placed on the upper portion of the stair tower on the west end of this façade identifying the building as the Chaska Public

Safety facility. Combined these signs cover 72 square feet which is under the 80 square feet allowed for the two signs.

The signage on the west elevation is focused at and above the main facility entrance to help guide visitors to the public lobby. This elevation addresses three entities – the fire department, the police department, and the public use spaces which would allow for a total of 120 square feet of signage. The main entrance doors are identified with a cut metal letter sign on the canopy leading to the front doors. In addition, there is a departmental logos interior lighted sign in front of the clerestory windows above the main public lobby. This elevation includes a total of 90 square feet of signage, well below the maximum allotted for this building by ordinance.

Mechanical Unit Screening

A complete 3-dimensional study was completed reviewing the visibility of rooftop mechanical units from adjacent properties and roadway for the Public Safety Facility. Due to parapet heights and mechanical unit placement most of the rooftop units are not visible. There is one larger air handling unit on the second floor above the firefighter dorm area that is visible from Engler Boulevard. This unit is shown to be screened by with a pre-finished louver screen system of a color to match the brick portion of the building.

The other item to be screened is the backup emergency generator which is located adjacent to the southwest corner of the police department's portion of the building. The generator will be enclosed by a 14 foot high brick wall that not only blocks the view of this unit, but further helps reduce the sound level of the generator when running.

Pedestrian Scale

While this is a large facility, attention has also been paid to developing a sense of pedestrian scale in areas where the community connects with the Public Safety Facility. Around both sides of the main entry are plaza areas with smaller landscaping garden areas and seat walls the create gathering space overlooking this entry. This plaza area also includes the site's collection of flagpoles creating a focal point adjacent to the main lobby canopy. Finally, the brick detailing and scale of the historic fire truck museum is designed to welcome the guest and provide a smaller scale front massing to connect with the public entering the building. These elements are intended to create not only human scaled elements but also to provide guidance leading the eye to the front entry and into the public lobby.

Exterior Lighting Design

The exterior lighting for the Public Safety Facility minimizes the lighting influences on adjacent properties and avoids general light pollution impacts. This lighting design includes perimeter light poles with forward-throw cutoff light fixtures all of which are dark-sky rated with zero degree light angle and concealed LED light source. These poles are placed at the outer edge of parking and drives shining away from neighboring properties resulting in light levels of 0.0 footcandles at the south property line adjacent to the residential properties and a maximum 0.5 footcandle level at the east property line abutting the business property.

There is also building mounted lighting to provide appropriate light levels nearer to the building including lights at each overhead or four-fold door and lighting over exit doors as required by code. These light fixtures also are LED sources dark-sky rated with zero degree light angle.

Finally, the design includes a row of bollard lights along the main pedestrian entry to the facilities front entrance to help identify the entrance and provide a slightly higher footcandle level at this public location.

Landscaping Design

The landscaping for this project focuses on multiple important elements to enhance the site and provide functional benefits for those on the campus and the neighborhood beyond. First, we look at using landscape elements to draw attention to the main public entry drive and create a sense of welcome for those entering the campus.

With the new campus layout Meadow Park will be revised including re-aligning the trail system to maintain connections to the different adjacent neighborhoods. This trail will include a sidewalk connection directly to the front entrance of the Public Safety Facility welcoming the public as well as staff to enter the park from the building as well as those using the park to visit the displays and common space within the building. The redesign of the park itself will be done through the Park Commission process outside of the current project.

Emphasis was placed on providing as much usable park land as practical while still meeting the needs of the new Public Safety Facility. The existing park consists of approximately 81,400 square feet of usable park land when excluding stormwater ponds. The current preliminary plan submittal shows the usable park land at 60,836 square feet of flat or gently sloping parkland after deducting the current and expanded stormwater ponds. This is almost as much usable area as what was shown at the time of Concept Plan submittal which had 62,389 square feet of usable land, without addressing the need for stormwater pond expansion on grade. The site plan was able to maintain this significant park area by eliminating the separate entrance drive that was shown originally for the public parking area on the west side of the facility.

The parking lots include multiple peninsula islands to soften and breakup the pavement surface as well as provide shade to reduce the heat island effect. There are a variety of bushes providing foundation plantings around all nonpaved areas of the building with additional perennials accenting the main entrance of the building.

Security and screening are an important part of the Public Safety Campus, particularly on the south side of the police department. The design includes a fence that encloses the police staff parking area with gates at the west drive and east side between fire department and police department paving. This fence is a prefinished metal picket fence with anti-scale arch at the top for attractive image and durable construction. The south berm area is heavily landscaped with areas of tightly spaced spruce trees mixed in with overstory maple trees with bushes below. This provides the variety of plant materials and openness requested by the neighborhood during the open house, while still creating screening to the parking lot.

Overall, there are 93 overstory deciduous trees or evergreens included in the landscape plans submitted providing 254 caliper inches of total new trees, which is 10% more than the code required goal. The

landscape also provides understory trees and 531 shrubs to further fill out the landscape areas around the site. All plant materials have been selected for hardiness, pollinator value, and ease of care.

The entire site will be irrigated with lawn areas covered with spray heads and planting beds to receive drip line for best plant health. As noted earlier, all irrigation water will be obtained from the southwest stormwater pond and pumped throughout the irrigation system.

Sustainable Facility and Site Features

With sustainability as a guiding principle for the design of this facility, there have been many features incorporated into the building and site design of the Chaska Public Safety Facility. For the site, sustainable design elements include using stormwater for exterior site irrigation, use of durable landscape planting materials, and black-sky friendly site lighting that not only has low-angle cutoff lights but also includes automatic light level dimming when the area around each light is vacant.

The buildings sustainable design while not being submitted for certification are based on LEED standards to incorporate many best practices in sustainable designed buildings. The following is a partial list of features included in this facility.

- Highly insulated exterior walls with low air infiltration design
- Double thermally broken window framing with Low-E, argon filled glazing
- Extensive clerestory windows providing daylighting deep within the building floor plan and reducing lighting demand
- Low energy LED lighting throughout
- High-efficiency heating system
- Roof solar panel ready
- Use of low or no VOC products within the building
- Elimination of all added urea-formaldehyde within wood products
- Focus on indoor air quality

Enhancing the City of Chaska

The Chaska Public Safety Campus project provides many opportunities to support the mission of Chaska and its core strategies. From the outset of this project, there has been a strong desire to create welcoming community spaces that enhance the connection between the public safety personnel and the community. The public lobby, fire truck display, and inclusion of both the large training room as well as the smaller conference room for public use will create opportunities for community gathering within the building. These public spaces are designed to emphasize access and a comfortable, friendly atmosphere for those using this common space.

The Campus will also provide quality of life improvements both for the members of the community visiting the site as well as a strong focus on health and wellness for the public safety staff serving the Chaska community. There are enhanced opportunities for health and public safety training events for the public within the lobby or at the neighboring park. For the firefighter and police officers this new facility provides a focus on health through incorporating best-practices elements such as zoning the building into hot / cold contaminant zones, particularly for firefighters returning from fire calls. Comprehensive decontamination spaces and equipment are likewise planned to remove toxins for all

public safety staff exposed to carcinogens and other biological contaminants in the line of duty. Physical health is also be emphasized with fitness spaces, both interior and exterior, provided for each department's staff.

The Police and Fire Departments are also provided with many training elements where they can further hone their individual skills as part of their Commitment to Excellence in serving the Chaska community. These will include rooms for defensive tactical training and virtual reality simulation training for the police staff and a hose / training tower and mezzanine for firefighter training. Including these elements within the facility allows regular scheduling of staff training without facility fees or leaving the city for training classes.

In summary, the Chaska Public Safety Facility and surrounding campus will provide long-term value to the City of Chaska housing the current public safety staff and providing flexibility for the anticipated growth in the needs of each department. The new campus will encourage community gathering opportunities and support the safety of the city and its residents. Finally, this project will set the tone for the upcoming municipal facility improvements focusing on quality design blending the historic fabric of Chaska with a future focused aesthetic.



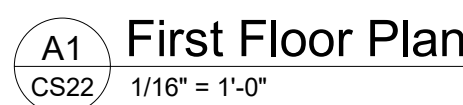
Chaska, MN 55318

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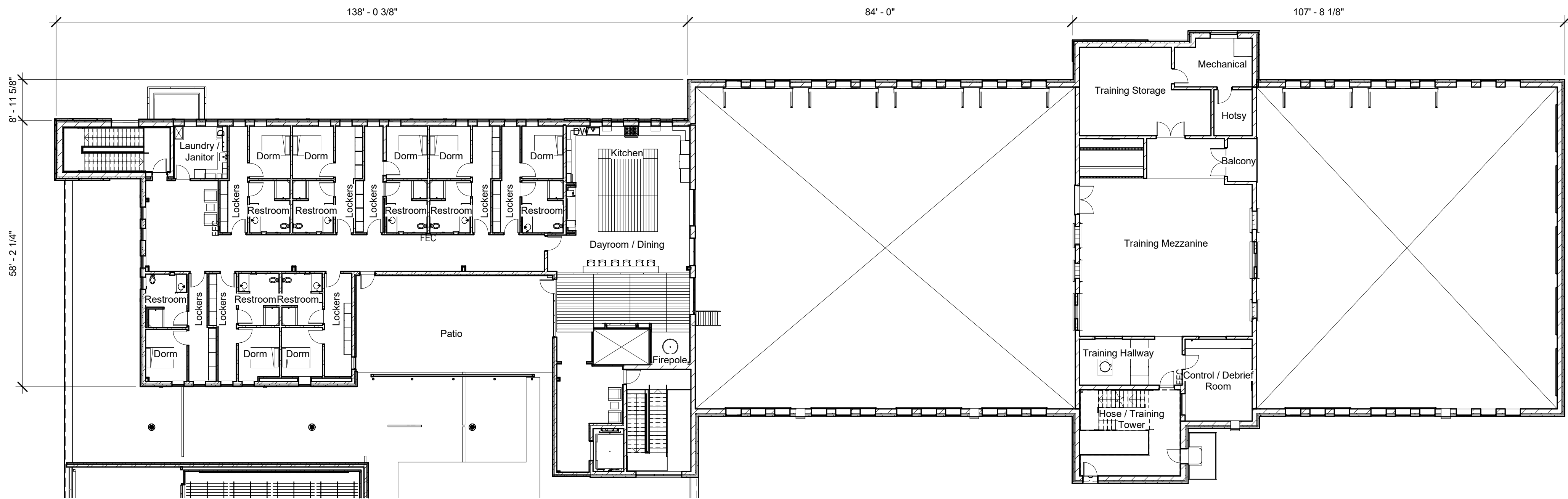
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First Floor Plan

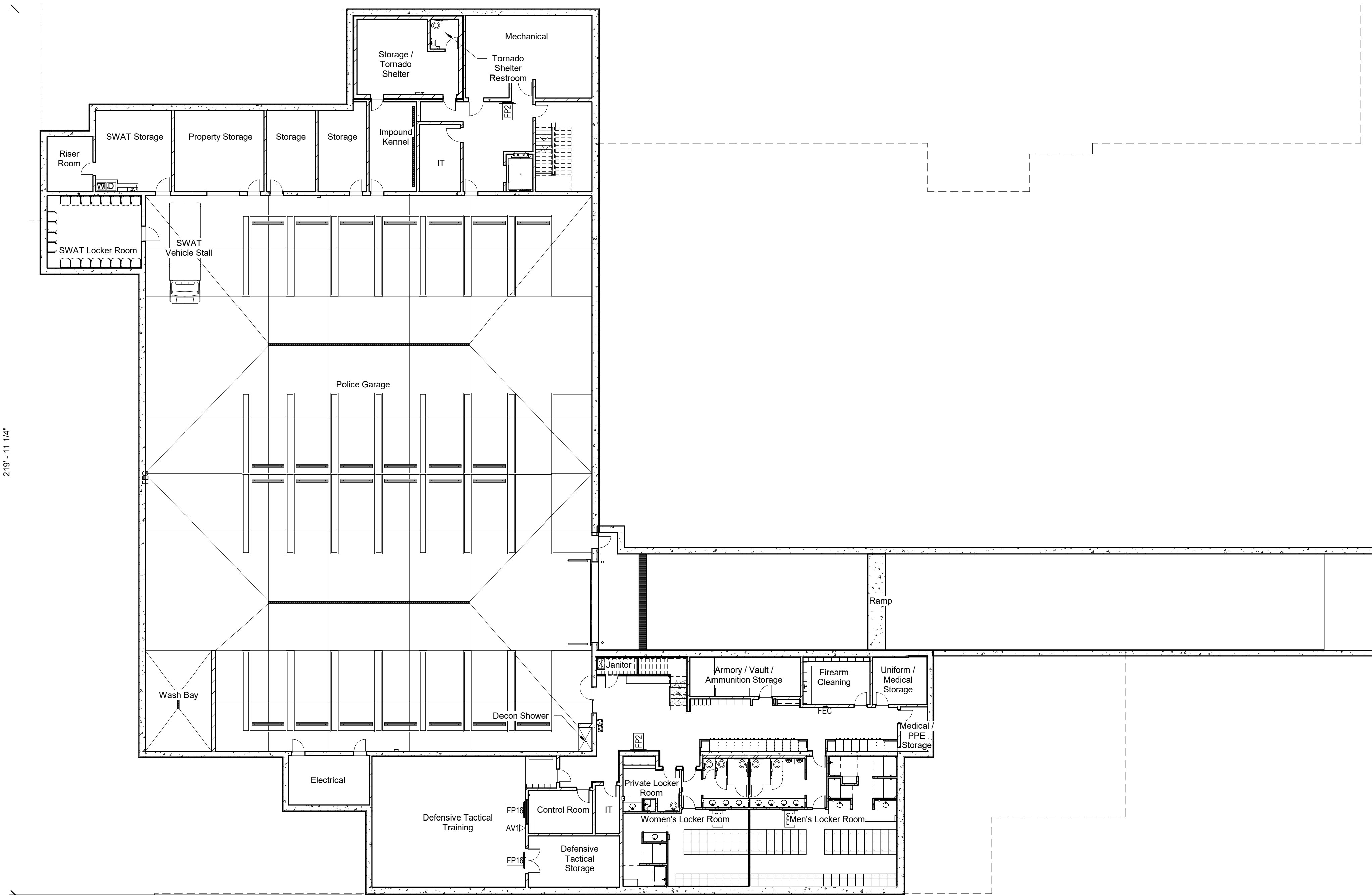
CS22



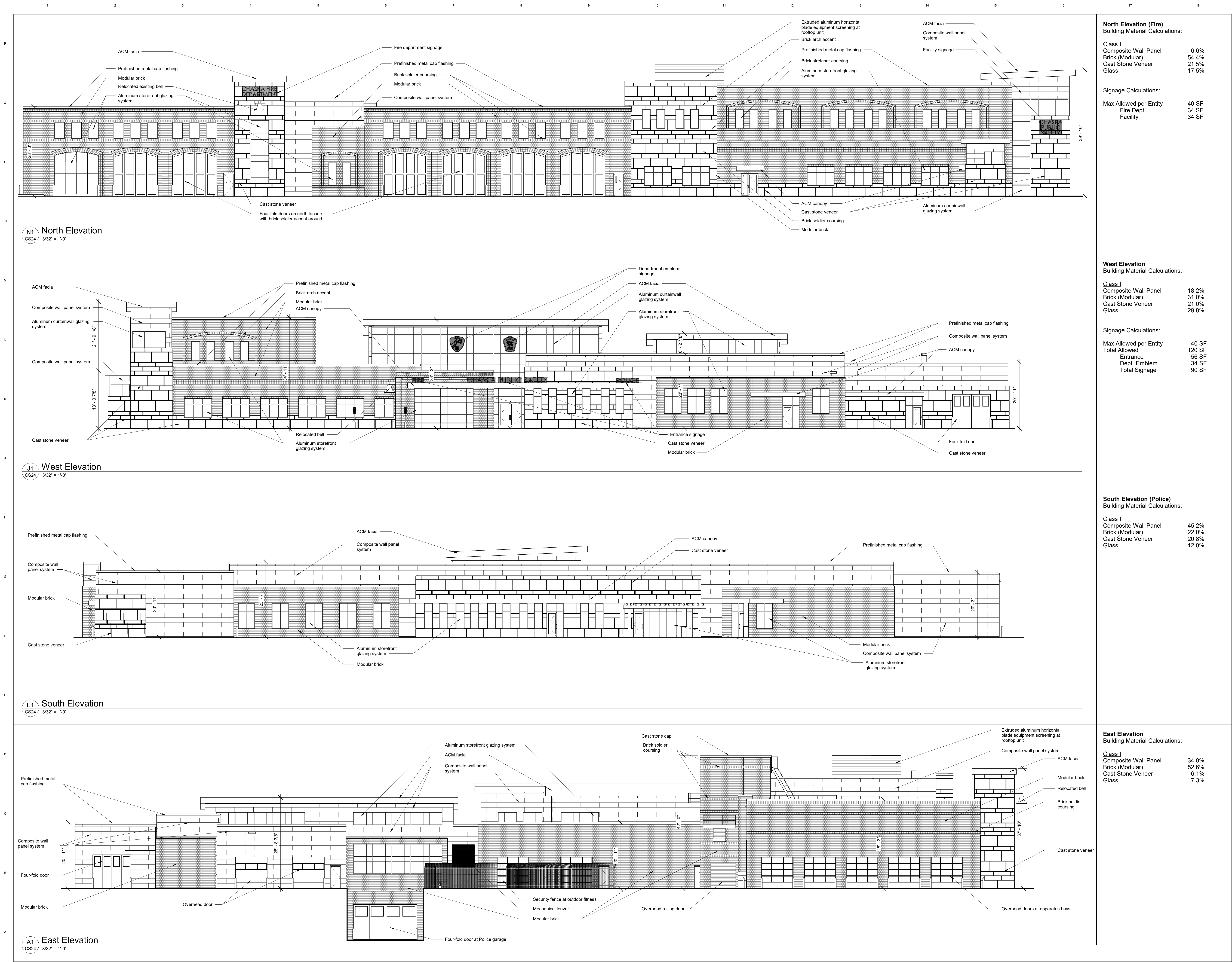
L1 Second Floor Plan
CS23 1/16" = 1'-0"



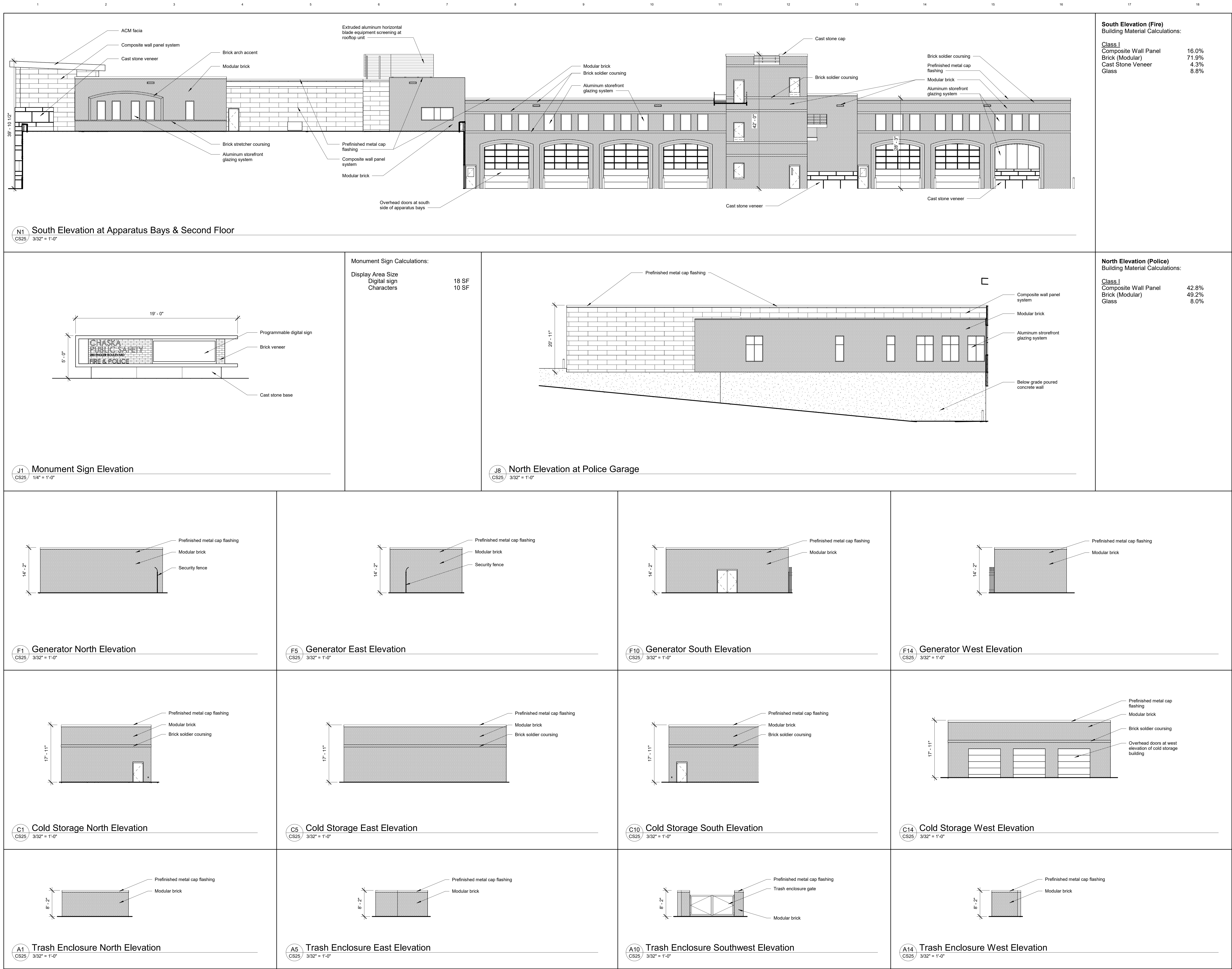
A1 Basement Floor Plan
CS23 1/16" = 1'-0"



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J1 North Perspective - From Engler
CS26 12" = 1'-0"



A1 Northwest Perspective - From Drive
CS26 12" = 1'-0"



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A1 West Perspective - From Park
CS27 12" = 1'-0"



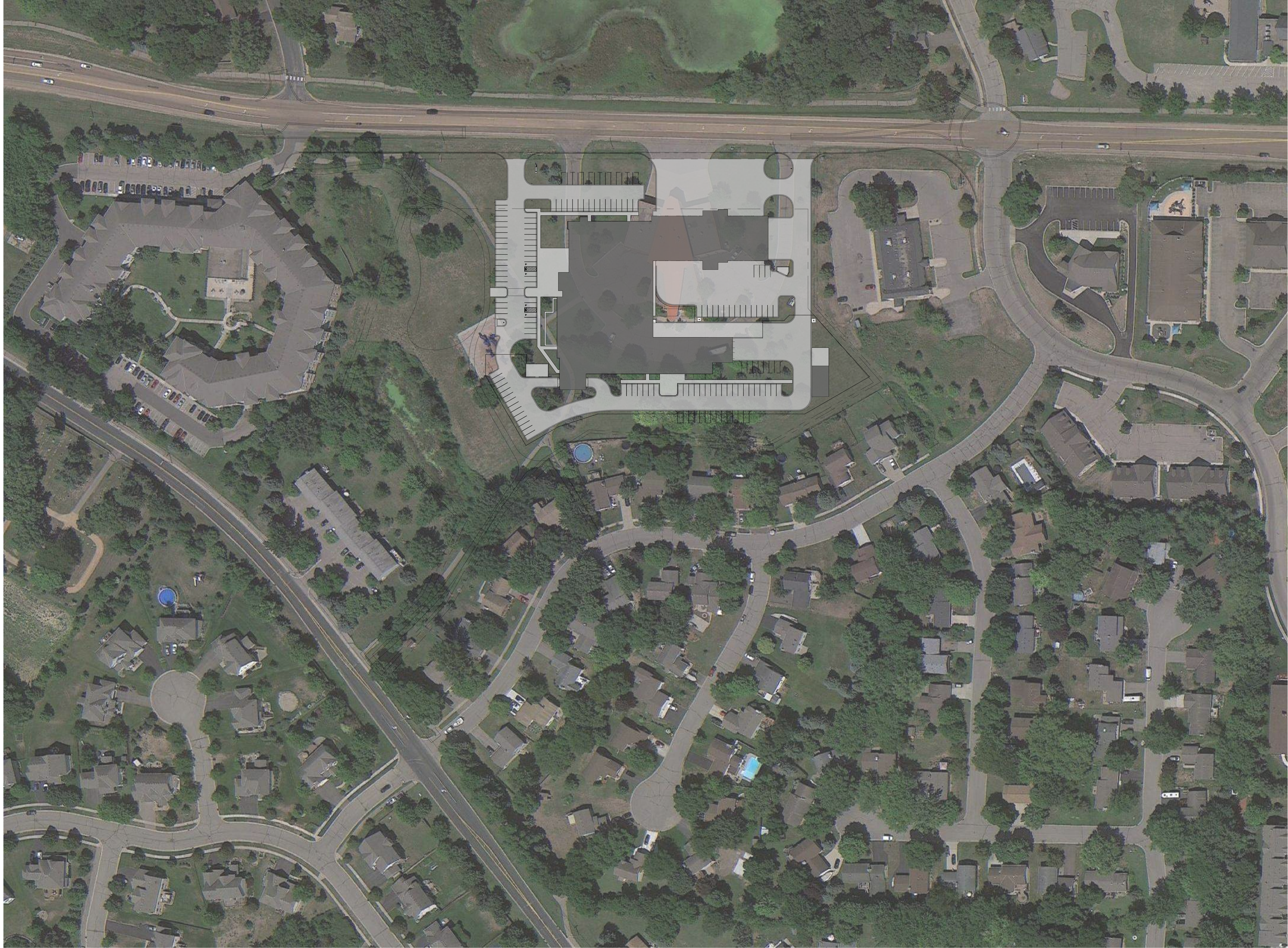
Composite Wall Panel - Nichiha; Corbusa Moondust



Brick - Summit Brick Company; Fawn & Ginger

Cast Stone - Dark Gray

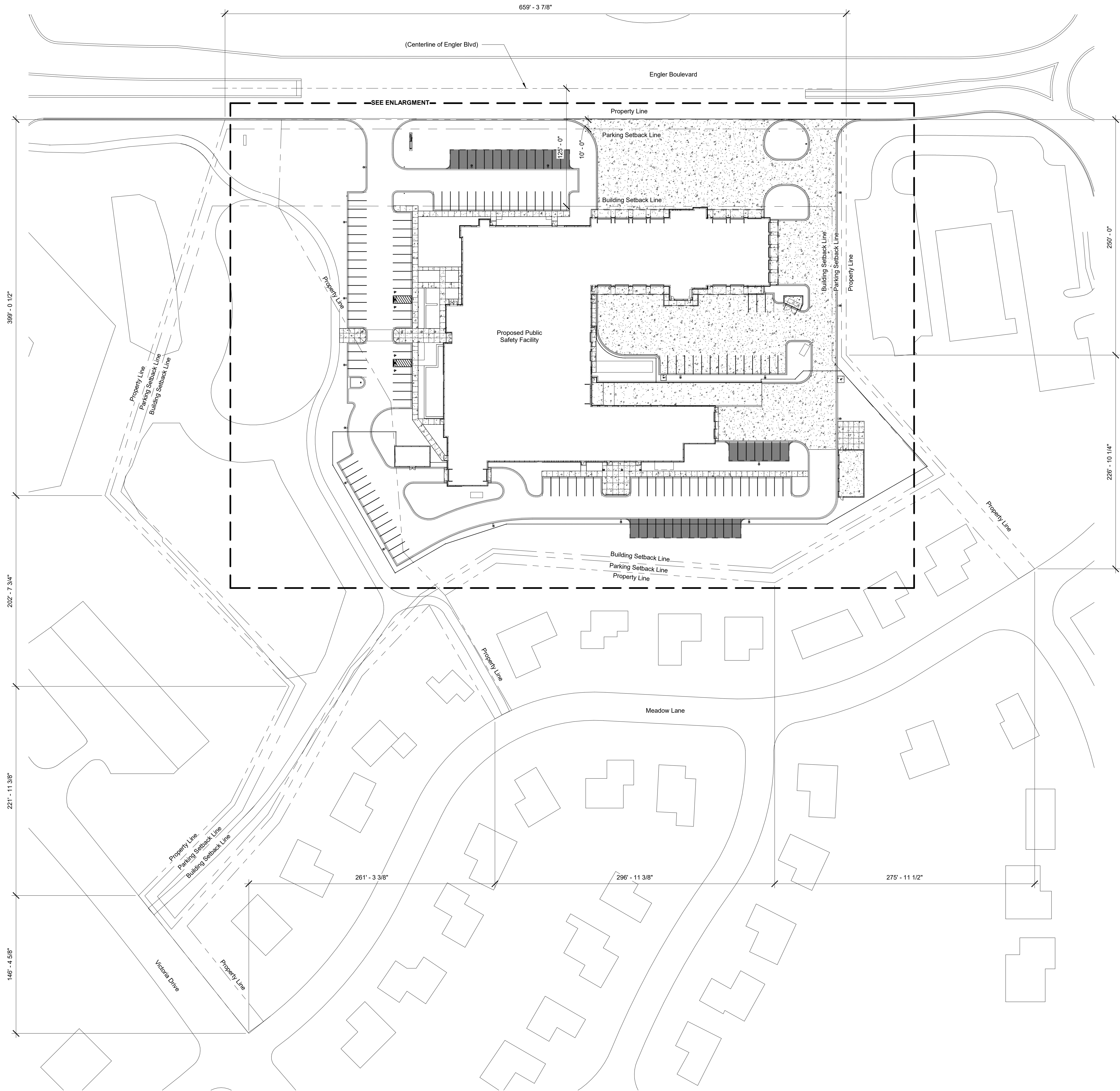
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A1 Aerial Site Exhibit
CS19 1" = 60'-0"

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A1 Overall Site Plan
CS20 1" = 50'-0"



Planning Review Summary:

Site Statistics:

Lot 1 Site Square Footage	267,994	SF
Lot 2 Site Square Footage	140,386	SF
Lot 1 Site Area	6.15	Acre
Lot 2 Site Area	3.23	Acre
Total Site Area	408,380	SF
	9.38	Acre

Building Area Statistics:

Total Proposed Building Area		
3-Story Building	99,235	SF
Total Proposed Building Area FAR	0.24	
Maximum FAR	0.80	

Lot Coverage Statistics:

Total Site Impervious Area	121,185	SF
(Parking/Sidewalks/Patios)		
Total Proposed Accessory Structure Area		
(Cold Storage/Generator/Trash Enclosure)	2,526	SF
Total Proposed Building Footprint	60,855	SF
Total Proposed Impervious Surface Area	184,566	SF
Total Proposed Impervious Surface Percentage	45 %	

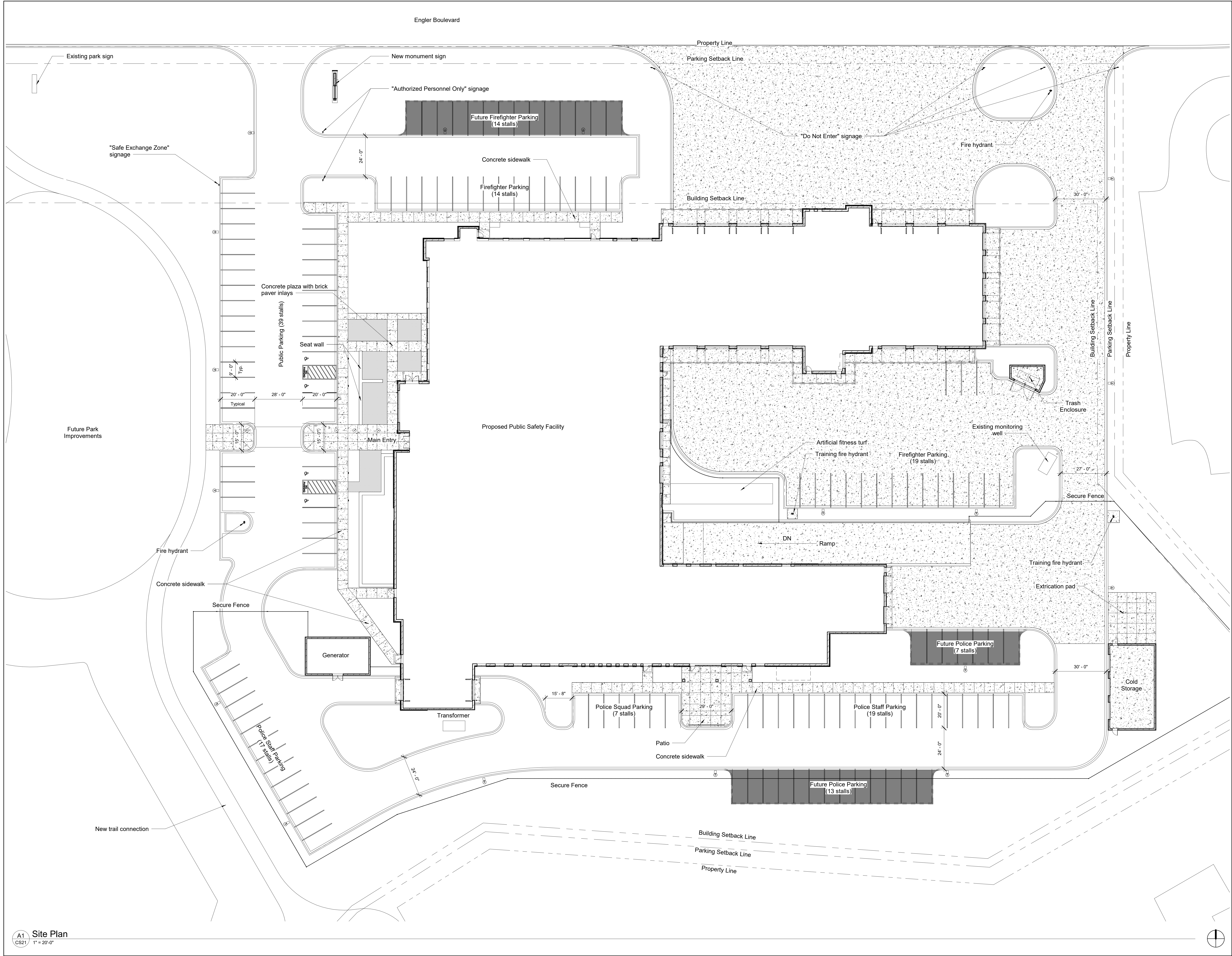
Parking Statistics:

Parking Stall Schedule		
Space	Calculation Method	Parking Stalls Required
Public Meeting Rooms	116 occupants / 3.5 occ per stall	34 stalls
Public Guest Parking	1 stall / anticipated guest	6 stalls
Police Staff Vehicles	1 stall / staff at largest shift	40 stalls + 20 future stalls
Police Squad Cars	1 stall / squad car (basement)	29 stalls
Fire Staff Vehicles	1 stall / staff at largest shift	34 stalls + 14 future stalls
Total Required Stalls		177 stalls
Total Stalls Proposed		141 stalls + 34 future stalls = 177 stalls

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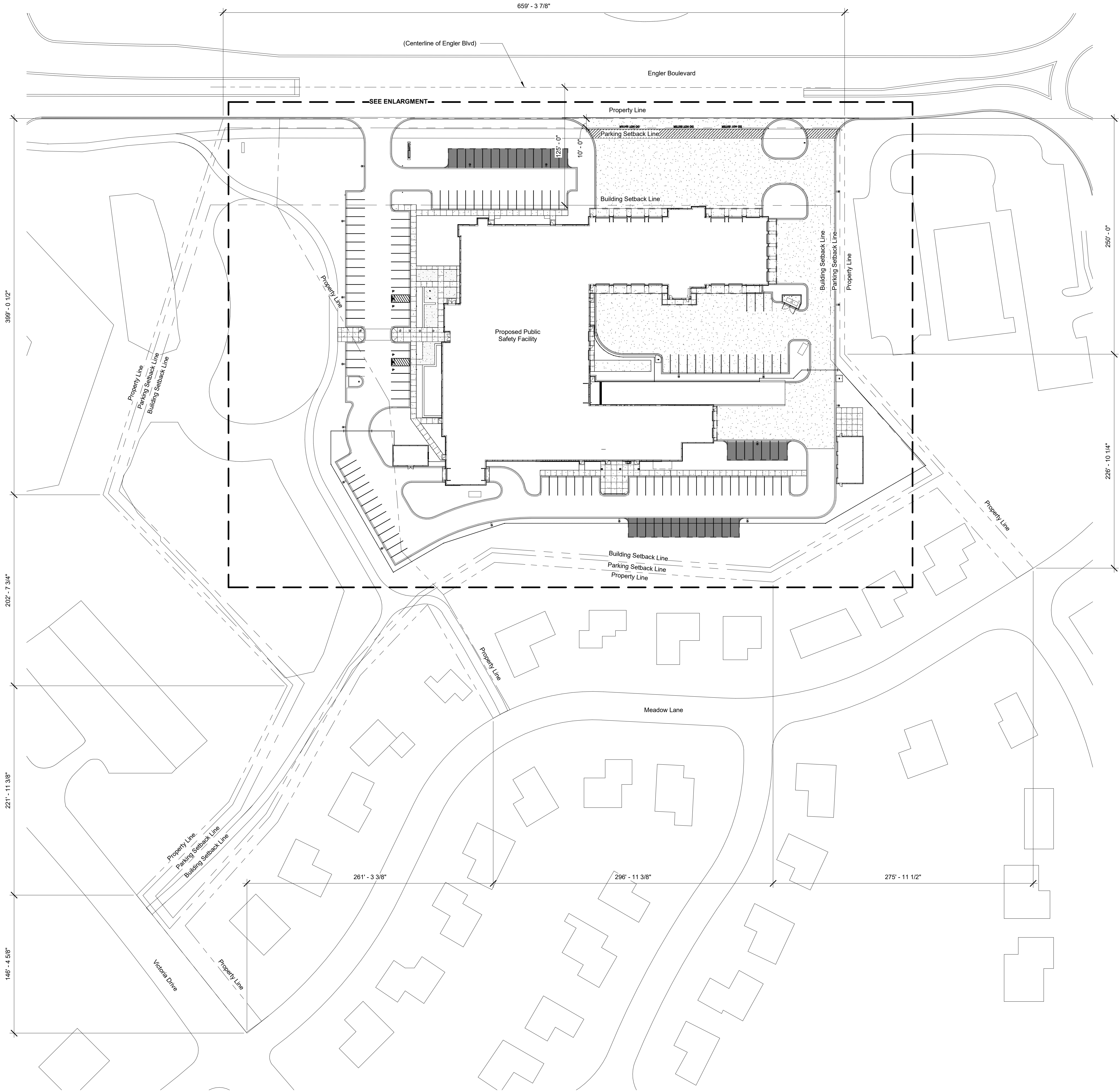
A1 Site Plan
CS21 1" = 20'-0"

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A1 Overall Site Plan
CS20 1" = 50'-0"



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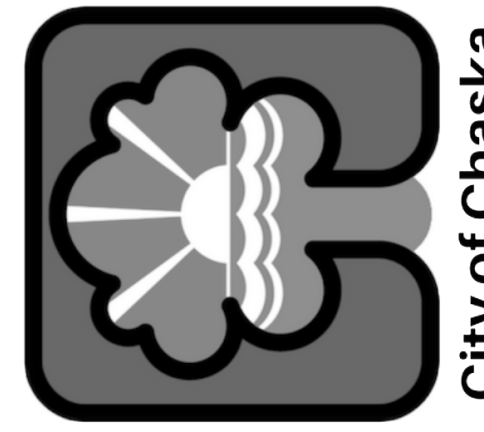
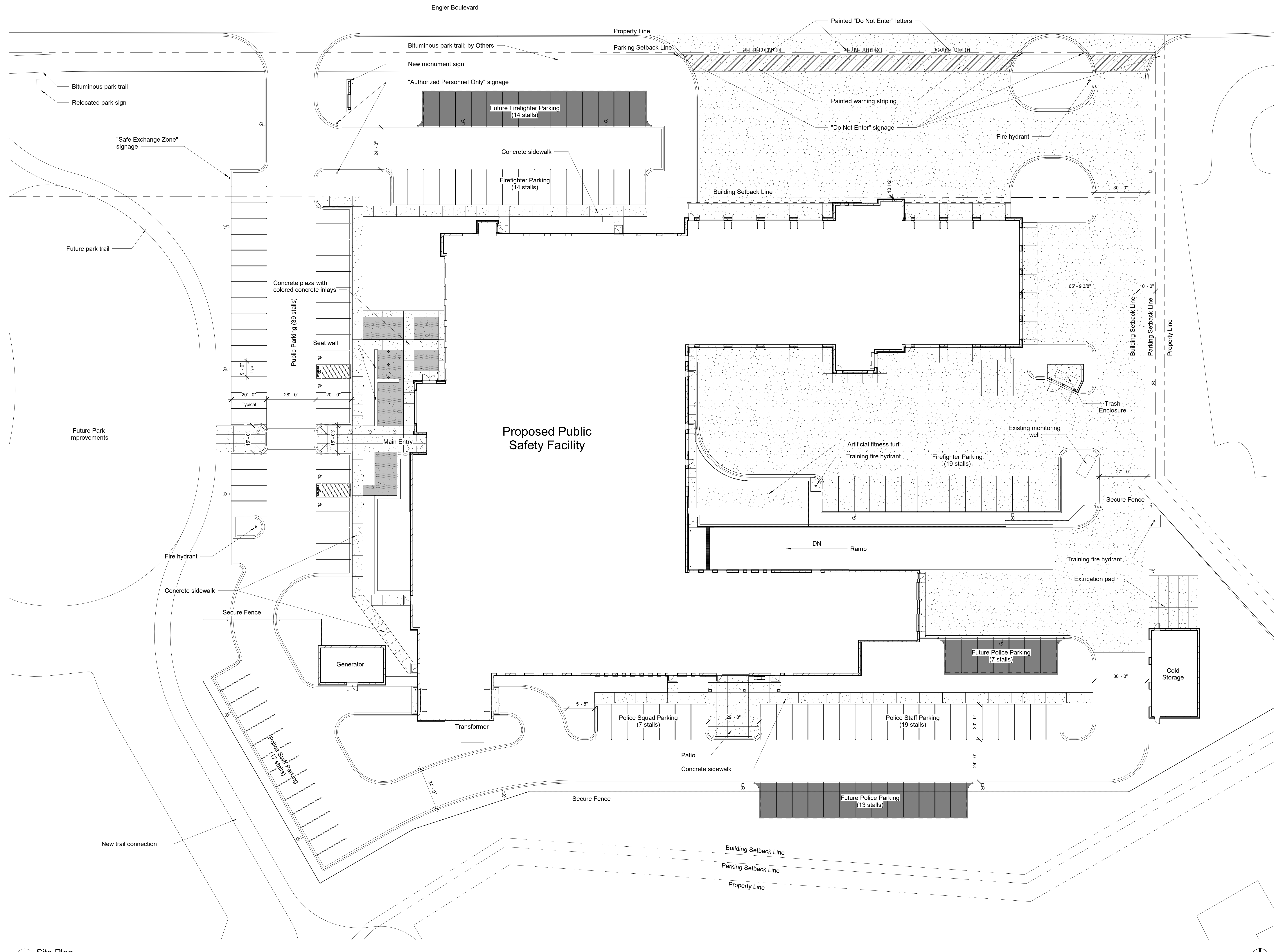
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A1 Site Plan
CS21 1" = 20'-0"



Chaska Public Safety Facility
285 Engler Boulevard
Chaska, MN 55318

REVISIONS:

CNH NO.: 22096
DATE: 12/01/23
Site Plan

CS21

DEMOLITION NOTES

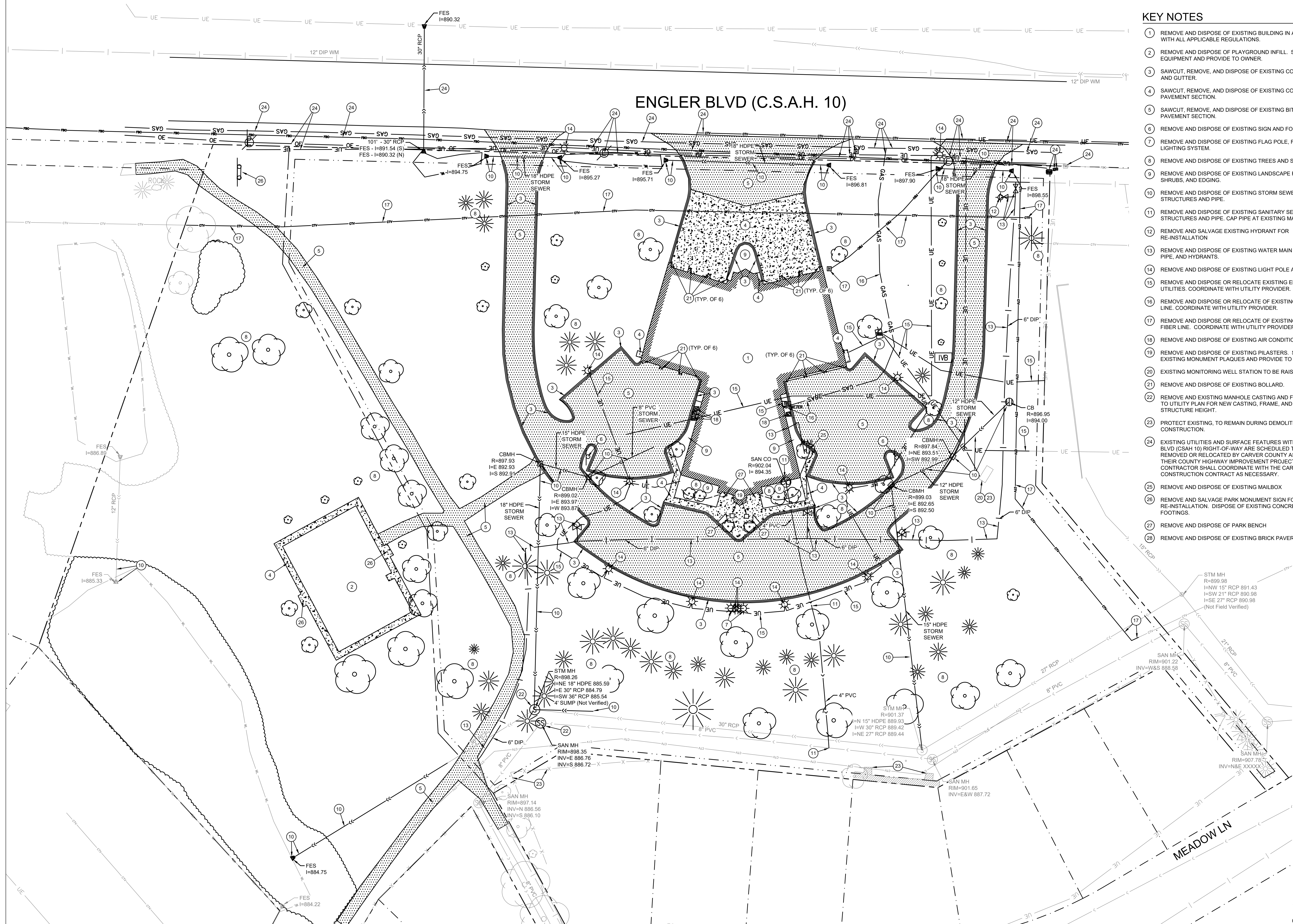
1. Verify all existing utility locations.
2. It is the responsibility of the Contractor to perform or coordinate all necessary utility demolitions and relocations from existing utility locations to all onsite amenities and buildings. These connections include, but are not limited to, water, sanitary sewer, cable tv, telephone, gas, electric, site lighting, etc.
3. Prior to beginning work, contact Gopher State OneCall (851-454-0002) to locate utilities throughout the area under construction. The Contractor shall retain the services of a private utility locator to locate the private utilities.
4. Sawcut along edges of pavements, sidewalks, and curbs to remain.
5. All construction shall be performed in accordance with state and local standard specifications for construction.

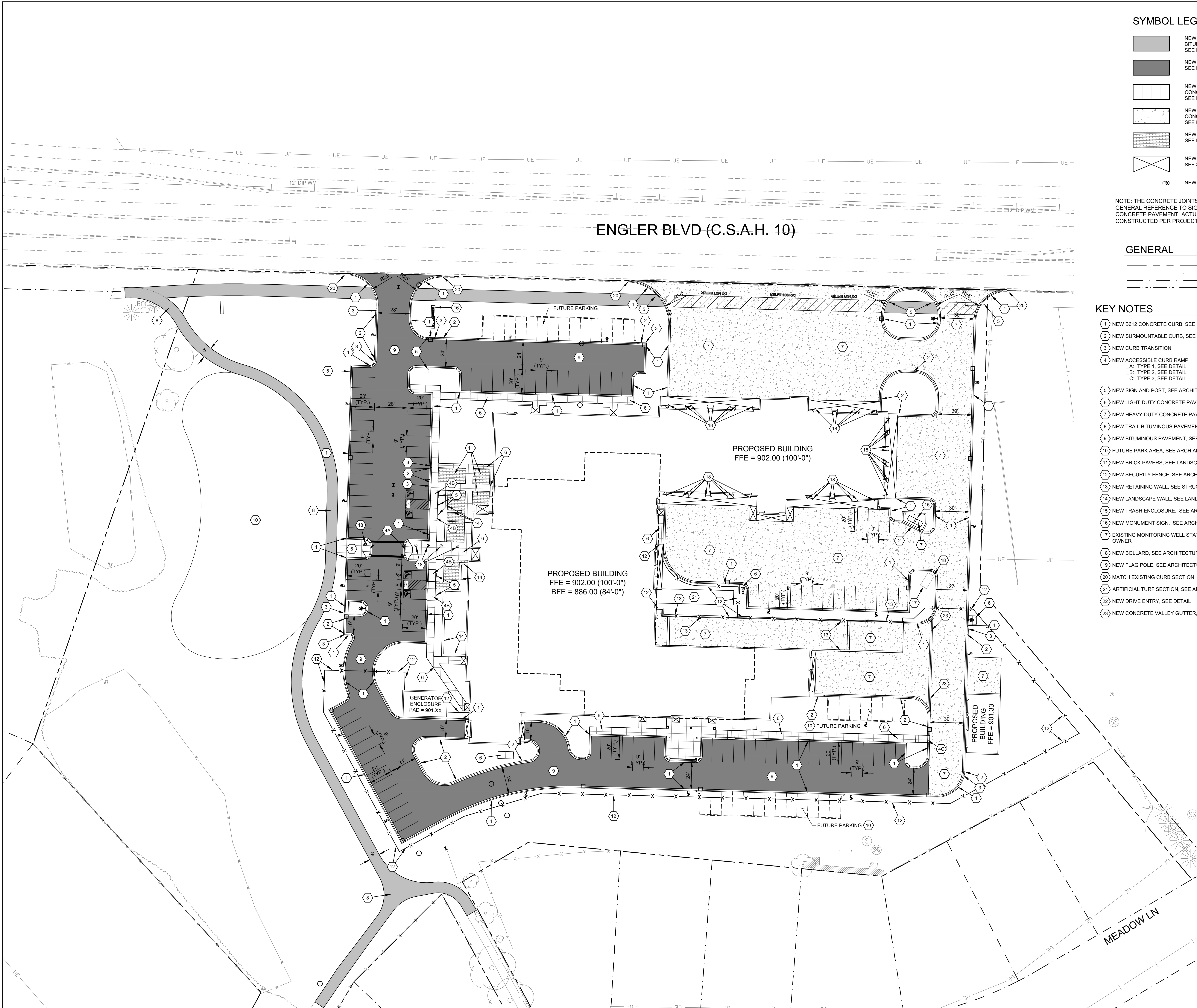
SYMBOL LEGEND

- REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT SECTION
- REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT SECTION
- REMOVE AND DISPOSE OF EXISTING TREES AND STUMPS. REFER TO LANDSCAPE PLANS.
- EXISTING TREE TO REMAIN DURING DEMOLITION AND CONSTRUCTION. REFER TO LANDSCAPE PLANS.

KEY NOTES

1. REMOVE AND DISPOSE OF EXISTING BUILDING IN ACCORDANCE WITH ALL APPLICABLE REGULATIONS.
2. REMOVE AND DISPOSE OF PLAYGROUND INFILL. SALVAGE PARK EQUIPMENT AND PROVIDE TO OWNER.
3. SAWCUT, REMOVE, AND DISPOSE OF EXISTING CONCRETE CURB AND GUTTER.
4. SAWCUT, REMOVE, AND DISPOSE OF EXISTING CONCRETE PAVEMENT SECTION.
5. SAWCUT, REMOVE, AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT SECTION.
6. REMOVE AND DISPOSE OF EXISTING SIGN AND FOOTING.
7. REMOVE AND DISPOSE OF EXISTING FLAG POLE, FOOTING, AND LIGHTING SYSTEM.
8. REMOVE AND DISPOSE OF EXISTING TREES AND STUMPS.
9. REMOVE AND DISPOSE OF EXISTING LANDSCAPE ROCK, SHRUBS, AND EDGING.
10. REMOVE AND DISPOSE OF EXISTING STORM SEWER STRUCTURES AND PIPE.
11. REMOVE AND DISPOSE OF EXISTING SANITARY SEWER STRUCTURES AND PIPE. CAP PIPE AT EXISTING MAIN.
12. REMOVE AND SALVAGE EXISTING HYDRANT FOR RE-INSTALLATION.
13. REMOVE AND DISPOSE OF EXISTING WATER MAIN STRUCTURES, PIPE, AND HYDRANTS.
14. REMOVE AND DISPOSE OF EXISTING LIGHT POLE AND FOOTING.
15. REMOVE AND DISPOSE OR RELOCATE EXISTING ELECTRICAL UTILITIES. COORDINATE WITH UTILITY PROVIDER.
16. REMOVE AND DISPOSE OR RELOCATE OF EXISTING GAS MAIN LINE. COORDINATE WITH UTILITY PROVIDER.
17. REMOVE AND DISPOSE OR RELOCATE OF EXISTING TV AND/OR FIBER LINE. COORDINATE WITH UTILITY PROVIDER.
18. REMOVE AND DISPOSE OF EXISTING AIR CONDITIONING UNIT.
19. REMOVE AND DISPOSE OF EXISTING PILASTERS. SALVAGE EXISTING MONUMENT PLAQUES AND PROVIDE TO OWNER.
20. EXISTING MONITORING WELL STATION TO BE RAISED BY OWNER.
21. REMOVE AND DISPOSE OF EXISTING BOLLARD.
22. REMOVE AND EXISTING MANHOLE CASTING AND FRAME. REFER TO UTILITY PLAN FOR NEW CASTING, FRAME, AND ADJUSTED STRUCTURE HEIGHT.
23. PROTECT EXISTING, TO REMAIN DURING DEMOLITION AND CONSTRUCTION.
24. EXISTING UTILITIES AND SURFACE FEATURES WITHIN ENGLER BLVD (CSAH 10) RIGHT-OF-WAY ARE SCHEDULED TO BE REMOVED OR RELOCATED BY CARVER COUNTY AS A PART OF THEIR COUNTY HIGHWAY IMPROVEMENT PROJECT. THE CONTRACTOR SHALL COORDINATE WITH THE CARVER COUNTY CONSTRUCTION CONTRACT AS NECESSARY.
25. REMOVE AND DISPOSE OF EXISTING MAILBOX.
26. REMOVE AND SALVAGE PARK MONUMENT SIGN FOR RE-INSTALLATION. DISPOSE OF EXISTING CONCRETE FOOTINGS.
27. REMOVE AND DISPOSE OF PARK BENCH.
28. REMOVE AND DISPOSE OF EXISTING BRICK PAVERS.





SYMBOL LEGEND

- NEW TRAIL BITUMINOUS PAVEMENT SEE DETAIL
- NEW BITUMINOUS PAVEMENT SEE DETAIL
- NEW LIGHT-DUTY CONCRETE PAVEMENT SEE DETAIL
- NEW HEAVY-DUTY CONCRETE PAVEMENT SEE DETAIL
- NEW BRICK PAVERS SEE LANDSCAPE ARCH.
- NEW STOOP SEE STRUCTURAL AND ARCH.
- NEW LIGHT POLE, SEE ELECTRICAL.

NOTE: THE CONCRETE JOINTS ARE SHOWN ONLY FOR GENERAL REFERENCE TO SIGNIFY LIGHT-DUTY CONCRETE PAVEMENT. ACTUAL JOINTS SHALL BE CONSTRUCTED PER PROJECT SPECIFICATIONS.

GENERAL

- PROPERTY LINE
- EASEMENT LINE
- RIGHT-OF-WAY LINE
- SETBACK LINE

KEY NOTES

- 1 NEW B612 CONCRETE CURB, SEE DETAIL
- 2 NEW SURMOUNTABLE CURB, SEE DETAIL
- 3 NEW CURB TRANSITION
- 4 NEW ACCESSIBLE CURB RAMP
 - A: TYPE 1, SEE DETAIL
 - B: TYPE 2, SEE DETAIL
 - C: TYPE 3, SEE DETAIL
- 5 NEW SIGN AND POST, SEE ARCHITECTURAL
- 6 NEW LIGHT-DUTY CONCRETE PAVEMENT, SEE DETAIL
- 7 NEW HEAVY-DUTY CONCRETE PAVEMENT, SEE DETAIL
- 8 NEW TRAIL BITUMINOUS PAVEMENT, SEE DETAIL
- 9 NEW BITUMINOUS PAVEMENT, SEE DETAIL
- 10 FUTURE PARK AREA, SEE ARCH AND LANDSCAPE ARCH
- 11 NEW BRICK PAVERS, SEE LANDSCAPE ARCH.
- 12 NEW SECURITY FENCE, SEE ARCHITECTURAL
- 13 NEW RETAINING WALL, SEE STRUCTURAL
- 14 NEW LANDSCAPE WALL, SEE LANDSCAPE ARCH.
- 15 NEW TRASH ENCLOSURE, SEE ARCHITECTURAL
- 16 NEW MONUMENT SIGN, SEE ARCHITECTURAL
- 17 EXISTING MONITORING WELL STATION TO BE RAISED BY OWNER
- 18 NEW BOLLARD, SEE ARCHITECTURAL
- 19 NEW FLAG POLE, SEE ARCHITECTURAL
- 20 MATCH EXISTING CURB SECTION
- 21 ARTIFICIAL TURF SECTION, SEE ARCHITECTURAL
- 22 NEW DRIVE ENTRY, SEE DETAIL
- 23 NEW CONCRETE VALLEY GUTTER, SEE DETAIL

EROSION CONTROL NOTES

See Sheet C601 for Erosion Control Notes

GRADING NOTES

1. Tree protection consisting of snow fence or safety fence installed at the drip line shall be in place prior to beginning any grading or demolition work at the site.
2. All elevations with an asterisk (*) shall be field verified. If elevations vary significantly, notify the Engineer for further instructions.
3. Grades shown in paved areas represent finish elevation.
4. Refer to landscape architect plan for site restoration.
5. All construction shall be performed in accordance with state and local standard specifications for construction.
6. All pavement grades within ADA parking stalls and access aisles shall not exceed 2% in any direction.
7. Top and bottom elevations for proposed retaining wall represent finished surface grades. Actual top and bottom of foundation elevations may vary depending on manufacturer design.

SYMBOL LEGEND

- EXISTING CONTOURS
- PROPOSED CONTOURS - MAJOR INTERVAL
- PROPOSED CONTOURS - MINOR INTERVAL
- GRADE BREAK LINE
- GRADE SLOPE
- SILT FENCE
- EROSION CONTROL BLANKET (INSTALL ON SLOPES OF 4:1 AND GREATER)
- AMENDED SOILS AREA SEE CCWMO DETAIL
- UPLAND PRESERVATION AREA PLANTED PER CCWMO STANDARDS
- RIP-RAP / ROCK CONST. ENTRANCE
- INLET PROTECTION

SPOT ABBREVIATIONS:
TC - TOP OF CURB
GL - GUTTER LINE
GO - GUTTER OUT
B - BITUMINOUS
C - CONCRETE
EO - EMERGENCY OVERFLOW
TW - TOP OF WALL
BW - BOTTOM OF WALL (F/G)
(*) - EXISTING TO BE VERIFIED

ENGLER BLVD (C.S.A.H. 10)

PROPOSED BUILDING
FFE = 902.00 (100'-0")

PROPOSED BUILDING
FFE = 902.00 (100'-0")
BFE = 886.00 (84'-0")

PROPOSED BUILDING
FFE = 902.00 (100'-0")

NORTH WETLAND
NWL: 886.89*
100-YR HWL: 893.54

SOUTH WETLAND
NWL: 884.22*
EXISTING 100-YR HWL: 892.37*
PROPOSED 100-YR HWL: 892.93

IRON ENHANCED SAND FILTER
100-YR HWL: 893.35
BOT: 891.00
MEDIA/D: 888.00
ROCK: 886.00
WQV: 16,174 CF

POND CELL EQUALIZER
(20' WIDE)
ELEV: 891.00

OVERFLOW
(25' WIDE)
ELEV: 892.50

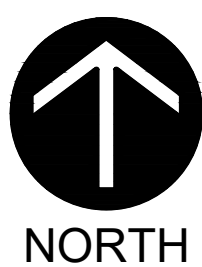
PRE-TREATMENT FOREBAY
100-YR HWL: 893.35
NWL: 891.00
BOT: 889.00
PERMANENT STORAGE: 3,157 CF

GENERATOR ENCLOSURE
FAD = 901.XX

SAN MH
RIM=901.64
INV=885.04 (PER PLAN)

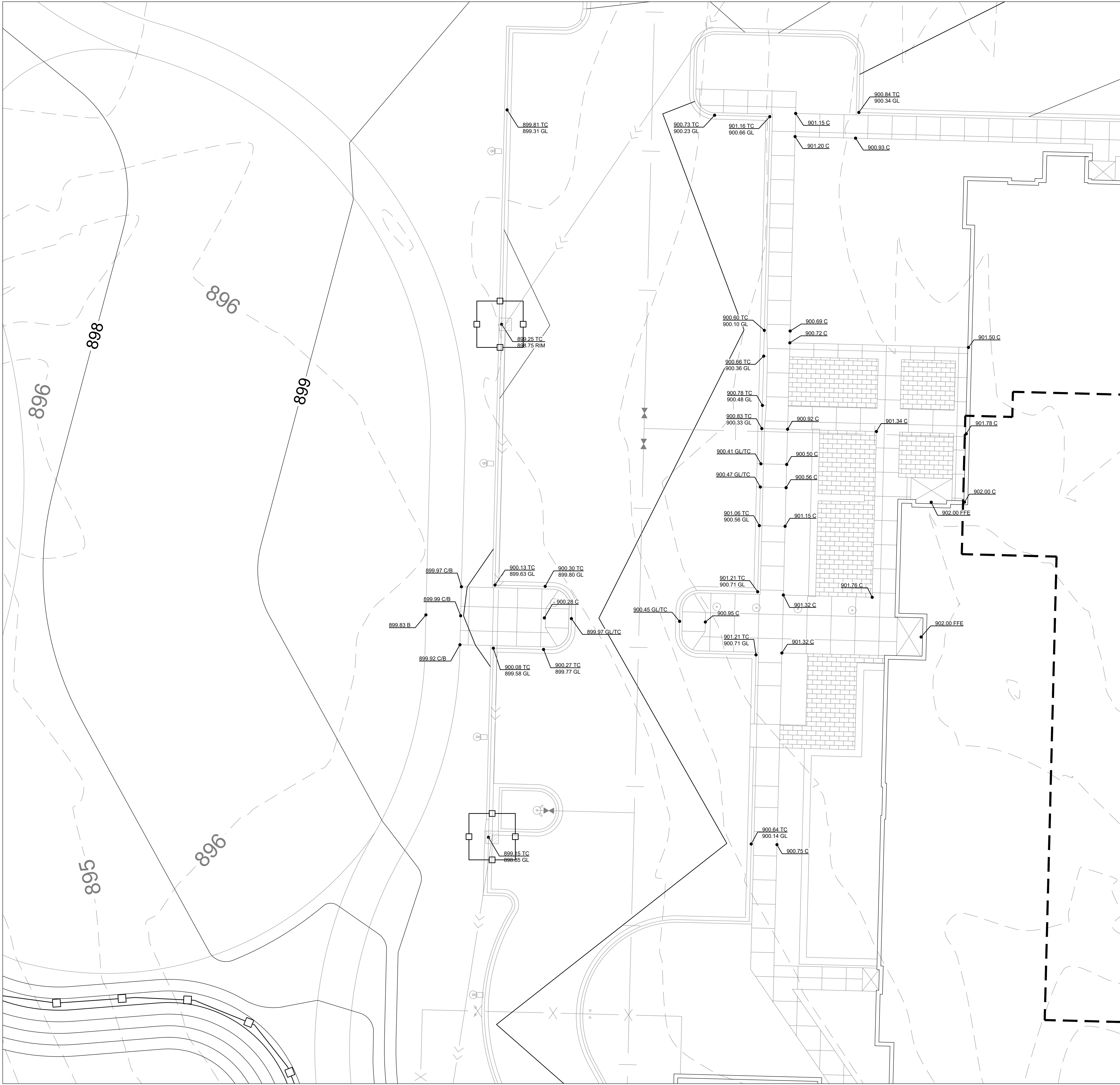
SAN MH
RIM=901.65
INV=E&W 887.72

SAN MH
RIM=901.78
INV=N&E XXXXX



0 15 30 60

FINAL PLAN SUBMITTAL - NOT FOR CONSTRUCTION



SYMBOL LEGEND

- EXISTING CONTOURS
- PROPOSED CONTOURS - MAJOR INTERVAL
- PROPOSED CONTOURS - MINOR INTERVAL
- GRADE BREAK LINE
- GRADE SLOPE
- SILT FENCE
- EROSION CONTROL BLANKET (INSTALL ON SLOPES OF 4:1 AND GREATER)
- AMENDED SOILS AREA (SEE CCWMO DETAIL)
- UPLAND PRESERVATION AREA PLANTED PER CCWMO STANDARDS
- RIP-RAP / ROCK CONST. ENTRANCE
- INLET PROTECTION

- SPOT ABBREVIATIONS:
- TC - TOP OF CURB
 - GL - GUTTER LINE
 - GO - GUTTER OUT
 - B - BITUMINOUS
 - C - CONCRETE
 - EO - EMERGENCY OVERFLOW
 - TW - TOP OF WALL
 - BW - BOTTOM OF WALL (F/G)
 - (*) - EXISTING TO BE VERIFIED

GRADING NOTES

- Tree protection consisting of snow fence or safety fence installed at the drip line shall be in place prior to beginning any grading or demolition work at the site.
- All elevations with an asterisk (*) shall be field verified. If elevations vary significantly, notify the Engineer for further instructions.
- Grades shown in paved areas represent finish elevation.
- Refer to landscape architect plan for site restoration.
- All construction shall be performed in accordance with state and local standard specifications for construction.
- All pavement grades within ADA parking stalls and access aisles shall not exceed 2% in any direction.
- Top and bottom elevations for proposed retaining wall represent finished surface grades. Actual top and bottom of foundation elevations may vary depending on manufacturer design.

EROSION CONTROL NOTES

See Sheet C601 for Erosion Control Notes

KEY NOTES

- 1 STORM SEWER MANHOLE, SEE DETAIL
- 2 STORM SEWER CATCH BASIN, SEE DETAIL
- 3 SANITARY SEWER MANHOLE, SEE DETAIL
- 4 NEW HYDRANT AND VALVE, SEE DETAIL
- 5 TRENCH DRAIN, SEE DETAIL
- 6 FLARED END SECTION, SEE DETAIL
- 7 BUILDING DRAIN TILE, SEE ARCH.

SYMBOL LEGEND

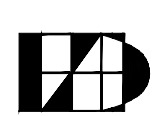
- | | | | |
|---|------------------|---------|------------------------------|
| ○ | STORM MANHOLE | — CTV — | CABLE UNDERGROUND LINE |
| ○ | CATCH BASIN | — OE — | ELECTRIC UNDERGROUND LINE |
| □ | CURB INLET | — UE — | FIBER OPTIC UNDERGROUND LINE |
| ○ | FLARED END | — GAS — | NATURAL GAS UNDERGROUND LINE |
| ○ | SANITARY MANHOLE | — T — | STORM SEWER PIPE |
| ○ | HYDRANT | — DT — | TELEPHONE UNDERGROUND LINE |
| ⊗ | GATE VALVE & BOX | | WATERMAIN PIPE |
| ⊗ | WATER SHUTOFF | | DRAIN TILE PIPE |
| ⊗ | LIGHT POLE | | |

ENGLER BLVD (C.S.A.H. 10)

UTILITY NOTES

1. It is the responsibility of the contractor to perform or coordinate all necessary utility connections and relocations from existing utility locations to the proposed building, as well as to all on-site amenities. These connections include but are not limited to water, sanitary sewer, cable TV, telephone, gas, electric, site lighting, etc.
2. All service connections shall be performed in accordance with state and local standard specifications for construction. Utility connections (sanitary sewer, watermain, and storm sewer) may require a permit from the City.
3. The contractor shall verify the elevations at proposed connections to existing utilities prior to any demolition or excavation.
4. The contractor shall notify all appropriate engineering departments and utility companies 72 hours prior to construction. All necessary precautions shall be made to avoid damage to existing utilities.
5. Storm sewer requires testing in accordance with Minnesota plumbing code 4714.1107 where located within 10 feet of waterlines or the building.
6. HDPE storm sewer piping shall meet ASTM F2306 and fittings shall meet ASTM D3212 joint pressure test. Installation shall meet ASTM C2321.
7. All RCP pipe shown on the plans shall be M/VDOT class 3.
8. Maintain a minimum of 7' 1/2' of cover over all water lines and sanitary sewer lines. Where 7' 1/2' of cover is not provided, install 2" rigid polystyrene insulation (M/VDOT 3760) with a thermal resistance of at least 5 and a compressive strength of at least 25 psi. Insulation shall be 8" wide, centered over pipe with 6" sand cushion between pipe and insulation. Where depth is less than 5", use 4" of insulation.
9. Install water lines 12" above sewers. Where the sewer is less than 12" below the water line (or above), install sewer piping of materials approved for inside building use for 10 feet on each side of the crossing.
10. All watermain piping shall be class 52 ductile iron pipe unless noted otherwise.
11. See Project Specifications for bedding requirements.
12. Pressure test and disinfect all new watermains in accordance with state and local requirements.
13. Sanitary sewer piping shall be PVC, SDR-35 for depths less than 12'; PVC SDR-26 for depths between 12' and 26'; and class 52 D.I.P. for depths of 26' or more.
14. A structure adjustment shall include removing and salvaging the existing casting assembly, removing existing concrete rings to the precast section. Install new rings and salvaged casting to proposed grades, cleaning casting flange by mechanical means to insure a sound surface and install an external chimney seal from casting to precast section. Chimney seals shall be Infi-Shield Uni-Band or an approved equal.

Larson
Engineering, Inc.



3524 Labore Road
Little Bear Lake, MN 55110
55110
www.larsoneng.com

DESIGNED BY: J.P. Larson
CHECKED BY: J.P. Larson
DATE: 12/1/23

PROJECT NAME: C.S.A.H. 10

PROJECT NUMBER: 22096

PROJECT LOCATION: 285 Engler Boulevard
Chaska, MN 55318

PROJECT DESCRIPTION: Chaska Public Safety Facility

PROJECT STATUS: Final Plan Submittal

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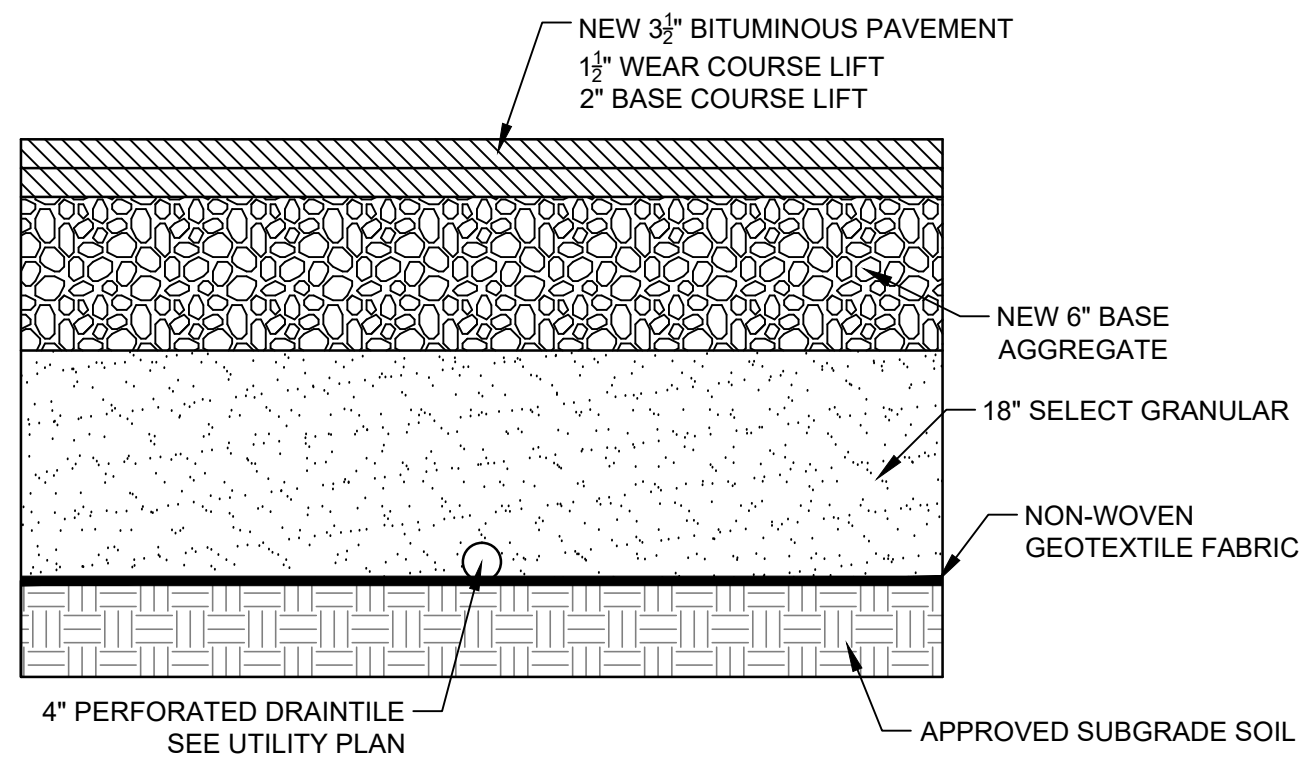
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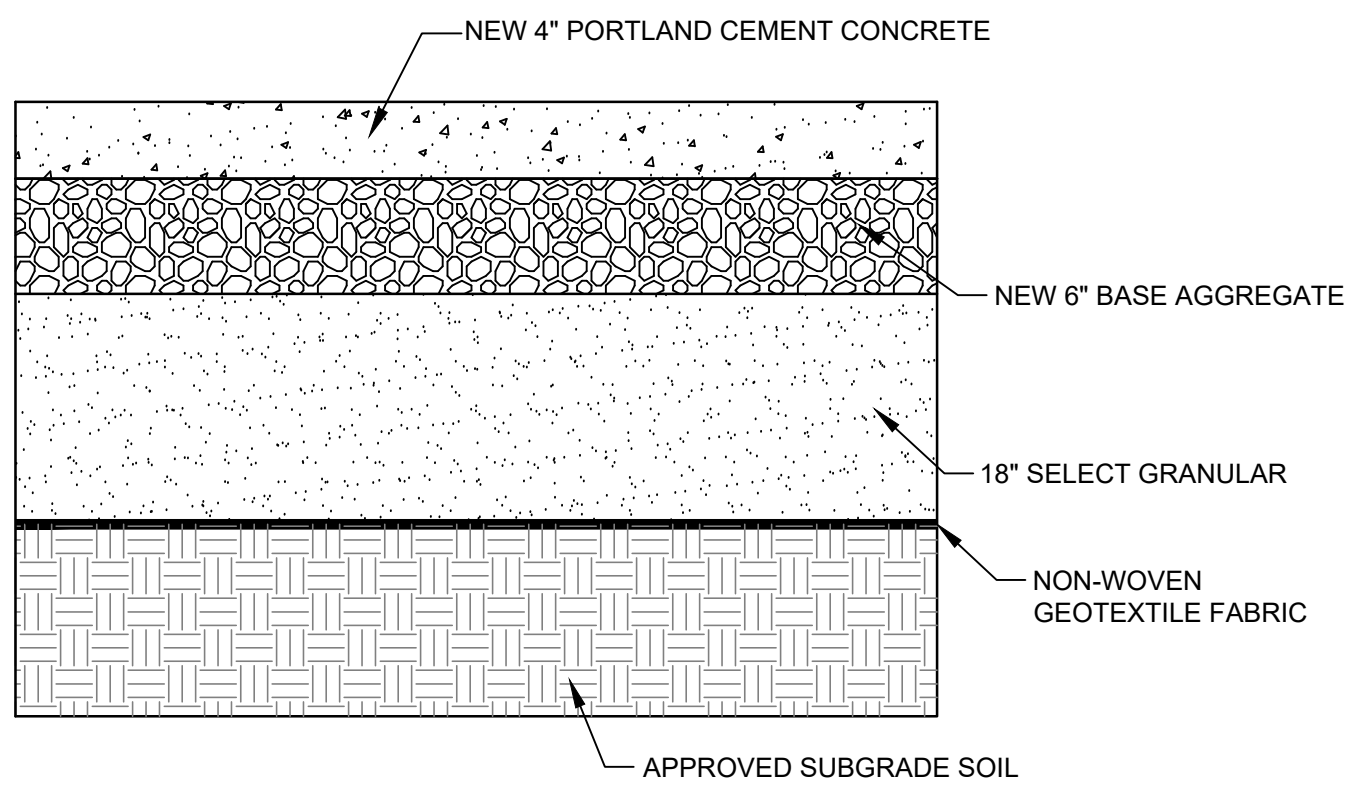
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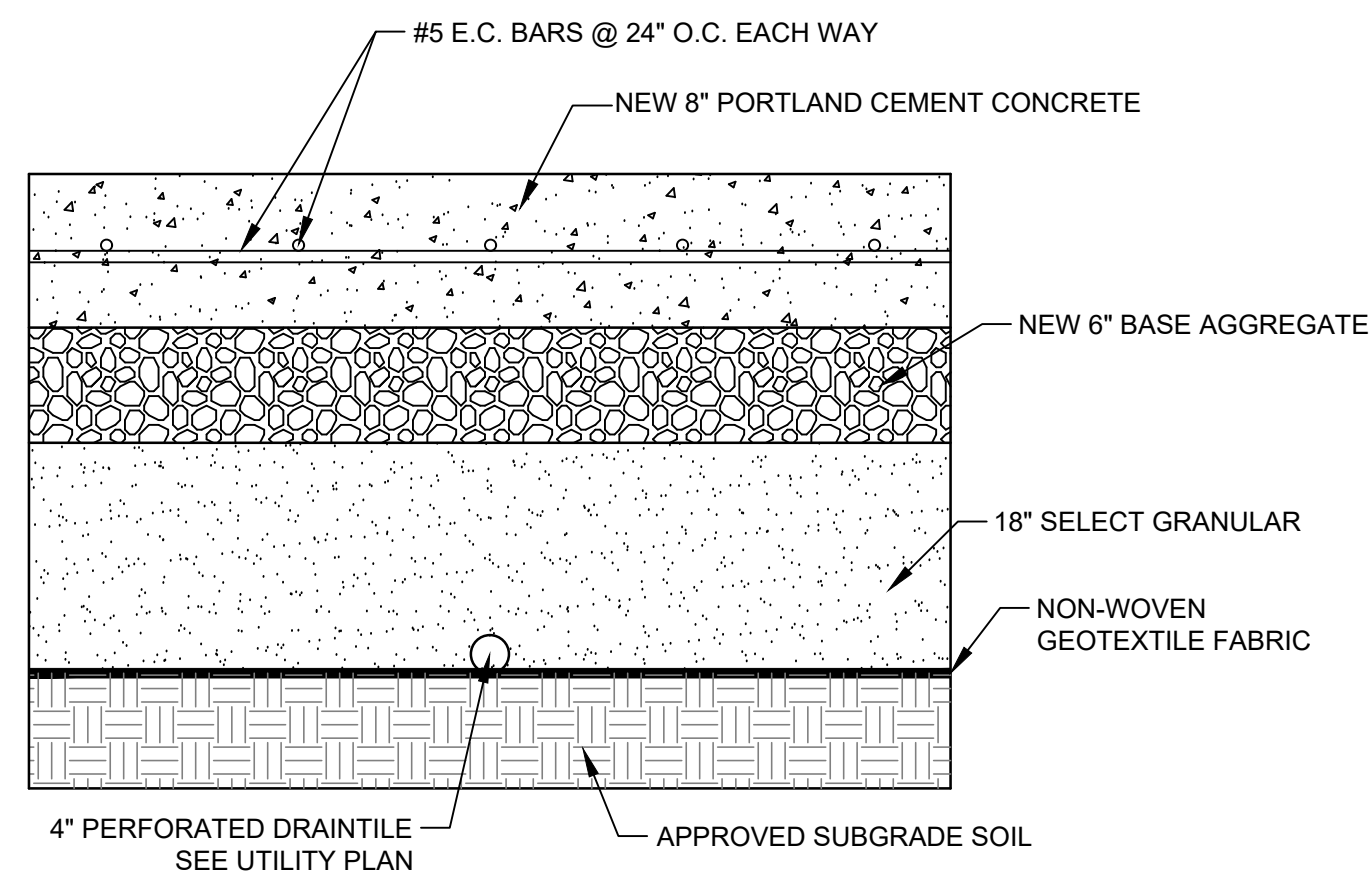
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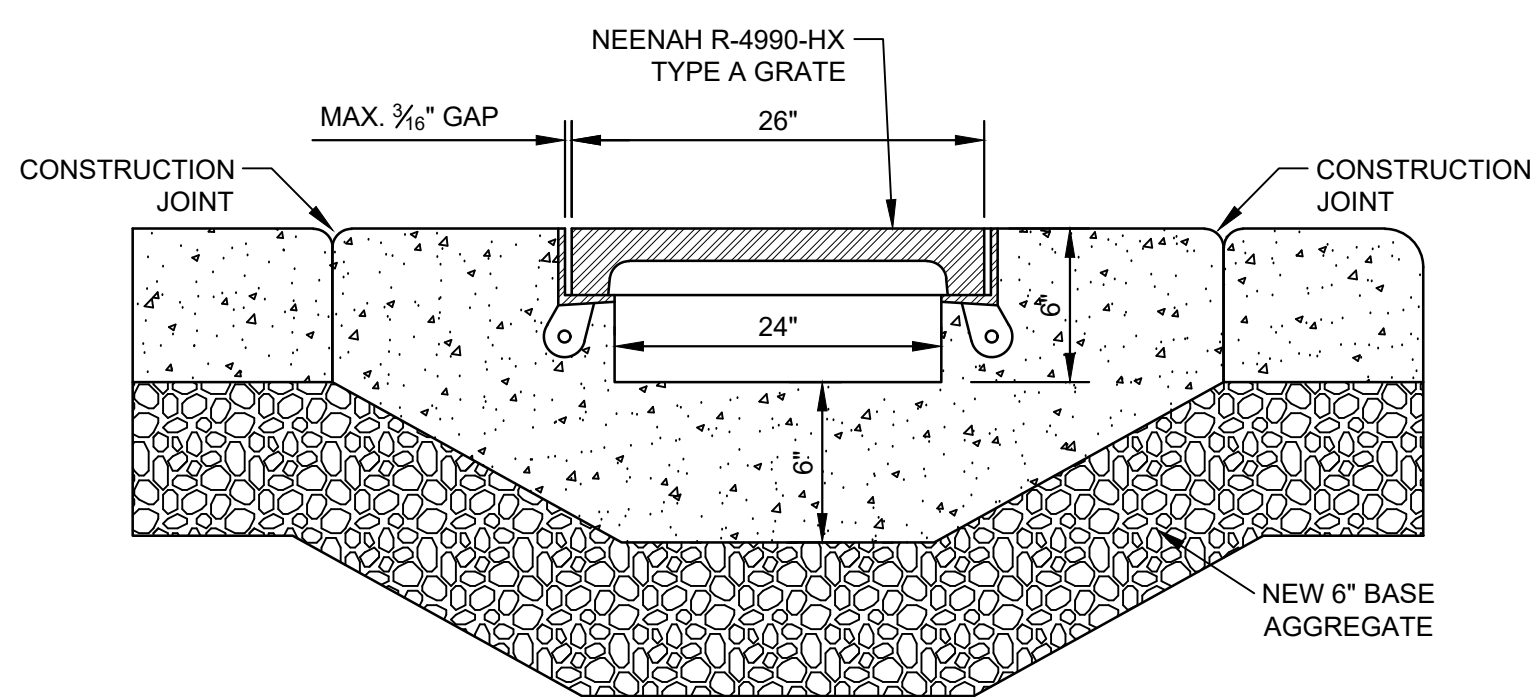
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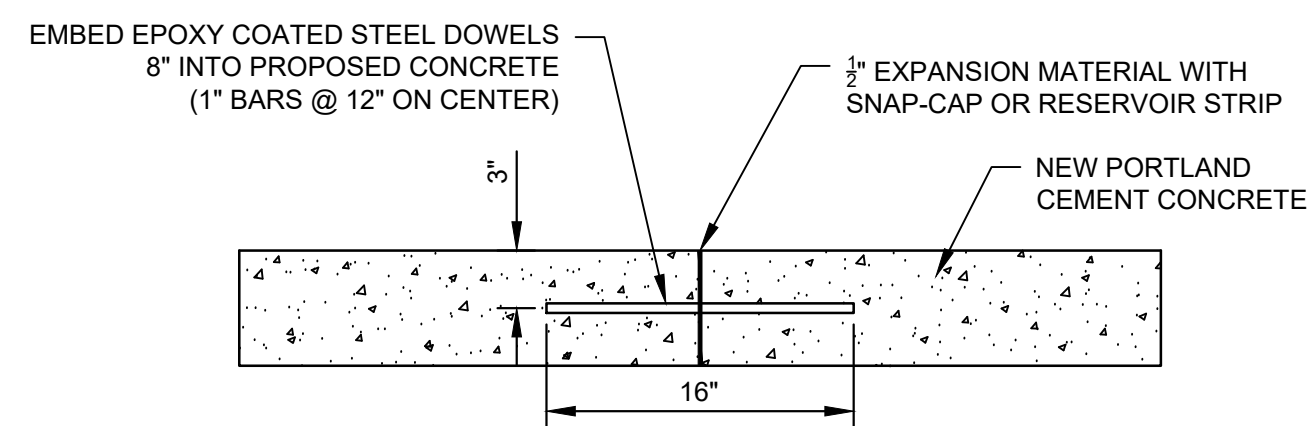
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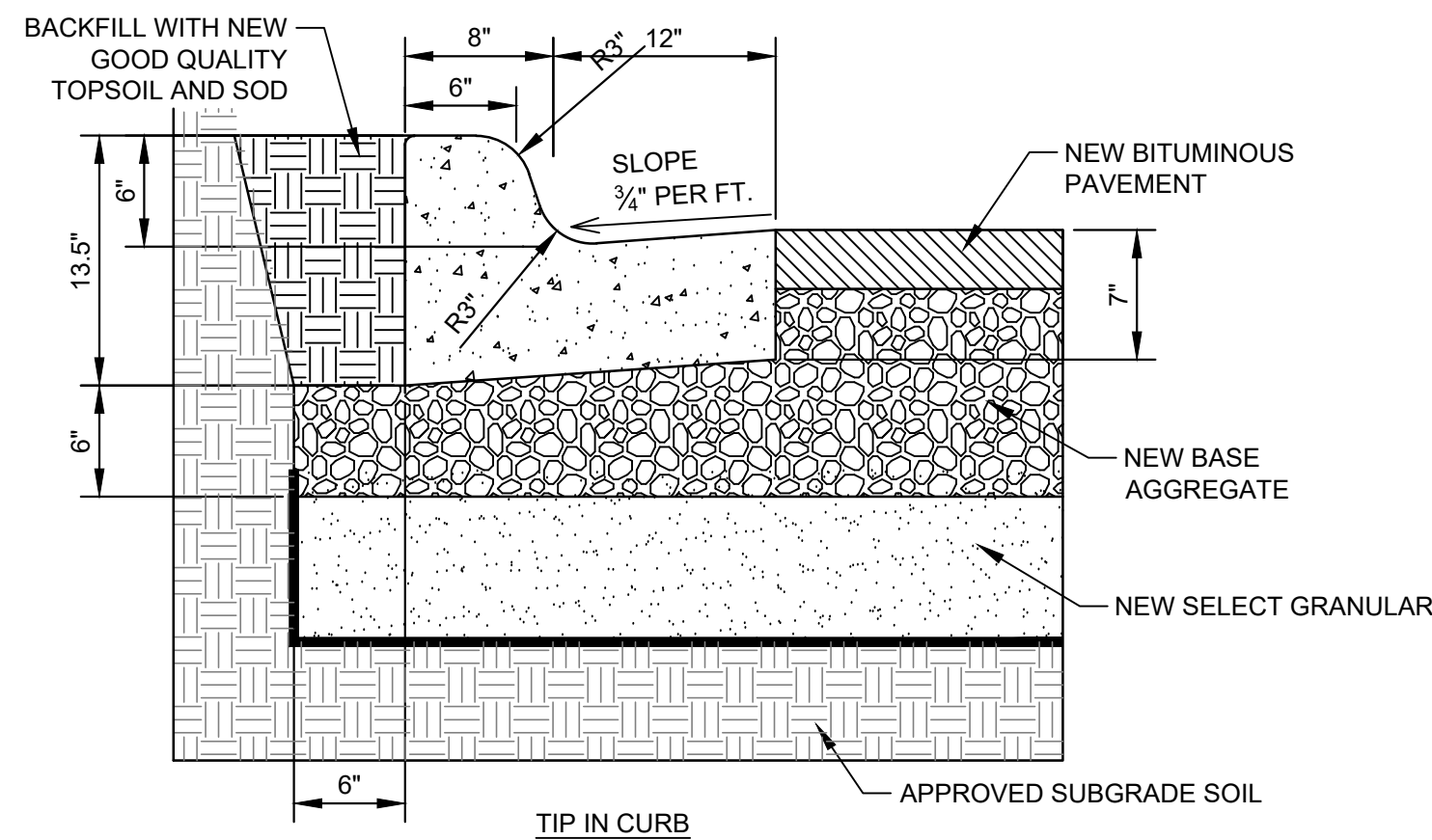
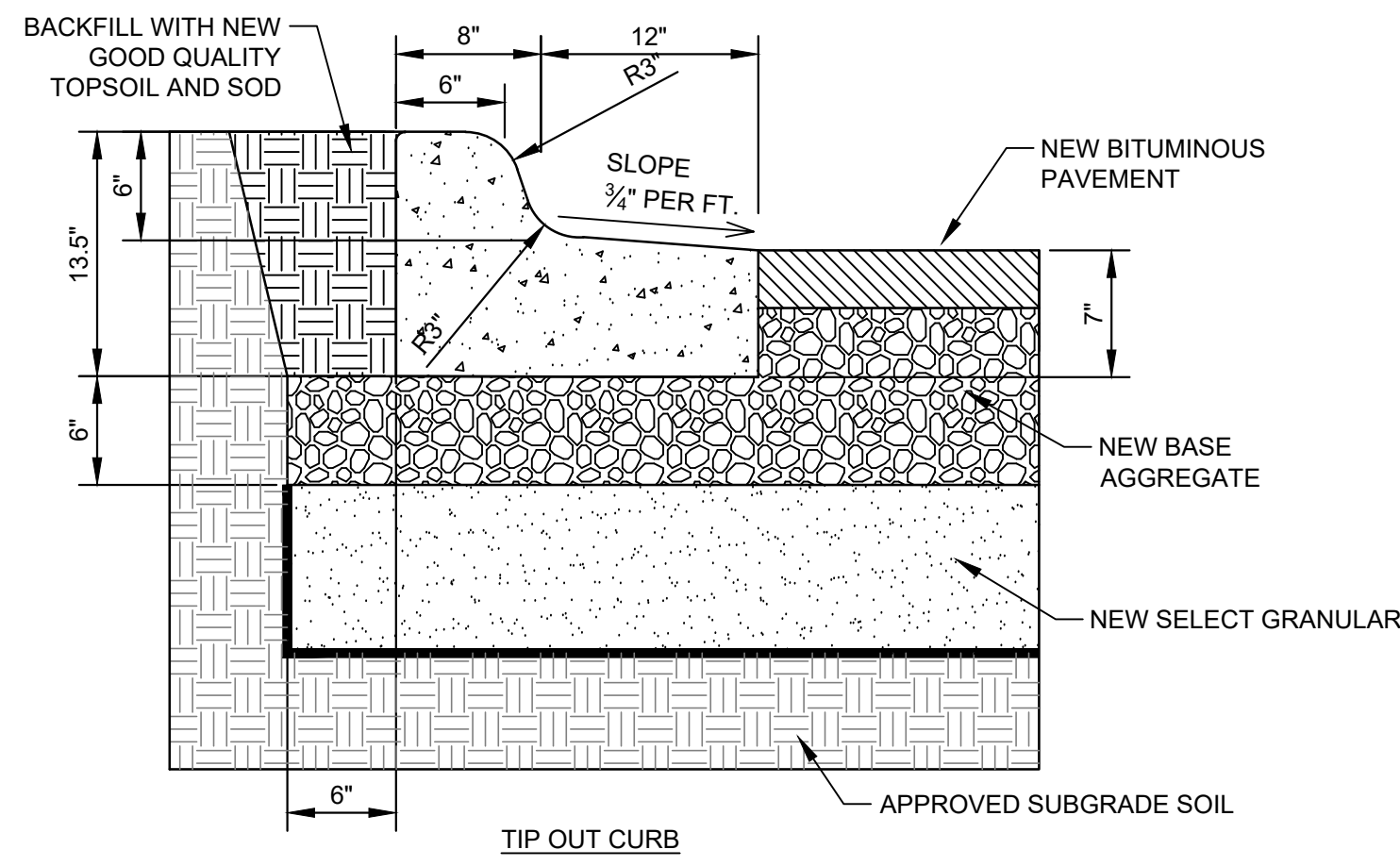
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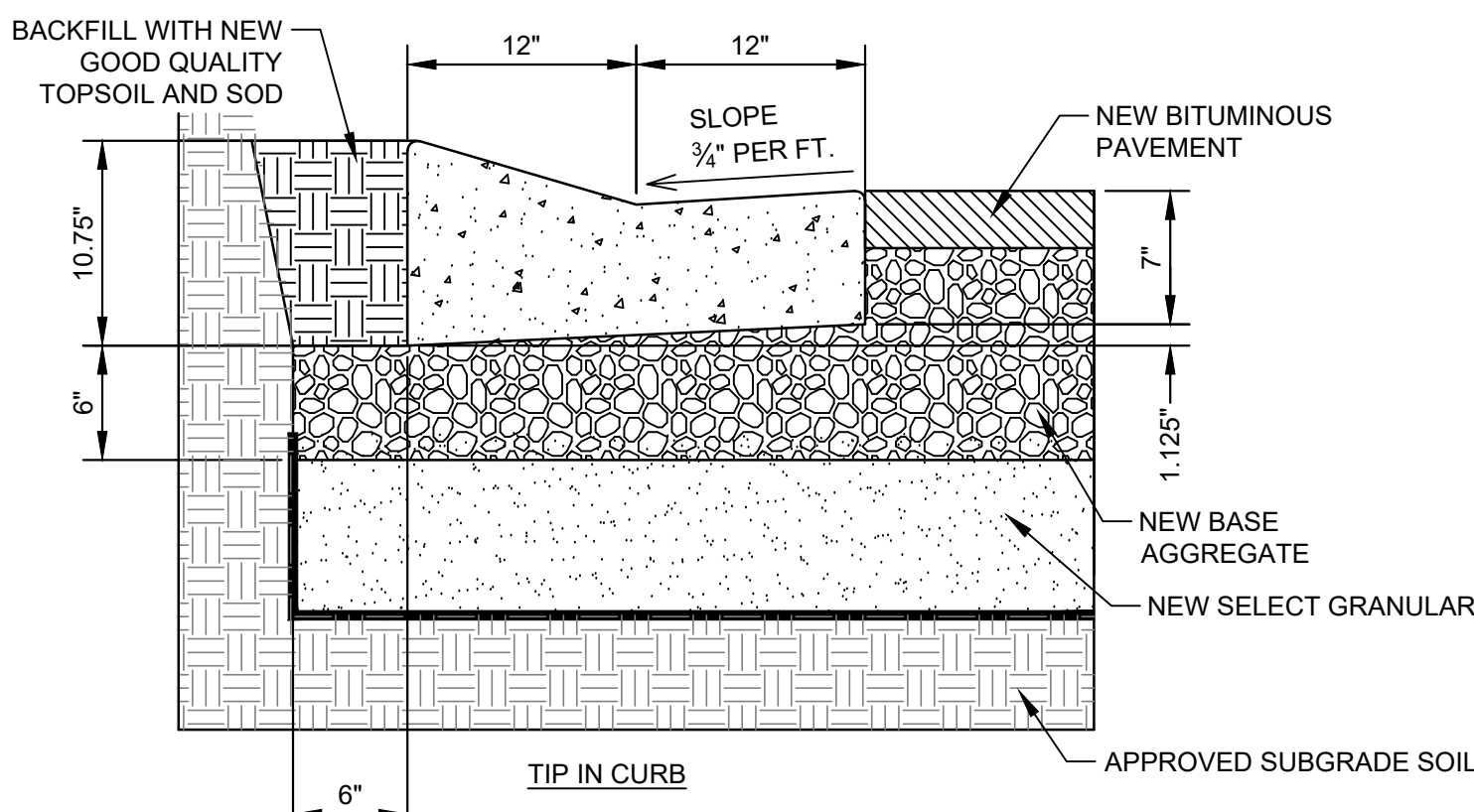
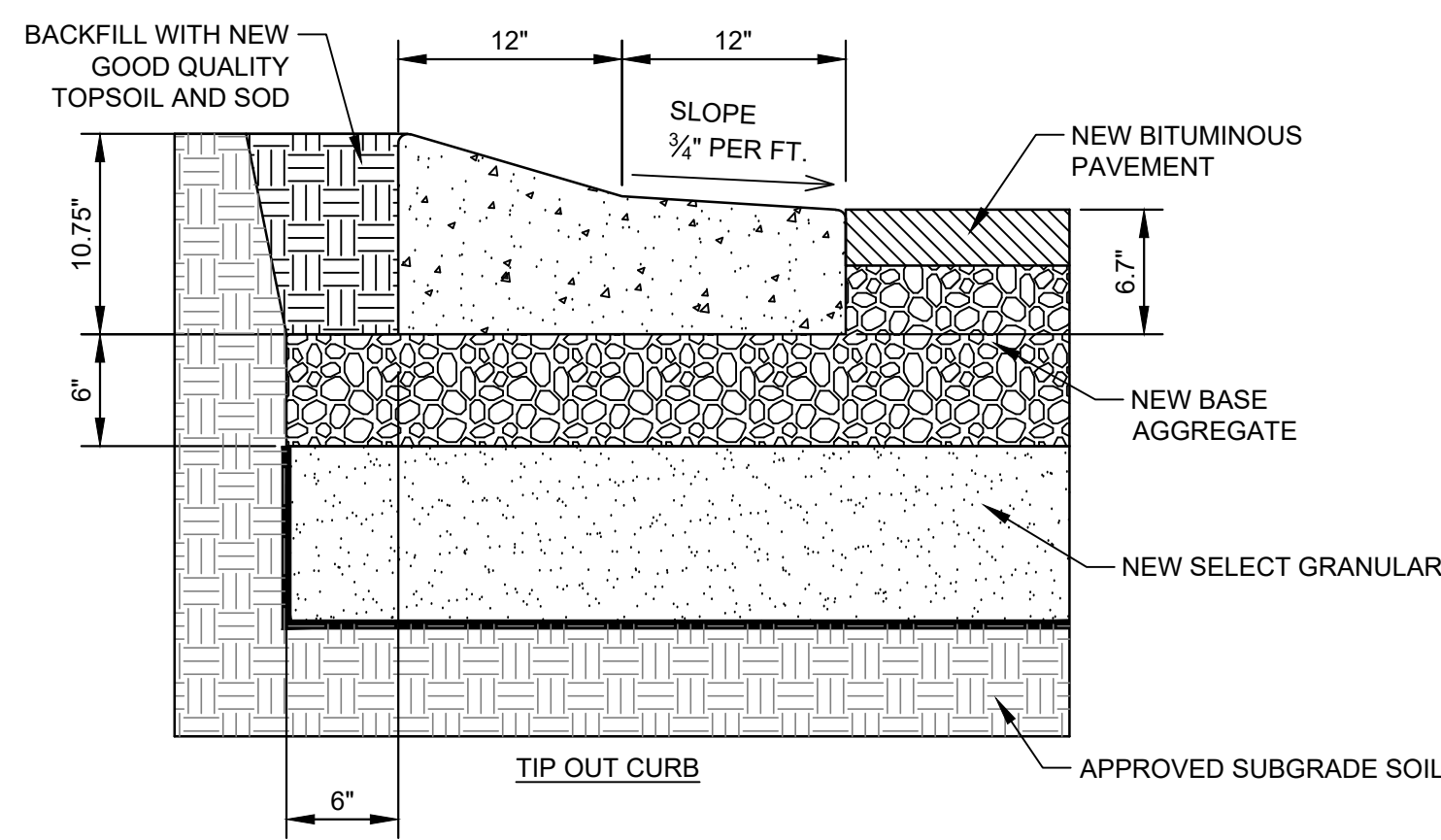
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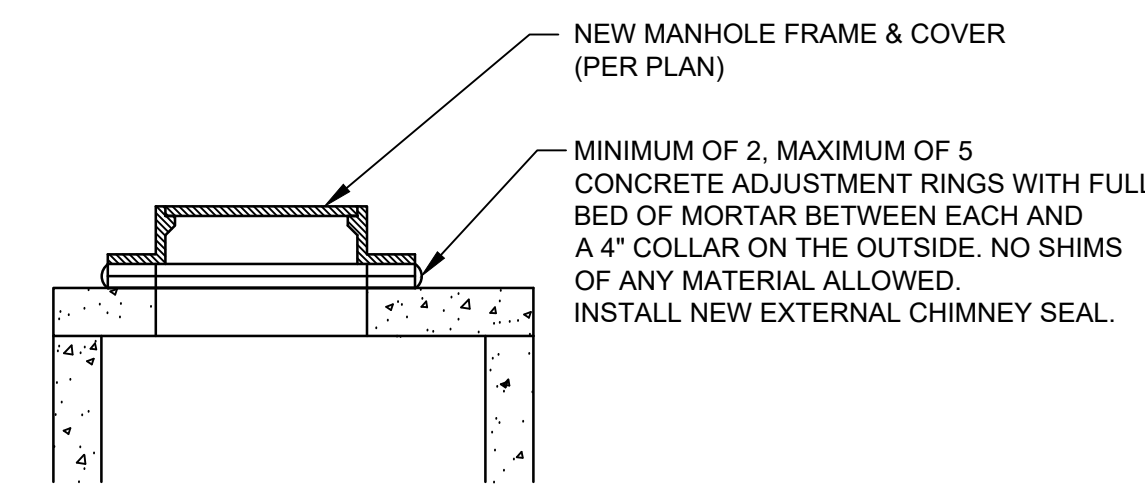
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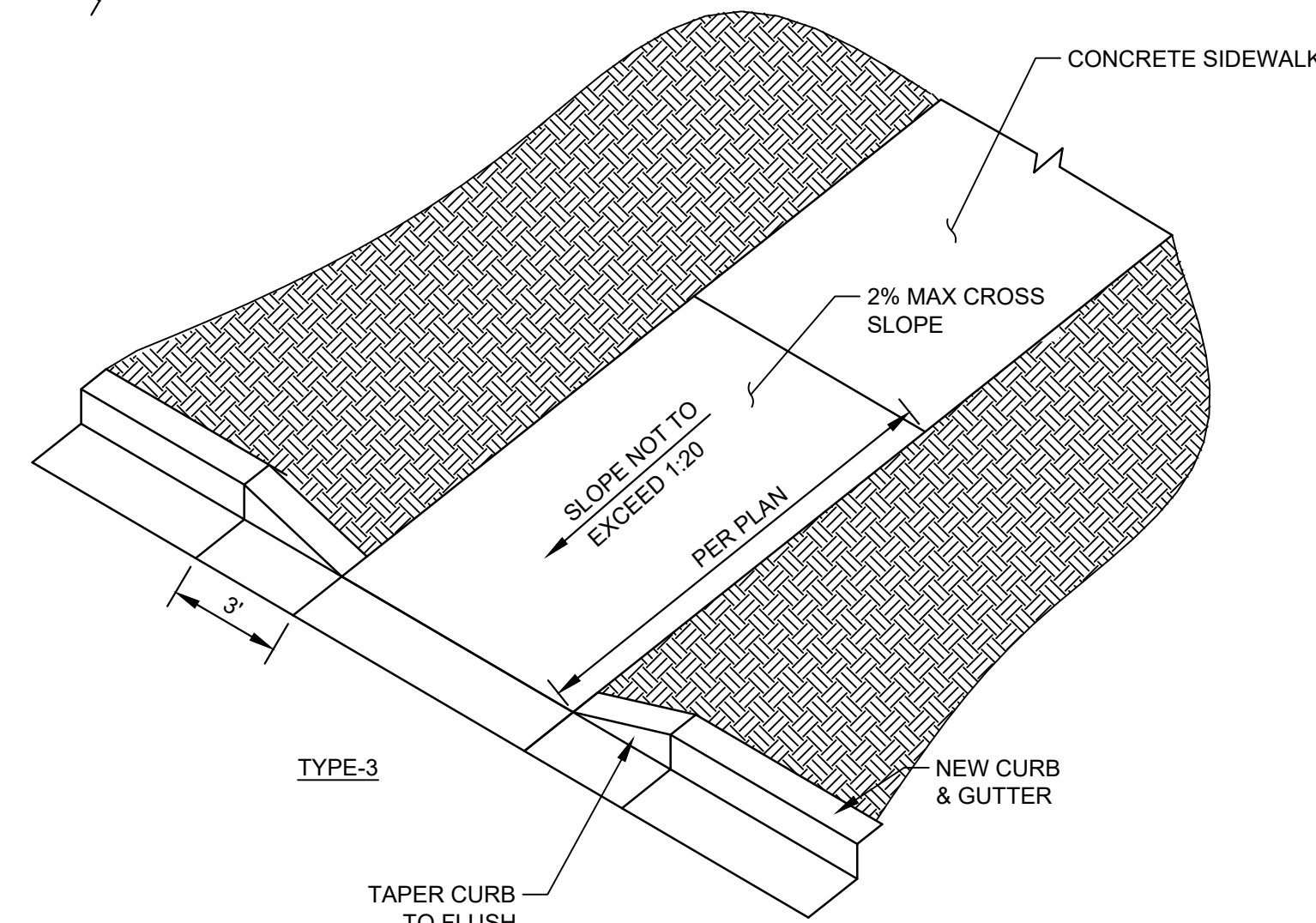
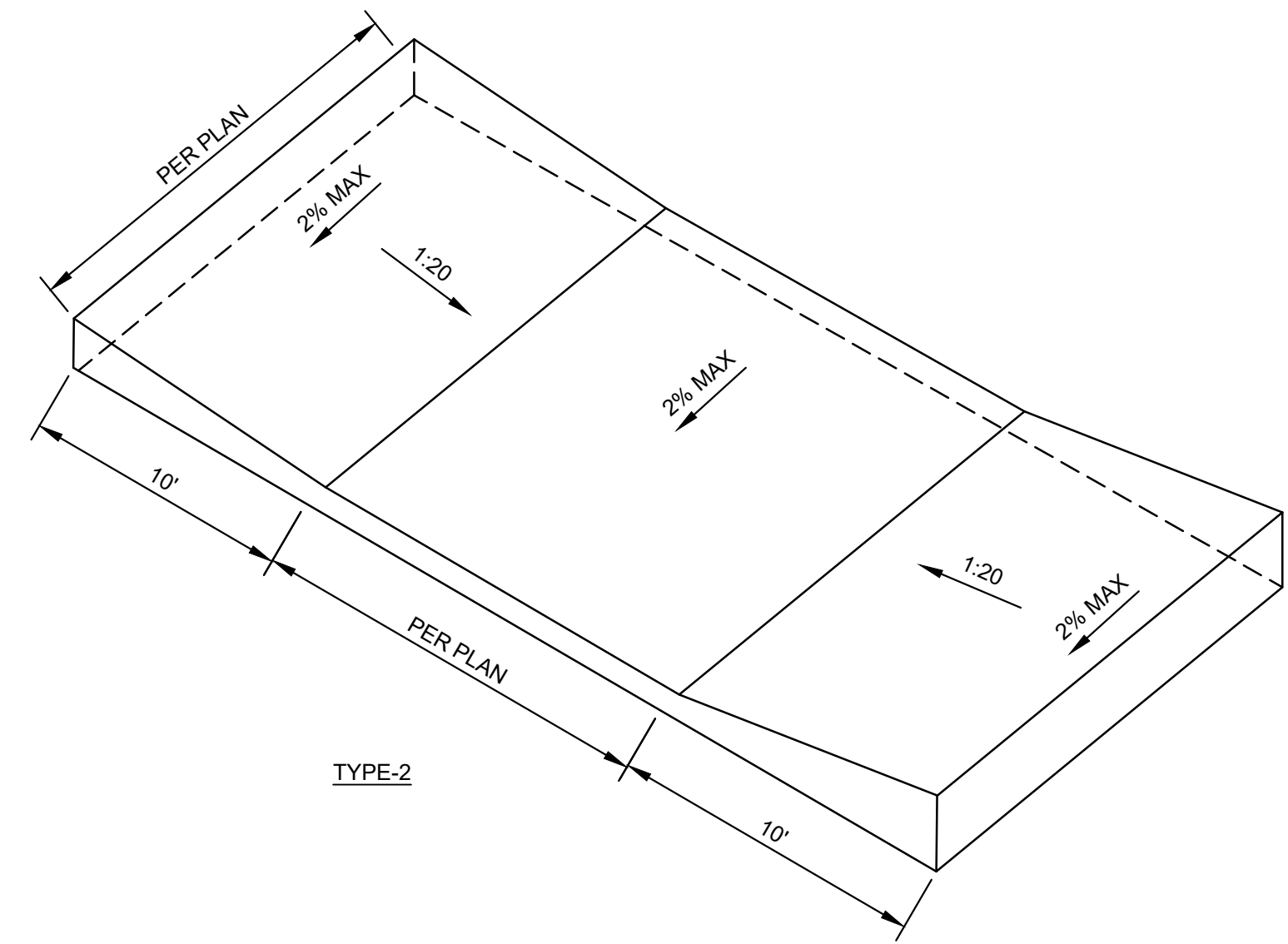
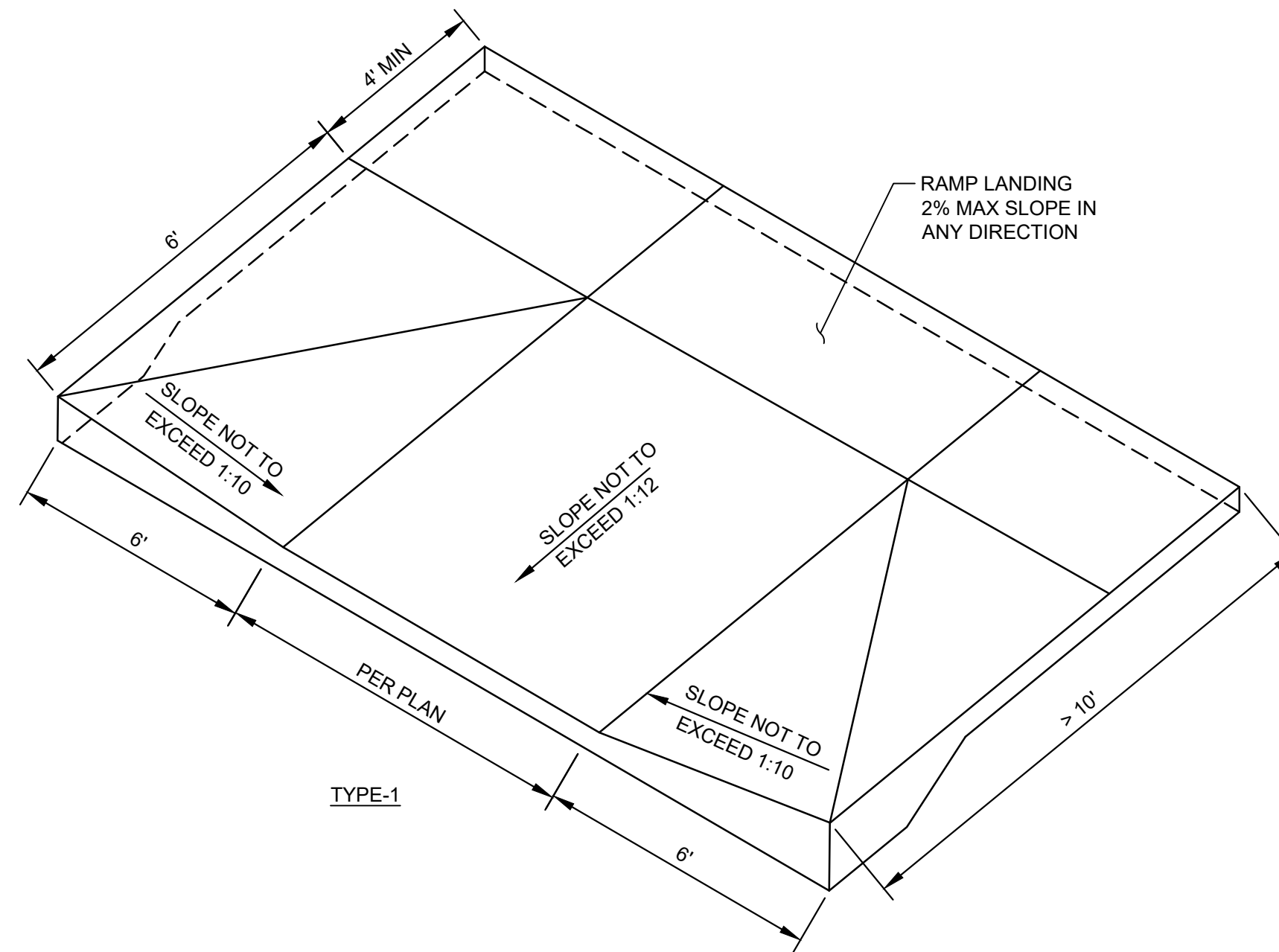
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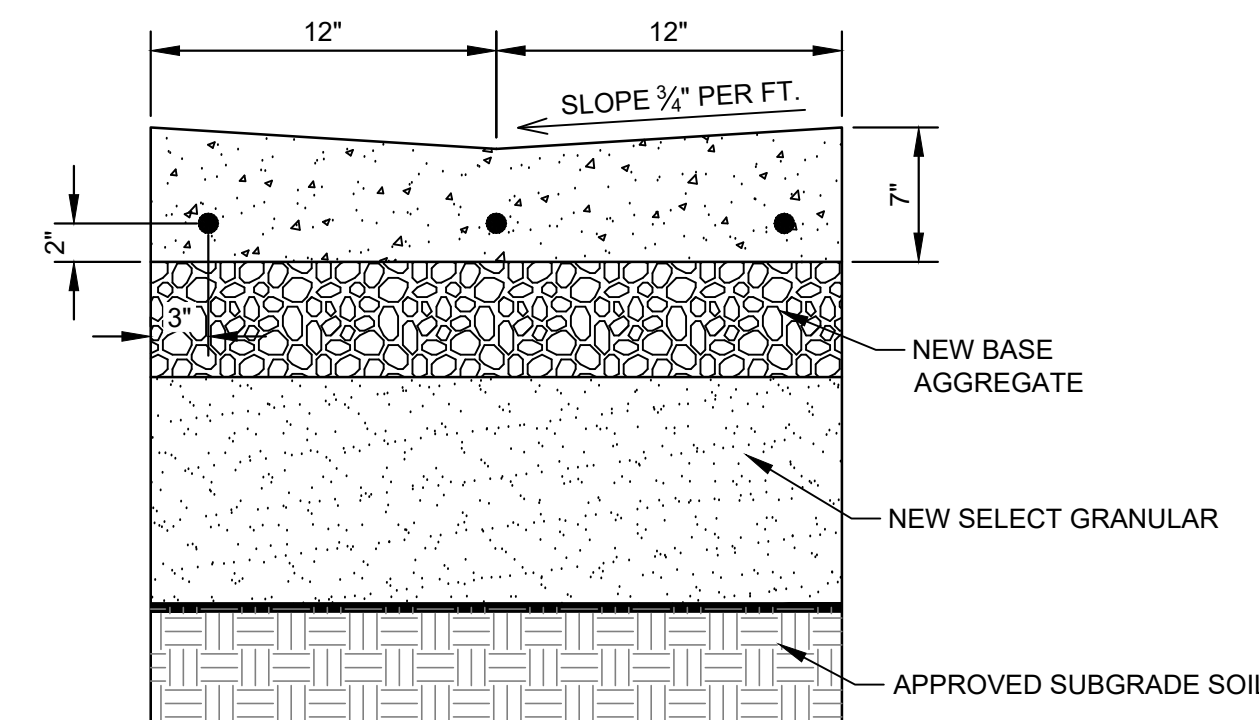
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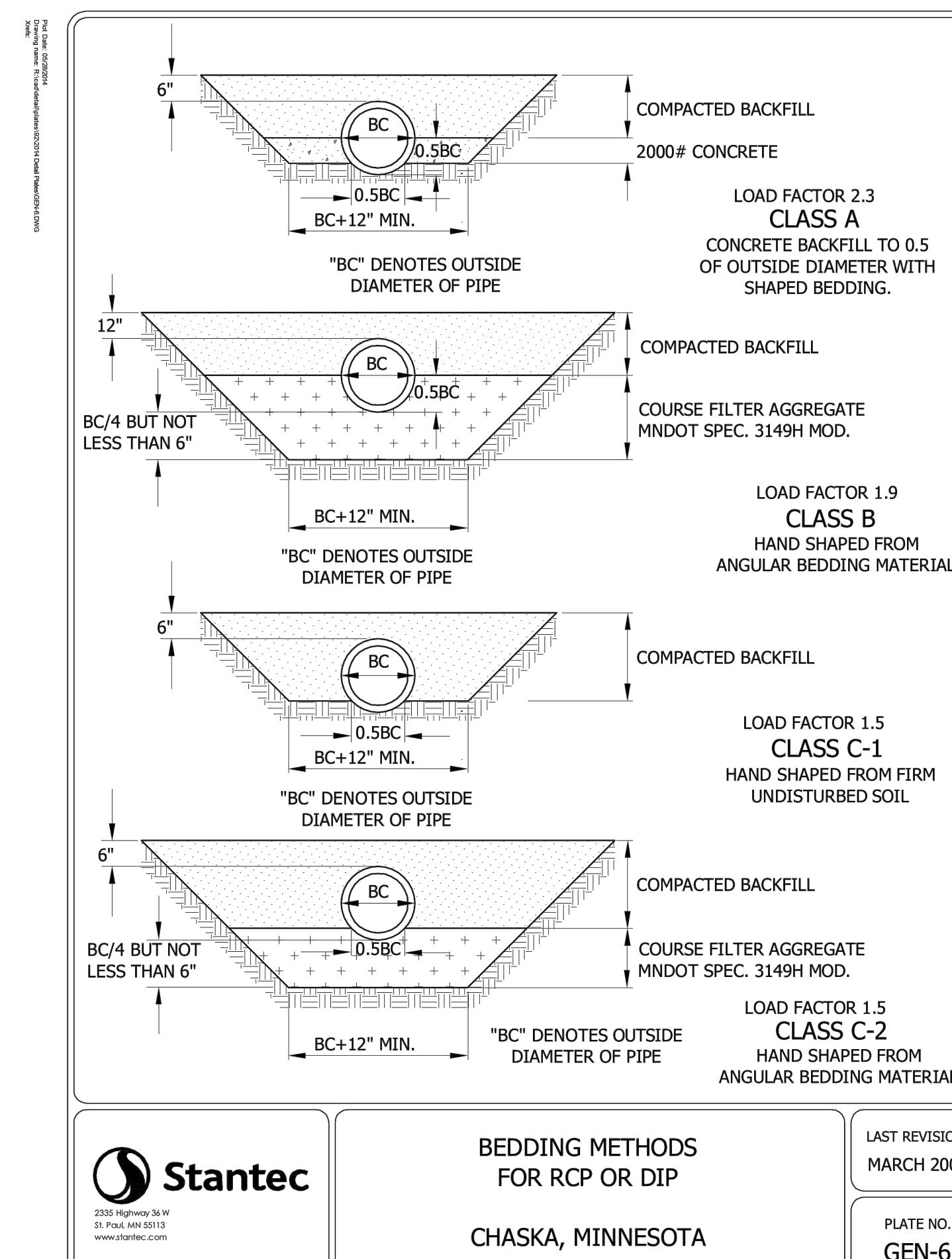
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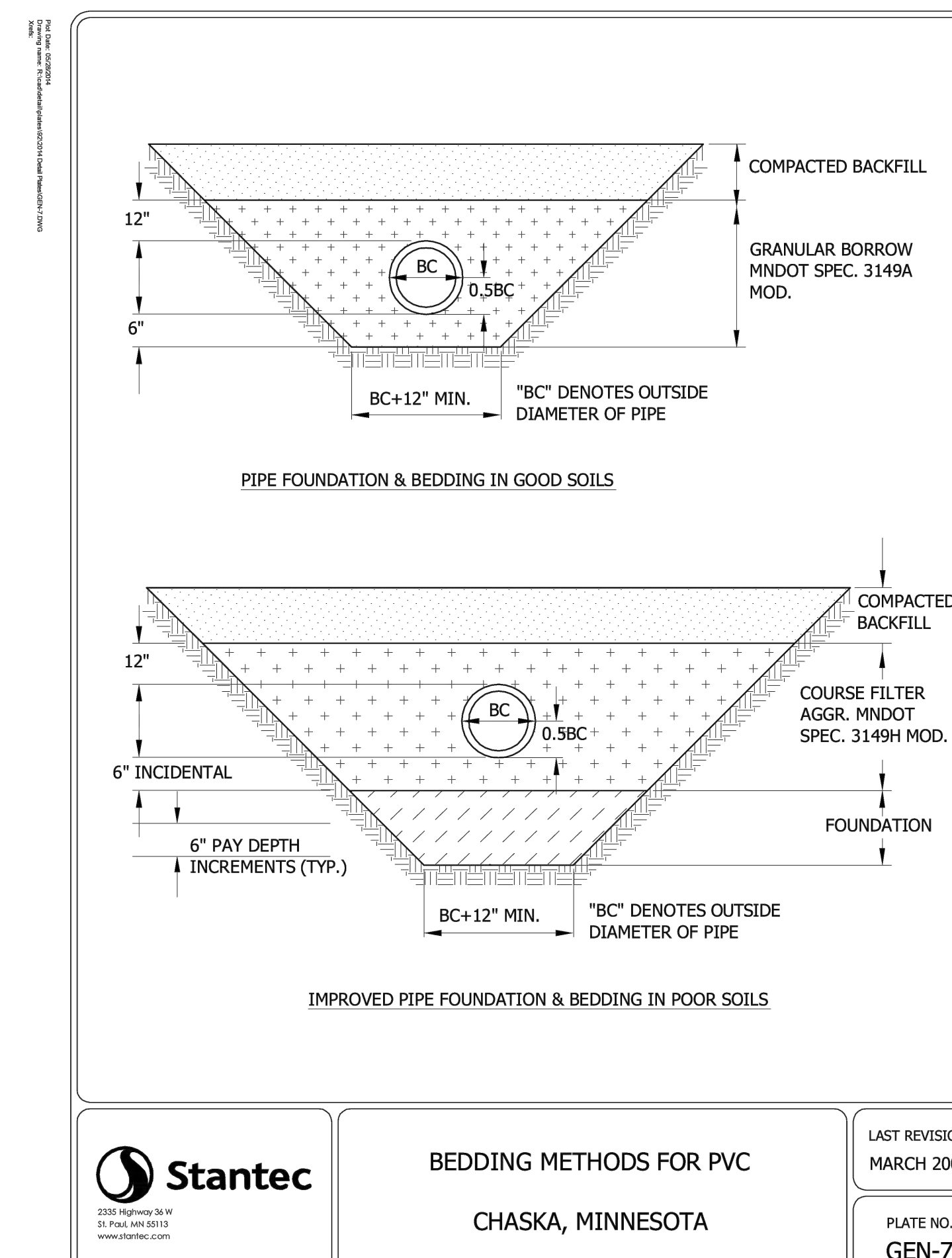


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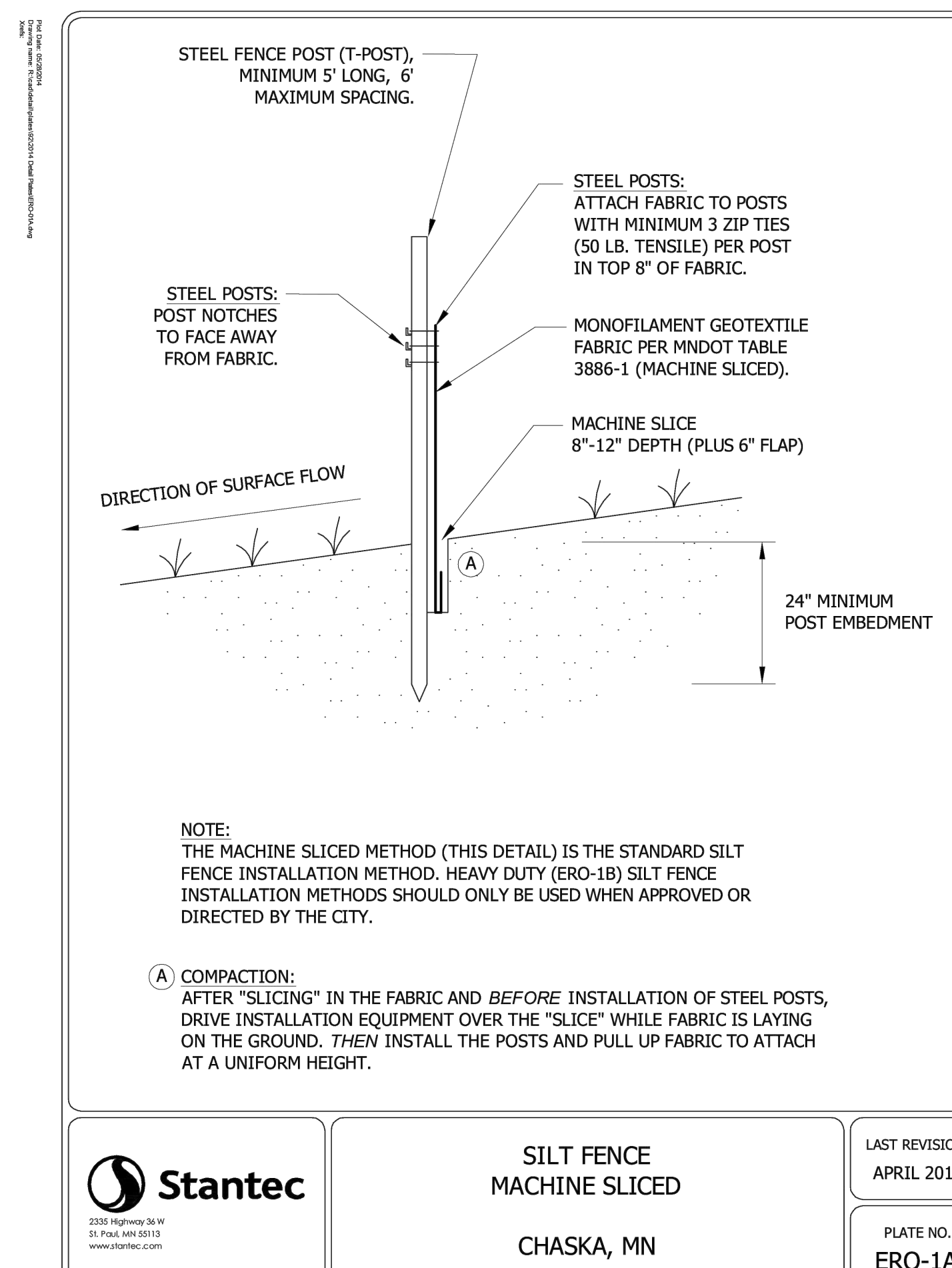
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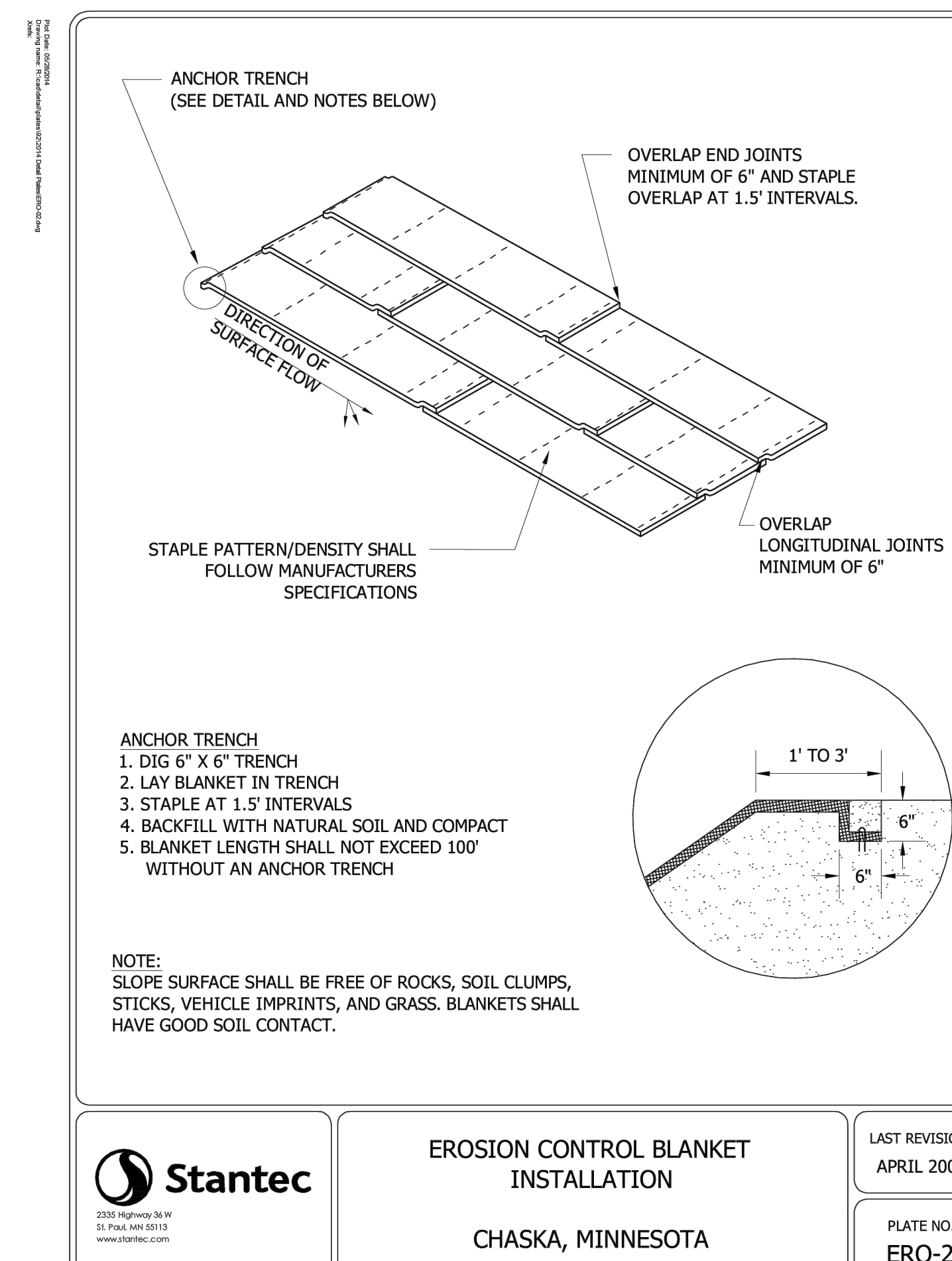
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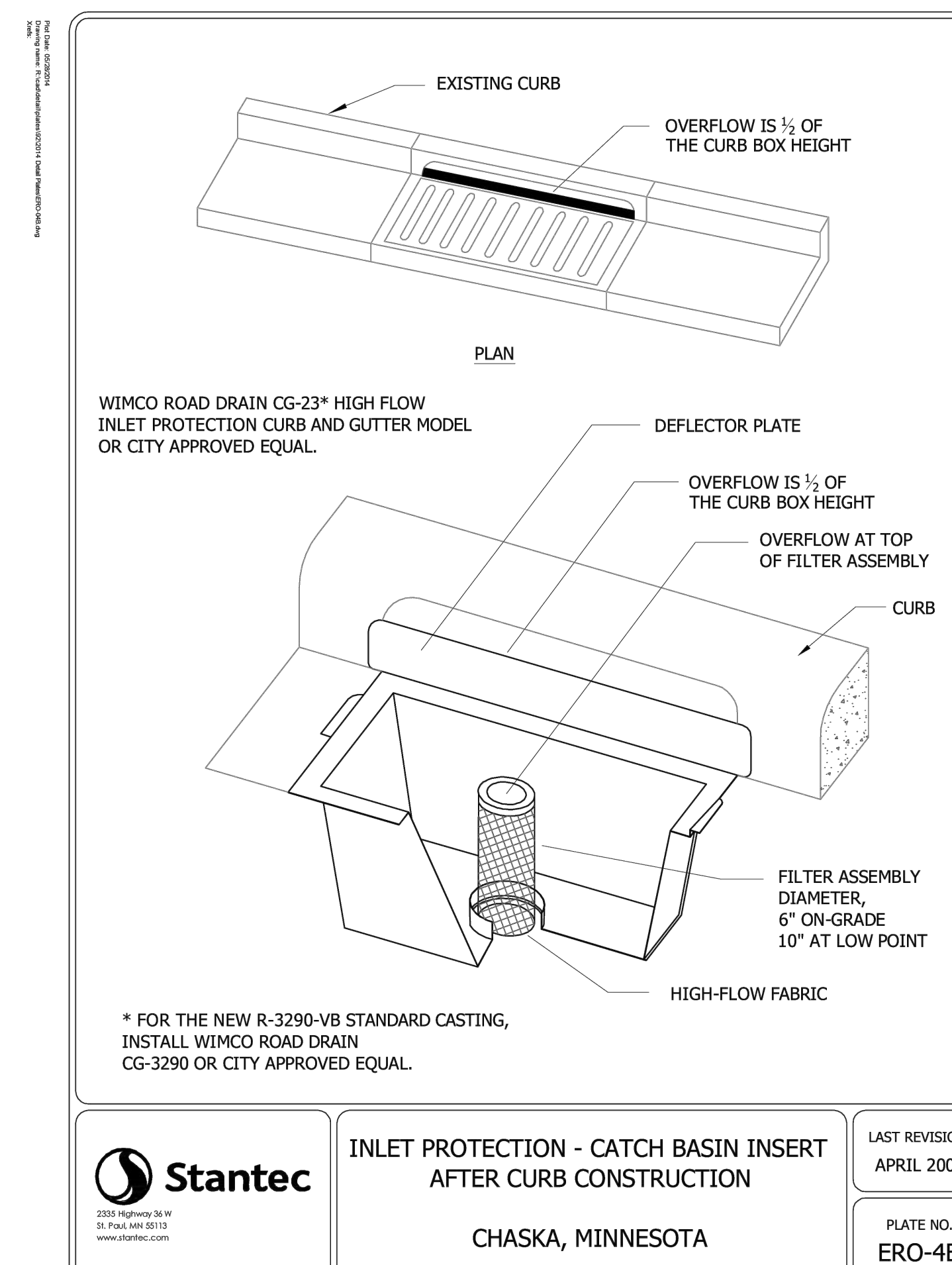
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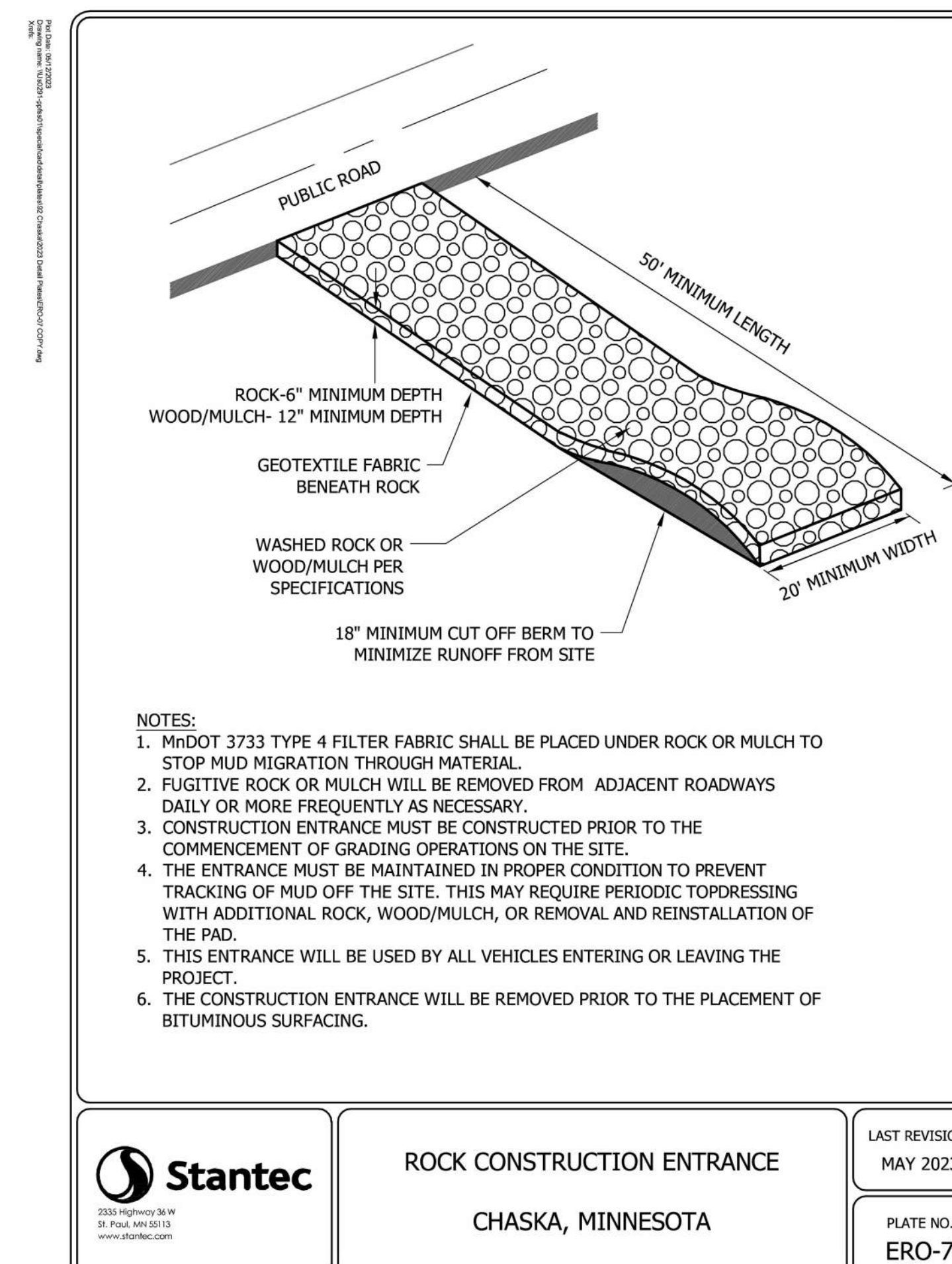
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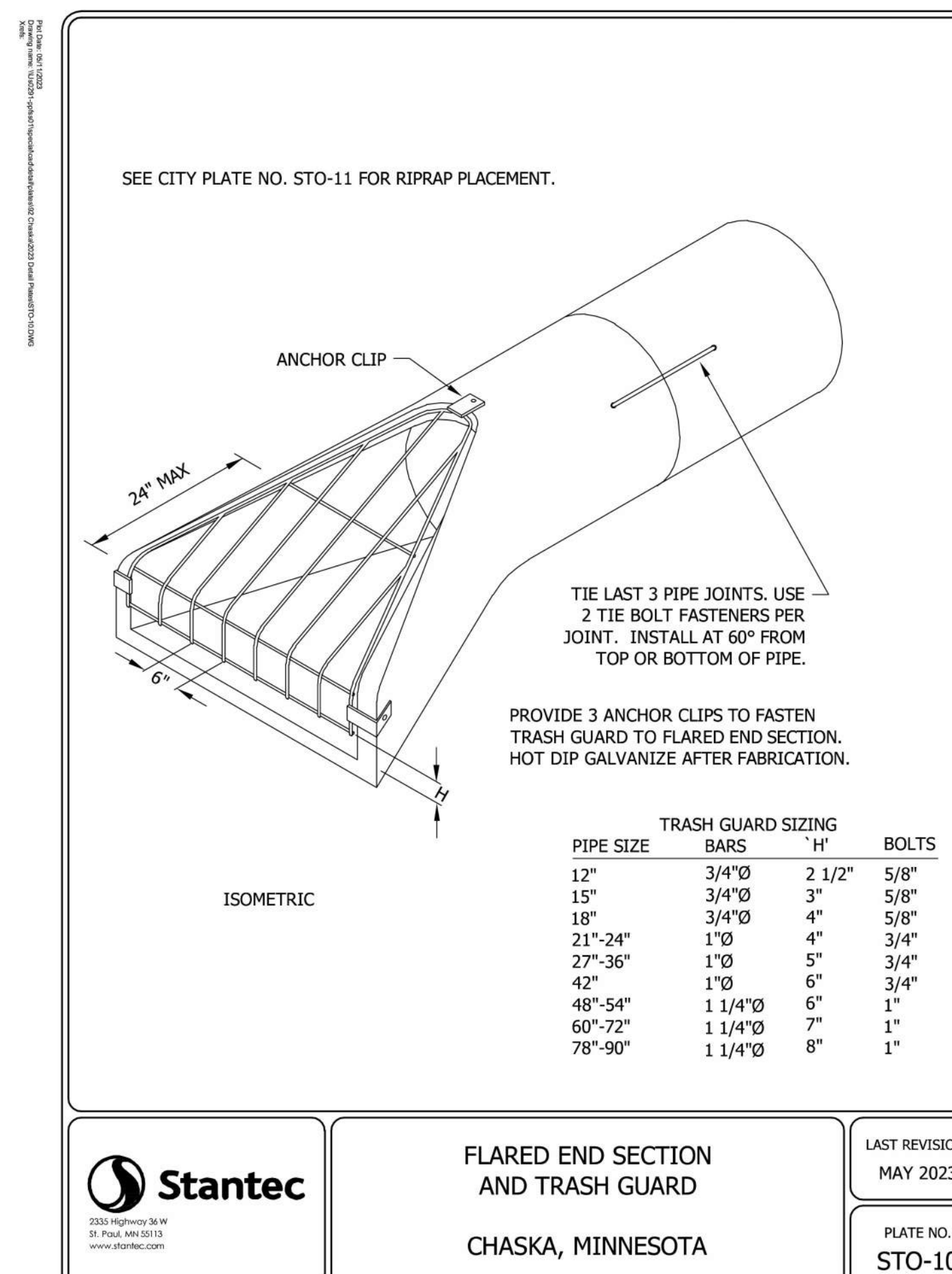
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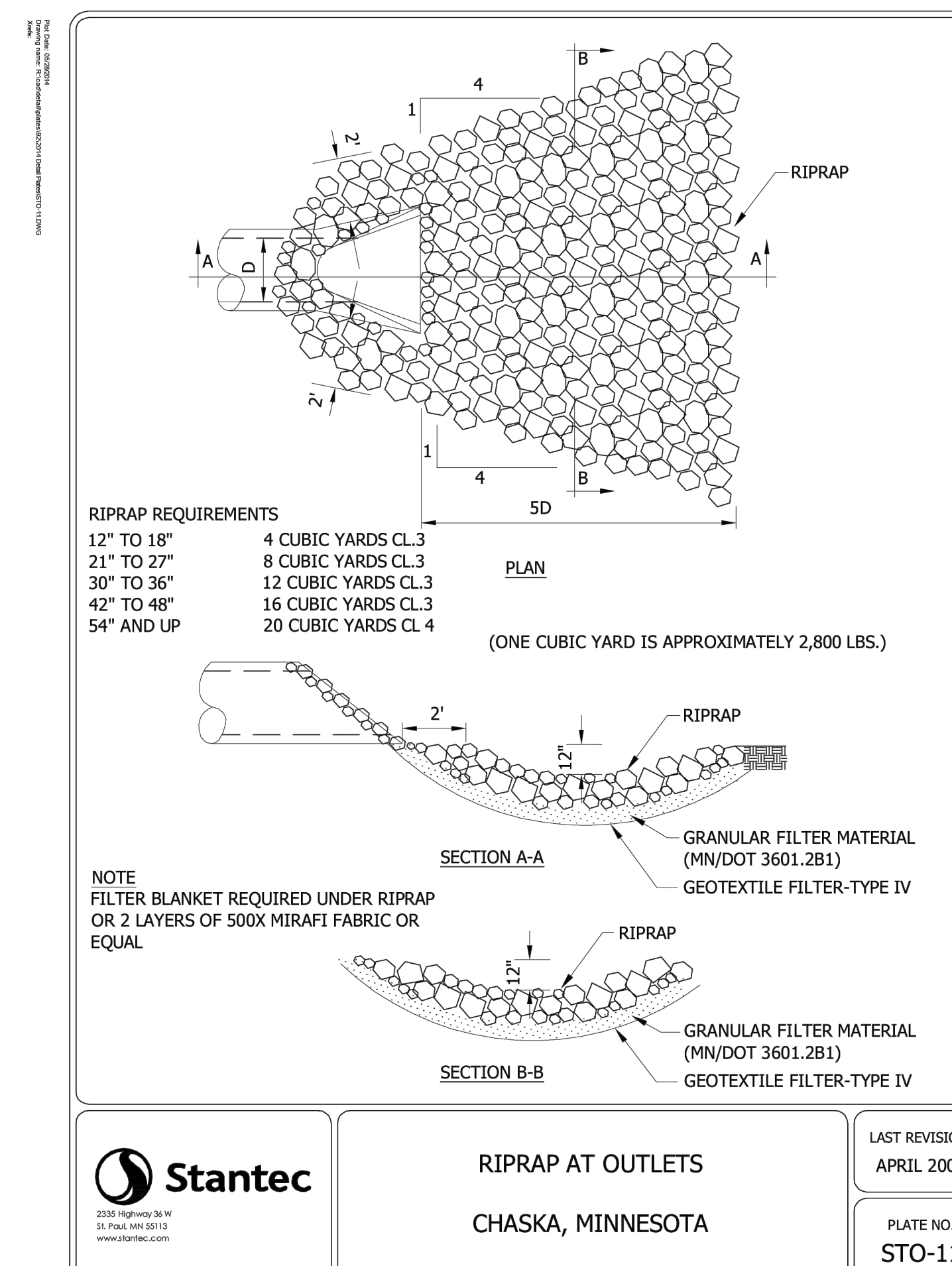
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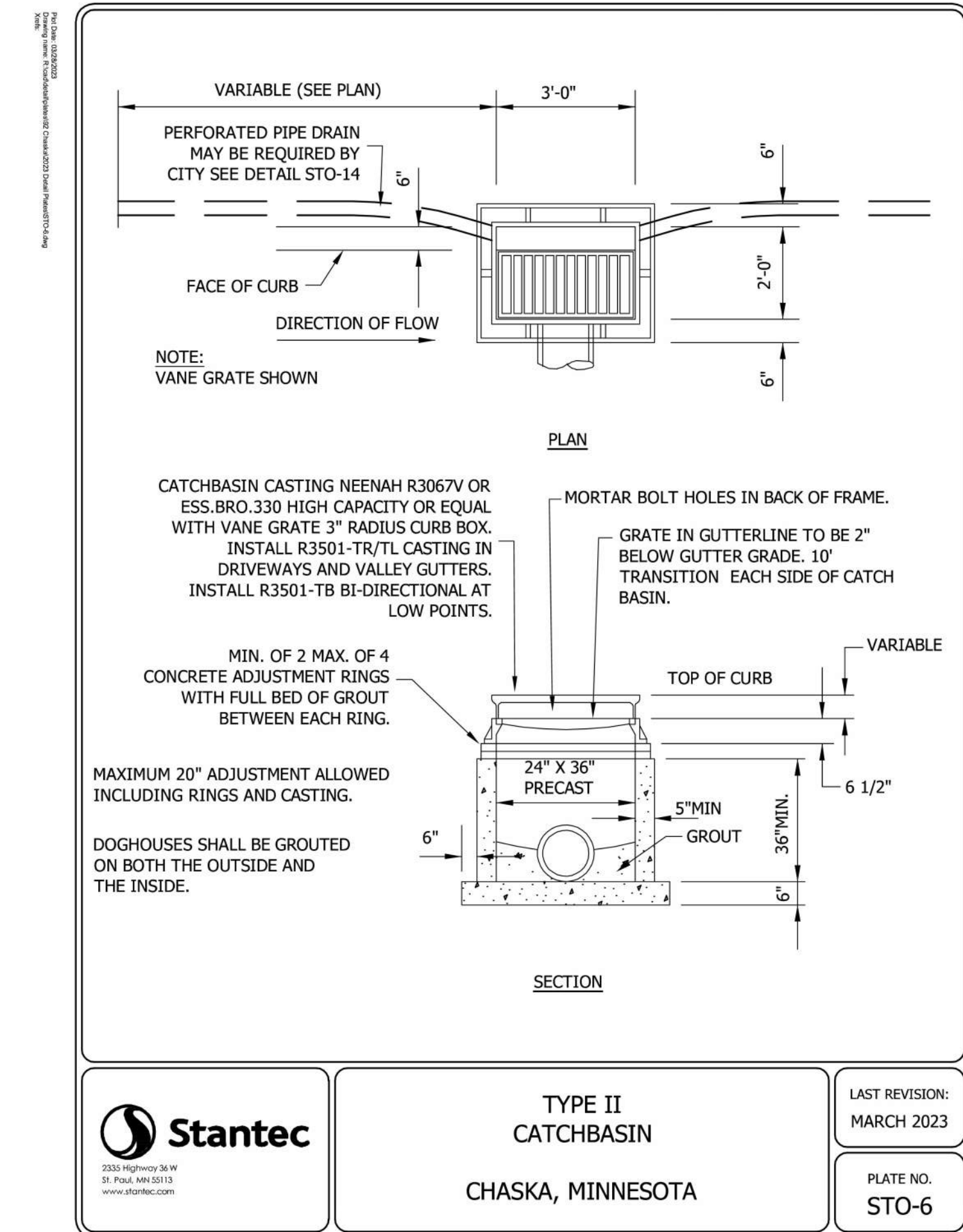
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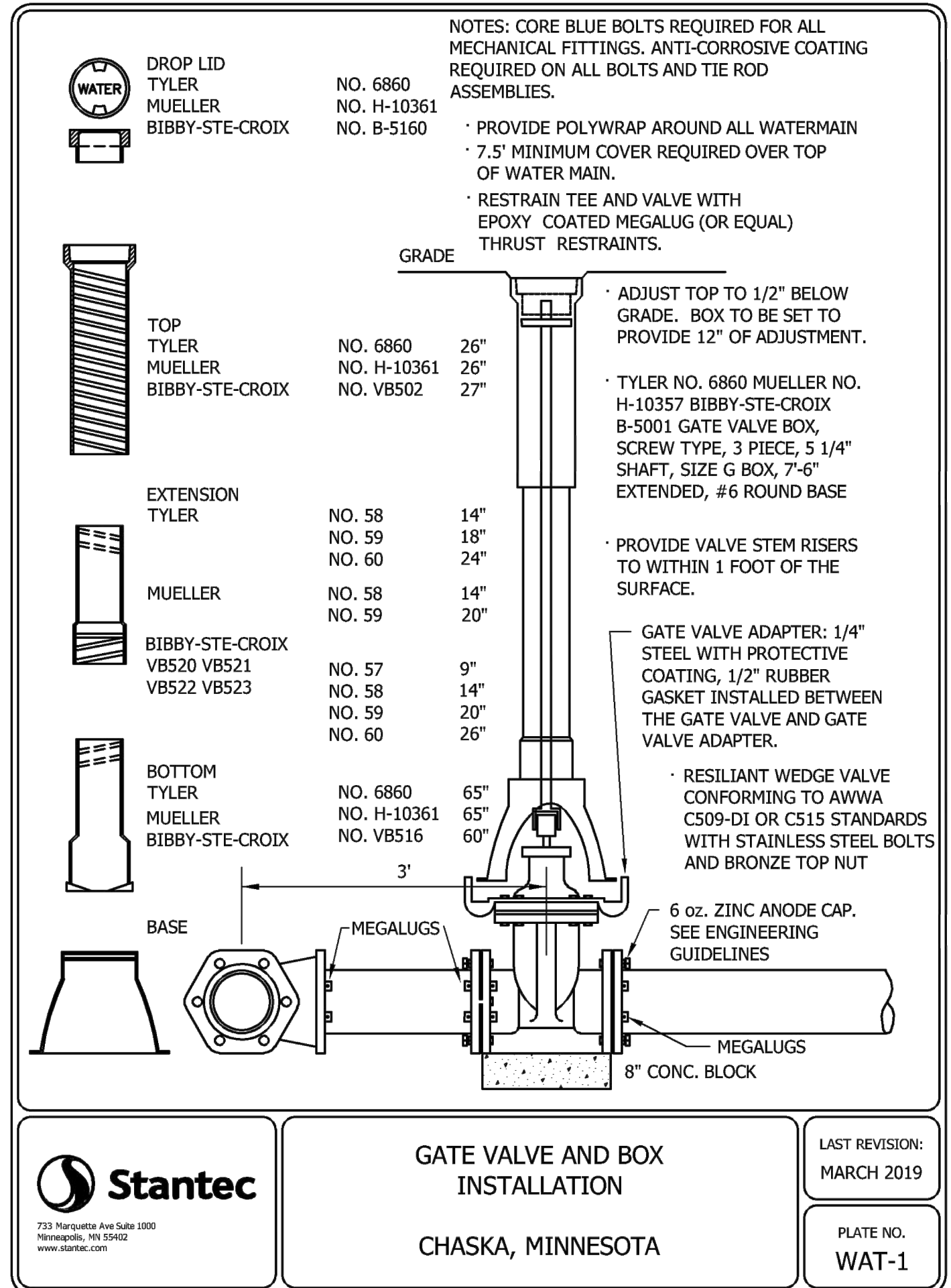
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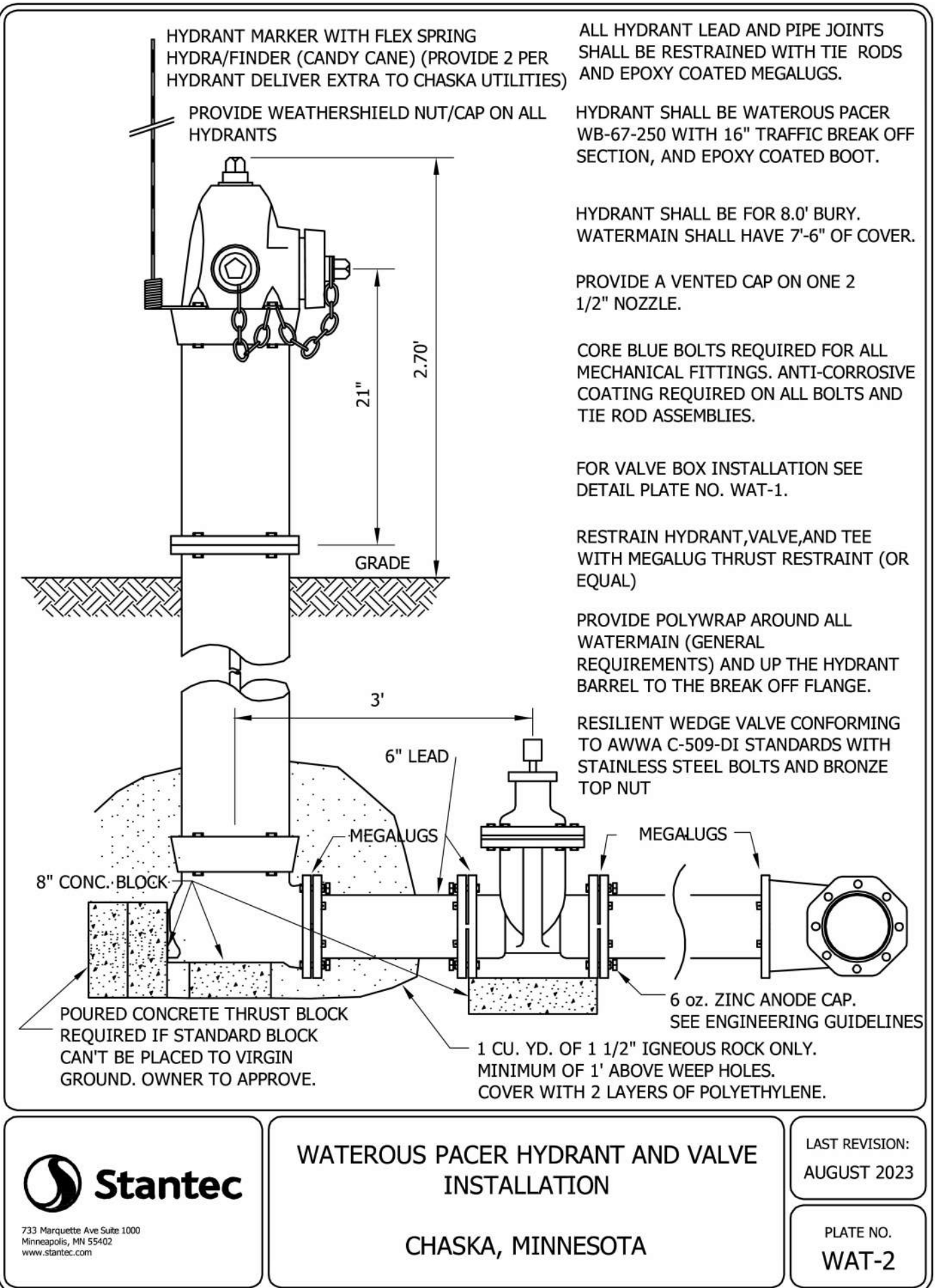
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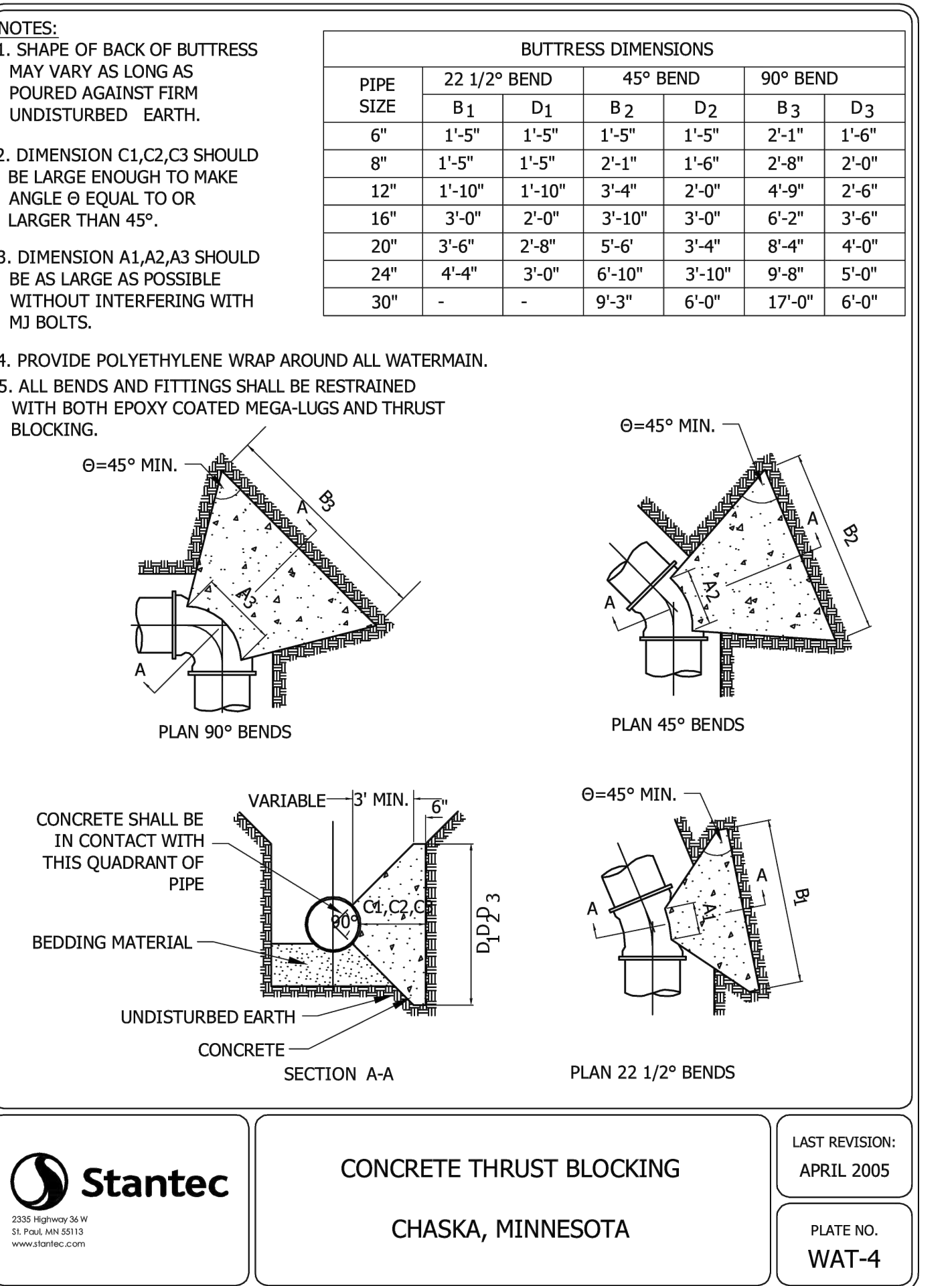
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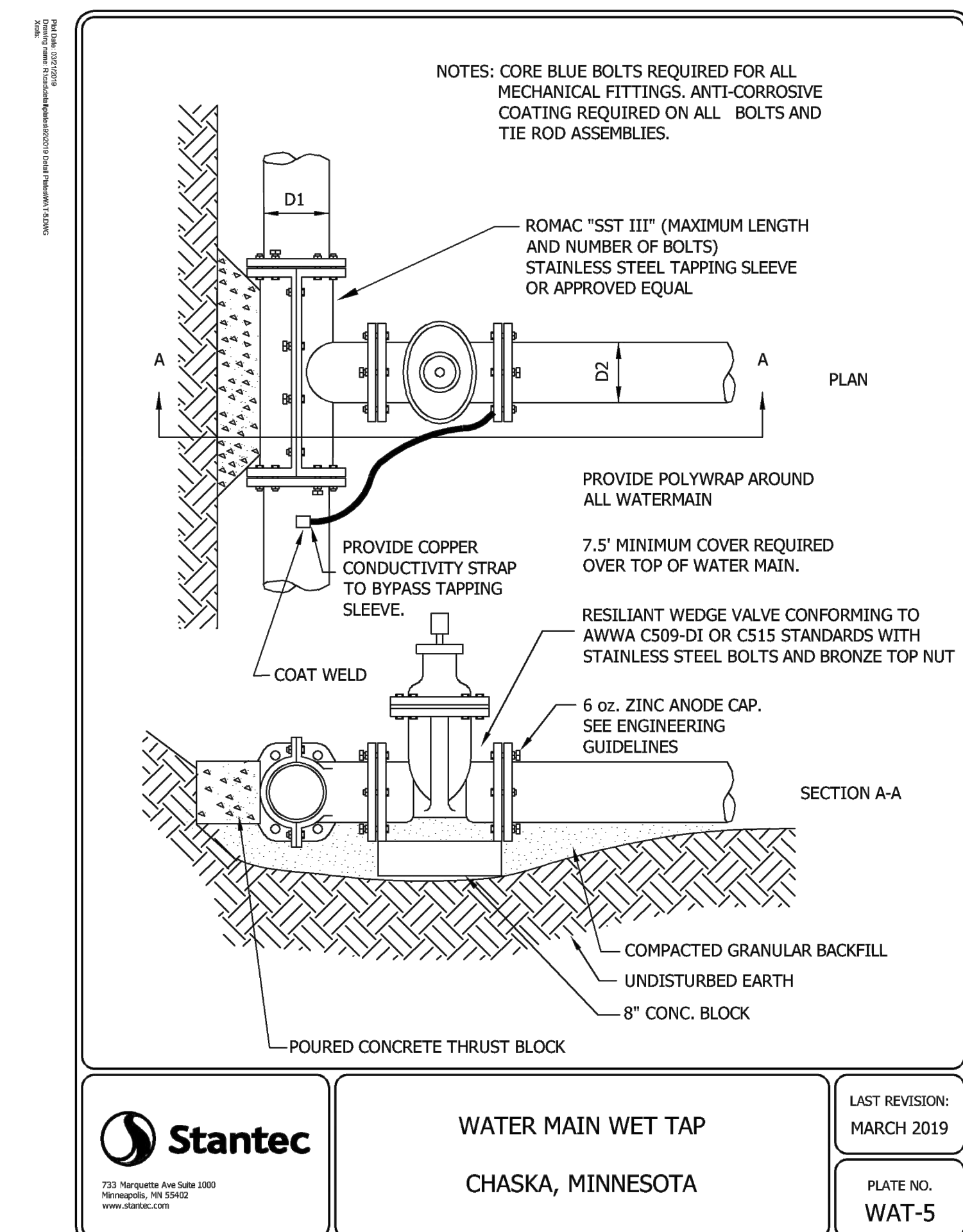
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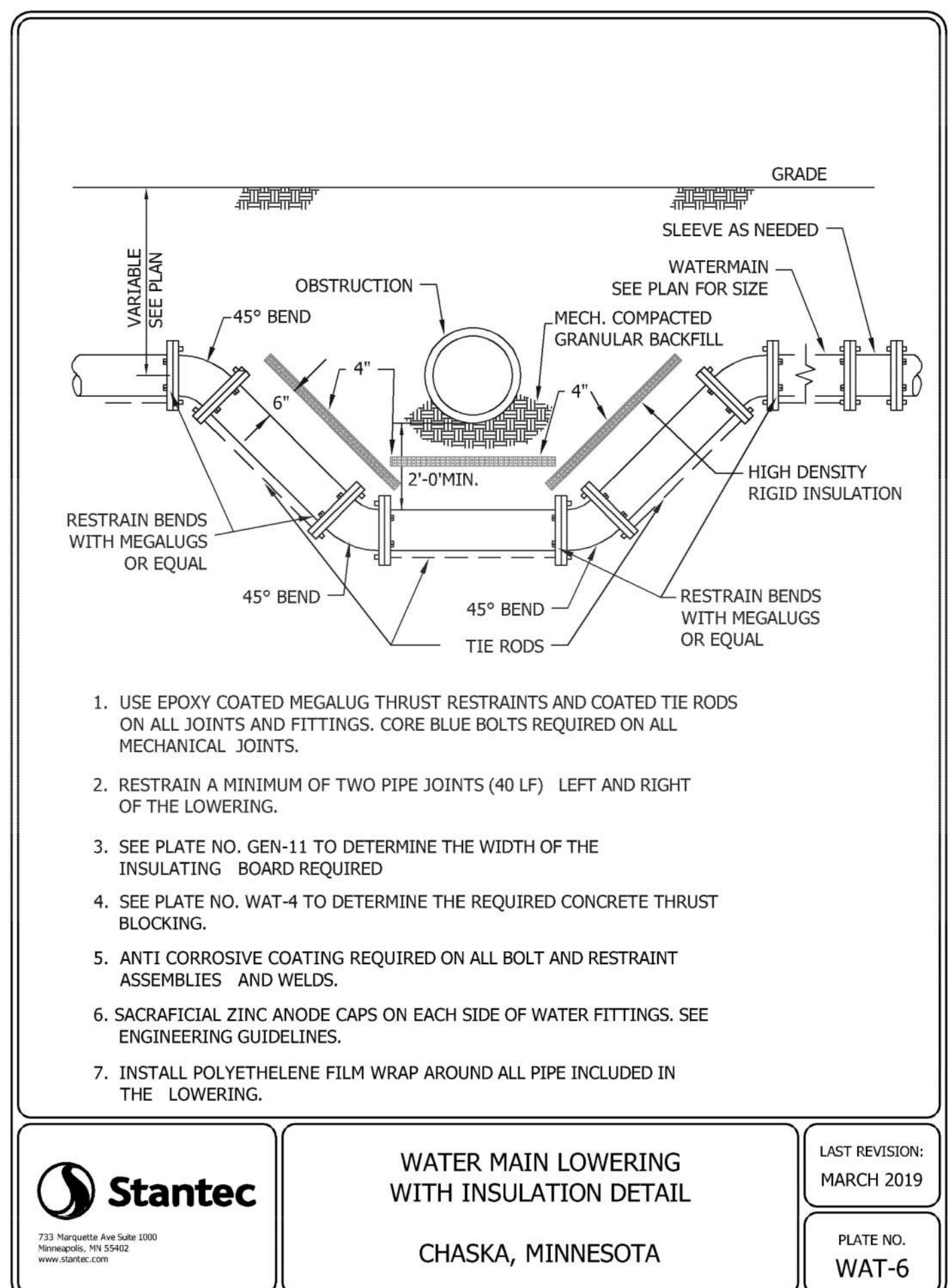
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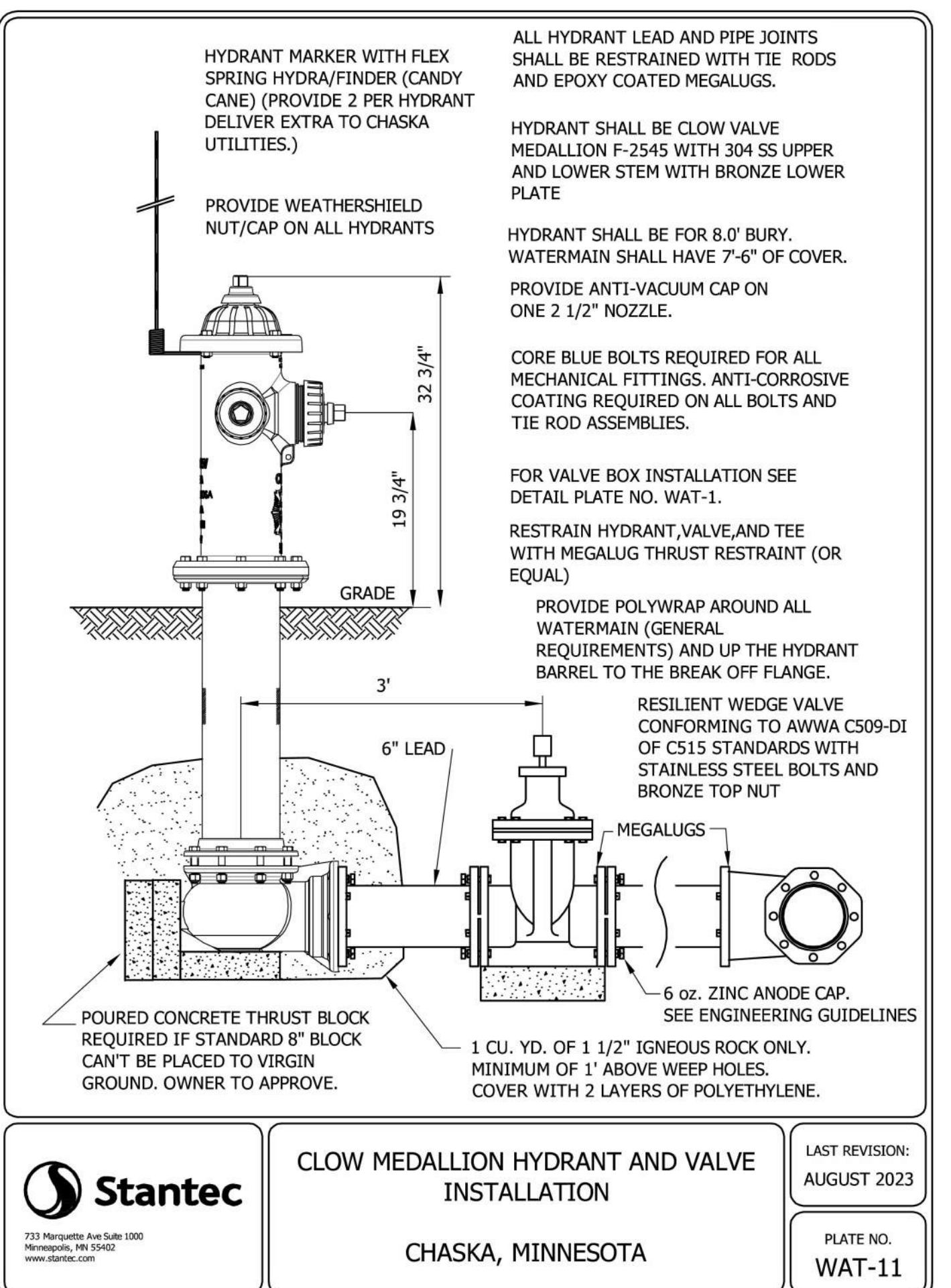
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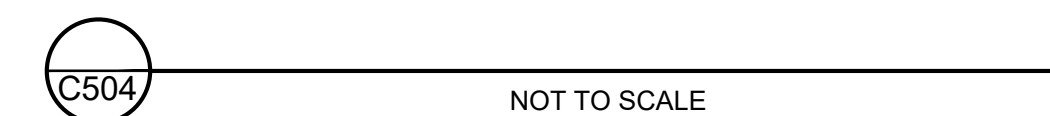
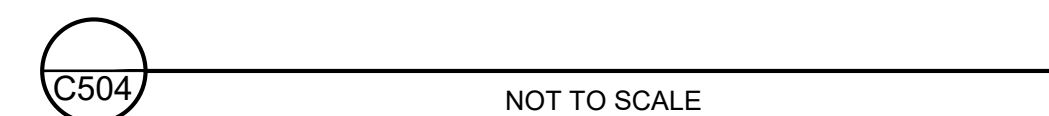
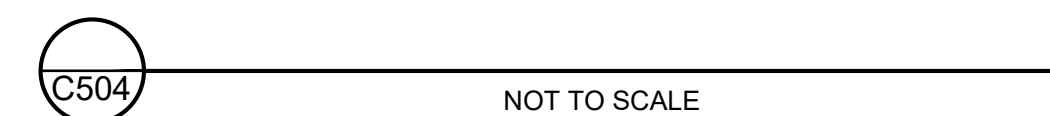
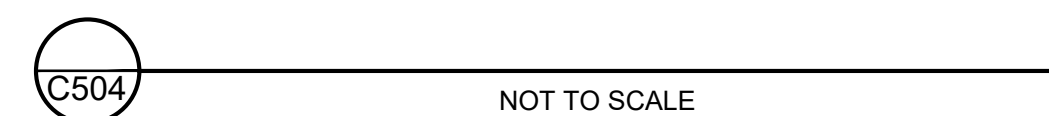
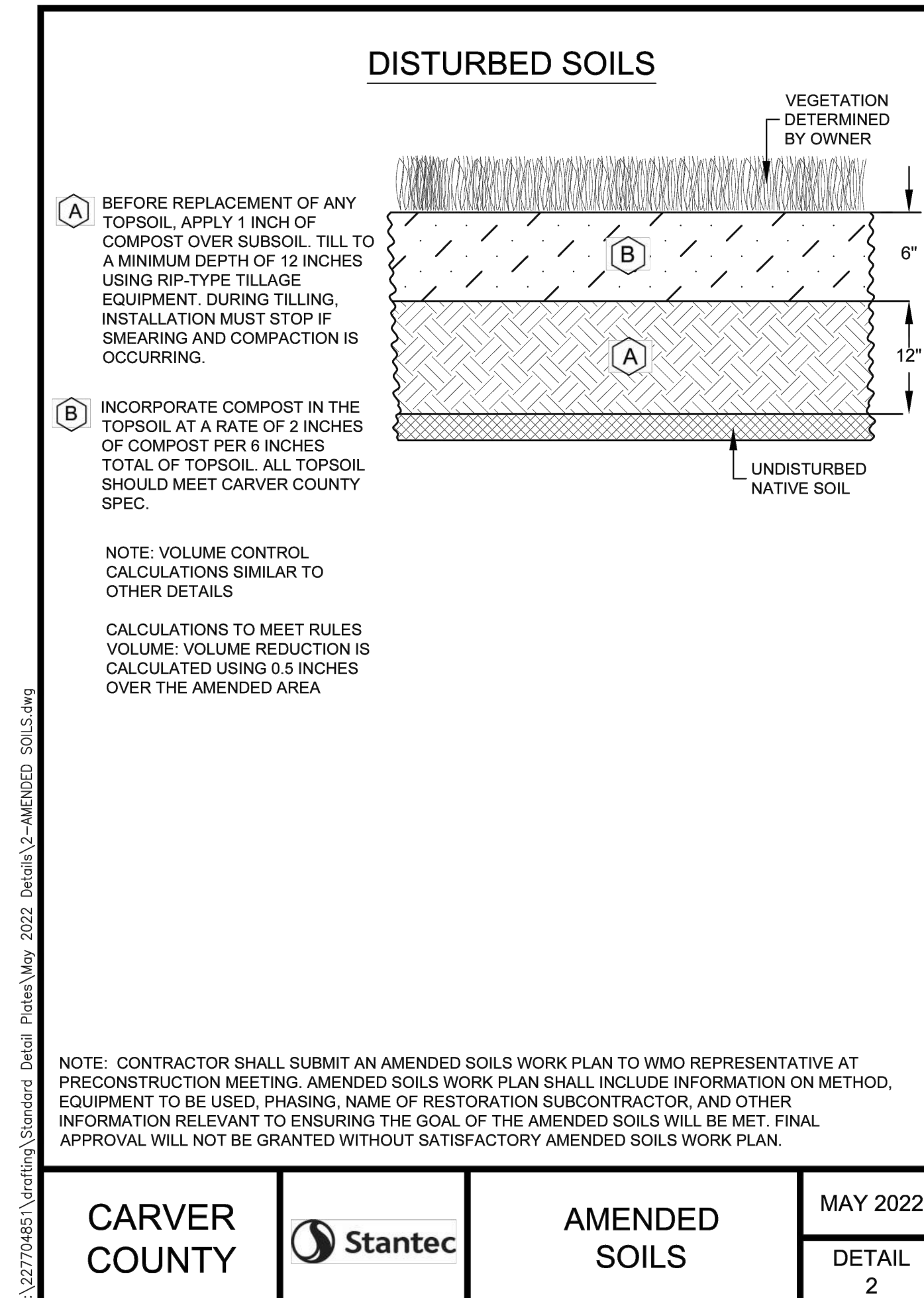
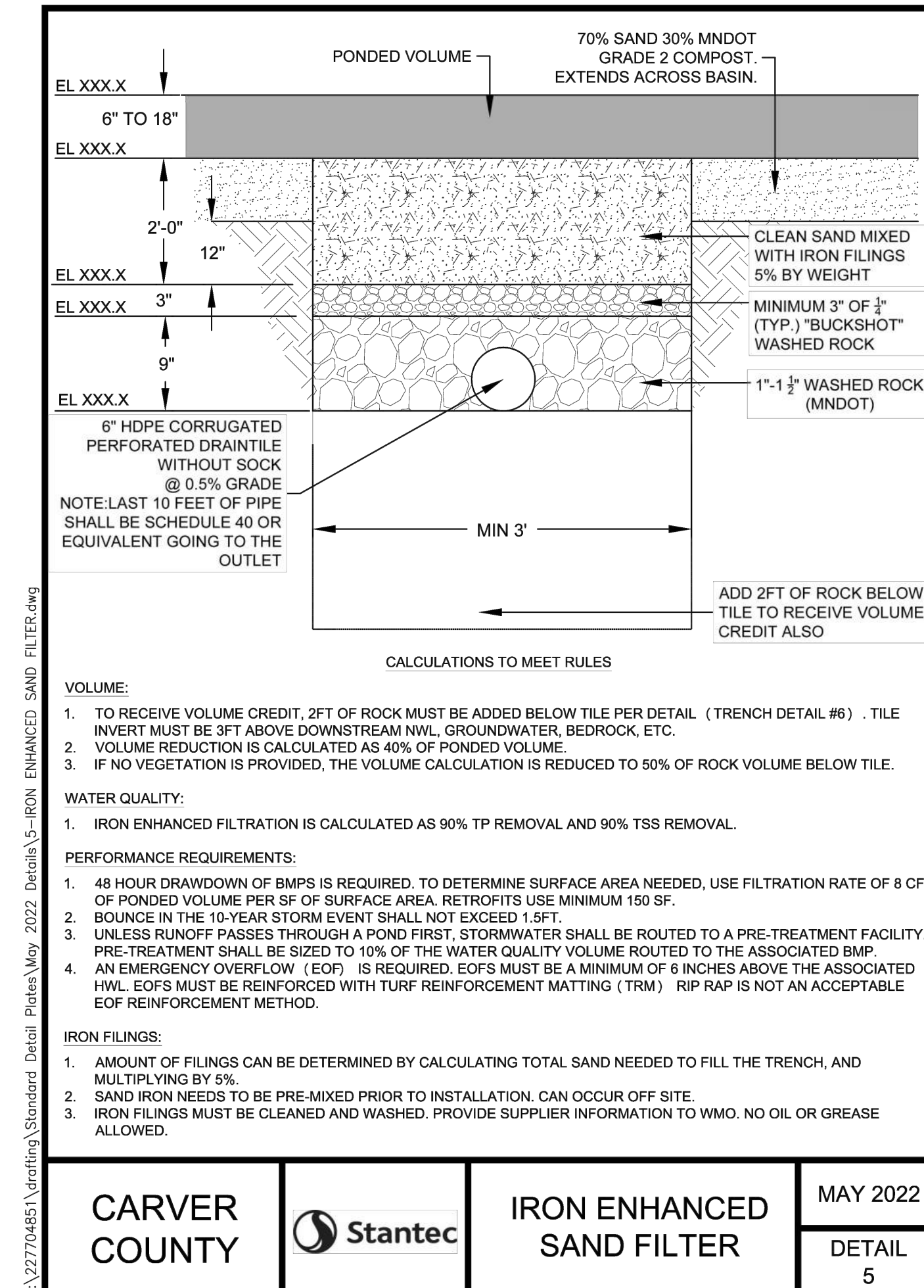
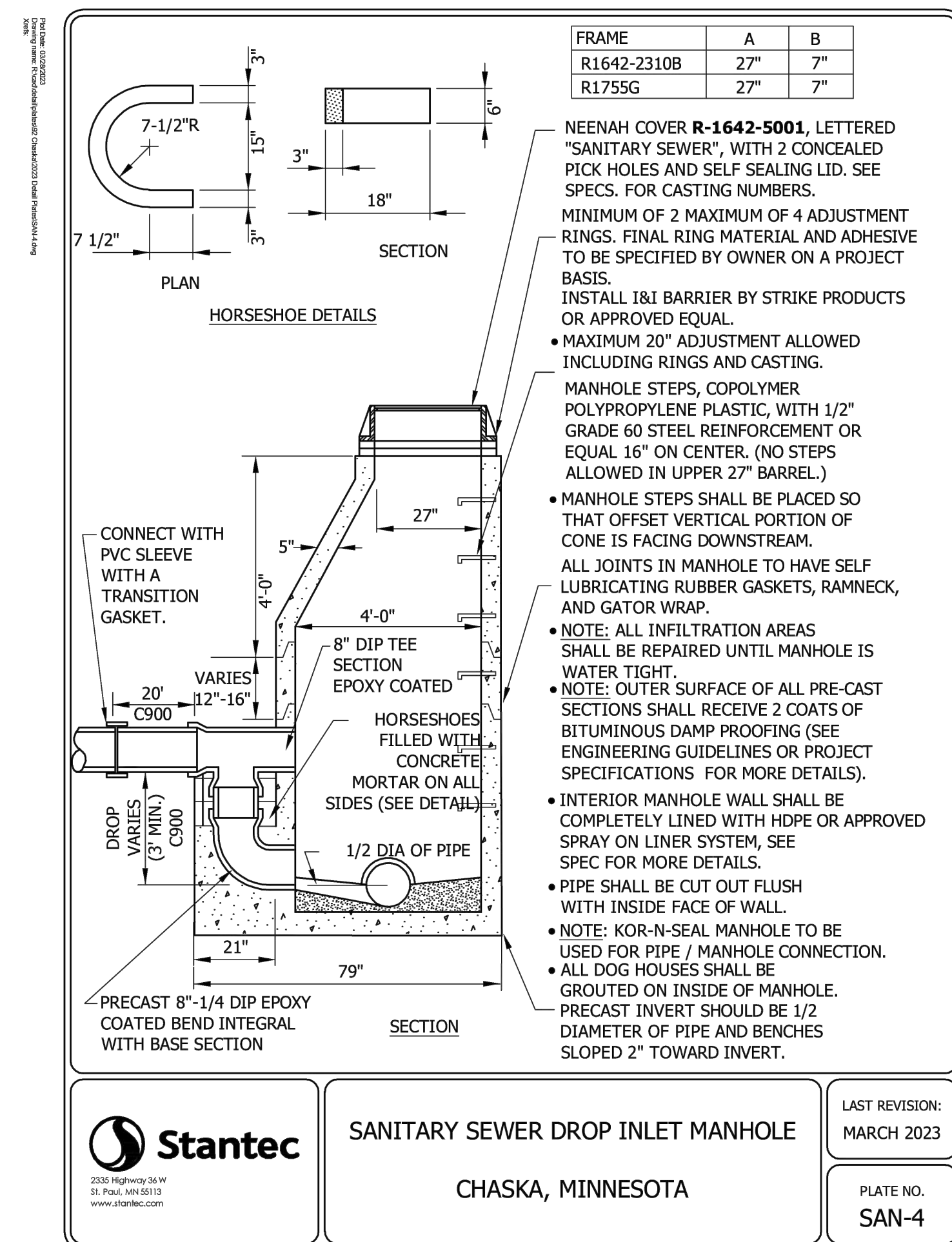
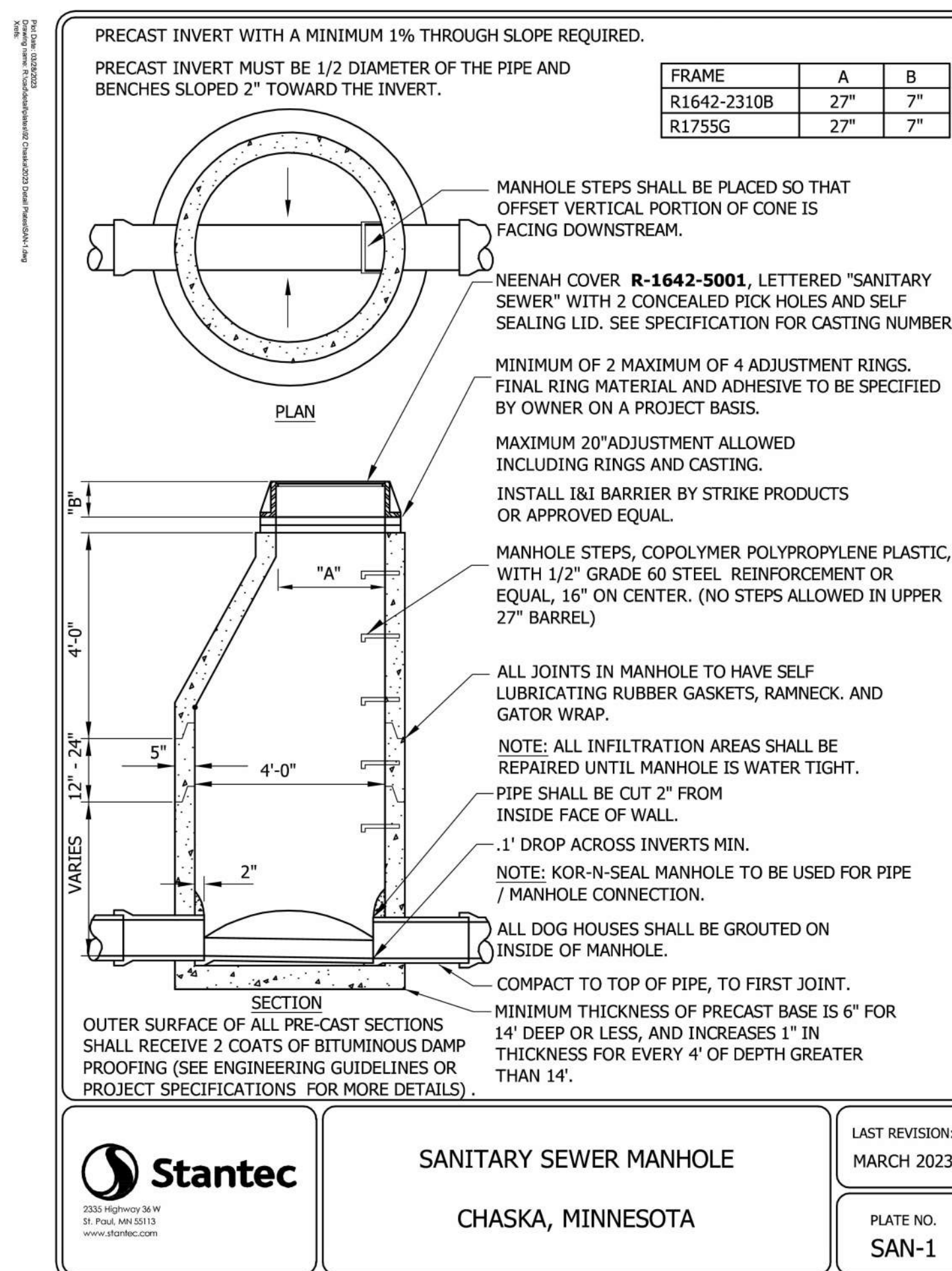
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PROJECT SPECIFIC SWPPP INFORMATION:

I. GENERAL CONSTRUCTION ACTIVITY INFORMATION

PROJECT NAME: CHASKA PUBLIC SAFETY FACILITY

PROJECT LOCATION: 285 ENGLER BLVD
CHASKA, MN 55318

PROJECT CONTACTS: CITY OF CHASKA
PHONE:
EMAIL:

ENGINEER: LARSON ENGINEERING, INC.
3524 LABORE ROAD
WHITE BEAR LAKE, MN 55110
CONTACT: T.J. ROSE, P.E., 651-481-9120
TROSE@LARSONENGR.COM

CONTRACTOR: RJM CONSTRUCTION
830 BOONE AVE NORTH
GOLDEN VALLEY, MN 55427
CONTACT: TBD
PHONE:
EMAIL:

CITY WHERE WORK WILL TAKE PLACE: CHASKA, MN
COUNTY WHERE WORK WILL TAKE PLACE: CARVER

LATITUDE/LONGITUDE OF APPROXIMATE CENTROID OF PROJECT: 44° 48' 17" N, 93° 3' 26" W

PROJECT TYPE (CIRCLE ONE): RESIDENTIAL COMMERCIAL/INDUSTRIAL

ROAD CONSTRUCTION: RESIDENTIAL & ROAD CONSTRUCTION

OTHER (DESCRIBE):

DATES OF CONSTRUCTION (ESTIMATED):
Construction start date: 05/2024
Construction completion date: 10/2025

PROJECT DESCRIPTION:
The project will consist of the construction of a new public safety building, parking lot, and associated stormwater and utilities. The disturbed area will be approximately 8.2 acres. The total size of the property is approximately 9.4 acres.

PROJECT LIMITS:
See the project plans, in particular the grading & erosion control plans, for site disturbance limits.

SITE DISTURBANCE SUMMARY (to nearest tenth acre):
Total number of acres to be disturbed: 8.2
Pre-Construction acres of impervious: 2.1
Post-Construction acres of impervious: 4.6
Total new impervious acres: 2.5

II. RECEIVING WATERS

RECEIVING WATERS (WITHIN ONE MILE OF PROJECT PROPERTY EDGE):

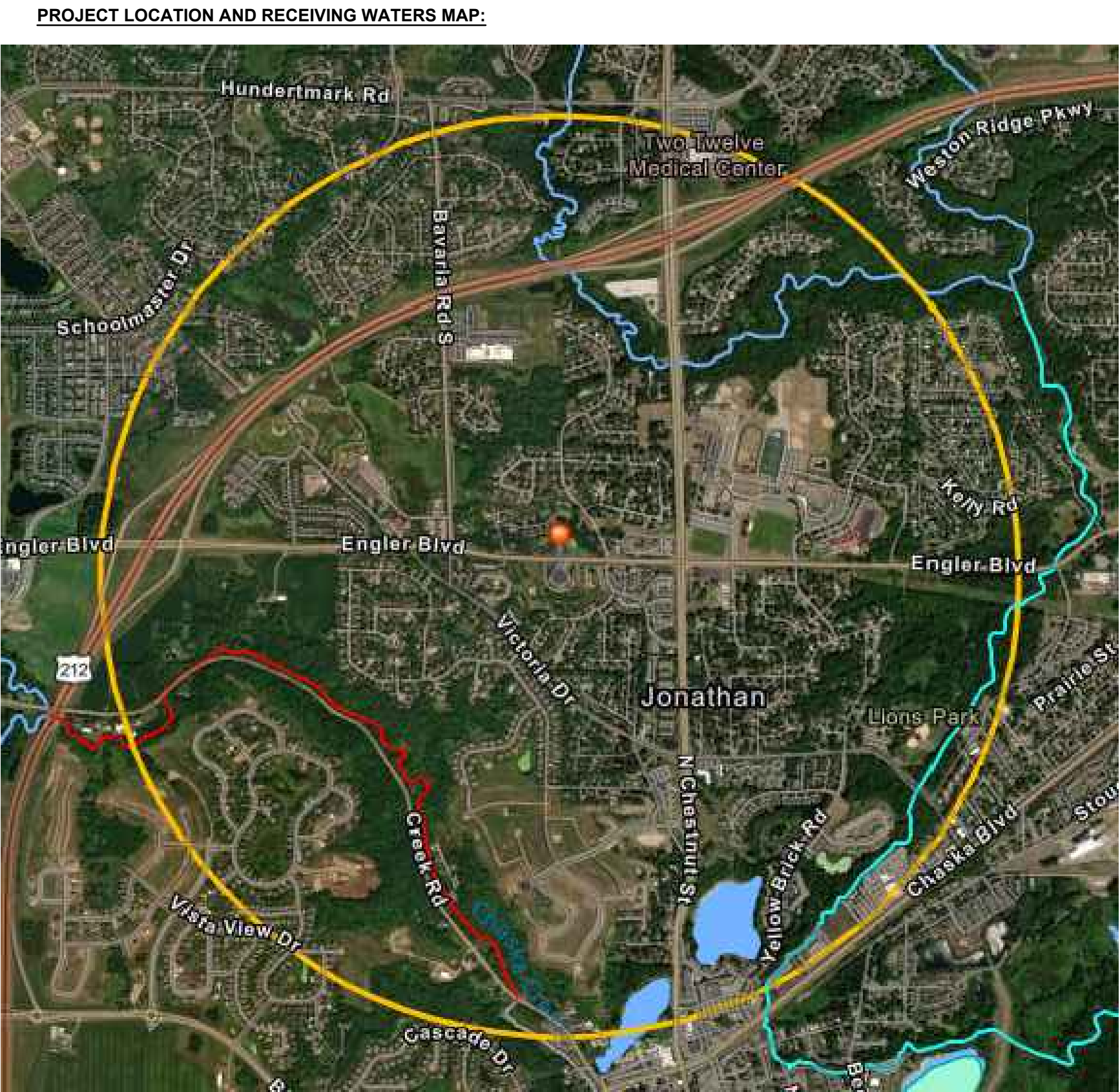
NAME OF WATER BODY	TYPE	SPECIAL WATER?	IMPAIRED WATER?
UNNAMED CREEK (EAST CREEK)	RIVER SEGMENT	NO	YES
CHASKA CREEK	RIVER SEGMENT	NO	YES

TOTAL MAXIMUM DAILY LOAD (TMDL) WATERS:
N/A

IDENTIFY WETLAND IMPACTS:
1. Will construction result in any potential adverse impacts to wetlands, including excavation, degradation of water quality, draining, filling, permanent inundation or flooding, conversion to a stormwater pond?
No.
If yes, describe impacts and mitigation measures that were taken to address the impacts and include copies of permits or approvals from an official state wide wetland program issued specifically for this project or site:
N/A

ENVIRONMENTALLY SENSITIVE AREAS:
1. Identify adjacent public waters where the MN DNR has declared "work in water restrictions" during fish spawning timeframes:
None identified.

2. Describe any stormwater mitigation measures that will be implemented, as a result of an environmental review, endangered or threatened species review or archeological site review:
N/A



III. PROJECT PLANS AND SPECIFICATIONS

Refer to the project plans, specifications, geotechnical report, and stormwater calculations which depict various features that are relevant to this project. Such features may include, but are not limited to, the following:

- Project location and construction limits.
- Existing and final grades, including dividing lines and direction of flow for all pre and post-construction stormwater runoff drainage areas located within the project limits.
- Soil types at the site.
- Locations of impervious surfaces.
- Locations of areas not to be disturbed (e.g., buffer zones, wetlands, etc.)
- Steep slope locations.
- Locations of areas where construction will be phased to minimize duration of exposed soils.
- Locations of all temporary and permanent erosion control and sediment control best management practices (BMP's).
- Buffer zones as required in item 9.17 and 23.11 of the permit.
- Locations of potential pollution-generating activities identified in Section 12 of the permit.
- Standard details for erosion and sediment control BMP's to be installed at the site.

The anticipated erosion prevention and sediment control BMP quantities needed for the life of this project include the following. These quantities are estimated only and shall be verified by the Contractor.

BMP	Bidding Quantity	Final Quantity
Rock Construction Entrance	3 EA	_____
Silt Fence	2,260 LF	_____
Final Seeding	4.3 acres	_____
Erosion Blanket	36,100 SF	_____
Inlet Protection	20 EA	_____

TEMPORARY SEDIMENT CONTROL (SITE SPECIFIC ITEMS)

1. Is the project required to install a temporary sediment basin due to 10 or more acres draining to a common location, or 5 acres or more if the site is located within 1 mile of a special or impaired water?
No.
If yes, describe (or attach plans) showing how the basin will be designed and constructed in accordance with Section 14.
N/A

2. Will the project include dewatering, basin draining?
No.
If yes, describe measures to be used to treat/dispose of turbid or sediment-laden water and method to prevent erosion or scour of discharge points (see Section 10 of the permit).
N/A

3. Will the project include use of filters for backwash water?
No.
If yes, describe how filter backwash water will be managed on the site or properly disposed of:
N/A

PERMANENT STORMWATER MANAGEMENT (SITE SPECIFIC ITEMS)

1. Will the project result in one acre or more of new impervious surface or result in one acre or more of new impervious in total if the project is part of a larger plan of development?
Yes.
If yes, a water quality volume of one inch of runoff from the cumulative new impervious surfaces must be retained on site (Section 15) through infiltration unless prohibited due to one of the reasons in item 16.14 through 16.21. If infiltration is prohibited, identify other methods of stormwater treatment used (e.g. filtration, wet sedimentation basin, regional ponding, or equivalent method).
Due to clay soils not conducive to infiltration being present onsite, infiltration is not feasible. There is an existing wet pond onsite that will be expanded to accommodate the proposed impervious surface.

2. Attach design parameters for the planned permanent stormwater management system, including volume calculations, discharge rate calculations, construction details including basin depth, outlet configurations, location, design of pre-treatment devices, and timing for installation.
See stormwater calculations.

3. For infiltration systems, provide at least one soil boring, test pit, or infiltrometer test in the location of the infiltration practice for determining infiltration rates.
N/A

4. For projects that discharge to trout streams, including tributaries to trout streams, identify method of incorporating temperature controls into the permanent stormwater management system.
N/A

SEQUENCE OF CONSTRUCTION ACTIVITIES

1. Install stabilized rock construction entrance(s).
2. Install perimeter erosion control BMP's (silt fence, bio-logs, etc).
3. Install temporary construction fencing at areas not be disturbed.
4. Install inlet protection throughout project area and downstream inlets.
5. Construct temporary sediment basins/traps as necessary.
6. Strip and stockpile topsoil.
7. Complete rough grading of site.
8. Stabilize denuded areas and stockpiles.
9. Install site utilities.
10. Install temporary inlet protection at newly installed catch basins/inlets.
11. Install curb and gutter and pavement sections.
12. Place topsoil and final grading of areas to be vegetated.
13. Remove accumulated sediment from basins / ponds.
14. Final grade pond, including soil de-compaction as specified.
15. Complete stormwater basin as-built surveys (as required by project specifications and/or local jurisdictional authorities).
16. Complete permanent stabilization including plantings, seeding, and mulch.
17. Upon completion of construction activity and satisfactory vegetation establishment, remove remaining temporary erosion and sediment control BMP's.
18. Reseed / restore any areas disturbed during BMP removal.

SEEDING NOTES AND REQUIREMENTS:

1. The Contractor is responsible to salvage and preserve existing topsoil as necessary for final stabilization. All topsoil to be salvaged and re-used shall be processed as necessary to meet project specifications.
2. Prior to final seeding, all areas to be vegetated shall be scarified/decompacted and amended as specified in the plans and specifications.
3. Unless otherwise noted, all seed mixes and applications shall be in accordance with MNDOT Seeding Manual, latest edition.
4. See the project plans and specifications for seed mixtures, mulch, slope stabilization, and all other landscaping requirements.

FINAL STABILIZATION:

- Ensure Final Stabilization of the site. Final Stabilization is not complete until all of the following requirements are complete:
1. All soil disturbing activities at the site have been completed and soils are stabilized by a uniform perennial vegetative cover with a density of 70 percent of its expected final growth over the entire pervious surface area, or other equivalent means necessary to prevent soil erosion under erosive conditions.
 2. The permanent stormwater management system is constructed and operating as designed. Temporary or permanent sedimentation basins that are to be used as permanent water quality management basins have been cleaned of any accumulated sediment. All sediment has been removed from conveyance systems and ditches are stabilized with permanent cover.
 3. All temporary synthetic and structural erosion prevention and sediment control BMP's (such as silt fence, bio-logs, etc.) have been removed from the site. BMP's designed to decompose on site may be left in place.
 4. Upon correction of all erosion and sediment items and achieving vegetative cover, temporary erosion prevention and sediment control BMP's will be removed and properly disposed/recycled.
 5. Within 30 days of final stabilization, a notice of termination shall be submitted to the MPCA (see Permit Termination Req's).

GENERAL SWPPP NOTES:

1. The Contractor and all Subcontractors involved with construction activity that disturbs soil, or implements a pollution control plan as part of the Storm Water Pollution Prevention Plan (SWPPP) for this project, must comply with the requirements of the National Pollution Discharge Elimination System (NPDES) / State Disposal System (SDS) Program, General Permit MNR10001, Dated August 1, 2018.
2. The Contractor and all Subcontractors shall be responsible for reviewing the NPDES Permit in its entirety, to ensure that all SWPPP measures are in place and permit requirements fulfilled throughout the duration of the project.

SWPPP TRAINING (SECTION 21):

SWPPP PREPARER: COMPANY: LARSON ENGINEERING, INC.
CONTACT: T.J. ROSE, P.E., 612-231-8103
TROSE@LARSONENGR.COM

COURSE: DESIGN OF CONSTRUCTION SWPPP
TRAINING ENTITY: UNIVERSITY OF MINNESOTA
EXPIRATION: MAY 31, 2024

SWPPP CONTACT: CONTRACTOR: (TBD)
CONTACT: NAME, PHONE, EMAIL
COURSE INSTRUCTOR:
TRAINING ENTITY:
EXPIRATION:

This SWPPP was prepared by personnel certified in design of construction SWPPP's as listed above. Copies of respective certifications are available upon request. In accordance with Section 21 of the permit, the following individuals must receive training, and the content and extent of the training is commensurate with the individual's job duties and responsibilities with regard to activities covered under the permit:

- a. Individuals preparing the SWPPP for the project.
- b. Individuals overseeing implementation of, revising and/or amending the SWPPP, and individuals performing inspections for the project.
- c. Individuals performing or supervising the installation, maintenance and repair of BMP's.

Individuals must receive training from local, state, federal agencies, professional organizations, or other entities with expertise in erosion prevention, sediment control, permanent stormwater treatment and the MN NPDES/SDS Construction Stormwater permit. Individuals shall attend a refresher-training course every three (3) years.

SWPPP IMPLEMENTATION RESPONSIBILITIES:

1. The Owner and Contractor are Permittee(s) as identified by the NPDES permit.
2. The Contractor shall be responsible for all on-site implementation of the SWPPP, including all Subcontractor activities.
3. The Contractor shall provide knowledgeable and experienced person(s) in the application, installation, and maintenance of Erosion and Sediment Control BMP's throughout the project.
4. The Contractor shall provide person(s) meeting the training requirements of the NPDES permit to conduct inspection and maintenance of all erosion prevention and sediment control BMP's in accordance with permit requirements. One of these individuals must be available for an on-site inspection within 72 hours upon request by the MPCA.
5. The Contractor shall provide training documentation for all individual(s) required by the permit. This training documentation shall be recorded in the SWPPP prior to construction, or as soon as personnel for the project have been determined. Documentation shall include:
 - a. Names of personnel associated with the project required to be trained (as listed above and under Section 21 of the permit).
 - b. Dates of training, name of instructor, and entity providing training.
 - c. Content of training course or workshop including number of hours of training.

INSPECTIONS AND MAINTENANCE:

1. The Contractor shall provide person(s) meeting the training requirements to conduct inspection and maintenance of all erosion prevention and sediment control BMP's under this project in accordance with permit requirements.
2. An example MPCA construction stormwater checklist can be found at the link below. Note: This template inspection report does not address all aspects of the NPDES Permit. The completion of this checklist does not guarantee that all permit requirements are in compliance; it is the responsibility of the Permittee(s) to read and understand the full permit requirements.

<https://www.pca.state.mn.us/sites/default/files/wq-stm2-36.docx>

RECORDS RETENTION:

The SWPPP, including all changes/amendments, and inspections and maintenance records shall be kept on site during normal working hours by individuals who have operational control of that portion of the site.

- All Owner(s) shall keep the SWPPP, along with the following additional records, on file for three (3) years after submittal of the NOT as outlined in Section 4:
- a. The Final SWPPP;
 - b. Any other stormwater related permits required for the project;
 - c. Records of all inspection and maintenance conducted during construction;
 - d. All permanent operation and maintenance agreements that have been implemented, including all Right-Of-Way, Contracts, Covenants, and other binding requirements regarding perpetual maintenance; and
 - e. All required calculations for design of the temporary and permanent stormwater management systems.

GENERAL SWPPP REQUIREMENTS AND NOTES:

SWPPP AMENDMENTS (SECTION 6):

- One of the individuals described in item 21.2.a or 21.2.b of the permit or another qualified individual must complete all SWPPP changes. Changes involving the use of less stringent BMPs must include a justification describing how the replacement BMP is effective for the site characteristics.
- The SWPPP shall be amended to include additional or modified BMPs as necessary to correct problems identified or address situations whenever there is a change in design, construction, operation, maintenance, weather or seasonal conditions having a significant effect on the discharge of pollutants to surface waters or groundwater.
- The SWPPP shall be amended to include additional or modified BMPs as necessary to correct problems identified or address situations whenever inspections or investigations by the site owner or operator, USEPA or MPCA officials indicate the SWPPP is not effective in eliminating or significantly minimizing the discharge of pollutants to surface waters or groundwater or the discharges are causing water quality standard exceedances (e.g., nuisance conditions as defined in Minn. R. 7050.0210, subp. 2 or the SWPPP is not consistent with the objectives of the USEPA approved TMDL.

BMP SELECTION AND INSTALLATION (SECTION 7):

- All BMPs identified in the SWPPP document and construction plans shall be selected, installed, and maintained in an appropriate and functional manner in accordance with relevant manufacturer specifications and accepted engineering practices.

TEMPORARY EROSION PREVENTION PRACTICES (SECTION 8)

- Prior to beginning any construction work at the site, locations of areas not to be disturbed must be delineated (e.g., with flags, stakes, signs, silt fence, snow fence, etc.) throughout the project site.
- Minimize the need for disturbance of portions of the project with steep slopes. For those sloped areas which must be disturbed, use techniques such as phasing and stabilization practices designed for steep slopes (e.g., slope draining and terracing).
- Stabilize all exposed soil areas (including stockpiles). Stabilization must be initiated immediately to limit soil erosion whenever any construction activity has permanently or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Stabilization must be completed no later than 14 calendar days after the construction activity has ceased.
- Stabilization is not required on constructed base components of roads, parking lots, and similar surfaces. Stabilization is not required on temporary stockpiles without significant silt, clay or organic components (e.g., clean aggregate stockpiles, demolition concrete stockpiles, sand stockpiles) but sediment controls must be placed at the base of the stockpile.
- For Public Waters that the Minnesota Department of Natural Resources has promulgated "work in water restrictions" during specified fish spawning time frames, all exposed soil areas that are within 200 feet of the water's edge, and drain to these waters must complete the stabilization activities within 24 hours during the restriction period.
- Stabilize the normal wetted perimeter of the last 200 linear feet of temporary or permanent drainage ditches or swales that drain water from the site within 24 hours after connecting to a surface water or property edge. Stabilize remaining portions of temporary or permanent ditches or swales within 14 calendar days (or 7 days if within one mile of an identified impaired water) after connecting to a surface water or property edge and construction in that portion of the ditch temporarily or permanently ceases.
- Temporary or permanent ditches or swales being used as sediment containment systems during construction (with properly designed rock-ditch checks, bio rolls, silt dikes, etc.) do not need to be stabilized during the temporary period of use as a sediment containment system. These areas must be stabilized within 24 hours after no longer being used for as a sediment containment system.
- Applying mulch, hydromulch, tackifier, polyacrylamide or similar erosion prevention practices is not acceptable within any portion of the normal wetted perimeter of a temporary or permanent drainage ditch or swale section with a continuous slope of greater than 2 percent.
- Pipe outlets must be provided with temporary or permanent energy dissipation within 24 hours after connection to a surface water or permanent stormwater treatment system.
- Route water around unstabilized areas on the site and to reduce erosion, unless infeasible. Use erosion controls and velocity dissipation devices such as check dams, sediment traps, riprap, or grouted riprap at outlets within and along the length of any constructed stormwater conveyance channel, and at any outlet, to provide a non-erosive flow velocity to minimize erosion of channels and their embankments, outlets, adjacent stream banks, slopes, and downstream waters during discharge conditions.
- Unless infeasible due to lack of pervious or vegetated areas, direct discharges from BMPs to vegetated areas of the site (including any natural buffers) in order to increase sediment removal and maximize stormwater infiltration. Use velocity dissipation devices if necessary to prevent erosion when directing stormwater to vegetated areas.
- Infiltration areas shall not be excavated until all upstream areas have been stabilized and/or upstream BMPs are in place to properly prevent sediment deposition. Only low impact equipment shall be allowed in infiltration areas which shall be clearly identified, staked, and marked/fenced off.
- Project phasing shall be implemented to ensure land disturbance and temporary erosion control measures can be effectively inspected and maintained throughout the duration of the project in accordance with the Inspection and Maintenance requirements of Section 11.

TEMPORARY SEDIMENT CONTROL PRACTICES (SECTION 9)

- Sediment control practices must be established on all down gradient perimeters and be located upgradient of any buffer zones. The perimeter sediment control practices must be in place before any upgradient land-disturbing activities begin. These practices shall remain in place until Final Stabilization has been established.
- If downgradient sediment controls become overloaded, based on frequent failure or excessive maintenance requirements, additional upgradient sediment control practices or redundant BMPs shall be installed to eliminate the overloading concerns. All changes shall be recorded in the SWPPP.
- Temporary or permanent drainage ditches and sediment basins designed as part of a sediment containment system (e.g., ditches with rock-check dams) require sediment control practices only as appropriate for site conditions.
- A floating silt curtain placed in the water is not an acceptable sediment control BMP except when working on a shoreline or below the waterline. Immediately after the short term construction activity (e.g., installation of rip rap along the shoreline) in that area is complete, upland perimeter control practices shall be installed if exposed soils still drain to a surface water.
- Re-install all sediment control practices that have been adjusted or removed to accommodate short-term activities such as clearing or grubbing, or passage of vehicles, immediately after the short-term activity has been completed. Complete any short-term activity that requires removal of sediment control practices as quickly as possible and re-install sediment control practices before the next precipitation event even if the short-term activity is not complete.
- All storm drain inlets must be protected by appropriate BMPs during construction until all sources with potential for discharging to the inlet have been stabilized. Inlet protection may be removed for a particular inlet if a specific safety concern (street flooding/freezing) has been identified by the Permittee(s) or the jurisdictional authority (e.g., city/county/township/MnDOT engineer). The Permittee(s) must document the need for removal in the SWPPP.
- Temporary soil stockpiles must have silt fence or other effective sediment controls, and cannot be placed in any natural buffers or surface waters, including stormwater conveyances such as curb and gutter systems, or conduits and ditches unless there is a bypass in place for the stormwater.
- Where vehicle traffic leaves any part of the site (or onto paved roads within the site) install a vehicle tracking BMP to minimize the track out of sediment from the construction site. Examples of vehicle tracking BMPs includes (but are not limited to) rock pads, mud mats, slash mulch, concrete or steel wash racks, or equivalent systems. Use street sweeping if such vehicle tracking BMPs are not adequate to prevent sediment from being tracked onto the street.
- The Permittee(s) must install temporary sedimentation basins as required in accordance with permit requirements.
- Minimize soil compaction by restricting vehicle access in areas where final vegetative stabilization will occur, unless otherwise infeasible.
- Discharges from BMPs shall be directed to vegetated areas unless infeasible.
- Preserve a 50 foot natural buffer or (if a buffer is infeasible on the site) provide redundant (double) perimeter sediment controls when a surface water is located within 50 feet of the project's earth disturbances and stormwater flows to the surface water.
- Perimeter sediment controls shall be installed at least 5 feet apart unless limited by lack of available space. Natural buffers are not required adjacent to road ditches, judicial ditches, county ditches, stormwater conveyance channels, storm drain inlets, and sediment basins. If preserving the buffer is infeasible, the reasons for that shall be recorded in the SWPPP.
- The use of polymers, flocculants, or other sedimentation treatment chemicals, if used on the project, shall be used in accordance with accepted engineering practices, dosing specifications, and sediment removal design specifications provided by the product manufacturer or supplier. Use conventional erosion and sediment controls prior to the chemical addition to ensure effective treatment. Chemicals may only be applied where treated stormwater is directed to a sediment control system which allows or filtration of settlement of the floe prior to discharge.
- If the proposed project as shown on the plans has 10 or more acres draining to a common location or 5 acres or more if the site is within one mile of a special or impaired water (as identified in Section II - Receiving Waters and Environmentally Sensitive Areas), then a temporary sediment basin must be constructed as shown on the plans. Temporary sediment basins will have a minimum of 3,600 cubic feet of storage per acre draining to the basin. The basin outlet shall provide for discharging water from the surface to minimize discharging of pollutants. A stabilized emergency overflow shall be constructed.

DEWATERING AND BASIN DRAINING (SECTION 10)

- Discharge turbid or sediment-laden waters related to dewatering or basin draining (e.g., pumped discharges, trench/ditch cuts for drainage) to a temporary or permanent sediment basin on the project site unless infeasible. Discharge from the temporary or permanent sedimentation basins to surface waters if the basin water has been visually checked to ensure adequate treatment has been obtained in the basin and that nuisance conditions will not result from the discharge. If the water cannot be discharged to a sedimentation basin prior to entering the surface water, it must be treated with the appropriate BMPs, such that the discharge does not adversely affect the receiving water or downstream properties.
- Discharge water that contains oil or grease, must use an oil-water separator or suitable filtration device (e.g. cartridge filters, adsorbents pads) prior to discharging the water.
- All water from dewatering or basin-draining activities must be discharged in a manner that does not cause nuisance conditions, erosion in receiving channels or downslope properties, erosion or scour in the immediate vicinity of discharge points, or inundation in wetlands causing significant adverse impact to the wetland.
- The use of filters with backwash water, haul the backwash water away for disposal, return the backwash water to the beginning of the treatment process, or incorporate the backwash water into the site in a manner that does not cause erosion. Discharge backwash water to the sanitary sewer if permission is granted by the sanitary sewer authority. Replace and clean the filter media used in dewatering devices when required to retain adequate function.

INSPECTIONS AND MAINTENANCE (SECTION 11)

- Owner and Contractor shall ensure that a trained person (as identified in item 21.2.b) of the permit will inspect the entire construction site at a minimum:
 - Once every seven (7) days during active construction, and
 - Within 24 hours after a rainfall event greater than 1/2 inch in 24 hours
- Inspect all erosion prevention and sediment control BMPs and Pollution Prevention Management Measures to ensure integrity and effectiveness during all routine and post-rainfall event inspections. All nonfunctional BMPs must be repaired, replaced, or supplemented with functional BMPs by the end of the next business day after discovery, or as soon as field conditions allow access unless another time frame is specified below. Investigate and comply with the following inspection and Maintenance requirements:
 - a. All perimeter control devices must be repaired, replaced, or supplemented when they become nonfunctional or the sediment reaches one-half (1/2) of the height of the device. These repairs must be made by the end of the next business day after discovery, or thereafter as soon as field conditions allow access.
 - b. Temporary and permanent sedimentation basins must be drained and the sediment removed when the depth of sediment collected in the basin reaches one-half (1/2) the storage volume. Drainage and removal must be completed within 72 hours of discovery, or as soon as field conditions allow access.
 - c. Surface waters, including drainage ditches and conveyance systems, must be inspected for evidence of erosion and sediment deposition during each inspection. Remove all deltas and sediment deposited in surface waters, including drainage ways, catch basins, and other drainage systems, and reestablish the areas where sediment removal results in exposed soil. The removal and stabilization must take place within seven (7) days of discovery unless precluded by legal, regulatory, or physical access constraints. Use all reasonable efforts to obtain access. If precluded, removal and stabilization must take place within seven (7) calendar days of obtaining access. Contact all local, regional, state and federal authorities and receiving any applicable permits, prior to conducting any work in surface waters.
 - d. Construction site vehicle exit locations must be inspected for evidence of off-site sediment tracking onto paved surfaces. Tracked sediment must be removed from all paved surfaces both on and off site within 24 hours of discovery, or if applicable, within a shorter time.
 - e. Streets and other areas adjacent to the project must be inspected for evidence of off-site accumulations of sediment. If sediment is present, it must be removed in a manner and at a frequency sufficient to minimize off-site impacts (e.g., fugitive sediments in streets could be washed into storm sewers by the next rain and/or pose a safety hazard to users of public streets).
- Inspection frequency adjustment:
 - a. Inspections of areas with permanent cover can be reduced to once per month, even if construction activity continues on other portions of the site; or
 - b. where sites have permanent cover on all exposed soil and no construction activity is occurring anywhere on the site, inspections can be reduced to once per month and, after 12 months, may be suspended completely until construction activity resumes. The MPCA may require inspections to resume if conditions warrant; or
 - c. where construction activity has been suspended due to frozen ground conditions, inspections may be suspended. Inspections must resume within 24 hours of runoff occurring, or upon resuming construction, whichever comes first.
- All inspections and maintenance activities within 24 hours of being conducted must be recorded and retained in the SWPPP. These records must include:
 - a. Date and time of inspections
 - b. Name of person(s) conducting inspections
 - c. Findings of inspections, including the specific location where corrective actions are needed
 - d. Corrective actions taken (including dates, times, and party completing maintenance activities)
 - e. Date and amount of all rainfall events greater than 1/2 inch (0.5 inches) in 24 hours. Rainfall amounts must be obtained by a properly maintained rain gauge installed onsite, a weather station that is within 1 mile of your location or a weather reporting system that provides site specific rainfall data from radar summaries.
 - f. If any discharge is observed to be occurring during the inspection, a record of all points of the property from which there is a discharge must be made, and the discharge should be described (i.e., color, odor, floating, settled, or suspended solids, foam, oil sheen, and other obvious indicators of pollutants) and photographed.
 - g. Any amendments to the SWPPP proposed as a result of the inspection must be documented within seven (7) calendar days.
- All infiltration areas must be inspected to ensure that no sediment from ongoing construction activity is reaching the infiltration area. All infiltration areas must be inspected to ensure that equipment is not being driven across the infiltration area.

POLLUTION PREVENTION MANAGEMENT MEASURES (SECTION 12)

Implement the following pollution prevention management measures on the site:

- Storage, Handling, and Disposal of Construction Products, Materials, and Wastes shall comply with the following to minimize the exposure to stormwater of any of the products, materials, or wastes. Products or wastes which are either not a source of contamination to stormwater or are designed to be exposed to stormwater are not held to this requirement:
 - a. Building products that have the potential to leach pollutants must be under cover (e.g., plastic sheeting or temporary roofs) to prevent the discharge of pollutants or protected by a similarly effective means designed to minimize contact with stormwater.
 - b. Pesticides, herbicides, insecticides, fertilizers, treatment chemicals, and landscape materials must be under cover (e.g., plastic sheeting or temporary roofs) to prevent the discharge of pollutants or protected by similarly effective means designed to minimize contact with stormwater.
 - c. Hazardous materials, toxic waste, (including oil, diesel fuel, gasoline, hydraulic fluids, paint solvents, petroleum-based products, wood preservatives, additives, curing compounds, and acids) must be properly stored in sealed containers to prevent spills, leaks or other discharge. Restricted access storage areas must be provided to prevent vandalism. Storage and disposal of hazardous waste or hazardous materials must be in compliance with Minn. R. ch. 7045 including secondary containment as applicable.
 - d. Solid waste must be stored, collected and disposed of properly in compliance with Minn. R. ch. 7035.
 - e. Portable toilets must be positioned so that they are secure and will not be tipped or knocked over. Sanitary waste must be disposed of properly in accordance with Minn. R. ch. 7041.
- Fueling and Maintenance of Equipment or Vehicles; Spill Prevention and Response: Take reasonable steps to prevent the discharge of spilled or leaked chemicals, including fuel, from any area where chemicals or fuel will be loaded or unloaded including the use of drip pans or absorbents unless infeasible. Conduct fueling in a contained area unless infeasible. Ensure adequate supplies are available at all times to clean up discharged materials and that an appropriate disposal method is available for recovered spilled materials. Report and clean up spills immediately as required by Minn. Stat. § 115.061, using dry clean up measures where possible.
- Vehicle and equipment washing: Wash the exterior of vehicles or equipment on the project site, washing must be limited to a defined area of the site. Runoff from the washing area must be contained in a sediment basin or other similarly effective controls and waste from the washing activity must be properly disposed of. Properly use and store soaps, detergents, or solvents. No engine degreasing is allowed on site.
- Concrete and other washouts waste: Provide effective containment for all liquid and solid wastes generated by washout operations (concrete, slurry, paint, form release oils, curing compounds and other construction materials) related to the construction activity. The liquid and solid washout wastes must not contact the ground, and the containment must be designed so that it does not result in runoff from the washout operations or areas. Liquid and solid wastes must be disposed of properly and in compliance with MPCA rules. A sign must be installed adjacent to each washout facility that requires site personnel to utilize the proper facilities for disposal of concrete and other washout wastes.

PERMIT TERMINATION (SECTIONS 4 AND 13)

- Permittees must submit a NOT within 30 days after all termination conditions listed in Section 13 are complete.
- Permittees must submit a NOT within 30 days after selling or otherwise legally transferring the entire site, including permit responsibility for roads (e.g., street sweeping) and stormwater infrastructure final clean out, or transferring portions of a site to another party. The permittees' coverage under the permit terminates at midnight on the submission date of the NOT.
- Permittees may terminate permit coverage prior to completion of all construction activity if they meet all of the following conditions:
 - a. Construction activity has ceased for at least 90 days; and
 - b. at least 90 percent (by area) of all originally proposed construction activity has been completed and permanent cover has been established on those areas; and
 - c. on areas where construction activity is not complete, permanent cover has been established; and
 - d. the site complies with items 13.3 through 13.7 of the permit.
- After permit coverage is terminated under this item, any subsequent development on the remaining portions of the site will require permit coverage if the subsequent development itself or as part of the remaining common plan of development or sale will result in land disturbing activity of one (1) or more acres in size.
- Permittees may terminate coverage upon MPCA approval after submitting information documenting the owner canceled the project.
- Permittees must complete all construction activity and must install permanent cover over all areas prior to submitting the NOT. Vegetative cover must consist of a uniform perennial vegetation with a density of 70 percent of its expected final growth. Vegetation is not required where the function of a specific area dictates no vegetation, such as impervious surfaces or the base of a sand filter.
- Permittees must clean the permanent stormwater system of any accumulated sediment and must ensure the system meets all applicable requirements in Section 15 through 19 of the permit and is operating as designed.
- Permittees must remove all sediment from conveyance systems prior to submitting the NOT.
- Permittees must remove all temporary synthetic erosion prevention and sediment control BMPs prior to submitting the NOT. BMPs designed to decompose on-site may be left in place.
- For residential construction only, permit coverage terminates on individual lots if the structures are finished and temporary erosion prevention and downgradient perimeter control is complete, the residence sells to the homeowner, and the permittee distributes the MPCA's "Homeowner Fact Sheet" to the homeowner.
- For construction projects on agricultural land (e.g., pipelines across cropland), disturbed land must be returned to its preconstruction agricultural condition prior to submitting the NOT.
- When submitting the NOT, permittees must include either ground or aerial photographs showing vegetative cover requirements have been met as listed above. All submitted photographs shall include the date and specific site location.

LONG TERM OPERATION AND MAINTENANCE:

- Upon the completion of construction activity and NPDES permit termination, in accordance with Sections 4 and 13, the Property Owner shall become the responsible party for long term operation and maintenance (O&M) of all permanent stormwater management features under this project.
- All associated operations, inspections, maintenance, and record keeping shall be performed by trained individual(s) familiar with the site stormwater management system.
- Record keeping of inspections and maintenance items shall be maintained by the Owner in accordance with applicable Maintenance Agreements/Declarations as required by local jurisdictional authorities.



CONSTRUCTION

Larson
Engineering, Inc.



3524 Labore Road
Apple Valley, MN 55124
Phone: 952.431.4433
Fax: 952.431.4434
www.larsoneng.com



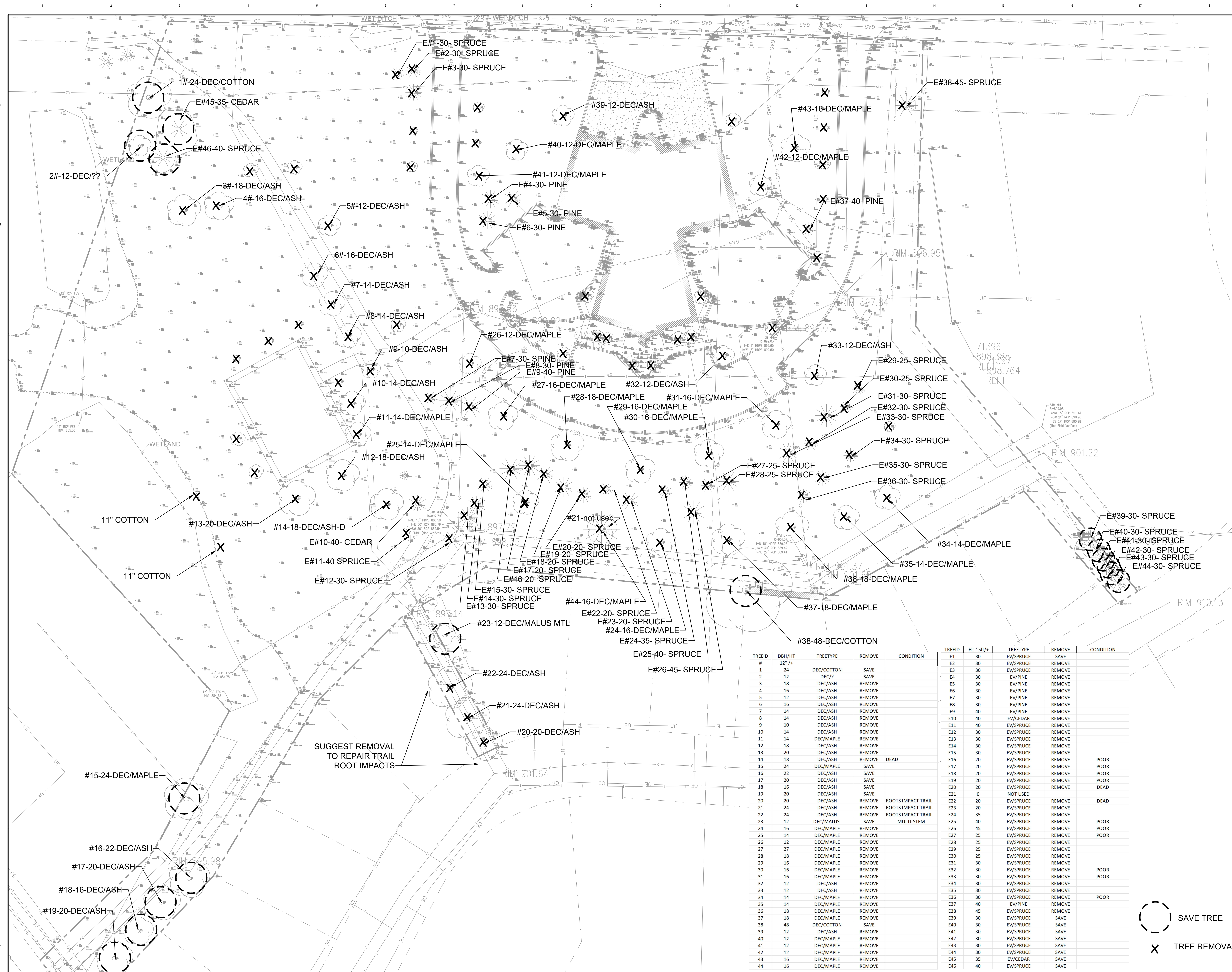
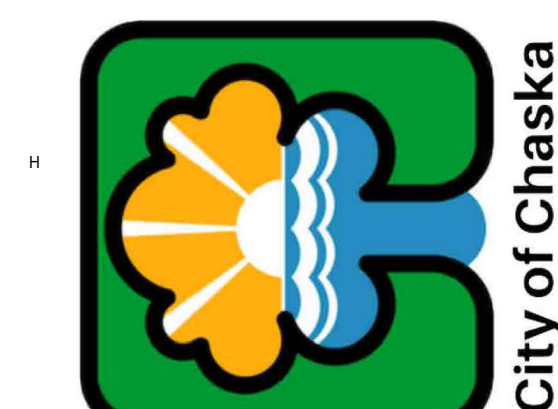
Chaska Public Safety Facility

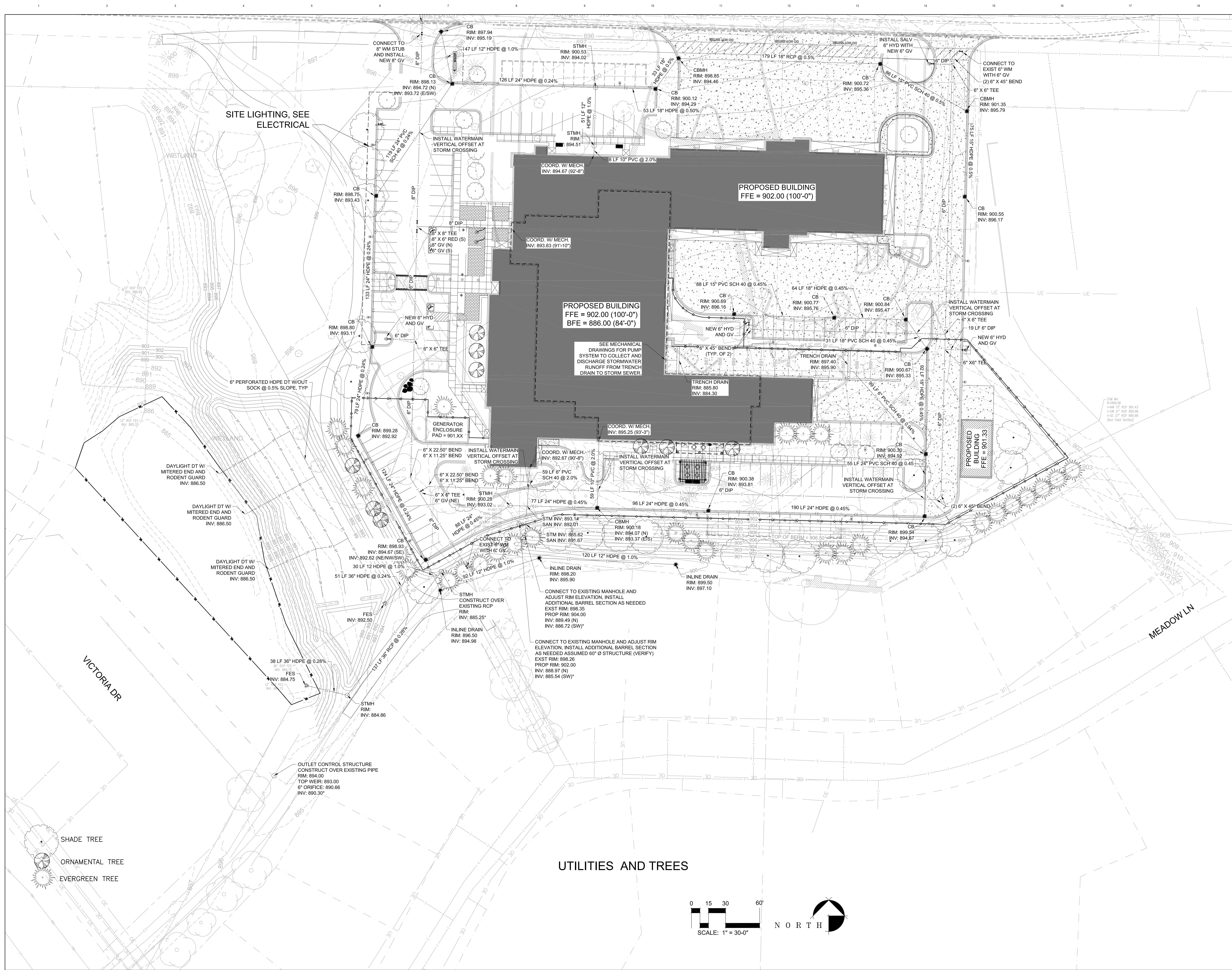
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Chaska, MN 55318

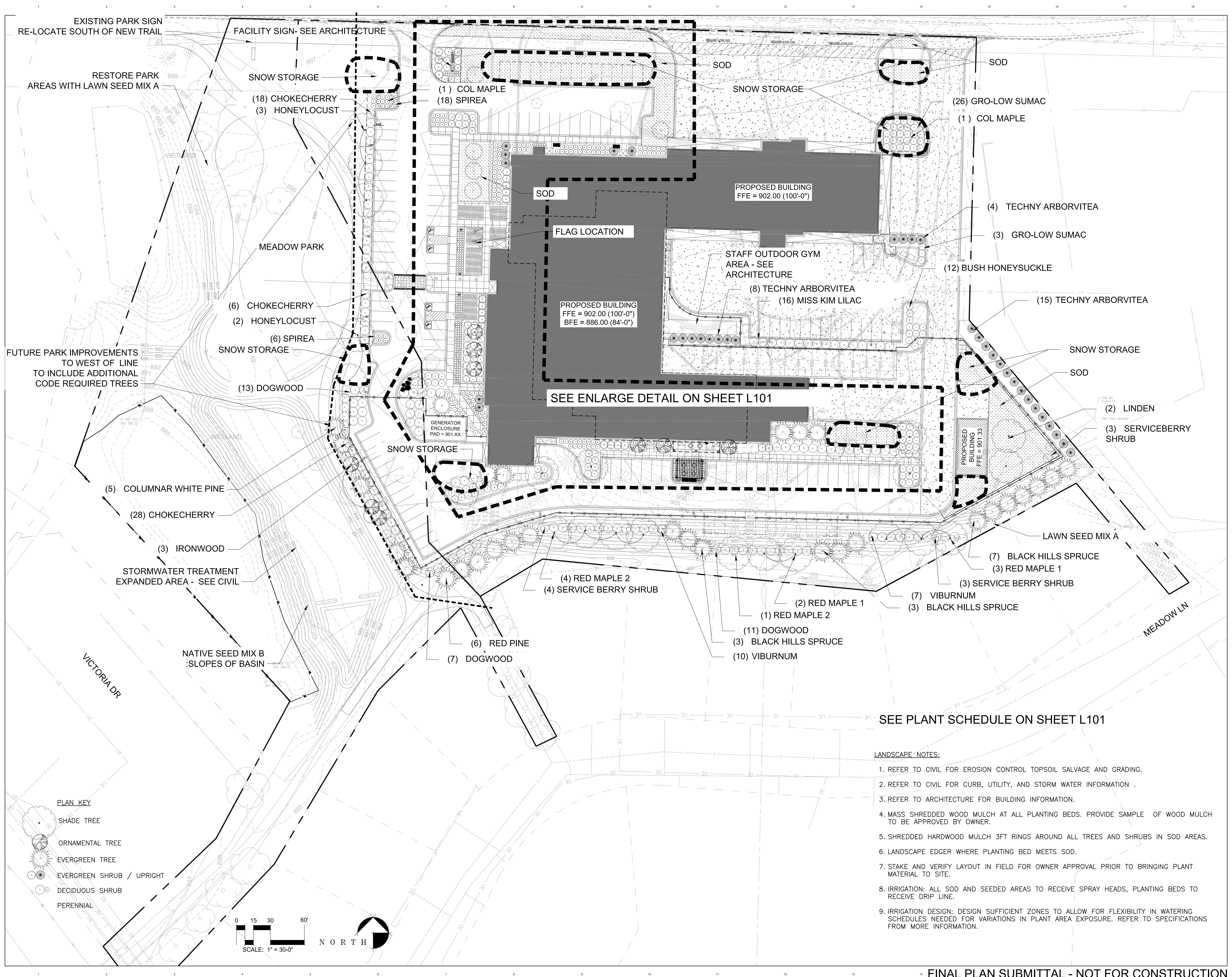
REVISIONS:

CNH NO.: 22096
DATE: 12/1/23
SWPPP

C601







PLANT SCHEDULE

	Qty.	Common Name	Scientific Name	Size	Cont.	Comments	MATURE SIZE Ht / width	
CAL INCH	31	DECIDUOUS TREES						
	22.5	5	RED MAPLE 1	Acer rubrum 'Autumn Radiance'	4.5" CAL	B&B	SINGLE STEM	50-60', 40-50'
	20	5	RED MAPLE 2	Acer rubrum 'Fall Fiesta'	4.0" CAL	B&B	SINGLE STEM	50-60', 40-50'
	14	4	RED MAPLE COLUMNAR	Acer rubrum 'Red Rocket'	3.5" CAL	B&B	SINGLE STEM	50-60', 15'
	17.5	7	CRIMSON SPIRE OAK	alba x Quercus robur (PP9,103)	2.5" CAL	B&B	SINGLE STEM	45, 15
	12.5	5	HONEYLOCUST SUNBURST	Gleditsia triacanthos var. inermis 'Suncole'	2.5" CAL	B&B	SINGLE STEM	35/30-35
	7.5	3	RIVERBIRCH	Betula Nigra	6 FT	B&B	3-4 STEM	40-60/30-40'
	5	2	WHITESPIRE BIRCH	Betula populifolia 'Whitespire'	6 FT	B&B	3-4 STEM	40-45/30'
	99	TOTAL DEC. CALIPER INCHES						
	27	EVERGREEN TREES						
32.5	13	BLACK HILLS SPRUCE	Picea glauca densata	6 FT	B&B	PER PLAN	30-40' / 20-30'	
7.5	3	RED PINE	Pinus resinosa	6 FT	B&B	PER PLAN	50-80' / 30-40'	
27.5	11	WHITE COLUMNAR PINE	Pinus strobus 'Fastigiata'	6 FT	B&B	PER PLAN	40' / 15'	
58	TOTAL TREES IN PLAN - 78 REQUIRED							
67.5	TOTAL EVERGREEN CALIPER INCHES							
166.5	PLAN TOTAL CALIPER INCH - 223 REQ. (57.5 at future park plantings- ASSUME (20 TREES)							
25% CODE OF 78 PLAN + FUTURE	13	DECIDUOUS UNDERSTORY TREES						
	7	SERVICEBERRY TREE MULTI-STEM	Amelanchier x grandiflora 'Autumn Brilliance'	6 FT	B&B	MULTI STEM	20' / 15'	
	3	SERVICEBERRY TREE	Amelanchier x grandiflora 'Autumn Brilliance'	2.0" CAL	B&B	SINGLE STEM	20' / 15'	
	3	IRONWOOD	Ostrya virginiana	2.0" CAL	B&B	SINGLE STEM	30-50' / 25'	
20	PLAN UNDERSTORY OF REQUIRED DEC. TREES (7 REMAINING REQUIRED TO BE INSTALLED WITH PARK PROJECT)							
55	EVERGREEN SHRUB				TYP SPACE			
	5	MENDORA JUNIPER	Juniperus scopulorum 'Mendora'	#5	CONT.	PER PLAN	12-15' / 4-6'	
	27	TECHNY ARBORVITEA	Thuja occidentalis 'Techny'	#5	CONT.	PER PLAN	12-15' / 6-8'	
	2	UPRIGHT YEW	Taxus cuspidata 'Capitata'	#5	CONT.	PER PLAN	10-12' / 5'	
	6	SPREADING JUNIPER	Juniperus communis depressa 'AmiDak'	#5	CONT.	PER PLAN	12' / 4-5'	
	17	ANDORRA JUNIPER COMPACT	Juniperus horizontal 'Plumosa Compacta'	#5	CONT.	6FT	18" / 3-5'	
473	DECIDUOUS SHRUB				TYP SPACE			
	5	GRO-LOW SUMAC	Rhus aromatica 'Gro-Low'	#5	CONT.	6FT O.C.	2'8"	
	27	FIREFLY NIGHTGLOW BUSH HONEYSUCKLE	Dierilla splendens 'El Madrigal'	#5	CONT.	4FT O.C.	2-3' / 2-3'	
	3	SUPERSTAR SPIREA	Spiraea x bumalda 'Denistar' (PP22,432)	#5	CONT.	4FT O.C.	2-3' / 2-3'	
	2	TOR SPIREA	Spiraea betulifolia 'Tor'	#5	CONT.	4FT O.C.	2-3' / 2-3'	
	3	BLACK CHOKECHERRY	Aronia melanocarpa 'Morton'	#5	CONT.	6FT O.C.	3-4' / 3-5'	
	3	MISS KIM LILAC	Syringa patula 'Miss Kim'	#5	CONT.	8FT O.C.	6-8' / 5-6'	
	3	FIREDANCE DOGWOOD	Cornus sericea 'Batsledging' (PPAFY)	#5	CONT.	8FT O.C.	3-4' / 4-5'	
	3	COMPACT AMERICAN VIBURNUM	Viburnum trilobum 'Bailey Compact'	#5	CONT.	8FT O.C.	5-6' / 5-6'	
	3	REGENT SERVICEBERRY	Amelanchier alnifolia 'Regent'	#5	CONT.	8FT O.C.	4-6' / 4-8'	
528	PLAN TOTAL SHRUBS							
222	PERENNIAL							
	18	PURPLE CONEFLOWER	Echinacea purpurea	NO. 1	CONT.	2 FT OC	36" / 24"	
	18	BLACKEYED SUSAN	rudbeckia hirta	NO. 1	CONT.	2 FT OC	36" / 24"	
	37	ROSY RETURNS DAYLILY	Hemerocallis 'Rosy Returns' (PP9,779)	NO. 1	CONT.	2 FT OC	24" / 24"	
	27	CAT MINT	Nepeta faassenii 'Kit Kat'	NO. 1	CONT.	2 FT OC	24" / 24"	
	54	PRAIRIE DROPPED GRASS	Sporobolus heterolepis	NO. 1	CONT.	2 FT OC	24" / 24"	
	68	SWITCH GRASS RUBY RIBBONS	Panicum virgatum 'Ruby Ribbons'	NO. 1	CONT.	2 FT OC	36" / 24"	

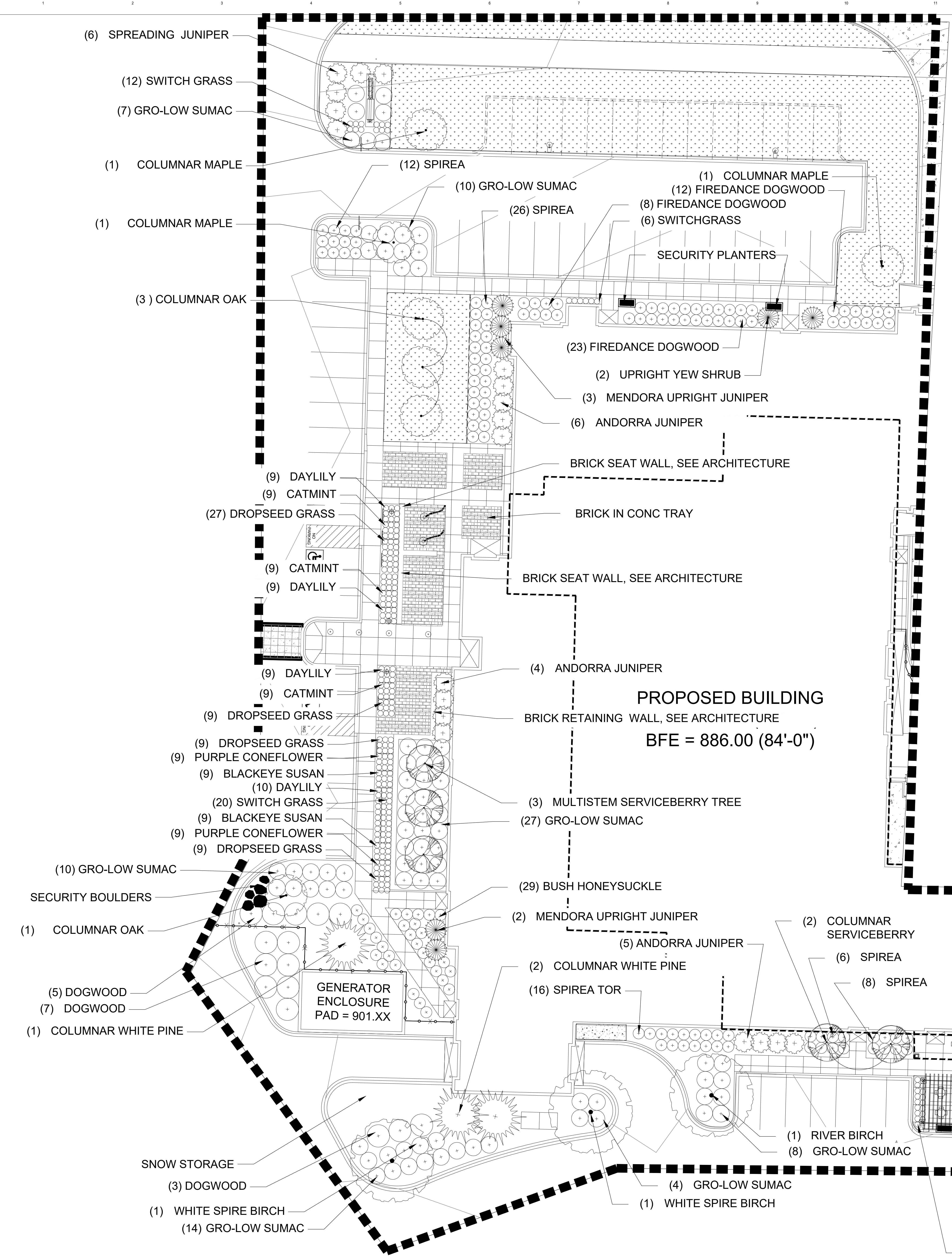
ADDITIONAL SHADE AND UNDERSTORY TREE REQUIREMENTS WILL BE
INSTALLED WITH PARK PROJECT

CITY CODE

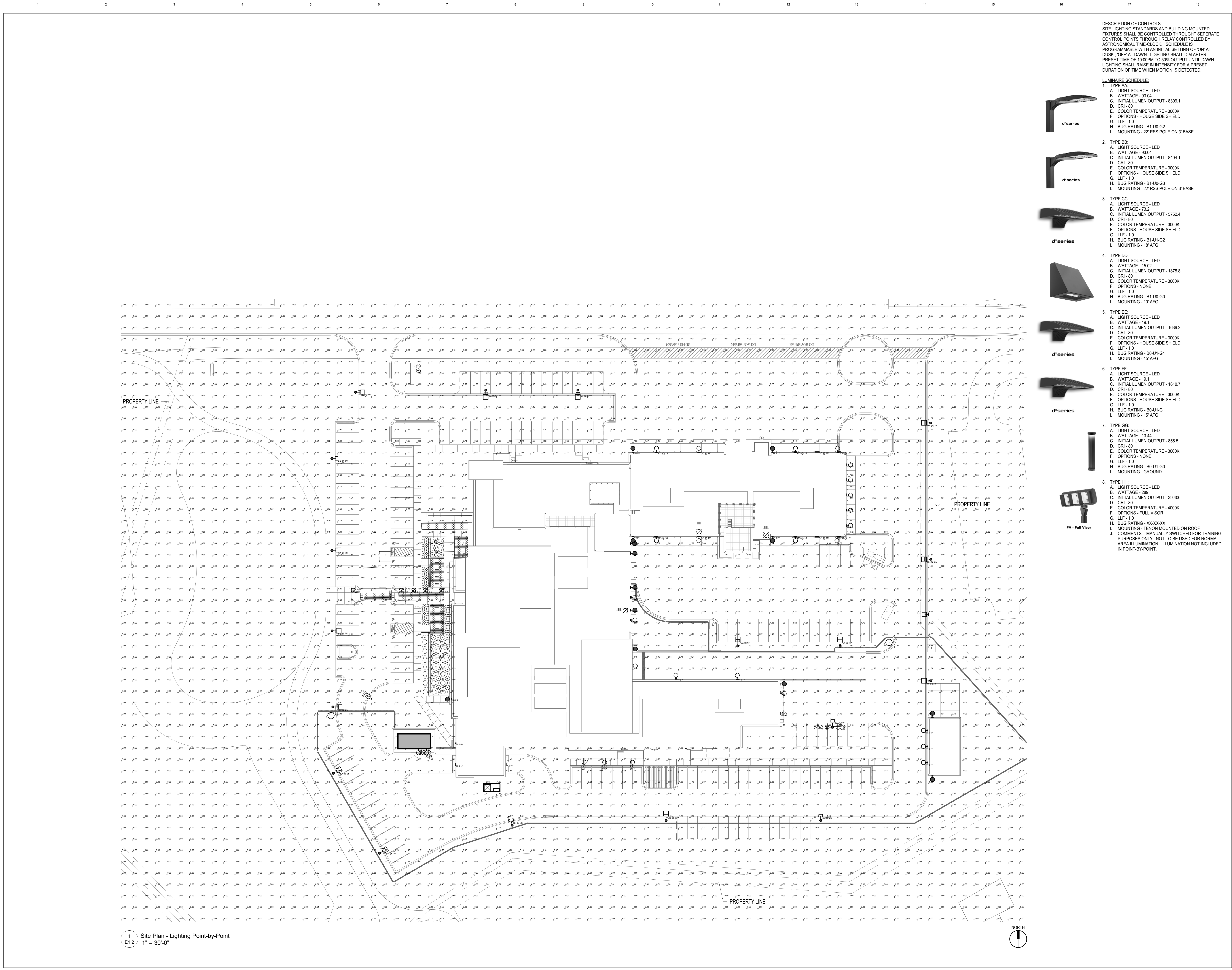
- TOTAL GROSS SF (INCLUDING 2ND FLOOR) = 71,449 SF / 320 = 223 CALIPER INCH REQUIRED
- X HT OF EVERGREEN/2.4 = X CALIPER INCHES COUNTS TOWARDS REQUIRED.
- UNDERSTORY TREE TO EQUAL 25 % OF REQUIRED OVERSTORY COUNTS.
- SHRUBS TO EQUAL GREATER OF : 4 PER 30LF OF SITE PERIMETER @ 3965 LF / 30 = 132 SHRUBS - OR -
- SHRUBS TO EQUAL 1 PER 300SF OF 64,000 SF BLD FOOT PRINT = 213 SHRUBS
- TREE STOCK SIZE INCREASE PERCENTAGES FOR 2 STORY:
 - 60% 2.5"
 - 10% 3.0"
 - 10% 3.5"
 - 10% 4.0"
 - 10% 4.5"
- NO MORE THAN 50% OF REQUIRED OVERSTORY TREES MAY BE OF ONE SPECIES
- PRIORITY TO NATIVE SPECIES

PLAN KEY

- SHADE TREE
- ORNAMENTAL TREE
- EVERGREEN TREE
- EVERGREEN SHRUB / UPRIGHT
- DECIDUOUS SHRUB
- PERENNIAL



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1
E1.2 Site Plan - Lighting Point-by-Point
1" = 30'-0"

DESCRIPTION OF CONTROLS:
SITE LIGHTING STANDARDS AND BUILDING MOUNTED
FIXTURES SHALL BE CONTROLLED THROUGH SEPERATE
CONTROL POINTS THROUGH RELAY CONTROLLED BY
ASTRONOMICAL TIME-CLOCK. SCHEDULE IS
PROGRAMMABLE WITH AN INITIAL SETTING OF 'ON' AT
DUSK, 'OFF' AT DAWN. LIGHTING SHALL DIM AFTER
PRESET TIME OF 10:00PM TO 50% OUTPUT UNTIL DAWN.
LIGHTING SHALL RAISE IN INTENSITY FOR A PRESET
DURATION OF TIME WHEN MOTION IS DETECTED.

LUMINAIRE SCHEDULE:

1. TYPE AA:
A. LIGHT SOURCE - LED
B. WATTAGE - 93.04
C. INITIAL LUMEN OUTPUT - 8309.1
D. CRI - 80
E. COLOR TEMPERATURE - 3000K
F. OPTIONS - HOUSE SIDE SHIELD
G. LLF - 1.0
H. BUG RATING - B1-U0-G2
I. MOUNTING - 22' RSS POLE ON 3' BASE

2. TYPE BB:
A. LIGHT SOURCE - LED
B. WATTAGE - 93.04
C. INITIAL LUMEN OUTPUT - 8404.1
D. CRI - 80
E. COLOR TEMPERATURE - 3000K
F. OPTIONS - HOUSE SIDE SHIELD
G. LLF - 1.0
H. BUG RATING - B1-U0-G3
I. MOUNTING - 22' RSS POLE ON 3' BASE

3. TYPE CC:
A. LIGHT SOURCE - LED
B. WATTAGE - 73.2
C. INITIAL LUMEN OUTPUT - 5752.4
D. CRI - 80
E. COLOR TEMPERATURE - 3000K
F. OPTIONS - HOUSE SIDE SHIELD
G. LLF - 1.0
H. BUG RATING - B1-U1-G2
I. MOUNTING - 18' AFG

4. TYPE DD:
A. LIGHT SOURCE - LED
B. WATTAGE - 15.02
C. INITIAL LUMEN OUTPUT - 1875.8
D. CRI - 80
E. COLOR TEMPERATURE - 3000K
F. OPTIONS - NONE
G. LLF - 1.0
H. BUG RATING - B1-U0-G0
I. MOUNTING - 10' AFG

5. TYPE EE:
A. LIGHT SOURCE - LED
B. WATTAGE - 19.1
C. INITIAL LUMEN OUTPUT - 1639.2
D. CRI - 80
E. COLOR TEMPERATURE - 3000K
F. OPTIONS - HOUSE SIDE SHIELD
G. LLF - 1.0
H. BUG RATING - B0-U1-G1
I. MOUNTING - 15' AFG

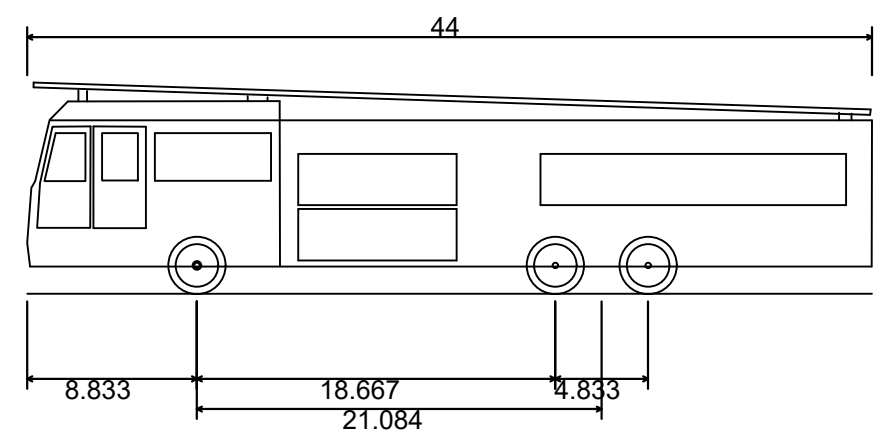
6. TYPE FF:
A. LIGHT SOURCE - LED
B. WATTAGE - 19.1
C. INITIAL LUMEN OUTPUT - 1610.7
D. CRI - 80
E. COLOR TEMPERATURE - 3000K
F. OPTIONS - HOUSE SIDE SHIELD
G. LLF - 1.0
H. BUG RATING - B0-U1-G1
I. MOUNTING - 15' AFG

7. TYPE GG:
A. LIGHT SOURCE - LED
B. WATTAGE - 13.44
C. INITIAL LUMEN OUTPUT - 855.5
D. CRI - 80
E. COLOR TEMPERATURE - 3000K
F. OPTIONS - NONE
G. LLF - 1.0
H. BUG RATING - B0-U1-G0
I. MOUNTING - GROUND

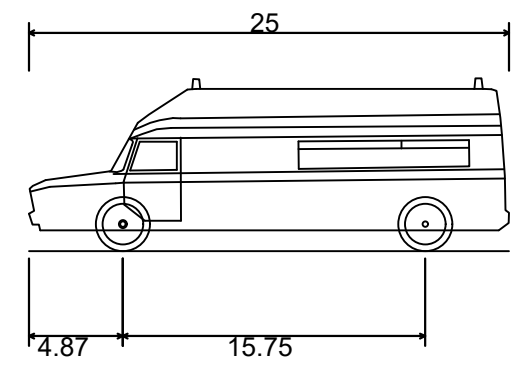
8. TYPE HH:
A. LIGHT SOURCE - LED
B. WATTAGE - 289
C. INITIAL LUMEN OUTPUT - 39,406
D. CRI - 80
E. COLOR TEMPERATURE - 4000K
F. OPTIONS - FULL VISOR
G. LLF - 1.0
H. BUG RATING - XX-XXXX
I. MOUNTING - TENON MOUNTED ON ROOF
J. COMMENTS - MANUALLY SWITCHED FOR TRAINING
PURPOSES ONLY. NOT TO BE USED FOR NORMAL
AREA ILLUMINATION. ILLUMINATION NOT INCLUDED
IN POINT-BY-POINT.

FV - Full Visor

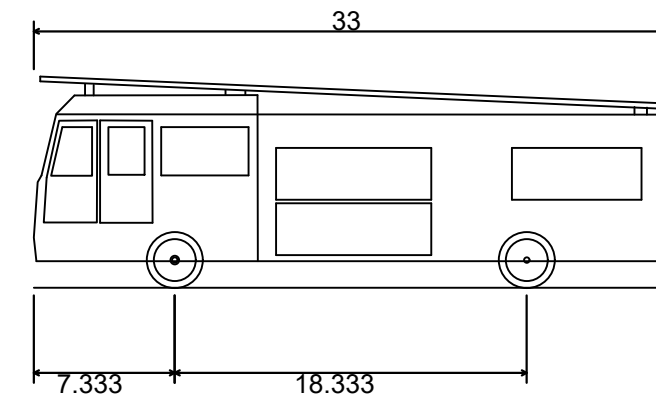




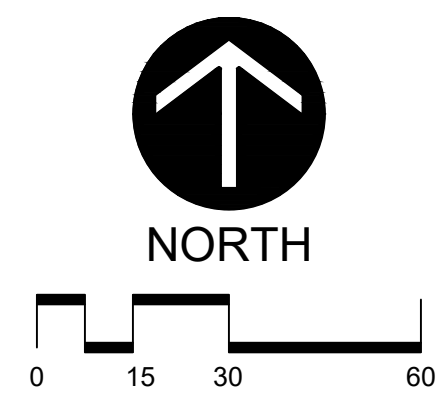
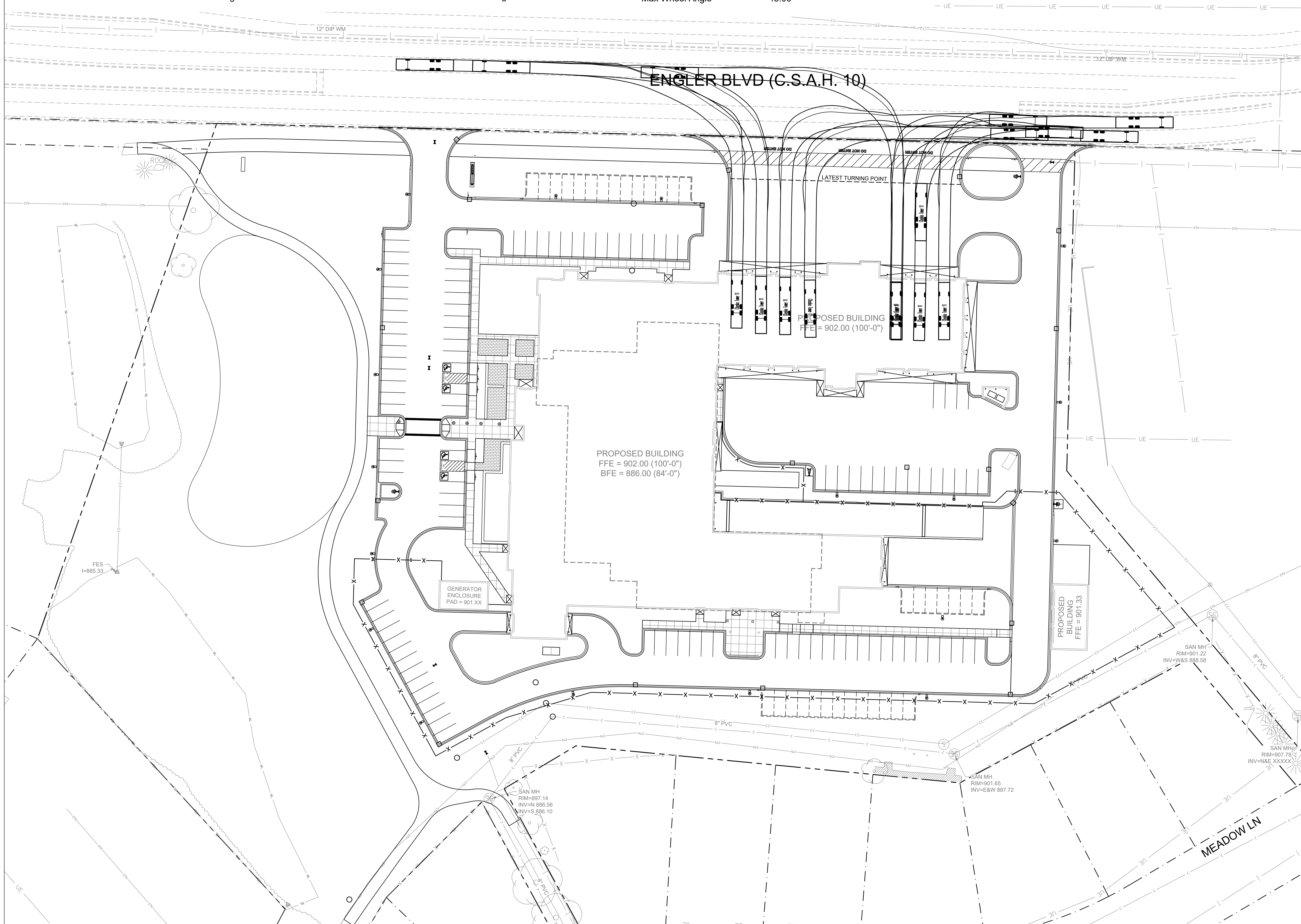
Chaska Tower 11
Overall Length 44.000ft
Overall Width 8.500ft
Overall Body Height 11.000ft
Min Body Ground Clearance 1.422ft
Track Width 8.500ft
Lock-to-lock time 6.00s
Wall to Wall Turning Radius 46.600ft



Chaska Ambulance
Overall Length 25.000ft
Overall Width 8.021ft
Overall Body Height 9.000ft
Min Body Ground Clearance 1.075ft
Track Width 8.021ft
Lock-to-lock time 5.00s
Curb to Curb Turning Radius 27.400ft



Chaska Engine 11
Overall Length 33.000ft
Overall Width 8.500ft
Overall Body Height 11.000ft
Min Body Ground Clearance 1.393ft
Track Width 8.333ft
Lock-to-lock time 6.00s
Max Wheel Angle 45.00°



REQUEST FOR ACTION

CHASKA PLANNING COMMISSION

11/8/2023

Subject: Public Safety Facility (Fire and Police) – Rezoning and Site Plan Review

Applicant: City of Chaska

Location: 285 Engler Boulevard

Case No.: P.C. No. 2023-25

Synopsis: The applicant is requesting approval of rezoning and site plan review for a new public safety facility

Prepared By: Ashley Cauley

Staff Recommendation: Motion to recommend approval

Introduction

Current police and fire facilities lack sufficient staff, training and garage spaces, appropriate security, health and wellness elements and an emergency operations center. After reviewing existing facilities, a new Public Safety Facility – containing fire and police departments – and area for a future park is proposed.

The following nine guiding principles emerged at the onset of the proposed Public Safety Facility design process:

- Functional and flexible;
- Innovative;
- Safe and secure;
- Engaging and connecting;
- Honor history;
- Sustainable;
- Health and wellness;
- Fiscally responsible;
- Future focused

The proposal includes:

1. rezoning of the property at 285 Engler Blvd (fire station property) from P2, Public Buildings, to PCD-20, Planned Commercial District;
2. rezoning of the adjacent, unaddressed property (Meadow Park) from PMD 03, Planned Multi-Use Development District, to PCD-20, Planned Commercial District; and
3. site and building plan review.

Background

Fire Station History: The existing fire station site was included in the NORTH MEADOW EIGHT ADDITION plat, originally approved in 1990. The plat included three commercial lots, one residential lot and the centralized fire station site. Several approvals, extensions and reaffirmations of the plat occurred until the plat was approved for the final time in 1993. The fire station property included frontage onto Meadow Lane to the south intended to provide a secondary access into the site.

As the fire station design process was evolving concurrently, the need for secondary site access was eliminated. As such, the FIRE STATION ADDITION plat was approved in 1993 which divided the property to allow the sale of the unused access property as a single-family lot. A small amount of the access property was retained for a pedestrian trail connection. The fire station building was approved and constructed in 1996.

The triple access onto Engler Blvd was designed to minimize vehicular conflicts between “fire fighters responding to a call and exiting fire apparatus.” The design did not contemplate “heavy public usage” or traffic controls “given the light usage and light traffic on Engler [Blvd].” The building was constructed with six apparatus bays with an opportunity to add an additional four (for a total of 10) bays in the future.

The existing fire station was not designed to accommodate the current duty crew staffing model (four paid-on-call firefighters to staff the station) which reduces average response times by more than half. The fire station does not address health and safety initiatives (cancer, cardiac and mental health). Further analysis of the existing building found that the footings and foundation could not accommodate increased height and the eastern bays would need to be demolished and rebuilt. Ultimately, the square footage of a remodeled facility would be larger than a newly constructed facility due to the need to construct additional bays on the western side of the existing building and interior flow.

Additionally, structural analysis of the existing building indicated that the footings and foundation were not built to accommodate a second floor. As a result, the eastern bays would need to be demolished and rebuilt and additional stalls would need to be added to the western side of the building.

Police Station History: The existing police station is connected to city hall and the library within downtown Chaska. It was originally constructed in 1987 and is 8,000 square feet. There were 11 sworn officers at the time of construction and the facility was anticipated to accommodate operations of the department until 2020. However, the facility lacks training space, property and evidence processing areas, a usable detention area, and is grossly undersized. In addition to the physical limitations of the building, the facility has been reconfigured and informally reprogrammed as the department has grown to 31 sworn officers and nine support staff.

Strategic Plan: The City of Chaska 2025 Strategic Plan identifies the city having quality city facilities as one of six visionary outcomes. The public safety facility was identified as a project needed to meet growth and reflect community pride.



Figure 1: Public Safety Concept Plan

Concept plan: The planning commission reviewed the concept plan at its Sept. 13th meeting. The planning commission asked questions related to impacts of the Highway 41/ Engler Blvd road improvements, greenspace, and park design, building height, parking, green infrastructure opportunities, and screening. Ultimately, the planning commission recommended approval of the concept plan.

The park and recreation commission committee reviewed the plans at their

Sept. 12th meeting. The commission supported the park plan and encouraged access to the existing playground be open as long as possible during construction. The commission also asked questions about the relationship between stormwater design and the park and trail.

The city council reviewed the concept plan at its Sept. 18th meeting. The council adopted Resolution No. 2023-077, approving the concept plan for the public safety facility.

Neighborhood meeting: In addition to the neighborhood meetings held in conjunction with the concept plan, the city held another neighborhood meeting on Oct. 25, 2023. Roughly 15 residents attended the meeting. The following is intended to summarize resident comments and questions:

- Park: Construction timing, trail paving from Meadow Lane to Victoria Drive and size.
- Screening and viewsheds: View of the stormwater pond, fencing, and facility.
- Process: Expressed appreciation regarding the description of the process from a facility remodel to a new construction. Questions about the temporary station location.
- Financial: Questions regarding the project and future operating costs.

Proposal

The following is intended to summarize the applicant's proposal.

- **Existing Conditions.** The site is 9.37 acres and is comprised of two parcels:

285 Enger Blvd is zoned Public Buildings (P2) and guided for Public/ Semi-Public by the comprehensive guide plan. This 6.15-acre property is improved with a two-story, 23,000 square foot, fire station. The existing fire station building is primarily brick, stone, and metal roofing and accents. But for a vegetated berm providing screening to the residential homes to the south, the site is relatively flat.



Figure 2: Aerial

Meadow Park. The property is 3.22-acres, located west of the fire station property and is improved with a playground structure and trail connections. A large wetland/ stormwater pond is located along the western property line and a smaller wetland extends onto the property in the northwest corner. Generally, the property is flat and slopes downwards towards the wetlands and vegetation surrounds the perimeter of the playground structure and property.

Access. Access to the site is via Engler Blvd. The outermost access points are for vehicular access with the central, larger access drive for the fire truck/ apparatuses. Two pedestrian access points are from the south along Victoria Drive and Meadow Lane. A third pedestrian access point is to the Chaska Place Apartments property to the northwest.

- **Proposal.** The following is intended to summarize the proposal:

Setbacks and development standards. The proposed setbacks are on the following page:

	Setback	Existing	Required	Proposed
Building	North (front)	125 ft	125 from centerline of Engler Blvd	125 ft
	East (side)	156 ft	15 ft	80 ft
	South (rear)	205 ft	75 ft	83 ft
	West (side)	211 ft	40 ft	53 ft
Parking and access	North (front)	155 ft	10 ft	50 ft 30 ft *
	East (side)	90 ft	5 ft	11 ft
	South (rear)	135 ft	10 ft	38 ft 37 ft *
	west (side)	118 ft	5 ft	0 ft **
	Floor area Ratio	0.09	0.8	0.37
	Lot Coverage	30 percent	40 percent	23 percent
* proof of parking stalls ** Sec. 15.28.030: where joint parking facilities or adjoining parking facilities are subject to cross access agreements, the parking area setbacks from common interior lot lines shall not be required, unless required by the City Council at the time of site approval.				

Building Design and Materials. The proposed building would have a footprint of 64,000 square feet and be a total size of roughly 100,000 square feet (including basement and 2nd story).

The proposed façade would primarily contain the cream-colored brick representative of Chaska Brick. Glass, cast stone and composite wall panels are used as complimentary materials.



Figure 4: View from Engler (north elevation) – Fire Station

Cast Stone



Figure 4: West elevation - Police Station

Composite wall panel

The building height of the fire apparatus bays is 28 feet. Portions of the building – duty crew living areas, training tower, and the corner feature – extend up to 39 feet in height. The height of the building steps down to 23-foot, single-story, on the south side of the building.

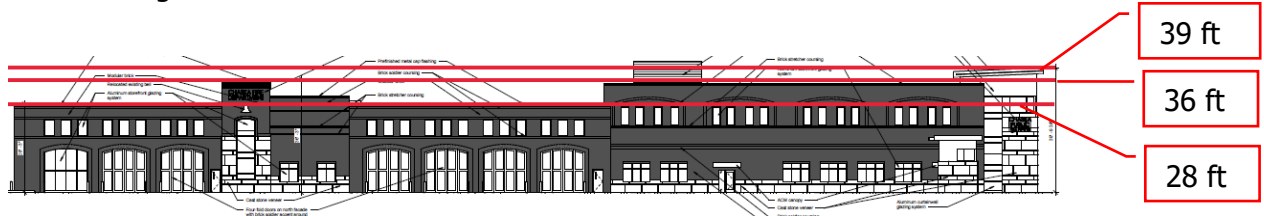


Figure 5: north elevation

Internally on the main floor, the northern portion of the building is dedicated to fire and the southern portion to police. The two areas are separated by a publicly accessible lobby. (64,000 sq. ft.)

Duty crew living areas (7,257 sq. ft.) and training areas (3,800 sq. ft.) would be located within a second story above the fire station.

Additional storage and 29 underground parking stalls would be located under the police department (28,000 sq. ft.).

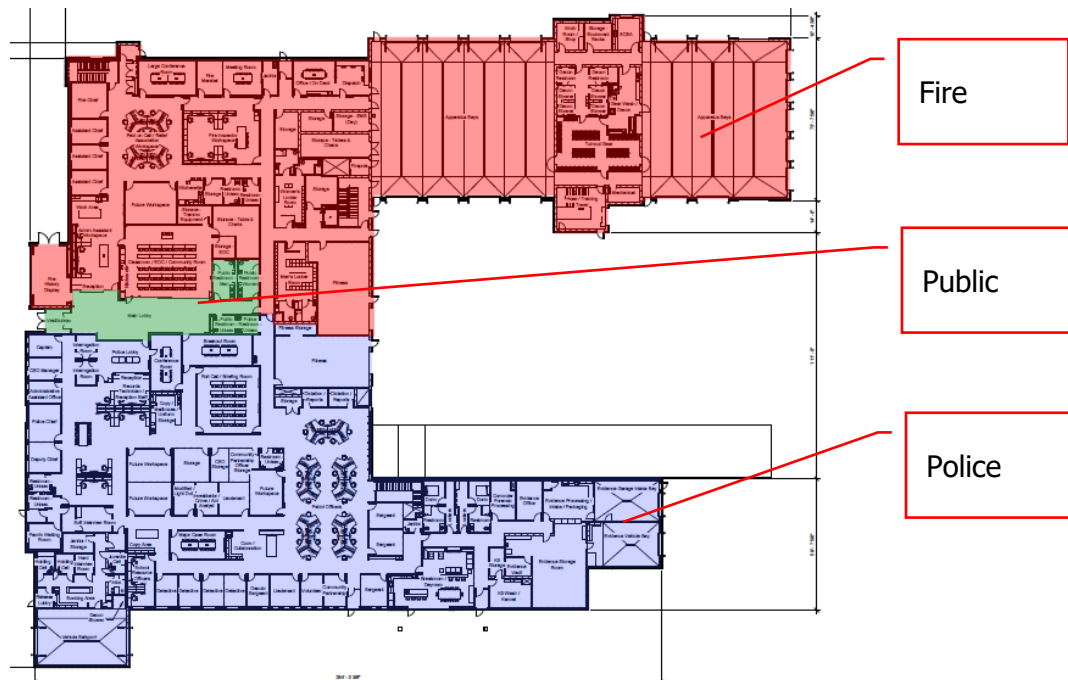


Figure 6: Floor plan: main level

Parking and site circulation. Public access and parking would be west of the building (39 stalls).

Responding firefighters would utilize the public access and park in the lot north of the building (14 constructed and 14 proof-of-parking stalls). An additional 19 stalls south of the fire apparatus bay is designated for firefighter parking.

In addition to the underground parking stalls, a total of 43 constructed and 20 proof-of-parking secured stalls would be located south of the building. Fire trucks deploy from the station and directly onto Engler Blvd. Police vehicles would generally enter and exit utilizing the easternmost access.

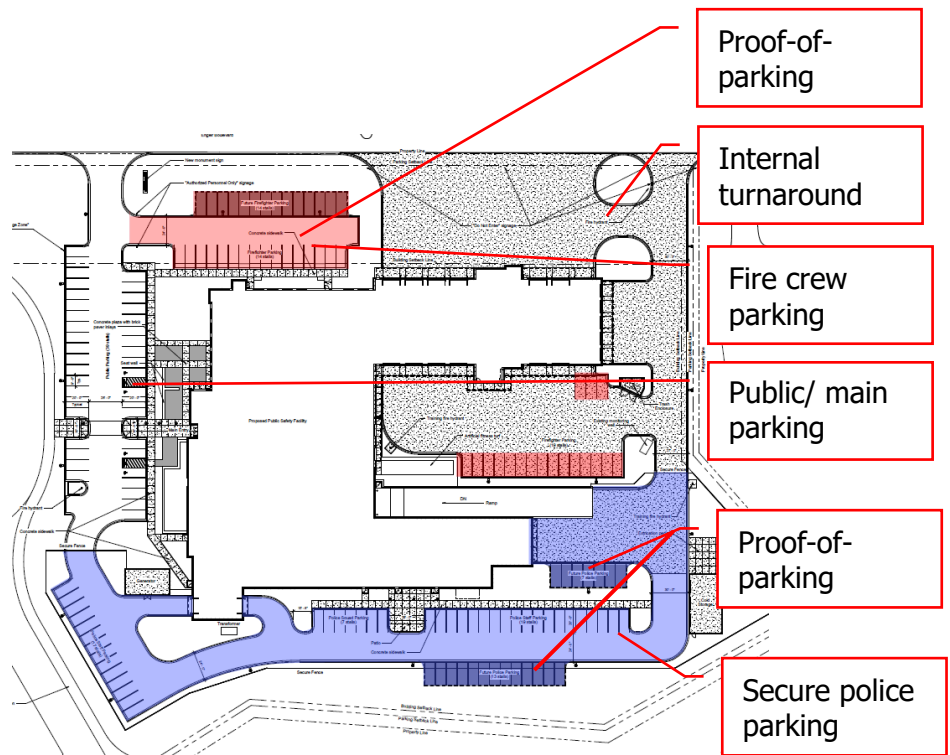


Figure 7: Site plan

Sideloaded access into the fire apparatus bays also comes from the east to serve command vehicles. A future bay could be constructed onto this easternmost area in the future if needed for expansion if a large engine is added in the future.

An internal connection between the central and western access points provides a safe turnaround for fire apparatuses within the site.

Lighting. As required by ordinance, an illumination plan was provided. At the perimeter of the parking lot, 22-foot poles on three-foot pedestals are proposed. Bollard lighting is proposed near the main entrance and wall-packs proposed on the exterior of the building. Site lighting will dim after 10:00 p.m. to 50 percent output until dawn or motion is detected.

Signage. Wall signage is proposed for the north and west elevations. Signage on the north elevation would be wall mounted. Signage on the west elevation would be in two areas: (1) above the main entrance canopy; and (2) badge emblems affixed to the upper story window. A monument sign is proposed on the east side of the west vehicle entrance.

- **Site Impacts**

Grading. The site would be graded to accommodate the new building, parking, access, new park area, sidewalks, expansion of the stormwater pond and a four-foot screening berm (south of the building). As shown on the current plan, the park area would be roughly three feet lower than the main entrance to the building. However, final park grading would come at the time of park development. This provides opportunities for the park design to incorporate grade changes. Generally, the park and trail areas would continue to slope downwards to the south and west.

A four-foot berm would be constructed south of the police parking area (south of the building) to provide screening for properties to the south. The remainder of the site would remain relatively flat.

Utilities. Water services would connect to existing services within Engler Blvd to the north, east and south. Sanitary sewer would connect to the existing service south of the building.

Stormwater and wetlands. Several wetlands were reviewed as part of the project. The northwest and the series of road ditch wetlands were determined to be "incidental". Very minor grading would occur on the eastern side of the northwest wetland. The road ditch wetlands would be removed as part of the project. The southern wetland was determined to be a historic wetland and is subject to review of WCA.

The southern stormwater pond would be expanded to accommodate additional capacity. Stormwater from the north and western portions of the site would be collected from the site and directed towards the stormwater pond in the southwest corner of the site.

Stormwater from the internal fire apparatus bay/ police underground parking garage area and the southern portion of the site would be collected and directed towards existing stormwater infrastructure and is directed to the southwest stormwater pond.

A water reuse system would be constructed and utilized for irrigation.

Landscaping and screening. Generally, landscaping would be around the perimeter of the new parking lot and building. The plan considers future proof-of-parking stalls, including the proof-of-parking areas shown constructed into the berm. The plan includes a mix of deciduous and evergreen/ coniferous vegetation.

	Required	Proposed
Overstory Trees	223 inches (78 trees)	171.5 inches (60 trees) 51.5 inches (future park) * 223 inches
Understory trees	25 percent of overstory counts (20 trees)	13 trees **
Shrubs	213 shrubs	531 shrubs
*locations to be determined at park programming ** included as a condition of approval		

Park. The plan includes designated areas for the reconstruction of Meadow Park. The programming and design of the park is still under consideration.

Existing	Concept Plan	Current proposal
81,400 sq. ft.	62,390 sq. ft.	60,830 sf
Rounded to the nearest 5 ft		

Staff Analysis

- **Is the rezoning appropriate?**

Yes. By code, “public and semi-public facilities serving all or major portions of the city such as municipal offices, library, post office, fire station” are permitted uses within the PCD, Planned Commercial Development District¹. Rezoning of the park property is to allow tax combination of the property.

- **Is the plan consistent with the concept plan approval?**

Yes. The plan is consistent with Res. 2023-77 which approved the concept plan. No substantive changes were made during the process; however, refinements of the plan have occurred.

- **Is the proposed building design appropriate?**

Yes, the proposed building design is appropriate, as:

- ✓ General Design and Height: The building is intuitively designed with feedback from the city’s police and fire departments. The building heights steps down, with the taller portions of the building nearest Engler Blvd and the 3-story apartment to the west.
- ✓ Materials: By code, at least 70 percent of public building facades must be comprised of at least three Class 1 materials.² As noted above, façade materials include brick, cast stone, composite wall panels, and glass. Brick and glass are classified as Class 1 materials by ordinance. The City Council have classified cast stone and composite wall panels as Class 1 materials based on their application method at other locations (i.e. Chaska Tech Center). The cast stone proposed here will include a deep profile with deep reveals that will be done in large-scale and small-scale formats. This application method gives the stone a more articulative and qualitative characteristic. As such, all façade materials are

¹ Section 15.16.030 PCD – Planned Commercial Development District

² Section 15.28.120: Class 1 materials are: a) brick; b) natural stone; c) glass; d) copper; e) other comparable or superior materials, as determined by the City Council. Class II materials are: a) brick – utility; b) cast stone; 3) specialty concrete block; d) architecturally precast concrete panels; e) masonry stucco/ EFIS; f) other comparable or superior materials, as determined by the City Council.

classified as a Class 1 material, therefore complying with ordinance. Additionally, the bright accent colors (red fire doors) would be substantially less than five percent of the northern wall area.³

- ✓ Lighting: Exterior lighting, as proposed, generally meets the city's exterior lighting ordinance. However, slight adjustments to the height of the wall packs are needed to be in full compliance with ordinance. This has been added as a condition of approval.

- ✓ Signage: The proposed signage meets ordinance requirements, as:

		Max. allowed by ordinance	Proposed
Wall Signage	North elevation	Max. size: 300 sq. ft. Max. number: 2	Total: 72 sf Number: 2
	East Elevation	Max. size of each sign: 24 sq. ft. Max. cumulative total: 228 sq. ft.	-
	South Elevation		-
	West elevation		Each individually mounted sign: less than 24 sq. ft. Total: 90 sf
Ground signs	Monument Sign	Max. size: 100 sq. ft. Max. height: 10 feet	Size: 95 sq. ft. Height: 5 ft

Final signage details will be reviewed at the time of a sign permit.

- **Are the proposed site impacts reasonable?**

Yes, the proposed site impacts are reasonable as:

- ✓ Grading: The grading is reasonable and necessary to accommodate the public safety building and associated site improvements. General grading details of the park are reasonable. Final grading details would be determined during the park development process.
- ✓ Utilities and stormwater: The utility and stormwater plans are reasonable. A detailed review of the proposed stormwater facilities would occur at the time of the building permit.
- ✓ Landscaping and screening: The proposed berm along the southern property line and site landscaping would provide reasonable screening and the plan would generally meet the landscaping requirements while preserving sightlines for

³ Section 15.28.120: Garish or bright accent colors (i.e., orange, bright yellow, or fluorescent colors) for such buildings as cloth or metal awnings, trim, banding, walls, entries, or any portion of the building shall be minimized, but in no case shall such coloring exceed five (5) percent of each wall area.

existing neighbors. Further compatibility review of the landscaping plan and the utility plan would be made at the time of a site or building permit.

- **Is the proposed parking, site access and circulation appropriate?**

Generally, yes, as:

- ✓ Parking: The proposed amount of parking would comply with city code requirements and the anticipated parking demand of both current and future/anticipated operations. The following summarizes this review:

Building Use		Code Requirement/ demand	Proposal	
			Size	Stalls
Public	Meeting rooms	1stall per 3.5 occupants	116 occupants	34 stalls
	Guest parking	1 stall per anticipated guest	6 stalls	
Police	Staff	1 stall per staff at largest shift	40 stalls + 20 future stalls	
	Squad cars	1 stall per squad car (underground)	29 stalls	
Fire	Staff	1 stall per staff at largest shift	34 stalls + 14 future stalls	
Total Required			177 stalls	
<i>Total stalls proposed</i>			141 stalls	
<i>Future stalls (proof-of-parking)</i>			34 stalls	
Total proposed			177 stalls	

By code, parking must be within 300 feet of public entrance.⁴ All public parking areas are within 300 feet of the public entrance. The easternmost stalls of the fire staff parking and secured police parking fall outside of this requirement but are not designed for public use. Therefore, the proposal meets the intent of this requirement.

- ✓ Access and site circulation: The site was designed to separate the public access and parking areas (western) from the emergency service response deployment areas (eastern). The main intent of this approach is to provide efficient and rapid deployment for emergency services onto Engler Blvd.

The internal connection between the central and eastern accesses eliminates the need for these vehicles to utilize Engler Blvd for these maneuvers. Truck turning exhibits were provided and reviewed to ensure this connection is adequate.

⁴ Section 15.28.030.B.2: [parking] spaces for commercial retail uses or for public or semi-public uses, excepting shopping centers: within 300 feet of the main entrance of the building served.

The city has been in conversations with the architect, county, and fire department regarding the width of the central (fire apparatus) access. Staff finds the current design reasonable. However, staff will continue conversations with the county regarding the central access design and the upcoming Engler Blvd construction project prioritizing full access to ensure efficient emergency response.

- ✓ Pedestrian Access. Public pedestrian access through Meadow Park would be reconfigured. The current design and location accommodate the stormwater pond and proposed site improvements, while also providing access to and maximizing area for the future park. However, the final location will be finalized through the park planning process.

Summary Comments

City Staff have worked closely with the architects throughout the process to develop plans that balance the needs of current and future fire and police operations and site impacts.

Deadline for Agency Decisions

Application Received	60-day Review *	120-day **
Oct. 16, 2023	Dec. 15, 2023	Feb. 13, 2023
*Pursuant to MN State Statutes the City must act on the request within 60-days. **The city can provide the applicant with a written letter requesting an additional 60-day review if further review is needed.		

Planning Commission Action Requested :

Motion to recommend approval to the City Council of the Preliminary Site & Building Plan for 285 Engler Blvd and the adjacent, unaddressed Meadow Park property, subject to the following conditions:

1. Approvals shall be based on the following graphic exhibits, unless modified by the conditions below:
 - a. Project Narrative
 - b. Site Exhibit, dated Oct. 27, 2023
 - c. Site plans, dated Oct. 2, 2023
 - d. Grading plan, dated Oct. 27, 2023
 - e. Utility plan, dated Oct. 27, 2023
 - f. Paving plan, dated Oct. 27, 2023
 - g. Illumination plan, dated Oct. 27, 2023
 - h. Landscaping plan and details, dated Oct. 27, 2023
 - i. Building elevations and renderings, dated Oct. 27, 2023
 - j. Floor plans, dated Oct. 3, 2023
 - k. Truck turning exhibits, dated Oct. 27, 2023
2. Prior to the release of a permit:
 - a. Properties must be tax combined with Carver County.
 - b. Coordination with the City Engineer regarding utilities, grading, access, and drainage.
 - c. Coordination with Carver County regarding access onto Engler Blvd.

- d. Provide an east-west pedestrian connection along Engler Blvd.
 - e. Submit a stormwater management plan meeting City and Carver County WMO standards.
 - f. Submit an illumination plan complying with Sec. 15.28.250.
 - g. Mechanical equipment must be screened from view.
 - h. Compliance with applicable zoning requirements, in particular Sec. 15.28 (Special Regulations) and Sec. 15.28.120 (Building Design/ Materials and Site Design).
 - i. Coordination with Electric Department on service locations.
 - j. Submit a landscaping plan that comply with Sec. 15.28.070. This plan should meet the minimum requirement for understory trees and contemplate proposed utilizes and minimize overlap when possible.
 - k. Trash enclosure and ancillary buildings must comply with Section 15.28.120.
 - l. Submit an irrigation plan.
3. All building signage requires a sign permit and must comply with the sign ordinance.

Motion to recommend approval of the rezoning of the property at 285 Engler Blvd (fire station property) from P2, Public Buildings, to PCD, Planned Commercial District; and rezoning of the adjacent, unaddressed property (Meadow Park) from PMD 03, Planned Multi-Use Development District, to PCD, Planned Commercial District.

**CITY OF CHASKA
CARVER COUNTY, MINNESOTA**

RESOLUTION No. 2023-105

DATE **12/18/2023** **RESOLUTION NO.** **2023-105**

MOTION BY COUNCILMEMBER_____SECOND BY COUNCILMEMBER____

**Resolution approving the Final Site Plan for the Public Safety Facility/City of
Chaska/PC #2023-26**

WHEREAS, the City of Chaska is requesting Final Site Plan approval for the construction of a new Public Safety Facility at 285 Engler Boulevard, the site of the current Chaska Fire Station, and the adjacent, unaddressed Meadow Park property.

WHEREAS, this facility and the surrounding site will house the operations of the fire department, police department, as well as public gathering space and a revised city park area; and

WHEREAS, the Public Safety Facility building will have a footprint of 64,000 square feet and be roughly 100,000 square feet, which includes a partial basement area and a partial second floor; and

WHEREAS, the site is accessible to the public at the main entry drive on the west side of the site and building; and

WHEREAS, the drive leads into the site with the park on the west and public parking to the east side of the drive aisle; and

WHEREAS, a prominent entry element will provide a clear and welcoming visual cue for the public to identify the facility entrance both from Engler Boulevard as well as when entering the main drive; and

WHEREAS, the parking is also situated to serve the adjacent Meadow Park and will include strong pedestrian connections from the building and parking lot to the park land; and

WHEREAS, there is also a three-story fire training hose tower which is positioned internal to the U-shaped building screening its height and the training operations that will occur at this tower; and

WHEREAS, the remaining one-story portion of the building is on the south side of the facility which is closest to the single-family residential neighbors; and

WHEREAS, the façade would primarily contain the cream-colored Chaska brick, other façade materials include glass, high-quality metal panels, and stone masonry to provide long-lasting durability and a quality aesthetic; and

WHEREAS, 177 parking spaces are proposed as a part of this project (143 parking stalls + 34 proof of parking) which complies with city code requirements and the anticipated parking demand of both current and future/anticipated operations. ; and

WHEREAS, the police squad car parking is provided in the basement garage with a total of 29 stalls available inside, and the police staff vehicles and temporary squad parking are on the south side of the building with 60 stalls available, 20 of which are shown as future stalls; and

WHEREAS, in total, police will have 89 parking stalls; and

WHEREAS, the firefighter response parking is located on-grade behind the apparatus bays with a total of 18 stalls, and full-time fire parking will use the north parking lot area that totals 14 stalls (plus 14 future stalls); and

WHEREAS, in total, fire will have 48 stalls; and

WHEREAS, the remaining parking is a blend of public and firefighter use on the west side of the building where 40 stalls are indicated; and

WHEREAS, Carver County is currently completing the county highway road design for Engler Boulevard between Bavaria Road and Ridge Lane, which directly affects the Public Safety Facility site; and

WHEREAS, full access to Engler Boulevard at all points to the Public Safety Center are critical to emergency response operations; and

WHEREAS, full access to Engler Boulevard at all points to the Public Safety Center will require additional signage and/or other treatments to alert and manage traffic on Engler Boulevard and ensure pedestrian safety along walks adjacent to Engler Boulevard;

WHEREAS, City and County staff have been and are currently engaged in conversation regarding the layout of the County Road and proposed access points for the new safety building, and City staff will continue to work with the County on these design improvements; and

WHEREAS, City staff, including police and fire, will work with the architect to determine if re-introducing the median into the access is appropriate and would not negatively impact turning movements and operations.

WHEREAS, the City would support an Engler Blvd plan that does not include a raised median in front of the Fire Station/ fire access in order to prevent unnecessary wear and tear on emergency vehicles and to promote efficient emergency response capabilities. Final approval would occur as part of the Engler Blvd municipal consent process.

WHEREAS, the City would support an Engler Blvd plan that does not include a raised median in front of the easternmost/ police access to allow left-in and left-outs for efficient police response.

WHEREAS, a landscaped berm is proposed on the south side of the site, which abuts the residential properties to the south, and this berm is shown to be approximately 5 feet tall with plantings atop to help screen the parking from residential; and

WHEREAS, with the new campus layout Meadow Park will be revised by relocating the playground to the north of its current location and re-aligning the trail system to maintain connections to the adjacent neighborhoods; and

WHEREAS, this trail will include a sidewalk connection directly to the front entrance of the Public Safety Facility welcoming the public as well as staff to enter the park from the building as well as those using the park to visit the displays and common space within the building; and

WHEREAS, park programming, including public engagement and specific amenities within Meadow Park, will be undertaken after planning approvals have been completed and the edges of the park have been fully defined; and

WHEREAS, an east-west pedestrian connection is proposed generally along the northern property line, along Engler Blvd.

WHEREAS, on September 13, 2023 the Planning Commission recommended approval to the City Council of the Concept Plan for the Public Safety Facility (PC#2023-21); and

WHEREAS, on September 18, 2023, the City Council adopted Resolution No. 2023-077, approving the Concept Plan for the Public Safety Facility.

WHEREAS, on November 8, 2023, the Planning Commission recommended approval to the City Council of the Final Site and Building Plans (PC#2023-026).

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Chaska, Minnesota, hereby approves the Final Site and Building Plans (PC#2023-26), subject to the aforementioned stipulations and following conditions:

1. Approvals shall be based on the following plans and exhibits, unless modified by the conditions below:
 - a. Project Narrative
 - b. Site plan dated Dec. 1, 2023
 - c. Demolition plans dated Dec. 1, 2023
 - d. Paving plan dated Dec. 1, 2023
 - e. Grading and erosion control plan dated Dec. 1, 2023
 - f. Utility plan dated Dec. 1, 2023
 - g. Landscape plans dated Dec. 1, 2023
 - h. Illumination plans dated Dec. 1, 2023
 - i. Truck turning exhibits dated Dec. 5, 2023
 - j. Floor plans dated Dec. 1, 2023
 - k. Building elevations and renderings dated Nov. 7, 2023
2. Prior to release of a permit:
 - a. Coordination with the City Engineer regarding utilities, grading, access, and drainage, including compliance with the City's Engineer Memo dated Nov. 15, 2023.
 - b. Submit a stormwater management plan meeting City and Carver County WMO requirements.
 - c. Submit an illumination plan, with supplemental training light information.
 - d. Mechanical equipment must be screened from view.
 - e. Compliance with applicable zoning requirements, in particular Sec. 15.28 (Special Regulations) and Sec. 15.28.120 (Building Design/ Materials and Site Design).
 - f. Coordination with Electric Department on service locations.
 - g. Submit a landscaping plan that complies with Sec. 15.28.070. This plan should contemplate proposed utilities and minimize overlap when possible.
 - h. Trash enclosure and ancillary buildings must comply with Sec. 15.28.120.
 - i. Submit an irrigation plan, if applicable.
3. Sign permits are required for exterior signage.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 18th day of December, 2023.

Mike Huang, Mayor Pro Tem

Attest: _____
Chaska Deputy Clerk

REQUEST FOR ACTION CHASKA CITY COUNCIL 12/18/2023

Subject: Adoption of 2024 Tax Levy and General/Enterprise Fund Budgets

Prepared By: Matthew Podhradsky, City Administrator

Attached to this Staff Report is a copy of the proposed 2024 General Fund and Enterprise Fund Budgets, along with my Administrator's Budget Message summarizing the recommended budget activities for each of these funds.

Summary of General Fund Budget and Tax Levy Recommendation

As we discussed over the past several months, much of what we are planning for in the 2024 General Fund budget and tax levy is a continuation of priorities that were either established during the 2023 budget process or are programs that were already in progress prior to last year's budget being adopted. These have included items such as the continued implementation of our Capital Asset Maintenance Program, finishing up the implementation of our Staffing Study recommendations, and continuing the 2nd of 4 years of implementation for funding of our Building Improvement Program.

The following report will go through not only looking at the current budget environment we are working with in developing the 2024 budget but will also look at the impacts on residents for the recommendations being made.

Budgeting Objectives

As always, we start the budget process by focusing on the objectives that have been discussed with Council for establishment of the 2024 budget. These objectives include:

- ***Support budgeting programs that help Chaska strengthen its mission of being "The Best Small Town in Minnesota"***
- ***Maintain existing high-quality service levels***
- ***Utilize our current Tax Levy Policy: Limit tax levy growth to capture only new growth in community and expenditure inflation. Only increase the levy beyond this point if new service levels/assets are being added***
- ***Fully fund maintenance and replacement of our vehicles, equipment, and physical assets on a regular schedule to ensure sustainability of investments already made***
- ***Fund new programs only after existing, necessary programs are funded***
- ***Budget utilizing a plan that avoids draw-down of the City's General Fund Reserves and builds these reserve levels to a targeted level***
- ***Fully fund the levy needs of the Street Reconstruction Program***
- ***Develop a budget plan that is sustainable from a resource perspective to support service levels that residents expect***

This last objective was added during the 2019 budget process and led to the completion of a Staffing Study identifying current gaps in our Staffing resource levels we will need to plan for as our community continues to grow. 2024 is planned to be the last year of implementing the gap recommendations identified in this Staffing Study analysis. During the 2021 budget process, we also added to our General Fund Reserves Objective by expanding it to include developing a plan to build up our General Fund Reserves balance to targeted levels that help us maintain or improve our current bond rating. As we saw during our Auditor's report this year, this has been an area that we have made great strides in over the past few years with our General Fund Reserve Balances continuing to increase as a percentage of our overall General Fund Budget.

Budget Environment for 2024

With the impacts of COVID largely behind us at this point, we have seen continued growth in our community at levels we have not seen before. With building permits revenue being at the highest levels we have ever seen in our community over the past three years, Chaska has seen a significant amount of growth in the community which has led to significant increases in market values in the community.

One significant change we saw in market values for taxes payable 2023 (current year) compared to what we will see for taxes payable 2024 (next year) is that residential values have stabilized more, with the percent market change in existing homes not seeing the large increase that was experienced last year. Because of the robust residential market between 2020-2022, residential valuations last year went up on average by over 20%. Following that major change last year, we are now seeing existing residential valuation increases be significantly lower than 2022, with there being much more growth in valuations in Commercial/Industrial and Apartments this year because of the larger demand we have seen for these types of uses in the community.

This Staff report will lay out the economic environment in which our decisions for the 2024 budget are being made, and the initiatives the Council has discussed continuing in 2024 to address our service needs and to meet the budgeting objectives we have set above.

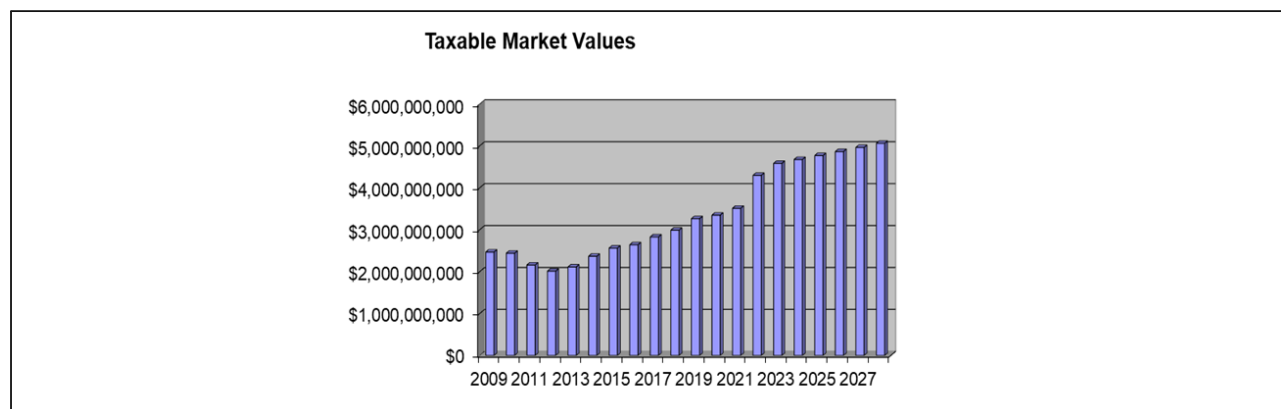
Market Values

As you will see in the chart below, the City of Chaska saw an 8.18% increase in market valuation for 2023. This will increase our net tax capacity by 5.4% for taxes payable 2024. This compares to a 22.35% increase in market values in 2022, which resulted in a 24.9% increase in net tax capacity for taxes payable 2023. As mentioned before, existing residential properties saw significantly less of an increase in market values in 2023 (taxes payable in 2024) than what they saw last year, with more valuation increases coming in the categories of Commercial/Industrial and Apartments because of an increase in demand in both categories over the past year.

City of Chaska 2023 Assessments					
	Residential	Commercial/Industrial	Apartment	Ag	Total
2023 EMV	\$3,500,587,900	\$695,005,100	\$310,560,500	\$78,361,900	\$4,584,515,400
2022 EMV	\$3,295,947,000	\$631,025,600	\$281,134,600	\$89,064,200	\$4,297,171,400
Total Value Change	\$204,640,900	\$63,979,500	\$29,425,900	-\$10,702,300	\$351,323,500
New Construction	\$113,946,200	\$24,029,200	\$1,377,300	\$0	\$139,352,700
Market Change	\$90,694,700	\$39,950,300	\$28,048,600	-\$10,702,300	\$211,970,800
% New Construction	3.46%	3.81%	0.49%	0.00%	3.24%
% Market Change	2.75%	6.33%	9.98%	-12.02%	4.93%
2023 Total % Change	6.21%	10.14%	10.47%	-12.02%	8.18%

As you will see in the chart above, 3.24% of the market value increase represents new construction growth, with 4.93% being growth of market values in existing properties. This is significantly different than we saw last year when the average existing residential properties saw over a 20% increase in their taxable market value.

Below is chart illustrating the past 19-year history of market values in the community and a projection of what we can expect for the next five years:



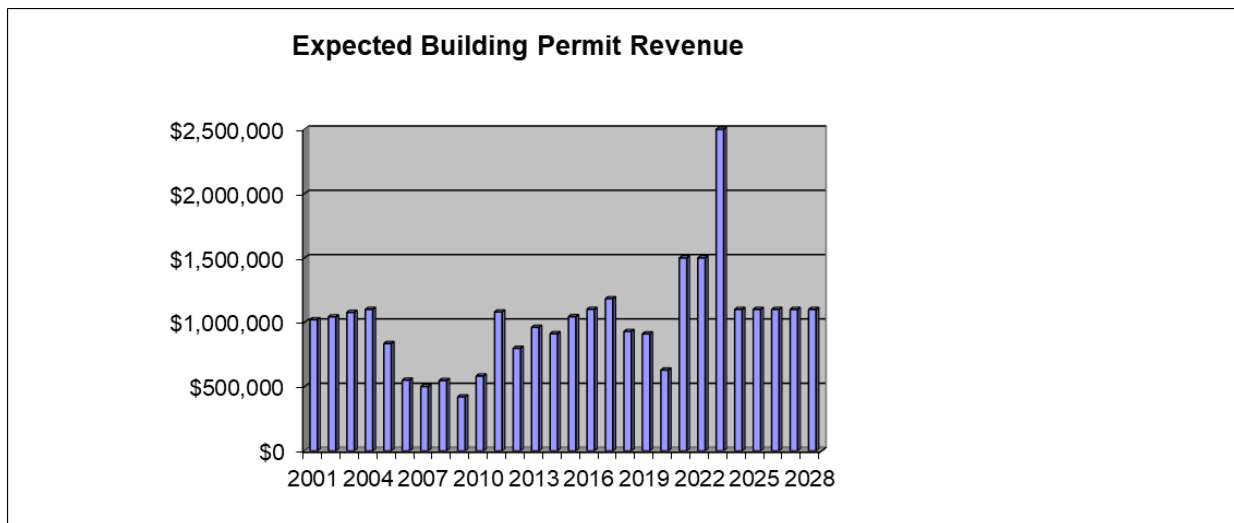
Building Permit Revenue

Another area of fluctuation we have seen over the past several years is in Building Permit revenue, making this a very difficult number to budget. Apart from the Great Recession years

of 2007-2010 where we saw a significant dip in the amount of revenue we generated through Building Permits, most years between 2001-2020 saw building permit revenues of over \$800,000, with many of these years being close to \$1 million.

In 2021, our building permit revenue ended up being over \$1.5 million. In 2022, we also saw building permits be over \$1.5 million. For 2023, while we budgeted for just over \$1 million, we expect building permits to come in at approximately \$2.8 million. Much of the increase in building permits this year has been associated with the three new apartment buildings, along with Costco and the addition to the 212 Medical Center. We have also seen steady building with our residential properties throughout the year.

While these building permit numbers have been very high the last three years, we need to be cautious on our revenue projections for Building Permits, as losing one expected large project can have a significant impact on achieving our budgeted revenues in any given year and leave us with a hole in our budget. While we expect to continue to see growth in our community over the next year with many vacant residential lots still available to build on, and a couple of commercial/industrial projects that have either made their way through the planning process this year or are considering moving forward in the near term, Staff feels that we need to be conservative in setting our building permit number for the 2024 budget as we do expect a slowdown in growth. Based on that, we are recommending setting it at a level of \$1.1 million. Below is a chart illustrating the building permit activity we expect to see:



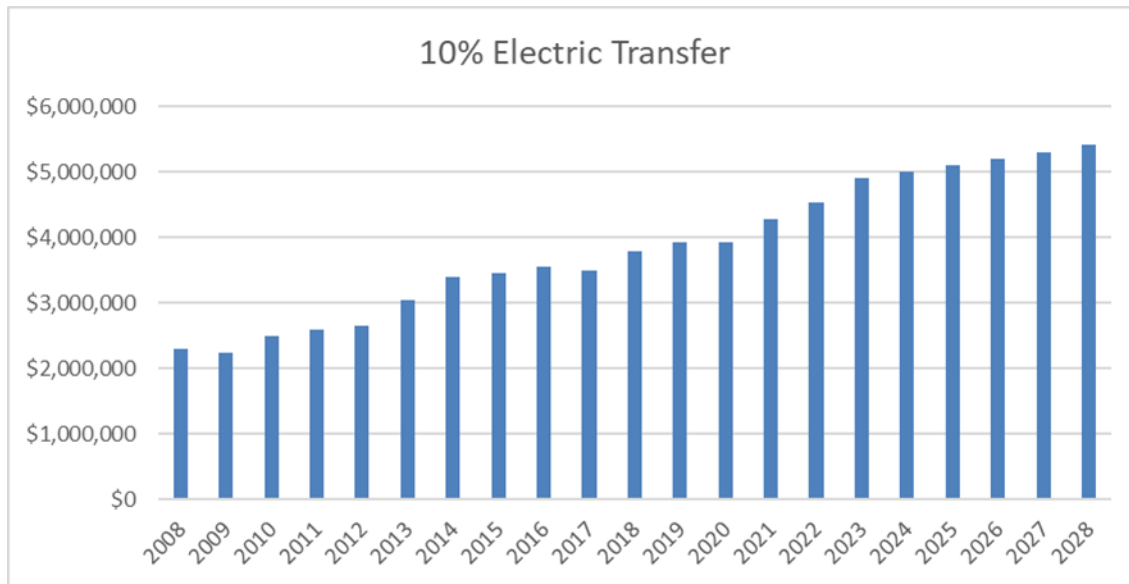
Electric Fund Transfer

Along with strong growth in our building permit activity, we have also seen a large increase in electrical load in the community over the past decade. We have seen this with the opening of several data centers in the community, as well as with additions onto existing industrial buildings we continue to see. We have also started to see an impact from the increase in residential usage in the community.

Currently 10% of the City's sales revenue from the Electric Fund is established as a transfer that helps support General Fund activities. 5% of this number has been structured to be a right-of-way fee to the General Fund to support the Electric Fund's use of general city assets such as right of way, making it consistent with our other Franchise fees. The other 5% is a general

transfer of dollars from the Electric Fund to the General Fund to help support services. This 10% total transfer has been a part of Chaska's General Fund budget for over 40 years.

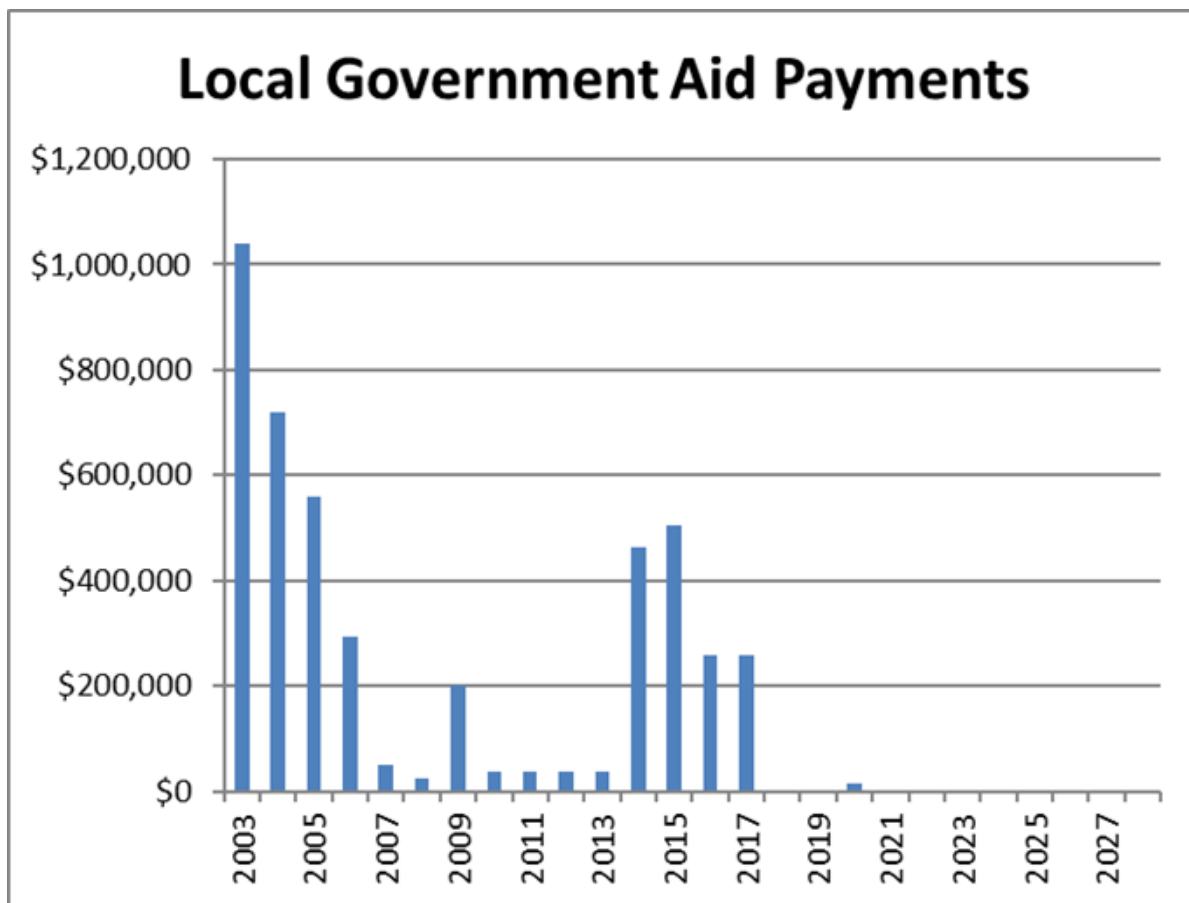
We are seeing this transfer continue to grow, as it is based on 10% of our overall sales within the Electric Department.



Local Government Aid

One area that we continue to discuss, and is important to understand from a contextual perspective, is the loss of Local Government Aid (LGA) that we have seen compared to where we were 20 years ago. As you can see from the chart on the next page, in 2003 we did receive just over \$1 million in LGA on an annual basis. That number dropped very quickly between 2003 and 2008, with there being some years in between that we saw some LGA get reestablished to the City. Since 2020 we have received no Local Government Aid.

One thing that is important to note is that when we saw the large drop of approximately \$1 million between 2003-2007, we did not levy to replace any of this lost aid. While we did see increasing market values during this same period, which did help mitigate some of this loss in LGA, this permanent loss in aid was never fully recouped through other revenue sources, which has continued to make this an issue that has affected us in our annual budgeting process ever since. Our need to address our identified Staffing gap was largely impacted by not having this LGA to work with. When we complete the Staffing Study implementation in 2024, we will have in essence recaptured this lost revenue from LGA and be able to fill the gaps that not having this LGA has had over the years in being staffed at the proper level.



While we still do not get any Local Government Aid allocated to us, there were two programs created in the past legislative session that all cities were positively impacted with. The first was the State providing all local governments with 1-time dollars to support Public Safety Needs (Police and Fire). Based on the passage of this aid, at the end of this current budget year (2023), we will have a one-time allocation of approximately \$1.2 million provided to us to use for eligible public safety needs. We are not required to use all these dollars within the 2024 budget year, and we are limited on what things we can use these dollars to purchase. As part of the 2024 budget, we are planning to utilize \$396,000 of these Aid dollars, with \$350,000 going towards expediting hires in both Police and Fire that were already planned for in 2024. Expediting these planned hires will allow us the ability to free up time for individuals from both the Police and Fire Departments to dedicate themselves to managing the day-to-day decisions that will be needed in the construction of our new Public Safety facility. The other \$46,000 will be utilized for the purchase of 2 Search and Rescue Drones (along with corresponding training and software costs). This is a tool that we have the need for on a frequent basis, and now must call on other communities to help us provide. As we grow, we will have more needs for the services a drone can provide for our Public Safety departments.

The second form of State Aid that was created comes from a special sales tax the State of Minnesota created is to address transportation/transit needs in the Metro Area, and at the same time provide dollars to support the development and preservation of affordable housing within Metro Area communities. In 2024, we are expecting an allocation of approximately \$260,000,

with this going up to around \$375,000 in 2025 (and beyond). In 2024, we plan to use these dollars both to complete an affordable housing study for our community to inventory what we have and strategies for how we can preserve or create more affordable housing units. We would also expect to be utilizing some of these dollars towards partnering with the CDA to create opportunities for more Community Land Trust homes in Chaska.

Discussion Items for 2024 Budget

In the several work sessions we held to discuss the 2024 budget, one thing we talked extensively about is that the major priorities we had in 2023 are not proposed to change in 2024. The focus on the 2024 year would be to continue moving forward with the implementation of the priorities we established last year, as most were either priorities that still needed to be finished or were ones that would take multiple years to complete. Below are the priorities identified for the 2024 budget year:

1. Continued utilization of our tax levy policy
2. Continued implementation of our CAMP program
3. Finish implementation of our Staffing Study Plan, with 2024 being the final year to complete implementation
4. Continue implementation of our 4-year funding plan for our Building Improvement Program to address the deficiencies in our General Fund facilities, with 2024 being the second of four years to ramp up funding necessary to support this program.

I will spend some time discussing each of these separately.

1. Establishing tax levy based on policy:

For three decades, the City of Chaska had a policy in place for the establishment of the annual tax levy for the City. This policy stated that the City's objective was to have a constant tax rate, and that the levy would increase annually based on the increase in tax capacity in the community over the past year. For instance, if the tax capacity (which is based on market values) increased by 5% in any given year, the levy would be recommended to be increased by 5%, which would keep our tax rate the same. Theoretically, if a resident's property stayed the same in value from one year to the next, the taxes on their property would not increase. They would only increase if there was an increase in valuation.

In 2015, the Council officially changed that policy to have our levy increase reflect the actual items that have a direct impact on the cost of services we provide: new growth, inflation, and the addition of any new programs to our budget.

Based on that policy, for 2024, the percentage of new growth in the community is 3.24%, with a growth in inflation of 5.16% over the past 12 months. This would say that our operational levy should increase by 8.40% to accommodate the increase in service costs for our existing services, assuming we saw no change in service level. The only other increase would come from any additional services/new items being introduced in the Budget for the upcoming year.

Increasing the levy by 8.40% would allow us to generate enough resources to fund our existing services in the community but would not address the addition of any services, such as increases needed to address the final year of our Staffing Study implementation and the implementation

of our Building Improvement Plan. The tax impact for the median-valued home in the community (\$379,700) would be \$5.67 per month if we were to only address our baseline services in this upcoming tax year.

2. Continued implementation of our full Capital Asset Maintenance Program (CAMP)

Since 2012, we have discussed the importance of reinvesting back into the assets we have in the community if we are going to keep them in good condition.

In doing a study of our existing assets back in 2013, it was determined that in our General Governmental Services we were approximately \$1 million short annually in being able to properly fund the replacement of our assets such as parks, roads, trails, etc. To address this, the Council decided that year to implement a program over a 4-year period, increasing revenues to the program (now referred to as the CAMP program) by \$250,000 each year until fully implemented. In 2017, we finished this 4-year ramp up of revenue, which has since allowed us to fund \$1 million annually towards our CAMP activities.

With the full \$1 million in CAMP fully incorporated into our baseline tax levy model (meaning that we can accomplish this without adding to the \$5.67 impact to a median-valued home described above), the following projects are what we would anticipate completing during the 2024 year.

- Steet Sealcoat/Overlay Program (Grimm Road, Schindler Crossing, Wellers Circle, Schoolmaster Drive, Maxwell Lane, Van Sloan (portions), Kessler Lane, Kessler Court, Ryburg Street, Ryburg Circle and Schoolmaster Circle): \$500,000
- Lion's Park Playground Replacement: \$225,000
- Bavaria Road/Innsbruck Drive Retaining Wall Replacement: \$215,000
- Addition of Pickle Ball Courts to Lions Park: \$150,000 (with \$75,000 planning to come from the Park Development Fund)
- Trail Resurfacing (3 miles): \$60,000

As you can see from the lists above, the CAMP program is really aiming to properly take care of the assets we have already invested in. This existing infrastructure is critical to take care of so we make sure that we don't spend more money in the future replacing things that could have been preserved if properly maintained.

3. Staffing Study Implementation (Last year of implementation)

As Council is aware, one of the new programs that was added in 2020 was the implementation of filling the identified gap in our Staffing levels over a 4-year period. As a result of our Council/Department Head retreat in 2017 and identifying that there was a feeling that our staffing resource levels were not adequate to sustain our current service levels/expectations going into the future, the city did hire Baker Tilly (the City's municipal advisor) to complete a Staffing Study on our organization. The objective of the study was to look at two things:

- Identify any gap we have in our current staffing resource levels
- Identify what we will have to plan for over the next 20 years as we move to full development

The results of this staffing study found that we were 15.8 employees short in our entire organization to be able to be staffed properly to provide our current service levels. The study also identified that after this gap is filled, we would need to plan for an additional 57.2 employees over the next 20 years to be staffed at the appropriate levels to continue to provide our current service levels in a sustainable way. While this future number is large, it is important to realize that we will grow by almost 10,000 additional residents as well as businesses over the next 20 years which will bring with it new revenue growth to help support these Staff resources.

The greatest and most immediate concern identified from the results of this staffing study is the current gap we have in employees to be able to properly provide the service levels we currently provide to our residents and businesses. While the gap analysis found that our largest gap exists in building maintenance, where we had no employees solely dedicated to this task, there were other gaps identified throughout the organization. Specifically, the analysis found a shortfall in the following areas:

- Administration: 1 dedicated Economic Development Coordinator and 1 additional HR Generalist
- Administrative Services: 1 additional Payroll Support Specialist
- Community Development: 1 Additional Planner
- Engineering: Assistant City Engineer
- Public Works: 5 Dedicated Building Maintenance Personnel (1 Foreman, 1 lead and 3 maintenance workers), 1 Storm Water Maintenance Worker, 1 Street Maintenance Worker and 1 Park Maintenance Worker
- Water/Sewer: 2 Additional Water/Sewer Maintenance Workers

As Council may remember, as a part of our budget discussions in 2020, it was decided to start addressing this gap by developing a 4-year plan to both fill these positions and allocate resources towards building maintenance activities, which we also had not dedicated dollars to in the past. We identified a \$1.5 million gap in being able to meet these staffing needs, plus an additional \$500,000 to help meet our underfunded building maintenance needs. To fill this gap, it required an increase of \$375,000 to our tax levy each of the next 4 years in addition to \$125,000 coming from our Enterprise Funds to help support these activities. With approval of this plan in the 2020 budget, we did focus on filling our building maintenance needs first, which included hiring 3 of the 5 identified Building Maintenance positions, with us then focusing on filling our HR Generalist position. Because of revenue shortfalls identified mid-year in 2020 due to COVID, we did have to put a hold on hiring the HR Generalist position but were able to fill our 3 Building Maintenance positions along with putting our first \$125,000 towards building maintenance activities.

As the Council is aware, although we had planned to move forward with implementation of the 2nd year of the plan in 2021, Council did decide to put this on hold because of the uncertainties of the economy due to COVID. As we moved into 2022, Council did decide to move forward with reinstituting the implementation of the Staffing Study plan, with the goal of trying to finish the implementation of this gap plan by the end of 2024.

In addition to moving forward with the 2nd year of the plan in 2022, the Council did also look at the deficiencies that were determined to exist in the Police and Fire Services. While the fire

services were able to be addressed through normal growth in the community, it was determined that there was a current gap of 3 police officers to properly staff us for our current population and service levels. Based on that discussion, it was decided by the Council to add 1 additional police officer to our Staffing Study implementation over each of the remaining 3 years, bringing to total tax levy need to fund this program to \$487,000 per year when we included these three new positions.

For the 2024 Budget year, we have included the \$487,000 to implement the 4th and final year of the plan. If we were to move forward with implementing this fourth year, the following positions would be added to our Staffing levels over the next year:

2024 Planned Positions

- Payroll Support Specialist
- Storm Water Maintenance Worker
- Street Maintenance Worker
- Water/Sewer Maintenance Worker
- Patrol Officer (#30)

It should be noted that under the Staffing Study Implementation plan that there is also \$125,000 of additional dollars that come from the Enterprise Funds to support not only the positions that are being added in these Enterprise Funds, but also to help fund the building maintenance activities that impact each of our departments including those outside of the General Fund.

If we were to look at the total tax impact for just the Staffing Program, we would find that this program would add an impact of \$3.33 per month to the median valued home in the community.

It should be noted that beyond the positions needed to implement our Staffing Gap plan, we do have additional positions that are being added to the budget being supported by our normal, baseline tax growth. These are the positions that are needed to make sure that we keep up with growth and increased service needs as our community continues to grow:

- Police CSO Intern Position: \$26,400 total cost
 - This is one that helps with creating an internal pipeline of potential officer candidates as we move into the future and the challenge of getting good officer candidates continues to be difficult
- Fire-Chief #4 of Operations: \$160,000 (including benefits, pension, etc.)
 - We currently have one person functioning as both the Training and Operations Chief positions. This is not sustainable going into the future with the increasing call loads and training requirements
- Part-Time Election Staffing for 2024 Election-\$13,000
 - This is something that we need to add to the budget every two years when we hold an election

- Part Time Lodge Programmer moved to Full Time-\$38,000
 - We have seen an increased demand for AOA programming. Most of this additional cost will be offset by additional revenue generated through these programs.

4. Building Improvement Program

A good deal of our budget discussions over the past two years has been in implementing our Building Improvement Program to help address the lack of space and conditions of our General Fund buildings across the community, including:

- Public Safety (Police and Fire)
- Municipal Services Building (Public Works, Water/Sewer, Electric, Storm Water, Mechanics)
- New Library
- City Hall

As we have discussed, except for the Fire Station (which is 28 years old), all these facilities are over 30-years old, with little reinvestment put into these buildings over this time. These buildings have also not increased in size to accommodate new employees added as the community has grown, which has also not given us the space needed to add new equipment.

To address this issue, the City hired architects at Leo A Daly and the construction management firm of RJM Construction to complete the following tasks:

- Identify the square footage needs of every General Fund Department
- Develop a Concept Plan to address each of the department's needs
- Develop conceptual pricing to accomplish implementing these building recommendations

The findings of this study were presented to the Council in 2022 as this plan was being considered, along with recommendations for how to fund these facility needs. The total estimated costs to address the needs of each of these facilities was \$121.5 million, which would create an annual debt service need of a little over \$6.86 million per year, with \$4.5 million attributed to General Fund costs, and \$2.36 million attributed to costs of our Enterprise Funds (i.e., Electric, Water/Sewer, Storm).

As we have discussed during this process, one of the things that makes this issue difficult to address is both the fact that the original facilities were funded using 1-time dollars, and our tax levy has historically been very low, giving us few resources to reinvest back into these facilities as the needs have arisen. This means that to address this issue, we have needed to look at creating new resources unless we are willing to cut back on our existing services levels, which have also been traditionally leanly funded.

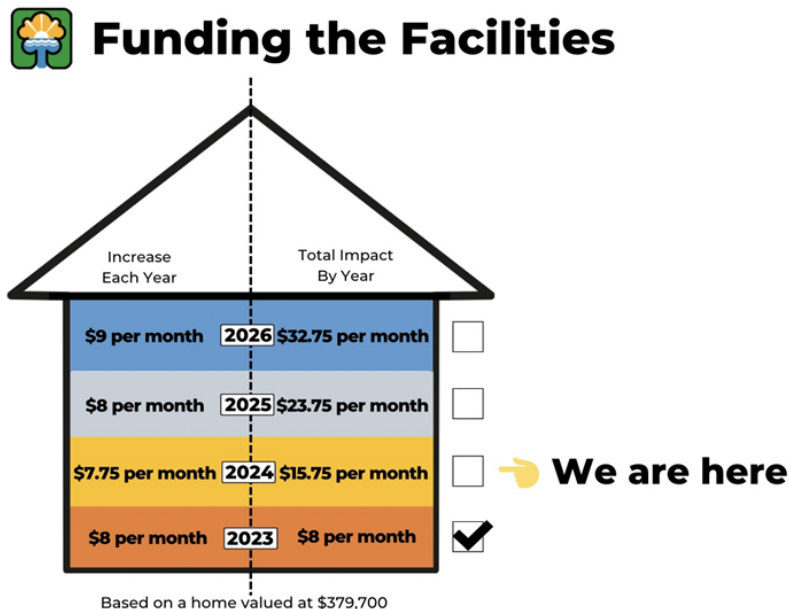
To address the funding of this program, but to not see the entire impact come all at once, Council did move forward in 2023 to fund this program over a 4-year period, with the tax levy needing to increase by \$1.125 million for each of the four years of the program. Increasing this over a 4-year period not only helps spread this increase over time, but also matches up with the pace at which we could even implement improvements in the plan, as we would only have the capacity to take on one facility every other year.

With the Council moving forward with the first year of funding the plan in 2023, Staff did move forward with the design work needed to allow for the construction of the Public Safety Facility in 2024, with a completion date in the fall of 2025. Continuing the pace of implementing the funding for this Building Improvement Plan over a period that we think is achievable, the following would be the anticipated schedule for start of construction in each of the other facilities:

- MSB-2026 (Complete in fall of 2027)
- Library-2028 (Complete in fall of 2029)
- City Hall Remodeling: Start and complete in 2030

If the Council moves forward with implementing the second year of funding for the program, not only would we be able to move forward with the construction of the Public Safety Facility (a portion of the second year of funding is needed to support that project), but we would also move forward with starting the design work on the Municipal Services Building.

As the Council is aware, we did a significant amount of public outreach last summer to educate our residents not only about the need for the program, but what impact they could expect on taxes if we were to move forward with this plan. The plan we shared last summer started with an \$8 monthly impact to the median-valued home in 2023. As we move forward into 2024, we can see that the additional impact for just this program would be \$7.75 per month on the median valued home in the community. We would expect it to have an impact of \$8 per month in 2025 and \$9 per month in 2026, bringing the ultimate total impact of this program to \$32.75 per month on a median valued home, or an additional \$393 per year. It is important to remember that this is the impact on the Median Valued home in the community. The impact could go up or down based on the actual value of a resident's home.



Other Budget Items of Note:

Besides the major initiatives above, it is important to note a few items that are included in this year's budget to keep up with our service level needs and are included in the baseline tax levy increase described above (#1):

- Additional Dump Truck/Snowplow for additional miles of road added: \$290,000
- 1 Cargo Van for expanded Building Maintenance Department: \$42,000
- Fiber Extension from Chaska Town Course to Hundertmark Town to create Loop: \$75,000
- Complete work on Implementation of Recommendations of Planning and Zoning Audit: \$65,000 (this will be supported through Grant from Met Council)
- Implementation of Lexipol Policy Manual Updating and Maintenance in Fire Department: \$5,700 (match system in Police Department)
- Join SWAT Consortium with other surrounding jurisdictions: \$20,000
- Additional equipment for Downtown Snow Removal Equipment to support new Streetscape: \$37,000

All these items are included in the budget with no additional tax levy impact. I point these out as they are larger new expenditures we need to address for our growing service level demand because of growth.

Below is the proposed Revenues and Expenditures for the 2024 General Fund Budget

General Fund Revenues

	2022	2023	2024		
	Actual	Budget	Budget	Increase	%Increase
Property Tax	\$8,467,504	\$10,590,388	\$13,358,797	\$2,768,409	26.1%
Elec/GasFranchise Fees	4,742,904	5,361,000	5,264,000	(\$97,000)	-1.8%
Other Franchise Fees	307,061	305,000	314,150	\$9,150	3.0%
License and Permits	2,041,733	1,035,098	1,135,098	\$100,000	9.7%
Other Revenues	3,316,994	2,841,703	3,683,728	\$842,025	29.6%
Admin Charges to Funds	4,495,266	4,803,300	5,093,000	\$289,700	6.0%
Total Revenue	<u>\$23,371,462</u>	<u>\$24,936,489</u>	<u>\$28,848,773</u>	<u>\$3,912,284</u>	<u>15.7%</u>

General Fund Expenditure

Department	2022	2023	2024	Increase	%Increase	Notes
	Actual	Budget	Budget			
Council	\$168,882	\$191,078	\$199,486	\$8,408	4.40%	
Communication	\$48,732	\$155,139	\$354,330	\$199,191	128.40%	Moved Comm. Coord and Comm. Eng. Coord here from Admin
Administration	\$944,729	\$1,122,615	\$1,049,096	-\$73,519	-6.55%	
Human Resources	\$451,973	\$462,885	\$492,336	\$29,451	6.36%	
Elections	\$38,890	\$13,906	\$40,783	\$26,877	193.28%	2024 is an election year-additional expenses for this
Admin Serv-Finance	\$1,795,943	\$1,860,432	\$2,022,258	\$161,826	8.70%	Addition of Payroll Specialist-Staffing Program
Admin Serv-IS	\$1,273,463	\$1,282,276	\$1,318,518	\$36,242	2.83%	
Legal	\$248,097	\$120,000	\$140,000	\$20,000	16.67%	
Community Dev.	\$563,119	\$417,903	\$590,700	\$172,797	41.35%	Full wage for Planner and Zoning Study Implement from grant
Engineering	\$576,263	\$635,955	\$657,531	\$21,576	3.39%	
City Hall Bldg	\$219,034	\$216,612	\$235,505	\$18,893	8.72%	
Building Maint Div	\$619,849	\$761,846	\$967,283	\$205,437	26.97%	Final add of dollars for maint buildings from Staffing Program
Police	\$6,030,828	\$6,176,456	\$6,791,993	\$615,537	9.97%	Addition of Patrol Officer #30 as part of Staffing Program
Fire	\$2,328,090	\$2,550,484	\$2,929,751	\$379,267	14.87%	Addition of Fire Chief #4-Operations Chief-Growth Position
Building Inspection	\$929,197	\$821,511	\$1,030,044	\$208,533	25.38%	Built in Full Wage of Inspector funded through grant last year
Public Works Admin	\$403,409	\$424,883	\$459,911	\$35,028	8.24%	
Streets	\$1,915,641	\$1,935,240	\$2,056,646	\$121,406	6.27%	Addition of Street Maintenance Worker-Staffing Program
Snow Removal	\$341,014	\$284,555	\$322,861	\$38,306	13.46%	Addition of Street Maintenance Worker-Staffing Program
MSB Building	\$213,000	\$211,196	\$261,792	\$50,596	23.96%	Addition of Fleet Maint. Software and Building Repairs
Park Maintenance	\$1,471,379	\$1,281,432	\$1,506,325	\$224,893	17.55%	Seen increases in fertilizer, fuel and utilities for park shelters
ISD 112 Maint	\$28,252	\$37,940	\$38,199	\$259	0.68%	
Tree Control	\$53,671	\$64,968	\$85,293	\$20,325	31.28%	Increased efforts because of Emerald Ash Borer Disease
Parks Admin	\$895,047	\$722,923	\$771,513	\$48,590	6.72%	
Parks Youth	\$221,955	\$345,156	\$383,820	\$38,664	11.20%	Shifting of true Park and Rec. dollars from CCC to General Fund
Park Senior	\$195,680	\$207,565	\$226,278	\$18,713	9.02%	Move Part-Time Senior Programmer to Full Time
Parks Adult	\$79,665	\$79,779	\$87,210	\$7,431	9.31%	Shifting of true Park and Rec. dollars from CCC to General Fund
Firemen's Park	\$104,309	\$123,425	\$122,053	-\$1,372	-1.11%	
Parks Skating Rink	\$7,900	\$12,481	\$12,612	\$131	1.05%	
Unallocated	\$614,025	\$2,414,997	\$3,694,646	\$1,279,649	52.99%	These are additional dollars for the Building Improve Program
Total	\$ 22,782,036	\$ 24,935,638	\$ 28,848,773	\$3,913,135	15.69%	

Impact of Proposed Maximum Tax Levy for 2024

As we do each year, the following is an illustration of the impact of taxes in our current year (2023) compared to what is being proposed in this Staff report recommendation for 2024:

Median Valued Home in Chaska:

-Median Value of Home in 2023: \$370,700

-Median Value Home in 2024: \$379,100

Actual Annual Taxes Paid on Example Home

-2023 Median Value Home City taxes in 2023: \$1,171

-2023 Median Value Home City taxes in 2024: \$1,372

Increase of \$16.75 per month or \$201 for the year

This increase of \$16.75 is made up of:

Inflation and New Growth (tax levy policy): \$5.67

CAMP: \$0

Staffing Study: \$3.33

Building Improvement Program: \$7.75

Comparison to Other Communities

Based on what was discussed above, the proposed total tax levy for 2024 would be \$17,744,598. This levy amount not only includes the General Fund Levy, but also includes the Equipment Acquisition Fund Levy, the EDA levy, and the Mt. Pleasant Cemetery Levy. We do also levy \$409,596 for a Tax Abatement Levy, but this is generated directly from the project that it is meant to support and does not impact what residents pay, just like tax increment financing.

Rank	City	2023 Levy	2024 Projected Levy	Population	Tax Levy Per Capita
1	Golden Valley	31,087,048	32,641,400	22,034	\$1,481
2	Oak Park Heights	6,337,260	6,654,123	4,776	\$1,393
3	Wayzata	5,879,345	6,173,312	4,437	\$1,391
4	Mendota Heights	11,947,424	12,544,795	11,658	\$1,076
5	Columbus	4,233,069	4,444,722	4,172	\$1,065
6	Minneapolis	442,754,385	464,892,105	436,934	\$1,064
7	Hopkins	18,766,224	19,704,535	18,608	\$1,059
8	Excelsior	2,331,074	2,447,628	2,335	\$1,048
9	Orono	8,387,000	8,806,350	8,447	\$1,043
10	St. Anthony Village	8,478,011	8,901,912	9,060	\$983

53	Prior Lake	16,863,956	17,707,154	27,855	\$ 636
54	Carver	3,851,980	4,044,579	6,371	\$ 635
55	Chaska	17,744,598	17,744,598	28,170	\$ 630
56	Lino Lakes	12,893,915	13,538,611	21,658	\$ 625
57	Maple Grove	41,203,200	43,263,360	71,230	\$ 607

76	Mounds View	\$6,479,782	\$6,803,771	12,965	\$	525
77	Arden Hills	\$4,718,680	\$4,954,614	9,682	\$	512
78	Vadnais Heights	\$6,461,264	\$6,784,327	13,270	\$	511
79	St. Paul Park	\$2,654,073	\$2,786,777	5,498	\$	507
80	Falcon Heights	\$2,474,298	\$2,598,013	5,379	\$	483
81	Anoka	\$8,295,505	\$8,710,280	18,127	\$	481
82	Lauderdale	\$1,010,172	\$1,060,681	2,221	\$	478
83	North Oaks	\$2,182,645	\$2,291,777	5,195	\$	441
84	White Bear Lake	\$9,955,000	\$10,452,750	24,689	\$	423

This chart above assumes that we implement what is being discussed in this Staff Report and assumes that each of the other cities would see a 5% increase in their levy. In hearing from other cities around the Metro Area, it does appear that many cities' numbers will be higher than a 5% increase meaning that where we fall on this chart could be better than what we are projecting. As you can see in the chart above, we would move to 55 lowest out of 84 Metro Cities (we were at 56th lowest last year).

Recommendation

Staff is recommending that Council establish a total operating tax levy for 2024 of \$17,531,797 for the General Fund and other general governmental funds of the City supported by a tax levy. At the same time, it will also be recommended to consider establishing a tax levy of \$409,596 to support our City's Tax Abatement Projects, which will have no impact on what taxpayers would pay in 2024 as these resources come directly out of the projects they have supported. The EDA will also be recommended to consider a proposed \$212,801 levy for the EDA in 2024. All together these levies total \$18,154,194, which again would have a total impact on the median valued home of \$16.75 per month or \$201 for the year.

Enterprise Fund Budgets

As Council is aware, over the past two months, we have been reviewing recommendations for our budgets in the Enterprise Funds through reviewing our 5-year financial analyses, including:

- Community Center
- Chaska Town Course
- Chaska Electric
- Chaska Water and Sewer
- Chaska Storm Sewer
- Chaska Curling and Event Center
- The Loop Golf Course

Included in the attached Annual Budget Message are all the 2024 proposed Enterprise Fund Budgets, which goes through a summary for each of our Enterprise Funds, and recommendations on any changes that are being recommended for fees/rates within each of these enterprise funds. It should be noted that the action taken here will just be to set the budgets for each of these funds. There will be separate action taken tonight to set the rates in each of the Enterprise Funds that need rate adjustments.

CCC

As it relates to the Chaska Community Center, the major issues that were discussed for 2024 are the continued impacts of the COVID 19 pandemic, the impacts of an aging facility on capital reinvestment, and the impact each will have on our budget as we move into this next year.

Over the Course of 2023, while we did see some improvements in our memberships since COVID, we are still seeing our average membership rate be about 30% down from where we peaked in the early winter of 2020. As we discussed during the budget process, we are still seeing many who have stuck with habits that they built during COVID of working out at home, or potentially utilizing low cost fitness centers such as Snap or Anytime Fitness. Our focus on those potential members will be to demonstrate how we can offer value for the entire family beyond fitness including many of the programs that we offer throughout the facility. We are also creating a different option for memberships by offer a Dual Membership instead of just a Family Membership. Our hope is to gain those who have chosen not to get a membership with multiple members of the family if they only have two within the household. This has been one that we have had requested from our Active Older Adult participants who often only have two people living in the household.

In addition to the impacts of COVID, the impacts of an aging facility are also having a financial impact on the facility as we are now 33 years old and have never been able to properly fund the \$865,000 of depreciation we see on an annual basis. With the increasing frequency of having to replace failing systems, this has had an impact on affecting our ability to balance our budget on an annual basis. As I show in the Administrator Budget Report attached to this Staff Report, we have about \$2.1 million in overdue maintenance items that should be addressed. However, we are only able to afford to complete about \$295,000 of these improvements, leaving many items in the building susceptible to failing. This is not a long-term strategy for sustainability at the facility. This \$295,000 of improvements include:

- Replace Roof Top Units #3 and #4 over St. Francis Addition: \$64,000 for both
- Replace Selecterized and Free Weight Equipment: \$165,000
- Needed Roof Repairs: \$66,000

With our facility continuing to show that funding replacement of equipment will be a challenge if we do not develop a plan, we spent time in this budget process talking about a 10-year plan for not only how we fund operations and repairs/replacements, but also how we fully fund our depreciation as we move into the future. There is a section of the attached Administrator's Message that talks about this in greater detail.

Finally, in addition to expenses, we looked at how our rates compare to other similar facilities. For the amount that we offer at the CCC, our memberships and daily admission are still a great deal, with them being affordable for residents in our community. The plan for 2024 is to still provide great value to our patrons but to also make sure that our rates are not too far off comparable facilities to make sure we are generating enough to support the operations of our facility.

Based on our discussions, below are the proposed Revenue and Expenditure Budgets for the CCC in 2024:

	<i>Actual</i>	<i>Budget</i>	<i>Budget</i>		<i>%</i>
REVENUES	2022	2023	2024	Change	Change
<i>Member/Admis/Rental</i>	\$1,376,195	\$1,551,407	\$1,636,072	\$84,665	5.46%
<i>Community Room</i>	\$78,107	\$75,000	\$90,000	\$15,000	20.00%
<i>Craft Rooms</i>	\$17,456	\$20,000	\$24,000	\$4,000	20.00%
<i>Fitness Programs</i>	\$18,235	\$20,000	\$75,000	\$55,000	275.00%
<i>Gym</i>	\$5,878	\$10,000	\$35,000	\$25,000	250.00%
<i>Ice Arena</i>	\$803,311	\$1,004,867	\$966,273	(\$38,594)	-3.84%
<i>Maintenance</i>	\$22,068	\$37,285	\$38,031	\$746	2.00%
<i>Wellness-PT</i>	\$33,613	\$48,000	\$80,000	\$32,000	66.67%
<i>Play & Daycare Room</i>	\$9,703	\$63,274	\$114,000	\$50,726	80.17%
<i>Swimming Pool</i>	\$24,750	\$22,729	\$35,000	\$12,271	53.99%
<i>Swim Lessons</i>	\$74,149	\$142,000	\$219,240	\$77,240	54.39%
<i>Theater</i>	\$83,014	\$49,227	\$56,700	\$7,473	15.18%
<i>The Lodge</i>	\$3,643	\$20,000	\$20,400	\$400	2.00%
<i>General Facility Revenue</i>	\$220,683	\$100,000	\$0	(\$100,000)	-100.00%
<i>Vending</i>	\$0	\$11,000	\$11,000	\$0	0.00%
<i>Misc.</i>	\$48,715	\$669,113	\$361,972	(\$307,141)	-45.90%
Total Oper Rev	\$2,819,520	\$3,843,902	\$3,762,688	(\$81,214)	-2.11%
Non-operating					
Self Insurance (CIP)	\$0	\$0	\$389,000	\$389,000	#DIV/0!
<i>Utility Funds</i>	<u>\$470,000</u>	<u>\$700,420</u>	<u>\$814,524</u>	<u>\$114,104</u>	<u>16.29%</u>
Total Non oper	\$470,000	\$700,420	\$1,203,524	\$503,104	71.83%
TOTAL REV	\$3,289,520	\$4,544,322	\$4,966,212	\$421,890	9.28%

	<i>Actual</i>	<i>Budget</i>	<i>Budget</i>		
EXPENSES	2022	2023	2024	Increase	%
<i>Admin</i>	\$ 990,193	\$ 919,524	\$ 944,884	\$ 25,360	2.76%
<i>Front Desk</i>	\$ 181,345	\$ 195,678	\$ 185,157	\$ (10,521)	-5.38%
<i>Well- Prog</i>	\$ 14,583	\$ 9,022	\$ 12,000	\$ 2,978	33.01%
<i>Ice Arena</i>	\$ 252,955	\$ 212,217	\$ 237,459	\$ 25,242	11.89%
<i>Maintenance</i>	\$1,601,259	\$1,369,553	\$1,621,393	\$ 251,840	18.39%
<i>Personal Train</i>	\$ 40,951	\$ 39,005	\$ 38,141	\$ (864)	-2.22%
<i>Wellness Add</i>	\$ 204,062	\$ 276,860	\$ 304,908	\$ 28,048	10.13%
<i>Play/Daycare</i>	\$ 82,462	\$ 74,650	\$ 108,024	\$ 33,374	44.71%
<i>Swim Pool</i>	\$ 506,774	\$ 580,662	\$ 633,138	\$ 52,476	9.04%
<i>Theater</i>	\$ 1,153	\$ 7,603	\$ 7,641	\$ 38	0.50%
<i>Lodge</i>	\$ 3,321	\$ 4,350	\$ 4,372	\$ 22	0.51%
<i>Gen Facility</i>	\$ 67,267	\$ 429,120	\$ 311,230	\$ (117,890)	-27.47%
<i>Depreciation</i>	\$ 865,041	\$ -	\$ -	\$ -	0.00%
<i>Debt Service</i>	\$ 117,142	\$ 498,550	\$ 556,905	\$ 58,355	11.70%
<i>Other</i>	\$ 7,372	\$ -	\$ 10	\$ 10	
Expenses	\$4,935,880	\$4,616,794	\$4,965,262	\$ 348,468	7.55%

Town Course

As we have discussed over the past several budget cycles, we do continue to see a shift to more residents playing, which helps us achieve the mission of being a community-gathering place, but has put pressure on revenues, as we subsidize residents' rates at the Course. As we discussed during the budget process, 2023 was the first year we have seen resident play be more than non-resident play, with it being 51% residents/49% non-residents.

When we started looking at this trend four years ago the resident fees were approximately 37% lower than comparable courses in the Twin Cities. We had discussions that discounting 50% or more of our patrons at this large of a discount would not be sustainable over the years, especially as we need to reinvest back into this facility that recently turned 20 years old. Just like the Community Center, while we need to work to decrease the percentage of discount to a sustainable level, we proposed that this would be done over a 5-year planning period to help create a smoother transition for our patrons.

When we started these discussions in 2020, we were able to meet with long-term resident patrons of the course to provide them with information about where we are at in long-term financial planning, and to get their input on how we might be able to approach this issue. The feedback we received was very good, indicating both that they understood the issue that needed to be addressed and supported addressing it, but suggested that we try to do it in a way that has less impact on the most loyal resident players at the Town Course. The result of that study got us to look at how we could structure the increases to have less impact on residents during the weekdays, as this is when many of our most loyal residents play with things such as Leagues occurring during the week. We proposed keeping any of the larger rate increases to the weekends when there is a high demand for play. It also tends to be the times

we see more usage from people outside of the community. The overall plan that was developed looked at how we eventually get to a point where there is a 20% discount for residents on weekends, and a 25% discount for residents on weekdays. We anticipate that with the pace of the changes that we are making that we can accomplish that by 2028.

Based on that, the chart below looks at the changes we would be recommending making during this budget cycle in 2024 (the fifth year of this implementation), and how that has us comparing to other courses in the Twin Cities and the immediate area for rates:

Comparisons to High-End Courses

Top Public 18 Hole	WD 18 Hole GF	WE 18 Hole GF	18 Hole Cart	Twilight GF	Twilight Cart
Edinburgh	\$49.00	\$60.00	\$20.00	\$35.00	\$15.00
Stoneridge	\$70.00	\$89.00	\$21.00	\$73.00	\$16.00
The Wilds	\$94.00	\$94.00	\$18.00	\$57.00	\$18.00
Meadows at Mystic	\$89.00	\$110.00	\$21.00	\$64.00	\$16.00
Rush Creek	\$125.00	\$125.00	\$20.00	\$69.00	\$20.00
Troy Bume	\$105.00	\$105.00	\$24.00	\$79.00	\$20.00
Legends	\$109.00	\$110.00	\$21.00	\$79.00	\$16.00
Average	\$91.57	\$99.00	\$20.71	\$65.14	\$17.29
Current 2023 CTC Non-Residents	\$74.00	\$80.00	\$21.00	\$57.00	\$16.00
Proposed 2024 CTC Non-Resident	\$76.00	\$82.00	\$21.00	\$59.00	\$16.00
Current 2023 CTC Resident	\$51.00	\$59.00	\$21.00	\$46.00	\$16.00
Proposed 2023 CTC Resident	\$55.00	\$63.00	\$21.00	\$49.00	\$16.00
% Discount for Resident vs Non-Resident	32.93%	23.17%			

Comparisons to Area Golf Courses

	WD 18 Hole GF	WE 18 Hole GF	18 Hole Cart	Twilight GF	Twilight Cart
Ridges at Sand Creek	\$43.00	\$48.00	\$17.00	\$36.00	\$8.00
Stonebrooke	\$63.00	\$78.00	\$21.00	\$38.00	\$10.00
Deer Run	\$59.00	\$59.00	\$17.00	\$40.00	\$10.00
Dahlgreen	\$45.00	\$49.00	\$20.00	\$45.00	N/A
Bluff Creek	\$50.00	\$57.00	\$18.00	\$46.00	\$12.00
Average	\$52.00	\$58.20	\$18.60	\$41.00	\$10.00
CTC Resident	\$55.00	\$63.00	\$21.00	\$51.00	\$16.00

For 2024, there are no Staffing changes being recommended, and the equipment being replaced will including the following:

- Sidewinder: \$42,000
- Rotary Mower: \$15,000
- 4wd Pickup: \$55,000
- Large Spreader: \$8,000
- Beverage Cart: \$9,000
- Green's Triplex (for The Loop but financed with CTC Equipment): \$62,000

In 2023, we completed three major projects on the course, including resurfacing all the cart paths that had not been resurfaced yet, replacing the roof on the Clubhouse, and put down permanent mats on the driving range to allow the driving range to be used in wet conditions without it having season-long impacts to the quality of that facility. We completed each of these major items in 2023 to keep the course in great condition the entire 2024 summer to prepare for the US Amateur, which the Town Course will co-host for a second time with Hazeltine.

Based on the assumptions that were utilized for the course, below is the Revenue and Expense projections for 2024 at the Town Course:

	Actual	Expected	Budget	Budget	Change	Change
<i>Revenues</i>	2022	2023	2023	2024		
Green fees	\$ 1,881,815	\$ 1,926,896	\$ 1,776,000	\$ 1,984,000	\$ 208,000	11.71%
Driving range	\$ 172,597	\$ 178,875	\$ 155,000	\$ 170,000	\$ 15,000	9.68%
Member fees	\$ 94,389	\$ 98,916	\$ 80,000	\$ 95,000	\$ 15,000	18.75%
Sale of supplies	\$ 324,401	\$ 334,630	\$ 300,000	\$ 300,000	\$ -	0.00%
Concessions	\$ 51,151	\$ 52,815	\$ 50,000	\$ 50,000	\$ -	0.00%
Cart rental	\$ 429,583	\$ 410,527	\$ 430,000	\$ 430,000	\$ -	0.00%
Misc	\$ 86,272	\$ 21,653	\$ 1,283,400	\$ 163,400	\$ (1,120,000)	-87.27%
Total revenues	\$ 3,040,208	\$ 3,024,312	\$ 4,074,400	\$ 3,192,400	\$ (882,000)	-21.65%

	Actual	Expected	Budget	Budget	Change	Change
<i>Expenses</i>	2022	2023	2023	2024		
Course Maintenance	\$1,124,590	\$1,415,056	\$2,617,127	\$1,230,287	-\$1,386,840	-52.99%
Course Admin/Clubhouse	\$1,212,204	\$1,159,038	\$1,099,024	\$1,208,856	\$109,832	9.99%
Merchandise	\$210,037	\$308,977	\$225,000	\$226,125	\$1,125	0.50%
Debt Service (Equip)	\$26,027	\$21,376	\$279,600	\$331,700	\$52,100	18.63%
Transfers Out/Debt Service	\$0	\$0	\$0	\$0	\$0	
Misc	\$21	\$1	\$0	\$0	\$0	
Depreciation	\$483,760	\$0	\$0	\$0	\$0	
Total Expenses	\$3,056,639	\$2,904,448	\$4,220,751	\$2,996,968	-\$1,223,783	-28.99%

Based on this, we expect to see an increase of \$195,432 to the Fund Balance for 2024.

Utility Funds

In our Utility Funds (Water, Sewer, Electric and Storm Water) our primary objective of these funds has been to provide reliable and affordable service to our customers, while at the same time making sure that we maintain adequate reserves to fund any capital improvements that are necessary to our system.

In our Water, Sewer and Electric Fund we completed a Cost-of-Service Study in 2019 and 2020 to provide us with data both to make sure that we are structuring our rates correctly to accomplish what we want to in each fund, as well as being equitable with the structure of our rates based on usage, and to make sure that we are developing a plan that helps us at least meet our minimum cash balances in each fund to have enough saved to properly take care of our future needs and allow us to be sustainable in our utilities into the future.

Some of the main findings of this Cost-of-Service Study included:

- Adjusting the tiers of our Water Rate categories to recognize that the average residential users are now using 4,000 gallons per month compared to 7,000 gallons when we first set our tiered structure. Our tiered structure should be set up to provide benefit/no economic disincentive to our average users for the water they are using, and that those using more than average are not being subsidized by average users.
- Making sure that our Fixed Service Fees in each of our funds are set to capture the actual fixed costs in our utilities, and the rates (which are variable costs based on use) should not be utilized to subsidize our fixed costs
- Make sure that we set our Senior discount in electric to impact only those needing financial assistance based on income instead of providing incentive to those that our discount may not be intending to assist
- Set our rates to encourage desired consumer behaviors to help conserve our finite resources
- Set our rates to be able to accommodate all necessary maintenance and improvement activities in the future, ensuring that we have a proper level of reserves available in each fund to make our system sustainable

It should be noted that the results of this study and any changes we need to see in rate structures would come over a multiple-year period to not have too much impact in any one give year on our rate payers. In 2024, we would already be four years into implementing the recommendations (6-years for Sewer), with what we are proposing following the path we started after completing these studies.

Below is a chart showing the individual utilities and what we recommend changing in 2024 to stay consistent with our Cost-of-Service Study plan, and what the overall impact of these changes would have on the average user both from a dollar and percentage standpoint:

Utility Fund	Units/Month	2023 Bill	2024 Bill	Increase	% Increase		COS Revenue Target
Electric (kWh)	750	\$126.12	\$127.92	\$1.80	1.43%		2.00%
Water (Gal X 1000)	4	\$18.60	\$20.22	\$1.62	8.71%		8.00%
Sewer (Gal X 1000)	4	\$31.29	\$34.77	\$3.48	11.12%		15.00%
Storm Water	1	\$11.77	\$12.27	\$0.50	4.25%		4.25%
Total		\$187.78	\$195.18	\$7.40	3.94%		

Although there are different levels of impact in different utilities, the overall impact to the average residential user would be a 3.94% increase, or \$7.40 from 2023 to 2024.

It should be noted that with all these changes, Chaska remains very competitive with our Utility Rates, being 6% lower than Xcel for our electric rates, average of similar types of cities for our Storm Water Fees, and right around average for our Water and Sewer Fees.

Below is the revenue and expenditure budgets for each of our Utility Funds:

Water

Water	Actual	Budget	Budget	
	2022	2023	2024	% Change
Revenues				
Metered	\$5,205,117	\$4,169,040	\$5,189,000	24.47%
Other	\$77,174	\$41,100	\$49,940	21.51%
Transfers In	\$465,000	\$400,000	\$402,000	0.50%
Total	\$5,747,291	\$4,610,140	\$5,640,940	22.36%
Expenses				
Pumping	\$309,944	\$421,896	\$503,110	19.25%
Treatment	\$442,654	\$358,984	\$467,487	30.23%
Distribution	\$850,913	\$1,251,007	\$1,159,399	-7.32%
Administration	\$969,956	\$994,366	\$1,064,875	7.09%
Depreciation	\$889,582	\$0	\$0	0.00%
Debt Service	\$133,831	\$968,630	\$1,161,000	19.86%
Tranfers Out	\$117,000	\$234,855	\$330,850	40.87%
Other	\$3,834	\$1,922	\$351,933	18210.77%
Total	\$3,717,714	\$4,231,660	\$5,038,654	19.07%

Sewer

Sewer	Actual	Budget	Budget	
	2022	2023	2024	% Change
Revenues				
Metered Sales	\$7,031,756	\$6,328,450	\$7,563,450	19.52%
Other Revenues	\$189,636	\$5,100	\$5,100	0.00%
Total	\$7,221,392	\$6,333,550	\$7,568,550	19.50%
Expenses				
Pumping	\$23,289	\$25,092	\$31,014	23.60%
Treatment	\$3,072,276	\$3,712,603	\$4,170,070	12.32%
Collection	\$795,132	\$895,764	\$1,010,831	12.85%
Administration	\$958,928	\$983,044	\$1,030,939	4.87%
Transfers Out	\$177,000	\$327,855	\$399,112	21.73%
Depreciation	\$197,971	\$0	\$0	0.00%
Debt Service	\$108,469	\$389,192	\$576,200	48.05%
Other	\$163	\$0	\$0	0.00%
Total	\$5,333,228	\$6,333,550	\$7,218,166	13.97%

Electric

Revenues:

	Actual	Budget	Budget		
	2022	2023	2024	Change	% Change
Electric Sales	\$55,241,580	\$45,277,000	\$49,053,200	\$3,776,200	8.34%
Other Revenue	\$312,689	\$700	\$352,900	\$352,200	50314.29%
Total Revenue	\$55,554,269	\$45,277,700	\$49,406,100	\$4,128,400	9.12%

Expenditures:

	Actual	Budget	Budget		
	2022	2023	2024	Change	% Change
Purchased Power	\$27,957,968	\$27,292,000	\$29,909,000	\$2,617,000	9.59%
Trans/Distribution	\$2,670,771	\$4,176,430	\$7,551,509	\$3,375,079	80.81%
Load Conservation	\$623,341	\$482,350	\$487,589	\$5,239	1.09%
Admin System	\$3,803,020	\$3,788,627	\$4,063,736	\$275,109	7.26%
Admin Billing	\$732,684	\$696,633	\$803,153	\$106,520	15.29%
Franchise Fee	\$4,279,210	\$4,902,000	\$4,798,000	-\$104,000	-2.12%
Depreciation	\$1,573,140	\$0	\$0	\$0	0.00%
Debt Service	\$259,074	\$703,450	\$711,000	\$7,550	1.07%
Transfer	\$2,234,000	\$2,386,710	\$2,895,700	\$508,990	21.33%
Other (EAC)	\$9,971,141	\$0	\$0	\$0	0.00%
Total	\$54,104,349	\$44,428,200	\$51,219,687	\$6,791,487	15.29%

Storm Water

	2022	2023	2024		
Revenues	Actual	Budget	Budget	Change	% Change
Storm Water Fees	\$3,649,327	\$2,108,000	\$2,912,000	\$804,000	38.14%
Other	\$422,739	\$224,755	\$216,000	-\$8,755	-3.90%
Total	\$4,072,066	\$2,332,755	\$3,128,000	\$795,245	34.09%
Expenditures					
Transfer Out	\$246,000	\$212,000	\$246,000	\$34,000	16.04%
Transmission/Distribution	\$570,379	\$903,853	\$1,626,775	\$722,922	79.98%
Administration	\$706,001	\$641,236	\$680,187	\$38,951	6.07%
Utility Billing	\$78,565	\$115,715	\$113,758	-\$1,957	-1.69%
Depreciation	\$267,481	\$30,000	\$0	-\$30,000	-100.00%
Debt Service Support	\$71,618	\$288,239	\$296,000	\$7,761	2.69%
Other	\$15,690	\$141,003	\$81,600	-\$59,403	-42.13%
Total	\$1,955,734	\$2,332,046	\$3,044,320	\$712,274	30.54%

Curing and Event Center

For the Curling and Event Center, in just one more year, this facility will be 10 years old. With it approaching that age, we spent time during this budget cycle not only talking about how the membership numbers still make this one of the largest Curling Clubs in the Country and how the Event Center has continued to perform very well since COVID ended, but we also spent a considerable amount of time talking about strategies for how we will reinvest back into this facility over the years and keep it in good condition. We also have been discussing with Crooked Pint their lease renewal, which is scheduled for 2025, and the types of reinvestments they will be planning on putting back into the facility through things such as tables and chairs to keep the facility looking new.

To do this, we will need to be cognizant about not only setting rates right to attract users to our facility, but also make sure that they are high enough so we can start generating surpluses each year to allow us to have the dollars to reinvest back into this facility. As we discussed, part of this will come through operations with some also coming from our contribution from the Community Fund planning on increasing by 4% a year to keep dollars getting reinvested back into the facility.

There are no Staffing Changes in the fund for 2024, and the Capital reinvestment will be in the purchase of a dehumidification unit that is critical to the ice making operations in our facility. Below is the revenue and expenditure budget for the Fund. As you can see the Fund generates a surplus of about \$9,000 for the year based on the established budget. However, this number does grow during the 5-year forecasting period both through increased Community Fund contributions, but also through the increased percentage of rent we will get as the renewal on our restaurant lease comes up in 2025. Below are the revenues and expenditures for the Curling and Event Center for 2024:

Revenues:

Revenues	Actual 2022	Budget 2023	Budget 2024	Change	%Change
Event Center Rental	\$169,591	\$153,300	\$175,985	\$22,685	14.80%
Curling Center Leagues/Memberships	\$541,438	\$502,788	\$429,867	-\$72,921	-14.50%
Corporate Curling Events	\$298,914	\$250,000	\$225,000	-\$25,000	-10.00%
Restaurant Lease	\$393,327	\$390,122	\$402,000	\$11,878	3.04%
Community Fund Transfer (Debt)	\$1,523,159	\$1,632,762	\$1,721,922	\$89,160	5.46%
Other Revenue	\$169	-\$60,420	\$0	\$60,420	-100.00%
Total Operating Revenues	\$2,926,598	\$2,868,552	\$2,954,774	\$86,222	3.01%

Expenditures:

Expenditures	Actual 2022	Budget 2023	Budget 2024	Change	%Change
Administration/General Facilities	\$806,058	\$784,709	\$937,025	\$152,316	19.41%
Event Center	\$124,157	\$142,795	\$33,361	-\$109,434	-76.64%
Curling Center	\$358,655	\$290,181	\$329,384	\$39,203	13.51%
Crooked Pint	\$53,970	\$61,910	\$65,890	\$3,980	6.43%
Other	\$29,928	\$0	\$450	\$450	0.00%
Depreciation	\$568,348	\$0	\$0	\$0	0.00%
Debt Service	\$438,380	\$1,584,506	\$1,579,363	-\$5,143	-0.32%
Total Operating Expenses	\$2,379,496	\$2,864,101	\$2,945,473	\$81,372	2.84%

The Loop Golf Course (former Par 30)

As the Council is aware, 2024 will be the first year of operations for The Loop. Formerly the Par 30, for nearly 50 years this property served our residents as a small Executive Course that the City owned and operated. As the property aged, and particularly when the irrigation system was starting to fail, the City had a decision to make about whether to abandon the course or reinvest back into it to keep it going into the future. It was at the time the City was having to decide on the future of the Course that a non-profit organization call The Learning Links of Chaska approached the City to talk about a partnership of redesigning and rebuilding the course to be a fully accessible course, making it very unique to any other course existing in the Country. Chaska did decide to move forward with The Learning Links in this endeavor and over the last two summers have had the course closed to rebuild the course and to construct a new clubhouse and maintenance building facility. Below are the objectives that were developed for this facility:

- Provide a high-quality golf experience to the residents of Chaska and visitors of all abilities
- Be viewed as a golf course facility with innovative design that breaks down barriers for people of all abilities to play
- Provide another opportunity to create a premier Community Gathering Location in our community
- Assume that we are providing adequate resources for The Loop to support all operations of a high-quality golf course, including adequate and well-trained staff and well-maintained equipment
- Ensure that we are operating a golf course that can be financially sustainable and generate enough reserves to continue to reinvest back into the facility in

As we budget for 2023, we looked at both how to set the rates, and the number of rounds we should assume for the year. First, we assumed for the number of rounds that we would be at 24,500. We used this number as we used to reach approximately 17,000 rounds per year at the Par 30, and we feel that the high-quality nature of this course will attract new golfers. From a rate perspective, we surveyed the other Executive Courses in the area, but tried to set the rates on the higher end of average as we do think that this course is a higher quality design and experience than someone would get at other area Executive Courses. Below is a survey of the Courses we surveyed including the rates that we are recommending for 2024:

Course	Junior	Senior	Adult
Halla Greens	\$15.00	\$17.00	\$22.00
Braemar Executive	\$12.00	\$19.00	\$19.00
Waters Edge	\$20.00	\$20.00	\$20.00
Orono	\$12.00	\$16.00	\$20.00
Glen Lake	\$14.00	\$14.00	\$18.00
Average	\$14.60	\$17.20	\$19.80
The Loop Proposed Rate	\$18.00	\$18.00	\$23.00
Minnalayas Proposed Rate	\$5.00	\$5.00	\$5.00

From an expenditure perspective, we will have 2 Fulltime Greenskeeper positions who will be supported by part-time help. This is one more fulltime Greenskeeper than what we had at the Par 30. In the Clubhouse, we will have this area be led by a 9-Month Clubhouse Manager and supported by part-time help. The only major expense we will have from an equipment standpoint is the purchase of 1 Greens Triplex Mower for \$62,000. All other equipment we will utilize from the Town Course when it has expired on its rotation schedule from that course.

Based on the above, below is the 2024 Revenue and Expense budget The Loop in its first year of operation:

	Budget
	2024
Green Fees	\$489,500
Minnalayas Fees	\$85,500
Transfer In/Learning Link	\$405,000
Other	\$22,900
Total Revenue	\$1,002,900
Maintenance	\$384,264
Administration	\$228,647
Merchandise	\$15,000
Other	\$0
Debt Service	\$369,500
Total Expenses	\$997,411
Net Income (loss)	\$5,489

Final Recommendations

Based on the above report, Staff is recommending the approval of the proposed 2024 General Fund and Enterprise Fund Budgets, as well as approving the final operational tax levy for 2024 at \$17,941,393 for the General Fund, Mt. Pleasant Cemetery, Tax Abatement, and the Equipment Acquisition Fund. The EDA Levy will be set in the EDA meeting to follow and would be \$212,801.

CITY COUNCIL ACTION REQUESTED

(Note, two separate motions will be needed to separately adopt each resolution.)

Motion to adopt Resolution 2023-95 Adopting Property Tax Levies for Payable 2024.

Motion to adopt Resolution 2023-96 Adopting 2024 Fund Budgets.

**CITY OF CHASKA
CARVER COUNTY, MINNESOTA**

RESOLUTION

DATE 12/18/2023 **RESOLUTION NO.** 2023-95

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

**A Resolution Adopting Property Tax
Levies for Payable 2024**

WHEREAS, the City has conducted a public hearing on December 4, 2023, to receive comments from the public on a proposed 2024 Budget and tax levies recommended therein; and,

WHEREAS, the City must certify to the County Auditor on or before December 28, 2023, property tax levies for Assessed 2023 Payable 2024.

NOW, THEREFORE, BE IT RESOLVED, that the following Assessed 2023 Payable 2024 property tax levies be adopted consistent with the 2024 Budget:

Fund	Levy Amount
General Fund	\$ 13,341,797
Equipment Acquisition Fund	4,184,000
Mt Pleasant Cemetery Fund	<u>6,000</u>
Total All City Operating Levies	17,531,797
Abatement District Levy	<u>409,596</u>
Total All City Levies	<u>\$17,941,393</u>
 Total EDA Fund Levy, HRA Levy	 \$ <u>212,801</u>

FURTHER BE IT RESOLVED, that the City Clerk is directed to file these approved levies with the Carver County Auditor on or before December 28, 2023.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 18th day of December 2023.

Mike Huang, Mayor Pro Tem

Attest: _____
Chaska Deputy Clerk

**CITY OF CHASKA
CARVER COUNTY, MINNESOTA**

RESOLUTION

DATE 12/18/2023 **RESOLUTION NO.** 2023-96

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

A Resolution Adopting 2024 Fund Budgets

WHEREAS, the City has conducted a public hearing on December 4, 2023, to receive comments from the public on a proposed 2024 Budget and tax levies recommended therein; and,

NOW, THEREFORE, BE IT RESOLVED, that the following levy supported and special revenue fund budgets for 2024 be adopted:

Fund	Revenue and Other Sources	Expenditures and Other Uses	Fund Balance Increase (Decrease)
General Fund	\$ 28,848,773	\$ 28,548,773	\$ 300,000
Fund Balance - Committed	\$ -	\$ 300,000	\$ (300,000)
Total General Fund Budget	\$ 28,848,773	\$ 28,848,773	\$ -
Equipment Acquisition	\$ 5,111,000	\$ 5,111,000	\$ -
Fund Balance Planned Uses	\$ -	\$ -	\$ -
Total Equip Acquisition Budget	\$ 5,111,000	\$ 5,111,000	\$ -
Mt. Pleasant Cemetery Fund	\$ 8,700	\$ 13,500	\$ (4,800)
Fund Balance Planned Uses	\$ 4,800	\$ -	\$ 4,800
Total Mt. Pleasant Budget	\$ 13,500	\$ 13,500	\$ -
Total City Funds	\$ 33,973,273	\$ 33,973,273	\$ -
EDA Fund	\$ 610,401	\$ 610,401	\$ -

FURTHER BE IT RESOLVED, that the following enterprise fund budgets for 2024 be adopted:

Fund	Revenues and Other Sources	Expenses and Other Uses	Net Position Increase (Decrease)
Electric	\$49,406,100	\$51,219,687	\$(1,813,587)
Water	5,640,940	5,038,654	602,286
Sanitary Sewer	7,568,550	7,218,166	350,384
Chaska Community Center	4,966,212	4,965,252	960
The Loop at Chaska	1,002,900	997,411	5,489
Chaska Town Course	3,192,400	2,996,968	195,432
Turbine	2,590,403	2,418,170	172,233
Storm Water Mgmt.	3,128,100	3,044,320	83,780
Curling and Event Center	2,954,774	2,945,473	9,301

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 18th day of December 2023.

Mike Huang, Mayor Pro Tem

Attest: _____
Chaska Deputy Clerk

City of Chaska ***2024 Budget***



2024 Annual Budget

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

Submitted for your review is the proposed 2024 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. As we did during the 2023 budget process, we have continued to spend the better part of this year talking to the public about our largest current challenge, which will be taking care of our existing City facilities and investing into improvements that will be needed to allow us to meet our service objectives moving into the future.

As you read this budget, you will find that beyond trying to maintain our current services at levels that our residents expect, this budget seeks to continue our efforts to keep our Capital Asset Maintenance Program (CAMP) fully funded as we move into the future so that we continue to reinvest back into the assets that are aging in our community such as trails, roads, and parks. We also have put a high priority on making sure we are working towards keeping our General Fund Reserve balance at a sufficient level to be able to address requirements of our Bond Rating Agency to maintain our already high rating, and that special attention is put towards completing implementation of the recommendations of our Baker-Tilly Staffing Study. 2024 will be the fourth and final year of implementing this Staffing Plan that helped us identify staffing shortages we needed to fill to keep our residents' expected service levels sustainable as we continue to grow.

Finally, as we started in 2023, an emphasis was placed in this budget on implementing the plan to address our City Facility needs for buildings supporting our General Fund services in Chaska. This includes our Police and Fire Services, our Municipal Services Campus, Chaska Library, and our City Hall. All these facilities are over 30 years old, with very little change occurring in these facilities as our community has grown. Not only do these facilities have deferred maintenance projects that need to occur, but none of them are large enough to handle our current staffing or equipment levels in the City, let alone our future needs as we continue to grow. As will be described throughout this budget document, the 2024 budget will be the second of four years of revenue increases that will be needed to support the debt service of rehabilitating and expanding these facilities which will take the rest of this decade to complete. 2024 will also mark the first facility in our Building Improvement Program that we plan to move forward to construct, with our Public Safety campus slated to start in the Spring of 2024 and be completed in the Fall of 2025. This facility will house both our Police and Fire Departments on the property that currently holds our Fire Department.

The following document will go through these discussions in detail, as well as lay out the data to show what we expect to see over the course of 2024 to help our residents understand the decisions that are being made for the 2024 budget year.

2024 Budget Environment

As we go into 2024, we are seeing market values in the community stabilize to levels that are more typical for a growing community. For taxes payable 2023, we saw an increase in our community's overall market value of 22.35%, which was the largest single year increase we had seen in over two decades.

For taxes payable 2024, we are seeing an 8.18% increase in our community's taxable market value, with 3.24% driven by new construction and the other 4.93% being driven by changes in existing properties values. The strongest growth we have seen in the City has been in the category of Apartments, which saw a 10.47% overall increase in value, with most of that being in existing apartment buildings. This growth was caused by a strong demand for additional apartment units in the community as the vacancy rate was very low. This led to the construction of over 600 rental units in Chaska which we expect to start coming on-line over the next few months.

Commercial/Industrial properties also saw strong growth at 10.14%, with 6.33% of that being with existing Industrial buildings. It was this demand which led to the construction of two additional industrial buildings in our new Chaska Creek Industrial Park, and additions to buildings in our North Industrial Park.

Residential saw the smallest change in property values for 2024, with existing residential properties only seeing a 2.75% increase in market values. This small amount of change in existing residential properties was likely due to the large increase we saw in 2023 in market values, when we saw the taxable values of properties catch up to the large increase in sales values we were seeing in Chaska a couple of years ago.

Our tax capacity for 2024 is slated to grow at a slower rate of 5.4% compared to 24.9% in 2023. The tax capacity measures the amount of value that is taxable within a community.

As we have seen since 2021, building activity in Chaska was very strong during 2023. This building activity has included the addition of two apartment buildings in the Clover Ridge Neighborhood, the construction of an additional apartment building in the Hazeltine Plaza development, and the addition of rental townhomes on the former site of Oak Ridge Conference Center, totaling over 600 rental units in all. In addition to this, we saw strong Commercial/Industrial development with the construction of Costco, the 5th floor addition to the 212 Medical Center's main building, the addition of an industrial building on the former Chaska Building Center site, and the completion of a second industrial building in the Chaska Creek Industrial Park. We also saw the addition of a significant amount of new owner-occupied residential units in three separate development areas in Southwest Chaska and in the westerly neighborhood addition to the Clover Ridge Neighborhood. As we finish out 2023, we expect that permits will exceed the 2021 and 2022 levels of \$1.5 million, reaching approximately \$2.8 million. For 2024, we are expecting to see some slowing in the market, with only two smaller industrial buildings currently approved. However, we do expect to continue to see a moderate pace of development for residential units. Because of that, we are budgeting for \$1.1 million in building permits.

As the 2024 budget was put together, there were several major budget environmental factors we needed to consider as it related to revenues, including:

- Market Values across the community increased by 8.18% compared to the 22.35% increase we saw in 2022. This will bring our overall property value in the community to \$4.58 billion, a little over \$351 million higher than last year. 3.24% of this change came from new construction, with the rest being increased values on existing properties. This 3.24% increase is slightly higher than the 2.17% increase in new construction we saw last year.
- Based on Legislative Changes made during the last session, while we will continue to see \$0 in Local Government Aid, we did receive a one-time allocation of \$1.22 million in Public Safety Aid to support Police and Fire services. We are not required to utilize these dollars all during the 2024 year, but the 2024 budget recommends formally allocating approximately \$400,000 of these dollars towards public safety expenses.
- Based on Legislative Changes during the last session, the State did create a Metro Sales Tax, with a portion of this sales tax coming back to each Metro Area City with the purpose of supporting the creation of more affordable housing stock. The allocation in 2024 for Chaska is estimated to be approximately \$258,000, with it going up to \$375,000 in 2025. These funds are anticipated to continue.
- While building permits in Chaska have been over \$1.5 million in 2021 and 2022, and close to \$2.8 million in 2023, we do not expect to see as robust growth in 2024, and therefore are setting our budget for permits to be at \$1.1 million for 2024.
- We are continuing to see an increase in population, with a steady increase in the number of residential units being built in the community, including 600 new rental units opening over the next 6 months. Based on this, we expect the population in Chaska to be just over 28,700 in 2024.
- Our Electric Revenue has continued to increase, as we have seen a significant amount of Economic Development activity occur in the last several years, including Data Center development, and additions to existing industrial businesses driving up this usage. This has had a positive impact on the Electric Right of Way Usage Fee coming back to our General Fund. We expect the amount coming back to the General Fund in 2024 to be approximately \$5 million.

Tax Levy Establishment Policy

This Budget Document will 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 the 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 need 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 that all new homes and businesses 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, but instead helps make sure that we are capturing this new value to contribute to the overall service need increases in the community caused by new growth. This tax levy establishment policy goes on to say that we would only increase our tax levy above this amount if we were addressing new items in our budget, and that the levy would increase by the actual amount that is needed to support the direct cost of these new initiatives.

In this 2024 budget, the items that would be above and beyond our base-level tax levy establishment policy, which the Council has decided are critical to address in 2024 include:

- Implementing the fourth and final year of our Staffing Gap plan, which requires an additional \$487,000 in tax levy.
- Commit to the second of four years of ramping up revenues for our Building Improvement Program, which would add \$1.125 million of tax levy each of the 4 years of the program, along with \$590,500 of Utility Funds each of the next 4 years to support the ultimate \$6.8 million of estimated annual debt service necessary to implement this entire program.

As we will discuss later in this budget, utilizing our base tax levy policy, and addressing these additional items above would have an impact on the Median Value Home in the community (\$379,100) of \$16.75 per month, or \$201 over the course of the entire year.

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 CAMP and Building Improvement Programs. This document also moves us in the direction of continuing to meet our Staffing needs throughout our General Fund services. 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 our primary service objectives.

Budget Objectives

As with all our budgeting processes, the first place that we start with 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 the establishing the proposed 2024 budget you see before you now:

- Support budgeting programs that help Chaska strengthen its mission of being “The Best Small Town in Minnesota”
- Maintain existing high-quality service levels
- Utilize our existing Levy Policy: Limit tax levy growth to capture only new real growth in community and inflation. Only increasing levy beyond this point if new service levels/assets are being added

- Fully fund maintenance and replacement of our vehicles, equipment, and physical assets on a regular schedule to ensure sustainability of investments already made
- Fund new programs only after existing, necessary programs are funded
- Budget utilizing a plan that avoids draw-down of City's General Fund Reserves and builds these reserve levels to a targeted level
- Fully fund levy needs of Street Reconstruction Program
- Develop a budget plan that is sustainable from a resource perspective to support service levels that residents expect

The newest objective on this list is the last one, added during the 2019 budget process, in which we discussed the importance of resourcing our organization to a level that can sustain the service levels our residents have come to expect. Over the past five 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 in 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 allocated towards maintaining our aging facilities. Continuing to address our Staffing needs through finishing the implementation of our Staffing Gap plan, and continuing to fund our Building Improvement Program, will allow us to be able to meet the service level expectations of our residents as we go into the future. Putting these resources in place now will also help us 25-30 years down the road when our City facilities will once again need additional major reinvestment. It will make sure we have an existing funding source available to support these improvements.

As mentioned previously, instituting each of the above-described initiatives in 2024 would require an additional tax levy of \$487,000 for the Staffing Program, and an additional \$1.125 million in tax levy to support the Building Improvement Program. On the Median-Valued Home in Chaska (\$379,100) the tax impact would be \$16.75 per month in additional costs, or \$201 over the course of the entire year. This would require a levy increase of 19.3%. Given that we are seeing a 5.4% increase in our tax capacity for 2024, we would see an approximate 14.6% increase in our tax rate. Assuming a 5% increase in tax levies from all other communities in the Twin Cities (we have seen most cities above a 5% increase), we would be 55th lowest out of 84 cities in the Twin Cities Metro Area.

MAJOR INITIATIVES OVER PAST DECADE

During the recession period from 2008-2013, to navigate the financial impacts to our revenue collection that supported our budgeted activities, the City deferred many planned expenditures as a strategy to balance the budget. This was needed and allowed us not to increase the tax levy for four years during this recession period.

When the economy improved after 2013, the City was able to put more emphasis into the projects that we had to defer, which revolved around the reinvestment back into our existing infrastructure and assets, as well as making sure that we were staffing at a level that could sustain the level of services residents have come to expect in our community.

CAMP Program

This renewed emphasis on reinvestment back into our existing infrastructure was first demonstrated through the establishment of our Capital Asset Maintenance Program (CAMP). The CAMP 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 in this program, with a four-year plan for how to fully fund these needs. This four-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 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. The budget for 2024 continues with full investment into the CAMP to keep up with these reinvestment needs.

Staffing Gap Program

During the 2020 budget, we did turn our attention to addressing the gaps we had identified in our staffing levels across the City in past years, and what we felt was needed to sustainably meet our service level expectations in the future. 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 for going into the future to keep up with our service level demands as our community grows, 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 were 16 employees short in being able to meet our current service level needs, but that once we filled 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.

To work on filling our existing gap, we divided the implementation of this plan over a four-year period to spread the costs over multiple years so as not to have all the financial impact in one budget year. We were able to start this Staffing program in 2020, needing to take a break in 2021 because of COVID challenges. However, in 2022, we did re-establish this program, implementing the second of the four years recommended for full implementation, along with addressing public safety gaps (shortage of 3 Police Officers) that were not identified in the original study. These three Police Officers were spread into each of the remaining three years of the Staffing program implementation, with one new position being added each year. In addition to funding the positions through this program, \$500,000 was also added to the program to help fund the on-going maintenance of our City facilities as positions being added in this program included Building Maintenance Staff. Up until this point, Chaska had not

had any dedicated Building Maintenance personnel on Staff, which was a real challenge with having aging facilities.

The budget for 2024 has us funding the fourth and final year of this program, with the program being supported by \$487,000 in additional tax levy and \$125,000 coming from the Enterprise Funds to support not only the final slate of new Staff identified in this program, but also the final addition of dollars to help support on-going maintenance of our City facilities through our new Building Maintenance Staff.

Building Improvement Program

In 2023, a new program was added to address necessary building improvements in our General Fund facilities. As we have been discussing over the last two years both internally and through educational events for the public, there is a significant need to reinvest in our General Fund facilities that are all over 30 years old, are in poor condition, and are not sized or designed properly to serve our growing community and the changes in services we have had to make to properly serve our residents.

When doing our initial study to explore our current needs, it was identified that the following four buildings need reinvestment and expansion, without the necessary resources being currently available to address these needs. The four General Fund facilities discussed, in order of their priority, include:

- Public Safety (Police and Fire)
- Municipal Services Building (Public Works, Water/Sewer, Storm Water, Electric)
- Chaska Library
- Chaska City Hall

Later in this document I will discuss the needs that we have found with these facilities, and the revenue needs we would have to properly address these deficiencies. Also, to be discussed, the program is one that we are laying out to have the financial resources necessary collected over a four-year period to help spread the additional tax burden needed to support the program over an extended period.

The first facility in this program would be scheduled to be completed in 2025 (Public Safety Facility), with the final facility being completed in late 2030 (City Hall Rehabilitation). This Building Improvement Program is where we have spent the bulk of our budget discussions over the past two years, and what we have been out educating the public on since early spring of 2022. 2024 would be the second year of implementing the needed tax levy to support this program, with the City levying the first portion of this program in 2023. 2024 would also mark the start of construction on the first facility in this program, which is the Public Safety Facility. This would be slated to start construction in the spring of 2024 and be completed by the Fall of 2025.

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, 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 8.18% (as it will for taxes payable 2024), the levy could also increase by 8.18% 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.

While the constant tax rate policy worked very well for several years, during our last major recession (2010-2013) we did start to experience some of the practical limitations of this policy. The first practical issue experienced is that not all market value increases are 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 change unless their market value stayed the same. This often was 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 declined for four straight years. This led to the City temporarily 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 would not decrease unless a community is willing to reduce the amount of services it provides. In fact, if the service levels are kept the same, the actual cost of providing the service in subsequent years increases because of inflationary factors. 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 four years, staying at an amount of \$4,880,354.

Finally, the 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 services, and therefore 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 needs we have for additional resources to support the services we already provide.

It was during the 2014 budgetary process that the City Council made a permanent change to our tax levy establishment policy to learn from the issues we experienced during the Great Recession. The current tax levy policy, established in 2014, focuses specifically on looking at the two items that create increased cost pressures on our

General Fund, if a primary objective is to keep a constant level of services in the community:

- New construction in the community (3.24% for taxes payable 2024)
- Inflationary increases in the market (~5% for 2024)
 - Total Base-line tax levy increase of 8.24% to keep current service levels constant
 - It should be noted above that the actual rate of inflation we have been seeing over the past two years has been over 5%. However, we decided to cap it at 5% for budgeting purposes because we are addressing the addition of our Building Improvement Plan again in 2024.

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 on the cost of providing our services regardless of whether we make any changes in service levels or not. To make sure we take these issues into account, our 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 can make sure that all new users are paying their fair share of service costs in the community, and that we consider that costs go up on an annual basis because of inflation, no matter what policy decisions we make.

The 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 2024 budget, the two new items that are being added are the \$487,000 going towards the final year of implementation of our Staffing Gap study, and the \$1.125 million towards the second year of our Building Improvement Program. The total new tax levy amount needed in 2024 to address these added programs would be \$1,612,000. Any other increase in the levy is due to keeping up with new growth and inflation to keep our service levels constant.

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 is increased demand 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, more than 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 period. This large amount of growth resulted in a 35% increase in our population from 2000-2010, with our official population being 23,770 in 2010. This compares to the 8% average increase in population that was experienced across the rest of the Twin Cities Metropolitan Area during the same 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 in 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 because 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.

This downward trend reversed itself in late 2012, and stabilized, with several new residential developments approved over the past decade. 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 Park. Over this past year, we have seen a continued push in residential development, while also seeing a large increase in Commercial/Industrial activity. In 2023, we saw robust Commercial/Industrial development, along with the addition of several residential rental projects. This included the addition of three apartment buildings and rental townhomes, creating over 600 new rental units in the community. It also included the start of construction on the Costco building, the completion of two industrial buildings in our Chaska Creek Industrial Park, an addition onto the 212 Medical Center, along with new single family owner-occupied housing units being constructed.

While we have seen three years of very strong growth in 2021-2023, with building permit revenues being over \$1.5 million in 2021 and 2022, and permit revenue being close to \$2.8 million on 2023, we are expecting some slowdown in building in the community with our building permit revenues budgeted to be \$1.1 million in 2024. Below is a chart indicating what we think will happen with our population growth over the next 5 years due to expected growth:

Year	# of Housholds	# 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	11,468	225	27,523
2022	11,668	200	28,003
2023	11,845	177	28,170
2024	12,445	600	28,668
2025	12,595	150	30,228
2026	12,745	150	30,588
2027	12,895	150	30,948
2028	13,045	150	31,308

An analysis of General Fund revenues by major fund source:

Total revenues anticipated to fund the 2024 General Fund operating budget are \$28,848,773, which is an increase of 15.7% from our 2023 General Fund Revenues of \$24,936,489.

As you will find on the chart below, Property taxes are the largest source of increased income going into the General Fund budget. One item on this that may not be clear is while it shows a 26.1% increase in property taxes, that is not the actual percentage of increase of our total property taxes. The total levy increase is 19.3%. The reason for this is that our property tax levy does not just fund the General Fund. It also funds the Equipment Acquisition Fund, the Economic Development Authority (EDA), and our Mt. Pleasant Cemetery operations. What the increase in property taxes refers to in the General Fund Revenue Chart is the increase of property taxes we have going specifically into our General Fund in comparison to 2023. Again, our total property tax levy will be going up by 19.3% in 2024. Based on this, we would see an increase in our tax rate of 14.6%. As we have discussed, most of this increase is due to the implementation of our Building Improvement Program, with 2024 being the second of four years of tax levy increase needed to support this program.

One additional thing to point out is in our Building Permit revenues. As mentioned previously, while we have seen actual permit revenues in 2021 and 2022 be over \$1.5 million and in 2023 be close to \$2.8 million, we do think that there will be some slowdown in building for 2024. We are budgeting \$1.1 million for 2024. It should be

noted that there are many projects that are in the process of building now and will require inspections in 2024 although they pulled their permits in 2023. We are going to be designating some of this 2023 permit revenue for 2024 since the work for these facilities will continue into this next year.

Finally, the other main source of income in our General Fund is our 5% Electric Payment for Right of Way usage and the operational transfer of an additional 5% from the Electric Fund, and our Gas Franchise Fees. These are budgeted to be over \$5,264,000 because of continued growth of electric/utility use in our community. Finally, we have our Administrative Charges to our different internal funds to provide administrative services to these funds, so they do not have to provide these services themselves. That fee is scheduled to be \$5,093,000 in 2024.

The chart below shows a summary of revenues for the 2024 budget year:

General Fund Revenues					
	2022	2023	2024		
	Actual	Budget	Budget	Increase	%Increase
Property Tax	\$8,467,504	\$10,590,388	\$13,358,797	\$2,768,409	26.1%
Elec/GasFranchise Fees	4,742,904	5,361,000	5,264,000	(\$97,000)	-1.8%
Other Franchise Fees	307,061	305,000	314,150	\$9,150	3.0%
License and Permits	2,041,733	1,035,098	1,135,098	\$100,000	9.7%
Other Revenues	3,316,994	2,841,703	3,683,728	\$842,025	29.6%
Admin Charges to Funds	4,495,266	4,803,300	5,093,000	\$289,700	6.0%
Total Revenue	<u>\$23,371,462</u>	<u>\$24,936,489</u>	<u>\$28,848,773</u>	<u>\$3,912,284</u>	<u>15.7%</u>

An analysis of Major Programs in our General Fund Expenditures:

Besides the funding of our general governmental services, the General Fund includes three major initiatives, including:

- Capital Asset Maintenance Program (CAMP)
- Staffing Gap Program/Building Maintenance Program
- Building Improvement Plan

I will talk in greater detail about each one individually below.

1. Capital Asset Maintenance Program (CAMP)

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 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 on 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.

As was discussed previously, between 2014-2017, the City worked to create our Capital Asset Maintenance Program (CAMP) to fund the replacement of major items in our General Fund. During this time, we raised an additional \$1 million in revenue, which has since stayed in our budget to fully fund this program on an annual basis. The types of activities that this program funds include replacing playgrounds, repaving trails, resurfacing roads, rehabbing parking lots, as well as other items that keep assets used by everyone in the community in good condition.

With the CAMP fully funded, 2024 will bring several rehabilitation projects to the table, including:

- \$500,000: Street Sealcoat/Overlay
- \$60,000: Trail Resurfacing (3 miles)
- \$225,000: Lion's Park Playground Replacement
- \$225,000: Retaining Wall Replacement at intersection of Bavaria/Innsbruck Drives
- \$150,000: Expansion of Lion's Park Pickleball Courts (\$75,000 from Park Development Fund)

In addition to these items, we are also moving the dollars we had budgeted in 2023 for work to be completed on rehabbing City Square Park to 2024, which was budgeted at \$500,000.

2. Staffing Gap Analysis/Building Maintenance

As mentioned previously, based on the results of our Staffing Analysis in 2017/18, we did determine that we were 16 employees short of meeting our current service levels needs. We also determined that we had a missing component in our current organization of proper resources and staffing dedicated to Building Maintenance. This was 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.

In addition to this, during the 2022 budget process, we did discuss one component of this program that we felt was not properly addressed initially, which was the Staffing levels in our Police Department with Sworn Officers. It was determined that we were three Police Officers short, and to address this, one Officer would be added each of the remaining three years of implementing our Staffing Program. This added an additional \$336,000 to the overall program.

As we discussed last year, 2024 is the last of four years for implementing our Staffing and Building Maintenance Plan. To fund this last year of the plan, \$612,000 of additional resources need to be added in 2024, with \$487,000 coming from additional tax levy and \$125,000 coming from Enterprise Fund Resources. Below is a list of the positions/building maintenance assets added in 2020, 2022 and 2023 (we took a break in 2021 because of COVID), along with the proposed list of new positions for 2024.

2020 Staffing Study Implementation Plan:

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

2022 Staffing Study Implementation Plan:

- HR Generalist
- Assistant City Engineer
- Building Maintenance Worker (4th of 5)
- Additional Police Officer (#28)
- Allocation to Building Maintenance Budget: \$125,000

2023 Staffing Study Implementation Plan:

- City Planner (2nd)
- Economic Development Coordinator
- Water/Sewer Maintenance Worker
- Park Maintenance Worker
- Additional Police Officer (#29)
- Allocation to Building Maintenance Budget: \$125,000

2024 Staffing Study Implementation Plan:

- Building Maintenance Worker (5th)
- Storm Water Maintenance Worker
- Street Maintenance Worker
- Water/Sewer Maintenance Worker
- Payroll Support Specialist
- Patrol Officer (#30)
- Allocation to Building Maintenance Budget: \$125,000

3. Building Improvement Program

Since the City Council officially established it as a priority goal in 2021, reinvesting back into our Core Assets has been a focus of activity that the City has been working on over the past three years. This work and discussions have revolved specifically around the significant needs we have for improvements in our General Fund facilities, including:

- Public Safety (Police and Fire)
- Municipal Service Building (Public Works, Water/Sewer, Storm Water, Electric and Mechanics)
- New Library (The City owns the building, and Carver County operates the library)
- Remodeled City Hall

As we have discussed throughout this process, each of these facilities are over 30 years old (Fire Station is 28 years old in 2024), with little reinvestment being put back into these buildings over that time. These buildings have also not increased in size to accommodate new employees added as the community has grown, and they have not kept up from a space perspective to store all our equipment. Finally, these City facilities have not kept up with security measures that are now critical in public facilities to keep our employees and visitors safe.

To address this issue, the City hired architects from Leo A Daly and the construction management firm RJM Construction to complete the following tasks:

- Identify the square footage needs of every General Fund Department
- Develop a Concept Plan to address each of the department's needs
- Develop conceptual pricing to accomplish implementing these building recommendations

The findings of this study were presented to the Council in May of 2022, along with recommendations for how to fund each of these facility needs. The total estimated costs to address the needs of each of these facilities is currently \$121,500,000, which would create an annual debt service need of a little over \$6.86 million per year, with \$4.5 million attributed to General Fund costs, and \$2.36 million attributed to costs of our Enterprise Funds (i.e., Electric, Water/Sewer, Storm).

As we have discussed during this process, one of the things that makes this issue difficult to address is both the fact that the original facilities were funded using one-time dollars, and our tax levy has historically been very low, giving us few resources to reinvest back into these facilities as the needs have arisen. This means that to address this issue, we need to create new resources unless we are willing to cut back on our existing services levels, which have also been traditionally leanly funded.

To address the funding of this program, but to not see the impact of this all come at once, Staff presented a recommendation to Council in 2022 to increase the funding over a four-year period, with the tax levy needing to increase by \$1.125 million each year over a four-year period. Spreading this cost out over several years would also recognize that we would not have the organizational capacity to work on each of these

facilities at once, only having the organizational capacity to address one facility at a time.

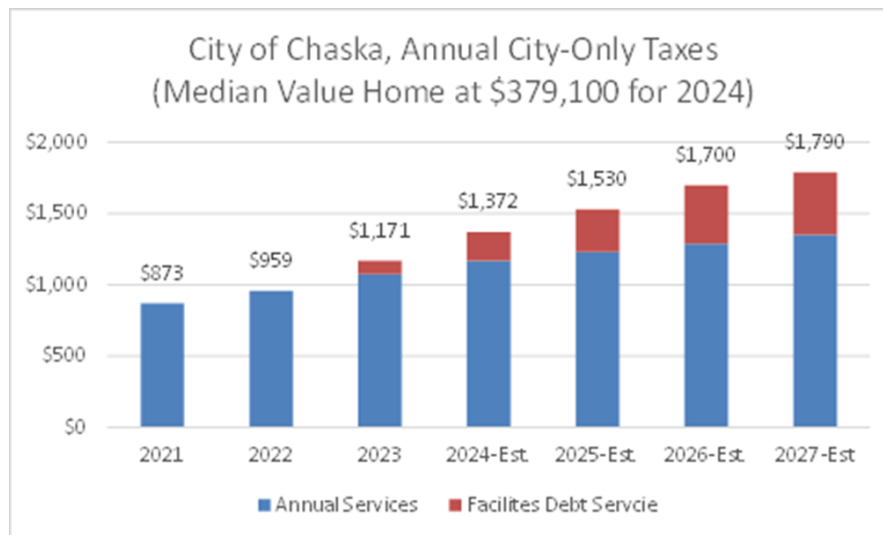
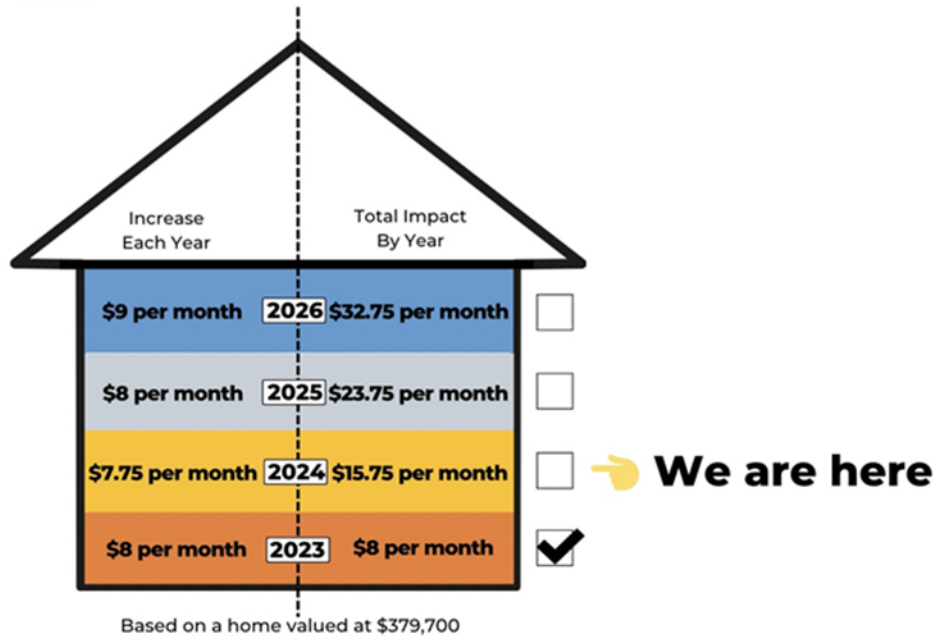
With this plan, all four buildings would be completed by late 2030, with the priority going to our Public Safety facility, since it has the greatest immediate needs, and then our Municipal Services Building. The new Library would be the third building to be addressed, as we would need to move the library out of City Hall to pick up the needed space in City Hall to meet its current and future needs. The last piece of the project would be the remodeling of City Hall to pick up the spaces vacated by the library and the Police Department to address our current space needs. The following is the schedule that would be anticipated for each of the facilities in our current Building Improvement Plan:

- Public Safety Building: Start building in 2024-Complete in Fall of 2025
- Municipal Services Building: Start building in 2026-Complete in Fall of 2027
- Library: Start Building in 2028-Complete in Fall of 2029
- City Hall Remodel: Start and Complete in 2030

As the Council is aware, a significant amount of public outreach has been done to educate our residents not only on the need, but also the impact they could expect on taxes if we were to move forward with this plan. The plan started in last year's budget (2023) with an \$8 monthly impact to the median-valued home. For 2024, the median valued home can expect an additional \$7.75 per month. For 2025, the program would add an additional \$8 per month, and for 2026 the program would add an additional \$9 per month to the Median Valued Home. At the end of four years, the monthly impact on a median-valued home would be \$32.75 per month, or \$393 per year. We would anticipate that this would put us about in the middle of the 84 Metropolitan Municipalities for tax levy per capita impact when the program is completed. Below are two charts we have been showing the public for the financial impact of the program:



Funding the Facilities



As mentioned previously, the Public Safety facility would be the first building to be addressed in this plan, with the plans currently being completed and expected to have final approval in our Planning process in December. We would anticipate starting construction on this building in the Spring of 2024, with it being completed in the fall of 2025. We expect to get back bids to consider for this project in February.

Property Taxes:

For 2024, to accomplish establishing our base-line budget, address implementing the fourth and final year of the Staffing Gap plan implementation, fully funding the CAMP,

and continuing with the second year of the Building Improvement Program, the total tax levy needed is \$18,154,194. This levy represents our entire levy, which includes General Fund, Equipment Acquisition Fund, Cemetery Fund, Tax Abatement Fund, and the EDA. This represents an increase of 19.31% from the 2023 total tax levy.

This levy increase would be made up of 8.40% to support the baseline levy (5.16% for inflation and 3.24% for new growth in the community), in addition to \$487,000 that is needed for the last year of our Staffing Study implementation. Finally, an additional \$1.125 million tax levy would be added for the second year of the Building Improvement Program. 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, \$409,956 represents a levy for tax abatement assistance provided in the past for economic development activity. This additional amount represents the 12th year of tax abatement that was provided to the West Creek Corporate Center Development for development of infrastructure to support this new industrial park, along with some other tax abatement projects including the 212 Medical Center Addition and the Chaska Creek Medical Building. While we are required to officially levy this assistance, the City is a “pass-through” for these funds, with the same amount coming in from this project that goes out for the tax abatement assistance. It does not influence other taxpayers in the community.

Within this total levy amount, the Chaska Economic Development Authority also has a \$212,801 levy. Last year this levy was \$196,308. The amount levied for 2024 in the EDA Fund is included in the total tax levy amount of \$18,154,194.

In summary, the total levy will include:

- Continuation of dollars to support the Downtown Street Reconstruction Program Debt Service
- \$17,531,797 being levied to support General Fund Operations, a portion of Street Reconstruction Debt Service, Mt. Pleasant Cemetery, and existing Equipment Acquisition Fund needs
- \$487,000 of additional levy (included in the total above) to support the fourth and final year of implementation on our Staffing Gap program
- \$1,125,000 (included in the total above) to support the second year of the Building Improvement Program (included in total above)
- \$1,000,000 for our CAMP (included in total above)
- \$212,801 being levied in the Economic Development Authority Fund for operations
- \$409,596 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 2021, 2022 and 2023, along with next year’s 2024 levy:

	2021	2022	2023	2024	Increase	%
General/Equipment Acquisition/EDA/Tax Abatement	\$ 11,406,925	\$ 12,666,429	\$ 15,210,147	\$ 18,148,194	\$ 2,938,047	19.32%
Mt Pleasant	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0.00%
Total Operating and Special Levy	\$ 11,412,925	\$ 12,672,429	\$ 15,216,147	\$ 18,154,194	\$ 2,938,047	19.31%

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 value, excluding tax-exempt property, increased by \$351,323,500 to \$4,584,515,400-an overall increase of 8.18%. The largest percentage increase that we saw in 2023 was in apartment properties, with a 10.47% overall increase. 0.49% of that came from construction of new apartment units in the community, with the other 9.98% coming from increasing values in existing residential units. That is likely why we saw the construction of over 600 rental units in Chaska over the past 12 months.

The other major area of increase we saw was in Commercial/Industrial properties, with a 10.14% increase in market values. 3.81% of that growth came from new construction, meaning that 6.33% of the increase was experienced in existing Commercial/Industrial buildings. This increase in existing C/I property values is likely what led to the construction of more buildings in Chaska over the past 12 months as there was more demand for these units.

Residential properties saw less of an increase in 2023, with there being a 6.21% increase, and Undeveloped Agricultural land saw a 12.02% decrease, meaning that there is likely less demand at this point for purchase of undeveloped properties.

Below is a summary of the Market Values for taxes payable 2024 (assessed 2023) as established by the County Assessor's office:

City of Chaska 2023 Assessments					
	Residential	Commercial/Industrial	Apartment	Ag	Total
2023 EMV	\$3,500,587,900	\$695,005,100	\$310,560,500	\$78,361,900	\$4,584,515,400
2022 EMV	\$3,295,947,000	\$631,025,600	\$281,134,600	\$89,064,200	\$4,297,171,400
Total Value Change	\$204,640,900	\$63,979,500	\$29,425,900	-\$10,702,300	\$351,323,500
New Construction	\$113,946,200	\$24,029,200	\$1,377,300	\$0	\$139,352,700
Market Change	\$90,694,700	\$39,950,300	\$28,048,600	-\$10,702,300	\$211,970,800
% New Construction	3.46%	3.81%	0.49%	0.00%	3.24%
% Market Change	2.75%	6.33%	9.98%	-12.02%	4.93%
2023 Total % Change	6.21%	10.14%	10.47%	-12.02%	8.18%

Using the 2023 market values and the classification formulas established by the State, the County Auditor has calculated Chaska's 2023 (for taxes payable 2024) gross tax capacity to be \$53,264,767, an increase of 7.64%. 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 \$2,597,955 with Chaska's fiscal disparities contribution for 2024 being \$4,825,430 resulting in a net tax capacity of \$45,841,382, or an increase of 5.44%.

	2023	2024	Increase	%
Gross Tax Capacity	\$49,483,043	\$53,264,767	\$3,781,724	7.64%
TIF	\$1,851,247	\$2,597,955	\$746,708	40.34%
Fiscal Disparities	\$4,155,642	\$4,825,430	\$669,788	16.12%
Other				
Net Tax Capacity	\$43,476,154	\$45,841,382	\$2,365,228	5.44%

Based on these estimates, Carver County has estimated Chaska's 2024 General Fund tax rate to be 36.199%. This is an increase of 14.60% from 2023, where we had a tax rate of 31.588%. With the median value of home going up from \$370,700 to \$379,100 in the community, this would bring the median-valued home's City taxes from \$1,171 in 2023 to \$1,372 in 2024, or an increase of approximately \$16.75 per month or \$201 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.

As we have discussed in previous years, Chaska has been one of the lowest tax levies per capita of all Metropolitan cities for several years. As we move forward to implement the Building Improvement Program, this will impact Chaska's place in these rankings, but it will still be a good value within the entire Twin Cities Metropolitan Area. As we look at 2024, if you assumed that all other Cities have a 5% increase in their tax levies, Chaska would go from ranking 56th lowest out of 84 total cities down to 55th lowest. It should be noted that at least in Carver County, all cities have a proposed levy over 5% meaning that our ranking would likely be better than what is represented below.

Rank	City	2023 Levy	2024 Projected Levy	Population	Tax Levy Per Capita
1	Golden Valley	31,087,048	32,641,400	22,034	\$1,481
2	Oak Park Heights	6,337,260	6,654,123	4,776	\$1,393
3	Wayzata	5,879,345	6,173,312	4,437	\$1,391
4	Mendota Heights	11,947,424	12,544,795	11,658	\$1,076
5	Columbus	4,233,069	4,444,722	4,172	\$1,065
6	Minneapolis	442,754,385	464,892,105	436,934	\$1,064
7	Hopkins	18,766,224	19,704,535	18,608	\$1,059
8	Excelsior	2,331,074	2,447,628	2,335	\$1,048
9	Orono	8,387,000	8,806,350	8,447	\$1,043
10	St. Anthony Village	8,478,011	8,901,912	9,060	\$983

53	Prior Lake	16,863,956	17,707,154	27,855	\$ 636
54	Carver	3,851,980	4,044,579	6,371	\$ 635
55	Chaska	17,744,598	17,744,598	28,170	\$ 630
56	Lino Lakes	12,893,915	13,538,611	21,658	\$ 625
57	Maple Grove	41,203,200	43,263,360	71,230	\$ 607

76	Mounds View	\$6,479,782	\$6,803,771	12,965	\$ 525
77	Arden Hills	\$4,718,680	\$4,954,614	9,682	\$ 512
78	Vadnais Heights	\$6,461,264	\$6,784,327	13,270	\$ 511
79	St. Paul Park	\$2,654,073	\$2,786,777	5,498	\$ 507
80	Falcon Heights	\$2,474,298	\$2,598,013	5,379	\$ 483
81	Anoka	\$8,295,505	\$8,710,280	18,127	\$ 481
82	Lauderdale	\$1,010,172	\$1,060,681	2,221	\$ 478
83	North Oaks	\$2,182,645	\$2,291,777	5,195	\$ 441
84	White Bear Lake	\$9,955,000	\$10,452,750	24,689	\$ 423

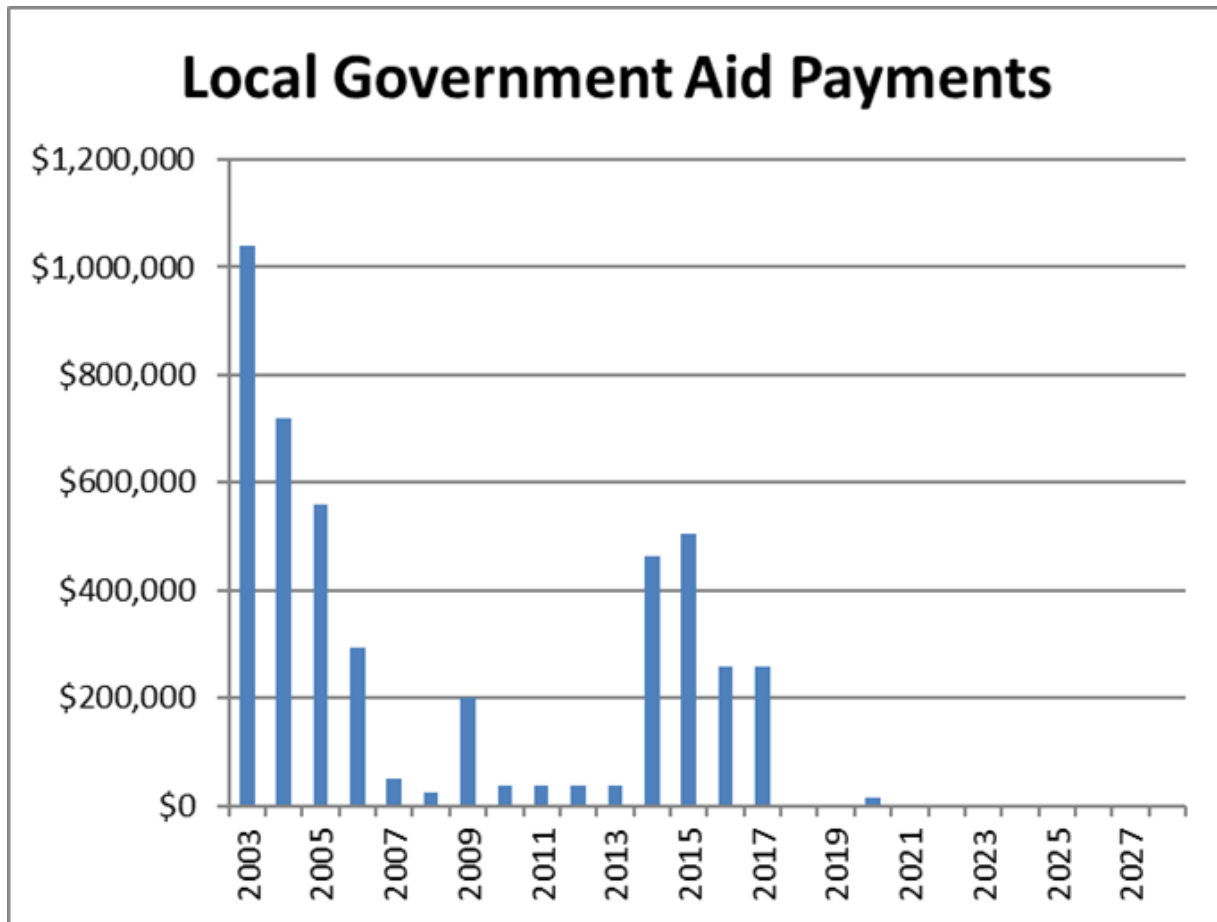
Intergovernmental Revenues:

One significant change we experienced starting in 2018 and has continued into 2024 is the reduction of our Local Government Aid by approximately \$250,000, bringing us down to nearly \$0. We expect this will continue at this level into the future. This change is due to the State's LGA formula, the increase in market values we have seen in the community over the last few 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. When this went away, 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, which we did not levy locally to replace it, was a significant reason why we started to get behind in properly staffing of our services and have had a difficult time catching back up ever since.

In 2014, the City did receive 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. With it now officially certified at \$0,

we do not expect we will see this revenue source again soon. Below is a chart of our experience of local government aid, and what we expect to see in LGA over the next five-year period.



While we will not see any LGA from the State to support our General Fund Services, there are two new sources of income that the State created that directly impact cities.

First, the State created a one-time allocation of dollars to cities to support Public Safety activities. These are dollars that we will only receive once but are not dollars that we are required to utilize in any defined period. The Public Safety Aid the City of Chaska will receive equates to approximately \$1.2 million. For our 2024 budget, we have planned to utilize \$396,000. \$350,000 of this will go towards expediting the hiring of positions we already had budgeted to start in both Police and Fire in 2024, but now will allow them to be brought on sooner. By expediting these positions by a few months, that will allow us to be able to free up time from one Fire personnel and one Police personnel to be able to focus their efforts on helping guide the construction of our Public Safety Facility while not having to worry that their normal job duties are being completed. The other \$46,000 is being planned for the purchase of two Search and Rescue Drones, that we have been planning for some time to add, for use by both our Police and Fire Departments.

The other form of State Aid that we received, and will come on an annual basis, is from the Metro Sales Tax that was just implemented. While a portion of the Metro Sales Tax will go towards transit activities, the portion that will come to cities will go to support

the building of more affordable housing within the entire Twin Cities Metropolitan Area. For the City of Chaska, we will receive \$258,000 in 2024, with that amount then going up to \$375,000 in 2025 and every year thereafter. For 2024, we plan to utilize our allocation of dollars to do a market study to look at where we officially stand for affordable housing units in our community and to develop strategies for how to create additional units in our community to meet our goal of having 30% of our units be affordable when the community is fully built.

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 has continued to be volatile and can be somewhat difficult to project from year to year.

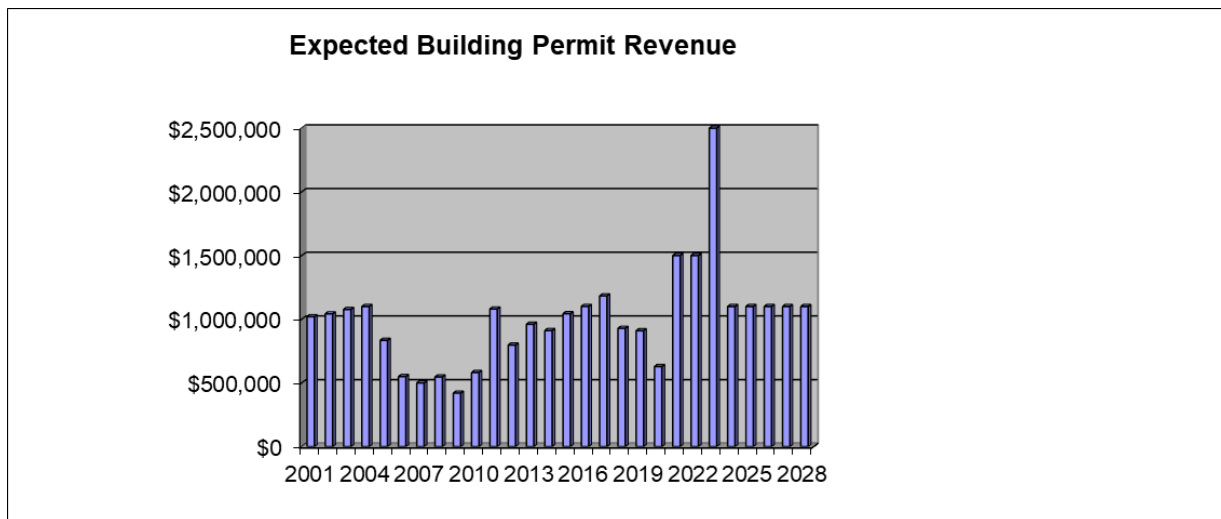
With the downturn in the economy in early 2020 due to the pandemic, we did see the permit revenue we expected to see be reduced significantly. While we continued to see relatively steady single-family residential development, we did see a big downturn in Commercial/Industrial activity, with only a few projects moving forward. In early July of 2020, we did amend our General Fund budget when we started to understand the impact it would have on our budgeted revenues, especially on building permits. As part of that action, we did adjust our budget numbers down to \$600,000, a reduction of approximately \$400,000 from what we had budgeted at the beginning of the year.

While we continued being conservative in our budgeting for 2021 and 2022, budgeting for approximately \$1 million over the course of each year, we did see a much larger than anticipated growth in residential activity, as well as growth in the Commercial/Industrial Market. Although we budgeted just under \$900,000 in 2021, we ended the year with close to \$1.5 million in activity. In 2022, while we budgeted \$1.1 million in permit revenue, we ended up with approximately \$1.5 million of activity in that year as well.

In 2023, we have seen several projects move forward with construction including Costco, the residential development next to Costco, the apartment building at Hazeltine Plaza, the Industrial Building on the old Chaska Building Center Site, and continued work on two Apartment buildings in the Clover Ridge Neighborhood. We also saw a significant amount of single-family home development occurring throughout the year. While we had budgeted for \$1.1 million in permit revenue because we had anticipated some slowdown during the year, we will have permit revenue closer to \$2.8 million for the entire year-almost 3 times more than what we budgeted.

For 2024, we do anticipate that we will see a slowdown and see a more typical level of growth compared to the past three years of strong development we have experienced. For that reason, we are budgeting \$1,035,000 million in building permits for 2024.

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

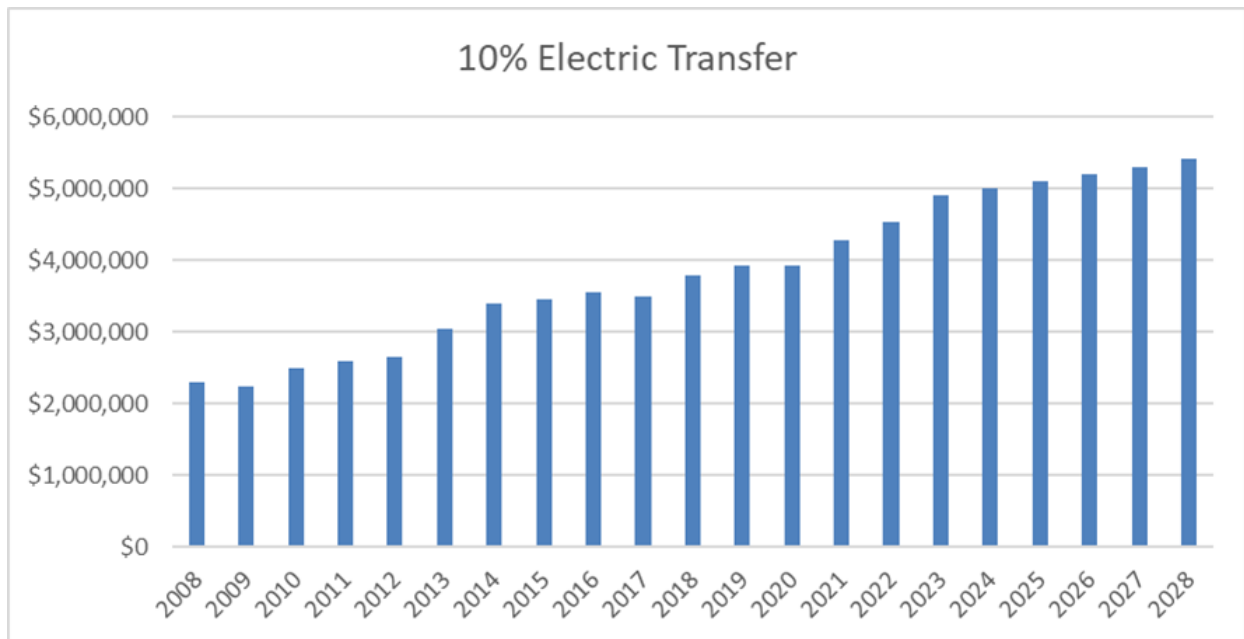


Electric Fund Transfers

The City has a formal policy of charging ourselves a Right of Way usage fee, which is equivalent to 5% of the total electric rate of our electric utility. In addition, we do an operational transfer from our Electric Fund to the General Fund to help support General Fund services, which is an objective of the Electric Fund. For 2024, the total amount of Right of Way fee transfer and operational transfer is budgeted to be just over \$5.3 million.

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 Data Centers, additional commercial uses in town, and the recent expansions we have seen with existing businesses in our original Industrial Parks on the north end of the community. We continue to expect to increase in 2024 as we start to see the loads come on from large projects we have added in the community over the past year, including three apartment buildings, new industrial and the addition onto the 212 Medical Center.

Over time we will see a significant amount of industrial growth occur in territory that now belongs to Minnesota Valley Electric Cooperative. While that currently is in their territory, the right for them to maintain these future users in their service territory ends in 2040. At that time the City of Chaska would then move to acquire this territory, something that State Statue allows us to do. So, while these users will not initially be in our territory, they eventually will be, which will allow us to increase the amount of support from our Electric Utility into our General Fund significantly at that time.



Charges for Services

Charges for services are those revenues that support the 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, Storm Water, etc.). For 2024, charges for services are programmed to be \$5,093,000 as compared to \$4,803,000 in 2023, or an increase of \$290,000. 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 our Administrative Services, Human Resources and Administration. In 2020, we also added a contribution from the Enterprise Funds to the overall Building Maintenance Division Budget, which started at \$125,000 in 2020. This amount is planned to increase to \$500,000 in 2024 as we are implementing the fourth and final phase of our Staffing/Building Maintenance Study implementation. It should also be noted that there is an additional \$509,000 that will be brought in from the Utility Funds to support the second year of the Building Improvement Program, bringing the total to \$1,018,000 over 2023 and 2024. Our Utility Funds need to support their fair share of the overall program and what they will be using. After four years of the program, the Utility Funds would need to support \$2.36 million of the total \$6.86 million annual debt service needed to support this program. We plan to add \$509,000 each of the four years of this program's implementation.

General Fund Expenditures

General Fund operating expenditures are forecast to be \$28,848,773 in 2024, which is an increase of 15.69% over the 2023 Operating Budget of \$24,935,638.

In preparing the 2024 budget the following general assumptions were used for the operating budget:

- *Utilize budgeting objectives developed*
- *Increase in the tax levy by 3.24% due to new growth and 5% for inflation*
- *Move to implement the fourth and final year of our Staffing Gap Study, adding \$487,000 to the total tax levy, and an additional \$125,000 from the Enterprise Funds to support the fourth year of the plan*
- *Implement the second year of the Building Improvement Program, adding \$1.125 million to the tax levy, and \$509,000 from the Utility Funds to support the second phase of funding this program*
- *Continue with the implementation of our CAMP, with \$1 million allocated to improvements to our existing General Fund Assets in the City*
- *Personnel salaries up 3%, with employer benefit contribution increase of 6% in 2024*
- *Assume continuation of our Street Reconstruction Program and debt service payments associated with it*
- *Continue contract with City of Carver for shared recreational services, bringing in approximately \$79,881 to support our recreational services*
- *Continue with \$12,000 expense in 2023 for "Scholarships" to support large community activities utilizing our Event Center (\$1,000 per month)*
- *Fully fund the Equipment Replacement Schedule for 2024*
- *Continue building up our General Fund reserves (budget \$300,000)*
- *All other items in budget to remain unchanged*

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 2024 budget process, while also providing a good value for our residents who receive our services in the community.

Department	2022 Actual	2023 Budget	2024 Budget	Increase	%Increase	Notes
Council	\$168,882	\$191,078	\$199,486	\$8,408	4.40%	
Communication	\$48,732	\$155,139	\$354,330	\$199,191	128.40%	Moved Comm. Coord and Comm. Eng. Coord here from Admin
Administration	\$944,729	\$1,122,615	\$1,049,096	-\$73,519	-6.55%	
Human Resources	\$451,973	\$462,885	\$492,336	\$29,451	6.36%	
Elections	\$38,890	\$13,906	\$40,783	\$26,877	193.28%	2024 is an election year-additional expenses for this
Admin Serv-Finance	\$1,795,943	\$1,860,432	\$2,022,258	\$161,826	8.70%	Addition of Payroll Specialist-Staffing Program
Admin Serv-IS	\$1,273,463	\$1,282,276	\$1,318,518	\$36,242	2.83%	
Legal	\$248,097	\$120,000	\$140,000	\$20,000	16.67%	
Community Dev.	\$563,119	\$417,903	\$590,700	\$172,797	41.35%	Full wage for Planner and Zoning Study Implement from grant
Engineering	\$576,263	\$635,955	\$657,531	\$21,576	3.39%	
City Hall Bldg	\$219,034	\$216,612	\$235,505	\$18,893	8.72%	
Building Maint Div	\$619,849	\$761,846	\$967,283	\$205,437	26.97%	Final add of dollars for maint buildings from Staffing Program
Police	\$6,030,828	\$6,176,456	\$6,791,993	\$615,537	9.97%	Addition of Patrol Officer #30 as part of Staffing Program
Fire	\$2,328,090	\$2,550,484	\$2,929,751	\$379,267	14.87%	Addition of Fire Chief #4-Operations Chief--Growth Position
Building Inspection	\$929,197	\$821,511	\$1,030,044	\$208,533	25.38%	Built in Full Wage of Inspector funded through grant last year
Public Works Admin	\$403,409	\$424,883	\$459,911	\$35,028	8.24%	
Streets	\$1,915,641	\$1,935,240	\$2,056,646	\$121,406	6.27%	Addition of Street Maintenance Worker-Staffing Program
Snow Removal	\$341,014	\$284,555	\$322,861	\$38,306	13.46%	Addition of Street Maintenance Worker-Staffing Program
MSB Building	\$213,000	\$211,196	\$261,792	\$50,596	23.96%	Addition of Fleet Maint. Software and Building Repairs
Park Maintenance	\$1,471,379	\$1,281,432	\$1,506,325	\$224,893	17.55%	Seen increases in fertilizer, fuel and utilities for park shelters
ISD 112 Maint	\$28,252	\$37,940	\$38,199	\$259	0.68%	
Tree Control	\$53,671	\$64,968	\$85,293	\$20,325	31.28%	Increased efforts because of Emerald Ash Borer Disease
Parks Admin	\$895,047	\$722,923	\$771,513	\$48,590	6.72%	
Parks Youth	\$221,955	\$345,156	\$383,820	\$38,664	11.20%	Shifting of true Park and Rec. dollars from CCC to General Fund
Park Senior	\$195,680	\$207,565	\$226,278	\$18,713	9.02%	Move Part-Time Senior Programmer to Full Time
Parks Adult	\$79,665	\$79,779	\$87,210	\$7,431	9.31%	Shifting of true Park and Rec. dollars from CCC to General Fund
Firemen's Park	\$104,309	\$123,425	\$122,053	-\$1,372	-1.11%	
Parks Skating Rink	\$7,900	\$12,481	\$12,612	\$131	1.05%	
Unallocated	\$614,025	\$2,414,997	\$3,694,646	\$1,279,649	52.99%	These are additional dollars for the Building Improve Program
Total	\$ 22,782,036	\$ 24,935,638	\$ 28,848,773	\$3,913,135	15.69%	

Specific Department 2024 Activities

Administration

For 2024, the Administration Department plans to remain unchanged for Staffing levels. In 2023, we did add the Community Engagement Manager Position in the Administration Department, as well as the Economic Development Coordinator. Both were new positions to the organization. For the 2024 budget, one change that we did make was to move the Community Engagement Manager and Communications Coordinator positions out of Administration and into the Communications Department. This has no change in our budgeted expenses but moves them into a department that better fits what their day-to-day duties entail.

Administrative Services

For 2024, the Administrative Services Department has one new position budgeted as part of the Staffing Gap Plan. This would be the addition of a Payroll Support Specialist. With the City having over 160 full-time employees, and more than 300 employees when we include our part-time employees, it has made it difficult for one individual to be able to complete all the duties of a payroll cycle by themselves. This would also allow us to be able to have a trained backup in place should one of the payroll positions be out for any reason. Other than this, there are no planned changes for 2024.

Community Development

For 2024, we do not have any new positions planned for this department. Over the past year, we did add a second planner position that was part of the Staffing Gap plan. This has helped us spread the load of planning activities between two people and allowed us to start focusing on more proactive projects such as completing the overhaul of our Planning and Zoning ordinances-something that we identified as a priority over the past year and which we have received grant dollars from the Met Council to complete.

Police

As we are implementing the final year of our Staffing Gap plan, the Police Department does have the addition of Officer #30. With the addition of this officer, we will have addressed the shortage of officers that we had identified as part of our Staffing Gap analysis.

In addition to this new Officer, we will also be utilizing a portion of our Public Safety Aid from the State to acquire 2 Search and Rescue Drones. We have had the need for drones in the past, especially when searching for people in our woods and ravine system. In those cases, we have had to call on other agencies to help us with those searches. With these drones we will be certifying people on Staff in the Police, Fire and Communications Department to be able to pilot these drones, which will make these a tool that is useful for more than just the Police Department.

Fire Department

For 2024, the position that we have scheduled to start is Fire Chief #4 which is an Operations Chief. With the number of calls that we take as a department, and the training demands that we have, we felt we needed to separate the Operations responsibilities from the Training responsibilities. With the addition of this position, this will allow someone to focus on the day-to-day operations of the department, with the Training Chief then being able to focus solely on making sure that we properly train our fire personnel in the department. This will also allow our Fire Chief #1 to be able to step back from the day-to-day operations and focus on more of the strategic direction of the department.

Public Works

For the Public Works Department, there are two positions that are being added as part of the Staffing Gap plan in 2024. The first position is a Building Maintenance Worker, which would bring our total staff in this division up to five individuals. The second position that we have slated for the Public Works Department is the addition of a Street Maintenance Worker. With the addition of mileage of roads within the community, this position is needed both for the winter maintenance of roads with snow but to also work on general maintenance during the summer months. These positions will both add to our ability to complete the added work we have had in the community both with aging facilities and with the demands of new development.

Recreation

Although functionally, the Recreation Department, Community Center (CCC) 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. In 2024, 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. We are also budgeting dollars in the General Fund this year to pay for use of the Community Center when General Fund Recreational Programs are held in that facility. As we discussed during the Community Center Budget process, moving the General Fund Park and Recreation activities out of the Community Center Fund and into the General Fund where they belong is critical if we are going to have the Community Center be able to be financially sustainable. The Community Center cannot continue to subsidize General Fund Parks and Recreation activities and expect to be financially solvent.

As mentioned previously, we also are planning to relieve the Community Center of the \$200,000 of Administrative Fee charged to it annually to recognize the significant negative impacts COVID has continued to have on that facility, and to recognize the large capital improvements we have had to address in this facility as the facility has aged. While we will still see the Administrative Fee come in from the CCC into the General Fund, it will now be supported by a transfer of funds from the Utility Department into our CCC Fund.

Community Center Budget

For the Chaska Community Center, 2024 will be its 33rd year of operation. As the Center has evolved, we are confident that it has addressed its mission *of being Chaska's community gathering place, while providing an opportunity to run into people you know*. The objectives of the Community Center are:

- 1. To promote community gathering and interaction.*
- 2. To provide family and individual recreation with an emphasis on fun and providing a variety of program opportunities.*
- 3. To enhance Chaska's pride and identity.*
- 4. To be operationally self-supporting with no property tax support.*
- 5. To reinvest back into the facility to keep it quality for future generations*
- 6. To build a cash-balance in the CCC Fund to be able to accommodate all the maintenance and improvement needs on this aging facility*

Historically, the Community Center has done a good job of accomplishing the first four objectives listed above. Not only has it served as a central gathering place in the community, providing opportunities for family and individual recreation in Chaska, but has also been able to manage the center's day-to-day operations in a financially self-supporting way. In this respect, it is one of the few community centers in the State of this size that can offer the services it does and has not utilized tax levy to support its operations. As we have found through our Master Planning process for the facility, many city-owned community centers/recreation facilities have some tax levy support, with a common split being 60% coming from revenue generated from the facility and 40% being supported by a property tax levy. While the facility was able to meet those four objectives successfully, this has changed since COVID, as we still have not been able to regain the membership base we had prior to COVID. And while the facility was able to meet the first four objectives through most of its years of operation, it has never been able to effectively build sufficient cash balances to reinvest back into the facility, with it having never been able to sufficiently fund its depreciation on an annual basis, which is just under \$1 million per year. Later in this report I will discuss how we are planning to address this and make sure that the CCC is not only operationally self-supporting, but that it can also cover its depreciation costs on an annual basis so we can properly reinvest back into this facility to preserve for future users.

Community Center's Support of General Fund

Because the Chaska Community Center has not relied on any tax levy for support, it has had the effect of being a factor of what has kept our General Fund tax levy low in the past. This has occurred financially with the CCC taking on many of the City's general recreational services that would normally be covered in other communities by tax levy support.

This is especially true for the expense of Recreation Staff members who are providing programming in many different venues outside of our Community Center. While this has provided many efficiencies that have kept our overall City tax contribution to recreation low, over the past few years this has become a major limiting factor in the Community Center as the facility has aged and we have not had the cash flow to be

able to accommodate all the needed upkeep work on the facility. Since 2018 when we had some major infrastructure equipment in the Community Center fail, the replacement of these necessary items has caused the CCC Enterprise Fund to run deficits. We anticipate this issue will only build if we do not identify a plan to properly fund the Community Center as well as the General Fund Park and Recreation Services independently.

This has become a major issue within the Community Center, as this facility has in essence subsidized General Fund Park and Recreation services, while at the same time trying to account for all the current and future costs for owning and operating this facility. A key indicator of this has been the fact that the Community Center depreciates by approximately \$865,000 annually without us being able to fund this depreciation. This means that as our asset has been consumed, we have not been able to properly reinvest back into the facility to deal with replacing and maintaining key aspects of this facility.

Also, as mentioned previously, most City-owned recreational facilities are supported through some other source of funds, with 40% being a common number that most communities will use. While that does not need to be tax dollars that support a facility like a Community Center, most communities will fund at least a portion of their recreational facilities through tax dollars.

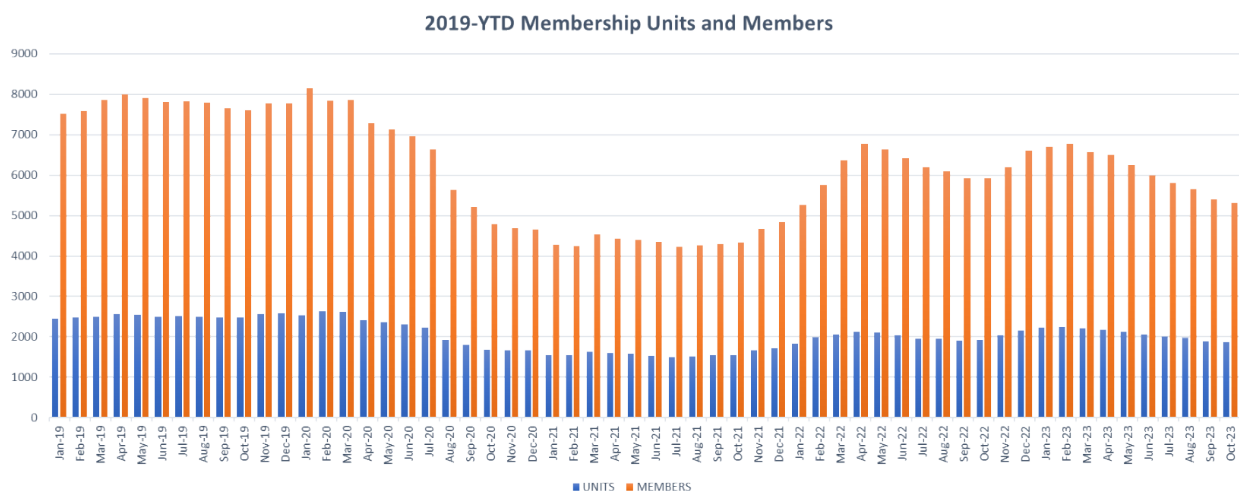
In Chaska, this has been an issue that has existed from the initial construction of this facility with only \$100,000 annually dedicated from the Electric Fund coming into the CCC Fund to support capital replacements. This represents only 2% of the overall Community Center budget. It has especially become an issue as the Community Center has aged and we have been forced to use sources like the Electric Fund to take on some of these necessary improvements above and beyond the \$100,000 we have dedicated to this facility. It has also not allowed us to replace things within the facility when they are needed, but instead replace items when there is an emergency, and we have no alternative but to replace the equipment that has failed.

This is a key factor that was taken into consideration when putting together this budget and the ten-year financial plan for this facility.

Continued Impact of COVID 19 on Community Center

Of all our facilities within the City of Chaska, the Community Center has been hit the hardest financially by the impacts of the pandemic. This has been both because we were forced to close our facility twice through Executive Orders coming from the State (totaled 4.5 months of closure through 2020 and 2021), but also because we were limited to 25% capacity in the facility in the months going through 2021. In fact, operations did not get back to normal until the Spring of 2022 when we removed our fitness equipment from the large lower gym and moved this equipment back into the Fitness Center. This especially had an impact on being able to program the facility, as a lot of our programs rely on big spaces in the facility, such as the gym, to be able to be held. These spaces being closed, along with patrons not feeling comfortable working out in a group setting, led to many patrons dropping their memberships and being reluctant to come back.

As we moved into 2023, while memberships rebounded from their lowest point in February of 2021, we have still not seen memberships rebound back to where they were right before the pandemic started in January of 2020. As you will see in the chart below, in January of 2020, we have approximately 8,100 members. At our lowest point during the pandemic, our membership dropped to approximately 4,100, or nearly a 50% decrease. Since that time, we did see memberships get up to close to 7,000 members in both the winter months of 2022 and 2023 but have never reached that 8,100 mark that existed prior to the pandemic. With our natural dips in the summer months, we have averaged about 27% lower than our peak of 8,100 members prior to the pandemic. Not surprisingly, this has created financial challenges for the Community Center as a facility, especially as the facility has aged and more dollars have to be put into capital replacements.



While the pandemic certainly started the decline in memberships that we have seen at the CCC, there are other circumstances that Staff does believe have also contributed to us not fully recovering in our membership numbers. One thing that has changed has been the ways people exercised during the pandemic that has continued until now. We have seen many more people who complete workouts in their homes, and there have been the rise of lower cost options such as Snap Fitness and Anytime Fitness that have filled a niche of people who only go to a recreational facility for the fitness equipment. Since Fitness is a major reason that patrons get memberships at our facility, this has had a negative impact.

A second issue that we have seen at the CCC has been the age and condition of the building and equipment we provide. With an aging facility it becomes important to be able to continuously reinvest back into the facility to keep people interested in becoming a member. That is why one of our recommendations for the 2024 budget will be to replace our Selecterized Weight Equipment and our Free Weights. Both items are dated and have not kept up with equipment that patrons could get at other fitness facilities.

In any case, we will continue to work over the course of 2024 to bring back prior members into our facility and to demonstrate the value that they receive for being a member of the Chaska Community Center compared to other options they may have in the market.

Membership Comparisons to Other Municipal Facilities

As mentioned previously, the Chaska Community Center is one of the few City-owned community centers/recreational facilities that does not have any tax levy support and relies solely on memberships and other user fees to support its annual operations. This is true even though a good portion of our Community Center (entire first floor and upper track) does not require a membership or daily admission for entrance.

With its reliance on memberships and daily admissions for support of our operations and reinvestment, it is critical that we price our memberships to be able to meet our current and future needs. At the same time, we need to be cognizant of how our competition (other municipal facilities) are priced so that we do not have our membership pricing get too far out of the market.

In 2022, we did make some larger adjustments to our membership rates because we have become very low compared to our comparison facilities. As we move into 2023, we want to make sure that we keep up with the average of facilities we compare to in the market, so as not to lose ground on the changes we made last year. However, we also want to make sure that we are providing our patrons with competitive rates.

Based on that objective, we are recommending that the rates for membership go up by 4% for 2024, which is slightly below inflation. Below are charts comparing where we fall with this 4% increase with both our monthly and our annual membership rates:

MONTHLY BILLING	FEE	YOUTH-SINGLE		ADULT-SINGLE		DUAL		HOUSEHOLD		SENIOR-SINGLE		SENIOR DUAL	
		Resident	Regular	Resident	Regular	Resident	Regular	Resident	Regular	Resident	Regular	Resident	Regular
Eden Prairie	\$20.00	\$38.42	\$54.18	\$47.27	\$55.15	\$80.75	\$94.55	\$108.34	\$129.03	\$39.39	\$55.15	\$64.02	\$94.55
Shakopee	\$30.00	\$26.24	\$35.60	\$37.35	\$50.47	\$47.44	\$65.54	\$58.54	\$77.72	\$26.24	\$35.60		
Williston	\$30.00			\$48.00	\$60.00	\$67.00	\$83.00	\$77.00	\$96.00	\$33.00	\$43.00	\$48.00	\$60.00
Waconia	\$30.00	\$30.00	\$35.00	\$40.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$30.00	\$35.00	\$40.00	\$45.00
Maplewood	\$50.00	\$40.00	\$40.00	\$73.00	\$73.00	\$124.00	\$124.00	\$135.00	\$135.00				
Shoreview		\$34.00	\$43.00	\$40.00	\$49.00	\$60.00	\$69.00	\$68.00	\$81.00	\$34.00	\$43.00		
Eagan	\$25.00			\$40.00	\$45.00	\$71.00	\$81.00	\$89.00	\$101.00	\$33.00	\$37.00	\$56.00	\$63.00
Chaska CURRENT	\$29.00	\$30.00	\$36.00	\$40.00	\$48.00			\$75.00	\$90.00	\$30.00	\$36.00		
Chaska 4% Increase	\$29.00	\$31.20	\$37.44	\$41.60	\$49.92	\$62.40	\$78.00	\$78.00	\$93.60	\$31.20	\$37.44		
Average		\$33.73	\$41.56	\$46.52	\$53.95	\$71.46	\$81.73	\$85.13	\$97.82	\$32.61	\$41.46	\$52.01	\$65.64
Current Rate % Below Avg		11%	13%	14%	11%			12%	8%	8%	13%		
4% Increase % Below Avg		8%	10%	11%	7%	13%	5%	8%	4%	4%	10%		

ANNUAL PRE-PAID	FEE	YOUTH-SINGLE		ADULT-SINGLE		DUAL		HOUSEHOLD		SENIOR-SINGLE		SENIOR DUAL	
		Resident	Regular	Resident	Regular	Resident	Regular	Resident	Regular	Resident	Regular	Resident	Regular
Eden Prairie		461.01	650.11	567.28	661.83	969.04	1,134.56	1,300.09	1,548.30	472.73	661.83	768.23	1,134.56
Shakopee		291.69	392.62	402.71	572.00	519.80	720.65	635.87	863.98	291.96	392.00		
Williston				545.00	690.00	769.00	961.00	882.00	1,090.00	385.00	481.00	545.00	693.00
Waconia		330.00	385.00	440.00	495.00	550.00	605.00	660.00	715.00	330.00	385.00	440.00	495.00
Maplewood		480.00	480.00	876.00	876.00	1,488.00	1,488.00	1,620.00	1,620.00				
Shoreview		350.00	425.00	410.00	525.00	625.00	760.00	700.00	880.00	350.00	425.00		
Eagan				435.00	490.00	774.00	882.00	973.00	1,103.00	360.00	403.00	612.00	688.00
Chaska CURRENT		330.00	396.00	440.00	528.00			825.00	990.00	330.00	396.00		
Chaska 3% Increase		343.20	407.88	457.60	549.12	686.40	823.68	858.00	1,029.60	343.20	407.88		
Average		382.54	466.55	525.14	615.69	\$813.55	935.89	\$967.28	1,117.18	364.95	457.97	591.31	752.64
Current Rate % Below Avg		14%	15%	16%	14%			15%	11%	10%	14%		
4% Increase % Below Avg		10%	13%	13%	11%	16%	12%	11%	8%	6%	11%		

As you will see from the charts above, our current rates are generally about 8-15% lower for both monthly and annual membership rates. As you will also see in our proposed rate structure, we would still generally be 4-13%. One thing that is different from our rate structure in 2023 is that we will be offering Dual Membership options for our patrons. This allows a family of two people to be able to purchase a membership together without having to purchase a Family Membership. This is something that we have never offered that other similar facilities have. We do think it will be popular especially with our AOA members instead of them having to purchase two single memberships. As you will see from the chart above, our Annual Dual Membership rate is 16% below for residents, with our monthly being 13% lower for residents. We think that this will be perceived as a good deal for those in the past who have hesitated to purchase a membership if there were only two in their family. For any of our membership options, one thing that should be noted is that many of the facilities we compare to have tax levy support (usually around 40% of total budget). While we do not have that current financial support from outside of the facility, our memberships have remained very competitive.

One thing to note on our memberships, as we look at our current operational needs for the facility, and the Capital Improvements that we are going to need to make over the next several years, we will have to keep in mind that only relying on membership and other fees will not be significant enough to keep up with our capital replacement needs. If we make our fees higher than the market, we will be uncompetitive with other municipal facilities. The solution to addressing our long-term capital needs will need to come from outside of the facility if it is to be successful, as simply raising rates to cover our costs may have the opposite effect by decreasing our memberships and users if membership rates and user fees are too high. We will discuss that more later in this section of the budget.

CCC Master Plan: Addressing Aging Facility Creates Additional Needs

While the effects of the COVID pandemic continue to be a concern, there are more systemic issues that we need to plan for to help properly plan for the future of this facility. Over the past year we have been looking at these issues through our Community Center Masterplan Process. The focus of these discussions has been both around what we envision the Community Center to be as we move into the future, but also how we structurally fix the financial issues that have kept the CCC from being financially sound in the past. While it is easy to focus on the vision for what we would

like the facility to become, it is important that we address the current financial needs first to make sure we have a solid foundation on which to build our community center of the future when we reach that point.

To address this first issue of creating a sound financial foundation for the facility, we need to be able to understand what we have not been able to address just through revenue derived from the Community Center itself. As we have mentioned previously, one number that we know we need to be able to fund annually is the depreciation of the facility. At this point in time, depreciation is \$865,000. The other number we need to understand is the average amount of deficit we have run in the facility to be able to balance the budget on an annual basis. This number has run around \$500,000, with a good portion of that funding equipment repair and replacement we cannot avoid and needs to be completed.

It should be noted that the Chaska Community Center originally cost us \$22.5 million to construct in 1991. With all the additions we have put onto the facility, our Master Plan process has determined it would be over \$145,000,000 to replace if we were to start from scratch. Again, we currently depreciate \$865,000 of this facility annually but have never had a mechanism to properly reinvest back into this asset with dollars generated from the facility itself. This has become a major issue, as a facility this age has significant issues pop up every year if they are not able to be replaced on a proactive basis.

To illustrate this issue, below is a list of the improvements in the facility that are overdue for replacement. As you will see, this list totals close to \$2.1 million.

Capital Assets Currently Passed Estimated Useful Life	
RTU St Francis 3	\$31,250.00
RTU St Francis 4	\$31,250.00
Dasher Boards Arena 2	\$300,000.00
Dry Sauna Heater	\$13,000.00
Steam Room Boiler	\$19,500.00
Plate Loaded Weight Equipment	\$36,280.00
Plates and free weights	\$17,250.00
Selecterize weight equipment	\$308,000.00
Leisure Pool Heat Exchanger	\$15,600.00
Tire Curtain - Theater	\$24,000.00
Theater Lighting	\$66,000.00
Brick City Banquet Room Audio/Visual	\$26,400.00
Brick City Banquet room divider	\$30,000.00
Multipurpose Chairs	\$15,000.00
Multipurpose Tables	\$20,000.00
Forklift	\$45,000.00
Red Maple Cupboards	\$18,000.00
White Oak Cupboards	\$18,000.00
Lower gym divider	\$60,000.00
Lower gym basketball hoops	\$57,500.00
Upper gym basketball hoops	\$55,200.00
Play tunnel/climbing wall	\$84,500.00
Upper corridor carpet	\$31,030.00
Fitness Center Flooring	\$32,100.00
Lower gym flooring	\$312,500.00
Dance Studio Flooring	\$50,000.00
Arena 1 painting	\$63,600.00
Arena 2 painting	\$63,600.00
Theater Painting	\$10,600.00
Lower Gym Painting	\$47,700.00
Arena 1 sounds system	\$166,000.00
Spin Bikes	\$16,640.00
Water Softeners Arena	\$20,000.00
Current Asset Liability	\$2,105,500.00

While this is the list of items that are overdue for replacement, and we would be wise to replace them now before they become an emergency, below is a list of the projects from this list that we plan on doing in 2024 that either cannot wait and need to be addressed now or are items we should be doing to help attract and retain our current members:

1. Replace Roof Top Units #3 and #4 over St. Francis Addition: \$64,000 for both
 - This is necessary as we are finishing up doing Units #1 and #2 now
2. Replace Selecterized and Free Weight Equipment: \$165,000

- This is very aged equipment that is not keeping up with what other clubs are offering. Most equipment now works multiple muscles instead of one machine per muscle group
 - Free Weights are original
3. Needed Roof Repairs: \$66,000
- This would not address the whole roof-just key areas that need to be fixed

As you will see, there are about \$295,000 in improvements we have no choice but to make this year or should be able to attract and retain members. This compares to the \$2.1 million we should be doing. Every year we put off completing the things that we should do makes that issue exponentially worse as we continue to add to the list of improvements that should be made.

Strategy for Addressing Financial Issues Moving Forward

Know that this will continue to be an issue unless we develop a long-term strategy to address, Staff has been exploring strategies for not only how to fill this financial gap, but how to spread it out over time so as not to have a dramatic impact on our residents and patrons at any given time. Specifically, the plan that has been developed has been looking at this as a 10-year implementation, with the goal of trying of creating at least \$1.5 million in annual income that can accumulate in the fund to support both operations and capital reinvestment.

In the short term, which we define as 2024 and 2025, we would see filling the budget gap for these years from the Self Insurance Fund, as the issues we are currently facing are largely due to the COVID Pandemic. While we would see these dollars filling the gap in 2024 and 2025, we would not see these as long-term dollars that would support the facility going into the future. Instead, they would serve to cover gaps until we replace them with permanent funding.

As we move into the years 2026-2029, we would then start to add Utility dollars from the Electric, Water and Sewer Funds. Specifically, we would recommend adding \$100,000 per year through each of these four years until we reach an amount of \$400,000, at which point the Utility dollars would be capped. In addition to this, we have debt service coming off in the Community Center after 2027 when The Lodge Addition is fully paid. This debt service totals \$220,000 per year. Instead of these dollars coming into the Community Center going away, we would keep this \$220,000 coming into the Community Center Fund. However, now it would go to help annually fund our depreciation. The second debt service in the Community Center is \$240,000 for the Pool and Ice Arena Improvements we did, which comes off after 2032. Again, we would keep these dollars coming into the Community Center from the Electric Fund going into the future but use it to fund depreciation instead of the debt service it was funding before.

The last part of the strategy would be implemented over the period from 2027-2034. During this period, we would be moving forward each of those years to remove the portions of the Community Center budget that should be funded through our General Fund Parks and Recreation Services. We would do this by increasing our Tax Levy in

the General Fund by \$100,000 per year in each of these years to allow us to move over \$100,000 of expenses that should be associated with the General Fund Park and Recreation services instead of Community Center functions. This would have an impact of approximately 0.5% or less each year to the tax levy, while making sure that we get our General Fund recreation services moved to the correct fund so our Community Center is not subsidizing this cost. This would have the effect of removing \$800,000 of expense from the CCC over this time and getting it funded in the proper location.

At the end of this 10-year plan, we would have approximately \$1.7 million of impact (either expenses getting reclassified in the proper location or new revenues) to the Community Center Fund, providing it with the proper amount of dollars to be able to keep the facility we have in as good of shape as possible. It will also create a good financial foundation on which to reinvest back into the CCC when we tackle the other part of the Community Center Master Plan which is implementing our vision for where we want this facility to go into the future.

2024 Community Center Revenues

While we plan to continue to see improvement in the market, 2024 will continue to be a challenging year as we focus on how to rebuild the remaining lost memberships that we saw from prior to the COVID pandemic. With all our spaces reopened, and programs back to normal, we think this will greatly help in attracting back members. We also plan on adding to our programming options, and increasing capacity in the programs that tend to be our most popular. Finally, by offering a new option of Dual Memberships instead of only having the option of a Family membership for those with only two in their family, we hope that this can attract new members to our facility that may not have considered it before.

Our revenue projections for the 2024 Budget include:

- Increasing our membership rates by 4% and adding a Dual Rate Membership option
- Increasing our Ice rental rates by 4%
- Increasing our Room Rental rates by 20% as our rental rates have been well below market for similar spaces in similar venues
- Increasing our Swim Lesson fees by 20%, as we have been very low compared to our main competitors (i.e. our new resident rates will be \$126 for 8 weeks compared to \$240 at Goldfish and \$325 at Foss Swim School for the same number of weeks). Along with this, we will also be doubling the number of swim lesson offerings we have as our lessons in the past always fill and have a waiting list
- The CCC will be offering an After School Extended Stay offering similar to the Club Care at the School District. The School District is not able to meet the demand that they have for this service now. We will be working with the School District to have children bused to the CCC after school and picked up by parents after work. We have budgeted an addition of \$73,000 in revenue, with a net of \$55,000 after expenses

Besides the specific areas mentioned above, we do plan to continue other operations like what we saw in 2023. As you will see in the chart below, we would recommend adopting a budgeted revenue number of \$4,966,212 for 2024. This number includes the addition of \$389,000 from the Self Insurance Fund to help fill the gap we are projecting for 2024, especially with the \$295,000 in Capital Improvements we are planning for 2024 that were listed above in this report. Below is a chart listing the expected revenues by area expected in 2024. One thing that should be noted is that in areas with large changes, many of these are being driven by us recategorizing revenues into consolidated areas. The overall increase in revenue is a 9.28% increase. If you were to remove the \$389,000 coming from the Self Insurance Fund into the CCC, the revenues would only be a 0.72% increase from what they were in 2023.

	<i>Actual</i>	<i>Budget</i>	<i>Budget</i>		<i>%</i>
REVENUES	2022	2023	2024	Change	Change
<i>Member/Admis/Rental</i>	\$1,376,195	\$1,551,407	\$1,636,072	\$84,665	5.46%
<i>Community Room</i>	\$78,107	\$75,000	\$90,000	\$15,000	20.00%
<i>Craft Rooms</i>	\$17,456	\$20,000	\$24,000	\$4,000	20.00%
<i>Fitness Programs</i>	\$18,235	\$20,000	\$75,000	\$55,000	275.00%
<i>Gym</i>	\$5,878	\$10,000	\$35,000	\$25,000	250.00%
<i>Ice Arena</i>	\$803,311	\$1,004,867	\$966,273	(\$38,594)	-3.84%
<i>Maintenance</i>	\$22,068	\$37,285	\$38,031	\$746	2.00%
<i>Wellness-PT</i>	\$33,613	\$48,000	\$80,000	\$32,000	66.67%
<i>Play & Daycare Room</i>	\$9,703	\$63,274	\$114,000	\$50,726	80.17%
<i>Swimming Pool</i>	\$24,750	\$22,729	\$35,000	\$12,271	53.99%
<i>Swim Lessons</i>	\$74,149	\$142,000	\$219,240	\$77,240	54.39%
<i>Theater</i>	\$83,014	\$49,227	\$56,700	\$7,473	15.18%
<i>The Lodge</i>	\$3,643	\$20,000	\$20,400	\$400	2.00%
<i>General Facility Revenue</i>	\$220,683	\$100,000	\$0	(\$100,000)	-100.00%
<i>Vending</i>	\$0	\$11,000	\$11,000	\$0	0.00%
<i>Misc.</i>	\$48,715	\$669,113	\$361,972	(\$307,141)	-45.90%
Total Oper Rev	\$2,819,520	\$3,843,902	\$3,762,688	(\$81,214)	-2.11%
Non-operating					
Self Insurance (CIP)	\$0	\$0	\$389,000	\$389,000	#DIV/0!
Utility Funds	\$470,000	\$700,420	\$814,524	\$114,104	16.29%
Total Non oper	\$470,000	\$700,420	\$1,203,524	\$503,104	71.83%
TOTAL REV	\$3,289,520	\$4,544,322	\$4,966,212	\$421,890	9.28%

While memberships and admissions make up a large percentage of the overall revenue that we see coming into the Community Center Fund, I think it is important to recognize some other significant sources of revenue that help support the Community Center Fund, which fortunately have seen little impact from COVID due to them being dollars generated through leases/agreements for space in the facility, or are annual contributions made through the Utility Funds. Below is a listing of the other key revenues that support the Community Center Facility:

- St. Francis/Capable Kids-Receive approximately \$180,000 annually to lease space on the north end of the building

- Breakaway Academy: \$106,830 annually to lease space in the lower level of the building
- Alphabet Junction Preschool: \$48,000 per year
- ISD #112: Makes payments to the City of Chaska in the amount of \$44,700 annually to support the debt service for adding onto the building to make Girls Locker Rooms for the Chaska/Chanhasen Girls Hockey Program. This continues for 15-years and started in 2020
- Arts Consortium of Carver County: \$9,954 in rent for gift shop space
- Utility Fund Transfers to the Community Center to support the following:
 - \$100,000 annually from Electric Fund since the facility opened in 1991 to help offset the costs of improvements in the building
 - \$182,000 annually from Electric Fund supporting the Debt Service for The Lodge-debt is retired in 2027.
 - \$240,000 annually from Electric Fund to support the Debt Service for the Pool/Ice Renovations
 - \$292,524 annually from the Electric, Water and Sewer Funds to support the Administrative Fee due from the CCC to the General Fund and to support the discounted Electric Fees to the facility from the Electric Fund
 - \$389,000 from Self Insurance Fund to support the Capital Improvements being made in facility in 2024, along with some operational support

Other than these major sources of income, our memberships and admissions, the remainder of our revenue for the facility comes from user fees paid to participate in programs, classes, and purchased from our vending machines.

Expenditures

From an expenditure perspective, we are approaching the budget in 2024 from the perspective of being strategic on where we spend dollars to keep our costs as low as possible, but to also make sure that we are investing into those areas that have the greatest return. As we have also discussed previously, while there are several capital reinvestment items that are due for replacement, we are focusing our efforts on addressing both the items in our facility that absolutely need replaced and repaired (i.e. RTU units above St. Francis Wing and Roof Repair), and replacements that we think can help add amenities to the building to help attract and retain membership (i.e. Replacement of Selecterized Equipment and Free Weight Equipment).

If we look at the expenditure chart below, you can see that we are budgeting to have our expenditures in 2024 be \$4,965,262. This would represent a 7.55% increase in our expenditures from our 2023 budget, or an increase of \$348,468. We would anticipate that we would see little changes in staffing, except in the following two areas:

- Reduction in Part-Time Staffing hours at the Front Desk
- Reduction of \$104,000 in Part-Time Facility Attendant Hours

Both areas we can make cuts without having significant impact to customer experience because of changes on how we have staffed Full-time staff in these areas.

To assist the Community Center as we try to build back up our membership to pre-pandemic levels, we are also looking to reduce expenditures to the Fund that other funds can help support. Specifically, we are planning to support the payment of the Administrative Fee to the General Fund and continue discounts on Electric Rates to the Community Center to keep this Fund's costs as low as possible. These expenses are both covered through our Utility Funds as I previously described.

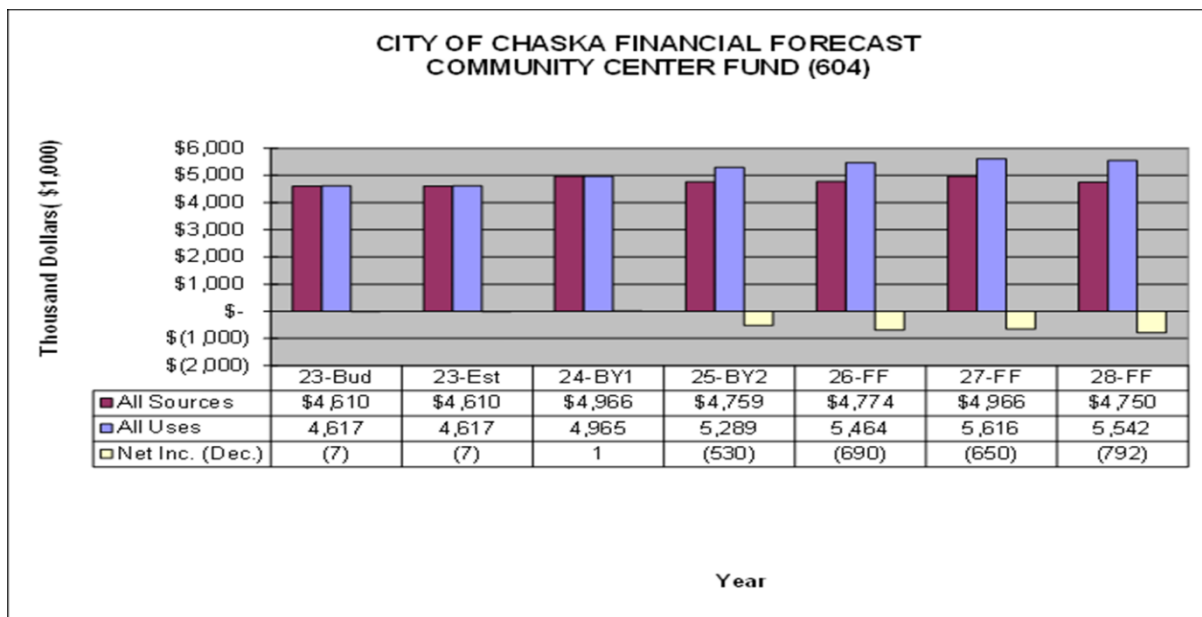
While we would like to fully reduce our expenditures to the amount of revenue we expect to see in 2024, we feel that this would not be possible without significantly impacting the reasons people join the Community Center with a membership. Unfortunately, many of our costs are fixed costs, and are necessary to provide the expected level of service to our patrons. Cutting some of these services would provide a lesser product to our patrons and could negatively impact us on the revenue side of the budget.

Below is a list of the Expenditures budgeted for 2024:

	<i>Actual</i>	<i>Budget</i>	<i>Budget</i>		
EXPENSES	2022	2023	2024	Increase	%
<i>Admin</i>	\$ 990,193	\$ 919,524	\$ 944,884	\$ 25,360	2.76%
<i>Front Desk</i>	\$ 181,345	\$ 195,678	\$ 185,157	\$ (10,521)	-5.38%
<i>Well- Prog</i>	\$ 14,583	\$ 9,022	\$ 12,000	\$ 2,978	33.01%
<i>Ice Arena</i>	\$ 252,955	\$ 212,217	\$ 237,459	\$ 25,242	11.89%
<i>Maintenance</i>	\$1,601,259	\$1,369,553	\$1,621,393	\$ 251,840	18.39%
<i>Personal Train</i>	\$ 40,951	\$ 39,005	\$ 38,141	\$ (864)	-2.22%
<i>Wellness Add</i>	\$ 204,062	\$ 276,860	\$ 304,908	\$ 28,048	10.13%
<i>Play/Daycare</i>	\$ 82,462	\$ 74,650	\$ 108,024	\$ 33,374	44.71%
<i>Swim Pool</i>	\$ 506,774	\$ 580,662	\$ 633,138	\$ 52,476	9.04%
<i>Theater</i>	\$ 1,153	\$ 7,603	\$ 7,641	\$ 38	0.50%
<i>Lodge</i>	\$ 3,321	\$ 4,350	\$ 4,372	\$ 22	0.51%
<i>Gen Facility</i>	\$ 67,267	\$ 429,120	\$ 311,230	\$ (117,890)	-27.47%
<i>Depreciation</i>	\$ 865,041	\$ -	\$ -	\$ -	0.00%
<i>Debt Service</i>	\$ 117,142	\$ 498,550	\$ 556,905	\$ 58,355	11.70%
<i>Other</i>	\$ 7,372	\$ -	\$ 10	\$ 10	
Expenses	\$4,935,880	\$4,616,794	\$4,965,262	\$ 348,468	7.55%

Based on our forecasted Revenues and Expenditures for 2024, we are estimating that the facility will in essence break even, with the budget showing a gain of \$950.

As was discussed in detail earlier in this section of the budget, the bigger issue that we need to focus on is not just balancing the budget for 2024, but looking at how we have a plan in place to address the larger systemic issues of funding the Community Center into the long term. Below is a chart that illustrates what we would anticipate would happen to the Community Center Fund over the 5-year period if we were to leave this issue unaddressed.



That is why the 10-year plan laid out in this section of the budget is critical to the sustainability of the Community Center over time. If we follow this plan and not only introduce new revenue into the Community Center, but also focus on removing the items in the Community Center Fund that should be supported through the General Fund, we can make this Fund sustainable. It will take discipline to this plan to achieve this goal, but if followed will lead to a facility that we can make sure is available and in good condition for future generations to come.

Town Course Budget

The mission of the Chaska Town Course is to develop and operate a quality municipal golf course serving as a community recreational resource and as a community gathering place, that is viewed as a top public golf course facility in the Twin Cities, helping also attract visitors to our community.

In developing the course's annual budget our objective is to provide adequate resources to meet this mission by maintaining a high-quality golfing experience from both a maintenance and customer service perspective. An objective during our budgeting process has also been to position the Town Course in such a way that we attempt to generate enough profit to have reserves to keep up with our necessary capital replacement program at the Town Course to keep it running as a high-end facility into the future, while still providing a great value to our patrons.

As we look into the future, keeping up with Capital Reinvestment will be the largest single challenge of the course as it has historically been able to operate as a self-sufficient golf course from an operational standpoint but has had much more difficulty being able to generate a sufficient amount of reserves to cover all future depreciation costs. This has been changing over the past couple of years as we have put more focus into making this a sustainable facility and have started to generate cash balances that have allowed us to reinvest back into the course. This will be discussed in greater detail later in this section.

COVID's Impact on the Golf Market

In 2018 and 2019, the Chaska Town Course had just over 29,000 rounds for the year. While these were not great weather years that did impact the number of rounds played, it also signified a greater trend we were seeing where the number of golfers was declining in general. This was true not only at the Town course, but was true industry wide, as the number of U.S. golfers peaked in 2003 at 30.6 million and dropped to 24.3 million in 2019, according to the National Golf Foundation. This number dropped approximately 1.9 million golfers between 2012 and 2017 but increased slightly by 500,000 between 2017-2019.

While the COVID pandemic negatively impacted our other recreational facilities in the City, one positive trend that we and other golf courses saw during the pandemic was the increase of golfers coming back to the game as well as some picking it back up new for the first time. In 2020, the number of golfers nationwide increased by 500,000 players in just one year, bringing the total up to 24.8 million. Since 2020, this number has continued to increase, with an additional 300,000 golfers coming new to the game, bringing the total number of golfers in the U.S. up to 25.1 million in 2022.

While the Chaska Town Course has always been a popular facility for golfers across the Twin Cities, the Town Course also benefited from this increase of golfers, seeing our rounds go from an average of about 32,000 rounds per year to our 5-year average being 37,000 rounds. Since 2020 our rounds have been over 38,000 rounds per year with the rounds being close to or above 40,000 rounds for two of those years.

Industry-wide, it appears that this is a permanent change to the number of golfers in the market, as rounds have not decreased since the pandemic ended. This is a positive change that has helped us to meet our objective of generating fund balances to be able to reinvest back into our course.

Resident vs Non-Resident Rounds

The larger economic challenge the Chaska Town Course has experienced, especially over the past decade, is the shift in makeup of the patrons who golf at this facility. When the Chaska Town Course first opened in 1997, over 70% of the rounds that were played at the course were by non-resident golfers, with around 30% being made up of Chaska residents. As the community has continued to grow, and as people moving to the area have recognized the benefit of moving to Chaska as opposed to surrounding communities because of our resident Town Course discount, this patron makeup has moved to be approximately 50% resident play, with only 50% coming from outside of the community. Finishing up the 2023 golf season, we saw for the first time in the Town Course's history that we had more resident golfers than non-resident golfers. The percentage in 2023 was 51% resident with 49% being non-resident. While this has been great for our mission of making the Chaska Town Course a premier community gathering location for our residents, this has been a very difficult financial transition for the course as our resident discount peaked in 2019 at around 40% from the regular rate that non-residents pay.

While we think it is important to keep a resident discount in place as we go into the future, it will be much more important for us to look at exactly what this discount is, as having over 50% of our golfers continue to have this level of discount will not be financially sustainable. This is something that we started discussing during the 2020 budget process and which we discussed with some of our most-loyal resident patrons prior to the 2021 budget process to identify a pathway to address this issue while still providing a benefit to our resident golfers. This will be described in greater detail in this report, as we have been going through a transition over the past 3 seasons with a lot of success.

2023 Chaska Town Course Season

2023 was a good year for the Chaska Town Course, as we saw 38,500 rounds throughout the season. This was coming off 2022 where we saw 39,610 rounds of golf being played. In 2023, we would have been over 40,000 rounds but did not reach that amount because we needed to close the course early for replacement of our Cart Paths.

As mentioned previously, this has been the level of use we have seen at the CTC since the Pandemic started, as our 5-year average number of annual rounds went from around 32,000 to 37,000 rounds per year. If you look at just the four years since the pandemic started, the average has gone to 39,790. Again, this has not just been with the Town Course, but has been with golf courses in general across the industry.

Besides continuing to see new golfers come to the Town Course, we were also helped by great weather and turf conditions throughout the summer. 2023 was another hot and dry year, which meant that there were few days that we did not see our golf course running near capacity. Based on this high usage, we estimate that we will end

the season with an increase of over \$500,000 in cash balance which we will use to continue to build our Fund Balance to take care of necessary reinvestment back into the course.

Depreciation Funding-Continued Reinvestment into Facility

With the refinancing of our TIF District #4 in 2008, we did put the Town Course in a better position to accumulate cash reserves, as it did not have to directly support the remaining years of debt service for the course anymore. In 1997, resources from TIF District #4 were the main financial resource that allowed us to construct the course and contributed towards our debt service on the course until all debt was repaid with the Closing of TIF District #4 in 2014. It was planned that the refinancing of this District in 2008, and once again in 2011, would provide us with sufficient resources to pay off the initial capital construction cost debt at the Town Course from the TIF funds, thus allowing the Town Course to keep any annual profits and accumulate reserves in this Enterprise Fund. This is what we experienced as the golf course debt was retired with the closing of TIF District #4 in 2014.

While this move in 2014 took away the need for the Town Course to contribute directly towards its annual debt service from its initial construction, the Town Course continued to meet the annual operational needs of the course but continued to struggle to generate significant enough reserves to go towards its future capital replacement needs. Specifically, it was not meeting its need to support the depreciation of the facility which is just under \$500,000 per year.

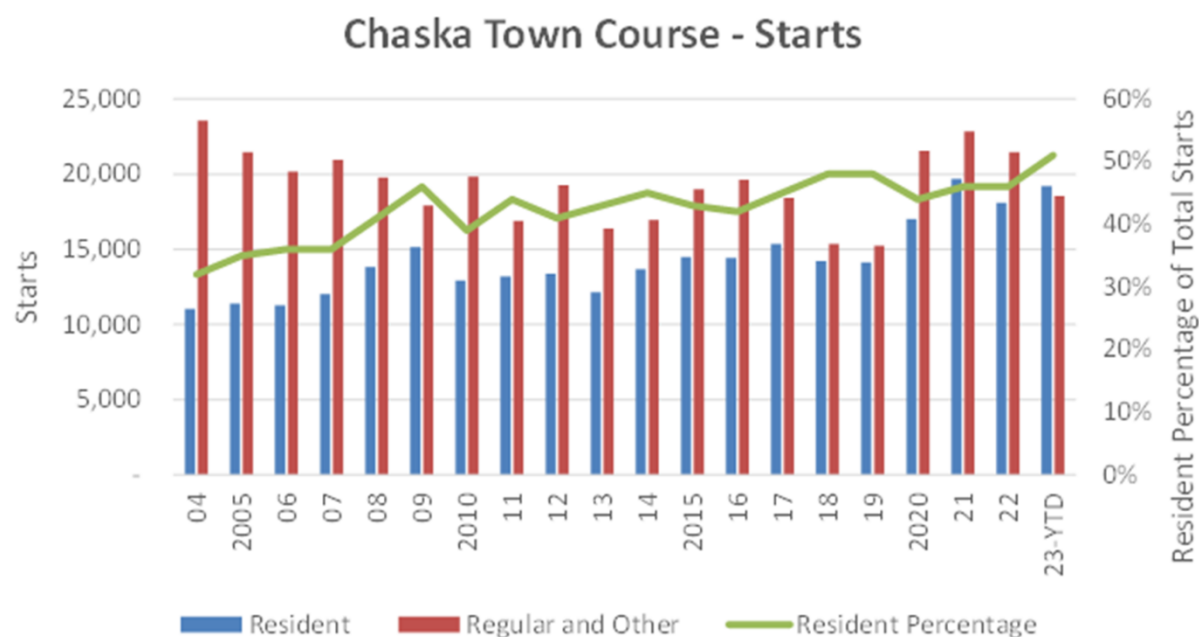
Not being able to meet its Depreciation obligations, and therefore not having the funds to properly reinvest back into the facility was a big reason that we started looking at the issue of resident vs regular rates. With over 50% of our patrons receiving a significant discount, we knew it would be difficult to keep the Town Course financially sustainable over the long term and reinvest back into the things that are important to keep up the high-quality reputation the course has had since it's opening.

Resident vs Regular Rates

As discussed above, one of the largest items that Staff focused on while putting together the budgets for the Chaska Town Course over the past four years has been looking at the split between resident and regular play at the Course. As mentioned previously, when the Town Course first opened, approximately 70% of our rounds came from non-resident play. As our community has grown, we now see that residents play 51% of the rounds during the season.

While this has been great for meeting our mission of having this be a premier community gathering location, it has made it very difficult from a financial perspective to keep the Chaska Town Course financially sustainable going into the future with our residents seeing a large discount from our regular rates. When we started this discussion, residents were seeing close to a 40% discount on rates. Having over 50% of our patrons see this deep of a discount was not something we could continue to do if we wanted to have this course be both operationally self-sustaining and be able to reinvest back into the course as it ages.

Below is a chart illustrating the changes we have seen in resident vs. non-resident play since 2004 to illustrate the changes we have seen:



In examining this issue, Staff committed to meeting with resident patrons of the Chaska Town Course to both educate them on this issue, but to also get their feedback on how to structure our rates going into the future so that residents still feel they are receiving a significant benefit for having this asset in their community, while also being cognizant of how changes can positively affect the financial sustainability of the Chaska Town Course going into the future.

This discussion with these resident patrons occurred in January 2020 and resulted in a significant amount of good feedback that led to the recommendations Staff ultimately made for where to go with rates over the next few years. Some of the feedback received included:

- They understood the importance of making this a financially stable facility and understood the changes in demographics we have seen at the Town Course over the past several years
- They felt it was important that we reinvest back into this facility and understood that to do this the course needed to be financially strong
- They understood that a 37% discount was likely too much, but asked that we not let it get lower than a 20% discount
- They understood that not all Chaska residents are golfers and that it would be difficult to expect others in the community to support the course if they saw/perceived no benefit
- While they understood changes needed to be made, they asked that we give special consideration to the residents who are frequent customers of the course
- They appreciated being asked their opinion on this before we just moved forward

Based on these discussions this did help us in developing conclusions on what we should ultimately be targeting for resident discounts when we have fully made the transition to our new rate structure. Through these conversations we were also able to recognize that there was a way to provide a better benefit to our most loyal resident patrons, while keeping our highest revenue generating times (weekends) open to maximize the revenue we generate during these times.

Specifically, what we recognized is that our most loyal resident golfers were playing during the weekdays both because they play in a league, but also because most of them play multiple times per week. At the same time, we recognized that the weekend tee times represented a time we have no issues selling, and that we do not typically see as many residents during the weekend times because of how busy it can be.

Based on this feedback from these resident patrons, and from looking at the sales data from the Town Course's history, we were able to generate the following rate recommendations for how we structurally approach changing our rates over the next few years to work towards economic sustainability of this facility. The following are the main components of the recommendation that was made:

- Continue to view this change as a multi-year implementation to allow patrons to ease into this change (we started in 2020 and we are anticipating that we will complete this transition by 2028)
- With most of our regular resident patrons playing during weekday times, (i.e. Leagues and evenings), provide a greater discount to residents during these times to recognize them for their loyalty and to financially incent them to play during these times so we can keep our higher rates on the weekends when we have no issues selling tee times
- Target that by the end of our implementation period that we have resident rates set based on the following guidelines:
 - Target that resident discounts are set at 25% of the Regular Rate for Weekdays and 20% of the Regular Rate for Weekends
 - Do not allow resident rates to go below the average for local courses (i.e. Dahlgreen, Bluff Creek, Deer Run, etc...) as these are not as quality of a course
 - Keep our cart rental competitive with the market for both residents and non-residents

Based on these guidelines, Council did move forward with starting to implement this plan in 2020. 2024 would be the fifth year of implementation, with our rounds increasing significantly during the first four years of implementation. For 2024, the changes to the rates to reflect this plan would be as follows:

- Resident Weekdays: Up \$4 to \$55 (\$76 with Cart)-Represents 32.93% discount
- Resident Weekends: Up \$4 to \$63 (\$84 with Cart)-Represents 23.17% discount
- Non-Resident Weekdays: Up \$2 to \$76 (\$97 with Cart)
- Non-Resident Weekends: Up \$2 to \$82 (\$103 with Cart)

- No changes to our Cart Rates-remain at \$21 for 2024 (our rates for carts are very comparable to average for high-end courses, so we do not recommend changing them)

Moving based on these recommendations would allow us to continue to move towards our goal of resident weekday discount being 25% and resident weekend discounts being 20%, with us still having four more years to implement this overall plan.

Based on this recommendation, below are two charts both showing our rates compared to High-End Courses as well as a second chart comparing our proposed rates to area golf courses:

Comparisons to High-End Courses

Top Public 18 Hole	WD 18 Hole GF	WE 18 Hole GF	18 Hole Cart	Twilight GF	Twilight Cart
Edinburgh	\$49.00	\$60.00	\$20.00	\$35.00	\$15.00
Stoneridge	\$70.00	\$89.00	\$21.00	\$73.00	\$16.00
The Wilds	\$94.00	\$94.00	\$18.00	\$57.00	\$18.00
Meadows at Mystic	\$89.00	\$110.00	\$21.00	\$64.00	\$16.00
Rush Creek	\$125.00	\$125.00	\$20.00	\$69.00	\$20.00
Troy Burne	\$105.00	\$105.00	\$24.00	\$79.00	\$20.00
Legends	\$109.00	\$110.00	\$21.00	\$79.00	\$16.00
Average	\$91.57	\$99.00	\$20.71	\$65.14	\$17.29
Current 2023 CTC Non-Residents	\$74.00	\$80.00	\$21.00	\$57.00	\$16.00
Proposed 2024 CTC Non-Resident	\$76.00	\$82.00	\$21.00	\$59.00	\$16.00
Current 2023 CTC Resident	\$51.00	\$59.00	\$21.00	\$46.00	\$16.00
Proposed 2023 CTC Resident	\$55.00	\$63.00	\$21.00	\$49.00	\$16.00
% Discount for Resident vs Non-Resident	32.93%	23.17%			

Comparisons to Area Golf Courses

	WD 18 Hole GF	WE 18 Hole GF	18 Hole Cart	Twilight GF	Twilight Cart
Ridges at Sand Creek	\$43.00	\$48.00	\$17.00	\$36.00	\$8.00
Stonebrooke	\$63.00	\$78.00	\$21.00	\$38.00	\$10.00
Deer Run	\$59.00	\$59.00	\$17.00	\$40.00	\$10.00
Dahlgreen	\$45.00	\$49.00	\$20.00	\$45.00	N/A
Bluff Creek	\$50.00	\$57.00	\$18.00	\$46.00	\$12.00
Average	\$52.00	\$58.20	\$18.60	\$41.00	\$10.00
CTC Resident	\$55.00	\$63.00	\$21.00	\$51.00	\$16.00

As you can see above, these changes would make us very competitive for both the High-End and Local 18-hole golf courses, still making our course a very good deal for both residents and non-resident play. In fact, we have become a better deal compared to other courses since COVID, as other courses have been much more aggressive in increasing rates since there is such a high demand with new golfers.

Revenue Projections for 2024

Based on the changes that we are recommending for rates next 2024, we are forecasting total revenues of \$3,192,400. This compares to the budgeted revenues for 2023 of \$4,074,400, or a decrease of 21.65%. It is important to point out that the reason there is such a large decrease in revenue is because we sold bonds last year to replace our entire Golf Cart fleet. If we were to take away this revenue, we would see that our operational revenue is budgeted to be about 5% greater than where we ended the season in 2023.

As we discussed previously, the past 4 seasons have been very good for golf, with the 5-year average going from 32,000 to 37,000 rounds. Even though the average is at 37,000 rounds, we used 35,000 rounds as the number we budgeted to so we could be conservative on our assumptions.

Based on this assumption, along with the proposed rate increased for 2024, the total 2024 revenues would be budgeted to come from the following sources:

	Actual	Expected	Budget	Budget	Change	Change
Revenues	2022	2023	2023	2024		
Green fees	\$ 1,881,815	\$ 1,926,896	\$ 1,776,000	\$ 1,984,000	\$ 208,000	11.71%
Driving range	\$ 172,597	\$ 178,875	\$ 155,000	\$ 170,000	\$ 15,000	9.68%
Member fees	\$ 94,389	\$ 98,916	\$ 80,000	\$ 95,000	\$ 15,000	18.75%
Sale of supplies	\$ 324,401	\$ 334,630	\$ 300,000	\$ 300,000	\$ -	0.00%
Concessions	\$ 51,151	\$ 52,815	\$ 50,000	\$ 50,000	\$ -	0.00%
Cart rental	\$ 429,583	\$ 410,527	\$ 430,000	\$ 430,000	\$ -	0.00%
Misc	\$ 86,272	\$ 21,653	\$ 1,283,400	\$ 163,400	\$ (1,120,000)	-87.27%
Total revenues	\$ 3,040,208	\$ 3,024,312	\$ 4,074,400	\$ 3,192,400	\$ (882,000)	-21.65%

Components of the Chaska Town Course Revenue

A key revenue assumption for the CTC is the green fees schedule, as the greens fees do generate approximately 62% of our revenue. Our strategy has been to have green fees for non-residents consistent with the market for other high-end public courses, while at the same time offering a course for our residents of higher quality and challenge compared to any other area course, at a price that is very competitive. As mentioned previously, based on our efforts to reduce the resident discounts to a reasonable amount over a multi-year period (plan to end in 2028), but to do this in a way that benefits our most loyal Town Course patrons by providing a greater resident discount on weekdays, we are recommending the following rates for the 2024 budget:

- Resident Weekdays: Up \$4 to \$55 (\$76 with Cart)-Represents 32.93% discount
- Resident Weekends: Up \$4 to \$63 (\$84 with Cart)-Represents 23.17% discount
- Non-Resident Weekdays: Up \$2 to \$76 (\$97 with Cart)
- Non-Resident Weekends: Up \$2 to \$82 (\$103 with Cart)
- No changes to our Cart Rates-remain at \$21 for 2024

Based on this, the projected Green Fees revenue for 2024 would be \$1,984,000, which would be a decrease of 11.71% from the budgeted 2023 Greens Fee Revenue, but only 2.96% above where we ended 2023.

For the first several years the Town Course was open, we averaged cart rental revenues in the range of \$150,000 to \$175,000, with 22% to 24% of golfers renting carts. In 2006 we modified our cart policy to permit carts off the cart path. At that time, we purchased a new set of carts equipped with a GPS system. This system allows us to remotely control the carts so they do not go in areas that would be detrimental to the condition of the course. The system was implemented in 2006 and increased cart revenues to \$212,000.

In 2018 we purchased a replacement fleet of carts, and included enhanced GIS features, to help keep up with our demand for services on the carts. For 2024 we are once again anticipating that 40% of patrons will continue to utilize a cart, as we have seen over the past several years, and we are recommending that we do not increase this rate for 2024 as our rates are very close to average for other high-end courses already. Based on this, the total revenue in 2024 for cart rentals would be \$430,000.

Through our twenty years of operation, the driving range has been a popular element of the facility. One attribute contributing to the success of our driving range is the size of the practice facility, being one of the larger driving ranges on golf courses in the area. For projection purposes, we have assumed that 20% of golfers will use the range before playing and an additional 40 persons per day will come to the facility solely to use the practice complex. Range revenues did come in at \$178,875 for 2023. For 2024 we are proposing that we budget the number at 170,000, as we would like to be conservative. It should be noted that one of the improvements we made to the Driving Range in 2023 was the addition of mats on a concrete slab at the back of the driving range. We plan to use these in the early and wet parts of the season to keep our Driving Range in good condition, which could increase the use of this amenity during the entire season.

Pro Shop sales have continued to be strong with 2023 expected to see around \$335,000 of sales. In 2024 we are proposing a budget of \$300,000 for Pro Shop sales, as we have seen that they have been relatively stable over the past 4 years.

A key service element of the facility is the provision of a quality food and beverage operation, while at the same time assuring that this element does not become a financial drain on the operation. In 2016, we changed vendors, as Charlie's Grill had its final year of operation in 2015. Charlie's set a new bar for expectation of our food service at the Chaska Town Course, which was important for us to keep or improve with the new vendor coming into the facility.

After completing an RFP Process, the City Council chose to go with the new vendor, Oak 19 Grill. While the Town Course did have to undergo approximately \$150,000 in upgrades to the kitchen prior to the 2016 season to be able to handle a new vendor come into the facility, and to increase offerings to our Patrons, Oak 19 has been a very positive addition to the Chaska Town Course, as we illustrated through their record-

breaking first and second years of service. In 2016, Oak 19 had over \$650,000 in sales, making it the highest grossing year for food service in the Town Course's history. We saw very similar sales occurring during the 2017 season. In 2018, despite not being able to open the entire month of April because of weather, they still were able to exceed their budgeted revenue to the City and had the peak months during the summer be record sales for them over the past 4 years. In 2019, despite the less-than-ideal weather conditions, they continued to exceed our budgeted revenue for the facility, based on our revenue-sharing lease agreement. In 2020, although restaurants were closed at the beginning of the season due to the pandemic, they did see a very successful year, with them shifting to a model where patrons order at the Counter and have their food delivered to them. This allowed them to have more control over service to reduce exposure issues for Staff and Patrons but also ended up being a very popular service delivery model change that they have kept in place for the last four years. This has also helped them address the difficulty in getting service staff over the past few years. Staff have continued to see very positive reviews from patrons on both food and beverage service in the Clubhouse, along with beverage cart service on the course.

Oak 19 did have their lease renewal in 2021, which not only increased the number of years they will be at the facility, but also changed the percentage that we charge for rent to be more responsive to market changes. The new lease has them paying a straight 6% of total revenue based on both their alcohol and food sales. 2021 was the first year of this change, with the restaurant earning close to \$80,000, which was above the \$40,000 we budgeted. And even though our percentage for alcohol went down in the new lease structure, we saw the revenue be significantly greater than the \$41,873 that was generated in 2020. We are generating approximately \$53,000 for lease revenue from the restaurant for 2023 and we are budgeting \$50,000 for 2024 to keep our projections conservative.

Operating Expenses

For the Chaska Town Course to be considered a high-end public facility, turf maintenance needs to be a very high priority. During the past few Golf Seasons, we had some of the best turf conditions since our course opened, especially in warm/dry years like we have seen the past three summers. This has been confirmed in feedback we have received from golfers in our surveys and helped continue to drive patrons to our course during the summer of 2023.

To accomplish the objective of having high-quality turf we have attempted to establish a maintenance budget that will permit adequate resources for above-average maintenance. The key to achieving this objective is attracting and retaining high quality dedicated personnel. It is imperative that our full-time personnel not only have the technical capabilities to maintain a high-level facility, but also (and possibly more important), have true ownership of the course and a commitment to the facility's quality.

The budget anticipates staffing levels the same as in 2023, with five full-time Greenskeepers, plus a Superintendent who is responsible for the maintenance of the

Chaska Town Course facility as well as the The Loop when it re-opens in the early summer of 2024.

As in the past these full-time positions will be supplemented by eight, six month and six four-month seasonal employees.

The second cost component of the golf course operation is the Clubhouse and its related activities. Our objective is to differentiate the Town Course and Clubhouse operation from other courses through a noticeable difference in its commitment to customer service. Achieving this objective will be significantly affected by the quality, skill and personality of personnel hired to staff the complex. The overall responsibility of the Clubhouse operation is the responsibility of the Club Pro. For 2023 expenses were \$1,159,038, with them being budgeted for \$1,208,856 in 2024. This would bring our Clubhouse expenses up by 9.99% in 2024.

The final cost component that is critical to maintaining a high-quality course is continuing to invest in timely replacement of our maintenance equipment. In 2024, the following equipment is scheduled for replacement:

- Sidewinder: \$42,000
- Rotary Mower: \$15,000
- 4wd Pickup: \$55,000
- Large Spreader: \$8,000
- Beverage Cart: \$9,000
- Green's Triplex (for The Loop but financed with CTC Equipment): \$62,000

The following is the proposed Expenditure Budget for 2024:

	Actual	Expected	Budget	Budget	Change	Change
Expenses	2022	2023	2023	2024		
Course Maintenance	\$1,124,590	\$1,415,056	\$2,617,127	\$1,230,287	-\$1,386,840	-52.99%
Course Admin/Clubhouse	\$1,212,204	\$1,159,038	\$1,099,024	\$1,208,856	\$109,832	9.99%
Merchandise	\$210,037	\$308,977	\$225,000	\$226,125	\$1,125	0.50%
Debt Service (Equip)	\$26,027	\$21,376	\$279,600	\$331,700	\$52,100	18.63%
Transfers Out/Debt Service	\$0	\$0	\$0	\$0	\$0	
Misc	\$21	\$1	\$0	\$0	\$0	
Depreciation	\$483,760	\$0	\$0	\$0	\$0	
Total Expenses	\$3,056,639	\$2,904,448	\$4,220,751	\$2,996,968	-\$1,223,783	-28.99%

As mentioned previously, based on this budget, we would expect to see an increase in our Fund Balance of \$195,432.

Given the fact that our Depreciation is approximately \$480,000 per year, this does illustrate why it will continue to be important over the next 5-years to continue to implement our changes to resident rates, until we hit our target of a 25% discount for weekday rounds and a 20% discount for weekend rounds, as opposed to the 37% discount that we had prior to making these changes.

One final note on the Town Course Budget for 2024 is that next summer we will be hosting the U.S. Amateur Golf Tournament in conjunction with Hazeltine National. To host this, we will need to close the course for the one week prior to the event and grow out the ruffs for the month prior to the event. While we will lose revenue for this week, it is a tremendous honor to be used as a host facility for this event, as it is one of golf's major tournaments. It demonstrates the quality of the course, and we think over time it will help drive more people to want to play the Town Course as it did after the 2006 U.S. Amateur. It will continue to give the Chaska Town Course National recognition.

Utility Fund Overview

The Utility Fund Budgets are broken down into separate categories for the City's four utilities: water, sewer, electric and storm sewer. The total proposed budgets for these four utilities have been developed based on the following objectives:

- *Providing the necessary resources for each utility to assure continuation of quality and reliable services to our customers.*
- *Maintaining water/sewer/storm sewer rates competitive with comparable cities.*
- *Maintaining residential electric rates less than comparable rates charged by Xcel.*
- *Maintaining competitive industrial and commercial electric rates compared with Xcel, while also making sure we maintain a system that provides reliability to our customers.*
- *Minimizing drastic changes in utility rates while at the same time maintaining adequate cash reserves for each enterprise.*

As I will discuss in greater detail through this section of the Budget Report, the continued focus in our utilities this year, as it was the past few years, is in the results and implementation of the most recent Cost-of-Service study analysis we completed for our Water, Sewer, and Electric Utilities. The purpose of completing a detailed cost of service study analysis for our utility funds is to identify all current and future operational needs of each fund, as well as the timely maintenance of our existing systems. We also used this study to identify new additions to our system that will be needed for future growth to make sure that we have enough financial resources available to support the sustainability of our entire utility system.

The results of this Cost-of-Service study is that it provides us with data that can help us in each of our utilities accomplish the following objectives:

- Accurately set our rates (variable costs)
- Accurately set our service charges (fixed costs)
- Equitably set our rate structure to assure that our users are being charged properly based on their usage
- Set rates to encourage desired consumer behaviors to help conserve our finite resources
- Set rates to be able to accommodate all necessary maintenance and improvement activities in the future, ensuring that we have a proper level of reserves available in each fund to make our systems sustainable

The results of a Cost-of-service study gives the City a concrete, data-driven analysis to set our rates precisely to accomplish the objectives we have in each fund. If the quantitative results of a Cost-of-Service study are used to set both our current and future rates, as well as the work plan for when improvements or additions to our system need to occur, the results can provide confidence to the City that we are planning for a sustainable system in the future while also keeping our rate structure competitive. It can also allow us to plan for changes over a longer period to try to avoid large changes in rates at any given time.

As you will see through a discussion of each of our Utilities in this section of the Budget Report, we did rely on our most recent Cost-of-Service study findings to drive our recommendations this year, and to know how we should look at the next 5-year period. It would be our intent to complete a Cost-of-Service study every 5 years in each of our utilities to make sure that we are staying current with any major changes that may have occurred in the community that affect our utilities, and to provide our users with a glimpse of what to expect over an entire 5-year period.

I will be talking about the Cost-of-Service study as it relates to each individual Utility Fund throughout this section of the Budget Report as there are different issues and factors that affect each utility. At the end, you will see how we meshed these findings together to try to provide the average user with an overall reasonable overall rate increase for all utilities for 2024, although some utilities may see larger individual changes than others. Below is a chart that illustrates our total increase for all utilities in 2024 for an average residential user. As you will see, they will experience a 3.94% overall increase, which would result in an actual increase of \$7.40 per month for the total utility bill.

Utility Fund	Units/Month	2023 Bill	2024 Bill	Increase	% Increase		COS Revenue Target
Electric (kWh)	750	\$126.12	\$127.92	\$1.80	1.43%		2.00%
Water (Gal X 1000)	4	\$18.60	\$20.22	\$1.62	8.71%		8.00%
Sewer (Gal X 1000)	4	\$31.29	\$34.77	\$3.48	11.12%		15.00%
Storm Water	1	\$11.77	\$12.27	\$0.50	4.25%		4.25%
Total		\$187.78	\$195.18	\$7.40	3.94%		

Water Fund

As will be discussed in more detail in the breakdown of the Water Fund budget, the City of Chaska did move forward with making some significant changes to the Water Utility rates starting in 2010, as it was found through a comprehensive Water Rate Analysis at that time that the City's water rates were set significantly lower than what was needed both to fund the future maintenance activities of our existing system, and to fund a portion of the debt service on the new Water Treatment Plant. The study found that over the 10-year planning period, our Water Fund would be \$7 million in debt if changes were not made to our rate structure in the short term. Over the course of 2010 and 2011 our rates were significantly changed to get the base closer to where it should be. However, because our rates were so low to begin with, these changes were able to be made while maintaining our rates at a very competitive level compared to our neighboring communities.

Because of the large changes that were made back in 2010 with our first Water Rate Analysis, this allowed our Water Fund to stabilize over the last decade and now allows us to really focus on the fine-tune details of our fund and rate structure to make sure that we are structuring our rates correctly to both meet our future needs but to also make sure that the cost of our services are equitably spread to users that have the greatest impact on our system.

As we will discuss in the Water Fund section below, the main findings we had in our Cost-of-Service study is that water usage in general has decreased and that too much of our costs have been allocated into our rates instead of our service fees which cover our fixed costs. Consequently, although we do need to increase our overall revenue to meet our long-term financial needs, a lot of change revolves around the reallocation of fees from our rates, which cover variable costs of actual water usage, to our service charges which cover our fixed costs that we incur regardless of how much water is utilized in our system.

As you will see in this year's budget for the Water Fund for 2024, the revenue target established in the Cost-of-Service Study for this year was an overall increase of 8% in total revenue to the fund. Based on that target, this would require an increase in our overall rates by 8.71% for our average residential users, which equates to \$1.62 per month. Included in that overall rate increase, 4.6% would be the actual increase to the rates (variable costs) with there being a 17.02% increase in our Service Charge (fixed costs). So, while the overall increase is 8.71%, what the Cost-of-Service study allows us to do is to properly allocate our charges to the right place so that we are properly covering both our fixed and variable charges in the fund.

The other major change that we continued to discuss this year is the decrease in overall water usage that we are seeing in our community, and how that required us to change our tiered rate structure to assure that we both have it structured in a way that encourages water conservation, but also that it puts more of the burden on our water system on those who choose to use more than the average user in the community. When we initially established our tiered water rate structure in 2010, the average residential user in the community utilized 7,000 gallons per month. That number has gone down to 4,000 gallons per month. As a result, in 2021 we changed our tiers for rates in the Water Fund to make sure that we were not rewarding users that utilize more than what the average user should use. I will also discuss in the Water Fund's section of the budget how the percentage increase in our variable water rates went up by a higher percentage the more water that one uses, with the lowest users seeing a 4.3% increase and our highest users seeing a 6.1% increase. In this way we are helping to meet our goal of setting our rates in such a way that it encourages the types of conservation we desire to help preserve our limited water resources.

Electric Fund

From an electric fund perspective, our total rates in 2023, including the Energy Adjustment Clause, averaged 6.14% lower than Xcel for residential customers. This result is about 1.14% lower than the 5% difference we saw in 2022. This will be something that we continue to watch, as both Chaska Electric and Xcel are going to have to make major investments in the future to meet new electricity standards created

by the State that will require us to have 60% of our energy from carbon free sources by 2030, and 100% from carbon free sources in 2040. This will clearly have a cost associated with it, as this standard is significantly higher than the standard we had before (and had already met) of having 25% of our electricity from renewable sources by 2025. This will make it critical to have our wholesale power provider (MMPA) not only focus on how we can meet the standards that have been set but do it in a way that keeps us competitive with Xcel in the long term.

As we will discuss in the Electric Fund Section, our Cost-of-Service study looked at many different factors of our current rate structure. Besides making sure that we can meet all our future maintenance and development needs, and maintain an adequate cash balance in the Fund, the major finding in the Electric analysis was very similar to the Water Fund, in that it found that we are currently allocating too much of our cost to our rates, which cover variable costs, and not enough to our service charges that cover fixed costs. Consequently, the recommendation in the Cost-of-Service study for 2024 was to continue to increase our fixed customer service charge to more properly allocate our costs. However, we also need to pay attention to the market as well as we set these rates. While the COS Study points to continuing to put more emphasis on our customer service charge, we found through comparison that if we went any higher with our service charge now, we would be getting out of the market with Xcel. We had this same finding as we were reviewing the 2023 budget. For this reason, it is recommended not to increase the service charge from 2023 (which has not changed in the last two budget cycles) and to only focus on the rates. We will talk more about this in the section of the report on the Electric Fund below.

Sewer Fund

From a sewer perspective, a major factor that drives our cost of service is our charge from the Met Council for treatment of our sewage. This is a fee that is charged to all municipalities in the Twin Cities that are on Metro Sewer, which means that we see similarities between Metro municipalities in Sewer Rates due to the treatment being centralized with the Met Council. Our Met Council rate for 2024 is scheduled to go up by 12.32% to \$4,170,000. This is a fixed charge that we know before the budget year has begun and one that we have no control over. It is based on Chaska's actual share of the sewer treatment costs for Met Council based on the actual usage of the system last year.

As for our Cost-of-Service study findings in the Sewer Fund, we once again found that our focus needs to be on setting our fixed service charge correctly as we have not necessarily allocated our costs equitably in the past. We started making changes to our Sewer Service Charge six years ago, and after six years we were able to implement the ultimate service charge being recommended. After this action we have been taking for the last several years, we think our service fee has been properly set for 2024 and are recommending no increase for next year. As for our rates, based on the increase in the Met Council treatment charges and the internal costs we must incur to maintain our own collection system, it is recommended for 2024 that the rates for sewer go up by 11.12%. This makes sure that we are not using our Sewer Fund reserves to subsidize any needed increase in our costs for sewer service. For the average user, this would have their bill going up by \$3.48 per month.

Storm Sewer

Finally, with the Storm Sewer Utility, we did not include this in our overall Cost-of-Service study, mainly because this is a relatively new utility and we have been making many changes to this over the past several years to get this set correctly based on the additional information we collect each year we have had this utility in existence. As we have discussed in detail, the activities have continued to increase in this fund, as there are both changing mandates from the State of Minnesota to follow, and heavy rain seasons that have put pressures on our Storm Water System. In 2018, to recognize the increased activities we were having in this fund, and to recognize that the work done in a River community such as Chaska is significantly more than a typical community, the methodology that Staff used to compare Chaska rates changed, with us comparing ourselves to other similar waterfront communities in the State that have similar expenses in their Storm Water Fund. We feel that this has created a more accurate base to compare ourselves. Based on this activity load and comparisons to other similar communities, an increase in rates of 4.25% is being recommended for 2024, which would equate to a \$0.50 increase per month. This will keep us competitive with Cities our size and put us on the road to build our cash reserves to desired levels.

Again, based on the changes that are being recommended, which will be discussed in more detail in the following sections, below is a breakdown of what a typical resident can expect for total bill in 2024 compared to 2023 for all our City utilities. As you will see, based on the recommendations above, the average user would see a 3.94% increase in all their Utility Rates for 2024, which translates into an increase of \$7.40 in increased costs each month for the average household in the community.

Utility Fund	Units/Month	2023 Bill	2024 Bill	Increase	% Increase		COS Revenue Target
Electric (kWh)	750	\$126.12	\$127.92	\$1.80	1.43%		2.00%
Water (Gal X 1000)	4	\$18.60	\$20.22	\$1.62	8.71%		8.00%
Sewer (Gal X 1000)	4	\$31.29	\$34.77	\$3.48	11.12%		15.00%
Storm Water	1	\$11.77	\$12.27	\$0.50	4.25%		4.25%
Total		\$187.78	\$195.18	\$7.40	3.94%		

Water Fund Budget

As was mentioned above, four years ago the City of Chaska completed a comprehensive Cost-of-Service Study for three of our municipal utilities including our Water Fund. This was a follow up to the study that we completed a decade ago which brought some of the initial changes in our fund to introduce an inclining block rate structure and to get our rates to a point that we could start to build adequate cash reserves to be able to plan for future maintenance and improvement work that will be needed within our Water System. The intent of this most recent study was to reexamine how things have worked since that initial analysis, and to look at what we need to continue to plan for moving over the next several years to meet all our physical and financial objectives within this fund. It is the plan in each of these utilities to complete a Cost-of-Service Study every 5 years to make sure that we can stay current with any changes we see in the fund.

The overall objective of this most recent analysis is:

Identify all current and future operational needs, as well as timely maintenance of our existing system and new additions to our system needed to support future growth-making sure we have enough financial resources available to support the sustainability of our Water System, and to be able to have quantifiable data to support the accurate setting of our variable rates and service charges that support the fixed costs within our system

Findings of Water Cost of Service Study

While a major reason we complete a financial analysis of our Water System on a regular basis is to give us confidence that we are generating enough financial resources to be able to ensure a sustainable system as we go into the future, another major objective that we try to achieve is making sure that not only are we collecting enough revenue, but that we are generating these revenues in an equitable way. We want to make sure that not only are our users that are trying to conserve water financially benefiting by making the choice to conserve water, but that we also are setting our fixed charges in a way that makes sure everyone is paying their fair share whether they use the system or not as we do need to make sure water always available to our residents whether they use the system or not.

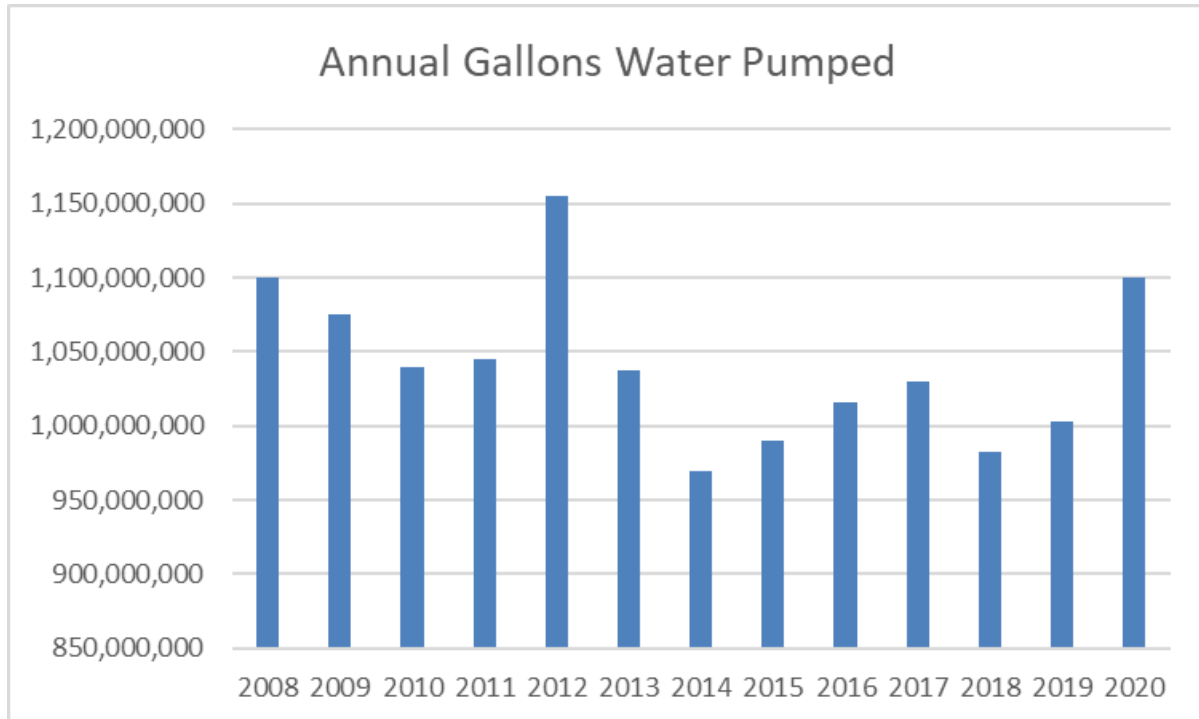
To that end, looking at the rate structures of our Water Utility was a major focus of this Cost-of-Service Study. The major findings of the Water Analysis were:

1. Water consumption by typical users has decreased over the past several years and our Tiered-Rate structure has not kept up with these changes
2. More focus needs to be put on increasing our service charge in the Water Fund, as opposed to our rates, as our fixed charges have not been adequately covering our fixed costs in the past

3. Our City facilities are not currently contributing fairly to our Water System costs and we should be changing this to make sure that we are not utilizing the Water Fund to subsidize our other Enterprises within the City

Water Usage Continues to Drop

As mentioned previously, one trend that we have seen in water usage over the past decade is the overall decrease in water usage. As the Chart below illustrates (this is the data that was utilized in our later Cost of Service Study) our water usage in 2008 was \$1,100,000,000 gallons, compared to the usage in 2020 which was also \$1,100,000,000 for the year. While the usage was the same, the number of users in our system was significantly higher, meaning that the usage per person is lower than it was in 2008.



This decrease in water usage has come mainly because of technological changes that have made water conservation much easier. This includes technology like low flow plumbing fixtures, as well as “smart” technology in lawn irrigation that only waters the lawn when it needs it.

As we completed our Cost-of-Service Study, one thing that we found is that the average usage of water per household dropped from around 7,000 gallons per month down to 4,000 gallons per month. While the study did not see a need to change the base rate drastically, it did recommend that we adjust the tiers in our rate structure to make sure that we are still providing a benefit to those who conserve water as opposed to those who utilize a higher-than-average amount of water. Our intent with our rate structure is that we do not penalize our average users, but that people only pay a higher rate if they are using more than what the average user would consume. The only way we can accomplish this is to decrease our first tier of water rates to capture what that new average use has become. This will help ensure that the tiered structure is still meeting

its purpose, which is to reward those who utilize an average amount of water and to disincentivize through higher rates the usage of water above average amounts.

Current Structure (gallons)	Percent of bills ending in block	2021 Structure (gallons)	Group	Percent of bills ending in block
0 to 7,000	72%	0 to 2,000	Small home	8%
7,001 to 20,000	23%	2,001 to 5,000	Average home	42%
20,001 to 30,000	3%	5,001 to 8,000	Large home	28%
30,001 to 40,000	1%	8,001 to 12,000	Some sprinkling	10%
40,000 +	1%	12,001 to 40,000	More sprinkling	11%
		40,000 +	High use	1%

As you can see from the chart above, if we kept our current tier structure where we had it when this latest study was completed (the first tier would go up to 7,000 gallons per month) 78% of our users would fall into this first tier. This means that someone would get the benefit of a rate meant to reward users who use less than average water in their home, although they might be using 3,000 gallons per month above the average. Based on this, in 2021 we changed the tiered structure of our rates to what was recommended in our Cost-of-Service Study.

With the rate structure now reset, and the Cost-of-Service Study recommending a revenue target of 8% for the 2024 year to keep up with our on-going and anticipated costs, below is the rate structure that is being recommended for 2024:

Rate Tiers (Gallons)	2022 Rates	2023 Rates	Percent Increase
0-2,000	\$2.74	\$2.86	4.4%
2,001-5,000	\$2.93	\$3.07	4.8%
5,001-8,000	\$3.18	\$3.35	5.3%
8,001-12,000	\$4.00	\$4.24	6.0%
12,001-40,000	\$3.70	\$3.89	5.1%
40,001 & Above	\$5.12	\$5.43	6.1%

Looking at other cities across the Metro area, including surrounding cities such as Chanhassen, Waconia, Shakopee, and Carver, they have already made moves to change their tiered system to recognize this decrease in water usage. This is a change that most cities have made, especially if they need DNR permits to seek new water sources within their communities.

Service Charges Not Set to Support True Fixed Costs

The purpose of a service charge on a utility account is to make sure that we can capture all those fixed costs that we have regardless of if someone uses any water or not. Some of these costs include Utility Billing, our Staffing and equipment costs and the cost of our facilities (i.e. debt service costs on our Water Treatment Plant). These

are costs that we have regardless of the amount of water utilized, and to make sure that when people do want to utilize our water system it is available.

What the Cost-of-Service Study found was that we have been putting too much of these fixed costs into our water rates, which are meant to cover our variable costs (i.e. it costs less to treat less water than more water). Also, for just having the water system available, everyone who is hooked onto our system should have to contribute equitably to have access to this system based on the type of user they are.

Based on understanding what all our fixed costs are through this study, and looking at how it should be allocated equitably based on the type of user (i.e. a residential unit should pay less than a large industrial user because they will consume less of our water system), the following chart represents what the study represents for where we should go for our customer service charges.

COS Customer Charge

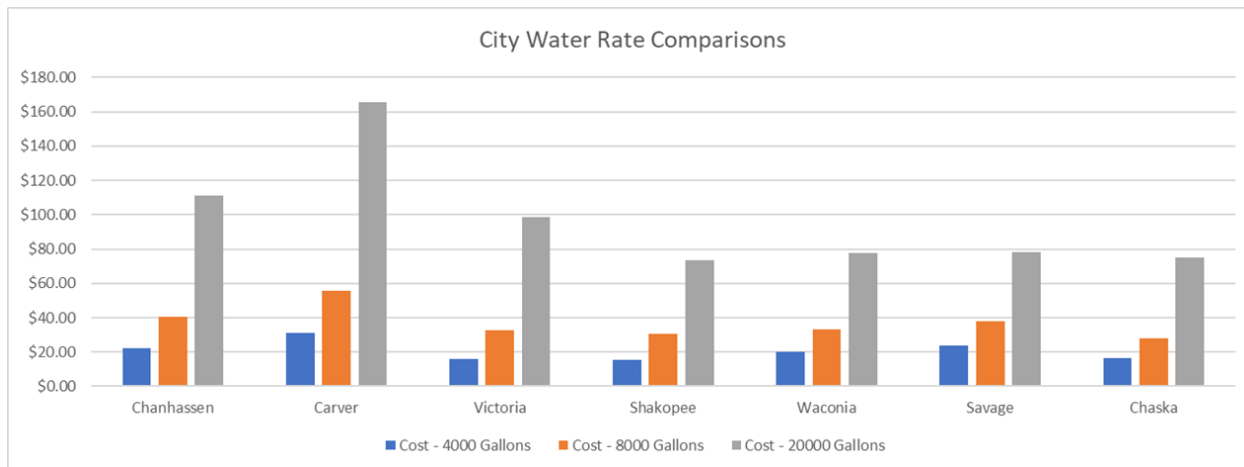
Meter Size	5/8"	3/4"	1"	1.5"	2"	3"	4"	6"
Total Customer COS	\$ 8.66	\$ 9.18	\$ 13.15	\$ 23.38	\$ 35.07	\$ 123.33	\$ 223.69	\$ 468.39
Total # Meters	5,812	468	498	299	90	29	11	3
5 Year Correction (\$/year change)	\$ 1.10	\$ 1.21	\$ 1.77	\$ 3.61	\$ 5.29	\$ 18.14	\$ 36.41	\$ 81.21
Current Customer Charge	\$ 3.15	\$ 3.15	\$ 4.30	\$ 5.35	\$ 8.60	\$ 32.65	\$ 41.65	\$ 62.35
Year 1 (2021)	4.25	4.36	6.07	8.96	13.89	50.79	78.06	143.56
Year 2 (2022)	5.35	5.56	7.84	12.56	19.19	68.92	114.47	224.77
Year 3 (2023)	6.46	6.77	9.61	16.17	24.48	87.06	150.87	305.97
Year 4 (2024)	7.56	7.97	11.38	19.77	29.78	105.19	187.28	387.18
Year 5 (2025)	8.66	9.18	13.15	23.38	35.07	123.33	223.69	468.39

As you will notice, it not only makes recommendations about where we should ultimately be, but also sets a five-year plan for how to get there so as not to cause too much change all at once. 2024 will be the fourth year of implementation of our Fixed Service Charge. While the study ultimately recommends moving up to \$8.66 for the total fixed charge, in 2024 we would recommend taking the fourth step, which would bring it up to \$7.56 per month for the average residential user.

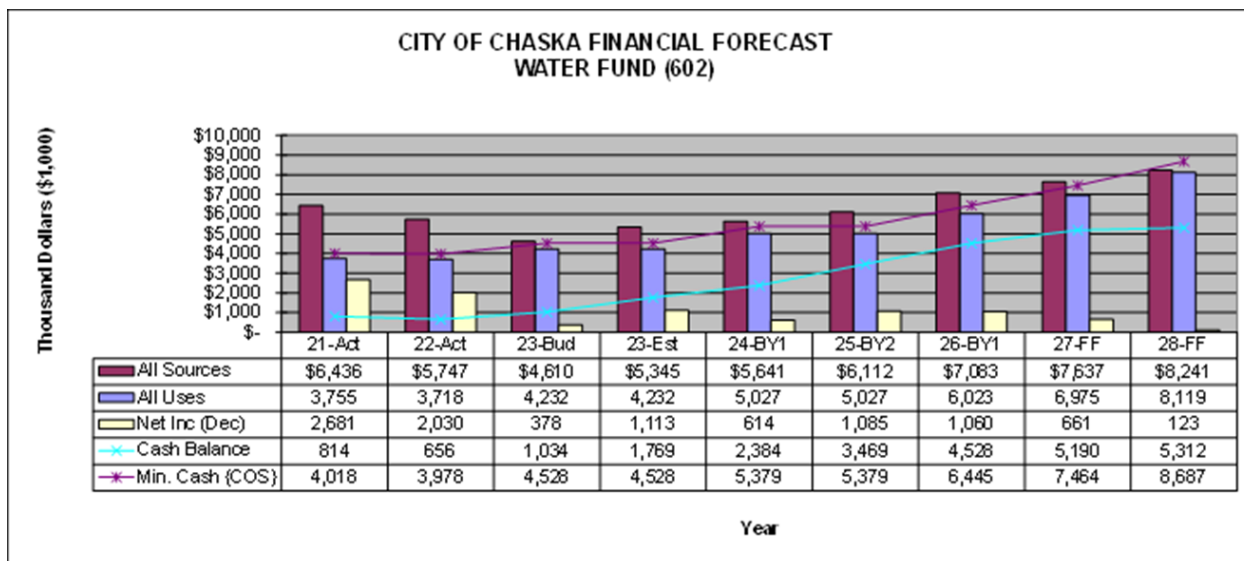
Based on looking at both our tiered rate structure and our fixed costs, while the water bill for the average user is going to go up by 8.71%, this will occur by them seeing approximately an 4.6% increase in their water rates (variable cost) with 17.02% being the increase to their service charge. The chart on the next page helps illustrate this.

Average Home	Units/Month	2023	2024	Increase	% Increase
Service Fee	1 x per month	\$6.46	\$7.56	\$1.10	17.0%
Usage Fee	4,000 gallons	\$11.72	\$12.28	\$0.56	4.8%
State Water Fee	1 x per month	\$0.81	\$0.81	\$0.00	0.0%
TOTAL		\$18.99	\$20.65	\$1.66	8.7%

While the Cost-of-Service study does adjust our rates to accommodate our future needs, it does so in a way that keeps our rates competitive with surrounding communities. Below is a chart which illustrates our proposed rate changes (all-in cost) compared to other communities assuming they see a 0% increase in 2024:



It should be noted that based on our Cost-of-Service study the recommended minimum cash reserve in our Fund at the end of 5 years should be about \$5.3 million. As you will see on the following chart, while we anticipate that we will still be short of that goal within the 5-years from when the study was completed that we are heading in the right direction to meet this goal and are projecting that we will be at \$5.3 million in reserves by the end of 2028:



2024 Budget

Based on the changes in rates described above, the Water Fund Revenues for 2024 are budgeted to be \$5,640,940 compared to the 2023 budget of \$4,610,140, or a 22.36% increase in revenue.

While some of this growth in revenue will come from some increased usage in the community due purely to growth in Chaska, most of the increases we will see in revenue will come from the changes we make to the rate structure which puts a larger burden on those who utilize an above-average amount of water, which is the intent of a tiered-rate structure. The average water user will see an overall increase of 8.71% in 2024 on their bills, which represents a \$1.62 per month increase. With the new rate structure being focused on 4,000 gallons of water per month being the average instead of 7,000 gallons, this will mean that those who use an amount between these numbers will see a higher impact on their bill than they did in the past because they are using more than what the average use is. In this way, it makes sure that our rate system is set equitably and that our average users do not have to subsidize those who use more than an average amount of water.

The major categories of revenues and expenses in the Water Fund as compared to past years are presented below:

Water	Actual	Budget	Budget	
	2022	2023	2024	% Change
Revenues				
Metered	\$5,205,117	\$4,169,040	\$5,189,000	24.47%
Other	\$77,174	\$41,100	\$49,940	21.51%
Transfers In	\$465,000	\$400,000	\$402,000	0.50%
Total	\$5,747,291	\$4,610,140	\$5,640,940	22.36%
Expenses				
Pumping	\$309,944	\$421,896	\$503,110	19.25%
Treatment	\$442,654	\$358,984	\$467,487	30.23%
Distribution	\$850,913	\$1,251,007	\$1,159,399	-7.32%
Administration	\$969,956	\$994,366	\$1,064,875	7.09%
Depreciation	\$889,582	\$0	\$0	0.00%
Debt Service	\$133,831	\$968,630	\$1,161,000	19.86%
Tranfers Out	\$117,000	\$234,855	\$330,850	40.87%
Other	\$3,834	\$1,922	\$351,933	18210.77%
Total	\$3,717,714	\$4,231,660	\$5,038,654	19.07%

Total water expenses for 2024 are programmed to be \$5,038,654. This compares with \$4,231,660 budgeted in 2023. This is a 19.07% increase in expenditures from 2023. This increase is due mainly to several new wells that we need to drill in 2024 to keep up with our increasing water demand. It is also due to our need to replace our AMI Meter and Reading System (being done in Electric at same time), and due to rehabilitation work that we need to do on the Old Water Treatment Plant facility which still houses one of our high-performance wells for the City.

The following are the major activities we are planning for in the 2024 year:

- Addition of 2 maintenance Staff members in 2024 to be shared with the Sewer Department (one position is part of the Staffing Study Plan and one is a position needed because of growth in the community)
- Continue to contribute \$70,000 annually towards our Street Reconstruction Program
- Replacement of Unit #87 (pickup truck) for \$27,500 (Water portion of cost shared with Sewer)
- Complete normal Well Maintenance with Well #9 scheduled for 2024 for \$125,000
- Complete rehab work to the Old Water Treatment Plant building and Well for \$350,000
- Contribution of additional dollars to Building Improvement Program for 2nd year of the program-this eventually builds up to \$370,000 coming from the Water Fund by the end of the 4th year
- Drilling of Wells #10, #11 and #12 (\$3,150,000) to come from the Water Trunk Fund
- Replacement of our Meter system with a debt service for \$185,000 a year for a 10-year period starting in 2024

Finally, in 2011 the full cost of the Water Treatment Plant Debt service was accounted for through the Water Operating fund at a cost of \$1,263,445. 50% of this comes from our rate revenue with the other 50% coming through a transfer from our Water Trunk Funds, which are supported through development. This continues in 2024, with our payment budgeted for just over \$900,000.

Based on this budget that is being proposed, we would see a \$602,286 increase in our Fund Balance, with us continuing to meet our goal of getting our cash reserves in the fund up to the amount recommended in our Cost-of-Service Study.

Sewer Fund

Cost-of-Service Study Findings

Just like in the Water Fund, the Sewer Fund was also part of the overall Cost-of-Service Study for our utilities. As the study found, 91% of our Sewer System is depreciated, with several old sewer pipes in our community that need to be replaced (many of which we have replaced as we complete the reconstruction of our downtown streets). The main finding of the Sewer Fund's portion of the Study found that we have fallen behind on our monthly service charges to be able to capture the fixed costs we have in our system.

Just like in the Water Fund, there are several fixed costs that we have in our system that we need to pay for regardless of if someone is using our Sewer system or not. They are costs that need to be covered just to provide access to our system when it is needed. These costs include Utility Billing, Staffing and Equipment Costs, as well as things such as our facilities and their upkeep. They do not include things like our Met Council Sewer Treatment Charge, which is a variable cost based on the amount of sewage our City has used in the past year.

Just like in the Water Fund, it is important that people contribute to these fixed costs, whether they use the system or not to make sure that there is equity in how our system is paid for, and that the users of our system are not subsidizing those who might need access to the system but may not use it.

Unlike the Water Fund, where we just started increasing our fixed rates in 2021, we started making this change in the Sewer Fund in 2019, as we had no service charge in place in our Sewer Fund prior to that time. In fact, as you will see in the chart below, we finished the ramp up of our service charge in this current budget year (2023)

COS Customer Charge			38 Meters		54 Meters	
Meter Size	Residential : Class 1	Commercial : Class 2	Industrial : Class 3.1 (5/8", 3/4" & 1")	Industrial : Class 3.2 (1.5" and above)		
Total Customer COS	\$ 8.23	\$ 15.65	\$ 26.93			
3 Year Correction (\$/year change)	\$ 1.08	\$ 3.55	\$ (7.69)	\$ -		
Current Customer Charge	\$ 5.00	\$ 5.00	\$ 50.00	\$ 50.00		
Year 4 of 6 (2021)	\$ 6.08	\$ 8.55	\$ 26.93	\$ 50.00		
Year 5 of 6 (2022)	7.15	12.10	26.93	50.00		
Year 6 of 6 (2023)	8.23	15.65	26.93	50.00		

With the ramp of this service charge now complete, we would normally recommend that we increase it by at least inflation each year to make sure we do not fall behind

over time. However, as we will discuss shortly, because of the large increase we are going to be experiencing from the Met Council for sewer treatment rates in 2024, we are recommending that we do not change our service charge for next year and wait until 2025 before we make any change.

Just like in our Water Fund, a greater emphasis was placed on the Cost-of-Service Study on getting the service charges set correctly than on our usage rates, which the Study found were not far from where they should be. However, one significant difference between the Water Fund and the Sewer Fund is that the Sewer Fund has most of its variable costs controlled by factors external to our organization. This is because the Met Council provides all treatment of our sewer through their regional plant infrastructure. So, while our Water Fund's variable rates can be relatively stable and predictable because we control the entire system, the Sewer Fund's variable rates are often much more unpredictable and volatile. It is also impacted by the way multiple cities utilize the sewer system-not just ours.

For 2024, our Met Council rate is going up by 12.32%, which is lower than the 20.84% increase we experienced in 2023. Of this total increase in rate, 7.79% is coming from a general increase in rates that the Met Council has imposed on all the communities it serves. The remaining 4.53% of the rate increase is due to the increased flows that we are seeing coming out of Chaska, most of which is attributable to new growth.

One of the objectives that we have of our Sewer Fund is that we do not subsidize any of our rate increases from reserves that we have in the Sewer Fund, as this would negatively impact our ability to utilize these reserves to continue to reinvest back into our system which in many areas of the City is very aged. If we were not to subsidize the rate increase from the Met Council, this would mean that our rates would need to increase by 15.05%. Based upon that increase in rates, below is what the bill for an average user would look like both with the service charge and the usage charge included:

Utility Fund	Units/Month	2023 Bill	2024 Bill	Increase	% Increase
Sewer (Gal X 1000)	4	\$31.29	\$34.77	\$3.48	11.12%

As you can see above, while the rate would go up by 15.05%, because we are not increasing the service charge, the actual impact to the average user would be 11.12% or an additional \$3.48 per month.

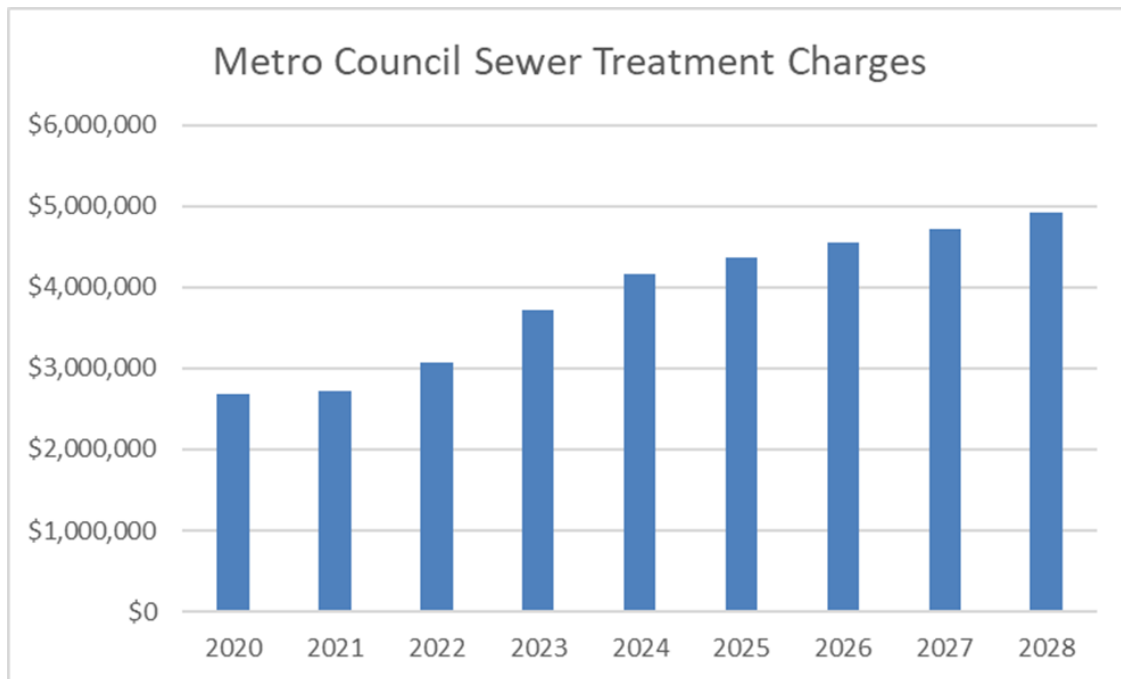
2024 Budget

Sewer Fund revenues for 2024 are anticipated to be \$7,568,550, a 19.50% increase over the budget in 2023. As mentioned previously, this change in revenue is mainly due to the increase in our rates, as we are proposing to keep our service fee constant in 2024. And while our rate increase is 15.05% to support the 12.32% increase we will see from the Met Council for our Sewer Treatment rates, the larger increase in revenue is coming from the fact that we have new and larger users that were added to our system over the past year. The Met Council fee for 2024 is scheduled to be \$4,170,000

compared to \$3,712,603 in 2023. As mentioned previously, the average residential user will see their bill increase by 11.12% or \$3.48 per month for their sewer usage.

Metro Waste treats all the sewage for not only Chaska, but for each of the Cities in the Twin Cities Metropolitan Service Area. It is the largest single factor of costs for our sewage service, as what we do locally is only to collect the waste that then gets transported to the Treatment Facility in Shakopee (Blue Lake Regional Treatment Facility).

The following is a chart illustrating the cost increases we have seen since 2020, and what we expect as we look out over our planning horizon:



Expenses:

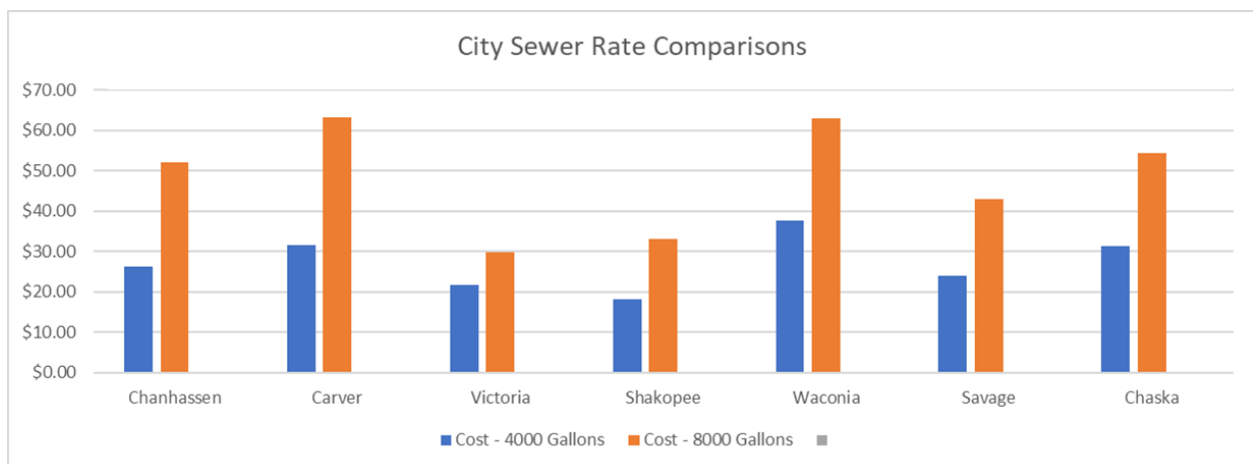
Sewer expenses are anticipated to be \$7,218,166 for 2024, an increase of 13.97% from 2023.

Besides our costs for treatment of our sewer through the Met Council, the major costs for 2024 revolve around our improvement schedule. Below is a list of the improvements that we have scheduled for the 2024 budget year:

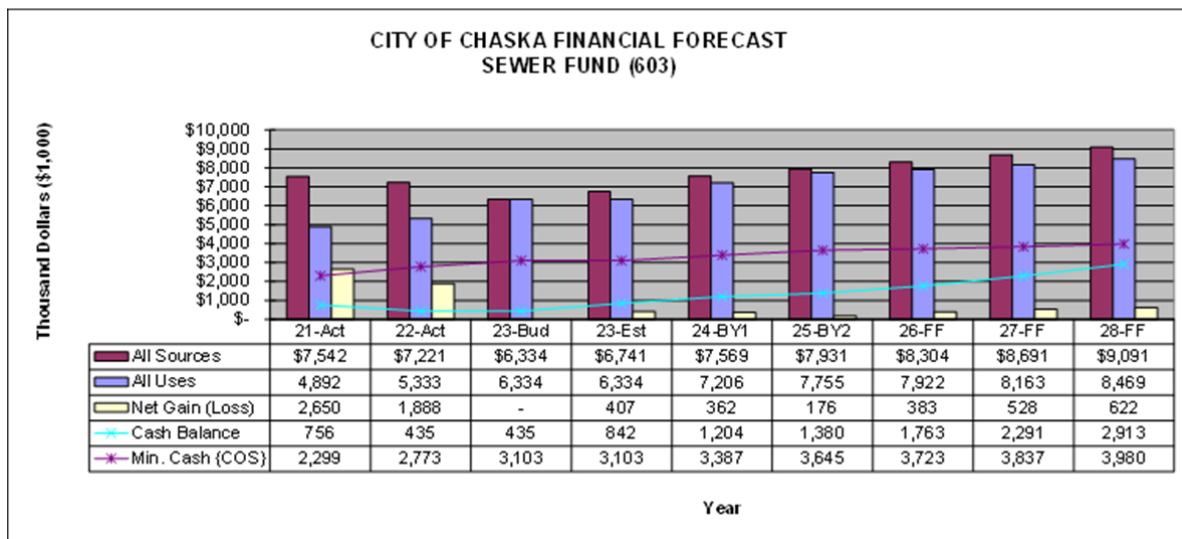
- Addition of two maintenance Staff members in 2024 to be shared with the Water Department (One position was identified as part of the Staffing Study-the other position is one needed to accommodate growth)
- Contribution of \$110,000 annually towards our Street Reconstruction Program
- Continue to put \$125,000 annually towards our Inflow and Infiltration Reduction Program (helps reduce our costs over time by not allowing clean water to get into our system and have to be treated)

- Continue \$125,000 annually towards our Sewer Lining Program (helps to keep pipes in good condition without having to excavate our road/trail surfaces)
- \$10,000 towards the rehabilitation of the Hazeltine Bluff Lift Station
- Replacement of Unit #87 pickup truck for \$27,500 (Sewer portion of the cost shared with Water)
- Replacement of the RST/Camera for \$20,000
- Contribution towards the Building Improvement Program, getting it up to \$370,000 per year by 2028 (just like water) to support debt service on buildings attributable to our Utility Funds
- Replacement of our AMI Meter System with debt service being \$185,000 per year for 10 years (do in conjunction with Water and Electric Departments)

Currently, Chaska's sanitary sewer rates are very comparable to other cities in the metropolitan area, and in the southwest metro area in particular. Metro City sewer rates tend to be very similar from City to City since a significant portion of the monthly bill is based on the Metro Council sewer charges, which are based on the same costs from City to City. Below is a comparison of Chaska sewer rates to other surrounding cities for both winter and summer usage averages assuming that each other City is seeing a 0% increase, which is likely not the case:



Based on our total expenditures and revenues, we are budgeting that the Sewer Fund will balance its budget in 2024. Below is a chart illustrating our projections over the next 5-years:



As we discussed before, we will have to focus on getting the cash reserve balances up in this fund in the future. With us now being completed with implementing the initial Sewer service charge this past year, we have now been able to focus on our rates and the expenses we will have over time. As you will see in the chart below, we are planning to see approximately a \$350,000 increase in Fund balance in 2024, which we show in our 5-year forecast (above) will lead to an increase in our Fund balance of approximately \$2.9 million by 2028. While that is still short of the \$3.9 million we would like to eventually see, this fund is heading in the right direction, and we would expect we will continue to build on this in future budgets.

Sewer	Actual	Budget	Budget	
	2022	2023	2024	% Change
Revenues				
Metered Sales	\$7,031,756	\$6,328,450	\$7,563,450	19.52%
Other Revenues	\$189,636	\$5,100	\$5,100	0.00%
Total	\$7,221,392	\$6,333,550	\$7,568,550	19.50%
Expenses				
Pumping	\$23,289	\$25,092	\$31,014	23.60%
Treatment	\$3,072,276	\$3,712,603	\$4,170,070	12.32%
Collection	\$795,132	\$895,764	\$1,010,831	12.85%
Administration	\$958,928	\$983,044	\$1,030,939	4.87%
Transfers Out	\$177,000	\$327,855	\$399,112	21.73%
Depreciation	\$197,971	\$0	\$0	0.00%
Debt Service	\$108,469	\$389,192	\$576,200	48.05%
Other	\$163	\$0	\$0	0.00%
Total	\$5,333,228	\$6,333,550	\$7,218,166	13.97%

Electric Fund Budget

Cost-of-Service Study Findings

As with both the Water and Sewer Utilities, the City also completed a Cost-of-Service Study in the Electric Department to again assure that we are planning financially for the future to help this continue to be a sustainable utility.

As with the other two utilities, a major finding of this department's study was that our Service Charge, supporting the fixed costs of our utility, had not been set at an adequate level to support all fixed costs associated with running our Electric Utility. We also determined that our City Facilities needed to work towards paying full rates on their utilities, so these funds are not being subsidized by our Electric Department. Besides making sure that we have adequate cash reserves, and that we maintain our minimum restricted cash balances in the fund to support the covenants of the bonds used to support financing activities in this Fund, a final finding of this study was that we needed to move away from having an unpredictable discount for our senior users and instead move to a predictable credit which will more equitably treat our users and provide support to those who need it most.

Service Charge

As mentioned above, it was found that our customer service charges have not been set adequately to recover the fixed costs of our utility that do not change regardless of how much energy one customer uses. We have instead been putting too much of the emphasis on the actual rates, which should instead be set to address only the variable cost of our utility, which is the actual amount of energy a customer uses.

Below is a chart illustrating the recommendations for service charges the Cost-of-Service study recommends for our Electric Utility:

Customer Class	2017 Rates	2018 Rates	2019 Rates	2020 Rates	2018 COS	2021 COS	Difference
Residential and Water Heating Electric	\$ 9.40	\$ 9.75	\$ 9.95	\$ 10.30	\$ 13.68	\$ 14.74	\$ 4.44
Senior Citizen Residential Electric	8.40	8.75	8.95	9.25	13.68	14.74	5.49
On & Off Peak Electric Space Heating Rate	5.70	5.90	6.00	6.20	13.68	14.74	8.54
General Service - Below 20 KW Demand	17.70	18.35	18.70	19.35	28.22	30.39	11.04
Large General Service - 20 KW Demand & Above	52.00	53.90	55.00	56.95	135.54	145.96	89.01

Customer Class	Current Rates	Annual Change	Year 1	Year 2	Year 3	Year 4	Year 5
Residential and Water Heating Electric	\$ 10.30	\$ 0.89	\$ 11.19	\$ 12.07	\$ 12.96	\$ 13.85	\$ 14.74
On & Off Peak Electric Space Heating Rate	\$ 6.20	\$ 1.71	\$ 7.91	\$ 9.61	\$ 11.32	\$ 13.03	\$ 14.74
General Service - Below 20 KW Demand	\$ 19.35	\$ 2.21	\$ 21.56	\$ 23.77	\$ 25.98	\$ 28.19	\$ 30.39
Large General Service - 20 KW Demand & Above	\$ 56.95	\$ 17.80	\$ 74.75	\$ 92.55	\$ 110.35	\$ 128.16	\$ 145.96

As can be seen from this chart, the study ultimately recommends that we raise our service charge for residential users up to \$14.74 per month. This is up from the \$12.10 that we currently charge and have charged for the past two years. While we should be moving into Year 4 of our COS Study for establishing our service charge, we are once again recommending that we do not change our service charge for 2024, as this could bring us out of the market with our main competitor, which is Xcel Energy. With Electric we need to not only be concerned about the recommendations of a COS Study, but we also need to be cognizant of the market and not get ourselves too high on any component of our bill. We will keep an eye on this market moving forward and look again in 2025 to whether we should continue to move forward with implementation of these recommendations.

From a usage rate perspective (variable costs), we are recommending that we increase our rates by just under 2%, which will have the effect of increasing the average user's bill by 1.43% in 2024. While our wholesale energy provider MMPA has budgeted a 0% increase in both rates and demand, we do have the need to increase our rates to be able to keep up with the capital investment we are needing to make into the community because of growth, and to properly maintain the assets that we must keep them in good condition going into the future. Below is a sample utility bill for the average residential user in Chaska for 2024 based on these recommendations:

Average Home	Units/Month	2023 Bill	2024 Bill	Increase	% Increase
Electric					
Service Charge	1x/month	\$12.10	\$12.10	\$0.00	0.00%
Energy (kWh)	750	\$90.25	\$92.05	\$1.80	1.99%
EAC* (kWh)	750	\$23.77	\$23.77	\$0.00	0.00%
Total		\$126.12	\$127.92	\$1.80	1.43%

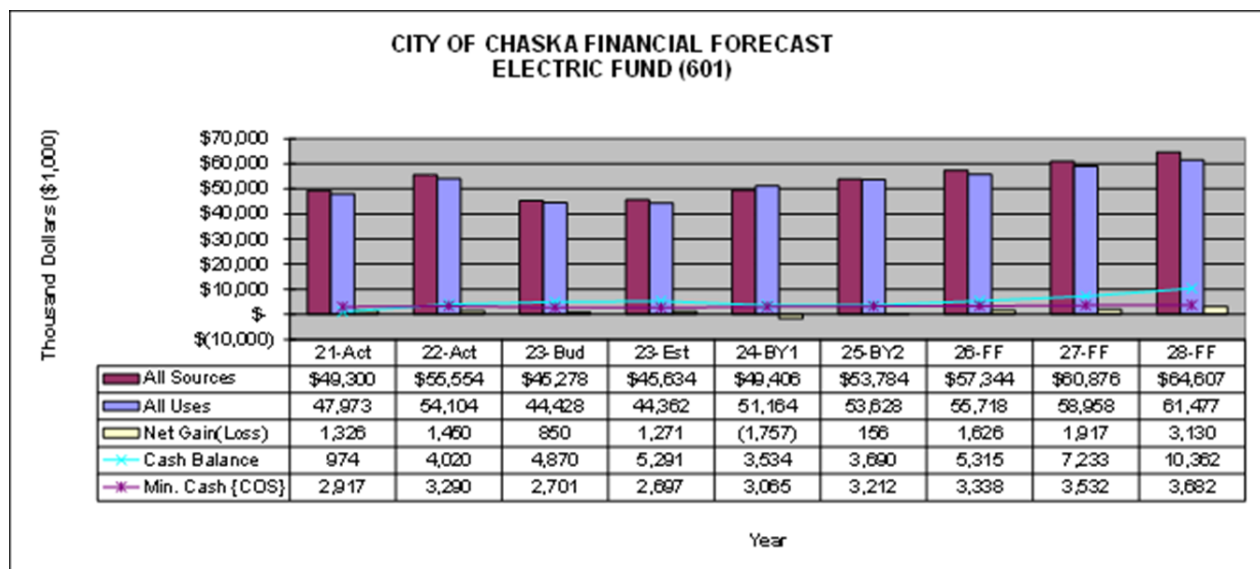
The other major finding of the Electric Cost of Service study was looking at our Senior Discount. Prior to 2021, the City had a 10% discount for seniors who say they have fixed-income needs. The intent of this program was to provide a discount to those who may not be able to afford as much because of being on a fixed income. However, in practicality, because it is difficult to verify income, we saw households that have very large usage requesting this discount, which potentially provided them with a discount that they did not need.

Instead of approaching the discount in this way, the Study recommended providing a credit equal to what a typical low-income user might see as a discount on their bill if they received our current 10% discount. In that respect, if someone requests this who may not really need this discount, they will be capped at receiving only the credit that meets the needs of our lower-income user, without seeing a 10% discount on a larger bill.

To help ease into this transition, we phased this credit in over a 3-year period, with the final year being in 2022. As you will see in the chart below, seniors who apply for this credit now just receive a \$6 credit on their bill instead of a 10% discount. If someone who did not need this credit now were to somehow receive it, it would cap them at a \$6 credit instead of 10% of their bill, which could be a much higher number.

2020 (Current): 10% Discount, \$0 credit
 2021 (year 1): 5% Discount, \$3 credit
 2022 (year 2): 0% Discount, \$6 credit

Finally, as a part of the Cost-of-Service study, it indicated that we should be working to continue to build the cash balance in the Electric Fund, with a goal of trying to get it close to \$19 million. As you will see in the chart below, while we do continue to anticipate building our cash balance in the fund, and get it to over \$10 million by the end of 2028 (which is above the 35% target we set for all other funds), we will still need to continue to work at building the cash balance in this fund beyond the 5-years identified in this planning period. However, with that being said, we do anticipate building our cash balance in each of these years, which will only increase more if we are able to attract large Commercial/Industrial users and expansions to our community.



2024 Revenues

For 2024, Electric Fund revenues are anticipated to be \$49,406,111. This compares to the \$45,277,700 we had budgeted for revenue in 2023, which is an increase of 9.12%. Much of this growth in revenue is coming from the new development and expansion that we are seeing in the community which is driving our overall load in the system. This includes the 600 new units of rental that we will see come on-line in 2024, the new addition to the 212 Medical Center, Costco, and the additional Industrial Buildings that have either just come on-line or are expected to by this summer.

As part of the 2024 budget process, one of the items that the Staff has continued to look at is the effect that new large users in our system will have on our overall electric sales, not only for 2024, but for the years included in our 5-year forecast. Over the past

several years, we have seen large growth in our electric usage not only because of the additions of large data center facilities in the community, but also because of several existing Industrial customers on the north end of the community expanding.

One thing to note, however, is that our electric utility will not see growth from Industrial development on the property south of Engler Boulevard, as this area is currently within MN Valley Electric Cooperative's service territory. Based on an existing contract, we are not allowed to repurchase this territory until after 2040, which we plan on doing and is currently allowed through State Statute. While we know that we can plan on this acquisition for 2040, we are looking at whether there may be options to look at acquiring this territory earlier as there are large capital improvements that Mn Valley will have to make in this area to serve our new industrial load, and they will only have about 15 years left in the territory to recoup these costs. These are discussions that we plan to have with Mn Valley as we are starting to see development especially on the property just west of the 212/County Road 44 Interchange.

For 2024, while we do expect to see growth continue, we do not expect it to be as robust as it was in 2023. However, much of what was being built in 2023 will come online in 2024 which will increase our electric load. Below are the projections that we have for the 2024 budget.

	Actual	Budget	Budget		
	2022	2023	2024	Change	% Change
Electric Sales	\$55,241,580	\$45,277,000	\$49,053,200	\$3,776,200	8.34%
Other Revenue	\$312,689	\$700	\$352,900	\$352,200	50314.29%
Total Revenue	\$55,554,269	\$45,277,700	\$49,406,100	\$4,128,400	9.12%

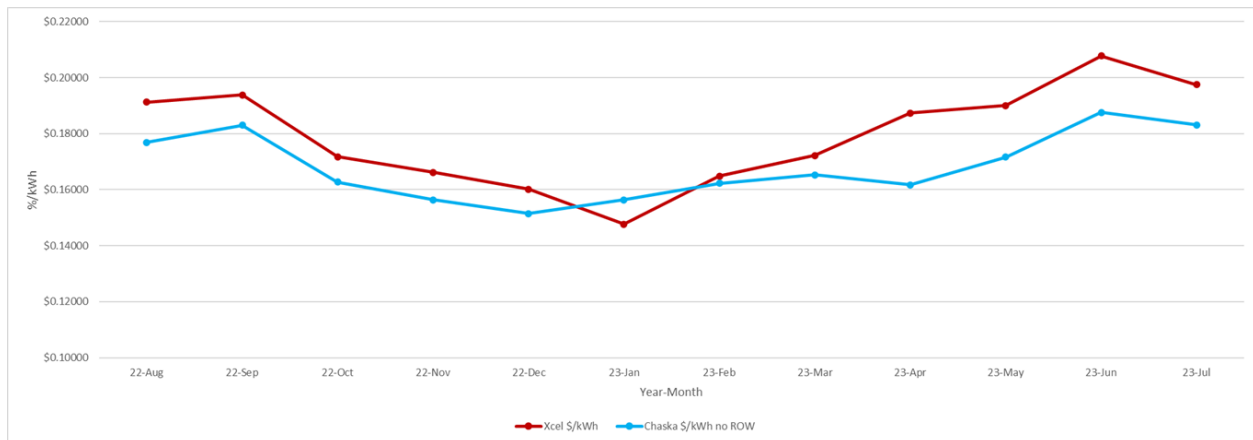
To develop our 2024 revenue budget, we did utilize the following assumptions:

- Continue implementing our Cost-of-Service Study recommendations, although we do not recommend changing our Service Charge as we do think this would take us out of the market for what Xcel is currently charging for their monthly service charge
- Total impact of retail rate changes to the average residential user of 1.43%
- Continued Economic Development activity, although not as robust as in 2023
- Single Family residential will slow down some, but will still be at levels comparable to a typical year
- Wholesale electric rates and demand from MMPA seeing 0% change in 2024

The City's objective is to maintain electricity rates that are competitive with Xcel Energy. As we have seen over the past 12 months, Chaska's residential rates have compared well to this market. Looking at 2023, we did see total bills for residential users that averaged 6% lower than Xcel. This is slightly better than the 5% spread we saw in 2022. We expect to only see a 1-2% increase in rates from Xcel in 2024 since they had

their full request in their most recent rate case denied. This is one reason it was important to keep our rates as low as possible for 2024. We expect that for 2025 that Xcel will once again seek rate increases through the State since they were denied the full request this time around and now will have to invest in significant infrastructure to be able to meet the new Carbon Free Energy requirements implemented during this last legislative session by the state.

Below is a graph showing our total residential bill compared to Xcel in 2023:



2024 Expenses

Electric Fund expenses for 2024 are projected to be \$51,219,687 compared to the budget of \$44,428,200 in 2023, for a total increase of 15.29%.

A primary factor in seeing our expenditures increase in 2024 compared to 2023 has to do with the many Capital Improvement/Expansion projects needing to be completed in 2024-largely because of the amount of growth we have seen in the community. Below is a list of the Capital Improvement Projects we have scheduled for 2024. The numbers below represent the City's 60% of project costs we pay for with new developments coming in (the other 40% is the responsibility of the Developer):

- Ermak Foundry (Reconductoring): \$30,000
- Annual Fuse Cabinet Replacing: \$100,000
- Crosstown 500 to 750 (Reconductoring): \$100,000
- West Creek Feeders (New Feeder Ties): \$115,000
- Costco Project New Service: \$100,000
- New Feeder Ties through Community: \$300,000 (Seeking Federal Grant)
- The Harvest (Kusske Parcel) New Development: \$60,000
- Well #7 New Service: \$60,000
- Wells #8 and #9 New Service: \$100,000
- Rivertown Heights New Development: \$50,000
- Former Tree House Site Development: \$50,000
- Public Safety Facility New Development: \$80,000
- Chaska Yards New Development: \$50,000
- GeoDigital Software Purchase: \$105,000

This represents a cost of \$1,300,000 in 2024.

In addition to the work listed above, we will also be taking on the replacement of our AMI Meter Reading system in 2024. This system will be replaced in conjunction with the Sewer/Water Department and will be replacing the AMI Meter system that we installed in 2015 for all 3 departments. It should be noted that we would not expect to be doing this work at this time, given it has been less than 10 years since we installed our current AMI Meter system. While the system is less than 10 years old, it has not worked properly since initial installation and has only gotten worse. We have tried to have the original vendor fix the issues we have experienced, with them only getting worse. We are currently in arbitration to try to recover a good portion of the dollars that we originally invested in this system, but need to move forward at the same time with installing a new system as it is critical to the functioning of our utility. The Electric Fund has \$3 million budgeted between 2024 and 2025 to complete this process, with us expecting to see this work start in the first quarter of 2024.

Besides these items, below is a list of the items that are budgeted for the Electric Fund in 2024:

- Addition of 1 Apprentice Line Worker starting on April 1: \$75,000 in 2024
- Partner with the Stormwater Department to purchase a Vactor Truck to be used with the boring rig purchased in 2023: \$350,000 per department
- Continued contribution towards the Community Building Fund of \$1.3 million (grows by 4% per year)
- Continued contribution of \$240,000 towards debt service of Community Center Ice/Pool project, \$270,000 towards The Lodge debt service and \$100,000 annual made to the Community Center for annual repairs
- Contribution towards the Building Improvement Program-Builds up to \$1,260,000 contribution by Electric by 2028
- \$244,000 annually contribution that goes towards the debt service of The Loop capital improvements
- 5% Franchise Fee for use of General Fund Right of Way
- 5% General Fund contribution to support General Fund operations

Debt Service:

The Electric Fund has Debt Service payments for two projects it has completed within the past few years. The first is for the construction of the West Creek Substation, with this being financed in 2020 and going on for 20 years. The second was for the construction of the new North Industrial Substation as well as new switch gear at West Creek Substation. Both projects were completed to increase the capacity and reliability of our electric system, especially as we are seeing growth in usage from our existing Industrial customers on the north end of the community. This debt was sold in 2018 and goes on for 20 years. The annual debt service in the Electric Fund is \$711,000, which is 1.07% more than in 2023.

Based on this, the following would be the expenditures for 2024:

	Actual	Budget	Budget		
	2022	2023	2024	Change	% Change
Purchased Power	\$27,957,968	\$27,292,000	\$29,909,000	\$2,617,000	9.59%
Trans/Distribution	\$2,670,771	\$4,176,430	\$7,551,509	\$3,375,079	80.81%
Load Conservation	\$623,341	\$482,350	\$487,589	\$5,239	1.09%
Admin System	\$3,803,020	\$3,788,627	\$4,063,736	\$275,109	7.26%
Admin Billing	\$732,684	\$696,633	\$803,153	\$106,520	15.29%
Franchise Fee	\$4,279,210	\$4,902,000	\$4,798,000	-\$104,000	-2.12%
Depreciation	\$1,573,140	\$0	\$0	\$0	0.00%
Debt Service	\$259,074	\$703,450	\$711,000	\$7,550	1.07%
Transfer	\$2,234,000	\$2,386,710	\$2,895,700	\$508,990	21.33%
Other (EAC)	\$9,971,141	\$0	\$0	\$0	0.00%
Total	\$54,104,349	\$44,428,200	\$51,219,687	\$6,791,487	15.29%

Based on the budget as proposed, the Electric Fund would decrease its Fund Balance by approximately \$1.8 million in 2024. This decrease in Fund Balance is due mainly to needing to complete the AMI Meter Replacement program, as we are unable to finance this project. While this does decrease the Fund Balance in 2024, we would expect to see this start to grow again in 2025 and continue to increase the fund balance throughout the 5-year planning horizon.

One final note on the Electric Fund that will impact all Electric utilities in the State over the next several years are the new mandates that the State of Minnesota put in place for renewable energy requirements. While the standards up until now were for 25% of our energy coming from renewable sources by 2025 (we are now at 43%), the new standard will require 60% of our energy to not only be renewable but come from Carbon free sources by 2030. By 2040, 100% of our energy will need to come from Carbon-free sources. This is something our power agency (MMPA) is currently working on, as well as every other utility in the State. While hitting the 2030 goals seems feasible at this time while keeping electric costs competitive, the 2040 standards will cause a challenge for all utilities in the State. This will be a requirement that will dominate the work of what we do as a power agency at MMPA for the next several years and will undoubtedly change the way we get energy going into the future, especially as we reach for the 2040 mandate. We will continue to discuss this in budgets going into the foreseeable future.

Storm Water Fund Budget

In 2008, the City of Chaska created, by ordinance, a Storm Water Utility Fund to address the growing requirements of managing surface water runoff throughout the community. With the implementation of new MS4 Storm Water Management requirements at both the State and Federal level, the City of Chaska, along with other communities across the country, needed to look at their surface water management practices differently, and generate the resources to complete all requirements of the new laws. Up until the point of creating a separate Storm Water Utility Fund, any activities that the City of Chaska completed with Storm Water Management were completed by the Public Works department utilizing General Fund resources. With the new statutory requirements, it was apparent that these resources would not be enough to complete all necessary activities.

As the City of Chaska established our Storm Water Utility Fund, the City identified several objectives to complete in this Enterprise Fund, including:

- Provide the necessary resources for the Storm Sewer Fund to assure continuation of quality services to customers
- Maintain rates comparable to other cities, while at the same time generating adequate cash reserves for replacement of existing capital, necessary maintenance on our system, and for emergencies
- Meet all the new MS4 requirements for Storm Water Management, addressing changes in the requirements as they occur
- Assume that major capital additions to the collection system are not financed from rate revenue (these are paid through Trunk Funds paid through our development agreements)
- Move all Storm Water Management activities out of our General Fund, treating the management of our Storm Water System the same financially as our other Utility Enterprise Funds (i.e. Water/Sewer and Electric)

In 2008 when the Storm Water Utility Fund was created, the City identified all the work that needed to be completed as part of the Storm Water management activities, to develop an estimate on what all the work would cost on an annual basis. We also estimated what future costs would likely be for replacement of infrastructure in our system as it aged. From this estimate of present and future costs in our Storm Water system, the City developed a rate structure in 2008, charging residential property owners \$3 per month based on each residential parcel that they owned, and attributed a per acre fee to those Commercial/Industrial and undeveloped properties in the City, based on what each of these parcels contributes for surface water runoff in our overall system. Some of the major operations that these fees helped to fund included:

- Completing certification and maintenance of Chaska's Flood Control System
- Completing maintenance of our Storm Water treatment ponds across the City
- Completing Street Cleaning to keep surface water runoff as clean as possible

- Maintaining our ravine systems throughout the City
- Completing our MS4 reporting and maintenance requirements
- Monitoring development activities to ensure Storm Water runoff and treatment requirements both during construction and after development were completed

With the Minnesota River Flood Control system, and the many ravine systems around the community, Chaska's Storm Water Management activities are often more complex than communities not located on a body of water. This especially became apparent during the early summer of 2014, as we experienced significant rains in a short period of time. While we did experience some localized issues in our Storm water system, which the 2015 budget addressed, our system has generally worked very well, demonstrating the need to have a well maintained and properly functioning system. However, it also helped expose what work needed to be done in the future to address the increasing intensity of rain events to be prepared to protect the community.

2024 Revenues

When the initial fee was established in 2008, this fee was based on estimates that were developed to help complete each of the activities listed above. It was the intent that once we had the Storm Water Utility Fund fully up and running that we would come back and review our fee structure to determine if it had been set at the proper level. In 2012 it became clear that not only was our rate set too low to accommodate all the activities that needed to be completed in this Fund and with future maintenance expenses, but that we were also very low compared to many of the surrounding cities who also have a Storm Water Utility Fund.

Based on what our actual costs were for Storm Water Management activities, and based on our low position in the cost of our Storm Water Fees compared to other surrounding municipalities, in 2012 the Council decided to go up by \$1.50 per month, bringing it to \$4.50 per month, still below the area average. We increased this fee slightly each year between 2012-2018.

Based on the continued increases in the amount of Storm Water Work that municipalities are now required to take on, and especially because of large projects we needed to continue to undertake to deal with the storm water issues we did experience during the large rains of 2014, we continued to realize that the activities that we thought were one-time were becoming the norm and that our stormwater system was not sized properly to accommodate this "new normal" for rainfall we were experiencing. We also recognized that there were significantly more issues to address with Storm Water being a river community with a flood control system, than there would be in a non-river community.

During the budgeting process in 2018, we did begin to realize that as we compared our rates to other cities, that we were likely not comparing ourselves to the right communities to truly give an "apples to apples" comparison of the work we were needing to undertake. While we always had looked at the surrounding communities as a comparison, we realized it was probably more important to compare ourselves to other Cities with similar types of Storm Water services that needed to be provided if we were to truly set our rates at the proper level. We used these new comparisons, along

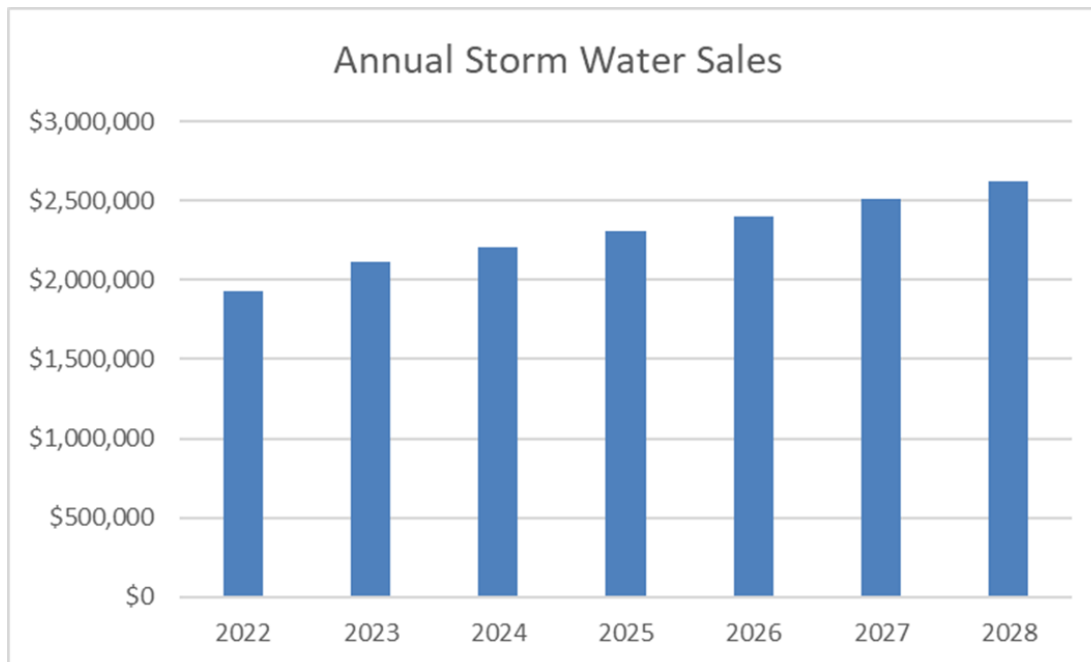
with a projection that if we did not increase our rates that we would find ourselves in a \$900,000 deficit over a 5-year period with the work that we knew needed to be completed, to establish our new base rate of \$9.50 per month. We have adjusted off that base rate with annual changes ever since.

Below is a survey of 2023 monthly rates of the cities around the State that we feel are good comparisons based on the types of work that we need to complete, and that have similar circumstances and types of systems to maintain:

Minnetonka	\$7.97
Shakopee	\$8.28
Moorhead	\$10.21
Carver	\$10.84
Chaska	\$11.77
Edina	\$11.84
Red Wing	\$12.00
Waconia	\$21.19
Average	\$11.76

As can be seen above, the average of these communities is at \$11.76 per month per residential unit. Based on the needs of our system for the upcoming year, along with comparing to these other communities, Staff recommended that the rate go to \$12.47 per residential unit per month, which would be a 4.25% increase for 2024. This rate increase meets our needs for the upcoming year, starts building up necessary reserves in the fund, and keeps us in line with the average of these other community's 2023 rates even if we assume they have no change in their rates for next year. Assuming each of these cities saw a 3% increase for 2024, we would find our rate being within \$0.35 of the average of all comparison cities.

Based on this new rate, and assuming we would need approximately a 4% annual increase to keep up with our needs over the next 5-years, the following chart illustrates what would happen during the 5-year period with anticipated Storm Water Sales:



2024 Expenditures

Within the Storm Water system, there are really two distinct types of activities that occur. There is the day-to-day maintenance of our Storm Water system, and there is the inspection and reporting work that is required as part of the MS4 requirements. In 2015, we also added one other category to this work, which is system improvements that need to be completed to address issues that became apparent during the 2014 heavy rain and flooding event.

From a maintenance perspective, the City of Chaska does utilize our Public Works crew to support the maintenance activities of the fund. The time that they put into Storm Water maintenance functions is charged directly back to the Storm Water Fund. One change that we first saw in 2013, and will continue to see in coming years, is the addition of significant work for maintenance of our Flood Control Levy system. In 2012, the Army Corp of Engineers went through an inspection process to re-certify our levy. This inspection included new standards for levy maintenance that were not in effect at the time our Flood Control System was completed in the mid-1990s. One component of the work identified is the annual Rock Channel Weed/Brush control program. This is a program we will have to complete each year and adds approximately \$10,000 annually to expenditures in our budget.

The other major maintenance work needed will be the regular maintenance schedule of the storm water ponds we have scattered throughout the community. For this, we have \$50,000 allocated annually. This was a change we first implemented in 2015, and will be an on-going program, just as the Rock Channel Weed/Brush control program.

Another maintenance activity comes through the maintenance of our Storm Water system as part of our Street Reconstruction Program. To support these activities, the Storm Water Fund has contributed \$246,000 annually to the Street Reconstruction program. These dollars go towards addressing the addition of a storm water system

into our downtown streets, something that was not included when these roads were originally built over 70 years ago. We continue to build in these dollars for the Street Reconstruction Program into the budget as we move into the future both for new projects and to support the debt service of projects that have already been completed.

To be able to address the ever-increasing areas that we need to address through our Storm Water system, the budget includes an \$70,000 allocation toward storm water maintenance, and an additional \$80,000 towards the consulting engineering fees to help support the design of our future improvements in the City. \$200,000 is also budgeted each year towards supporting capital improvements in our system. For 2024 this will include completing the work that we have done restoring the McKnight Wetland Complex north of McKnight Park. Not only did this work help improve deteriorated wetlands in this area, but it also created financial value by providing us with a bank of wetland credits that we can use in future development projects. These could be City projects where it helps reduce our wetland costs, or private projects where we are able to sell credits to private developers.

For 2024, we do have 1 piece of equipment that we will be purchasing. This is a Jetter Vactor Truck that we will be purchasing for \$700,000. While this equipment will be purchased through the Stormwater Fund, half of this cost will be supported through the Electric Fund as they will also be utilizing this vehicle as they utilize their new boring machine. Sharing this cost between departments helps justify purchasing this equipment for the City and will help us reduce significant contracting costs we have had in the past to help clean out our storm water catch basins and manholes.

The functions of inspections and reporting in the past were mainly completed through contract Engineering services. We now have a Storm Water Coordinator position that resides in our Engineering Department that was added in 2019. This position not only completes much of the work our consulting engineers once did, but it also takes work off our City Engineering Department as it relates to other areas of our City.

As part of our Staffing Study, there is one position that is planned to be added for 2024 to the Storm Water Fund. This position is a Storm Water Maintenance Worker. With the addition of this Staff person, we will now be properly staffed for a system our size.

One thing to note from a staffing perspective is that the Utility Billing Department does support the billing for the Storm Water System. Because of this, 10% of the costs of UB are allocated to the Storm Water Fund. In 2024 this cost is \$113,758.

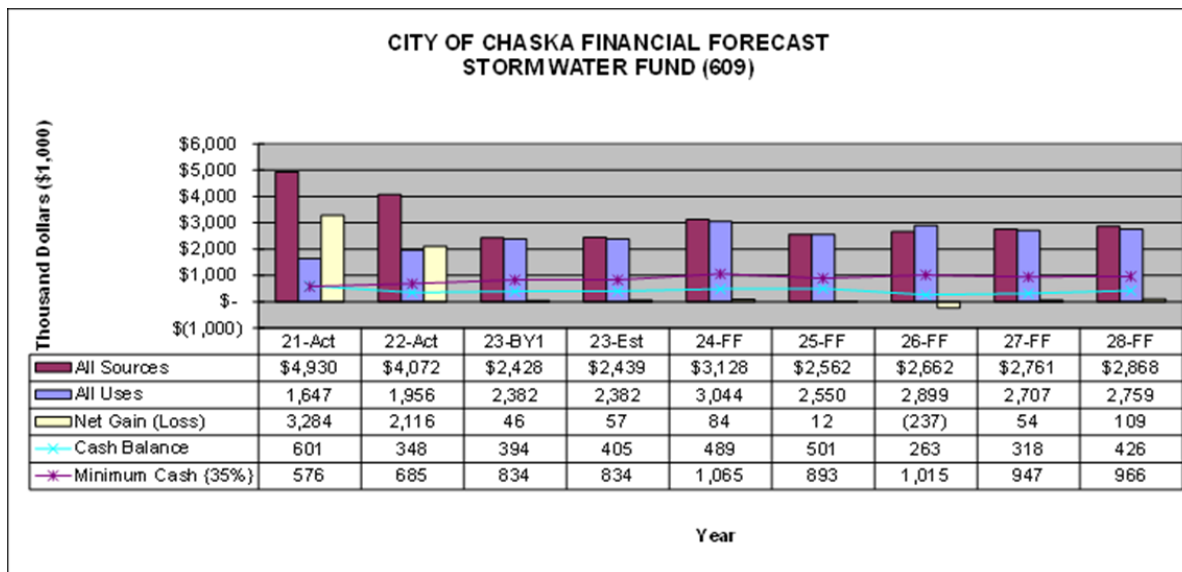
Finally, as we discussed in the Water, Sewer and Electric Funds, the Storm Water Fund is scheduled to contribute an additional \$40,000 to the Building Improvement Program in 2024. This will bring the total up to \$80,000, with the final amount coming from the Storm Water Fund being \$160,000 when the ramp up of funding for the program is complete. These dollars will help support the overall \$2.36 million that will be needed each year to support the debt service of this program.

Based on the changes to our rate structure and our planned projects for 2024, below is a breakdown of the revenues and expenditures for this next year:

	2022	2023	2024		
Revenues	Actual	Budget	Budget	Change	% Change
Storm Water Fees	\$3,649,327	\$2,108,000	\$2,912,000	\$804,000	38.14%
Other	\$422,739	\$224,755	\$216,000	-\$8,755	-3.90%
Total	\$4,072,066	\$2,332,755	\$3,128,000	\$795,245	34.09%
Expenditures					
Transfer Out	\$246,000	\$212,000	\$246,000	\$34,000	16.04%
Transmission/Distribution	\$570,379	\$903,853	\$1,626,775	\$722,922	79.98%
Administration	\$706,001	\$641,236	\$680,187	\$38,951	6.07%
Utility Billing	\$78,565	\$115,715	\$113,758	-\$1,957	-1.69%
Depreciation	\$267,481	\$30,000	\$0	-\$30,000	-100.00%
Debt Service Support	\$71,618	\$288,239	\$296,000	\$7,761	2.69%
Other	\$15,690	\$141,003	\$81,600	-\$59,403	-42.13%
Total	\$1,955,734	\$2,332,046	\$3,044,320	\$712,274	30.54%

The Storm Water Fund is budgeted to increase our Fund Balance in 2024 by \$84,000, bringing our Fund Balance up to approximately \$489,000.

During the 5-year period, we will continue to look at how we can increase the Fund balance to get it up to the minimum 35% recommended amount over the next 5 years. As you can see below, the Fund does not accumulate as much as we would like to see over the 5 years. However, this projection also assumes we pay cash for all equipment replacement scheduled in 2025. Our 5-year projection shows the cash balance without financing this equipment as being very close to where we are now.



Curling and Event Center Fund Budget

In 2015, the City of Chaska completed the redevelopment of Firemen's Park, and the Block 6 corner at the northwest intersection of Highways 212 and 61. This project was first identified in the Downtown Master Plan as a catalyst site, with the main objective of the redevelopment to create a destination in Downtown Chaska to drive more resident and visitor traffic into our downtown commercial district.

While the redevelopment included the entire renovation of Firemen's Park on the south side of Firemen's Lake, Veteran's Park on the north side of the lake, and the addition of the Curling and Event Center building, the Curling and Event Center (CEC) was set up as a separate Enterprise Fund, separate operationally from the Park, and run very similar to our other recreational Enterprise Funds including the Community Center and Town Course. While the CEC and Firemen's/Veteran's Park were constructed as one project, the CEC runs as a separate Enterprise with its own operational budget.

While the overall goal of the CEC and the Firemen's/Veteran's Park redevelopment was to help attract more people and activity into our historic downtown commercial district, the Curling and Event Center did identify key objectives to determine the success of this facility, including:

- Provide the necessary resources for the CED Fund to assure continuation of quality service to our customers, including providing a world-class curling facility
- Utilize the facility's amenities and newly renovated Firemen's Park to attract people into downtown Chaska as a destination location
- Promote community gathering and interaction, with an emphasis on creating a variety of programs and services to draw people to this location throughout the year
- Be operationally self-supporting with no property tax support
- Reinvest back into the facility to keep it in good condition for future generations
- Work to build a cash reserve in the CEC Fund to support future maintenance and improvements

As an Enterprise, the Chaska Curling and Event Center has three main components in the building, including the 300 seat Event Center and catering kitchen, the restaurant/bar, and the 6-sheet Curling Facility. All three of these components are tied together by the Great Hallway, which contains displays to help orient visitors to the history of Chaska and the businesses and organizations that currently make up the community.

From an operational standpoint, the City of Chaska owns the entire facility, operating both the Event Center and the Curling Facility. The City of Chaska leases out the restaurant space to Crooked Pint, a restaurant that was chosen through an RFP process as the facility was being planned. The relationship with the restaurant in the CEC is

very similar to the structure and relationship we have between the Chaska Town Course and the restaurant operator in the Clubhouse, who leases this space from the City based on a revenue sharing agreement.

Impacts of COVID Pandemic

Very similar to what we experienced in the Community Center, the Curling and Event Center also was impacted significantly during this pandemic period, having to be shut down by Executive Order twice, which had a significant impact on revenues that we were able to generate in the facility in both 2020 and 2021.

The largest impact that we saw was in revenue received from the restaurant, as they were closed during a good portion of the pandemic period, meaning we saw no rent revenue. We also saw significant impacts on our Event Center, as most events that were planned during this period were either postponed, cancelled, or were reduced in scope. The Curling portion of the operations saw the least amount of impact as we were able to hold leagues taking proper precautions, although at a reduced number of participants. In general, we saw about a \$400,000 loss in revenue in each of these two years, with the Self Insurance Fund supporting this loss.

While we did experience significant impacts during this time, we were able to recover relatively quickly after State restrictions were lifted, and by 2022 saw most of our operations return to normal.

2024 Revenues

As indicated previously, one of the main goals of the CEC Fund is to make this fund an operationally self-supporting entity. While the Debt service for the construction of the facility itself is supported by our "Community Building Fund", which derives its revenues from multiple sources including the Chaska Electric Fund and the Economic Development Authority, the CEC is meant to support all its own operations including Staffing, maintenance, utilities, and programming.

There are four main sources of revenue for the CEC, including:

- Restaurant Lease Revenue
- Curling Membership and League Fees
- Event Center Rental/Event Center Food Alcohol Sales
- Corporate Curling Events

I will spend some time discussing each of these revenue sources in detail below.

Currently, the CEC has a lease with Crooked Pint Restaurant to operate the restaurant within the building. Crooked Pint was chosen as the vendor for the restaurant service after going through an RFP process while the facility was being developed. As part of our lease, Crooked Pint is responsible for providing all food service within the facility, Staff, inventory, Point of Sales system, and liquor license. While Crooked Pint is not the exclusive provider of food service within our Event Center, they are the sole liquor license holder for the entire CEC building, and are the only vendor allowed for alcohol

sales in the entire building. We structured it this way to make sure that we dealt with any potential liability issues relating to alcohol sales.

The Crooked Pint lease is currently structured so that lease payments are made based on a percentage of all gross sales in the building. Specifically, their lease is based on 7.5% of all food and alcohol sales. Their lease expires after 2024, with them having two options to renew. Should they decide to renew, which they indicated they will, their lease would go to 8.25% of all food and alcohol sales in 2025.

As we looked at establishing the budget for 2024, one of the things that we considered was the fact that 2023 may not be the best number to base our projected rent from in 2024. That is because Highway 41 was closed for about a 6-month period, which Crooked Pint did report negatively affected their sales. For that reason, we looked more at 2022 as an indicator for what we can expect in 2024. In 2022, the facility did generate \$393,327 in lease revenue. For this reason, we are budgeting \$402,000 in lease revenue for 2024.

The second major source of revenue is Curling Membership and League fees. As mentioned previously, while we saw a loss of members during COVID, we have built much of that membership back, with there now being about 839 members of the facility. With that, our Leagues have 705 unique members curling in our leagues, with 905 rostered curlers overall (some play in more than one league). Because of this, we are budgeting \$429,867 in Curling Revenue, which is slightly less than what we budgeted in 2023.

The third major source of revenue in the CEC is from the Event Center itself. For the event center, we generate revenue from both the rental of the room for events, as well as from the sale of food and alcohol in the facility. For the room rental, we have groups renting the facility for anything as big as weddings, class reunions and Senior Proms, all the way to renting it for non-profit fundraisers. Depending on the day, fees can be as low as \$350 for 4 hours on a Sunday-Thursday block for residents, all the way to \$2,350 for an 8- hour block on a Saturday for non-residents.

Below are the rates that are adopted for the 2024 year, along with a comparison to other municipal facilities to show where we fall compared to the market. It should be noted that while we are above average for weekend time periods, we have no issues selling space in these time periods. The most difficult period we have to sell is Monday-Thursday.

	Regular Rate				Resident Rate				Room Capacity
	M-Th	Friday	Saturday	Sunday	M-Th	Friday	Saturday	Sunday	
Maple Grove	535	630	1,039	630	483	578	934	578	250
Brooklyn Park	750	1,000	1,150	1,000	650	850	950	850	375
Minnetonka	525	1,175	1,450	1,000	400	850	1,025	825	250
Plymouth	975	1,125	1,700	975	800	1,000	1,350	800	350
Shoreview	1,000	1,465	1,820	1,000	855	1,300	1,600	855	300
Coon Rapids	1,020	1,440	1,920	960	970	1,330	1,760	860	230
Eagan	900	1,650	1,950	1,100	900	1,650	1,950	1,100	350
Chaska	775	1,950	2,350	775	700	1,750	2,050	700	300
Chaska 2024 Rates	775	1,975	2,375	775	700	1,750	2,050	700	300
Average	815	1,212	1,576	952	723	1,080	1,367	838	
Current Rate % Below Avg	4.9%	-60.9%	-49.2%	18.6%	3.1%	-62.1%	-50.0%	16.5%	

As mentioned previously, all alcohol sales for the Event Center are required to go through the Crooked Pint restaurant, as they are the liquor license holder for the entire facility. We receive 10.5% of all alcohol sales in the event center. Users of the facility can utilize whatever caterer they want to for their event, with the caterer's fee being equal to 17% of their gross sales for outside vendors and a 12% fee for use of the Crooked Pint. The reason for this difference is because outside caterers are provided with the full caterer's kitchen as part of their package, and it takes more staff resources to be able to manage the outside vendor.

Finally, our last source of revenue for the Curling facility is through Corporate Events in our Curling Facility. Our Corporate Events are booked on weekday afternoons within the Curling Center and include the use of the Curler's Lounge in the front of the rink for business meetings and lunch, with a Learn to Curl session, complete with instructors, provided for the participants as a team building event. These Corporate Events have been very popular, with several afternoons per week booked for these events. The fee for these Corporate Events is \$50 per person, with a minimum fee of \$500. Food is something that is provided separately from Crooked Pint, but they can order and be served directly in the Curler's Lounge Space. The total revenue generated for this service is budgeted to be \$225,000.

The final revenue source we have coming in is \$1,721,922 from the Community Building Fund to support the debt service on the construction of this project, as well as help support the reinvestment back into equipment and infrastructure in the facility as it continues to age. This amount increases by 4% annually, with the base going towards the debt service on the building, and the annual inflator going towards capital reinvestment. For 2024, the capital reinvestment is a replacement dehumidification unit that we need to get replaced soon as the equipment is now almost 10 years old.

Based on this, we are recommending that the adopted revenue budget we have for 2024 will be \$2,954,774, which is 3.01% higher than in 2023.

Below is a chart reflecting the actual revenue number for 2022, as well as the budgeted revenue for the 2023 budget year, along with the proposed budget for 2024:

Revenues	Actual 2022	Budget 2023	Budget 2024	Change	%Change
Event Center Rental	\$169,591	\$153,300	\$175,985	\$22,685	14.80%
Curling Center Leagues/Memberships	\$541,438	\$502,788	\$429,867	-\$72,921	-14.50%
Corporate Curling Events	\$298,914	\$250,000	\$225,000	-\$25,000	-10.00%
Restaurant Lease	\$393,327	\$390,122	\$402,000	\$11,878	3.04%
Community Fund Transfer (Debt)	\$1,523,159	\$1,632,762	\$1,721,922	\$89,160	5.46%
Other Revenue	\$169	-\$60,420	\$0	\$60,420	-100.00%
Total Operating Revenues	\$2,926,598	\$2,868,552	\$2,954,774	\$86,222	3.01%

2024 Expenditures

From an expenditure standpoint, there are two main types of expenses that we have within the Curling and Event Center. The first expense that we have is with Staffing as it relates both to scheduling and programming of the facility, as well as on-going and daily maintenance of the facility. The second major expense is with the day-to-day operational costs such as cleaning, utilities, and on-going maintenance of mechanical systems within the building.

From a staffing standpoint, we are currently budgeting for 4 full-time employees within the CEC facility office as well as some part-time help to staff the front desk and to put up and tear down equipment for different events happening within the CEC.

Our full-time staff consists of our Curling Manager, our Curling Ice Maker, the Curling and Event Center Coordinator and our Curling and Event Center Supervisor. Each is responsible for the day-to-day leadership of their individual areas, although we do see cross-over between the positions because of the interrelation of many things within the facility. As with the Community Center, because this facility falls under the general Parks and Recreation Department, we do get the efficiency of being able to provide some shared staff both with the Park and Recreation Department out of the General Fund and the Community Center staff. These are similar efficiencies we see between other Enterprise Funds and the General Fund, thus allowing us to keep our Administrative costs as low as possible in each of these funds.

From a day-to-day operational standpoint, the biggest expenses we have other than staffing in the CEC is the cost of Utilities, general custodial duties within the facility, and the cost of maintaining our mechanical systems within the building. From a utility perspective, we break down the cost of Utilities based on the area of the building and based on the City versus leasable portions of the building. The utilities include sewer, water, electricity, gas, and garbage. Within the Event Center, Curling Center and general common areas of the facility, our Utility costs are approximately \$232,000 per year, with the costs within the restaurant area being approximately \$60,000 per year.

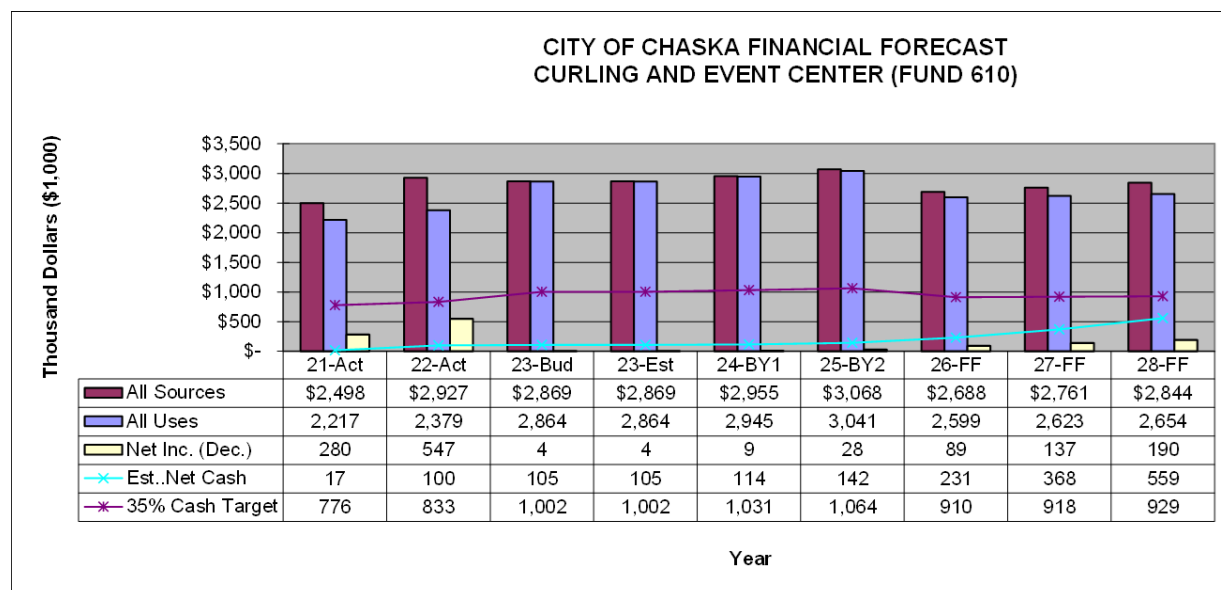
The only other thing to mention as part of the CEC budget is that all debt service is included in the overall budget for the entire project, including the Firemen's Park redevelopment components. Because this debt service is covered through dollars accumulated in our "Community Building Fund" and the EDA, we do see a transfer of dollars coming into the CEC Fund, with those then going back out to support this debt

service. This is not an expense related to day-to-day operations. Based on the total Revenue and Expense budget for 2024, below is the expenditure budget for 2024.

Expenditures	Actual 2022	Budget 2023	Budget 2024	Change	% Change
Administration/General Facilities	\$806,058	\$784,709	\$937,025	\$152,316	19.41%
Event Center	\$124,157	\$142,795	\$33,361	-\$109,434	-76.64%
Curling Center	\$358,655	\$290,181	\$329,384	\$39,203	13.51%
Crooked Pint	\$53,970	\$61,910	\$65,890	\$3,980	6.43%
Other	\$29,928	\$0	\$450	\$450	0.00%
Depreciation	\$568,348	\$0	\$0	\$0	0.00%
Debt Service	\$438,380	\$1,584,506	\$1,579,363	-\$5,143	-0.32%
Total Operating Expenses	\$2,379,496	\$2,864,101	\$2,945,473	\$81,372	2.84%

It should be noted that while not included as a part of our budget for 2024, we continue to explore whether sponsorships or naming rights for the building may be an opportunity for us, specifically to help generate another source of revenue that could be put back into capital replacements in the building as we move through the years. We are currently working with a group called The Superlative Group to seek out these opportunities and should know by the end of 2024 if this is even an opportunity for us and if it is, whether we should move forward with this opportunity. This could be another significant source of annual revenue if we were able to generate a naming rights sponsor.

With the CEC being nearly 10 years old, we are now starting to focus on regular reinvestment into this facility. For this reason, we are starting to focus on building up cash reserves in our CEC Fund. Below is a 5-year forecast for this fund, and what we expect to happen from a financial perspective. As you will see, we do plan on trying to build up this fund balance, with it projected to be a little over \$550,000 by 2028. We will need these dollars as we continue to replace things in the facility, such as the carpet in the Event Center, which is scheduled to be replaced in 2025.



The Loop Golf Budget

For nearly 50 years, the Chaska Par 30 was a small Executive Course that the City of Chaska owned and operated. Being a remnant of the development of Hazeltine National Golf Course and designed by Robert Trent Jones, it was a unique course that offered opportunities for many in Chaska to take up golf. Not only was the course inexpensive in price for patrons to play, but it also provided opportunities for those that may not have the skill or desire to play on a high-end course, such as the Chaska Town Course, the opportunity to go out and get exposed to the game of golf.

In its early years, the Chaska Par 30 attracted over 30,000 rounds per year and was a source of income for the City to be able to reinvest back into the facility. However, as the course aged, the Chaska Town Course was added in the community, and additional Executive Courses around the area opened, its rounds dropped to around 14,000-15,000 rounds per year making it very difficult to not only operate without outside support, let alone be able to reinvest back into the facility. With the City facing a very large decision of whether to reinvest back into the course with the needed replacement of the irrigation system, which would have been over \$750,000, the City needed to evaluate whether it made financial sense to make this investment back into the Course if it likely would not increase rounds and financially support itself.

It was at this time that a group of individuals who started a non-profit called *The Learning Links of Chaska* approached the City with an idea to completely rebuild the course, but to do it in a way that no other course in the Country had deliberately tried to do yet, which was to make it a course physically accessible to all. The concept was to take the land that the Par 30 sat on and redesign it in a way that any person could play it, whether they had a physical disability or not, whether they were a child or senior, whether they were a brand-new golfer or an expert and that each of these individuals would find it fun to play at this facility. *The Learning Links* group committed that if the City would agree to move forward with developing such as course that they would do significant fundraising to help support the construction of this facility, and work with the course to help facilitate the programming of it with different groups looking to introduce those with physical disabilities to the game of golf.

With a total development cost of just over \$3.5 million, *The Learning Links of Chaska* raised \$750,000 to support the efforts of reinvesting back into this course, which has been rebuilt over the past two summers, with the Clubhouse and Maintenance Facilities now being completed. With work now wrapping up, the course will open for public play in the Spring of 2024, making this the first year we are adopting an operating budget for this facility.

The Loop Objectives

As part of developing the budget for The Loop, the Council did adopt the following objectives for this facility:

- Provide a high-quality golf experience to the residents of Chaska and visitors of all abilities
- Be viewed as a golf course facility with innovative design that breaks down barriers for people of all abilities to play
- Provide another opportunity to create a premier Community Gathering Location in our community
- Assume that we are providing adequate resources for The Loop to support all operations of a high-quality golf course, including adequate and well-trained staff and well-maintained equipment
- Ensure that we are operating a golf course that can be financially sustainable and generate enough reserves to continue to reinvest back into the facility in

It is these objectives that we utilized to put together the budget for the 2024 year.

2020 Budgeted Revenue

In determining the revenues for this upcoming year, we need to look at two factors. First, we must make assumptions on the number of rounds that we expect to see on the course for the year, as well as play on the Minnalayas Green. Second, we need to determine what we should set the rate at for 2024.

From a rate perspective, we utilized the area Executive Courses as a benchmark on where to set our fees. The one thing that we did take into consideration is that the quality of course that we will be providing here is at a higher level than other Executive Courses in the area, and that the main users of our course will be Seniors and Juniors. Based on that, we set the rates as follows:

- Juniors: \$15
- Seniors: \$17
- Adults: \$22
- Minnalayas Green: \$5

Based on this, the following is a comparison to other Executive Courses in the area:

Course	Junior	Senior	Adult
Halla Greens	\$15.00	\$17.00	\$22.00
Braemar Executive	\$12.00	\$19.00	\$19.00
Waters Edge	\$20.00	\$20.00	\$20.00
Orono	\$12.00	\$16.00	\$20.00
Glen Lake	\$14.00	\$14.00	\$18.00
Average	\$14.60	\$17.20	\$19.80
The Loop Proposed Rate	\$18.00	\$18.00	\$23.00
Minnalayas Proposed Rate	\$5.00	\$5.00	\$5.00

As for assumptions on the usage of the course, we assumed that we will have 24,500 rounds in 2024. To give a sense of how this compares to the Par 30, in its last year of operation we had 17,000 rounds. Finally, we are budgeting that we have 17,100 patrons utilizing the Minnalayas Green during the summer. This is an amenity of The Loop that can be used independently of the golf course facility itself, and can be programmed for leagues and games, and well as be utilized by families as a “mini-golf” course.

While we do expect that programming will be a source of income in the future, we are not budgeting for that for the first year as we want to get a good sense of how the facility operates and what is popular before we block off too many programmed times.

Based on the assumptions above, we budget that we will have \$1,002,900 in revenue for 2024.

Budgeted Expenditures

From an expenditure perspective, there are two things that will drive the costs that go into the course from an operational standpoint. First is the staffing that we will need both in the clubhouse and for maintenance. The other expenditure will be for the equipment and supplies we will need to operate and maintain the facility.

From a staffing standpoint, we program that we will need 2 full-time Greenskeepers, along with the support of approximately 2,200 hours of part-time maintenance staffing to keep the course in good condition. The main difference from the Par 30 is that we only had 1 full-time Greenskeeper as there was less to maintain than we have at The Loop.

From a Clubhouse perspective, we plan to have a Clubhouse Manager position, which will be a 9-month full-time position. To support this person, we will have programmed 5,040 hours of part-time support through the summer to make sure that we always have 2 people scheduled to work in the clubhouse at any given time.

From an equipment perspective, we plan on utilizing the Town Course maintenance equipment that is scheduled to be replaced to maintain The Loop. While this equipment is too old to continue maintaining a course the size of The Town Course, it will work fine for The Loop. The only piece of equipment that we need to purchase is 1 Greens Triplex for \$62,000. We have that programmed into the budget for this year.

Besides these items, all other expenditures such as supplies, utilities and insurance will be like what we use at both the Town Course and what we experienced at the Par 30.

Based on this, the total expenditures we are budgeting for 2024 is \$997,411. Below is a chart showing our revenues and expenditures we are budgeting for the year:

	Budget
	2024
Green Fees	\$489,500
Minnalayas Fees	\$85,500
Transfer In/Learning Link	\$405,000
Other	\$22,900
Total Revenue	\$1,002,900
Maintenance	\$384,264
Administration	\$228,647
Merchandise	\$15,000
Other	\$0
Debt Service	\$369,500
Total Expenses	\$997,411
Net Income (loss)	\$5,489

Based on the budget above, we would anticipate that we generate a small increase in our fund in 2024 of \$5,489. It should be noted that for 2025 we will have a much better sense of how the facility operates and what opportunities and challenges exist that we have not identified yet. We would expect that after this first year of operation that we will see the budget for this facility change to reflect what we have learned.

CITY OF CHASKA

State of Minnesota

****DRAFT****

2024 BUDGET

For the Fiscal Year Ending December 31, 2024

Proposed to Chaska City Council on:
December 18, 2023

City of Chaska
One City Hall Plaza
Chaska, MN 55318-1962

(952)-448-9200

www.chaskamn.gov

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Revenues and Other
Financing Sources

And

Expenditures/Expenses and
Other Financing Uses

by Fund

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General Fund

(Fund 101)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds							FOR PERIOD 99	
ACCOUNTS FOR:								
101-General Fund		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 101-General Fund		-21,601.29	-1,098,461.50	-622,330.77	-2,460,401.73	.00	.00	.0%
TOTAL REVENUE		-19,029,401.98	-21,344,511.02	-23,404,367.24	-25,812,458.07	-24,936,489.00	-28,848,773.00	.0%
TOTAL EXPENSE		19,007,800.69	20,246,049.52	22,782,036.47	23,352,056.34	24,936,489.00	28,848,773.00	.0%
GRAND TOTAL		-21,601.29	-1,098,461.50	-622,330.77	-2,460,401.73	.00	.00	.0%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
101-General Fund	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-15,826,353.64	-16,692,122.37	-18,144,485.22	-19,877,560.80	-20,941,872.00	-24,303,981.00	16.1%
Unassigned	-15,826,353.64	-16,692,122.37	-18,144,485.22	-19,877,560.80	-20,941,872.00	-24,303,981.00	16.1%
10 General Government							
Council	-1,770.87	-1,750.00	-1,150.00	-3,500.00	.00	.00	.0%
Communication	-328,119.00	-315,495.90	-314,227.39	-224,961.06	-309,000.00	-429,150.00	38.9%
Administration	-86,651.91	-86,961.69	-84,491.17	-127,518.84	-131,460.00	-87,298.00	-33.6%
Human Resources	-1,433.30	-103.79	-90.00	.00	.00	.00	.0%
Elections	-21,440.84	-133.11	-20.00	.00	.00	.00	.0%
AS:Finance	-15,941.87	-19,099.33	-52,935.80	-21,957.22	-32,660.00	-33,313.00	2.0%
AS:Information Technol	-505,206.86	-520,150.00	-535,800.00	-562,605.00	-562,600.00	-590,800.00	5.0%
AS: Information Tech P	-110,010.76	-31,420.10	-30,543.28	-64,773.18	-45,900.00	-45,900.00	.0%
Community Development	-139,430.12	-143,107.99	-143,220.07	-41,993.70	-40,800.00	-99,116.00	142.9%
Engineering	-105,913.46	-136,194.50	-230,560.90	-116,838.28	-111,000.00	-112,300.00	1.2%
Govt Bldgs - 1 City Ha	-3,659.07	-10,444.49	-3,501.08	-3,541.92	-3,570.00	-3,641.00	2.0%
Building Maintenance	-125,000.00	-127,845.33	-70,620.95	-72,013.00	-70,300.00	-143,600.00	104.3%
Unallocated	.00	.00	.00	-391.88	.00	.00	.0%
General Government	-1,444,578.06	-1,392,706.23	-1,467,160.64	-1,240,094.08	-1,307,290.00	-1,545,118.00	18.2%
20 Public Safety							
211 or 2110 Police	-348,518.79	-479,811.53	-439,688.65	-542,837.66	-493,627.00	-551,538.00	11.7%
Crime Prevention Progr	.00	-12,000.00	-1,000.00	.00	.00	.00	.0%
Fire	-323,418.92	-465,205.96	-367,492.16	-450,774.91	-341,919.00	-424,606.00	24.2%
Building Inspections	-714,079.61	-1,617,662.54	-2,058,396.44	-2,852,965.00	-1,039,178.00	-1,139,178.00	9.6%
Public Safety	-1,386,017.32	-2,574,680.03	-2,866,577.25	-3,846,577.57	-1,874,724.00	-2,115,322.00	12.8%
30 Public works							

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
101-General Fund	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
311 or 3110 PW Adminis	-15,683.19	-96,286.26	-7,668.61	.00	-25,000.00	-25,500.00	2.0%
312 or 3120 Street	-124,372.89	-159,714.27	-122,649.29	-122,122.06	-121,530.00	-122,000.00	.4%
313 or 3130 Snow Remov	-2,810.00	-12,008.32	-4,880.50	-1,742.00	-5,100.00	-5,202.00	2.0%
314 or 3140 Sign Machi	-1,046.78	-2,101.19	-6,647.22	-6,392.56	-1,000.00	-1,000.00	.0%
Municipal Services Bui	-135.64	.00	.00	.00	-2,040.00	-2,081.00	2.0%
Park Maintenance	.00	-836.00	.00	.00	.00	.00	.0%
Tree Contol	-15,529.00	-40,796.88	-34,257.00	-39,724.17	-27,769.00	-48,485.00	74.6%
Public Works	-159,577.50	-311,742.92	-176,102.62	-169,980.79	-182,439.00	-204,268.00	12.0%
50 Parks & Recreation							
511 or 5110 PRA Admin	-63,209.44	-129,320.46	-87,492.00	-93,198.00	-85,300.00	-89,606.00	5.0%
Park Special Events	.00	-3,727.02	-17,142.00	-25,585.62	-14,274.00	-16,200.00	13.5%
521 or 5210 Youth	-8,973.00	-20,723.50	-262,981.45	-288,755.84	-252,440.00	-265,000.00	5.0%
521 or 5215 Teen	.00	-1,930.00	-12,598.50	-6,721.00	-17,000.00	-17,340.00	2.0%
522 or 5220 Senior	.00	-1,220.00	-41,838.91	-45,073.81	-33,000.00	-43,000.00	30.3%
523 or 5230 Adult	-7,608.09	-25,341.58	-33,682.31	-31,013.20	-34,000.00	-34,680.00	2.0%
524 or 5240 Firemens P	-160.85	-64,907.29	-74,343.07	-70,530.67	-81,940.00	-84,303.00	2.9%
528 or 5280 All Ages	.00	-733.00	-8,730.50	-9,002.67	-6,000.00	-8,000.00	33.3%
Park Maintenance	.00	-13,839.52	-68,207.54	-32,008.78	-1,326.00	-14,973.00	1029.2%
ISD112 Grounds Maint	.00	.00	-110,120.17	-78,368.87	-104,884.00	-106,982.00	2.0%
Parks & Recreation	-79,951.38	-261,742.37	-717,136.45	-680,258.46	-630,164.00	-680,084.00	7.9%
TOTAL 101-General Fund	-18,896,477.90	-21,232,993.92	-23,371,462.18	-25,814,471.70	-24,936,489.00	-28,848,773.00	15.7%
TOTAL REVENUE	-18,896,477.90	-21,232,993.92	-23,371,462.18	-25,814,471.70	-24,936,489.00	-28,848,773.00	15.7%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-18,896,477.90	-21,232,993.92	-23,371,462.18	-25,814,471.70	-24,936,489.00	-28,848,773.00	15.7%

** END OF REPORT - Generated by Matthew Burt **

Equipment Acquisition Fund

(Fund 448)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
448-Equipment Acquisition	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 448-Equipment Acquisti	1,168,022.06	575,148.61	2,500,320.71	340,797.22	.00	.00	.0%
TOTAL REVENUE	-412,536.44	-1,444,071.39	-1,835,561.22	-1,364,212.10	-4,680,500.00	-5,111,000.00	.0%
TOTAL EXPENSE	1,580,558.50	2,019,220.00	4,335,881.93	1,705,009.32	4,680,500.00	5,111,000.00	.0%
GRAND TOTAL	1,168,022.06	575,148.61	2,500,320.71	340,797.22	.00	.00	.0%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
448-Equipment Acquisition	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-391,015.94	-1,201,776.81	-1,417,745.19	-1,324,889.36	-4,650,000.00	-5,080,500.00	9.3%
Unassigned	-391,015.94	-1,201,776.81	-1,417,745.19	-1,324,889.36	-4,650,000.00	-5,080,500.00	9.3%
10 General Government							
Communication	-4,000.00	-26,283.95	-20,422.26	-13,781.54	-30,500.00	-30,500.00	.0%
General Government	-4,000.00	-26,283.95	-20,422.26	-13,781.54	-30,500.00	-30,500.00	.0%
20 Public Safety							
211 or 2110 Police	-4,950.00	-209,962.63	-212,165.33	-25,541.20	.00	.00	.0%
Fire	-2,850.00	-2,000.00	-17,551.59	.00	.00	.00	.0%
Building Inspections	.00	-1,144.00	-167,676.85	.00	.00	.00	.0%
Public Safety	-7,800.00	-213,106.63	-397,393.77	-25,541.20	.00	.00	.0%
30 Public works							
311 or 3110 PW Adminis	-9,720.50	-2,904.00	.00	.00	.00	.00	.0%
Public works	-9,720.50	-2,904.00	.00	.00	.00	.00	.0%
TOTAL 448-Equipment Acquisti	-412,536.44	-1,444,071.39	-1,835,561.22	-1,364,212.10	-4,680,500.00	-5,111,000.00	9.2%
TOTAL REVENUE	-412,536.44	-1,444,071.39	-1,835,561.22	-1,364,212.10	-4,680,500.00	-5,111,000.00	9.2%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-412,536.44	-1,444,071.39	-1,835,561.22	-1,364,212.10	-4,680,500.00	-5,111,000.00	9.2%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
448-Equipment Acquisition	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	850,000.00	1,271,293.00	848,581.31	1,003,683.60	3,686,000.00	3,713,000.00	.7%
Unassigned	850,000.00	1,271,293.00	848,581.31	1,003,683.60	3,686,000.00	3,713,000.00	.7%
10 General Government							
Communication	.00	.00	.00	.00	30,500.00	30,500.00	.0%
AS:Finance	.00	.00	.00	.00	10,000.00	23,000.00	130.0%
AS:Information Technol	91,803.67	39,674.55	97,366.26	486,356.65	270,000.00	415,000.00	53.7%
Engineering	.00	5,550.00	.00	.00	.00	.00	.0%
Building Maintenance	.00	.00	21,450.00	.00	.00	.00	.0%
General Government	91,803.67	45,224.55	118,816.26	486,356.65	310,500.00	468,500.00	50.9%
20 Public Safety							
211 or 2110 Police	191,638.58	207,453.65	194,205.33	59,004.00	.00	40,000.00	.0%
Fire	.00	393,960.02	2,662,763.12	70,634.08	250,000.00	.00	-100.0%
Building Inspections	.00	.00	167,136.85	.00	.00	.00	.0%
Civil Defense	19,894.50	.00	.00	.00	.00	.00	.0%
Public Safety	211,533.08	601,413.67	3,024,105.30	129,638.08	250,000.00	40,000.00	-84.0%
30 Public Works							
311 or 3110 PW Adminis	427,221.75	101,288.78	235,291.58	67,030.99	341,000.00	682,500.00	100.1%
Public Works	427,221.75	101,288.78	235,291.58	67,030.99	341,000.00	682,500.00	100.1%
50 Parks & Recreation							
Park Maintenance	.00	.00	109,569.59	.00	.00	.00	.0%
Parks & Recreation	.00	.00	109,569.59	.00	.00	.00	.0%
70 Debt Service							
Debt Service Govt	.00	.00	.00	18,300.00	93,000.00	207,000.00	122.6%
Debt Service	.00	.00	.00	18,300.00	93,000.00	207,000.00	122.6%

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds							FOR PERIOD 99
ACCOUNTS FOR:							
448-Equipment Acquisition 72 Lease Payments	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
Lease Payments Govt	.00	.00	-482.11	.00	.00	.00	.0%
Lease Payments	.00	.00	-482.11	.00	.00	.00	.0%
TOTAL 448-Equipment Acquisti	1,580,558.50	2,019,220.00	4,335,881.93	1,705,009.32	4,680,500.00	5,111,000.00	9.2%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	1,580,558.50	2,019,220.00	4,335,881.93	1,705,009.32	4,680,500.00	5,111,000.00	9.2%
GRAND TOTAL	1,580,558.50	2,019,220.00	4,335,881.93	1,705,009.32	4,680,500.00	5,111,000.00	9.2%

** END OF REPORT - Generated by Matthew Burt **

Mount Pleasant Fund

(Fund 202)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
202-Mount Pleasant	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 202-Mount Pleasant	4,452.03	1,286.80	6,200.29	5,766.52	4,800.00	4,800.00	.0%
TOTAL REVENUE	-8,185.97	-9,873.20	-7,738.54	-7,972.16	-8,700.00	-8,700.00	.0%
TOTAL EXPENSE	12,638.00	11,160.00	13,938.83	13,738.68	13,500.00	13,500.00	.0%
GRAND TOTAL	4,452.03	1,286.80	6,200.29	5,766.52	4,800.00	4,800.00	.0%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
202-Mount Pleasant	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-8,185.97	-9,873.20	-7,738.54	-8,122.16	-8,700.00	-8,700.00	.0%
Unassigned	-8,185.97	-9,873.20	-7,738.54	-8,122.16	-8,700.00	-8,700.00	.0%
TOTAL 202-Mount Pleasant	-8,185.97	-9,873.20	-7,738.54	-8,122.16	-8,700.00	-8,700.00	.0%
TOTAL REVENUE	-8,185.97	-9,873.20	-7,738.54	-8,122.16	-8,700.00	-8,700.00	.0%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-8,185.97	-9,873.20	-7,738.54	-8,122.16	-8,700.00	-8,700.00	.0%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
251-Chaska EDA	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
65 Economic Development							
652 or 6520 Chaska EDA	478,918.72	289,511.48	292,564.62	926,779.31	426,511.00	519,013.00	21.7%
Peacock Inn	35,744.40	91,810.54	19,380.00	23,102.66	39,374.00	29,772.00	-24.4%
Special Service Distri	58,425.92	58,333.32	58,335.20	58,100.00	61,309.00	61,616.00	.5%
Economic Development	573,089.04	439,655.34	370,279.82	1,007,981.97	527,194.00	610,401.00	15.8%
66 Economic Opportunity							
City Square West	23,605.10	.00	.00	.00	.00	.00	.0%
Economic Opportunity	23,605.10	.00	.00	.00	.00	.00	.0%
TOTAL 251-Chaska EDA	596,694.14	439,655.34	370,279.82	1,007,981.97	527,194.00	610,401.00	15.8%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	596,694.14	439,655.34	370,279.82	1,007,981.97	527,194.00	610,401.00	15.8%
GRAND TOTAL	596,694.14	439,655.34	370,279.82	1,007,981.97	527,194.00	610,401.00	15.8%

** END OF REPORT - Generated by Matthew Burt **

Chaska EDA Fund

(Fund 251)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds							FOR PERIOD 99	
ACCOUNTS FOR:								
251-Chaska EDA		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 251-Chaska EDA		-23,069.70	17,233.43	-35,823.06	328,550.59	.00	.00	.0%
TOTAL REVENUE		-619,763.84	-422,421.91	-406,102.88	-679,431.38	-527,194.00	-610,401.00	.0%
TOTAL EXPENSE		596,694.14	439,655.34	370,279.82	1,007,981.97	527,194.00	610,401.00	.0%
GRAND TOTAL		-23,069.70	17,233.43	-35,823.06	328,550.59	.00	.00	.0%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
251-Chaska EDA	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-258,444.18	-346,948.63	-353,778.86	-469,431.38	-454,794.00	-536,301.00	17.9%
Unassigned	-258,444.18	-346,948.63	-353,778.86	-469,431.38	-454,794.00	-536,301.00	17.9%
65 Economic Development							
652 or 6520 Chaska EDA	-270,000.00	.00	-11,390.00	-210,000.00	.00	.00	.0%
Peacock Inn	-31,317.72	-29,556.06	-32,138.33	.00	-32,400.00	-34,100.00	5.2%
Special Service Distri	-58,746.07	-45,917.22	-8,795.69	.00	-40,000.00	-40,000.00	.0%
Economic Development	-360,063.79	-75,473.28	-52,324.02	-210,000.00	-72,400.00	-74,100.00	2.3%
TOTAL 251-Chaska EDA	-618,507.97	-422,421.91	-406,102.88	-679,431.38	-527,194.00	-610,401.00	15.8%
TOTAL REVENUE	-618,507.97	-422,421.91	-406,102.88	-679,431.38	-527,194.00	-610,401.00	15.8%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-618,507.97	-422,421.91	-406,102.88	-679,431.38	-527,194.00	-610,401.00	15.8%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds FOR PERIOD 99

ACCOUNTS FOR:

	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
202-Mount Pleasant							
30 Public Works							
Park Maintenance	12,638.00	11,160.00	13,938.83	13,738.68	13,500.00	13,500.00	.0%
Public Works	12,638.00	11,160.00	13,938.83	13,738.68	13,500.00	13,500.00	.0%
TOTAL 202-Mount Pleasant	12,638.00	11,160.00	13,938.83	13,738.68	13,500.00	13,500.00	.0%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	12,638.00	11,160.00	13,938.83	13,738.68	13,500.00	13,500.00	.0%
GRAND TOTAL	12,638.00	11,160.00	13,938.83	13,738.68	13,500.00	13,500.00	.0%

** END OF REPORT - Generated by Matthew Burt **

Electric Fund

(Fund 601)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds							FOR PERIOD 99	
ACCOUNTS FOR:								
601-Electric		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 601-Electric		-1,407,288.32	-1,344,072.63	-1,449,920.76	-90,004.00	-849,500.00	1,813,587.00	-313.5%
	TOTAL REVENUE	-43,707,228.67	-49,299,654.26	-55,554,269.46	-48,791,848.00	-45,277,700.00	-49,406,100.00	9.1%
	TOTAL EXPENSE	42,299,940.35	47,955,581.63	54,104,348.70	48,701,844.00	44,428,200.00	51,219,687.00	15.3%
	GRAND TOTAL	-1,407,288.32	-1,344,072.63	-1,449,920.76	-90,004.00	-849,500.00	1,813,587.00	-313.5%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
601-Electric	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-43,702,257.71	-49,287,603.83	-55,436,172.64	-48,761,025.69	-45,277,700.00	-49,406,100.00	9.1%
Unassigned	-43,702,257.71	-49,287,603.83	-55,436,172.64	-48,761,025.69	-45,277,700.00	-49,406,100.00	9.1%
80 Enterprise							
Transmission/Distrib/C	-2,264.78	-2,050.43	-1,395.36	5,140.20	.00	.00	.0%
Load Conservation	.00	-10,000.00	-116,502.34	-35,962.49	.00	.00	.0%
Administration Billing	.00	.00	-199.12	.00	.00	.00	.0%
Capital Project Codes	-301.57	.00	.00	.00	.00	.00	.0%
TIF Admin Expenses	-2,404.61	.00	.00	.00	.00	.00	.0%
Enterprise	-4,970.96	-12,050.43	-118,096.82	-30,822.29	.00	.00	.0%
TOTAL 601-Electric	-43,707,228.67	-49,299,654.26	-55,554,269.46	-48,791,847.98	-45,277,700.00	-49,406,100.00	9.1%
TOTAL REVENUE	-43,707,228.67	-49,299,654.26	-55,554,269.46	-48,791,847.98	-45,277,700.00	-49,406,100.00	9.1%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-43,707,228.67	-49,299,654.26	-55,554,269.46	-48,791,847.98	-45,277,700.00	-49,406,100.00	9.1%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds					FOR PERIOD 99		
ACCOUNTS FOR:							
601-Electric	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	5,721,108.25	6,174,660.00	6,513,210.00	6,456,134.47	7,288,710.00	7,693,700.00	5.6%
Unassigned	5,721,108.25	6,174,660.00	6,513,210.00	6,456,134.47	7,288,710.00	7,693,700.00	5.6%
80 Enterprise							
Product/Production	28,434,598.67	33,163,484.72	37,929,107.49	32,818,275.42	27,292,000.00	29,909,000.00	9.6%
Transmission/Distrib/C	2,222,335.95	2,259,820.61	2,670,771.38	4,568,816.16	4,176,430.00	7,551,509.00	80.8%
Load Conservation	598,138.37	582,438.94	623,340.86	257,862.11	482,350.00	487,589.00	1.1%
Administration Sys	3,056,005.17	3,300,220.65	3,803,020.47	3,792,001.64	3,788,627.00	4,063,736.00	7.3%
Administration Billing	660,441.87	671,368.94	732,684.04	601,669.79	696,633.00	803,153.00	15.3%
Depreciation	1,217,143.25	1,530,105.69	1,573,140.46	.00	.00	.00	.0%
Capital Project Codes	27,796.78	.00	.00	.00	.00	.00	.0%
Proj Code - Divn	.00	.00	.00	.00	.00	.00	.0%
TIF Admin Expenses	-27,796.78	.00	.00	.00	.00	.00	.0%
Enterprise	36,188,663.28	41,507,439.55	47,332,064.70	42,038,625.12	36,436,040.00	42,814,987.00	17.5%
90 Non Operating							
Proj Code - Divn	.00	.00	.00	33,823.75	.00	.00	.0%
Non-Op Debt Srv Propr	389,048.44	273,482.08	259,074.00	229,158.00	703,450.00	711,000.00	1.1%
Non Operating	389,048.44	273,482.08	259,074.00	262,981.75	703,450.00	711,000.00	1.1%
TOTAL 601-Electric	42,298,819.97	47,955,581.63	54,104,348.70	48,757,741.34	44,428,200.00	51,219,687.00	15.3%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	42,298,819.97	47,955,581.63	54,104,348.70	48,757,741.34	44,428,200.00	51,219,687.00	15.3%
GRAND TOTAL	42,298,819.97	47,955,581.63	54,104,348.70	48,757,741.34	44,428,200.00	51,219,687.00	15.3%

** END OF REPORT - Generated by Matthew Burt **

Water Fund

(Fund 602)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds							FOR PERIOD 99	
ACCOUNTS FOR:								
602-Water		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 602-Water		-1,031,783.23	-2,680,866.59	-2,029,576.73	152,590.99	-378,480.00	-602,286.00	59.1%
TOTAL REVENUE		-5,409,925.24	-6,435,590.00	-5,747,290.81	-4,554,461.32	-4,610,140.00	-5,640,940.00	22.4%
TOTAL EXPENSE		4,378,142.01	3,754,723.41	3,717,714.08	4,707,052.31	4,231,660.00	5,038,654.00	19.1%
GRAND TOTAL		-1,031,783.23	-2,680,866.59	-2,029,576.73	152,590.99	-378,480.00	-602,286.00	59.1%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
602-Water	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-5,378,271.51	-6,397,955.33	-5,706,413.14	-4,543,712.29	-4,578,340.00	-5,608,740.00	22.5%
Unassigned	-5,378,271.51	-6,397,955.33	-5,706,413.14	-4,543,712.29	-4,578,340.00	-5,608,740.00	22.5%
80 Enterprise							
Transmission/Distrib/C	-1,473.00	-7,649.30	-5,507.50	-11,029.85	.00	.00	.0%
Administration Sys	-38.53	.00	.00	.00	.00	.00	.0%
815 or 8150 Bnd Cp Cst	-30,142.20	-29,985.37	-35,370.17	280.82	-31,800.00	-32,200.00	1.3%
Enterprise	-31,653.73	-37,634.67	-40,877.67	-10,749.03	-31,800.00	-32,200.00	1.3%
TOTAL 602-Water	-5,409,925.24	-6,435,590.00	-5,747,290.81	-4,554,461.32	-4,610,140.00	-5,640,940.00	22.4%
TOTAL REVENUE	-5,409,925.24	-6,435,590.00	-5,747,290.81	-4,554,461.32	-4,610,140.00	-5,640,940.00	22.4%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-5,409,925.24	-6,435,590.00	-5,747,290.81	-4,554,461.32	-4,610,140.00	-5,640,940.00	22.4%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
602-Water	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	702,736.59	151,139.95	117,000.00	234,855.00	234,855.00	330,850.00	40.9%
Unassigned	702,736.59	151,139.95	117,000.00	234,855.00	234,855.00	330,850.00	40.9%
80 Enterprise							
Pumping	233,073.54	285,430.76	309,944.05	474,732.11	421,896.00	503,110.00	19.2%
Water Treatment	343,114.73	359,922.34	442,653.92	434,358.02	358,984.00	467,487.00	30.2%
Transmission/Distrib/C	825,573.31	830,461.58	850,912.59	1,134,618.83	1,251,007.00	1,159,399.00	-7.3%
Administration Sys	730,656.07	758,550.40	820,058.91	830,956.52	848,910.00	905,231.00	6.6%
Administration Billing	213,742.34	205,215.18	149,896.98	123,704.25	145,456.00	159,644.00	9.8%
815 or 8150 Bnd Cp Cst	3,645.35	1,540.65	3,835.03	1,623.89	1,922.00	351,933.00	*****%
Depreciation	834,491.22	867,399.76	889,581.97	.00	.00	.00	.0%
Enterprise	3,184,296.56	3,308,520.67	3,466,883.45	2,999,993.62	3,028,175.00	3,546,804.00	17.1%
90 Non Operating							
Proj Code - Divn	.00	.00	.00	586,307.64	.00	.00	.0%
Proj Code - Divn	.00	.00	.00	78,305.15	.00	.00	.0%
Proj Code - Divn	.00	.00	.00	54,270.50	.00	.00	.0%
Proj Code - Divn	.00	.00	.00	647,293.47	.00	.00	.0%
Non-Op Debt Srv Propr	487,423.00	295,062.79	133,830.63	107,995.78	968,630.00	1,161,000.00	19.9%
Non Operating	487,423.00	295,062.79	133,830.63	1,474,172.54	968,630.00	1,161,000.00	19.9%
TOTAL 602-Water	4,374,456.15	3,754,723.41	3,717,714.08	4,709,021.16	4,231,660.00	5,038,654.00	19.1%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	4,374,456.15	3,754,723.41	3,717,714.08	4,709,021.16	4,231,660.00	5,038,654.00	19.1%
GRAND TOTAL	4,374,456.15	3,754,723.41	3,717,714.08	4,709,021.16	4,231,660.00	5,038,654.00	19.1%

** END OF REPORT - Generated by Matthew Burt **

Sewer Fund

(Fund 603)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds							FOR PERIOD 99
ACCOUNTS FOR:							
603-Sewer	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 603-Sewer	-264,617.08	-2,649,751.29	-1,888,164.12	158,903.34	.00	-350,384.00	.0%
TOTAL REVENUE	-5,499,304.40	-7,541,995.56	-7,221,391.68	-5,611,523.40	-6,333,550.00	-7,568,550.00	.0%
TOTAL EXPENSE	5,234,687.32	4,892,244.27	5,333,227.56	5,770,426.74	6,333,550.00	7,218,166.00	.0%
GRAND TOTAL	-264,617.08	-2,649,751.29	-1,888,164.12	158,903.34	.00	-350,384.00	.0%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
603-Sewer	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-5,499,222.10	-7,541,816.00	-7,221,229.22	-5,586,950.75	-6,333,550.00	-7,568,550.00	19.5%
Unassigned	-5,499,222.10	-7,541,816.00	-7,221,229.22	-5,586,950.75	-6,333,550.00	-7,568,550.00	19.5%
80 Enterprise							
Transmission/Distrib/C	-43.77	-179.56	-162.46	-24,572.65	.00	.00	.0%
Administration Sys	-38.53	.00	.00	.00	.00	.00	.0%
Enterprise	-82.30	-179.56	-162.46	-24,572.65	.00	.00	.0%
TOTAL 603-Sewer	-5,499,304.40	-7,541,995.56	-7,221,391.68	-5,611,523.40	-6,333,550.00	-7,568,550.00	19.5%
TOTAL REVENUE	-5,499,304.40	-7,541,995.56	-7,221,391.68	-5,611,523.40	-6,333,550.00	-7,568,550.00	19.5%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-5,499,304.40	-7,541,995.56	-7,221,391.68	-5,611,523.40	-6,333,550.00	-7,568,550.00	19.5%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
603-Sewer	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	675,907.81	214,581.86	177,000.00	327,855.00	327,855.00	399,112.00	21.7%
Unassigned	675,907.81	214,581.86	177,000.00	327,855.00	327,855.00	399,112.00	21.7%
80 Enterprise							
Pumping	56,840.97	22,426.64	23,289.30	19,285.72	25,092.00	31,014.00	23.6%
Water Treatment	2,675,539.20	2,713,317.48	3,072,276.00	3,712,603.20	3,712,603.00	4,170,070.00	12.3%
Transmission/Distrib/C	644,236.96	703,614.06	795,294.06	698,696.74	895,764.00	1,010,831.00	12.8%
Administration Sys	716,031.26	760,699.83	810,366.27	821,901.58	833,599.00	890,848.00	6.9%
Administration Billing	207,256.24	206,386.36	148,562.42	122,501.62	149,445.00	140,091.00	-6.3%
Depreciation	134,976.92	155,722.84	197,970.72	.00	.00	.00	.0%
Enterprise	4,434,881.55	4,562,167.21	5,047,758.77	5,374,988.86	5,616,503.00	6,242,854.00	11.2%
90 Non Operating							
Non-Op Debt Srv Propr	123,745.62	115,495.20	108,468.79	69,185.23	389,192.00	576,200.00	48.1%
Non Operating	123,745.62	115,495.20	108,468.79	69,185.23	389,192.00	576,200.00	48.1%
TOTAL 603-Sewer	5,234,534.98	4,892,244.27	5,333,227.56	5,772,029.09	6,333,550.00	7,218,166.00	14.0%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	5,234,534.98	4,892,244.27	5,333,227.56	5,772,029.09	6,333,550.00	7,218,166.00	14.0%
GRAND TOTAL	5,234,534.98	4,892,244.27	5,333,227.56	5,772,029.09	6,333,550.00	7,218,166.00	14.0%

** END OF REPORT - Generated by Matthew Burt **

Community Center Fund

(Fund 604)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds							FOR PERIOD 99	
ACCOUNTS FOR:								
604-Community Center	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE	
TOTAL 604-Community Center	2,219,179.71	1,701,588.85	1,646,359.87	823,595.59	72,472.00	-960.00	-101.3%	
TOTAL REVENUE	-2,598,335.00	-2,681,504.41	-3,289,520.12	-3,189,710.43	-4,544,322.00	-4,966,212.00	9.3%	
TOTAL EXPENSE	4,817,514.71	4,383,093.26	4,935,879.99	4,013,306.02	4,616,794.00	4,965,252.00	7.5%	
GRAND TOTAL	2,219,179.71	1,701,588.85	1,646,359.87	823,595.59	72,472.00	-960.00	-101.3%	

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
604-Community Center	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-687,818.17	-490,714.55	-483,546.06	-708,814.72	-992,020.00	-1,192,124.00	20.2%
Unassigned	-687,818.17	-490,714.55	-483,546.06	-708,814.72	-992,020.00	-1,192,124.00	20.2%
80 Enterprise							
Administration Sys	-837,335.20	-1,028,525.19	-1,401,504.75	-1,393,865.96	-1,925,407.00	-2,005,861.00	4.2%
Community Events	-2,527.72	-518.00	.00	.00	.00	.00	.0%
Community Room	-22,336.74	-36,110.43	-78,106.67	-56,071.64	-75,000.00	-90,000.00	20.0%
Craft Rooms	-10,239.23	-10,654.75	-17,456.25	-16,696.25	-20,000.00	-24,000.00	20.0%
Front Desk	-384.40	.00	-898.52	.00	.00	.00	.0%
wellness Add Programs	-15,275.47	-10,214.98	-18,235.26	-24,323.41	-20,000.00	-75,000.00	275.0%
Gym	-25,062.92	-4,230.00	-5,878.00	-18,942.50	-10,000.00	-35,000.00	250.0%
Ice Arena	-674,068.98	-662,206.51	-807,277.09	-679,078.06	-1,004,867.00	-966,273.00	-3.8%
Maintenance	-14,576.01	-20,020.00	-22,314.84	-22,780.17	-37,285.00	-38,031.00	2.0%
Wellness Add Pers Trai	-8,755.70	-23,068.40	-33,612.90	-29,558.00	-48,000.00	-80,000.00	66.7%
wellness Add	-25.00	-90.00	-30.00	-195.00	.00	.00	.0%
Play & Daycare Room	-3,797.97	-446.15	-9,702.50	-16,538.32	-63,274.00	-114,000.00	80.2%
Swimming Pool	-16,525.00	-9,566.00	-103,617.57	-138,360.87	-168,242.00	-257,823.00	53.2%
Theater	-80,566.81	-64,802.35	-83,014.13	-43,856.91	-49,227.00	-56,700.00	15.2%
Lodge	-10,265.35	-6,412.02	-3,642.50	-3,105.00	-20,000.00	-20,400.00	2.0%
All Age Programs	-2,707.90	-1,130.50	.00	.00	.00	.00	.0%
General Facility	.00	-24,477.00	-220,683.08	-5,986.97	-100,000.00	.00	-100.0%
Senior Programs	.00	-12,831.00	.00	-1,434.00	.00	.00	.0%
Adult Programs	.00	-8,129.11	.00	-79.98	.00	.00	.0%
Teen Programs State Gr	-2,675.00	-975.00	.00	.00	.00	.00	.0%
Preschool/Youth Progra	-1,585.00	-217,897.97	.00	-3,085.53	.00	.00	.0%

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
604-Community Center	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
Vending	-14,573.24	.00	.00	-26,937.14	-11,000.00	-11,000.00	.0%
Enterprise	-1,743,283.64	-2,142,305.36	-2,805,974.06	-2,480,895.71	-3,552,302.00	-3,774,088.00	6.2%
TOTAL 604-Community Center	-2,431,101.81	-2,633,019.91	-3,289,520.12	-3,189,710.43	-4,544,322.00	-4,966,212.00	9.3%
TOTAL REVENUE	-2,431,101.81	-2,633,019.91	-3,289,520.12	-3,189,710.43	-4,544,322.00	-4,966,212.00	9.3%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-2,431,101.81	-2,633,019.91	-3,289,520.12	-3,189,710.43	-4,544,322.00	-4,966,212.00	9.3%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
604-Community Center	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	.00	4,410.22	6,767.70	.00	.00	.00	.0%
Unassigned	.00	4,410.22	6,767.70	.00	.00	.00	.0%
80 Enterprise							
Administration Sys	679,032.51	641,604.26	990,192.63	773,828.38	919,524.00	944,884.00	2.8%
Craft Rooms	5,418.97	137.00	12.00	.00	.00	.00	.0%
Front Desk	158,503.81	102,378.63	181,344.59	207,882.24	195,678.00	185,157.00	-5.4%
wellness Add Programs	14,332.94	8,279.22	14,583.04	11,565.54	9,022.00	12,000.00	33.0%
Gym	8,675.86	4,673.64	575.29	621.49	.00	.00	.0%
Ice Arena	399,575.87	272,041.42	252,954.97	337,107.98	212,217.00	237,459.00	11.9%
Maintenance	1,158,358.08	1,350,698.83	1,601,259.03	1,446,610.19	1,369,553.00	1,621,393.00	18.4%
wellness Add Pers Trai	19,182.65	27,964.41	40,950.85	31,282.67	39,005.00	38,141.00	-2.2%
Wellness Add	125,218.03	125,131.27	204,061.77	261,690.75	276,860.00	304,908.00	10.1%
Play & Daycare Room	46,835.77	38,900.45	82,461.85	87,174.43	74,650.00	108,024.00	44.7%
Swimming Pool	537,291.22	395,362.13	506,774.00	553,001.88	580,662.00	633,138.00	9.0%
Theater	.00	.00	1,152.88	.00	7,603.00	7,641.00	.5%
Lodge	199,821.35	133,150.67	3,320.52	849.51	4,350.00	4,372.00	.5%
General Facility	68,988.20	74,919.97	67,266.83	143,390.63	429,120.00	311,230.00	-27.5%
Vending	6,413.88	2.80	.00	.00	.00	.00	.0%
Depreciation	766,015.11	789,067.58	865,041.10	.00	.00	.00	.0%
Enterprise	4,193,664.25	3,964,312.28	4,811,951.35	3,855,005.69	4,118,244.00	4,408,347.00	7.0%
90 Non Operating							
Proj Code-Divn	.00	.00	.00	.00	.00	.00	.0%
Non-Op Debt Srv Propr	308,520.98	131,689.97	117,141.56	158,301.54	498,550.00	556,905.00	11.7%
Lease Payments GASB 87	.00	.00	19.38	- .24	.00	.00	.0%

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99		
ACCOUNTS FOR:								
		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
604-Community Center								
Non Operating		308,520.98	131,689.97	117,160.94	158,301.30	498,550.00	556,905.00	11.7%
TOTAL 604-Community Center		4,502,185.23	4,100,412.47	4,935,879.99	4,013,306.99	4,616,794.00	4,965,252.00	7.5%
TOTAL REVENUE		.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE		4,502,185.23	4,100,412.47	4,935,879.99	4,013,306.99	4,616,794.00	4,965,252.00	7.5%
GRAND TOTAL		4,502,185.23	4,100,412.47	4,935,879.99	4,013,306.99	4,616,794.00	4,965,252.00	7.5%

** END OF REPORT - Generated by Matthew Burt **

The Loop at Chaska Fund

(Fund 605)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
605-The Loop at Chaska	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 605-The Loop at Chaska	-154,504.51	-156,244.46	-159,421.37	1,302,343.49	.00	-5,489.00	.0%
TOTAL REVENUE	-327,180.33	-179,965.26	-351,299.06	-246,902.39	.00	-1,002,900.00	.0%
TOTAL EXPENSE	172,675.82	23,720.80	191,877.69	1,549,245.88	.00	997,411.00	.0%
GRAND TOTAL	-154,504.51	-156,244.46	-159,421.37	1,302,343.49	.00	-5,489.00	.0%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
605-The Loop at Chaska	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-201,221.20	1,343.54	-245,049.06	-246,737.39	.00	-821,900.00	.0%
Unassigned	-201,221.20	1,343.54	-245,049.06	-246,737.39	.00	-821,900.00	.0%
80 Enterprise							
Merchandise	-1,959.13	.00	.00	.00	.00	-20,000.00	.0%
GC Capital/Equipment	-124,000.00	-181,308.80	-106,250.00	-165.00	.00	-161,000.00	.0%
Enterprise	-125,959.13	-181,308.80	-106,250.00	-165.00	.00	-181,000.00	.0%
TOTAL 605-The Loop at Chaska	-327,180.33	-179,965.26	-351,299.06	-246,902.39	.00	-1,002,900.00	.0%
TOTAL REVENUE	-327,180.33	-179,965.26	-351,299.06	-246,902.39	.00	-1,002,900.00	.0%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-327,180.33	-179,965.26	-351,299.06	-246,902.39	.00	-1,002,900.00	.0%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds					FOR PERIOD 99		
ACCOUNTS FOR:							
605-The Loop at Chaska	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	.00	5,311.74	.00	.00	.00	.00	.0%
Unassigned	.00	5,311.74	.00	.00	.00	.00	.0%
80 Enterprise							
Maintenance	85,665.71	-73,938.60	15,296.80	157,537.32	.00	384,264.00	.0%
Administration/Clubhou	80,650.85	5,808.85	-1,270.15	6,287.85	.00	228,647.00	.0%
Merchandise	2,398.27	.00	.00	937.50	.00	15,000.00	.0%
GC Capital/Equipment	21.37	82,599.19	28,912.63	1,286,095.49	.00	.00	.0%
Depreciation	3,939.62	3,939.62	12,821.32	.00	.00	.00	.0%
Enterprise	172,675.82	18,409.06	55,760.60	1,450,858.16	.00	627,911.00	.0%
90 Non Operating							
Non-Op Debt Srv Propr	.00	.00	124,869.38	109,070.29	.00	369,500.00	.0%
Lease Payments GASB 87	.00	.00	11,247.71	-5,585.27	.00	.00	.0%
Non Operating	.00	.00	136,117.09	103,485.02	.00	369,500.00	.0%
TOTAL 605-The Loop at Chaska	172,675.82	23,720.80	191,877.69	1,554,343.18	.00	997,411.00	.0%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	172,675.82	23,720.80	191,877.69	1,554,343.18	.00	997,411.00	.0%
GRAND TOTAL	172,675.82	23,720.80	191,877.69	1,554,343.18	.00	997,411.00	.0%

** END OF REPORT - Generated by Matthew Burt **

Town Course Fund

(Fund 606)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
606-Chaska Town Course	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 606-Chaska Town Course	-83,745.22	-248,088.96	17,130.09	443,635.26	146,351.00	-195,432.00	-233.5%
TOTAL REVENUE	-2,569,022.48	-3,014,769.91	-3,040,207.85	-3,030,761.37	-4,074,400.00	-3,192,400.00	-21.6%
TOTAL EXPENSE	2,485,277.26	2,766,680.95	3,057,337.94	3,474,396.63	4,220,751.00	2,996,968.00	-29.0%
GRAND TOTAL	-83,745.22	-248,088.96	17,130.09	443,635.26	146,351.00	-195,432.00	-233.5%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
606-Chaska Town Course	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-2,295,823.48	-2,686,673.30	-2,703,552.14	-2,695,674.08	-3,774,400.00	-2,892,400.00	-23.4%
Unassigned	-2,295,823.48	-2,686,673.30	-2,703,552.14	-2,695,674.08	-3,774,400.00	-2,892,400.00	-23.4%
80 Enterprise							
Maintenance	-20,962.48	-7,455.53	-12,254.89	.00	.00	.00	.0%
Administration/Clubhou	-17.35	-260.54	.00	.00	.00	.00	.0%
Merchandise	-252,219.17	-320,380.54	-324,400.82	-335,087.29	-300,000.00	-300,000.00	.0%
Enterprise	-273,199.00	-328,096.61	-336,655.71	-335,087.29	-300,000.00	-300,000.00	.0%
TOTAL 606-Chaska Town Course	-2,569,022.48	-3,014,769.91	-3,040,207.85	-3,030,761.37	-4,074,400.00	-3,192,400.00	-21.6%
TOTAL REVENUE	-2,569,022.48	-3,014,769.91	-3,040,207.85	-3,030,761.37	-4,074,400.00	-3,192,400.00	-21.6%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-2,569,022.48	-3,014,769.91	-3,040,207.85	-3,030,761.37	-4,074,400.00	-3,192,400.00	-21.6%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
606-Chaska Town Course	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
80 Enterprise							
Maintenance	830,048.78	1,012,931.69	1,124,590.14	1,921,382.42	2,617,127.00	1,230,287.00	-53.0%
Administration/Clubhou	949,583.60	1,019,134.67	1,212,203.78	1,184,410.86	1,099,024.00	1,208,856.00	10.0%
Merchandise	183,304.69	217,071.58	210,057.83	310,019.00	225,000.00	226,125.00	.5%
Depreciation	469,035.18	487,144.01	483,760.31	.00	.00	.00	.0%
Enterprise	2,431,972.25	2,736,281.95	3,030,612.06	3,415,812.28	3,941,151.00	2,665,268.00	-32.4%
90 Non Operating							
Non-Op Debt Srv Propr	30,009.00	30,399.00	26,027.00	58,584.35	279,600.00	331,700.00	18.6%
Non Operating	30,009.00	30,399.00	26,027.00	58,584.35	279,600.00	331,700.00	18.6%
TOTAL 606-Chaska Town Course	2,461,981.25	2,766,680.95	3,056,639.06	3,474,396.63	4,220,751.00	2,996,968.00	-29.0%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	2,461,981.25	2,766,680.95	3,056,639.06	3,474,396.63	4,220,751.00	2,996,968.00	-29.0%
GRAND TOTAL	2,461,981.25	2,766,680.95	3,056,639.06	3,474,396.63	4,220,751.00	2,996,968.00	-29.0%

** END OF REPORT - Generated by Matthew Burt **

Gas Turbine Fund

(Fund 607)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds							FOR PERIOD 99	
ACCOUNTS FOR:								
607-PP#2 Turbine		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 607-PP#2 Turbine		-625,459.67	-601,206.29	-615,795.56	33,000.86	-177,233.00	-172,233.00	-2.8%
TOTAL REVENUE		-1,547,119.27	-1,468,567.19	-1,421,464.61	-769,907.39	-2,590,403.00	-2,590,403.00	.0%
TOTAL EXPENSE		921,659.60	867,360.90	805,669.05	802,908.25	2,413,170.00	2,418,170.00	.2%
GRAND TOTAL		-625,459.67	-601,206.29	-615,795.56	33,000.86	-177,233.00	-172,233.00	-2.8%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99		
ACCOUNTS FOR:								
		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
607-PP#2 Turbine								
00 Unassigned								
Unassigned		-1,547,119.27	-1,468,567.19	-1,366,540.16	-769,907.39	-2,590,403.00	-2,590,403.00	.0%
Unassigned		-1,547,119.27	-1,468,567.19	-1,366,540.16	-769,907.39	-2,590,403.00	-2,590,403.00	.0%
TOTAL 607-PP#2 Turbine		-1,547,119.27	-1,468,567.19	-1,366,540.16	-769,907.39	-2,590,403.00	-2,590,403.00	.0%
TOTAL REVENUE		-1,547,119.27	-1,468,567.19	-1,366,540.16	-769,907.39	-2,590,403.00	-2,590,403.00	.0%
TOTAL EXPENSE		.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL		-1,547,119.27	-1,468,567.19	-1,366,540.16	-769,907.39	-2,590,403.00	-2,590,403.00	.0%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds							FOR PERIOD 99	
ACCOUNTS FOR:								
607-PP#2 Turbine		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
80	Enterprise							
	Administration Sys	320,756.60	328,145.90	331,016.05	295,533.25	338,170.00	338,170.00	.0%
	Enterprise	320,756.60	328,145.90	331,016.05	295,533.25	338,170.00	338,170.00	.0%
90	Non Operating							
	Non-Op Debt Srv Propr	600,903.00	539,215.00	474,653.00	507,375.00	2,075,000.00	2,080,000.00	.2%
	Non Operating	600,903.00	539,215.00	474,653.00	507,375.00	2,075,000.00	2,080,000.00	.2%
	TOTAL 607-PP#2 Turbine	921,659.60	867,360.90	805,669.05	802,908.25	2,413,170.00	2,418,170.00	.2%
	TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
	TOTAL EXPENSE	921,659.60	867,360.90	805,669.05	802,908.25	2,413,170.00	2,418,170.00	.2%
	GRAND TOTAL	921,659.60	867,360.90	805,669.05	802,908.25	2,413,170.00	2,418,170.00	.2%

** END OF REPORT - Generated by Matthew Burt **

Storm Water Fund

(Fund 609)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds							FOR PERIOD 99
ACCOUNTS FOR:							
609-Storm Water	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 609-Storm Water	-1,869,681.39	-3,283,657.31	-2,116,334.58	-357,317.81	-709.00	-83,780.00	*****%
TOTAL REVENUE	-3,808,177.94	-4,930,208.36	-4,072,068.71	-1,771,156.57	-2,332,755.00	-3,128,100.00	34.1%
TOTAL EXPENSE	1,938,496.55	1,646,551.05	1,955,734.13	1,413,838.76	2,332,046.00	3,044,320.00	30.5%
GRAND TOTAL	-1,869,681.39	-3,283,657.31	-2,116,334.58	-357,317.81	-709.00	-83,780.00	*****%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
609-Storm Water							
00 Unassigned							
Unassigned	-3,741,206.67	-4,861,132.69	-3,873,355.27	-1,771,156.57	-2,321,370.00	-3,128,100.00	34.8%
Unassigned	-3,741,206.67	-4,861,132.69	-3,873,355.27	-1,771,156.57	-2,321,370.00	-3,128,100.00	34.8%
80 Enterprise							
Transmission/Distrib/C	.00	.00	-45,015.00	.00	.00	.00	.0%
Proj Code - Divn	-5,000.00	.00	.00	.00	.00	.00	.0%
Cap Proj Code - Activi	.00	.00	-40,000.00	.00	.00	.00	.0%
Proj Code - Divn	.00	-57,690.00	-102,310.00	.00	.00	.00	.0%
Proj Code - Divn	-49,300.00	.00	.00	.00	.00	.00	.0%
Enterprise	-54,300.00	-57,690.00	-187,325.00	.00	.00	.00	.0%
90 Non Operating							
Proj Code - Divn	-11,385.67	-11,385.67	-11,385.64	.00	-11,385.00	.00	-100.0%
Non Operating	-11,385.67	-11,385.67	-11,385.64	.00	-11,385.00	.00	-100.0%
TOTAL 609-Storm Water	-3,806,892.34	-4,930,208.36	-4,072,065.91	-1,771,156.57	-2,332,755.00	-3,128,100.00	34.1%
TOTAL REVENUE	-3,806,892.34	-4,930,208.36	-4,072,065.91	-1,771,156.57	-2,332,755.00	-3,128,100.00	34.1%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-3,806,892.34	-4,930,208.36	-4,072,065.91	-1,771,156.57	-2,332,755.00	-3,128,100.00	34.1%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
609-Storm Water	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	668,585.80	331,136.96	246,000.00	252,000.00	252,000.00	327,600.00	30.0%
Unassigned	668,585.80	331,136.96	246,000.00	252,000.00	252,000.00	327,600.00	30.0%
80 Enterprise							
Transmission/Distrib/C	394,217.94	406,788.94	570,379.43	367,840.76	903,853.00	1,626,775.00	80.0%
Administration Sys	489,413.29	518,235.51	706,000.89	625,419.40	641,236.00	680,187.00	6.1%
Administration Billing	60,658.93	72,926.75	78,565.14	87,770.58	115,715.00	113,758.00	-1.7%
Depreciation	181,081.08	223,662.92	267,481.31	.00	30,000.00	.00	-100.0%
Proj Code - Divn	4,400.00	.00	.00	.00	.00	.00	.0%
Cap Proj Code - Activi	.00	16,727.51	15,689.50	.00	.00	.00	.0%
Proj Code - Divn	.00	.00	.00	.00	.00	.00	.0%
Proj Code - Divn	.00	.00	.00	35,758.39	101,003.00	.00	-100.0%
Proj Code - Divn	55,643.91	.00	.00	.00	.00	.00	.0%
Enterprise	1,185,415.15	1,238,341.63	1,638,116.27	1,116,789.13	1,791,807.00	2,420,720.00	35.1%
90 Non Operating							
Non-Op Debt Srv Propr	84,495.60	77,072.46	71,617.86	45,944.27	288,239.00	296,000.00	2.7%
Non Operating	84,495.60	77,072.46	71,617.86	45,944.27	288,239.00	296,000.00	2.7%
TOTAL 609-Storm Water	1,938,496.55	1,646,551.05	1,955,734.13	1,414,733.40	2,332,046.00	3,044,320.00	30.5%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	1,938,496.55	1,646,551.05	1,955,734.13	1,414,733.40	2,332,046.00	3,044,320.00	30.5%
GRAND TOTAL	1,938,496.55	1,646,551.05	1,955,734.13	1,414,733.40	2,332,046.00	3,044,320.00	30.5%

** END OF REPORT - Generated by Matthew Burt **

Curling and Event Center Fund

(Fund 610)

All Sources and All Uses

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
610-Curling and Event Center	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
TOTAL 610-Curling and Event	-15,898.55	-280,455.42	-547,102.15	-1,183,772.31	-4,451.00	-9,301.00	109.0%
TOTAL REVENUE	-2,215,349.27	-2,497,599.39	-2,926,598.23	-2,649,392.10	-2,868,552.00	-2,954,774.00	3.0%
TOTAL EXPENSE	2,199,450.72	2,217,143.97	2,379,496.08	1,465,619.79	2,864,101.00	2,945,473.00	2.8%
GRAND TOTAL	-15,898.55	-280,455.42	-547,102.15	-1,183,772.31	-4,451.00	-9,301.00	109.0%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
610-Curling and Event Center	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
00 Unassigned							
Unassigned	-1,573,691.60	-1,582,420.34	-1,523,159.34	-1,632,761.73	-1,572,352.00	-1,721,922.00	9.5%
Unassigned	-1,573,691.60	-1,582,420.34	-1,523,159.34	-1,632,761.73	-1,572,352.00	-1,721,922.00	9.5%
80 Enterprise							
Administration Sys	-.07	-.69	-167.91	-1,040.00	.00	.00	.0%
Curling Center Event C	-31,944.62	-96,404.62	-169,591.38	-160,538.89	-153,300.00	-175,985.00	14.8%
Chaska Curling Center	-433,589.48	-499,726.79	-840,352.18	-594,501.86	-752,778.00	-654,867.00	-13.0%
Crooked Pint Ale House	-176,123.50	-319,046.95	-393,327.42	-260,549.62	-390,122.00	-402,000.00	3.0%
Enterprise	-641,657.67	-915,179.05	-1,403,438.89	-1,016,630.37	-1,296,200.00	-1,232,852.00	-4.9%
TOTAL 610-Curling and Event	-2,215,349.27	-2,497,599.39	-2,926,598.23	-2,649,392.10	-2,868,552.00	-2,954,774.00	3.0%
TOTAL REVENUE	-2,215,349.27	-2,497,599.39	-2,926,598.23	-2,649,392.10	-2,868,552.00	-2,954,774.00	3.0%
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL	-2,215,349.27	-2,497,599.39	-2,926,598.23	-2,649,392.10	-2,868,552.00	-2,954,774.00	3.0%

** END OF REPORT - Generated by Matthew Burt **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 24001 2024 Budget All Funds						FOR PERIOD 99	
ACCOUNTS FOR:							
610-Curling and Event Center	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
80 Enterprise							
Administration Sys	648,552.90	699,692.18	806,058.40	759,786.34	784,709.00	937,025.00	19.4%
Curling Center Event C	115,496.88	117,879.46	124,157.04	107,687.08	142,795.00	33,361.00	-76.6%
Chaska Curling Center	259,418.16	273,936.48	358,654.59	276,201.40	290,181.00	329,834.00	13.7%
Crooked Pint Ale House	79,068.18	58,668.62	53,970.37	101,378.29	61,910.00	65,890.00	6.4%
Depreciation	628,587.56	628,587.56	628,946.93	.00	.00	.00	.0%
Enterprise	1,731,123.68	1,778,764.30	1,971,787.33	1,245,053.11	1,279,595.00	1,366,110.00	6.8%
90 Non Operating							
Non-Op Debt Srv Propr	465,509.00	438,379.67	407,708.75	220,603.75	1,584,506.00	1,579,363.00	-.3%
Non Operating	465,509.00	438,379.67	407,708.75	220,603.75	1,584,506.00	1,579,363.00	-.3%
TOTAL 610-Curling and Event	2,196,632.68	2,217,143.97	2,379,496.08	1,465,656.86	2,864,101.00	2,945,473.00	2.8%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	2,196,632.68	2,217,143.97	2,379,496.08	1,465,656.86	2,864,101.00	2,945,473.00	2.8%
GRAND TOTAL	2,196,632.68	2,217,143.97	2,379,496.08	1,465,656.86	2,864,101.00	2,945,473.00	2.8%

** END OF REPORT - Generated by Matthew Burt **

REQUEST FOR ACTION CHASKA CITY COUNCIL 12/18/2023

Subject: Establish 2024 Utility Rates

Prepared By: Matt Podhradsky, City Administrator and
Noel Graczyk, Administrative Services Director
Wendy Hagen, Customer Relations Supervisor
Matt Burt, Accounting Supervisor

Overview

Both the 2024-2028 Financial Forecast and the proposed 2024 Budget include rate increases in each of the Electric Water, Sewer, and Storm Water Utility Funds. In 2024 these proposed rate changes will increase the monthly utility bill for an average residential customer by 3.94%, or an increase of \$7.40 per month. Estimated billed amounts for each utility are as follows.

<u>Average Monthly Residential</u>	Usage	Billed				Percent	Revenue
Utility Fund	In	Usage	2023	2024	Increase	Increase	Target
Electric:							
Customer Charge and Energy	kWh	750	\$ 102.35	\$ 104.15	\$ 1.80	1.76%	2.00%
Energy Adj. Charge (EAC) {Oct-2022}	kWh	750	\$ 23.77	\$ 23.77	\$ (0.00)	0.00%	0.00%
Total Electric			\$ 126.12	\$ 127.92	1.80	1.43%	n/a
Water	Gal. x1000	4	18.60	20.22	1.62	8.71%	8.00%
Sewer	Gal. x1000	4	31.29	34.77	3.48	11.12%	15.00%
Storm Water	R.E.F.	1	11.77	12.27	0.50	4.25%	4.25%
Total All Billed Services			\$ 187.78	\$ 195.18	\$ 7.40	3.94%	

[Excludes Sales Taxes]

Proposed utility rates for 2024 are initially based on a Cost of Service (COS) Study and Rate Analysis that was completed in 2020 for each of the Electric, Water, and Sewer utilities. The purpose of a COS Study is to ensure that rates billed to customers for utility services provided by the City are charging customers an equitable share of costs for access and use of the utility. Allocations of costs in a COS Study ensure that annual operational costs, capital equipment costs, and project costs for system replacement and expansions are fully funded as part of the rate setting process.

Completed COS Studies identified the need for the City to increase monthly customer charges in each utility fund to better recover fixed operating costs and capital replacement costs. Proposed annual increases in monthly customer service charges are offset by smaller increases in unit charges as billed for consumption. Each COS Study identified revenue targets based on combining customer service charges and consumption charges. These combined COS revenue target

increases for 2024 are 2% in the Electric Fund, 8% in the Water Fund and 15% in the Sewer Fund.

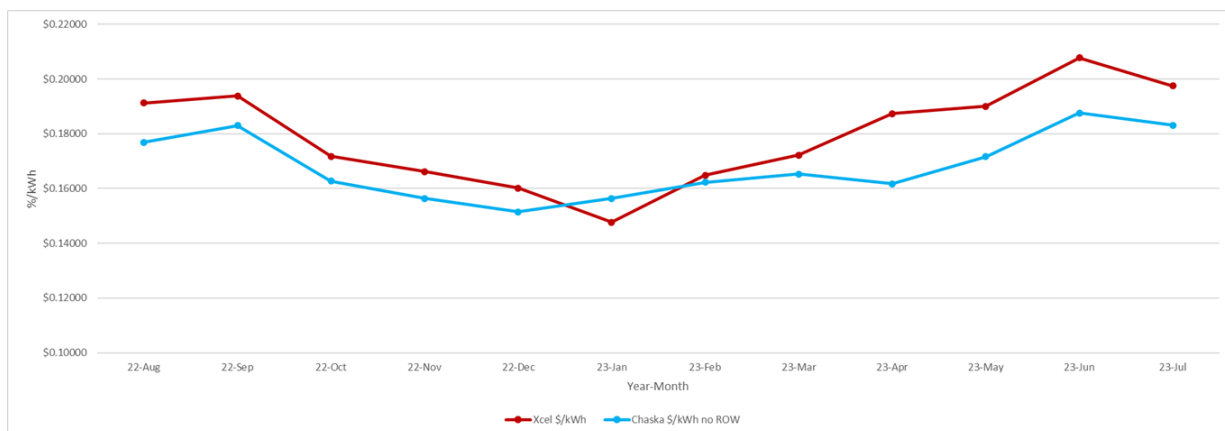
Electric Utility

The 2024 Budget for the electric utility anticipates an average residential customer will see a monthly increase of 1.43%, or an increase of \$1.80 per month. In addition to this increase, rates for 2024 address the following changes in electric rates as identified in the 2020 COS Study:

- A 2024 revenue target increase of 2% across all billing classifications.
- 2024 was planned to be year 4 of 5 years of increases to customer service charges across all customer classifications. For 2024 these annual increases have been suspended leaving customer charges unchanged. This suspension is to ensure customer charges when compared to local utilities remain competitive.
- For 2024 the Senior Discount Rate remains at a \$6 reduction in the customer service charge.
- Year 4 of 8 years converting City facilities to regular classification rates.

The effective cost of purchase power to the City is expected to remain unchanged in 2024 and it is projected that the Energy Adjustment Clause (EAC) is expected to remain unchanged. Proposed rate increases address increased costs in actual capital improvements for 2024 as well as principal and interest on capital equipment purchases. Rate increase targets also address needs as identified in the COS Study to ensure the City maintains minimum funding requirements for debt service coverage, annual net income, and cash balance requirements to ensure compliance with bond covenants. These rates also address funding for system improvements needed to maintain an expanding distribution system.

As you will see in the chart below, electric rates for Chaska electric customers remain very competitive compared to Xcel Energy for 2023, and with adjustments for 2024 will remain very competitive.



The chart above shows that the average total bill for a residential user is 6.14% below what Xcel charged in 2023, which is the defined market we compare our costs against.

Water Utility

The 2024 Budget for the water utility anticipates an average residential customer will see a monthly increase of 8.71%, or an increase of \$1.62 per month. In addition to this increase, rates for 2024 address the following changes in water rates as identifies in the 2020 COS Study:

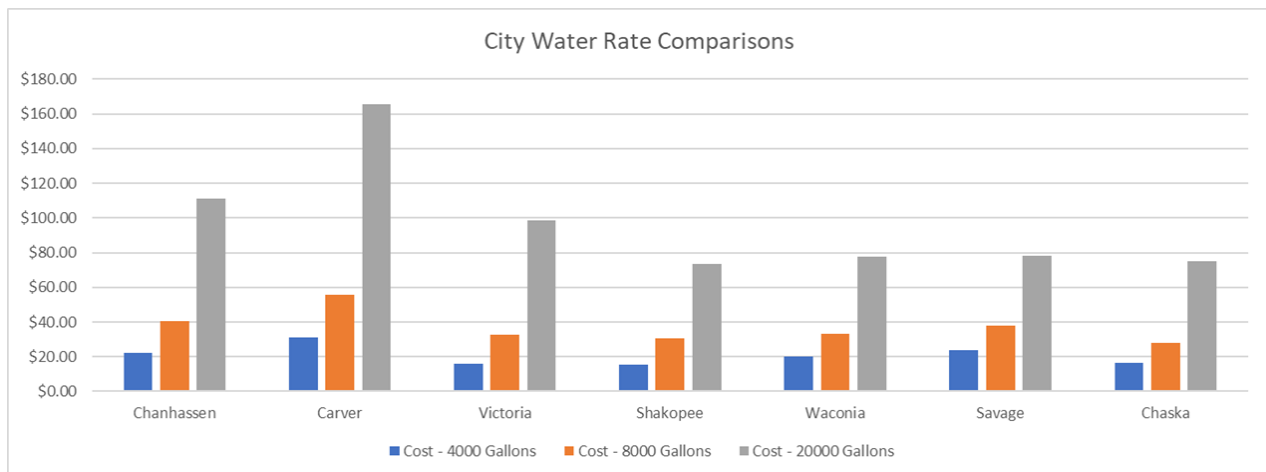
- A 2024 revenue target increase of 8%.
 - Percent increases per tier range from 4.3% on the lowest tier to 6.1% on the highest.
- Year 4 of 5 years of increases to customer service charges across all customer classifications to fund fixed costs of the utility.
- Continuation of a revised residential step-rate tier structure first implemented in 2021.
- Year 4 of 8 years converting City facilities to regular classification rates.

In 2009 the City adopted water rates for 2010 and 2011 based on a water rate study performed to evaluate the long-term operating and capital needs of the water utility. These water rates for 2010 and 2011 also implemented a tier rate schedule as required by the State to encourage water conservation efforts. As part of the 2020 COS Study, it was determined that the City needed to adjust this tier rate schedule to reflect both reduced water consumption by residential users over the past decade and to also ensure our rates structure is comparable to neighboring communities.

As first modified as part of water rates for 2021, the tier rate schedule for 2022 will have six instead of five blocks and the previous first block from 0-7000 Gallons will be allocated across three blocks. As shown in the following chart, it is estimated that 78% of the residential customers will fall within these first three blocks compared to 72% under the old tier rate schedule.

Current Structure (gallons)	Percent of bills ending in block	2021 Structure (gallons)	Group	Percent of bills ending in block
0 to 7,000	72%	0 to 2,000	Small home	8%
7,001 to 20,000	23%	2,001 to 5,000	Average home	42%
20,001 to 30,000	3%	5,001 to 8,000	Large home	28%
30,001 to 40,000	1%	8,001 to 12,000	Some sprinkling	10%
40,000 +	1%	12,001 to 40,000	More sprinkling	11%
		40,000 +	High use	1%

As part of the development of both the 2024-2028 Financial Forecasts and the 2024 Budget an 8.00% revenue target increase across all classifications in the water utility is anticipated to continue to fund the water utility operations and capital needs. Even with this percent increase in our water rates, Chaska's total water rates are very competitive. The following chart shows that, while we have increased our water rates, we have been able to do so in a manner that keeps them very competitive with other surrounding municipalities. The following chart illustrates both winter and summer water usage of an average residential customer.



This compares 2023 rates in other cities to proposed 2024 rates for Chaska.

Sanitary Sewer Utility

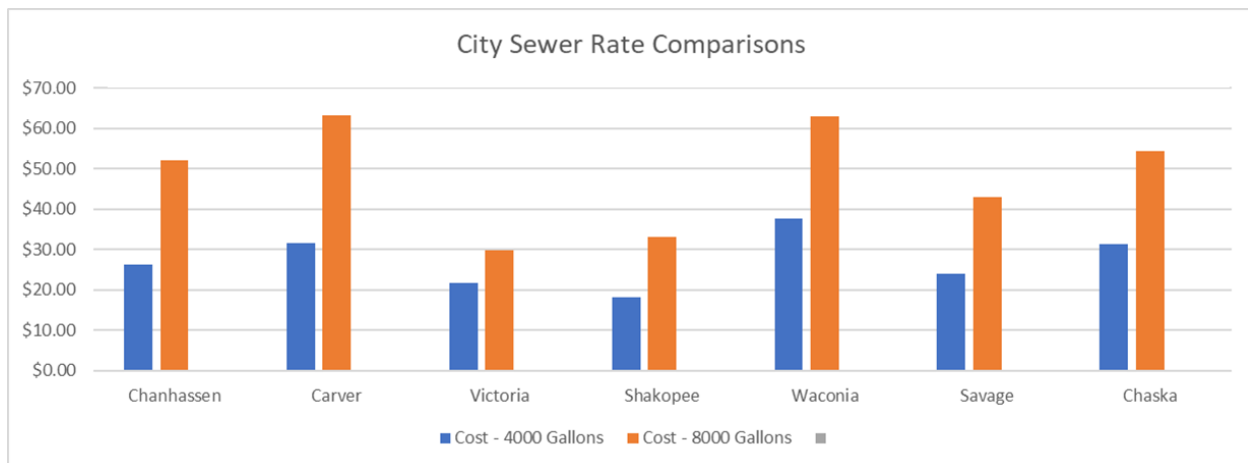
The 2024 Budget for the sewer utility anticipates an average residential customer will see a monthly increase of 11.12%, or an increase of \$3.48 per month. In addition to this increase, rates for 2024 address the following changes in sewer rates structures as identified in the 2020 COS Study:

- For 2024 an increase of 12.32% in treatment cost from Metropolitan Wastewater Services.
- A 2024 revenue target at 15.00% across all billing classifications.
- Continue from 2021, rates to provide a reduced customer charge for Industrial customers with a meter size of less than one and one-half inches.

As part of the development of both the 2024-2028 Financial Forecasts and the 2024 Budget a 15.00% revenue target increase across all classifications in the sewer utility is anticipated to continue to fund the sewer utility operations and capital needs. The residential Sewer Service Charge (SSC) will remain unchanged at a rate of \$8.65 per month, which provides funding towards fixed costs and capital costs. Together the increase in the sewer rental rate and the unchanged SSC results in an overall 11.12% increase in billed sewer charges for the average residential customer.

For 2024, it is proposed that both the sewer rental fee and the monthly pumping fee for customers connected to the 201 Sanitary Sewer Project increase consistent with residential rates. The monthly sewer rental fee will increase to \$37.20 up from \$32.35 and the pumping fee will increase to \$12.10 up from \$10.50.

The following chart shows that, while we have increased and adjusted the allocation of our sewer rates, we have been able to do so in a manner that keeps them very competitive with other surrounding municipalities.



This compares 2023 rates in other cities to proposed 2024 rates for Chaska.

Proposed sewer rates for 2024 continue at a flat rate SSC. A flat rate SSC is based on customer type and is set to recover fixed costs as incurred by the City in providing sewer service. By establishing a SSC in the Sewer Fund, fixed costs are being “unbundled” and billed separately from the sewer rental rate. Under a SSC billing method, costs incurred by the City to provide sewer services are shown on the utility bill not just as a single amount but as a billed amount for sewer rental along with a SSC for fixed costs. Adding a SSC to the Sewer Fund is consistent with the electric utility and the water utility which each bill a customer service charge.

The SSC for both small industrial (meter size less than 1.5 inches) and large industrial (meter size greater than 1.5 inches) customers will remain unchanged in 2024 at \$26.95 and \$50 per month. There is no minimum on industrial sewer rental charges as the SSC is the minimum charge.

Storm Water Utility

In 2008 the City established a storm water utility to account for services that support a City-wide storm-water system and to also account for capital items related to constructing and maintaining a storm water system. The City first billed for storm water utility services as a separate utility in December 2008 based on a rate of \$3.00 per Residential Equivalency Factor (REF).

Based on actual operations over the past twelve years and based on current maintenance and inspection needs the City needs to adjust the storm water REF to properly reflect the actual costs incurred by the utility to operate, maintain, and improve the storm water system. As part of the development of both the 2024-2028 Financial Forecasts and the 2024 Budget, a rate increase of \$0.50 per REF is needed to continue to operate the Storm Water Utility Fund. This is a 4.25% increase setting the REF rate at \$12.27 per REF.

As shown in the following table of surrounding City’s storm water utility rates from 2023 even after a change for 2024, Chaska will still be at the 2023 area average.

Minnetonka	\$7.97
Shakopee	\$8.28
Moorhead	\$10.21
Carver	\$10.84
Chaska	\$11.77
Edina	\$11.84
Red Wing	\$12.00
Waconia	\$21.19
Average	\$11.76

Staff Recommendation

Staff recommends adoption of each proposed ordinance to establish 2024 rates for electric, water and sewer utilities. Staff also recommends adoption of the proposed resolution establishing 2024 storm-water utility rates.

Staff further recommends adoption of each proposed resolution to approve summary publications of ordinance establishing electric utility rates as well as water and sewer utility rates.

CITY COUNCIL ACTION REQUESTED

(Note, five separate motions will be needed to separately adopt each ordinance and resolution)

Motion to adopt Ordinance No. 2023-1039 establishing 2024 Electric Utility Rates.

Motion to adopt Resolution 2023-98 Approving Summary Publication of Ordinance 2023-1039

Motion to adopt Ordinance No. 2023-1040 establishing 2024 Water and Sewer Utility Rates.

Motion to adopt Resolution 2023-99 Approving Summary Publication of Ordinance 2023-1040

Motion to adopt Resolution No. 2023-100 establishing 2024 Storm Water Utility Rates.

CITY OF CHASKA
ORDINANCE MC 2023 - 1039

NOW THEREFORE, be it ordained by the Council of the City of Chaska, in the State of Minnesota, as follows:

SECTION 1: **AMENDMENT** “7.28.060 Residential Service” of the City of Chaska Municipal Code is hereby *amended* as follows:

A M E N D M E N T

7.28.060 Residential Service

- A. *Defined.* The residential classification shall include dwelling units used exclusively for residential purposes by or intended for single-family unit. Individual dwelling units in apartment buildings, condominiums, townhouses, cluster dwellings, etc., shall be classified as residential; and
- B. *Service provided.* A residential lighting service rate (RL) shall be available to a single-family private residence or a farm at 60 cycle, single-phase service at a nominal voltage of 120 volts or 120/240 volts, furnished through one (1) meter for domestic purpose only, including lighting, small domestic appliances, heating, refrigeration, cooling, and domestic power using single-phase motors 5 hp or less. A separate meter is required for each individual residence on multiple unit dwellings.
- C. *Rates—Residential service.*

Service Charge		\$12.10 per month
Energy Charge	October—May	\$0. 11125 10906 per kWh
Energy Charge	June—September	\$0. 12585 12338 per kWh
ROW Charge		5%

The minimum monthly bill shall be the service charge. (Ord. No. 205, Sec. 3, 5/15/72; Ord. No. 221, Sec. 5, 3/31/75; Ord. No. 225, Sec. 5, 8/4/75; Ord. No. 243, Sec. 2, 1/3/77; Ord. No. 293, Sec. 3, 12/17/79, Ord. No. 316, Sec. 3, 11/20/81; Ord. No. 386, Sec. 1, 12/16/85; Ord. No. 431, Sec. 1, 4/11/88; Ord. No. 487, Sec. 1, 5/20/91; Ord. No. 517, Sec. 2, 12/21/92; Ord. No. 539, Sec. 1, 12/20/93, Ord. No. 168, Sec. 1, 3/17/97; Ord. No. 650, Sec. 3, 1/11/99; Ord. No. 700, Sec. 1, 2/5/01; Ord. 715, Sec. 2, 12/17/01; Ord. No. 715, Sec. 17(b) and (c), 12/16/02; Ord. No. 815, Sec 17(c), 1/7/08; Ord. No. 826, Sec. 1, 12/15/08; Ord. No. 836, Sec. 1, 12/21/09; Ord. No. 844, Art. II, Sec. 17(c), 12/20/10; Ord. No. 862, Art. II, Sec. 17(c), 12/17/12; Ord. No. 877, Ch. 8, Art. II, Sec. 17c, 12/16/13; Ord. No. 895, Sec. 1, 12/15/14; Ord. No. 909, Sec. 1, 1/4/16; Ord. No. 926, Sec. 1, 12/19/16; Ord. No. 942, § 1, 1/8/18; Ord. No.

958, § 1, 12/17/18)

SECTION 2: AMENDMENT “7.28.070 Senior Citizen Residential Lighting Service” of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.28.070 Senior Citizen Residential Lighting Service

- A. *Defined.* Senior residential classification shall include dwelling units qualifying therefor under paragraph B.
- B. *Service provided.* A senior citizen residential lighting service rate (SCRL) shall be available to a single-family private residence as 60 cycle, single-phase service, at a nominal voltage of 120 volts or 120/140 volts furnished through one meter for domestic purposes only, including lighting, small domestic appliances, heating, refrigeration, cooling and domestic power using single phase motors of 5 hp or less.
- C. *Rates—Senior citizen residential lighting service.*

Service Charge		\$6.10 per month
Energy Charge	October—May	\$0. 11125 10906 per kWh
Energy Charge	June—September	\$0. 12585 12338 11884 per kWh
ROW Charge		5%

minimum monthly bill shall be the service charge. (Ord. No. 221, Sec. 6, 3/31/75; Ord. No. 225, Sec. 6, 8/4/75; Ord. No. 243, Sec. 3, 1/3/77; Ord. No. 293, Sec. 4, 12/17/79; Ord. No. 316, Sec. 4, 11/30/81; Ord. No. 386, Sec. 2, 12/16/85; Ord. No. 431, Sec. 2, 4/11/88; Ord. No. 487, Sec. 2, 5/20/91; Ord. No. 517, Sec. 3, 12/21/92; Ord. No. 539, Sec. 2, 12/20/93; Ord. No. 618, Sec. 2, 3/17/97; Ord. No. 650, Sec. 4, 1/11/99; Ord. No. 700, Sec. 2, 2/5/01; Ord. No. 715, Sec. 3, 12/17/01; Ord. No. 715, Sec. 17.1(c), 12/16/02; Ord. No. 815, Sec. 17.1(c), 1/7/08; Ord. No. 826, Sec. 2, 12/15/08; Ord. No. 836, Sec. 2, 12/21/09; Ord. No. 844, Art. II, Sec. 71.1(c), 12/20/10; Ord. No. 862, Art. II, Sec. 17.1c, 12/17/13; Ord. No. 877, Chap. 8, Art. II, Sec. 17.1c, 12/16/13; Ord. No. 895, Sec. 2, 12/15/14; Ord. No. 909, Sec. 2, 1/4/16; Ord. No. 926, Sec. 2, 12/19/16; Ord. No. 942, § 2, 1/8/18; Ord. No. 958, § 2, 12/17/18)

SECTION 3: AMENDMENT “7.28.090 Off-Peak Electric Heating/Cooling**” of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.28.090 Off-Peak Electric Heating/Cooling**

- A. *Defined.* The Off-Peak Electric Heating/Cooling classification shall include all Chaska electric customers with electric resistance heating and/or heat pumps (ground or air source) separately metered from all other electrical use.
- B. *Service provided.* An off-peak electrical service rate shall be available to all electrical customers for electric resistance heating or heat pumps only. On-peak hours: shall be defined as from 7:00 a.m. to 7:00 p.m. inclusive of Monday through Friday. Off-peak hours: shall be defined as all hours not defined as on-peak. Service shall be available through one (1) time-of-day electric meter. In place of a time-of-day meter the City may install one (1) standard single register meter and energy usage may be estimated to be 35% on-peak and 65% off-peak. All wiring shall be done by the customer's electrician at their expense and shall be installed as a separate electric service and not as a sub-meter.
- C. *Rates—On- and off-peak electric heating/cooling.*

Service Charge		\$9.60 per month
On-Peak Energy Charge	October—May	\$0. 09745 09201 per KWH
On-Peak Energy Charge	June—September	\$0. 11227 10601 per KWH
Off-Peak Energy Charge	October—May	\$0. 07166 07025 11006 per per per KWH
Off-Peak Energy Charge	June—September	\$0. 07641 007491 per. 07215 per KWH
ROW Charge		5%

(Ord. No. 497, Sec. 1, 1/21/92; Ord. No. 517, Sec. 6, 12/21/92; Ord. No. 650, Sec. 7, 1/11/99; Ord. No. 700, Sec. 5, 2/5/01; Ord. No. 715, Sec. 5, 12/17/01; Ord. No. 715, Sec. 17.3(c), 12/16/02; Ord. No. 815, Sec. 71.3(c), 1/7/08; Ord. No. 826, Sec. 3, 12/15/08; Ord. No. 836, Sec. 3, 12/21/09; Ord. No. 844, Art. II, Sec. 17.3(c), 12/20/10; Ord. No. 862, Art. II, Sec. 17.3c, 12/17/12; Ord. No. 877, Chap. 8, Sec. 17.3c, 12/16/13; Ord. No. 895, Sec. 3, 12/15/14; Ord. No. 909, Sec. 3, 1/4/16; Ord. No. 926, Sec. 3, 12/19/16; Ord. No. 942, § 3, 1/8/18; Ord. No. 958, § 3, 12/17/18)

SECTION 4: AMENDMENT “7.28.100 Alternate Metering System” of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.28.100 Alternate Metering System

The City utilizes automated meter reading infrastructure to read water meters throughout the service area. It is recognized that not all customers approve of this method of meter reading. Therefore, the residents upon written request on an application supplied by the City may elect an alternate metering system. The customer will be charged a monthly meter reading fee of ~~\$50.40~~ per account; if more than one reading is required per month a ~~\$50.40~~ charge will be charged per reading (this includes a manual electric and/or water meter read). (Ord. No. 884, Art. II, Sec. 17.4, 4/21/14)

SECTION 5: AMENDMENT “7.28.120 Rates - Security Lighting Service” of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.28.120 Rates - Security Lighting Service

50 watt	\$ 10.45 10.25 per month
100 watt	\$ 14.40 14.10 per month
150 watt	\$ 17.15 16.80 per month
200 watt	\$ 21.85 21.40 per month
250 watt	\$ 27.45 26.90 per month
400 watt	\$ 30.00 29.40 per <u>month</u>
ROW Charge	5%

The above charges include installation on existing pole with service available. Other installation charges shall be billed based on time and materials.

(Ord. No. 205, Sec. 5, 5/15/72; Ord. No. 221, Sec. 8, 3/31/75; Ord. No. 225, Sec. 8, 8/4/75; Ord. No. 243, Sec. 5, 1/3/77; Ord. No. 293, Sec. 6, 12/17/79; Ord. No. 316, Sec. 6, 11/30/81; Ord. No. 431, Sec. 4, 4/11/88; Ord. No. 487, Sec. 4, 5/20/91; Ord. No. 517, Sec. 8, 12/21/92; Ord. No. 650, Sec. 8, 1/11/99; Ord. No. 700, Sec. 6, 2/5/01; Ord. 715, Sec. 6, 12/17/01; Ord. No. 715, Sec. 4, 12/16/02; Ord. No. 815, Sec. 19, 1/7/08; Ord. No. 826, Sec. 4, 12/15/08; Ord. 836, Sec. 4, 12/29/09; Ord. No. 862, Art. II, Sec. 19, 12/17/12; Ord. No. 895, Sec. 4, 12/15/14; Ord. No. 909, Sec. 4, 1/4/16; Ord. No. 926, Sec. 4, 12/19/16; Ord. No. 942, § 4, 1/8/18; Ord. No. 958, § 4, 12/17/18)

SECTION 6: **AMENDMENT** “7.28.130 General Service” of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.28.130 General Service

- A. *Defined.* All electrical service except as stated in paragraphs F through L and as stated in paragraph N, shall be classified as general service rate (GS).
- B. *Service provided.* The general service rate (GS) shall be available to any customer with less than 20 KW peak demand requirements, for general service at one location as 60 cycle, single-phase or three-phase service at the secondary voltage available at the customer's location. Individual metering is required on all multiple users within the same building or on the same electrical service. General Service—Below 20 KW demand, of the Code of Ordinances, City of Chaska, Minnesota is hereby amended to read as follows:
- C. *Rates—General service—Below 20 KW demand.* The rates for general service shall be as follows:

Service Charge		\$23.75 per month	
Energy Charge	October—May	\$0. .11413 1189 per kWh	
Energy Charge	June—September	\$0. .12841 12589 per kWh	
ROW Charge		5%	5%

The minimum monthly bill shall be the service charge.

- D. *Determination of installed capacity.* The installed three-phase capacity shall be determined on the basis of nameplate rating or manufacturer's data; or, in the case of an incorrect or missing nameplate, the utility may fix the rating by test. (Ord. No. 650, Sec. 9, 1/11/99; Ord. No. 700, Sec. 7, 2/5/01; Ord. No. 715, Sec. 8, 12/17/01; Ord. No. 715, Sec. 20.1(c), 12/16/02; Ord. No. 815, Sec. 5, 20(c), 1/7/08; Ord. No. 826, Sec. 5, 12/15/08; Ord. 836, Sec. 5, 12/21/09; Ord. No. 844, Sec. 20(c), 12/20/10; Ord. No. 862, Art. II, Sec. 20c, 12/17/12; Ord. No. 877, Art. II, Sec. 20c, 12/16/13; Ord. No. 895, Sec. 5, 12/15/14; Ord. No. 909, Sec. 5, 1/4/16; Ord. No. 926, Sec. 5, 12/19/16; Ord. No. 942, § 5, 1/8/18; Ord. No. 958, § 5, 12/17/18)

SECTION 7: **AMENDMENT** “7.28.140 Large General Service Rate” of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.28.140 Large General Service Rate

- A. *Defined.* The large general service rate shall apply to all users with any monthly peak demand of twenty (20) KW or greater and new users with installed loads of twenty (20) KW or greater. After any user not classified hereunder shall record a peak demand of twenty (20) KW or greater in any one monthly period, such user, shall commencing with the next billing period, be classified as a large general user. Any user with any monthly peak demand of twenty (20) KW or greater which shall record a peak demand of twenty (20) KW or greater in any one monthly period shall continue to be classified as large general service for at least a twelve-month (12) period irrespective of such user's peak demand, no such user shall be reclassified unless said user has not recorded a peak demand of twenty (20) KW or greater during any monthly billing period during the preceding consecutive twelve-month period.
- B. *Services provided.* A large general service rate shall be available to any customer for general service at one location as 60 cycle, single-phase or three-phase service where available, through one transformer only at the customer's location. Individual metering is required on all multiple users within the same building or on the same electrical service. Reduced current starting is required on all motors of 5 HP or more.
- C. *Rates—Large general service—20 KW demand and above.* The monthly bill under the large general service classification shall be the sum of the demand and energy charges calculated according to the following schedule:

Service Charge		\$92.55 per month
Energy Charge	October—May	\$0. 06824 06690 per kWh
Energy Charge	June—September	\$0. 07441 07295 per kWh
Demand Charge	October—May	\$ 12.08 11.84 per kW
Demand Charge	June—September	\$ 14.84 14.54 per kW
ROW Charge		5%

The minimum monthly billing shall be the service charge.

- D. *Determination of billing demand.* A billing demand shall be the customer's greatest fifteen (15) minute demand, in kilowatts, incurred during the month for which the bill is rendered.
- E. *Power factor clause.* The customer agrees to maintain an average power factor as close to one hundred percent (100%) as possible. If the average power factor for the billing period is less than ninety percent (90%) lagging, the billing demand shall be adjusted by multiplying the actual fifteen (15) minute demand measured during the month by the ratio of ninety percent (90%) divided by the customer's average monthly power factor expressed in percent. This calculation only applies to three phase customers with a demand greater than 50 kW.
- F. *Primary voltage service.* If the customer is served at the primary voltage available at

the customer's location and pays all costs incurred in the installation, ownership, operation and maintenance of transformers, substations, and metering equipment with service to be metered at the primary voltage, a discount of three percent (3%) will be allowed on the amount of the monthly kWh charges and six percent (6%) on the amount of the monthly KW demand charges. As of January 1, 2001 Primary Voltage Service shall be available to customers exceeding 2,000 KVA only.

- G. *Primary metering.* At the option of the Electric Department, secondary service hereunder may be metered at the primary voltage, in which case a two percent (2%) discount will be allowed on the amount of the monthly bill. (Ord. No. 650, Sec. 10, 1/9/99; Ord. No. 700, Sec. 10, 2/5/01; Ord. No. 715, Sec. 20.1(c), 12/16/02; Ord. No. 815, Sec. 20.1(c), 1/7/08; Ord. 826, Sec. 6, 12/15/08; Ord. No. 836, Sec. 6, 12/29/09; Ord. No. 844, Sec. 20.1(c), 12/20/10; Ord. No. 861, Art. II, Sec. 20.1(f), 12/17/12; Ord. No. 862, Art. II, Sec. 20.1c, 12/17/12; Ord. No. 877, Chap. 8, Sec. 20.1c, e, 12/16/13; Ord. No. 895, Sec. 6, 12/15/14; Ord. No. 909, Sec. 6, 1/4/16; Ord. No. 926, Sec. 6, 12/19/16; Ord. No. 942, § 6, 1/8/18; Ord. No. 958, § 6, 12/17/18)

SECTION 8: **AMENDMENT** “7.28.190 Clean Energy” of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.28.190 Clean Energy

- A. *Defined.* Clean Energy shall include electricity supplied from renewable energy sources.
- B. *Service provided.* A Clean Energy electric service rate shall be available to all electrical customers. Electric customers shall have these options to purchase clean energy as an additional charge.
- C. *Rates—Clean Energy-Residential.* The rates for Clean Energy shall be as follows:

50%	\$1.00	per month
75%	\$2.00	per month
100%	\$3.00	per month

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- D. *Rates-Clean Energy-Commercial.* The rates for Clean Energy shall be as follows:

\$0.00200	per kWh
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(Ord. No. 933, Sec. 1, 3/20/17)

SECTION 9: **AMENDMENT** “7.28.150 Rates - City Of Chaska Service Classification” of the City of Chaska Municipal Code is hereby *amended* as follows:

A M E N D M E N T

7.28.150 Rates - City Of Chaska Service Classification

- A. Defined. City of Chaska Service Classification shall include all City owned or operated service connections for City buildings, street lighting, and water pumping. Service provided. The City of Chaska Service Classification shall be applied to only service connections owned or operated by the City. Transition Rate. The City of Chaska Service Classification shall be billed at regular classification rates with eighty percent (~~40~~⁸⁰% of the difference between regular classification rates and the City of Chaska Service Classification rate to be transferred annually from the Electric Fund to the City fund that was billed at regular classification rates.

(Ord. No. 316, Sec. 9, 11/30/81; Ord. No. 386, Sec. 6, 12/16/85; Ord. No. 431, Sec. 7, 04/11/88; Ord. No. 487, Sec. 7, 5/20/91; Ord. No. 517, Sec. 11, 12/21/92; Ord. No. 650, Sec. 11, 1/11/99; Ord. No. 700, Sec. 15, 2/5/01; Ord. 715, Sec. 10, 12/17/01; Ord. No. 715, Sec. 20.1.1(c), 12/16/02; Ord. No. 815, Sec. 20.1.1(c), 01/07/08; Ord. No. 826, Sec. 7, 12/15/08; Ord. No. 836, Sec. 7, 12/29/09; Ord. No. 844, Sec. 20.11(c), 12/20/10; Ord. No. 862, Art. II, Sec. 20.1.1c, 12/17/12; Ord. No. 877, Chap. 8, Sec. 20.1.1c, 12/16/13; Ord. No. 895, Sec. 7, 12/15/14; Ord. No. 909, Sec. 7, 1/4/16; Ord. No. 926, Sec. 7, 12/19/16; Ord. No. 942, § 7, 1/8/18; Ord. No. 958, § 7, 12/17/18)

SECTION 10: **AMENDMENT** “7.28.300 Residential Electric Vehicle Service” of the City of Chaska Municipal Code is hereby *amended* as follows:

A M E N D M E N T

7.28.300 Residential Electric Vehicle Service

- A. *Defined.* For the purposes of this section, the terms defined in this paragraph have the meanings given them.
1. On-peak hours. “On-peak hours” means from 7:00 a.m. to 7:00 p.m., Monday through Friday.
 2. Off-peak hours. “Off-peak hours” means all hours not defined as “on-peak hours”, and additionally from 12:00 a.m. to 12:00 p.m. on the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day and Christmas Day.
 3. Customer. “Customer” means any person engaged in the purchase of electric

energy from the City under this section.

B. *Rates- On-peak and off-peak residential electric vehicle service.*

Service Charge		\$9.60 per month
On-Peak Energy Charge	October–May	\$0. 16773 16444 per KWH
On-Peak Energy Charge	June–September	\$0. 20153 19757 per KWH
Off-Peak Energy Charge	October–May	\$0. 07004 06866 per per KWH
Off-Peak Energy Charge	June–September	\$0. 07468 07321 per KWH
ROW Charge		5%

- C. *Customer's responsibilities.* Electricity provided under this section shall only be used for the purpose of charging electric vehicles. A meter socket, separate service wiring, and any other equipment required by the City shall be installed by the Customer's licensed electrician at the Customer's expense and shall be installed as a separate electric service and not as a sub-meter. The Customer assumes any risk during installation and thereafter for operation of any equipment used to receive electricity. Neither Customers, equipment providers, nor any other persons may charge others a fee to utilize the electricity obtained pursuant to this section, and no right is or may be conveyed to any other person to use Customer's electricity. The Customer must comply with any other reasonable requirement from the City for the purposes of acting pursuant to this section.
- D. *Requests to inspect.* The City may request to see vehicle registration information from Customers to verify that electricity being used is for an electric vehicle, access Customer's property to audit the meter, inspect any interconnected facilities to verify proper installation and otherwise verify compliance. Nothing herein prohibits the City from applying for an administrative warrant to enforce this or any other section.
- E. *Rate Cancellation.* The city may revoke Customer's rate immediately upon finding Customer has violated any part of this section, and specifically when Customer denies or fails to respond to requests under paragraph D. Upon revocation the Customer's rate shall revert to the rate the Customer would otherwise have had on their electric service not specifically for electric vehicles pursuant to this chapter. Nothing herein imposes additional restrictions on the cancellation of service pursuant to any other law.

PASSED AND ADOPTED BY THE CITY OF CHASKA COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Grau	_____	_____	_____	_____
Councilmember Hatfield	_____	_____	_____	_____
Councilmember Huang	_____	_____	_____	_____
Councilmember Hubbard	_____	_____	_____	_____
Mayor Windschitl	_____	_____	_____	_____

Presiding Officer

Attest

Mike Huang, Mayor Pro Tem,
City of Chaska

Denise Beebe, Senior Clerk, City of
Chaska

**CITY OF CHASKA
CARVER COUNTY, MINNESOTA**

RESOLUTION

DATE 12/18/2023 **RESOLUTION NO.** 2023-98

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

A Resolution to Approve Summary Publication of Ordinance 2023-1039

WHEREAS, the City Council for the City of Chaska recently adopted Ordinance 2023-1039 titled Establish 2024 Electric Rates, which is a lengthy ordinance and not suitable to publication in full; and

WHEREAS, the City desires to publish a summary of the ordinance in accordance with Minnesota law; and

WHEREAS, the City has determined that publication of the title and summary of the ordinance will clearly inform the public of the intent and effect of the ordinance; and

WHEREAS, a copy of the full text is available for viewing in the Chaska Library and the City Clerk's office;

NOW, THEREFORE, BE IT RESOLVED, the City Council for the City of Chaska that the following summary of Ordinance 2023-1039 is approved for publication:

Ordinance 2023-1039 - An ordinance to amend electric regulations and rates in Chapter 7 of the Chaska Municipal Code of Ordinances (the "CMCO").

Electric rates and charges in CMCO Article 7.28 is amended to include technical updates, and to clarify definitions used throughout Art. 7.28. It also provides an update for 2024 electric rates and minimum charges as well and Clean Energy rates. Rates and charges are updated effective January 2024.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 18th day of December 2023.

Mike Huang, Mayor Pro Tem

Attest: _____

Chaska Deputy Clerk

**CITY OF CHASKA
ORDINANCE MC 2023-1040**

NOW THEREFORE, be it ordained by the Council of the City of Chaska, in the State of Minnesota, as follows:

SECTION 1: **AMENDMENT** “7.08.070 Rates And Charges” of the City of Chaska Municipal Code is hereby *amended* as follows:

A M E N D M E N T

7.08.070 Rates And Charges

- A. *Sewer Rental Charges Authorized.* For the purpose of providing funds to meet the cost of maintenance and operation of the sanitary sewers, the costs of construction, maintenance and operation of a sewage disposal plant, payment of capital charges represented by bonds, certificates of indebtedness, or otherwise, and the payment of reasonable requirements for replacement and obsolescence thereof, there is hereby levied and assessed upon each lot, parcel of land, building or premises presently or hereafter having any connection, directly or indirectly, with the public sanitary sewer system of the City, a sewer rental charge determined as provided in this article.

(Ord. No. 168, Sec. 9, 10/5/64)

- B. *Authority To Classify Users Of System.* The City Council shall have the power to classify the sewage discharged into the sanitary sewerage system based upon its quantity, concentration, pollution, qualities in general and the costs of its disposal, to fix reasonable and equitable sewer rental charges therefor according to such classification, and shall have the power, by resolution, to modify from time to time any classification or sewer rental charge provided in this article as may be, in the exercise of its discretion, reasonably required.

(Ord. No. 168, Sec. 9, 10/5/64)

- C. *Classifications.* For the purpose of this article the following classifications of property according to the use of the sewerage system are hereby established:

Class 1. Residential: This classification shall include property used exclusively for residential purposes by a single-family unit, but does not include multiple residential buildings served by one (1) meter. Residential quarters constituting a single-family unit in buildings where a portion thereof is used for other than residential purposes shall be included in this classification, if the water used in such residential quarters shall be separately metered. A "single-family unit" is hereby defined to include the following:

1. A single person occupying residential quarters having either a private bath or toilet or kitchen facilities.

2. Two (2) or more persons occupying residential quarters as a common residential unit and having either a private bath or toilet or kitchen facilities; and
3. Two (2) or more persons occupying separate residential quarters, but having in common with other such persons living separately the use of either the same private bath or the same toilet or the same kitchen facilities.

Class 2. Commercial: This classification shall include any property used by a single unit for any purposes not properly included in Classes 1 and 3, and which also include any multiple residential building served by one meter. A "single-unit" shall include:

1. Each establishment or office having a separate toilet or other water-using facilities; and
2. Two (2) or more establishments or offices occupied separately, but having in common with such other establishments or offices the use of the same toilet or other water-using facilities.

Notwithstanding anything to the contrary in this paragraph, a "single-family unit" or "single-unit" as used in this classification shall be defined as any such unit having not more than ten (10) "fixtures" as defined in the State of Minnesota Plumbing Code. Each unit having more than ten (10) such fixtures shall, for the purposes of sewer rents, rates and charges be considered a separate "single" unit for each ten (10) fixtures or fraction thereof located within said unit.

Class 3. Industrial: This classification shall include any property used by any establishment where any sewage or waste discharged into the public sewers therefrom has:

1. A five-day twenty (20) degrees centigrade BOD greater than four hundred (400) milligrams per liter; or
2. A suspended solids content greater than four hundred (400) milligrams per liter; or
3. A chlorine demand greater than twenty (20) milligrams per liter in any fifteen-minute time period; or
4. An average daily flow greater than two percent (2%) of the average daily sewage flow at the sewage treatment works; or
5. Any toxic substance; or
6. Any wastes which are considered by the Engineer to offer possibilities of harm to structures, processes or the operation of the plant.

(Ord. No. 168, Sec. 9, 10/5/64; Ord. No. 217, Secs. 1, 2, 1/21/74)

D. City Clerk To Compute Amount Due And Render Statements.

1. Effective for the month commencing January 1 1980, and each month thereafter, the City Clerk shall compute the amount due the City for sewer rents and charges in accordance with this article and shall render to the sewer system user's statements therefor monthly at the same time as the City water statements for the same month are rendered by him. Both charges shall be separately itemized and included in one (1) bill where both are properly chargeable by the City. Such statements shall be made for each water meter

(or its equivalent if water is not supplied by the City), and shall include the sewer rental charges for all units whether classified as residential, commercial, industrial or any combination of such classifications, on each single meter. Such sewer rentals shall be due and shall become delinquent, respectively, at the same time as the City water charges for the same period.

2. In addition to the sewer rental rates and charges in a. above, a surcharge as provided in CMCO 7.08.090 paragraph C, shall be charged.

(Ord. No. 168, Sec. 9, 10/5/64; Ord. No. 295, Sec. 1, 12/17/79; Ord. No. 801, Art. VI, Sec. 204 subd. (a), (b), 4/2/07)

- E. *Statements To Be A Charge Against Owner, Lessee And Occupant.* Prior to the furnishing of any sanitary sewer service to any user or property, a deposit or other security, as provided in CMCO 7.24.020 paragraph D, shall be provided.

(Ord. No. 168, Sec. 9, 10/5/64, Ord. No. 388, Sec. 3, 12/16/85)

- F. *Recovery Of Unpaid Bills.* Any unpaid and delinquent sewer rental charges may be recovered from the occupant of the premises billed therefor in a civil action by the City in any court of competent jurisdiction or, in the discretion of the City Council, may be certified to the County Auditor as taxes against any such property to be collected and paid over to the City along with other taxes. Either or both of such methods of collection thereof may be pursued by the City until payment in full has been made, and the initiation of one (1) such method of collection shall not be deemed to be an election stopping the City from thereafter using the other method of collection until paid in full. Payment of delinquent sewer rentals collected shall be credited to the same fund hereinafter provided for current sewer rentals, deducting therefrom any costs of collection accruing to the City therefor.

(Ord. No. 168, Sec. 9, 10/5/64; Ord. No. 388, Sec. 4, 2/16/85)

- G. *Charges Collected To Be Placed In Separate Fund.* The sewer rentals provided for in this section shall be placed and deposited in a separate general sewer fund to be known as the sewage disposal fund of the City, and shall be disbursed only for the purpose specified in CMCO 7.08.110 paragraph D,1.

(Ord. No. 168, Sec. 9, 10/5/64)

- H. *Rental Charges.*

1. *Imposed.* The sewer rates, charges and rentals to be charged against property shall be based upon the quantity of water used thereon and the quality of sewage generated therefrom and shall be determined as follows:
 - a. The charges each calendar month shall be based on the amount of water used on said property measured as provided in CMCO 7.08.110 paragraph F,2 and are hereby established as follows: ~~Six dollars and sixty three cents~~ ~~Five dollars and seventy six cents~~ (\$~~6.63~~~~5.76~~) per thousand (1,000) gallons per calendar month.
 - b. The charges each calendar month for residential properties located on Co Rd 10 within the City of Chaska and those units in that portion of

Planning Area 9-B/9-C located in Chaska Township involved in the 201 Sanitary Sewer Project, and elect to choose a flat sewer user fee for on-site wastewater treatment systems are hereby established as follows:

Sewer Rental Fee, Per Month ~~\$37.20~~~~32.35~~
Pumping Fee, Per Month ~~\$12.10~~~~10.50~~

(Ord. No. 772, Chap. 19, Art. VI, Div. 2, Sec. 221, 1/3/05; Ord. No. 817, Sec. 221, 1/7/08; Ord. No. 845, Art. VI, Div. 2, Sec. 221(b), 12/20/10; Ord. No. 864, Art. VI, Div. 2, Sec. 221, 12/17/12; Ord. No. 879, Chap. 19, Art. VI, Div. 2, Sec. 221 a and b, 12/16/13; Ord. No. 897, Sec. 1, 12/15/14; Ord. No. 911, Sec. 1, 1/4/16; Ord. No. 928, Sec. 1, 12/19/16; Ord. No. 930, Sec. 1, 1/9/17; Ord. No. 944, § 1, 1/8/18; Ord. No. 960, § 1, 12/17/18)

2. *Minimum Charges.* Notwithstanding anything to the contrary otherwise appearing in this section the minimum sewer rental charge, according to classification of property use as provided by the section shall be as follows:

		Minimum Charges	
		Sewer Rental Charge	Service Charge
Class 1	Residential, per month	\$0	\$8.25
Class 2	Commercial, per month	\$0	\$15.65
Class 3	Industrial, per month for meter sizes less than 1.5"	\$0	\$26.95
Class 3	Industrial, per month for meter sizes equal to or greater than 1.5"	\$0	\$50.00
Class 4	Sewer Rental Fee, per month	\$37.20 32.35	n/a
Class 5	Sewer Pumping Fee, per month	\$12.10 10.50	n/a

The above stated minimum service charge as applied to single-family dwelling townhouses, condominiums, apartments and duplex homes shall be ~~Fifteen dollars and sixty-five cents~~~~zero~~ (~~\$0.00~~~~15.65~~) for each living unit contained therein.

(Ord. No. 845, Art. VI, Div. 2, Sec. 222, 12/20/10; Ord. No. 864, Art. VI, Div. 2 Sec. 222, 12/17/12; Ord. No. 879, Chap. 19, Art. VI, Div. 2, Section

222, 12/16/13./; Ord. No. 897, Sec. 2, 12/15/14; Ord. No. 911, Sec. 2, 1/4/16; Ord. No. 928, Sec. 2, 12/19/16; Ord. No. 930, Sec. 2, 1/9/17; Ord. No. 944, § 2, 1/8/18; Ord. No. 960, § 2, 12/17/18)

3. *Determining Amount Of Water Used.* The measure of volume of sewage waste for purposes of determining the rates and charges provided for in paragraph H,2 shall be based on the amount of water used on said premises and determined as follows:
- a. In the event water used on any such property is supplied fully by the City water system, the number of gallons of water supplied to such premises by the City water system as measured by the City water meter therein in use shall be the gallonage figure used in determining the sewer use and charges as hereinbefore provided, except that where such property is classified as residential, the charge each month shall be based upon the number of gallons of water supplied thereto by the City water system, except that the monthly charge for the months of May through and including November of any year shall be based upon the less of:
 - (1) The number of gallons of water supplied thereto by the City water system; or
 - (2) The average number of gallons of water supplied thereto for the monthly charge of the previous December, through and including April adjusted to 105% of average.
 - b. In the event water used on any such property is supplied in whole or in part with water not obtained from the City water system, the number of gallons used on said premises, as if wholly supplied by the City water system as measured by a water meter(s) metering the source of all water used on such property, shall be the gallonage figure used in determining the sewer use and charges as hereinbefore provided, except that where such property is classified as residential the charge each month shall be based upon the number of gallons of water used on said premises, except that the monthly charge for the months of May through and including November of any year shall be based upon the less of:
 - (1) The number of gallons of water supplied thereto by the City water system; or
 - (2) The average number of gallons of water supplied thereto for the monthly charge of the previous December, through and including April adjusted to 105% of average.

It shall be the duty of any such owner, lessee or occupant thereof, and all of them to have installed by them, at no expense to the City, the necessary metering equipment as approved by the Utility Superintendent to measure the total amount of water used on said premises.

Until such time such owner, lessee or occupant installs the necessary metering equipment to measure the total amount of water used thereon, or where it is

not practical to measure the same by metering equipment, the Utility Superintendent shall cause to be determined in such manner and by such methods as he shall reasonably determine, considering conditions and attendant circumstances in each case, the estimated total amount of water used thereon, and such estimate shall be used in lieu of the meter volume of water to determine the sewer rental charges thereon; except that where such property is classified as residential the charge each month shall be based upon the estimated number of gallons of water used on said premises, except that the monthly charge for the months of May through and including November of any year shall be based upon the less of:

- a. The estimated number of gallons of water supplied thereto by the City water system; or
- b. The estimated average number of gallons of water supplied thereto for the monthly charge of the previous December, through and including April adjusted to 105% of average.

Any person using the sewerage works of the City may install, at no expense to the City, a meter of a style and type approved by the Utility Superintendent to meter actual sewage volume discharged from such property, and in that event, that gallonage figure shall be used in determining the sewer use for such property. Such metering equipment shall be maintained to provide accurate measurement of the sewer use and shall be tested and calibrated at the Utility Superintendent's request or at least annually with test results and maintenance records submitted to the Utility Superintendent for his review and approval. This shall be done by a competent metering contractor approved by the Utility Superintendent and at no expense to the City. If the above maintenance and testing is not done as required, the City shall hire an approved contractor to perform this work and the cost thereof shall be added to the customer's sewer charges.

(Ord. No. 168, Sec. 9, 10/5/64; Ord. No. 279, Sec. 1, 3/5/79; Ord. No. 287, Sec. 1, 9/17/79; Ord. No. 295, Sec. 4, 12/17/79; Ord. No. 495, Sec. 3, 12/16/91; Ord. No. 519, Sec. 4, 12/21/92)

4.

5. *Payment For Sewer Services.* Payment for sewer services billed shall be made to the office of the City Clerk and shall be due on or before the fifteenth (15th) day of the month in which the bill is received by the customer. A five percent (5%) penalty shall be added to bills not paid by the close of the business day on the fifteenth (15th) day of the month.

(Ord. No. 243, Sec. 16, 1/3/77; Ord. No. 295, Sec. 5, 12/17/79)

6. *Industrial User's Strength Charges.*

- a. *Establishment of strength charges.* For the purpose of paying the costs allocated to the City of Chaska each year by the Metropolitan Waste Control Commission that are based upon the strength of discharge of

all industrial user's receiving waste treatment services within or served by the City, there is hereby established, in addition to the sewer charge based upon volume of discharge as hereinbefore provided, a sewer charge upon each company or corporation receiving waste treatment services within or served by the City, based upon strength of industrial waste discharged into the sewer system by the City called the "strength charge."

- b. *Establishment of strength charge formula.* For the purpose of computation of the strength charge established by paragraph H,6,a, there is hereby established a strength charge formula as designated in Resolution No. 76-172 adopted by the governing body of the Metropolitan Waste Control Commission on June 15, 1976, which is hereby made a part of this paragraph H,6 as if fully set forth herein, such formula being based upon pollution quality and difficulty of disposal of the sewage produced through an evaluation of pollution qualities and quantities in excess of an annual average base and the proportionate cost of operation and maintenance of waste treatment services provided by the Metropolitan Waste Control Commission.
- c. *Strength charge payment.* It is hereby determined that the strength charge established by paragraph H,6,a shall be paid by each industrial user receiving waste treatment services and subject thereto before the twentieth (20th) day next succeeding the date of billing thereof to such user by or on behalf of the City and such payment thereof shall be deemed to be delinquent if not so paid to the billing entity before such date. Furthermore, it is hereby established that if such payment is not paid before such date an industrial user shall pay interest compounded monthly at the rate of two-thirds of one percent ($\frac{2}{3}$ of 1%) on the unpaid balance due.
- d. *Establishment of tax lien.* As provided by Minn. Stat. § 444.075 Subd. 3, it is hereby determined that if payment of the strength charge as established by paragraph H,6,a is not paid before the sixtieth (60th) day next succeeding the date of billing thereof to the industrial user by or on behalf of the City, said delinquent sewer strength charge, plus accrued interest established pursuant to paragraph H,6,c, shall be deemed to be a charge against the owner, lessee or occupant of the property served and the City or its agents shall certify such unpaid delinquent balance to the County Auditor as taxes against the property served for collection as other taxes are collected; provided, however, that such certification shall not preclude the City or its agents from recovery of such delinquent sewer strength charge and interest thereon under any other available remedy.
(Ord. No. 143, Sec. 17, 1/3/77)

I. *Connection Charges.*

1. *Purpose And Intent.*

- a. For the purpose of paying for the establishment, obtainment,

construction, reconstruction, repair, replacement, depreciation, enlargement, and improvement of the total municipal sewer system including but not limited to the cost of collection and conveyance; it is hereby determined by the City Council of the City that charges, in accordance with the schedules provided, shall be paid to the City as set forth by resolution for every lot, piece, or parcel of land connecting to the municipal sanitary sewer system, or additional use causing excessive discharge of sewage or additional living units constructed upon land already connected to the system. Said charges are reviewed and, if necessary, revised each November, effective January first of the following year.

- b. It is hereby determined to be the policy of the City that the benefit to any lot, piece, or parcel of land developed within the drainage district hereinafter defined and within the classifications set forth in this paragraph, for sanitary sewer interceptor, trunk or subtrunk service or availability is similar and that payment for said service or availability should be collected on as fair, reasonable and equitable basis as possible. It is further determined that the charges as set forth by resolution and determined fairly and reasonably represent a benefit to said land in addition in any amount previously assessed for sanitary sewer interceptor, trunk or subtrunk service or availability or any amount paid for any permit fee and charges paid for inspection of said connection pursuant to any other ordinance of the City or any other governmental entity or agency.

(Ord. No. 208, Sec. 1, 1/23/73)

2. *Definitions.* As used in this paragraph the following terms shall have the meanings given:

Acreage availability charges is the amount of dollars per acre as determined and set forth by resolution. The acreage used in computation of the acreage availability charge shall be the net developable land area exclusive of lakes, major parks, major recreational areas, major greenways and major thoroughfares and external collector streets as shown on the appropriate comprehensive guide plans of the City, or amendments thereof.

Basic Equivalent Unit (BEU) for the purpose of this paragraph the classification of property, and the computation of the number of BEUs applicable for each connection to the municipal sewerage system, shall be in accordance with the classification and computation of the Metropolitan Council Environmental Services procedures for classification and computation of its service availability charge as more particularly set forth in that document identified as Service Availability Charge Procedures Manual, January 1998.

Basic equivalent unit charge is the amount of dollars per Basic Equivalent

Unit as set forth by resolution.

Connection to sewer system: For purpose of this division every lot, piece or parcel of land is considered to be connected to the sanitary sewer system at the time a sewer connection permit is issued. Where a sanitary sewer is available the sewer connection permit shall be applied for at the time of application for a building permit.

Drainage district shall mean the area of land within the City within the East Creek Drainage area is more particularly shown on the sewer map, identified as Figure 4, as amended, of the Comprehensive Sewer Report dated 1972 as transmitted February 14, 1972, which map is marked "Exhibit A", attached hereto and made a part hereof.

Sanitary sewer charge shall mean the total amount of charges against a lot, piece or parcel of land to be paid to the City for sanitary sewer interceptor, trunk or subtrunk service or availability, exclusive of sanitary sewer laterals, service connections and use charges, and that said total sanitary sewer charge shall be a combination of the acreage availability charge (AAC) and basic equivalent unit (BEU) charge.

(Ord. No. 208, Sec. 2, 1/23/72; Ord. No. 326, Sec. 1 5/3/82)

3. *Establishment Of Charges.* In order to accomplish the purpose and intent of this paragraph there is hereby established a sanitary sewer charge against every lot, piece or parcel of land within the drainage district, which charge shall be collected as follows:

At the appropriate time the City Clerk, or his duly authorized representative, shall compute the total acreage availability charge and the basic equivalent charge against the land to be subdivided, to be developed or for which a building permit is requested, or which is to be connected to the municipal sanitary sewer system. The sum total of the above two (2) charges shall constitute the sanitary sewer charge for said land. From the sanitary sewer charge shall be deducted the principal amount of any sanitary interceptor, trunk or subtrunk assessments previously levied against said land pursuant to Minn. Stat. Ch. 429 together with interest paid on the total amount of any such assessment principal in excess of the Sanitary Sewer Area fee, per acre, as shown on the Development Fee Schedule, as determined from the respective assessment rolls and adjusted to net developable acres, to December 31 of the year in which connection is made to the municipal sanitary sewer system. The remaining balance shall constitute the amount of the sanitary sewer charge to be paid prior to the issuance of a sewer permit.

(Ord. No. 208, Sec. 3, 1/23/73; Ord. No. 277, Sec. 1, 3/19/79; Ord. No. 417, Sec. 1, 8/3/87, Policy 08-01-94)

4. *Continued Payment Of Assessment Levied.* A property owner may continue to make assessment payments as provided in the original assessment roll. In that event an amount equal to the total principal assessed together with interest on any such assessment principal in excess of the Sanitary Sewer Area fee, per acre, shown on the Development Fee Schedule , to December 31 of the year in which the property is connected to the municipal sanitary sewer system shall be deducted from the sanitary sewer charge and the difference shall be paid in cash prior to the issuance of a sewer permit pursuant to this article, unless paid as so permitted in CMCO 7.08.110 paragraph H,7.

(Ord. No. 208, Sec. 3, 1/23/73; Ord. No. 277, Sec. 2, 3/19/79, Policy 08-01-94)

5. *Credits Against Future Assessment Payments.* A property owner may in the event that more than the Sanitary Sewer Area fee, per acre, as as shown on the Development Fee Schedule, as adjusted to net developable acres, is assessed against the land which is to be connected to the municipal sanitary sewer system, have the total amount assessed in excess of that per acre Sanitary Sewer Area fee together with the interest paid on such excess amount credited against future payments of assessments already levied against other property of the owner.

(Ord. No. 208, Sec. 3, 1-23-73; Ord. No. 277, Sec. 2, 3/19/79, Policy 08-01-94)

6. *Payment For Additional Living Units.* Prior to the issuance of a building permit for construction of additional living units on any land already connected to the municipal sanitary sewer system an amount equal to the basic equivalent unit charge for each of such additional living units to be constructed thereon shall be paid to the City.

(Ord. No. 208, Sec. 3, 11/23/73)

7. *Payment For Excessive Sewage.* In the event that the discharge of sewage from any land already connected to the sanitary sewer system within the classification as set forth in CMCO 7.08.110 paragraph H,1 shall exceed two hundred thousand (200,000) gallons per acre per year, the City Clerk shall recalculate the basic equivalent unit charge based upon such increased discharge. From the basic equivalent unit charge as so determined shall be deducted any basic equivalent unit charges theretofore paid and the remaining balance shall be the additional basic equivalent unit charge to be paid to the City for such excessive discharge.

(Ord. No. 208, Sec. 3, 11/23/73)

8. *Rates.* The sanitary sewer charge established as of January 1997 and thereafter, or until changed, as hereinafter set forth is the sum total of the following:

--	--

Acreage Availability Charge	The Sanitary Sewer Area fee as shown on the Development Fee Schedule.
Basic Equivalent Unit	The Sanitary Sewer Connection fee as shown on the Development Fee Schedule.

Because of the added tax base, the addition of new jobs and employment opportunities, it is in the best interest of the City to encourage the subdivision of land in accordance with the Subdivision Ordinance of the City, business, commercial and industrial development within the City, and in connection therewith it is hereby determined that the basic equivalent unit (BEU) charge for any land subdivided or for any development within the classification as defined in CMCO 7.08.110 paragraph H,1 shall be paid in cash, or assessed if requested of the owner or developer, at the time the land is subdivided or developed, whichever occurs first, and if assessed, be paid over a period of years not to exceed ten (10) years within the guidelines hereinafter set forth:

- a. If the BEU charge is assessed the City Council shall, by resolution, after taking into consideration the amount of the charge, the results of the latest fiscal analysis as set forth in paragraph I,9 and any other factors they deem necessary and advisable, determine the number of years over which the assessment is to be spread.
- b. The City Council in said resolution shall determine the number of years said charge shall be spread and the amount of interest to be charged thereon. Said payments may be spread over a period of not less than three (3) nor more than ten (10) years at an interest rate dependent upon the municipal investment market at that time.
- c. Prior to said charges being paid over a period of years, the land owner and/or Developer shall execute an agreement with the City whereby the land owner and/or Developer agrees that said charges shall be spread on the same basis as, and shall be considered as assessments against the land developed; and that said charges be a first and prior

lien against the property in question and on a parity with other assessments levied pursuant to Minn. Stat. Ch. 429, if any.

The Acreage Availability Charge (AAC) if not paid in cash, shall be assessed as provided above time of development or subdivision of land, whichever occurs first. The Basic Equivalent Unit (BEU) charge, if not paid in cash or assessed as above provided, shall be collected at time of obtaining a building permit.

(Ord. No. 208, Sec. 4, 1/23/73; Ord. No. 277, Sec. 4, 3/19/79; Ord. No. 417, Sec. 2, 8/3/87)

9. *Annual Review Of Charges.* A complete fiscal analysis and review of current and projected revenue capital expansion and projected growth shall be made prior to each major interceptor, trunk or subtrunk capital improvement project or at least annually by the City Administrator, together with such other persons as he deems necessary and advisable, and it shall be reported to the City Council on or before January 1 of each year.

Such analysis shall include and take into account changes in the estimated capital costs resulting from inflation or deflation, engineering design, technology, location and alignment of sewer lines; increase or decrease in lateral benefits from the interceptors, trunks or subtrunks, amendments to the comprehensive sewer layout, new materials, governmental grants, State and Federal regulations, and any other items or considerations which will have an affect upon the total cost of the municipal sanitary sewer system. Changes or potential changes in land use, zoning, density, rate of growth, interest earned on sinking funds and prepayments, or any other financial considerations or other factors affecting projected revenue of the system shall also be considered.

The acreage availability charge and/or basic equivalent unit connection charge may be adjusted to reflect any changes shown to be necessary by said fiscal review.

(Ord. No. 208, Sec. 5, 1/23/73)

10. *Separate Account.* All charges collected under this paragraph not specifically pledged to the repayment of a past or future bond issue shall be placed in a separate account. Revenues from time to time received in excess of amounts so pledged may be pledged by resolution of the governing body, or may be used, though not so pledged, for the payment of principal and interest on obligations issued pursuant to Minn. Stat. Ch. 444 or 475 for sanitary sewer interceptors, trunks and subtrunks or for any other purpose permitted under Minn. Stat. Ch. 444.

(Ord. No. 208, Sec. 6, 1/23/73)

J. *Reserve Capacity Charges.*

1. *Recitals.* The Metropolitan Sewer Board has determined to reserve unused capacity in the metropolitan disposal system each year commencing in 1973 for local government units in which new buildings will be connected, and new connections will be made, to that system during such year and to allocate that debt service costs of such unused capacity for the year among such local government units. In order for the City to pay such costs allocated to it each year, it will be necessary to establish sewer service availability and connection charges for all buildings constructed or connected to the metropolitan disposal system on or after January 1, 1973.

(Ord. No. 207, Sec. 1, 12/18/72)

2. *Establishment Of Charges And Amount Of Charges.*

- a. For the purpose of paying the costs of reserve capacity allocated to the City each year by the Metropolitan Sewer Board, there is hereby established a charge for:
 - (1) The availability of treatment works and interceptors comprising the metropolitan disposal system; and
 - (2) Connections, direct and indirect, to the metropolitan disposal system.

The charge is hereby imposed on each building in the City, and on each connection to the metropolitan disposal system directly or through the City's system, which is within any sewer area established by the Metropolitan Sewer Board, construction of which building is commenced, or which connection is made, on or after January 1, 1973. The charge shall be payable at the time of, and as conditioned to, the issuance of a building permit or a connection permit, as the case may be, but no charge shall be due upon the issuance of a connection permit if a charge was paid upon issuance of a building permit.

The charge for each building shall be equal to the number of units of sewage volume which it will discharge, multiplied by the effective rate determined by the Metropolitan Wastewater Services. The charge after 1977 shall be as the City Council, by ordinance, may determine. A unit of sewage volume shall be one hundred thousand (100,000) gallons per year and shall be assigned as follows:

- (1) Single-family dwellings and each living unit within any townhouse development, duplex and mobile homes greater than fourteen (14) feet in width shall comprise one unit;
- (2) Each living unit within condominiums for residential use and apartments and mobile homes fourteen (14) feet in width or less shall each comprise eighty percent (80%) of a unit;
- (3) All other buildings shall be assigned one (1) unit for each one hundred thousand (100,000) gallons of flow or part thereof

- which the City estimates they will discharge;
- (4) Buildings for residential use and existing or for which building permits were issued prior to January 1, 1973, shall be counted as one-half (½) the unit equivalent for that type of residential building if connected to the metropolitan disposal system prior to January 1, 1974, and shall be counted at the full rate thereafter.

(Ord. No. 207, Sec. 2, 12/18/72)

3. *Administration.* The City Administrator, or his duly authorized representative, shall prepare or revise building permits and sewage connection permit application forms to provide information necessary for the computation of the number of units assignable to the building in question. The Administrator shall make such information available to the Metropolitan Sewer Board upon request.

(Ord. No. 207, Sec. 2, 2/18/72)

4. *Council May Change Charges.* The City Council may by ordinance increase, diminish, or change the amount and basis of the charges herein established, from time to time.

(Ord. No. 207, Sec. 2, 12/18/72)

5. *Charges To Be In Addition To Other Charges.* The charges herein established shall be in addition to, and not in lieu of, all other charges imposed from time to time by the City for building permits, sewer connection permits and sewer rental charges.

(Ord. No. 207, Sec. 2, 12/18/72)

SECTION 2: **AMENDMENT** “7.12.020 Rates And Charges” of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.12.020 Rates And Charges

- A. *Alternate Metering System Fees.* The fee for alternate monthly meter readings shall be ~~fifty~~^{fifty} dollars and no cents (\$~~50.00~~^{50.00}~~40.00~~) for each property.

(Ord. No. 211, Sec. 4, 4/16/73; Ord. No. 243, Sec. 22, 1/3/77; Ord. 871, 8/19/13; Ord. No. 883, Art. III, Div. 1, Sec. 55, 4/21/14)

- B. *Turning On Water After Service Has Been Terminated.* For turning on water where service has been turned off for nonpayment of water bill, failure to repair a leak,

discontinuance of service or any other cause, a service charge of ~~fifty~~twenty-five dollars (\$~~25~~50.00) will be made.

(Ord. No. 211, Sec. 7, 4/16/73; Ord. No. 243, Sec. 23, 1/3/77; Ord. No. 871, 8/19/13)

- C. *Adjustment Of Curb Box.* For raising or lowering curb box tops to correspond with ground level the charge to the property owner shall be the actual cost, with minimum charge of ~~fifty~~twenty-five dollars (\$~~50~~25.00) will be made.

(Ord. No. 211, Sec. 4, 4/16/73; Ord. No. 243, Sec. 24, 1/3/77; Ord. 871, 8/19/13)

- D. *Basic Rates.* The rate due and payable to the City from each water user within the City for water taken during any month from the water supply system shall be as follows:

Residential:		
Per Thousand Gallons (PTG) at -		
	0—2,000 gallons	\$ 2.86 <u>2.74</u> PTG
	2,001 to 5,000 gallons	\$ 3.07 <u>2.93</u> PTG
	5,001 to 8,000 gallons	\$ 3.35 <u>3.18</u> PTG
	8,001 to 12,000 gallons	\$ 3.74 <u>3.54</u> PTG
	12,001 to 40,000 gallons	\$ 4.24 <u>4.00</u> -PTG
	Above 40,001 gallons	\$ 5.43 <u>5.12</u> PTG
Commercial:		
Per Thousand Gallons (PTG) at -		
	0 to 20,000 gallons	\$ 2.85 <u>2.73</u> PTG
	Above 20,001 gallons	\$ 3.24 <u>3.02</u> PTG
	Bulk Water (Hydrant)	\$ 9.03 <u>8.36</u> PTG
Industrial:		
Per Thousand Gallons (PTG) at -		
	0 to 90,000 gallons	\$ 2.61 <u>2.48</u> PTG
	Above 90,001 gallons	\$ 2.96 <u>2.76</u> PTG
City of Chaska:		

Per Thousand Gallons (PTG) at -		
	0—2,000 gallons	\$ 2.29 2.06 PTG
	2,001 to 5,000 gallons	\$ 2.46 2.20 PTG
	5,001 to 8,000 gallons	\$ 2.68 2.39 PTG
	8,001 to 12,000 gallons	\$ 3.00 2.66 PTG
	12,001 to 40,000 gallons	\$ 3.40 3.00 PTG
	Above 40,001 gallons	\$ 4.35 3.84 PTG
Irrigation Only Meters:		
Per Thousand Gallons (PTG) at -		
	0 to 20,000 gallons	\$ 3.78 3.57 PTG
	20,001 to 40,000 gallons	\$ 4.49 4.16 PTG
	Above 40,001 gallons	\$ 5.58 5.12 PTG

(Ord. No. 878, Chap. 25, Art. III, Div. 1, Sec. 58, 12/16/13; Ord. No. 896, Sec. 1, 12/15/14; Ord. No. 910, Sec. 1, 1/4/16; Ord. No. 927, Sec. 1, 12/19/16; Ord. No. 943, § 1, 1/8/18; Ord. No. 959, § 1, 12/17/18)

E. *Customer Charges, Minimum Charges And Minimum Flat-Rate Charges.*

Notwithstanding the schedule of charges listed herein each water user shall pay a customer charge and a minimum flat rate charge for each monthly period during which water service is furnished as follows:

Meter Size	Monthly Flat Rate, Customer Charges (Per Occupancy Unit)	Monthly Flat-Rate, Charge for Safe Drinking Water (Per Service Connection)
5/8 to 3/4 inch	\$ 7.55 6.45	\$0.81
1 inch	\$ 11.40 9.60	\$0.81
1 1/2 inch	\$ 19.75 16.15	\$0.81
2 inch	\$ 29.80 24.50	\$0.81
3 inch	\$ 105.20 87.05	\$0.81
4 inch	\$ 187.30 150.85	\$0.81
6 inch and over	\$ 387.20 305.95	\$0.81

~~The above stated customer charge as applied to single family dwellings, townhomes,~~

~~condominiums, apartments and duplex homes shall be six dollars and forty five cents(\$6.45) for each living unit contained therein.~~

(Ord. No. 780, Chap. 25, Art. III, Div. 1, Sec. 58, 12/19/05; Ord. No. 816, Art. III, Div. 1, Sec. 58, 1/7/08; Ord. No. 832, Art. III, Div. 1, Sec. 58 and 59, 8/31/09; Ord. No. 855, Art. III, Sec. 58 and 59, 12/19/11; Ord. No. 863, Art. III, Div. 1, Sec. 58 and 59, 12/17/12; Ord. No. 878, Chap. 25, Art. III, Div. 1, Sec. 59, 12/16/13; Ord. No. 896, Sec. 2, 12/15/14; Ord. No. 910, Sec. 2, 1/4/16; Ord. No. 927, Sec. 2, 12/19/16; Ord. No. 943, § 2, 1/8/18; Ord. No. 959, § 2, 12/17/18)

- F. *Water Meter Testing Deposit.* Before making a test of any meter, the person requesting such test shall, at the time of filing such request with the City, make a deposit with the City Clerk for the amount charged for such test, subject to the conditions stated in this section, which are charges as follows:

Five-eighths (5/8) inch to one (1) inch \$60.00
One and one-half (1½) to two (2) inch \$90.00
Two (2) inch and larger Actual Cost

The deposit required for testing any meter over two (2) inch shall be the actual cost of removing, transporting, testing and reinstalling the meter as estimated by the company hired by the City performing the work.

(Ord. No. 211, Sec. 6, 4/16/73; Ord. No. 243, Sec. 28, 1/3/77; Ord. No. 294, Sec. 3, 12/17/79; Ord. No. 518, Sec. 3, 12/21/92; Ord. No. 567, Sec. 3, 12/19/94; Ord. No. 883, Art. III, Div. 1, Sec. 60, 4/21/14)

- G. *Water Bills.* Water bills shall be mailed to the customers monthly and shall specify the water consumed and the charges in accordance with the rates set out herein. Payment for water bills shall be made at the office of the City Clerk and shall be due on or before the fifteenth (15th) day of the month in which the bill is received by the customer. A five percent (5%) penalty shall be added to bills not paid by the close of the business day on the fifteenth (15th) day of the month.

(Ord. No. 211, Sec. 6, 4/16/73; Ord. No. 243, Sec. 28, 1/3/77; Ord. No. 294, Sec. 4, 12/17/79; Ord. No. 574, Sec. 1, 5/15/95)

- H. *Discontinuance Of Water For Nonpayment Of Bills.* All charges for water shall be due on the monthly due date specified by the City for the respective account. It shall be the duty of the City to endeavor to promptly collect delinquent accounts. In all cases where satisfactory arrangements for payment have not been made, and said amount is more than thirty (30) days delinquent, instructions shall be given to discontinue service by shutting off the water at the stop box. All delinquent accounts shall be certified to the City Clerk who shall prepare an assessment roll each year providing for assessments of the delinquent amounts against the respective parties served. This assessment roll shall be delivered to the Council for adoption on or before October 1st of each year, and may be certified to the County Auditor as taxes against any such property to be collected and paid over to the City along with other taxes. Such action

may be optional or subsequent to taking legal action to collect delinquent accounts.

(Ord. No. 211, Sec. 7, 1/16/73; Ord. No. 243, Sec. 29, 1/3/77; Ord. No. 294, Sec. 5, 12/17/79)

- I. *Voluntary Discontinuance Of Water Service*. A user of water service, not delinquent in payment for water used, may request the City to connect or terminate service to his property and if said service is not reconnected until more than thirty (30) days after disconnect it shall be deemed a voluntary disconnect and service shall be reconnected upon payment of a reconnection charge in the amount of twenty five dollars (\$25.00).

(Ord. No. 341, Sec. 2, 12/6/82)

SECTION 3: **AMENDMENT** “7.08 Sewers And Sewage Disposal” of the City of Chaska Municipal Code is hereby *amended* as follows:

AMENDMENT

7.08 Sewers And Sewage Disposal

PASSED AND ADOPTED BY THE CITY OF CHASKA COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Grau	_____	_____	_____	_____
Councilmember Hatfield	_____	_____	_____	_____
Councilmember Huang	_____	_____	_____	_____
Councilmember Hubbard	_____	_____	_____	_____
Mayor Windschitl	_____	_____	_____	_____

Presiding Officer

Attest

Mike Huang, Mayor Pro Tem,
City of Chaska

Denise Beebe, Senior Clerk, City of
Chaska

**CITY OF CHASKA
CARVER COUNTY, MINNESOTA**

RESOLUTION

DATE 12/18/2023 **RESOLUTION NO.** 2023-99

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

A Resolution to Approve Summary Publication of Ordinance 2023-1040

WHEREAS, the City Council for the City of Chaska recently adopted Ordinance 2023-1040 titled Establish 2024 Sewer and Water Rates, which is a lengthy ordinance and not suitable to publication in full; and

WHEREAS, the City desires to publish a summary of the ordinance in accordance with Minnesota law; and

WHEREAS, the City has determined that publication of the title and summary of the ordinance will clearly inform the public of the intent and effect of the ordinance; and

WHEREAS, a copy of the full text is available for viewing in the Chaska Library and the City Clerk's office;

NOW, THEREFORE, BE IT RESOLVED, the City Council for the City of Chaska that the following summary of Ordinance 2023-1040 is approved for publication:

Ordinance 2023-1040 - An ordinance to amend sewer, water, and septic regulations in Chapter 7 of the Chaska Municipal Code of Ordinances (the "CMCO").

Sewer rates, charges, and regulations for sewage disposal in CMCO Article 7.08 is amended to include technical updates, and to clarify definitions used throughout Art. 7.08. It also provides for 2024 sewer rental and minimum charges effective January 2024 as well as fees for Sanitary Sewer Areas and Sanitary Sewer Connection as shown on the Development Fee schedule which shall be established annually by the City Council.

Water rates, charges, and regulations in CMCO Art. 7.12 is amended to include technical updates and to clarify definitions used throughout Art. 7.12. It also provides updates for 2024 water services and minimum charges effective January 2024. Water availability charges, water area fees and water connection shall be established annually by the City Council and shall be payable in the amounts shown on the Development Fee schedule.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 18th day of December 2023.

Mike Huang, Mayor Pro Tem

Attest: _____
Chaska Deputy Clerk

**CITY OF CHASKA
CARVER COUNTY, MINNESOTA**

RESOLUTION

DATE 12/18/2023 **RESOLUTION NO.** 2023-100

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

A Resolution Adopting a Stormwater Utility Residential Equivalency Factor

WHEREAS, Chapter 7, Article 16, Section 020, Subsection C-2 of the Chaska Minnesota Code of Ordinances states "The stormwater management fee for single-family residential property shall be calculated by dividing the storm water management budget by the total number of REFs (Residential Equivalency Factor.) The minimum monthly storm water utility fee shall be set annually by the City Council."; and,

WHEREAS, the City Council has reviewed a proposed 2024 Budget for the Storm Water Utility Fund based on \$3,044,159 in total expenses and 248,098 in total REF's for a REF rate of \$12.27 per REF.

NOW, THEREFORE, BE IT RESOLVED, that a 2024 rate of Twelve Dollars and Twenty-Seven cents (\$12.27) per REF be established for the Storm Water Utility.

Passed and adopted by the City Council of the City of Chaska, Minnesota, this 18th day of December 2023.

Mike Huang, Mayor Pro Tem

Attest: _____

Chaska Deputy Clerk

CLAIMS ROSTER REPORT

FOR COUNCIL MEETING:

December 18, 2023

Paid and Unpaid Invoices:

Check #'s 349515-349728

\$4,410,133.86

Paid Electronic Invoices:

Wire #'s 3948-3959

\$6,379,130.01

Amount for Approval-Council Meeting:

December 18, 2023

\$10,789,263.87

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VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
110644	1200 LAKEVIEW DRIVE LLC										
8	CHECK DATE: 12/19/2023	12/01/2023	121923	349547	17,479.00	17,479.00	12/31/2023	INV	PD		Tax Abatement Payment
100006	SCOTT A HUTNICK										
121093	CHECK DATE: 12/07/2023	11/30/2023	120723	349525	450.00	450.00	12/15/2023	INV	PD		Nov Animal Control
109767	A&J OUTDOOR POWER LLC										
12236	CHECK DATE: 12/19/2023	10/19/2023	121923	349548	51.87	51.87	12/07/2023	INV	PD		#264 FERTILIZER SPINNE
106208	ATHLACTON HOLDINGS LLC										
1000150945	CHECK DATE: 12/19/2023	10/31/2023	121923	349549	2,557.80	2,557.80	11/30/2023	INV	PD		ActiveNet Verifone Dev
4100180151	CHECK DATE: 12/19/2023	10/13/2023	121923	349549	39,366.60	39,366.60	11/12/2023	INV	PD		ActiveNet Subscription
CB2023OCT_002	CHECK DATE: 12/19/2023	11/30/2023	121923	349549	40.00	40.00	12/30/2023	INV	PD		Oct ActiveNet Chargeba
					41,964.40						
103825	ACUSHNET COMPANY										
916942332	CHECK DATE: 12/19/2023	12/06/2023	121923	349550	41.63	41.63	01/05/2024	INV	PD		RESALE
108949	ADVANTAGE COLLECTION PROFESSIONALS LLC										
8481688	CHECK DATE: 12/19/2023	11/30/2023	121923	349551	598.31	598.31	12/31/2023	INV	PD		Nov Collection Commiss
100843	AH HERMEL CANDY & TOBACCO CO										
1001040	CHECK DATE: 12/19/2023	12/07/2023	121923	349552	134.99	134.99	12/31/2023	INV	PD		WATER FOR FD
100073	AMARIL UNIFORM CO										
IV253400	CHECK DATE: 12/19/2023	11/30/2023	121923	349553	3,948.94	3,948.94	12/30/2023	INV	PD		T. ANDERSON-FR CLOTHIN

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
111720 ANDERSON, ALEC										
132102302-2023-1		11/30/2023	121923	349554	2,080.00	2,080.00	12/31/2023	INV	PD	NOV REBATE-SOLAR PANEL
CHECK DATE: 12/19/2023										
100119 SHAKOPEE VALLEY FORD										
369188FOW		12/06/2023	121923	349555	223.17	223.17	01/06/2024	INV	PD	#1213 SPARK PLUGS, BOO
CHECK DATE: 12/19/2023										
369246-1FOW		12/07/2023	121923	349555	63.72	63.72	01/07/2024	INV	PD	#1192 SPARK PLUGS
CHECK DATE: 12/19/2023										
369246FOW		12/06/2023	121923	349555	42.66	42.66	01/06/2024	INV	PD	#1192 SPARK PLUGS & BO
CHECK DATE: 12/19/2023										
369268FOW		12/07/2023	121923	349555	200.20	200.20	01/07/2024	INV	PD	#1212 EXHAUST PIPE
CHECK DATE: 12/19/2023										
369599FOW		12/12/2023	121923	349555	94.99	94.99	01/12/2024	INV	PD	#1227 REAR BRAKE PADS
CHECK DATE: 12/19/2023										
CM368071*1FOW		11/28/2023	121923	349555	-53.02	-53.02	12/28/2023	CRM	PD	#1192 SERPENTINE BELT
CHECK DATE: 12/19/2023										
CM368071FOW		11/28/2023	121923	349555	-75.00	-75.00	12/28/2023	CRM	PD	#1192 ROTOR RETURN
CHECK DATE: 12/19/2023										
SMCB382979		12/01/2023	121923	349556	5,531.37	5,531.37	01/01/2024	INV	PD	#1228 POLICE REPAIRS
CHECK DATE: 12/19/2023										
100122 ARAMARK REFRESHMENT SERVICES					6,028.09					
05019352		11/09/2023	121923	349557	269.14	269.14	12/31/2023	INV	PD	COFFEE, CREAMERS, COCO
CHECK DATE: 12/19/2023										
3506218		12/05/2023	121923	349557	142.45	142.45	01/05/2024	INV	PD	Water Filter for Coffe
CHECK DATE: 12/19/2023										
109198 ARCHER MECHANICAL					411.59					
30552		09/15/2023	121923	349558	416.76	416.76	12/01/2023	INV	PD	Fan motor for main chi
CHECK DATE: 12/19/2023										
30955		11/15/2023	121923	349558	1,615.94	1,615.94	12/15/2023	INV	PD	Svc RTUS over St. Fran
CHECK DATE: 12/19/2023										

Report generated: 12/14/2023 10:55
 User: 8482mrob
 Program ID: apinvlst

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VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100146 ASPEN MILLS INC					2,032.70					
324299		12/06/2023	121923	349559	56.95	56.95	12/31/2023	INV	PD	DUTY UNIFORM-NUNEZ
CHECK DATE: 12/19/2023										
324300		12/06/2023	121923	349559	83.99	83.99	12/31/2023	INV	PD	DUTY UNIFORM-JOHNSON
CHECK DATE: 12/19/2023										
324301		12/06/2023	121923	349559	280.84	280.84	12/31/2023	INV	PD	DUTY UNIFORM-PIERCE
CHECK DATE: 12/19/2023										
105236 B & B TRANSFORMER INC					421.78					
28604	230264	12/11/2023	121923	349560	35,495.00	35,495.00	01/11/2024	INV	PD	TRN UG 750KVA #601-209
CHECK DATE: 12/19/2023										
28626	230265	12/11/2023	121923	349560	60,505.00	60,505.00	01/11/2024	INV	PD	TRN UG 1500KVA #601-20
CHECK DATE: 12/19/2023										
28628	230263	12/11/2023	121923	349560	59,995.00	59,995.00	01/11/2024	INV	PD	TRN UG 2000KVA #601-20
CHECK DATE: 12/19/2023										
107572 BAKER TILLY VIRCHOW KRAUSE LLP					155,995.00					
BTMA23282		12/13/2023	121923	349561	10,400.00	10,400.00	12/31/2023	INV	PD	FACILITY DEBT MODELING
CHECK DATE: 12/19/2023										
BTMA23286		12/13/2023	121923	349561	1,500.00	1,500.00	12/31/2023	INV	PD	2023 ARB CALC 2015A &
CHECK DATE: 12/19/2023										
111721 BAKER, SAMANTHA					11,900.00					
240001360-2023-1		10/31/2023	121923	349562	1,920.00	1,920.00	12/31/2023	INV	PD	NOV REBATE-SOLAR PANEL
CHECK DATE: 12/19/2023										
104425 BAKKELUND TREE AND LANDSCAPE SERVICE LLC										
3883		02/24/2023	121923	349563	875.00	875.00	12/28/2023	INV	PD	HAZARD TREE REMOVAL-FE
CHECK DATE: 12/19/2023										
100174 BAUER BUILT TIRE AND BATTERY										
518024413		12/07/2023	121923	349564	2,280.49	2,280.49	01/07/2024	INV	PD	#117 REAR DRIVE TIRES
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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
111718 BERGEMANN, DEREK										
2013485.002		12/01/2023	121923	349565	500.00	500.00	12/31/2023	INV	PD	RFD DAMAGE DEPOSIT-WED
CHECK DATE: 12/19/2023										
102279 BOLTON & MENK INC										
0324773		11/20/2023	121923	349566	27,388.89	27,388.89	12/29/2023	INV	PD	CIRCLE THE BRICK TRAIL
CHECK DATE: 12/19/2023										
0325304		11/28/2023	121923	349566	5,338.00	5,338.00	12/31/2023	INV	PD	2023-2024 FUNDING ASSI
CHECK DATE: 12/19/2023										
100214 BORDER STATES INDUSTRIES INC					32,726.89					
927461332	230258	11/30/2023	121923	349567	567.66	567.66	12/25/2023	INV	PD	FUSE INLINE HOLDER 6 T
CHECK DATE: 12/19/2023										
927486057	230261	12/05/2023	121923	349567	175.20	175.20	01/05/2024	INV	PD	FUSE INLINE SAMP FNM S
CHECK DATE: 12/19/2023										
100254 BRYAN ROCK PRODUCTS INC					742.86					
62476		11/30/2023	121923	349568	83.66	83.66	12/30/2023	INV	PD	W/S STOCKPILE
CHECK DATE: 12/19/2023										
100287 CARVER COUNTY PUB HLTH/PLAN & WTR										
121126		12/06/2023	121923	349569	1,500.00	1,500.00	12/31/2023	INV	PD	Stormwater Permit App-
CHECK DATE: 12/19/2023										
100301 CARVER COUNTY										
30.0040800-2023		12/05/2023	121923	349570	5,655.39	5,655.39	12/31/2023	INV	PD	PROP TAX-ENGLER PROP N
CHECK DATE: 12/19/2023										
30.0040820-2023		12/05/2023	121923	349570	14,568.32	14,568.32	12/31/2023	INV	PD	PROP TAX-ENGLER PROP N
CHECK DATE: 12/19/2023										
100302 CARVER COUNTY					20,223.71					
1045		11/29/2023	121923	349571	3,401.73	3,401.73	12/29/2023	INV	PD	Annual Maint-Election
CHECK DATE: 12/19/2023										
3311		12/04/2023	121923	349572	10,159.18	10,159.18	01/03/2024	INV	PD	PAY 2024 TNT BILLING

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/19/2023											
					13,560.91						
100323 CDW GOVERNMENT INC											
NG73228		11/27/2023	121923	349573	303.23	303.23	12/27/2023	INV	PD		TRIPP SMART UPS-IT
CHECK DATE: 12/19/2023											
NJ47743		11/30/2023	121923	349573	116.22	116.22	12/30/2023	INV	PD		WIRELESS EARBUDS-IT ST
CHECK DATE: 12/19/2023											
					419.45						
100332 CENTERPOINT ENERGY RESOURCES CORP											
105010300/NOV23		12/04/2023	121423	349535	3,492.73	3,492.73	01/01/2024	INV	PD	NOV 3210	CHASKA BLVD G
CHECK DATE: 12/14/2023											
109045922/NOV23		12/05/2023	121423	349535	8,342.33	8,342.33	01/02/2024	INV	PD	NOV 1661	PARK RIDGE DR
CHECK DATE: 12/14/2023											
109052076/NOV23		12/05/2023	121423	349535	4,977.09	4,977.09	01/02/2024	INV	PD	NOV 1611	PARK RIDGE DR
CHECK DATE: 12/14/2023											
64030791582/NOV23		12/04/2023	121423	349535	61.55	61.55	01/01/2024	INV	PD	NOV 216 W 4TH	ST GAS S
CHECK DATE: 12/14/2023											
64030828871/NOV23		12/04/2023	121423	349535	70.04	70.04	01/01/2024	INV	PD	NOV 423 N WALNUT	ST GA
CHECK DATE: 12/14/2023											
					16,943.74						
100337 QWEST CORPORATION											
313773369/DEC23		12/01/2023	121223	349531	77.54	77.54	12/28/2023	INV	PD	DEC CCC	BURGLAR ALARM
CHECK DATE: 12/12/2023											
668021140		12/01/2023	120723	349526	347.83	347.83	12/31/2023	INV	PD	DEC SIP	PHONE BILL
CHECK DATE: 12/07/2023											
668214918		12/01/2023	120723	349526	850.10	850.10	12/31/2023	INV	PD	DEC	INTERNET SERVICE
CHECK DATE: 12/07/2023											
					1,275.47						
107927 CHASKA AREA COMPETITIVE JR CURLING CLUB											
1023		12/01/2023	121923	349574	10.00	10.00	12/30/2023	INV	PD		SubZero Donation Pass
CHECK DATE: 12/19/2023											
111213 CHASKA COMMONS LLC											
DEC 2023 UNIT 1	230057	12/11/2023	121423	349536	980.00	980.00	12/11/2023	INV	PD	Dec Rent-Unit #1 210	1

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CHECK DATE: 12/14/2023										
DEC 2023 UNIT 2	230056	12/11/2023	121423	349536	665.00	665.00	12/11/2023	INV	PD	Dec Rent-Unit #2 210 1
CHECK DATE: 12/14/2023										
DEC 2023 UNIT 3	230055	12/11/2023	121423	349536	1,475.00	1,475.00	12/11/2023	INV	PD	Dec Rent-Unit #3 210 C
CHECK DATE: 12/14/2023										
110240 CINTAS CORPORATION NO 2					3,120.00					
5185996595		11/29/2023	121923	349575	118.02	118.02	12/29/2023	INV	PD	FD MEDICAL/CLEANING SU
CHECK DATE: 12/19/2023										
5186266784		11/30/2023	121923	349576	500.38	500.38	12/30/2023	INV	PD	1ST AID SUPPLIES-CITY
CHECK DATE: 12/19/2023										
100418 CLEARSOFT INC					618.40					
170-323		12/01/2023	121923	349577	75.00	75.00	12/27/2023	INV	PD	DEC FD WATER SOFTENER
CHECK DATE: 12/19/2023										
100423 CLUB CAR LLC										
100110		11/29/2023	121923	349578	-122,380.00	-122,380.00	12/29/2023	CRM	PD	58 TRADE-IN GOLF CARTS
CHECK DATE: 12/19/2023										
100168		11/30/2023	121923	349578	65,720.00	65,720.00	12/30/2023	INV	PD	8 TC RENTAL CARTS
CHECK DATE: 12/19/2023										
53179		09/11/2023	121423-2	349546	907.54	907.54	10/11/2023	INV	PD	GOLF CART REPAIR
CHECK DATE: 12/14/2023										
98088		11/27/2023	121923	349578	230,020.00	230,020.00	12/27/2023	INV	PD	28 TC RENTAL CARTS
CHECK DATE: 12/19/2023										
98565		11/28/2023	121923	349578	230,020.00	230,020.00	12/28/2023	INV	PD	28 TC RENTAL CARTS
CHECK DATE: 12/19/2023										
109691 PRO-SHOPKEEPER COMPUTER SOFTWARE COMPANY					404,287.54					
INV1880999		12/01/2023	121923	349579	794.00	794.00	12/31/2023	INV	PD	DEC TC/LOOP SOFTWARE
CHECK DATE: 12/19/2023										
111222 CNH ARCHITECTS LTD										
3003		11/30/2023	121923	349580	265,697.30	265,697.30	12/31/2023	INV	PD	PUBLIC SAFETY FACILITY
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110722 COASTWISE FIREGUARD INC										
924	CHECK DATE: 12/19/2023	04/25/2023	121923	349581	422.78	422.78	12/31/2023	INV	PD	Plan Review-Oakridge D
925	CHECK DATE: 12/19/2023	04/25/2023	121923	349581	597.22	597.22	12/31/2023	INV	PD	Plan Review-Oakridge D
926	CHECK DATE: 12/19/2023	04/25/2023	121923	349581	5,192.54	5,192.54	12/31/2023	INV	PD	Plan Review-Fenway Fla
986	CHECK DATE: 12/19/2023	12/06/2023	121923	349581	770.00	770.00	12/31/2023	INV	PD	Plan Review-Beckman Co
					6,982.54					
104611 COMMERCIAL FURNITURE SERVICES INC										
95124-0	CHECK DATE: 12/19/2023	11/29/2023	121923	349582	17,564.85	17,564.85	12/31/2023	INV	PD	IT OFFICE SPACE
107399 OCCUPATIONAL HEALTH CENTERS OF MN PC										
103882046	CHECK DATE: 12/05/2023	11/20/2023	120523-2	349515	185.00	185.00	12/30/2023	INV	PD	PRE-EMPLOYMENT PHYSICA
103884735	CHECK DATE: 12/14/2023	11/22/2023	121423	349537	185.00	185.00	12/22/2023	INV	PD	Pre-Placement Physical
					370.00					
107686 CONCENTRA HEALTH SERVICES INC										
17003216	CHECK DATE: 12/12/2023	11/20/2023	121223	349532	250.00	250.00	12/31/2023	INV	PD	ANNUAL DOT CLEARINGHO
106135 CRAFT HOMES LLC										
4497 SAVANNA TRL	CHECK DATE: 12/19/2023	12/12/2023	121923	349583	1,500.00	1,500.00	12/31/2023	INV	PD	BUILDER DEPOSIT REFUND
4508 SAVANNA TRL	CHECK DATE: 12/19/2023	12/12/2023	121923	349583	2,500.00	2,500.00	12/31/2023	INV	PD	BUILDER DEPOSIT REFUND
					4,000.00					
107099 CRAIG RAPP										
CR-CHA-12.5.23.1	CHECK DATE: 12/19/2023	12/05/2023	121923	349584	375.00	375.00	12/06/2023	INV	PD	Compass Peer Group - A

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
107485 CROWN COLLEGE										
EMTI 39		12/06/2023	121923	349585	355.00	355.00	12/27/2023	INV	PD	FF MEDICAL TRAINING
CHECK DATE: 12/19/2023										
100475 CRYSTEEL TRUCK EQUIPMENT INC										
LP217956		12/05/2023	121923	349586	1,084.00	1,084.00	01/05/2024	INV	PD	#202 TOOLBOX
CHECK DATE: 12/19/2023										
100479 CULLIGAN-METRO BROOKLYN PARK										
114-01594506-5 NOV23		11/30/2023	121423	349538	15.77	15.77	12/20/2023	INV	PD	COOLER RENT-TC MAINT
CHECK DATE: 12/14/2023										
100493 DAMA METAL PRODUCTS INC										
121263		12/12/2023	121923	349587	308.00	308.00	01/12/2024	INV	PD	LOOP MAINT/CLUB FIRE K
CHECK DATE: 12/19/2023										
111685 REEM DANIAL										
Nov 2023		11/01/2023	121923	349588	123.96	123.96	01/01/2024	INV	PD	Nov Zumba Group Fitnes
CHECK DATE: 12/19/2023										
100520 DEM CON COMPANIES LLC										
17327		11/30/2023	121923	349589	82.28	82.28	12/30/2023	INV	PD	PARK GARBAGE
CHECK DATE: 12/19/2023										
107812 SCOTT CONGDON										
7181		11/26/2023	121923	349590	100.00	100.00	12/26/2023	INV	PD	BUSINESS CARDS-FIRE IN
CHECK DATE: 12/19/2023										
100533 DISPLAY SALES COMPANY										
INV1692		12/01/2023	121923	349591	232.00	232.00	01/01/2024	INV	PD	XMAS REPLACEMENT BULBS
CHECK DATE: 12/19/2023										
111668 DIVERSIFIED WALL SYSTEMS										
38210		10/28/2023	121923	349592	17,626.00	17,626.00	12/28/2023	INV	PD	DRYWALL FOR LOOP BUILD
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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
111463 DOOR SERVICE COMPANY OF THE TWIN CITIES INC											
1002-16943		12/06/2023	121923	349593	1,577.50		1,577.50	01/06/2024	INV	PD	LOOP BUILDINGS-REPAIRS
CHECK DATE: 12/19/2023											
100549 DORSEY AND WHITNEY LLP											
3931359		12/04/2023	121923	349594	29,500.00		29,500.00	01/04/2024	INV	PD	2023A GO BONDS
CHECK DATE: 12/19/2023											
111282 CANNON TECHNOLOGIES INC											
951113404	230067	11/30/2023	121923	349595	167,500.84		167,500.84	12/30/2023	INV	PD	AMI METER PROJECT RESI
CHECK DATE: 12/19/2023											
951173754	230065	12/01/2023	121923	349595	99,768.24		99,768.24	12/31/2023	INV	PD	AMI METER PROJECT RESI
CHECK DATE: 12/19/2023											
951173756	230064	12/01/2023	121923	349595	99,768.24		99,768.24	12/31/2023	INV	PD	AMI METER PROJECT RESI
CHECK DATE: 12/19/2023											
					367,037.32						
100602 EMERGENCY APPARATUS MAINTENANCE INC											
130402		12/06/2023	121923	349596	2,779.42		2,779.42	01/06/2024	INV	PD	#328 VALVE REPAIR
CHECK DATE: 12/19/2023											
102657 ENERGY MANAGEMENT SOLUTIONS INC											
10743		12/01/2023	121923	349597	6,241.34		6,241.34	01/05/2024	INV	PD	DECEMBER MONTHLY RETAI
CHECK DATE: 12/19/2023											
104594 ESP INC											
013065		12/08/2023	121923	349598	840.00		840.00	01/08/2024	INV	PD	LOOP CLUBHOUSE-FIRE AL
CHECK DATE: 12/19/2023											
013065-M		12/08/2023	121923	349598	840.00		840.00	01/08/2024	INV	PD	LOOP MAINT FIRE ALARM
CHECK DATE: 12/19/2023											
					1,680.00						
105728 FIDELITY SECURITY LIFE INSURANCE COMPANY											
166058521		11/22/2023	121223	349533	787.48		787.48	12/31/2023	INV	PD	DEC EMP INS PREM-VISIO
CHECK DATE: 12/12/2023											
110169 FELHABER LARSON FENLON AND VOGT PA											

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713215		12/06/2023	121923	349599	22,263.00	22,263.00	12/27/2023	INV	PD	TH 41 PROJECT-PROPERTY
CHECK DATE: 12/19/2023										
713216		12/06/2023	121923	349599	23,202.00	23,202.00	12/27/2023	INV	PD	MEADOW SPRING CHURCH C
CHECK DATE: 12/19/2023										
713217		12/06/2023	121923	349599	897.00	897.00	12/27/2023	INV	PD	JAMS PROPERTIES & SIEG
CHECK DATE: 12/19/2023										
100653 FERGUSON ENTERPRISES INC					46,362.00					
0502951		11/27/2023	121923	349600	17.06	17.06	12/27/2023	INV	PD	DRAIN CLEANER
CHECK DATE: 12/19/2023										
9500186		12/05/2023	121923	349600	158.00	158.00	01/05/2024	INV	PD	RINK 1 URINAL
CHECK DATE: 12/19/2023										
9500197		12/05/2023	121923	349600	107.51	107.51	01/05/2024	INV	PD	MAINTENANCE SUPPLIES-S
CHECK DATE: 12/19/2023										
9518909		12/11/2023	121923	349600	85.36	85.36	01/11/2024	INV	PD	TOILET REPAIR PARTS
CHECK DATE: 12/19/2023										
100655 FERRELLGAS 7780961					367.93					
1124689342		11/01/2023	121923	349601	47.27	47.27	12/01/2023	INV	PD	PROPANE
CHECK DATE: 12/19/2023										
110125 FIFTH ASSET INC										
DB2002737		12/01/2023	121923	349602	9,500.00	9,500.00	12/31/2023	INV	PD	2024 DEBT BOOK SUBSCRI
CHECK DATE: 12/19/2023										
111488 AT&T MOBILITY NATIONAL ACCOUNTS LLC										
287333620278X1203202		11/25/2023	120723	349527	235.38	235.38	12/20/2023	INV	PD	NOV FIRSTNET MOBILE
CHECK DATE: 12/07/2023										
100684 FORNER, TOM										
120935		11/30/2023	121923	349603	47.16	47.16	12/30/2023	INV	PD	MILEAGE-INSPECTIONS W/
CHECK DATE: 12/19/2023										
121129		12/06/2023	121923	349603	41.92	41.92	12/31/2023	INV	PD	MILEAGE-INSPECTIONS W/
CHECK DATE: 12/19/2023										

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100693 FS3 INC					89.08						
86663 CHECK DATE: 12/19/2023		12/07/2023	121923	349604	404.33	404.33	01/06/2024	INV	PD	#727 10" FAST REAMER	
111715 FUEHRER, JANINE											
36401 CHECK DATE: 12/19/2023		11/30/2023	121923	349605	100.00	100.00	12/30/2023	INV	PD	CREDIT BALANCE REFUND-	
100729 GILBERT MECHANICAL CONTRACTORS LLC											
238869 CHECK DATE: 12/19/2023		11/29/2023	121923	349606	776.00	776.00	12/29/2023	INV	PD	QTRLY HVAC SVC	
100737 GMH ASPHALT CORPORATION											
52492300-10 CHECK DATE: 12/19/2023		11/29/2023	121923	349607	42,438.96	42,438.96	12/31/2023	INV	PD	2022 DT RECONSTRUCTION	
107570 GO PERMITS LLC											
B23-0505 CHECK DATE: 12/19/2023		11/29/2023	121923	349608	95.00	95.00	12/29/2023	INV	PD	RFD BLDG PERMIT-WINDOW	
111722 GOLTZ, TIM											
220055001-2023-1 CHECK DATE: 12/19/2023		10/31/2023	121923	349609	2,080.00	2,080.00	12/31/2023	INV	PD	NOV REBATE-SOLAR PANEL	
101463 GOPHER STATE ONE CALL											
3110285 CHECK DATE: 12/19/2023		11/30/2023	121923	349610	407.70	407.70	12/30/2023	INV	PD	NOVEMBER LOCATES	
111724 GOTTUMUKKALA, PRAVEEN											
343000900-2023-1 CHECK DATE: 12/19/2023		11/30/2023	121923	349611	2,500.00	2,500.00	12/31/2023	INV	PD	NOV REBATE-SOLAR PANEL	
100759 WW GRAINGER INC											
9913178027 CHECK DATE: 12/19/2023		11/22/2023	121923	349612	11.64	11.64	12/22/2023	INV	PD	GARAGE DOOR CHAIN LINK	

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9918826182		11/29/2023	121923	349612	35.58	35.58	12/29/2023	INV	PD		AIR CHUCKS - TIRES
CHECK DATE: 12/19/2023											
9920106730		11/30/2023	121923	349612	107.50	107.50	12/30/2023	INV	PD		BATTERIES & STOCK SUPP
CHECK DATE: 12/19/2023											
9921694882		12/01/2023	121923	349612	133.64	133.64	01/31/2024	INV	PD		VFD CONTROL COOLING FA
CHECK DATE: 12/19/2023											
100782 GS DIRECT INC					288.36						
374866		11/30/2023	121923	349613	688.85	688.85	12/30/2023	INV	PD		PLOTTER REPAIR
CHECK DATE: 12/19/2023											
111527 GUARDIAN FIRE PROTECTION INC											
2485		12/10/2023	121923	349614	8,000.00	8,000.00	01/10/2024	INV	PD		LOOP FIRE SUPPRESSION
CHECK DATE: 12/19/2023											
2486		12/10/2023	121923	349614	9,500.00	9,500.00	01/09/2024	INV	PD		LOOP FIRE SUPPRESSION
CHECK DATE: 12/19/2023											
105773 HALL SIGNS INC					17,500.00						
77530		10/27/2023	121923	349615	2,356.17	2,356.17	12/12/2023	INV	PD		SIGN BLANKS
CHECK DATE: 12/19/2023											
100810 HAWKINS INC											
6636530		11/27/2023	121923	349616	7,821.59	7,821.59	01/11/2024	INV	PD		WTP CHEMICALS
CHECK DATE: 12/19/2023											
100841 HERMANS LANDSCAPE SUPPLIES											
481106/1		12/06/2023	121923	349617	724.00	724.00	01/06/2024	INV	PD		DIRT FOR TOWN COURSE
CHECK DATE: 12/19/2023											
481214/1		12/08/2023	121923	349617	724.00	724.00	01/08/2024	INV	PD		DIRT FOR TOWN COURSE
CHECK DATE: 12/19/2023											
481261/1		12/11/2023	121923	349617	724.00	724.00	01/11/2024	INV	PD		DIRT FOR TOWN COURSE
CHECK DATE: 12/19/2023											
481280/1		12/12/2023	121923	349617	1,086.00	1,086.00	01/12/2024	INV	PD		DIRT FOR TOWN COURSE
CHECK DATE: 12/19/2023											

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
111714 HEWITT, JOHN					3,258.00						
35428		11/30/2023	121923	349618	296.07	296.07		12/30/2023	INV	PD	CREDIT BALANCE REFUND-
CHECK DATE: 12/19/2023											
100848 HIGH TECH CLEANING INC											
19485		11/20/2023	121923	349619	1,028.82	1,028.82		12/20/2023	INV	PD	CITY HALL-CLEANING SUP
CHECK DATE: 12/19/2023											
19502		12/01/2023	121923	349619	3,294.00	3,294.00		01/01/2024	INV	PD	CITY HALL-CLEANING
CHECK DATE: 12/19/2023											
19503		12/01/2023	121923	349619	520.00	520.00		01/01/2024	INV	PD	COMMUNITY ROOM-CLOVER
CHECK DATE: 12/19/2023											
19504		12/01/2023	121923	349619	1,593.00	1,593.00		01/01/2024	INV	PD	FIRE STATION-CLEANING
CHECK DATE: 12/19/2023											
19505		12/01/2023	121923	349619	1,215.00	1,215.00		01/01/2024	INV	PD	HISTORY CENTER-CLEANIN
CHECK DATE: 12/19/2023											
19506		12/01/2023	121923	349619	215.00	215.00		01/01/2024	INV	PD	IT DEPARTMENT-CLEANING
CHECK DATE: 12/19/2023											
19507		12/01/2023	121923	349619	2,525.96	2,525.96		01/01/2024	INV	PD	MSB - CLEANING
CHECK DATE: 12/19/2023											
19508		12/01/2023	121923	349619	185.00	185.00		01/01/2024	INV	PD	STANTEC BUILDING-CLEAN
CHECK DATE: 12/19/2023											
19509		12/01/2023	121923	349619	665.00	665.00		01/01/2024	INV	PD	WTP
CHECK DATE: 12/19/2023											
104159 HOFFMAN & MCNAMARA CO					11,241.78						
21033		11/20/2023	121923	349620	22,679.00	22,679.00		01/04/2024	INV	PD	41 STREETSCAPE IRRIGAT
CHECK DATE: 12/19/2023											
100859 HOISINGTON KOEGLER GROUP INC											
022-046-15		12/08/2023	121923	349621	4,065.97	4,065.97		12/31/2023	INV	PD	CITY SQUARE PARK RENOV
CHECK DATE: 12/19/2023											
106151 HOLT TOUR AND CHARTER INC											
50831		12/05/2023	121923	349622	850.00	850.00		01/05/2024	INV	PD	transportation Ives Au
CHECK DATE: 12/19/2023											

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100878 HUEBSCH										
84176/NOV2023		11/30/2023	121923	349623	1,666.99	1,666.99	12/10/2023	INV	PD	NOV RUG/MAT SVC
CHECK DATE: 12/19/2023										
100879 PRAIRIE TECHNOLOGIES INC OF MN										
230120		01/30/2023	121923	349624	500.00	500.00	12/15/2023	INV	PD	CITY HALL DIAL UP SUPP
CHECK DATE: 12/19/2023										
108162 HYDRO-DESIGNS INC										
0075144-IN		11/30/2023	121923	349625	856.00	856.00	12/30/2023	INV	PD	RPZ MANAGEMENT NOVEMBE
CHECK DATE: 12/19/2023										
100889 INTERNATIONAL CITY MGMT ASSN RETIREMENT CORP										
2023/1201-ICMA		12/01/2023	120523-2	349516	4,981.36	4,981.36	12/01/2023	INV	PD	120123 Payroll - 457 &
CHECK DATE: 12/05/2023										
110528 INVOICE CLOUD INC										
3052-2023_11		11/30/2023	121923	349626	11,643.08	11,643.08	12/30/2023	INV	PD	NOV UB PAYMENT PROCESS
CHECK DATE: 12/19/2023										
103041 IP STREAM MINNEAPOLIS LLC										
9		12/01/2023	121923	349627	35,132.00	35,132.00	12/31/2023	INV	PD	Tax Abatement Payment
CHECK DATE: 12/19/2023										
108948 AUDRANN INC										
1452333		12/05/2023	121923	349628	262.11	262.11	01/19/2024	INV	PD	FURNACE FILTERS
CHECK DATE: 12/19/2023										
1452354		12/05/2023	121923	349628	80.01	80.01	01/19/2024	INV	PD	FILTERS
CHECK DATE: 12/19/2023										
100972 JT SERVICES OF MINNESOTA					342.12					
JT23-331-04		11/27/2023	121923	349629	257.41	257.41	12/27/2023	INV	PD	WO#13426 ST LT MAIN ~
CHECK DATE: 12/19/2023										
JT23-335-06		12/01/2023	121923	349629	721.00	721.00	12/31/2023	INV	PD	N/S BOLTS FOR BANNER B
CHECK DATE: 12/19/2023										

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
					978.41					
111726 KARL CHEVROLET INC										
284001		11/22/2023	121923	349630	47,138.54	47,138.54	12/22/2023	INV	PD	#202 Chevrolet silvera
CHECK DATE: 12/19/2023										
111717 JASON KELM										
231121		11/21/2023	121923	349631	1,068.75	1,068.75	12/21/2023	INV	PD	WO#15097 HCKRY/ELM OH
CHECK DATE: 12/19/2023										
100992 KEYS WELL DRILLING COMPANY										
WELL 11-2/FINAL		11/16/2023	121923	349632	5,661.10	5,661.10	12/31/2023	INV	PD	TEST WELL 11 PROJECT
CHECK DATE: 12/19/2023										
WELL 5-1		11/29/2023	121923	349632	27,265.00	27,265.00	12/31/2023	INV	PD	WELL 5 MAINTENANCE
CHECK DATE: 12/19/2023										
					32,926.10					
111280 REBECCA KICKERT										
8		11/24/2023	121423	349539	5,456.00	5,456.00	12/31/2023	INV	PD	DEC RELOCATION CLAIM
CHECK DATE: 12/14/2023										
111658 KOEPPEN, THOMAS										
30962-2		11/30/2023	121923	349633	102.46	102.46	12/30/2023	INV	PD	CREDIT BALANCE REFUND-
CHECK DATE: 12/19/2023										
101022 KUSSKE CONSTRUCTION COMPANY LLC										
53390100-2		12/07/2023	121923	349634	465,864.91	465,864.91	12/31/2023	INV	PD	CREEK RD UTILITY & ST
CHECK DATE: 12/19/2023										
101103 L & S ELECTRIC INC										
710270	230217	12/04/2023	121923	349635	41,640.00	41,640.00	01/03/2024	INV	PD	MRS 115KV MOD RPR/MAIN
CHECK DATE: 12/19/2023										
101043 LANO EQUIPMENT INC										
01-1042927		12/01/2023	121923	349636	18.86	18.86	01/01/2024	INV	PD	#723 HEAT CONTROL KNOB
CHECK DATE: 12/19/2023										
01-1044445		12/07/2023	121923	349636	77.98	77.98	01/07/2024	INV	PD	CHAIN SAW CHAINS-TREE

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/19/2023										
01-1045375		12/12/2023	121923	349636	16.61	16.61	01/12/2024	INV	PD	CHAINSAW PARTS
CHECK DATE: 12/19/2023										
01-1045597		12/13/2023	121923	349636	32.91	32.91	01/13/2024	INV	PD	CHAINSAW PARTS & BAR O
CHECK DATE: 12/19/2023										
					146.36					
101050 LAW ENFORCEMENT LABOR SERVICES INC										
Dec-23		12/01/2023	120523-2	349517	1,957.50	1,957.50	12/01/2023	INV	PD	Dec-23 Police Union Du
CHECK DATE: 12/05/2023										
105024 LAWLER, CHARLES										
121069		12/05/2023	121923	349637	600.00	600.00	12/31/2023	INV	PD	PROPERTY RETURN
CHECK DATE: 12/19/2023										
					PAYEE: LAWLER, CHARLES					
105326 LENNAR										
2969 IRONWOOD BLVD		12/05/2023	121923	349638	2,500.00	2,500.00	12/31/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
2984 IRONWOOD BLVD		11/28/2023	121923	349638	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
2990 IRONWOOD BLVD		12/05/2023	121923	349638	2,500.00	2,500.00	12/31/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
2993 IRONWOOD BLVD		12/05/2023	121923	349638	2,500.00	2,500.00	12/31/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
2996 IRONWOOD BLVD		11/28/2023	121923	349638	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
3002 IRONWOOD BLVD		12/05/2023	121923	349638	2,500.00	2,500.00	12/31/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
3014 IRONWOOD BLVD		12/05/2023	121923	349638	2,500.00	2,500.00	12/31/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
					17,500.00					
101071 LENZEN CHEVROLET BUICK INC										
88054		11/28/2023	121923	349639	112.50	112.50	12/28/2023	INV	PD	#202 FLOOR MATS
CHECK DATE: 12/19/2023										
88080		11/30/2023	121923	349639	290.56	290.56	12/30/2023	INV	PD	#2708 SEAT BELT LATCH
CHECK DATE: 12/19/2023										

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
88081		11/30/2023	121923	349639	97.78	97.78	12/30/2023	INV	PD		#705 SEAT COVER
CHECK DATE: 12/19/2023											
88098		12/05/2023	121923	349639	163.00	163.00	01/05/2024	INV	PD		#2708 SEAT CUSHION
CHECK DATE: 12/19/2023											
88099		12/05/2023	121923	349639	398.95	398.95	01/05/2024	INV	PD		#705 MIRROR
CHECK DATE: 12/19/2023											
88108		12/05/2023	121923	349639	117.19	117.19	01/05/2024	INV	PD		#202 FLOOR MATS
CHECK DATE: 12/19/2023											
88115		12/06/2023	121923	349639	-112.50	-112.50	01/06/2024	CRM	PD		#202 MAT PKG CREDIT
CHECK DATE: 12/19/2023											
					1,067.48						
104708 LIFECORE BIOMEDICAL INC											
7		12/01/2023	121923	349640	16,924.00	16,924.00	12/31/2023	INV	PD		Tax Abatement Payment
CHECK DATE: 12/19/2023											
101097 LOCATORS & SUPPLIES INC											
0311228-IN		11/27/2023	121923	349641	92.30	92.30	12/27/2023	INV	PD		MARKING STICK - FOR LO
CHECK DATE: 12/19/2023											
110118 LOCKRIDGE GRINDAL NAUEN PLLP											
38239		12/01/2023	121923	349642	3,333.33	3,333.33	12/31/2023	INV	PD		DEC LOBBYIST FOR CITY
CHECK DATE: 12/19/2023											
105139 LUBE TECH AND PARTNERS LLC											
3363327		11/28/2023	121923	349643	196.98	196.98	12/28/2023	INV	PD		BUCKET TRUCKS APPARATU
CHECK DATE: 12/19/2023											
111716 M & M HOME CONTRACTORS											
38586		11/30/2023	121923	349644	85.74	85.74	12/30/2023	INV	PD		CREDIT BALANCE REFUND-
CHECK DATE: 12/19/2023											
111106 LAURA MACLEAN											
1439		12/13/2023	121923	349645	3,620.00	3,620.00	01/12/2024	INV	PD		FENCELINE WEED GUARD-C
CHECK DATE: 12/19/2023											
105710 MACQUEEN EMERGENCY GROUP											

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
P22805		12/04/2023	121923	349646	272.31	272.31	01/04/2024	INV	PD	TOOL FOR FIRE TRUCK
CHECK DATE: 12/19/2023										
101124 MACQUEEN EQUIPMENT										
W12710		09/18/2023	121923	349647	890.17	890.17	10/18/2023	INV	PD	CAMERA TRAILER REPAIR,
CHECK DATE: 12/19/2023										
W12711		09/18/2023	121923	349647	252.44	252.44	10/18/2023	INV	PD	CRAWLER REPAIR, INTERE
CHECK DATE: 12/19/2023										
W13178		12/04/2023	121923	349647	12,643.50	12,643.50	12/30/2023	INV	PD	#921 JETTER REPAIR
CHECK DATE: 12/19/2023										
					13,786.11					
106904 MCMASTER-CARR SUPPLY COMPANY										
18985236		12/12/2023	121923	349648	38.11	38.11	01/12/2024	INV	PD	BLUFF CREEK SUB-FUSES
CHECK DATE: 12/19/2023										
101168 MELCHERT HUBERT SJODIN PLLP										
170742		12/07/2023	121923	349649	3,145.45	3,145.45	12/31/2023	INV	PD	GENERAL FUND
CHECK DATE: 12/19/2023										
170743		12/07/2023	121923	349649	385.00	385.00	12/31/2023	INV	PD	COUNCIL MTGS
CHECK DATE: 12/19/2023										
170744		12/07/2023	121923	349649	1,400.30	1,400.30	12/31/2023	INV	PD	PLANNING & ZONING
CHECK DATE: 12/19/2023										
170745		12/07/2023	121923	349649	1,495.65	1,495.65	12/31/2023	INV	PD	ELECTRIC DEPARTMENT
CHECK DATE: 12/19/2023										
170746		12/07/2023	121923	349649	2,863.30	2,863.30	12/31/2023	INV	PD	ENERGY FRANCHISE ORDIN
CHECK DATE: 12/19/2023										
170747		12/07/2023	121923	349649	595.65	595.65	12/31/2023	INV	PD	THE LOOP GOLF COURSE
CHECK DATE: 12/19/2023										
170748		12/07/2023	121923	349649	184.80	184.80	12/31/2023	INV	PD	CLOVER RIDGE APARTMENT
CHECK DATE: 12/19/2023										
170749		12/07/2023	121923	349649	409.20	409.20	12/31/2023	INV	PD	UNITED PROPERTIES-COST
CHECK DATE: 12/19/2023										
170750		12/07/2023	121923	349649	171.60	171.60	12/31/2023	INV	PD	RIVERTOWN HEIGHTS
CHECK DATE: 12/19/2023										
170751		12/07/2023	121923	349649	237.60	237.60	12/31/2023	INV	PD	CLOUD HQ
CHECK DATE: 12/19/2023										

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170752		12/07/2023	121923	349649	528.00	528.00	12/31/2023	INV	PD		PUBLIC SAFETY BUILDING
CHECK DATE: 12/19/2023											
170753		12/07/2023	121923	349649	2,323.20	2,323.20	12/31/2023	INV	PD		MUELLER SYSTEMS ARBITR
CHECK DATE: 12/19/2023											
170754		12/07/2023	121923	349649	1,557.60	1,557.60	12/31/2023	INV	PD		CIRCLE THE BRICK TRAIL
CHECK DATE: 12/19/2023											
170755		12/07/2023	121923	349649	3,114.10	3,114.10	12/31/2023	INV	PD		NEW AMI SYSTEM
CHECK DATE: 12/19/2023											
170756		12/07/2023	121923	349649	264.00	264.00	12/31/2023	INV	PD		WEST OAK TRAIL VACATIO
CHECK DATE: 12/19/2023											
170757		12/07/2023	121923	349649	778.80	778.80	12/31/2023	INV	PD		WETLAND BANK
CHECK DATE: 12/19/2023											
101183 METROPOLITAN COUNCIL					19,454.25						
NOV 2023 SAC		11/30/2023	121923	349650	41,330.52	41,330.52	12/31/2023	INV	PD		NOV SAC CHARGES
CHECK DATE: 12/19/2023											
106134 DNR ENTERPRISES INC											
325633		12/06/2023	121923	349651	73,400.00	73,400.00	01/06/2024	INV	PD		GARAGE DOORS-TEMP FIRE
CHECK DATE: 12/19/2023											
101187 METRO SALES INC											
INV2419414		12/05/2023	121923	349652	163.00	163.00	01/04/2024	INV	PD		Contract Invoice
CHECK DATE: 12/19/2023											
INV2419477		12/05/2023	121923	349652	428.51	428.51	01/04/2024	INV	PD		Contract Invoice
CHECK DATE: 12/19/2023											
INV2420143		12/06/2023	121923	349652	2,766.13	2,766.13	01/05/2024	INV	PD		QTRLY RICOH CONTRACT
CHECK DATE: 12/19/2023											
INV2421839		12/08/2023	121923	349652	433.21	433.21	01/07/2024	INV	PD		RICOH/IM C3010
CHECK DATE: 12/19/2023											
INV2422982		12/11/2023	121923	349652	172.48	172.48	01/10/2024	INV	PD		RICOH COPIER-CURLING
CHECK DATE: 12/19/2023											
101199 MID COUNTY COOP #122665					3,963.33						
18208		11/22/2023	121923	349653	14.00	14.00	12/22/2023	INV	PD		PROPANE TANK
CHECK DATE: 12/19/2023											

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
105846	MID MINNESOTA STORAGE INC									
7383		12/07/2023	121923	349654	380.00	380.00	12/31/2023	INV	PD	LOOP CONTAINER RENTAL
CHECK DATE: 12/19/2023										
105998	MILBANK WINWATER WORKS									
189028 01	230260	11/22/2023	121923	349655	5,647.30	5,647.30	12/22/2023	INV	PD	INVENTORY- 1 1/2" METE
CHECK DATE: 12/19/2023										
101217	MINNESOTA CHILD SUPPORT PMT CTR									
PR1201230014462992		12/01/2023	120523-2	349519	73.24	73.24	12/01/2023	INV	PD	120123 Payroll Child s
CHECK DATE: 12/05/2023										
PR1201230015806598		12/01/2023	120523-2	349518	461.46	461.46	12/01/2023	INV	PD	120123 Payroll Child s
CHECK DATE: 12/05/2023										
105532	MINNESOTA CURLING ASSOCIATION				534.70					
121047		12/04/2023	121923	349656	1,191.00	1,191.00	01/04/2024	INV	PD	2023-2024 MCA Dues
CHECK DATE: 12/19/2023										
101216	MINNESOTA FIRE SERVICE CERTIFICATION BOARD									
12024		11/29/2023	121923	349657	504.00	504.00	12/29/2023	INV	PD	FF I & II EXAMS
CHECK DATE: 12/19/2023										
101303	MN TEAMSTER PUBLIC AND LAW ENFORCEMENT									
Dec-23		12/01/2023	120523-2	349520	5,053.00	5,053.00	12/01/2023	INV	PD	Dec-23 Local #320 Unio
CHECK DATE: 12/05/2023										
111728	MINNESOTA VALLEY COMMUNITY BAND									
121194		12/06/2023	121923	349658	1,000.00	1,000.00	12/31/2023	INV	PD	DONATION FROM CHASKA L
CHECK DATE: 12/19/2023										
101276	MINNESOTA VALLEY ELECTRIC COOPERATIVE									
107050711/NOV23		11/27/2023	120723	349528	1,148.95	1,148.95	12/22/2023	INV	PD	NOV ST LITES-TOWN COUR
CHECK DATE: 12/07/2023										
778377500/NOV23		12/07/2023	121423	349540	58.86	58.86	01/02/2024	INV	PD	NOV 12500 CTY RD 11 SI
CHECK DATE: 12/14/2023										

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
778377800/NOV23 CHECK DATE: 12/14/2023		12/07/2023	121423	349540	40.27	40.27	01/02/2024	INV	PD	NOV	4250 ENGLER BLVD S
778377900/NOV23 CHECK DATE: 12/14/2023		12/07/2023	121423	349540	46.72	46.72	01/02/2024	INV	PD	NOV	4100 ENGLER BLVD S
781385500/NOV23 CHECK DATE: 12/14/2023		12/07/2023	121423	349540	15.49	15.49	01/02/2024	INV	PD	NOV	4463 CTY RD 44
					1,310.29						
105308 MINNESOTA VALLEY UTILITY SERVICES LLC											
1357 CHECK DATE: 12/19/2023		11/30/2023	121923	349659	4,571.60	4,571.60	12/30/2023	INV	PD	MNTHLY	SUB MAINT ~ NOV
101281 KRISTIE MITCHELL											
120993 CHECK DATE: 12/19/2023		12/04/2023	121923	349660	5,354.00	5,354.00	01/04/2024	INV	PD	Fall	2 Skate Lesson In
101192 STATE OF MINNESOTA											
1000050819 CHECK DATE: 12/19/2023		12/01/2023	121923	349661	10,910.78	10,910.78	01/01/2024	INV	PD	3RD QTR	2024 INDIRECT
101238 MINNESOTA DEPARTMENT OF HEALTH											
FBL-10842-5445-2024 CHECK DATE: 12/19/2023		12/01/2023	121923	349662	1,165.00	1,165.00	01/01/2024	INV	PD	2024	CCC Pool License
FBL-3185-44018-2024 CHECK DATE: 12/19/2023		12/01/2023	121923	349662	1,155.00	1,155.00	01/01/2024	INV	PD	2024	Firemen's Park Li
					2,320.00						
101341 MINNESOTA DEPT OF LABOR & INDUSTRY											
NOVEMBER0190352023 CHECK DATE: 12/19/2023		11/30/2023	121923	349663	3,992.44	3,992.44	12/31/2023	INV	PD	NOV	PERMIT SURCHARGES
111163 MINNESOTA NATIVE LANDSCAPES INC											
42881 CHECK DATE: 12/19/2023		11/27/2023	121923	349664	230.00	230.00	12/27/2023	INV	PD	POLLINATOR	MIX - SAVAN
105995 MONEY MOVERS INC											
162368		12/04/2023	121923	349665	20.75	20.75	01/04/2024	INV	PD	NIHCA	Nov Health Ins R

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/19/2023										
101324 MOTOROLA										
8281773445		12/05/2023	121923	349666	6,010.56	6,010.56	01/04/2024	INV	PD	Squad 1231 Mobile Upfi
CHECK DATE: 12/19/2023										
101261 MINNESOTA RECREATION & PARK ASSOC										
10710		04/14/2023	121923	349667	205.00	205.00	12/31/2023	INV	PD	Job Posting-Fitness &
CHECK DATE: 12/19/2023										
10867		12/01/2023	121923	349667	125.00	125.00	12/31/2023	INV	PD	Job Posting- Rec Coord
CHECK DATE: 12/19/2023										
103088 SID TOOL CO INC										
99316767		11/21/2023	121923	349668	353.34	353.34	12/21/2023	INV	PD	STOCK-ZIP TIES, PAINT
CHECK DATE: 12/19/2023										
99316787		11/21/2023	121923	349668	49.50	49.50	12/21/2023	INV	PD	SPRAY PAINT
CHECK DATE: 12/19/2023										
101354 MTI DISTRIBUTING INC #700767										
1413008-00		12/04/2023	121923	349669	1,312.29	1,312.29	12/31/2023	INV	PD	11 BLADE REELS & PARTS
CHECK DATE: 12/19/2023										
1413048-00		12/08/2023	121923	349669	1,581.02	1,581.02	12/31/2023	INV	PD	IRRIGATION PARTS
CHECK DATE: 12/19/2023										
1413100-00		12/06/2023	121923	349669	1,112.66	1,112.66	12/31/2023	INV	PD	14 BLADE REELS
CHECK DATE: 12/19/2023										
1413260-00		12/06/2023	121923	349669	-972.41	-972.41	12/31/2023	CRM	PD	RETURN 11 BLADE REEL
CHECK DATE: 12/19/2023										
111719 KEVIN TOUHEY										
1832		12/04/2023	121923	349670	750.00	750.00	01/03/2024	INV	PD	2023A BONDS
CHECK DATE: 12/19/2023										
109883 CLARICE ANN WILSON										
121063		12/05/2023	121923	349671	1,184.25	1,184.25	12/05/2023	INV	PD	Music Together Fall 20
CHECK DATE: 12/19/2023										

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
101365 STAR GROUP LLC										
4472/NOV2023		11/30/2023	121223	349534	1,746.31	1,746.31	12/10/2023	INV	PD	NOV PARTS & SUPPLIES
CHECK DATE: 12/12/2023										
101402 NATIONAL INDEPENDENT HEALTH CLUB ASSOC										
106747		10/17/2023	121923	349672	449.00	449.00	12/25/2023	INV	PD	NIHCA Annual Membershi
CHECK DATE: 12/19/2023										
101425 NORTHERN SAFETY TECHNOLOGY INC										
56755		11/28/2023	121923	349673	497.42	497.42	12/28/2023	INV	PD	#202 EMERGENCY LIGHTIN
CHECK DATE: 12/19/2023										
56802		12/04/2023	121923	349673	385.13	385.13	01/04/2024	INV	PD	#305 AUTO EJECT
CHECK DATE: 12/19/2023										
110570 ODP BUSINESS SOLUTIONS LLC					882.55					
342738630001-1		11/16/2023	121923	349674	18.39	18.39	12/16/2023	INV	PD	2024 Desk Calendar-Ke1
CHECK DATE: 12/19/2023										
342738630001-2		11/16/2023	121923	349674	9.50	9.50	12/16/2023	INV	PD	RSVP pens for the work
CHECK DATE: 12/19/2023										
342741145001		11/16/2023	121923	349674	23.76	23.76	12/16/2023	INV	PD	12 oz cups for the bre
CHECK DATE: 12/19/2023										
101454 OLSEN CHAIN AND CABLE CO INC					51.65					
704745		12/12/2023	121923	349675	1,000.00	1,000.00	01/12/2024	INV	PD	D. PECORARO RIGGING SC
CHECK DATE: 12/19/2023										
101510 PERFORMANCE PLUS LLC										
123813		12/07/2023	121923	349676	640.00	640.00	01/06/2024	INV	PD	FF FLU SHOTS
CHECK DATE: 12/19/2023										
104157 PERMANENT COATING SOLUTIONS INC										
121058		11/30/2023	121923	349677	350.00	350.00	12/30/2023	INV	PD	#202 TRUCK BED LINER
CHECK DATE: 12/19/2023										

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
108000 DAKOTA CURLING SUPPLIES										
107992		11/30/2023	121923	349678	233.00	233.00	12/30/2023	INV	PD	Pebble head, mop head
CHECK DATE: 12/19/2023										
307942		11/24/2023	121923	349678	363.00	363.00	12/23/2023	INV	PD	Blade sharpening
CHECK DATE: 12/19/2023										
					596.00					
101535 PITNEY BOWES INC										
1024292969		11/20/2023	121923	349679	265.58	265.58	12/20/2023	INV	PD	Red Ink Cartridges for
CHECK DATE: 12/19/2023										
109689 PLANSOURCE BENEFITS ADMINISTRATION INC										
IN324193		11/28/2023	120523-2	349521	540.00	540.00	12/28/2023	INV	PD	ACA SUBSCRIPTION
CHECK DATE: 12/05/2023										
105594 POMPS TIRE SERVICE INC										
210688467		12/05/2023	121923	349680	4,337.29	4,337.29	01/05/2024	INV	PD	#921 REAR TIRES-INSTAL
CHECK DATE: 12/19/2023										
101557 POWER SYSTEM ENGINEERING INC										
9050369		12/07/2023	121923	349681	4,735.00	4,735.00	01/07/2024	INV	PD	WO#12916 MRS RTU RPLCM
CHECK DATE: 12/19/2023										
101571 PREMIUM WATERS INC										
319793602		11/30/2023	120723	349529	62.00	62.00	12/31/2023	INV	PD	Water cooler-PD
CHECK DATE: 12/07/2023										
417080-11-23		11/30/2023	121923	349682	13.88	13.88	12/30/2023	INV	PD	CLUBHOUSE WATER
CHECK DATE: 12/19/2023										
					75.88					
101576 FORNER ENTERPRISES INC										
202366700		12/08/2023	121923	349683	289.00	289.00	01/08/2024	INV	PD	#1228 GRAPHICS REPLACE
CHECK DATE: 12/19/2023										
20236688		12/02/2023	121923	349683	228.30	228.30	12/31/2023	INV	PD	LOOP WARNING SIGNS
CHECK DATE: 12/19/2023										
20236693		12/06/2023	121923	349683	3,479.00	3,479.00	12/31/2023	INV	PD	Loop Parking signs per
CHECK DATE: 12/19/2023										

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
103055 QUALITY PROPANE INC					3,996.30					
5204122		11/27/2023	121923	349684	76.28	76.28	12/27/2023	INV	PD	Zamboni LP Gas
CHECK DATE: 12/19/2023										
5282776		12/04/2023	121923	349684	117.86	117.86	01/04/2024	INV	PD	Propane Fuel and Safet
CHECK DATE: 12/19/2023										
107855 STAPLES INC					194.14					
36045919-1		12/07/2023	121923	349685	59.66	59.66	01/06/2024	INV	PD	Copy Paper for Work Ro
CHECK DATE: 12/19/2023										
36045919-2		12/07/2023	121923	349685	110.63	110.63	01/06/2024	INV	PD	Cups, plates, forks fo
CHECK DATE: 12/19/2023										
36045919-3		12/07/2023	121923	349685	12.32	12.32	01/06/2024	INV	PD	Post it notes & dry er
CHECK DATE: 12/19/2023										
101684 R & R SPECIALTIES OF WISCONSIN INC					182.61					
0080684-IN		12/07/2023	121923	349686	95.00	95.00	01/07/2024	INV	PD	Zamboni Blade Sharpeni
CHECK DATE: 12/19/2023										
111281 JOSHUA C REKEDAL										
8		11/24/2023	121423	349541	3,658.00	3,658.00	12/31/2023	INV	PD	DEC RELOCATION CLAIM
CHECK DATE: 12/14/2023										
101649 RIDGEVIEW MEDICAL CENTER										
9		12/01/2023	121923	349687	34,257.00	34,257.00	12/31/2023	INV	PD	Tax Abatement Payment
CHECK DATE: 12/19/2023										
107393 RIVER CITY TILE & UNDERLAYMENT										
6074		11/30/2023	121923	349688	7,615.48	7,615.48	12/30/2023	INV	PD	LOOP-EPOXY COATING
CHECK DATE: 12/19/2023										
103251 ROBERT THOMAS HOMES INC										
4207 MILLSTONE DR		12/05/2023	121923	349689	2,500.00	2,500.00	12/31/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
4237 MILLSTONE DR		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/19/2023										
4297 MILLSTONE DR		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
4303 MILLSTONE DR		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
4309 MILLSTONE DR		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
4315 MILLSTONE DR		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
4354 MILLSTONE DR		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
4355 MILLSTONE DR		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
4403 MILLSTONE CIR		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
6346 HARVEST TRL		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
6349 HARVEST TRL		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
6353 HARVEST TRL		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
6357 HARVEST TRL		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
6365 HARVEST TRL		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
6369 HARVEST TRL		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
6377 HARVEST TRL		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
6381 HARVEST TRL		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
6424 HARVEST TRL		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
6452 HARVEST TRL		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
CHECK DATE: 12/19/2023										
6602 HARVEST TRL		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD	BUILDER DEPOSIT REFUND
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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE	DESCRIPTION
6606 HARVEST TRL CHECK DATE: 12/19/2023		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD		BUILDER DEPOSIT REFUND	
6645 HARVEST TRL CHECK DATE: 12/19/2023		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD		BUILDER DEPOSIT REFUND	
6656 HARVEST TRL CHECK DATE: 12/19/2023		11/28/2023	121923	349689	2,500.00	2,500.00	12/28/2023	INV	PD		BUILDER DEPOSIT REFUND	
111727 RON KASSA CONSTRUCTION INC					57,500.00							
121184 CHECK DATE: 12/19/2023		10/11/2023	121923	349690	9,720.00	9,720.00	12/30/2023	INV	PD		CONCRETE CURB-LOOP MAI	
121185 CHECK DATE: 12/19/2023		10/12/2023	121923	349690	3,916.00	3,916.00	12/30/2023	INV	PD		CONCRETE CURB-LOOP CLU	
109803 SCHMIDT DRAIN CLEANING LLC					13,636.00							
8753 CHECK DATE: 12/19/2023		12/01/2023	121923	349691	1,276.00	1,276.00	12/30/2023	INV	PD		PRV MAINT ON DRAIN LIN	
101703 SALVATION ARMY												
NOV/23 HS CHECK DATE: 12/19/2023		11/30/2023	121923	349692	95.00	95.00	12/30/2023	INV	PD		NOV HEAT SHARE CONTRIB	
101744 SCOTT COUNTY TREASURER												
IN30221 CHECK DATE: 12/19/2023		11/15/2023	121923	349693	875.00	875.00	12/12/2023	INV	PD		Department Training	
107602 SHAKOPEE MDEWAKANTON SIOUX COMMUNITY (SMSC)												
1800 CHECK DATE: 12/19/2023		11/30/2023	121923	349694	2,615.68	2,615.68	12/31/2023	INV	PD		2023 FALL CLEANUP DAY	
104827 ROHN INDUSTRIES												
0012842 CHECK DATE: 12/19/2023		11/27/2023	121923	349695	24.54	24.54	12/27/2023	INV	PD		Service Security Conso	
104547 SITEONE LANDSCAPE SUPPLY HOLDING LLC												
13707244-001		12/11/2023	121923	349696	309.67	309.67	01/15/2024	INV	PD		FABRIC - SAVANNA PARK	

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CHECK DATE: 12/19/2023										
101803 SM HENTGES & SONS INC										
SP1008-87-14		11/29/2023	121923	349697	1,570,115.26	1,570,115.26	12/29/2023	INV	PD	TH 41/CSAH 61 IMPROVEM
CHECK DATE: 12/19/2023										
101828 SOUTHWEST NEWS MEDIA										
192578		11/30/2023	121423	349543	410.00	410.00	12/20/2023	INV	PD	TC HOLIDAY SALE
CHECK DATE: 12/14/2023										
2194695		11/30/2023	121423	349542	130.56	130.56	12/20/2023	INV	PD	Public Safety Campus-Z
CHECK DATE: 12/14/2023										
					540.56					
106256 STREET SMART RENTALS LLC										
1357180		09/15/2023	121923	349698	721.00	721.00	12/31/2023	INV	PD	Sign Rental for FD Ope
CHECK DATE: 12/19/2023										
101888 STREICHERS										
I1666101		11/16/2023	121923	349699	43.97	43.97	12/17/2023	INV	PD	Hastings-Name Tags, ID
CHECK DATE: 12/19/2023										
I1668070		11/29/2023	121923	349699	19.99	19.99	12/31/2023	INV	PD	Hance-ID Patch-Departm
CHECK DATE: 12/19/2023										
I1669295		12/06/2023	121923	349699	1,752.00	1,752.00	01/06/2024	INV	PD	Lange-Initial Issue-Ve
CHECK DATE: 12/19/2023										
I1670418		12/12/2023	121923	349699	23.98	23.98	01/12/2024	INV	PD	Lange-Initial Issue-Na
CHECK DATE: 12/19/2023										
I1670421		12/12/2023	121923	349699	568.91	568.91	01/12/2024	INV	PD	Lange-Initial Issue
CHECK DATE: 12/19/2023										
					2,408.85					
101892 STUART C IRBY CO										
S013794026.001	230259	11/30/2023	121923	349700	2,538.28	2,538.28	12/30/2023	INV	PD	CONNECT 4 COVER #14-4
CHECK DATE: 12/19/2023										
S013809009.001	230262	12/01/2023	121923	349700	1,025.00	1,025.00	12/31/2023	INV	PD	COND CU 2 STR 600V COV
CHECK DATE: 12/19/2023										
					3,563.28					
102247 SUMMIT FIRE PROTECTION CO										

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130093019 CHECK DATE: 12/19/2023		11/27/2023	121923	349701	186.20	186.20	12/27/2023	INV	PD		EXTINGUISHER ANNUAL SE
130093020 CHECK DATE: 12/19/2023		11/27/2023	121923	349701	473.45	473.45	12/27/2023	INV	PD		EXTINGUISHER ANNUAL SE
130093854 CHECK DATE: 12/19/2023		11/30/2023	121923	349701	334.90	334.90	12/30/2023	INV	PD		CITY HALL-ANNUAL EXTIN
130093857 CHECK DATE: 12/19/2023		11/30/2023	121923	349701	352.80	352.80	01/07/2024	INV	PD		TC MAINT-ANNUAL EXTING
130093858 CHECK DATE: 12/19/2023		11/30/2023	121923	349701	3,037.95	3,037.95	12/30/2023	INV	PD		MSB-ANNUAL EXTINGUISHE
130093859 CHECK DATE: 12/19/2023		11/30/2023	121923	349701	657.60	657.60	12/30/2023	INV	PD		WTP-ANNUAL EXTINGUISHE
					5,042.90						
103677 SUN LIFE ASSURANCE COMPANY OF CANADA											
237741/DEC23 CHECK DATE: 12/05/2023		12/01/2023	120523-2	349522	5,208.45	5,208.45	12/31/2023	INV	PD		DEC EMP LIFE INS PREM
111723 SUYAK, MAREN											
615020575-2023-1 CHECK DATE: 12/19/2023		11/30/2023	121923	349702	1,920.00	1,920.00	12/31/2023	INV	PD		NOV REBATE-SOLAR PANEL
101932 TAYLOR MADE GOLF CO INC											
37027333 CHECK DATE: 12/19/2023		12/08/2023	121923	349703	239.67	239.67	01/07/2024	INV	PD		RESALE
100757 THE GRAPHIC EDGE LLC											
1710638 CHECK DATE: 12/19/2023		09/21/2023	121923	349704	1,604.00	1,604.00	11/16/2023	INV	PD		CCC staff t-shirts, IN
1723864 CHECK DATE: 12/19/2023		11/08/2023	121923	349704	704.50	704.50	12/16/2023	INV	PD		Dec Incentive Challeng
					2,308.50						
101964 PMT EMBROIDERY LLC											
19588 CHECK DATE: 12/19/2023		11/27/2023	121923	349705	1,600.00	1,600.00	12/27/2023	INV	PD		Cur1 resale

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VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
104908	TIMESAVER OFF SITE	SECRETARIAL INC								
M28735		11/30/2023	121923	349706	393.50	393.50	12/30/2023	INV	PD	PK & REC, COUNCIL MINU
CHECK DATE:	12/19/2023									
101977	TOLL COMPANY									
10542542		12/04/2023	121923	349707	514.04	514.04	01/04/2024	INV	PD	GRINDER PADS & OXYGEN
CHECK DATE:	12/19/2023									
10542548		12/04/2023	121923	349707	110.80	110.80	01/04/2024	INV	PD	ACETYLENE
CHECK DATE:	12/19/2023									
101990	KANDI KOUNTRY EXPRESS LTD				624.84					
465234		12/01/2023	121923	349708	3,177.71	3,177.71	12/31/2023	INV	PD	T3 BENT AXLE REPLACEME
CHECK DATE:	12/19/2023									
106577	TWIN CITY HARDWARE COMPANY INC									
PSI2234694		12/05/2023	121923	349709	420.85	420.85	01/04/2024	INV	PD	DOOR HARDWARE--LOOP CLU
CHECK DATE:	12/19/2023									
102028	TWIN CITY WATER CLINIC INC									
19947		11/22/2023	121923	349710	100.00	100.00	12/22/2023	INV	PD	LOOP CLUBHOUSE TESTING
CHECK DATE:	12/19/2023									
110053	TX CHILD SUPPORT SDU									
PRI201230012725283		12/01/2023	120523-2	349523	115.38	115.38	12/01/2023	INV	PD	120123 Payroll Child s
CHECK DATE:	12/05/2023									
102037	ULINE INC									
171100282		11/17/2023	121923	349711	383.12	383.12	12/17/2023	INV	PD	DOG WASTE BAGS FOR DOG
CHECK DATE:	12/19/2023									
102051	UPS									
000027v7y7483		12/02/2023	120723	349530	190.29	190.29	12/11/2023	INV	PD	COBRA & PING RETURN SH
CHECK DATE:	12/07/2023									
102064	US BANK									
7129663		11/25/2023	121923	349712	500.00	500.00	12/25/2023	INV	PD	2017B PAYING AGENT FEE

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/19/2023										
7129664		11/25/2023	121923	349712	500.00	500.00	12/25/2023	INV	PD	2017C PAYING AGENT FEE
CHECK DATE: 12/19/2023										
7129807		11/25/2023	121923	349712	550.00	550.00	12/25/2023	INV	PD	2019B PAYING AGENT FEE
CHECK DATE: 12/19/2023										
7129809		11/25/2023	121923	349712	550.00	550.00	12/25/2023	INV	PD	2019C PAYING AGENT FEE
CHECK DATE: 12/19/2023										
7139538		12/05/2023	121923	349712	850.00	850.00	12/31/2023	INV	PD	2023A Paying Agent & A
CHECK DATE: 12/19/2023										
108071 US BANK NATIONAL ASSOCIATION					2,950.00					
5		12/01/2023	121923	349713	46,455.00	46,455.00	12/31/2023	INV	PD	Tax Abatement Payment
CHECK DATE: 12/19/2023										
107687 UNIVERSAL PROTECTION SERVICE LP										
15011746		11/23/2023	121923	349714	216.50	216.50	12/23/2023	INV	PD	Event Ctr Security 11/
CHECK DATE: 12/19/2023										
111158 HD SUPPLY INC										
INV00195233		11/14/2023	121923	349715	520.77	520.77	12/14/2023	INV	PD	LIQUID FILL GAUGES
CHECK DATE: 12/19/2023										
INV00195541		11/14/2023	121923	349715	366.49	366.49	12/14/2023	INV	PD	STAINLESS BALL VALVE F
CHECK DATE: 12/19/2023										
110799 VERIZON CONNECT FLEET USA LLC					887.26					
364000051884		12/01/2023	121923	349716	279.20	279.20	12/31/2023	INV	PD	Data Processing - GPS
CHECK DATE: 12/19/2023										
102102 VERIZON WIRELESS										
9950003067		11/23/2023	120523-2	349524	580.46	580.46	12/15/2023	INV	PD	NOV CRADLEPOINTS
CHECK DATE: 12/05/2023										
102120 VISU-SEWER INC										
35012		11/30/2023	121923	349717	35,880.00	35,880.00	12/30/2023	INV	PD	CIPP SEWER LINER (LAKE
CHECK DATE: 12/19/2023										

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INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
102227 ONVOY LLC										
0009426231201		12/01/2023	121423	349544	406.10	406.10	12/25/2023	INV	PD	DEC EDU CTR INTERNET
CHECK DATE: 12/14/2023										
0009486231201		12/01/2023	121423	349544	690.36	690.36	12/25/2023	INV	PD	DEC CITY HALL ETHERNET
CHECK DATE: 12/14/2023										
102133 WAGNER PRESS & GRAPHICS					1,096.46					
36969		11/27/2023	121923	349718	35.00	35.00	12/27/2023	INV	PD	Business Cards-Lange
CHECK DATE: 12/19/2023										
102143 WATER CONSERVATION SERVICES INC										
13675		12/10/2023	121923	349719	735.98	735.98	01/10/2024	INV	PD	LEAK LOCATES-COLUMBIA
CHECK DATE: 12/19/2023										
102157 WELLENS AGRONOMICS LLC										
8390		11/30/2023	121923	349720	5,097.30	5,097.30	12/30/2023	INV	PD	SEED & HYDROMULCH (LOO
CHECK DATE: 12/19/2023										
102166 WESCO DISTRIBUTION INC										
327495		12/04/2023	121923	349721	453.00	453.00	01/04/2024	INV	PD	2STR CPPR SLV ~ MISC U
CHECK DATE: 12/19/2023										
110788 WEX HEALTH INC										
0001860056-IN		11/30/2023	121423	349545	196.00	196.00	12/30/2023	INV	PD	NOV VEBA PARTICIPANT F
CHECK DATE: 12/14/2023										
111725 WHITMAN, KIRSTEN										
615019000-2023-1		11/30/2023	121923	349722	1,920.00	1,920.00	12/31/2023	INV	PD	NOV REBATE-SOLAR PANEL
CHECK DATE: 12/19/2023										
102189 WM MUELLER & SONS										
295567		11/24/2023	121923	349723	135.20	135.20	12/25/2023	INV	PD	MAHOLE/VALVE PATCHING
CHECK DATE: 12/19/2023										
295710		11/29/2023	121923	349723	795.00	795.00	12/25/2023	INV	PD	WO# 15162 WEST CRK APT
CHECK DATE: 12/19/2023										

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VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID	AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
295711 CHECK DATE: 12/19/2023		11/29/2023	121923	349723	165.60	165.60	12/25/2023	INV	PD		MANHOLE/VALVE/POTHOLE
295783 CHECK DATE: 12/19/2023		11/30/2023	121923	349723	165.60	165.60	12/25/2023	INV	PD		MANHOLE/VALVE/POTHOLE
295844 CHECK DATE: 12/19/2023		12/01/2023	121923	349723	1,949.39	1,949.39	01/25/2024	INV	PD		MANHOLE/VALVE/POTHOLE
295961 CHECK DATE: 12/19/2023		12/06/2023	121923	349723	34.53	34.53	01/25/2024	INV	PD		SAND
111150 LOREN DAVID WOLFE					3,245.32						
121302 CHECK DATE: 12/19/2023		12/13/2023	121923	349724	225.00	225.00	01/13/2024	INV	PD		entertainment Lodge Ho
102220 XIGENT SOLUTIONS LLC											
12534 CHECK DATE: 12/19/2023		12/01/2023	121923	349725	1,778.44	1,778.44	12/31/2023	INV	PD		DEC VULNERABILITY SVC
12535 CHECK DATE: 12/19/2023		12/01/2023	121923	349725	13,914.69	13,914.69	12/31/2023	INV	PD		DEC SUPPORT SVC
					15,693.13						
102226 ZARNOTH BRUSH WORKS INC											
0196325-IN CHECK DATE: 12/19/2023		11/21/2023	121923	349726	1,405.00	1,405.00	12/21/2023	INV	PD		BOBCAT BROOM WAFERS
102231 ZIEGLER INC											
IN001256726 CHECK DATE: 12/19/2023		11/17/2023	121923	349727	2,063.50	2,063.50	12/17/2023	INV	PD		AIR COMPRESSOR RENTAL-
102232 ZIERMAN, JAMES L											
121103 CHECK DATE: 12/19/2023		12/05/2023	121923	349728	121.18	121.18	12/31/2023	INV	PD		MILEAGE-INSPECTIONS W/
					121.18						
375 INVOICES					4,410,133.86						

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
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VENDOR INVOICE LIST

Electronic Payments

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100005 MINNESOTA MUNICIPAL MONEY MARKET FUND										
120998 CHECK DATE: 12/04/2023		12/04/2023	120423-2	3957	6,000,000.00	6,000,000.00	12/04/2023	DIR	PD	XFER ONB TO 4M-CASH FL
107490 GREAT-WEST LIFE & ANNUITY INSURANCE COMPANY										
120882 CHECK DATE: 12/04/2023		12/01/2023	120423	3954	7,415.07	7,415.07	12/04/2023	DIR	PD	120123 Payroll HCSP Co
107744 GREAT-WEST LIFE & ANNUITY INSURANCE COMPANY										
120883 CHECK DATE: 12/04/2023		12/01/2023	120423	3955	925.00	925.00	12/04/2023	DIR	PD	120123 Payroll MNDCP C
101756 MII LIFE INCORPORATED										
40818188 CHECK DATE: 12/06/2023		12/05/2023	120623	3958	1,542.04	1,542.04	12/06/2023	DIR	PD	12/6/23 FSA REIMB-HEAL
40824322 CHECK DATE: 12/13/2023		12/12/2023	121323	3959	3,941.78	3,941.78	12/13/2023	DIR	PD	12/13/23 FSA REIMB-HEA
					5,483.82					
100927 INTERNAL REVENUE SERVICE										
120876 CHECK DATE: 12/01/2023		12/01/2023	120123	3948	165,248.24	165,248.24	12/01/2023	DIR	PD	120123 Payroll FICA, F
101343 MINNESOTA DEPT OF REVENUE-PAYROLL WIRES										
120877 CHECK DATE: 12/04/2023		12/01/2023	120423	3953	33,801.10	33,801.10	12/04/2023	DIR	PD	120123 Payroll MN Taxe
101344 MINNESOTA REVENUE-COLLECTIONS										
PR120123 CHECK DATE: 12/04/2023		12/01/2023	120423	3956	476.89	476.89	12/04/2023	DIR	PD	PR120123 WAGE LEVY
101376 NATIONWIDE RETIREMENT SOLUTIONS(USCM)										
120878 CHECK DATE: 12/01/2023		12/01/2023	120123	3949	14,932.15	14,932.15	12/01/2023	DIR	PD	120123 Payroll 457 Con
106955 NATIONWIDE RETIREMENT SOLUTIONS(USCM)										

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VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
120881		12/01/2023	120123	3952	6,902.42	6,902.42	12/01/2023	DIR	PD	120123 Payroll Nationw
CHECK DATE: 12/01/2023										
104668 OPTUM BANK INC										
120880		12/01/2023	120123	3951	19,992.73	19,992.73	12/01/2023	DIR	PD	120123 Payroll HSA Con
CHECK DATE: 12/01/2023										
101506 PUBLIC EMPLOYEES RETIREMENT ASSOCIATION										
120879		12/01/2023	120123	3950	123,952.59	123,952.59	12/01/2023	DIR	PD	120123 Payroll PERA Co
CHECK DATE: 12/01/2023										
					123,952.59					
12 INVOICES					6,379,130.01					

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Biweekly Report

December 18, 2023

By:

Matt Podhradsky

COUNCIL MEETING/WORK SESSION SCHEDULE

Below is a list of the upcoming Council Meetings and Work Sessions to plan for:

December 18: We will be having a Work Session starting at 6:15 PM prior to the Council meeting on Monday night to discuss the MET Council Governance. At the Council meeting we will be considering the adoption of 2024 Budget and Tax Levy and all Utility Rates. In addition to this, we will have the final planning approvals set for the Public Safety Facility and complete any of our year-end business.

January 1st: As the first Monday of the month falls on New Year's Day, we will not have a meeting on this night. Instead, the first meeting of January will be on **January 8th**. We are planning to have Commission interviews prior to the meeting on the 8th. Denise will get out the schedule once it is available.

January 22nd: Because the third Monday of the month is MLK Jr. Day (January 15th) we will not be having a meeting that night. Instead, we will be having the second meeting of January on the 22nd. As has been past practice, we will be finishing up Commission Interviews prior to this meeting. Denise will get out the schedule once it is available.

January 29th: There is a 5th Monday in January this year. At this time we are not planning on having a meeting on that night but may instead use this evening for a work session. We will keep you informed as we get closer.

February Meetings: Because of President's Day is falling on the third Monday of February, we will have a change in meeting dates for the month. The first meeting of the month will fall on its normal date of February 5th. However, our second meeting of the month will be on **February 26th** instead of the 19th, which is President's Day.

If you have any questions about this meeting schedule or are unable to attend a meeting, please just let me know.

2024 COUNCIL/DEPARTMENT HEAD RETREAT

As I mentioned in the last Bi-Weekly report, I am trying to get a date put on the calendar for our 2024 Council/Department Head Retreat.

The two dates that I listed were Thursday and Friday, March 14 and 15 and Thursday and Friday, February 8 and 9.

To date, I have heard back from almost everyone from Staff and Council who have all indicated that both dates work. With them both working, I am going to choose the dates March 14th and 15th as they match up better from a schedule perspective about what we would like to have as our topic of discussion for this year's retreat. If these dates don't work, please let me know as soon as possible so we can work to look at that backup date.

As always, we plan on having both days start at 8:30 am and wrap up at 4 pm. We will be having our retreat in the CCC as the Fire Department may not be available by the March dates. There will be lunch served on both days with a morning and afternoon snack provided. We do plan on using Richard and Irina Fursman once again as the facilitators of our session.

If you have any questions, or if this date does not work, just let me know. I look forward to this year's session!

Senate Bonding Tour-City Square West

As the Council is aware, we were already successful in getting a tour set up with the House Capital Investment Committee this past October to consider the City Square West project for additional funding. This is an important step in moving towards getting funding if there is a bonding bill this year.

We did just find out this past week that the Senate will also be setting up a bonding tour for the days of January 16, 17 and 18. At this time they have only released the dates they will be holding the tours but have not yet released what projects they are going to be visiting. We have asked Senator Coleman to help us with this to see if we can also get the Senate to take a tour of the site-something that they did not do this past legislative session I mention these dates now so you can block them off on your calendar if you are able to attend. It is always good when we are able to get as many Council members at these tours as possible to help demonstrate the importance of the project to us as a community. As soon as we find out any more specific details of whether we will receive a tour, I will let you know.

Dates Closed for Holidays

With Christmas and New Year's Day both falling on a Monday, these will be the official days that the City offices will be closed. On these days, both the CCC and the Curling/Event Center will also be closed. All emergency services will be fully staffed as usual.

I wanted to take this opportunity to wish everyone a Happy Holidays! I hope that all of you have a great time with family and friends and wish you all the best as you bring in the New Year! So you are aware, I will be out of the office from the 26th-29th, returning to the office on January 2nd. If anything pops up during this time, please just contact Denise or Vicki and they will get you to the right person to help you with whatever issue you may have.

UPCOMING EVENTS

- Santa Parade: Evening of Wednesday December 20th (The parade route will be reversed this year to get earlier to some who usually see the parade later. We will have the "Santa Tracker" available again this year so residents can see where we are at)
- Martin Luther King Jr. Breakfast/Human Rights Award: Monday January 15th: This event will be held from 8-9 am in the Chaska Event Center. This event is put on by the Chaska Human Rights Commission and always has great student speakers, a keynote speaker, and the awarding of the Annual Chaska Human Rights Commission Award
- Firemen's Ice Fishing Contest (66th Annual): This will be held on Saturday, February 3rd from 1-3 pm in Firemen's Park and the Chaska Event Center



City of Chaska Memorandum

To: City Council
From: Julie Grove, Economic Development Coordinator
Date: 12/15/2023
Subject: Metropolitan Governance Task Force Update

The Metropolitan Governance Task Force was created by Minnesota legislators as part of the 2023 Transportation Omnibus Bill. The newly formed task force was created to consider options to reform and change the governance structure of the Metropolitan Council. This 17-member bipartisan group includes state and local elected officials, union members and leaders with community organizations. They have been meeting since August 9, 2023, to conduct a comprehensive review and determine if the council should continue to operate as is or transition to elected members, a combination of elected and appointment members, or a council of governments, among other options. The task force is scheduled to provide its report to the House and Senate by February 1, 2024.

With a \$1.2 billion annual budget, the 17 governor appointed members of the Metropolitan Council have oversight of the region's public transit and wastewater systems, affordable housing, local planning and regional parks. Following intense scrutiny of its management of the SWLRT project, lawmakers from both parties expressed support to considering changing how the regional government with control or influence over transit, wastewater treatment, land-use planning and regional parks works. The Governor has also expressed support in considering a change.

As part of its review the task force is hosting a series of four public engagement meetings to hear input regarding the governance structure. The task force is seeking input into whether the Metropolitan Council should remain solely governor-appointed or if other options should be considered. The task force is also seeking input into how the Metropolitan Council can be made more transparent and accountable. To date two listening sessions have been held. The last public listening session is scheduled for Tuesday, January 9, 2024, at 6:00 PM at the Scott County Government Center in Shakopee.

The following pages provide a summary of the issues that were identified with the current governance structure, the governance options under consideration, and proposals from invited speakers and members of the public. A vast majority of public commenters have proposed creating some type of elected body. Proposals from invited speakers have been a mix of recommending staggered terms, creation of a separate nominating committee, consideration of a home rule charter, and ensure representation of cities and counties in the new structure.

Issues identified with the current governance structure:

- Accountability
 - Need broader accountability, not just accountable to a single governor
 - Board should be responsive to community problems and concerns
- Credibility
 - Trust issues due to members being appointed by the governor
 - Policies are meshed with governor's agenda
- Lack of collaboration
 - Need to increase transparency in policy making
 - Needs to be a non-partisan board
 - Local governments should have a voice
- Continuity
 - New council appointments with a new governor result in a loss of institutional knowledge and it can take a long time for new members to get up to speed and requires a lot of staff reliance.

Options considered for a new governance structure:

- Direct election of members
 - Elected every four years
 - Consider staggered terms
 - Consider 2-term limits
- Combination of appointed vs elected members
 - Governor appoints a set number, other either directly elected or appointed by elected officials in cities/counties
- Council of Governors
 - Board of elected officials representing all cities and counties in the region
 - Denver DRCOG has 58 elected officials encompassing 9 counties and 49 cities.
- Staggered terms (every 2 years)
 - Keep appointed members with staggered terms, or
 - Mix of appointed and elected member with staggered terms
- Create a Home Rule Charter for governance
 - Home Rule Provides the basic authority for the governing body (ie. Met Council). The Charter, which is drafted, adopted and amended by the voters, is the "constitution" or organizational plan describing the values, structure and principles of that governing body
 - It must be approved by voters in the region (all metro counties).
 - Senate position last session was to have a home rule charter option in the governance model
- Change nominating process
 - Create a committee that includes cities and counties who would approve or make nomination recommendations
- Separate Metro Transit from Metropolitan Council (Similar to Portland's model)
 - Move construction and implementation to MnDOT

- Create a board similar to Portland's TriMet which is governed by a separate board appointed by the governor

Recommendations & information from speakers invited to testify:

2011 Evaluation report of Governance of Transit in Twin Cities Region:

- Presenter Judy Randall, Legislative Auditor
- Proposed: Staggered terms; mix of appointed and elected members
 - Pro-Independence from governor, improve stability & continuity, regional perspective, increase accountability and credibility, encourage consensus building
 - Con- voting weights, possible workload for elected officials

2016 Citizens League Report

- Presenter John Knapp, Board of Directors of Citizens League
- Proposed: Adopting fixed four-year, staggered terms for Metropolitan Council members appointed by governor
- The Metropolitan Council member selection process should include more input by citizens and local officials, strengthening the credibility of the Metropolitan Council
 - Expanding the nominations committee from seven to 13 members. Seven should represent citizens-at-large and six should represent local governments: three appointed by counties and three appointed by cities

2020 Blue Ribbon Report

- Presenter Mary Liz Holberg, Chair Governors Blue Ribbon Committee
- Propose: Council members should be appointed by governor, not elected, Council members should not be sitting local elected officials, staggered four-year term, Nominating committee

Metro Cities Policy on Governance

- Patricia Nauman with Metro Cities presented
- Propose: Staggered terms to help stabilize shifts on Council, keep continuity of knowledge by avoiding appointment of all new members with new Governors, provide broader accountability as Council would not always been appointed by one Governor, and help reduce reliance on staff to bring Council up to speed
 - Change nominating process, increase transparency in selection process, local government officials should be on the nominating committee and public comment should be added

Portland-Metro Council

- All Elected members
 - Consists of a president, elected regionwide, and six councilors who are elected by district every four years in nonpartisan races
- TriMet is a separate seven-member board appointed by the Governor and runs the us, light rail and commuter rail service systems. Board members of TriMet can only serve up to two four-year terms

DRCOG-Denver Regional Council of Governments

- 58 members including each city and county – all local governments have a voice
- Staggered election, every 2 years, Limited to Two-2 term limits
- Regional planning agency, area agency on aging & Metropolitan planning organization

Leslie Vermillion, Scott County Administrator

- Local perspective from the Metro Area Counties (SCALE)
- Both counties and cities are impacted by Met Council and their policies & both need to be represented in any future governance model

Charlie Hales, Portland Former Mayor

- Consider fairness, justice in whatever governance you have should take all perspectives into account and strive toward justice inclusion and fairness.
- Consider effectiveness: has Met Council met challenges of past in terms of agenda and is it equipped to shape future you want. Getting policies implemented is the hardest task.
- Home Rule Charter: Has worked well to have own constitutional basis to have charter approved by region citizens. Provides own authority as defined by state law and enhanced by charter which allows implementation of policies

Michael Hancock, Denver Former Mayor

- COG form of government allows for collaboration and be aware of other cities needs and share competitive resources. All cities and counties have a vote. Mayors in cities appoint representatives
- Don't compete against individual cities, instead compete as a region (for bringing in industry, getting transit, etc)

Home Rule Charter

- Speakers: Professor Nest Davidson, Fordham School of Law, Mike McKeever, Former Executive Director Sacramento Area COG, Robert Liberty Portland State University & former Portland board member
- Charters lay out the scope of the government organization, states values, structure, processes & powers
- In Portland adoption of the Home Rule Charter served as a community building and clarification process that made the structure clear and transparent
- Portland used a delegation committee to create the charter. It went through a deliberate and rigorous public engagement process in determine the roles, functions and form of the charter
- Portland charter passed with 81% of votes

Public comments & recommendations:

- Consider a hybrid formation including 2/3 elected members and 1/3 members appointed by a committee of all governors present and past to increase accountability and avoid parochial considerations

- Met Council should be an elected body to improve public input into policy making. - James Schoettler Citizen Advocates for Regional Transit & Lakes and Parks Alliance of Minneapolis
- Met Council should be separated into a body for design and policy & a body for construction and implantation. – Jerry Pitznick
- Metropolitan Council members should be directly elected and be full-time for a greater representation of its citizens. Terms should be staggered. Matthew Hollinshead, (former TAB board members)
- Metropolitan Council should be part-elected, part-appointed. It should consist of 10 elected members and seven appointed members. A committee consisting of former living governors should make the appointments. The board should include representation of groups lacking political power and help understand technical aspects. The Council should include former Mayors, urban planning academics and civil engineering. For elected members voting districts large enough to make it hard for special interests to “buy” an election, e.g. ten districts of 330,000 apiece for our seven-county area. – Richard Adair, Barry Schade, Minneapolis
- Metropolitan Council should be a Council of Governments (COG) where each county is a board member, and the Governor appoints 10 others that represent cities. Planning, engineering, and design should be separated from construction and implementation. MnDOT should have oversight of construction. – Ramsey County Commissioner Victoria Reinhardt
- Metropolitan Council should be elected to improve accessibility to community members. – Lucid Thomas, Hamline Midway Coalition
- Metropolitan Council should be elected and paid well to allow time to dig deeper into issues and have stronger leadership. – Sean Druchesky
- There is a lack of accountability and transparency in Met Council. We support a COG model with city council members, mayors, county commissioners, or appointees from these elected officials. Consider moving transit to a separate body and have experts provide input in housing and transit. – Commissioner Gary Kriesel representing Washington County Board
- Representation should be proportional to constituents. Support and incentivize greater responsiveness. -Will Schroer, Exec Dir East Metro Strong
- Support regional governance made up of elected members. Recommend an outside objective group to do an evaluation and develop recommendations for delivery of services. -Tim David, resident
- Support a COG model where elected officials are from communities they represent so they understand the direct impacts to those communities. Transportation should be moved to MnDOT. - Myron Bailey, Mayor Cottage Grove
- Met Council should be elected officials (by proportionality) from cities and counties. Governor should appoint the Chair. -Stan Karwoski, Washing County Commissioner
- Met Council should have authority to usurp city control. Lucia Wrublewski, Afton City Council
- Support COG model with representation to all local municipalities. Mr. Strofus, Denmark Township

- Met Council needs to visit cities and listen to residents. – Ann Bocher, Lake Elmo Resident
- Restructure Met Council as an advisory, consultant body and move planning control back to local governments. – Phillip Neusbruger, West Lakeland Township
- Supports an elected strong and partisan board that is more accountable. All residents are the primary constituents, not city/county elected officials. Worry there will be tunnel vision if local elected officials are the leadership. -Jackson McGraw, resident



Metro Counties Government Center
2099 University Avenue West
Saint Paul, MN 55104-3431

(651) 645-9149 ~ www.mmcd.org

November 15th, 2023

Chaska City Administrator
Noel Graczyk
One City Hall Plaza
Chaska, MN 55318

Dear Noel,

Enclosed is a summary of work completed by the Metropolitan Mosquito Control District (MMCD) in the Chaska area during the 2023 mosquito control season.

For the third consecutive year the Twin Cities area experienced drought conditions throughout most of the summer which contributed to lower levels of annoyance mosquitoes. Near record snowfall during the winter of 2022-23 brought standing water in the spring, which ushered in a surge of mosquitoes exceeding the 10-year average in late May and early June. Lack of rainfall in the subsequent months led to a decrease in the mosquito population and it remained low through the rest of the summer. (See back for numbers from 2023.)

West Nile virus was active in the District and elsewhere in Minnesota in 2023. Testing of mosquitoes this year for WNV returned the highest rate of infection in the history of the District's WNV surveillance. One hundred twenty-nine of 818 mosquito samples tested were positive for WNV. While most human illnesses have been reported, some are still being evaluated. As of November 14, 20 WNV illnesses had been confirmed in Minnesota with nine of those cases in residents of the District (Anoka Co. 1, Dakota Co. 1, Hennepin Co. 5, Washington Co. 1). As of November 14, illnesses caused by two other mosquito-borne viruses had been reported in Minnesota. Two Jamestown Canyon illnesses were confirmed in residents of Anoka County and Ramsey County. One case of La Crosse encephalitis was confirmed in a resident of Scott County. For more information about vector-borne disease in 2023 look for the MMCD Technical Advisory Board report coming in the spring of 2023.

MMCD employees controlled immature black flies (biting gnats) in small streams and large rivers throughout the metropolitan area. In 2023, 121 black fly larvicide treatments were made to the rivers and streams in the District. Spring flooding caused a slight delay in sampling efforts. After the extremely high-water levels in May, the continuing drought in the area caused rivers to go well below average through September resulting in few treatments after June. Adult black flies remained at tolerable levels for most of season with the number of black fly annoyance calls in 2023 (46), higher than 2022 (11) but less than 2021 (151).

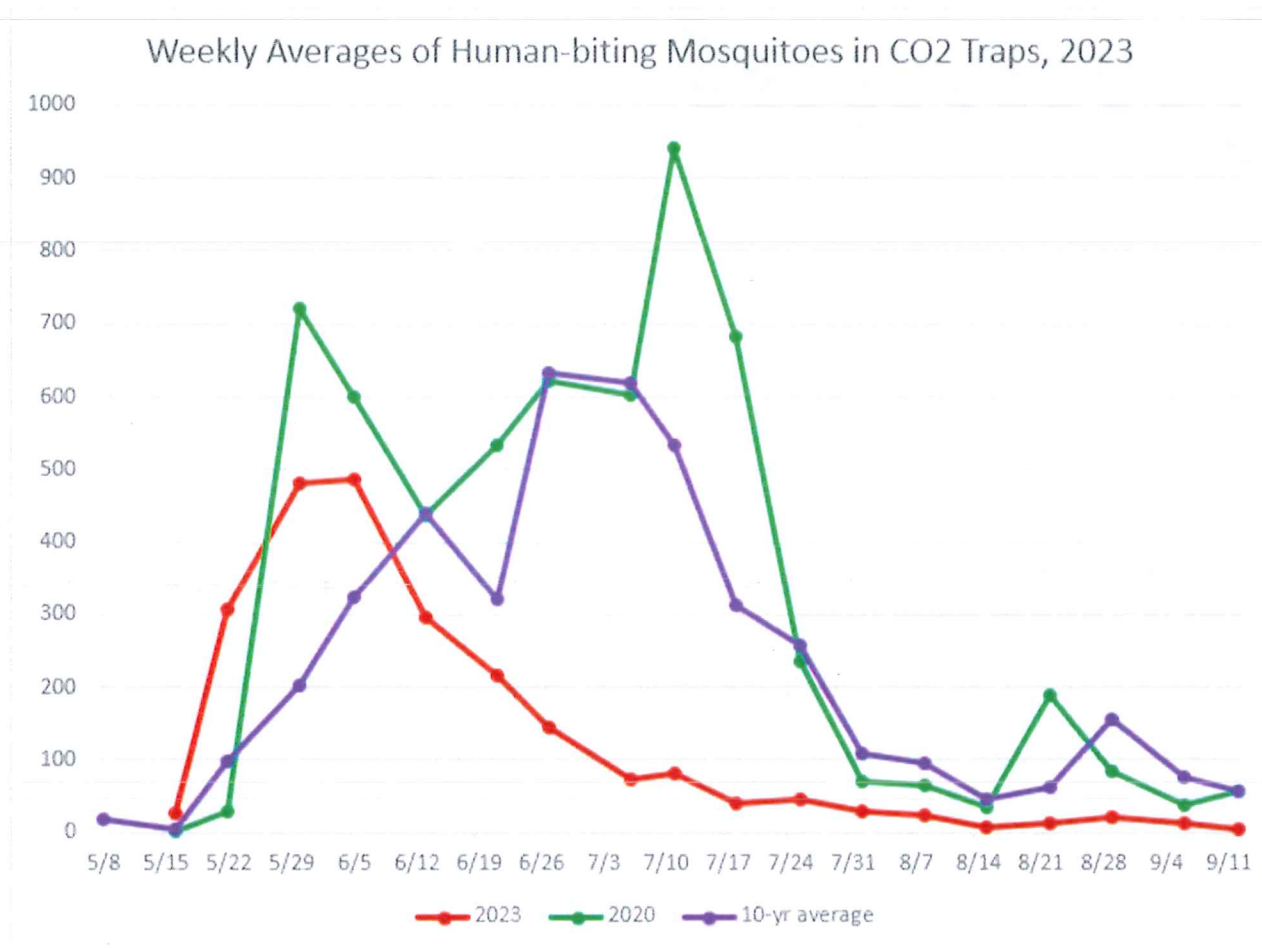
District staff have been present at schools and community events throughout the year to provide information on mosquito biology and habitat, disease concerns, and preventative measures. If you would like MMCD to speak to your group or attend an event, please let us know!

If you have any questions or would like to meet to discuss our agency's activities, please contact me.

Sincerely,

Alex Carlson, Public Affairs Manager

Phone: (651) 643-8342 // Email: acarlson@mmcd.org



Graph created by Dr. Scott Larson, MMCD Assistant Entomologist

District-Wide Numbers from 2023:

57,526 Larval mosquito inspections	171,894.75 Acres of larval mosquito treatments	10,921 Tires recycled
316,899 Catch basin treatments	1,959.02 Acres of adult mosquito treatments	3,098 Customer calls

City and Community Presentations Available

MMCD staff are available to provide an update on mosquito activity, give city specific information, or share resources about mosquito, tick, and black fly reduction measures to cities. Presentations or live questions and answers are great for **City Council Meetings, Township Board Meetings, Sustainability Commissions**, or events for residents. If you would like to schedule a presentation, please contact Alex Carlson:

Alex Carlson, Public Affairs Manager

acarlson@mmcd.org

Direct: (651) 643-8342

2023 Activity Summary for Chaska and Carver

LARVAL CONTROL

Most of the control done by MMCD targets mosquitoes during their larval stage. Mosquito larvae usually develop in standing water and are most common after a rainfall. Larval control materials are applied via helicopter, backpack, drone, or by hand.

Larval Control in Chaska and Carver in 2023:
Sites Inspected: 109 | Acres Treated: 36.02



ADULT CONTROL

MMCD supplements our larval control program with limited adult mosquito control. Adult control materials are applied via backpack during the day or truck-mounted cold fogger in the evening.

Adult Mosquito Control in Chaska and Carver in 2023:
Sites Inspected: 58 | Acres Treated: 10.58

DISEASE PREVENTION

Controlling the mosquito species that are most likely to spread disease is a top priority for MMCD. Removing containers that could hold stagnant water is critical to reducing the spread.

Disease Prevention Activity in Chaska and Carver:
Tires Removed: 60 | Catch Basins Treated: 864
Disease Prevention Property Inspections: 1



CUSTOMER CALLS

We encourage residents of the district to call MMCD to report mosquito annoyance, employee or helicopter concerns, request waste tire removal, or for anything else.

Customer Calls from Chaska and Carver in 2023: 234

For questions about your city's data,
please contact Alex Carlson –
acarlson@mmcd.org



City of Chaska Memorandum

To: Administration, Mayor, and City Council

From: Lisa Nelson, Controller

Date: December 15, 2023

RE: Financial Reports – Year-To-Date (YTD) Ending October 31, 2023

FINACIAL REPORTS

Attached are year-to-date financial reports as of October 31, 2023.

Each fund includes the adopted budget compared to YTD actuals and the resulting variance.

Prior year revenues and expenditures are reported to allow comparisons of current year and prior year activity.

These draft reports include the following revenues and expenditures as of the report date:

- YTD revenue receipted by the City.
- YTD revenue from invoices issued by the City.
- YTD payroll expenditures.
- YTD vendor payments that:
 - 1) were previously approved by the City Council, or
 - 2) are pending approval by the Council at the December 18th meeting.

These draft reports do not include the following revenues and expenditures/expenses:

- General investment earnings revenue (allocated at year-end)
- Depreciation expense (recorded at year-end)

GENERAL FUND
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE PERIODS ENDING 10/31/2023 AND 10/31/2022

	2023				PERCENT OF BUDGET RECEIVED/ EXPENDED	2022 ACTUAL AS OF 10/31/2022
	BUDGETED AMOUNTS		ACTUAL AS OF 10/31/2023	VARIANCE WITH AMENDED BUDGET		
	ORIGINAL	AMENDED				
REVENUES:						
Property Taxes *	\$ 10,590,388	\$ 10,590,388	\$ 5,590,914	\$ (4,999,474)	53%	\$ 4,436,290
Franchise Fees (Cable TV & Gas)	762,000	762,000	393,604	(368,396)	52%	501,060
Licenses	205,780	205,780	178,010	(27,770)	87%	179,081
Permits:						
Building	1,035,098	1,035,098	2,660,394	1,625,296	257%	1,695,455
Other Permits	35,798	35,798	79,171	43,373	221%	39,613
Intergovernmental:						
Federal	-	-	2,848	2,848		-
State	588,387	588,387	737,992	149,605	125%	616,984
Regional, County, School & Local	169,470	169,470	115,785	(53,685)	68%	71,487
Charges For Services:						
General Government	100,300	100,300	63,608	(36,692)	63%	164,730
Public Safety	47,837	47,837	56,323	8,486	118%	51,255
Public Works	14,260	14,260	26,803	12,543	188%	22,424
Parks & Recreation	293,764	592,038	588,093	(3,945)	99%	311,002
Administrative Charges	5,536,060	5,536,060	4,592,296	(943,764)	83%	4,271,755
Fines And Forfeitures	40,223	40,223	39,813	(410)	99%	31,085
Investment Earnings	25,000	25,000	(7,955)	(32,955)	-32%	(5,112)
Other Revenue	186,850	189,850	255,117	65,267	134%	285,835
TOTAL REVENUES	19,631,215	19,932,489	15,372,816	(4,559,673)	77%	12,672,944
EXPENDITURES:						
General Government:						
Mayor & Council	191,078	191,078	124,541	66,537	65%	114,696
Communications	73,447	73,447	120,915	(47,468)	165%	33,357
Administration	1,122,615	1,122,615	746,983	375,632	67%	774,487
Human Resources	462,885	462,885	403,475	59,410	87%	379,845
Elections	13,906	13,906	15,547	(1,641)	112%	11,433
Finance/Admin Services	1,860,432	1,860,432	1,355,630	504,802	73%	1,501,395
Information Services & Fiber Sys.	1,328,176	1,328,176	1,101,558	226,618	83%	1,097,766
Legal - City Attorney	120,000	120,000	121,570	(1,570)	101%	207,133
Community Development	417,903	417,903	375,333	42,570	90%	443,149
Engineering	635,216	635,216	559,627	75,589	88%	468,828
Government Buildings	216,612	216,612	186,850	29,762	86%	181,644
Facility Maintenance	761,846	761,846	505,593	256,253	66%	494,006
Total General Government	7,204,116	7,204,116	5,617,622	1,586,494	78%	5,707,739
Public Safety:						
Police	6,103,812	6,103,812	5,031,288	1,072,524	82%	4,793,752
Fire	2,547,084	2,547,084	2,212,783	334,301	87%	1,964,569
Building Inspections (Comm.Dev)	781,511	781,511	857,473	(75,962)	110%	728,082
Civil Defense	5,814	5,814	700	5,114	12%	442
Total Public Safety	9,438,221	9,438,221	8,102,244	1,335,977	86%	7,486,845
Public Works:						
Administration	424,883	424,883	332,145	92,738	78%	335,507
Streets & Alleys	1,935,240	1,935,240	1,482,197	453,043	77%	1,612,178
Snow Removal	284,555	284,555	392,093	(107,538)	138%	189,458
Signs	7,000	7,000	12,257	(5,257)	175%	5,387
Municipal Services/Building	211,196	211,196	173,542	37,654	82%	160,014
Tree Maintenance	64,968	64,968	65,600	(632)	101%	50,005
Total Public Works	2,927,842	2,927,842	2,457,834	470,008	84%	2,352,549
Parks & Recreation:						
Administration	638,389	722,923	623,463	99,460	86%	643,196
Community Events **	164,350	169,550	173,718	(4,168)	102%	57,763
Programs (Youth/Teen/Adult/Sr.) **	442,628	654,168	581,916	72,252	89%	241,768
Beach/Firemen's Park	123,425	123,425	112,384	11,041	91%	103,902
Hockey & Skating Rinks	12,481	12,481	4,390	8,091	35%	7,750
Park Maintenance	1,319,372	1,319,372	1,296,547	22,825	98%	1,280,944
Total Parks & Recreation	2,700,645	3,001,919	2,792,418	209,501	93%	2,335,323
Unallocated	267,991	267,991	-	267,991	0%	-
Debt Service	116,400	116,400	106,789	9,611	92%	32,279
TOTAL EXPENDITURES	22,655,215	22,956,489	19,076,907	3,879,582	83%	17,914,735
OTHER FINANCING SOURCES (USES):						
Transfers In	5,004,000	5,004,000	3,969,420	(1,034,580)	79%	3,625,050
Transfers Out	(1,980,000)	(1,980,000)	(1,167,500)	812,500	59%	(177,500)
NET TRANSFERS	3,024,000	3,024,000	2,801,920	(222,080)	93%	3,447,550
NET CHANGE IN FUND BALANCES	\$ -	\$ -	\$ (902,171)	\$ (902,171)		\$ (1,794,241)

* Tax settlements are received from Carver County in June/July and December.

** Includes Park & Rec programs previously recorded as Community Center activity.

MOUNT PLEASANT MAINTENANCE FUND
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE PERIODS ENDING 10/31/2023 AND 10/31/2022

	2023			PERCENT	2022
	BUDGET	ACTUAL AS OF 10/31/2023	VARIANCE WITH BUDGET	OF BUDGET RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2022
REVENUES:					
Property Taxes *	\$ 6,000	\$ 3,173	\$ (2,827)	53%	\$ 3,161
Charges For Services/Lot Sales	2,400	1,600	(800)	67%	1,600
Investment Earnings	300	-	(300)	0%	-
TOTAL REVENUES	8,700	4,773	(3,927)	55%	4,761
EXPENDITURES:					
Current:					
Public Works:					
Professional Services And Charges	13,500	13,739	(239)	102%	13,939
NET CHANGE IN FUND BALANCES	\$ (4,800)	\$ (8,966)	\$ (4,166)		\$ (9,178)

* Tax settlements are received from Carver County in June/July and December.

ECONOMIC DEVELOPMENT AUTHORITY (EDA) FUND
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE PERIODS ENDING 10/31/23 AND 10/31/22

	2023			PERCENT OF BUDGET	2022
	BUDGET	ACTUAL AS OF 10/31/2023	VARIANCE WITH BUDGET	% RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2022
REVENUES:					
Property Taxes *	\$ 196,308	\$ 103,815	\$ (92,493)	53%	\$ 96,661
Intergovernmental	-	210,023	210,023	0%	-
Charges For Services	263,886	219,919	(43,967)	83%	143,763
Special Assessments	40,000	22,489	(17,511)	56%	23,611
Investment Earnings (Charges)	(5,400)	-	5,400	0%	-
Leases/Rent	32,400	-	(32,400)	0%	27,336
Other Revenue	-	9,585	9,585		21,398
TOTAL REVENUES	527,194	565,831	38,637	107%	312,769
EXPENDITURES:					
Current:					
Administration:					
Professional Services	18,905	18,652	253	99%	1,206
Other Charges and Special Events	47,120	18,458	28,662	39%	24,698
Remit Grant Revenue	-	210,000	(210,000)		-
Administrative Fees	360,486	304,830	55,656	85%	221,917
Economic Development Projects/Programs:					
Supplies	-	1,026	(1,026)		-
Professional Services	61,309	58,694	2,615		58,895
Other Charges and Special Events	19,674	22,447	(2,773)	114%	18,702
Debt Service:					
Principal	16,800	-	16,800	0%	-
Interest	2,900	-	2,900	0%	-
Capital Outlay	-	313,761	(313,761)		-
TOTAL EXPENDITURES	527,194	947,868	(420,674)	180%	325,418
NET CHANGE IN FUND BALANCES	\$ -	\$ (382,037)	\$ (382,037)		\$ (12,649)

* Tax settlements are received from Carver County in June/July and December.

EQUIPMENT ACQUISITION FUND
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE PERIODS ENDING 10/31/2023 AND 10/31/2022

	2023			PERCENT OF BUDGET	2022
	BUDGET	ACTUAL AS OF 10/31/2023	VARIANCE WITH BUDGET	RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2022
REVENUES:					
Property Taxes *	\$ 4,106,500	\$ 753,806	\$ (3,352,694)	18%	\$ 579,984
Intergovernmental	-	257	257		260
Charges For Services	30,500	9,349	(21,151)	31%	10,502
Interest Earnings	-	31,531	31,531		39,586
Leases (tower)	109,000	-	(109,000)	0%	134,111
Other Revenue	-	3,000	3,000		4,404
TOTAL REVENUES	4,246,000	797,943	(3,448,057)	19%	768,847
EXPENDITURES:					
Current:					
General Government	10,000	461	9,539	5%	23,411
Public Safety	-	5,044	(5,044)		-
Public Works	-	-	-		4,697
Debt Service:					
Lease Payments	-	16,105	(16,105)		-
Issuance Costs & Fiscal Agent Fees	93,000	-	93,000		-
Capital Outlay:					
Furniture And Equipment					
Communications	30,500	-	30,500	0%	-
Information Technology	270,000	484,176	(214,176)	179%	49,956
Police	-	59,004	(59,004)		194,205
Fire	250,000	64,107	185,893	26%	173,085
Building Inspections	-	-	-		167,137
Public Works	341,000	66,534	274,466	20%	208,754
TOTAL EXPENDITURES	994,500	695,431	299,069	70%	821,245
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	3,251,500	102,512	(3,148,988)		(52,398)
OTHER FINANCING SOURCES (USES):					
Transfers In	32,000	32,000	-	100%	28,000
Transfers Out	(3,686,000)	(611,184)	3,074,816	17%	(449,303)
Bonds Issued	402,500	-	(402,500)	0%	-
Leases Issued	-	-	-		363,989
Sale of Capital Assets	-	25,541	25,541		32,174
TOTAL OTHER FINANCING SOURCES (USES)	(3,251,500)	(553,643)	2,697,857		(25,140)
NET CHANGE IN FUND BALANCES	\$ -	\$ (451,131)	\$ (451,131)		\$ (77,538)

* Tax settlements are received from Carver County in June/July and December.

ELECTRIC FUND
REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE PERIODS ENDING 10/31/2023 AND 10/31/2022

	2023			PERCENT	2022
	BUDGET	ACTUAL AS OF 10/31/2023	VARIANCE WITH BUDGET	OF BUDGET RECEIVED / EXPENDED	ACTUAL AS OF 10/31/2022
OPERATING REVENUES:					
Residential & Senior Sales	\$ 10,326,000	\$ 8,478,963	\$ (1,847,037)	82%	\$ 8,118,271
Commercial Sales	1,078,000	886,186	(191,814)	82%	862,997
Industrial Sales	30,904,000	26,002,544	(4,901,456)	84%	24,697,331
Other Charges and Sales	2,969,000	13,213,875	10,244,875		13,166,087
TOTAL OPERATING REVENUES	45,277,000	48,581,568	3,304,568	107%	46,844,686
OPERATING EXPENSES:					
Purchased Power	27,292,000	32,818,275	(5,526,275)	120%	32,612,728
Distribution:					
Personnel Services	1,993,084	1,694,451	298,633	85%	1,459,434
Supplies, Services & Other Charges	793,346	697,760	95,586	88%	709,150
Administration:					
Personnel Services	417,093	337,108	79,985	81%	271,897
Supplies, Services & Other Charges	3,371,534	2,864,492	507,042	85%	2,600,141
Utility Billing:					
Personnel Services	311,848	292,130	19,718	94%	273,903
Supplies, Services & Other Charges	384,785	241,878	142,907	63%	341,309
Conservation Programs	482,350	251,621	230,729	52%	321,852
Capital Outlay	1,390,000	1,796,327	(406,327)	129%	433,488
TOTAL OPERATING EXPENSES	36,436,040	40,994,042	(4,558,002)	113%	39,023,902
OPERATING INCOME	8,840,960	7,587,526	(1,253,434)		7,820,784
NON-OPERATING REVENUES:					
Investment Earnings (Charges)	700	12,416	11,716	1774%	(471)
Intergovernmental	-	272	272		179
TOTAL NON-OPERATING REVENUES	700	12,688	11,988		(292)
NON-OPERATING EXPENSES:					
Debt Service - Principal	450,000	450,000	-	100%	430,000
Debt Service - Interest	253,000	252,175	825	100%	269,375
Debt Service - Agent Fees	450	1,000	(550)		1,000
TOTAL NON-OPERATING EXPENSES	703,450	703,175	275	100%	700,375
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	8,138,210	6,897,039	(1,241,171)		7,120,117
CAPITAL CONTRIBUTIONS	-	291,252	291,252		330,553
TRANSFERS IN (OUT):					
Transfers Out	(7,288,710)	(5,588,130)	1,700,580		(5,009,350)
TOTAL TRANSFERS IN (OUT)	(7,288,710)	(5,588,130)	1,700,580		(5,009,350)
CHANGE IN NET POSITION	\$ 849,500	\$ 1,600,161	\$ 750,661		\$ 2,441,320

WATER FUND
REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE PERIOD ENDED 10/31/2023 AND 10/31/2022

	2023			PERCENT	2022
	BUDGET	ACTUAL AS OF 10/31/2023	VARIANCE WITH BUDGET	OF BUDGET RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2022
OPERATING REVENUES:					
Residential Sales	\$ 1,917,000	\$ 1,879,073	\$ (37,927)	98%	\$ 1,617,406
Commercial Sales	1,224,000	1,340,710	116,710	110%	1,132,188
Industrial Sales	452,000	457,049	5,049	101%	359,007
Other Sales & Charges	576,040	863,945	287,905	150%	690,842
TOTAL OPERATING REVENUES	4,169,040	4,540,777	371,737	109%	3,799,443
OPERATING EXPENSES:					
Pumping	296,896	359,795	(62,899)	121%	330,201
Treatment	358,984	412,705	(53,721)	115%	373,423
Distribution:					
Personnel Services	619,456	493,891	125,565	80%	416,462
Supplies, Services & Other Charges	371,051	182,954	188,097	49%	153,256
Administration:					
Personnel Services	135,516	112,122	23,394	83%	106,154
Supplies, Services & Other Charges	705,394	586,654	118,740	83%	543,981
Utility Billing:					
Personnel Services	77,961	52,755	25,206	68%	59,783
Supplies, Services & Other Charges	67,495	58,656	8,839	87%	72,453
Capital Outlay	393,500	1,880,143	(1,486,643)	478%	1,765,610
TOTAL OPERATING EXPENSES	3,026,253	4,139,675	(1,113,422)	137%	3,821,323
OPERATING INCOME	1,142,787	401,102	(741,685)	35%	(21,880)
NON-OPERATING REVENUES:					
Investment Earnings (Charges)	9,300	(8,102)	(17,402)	-87%	(3,209)
Intergovernmental	-	9,319	9,319		788
Lease - Bountiful Basket	31,800	-	(31,800)	0%	25,974
TOTAL NON-OPERATING REVENUES	41,100	1,217	(39,883)	3%	23,553
NON-OPERATING EXPENSES:					
Debt Service - Principal	812,173	146,235	665,938	18%	133,035
Debt Service - Interest	156,457	108,234	48,223	69%	117,020
Issuance Costs & Fiscal Agent Fees	-	530	(530)		515
Old Water Treatment Plant/Bountiful Basket	1,922	941	981		3,693
TOTAL NON-OPERATING EXPENSES	970,552	255,940	714,612	26%	254,263
INCOME (LOSS) BEFORE TRANSFERS	213,335	146,379	(66,956)		(252,590)
TRANSFERS IN (OUT):					
Transfers In	400,000	-	(400,000)		-
Transfers (Out)	(234,855)	(73,000)	161,855		(117,000)
NET TRANSFERS IN (OUT)	165,145	(73,000)	(238,145)		(117,000)
CHANGE IN NET POSITION	\$ 378,480	\$ 73,379	\$ (305,101)		\$ (369,590)

SEWER FUND
REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE PERIODS ENDING 10/31/2023 AND 10/31/2022

	2023			PERCENT OF BUDGET RECEIVED/ EXPENDED	2022	
	BUDGET	ACTUAL AS OF 10/31/2023	VARIANCE WITH BUDGET		ACTUAL AS OF 10/31/2022	
OPERATING REVENUES:						
Residential Sales	\$ 2,084,000	\$ 1,635,329	\$ (448,671)	78%	\$ 1,356,536	
Commercial Sales	1,417,300	1,207,148	(210,152)	85%	960,930	
Industrial Sales	1,752,200	1,371,793	(380,407)	78%	1,201,784	
Other Sales & Charges	1,074,950	1,369,625	294,675	127%	1,112,893	
TOTAL OPERATING REVENUE	6,328,450	5,583,895	(744,555)	88%	4,632,143	
OPERATING EXPENSES:						
Pumping	25,092	19,990	5,102	80%	15,518	
Treatment	3,712,603	3,403,220	309,383	92%	2,816,253	
Collection:						
Personnel Services	619,458	489,762	129,696	79%	415,406	
Supplies, Services & Other Charges	191,306	131,727	59,579	69%	123,792	
Administration:						
Personnel Services	135,514	112,122	23,392	83%	106,155	
Supplies, Services & Other Charges	691,085	579,054	112,031	84%	535,232	
Utility Billing:						
Personnel Services	77,961	52,755	25,206	68%	59,783	
Supplies, Services & Other Charges	71,484	57,419	14,065	80%	71,296	
Capital Outlay	92,000	2,538	89,462	3%	12,704	
TOTAL OPERATING EXPENSES	5,616,503	4,848,587	767,916	86%	4,156,139	
OPERATING INCOME	711,947	735,308	23,361		476,004	
NON-OPERATING REVENUES:						
Investment Earnings (Charges)	5,100	(1,479)	(6,579)	-29%	-	
Intergovernmental	-	24,573	24,573		95	
TOTAL NON-OPERATING REVENUES	5,100	23,094	17,994	453%	95	
NON-OPERATING EXPENSES:						
Debt Service - Principal	271,852	255,914	15,938	94%	239,365	
Debt Service - Interest	117,340	117,338	2	100%	73,553	
Issuance Costs & Fiscal Agent Fees	-	340	(340)		330	
TOTAL NON-OPERATING EXPENSES	389,192	373,592	15,600		313,248	
INCOME (LOSS) BEFORE TRANSFERS	327,855	384,810	56,955		162,851	
TRANSFERS IN (OUT):						
Transfers In	-	-	-		-	
Transfers (Out)	(327,855)	(109,500)	218,355		(177,000)	
TOTAL TRANSFERS IN (OUT)	(327,855)	(109,500)	218,355		(177,000)	
CHANGE IN NET POSITION	\$ -	\$ 275,310	\$ 275,310		\$ (14,149)	

CHASKA COMMUNITY CENTER FUND
REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE PERIODS ENDING 10/31/2023 AND 10/31/2022

	2023				PERCENT OF BUDGET RECEIVED/ EXPENDED	2022	
	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL AS OF 10/31/2023	VARIANCE WITH AMENDED BUDGET		ACTUAL AS OF 10/31/2022	
OPERATING REVENUES:							
Admissions	\$ 306,700	\$ 306,700	\$ 169,368	\$ (137,332)	55%	\$ 155,324	
Memberships	1,242,673	1,242,673	1,007,787	(234,886)	81%	822,742	
Rentals	1,079,820	1,079,820	800,205	(279,615)	74%	940,741	
Charges for Services/Lessons	575,691	365,225	338,353	(26,872)	93%	438,045	
Other Revenue	564,158	557,884	63,728	(494,156)	11%	41,357	
TOTAL OPERATING REVENUE	\$ 3,769,042	\$ 3,552,302	\$ 2,379,441	\$ (1,172,861)	67%	\$ 2,398,209	
OPERATING EXPENSES:							
Personnel Services	2,441,859	2,320,870	1,958,693	362,177	84%	1,831,195	
Operating Supplies	262,317	237,167	231,274	5,893	98%	250,231	
Professional & Other Services	821,918	782,968	855,246	(72,278)	109%	1,032,082	
Other Charges	808,890	777,239	299,222	478,017	38%	313,488	
Capital Outlay	-	-	257,094	(257,094)		513,455	
TOTAL OPERATING EXPENSES	4,334,984	4,118,244	3,601,529	516,715	87%	3,940,451	
OPERATING INCOME (LOSS)	(565,942)	(565,942)	(1,222,088)	(656,146)		(1,542,242)	
NON-OPERATING REVENUES:							
Intergovernmental Revenue	-	-	-	-		6,275	
Investment Earnings (Charges)	(11,400)	(11,400)	8,395	19,795	-74%	974	
Debt Proceeds	303,000	303,000	-	-		-	
TOTAL NON-OPERATING REVENUES	291,600	291,600	8,395	19,795	3%	7,249	
NON-OPERATING EXPENSES:							
Debt Service - Principal	358,000	358,000	-	358,000	0%	-	
Debt Service - Interest	137,800	137,800	66,443	71,357	48%	68,132	
Issuance Costs & Fiscal Agent Fees	2,750	2,750	3,400	(650)	124%	3,400	
TOTAL NON-OPERATING EXPENSES	498,550	498,550	69,843	428,707	14%	71,532	
INCOME (LOSS) BEFORE TRANSFERS	(772,892)	(772,892)	(1,283,536)	(207,644)		(1,606,525)	
TRANSFERS IN (OUT):							
Transfers In	700,420	700,420	586,710	(113,710)	84%	470,000	
CHANGE IN NET POSITION	\$ (72,472)	\$ (72,472)	\$ (696,826)	\$ (321,354)		\$ (1,136,525)	

2022 includes program activity that was moved to the General fund, Park and Recreation function, in 2023.

THE LOOP AT CHASKA (Closed During Construction)
REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE PERIOD ENDED 10/31/23 AND 10/31/22

	2023			2022
	BUDGET *	ACTUAL AS OF 10/31/2023	VARIANCE WITH BUDGET	ACTUAL AS OF 10/31/2022
OPERATING REVENUES:				
Green Fees	\$ -	\$ -	\$ -	\$ -
Cart Rental	-	-	-	-
Merchandise & Other Sales	-	-	-	-
TOTAL OPERATING REVENUES	-	-	-	-
OPERATING EXPENSES:				
Golf - Maintenance Dept:				
Personnel Services	-	36,153	(36,153)	-
Supplies, Services & Other Charges	-	40,968	(40,968)	12,750
Golf - Club House:				
Personnel Services	-	-	-	-
Supplies, Services & Other Charges	-	5,908	(5,908)	-
Merchandise for Resale	-	937	(937)	-
Capital Outlay - Golf Course Construction	-	1,166,183	(1,166,183)	202,929
TOTAL OPERATING EXPENSES	-	1,250,149	(1,250,149)	215,679
OPERATING INCOME (LOSS)	-	(1,250,149)	(1,250,149)	(215,679)
NON-OPERATING REVENUES:				
Investment Earnings (Charges)	-	2,737	2,737	1,205
Refunds/Reimbursements	-	165	165	-
TOTAL NON-OPERATING REVENUES	-	2,902	2,902	1,205
NON-OPERATING EXPENSES:				
Interest	-	43,992	(43,992)	53,187
INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS	-	(1,291,239)	(1,291,239)	(267,661)
CAPITAL CONTRIBUTIONS	-	-	-	106,250
TRANSFERS IN (OUT):				
Transfers In	-	122,000	122,000	-
CHANGE IN NET POSITION	\$ -	\$ (1,169,239)	\$ (1,169,239)	\$ (161,411)

Golf course is closed for construction
* No Budget for 2023 as of report date

CHASKA TOWN COURSE FUND
REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE PERIOD ENDED 10/31/23 AND 10/31/22

	2023			PERCENT OF BUDGET	2022
	BUDGET	ACTUAL AS OF 10/31/2023	VARIANCE WITH BUDGET	RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2022
OPERATING REVENUES:					
Green Fees	\$ 1,776,000	\$ 1,926,896	\$ 150,896	108%	\$ 1,868,569
Driving Range	155,000	177,694	22,694	115%	171,932
Golf Rentals	430,000	410,527	(19,473)	95%	426,405
Merchandise	300,000	330,968	30,968	110%	302,773
Other Sales	184,000	167,786	(16,214)	91%	201,095
TOTAL OPERATING REVENUE	\$ 2,845,000	\$ 3,013,871	\$ 168,871	106%	\$ 2,970,774
OPERATING EXPENSES:					
Golf - Maintenance Dept:					
Personnel Services	812,541	685,762	126,779	84%	663,863
Supplies, Services & Other Charges	313,586	280,838	32,748	90%	268,486
Golf - Club House:					
Personnel Services	625,128	551,049	77,079	88%	538,880
Supplies, Services & Other Charges	473,896	547,356	(73,460)	116%	505,615
Merchandise for Resale	225,000	308,977	(83,977)	137%	243,035
Capital Outlay	1,491,000	404,286	1,086,714	27%	260,943
TOTAL OPERATING EXPENSES	3,941,151	2,778,268	1,165,883	70%	2,480,822
OPERATING INCOME	(1,096,151)	235,603	1,334,754		489,952
NON-OPERATING REVENUES:					
Investment Earnings (Charges)	(2,600)	(2,538)	62		(1,028)
Bond Proceeds	1,232,000	-	(1,232,000)		-
TOTAL NON-OPERATING REVENUES	1,229,400	(2,538)	62		(1,028)
NON-OPERATING EXPENSES:					
Debt Service - Principal	186,000	1,924	184,076	1%	-
Debt Service - Interest	93,600	21,376	72,224	23%	26,027
TOTAL NON-OPERATING EXPENSES	279,600	23,300	256,300	8%	26,027
CHANGE IN NET POSITION	\$ (146,351)	\$ 209,765	\$ 1,591,116		\$ 462,897

TURBINE GENERATOR FUND
REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE PERIOD ENDED 10/31/23 AND 10/31/22

	2023			PERCENT OF BUDGET RECEIVED/ EXPENDED	2022
	BUDGET	ACTUAL AS OF 10/31/2023	VARIANCE WITH BUDGET		ACTUAL AS OF 10/31/2022
OPERATING REVENUES:					
Lease Revenue *	\$ 2,486,184	\$ 2,123,650	\$ (362,534)	85%	\$ 1,911,285
OPERATING EXPENSES:					
Professional Services	108,000	122,906	(14,906)	114%	105,868
Other Charges	230,170	172,628	57,542	75%	171,765
TOTAL OPERATING EXPENSES	338,170	295,534	42,636	87%	277,633
OPERATING INCOME	2,148,014	1,828,116	(319,898)		1,633,652
NON-OPERATING REVENUES:					
Investment Earnings	-	17,778	17,778		1,690
Interfund Loan Payments	104,219	-	(104,219)	0%	-
TOTAL NON-OPERATING REVENUES	104,219	17,778	(86,441)	17%	1,690
NON-OPERATING EXPENSES:					
Debt Service - Principal	1,400,000	1,400,000	-	100%	1,340,000
Debt Service - Interest	670,500	670,500	-	100%	737,500
Issuance Costs & Fiscal Agent Fees	4,500	4,500	-	100%	4,500
TOTAL NON-OPERATING EXPENSES	2,075,000	2,075,000	-	100%	2,082,000
CHANGE IN NET POSITION	\$ 177,233	\$ (229,106)	\$ (406,339)		\$ (446,658)

* Lease Revenue includes payments applied to lease receivable

STORM WATER FUND
REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE PERIODS ENDING 10/31/23 AND 10/31/22

	2023			PERCENT OF BUDGET RECEIVED/ EXPENDED	2022	
	BUDGET	ACTUAL AS OF 10/31/2023	VARIANCE WITH BUDGET		ACTUAL AS OF 10/31/2022	
OPERATING REVENUES:						
Residential Sales	\$ 1,221,000	\$ 1,023,878	\$ (197,122)	84%	\$ 930,889	
Industrial Sales	884,000	747,986	(136,014)	85%	690,995	
All Other Receipts	14,385	4,146	(10,239)	29%	9,737	
TOTAL OPERATING REVENUE	2,119,385	1,776,010	(343,375)	84%	1,631,621	
OPERATING EXPENSES:						
Collections:						
Personnel Services	399,600	189,339	210,261	47%	249,271	
Supplies, Services & Other Charges	287,253	145,911	141,342	51%	268,400	
Administration:						
Personnel Services	222,637	180,376	42,261	81%	160,186	
Supplies, Services & Other Charges	418,599	348,830	69,769	83%	328,100	
Utility Billing:						
Personnel Services	51,974	20,031	31,943	39%	-	
Supplies, Services & Other Charges	63,741	61,925	1,816	97%	66,971	
Capital Outlay	348,003	35,758	312,245	10%	675,082	
TOTAL OPERATING EXPENSES	1,791,807	982,170	809,637	55%	1,748,010	
OPERATING INCOME (LOSS)	327,578	793,840	466,262		(116,389)	
NON-OPERATING REVENUES:						
Investment Earnings (Charges)	5,500	(4,890)	(10,390)	-89%	(2,850)	
Intergovernmental	-	-	-		40,000	
Refunds and Reimbursements	-	-	-		102,310	
TOTAL NON-OPERATING REVENUES	5,500	(4,890)	(10,390)		139,460	
NON-OPERATING EXPENSES:						
Debt Service - Principal	210,184	78,052	132,132	37%	142,600	
Debt Service - Interest	78,055	45,559	32,496	58%	83,985	
Issuance Costs & Fiscal Agent Fees	-	255	(255)		230	
TOTAL NON-OPERATING EXPENSES	288,239	123,866	164,373	43%	226,815	
INCOME (LOSS) BEFORE TRANSFERS	44,839	665,084	620,245		(203,744)	
TRANSFERS IN (OUT):						
Transfers In	207,870	-	(207,870)	0%	203,167	
Transfers (Out)	(252,000)	(126,000)	126,000	50%	(246,000)	
NET TRANSFERS IN (OUT)	(44,130)	(126,000)	(81,870)		(42,833)	
CHANGE IN NET POSITION	\$ 709	\$ 539,084	\$ 538,375		\$ (246,577)	

CHASKA CURLING AND EVENT CENTER FUND
REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE PERIODS ENDING 10/31/2023 AND 10/31/2022

	2023			PERCENT OF BUDGET	2022
	BUDGET	ACTUAL AS OF 10/31/2023	VARIANCE WITH BUDGET	RECEIVED/ EXPENDED	ACTUAL AS OF 10/31/2022
OPERATING REVENUES:					
Memberships	\$ 146,000	\$ 142,919	\$ (3,081)	98%	\$ 130,111
Rentals	182,716	180,087	(2,629)	99%	174,549
Lessons	265,000	184,720	(80,280)	70%	238,938
Leagues	260,000	181,012	(78,988)	70%	272,144
Leases	388,000	260,130	(127,870)	67%	322,012
Other Revenue	54,484	42,591	(11,893)	78%	44,739
TOTAL OPERATING REVENUES	1,296,200	991,459	(304,741)	76%	1,182,493
OPERATING EXPENSES:					
Administration:					
Personnel Services	367,663	297,100	70,563	81%	250,556
Supplies, Services & Other Charges	417,046	423,223	(6,177)	101%	407,594
Event Center:					
Personnel Services	109,794	83,674	26,120	76%	86,005
Supplies, Services & Other Charges	18,001	19,723	(1,722)	110%	14,631
Curling Center:					
Personnel Services	211,356	161,461	49,895	76%	181,906
Supplies, Services & Other Charges	78,825	81,845	(3,020)	104%	77,961
Crooked Pint	61,910	102,996	(41,086)	166%	46,497
Capital Outlay	15,000	-	15,000		32,000
TOTAL OPERATING EXPENSES	1,279,595	1,170,022	109,573	91%	1,097,150
OPERATING INCOME (LOSS)	16,605	(178,563)	(195,168)		85,343
NON-OPERATING REVENUES:					
Investment Earnings (Charges)	(12,154)	48,256	60,410		5,776
TOTAL NON-OPERATING REVENUES	(12,154)	48,256	60,410		5,776
NON-OPERATING EXPENSES:					
Debt Service-Principal	1,085,000	1,085,000	-	100%	1,050,000
Debt Service-Interest	497,906	384,664	113,242	77%	416,850
Issuance Costs & Fiscal Agent Fees	1,600	3,200	(1,600)	200%	3,200
TOTAL NON-OPERATING EXPENSES	1,584,506	1,472,864	111,642	93%	1,470,050
INCOME (LOSS) BEFORE TRANSFERS	(1,580,055)	(1,603,171)	(23,116)		(1,378,931)
TRANSFERS IN (OUT):					
Transfers In	1,584,506	1,584,506	-	100%	1,581,692
CHANGE IN NET POSITION	\$ 4,451	\$ (18,665)	\$ (23,116)		\$ 202,761